

## Notice of a meeting of the

### **Finance & General Purposes Committee**

19<sup>th</sup> June 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**

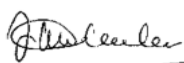
The Council welcomes the public's involvement in meetings, which must be in accordance with our rules (Standing Orders 30-32 on a matter before the Committee).

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](mailto:jwheeler@didcot.gov.uk)

# Agenda

**PRESENTATION:** Mr Derek Kemp of DCK Accounting Solutions Ltd will present the unaudited financial statements for the year ending 31 March 2023 to the F&GP Committee – and will answer your questions.

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 22<sup>nd</sup> May 2023 –*attached*.
4. Questions on the Minutes as to the progress of any item.
5. To approve the internal auditor's final report for 2022 – 2023 – *to follow if completed at the visit on 19<sup>th</sup> June 2023*.
6. To consider and recommend:
  - (i) the Annual Governance & Accountability Return (AGAR) for 2022 – 2023 to full Council
  - (ii) the unaudited financial statements for the year ending 31 March 2023
7. To note the grant reports – *see attached reports*.
8. To consider two grant applications (Didcot Library for £1,000) and (Didcot Baptist Church £1,770.29) – *see attached papers*.
9. To note the draft accounts for May 2023 (I & E only) – *see attached papers*.
10. To review and approve the revised Asset Register for 2022 – 2023 – *see attached papers*.
11. To note the CCTV newsletter – *see attached report*.
12. To give permission for the Town Clerk to progress these wayleave or easement agreements using professional help in liaison with the F&GP Chair – *see attached correspondence*
13. To consider the subscription to Community First organisation – *see attached*.
14. To note the return from the CCLA Bond and whether F&GP want a separate account set up to manage the PWLB payments – *see attached papers*
15. To review the verges grass cutting by OCC – *no report due to end of year workload but on agenda as a discussion item*.
16. To review the progress report – *see attached*



Janet Wheeler  
Town Clerk  
13<sup>th</sup> June 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

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# Finance and General Purposes Committee

22<sup>nd</sup> May 2023 at 7.30pm  
All Saints Room, Didcot Civic Hall



## Minutes

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

### Present:

Councillor T Worgan (Acting Chair)  
Councillor G Roberts (Acting Deputy Chair)  
Councillor D Aragao  
Councillor J Broadbent  
Councillor N Hards  
Councillor J Loder  
Councillor G Ryall

**Officer:** Mrs J Wheeler – Town Clerk  
Cllr H Macdonald  
Cllr A Jones (Deputy Town Mayor)

There were five members of the public present.

### 1. Nominations for the appointment of the Chair of the Finance & General Purposes Committee

The Acting Chair, Cllr T Worgan, opened the meeting and called for nominations. It was proposed by Cllr G Roberts and seconded by Cllr D Aragao and RESOLVED to appoint Cllr T Worgan as the Chair of the Finance & General Purposes Committee. The vote was unanimous.

### 2. Nominations for the appointment of the Deputy Chair of the Finance & General Purposes Committee

Cllr T Worgan proposed Cllr G Roberts as the Deputy Chair. This was seconded by Cllr J Loder and RESOLVED. There were no other nominations and the vote was unanimous.

### 3. Apologies

There were no apologies – all were present for this meeting.

**4. Declarations of interests**

No declarations were made.

**5. To review the Terms of Reference for the Finance & General Purposes Committee**

The Terms of Reference for this Committee were reviewed and no changes were made. It was proposed by Cllr J Broadbent and seconded by Cllr D Aragao and RESOLVED to adopt the terms of reference.

**6. To approve the Minutes of the Finance & General Purposes Committee meeting held on 24<sup>th</sup> April 2023**

The Chair paged through the minutes. It was proposed by Cllr G Ryall and seconded by Cllr N Hards and RESOLVED to approve the minutes as an accurate record. It was noted that there were no Councillors from the previous F&GP Committee present.

**7. Questions on the minutes as to the progress of any item**

Cllr J Broadbent asked for an update on the hanging baskets. The Town Clerk confirmed that the baskets had gone up earlier than expected. A company had quoted (£2,020 + VAT) to carry out the testing of the free-standing brackets to ensure that they are safe to take the weight of the baskets – this will still be carried out. Cllr D Aragao had several questions on the funding of the new pavilion at Edmonds Park. The first tranche of £750,000 had been received and up-dates will be brought to the Properties & Facilities Committee. The Chair asked that an agenda item can be kept on this Committee regarding the funding as the work progresses. The company, Ridge and Partners Ltd, will project manage the build and minutes of their progress meetings will also be given to members.

It was proposed by Cllr T Worgan and seconded by Cllr N Hards and RESOLVED to suspend standing orders to allow the members of the public to speak. The vote was unanimous.

**Public Participation**

Library manager, Sue Andrew and her colleague Nicky spoke in support of their loan application for £1,000 towards the fencing of a green space at the back of the library. OCC have made £400 available for this project but in order for the garden to operate activities for young people – the fence and gate is a crucial part of the project.

The Committee then heard from Matt Hinchcliffe of Didcot Youth Football Club and Peter Blackmore of Didcot Casuals. Both speakers came to express their disappointment at the rise in hire fees for pitches at Edmonds Park and Loyd Recreation Ground. The increase in fees for the pitches and the cost of the welfare facilities could make football unaffordable for many families.

There was a request for a different arrangement as it was difficult to confirm games for pitch bookings, especially if games get cancelled due to pitch conditions. The Committee asked questions and it was AGREED that the Council would look at the cost of the facilities compared with other neighbouring Councils – and what the options were for an alternative arrangement.

Standing orders were re-instated.

**8. To consider the grant application from Didcot Library**

The Committee were concerned at the lack of detail in this application. Cllr N Hards felt that the application did not comply with the scheme criteria. Cllr D Aragao felt that libraries need to attract people and this application should be supported even if not fully costed.

It was AGREED to defer this application to give more time for further details to be provided. It was clarified that the library were working on this project with Sustainable Didcot and DTC's Sam Mallett for her planting expertise. The Councillors would like to see a complete costing up to the planned £1,400 cost of this project.

**9. To approve the monthly accounts for April 2023**

The accounts for April were reviewed and discussed for the first time for many Councillors. The Town Clerk gave a short explanation of each report. There was no time for more detailed information at this meeting but concern was expressed at the low level of our reserves at the previous year end. It was noted that the accounts would require careful scrutiny throughout this year.

It was proposed by Cllr J Loder and seconded by Cllr G Roberts and RESOLVED to approve the accounts for April 2023. The vote was unanimous.

**10. To note the current approved budget as at 30<sup>th</sup> April 2023**

The Town Clerk circulated an up-to-date budget to members. This would give a more accurate review of the current finances and should replace the budget in the Councillors' Handbook. The budget papers show the status of this year's budget at 30<sup>th</sup> April 2023 compared to the end of year figures from last year.

**11. To review the effectiveness of the internal audit and whether it is time to gather quotes for a new contractor**

The report was considered along with the interim internal audit report supplied to members for information. It was RESOLVED to RECOMMEND that the internal auditor (Auditing Solutions Ltd) remain in post for another year to give the newly elected members a better understanding of this important work.

It was agreed however that good practice means the Council must go out to tender for the next financial year.

**12. To review the strategic risk assessment for 2023 – 2024**

The Town Clerk presented a revised format which would make the strategic risk assessment more robust and more effective in terms of identifying and mitigating the over-arching risks facing the Council. The Committee paged through and considered whether any strategic risks were not covered in this document. The Town Clerk explained how this risk assessment fits in with the more specific detailed risk assessments carried out by staff in different areas of Council work.

**13. To review the progress report**

The Committee noted the progress report.

Meeting closed at 21.30pm.

Signed \_\_\_\_\_ Chair      Date \_\_\_\_\_

**Summary of Accounts**

**Annual Return Statement of Accounts**

<b>Consolidated Revenue Account</b>	<b>Net</b>	<b>Expenditure</b>	<b>Income</b>
Net Cost of Services	1069628	1366951	-297323
Interest Payable	56186	56186	
Interest Receivable	-15403		-15403
Movement in C R R	0		
Movement in Reserves	-92002		
Capital Expenditure (tfr to CFA)	307173	307173	
Loan Repayments (tfr to CFA)	66417	66417	
Depreciation	0		
Deferred Grants	0		
Precept	-1241562		-1241562
Surplus Deficit for the Year	150437	1796727	-1554288
<b>Deduct</b>			
Loan Charges		-122603	
Staff Costs (Note:)		-632606	
Precept			1241562
<b>Add</b>			
Capital Receipts/Expended		0	0
Loan Receipts/Expended		0	0
Def'd Grants Unexpended		0	0
Def'd Grants/Expended			0
Rounding			
		1041518	-312726
		Box 6	Box 3

	<b>Last Year</b>	<b>This Year</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	
1 Balances brought forward	961658	1107212	
2 (+) Annual Precept	1144053	1241562	8.52%
3 (+) Total other receipts	308946	312726	1.22%
4 (-) Staff costs	-530013	-632606	19.36%
5 (-) Loan interest/capital repayments	-122604	-122603	0.00%
6 (-) Total other payments	-654828	-1041518	59.05%
7 (=) Balances carried forward	1107212	864773	Check -21.90%
8 Total Cash & Investments	1186848	924336	-22.12%
9 Total Fixed assets	6540482	6934956	6.03%
10 Total Borrowings	1268735	1202317	-5.23%
<b>Reconciliation Of Boxes 7 and 8</b>			
Total Cash & Investments	1186848	924336	
Add: Debtors & Stock	47481	42531	
Less: Creditors etc	-127117	-102095	
Rounding		1	
	1107212	864773	

**Balance Sheet**

Fixed Assets	6934956	6934956
Add back depreciation		6934956
		Box 9
Intangible Assets		
Investments		0
Current Assets	966867	
Cash/Bank/Inv	924336	924336
Other	42531	
Current Liabilities	-171527	
Loans	-69432	-69432
Other	-102095	
Long Term Liabilities	-1132885	-1132885
Deferred Grants		
	6597411	924336
		-1202317
	Box 8	Box 10
Represented by:		
Council Investment in Fixed Assets		
A R R		
C F R	5732638	
	5732638	
Expendable Reserves		
C R R		
E M R	786835	
Gen Fund	77938	
	864773	864773
	6597411	Box 7



**Summary of Accounts**

<b>Consolidated Revenue Account</b>	Net	Expenditure	Income
Net Cost of Services	825622	1133930	-308308
Interest Payable	59069	59069	
Interest Receivable	-638		-638
Movement in C R R	0		
Movement in Reserves	200032		
Capital Expenditure (tfr to CFA)	50911	50911	
Loan Repayments (tfr to CFA)	63535	63535	
Depreciation	0		
Deferred Grants	0		
Precept	-1144053		-1144053
Surplus Deficit for the Year	<u>54478</u>	1307445	-1452999
<b>Deduct</b>			
Loan Charges		-122604	
Staff Costs (Note:)		-530013	
Precept			1144053
<b>Add</b>			
Capital Receipts/Expended		0	0
Loan Receipts/Expended		0	0
Def'd Grants Unexpended		0	0
Def'd Grants/Expended			0
Rounding			
		<u>654828</u>	<u>-308946</u>
		Box 6	Box 3

**Annual Return Statement of Accounts**

RESTATED

	Last Year £	This Year £	Variance
1 Balances brought forward	912585	961658	
2 (+) Annual Precept	1050668	1144053	8.89%
3 (+) Total other receipts	197597	308946	56.35%
4 (-) Staff costs	-526462	-530013	0.67%
(-) Loan interest/capital			
5 repayments	-122604	-122604	0.00%
6 (-) Total other payments	-550126	-654828	19.03%
7 (=) Balances carried forward	961658	1107212	Check
8 Total Cash & Investments	1075095	1186848	10.39%
9 Total Fixed assets	6730141	6540482	-2.82%
10 Total Borrowings	1332270	1268735	-4.77%
Reconciliation Of Boxes 7 and 8			
Total Cash & Investments	1075095	1186848	
Add: Debtors & Stock	25960	47481	
Less: Creditors etc	-139397	-127117	
Rounding			
	<u>961658</u>	<u>1107212</u>	

**Balance Sheet**

Fixed Assets	6540482	6540482
Add back depreciation		<u>6540482</u> Box 9
Intangible Assets		
Investments	0	
Current Assets	1234329	
Cash/Bank/Inv	<u>1186848</u>	1186848
Other	47481	
Current Liabilities	-193534	
Loans	<u>-66417</u>	-66417
Other	-127117	
Long Term Liabilities	-1202318	-1202318
Deferred Grants		
	<u>6378959</u>	<u>1186848</u> -1268735
	Box 8	Box 10
Represented by:		
Council Investment in Fixed Assets		
A R R		
C F R	<u>5271747</u>	5271747
Expendable Reserves		
C R R		
E M R	878837	
Gen Fund	<u>228375</u>	
	<u>1107212</u>	<u>1107212</u> Box 7
	<u>6378959</u>	

# Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
  - **Sections 1 and 2** must be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2023
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2023</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2022/23

DIDCOT TOWN COUNCIL

ENTER PUBLIC WEBSITE ADDRESS *www.didcot.gov.uk*

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

DIDCOT TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

26/06/2023

and recorded as minute reference:

Minute TBC MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2022/23 for

### DIDCOT TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	961,658	1,107,212	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,144,053	1,241,562	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	308,946	312,726	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-530,013	-632,606	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-122,604	-122,604	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-654,828	-1,041,518	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,107,212	864,773	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,186,848	924,336	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	6,540,482	6,934,956	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,268,735	1,202,317	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

DD/MM/YYYY

Date

I confirm that these Accounting Statements were approved by this authority on this date:

26/06/2023

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

### Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

DIDCOT TOWN COUNCIL

#### 1 Respective responsibilities of the auditor and the authority

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’s limited assurance opinion 2022/23

(Except for the matters reported below)\* 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 *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. (\*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

#### 3 External auditor certificate 2022/23

We certify/do not 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.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

**Didcot Town Council**

**Unaudited Financial Statements**

**For the year ended 31 March 2023**



**Didcot Town Council**

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**31 March 2023**

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**Didcot Town Council**

**Council Information**

**31 March 2023**

**( Information current at 26th June 2023 )**

**Mayor**

Cllr Axel Macdonald

**Councillors**

Cllr Andrew Jones (Deputy Mayor)  
Cllr Chris Jennings (Leader of the Council)  
Cllr Kelly Morrison (Deputy Leader)  
Cllr David Guerra Aragao  
Cllr James Broadbent  
Cllr Stephen Cole  
Cllr Olly Glover  
Cllr Nick Hards  
Cllr Iuke Hislop  
Cllr Anthony Hudson  
Cllr Mocky Khan  
Cllr Jim Loder  
Cllr Denise Macdonald  
Cllr Hugh Macdonald  
Cllr Gavin Roberts  
Cllr David Rouane  
Cllr George Ryall  
Cllr Tony Worgan  
Cllr Mohammed Zia

**Town Clerk**

Mrs J. Wheeler CiLCA

**Auditors**

Moore (East Midlands)  
Rutland House  
Minerva Buisness Park  
Lynch Wood  
Peterborough, PE2 6PZ

**Internal Auditors**

Auditing Solutions Limited  
Clackerbrook Farm  
46 The Common  
Bromham, Chippenham  
Wiltshire, SN15 2JJ

**Didcot Town Council**  
**Statement of Responsibilities**

**31 March 2023**

**The Council's Responsibilities**

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Town Clerk, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

**The Responsible Financial Officer's Responsibilities**

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2023 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

**Responsible Financial Officer's Certificate**

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Didcot Town Council at 31 March 2023, and its income and expenditure for the year ended 31 March 2023.

Signed: .....

Mrs J. Wheeler CiLCA- Town Clerk

Date: .....

**Didcot Town Council**  
**Statement of Accounting Policies**  
**31 March 2023**

**Auditors**

**The name and address of the External Auditors is provided for information only.**

**These Statements are not subject to audit and the External Auditors have no responsibility for them.**

**Accounting Convention**

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

**Fixed Assets**

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

In as much as the acquisition of Fixed Assets is charged as an expense in the year of acquisition, as set out in proper accounting practices for Local Councils, depreciation is not provided on any Fixed Assets

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

**Revenue Grants**

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

**Stocks and Work in Progress**

Stocks held for resale, where significant (generally in excess of £1,000), are valued at the lower of cost or net realisable value. Consumable stocks have been treated as an expense when purchased because their value was not material.

**Didcot Town Council**  
**Statement of Accounting Policies**  
**31 March 2023**

**Debtors and Creditors**

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

**Value Added Tax**

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

**External Loan Repayments**

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 16.

**Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 17 to 18.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Capital Financing Account – represent the council's investment of resources in such assets already made.

