

Notice of a meeting of the

Finance & General Purposes Committee

21st October 2019 at 7.00pm

All Saints Room, Civic Hall, Didcot



Please note the earlier start for presentations from IT companies regarding options on future computer/server solutions.

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 Order 18-20 on a matter before the Committee).

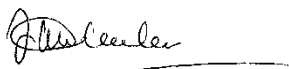
At the relevant time during the meeting, the Chairman will invite members of the public to present their questions, statements or petitions.

To find out about participation contact the Town Clerk.

Agenda

Please note that there will be a chance to ask questions on the quotes (item 8) from Triumph Technologies at 7.00pm, MFG at 7.30pm and Planet IT at 8.00pm.

1. To receive apologies.
2. To receive declarations of interests. Members are reminded to declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's code of conduct.
3. To agree the Minutes of the meeting held on 23rd September 2019 – see *attached*.
4. Questions on the Minutes as to the progress of any item.
5. To consider the new report from The Grub Hub Summer 2019 project and the revised £2,230 grant request (*see report*)
6. To note the financial statements and budgets as at 30th September 2019 (*report attached – papers to follow*)
7. i) To receive comments from the Committee on the first round of the draft budget 2020 – 2021 – (*see papers attached from the last meeting*)
ii) To agree to re-state the £750,000 on codes 32525 and 32524.
8. To consider the presentations and quotes replacement of server or putting all files and email in the cloud (*see SWOT analysis and quotes*)
9. To consider an up-date from Steve Parkinson regarding the VAT issues with the Civic Hall – *advice to come*.
10. To consider the request from the Planning Committee for up £750 to fund more speed surveys (*report attached*)
11. To approve a locum Town Clerk for Council meeting on 4th November 2019 – *verbal report from the Town Clerk*.



Janet Wheeler
Town Clerk
15th October 2019

Voting committee members:

Councillors

J Moody (Chairman)
P Siggers (Vice-Chair)
A Sandiford
M Walsh
V Haval
M McNeill
A Thompson

Nominated substitute committee members:

Councillors

M Khan
D Macdonald

C Wilson
E Hards
D Rouane

Didcot Town Council

Finance and General Purposes Committee 23rd September 2019 at 7.30pm All Saints Room, Civic Hall, Didcot



Minutes

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

Present:

Councillor J Moody (Chairman)
Councillor P Siggers (Vice Chairman)
Councillor A Sandiford
Councilor V Haval
Councillor M McNeill
Councillor E Hards (substitute for Cllr M Walsh)

Officer:

Mrs J Wheeler, Town Clerk
Mrs S Hickman, Finance Officer

Two members of the public.

61. Apologies

Apologies were received from Cllr M Walsh and Cllr A Thompson.

62. Declarations of interests

Cllr A Sandiford declared a disclosable pecuniary interest in item 5 and left the room for this part of the meeting.

63. Minutes of the Finance Committee meeting held 19th August 2019

It was proposed by Councillor P Siggers; seconded by Councillor A Sandiford:

RESOLVED to agree the minutes held on 19th August 2019 as a correct record.

Cllr P Davies had emailed the Town Clerk to request an amendment to the minutes but the email was not seen until the Town Clerk was due to attend the meeting – so

there was no time to circulate. The Chairman took the decision that in addition to the email arriving very close to the meeting – the Councillor wishing to make the amendment to the minutes was not in attendance.

Standing Orders suspended to allow public participation. (Standing Order 97)

Helen Seymour from the 15th Didcot Scout Group spoke about their grant application for monies to replace our electric boiler and water heater. She gave a brief introduction to the 15th Scout Group – the oldest group in Didcot and an overview of their activities with young people in the community. The grant is wanted to provide the scout hut with heating and hot water to help the various scouting groups and also other community groups who make use of the hut. Fund raising has been ongoing but the scouts tend to follow the term time for activities where money can be raised.

Richard Kennell spoke to a report which he had sent evaluating the new services known as the “Grub Hub” initiative. The scheme was to cook three meals every week throughout the summer holidays to feed children who would be missing their free school meals. 590 children were identified from the six most central schools. The bulk of the work was using volunteers recruited from a variety of organisations. The report included a complete break down of the numbers attending along with feedback and evaluation.

This report would be circulated to all members of the Finance Committee at the next meeting. The sum of £2000 had already been approved at the F&GP meeting on 29th July 2019 but this report was now asking for £2,230 to cover equipment and membership costs.

Both speakers were thanked for attending the meeting.

Standing orders were re-instated.

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

Cllr V Haval spoke of an exchange of emails concerning SODC’s property in the Broadway and a community group who is currently renting the property as a short term tenant.

65. Grant aid application

The Committee considered one grant aid application:

- a) **15th Didcot Scout Group**
Application amount £3169

To fund the removal and replacement of an electric boiler and water heater in the Scout Hut.

It was proposed by Cllr P. Siggers; seconded by Cllr V Haval:

RESOLVED TO grant the sum of £3169.

66. Financial statements and budgets as at 31st August 2019

The Committee **NOTED** the income and expenditure as at 31st July 2019.

Cllr V Haval queried whether the new server would come out of cost centre 1160 – Sharon confirmed that this was just the running costs to date. The server would be a capital spend.

Cllr J Moody – 32525 and 32524 – the sum of £750,000 – this needs to be deleted from the budget as the Council never received the grant. An item would be on the next F&GP agenda.

Cllr J Moody had the following queries:

- 4024 Civic Hall event costs – the budget is £9000 and around half through the year the year to date stands at £9,222.
- 4027 Advertising/marketing – make sure no further advertising is booked.
- 4044 Maintenance contracts - £8,500 – over budget summary of costs would be supplied.

Cllr V Haval wanted to know how credit control was applied and how purchase orders were authorised. Sharon confirmed that outstanding payments were chased but some customers had payment processes where payments always took longer to come through.

67. Draft budget – first round – 2020 - 2021

The papers were the first round of the budget. The Town Clerk had applied a blanket 3% over most cost centres. The Chairman asked the Committee to take away the papers and bring their thoughts to the next meeting. The Environment Committee were already considering their budget cost centres.

The Town Clerk invited Councillors to come back before the meeting so that their ideas could be incorporated.

Cllr V Haval queried the fact that the predicted expenditure was much higher than the income. The Town Clerk explained that the Council does not have a huge amount of income and is therefore reliant on the precept to make up the difference. The precept is calculated on the tax base which is worked out according to the numbers of housing in Didcot. We have to wait for SODC to tell us what the tax base will be before we can finalise our budget. This is generally just before Christmas.