**Interest Income**

All interest receipts are credited initially to general funds.

**Cost of Support Services**

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

**Pensions**

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2025 and any change in contribution rates as a result of that valuation will take effect from 1st April 2026.

**Didcot Town Council**  
**Income and Expenditure Account**  
**31 March 2023**

	Notes	2023 £	2022 £
<b>Income</b>			
Precept on Principal Authority		1,241,562	1,144,053
Grants Receivable		25,995	19,956
Rents Receivable, Interest & Investment Income		15,403	638
Charges made for Services		246,303	306,242
Other Income		25,025	22
Total Income		1,554,288	1,470,911
<b>Expenditure</b>			
<b>Direct Service Costs:</b>			
Salaries & Wages		(442,887)	(349,983)
Grant-aid Expenditure		(43,240)	(34,772)
Other Costs	1	(573,151)	(475,502)
<b>Democratic, Management &amp; Civic Costs:</b>			
Salaries & Wages		(189,719)	(180,030)
Other Costs	1	(174,140)	(170,624)
Total Expenditure		(1,423,137)	(1,210,911)
<b>Excess of Income over Expenditure for the year.</b>		<b>131,151</b>	<b>260,000</b>
<b>Exceptional Items</b>			
(Loss) on the disposal of fixed assets		(1,784)	(240,570)
<b>Net Operating Surplus for Year</b>		<b>129,367</b>	<b>19,430</b>
<b>STATUTORY CHARGES &amp; REVERSALS</b>			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(66,417)	(63,535)
Capital Expenditure charged to revenue	12	(307,173)	(50,911)
Reverse profit on asset disposals		1,784	240,570
Transfer from/(to) Earmarked Reserves	18	92,002	(200,032)
<b>(Deficit) for the Year (from) General Fund</b>		<b>(150,437)</b>	<b>(54,478)</b>
<b>Net (Deficit) for the Year</b>		<b>(242,439)</b>	<b>145,554</b>
The above (Deficit) for the Year has been (funded) for the Year (from) as follows:			
Transfer from/(to) Earmarked Reserves	18	(92,002)	200,032
(Deficit) for the Year (from) General Fund		(150,437)	(54,478)
		<b>(242,439)</b>	<b>145,554</b>

The council had no other recognisable gains and/or losses during the year.

---

*The notes on pages 11 to 18 form part of these unaudited statements.*

**Didcot Town Council**  
**Statement of Movement in Reserves**  
**31 March 2023**

<b>Reserve</b>	<b>Purpose of Reserve</b>	<b>Notes</b>	<b>2023 £</b>	<b>Net Movement in Year £</b>	<b>2022 £</b>
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	17	5,732,638	460,891	5,271,747
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	18	786,835	(92,002)	878,837
General Fund	Resources available to meet future running costs		77,938	(150,437)	228,375
<b>Total</b>			<b>6,597,411</b>	<b>218,452</b>	<b>6,378,959</b>

---

*The notes on pages 11 to 18 form part of these unaudited statements.*

**Didcot Town Council**

**Balance Sheet**

**31 March 2023**

	Notes	2023 £	2023 £	2022 £
<b>Fixed Assets</b>				
Tangible Fixed Assets	11		6,934,956	6,540,482
<b>Current Assets</b>				
Stock		4,415		4,415
Debtors and prepayments	14	38,116		44,945
Cash at bank and in hand		924,336		1,186,848
		<u>966,867</u>		<u>1,236,208</u>
<b>Current Liabilities</b>				
Current Portion of Long Term Borrowings		(69,432)		(66,417)
Creditors and income in advance	15	<u>(102,095)</u>		<u>(128,996)</u>
<b>Net Current Assets</b>			795,340	1,040,795
<b>Total Assets Less Current Liabilities</b>			7,730,296	7,581,277
<b>Long Term Liabilities</b>				
Long-term borrowing	16		(1,132,885)	(1,202,318)
<b>Total Assets Less Liabilities</b>			<u>6,597,411</u>	<u>6,378,959</u>
<b>Capital and Reserves</b>				
Capital Financing Reserve	17		5,732,638	5,271,747
Earmarked Reserves	18		786,835	878,837
General Reserve			77,938	228,375
			<u>6,597,411</u>	<u>6,378,959</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2023, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 19th June 2023 .

Signed: .....  
Cllr Axel Macdonald  
Mayor  
Mrs J. Wheeler CiLCA  
Responsible Financial Officer

Date: .....

*The notes on pages 11 to 18 form part of these unaudited statements.*



**Didcot Town Council**

**Cash Flow Statement**

**31 March 2023**

	Notes	2023 £	2023 £	2022 £
<b>REVENUE ACTIVITIES</b>				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(636,091)		(520,238)
Other operating payments		<u>(775,758)</u>		<u>(640,407)</u>
			(1,411,849)	(1,160,645)
<i>Cash inflows</i>				
Precept on Principal Authority		1,241,562		1,144,053
Cash received for services		296,154		267,842
Revenue grants received		25,995		19,956
Agency receipts		<u>-</u>		<u>13,424</u>
			1,563,711	1,445,275
<b>Net cash inflow from Revenue Activities</b>	21		151,862	284,630
<b>SERVICING OF FINANCE</b>				
<i>Cash outflows</i>				
Interest paid		(56,186)		(59,069)
<i>Cash inflows</i>				
Interest received		<u>15,403</u>		<u>638</u>
<b>Net cash (outflow) from Servicing of Finance</b>			(40,783)	(58,431)
<b>CAPITAL ACTIVITIES</b>				
<i>Cash outflows</i>				
Purchase of fixed assets		(307,173)		(50,911)
<i>Cash inflows</i>				
<b>Net cash (outflow) from Capital Activities</b>			(307,173)	(50,911)
<b>Net cash (outflow)/inflow before Financing</b>			<u>(196,094)</u>	<u>175,288</u>
<b>FINANCING AND LIQUID RESOURCES</b>				
<i>Cash outflows</i>				
Loan repayments made			<u>(66,418)</u>	<u>(63,535)</u>
<b>Net cash (outflow) from financing and liquid resources</b>			<u>(66,418)</u>	<u>(63,535)</u>
<b>(Decrease)/Increase in cash</b>	22		<u><b>(262,512)</b></u>	<u><b>111,753</b></u>

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The notes on pages 11 to 18 form part of these unaudited statements.

**Didcot Town Council**

**Notes to the Accounts**

**31 March 2023**

**1 Other Costs Analysis**

**Other Costs reported in the council's Income and Expenditure Account comprise the following:**

**Direct Service Costs**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Community Centres	178,186	137,694
Indoor Sports & Recreation Facilities	153,785	124,895
Outdoor Sports & Recreation Facilities	117,858	114,957
Community Parks & Open Spaces	67,737	56,988
Allotments	9,245	7,702
Cemeteries	1,603	6,843
Community Safety (Crime Reduction)	5,635	6,015
Individual Projects	14,801	839
Promotion & Marketing of the Area	11,056	10,255
Community Development	44,338	35,044
Roads and Street Furniture	12,147	9,042
Less: Grant-aid Expenditure	(43,240)	(34,772)
<b>Total</b>	<b>573,151</b>	<b>475,502</b>

**Democratic, Management & Civic Costs**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Corporate Management	108,467	94,756
Civic Expenses	6,254	13,699
Mayors Allowance	3,233	3,100
Interest Payable	56,186	59,069
<b>Total</b>	<b>174,140</b>	<b>170,624</b>

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

**2 Interest Payable and Similar Charges**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
External Interest Charges - Loans	56,186	59,069
	<b>56,186</b>	<b>59,069</b>

**Didcot Town Council**

**Notes to the Accounts**

**31 March 2023**

**3 Interest and Investment Income**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Interest Income - General Funds	15,403	638
	<u>15,403</u>	<u>638</u>

**4 Agency Work**

During the year the Council undertook no agency work on behalf of other authorities.

**Commissioning Authority and Nature of Work**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
O C C - Grass Cutting	-	13,424
	<u>-</u>	<u>13,424</u>

During the year the Council commissioned no agency work to be performed by other authorities.

**5 Related Party Transactions**

The council entered into no material transactions with related parties during the year.

**6 Audit Fees**

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Fees for statutory audit services	2,100	2,000
Total fees	<u>2,100</u>	<u>2,000</u>

**7 General Power of Competence**

With effect from 13th May 2019 Didcot Town Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 13th May 2019 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

**8 Members' Allowances**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	3,233	3,100
	<u>3,233</u>	<u>3,100</u>

## **Didcot Town Council**

### **Notes to the Accounts**

**31 March 2023**

#### **9 Employees**

The average weekly number of employees during the year was as follows:

	<b>2023</b>	<b>2022</b>
	<b>Number</b>	<b>Number</b>
Full-time	11	-
Part-time	7	-
Temporary	8	-
	<u>26</u>	<u>-</u>

All staff are paid in accordance with nationally agreed pay scales.

#### **10 Pension Costs**

The council participates in the Oxfordshire County Council Pension Fund. The Oxfordshire County Council Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

The cost to the council for the year ended 31 March 2023 was £94,955 (31 March 2022 - £84,454).

The most recent actuarial valuation was carried out as at 31st March 2022, and the council's contribution rate is confirmed as being 21.70% of employees' pensionable pay with effect from 1st April 2023 (year ended 31 March 2023 – 21.70%).

Financial Reporting Standard 17 (FRS17): "Retirement Benefits" sets out accounting requirements for pension costs. For schemes such as Oxfordshire County Council Pension Fund, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

#### **11 Tangible Fixed Assets**

	<b>Operational Freehold Land and Buildings</b>	<b>Vehicles and Equipment</b>	<b>Infra-structure Assets</b>	<b>Community Assets</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 31 March 2022	5,278,946	1,092,100	128,090	41,346	6,540,482
Additions	220,494	86,679	-	-	307,173
Disposals	-	(1,784)	-	-	(1,784)
Surplus on revaluation	-	89,084	-	1	89,085
At 31 March 2023	<u>5,499,440</u>	<u>1,266,079</u>	<u>128,090</u>	<u>41,347</u>	<u>6,934,956</u>
<b>Depreciation</b>					
At 31 March 2022	-	-	-	-	-
At 31 March 2023	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Book Value</b>					
At 31 March 2023	<u>5,499,440</u>	<u>1,266,079</u>	<u>128,090</u>	<u>41,347</u>	<u>6,934,956</u>
At 31 March 2022	<u>5,278,946</u>	<u>1,092,100</u>	<u>128,090</u>	<u>41,346</u>	<u>6,540,482</u>

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

#### **Assets Held under Finance Agreements**

The council holds no such assets

**Didcot Town Council**

**Notes to the Accounts**

**31 March 2023**

**12 Financing of Capital Expenditure**

	<b>2023</b>	<b>2022</b>
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	307,173	50,911
	<u>307,173</u>	<u>50,911</u>
was financed by:		
Revenue:		
Capital Projects Reserve	54,080	-
Equipment Replacement Reserve	18,388	42,179
Precept and Revenue Income	234,705	8,732
	<u>307,173</u>	<u>50,911</u>

**13 Information on Assets Held**

Fixed assets owned by the council include the following:

**Operational Land and Buildings**

Civic Hall  
Didcot Bowl Club  
Edmonds Park Depot  
Edmonds Park Pavilion (under construction)  
Lloyds Rec Pavilion  
Willowbrook Community Building

**Vehicles and Equipment**

Light Vans – 1  
Tractors – 2  
Play Equipment at 6 sites  
Skate Park  
Sundry grounds maintenance equipment  
Sundry office equipment

**Infrastructure Assets**

Fencing and gates at various sites  
Bus shelters – 5  
Seats and Benches  
Other street furniture

**Didcot Town Council**

**Notes to the Accounts**

**31 March 2023**

**13 Information on Assets Held (cont'd)**

**Community Assets**

Ladygrove Boardwalk  
Millenium Wood  
Allotments – 5 sites  
Open Spaces  
Council Artefacts & Regalia

**14 Debtors**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Bookings Debtors	12,743	32,480
Provision for Bad Debt	-	(995)
Trade Debtors	12,743	31,485
VAT Recoverable	8,337	5,476
Other Debtors	9,760	2,540
Prepayments	7,166	5,444
Accrued Income	110	-
	<u>38,116</u>	<u>44,945</u>

**15 Creditors and Accrued Expenses**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Trade Creditors	46,509	43,357
Other Creditors	1,547	28,558
Superannuation Payable	10,331	11,149
Payroll Taxes and Social Security	9,618	12,285
Accruals	8,084	21,055
Income in Advance	26,006	12,592
	<u>102,095</u>	<u>128,996</u>

**Didcot Town Council**

**Notes to the Accounts**

**31 March 2023**

**16 Long Term Liabilities**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Public Works Loan Board	1,202,317	1,268,735
	<hr/> 1,202,317	<hr/> 1,268,735

The above loans are repayable as follows:

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Within one year	69,432	66,417
From one to two years	72,586	69,432
From two to five years	238,161	227,804
From five to ten years	474,930	454,237
Over ten years	347,208	450,845
	<hr/>	<hr/>
Total Loan Commitment	1,202,317	1,268,735
Less: Repayable within one year	(69,432)	(66,417)
	<hr/>	<hr/>
Repayable after one year	1,132,885	1,202,318

**17 Capital Financing Account**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Balance at 01 April	5,271,747	5,397,871
Balance transferred from Revaluation Reserve	89,085	-
Balance at 01 April restated	<hr/> 5,360,832	<hr/> 5,397,871
Financing capital expenditure in the year		
Additions - using revenue balances	307,173	50,911
Loan repayments	66,417	63,535
Disposal of fixed assets	(1,784)	(240,570)
Balance at 31 March	<hr/> <hr/> 5,732,638	<hr/> <hr/> 5,271,747

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

**Didcot Town Council**

**Notes to the Accounts**

**31 March 2023**

**18 Earmarked Reserves**

	<b>Balance at 01/04/2022</b>	<b>Contribution to reserve</b>	<b>Contribution from reserve</b>	<b>Balance at 31/03/2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Capital Projects Reserves	349,572	181,383	(54,080)	476,875
Asset Renewal Reserves	28,015	259	(18,388)	9,886
Other Earmarked Reserves	501,250	12,732	(213,908)	300,074
Total Earmarked Reserves	878,837	194,374	(286,376)	786,835

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2023 are set out in detail at Appendix A.

**19 Capital Commitments**

The council had no capital commitments at 31 March 2023 not otherwise provided for in these accounts.

**20 Contingent Liabilities**

The council is not aware of any contingent liabilities at the date of these accounts.

**21 Reconciliation of Revenue Cash Flow**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Net Operating Surplus for the year	131,151	260,000
Add/(Deduct)		
Interest Payable	56,186	59,069
Interest and Investment Income	(15,403)	(638)
Decrease/(Increase) in debtors	6,829	(23,400)
(Decrease) in creditors	(26,901)	(10,401)
Revenue activities net cash inflow	151,862	284,630



**Didcot Town Council**

**Notes to the Accounts**

**31 March 2023**

**22 Movement in Cash**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Balances at 01 April</b>		
Cash with accounting officers	824	1,000
Cash at bank	1,186,024	1,074,095
	<u>1,186,848</u>	<u>1,075,095</u>
<b>Balances at 31 March</b>		
Cash with accounting officers	345	824
Cash at bank	923,991	1,186,024
	<u>924,336</u>	<u>1,186,848</u>
<b>Net cash (outflow)/inflow</b>	<u>(262,512)</u>	<u>111,753</u>

**23 Reconciliation of Net Funds/Debt**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
(Decrease)/Increase in cash in the year	<u>(262,512)</u>	<u>111,753</u>
Cash outflow from repayment of debt	<u>66,418</u>	<u>63,535</u>
<b>Net cash flow arising from changes in debt</b>	<u>66,418</u>	<u>63,535</u>
Movement in net debt/funds in the year	<u>(196,094)</u>	<u>175,288</u>
Cash at bank and in hand	1,186,848	1,075,095
Total borrowings	<u>(1,268,735)</u>	<u>(1,332,270)</u>
<b>Net (debt) at 01 April</b>	<u>(81,887)</u>	<u>(257,175)</u>
Cash at bank and in hand	924,336	1,186,848
Total borrowings	<u>(1,202,317)</u>	<u>(1,268,735)</u>
<b>Net (debt) at 31 March</b>	<u>(277,981)</u>	<u>(81,887)</u>

**24 Post Balance Sheet Events**

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 19th June 2023), which would have a material impact on the amounts and results reported herein.