68. To further review the cost of the new Depot

A further report was circulated with the agenda detailing the reasons for the overspend. The Chairman wanted to be clear on the financials with this project.

The contract tendered sum was £497,763.78 but the budget at the time the contract was awarded was just £400,000 – so the project was almost £100,000 over budget from the start. The final sum for the project was £571,156.

The report from the Outdoor Services Manager has answered some of the queries raised in the last meeting. It was also acknowledged that Councillors from the last Council were kept informed of the project although improvements in the up-dates in terms of clear documentation needs to be made.

The Chairman felt that half the overspend seemed to be the supply of the drawings and it was not clear why this was so significant. In his view the contract with the builder seemed to be stacked against the client.

The Chairman stated that given the final sum is around 8-10% of the total contract sum – he reluctantly recommends acceptance. Any challenge would only add to the costs and we would be unlikely to win.

It was noted that there was a lack of paperwork and poor record-keeping which was not acceptable in a major project.

It was AGREED to note the reports and to be extra vigilant with future building projects by ensuring that a robust written record is circulated and kept on file to keep a firm control of expenditure.

69. To consider the quotes for possible replacement of server or putting all files and email in the cloud

The report records the fact that the current server would not be supported after November 2019. Furthermore the operating software – Windows 7 would also not be supported after January 2020. There were three options open to the Council:

- Like for like replacement – with a server.
- A hybrid server and emails stored in the cloud.
- Putting all systems in the cloud – documents and emails. It would be noted that much of our specialist software – such as the Civic Hall booking system; burials and allotment packages and our financial packages are already stored using citrix.

A total of four quotes had been received and most of them were quoting for the option of putting everything in the cloud rather than replacing the server. The Town Clerk had carried out an analysis of the pros and cons for the three options.

If the Councillors opt to replace the server – this will need to be replaced every five years. The cloud technology is well established now and is more like a “pay as you go” – there is no hardware but continuous rental. The other main downside of opting to put everything in the cloud is the risk of a power cut. In Didcot this would only be a very short term problem as there are many large businesses who rely on a constant internet presence in this area.

The Town Clerk also highlighted the issue with the office computers. Most of them are on Windows 7 and need to be up-graded to Windows 10. Many of the computers date back to 2012 and are very slow. The Town Clerk’s computer only has 2mg of memory and often fails to print out legal topic notes from NALC. The same happens with pdfs which often fail to be printed if too large. The risk of not replacing the software is a heightened risk of viruses as the protection will also be lower.

Cllr P Siggers stated that the Council had been through this item a year ago and voted to put everything in the cloud. This decision had not been progressed and the Town Clerk found out by default that the server would not be supported after next month. It had been necessary to get new up-to-date quotes.

Cllr V Haval wanted to check where our information would be stored – whether in the UK or abroad – and how GDPR regulations would be covered.

The Councillors wanted to compare the cost of purchasing a server for the next five years with the cost of going in the cloud – with a purchase of new computers. It was AGREED that three out of the four companies should be invited to go through their quotes at the next meeting.

Of the four total monthly costs; it was agreed to ask the companies who gave the three cheaper quotes to come to present at the next meeting. The Chairman listed some of the things he would want the presentations to cover.

70. Confirmation of current CIL and S106 monies

The report detailing the current sums of CIL and S106 was noted. There was a discussion of projects which the monies could be spent on such as the splash park for Edmonds Park and improved wifi for the Civic Hall with a guest network. The S106 monies needs to be bid for and is not guaranteed to be available. The CIL monies will be sent over to DTC twice a year.

71. Confirmation of receiving the CIL direct into our bank account

It was agreed that DTC would prefer to hold the CIL in our bank account. The next payment would be in October 2019.

72. To consider an early insurance cover renewal

Our current insurance broker had changed cover and was now offering the Council a chance to renew early and enjoy improved cover with the new company. There were no figures offered for early renewal. It was AGREED to see the current contract to the end and go out to tender next year.

The meeting closed at 9.10pm.

Signed _____ Chairman Date _____

The Grub Hub – Summer 2019

During the summer of 2019 Didcot First Ltd and SOFEA came together to run The Grub Hub. A project designed to feed children who would be missing their free school meal during the school holiday.

It was identified that 590 children were entitled to free school, meals from the 6 most central schools (Stephen Freeman, Manor, Northbourne, Willowcroft, Ladygrove Park and All Saints) so we elected to work with and through only these schools in the first instance.

The Plan:

We decided to cook three meals every week (Mon, Wed, Fri) and to spread them over 3 venues (The Railway Centre, The Barn and The Civic Hall). Once risk assessments and site visits were conducted, we settled on 2 venues and dropped The Barn as their kitchen lacked some essential aspects such as a second sink. The venues had to have sufficient space, adequate toilets and a professional kitchen set up. We decided against school venues as the children were on holiday and if felt right to use different places.

We would use a mix of paid support from SOFEA who employed Sue Carter as the Cook (her day job is School Cook at Manor School) and Didcot First Ltd who employed Di Chesterman to arrange the volunteers and activities.

The main bulk of the work would be carried out by a team of volunteers recruited from a variety of organisations.

The Volunteers:

We recruited a total of 43 volunteers aged from 14yrs – 84yrs and from diverse organisations such as St Birinus Sch, Didcot Girls Sch, Churches Together, The Rotary Club, The WI and individual contacts and friends.

We aimed to have 2 volunteers on a reception desk welcoming and registering families and being a static point of contact. We held useful leaflets on the desk (e.g info re the Community Larder, Childrens Library service etc) and also distributed any surplus food from here (some food from SOFEA and some surplus allotment produce brought in by volunteers).

We had around 6 volunteers in the kitchen to work under Sue's direction to prepare, serve and clear up.

We had around 6 volunteers supporting the activities – encouraging children and families to get involved.

The total number of volunteer hours given was 955

The Families:

We directed our advertising through the schools, asking them to hand the flier to families they identified as being 'in need'. Generally, pupils on free school meals or pupil premium.

Ultimately families came from a variety of sources – these were all cited as sources of info:

All Saints School 2	Manor School 4	Word of Mouth 16
Family Solutions 1	Stephen Freeman Sch 1	SOFEA 4
Church 1	Northbourne Sch 1	Willowcroft Sch 5
Mums in Didcot (FB) 1	Balsam 2	Dropped In 1
Other 1	Library 1	Ladygrove Park Sch 1
Undeclared 3		

This means 45 families visited over the summer, many of them visiting on more than one occasion as seen in the table below.