**Didcot Town Council**

**Appendices**

**31 March 2023**

**Appendix A**

**Schedule of Earmarked Reserves**

	<u>Balance at</u> <u>01/04/2022</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2023</u>
	£	£	£	£
<u>Capital Project Reserves</u>				
CIL	149,572	181,383	(54,080)	276,875
Splash Park	200,000			200,000
	<u>349,572</u>	<u>181,383</u>	<u>(54,080)</u>	<u>476,875</u>
<u>Equipment Replacement Reserves</u>				
Groundskeeping Equipment	28,015	259	(18,388)	9,886
	<u>28,015</u>	<u>259</u>	<u>(18,388)</u>	<u>9,886</u>
<u>Other Earmarked Reserves</u>				
Building Repair Fund	118,717			118,717
Cemetery Fund	2,395		(150)	2,245
Skatepark Refurbishmeny	14,388		(772)	13,616
Ladygrove Lakes	10,000		(4,754)	5,246
Ladygrove Park	5,355	182		5,537
Ladygrove Lakes Staging Fund	20,000			20,000
Building Projects Fees Fund	45,060		(10,800)	34,260
Elections	1,336			1,336
Planting	3,464			3,464
Arboriculture	8,989			8,989
Sports Pitches	11,001			11,001
Community Projects	34,613		(25,887)	8,726
Bus Shelters (Street Furniture	6,084		(990)	5,094
GDPR	500			500
Prefab Toileys - Edmonds Park	8,378		(8,378)	0
Play Areas	18,582		(17,894)	688
Summer Fayre		12,550		12,550
VAT Contingency	120,972		(120,972)	0
CCTV	13,405			13,405
Pavilions	39,000		(4,300)	34,700
Rolling Budgets	19,011		(19,011)	0
	<u>501,250</u>	<u>12,732</u>	<u>(213,908)</u>	<u>300,074</u>
<b>TOTAL EARMARKED RESER</b>	<b><u>878,837</u></b>	<b><u>194,374</u></b>	<b><u>(286,376)</u></b>	<b><u>786,835</u></b>

## Didcot Town Council

31 March 2023

### Annual Report Tables

**Table. 1 – Budget & Actual Comparison**

	<b>Budget £</b>	<b>Actual £</b>
Net Expenditure		
Cultural & Heritage	-	2,450
Recreation & Sport	506,898	678,651
Open Spaces	46,226	63,655
Cemetery, Cremation & Mortuary	(10,800)	(16,467)
Community Safety (Crime Reduction)	10,750	5,635
Planning & Development Services (including Markets)	49,000	58,098
Highways Roads (Routine)	-	2,147
Net Direct Services Costs	<u>602,074</u>	<u>794,169</u>
Corporate Management	430,561	265,972
Democratic & Civic	12,800	9,487
Net Democratic, Management and Civic Costs	<u>443,361</u>	<u>275,459</u>
Interest & Investment Income	(300)	(15,403)
Loan Charges	122,604	122,603
Capital Expenditure	39,000	307,173
Transfers to/(from) other reserves	10,000	(92,002)
Surplus to/(Deficit from) General Reserve	<u>24,823</u>	<u>(150,437)</u>
<b>Precept on Principal Authority</b>	<u><u>1,241,562</u></u>	<u><u>1,241,562</u></u>

**Didcot Town Council**

**31 March 2023**

**Annual Report Tables**

**Table. 2 – Service Income & Expenditure**

Notes	2023 £	2023 £	2023 £	2022 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
<b>CULTURAL &amp; RELATED SERVICES</b>				
Cultural & Heritage}	-	2,450	2,450	(7,014)
Recreation & Sport	892,716	(214,065)	678,651	583,309
Open Spaces	76,982	(13,327)	63,655	50,349
<b>ENVIRONMENTAL SERVICES</b>				
Cemetery, Cremation & Mortuary	1,603	(18,070)	(16,467)	(15,482)
Community Safety (Crime Reduction)	5,635	-	5,635	6,015
<b>PLANNING &amp; DEVELOPMENT SERVICES</b>				
Planning & Development Services	14,801	-	14,801	839
Economic Development (including markets)	11,056	(12,097)	(1,041)	(108,588)
Community Development	44,338	-	44,338	35,044
<b>HIGHWAYS, ROADS &amp; TRANSPORT SERVICES</b>				
Highways Roads (Routine)	12,147	(10,000)	2,147	1,385
<b>CENTRAL SERVICES</b>				
Corporate Management	298,186	(32,214)	265,972	262,966
Civic Expenses	9,487	-	9,487	16,799
<b>Net Cost of Services</b>	<b>1,366,951</b>	<b>(297,323)</b>	<b>1,069,628</b>	<b>825,622</b>

## Finance and General Purposes Committee 19<sup>th</sup> June 2023

Report author: Janet Wheeler



### Grant Aid application

#### Introduction

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

#### Recommendation

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

#### Background

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

<b>a) Didcot Baptist Church</b>	
Date received:	May 2023
Amount:	£1,770.29
Application summary:	To install a defib machine outside the Baptist Church
Previous awards/ applications in the current and the preceding 2 financial years:	Feb 2023    £1884 (toddler group) Oct 2021    £2000 (soundproofing)
Supporting documentation held in the office:	Application form and supporting data

<b>a) Didcot Library Garden Project</b>	
Date received:	May 2023
Amount:	£1,000
Application summary:	To erect fencing and a safety gate to the new Community garden.

Previous awards/ applications in the current and the preceding 2 financial years:	Sept 2021 £350
Supporting documentation held in the office:	Application form and supporting data

### **Financial Implications**

4. A total of £36,116 (FY 23/24) is in the grant aid budget (201/ 3188). If we award the full sums requested we will have £33,345.71 left until the end of the financial year.

### **Legal Implications**

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

### **Risk Implications**

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

12/06/2023

Didcot Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 12/06/2023

Month No: 2

## 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>							
1101 Salaries - Admin	0	13,396	242,500	229,104		229,104	5.5%
1102 Salaries - Admin Er's NI	0	1,340	16,699	15,359		15,359	8.0%
1103 Salaries - Admin Er's Superann	0	2,907	33,427	30,520		30,520	8.7%
1104 Agency Staffing	1,193	1,608	12,000	10,392		10,392	13.4%
1108 Training and Conferences	1,030	280	8,000	7,720		7,720	3.5%
1109 Staff Travel	0	404	3,500	3,096		3,096	11.6%
1111 Rate Admin Offices	720	1,444	7,000	5,556		5,556	20.6%
1121 Telephone/Fax/Internet	273	467	3,000	2,533		2,533	15.6%
1123 Stationery	258	450	2,300	1,850		1,850	19.6%
1124 Subscriptions	0	3,977	4,000	23		23	99.4%
1125 Insurance	0	0	23,000	23,000		23,000	0.0%
1126 Photocopier	325	325	2,500	2,176		2,176	13.0%
1128 Postage-Frinking	(150)	65	2,000	1,935		1,935	3.2%
1129 Miscellaneous Admin Costs	67	67	500	433		433	13.3%
1130 Recruitment Advertising	0	0	2,000	2,000		2,000	0.0%
1132 Outside Service Provider HR/HS	500	500	3,000	2,500		2,500	16.7%
1160 IT Maintenance/Website	950	3,527	20,000	16,473		16,473	17.6%
1171 Contingency	0	0	20,000	20,000		20,000	0.0%
1173 Green Projects	1,095	1,095	10,000	8,905		8,905	10.9%
1197 Office water cooler	0	5	250	245		245	2.1%
3152 Electricity	0	134	0	(134)		(134)	0.0%
3155 Security	0	(275)	0	275		275	0.0%
Central Administration :- Indirect Expenditure	<u>6,259</u>	<u>31,716</u>	<u>415,676</u>	<u>383,960</u>	<u>0</u>	<u>383,960</u>	<u>7.6%</u>
Net Expenditure	<u>(6,259)</u>	<u>(31,716)</u>	<u>(415,676)</u>	<u>(383,960)</u>			
<u>102 Civic and Democratic</u>							
1205 Members Training	585	585	800	215		215	73.1%
1206 Mayors Allowance	0	0	3,520	3,520		3,520	0.0%
1235 Civic Functions	0	0	3,000	3,000		3,000	0.0%
Civic and Democratic :- Indirect Expenditure	<u>585</u>	<u>585</u>	<u>7,320</u>	<u>6,735</u>	<u>0</u>	<u>6,735</u>	<u>8.0%</u>
Net Expenditure	<u>(585)</u>	<u>(585)</u>	<u>(7,320)</u>	<u>(6,735)</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>			

Continued over page

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## Detailed Income &amp; Expenditure by Budget Heading 12/06/2023

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>105 Corporate Management</b>							
1152 Bank Charges	368	368	700	333		333	52.5%
1155 Internal Audit	0	(480)	1,680	2,160		2,160	(28.6%)
1157 External Audit	0	(2,000)	2,200	4,200		4,200	(90.9%)
1158 Legal & Professional Fees	0	0	5,000	5,000		5,000	0.0%
1159 Accounting Support	0	(525)	1,000	1,525		1,525	(52.5%)
Corporate Management :- Indirect Expenditure	<b>368</b>	<b>(2,638)</b>	<b>10,580</b>	<b>13,218</b>	<b>0</b>	<b>13,218</b>	<b>(24.9%)</b>
<b>Net Expenditure</b>	<b>(368)</b>	<b>2,638</b>	<b>(10,580)</b>	<b>(13,218)</b>			
<b>108 Willowbrook Community Centre</b>							
1769 Willowbrook Income	10,890	17,326	60,000	42,674			28.9%
32587 CIL Income	0	0	6,000	6,000			0.0%
Willowbrook Community Centre :- Income	<b>10,890</b>	<b>17,326</b>	<b>66,000</b>	<b>48,674</b>			<b>26.3%</b>
1701 Salaries Willowbrook	0	0	40,000	40,000		40,000	0.0%
1710 Willowbrook Business Rates	7,936	11,904	38,000	26,096		26,096	31.3%
1720 Willowbrook Contracts	1,473	2,104	10,000	7,896		7,896	21.0%
1725 Willowbrook ICT/Internet	78	368	3,000	2,632		2,632	12.3%
1730 Willowbrook Equipment	0	16	5,000	4,984		4,984	0.3%
1766 Willowbrook Utilities	1,651	2,032	40,000	37,968		37,968	5.1%
1767 Willowbrook Site Maintenance	906	1,859	0	(1,859)		(1,859)	0.0%
Willowbrook Community Centre :- Indirect Expenditure	<b>12,044</b>	<b>18,284</b>	<b>136,000</b>	<b>117,716</b>	<b>0</b>	<b>117,716</b>	<b>13.4%</b>
<b>Net Income over Expenditure</b>	<b>(1,154)</b>	<b>(958)</b>	<b>(70,000)</b>	<b>(69,042)</b>			
<b>109 Capital and Projects</b>							
1999 Loan Proceeds	750,000	750,000	0	(750,000)			0.0%
Capital and Projects :- Income	<b>750,000</b>	<b>750,000</b>	<b>0</b>	<b>(750,000)</b>			
1944 Christmas Lights	0	0	15,000	15,000		15,000	0.0%
1947 Office Equipment & Furniture	395	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	259,000	259,000	0	(259,000)		(259,000)	0.0%
99128 Tfr from EMR CiL	0	(48,896)	0	48,896		48,896	0.0%
Capital and Projects :- Indirect Expenditure	<b>259,395</b>	<b>259,396</b>	<b>258,604</b>	<b>(792)</b>	<b>0</b>	<b>(792)</b>	<b>100.3%</b>
<b>Net Income over Expenditure</b>	<b>490,605</b>	<b>490,604</b>	<b>(258,604)</b>	<b>(749,208)</b>			



## Detailed Income &amp; Expenditure by Budget Heading 12/06/2023

Month No: 2

## 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>							
1806 Income -Labour Fleet Meadow	350	350	0	(350)			0.0%
Services to Others :- Income	<u>350</u>	<u>350</u>	<u>0</u>	<u>(350)</u>			
<b>Net Income</b>	<u>350</u>	<u>350</u>	<u>0</u>	<u>(350)</u>			
<u>120 Other Costs &amp; Income</u>							
1176 Precept	0	665,928	1,331,855	665,928			50.0%
1196 Interest Received	2,652	5,441	5,000	(441)			108.8%
Other Costs & Income :- Income	<u>2,652</u>	<u>671,368</u>	<u>1,336,855</u>	<u>665,487</u>			<u>50.2%</u>
<b>Net Income</b>	<u>2,652</u>	<u>671,368</u>	<u>1,336,855</u>	<u>665,487</u>			
<u>201 Arts &amp; Grants-Empowered</u>							
9041 Summer Fayre - Income	117	317	0	(317)			0.0%
Arts & Grants-Empowered :- Income	<u>117</u>	<u>317</u>	<u>0</u>	<u>(317)</u>			
2165 Remembrance Parade & Service	0	0	4,000	4,000	4,000	4,000	0.0%
2187 Summer Fayre	0	0	4,000	4,000	4,000	4,000	0.0%
3188 Grant Aid Fund	0	8,884	45,000	36,116		36,116	19.7%
Arts & Grants-Empowered :- Indirect Expenditure	<u>0</u>	<u>8,884</u>	<u>53,000</u>	<u>44,116</u>	<u>0</u>	<u>44,116</u>	<u>16.8%</u>
<b>Net Income over Expenditure</b>	<u>117</u>	<u>(8,567)</u>	<u>(53,000)</u>	<u>(44,433)</u>			
<u>301 External Works-Central Costs</u>							
3101 Salaries - Works	0	17,447	232,000	214,553		214,553	7.5%
3102 Salaries - Works Er's NI	0	1,594	16,800	15,207		15,207	9.5%
3103 Salaries - Works Er's Superann	0	3,786	36,100	32,314		32,314	10.5%
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	0	45	2,370	2,325		2,325	1.9%
3120 Protective Clothing	100	383	2,000	1,617		1,617	19.2%
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	291	80	6,000	5,920		5,920	1.3%
3145 Machinery Costs	832	832	10,000	9,168		9,168	8.3%
3154 Maintenance	15	380	2,000	1,620		1,620	19.0%
9034 Ford Ranger Pick Up	266	797	3,863	3,066		3,066	20.6%
9039 Ransomes HR300 Rotary	426	852	5,110	4,258		4,258	16.7%
9045 Ransomes Parkway 3	985	985	1,200	215		215	82.1%

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 12/06/2023

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
9062 John Deere Gator	656	656	2,000	1,344		1,344	32.8%
9063 ALKE ATX 340 ED	0	0	1,000	1,000		1,000	0.0%
External Works-Central Costs :- Indirect Expenditure	<u>3,571</u>	<u>27,837</u>	<u>327,725</u>	<u>299,888</u>	<u>0</u>	<u>299,888</u>	<u>8.5%</u>
<b>Net Expenditure</b>	<b><u>(3,571)</u></b>	<b><u>(27,837)</u></b>	<b><u>(327,725)</u></b>	<b><u>(299,888)</u></b>			
<b><u>302 Allotments</u></b>							
3282 Allotment Rents	956	7,718	14,500	6,782			53.2%
Allotments :- Income	<u>956</u>	<u>7,718</u>	<u>14,500</u>	<u>6,782</u>			<u>53.2%</u>
3151 Water Charges	919	919	2,500	1,581		1,581	36.8%
3233 Allotment Competition	0	0	350	350		350	0.0%
3244 Allotment Maintenance	51	173	4,000	3,827		3,827	4.3%
Allotments :- Indirect Expenditure	<u>970</u>	<u>1,092</u>	<u>6,850</u>	<u>5,758</u>	<u>0</u>	<u>5,758</u>	<u>15.9%</u>
<b>Net Income over Expenditure</b>	<b><u>(14)</u></b>	<b><u>6,625</u></b>	<b><u>7,650</u></b>	<b><u>1,025</u></b>			
<b><u>303 Cemetery</u></b>							
3383 Cemetery Fees	1,705	3,645	18,000	14,355			20.3%
Cemetery :- Income	<u>1,705</u>	<u>3,645</u>	<u>18,000</u>	<u>14,355</u>			<u>20.2%</u>
3151 Water Charges	0	0	1,000	1,000		1,000	0.0%
3154 Maintenance	60	60	0	(60)		(60)	0.0%
3340 Rates - Cemetery	0	0	600	600		600	0.0%
Cemetery :- Indirect Expenditure	<u>60</u>	<u>60</u>	<u>1,600</u>	<u>1,540</u>	<u>0</u>	<u>1,540</u>	<u>3.7%</u>
<b>Net Income over Expenditure</b>	<b><u>1,645</u></b>	<b><u>3,585</u></b>	<b><u>16,400</u></b>	<b><u>12,815</u></b>			
<b><u>304 Edmonds Park</u></b>							
3151 Water Charges	0	415	1,200	785		785	34.6%
3152 Electricity	0	43	1,800	1,757		1,757	2.4%
3154 Maintenance	496	1,248	10,000	8,752		8,752	12.5%
3155 Security	76	76	6,000	5,924		5,924	1.3%
3170 Waste Recycling	667	1,071	9,500	8,429		8,429	11.3%
Edmonds Park :- Indirect Expenditure	<u>1,239</u>	<u>2,853</u>	<u>28,500</u>	<u>25,647</u>	<u>0</u>	<u>25,647</u>	<u>10.0%</u>
<b>Net Expenditure</b>	<b><u>(1,239)</u></b>	<b><u>(2,853)</u></b>	<b><u>(28,500)</u></b>	<b><u>(25,647)</u></b>			
<b><u>305 Ladygrove Park</u></b>							
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>

## Detailed Income &amp; Expenditure by Budget Heading 12/06/2023

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
3152 Electricity	(43)	(43)	0	43		43	0.0%
3154 Maintenance	572	3,279	7,000	3,721		3,721	46.8%
Ladygrove Park :- Indirect Expenditure	<u>529</u>	<u>3,235</u>	<u>7,000</u>	<u>3,765</u>	<u>0</u>	<u>3,765</u>	<u>46.2%</u>
<b>Net Income over Expenditure</b>	<u>(529)</u>	<u>(3,035)</u>	<u>(1,000)</u>	<u>2,035</u>			
<b>306 Loyd Park</b>							
3151 Water Charges	0	0	550	550		550	0.0%
3152 Electricity	(0)	(0)	350	350		350	(0.1%)
3154 Maintenance	0	19,288	0	(19,288)		(19,288)	0.0%
Loyd Park :- Indirect Expenditure	<u>(0)</u>	<u>19,288</u>	<u>900</u>	<u>(18,388)</u>	<u>0</u>	<u>(18,388)</u>	<u>2143.1%</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(19,288)</u>	<u>(900)</u>	<u>18,388</u>			
<b>308 Other Parks &amp; Recreation Areas</b>							
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	303	358	5,500	5,142		5,142	6.5%
3166 Millennium Wood Upkeep	2,640	2,640	3,000	360		360	88.0%
Other Parks & Recreation Areas :- Indirect Expenditure	<u>2,943</u>	<u>2,998</u>	<u>8,500</u>	<u>5,502</u>	<u>0</u>	<u>5,502</u>	<u>35.3%</u>
<b>Net Income over Expenditure</b>	<u>(2,943)</u>	<u>(2,995)</u>	<u>(8,500)</u>	<u>(5,505)</u>			
<b>309 Play Areas</b>							
3149 Bark Top-up	0	0	3,000	3,000		3,000	0.0%
3153 Play Equipment Maintenance	0	0	25,000	25,000		25,000	0.0%
Play Areas :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>28,000</u>	<u>28,000</u>	<u>0</u>	<u>28,000</u>	<u>0.0%</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(28,000)</u>	<u>(28,000)</u>			
<b>310 Environmental Services</b>							
1183 Bowls Club Rent	0	0	50	50			0.0%
3180 Sports Hire	(140)	(140)	4,000	4,140			(3.5%)
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	<u>(140)</u>	<u>(140)</u>	<u>18,050</u>	<u>18,190</u>			<u>(0.8%)</u>
3148 Bus Shelter Contract	0	0	10,000	10,000		10,000	0.0%
3150 Plants	168	348	1,000	652		652	34.8%
3157 Dog Fouling Clean-up Service	243	728	3,100	2,372		2,372	23.5%

## Detailed Income &amp; Expenditure by Budget Heading 12/06/2023

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
3158 Trees	0	0	8,500	8,500		8,500	0.0%
3162 Football pitch maintenance	195	1,031	8,000	6,969		6,969	12.9%
3168 Street Furniture Maintenance	2,200	1,863	3,000	1,137		1,137	62.1%
99134 Tfr from EMR Community Project	(2,200)	(2,200)	0	2,200		2,200	0.0%
<b>Environmental Services :- Indirect Expenditure</b>	<b>606</b>	<b>1,770</b>	<b>33,600</b>	<b>31,830</b>	<b>0</b>	<b>31,830</b>	<b>5.3%</b>
<b>Net Income over Expenditure</b>	<b>(746)</b>	<b>(1,910)</b>	<b>(15,550)</b>	<b>(13,640)</b>			
<b>325 Projects</b>							
32587 CIL Income	0	3,751	0	(3,751)			0.0%
<b>Projects :- Income</b>	<b>0</b>	<b>3,751</b>	<b>0</b>	<b>(3,751)</b>			
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%
<b>Projects :- Indirect Expenditure</b>	<b>0</b>	<b>8,778</b>	<b>10,000</b>	<b>1,222</b>	<b>0</b>	<b>1,222</b>	<b>87.8%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(5,027)</b>	<b>(10,000)</b>	<b>(4,974)</b>			
<b>401 C H General Administration</b>							
1000 Main Hall	4,030	11,118	55,000	43,882			20.2%
1001 Northbourne Room	680	3,225	12,000	8,775			26.9%
1002 Ladygrove Room	2,774	6,992	25,000	18,008			28.0%
1003 All Saints Room	364	2,479	10,000	7,521			24.8%
1004 Park Room	556	1,756	8,000	6,244			22.0%
1011 Millbrook Room	15	15	2,000	1,985			0.8%
1020 Other Income	112	112	1,000	888			11.2%
<b>C H General Administration :- Income</b>	<b>8,530</b>	<b>25,697</b>	<b>113,000</b>	<b>87,303</b>			<b>22.7%</b>
4001 Salaries - Civic Hall	0	15,679	48,000	32,321		32,321	32.7%
4002 Salaries - Civic Hall Er's Ni	0	922	0	(922)		(922)	0.0%
4003 Salaries - C.Hall Er's Superan	0	2,349	0	(2,349)		(2,349)	0.0%
4012 Water Charges	1,987	1,987	12,000	10,013		10,013	16.6%
4014 Light & Heat	3,341	5,944	40,000	34,056		34,056	14.9%
4015 Cleaning and Hygiene	2,490	5,044	30,000	24,956		24,956	16.8%
4016 Uniform	0	0	1,000	1,000		1,000	0.0%
4018 Waste Disposal	0	579	3,500	2,921		2,921	16.5%
4022 Telephone	0	0	1,000	1,000		1,000	0.0%
4023 Licenses	0	1,550	4,000	2,450		2,450	38.8%

## Detailed Income &amp; Expenditure by Budget Heading 12/06/2023

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4024 Event Costs	(469)	(1,649)	0	1,649		1,649	0.0%
4027 Advertising/Marketing	0	0	1,000	1,000		1,000	0.0%
4042 Equipment	819	848	10,000	9,152		9,152	8.5%
4043 Repairs and Maintenance	2,154	4,735	10,000	5,265		5,265	47.3%
4044 Maintenance Contracts	1,780	5,003	15,000	9,997		9,997	33.4%
4045 Repair/Upgrade PA System	0	0	2,000	2,000		2,000	0.0%
4051 Stocktakers Fees	0	0	300	300		300	0.0%
4052 Accountancy Charges	217	243	500	257		257	48.6%
4054 NNDR	4,122	8,240	50,000	41,760		41,760	16.5%
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%
<b>C H General Administration :- Indirect Expenditure</b>	<b>16,443</b>	<b>51,471</b>	<b>230,300</b>	<b>178,829</b>	<b>0</b>	<b>178,829</b>	<b>22.3%</b>
<b>Net Income over Expenditure</b>	<b>(7,913)</b>	<b>(25,774)</b>	<b>(117,300)</b>	<b>(91,526)</b>			
<b>402 C H Bar</b>							
1050 Bar Sales	151	1,965	15,000	13,035			13.1%
<b>C H Bar :- Income</b>	<b>151</b>	<b>1,965</b>	<b>15,000</b>	<b>13,035</b>			<b>13.1%</b>
3000 Bar Purchases	97	612	7,500	6,888		6,888	8.2%
3020 Bar Sundries	0	0	500	500		500	0.0%
3154 Maintenance	78	156	3,000	2,844		2,844	5.2%
<b>C H Bar :- Indirect Expenditure</b>	<b>175</b>	<b>768</b>	<b>11,000</b>	<b>10,232</b>	<b>0</b>	<b>10,232</b>	<b>7.0%</b>
<b>Net Income over Expenditure</b>	<b>(23)</b>	<b>1,197</b>	<b>4,000</b>	<b>2,803</b>			
<b>403 C H Catering</b>							
1075 Food and Beverage Income	828	1,705	3,000	1,295			56.8%
1100 Catering Income - Food	1,547	3,042	6,000	2,958			50.7%
<b>C H Catering :- Income</b>	<b>2,375</b>	<b>4,747</b>	<b>9,000</b>	<b>4,253</b>			<b>52.7%</b>
3100 Food and Beverage Costs	0	11	4,500	4,489		4,489	0.2%
4350 CH Kitchen Maintenance	0	0	2,500	2,500		2,500	0.0%
<b>C H Catering :- Indirect Expenditure</b>	<b>0</b>	<b>11</b>	<b>7,000</b>	<b>6,989</b>	<b>0</b>	<b>6,989</b>	<b>0.2%</b>
<b>Net Income over Expenditure</b>	<b>2,375</b>	<b>4,736</b>	<b>2,000</b>	<b>(2,736)</b>			
<b>Grand Totals:- Income</b>	<b>777,586</b>	<b>1,486,946</b>	<b>1,596,405</b>	<b>109,459</b>			<b>93.1%</b>
<b>Expenditure</b>	<b>305,185</b>	<b>436,863</b>	<b>1,592,905</b>	<b>1,156,042</b>	<b>0</b>	<b>1,156,042</b>	<b>27.4%</b>
<b>Net Income over Expenditure</b>	<b>472,401</b>	<b>1,050,083</b>	<b>3,500</b>	<b>(1,046,583)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>472,401</b>	<b>1,050,083</b>					

## Land & Buildings

No	Description	No	Aquisition Date	Insurance	Replace ment Date	Supplier	Unit Cost	Cost				
				Value @Nov 22				Cost	Added	Disp.	Rev	C/fwd
	Civic Hall Buildings		1981	£4,201,644	Dec-12			2,369,195	10,292			2,379,487
	Town Council Offices		1981					0				0
	CAB Office		1994					0				0
	Didcot Bowls Club							6,250				6,250
	Maintenance Depot (Storage Block)											0
	Edmonds Park Depot		2019	£685,750				520,000	13,361			533,361
	Old Edmonds Pavilion (demolished)			£0				0				0
	Edmonds Park Pavilion (under cons'n)		2023						158,425			158,425
	Loyds Rec Pavilion			£135,995				90,000	3,695			93,695
	Small Store Building (Old SEB Bldg)			£39,024				13,500				13,500
	Bowls Club Sheds (3)							0				0
	Willowbrook Community Building			£3,644,658				2,280,000	19,721			2,299,721
	Cemetery Land (Kynaston)							0				0
	Playground Building							1				1
	Edmonds Park containers (2) @£7,500		2022	£15,000					15,000			15,000
				£8,722,071				5,278,946	220,494	0	0	5,499,440



Stihl Strimmer FS410C	2011				0		0
Stihl Strimmer FS410C	2011				400		400
Stihl Strimmer FS400	2007				400		400
Stihl Strimmer FS400	2008				400		400
Pellenc Strimmer	31/03/2021				3475		3,475
Stihl Long Reach Chain Saw	2007				400		400
VAC Collector					350		350
Stihl Hedgecutter HS86R					584		584
Stihl Long Reach Hedgecutter							0
Roller 6Ft					294		294
Stihl Blower Back Pack					50		50
Draper Compressor					388		388
Honda Rotovator					150		150
Stihl Power Hose					100		100
Sarbo Pedestrian Mower					250		250
Stihl HS86R-30 Hedge Trimmer					364		364
Honda HRX476COXE Rotary Mower	04.04.2013			Turney Groundforce	670		670
Stihl FS240C-E Brush Cutter	17.03.2014			Turney Groundforce	439		439
Lpg Generator & floating aerator	12.08.2019			Aquaforce	1,170		1,170
Stihl MS181 Chain saw 14"	Feb-22			Spaldings	271		271
Stihl MS181 Chain saw 16"	Dec-21			Spaldings	630		630
Stihl Kombi Long Reach	Nov-21			Spaldings	225		225
Stihl Kombi engine & prune attach	Nov-21			Spaldings	566		566
Loading ramp hobby	Aug-21			Spaldings	393		393
Stihl 130 pressure washer	Aug-21			Spaldings	280		280
Trolley Jack	Aug-21			Spaldings	159		159
Direct Drive Compressir	Aug-21			Spaldings	199		199
Chipper Timberwolf TW230	Dec-22	NEW		AHB	16,000	16,000	16,000
<u>Other Kit/Hand Tools</u>					50		50
Portable Vacum	10/06/2015			GB Sport & Leisur	1031		1,031
Stihl RE129 Plus Cold Pressure	09.07.2019			Turney Groundford	237		237
Stihl KM100R Loop Handled	06/02/2016			Turney Groundford	306		306
Stihl HS87R "30" Hedgetrimmer	06/02/2016			Turney Groundford	338		338
Pole Pruner Combi	06/02/2016			Turney Groundford	128		128





# Playgrounds and Parks

No	Description	No	Aquisition Date	Condition	Insurance Value	Supplier	Unit Cost	Cost						
								Cost	Added	Disp.	Rev	C/fwd		
	<b><u>Ladygrove Park</u></b>													
	Aerial Runway					Hags								0
	Roundabout													0
	Junior Multi Unit													0
	Multi Pondo (replacement)		10.05.2019			Hags		3,959						3,959
	4 Flat Swings													0
	3 Springys													0
	4 Cradle Swings													0
	Senior Multi Unit/Tower							81,600						81,600
	Huck		24.7.2014			Star Rubber		8,828						8,828
								0						0
	1 Vega					Kompan		0						0
	1 Triton							0						0
	1 Cargus Unit							0						0
	1 Flexus							0						0
	Super Nova							0						0
	See Saw							0						0
	Spinning Net							51,758						51,758
								0						0
	<b><u>Skate Park</u></b>							0						0
	2 Ramps					Bendcrete		0						0
	2 Fun Boxes							0						0
	1 Grindrail							0						0
	Skating Surface							0						0
	1 Ramp							0						0
	1 Box							0						0
	1 Stepped Box							0						0
	1 Grindrail							0						0
	Ramp and Top Box							0						0



<u>Old Play</u>							22,500				22,500
<u>Seats</u>							2,809				2,809
<u>Junior Goals</u>							2,160				2,160
<u>Outdoor Gym Equipment</u>		07.07.2014			Great Outdoor Gym Co		70,000				70,000
							<b>207,469</b>	0	0	0	<b>207,469</b>
<b>Loyd Rec</b>											
Slide					Wicksteed						
2 Flat Swings											
Springy See Saw											
Multi Unit											
2 Cradle Swings											
2 Springys											
Rope Wigwam											
Fort											0
Wheelchair inclusive swing		May-22 06/11/2015	NEW	18,475	GL Jones Hags SMP			18,475			18475
											0
DINO one way cableway with launch station						4164.24	4,164				4164.24
Spinmee inc. Roundabout						4146.2	4,146				4146.2
2.4m Basket Swing + 2 Seat						2512.7	2,513				2512.7
1.8 Olympic 2 Seat Swing with 2 cradle seat assy						1336.81	1,337				1336.81
UniMini juster (wood) Park Green						5432.52	5,433				5432.52





Sand Bucket Aerial Runway							60,057				60,057
							<b>87,357</b>	0	0	0	<b>87,357</b>
<b>Marsh Rec</b> Basketball Court with 2 Goal Ends Supernova Galaxy Unit Springy Seesaw 2 Cradle Swings Seesaw 2 Springys Small Slide Rainbow Multi Unit 3 Spica Skate Unit					Park Leisure Komplan Komplan Komplan Wicksteed Komplan Komplan Wicksteed Wicksteed komplan komplan						0
<b>Marsh Rec - New</b> Olympic Seat Talk Tubes Zingo Bubble Spinmee Basket Swing Vippy See-saw Uniplay Mantis Zipwire Bow top Fence Prim Arena x 2 Installation and Safety Surfaces and Wetpour	31.05.2017				Hags SMP		1,079 421 337 3,786 2,294 873 3,943 4,588 1,552 2,723 39,637	61,233			61,233
<b>St Anne's Play</b> Rocker and gates Play train		Sep-22 Sep-22	NEW NEW		Vita Play Vita Play		5,295 3,000	5,295 3,000			5,295 3,000