Date	No of families	No of adults	No of children
29 th July	4	5	10
31 st July	8	11	25
2 nd Aug	7	9	18
5 th Aug	9	10	20
7 th Aug	10	13	23
9 th Aug	12	15	23
12 th Aug	19	25	48
14 th Aug	18	24	41
16 th Aug	18	19	44
19 th Aug	10	13	26
21 st Aug	11	13	27
23 rd Aug	9	11	18
28 th Aug	8	10	16
30 th Aug	9	11	19
2 nd Sept	15	21	29
Totals	167	210	387

The ages of children attending and eating:

Age	No of children	Age	No of children
1 and under	12	7	7
2	10	8	2
3	12	9	2
4	13	10	4
5	15	11	3
6	10	12 +	6

Total number of pre schoolers (ie those under 5s): 47

Total number of Primary aged children (ie those aged 5 – 11): 49

Total number of secondary aged children (ie those 12 +): 6

Feedback and evaluation:

1. We had anticipated higher numbers and were disappointed we didn't reach enough families. However, higher numbers would require higher numbers of volunteers, additional activities and catering equipment.

On the busiest day during this summer, families were reported to say that it was over stimulating for their children especially those on the autistic spectrum and that they might not return.

Recommendation - to do more work on identifying families most in need and to advertise more widely using words recommended by the families such as 'low income', 'receiving benefits' and advertise in places where such families gather e.g places that are free to attend.

2. There were some heartrending stories conveyed to staff and volunteers which are humbling to hear e.g one lady had arrived in Didcot from an abusive relationship in London. She brought 2 children and a backpack, with no plan as to what happened next ! Another family on very low income, with 5 children (4 of whom have additional needs) have never had a complete family day out due to cost – they really enjoyed being out at the railway centre together 😊

Recommendation – to work with the community and open up sources of information. In the past the Childrens Centres provided a wealth of information about all aspects of life as well as providing experiences such as day trips for low income families. Ensure we have suitable qualified and knowledgeable staff to identify and address issues. Keep a bank of useful info from a wide variety of agencies, businesses and community groups as well as places of cheap or free entertainment.

3. We heard about lack of public transport from villages into town and between area's of town.

Recommendation – consider having transport support for future projects although the necessity for child seats in cars may be difficult to arrange. Or consider taking food out to village halls.

4. We learnt about the horrendous cost of school uniform and shoes. It seems that the move to branded school uniform is causing additional stigma when families can't afford the branded items.

Recommendation – we write to schools about the possibility of having a sew on school badge that could be attached to cheaper uniform and moved onto bigger sizes as necessary.

Recommendation – we consider a town wide uniform exchange / thrift shop to operate through the holidays in preparation for the new term.

Feedback from parents / carers (in response to attached questionnaire):

Why did you come along ?

For Food 5 For the Venue 5 For Something to do 11 For Support 3

Something else 5 (make friends)

Did you enjoy the food ? Yes 10 Sort of 1 No

Fav Meal ? Sausage / Chips / Roast / Chicken Curry / Flavoured Pasta / Curry / Spag Bol / Pizza / All of it / Pie and Chips / Good Choice and help yourself to fruit and salad – nice / No Favourite / Macaroni /

Could we improve the food on offer ? No need, great food. The food was yummy. Well done to kitchen staff. Nothing. Sometimes the chips were under cooked. Its very good. Choices could vary more. They were OK.

How did this help family finances ? Lovely people, lovely food. Helped a lot. Yes. My son is fussy and didn't really eat cause he would rather play. Very helpful, family and children activities can get expensive especially if adding cost of transport and food. I'm waiting for UC claim so no money over the summer. Helped hugely, normally we struggle and having Grub Hub was amazing and made a difference. Big Time. Meant we could do other activities. Really helped to feed kids a nutritional meal. It worked great and I didn't have to cook on the days we came.

Was £2.50 good value for adult meal ? Perfect. Yes very good 2. It sure is. Yes 10.
Very good value. Sounds like good value.

Did you see the flier ? Yes 5 No 4

Where would you advertise the Grub Hub ? Facebook. Posters in town. Didcot Herald. Surgeries. Nurseries. Chemists. Churches. Schools. Social Media. Library. Parks. Free. Low cost kids activity places. Soha webpage. Noticeboards. Drs. Job Centre. Health Visitors. Target those on low income e.g Income Support or UC. Door to door. Village Schools. Keep away from Internet ! Civic Hall

What activities did the kids enjoy?

Railway Centre: Carriages 7 Museum 5 Signal Box 5 Outdoor Space 6

Civic Hall: Bouncy castles 11 Arts and Crafts 11 Drumming 8 Yoga 5 Book Area 4
Table Top Games 6 Circus Skills 7 Science Boffins 6 Puzzles 4
Playing with young volunteers 6 Visits by Library Staff 2 Toddler Toys 2

What else could we have included? Face Painting 2. Board games for older children e.g chess. Variety was great, maybe a music session for toddlers. Game of rounders. Cooking and Baking.

How important was activity at the Grub Hub ? Essential 9 Very 5 Not very Not at all

Would you come if it was just food ? No – we come to play and have fun. Possibly. Maybe. Maybe but I would want other people to talk to. Yes 2 Depends. No 4.

Would you come if it was just activities ? Possibly, if we needed to get out of the house. Yes 5. No 2. No but would like a bring and share picnic.

Do you use the Community Larder ? We do 5 We Don't 5

Would you like more info about it ? I'm going to go. I have the info but struggle with Mondays.

People: Anyone to mention ? Di and Alex brilliant – all staff were lovely. The volunteers were very helpful and played with the kids. Andy the drummer, he was amazing and we both enjoyed the drumming. Sue the cook, Di and James the vol. All the volunteers were great, I am a huge fan of volunteering. Sue. Di and Sue and younger volunteer Abi. Jade and Zoe. Everyone – a big thank you. Di – exceptional job promoting with the library and being such a welcome. Steph ? and Alex. Thanks to Sue for cooking in the heat and everyone else for all they have done. Jade. James.

Anything to say ? Thank you, hope you do it again. Great job all the volunteers. They have all done a brilliant job, friendly and join in. My son loves talks to the volunteers and they all plays with him. Thanks a lot it means a lot that there are people that are happy to engage with my children and cook me a lovely hot meal. Amazing. Amazing people who really help families like us, little people make big impacts on peoples lives. All good and help wherever they can. Thank you. Think they are all doing a great job, every one of them. All very helpful and enthusiastic. All made us feel welcome. Brilliant, kind, caring and really approachable, easy to talk to. Very kind and helpful.