# Admin Equipment

No	Description	No	Aquisition Date	Condition	Insurance Value	Supplier	Unit Cost	Cost						
								B/fwd	Added	Disp.	Rev	C/fwd		
	<b>Town Council</b>													
	Office Desks and Chairs		17.03.2017			Springfields		8,264						8,264
	Telephone System			Replaced				2,527						2,527
	Sloane Curtis phones		Jun-21		1,000	Sloane Curtis		975						975
	Binding Machine							549						549
	Air Conditioning Units x 4		26/03/2017			Oxford Air Conditioning		6,159						6,159
	Paper shredder		24/04/2019			ESPO		464						464
	Office chair		30/09/2019			Lyreco		274						274
	Office Chair		01/05/2021			Lyreco		135						135
	Cupboards x2		10/10/2019			ESPO		422						422
	2x chairs and desk		31/10/2019			Lyreco		839						839
	Shelving unit		15/01/2020			ESPO		95						95
	Shelving unit		26/03/2020			ESPO		82						82
	Ipad		22.07.2019			ESPO		269						269
	Ipad		02.09.2019			ESPO		269						269
	<u>Computer Equipment</u>													
	Old Desktop Computers and Digital Camera						6,279							
	1 x File Server						6,275							
	Cemeteries Software							12,554						12,554
								1,000						1,000
								0						0
	7 x Microsoft Office Professional		27.5.2011	Replaced				1,533						1,533
	7 x 500MB Desktopn Computers		27.5.2011	Replaced				3,045						3,045
	1 x Lap top		25.4.2017	Replaced				695						695

New File Server plus installation			Replaced		6,173	0			0
UPS			Replaced		357	6,530			6,530
Fireproof Safe		5.8.13		Granite Safes		1,169			1,169
Projectors x 2		8.7.13				754			754
Laptops OS 365 Cloud	6	Feb-20		MFG		9,000			9,000
Desktops OS Cloud	2	Feb-20		MFG		2,000			2,000
Laptops OS 365 Cloud	1	Jun-21		MFG		1,000			1,000
						<b>60,603</b>	0	0	<b>60,603</b>
<b>Civic Hall</b>									0
New Lighting						12,377			12,377
CCTV Equipment						15,002			15,002
Security Fire Door Retainers		17.12.2014		Security Matters		2,494			2,494
Hotdog machine		May-19		Cater Equip		290			290
Till for bar				EPOS		999			999
Outdoor Bar		May-19		TMS		2,750			2,750
Tables		Sep-22	NEW	Aston & James			10,290		10,290
Glasswasher		Nov-22	NEW	MCFT			2,080		2,080
Projector & Amp		Nov-22	NEW	Control Sound			1,200		1,200
Flooring x2 rooms		31.05.2019		Thomas Reed		6,030			6,030
						<b>39,942</b>	13,570	0	<b>53,512</b>
<b>Willowbrook</b>									
Office Equipment						10,881			10,881
Playschool Equipment						3,050			3,050
Sports Equipment						16,841			16,841
Centre Equipment						15,795			15,795
Roller shutter door		44,866	NEW	Sprint Door Systems			2,500		2,500
						<b>46,567</b>	2,500	0	<b>49,067</b>
<b>Edmonds Park Depot</b>									
Draw & shelf unit		22.07.2019		ESPO		59			59

Fridge	09.08.2019		ESPO	121				121
Office chair	09.08.2019		ESPO	99				99
Toaster	24.7.2019		ESPO	28				28
Microwave oven	24.07.2019		ESPO	63				63
Table top mini oven	24.7.2020		ESPO	82				82
Henry Vacuum	21.07.2019		ESPO	97				97
<b>Total</b>				<b>549</b>	0	0	0	<b>549</b>

**TOTALS**

**147,661** 16,070

**163,731**

# INFRASTRUCTURE ASSETS

No	Description	No	Aquisition Date	Condition	Replacement Date	Supplier	Unit Cost	Cost					
								B/fwd	Added	Disp.	Rev	C/fwd	
	Seats and Benches x 34							1,427					1,427
	New Seats/Litterbins at Skatepark x 4							4					4
	Footpath							2,000					2,000
	Fencing Edmonds Park							500					500
	Cemetery Fencing							2,920					2,920
	Tennis Courts Fence							7,000					7,000
	Boundary Fence							4,786					4,786
	Seats Ed Park							2,998					2,998
	Cemetery Extension							4,937					4,937
	Fencing Stubbings							4,344					4,344
	50 x Litter Bins							2,001					2,001
	4 x Notice Boards							1,152					1,152
	Signs							1,124					1,124
	Self Closing Gates							3,846					3,846
	Gates New Road							1,562					1,562
	Allotments												
	Seats					Earth Anchors		1,239					1,239
	Bins		31.3.2014			Earth Anchors		936					936
	Security Fencing		03.02.2015			P J Batts		7,600					7,600
	Edmond Park												
	Seat for Cemetery					Chic Teak		538					538
	Seat for Ladygrove					Chic Teak		350					350
	Replacement dog bins					Earth Anchors		1,993					1,993
	Ladygrove												
	SolarAir Aeration System - Ladygrove Lakes		31/03/2021			Heathland		17,174					17,174
	Seats @ Loyd Rec		20.11.2015			Earch Anchors		1,952					1,952
	Litter Bins @ Loyd Rec		20.11.15			Earth Anchors	352	704					704

Litter Bins @ Millenium Wood (large)			Earth Anchors	316	632				632
Ranger Seat 1.8m x 2 Smallbone	02.03.2020		Earth Anchors	508	1,016				1,016
Large Litter Bins x 2 Aluminium Plate Sign System	02.03.2020		Earth Anchors	£350	700				700
Labour/Removal/Fees	08.02.16		Kingdom S	£791	6,326				6,326
Tables for Civic Hall	01.4.15				3,310				3,310
Commemorative seat-Cemetery	18.01.2017		Springfield	£262	5,240				5,240
Commemorative seat-War Memorial			David  Ogilvie		1,492				1,492
Seats and Litter Bins - Marsh Rec	24.02.2017		David  Ogilvie						
Allotment Notice	19.03.2018		Earth Anchors		4,252				4,252
Boards x 5			Earth Anchors		3,117				3,117
Cemetery noticeboard	Mar-22		Noticeboard Co		934				934
Woodland Benches x 6	26.03.2018		Street Master		2,074				2,074
WW1 Seat	08.02.2018		David Ogilvie		762				762
Bus Shelter	13.01.2018		Externiture		4,280				4,280
Bus Shelter	16.05.2019		Externiture		4,414				4,414
Bus Shelter - Barnes Road	20/03/2020		Externiture		5,586				5,586
Bus Shelter - Dagdale Drive	01/10/2021		Externiture		6,718				6,718
Bus Shelter - Torridge Road	02/06/2020		Externiture		4,151				4,151
					128,090	0	0	0	128,090

# Community Assets

No	Description	No	Aquisition Date	Condition	Replacement Date	Supplier	Unit Cost	Cost					
								B/fwd	Added	Disp.	Rev	C/fwd	
	Council Regalia							1					1
	Christmas Lights							1					1
	<b>11 Open Spaces:-</b>							0					0
								0					0
	Edmunds Park							1					1
	Loyd Rec							1					1
	Great Western Drive							1					1
	Mendip Heights (Expired Lease)							0					0
	Marsh Rec							1					1
	Smallbones							1					1
	LadyGrove Park							1					1
	Stubbings Land							1					1
	Broadway Gardens							1					1
	Civic Hall Grounds							1					1
	St Annes Close							1					1
	Allotments - New Road							1					1
	Allotments - Wantage Road							1					1
	Allotments - Broadway							1					1
	Allotments - Cockcroft Road							1					1
	Allotments - Mereland Road							1					1
								0					0
	War Memorial							1					1
								0					0
	Ladygrove Boardwalk							17,444					17,444
	Millenium Wood							23,885					23,885
								0					0







# CCTV Half Yearly Report



## Didcot, Henley, Thame and Wallingford

**1 October 2022 to 31 March 2023**

### PURPOSE OF REPORT

This report provides information on how the district council's CCTV cameras<sup>1</sup> contribute towards deterring crime, reducing the fear of crime, increasing crime detection and protecting vulnerable people in the district.

The report is produced using information provided by the CCTV monitoring suite based in Abingdon. It is based on information drawn from the record of occurrences. A record of occurrence is completed by the operator on duty, each time a CCTV camera is used proactively to monitor a specific incident.

The report covers the four towns that have had CCTV installed: Didcot (nine cameras), Henley-on-Thames (20 cameras), Thame (15 cameras) and Wallingford (13 cameras). Reports are provided on a half yearly basis to each town council and other stakeholders in order to share information and help publicise the positive outcomes of CCTV to residents and businesses.

Due to staff changes and subsequent recruitment and vetting procedures, it is worth noting that for the majority of this period, the service was staffed by the equivalent of three full time equivalent (FTE) operators (rather than the normal four full time operators). Our high service standards were maintained but fewer operators meant that the control room could not be manned as often as normal and therefore fewer incidents were monitored/occurrences recorded. As an update, we have filled the remaining fourth operator post with the successful candidate currently going through the police vetting process.

### DATA SUMMARY

In South Oxfordshire, CCTV operators supported 440 incidents during the second half of 2022-2023. The operators also produced 51 evidence packs for possible court proceedings, carried out 32 reviews of CCTV footage (a review is undertaken after a written request) and supported 39 arrests.

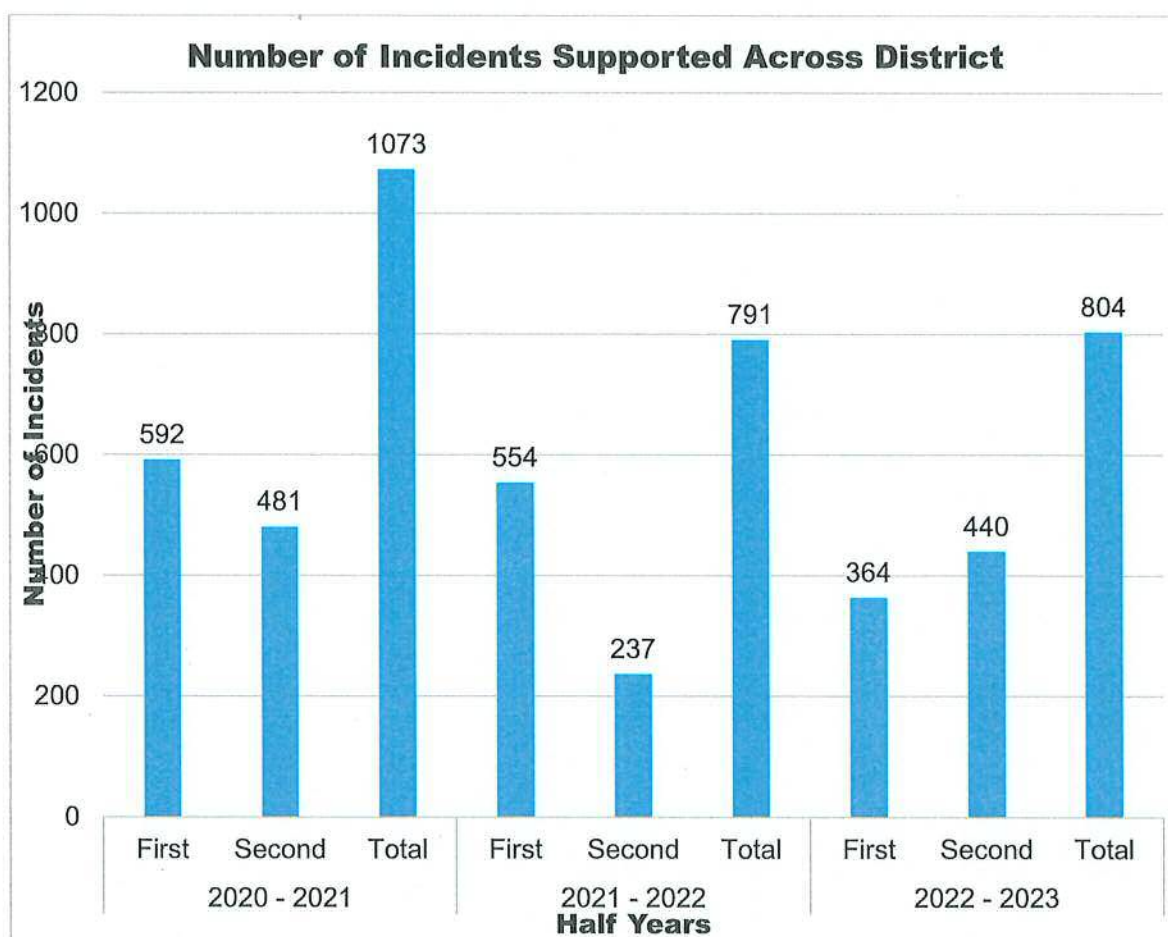
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<sup>1</sup> The report covers the district council cameras plus three which Henley Town Council installed in Mill Meadows as these are managed under the same scheme.

The following table displays the most common type of incident monitored for each town during the second half of 2022-2023, where CCTV was involved at some stage:

<b>MOST COMMONLY MONITORED INCIDENTS</b>				
	<b>Didcot</b>	<b>Henley</b>	<b>Thame</b>	<b>Wallingford</b>
1	Missing persons (27)	Drunkenness (14)	Missing persons (13)	Missing person (17)
2	Fear for Welfare (19)	Fear for welfare (12)	Anti-social behaviour (7)	Fear for welfare (14)
3	Anti-social behaviour (15)	Anti-social behaviour (9) Public order (9)	Drunk-in-charge (6)	Fighting/affray (8)

The chart below compares this half yearly total with previous half years:



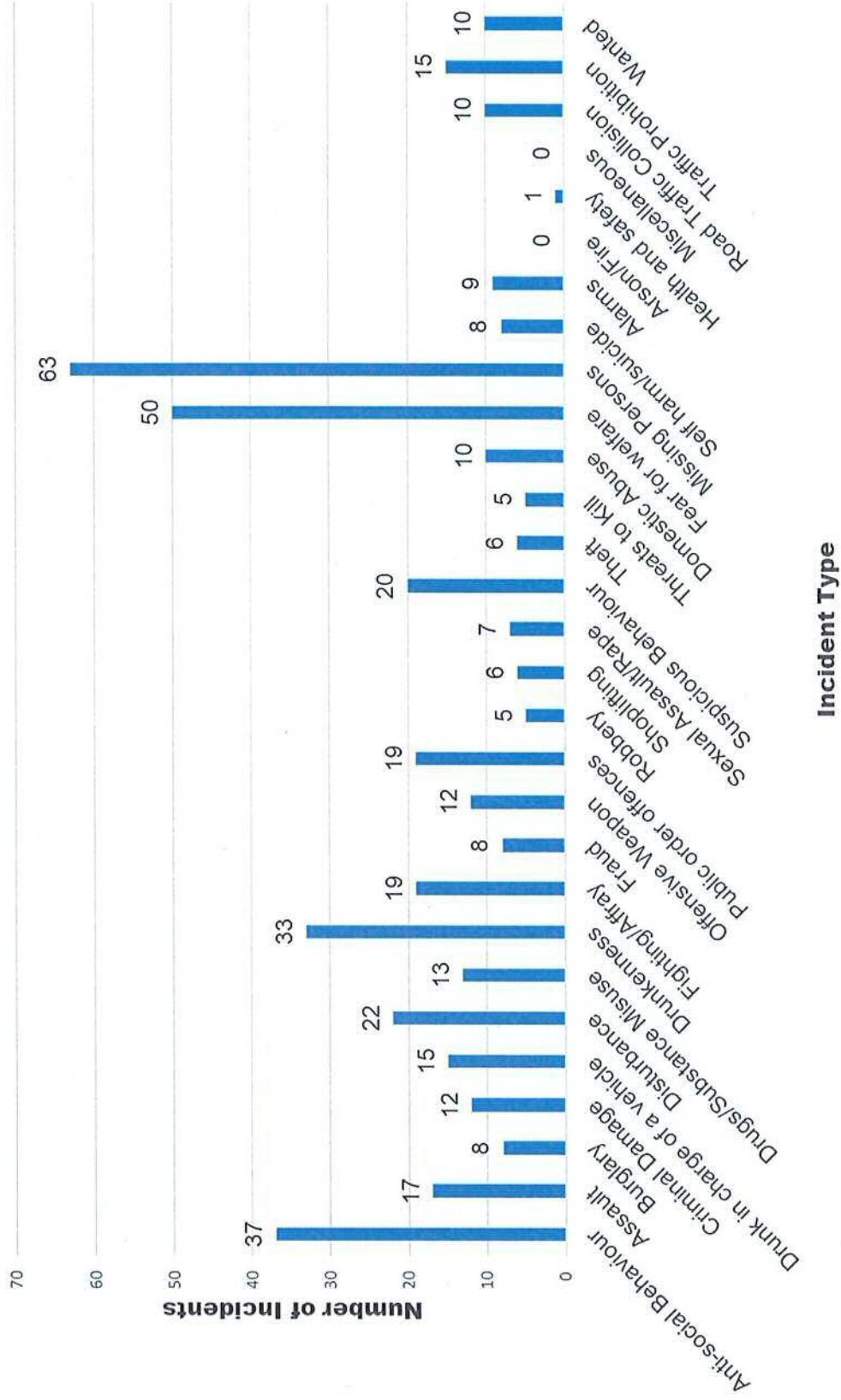
For further breakdown please see table below:

	2020 - 2021			2021 - 2022			2022 - 2023		
	First	Second	Total	First	Second	Total	First	Second	Total
Didcot	198	157	355	156	148	304	126	146	272
Henley	209	183	392	218	89	307	69	113	182
Thame	97	78	195	87	58	145	76	87	163
Wallingford	171	110	151	93	49	142	93	94	187
<b>Total</b>	<b>592</b>	<b>481</b>	<b>1073</b>	<b>554</b>	<b>344</b>	<b>898</b>	<b>364</b>	<b>440</b>	<b>804</b>

## TYPE AND NUMBER OF INCIDENTS

The chart on the next page shows the amount and type of incidents the CCTV operators have monitored and supported across all four towns, between 1 October 2022 and 31 March 2023.

### Incidents by Type - 1 October 2022 - 31 March 2023

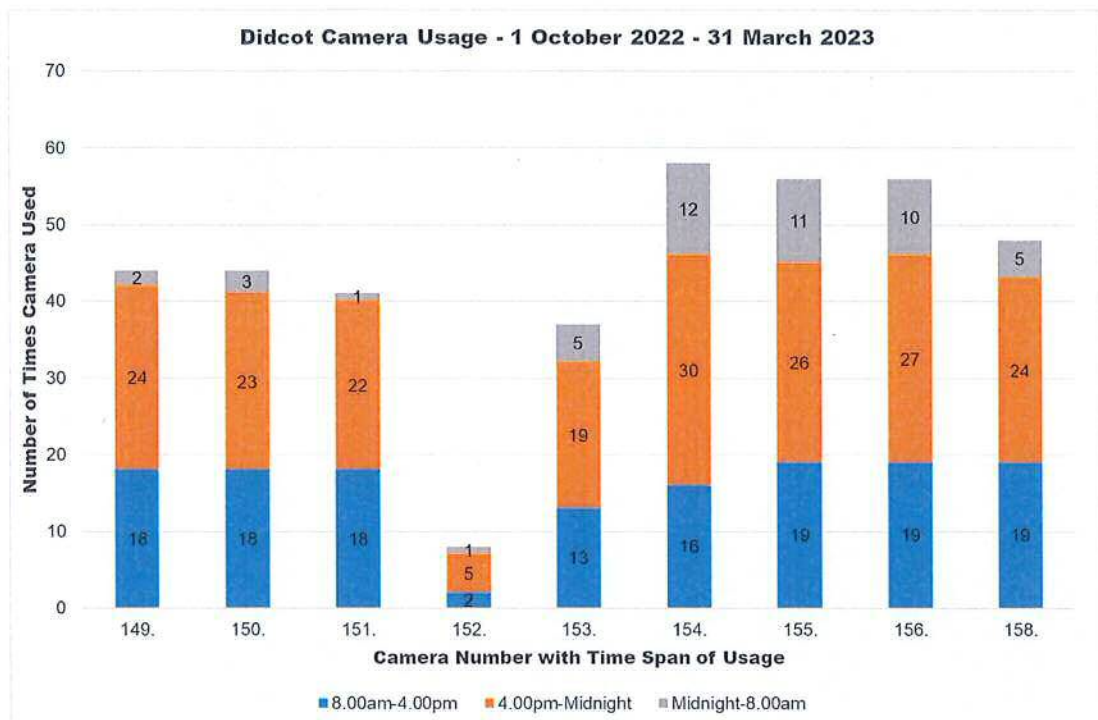


## CAMERA USAGE

The following charts show camera usage for each town. These indicate the number of times that individual cameras were deployed in recorded, monitored events.

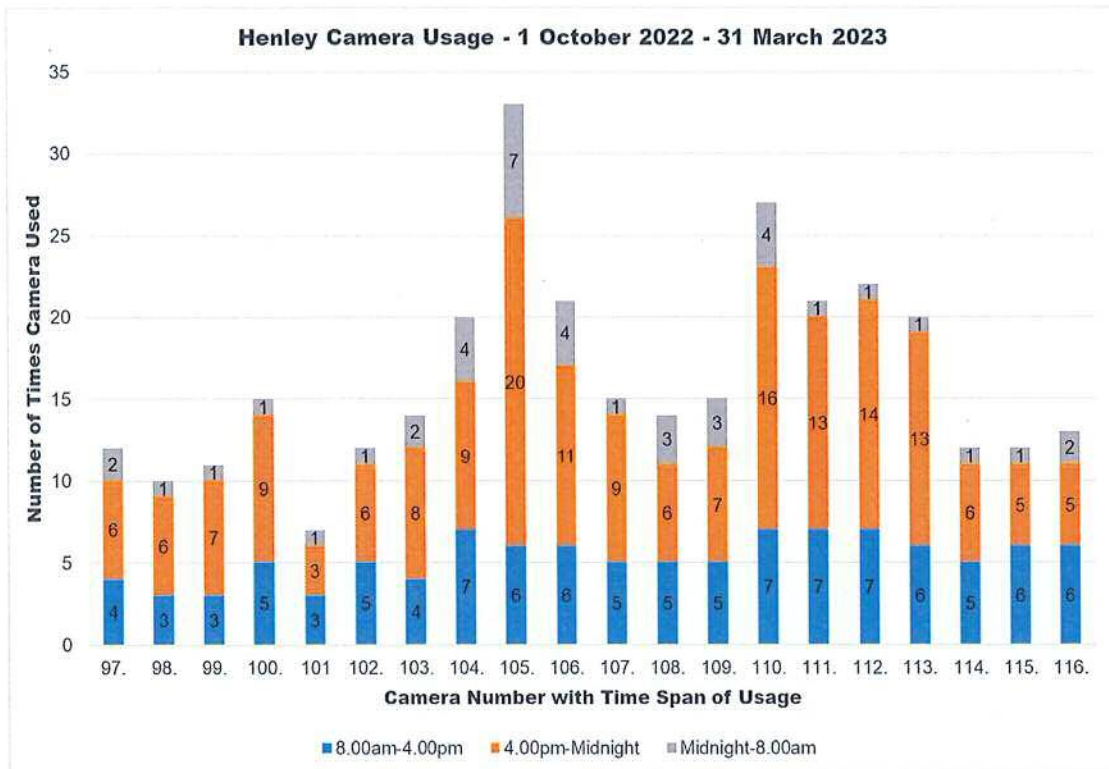
The number of times that each camera was used has been divided into three sections, covering a 24 hour period.

It is worth noting that for the period midnight to 8am, the vast majority of camera usage occurred between midnight and 4am.

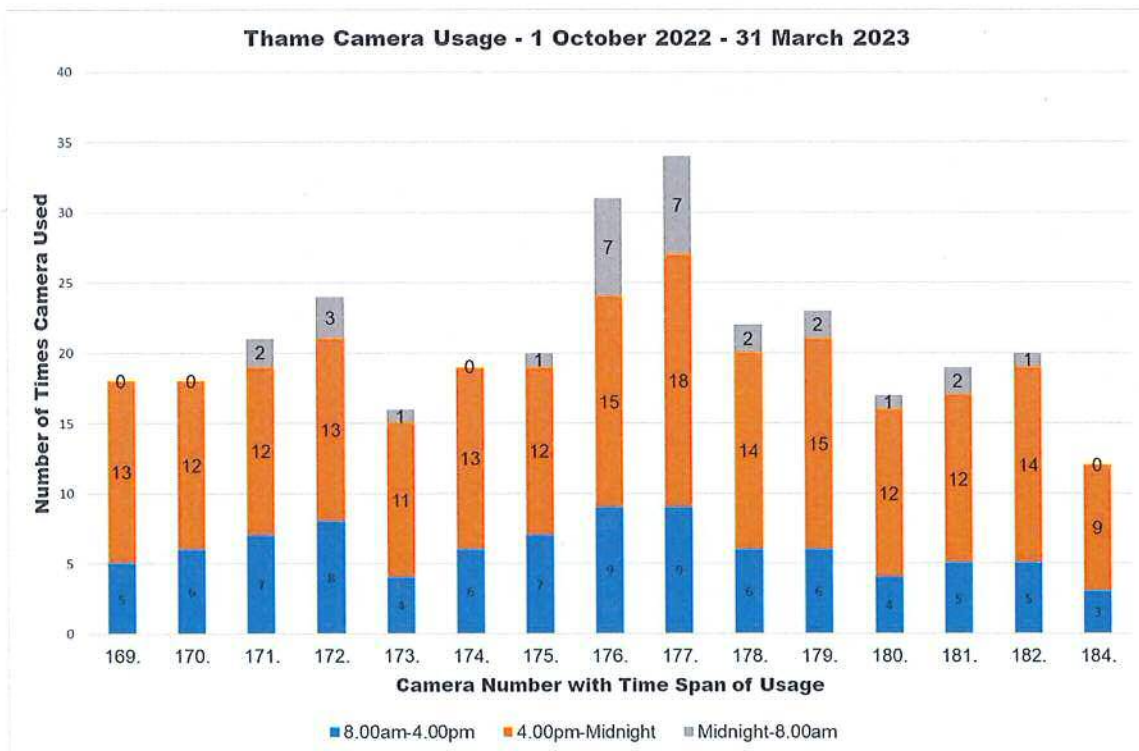


Camera 154 (which monitors the junction of Station Road and the Orchard centre) recorded the most usage. Cameras 155 and 156 are incremental in monitoring night-time economy and had the second highest usage.

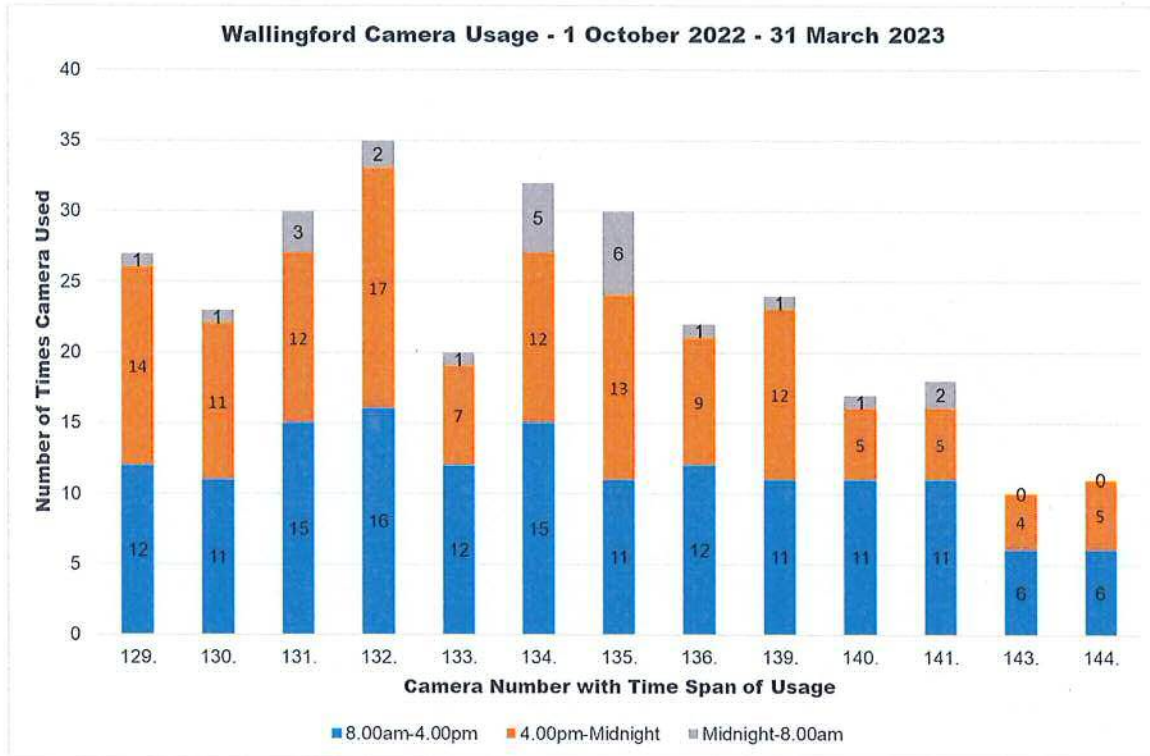
Camera 152 is currently obscured by foliage; action is being taken with Oxfordshire County Council to try and resolve this.



Camera 105 is situated in the town centre at the traffic lights serving the Duke St. - Hart St. – Bell St. junction and had the greatest number of occurrences attached to it; camera 110 which is on the junction of Duke Street and Greys road, had the second highest.



Camera 177 had the highest usage due to its use monitoring the night-time economy. Camera 176 was used second most frequently, as it also supports the monitoring of the night-time economy. Camera 172 on the High Street is instrumental in monitoring the town centre.



Camera 132 saw the highest usage across all cameras, due to its position on one of the main roads into town. Camera 134, which is used for both night-time and daytime monitoring, saw the second highest usage.

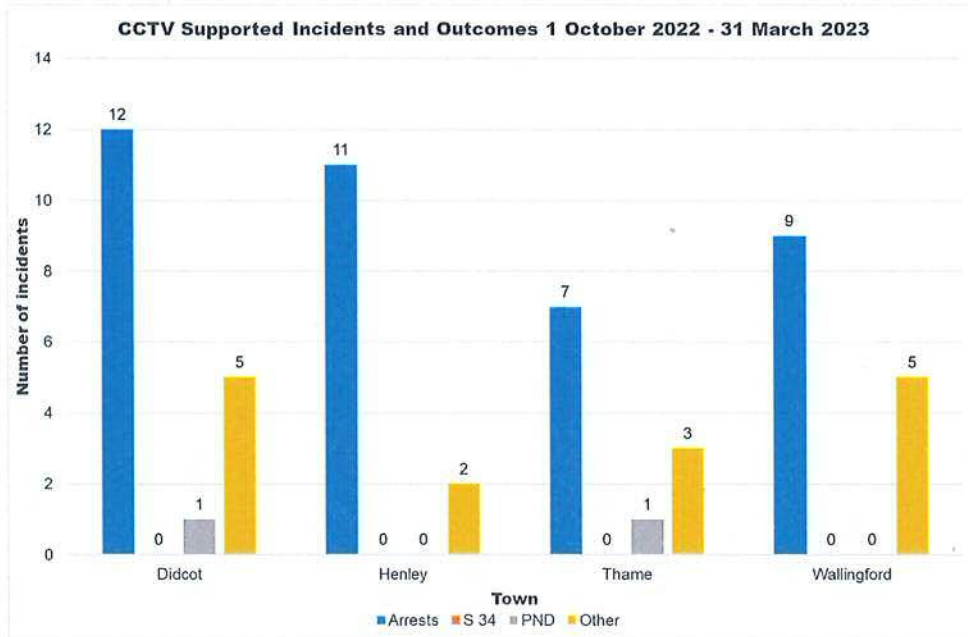
## ARRESTS, SECTION 34S AND OTHER OUTCOMES

The chart at the top of page eight shows the outcomes the CCTV operators supported while involved in monitoring an incident. The police use their discretion on how an incident is resolved based on experience, the gravity of the offence, the resources that are available to them at that time and so on. While we cannot always be certain whether CCTV was solely instrumental in an arrest or the serving of a Section 34<sup>2</sup> or a Penalty Notice for Disorder<sup>3</sup> (PND), we do know the cameras alert police to incidents they may not have known about. CCTV also gives the police the ability to assess and allocate resources and prioritise in real time e.g. should the situation allow, leaving CCTV to monitor incidents or offenders while officers attend other incidents.

In the chart at the top of page seven, actions designated 'other' usually means that the police either gave verbal advice or a non-recordable sanction. Some of these included assisting door staff in removing intoxicated people from a premise and moving a group from an area where anti-social behaviour had occurred.