Did the yellow aprons help ? Yes 13 Yes very bright 1 Definitely 1 Yes, really good idea 1

Would you like the GH to run next summer Yes 17 No

During other holidays ? Yes 15 No

Why? Perfect for kids. Daughter loves it especially playing with all the children. It is a valuable resource for filling up long days and empty stomachs, I can see it being very popular in inclement weather there isn't a great deal to do around here ! Because my son enjoys it so much and it makes me come out. I like the sense of community and being with people who care. Helps as on a low income. It has been a life saver for us, we have really enjoyed it so much, Thank you guys. Good for the kids. Because it was fun for my son and me. It gives the parents other people to talk to and the children to mix with other children. Good fun, children to mix with others their own age, great for them to play and eat together. Encourages families to come out and have practical help and interaction with a mealtime. Good way to meet people and for children to play. Really goods and affordable. Because I am a single mum with 5 children and without it I don't know how I would of coped, it really helped bringing the children to somewhere that doesn't cost much. It keeps the children make new friends.

Quotes !

A shared meal brings people together, the activities and people enrich the time we share together.

Shame there is a need but great to have willing volunteers.

Really well worth trying.

Its handy for mums to make new friends.

Feedback from the children: (collected on post its on the Feedback Donkey picture)

Liked:

The train rides 8	The Food 7	Grapes 1	The History (at DRC) 1	Fun 1
Friends 4	Arts and Crafts 2	Stickers 1	Drums 1	Science 2
Entertainment 2	Bracelet making 1	Getting out to play more 1	Games 2	
Pizza 1. Drumming 1	Yoga 1	Toy trains 1	Puzzles 1	Playing 1
Bouncy Castles 1	Fabulous 1	The cake was fantastic 1	Mums & children	
meet new friends 1	Sad to see it end 1	Please come back 1	I am sad that it is ending 1	
Work experience, it would help parents get jobs 1				

Don't like:

The noise 1 Pink milk 1

Feedback from Volunteers: (from an emailed set of questions)

The venues

Didcot Railway Centre

- Some volunteers expressed concern regards the access (steps) to the Railway Centre but otherwise liked the venue.
- Comments were made about the poor signage to the Railway Centre, having to get through barriers and the Truck Revellers on day one !
- Generally the volunteers enjoyed the DRC and thought the families did too, especially the train ride on the last day 😊

Didcot Civic Hall

- The Civic Hall was generally thought to be a suitable space although those helping in the kitchen offer referred to the low sinks which were backbreaking when doing a lot of washing up.
- Some concerns were expressed about the security of the space – children could exit the building through automatic doors to the front and via a gate to the carpark from the garden.
- There were 2 days when we were moved from the main hall to the smaller hall due to another booking – this was not ideal and there was some difficulty sharing the outdoor space (The other group were using chemicals for science experiments in the garden).

The Food

- Some volunteers felt the food was a bit bland in the first weeks but improved during the rest of the time. They understood the need to feed children food they would eat but were concerned about the amount of waste (not necessarily about the amount being cooked but the amount scraped from plates).
- Volunteers discussed the difficulty in writing a menu according to what was in the warehouse rather than writing a menu and sourcing the food.
- All volunteers enjoyed making the cakes.
- Volunteers enjoyed working with Sue and thought she did a brilliant job of organising the kitchen.

- A few volunteers elected not to eat the food provided and bought their own.
- On one occasion a volunteer rejected some cake as being 'a little dry'. We need volunteers to understand the effect such comments have on families in food poverty.

The Activities

- No real comments about activities other than maybe add some more activities for older children (chess, complex puzzles etc)
- Volunteers who commented were generally the older volunteers and those who worked in the kitchen. The younger volunteers who helped mostly with activities have not provided feedback.

General Comments

- Volunteers were overwhelmingly positive about the experience
- All would volunteer again
- All felt there should have been more families making use of the provision
- All volunteers have made suggestions about different venues to try, food to serve, activities to arrange and places to market the scheme.

Organisational observations and recommendations

Taking all the above feedback into account I make the following observations and / or recommendations:

1. Rebook at Didcot Railway Centre, Civic Hall and at least one other venue for next summer. Ensure we have trains running on at least one day.
2. Engagement with schools, other childcare providers/services needs to be stronger and conducted earlier.
3. Word of mouth and social media seems to be key, so use these methods rather than fliers to attract participants.
4. Earlier sign up of volunteers and a longer induction session – ensuring that they are more aware of the issues that affect the target families.
5. The mix of ages of volunteers worked well – it was good to see the integration of generations.
6. Make more use of the reception desk to provide information about other services e.g community larder, local free activities, CAB and to offer some takeaway items food / vouchers etc.
7. Provide more variety of food(over the course of the scheme) and find a way of boxing surplus to send home.
8. Invite volunteers to be involved in preparation stages especially in food planning – some vols have existing catering knowledge and skills.
9. Consider some cooking lessons as part of the scheme – teach people to cook nutritious meals from scratch using fresh / discounted ingredients e.g veg soups etc
10. Child sized cutlery, plates and beakers are essential.
11. Run a uniform thrift shop throughout the scheme.

12. Have a hot drinks station available – many people were coming for social inclusion and a chat.
13. All the toys, games and books were borrowed from one source which meant a lot of loading and unloading at home and venue. Expand the variety of games, toys and puzzles to cover all ages.
14. Have a planned themed activity programme which encourages ongoing participation e.g, An activity passport where children collect stamps for participating in particular arts and crafts sessions which are promoted in advance
15. Book additional 'specialist' childrens entertainers – Andy Fowler (Circus Skills and Drumming) was brilliant and motivated children and adults to get involved.
16. Consider what provision could happen at Christmas and Easter too. In discussion with parents it transpires that they often find Christmas harder to deal with – having children home from school means increased heating costs, pressure to buy presents, no free indoor places to visit – the children can't play out in the garden or parks as much, their friends are receiving so much more in the way of material goods and experiences. Parental mental health seems to take a real dive at Christmas when relationship difficulties are exacerbated.

My Observations:

Numbers will always be difficult to anticipate, families don't like to commit to any particular days preferring to be more spontaneous.

Although the food is welcomed – many families were wanting somewhere to go and something to do – this is the gap left by the closure of the childrens centres.