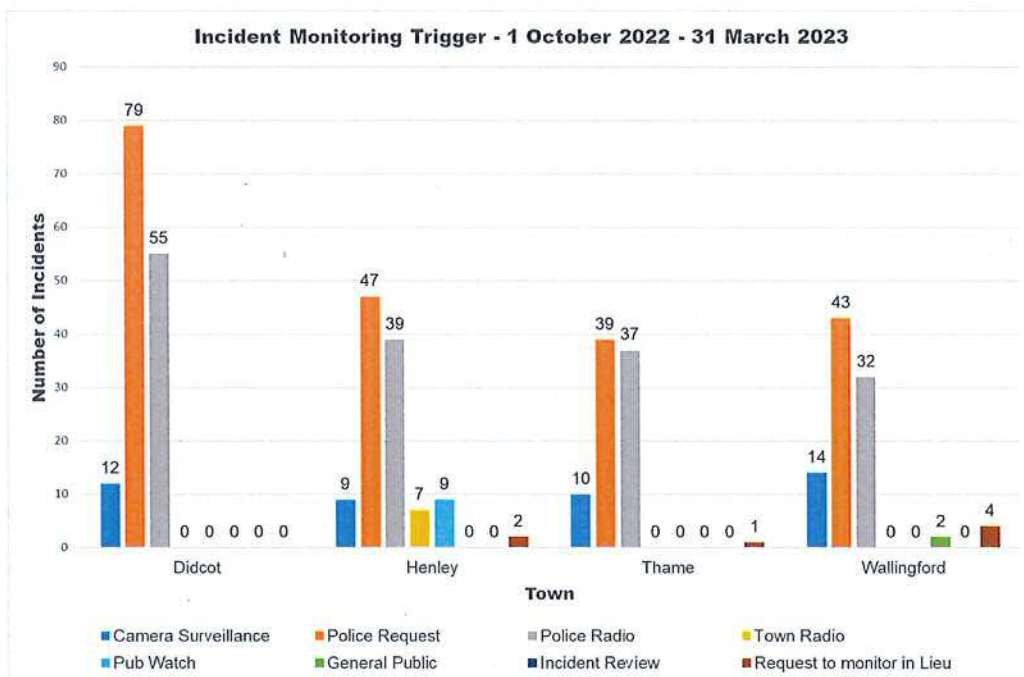
<sup>2</sup> A Section 34 allows the police to move someone from a specified area for a period of up to 48 hours if they believe the person poses a risk of anti-social related disorder.

<sup>3</sup> A PND is the 'on the spot fine'



## HOW CCTV MONITORING WAS INITIATED

The chart below shows how many of the incidents monitored were as a result of the following: a direct request from the police (police requests); the CCTV operator hearing about an incident on a police radio (police radio); the operator proactively patrolling the cameras (camera surveillance); request from officers to review footage at the time of an incident e.g. to clarify details of a reported incident while they are on scene (incident review). Only Henley-on-Thames has a shop radio scheme.





## REVIEWS AND EVIDENCE PACKS

When not tasked by police, the operators patrol all the cameras and focus on 'hotspot' areas. All cameras are recording 24 hours a day, seven days a week and are set in 'default' positions which are agreed with the police as the area most likely to experience problems.

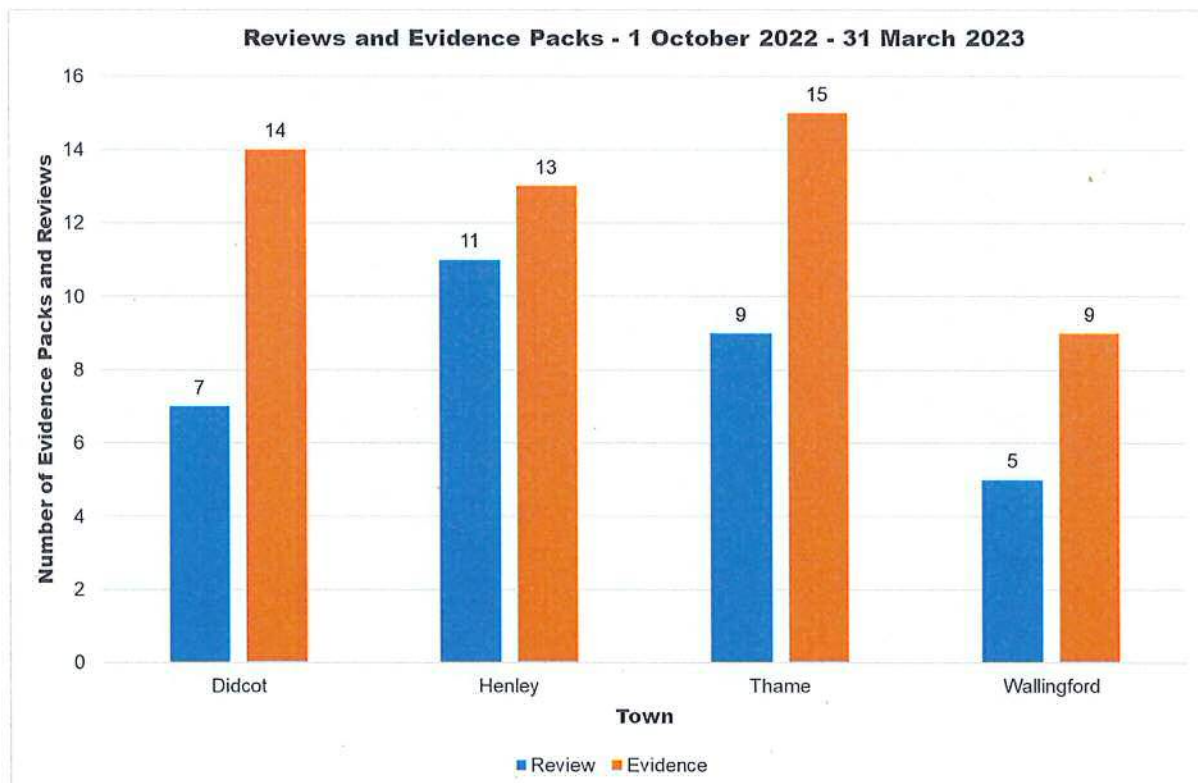
CCTV operators and the CCTV supervisor also respond to requests from members of the public and third parties under data protection legislation and subject access requests (SARs). The most common request is to examine car park or road cameras for evidence of 'non-stop road traffic collisions' in which the complainant's car has been damaged. Altogether we received fifteen such requests during this half of the year. We also received two requests from town and district council departments regarding incidents. In five of these cases, we were able to supply footage of specific incidents, caught on camera.

The chart below shows the number of evidence packs the CCTV operators put together and the number of evidence reviews they undertook, as a result of formal written requests.

The evidence packs are the recordings and statements which the CCTV operators produce for police, solicitors and the Crown Prosecution Service.

Activity that monitors past footage but does not result in an evidence pack being produced, is termed 'a review'. This may be, for example, that the footage does not show an event clearly enough to warrant making a permanent DVD copy for evidential use.

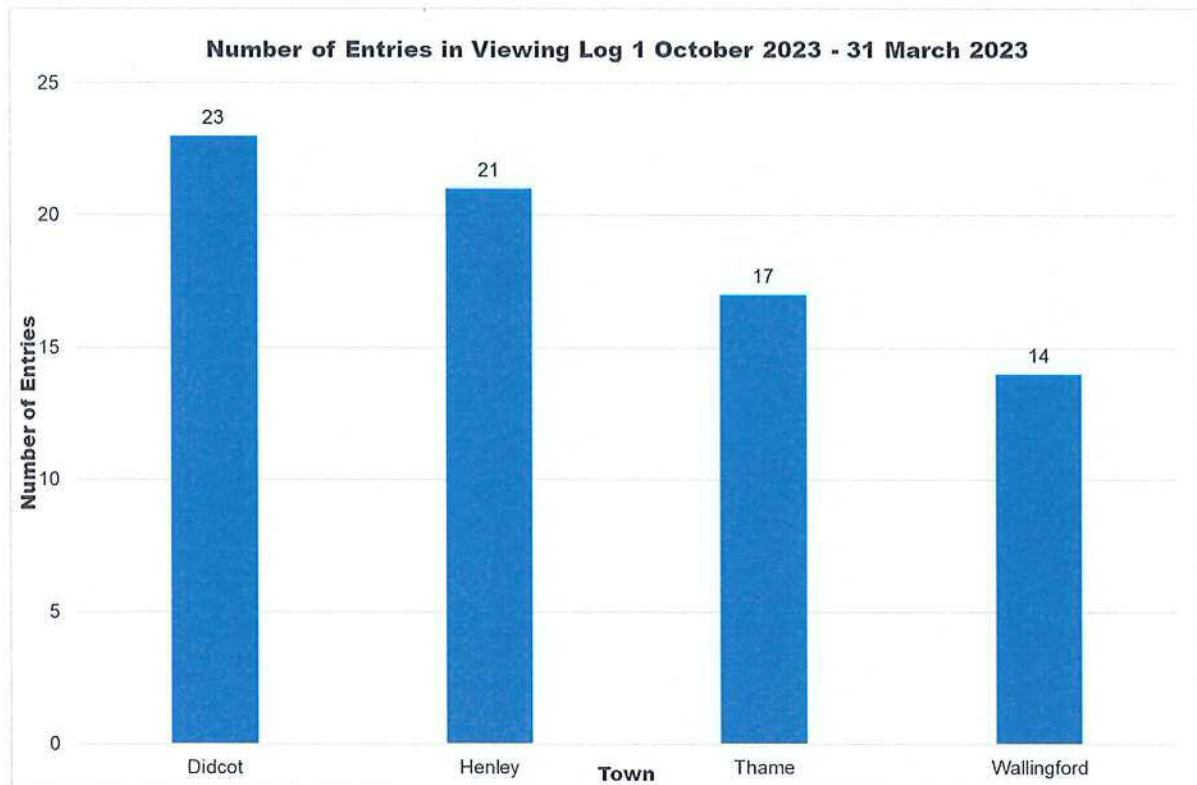
One of the greatest advantages of CCTV footage is in obtaining a guilty plea at the early interview stage. For many offences this early admission is due to the offence being captured clearly on camera and saves the expense of a full trial at either magistrates or crown court.



## VIEWING LOG

When authorised personnel (mainly police officers) visit the CCTV control room to view footage, the details are entered into a viewing log. The following chart reflects the number of times this occurred between 1 October 2022 and 31 March 2023 across the four towns.

N.B. These visits may or may not be followed by a formal written request for footage.



## **CASE STUDIES**

The following are examples of incidents dealt with by CCTV operators during the second half of 2022–23. They aim to demonstrate how our CCTV service helps to tackle crime and anti-social behaviour and keep people safe.

### **Didcot**

Over the police radio, our operator heard about a young person who had been reported as missing. Using the description that was given, our operator located the missing person. As a result, police officers were able to attend and return the person home safely.

A man had been reported to police for driving under the influence of alcohol. The CCTV operator on duty saw the associated vehicle being driven along the Broadway. They quickly informed police who stopped the vehicle and made an arrest.

Whilst monitoring the CCTV cameras, our operator observed a fight taking place in the town centre. They continued to monitor the incident whilst passing updates to the police control room. Officers quickly attended, separated those involved and dispersed the crowd.

### **Henley-on-Thames**

Our CCTV operator received a report that four men had smashed the perfume cabinet of a local store and made off with products. Our operator was able to locate and track those involved and kept the police informed of their whereabouts. As a result, four people were arrested.

Having heard over the police radio about two missing schoolchildren, the operator on shift conducted a search of the town centre using the cameras. They located two young people who matched the given descriptions and updated the police; officers were directed to the location and were able to confirm that they were the ones who had been reported as missing.

Whilst conducting a routine patrol of the town centre cameras, our operator noticed a man collapsed on the pavement. After quickly conducting a review of camera footage, they established it was likely a medical episode and alerted both South Central Ambulance Service and local police.

### **Thame**

During a daytime shift, an elderly woman had gone missing whilst out with her carers. Using the details of her last known location, our operator on duty completed a comprehensive fast-time camera footage review and were able to establish her direction of travel and provide a detailed clothing description to police. With this information, the woman was located minutes later and returned to a place of safety.

Whilst carrying out routine monitoring of the cameras, the CCTV operator noticed a vehicle driving erratically in the town. Concerned for the safety of the driver and other road users, they passed the vehicle details to the police control room. The car was subsequently stopped by officers and the driver was found to be over the legal limit for alcohol.

Having observed what appeared to be a drug deal taking place, our operator passed the information to the police and continued to monitor the situation. The two people involved in the

incident separated but the operator was able to keep track of both whilst providing live updates to the police. They directed officers to both individuals and one arrest was made.

### **Wallingford**

Via the police radio, our CCTV operator heard a report of a burglary in progress at a property in the town centre. They quickly located a person at the rear of the property and directed officers to the location. They continued to monitor the situation as the person was detained and arrested.

Whilst monitoring the night-time economy, our operator spotted a fight breaking out outside one of the pubs in town. They immediately informed the police control room and continued to monitor until police units arrived. Our operator then provided concise information to the officers on scene, enabling them to identify and arrest the main offenders.

The operator on shift observed a group of young people being anti-social and putting rubbish into a post box. No police units were available to attend at the time but our operator proactively contacted the premises next to the post box. As a result, they took steps to deter people from congregating and no further issues have been reported.

Date of report: May 2023

Author: James Bell

Contact details: tel. 01865 309417, email [james.bell@southandvale.gov.uk](mailto:james.bell@southandvale.gov.uk)

07 JUN 2023

Ref: W/001611  
Date: 05 June 2023

FISHER GERMAN LLP  
The Estates Office  
Ivanhoe Business Park  
Ashby de la Zouch  
LE65 2UZ

Didcot Town Council  
Civic Hall  
Britwell Road  
Didcot  
OX11 7JN

t. 01530 412821  
fishergerman.co.uk

Dear Sirs

**THIS LETTER CONCERNS OVERHEAD POWERLINES ON YOUR PROPERTY OPERATED BY NATIONAL GRID ELECTRICITY TRANSMISSION PLC**

Location: Land at Ladygrove Park, Didcot  
Relevant Land Registry title: ON292565

We wrote to you earlier this year regarding Fisher German's review of National Grid assets to ensure that the owner/occupier database is up to date and accurate and to set up a new agreement with you for the EXISTING assets on your land.

As it is important that we gather this information and set up your agreement as soon as possible, I would be grateful if you could complete the questionnaire (copy enclosed) and return it to us. This can also be emailed to [ngconsents@fishergerman.co.uk](mailto:ngconsents@fishergerman.co.uk). If you would like any further information, please call NG Consents on 0345 013 1998.

Yours sincerely,



Lucinda Gent  
Graduate Surveyor

Landowner Questionnaire

LANDOWNER DETAILS – W/001611

GRANTOR NUMBER - 41001911

Didcot Town Council  
Civic Hall, Britwell Road, Didcot OX11 7JN

Are the landowner details above correct? Yes / No

We would be grateful if you could confirm your contact details for National Grid’s records:

Contact Name: .....  
Company Name: .....  
Address: .....  
Telephone and/or mobile: .....  
Email: .....

**A. OCCUPIER DETAILS**

If there is a different occupier of the land, please could you provide the following contact details (if known):

Occupier Name: .....  
Address: .....  
Telephone and/or mobile: .....  
Email: .....

**B. LAND AGENT DETAILS (IF APPLICABLE)**

Please could you provide details of your land agent, if there is one appointed to act on your behalf:

Land Agent Name: .....  
Land Agency Firm: .....  
Telephone and/or mobile: .....  
Email: .....



Fisher German LLP is a limited liability partnership. Registered in England and Wales. Registered Number: OC317554. Registered Office: The Head Office Ivanhoe Office Park, Ivanhoe Park Way, Ashby-De-La-Zouch, Leicestershire, England, LE65 2AB. A list of members' is available for inspection at Head Office.



C. WAYLEAVE or EASEMENT PROPOSAL

Please tick the relevant box below, to let us know of your interest into entering a wayleave for National Grid's EXISTING assets situated on your land.

- I would be interested in entering into a Wayleave agreement and I would like to sign online\*
- I would be interested in entering into a Wayleave agreement. Please send a copy in the post.
- I would be interested in entering into a Deed of Easement agreement. If you would like to discuss progressing to an Easement after your Wayleave has been set up, please tick both boxes.

\*Please provide an email address in the Further Comments section for each person who is to sign

D. FURTHER COMMENTS –

.....

.....

.....

E. SIGNATURES OF ALL RELEVANT LANDOWNERS OR PERSONS AUTHORISED TO SIGN ON BEHALF OF A COMPANY

Print Name:..... Signature.....

Print Name: ..... Signature.....

Print Name:..... Signature.....

Print Name: ..... Signature.....

Trading As:.....

or

Company Name:.....

Date of signature.....



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## General Information and Frequently Asked Questions

### 1) Why does National Grid want to enter into a new agreement with me now?

National Grid is undergoing a review of its assets and where a formal agreement between the current landowner and/or occupier is not in place they would like to correct this.

### 2) What is an Easement?

An Easement (also known as a Deed of Grant of Easement) is a legally binding agreement which provides permanent rights for National Grid to utilise an area of 3<sup>rd</sup> party land to install, maintain and access their equipment, in exchange for a one-off payment made to the landowner.