A few day trips with a shared picnic would be welcomed – this could be a simple train journey to Cholsey or a coach trip to the seaside (potential funding from Rotary Club or Churches Together) or just a meet up in the park (weather dependent).

The volunteers are all wonderful but there will always be a need for a couple of 'Managers' and a team of very regular volunteers to see the scheme through from conception to end. It takes time to build trust and there is a need for consistency in order for families to open up and share their stories, seek help and discuss issues in depth.

The behaviour of vulnerable children can be chaotic and difficult to handle – we had once instance of a family leaving the Grub Hub as the child of another family had sworn and threatened harm. I spoke to the aggrieved parent at length on Sunday afternoon and to the parent against whom the complaint was made on the following Monday. No further action was required – both parents just needed to talk about the difficult role of parenting children with additional needs.

Stories that really struck a chord:

Mum arrived in Didcot from London escaping an abusive relationship. Brought 2 boys and a backpack, nothing more. Now settled in housing but living on GWP with children at All Saints and no transport. Both mum and children have health problems and need to get into Oxford regularly.

Family of 5 on low income. 3 children have autism, one is deaf. All children attend different schools. They have never been out as an entire family as it is too expensive and difficult, but they attended the Railway Centre each week and loved the experience.

Single pregnant mum living in outlying village, former drug user, with other children in care and a toddler at home struggled to get into Didcot. But she was enthusiastic about the play experience her child had with one of the SBS student volunteers.

Family of 4 Mum and Dad both have health issues, baby and daughter 4yrs very shy and reluctant to engage at the start of the scheme was drawn out of herself eventually laughing and joining in by the end of the summer.

One low income family had lost their summer holiday due to the sudden death of a grandparent. The 5 boys were all quiet and withdrawn but enjoyed the tabletop activities – all ate heartedly. Parents and grandparents were all grateful for the scheme and felt it took some pressure of the family at a tough time.

One mum was in divorce proceedings and awaiting a Universal Credit payment plan – she had no income over the summer.

Many parents spoke about the cost of school uniform – especially branded items that schools insist on – as well as the cost of shoes. Some (but not all) schools have thrift shops but these are not open in holidays when parents are preparing for school admission. Uniforms were supposed to level the playing field, but the branded items can be 3 times as expensive as non-branded uniform. Could schools have a sew on badge that could be moved from size to size ?

Several parents discussed the difficulties in raising children and finding employment. The cost of childcare and hours required by employers were barriers to employment. Many parents would prefer not to receive benefits but couldn't find suitable employment to generate enough income once childcare costs were paid. Many mums do not find the 'stay at home mum' role as satisfying as their predecessors seemed to have done.

Grub Hub Expenditure

Preparation Costs	Activities Coordination		£1,200.00	Didcot First
	Project coordination		£2,000.00	SOFEA
Operational Costs				
Accommodation Costs	Railway Centre		£0.00	Donated
	Civic Hall		£0.00	Donated
Equipment Costs	Plates		£0.00	Donated by Activate Learning
	Cutlery Crockery		£0.00	Donated by Activate Learning
	Pans		£0.00	Donated by Manor School
	Aprons		£100.00	Request from DTC
Activity Costs	Train ride		£180.00	Request from DTC
	Science activity		£600.00	SOHA
Staffing	Cook		£1,000.00	Grant from the Rowse Foundation
	Activities coordinator		£1,500.00	Didcot First
	Volunteer coordinator		£1,500.00	Didcot First
	stationary		£200.00	Request from DTC
	mileage		£20.00	Request from DTC
	phone calls		£30.00	Request from DTC
Food Costs	Summer Membership		£800.00	Request from DTC
			£9,130.00	

£1,230.00 total for equipment, food membership, consummables
 £1,000 contriutio to project costs

£2,230.00 Request from Didcot Town Council

Finance and General Purposes Committee

21st October 2019

Report author: Janet Wheeler



Financial Statements and Budgets

Introduction

1. This report presents a summary of the Council's financial activities as at 30th September 2019. The Committee is asked to consider the information.

Recommendation

2. That the Committee considers and notes the financial statements and budgets.

Background

3. Attached are monthly reports that present a summary of the Council's financial activities as at 30th September 2019 - they are:
 - (a) the detailed income and expenditure report by budget heading
 - (b) the Cash and Investment reconciliation
 - (c) the detailed balance sheet (excluding stock movement)
 - (d) purchase ledger aged account balances
 - (e) sales ledger aged account balances

Delegated authority

4. Under Standing Order 102, the administration of the Finance and General Purposes budget is delegated to this Committee.

Legal and risk Implications

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

6. 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
Budget Detail - By Centre
Note : Budget - 2019/20

Note: (-) Net Expenditure means Income is greater than Expenditure

	FY 2019/2020		FY 2020/2021
	Agreed Budget	Actual YTD	
101 Central Administration			
1101 Admin Salaries	172,400	72,502	177,572
1102 Agency Staffing	0	9,721	0
1108 Training and Conferences	6,000	2,247	6,180
1109 Staff Travel	2,000	504	2,060
1110 Civic Hall NNDR (2017/18)	0	0	0
1111 Rate Admin Offices	6,800	3,376	7,004
1112 Utilities Admin Offices	9,100	2,275	9,373
1113 Office Cleaning	3,250	1,557	3,348
1121 Telephone/Fax/Internet	3,000	627	3,000
1123 Stationery	2,800	1,262	2,884
1124 Subscriptions	4,800	1,594	4,800
1125 Insurance	9,550	96	9,836
1126 Photocopier	3,500	901	3,500
1127 Alarm Maintenance	350	0	350
1128 Postage-Franking	2,400	1,056	2,400
1129 Miscellaneous Admin Costs	250	226	300
1130 Recruitment Advertising	900	0	1,000
1131 Other Advertising	0	0	0
1132 Outside Service Provider HR/HS	3,500	3,886	3,500

7 - 1

ITEM 7

Didcot Town Council
Budget Detail - By Centre
Note : Budget - 2019/20

Printed on 17/09/2019
At 17:34

Note: (-) Net Expenditure means Income is greater than Expenditure

	FY 2019/2020		FY 2020/2021
	Agreed Budget	Actual YTD	Next Year Budget
1160 IT Maintenance/Website	14,100	4,301	14,523
1171 Contingency	30,000	0	30,000
1197 Office water cooler	250	87	250
	<u>274,950</u>	<u>106,217</u>	<u>281,880</u>
OverHead Expenditure			
1182 Civic Hall Insurance Cont	0	0	0
Total Income	<u>0</u>	<u>0</u>	<u>0</u>
Total Income	<u>0</u>	<u>0</u>	<u>0</u>
101 Net Expenditure	274,950	106,217	281,880
<u>102 Civic and Democratic</u>			
1205 Members Training	800	385	1,000
1206 Mayors Allowance	3,000	3,000	3,000
1207 Room Hire	2,800	934	2,800
1209 Mayoral Chain Replacement	400	0	0
1235 Civic Functions	2,200	376	2,266
1268 Election Fund	20,000	0	20,000
	<u>29,200</u>	<u>4,695</u>	<u>29,066</u>
OverHead Expenditure			
102 Net Expenditure	29,200	4,695	29,066

7-2

ITEM 7

Didcot Town Council
Budget Detail - By Centre
Note : Budget - 2019/20

Note: (-) Net Expenditure means Income is greater than Expenditure

	<u>FY 2019/2020</u>		<u>FY 2020/2021</u>
	<u>Agreed Budget</u>	<u>Actual YTD</u>	<u>Next Year Budget</u>
104 <u>Community Services</u>			
1243 PCSO Funding	18,500	4,624	18,500
1271 CCTV Contribution	9,500	1,959	9,500
1272 Speed Surveys	300	0	300
	<u>28,300</u>	<u>6,583</u>	<u>28,300</u>
OverHead Expenditure			
104 Net Expenditure	28,300	6,583	28,300
105 <u>Corporate Management</u>			
1152 Bank Charges	500	308	600
1155 Internal Audit	1,800	-357	3,000
1157 External Audit	2,000	0	2,500
1158 Legal & Professional Fees	4,000	0	5,000
1159 Accounting Support	1,000	285	1,000
	<u>9,300</u>	<u>237</u>	<u>12,100</u>
OverHead Expenditure			
105 Net Expenditure	9,300	237	12,100
108 <u>Community Centre Support</u>			
1764 Civic Hall Revenue Grant	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
OverHead Expenditure			

7-3

ITEM 7

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget - 2019/20

FY 2019/2020

FY 2020/2021

Actual YTD

Agreed Budget

Next Year Budget

1769 Willowbrook Contract Income

Total Income

108 Net Expenditure

109 Capital and Projects

1940 Building Maintenance Fund

1944 Christmas Lights

1947 Office Equipment & Furniture

1948 PWLB-Repayments

1951 New Website Build & Transfer

OverHead Expenditure

109 Net Expenditure

120 Other Costs & Income

1176 Precept

1196 Interest Received

Total Income

120 Net Expenditure

33,935

33,935

-33,935

15,299

5,318

977

26,669

0

48,263

48,263

500,318

3,112

503,430

-503,430

83,000

83,000

-83,000

10,000

15,000

500

122,604

0

148,104

148,104

1,000,636

3,000

1,003,636

-1,003,636

85,000

85,000

-85,000

20,000

18,000

1,500

126,282

0

165,782

165,782

1,030,655

3,090

1,033,745

-1,033,745

7-4

ITEM 7

Note: (-) Net Expenditure means Income is greater than Expenditure

	FY 2019/2020		FY 2020/2021
	Agreed Budget	Actual YTD	Next Year Budget
201	Arts & Grants-Empowered		
2165	650	0	700
2168	3,200	0	3,200
2187	9,000	0	10,000
2188	0	0	0
3188	38,000	8,576	40,000
	<u>50,850</u>	<u>8,576</u>	<u>53,900</u>
	50,850	8,576	53,900
	OverHead Expenditure		
	201 Net Expenditure		
301	External Works-Central Costs		
3101	236,000	95,800	243,080
3103	2,000	784	3,000
3108	2,200	1,066	2,500
3120	3,500	999	2,500
3124	1,000	41	500
3127	200	55	500
3140	4,000	809	4,000
3141	4,000	3,085	5,000
3145	11,500	4,577	12,000
9034	3,000	1,329	3,000

7-5

123456789

Didcot Town Council
Budget Detail - By Centre
Note : Budget - 2019/20

Note: (-) Net Expenditure means Income is greater than Expenditure

	FY 2019/2020		FY 2020/2021
	Agreed Budget	Actual YTD	Next Year Budget
9039 Ransomes HR300 Rotary	5,200	3,019	5,200
9045 Ransomes Parkway 3	6,600	2,776	0
32504 Nissan Tipper Van Lease	6,600	1,700	7,000
	<u>285,800</u>	<u>116,040</u>	<u>288,280</u>
OverHead Expenditure	285,800	116,040	288,280
301 Net Expenditure			
302 Allotments			
3151 Water Charges	1,000	345	1,030
3152 Electricity	0	0	0
3233 Allotment Competition	250	0	250
3244 Allotment Maintenance	2,500	1,233	2,575
3386 Allotment Noticeboards	0	0	0
	<u>3,750</u>	<u>1,577</u>	<u>3,855</u>
OverHead Expenditure	10,800	11,338	11,500
3282 Allotment Rents	10,800	11,338	11,500
	<u>10,800</u>	<u>11,338</u>	<u>11,500</u>
Total Income	-7,050	-9,761	-7,645
302 Net Expenditure			
303 Cemetery			
3151 Water Charges	200	42	206

7-6

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget - 2019/20

	FY 2019/2020		FY 2020/2021
	Agreed Budget	Actual YTD	Next Year Budget
3154 Maintenance	2,500	274	2,575
OverHead Expenditure	<u>2,700</u>	<u>316</u>	<u>2,781</u>
3383 Cemetery Fees	21,000	12,345	25,000
Total Income	<u>21,000</u>	<u>12,345</u>	<u>25,000</u>
303 Net Expenditure	-18,300	-12,030	-22,219
304 Edmonds Park			
3151 Water Charges	1,200	96	1,200
3152 Electricity	750	140	750
3154 Maintenance	8,400	2,413	8,400
3155 Security	1,400	492	1,400
3170 Waste Recycling	8,200	3,034	8,200
OverHead Expenditure	<u>19,950</u>	<u>6,175</u>	<u>19,950</u>
304 Net Expenditure	19,950	6,175	19,950
305 Ladygrove Park			
3154 Maintenance	4,000	3,158	6,000
3165 Ladygrove Lakes	10,000	8,541	12,000
OverHead Expenditure	<u>14,000</u>	<u>11,700</u>	<u>18,000</u>