When an Easement is granted, National Grid has the legal right to access the property to reach its assets but the legal title to the land itself remains with the registered owner. The rights provided by the Easement remain in perpetuity, regardless of whether the property is then sold on. The Easement will be registered at the Land Registry to ensure that all future owners of the land will also adhere to the terms of the Easement. The Easement will not affect your right to claim compensation for any damage caused by National Grid due to future works.

### 3) How much money will I receive for an Easement?

National Grid will pay a MINIMUM figure of £500 for oversailing cables, and £4,500 for a tower.

Should National Grid's assets be in proximity to your residential property, there may be a further payment offered to cover the Injurious Affection. This being the devaluation of your residence due to the presence of National Grid's assets, which is assessed on a case by case basis based on distance and impact.

### 4) What is a Wayleave agreement?

A Wayleave agreement is defined as a licence for which annual rent and compensation is payable. The Wayleave agreement gives National Grid rights of access to your land for the purpose of inspecting, maintaining, adjusting, repairing, altering, replacing or removing electric lines. The Wayleave agreement will not affect your right to claim compensation for any damage caused by National Grid due to future works.

### 5) How much money will I receive for a Wayleave?

The wayleave payment can be broken down into two elements:

- i) A one-off handling payment to cover your time in entering into the new agreement, and
- ii) An annual rental payment (including up to a maximum 6 years back payments where they are shown to have been in arrears).

The amount of both of these payments will depend on several things, namely:

- a) whether you are an owner, occupier or owner-occupier of the land,
- b) whether you have pylons or overhead cables only on your land.
- c) how many pylons and/or sections of overhead cables are situated on or over your land, and
- d) the size of the pylons upon your land.



The one-off handling payments are made for entering into the agreement and returning all the documents requested are as follows:

	<b>Tower On Land</b>	<b>Overhead Cables Only</b>
Owner / Occupier	£500.00	£300.00
Owners Payment	£250.00	£150.00
Occupiers Payment	£250.00	£150.00

Please refer to the Wayleave Compensation Payment Schedule for details of the annual wayleave payment rates - these are agreed between the electricity companies, the Country Landowners and Business Association, the National Farmers' Union and the Farmers' Union of Wales.

Annual Wayleave Payments are reviewed each year.

**6) What about occupiers of the land (if applicable)?**

We look to formalise a Wayleave agreement with both owners and occupiers (if there is one on the land concerned), unless the occupier is on a short-term tenancy (of under a year), on a grazing licence or it is written in the tenancy agreement that the occupier is not entitled to sign a Wayleave agreement. In this case, we would require the owners to sign an Owner/Occupier Wayleave agreement.

If an Easement is entered into, all annual Wayleave payments will stop – including those to the occupier.

**7) Will these new agreements allow National Grid to build more pylons on my land?**

Both a Wayleave and Easement agreement refer purely to existing pylons and overhead conductor cables. National Grid are not wishing to install more pylons or conductor cables over, under or upon your land and these agreements make no provision for such additional apparatus.

**8) Will my Solicitor's or Agent's fees be paid by National Grid?**

For an Easement, National Grid will pay a contribution of £500 + VAT towards solicitor's fees and cover your reasonable Agent's fee upon completion of the Deed of Easement.

For a Wayleave Agreement National Grid will pay owners' or occupiers' representatives (Agent or Solicitor) a standard capped fee of £250.00 upon completion of a Wayleave agreement. It is not a requirement to seek representation, however National Grid will cover the above fee should you wish to appoint someone.

In addition, any reasonable disbursements for travel and VAT (if you are not VAT registered) will also be paid in addition to the standard fee. National Grid are unable to directly pay your representative and as such the fees will be paid to yourself.

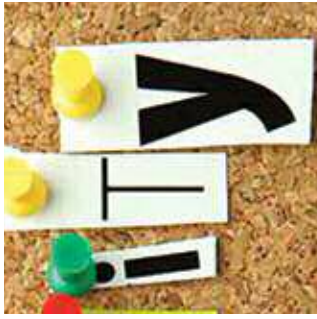
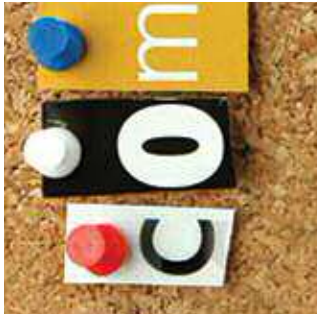
**9) All other enquiries**

If you still have any questions which remain unanswered, then please do not hesitate to contact us. We can be reached via email at the following address: [ngconsents@fishergerman.co.uk](mailto:ngconsents@fishergerman.co.uk) or on 03450 131998 or National Grids Grantor helpline on 0800 389 5113, Option 1.



# MEMBERSHIP 2023-24

Your membership helps us support communities in Oxfordshire to continue to be great places to live and work.



**CFO helps communities and individuals to identify issues that affect them and find their own solutions. We're here to support you to achieve strong, inclusive, and thriving places to live, work and play.**

**Society is changing and our communities face ever more complex challenges – the following principles guide CFO's work.**

## **NEW FOR 2023**

### **Town Planning Support**

CFO is the planning consultant with a conscience. Our aim is to help your parish or town council or community organisation get the most out of the planning system.

Members can now access a FREE planning advice session with our in-house expert, Stephen McKenna. From responding to planning applications and dealing with appeals to engaging with developers and navigating Section 106 processes, we can help your community best rise to the challenges of spatial planning.

### **Collaborative Housing**

Hosted by CFO, Collaborative Housing is the support hub for community-led housing in the Thames Valley. We think houses made by the people who live in them create better homes and stronger communities. Community-led approaches are increasingly popular ways of building truly affordable, low carbon homes. We might be able to help YOUR community – so get in touch.

Society is changing and our communities face ever more complex challenges – the following principles guide CFO's work.

### **Asset Based Community Development (ABCD)**

We think that stronger, more sustainable communities are built using the skills and gifts that people already have. ABCD identifies and harnesses existing 'assets' to strengthen and improve things locally. These could be skills, knowledge, capacity, resources, experience or just enthusiasm. ABCD starts with what's already there rather than making judgements about what's lacking.

### **Equality, Diversity, and Inclusion**

The values and practice of CFO are rooted in human rights, social justice, and respect for diversity. In our projects we seek to achieve inclusion, remove barriers to involvement, and challenge racism and discrimination. Equality and inclusion create strong, creative, and dynamic places to live and work – we believe that an ongoing appraisal of how we can further those values is at the heart of CFO's mission.

# WHY BECOME A MEMBER OF COMMUNITY FIRST OXFORDSHIRE

CFO is a community development charity. We help and support community action projects and volunteering, community halls and shops, transport schemes, and local businesses. We run Neighbourhood Planning, Town Planning and Placemaking consultancies, helping clients including communities and Local Authorities on a range of themes, such as making the most of the complexities of the planning system, identifying infrastructure requirements, and creating strong, inclusive, and thriving communities.

## INCLUDED IN YOUR MEMBERSHIP:

Community development,  
volunteering and social  
action support

Community Reviews

Town Planning  
masterclass

Community-led and  
affordable housing advice  
and support

Advocating on behalf  
of Oxfordshire rural  
communities

National voice on rural and  
community development  
matters

The Oil Scheme gives  
members access to many  
suppliers, giving the best  
prices available

Discounts on fee paying  
services:

- Housing Needs Surveys
- Neighbourhood Planning
- Community Infrastructure Assessments





## WHAT DO MEMBERS SAY ABOUT WORKING WITH COMMUNITY FIRST OXFORDSHIRE?

*"It was a great introduction to a topic I knew almost nothing about and has really opened my eyes to a new way of creating and sustaining projects in the community - and one which makes perfect sense."*

### **FEEDBACK FROM A PARTICIPANT OF OUR ASSET BASED TRAINING**

*"Thank you so much for all you do to keep us informed and, particularly during the pandemic, your guidance and interpretation of the vast and ever-changing government guidance was absolutely invaluable!"*

### **CHARLBURY CORNER HOUSE AND WAR MEMORIAL HALL MANAGEMENT COMMITTEE**



*"CFO has offered us valuable guidance and mentoring throughout the Neighbourhood Plan process. Without them it would have been virtually impossible to reach our objective. We have no hesitation in recommending CFO to any organisation who may require their expertise."*

### **BRIZE NORTON NEIGHBOURHOOD PLAN STEERING GROUP**

*"Many thanks for all the work you and your team do for our communities. We do appreciate it!"*

### **YARNTON VOLUNTEER DRIVER SCHEME**



### **Contact Details:**

Tel: **01865 883488**

Email: [info@communityfirstoxon.org](mailto:info@communityfirstoxon.org)  
[www.communityfirstoxon.org](http://www.communityfirstoxon.org)

Address: **South Stables, Worton Park, Witney, Oxon. OX29 4SU**

Charity No: 900560

# The Public Sector Deposit Fund

UK domiciled short-term LVNAV Qualifying Money Market Fund rated AAAmmf  
 Fact Sheet – 31 May 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 and correspondingly strong long term rating.

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 local authorities and public sector investors seeking a high level of capital security and a competitive rate of interest for their short-term investments.

## Who can invest?

Any public sector organisation can invest in the Fund.

## 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.

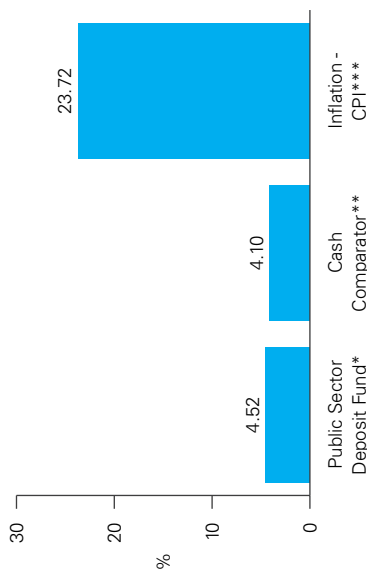
## Key risks

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 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 further details.

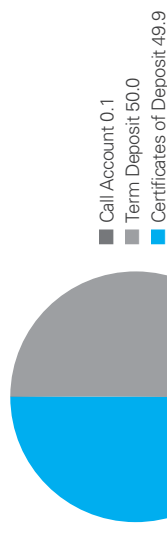
Share class 4 yield as at 31 May 2023

**4.4486%**

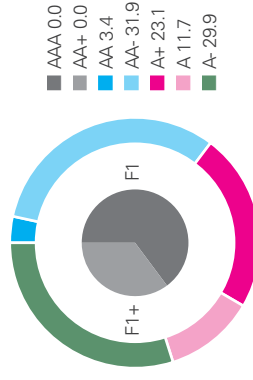
## 5 years cumulative performance



## Asset type (%)



## Credit rating† (%)



## Top 10 counterparty exposures (%)

9.3%	Landesbank Baden-Wuerttemberg
9.3%	Nationwide Building Society
9.3%	Royal Bank of Canada
9.3%	Yorkshire Building Society
6.8%	HM Treasury
6.2%	DBS Bank Limited
3.4%	Credit Agricole Corporate and Investment Bank
3.4%	Handelsbanken plc
3.1%	MUFG Bank
3.0%	Toronto Dominion Bank (The)

## Top 10 country exposures (%)

34.7%	UK Institutions
13.5%	Canada
10.8%	Japan
10.5%	Germany
8.3%	France
7.1%	Singapore
5.6%	Sweden
3.1%	Netherlands
2.6%	Australia
1.5%	United States

\*Source: CCLA - Net performance shown after management fees and other expenses with gross income reinvested. The yield on the Fund will fluctuate and past performance is not a reliable indicator of future results. \*\*Comparator Benchmark - Sterling Overnight Index Average (SONIA) from 1 January 2021. Prior to that, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate (7-Day LIBID). \*\*\*Consumer Price Index (CPI) is lagged one month. †Using Fitch Ratings methodology.

## Income - period to end May

Average yield over the month 4.3731%  
Yield at the month end 4.4486%

## Discrete year total return performance

12 months to 31 May	2023	2022	2021	2020	2019
The Public Sector Deposit Fund	+2.78%	+0.22%	+0.09%	+0.66%	+0.71%
Comparator Benchmark	+2.85%	+0.26%	-0.03%	+0.42%	+0.55%
Relative	-0.07%	-0.04%	+0.12%	+0.24%	+0.16%

Annualised total return performance	1 year	3 years	5 years
Performance to 31 May	+2.78%	+1.02%	+0.89%
The Public Sector Deposit Fund	+2.85%	+1.02%	+0.81%
Comparator Benchmark	-0.07%	+0.00%	+0.08%

Net performance shown after management fees and other expenses with gross income reinvested. Comparator Benchmark - SONIA from 1 January 2021. Prior to that, the comparator benchmark was 7-Day LIBID. Past performance is not a reliable indicator of future results. Source: CCLA

## Market update

Borrowing rates in the UK rose to their highest level since 2008 when the Bank of England's monetary policy committee (MPC) announced a 0.25% increase in its policy rate, from 4.25% to 4.50%. In its report the MPC also presented a less gloomy forecast for the UK economy that the outlook it described a few months ago. It is increasingly confident that recession will be avoided, although growth will be slow and may not exceed 1% per year for the next three years.

In bonds, the yield on the benchmark 10-year UK government bond ('gilt') rose significantly over the month, from around 3.7% to 4.2%, as disappointment over the persistence of inflation led traders to expect that the Bank of England would have to raise rates further than had previously been priced into the market. Since bond prices move inversely to yields, valuations fell and the total return from the UK gilt market as a whole was -3.8% for May, while the non-glits market lost -2.2%.

## Key facts

Fund size	£1,620m
Credit quality and sensitivity rating by Fitch	AAAmmf
Weighted average maturity (Maximum 60 days)	44.73 days
Launch date	May 2011
Minimum initial investment	£25,000.00
Minimum subsequent investment	£5,000.00
Dealing day	Each business day*
Withdrawals	On demand
Domicile	United Kingdom
ISIN Share Class 4	GB00B3LDFH01
Interest payment dates	End of each month
Ongoing charges figure (OCF)**	0.08%***

## Please Contact

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Market Development  
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\*Dealing instructions (including cleared funds for purchases) must be received by 11.30 am. \*\*The OCF is based on the annual management charge ("AMC") but excludes portfolio transaction costs. The AMC for the Fund is 0.10% and is inclusive of all other costs and expenses of operating and administering the Fund such as depository, custody, audit and regulatory fees. The AMC was reduced to 0.08% on a temporary basis in November 2015 to improve the income distribution, due to low interest rates. In May 2021, the AMC was temporarily reduced further to 0.06%. \*\*\*With effect from 1 April 2022 and until further notice, the AMC applied to the Fund reverted to the previously discounted rate of 0.08%.

## Risk warning and disclosures

This document is a financial promotion and is issued for information purposes only. It does not constitute the provision of financial, investment or other professional advice. The market commentary contained in this document is the opinion of the author only. To ensure you understand whether CCLA's product is suitable, please read the Key Investor Information Document and the Prospectus. CCLA strongly recommends you seek independent professional advice prior to investing. The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund. In addition to the general risk factors outlined in the Prospectus investors should also note that purchase of PSDF shares 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, there can be no assurance that it will be maintained. Notwithstanding the policy of investing in short-term instruments, the value of the PSDF may also be affected by fluctuations in interest rates. 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. The Fund 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. CCLA Investment Management Limited (registered in England & Wales No. 2183088 at, One Angel Lane, London, EC4R 3AB) is authorised and regulated by the Financial Conduct Authority and the Authorised Corporate Director of the PSDF. For information about how we obtain and use your personal data please see our Privacy Notice at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

## 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.	Awaiting meeting with SODC on next steps following approval
Minute 12 – 24-5-21	Edmonds Park Pavilion new build	Stage one work begun and contract signed.	Build started 17 <sup>th</sup> April 2023 – first stage invoice received; 1 <sup>st</sup> site meeting held; minutes to be circulated.
Various meetings	Status of Restore project and OSM’s plans for the allotment site – review their agreement	Review of agreement	Tenancy agreement now agreed and signed - discuss ideas with Mike Blake on best use
Minute 81 – risk assessments	Specific risk assessments	Professional input requested on these sheets	Strategic risk register approved – specific/targeted risk register work started.
Minute 139 – reposition of CCTV camera	Costs, feasibility and potential funding to be explored	To be progressed	Awaiting response on SODC regarding the way forward
Minute 140 – improvements to security around Smallbones Park	Fencing around play area – to Full Council for ratification Additional bins and benches Pathways Birds Mouth fencing Soil bunds and five bar gate	Smaller projects are being progressed. More expensive items will go to Full Council.	Progress report on individual items to be given at meeting.
Minute 167 – internal auditor	Same internal auditor for four years	Good practice to look to appoint a new internal auditor	Agreed to gather quotes for the next financial year – 2024 - 2025
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.	Review for July meeting if work is completed