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget - 2019/20

	FY 2019/2020		FY 2020/2021
	Agreed Budget	Actual YTD	Next Year Budget
3185 Ladygrove Lakes Income	3,000	0	3,000
	3,000	0	3,000
Total Income	11,000	11,700	15,000
305 Net Expenditure			
<u>306 Loyd Park</u>			
3151 Water Charges	100	9	100
3152 Electricity	150	97	300
	250	107	400
OverHead Expenditure	250	107	400
306 Net Expenditure			
<u>308 Other Parks & Recreation Areas</u>			
3154 Maintenance	5,500	1,273	5,500
3166 Millennium Wood Upkeep	1,500	632	2,000
	7,000	1,905	7,500
OverHead Expenditure	7,000	1,905	7,500
308 Net Expenditure			
<u>309 Play Areas</u>			
3149 Bark Top-up	3,000	0	3,090
3153 Play Equipment Maintenance	13,000	7,303	15,000
	16,000	7,303	18,090
OverHead Expenditure	16,000	7,303	18,090
309 Net Expenditure	16,000	7,303	18,090

7-8

15KEM 7

	FY 2019/2020		FY 2020/2021
	Agreed Budget	Actual YTD	Next Year Budget
310 Environmental Services			
3150 Plants	12,000	1,040	4,500
3156 Seats and Litter Bins	2,000	0	2,060
3157 Dog Fouling Clean-up Service	1,200	299	1,200
3158 Trees	7,500	293	7,500
3159 Grass Cutting	22,000	12,523	24,400
3162 Football pitch maintenance	8,000	1,343	1,000
3168 Street Furniture Maintenance	250	0	0
	<u>52,950</u>	<u>15,499</u>	<u>40,660</u>
OverHead Expenditure			
1183 Bowls Club Rent	50	50	50
3180 Sports Hire	3,500	-192	3,605
3184 Funfair Hires	3,300	960	3,300
3186 Agency Income OCC	13,424	13,424	13,424
	<u>20,274</u>	<u>14,242</u>	<u>20,379</u>
Total Income			
	32,676	1,256	20,281
310 Net Expenditure			
325 Projects			
9033 Ladygrove Lakes Bank Repair	0	0	5,000
9051 MemorialWW1 Commemorative Seat	0	0	0

7-9

INEM 1

Didcot Town Council
Budget Detail - By Centre
Note : Budget - 2019/20

Note: (-) Net Expenditure means Income is greater than Expenditure

	<u>FY 2019/2020</u>		<u>FY 2020/2021</u>
	<u>Agreed Budget</u>	<u>Actual YTD</u>	<u>Next Year Budget</u>
9058 Building projects fees	25,000	10,335	25,000
9059 Bus shelters	0	0	0
9060 Noticeboard Replacement	900	0	2,000
32503 Ladygrove Lakes	17,600	0	20,000
32519 New Vehicle	4,000	0	4,000
32520 Cemetery	1,500	0	2,000
32521 Ladygrove Park	5,000	0	0
32522 Green Waste Disposal	2,500	304	0
32525 Pavilion build	750,000	0	1,000,000
32588 Edmonds Park Pitch Maintenance	0	0	0
32589 Loyd Rec Pitch Maintenance	0	0	0
32590 Smallbones Play Area Refurbish	77,500	0	0
32593 CCTV Additional Camera	0	0	0
32596 Disabled Access Stubbings Land	0	0	0
32597 Pavilions Project	39,000	0	39,000
32598 Depot Proj Temp Accommodation	0	0	0
OverHead Expenditure	923,000	10,639	1,097,000
32524 Grant - Pavilion	750,000	0	0
32581 Grant Received	50,000	0	0
32582 Sale of Assets	0	0	0

7-10

ITEM 7

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget - 2019/20

	FY 2019/2020		FY 2020/2021
	Agreed Budget	Actual YTD	
32587 CIL S106 Income	0	45,914	165,762
Total Income	800,000	45,914	165,762
325 Net Expenditure	123,000	-35,275	931,238
401 General Administration			
4001 Civic Hall Salaries	120,000	47,437	123,600
4012 Water Charges	7,500	0	7,500
4014 Light & Heat	22,500	7,521	22,500
4015 Cleaning and Hygiene	15,000	6,861	15,000
4016 Uniform	300	0	300
4018 Waste Disposal	1,900	941	1,900
4020 Computer Equipment	1,500	0	1,500
4022 Telephone	450	142	500
4023 Insurance and Licenses	4,000	1,166	4,000
4024 Event Costs	9,000	9,222	12,000
4025 Parties	0	0	0
4027 Advertising/Marketing	2,500	4,765	6,000
4042 Equipment	4,200	2,502	5,000
4043 Repairs and Maintenance	8,500	3,714	10,000
4044 Maintenance Contracts	8,500	10,000	18,000

7-11

Didcot Town Council
Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget - 2019/20

	FY 2019/2020		FY 2020/2021
	Agreed Budget	Actual YTD	Next Year Budget
4045 Repair/Upgrade PA System	500	871	1,000
4046 IT/Website	1,800	1,302	3,000
4051 Stocktakers Fees	300	150	300
4052 Accountancy Charges	2,000	719	2,000
4054 NNDR	45,000	22,050	45,000
4100 Disallowed VAT	4,100	0	0
4103 Sundry Expenses	3,500	118	3,500
4104 Training & Prof Development	2,500	1,525	3,000
4105 Stationery	600	452	1,000
	<u>266,150</u>	<u>121,459</u>	<u>286,600</u>
OverHead Expenditure			
1000 Main Hall	52,000	28,418	56,850
1001 Northbourne Room	23,000	7,393	23,000
1002 Ladygrove Room	36,000	12,910	36,000
1003 All Saints Room	22,000	9,268	22,000
1004 Park Room	15,000	4,206	15,000
1005 Weddings	5,000	564	5,000
1006 Ticket Sales	5,400	1,360	5,400
1008 Childrens Parties	600	950	2,000
1009 All Rooms inclusive	4,500	0	4,500
1010 Miscellaneous Income	50	0	50

7-12

ITEM 7

	FY 2019/2020		FY 2020/2021	
	Agreed Budget	Actual YTD	Next Year Budget	
1020 Other Income	500	316	800	
1021 Events Income	500	309	1,000	
1177 Contribution to Overhead	0	2,275	3,000	
1178 Advertising/Marketing	100	0	100	
1179 Public Liability Insurance	100	0	100	
1180 Grant NNDR	0	0	0	
1187 Grant Received	0	0	0	
Total Income	<u>164,750</u>	<u>67,969</u>	<u>174,800</u>	
401 Net Expenditure	101,400	53,490	111,800	
402 Bar				
3000 Bar Purchases	16,500	6,371	16,500	
3010 Bar Wages	2,000	231	2,000	
3020 Bar Sundries	400	259	500	
OverHead Expenditure	<u>18,900</u>	<u>6,861</u>	<u>19,000</u>	
1050 Bar Sales	39,700	9,641	39,700	
Total Income	<u>39,700</u>	<u>9,641</u>	<u>39,700</u>	
402 Net Expenditure	-20,800	-2,780	-20,700	

7-13

ITEM 1

Didcot Town Council
Budget Detail - By Centre
Note : Budget - 2019/20

Note: (-) Net Expenditure means Income is greater than Expenditure

	FY 2019/2020		FY 2020/2021
	Agreed Budget	Actual YTD	Next Year Budget
403 Catering			
3100 Catering Costs	5,000	3,055	8,000
	<u>5,000</u>	<u>3,055</u>	<u>8,000</u>
OverHead Expenditure			
1075 Catering Income - Beverages	5,000	-128	5,000
1100 Catering Income - Food	4,500	8,887	16,000
	<u>9,500</u>	<u>8,759</u>	<u>21,000</u>
Total Income	-4,500	-5,703	-13,000
403 Net Expenditure			
955 Earmarked Reserves			
90001 VAT Payment	120,000	0	120,000
90010 Building Repair Fund	0	0	0
90011 Building Maintenance Fund	100,000	0	100,000
90015 Depot Fund	198,091	240,526	5,000
90020 Skatepark Refurbishment	14,388	0	20,000
90025 Election Fund	10,000	0	15,000
90026 Ladygrove Lakes Staging	20,000	0	20,000
90027 Building Project Fees	20,060	0	25,000
90028 CIL	32,616	0	32,616
90029 GDPR	12,460	0	12,460

7-14

Didcot Town Council
Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget - 2019/20

FY 2019/2020

Agreed Budget	
10,000	
13,405	
551,020	
551,020	
2,707,174	
2,155,660	
551,514	

Actual YTD	
4,414	
0	
244,940	
244,940	
722,147	
707,574	
14,573	

Next Year Budget	
10,000	
13,500	
373,576	
373,576	
2,754,720	
1,579,886	
1,174,834	

90030 Bus Shelters

90031 CCTV

OverHead Expenditure

955 Net Expenditure

Total Budget Expenditure

Income

Net Expenditure

On-site Server vs Cloud SWOT Analysis

	Physical Server	Cloud
Strengths	<ul style="list-style-type: none"> - Greater Capital expenditure up front thus not detracting from the revenue expenditure. - Costs of server and licences are largely fixed – easier to budget. - The server is in the control of the Council, and on its own property. - It is a tried and tested system that the Council already uses and knows to work. - Council has admin control and control over when and how to up-grade. 	<ul style="list-style-type: none"> - No upfront licencing fees. - Monthly rental fee – easier to budget. - Only pay for the mailboxes used. - No need to back-up as it is included in the monthly rental fee. - Security Certificate included in the rental. - Spam filtering included in the rental. - Management by organisation or agent still required. - The Council’s computers are very old (circa 8-9 years old, which is beyond the recommended replacement period). It can be argued that because the computing power to make the programmes work is hosted on the cloud - Council computers would simply be used to access that cloud and will need to be replaced less often. <i>However Council would still need to ensure that the computers are fit for purpose with adequate memory and supported software (which most of the computer software will not be supported after January 2020).</i> - Automatically backed up on separate servers, which would allow the Council to drop its £99 per month back-up service. - So-called ‘evergreen software’ - the Council will always be using the most up to date versions of the programmes it licenses on the cloud as they automatically update. - Many of the contracts the Town Council has for computer programmes can be bundled together for a lower cost than at their existing individual contract prices.
Weaknesses	<ul style="list-style-type: none"> - High up front cost. - In time, it will become outdated and require replacement (5 years has been recommended). - Requires (as presently) an external backup which is relatively high cost. - Requires contracts with companies for the provision of the 	<ul style="list-style-type: none"> - Up-upgrades dictated by provider but usually control over when this happens. - Licensing of programmes means costs are moved from capital to revenue. - New users of programmes will mean new licences, meaning higher costs.

	Council’s allotment, cemetery, bookings and accounting software. (Citrix)	- Perpetual rental fees likely to become more expensive as the cloud is used by more companies and Councils.
Opportunities	- Number of users can be scaled easily and without significant additional cost as licenses are purchased per computer rather than per user.	- Allows remote access to Council servers, meaning greater opportunity for remote working. - It would no longer be necessary to have an additional contract for the Council’s allotment, cemetery, bookings and accounting software. - Higher levels of security with ongoing support than would be possible with non-cloud based server.
Threats	- The increasing demands of updated programmes would bring forward the date when the Council’s computers would need to be replaced.	- Virtually all computer work relies on an internet connection, meaning if broadband connectivity is lost information cannot be accessed. - As the market leader, more hackers will be attracted to Microsoft’s cloud services, but this does also mean that greater resources are dedicated towards patching and preventing hacks.

The third option is a hybrid system where the e mail system would be cloud-based and share its strengths and weaknesses, but the remainder would be on an on-site server and share its strengths and weaknesses.

Finance and General Purposes Committee

21st October 2019

Report author: Janet Wheeler



Request for funding for speed surveys

Introduction

1. This report presents a request for funding for further speed surveys in sites throughout Didcot.

Recommendation

2. That the Committee allocates the requested £700 to the Planning and Development Committee for them to spend on speed surveys.

Background

The residents of Didcot are concerned about all matters regarding traffic and parking throughout the town. The scale of the on-going development as the Didcot Garden Town emerges will only further exacerbate these issues. The Planning and Development Committee is the standing committee to which the Traffic Advisory Group reports to.

One speed survey has already been carried out with mixed results due to circumstances beyond the control of the Council. However further speed surveys have been requested in the following roads:

- Haydon Road
- Station Road – heading west towards Vauxhall Barracks
- Sandringham Road
- Avon Way

Each survey costs around £120. The Planning and Development Committee would like to have access to funding directly for such a time as the Traffic Advisory Group put forward further requests.

Delegated authority

3. Under Standing Order 102, the administration of the Finance and General Purposes budget is delegated to this Committee.

Legal and risk Implications

4. The Council is required to arrange for the proper administration of its financial affairs: this will include regular reporting.
5. 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