

Notice of a meeting of the

Finance & General Purposes Committee

24th July 2023 at 7.30pm

All Saints Room, Civic Hall, Didcot



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

Admission of the public and media

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

Reports and minutes

We add reports and minutes to our website.

Recording, photographs and filming

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

Public participation

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

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

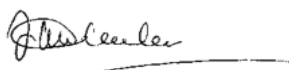
Agenda

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 19th June 2023 –*attached*.
4. Questions on the Minutes as to the progress of any item.
5. To review the approved internal auditor's final report for 2022-2023 – see *attached report*.
6. To note the grant reports – see *attached reports*.
7. To consider three grant applications - (Be Free Young Carers £5,000); (Ridgeway Education Trust £1,920) and (Whispering Jungle Show £6,200) – see *attached papers*.
8. To approve the final accounts for May 2023 – see *attached papers*.
9. To receive the budget for May/June 2023 – see *attached papers*
10. To consider the quotes for urgent repairs to roof of Civic Hall – see *attached report and papers*.
11. Edmonds Park Community & Sports Pavilion – cost reports 1 & 2 – see *attached papers*
12. Edmonds Park Community & Sports Pavilion - affording the loan repayments – see *attached report*
13. To consider the ear-marked reserve for election expenses – see *attached report*
14. To note the draft ten year maintenance plan for DTC buildings – see *attached report and verbal up-date on the medium term finance plan meeting*.
15. To review the progress report – see *attached*

16. EXCLUSION OF THE PRESS AND PUBLIC

Pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 the committee will be asked to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

17. To receive the confidential minutes from the CCTV meeting held on 8th June 2023 – see *attached confidential minutes*.



Janet Wheeler
Town Clerk
18th July 2023

Voting Committee members:

Councillors

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

Nominated substitute Committee members:

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

Didcot Town Council

Finance and General Purposes Committee

19th June 2023 at 7.30pm
All Saints Room, Didcot Civic Hall



Minutes

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

Present:

Councillor T Worgan (Chair)
Councillor G Roberts (Deputy Chair)
Councillor H Macdonald (subbing for Cllr D Aragao)
Councillor J Broadbent
Councillor N Hards
Councillor J Loder
Councillor G Ryall

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

There were five members of the public present plus Mr Derek Kemp of DCK Accounting Solutions Ltd.

14. Apologies

Apologies were received from Cllr D Aragao.

15. Declarations of interests

No declarations were made.

16. To approve the Minutes of the Finance & General Purposes Committee meeting held on 22nd May 2023

The Chair paged through the minutes. It was proposed by Cllr J Loder and seconded by Cllr H Macdonald and RESOLVED to approve the minutes as an accurate record.

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

There were no questions.

Standing orders were suspended to allow Mr Derek Kemp to speak on the unaudited financial statements for the year ending 31st March 2023.

Derek introduced himself to the Councillors and gave a brief history of his work with Didcot Town Council dating back to 1996. He then went on to explain that the unaudited accounts were at one time the standard for all Town and Parish Councils until a Government ruling introduced the “light touch” and the greatly simplified Annual Governance and Accountability Return (AGAR) that we are now required to provide. The financial statements are unaudited as the auditors do not get to see this information.

Derek then went on to speak about the level of the Town Council reserves which have dropped rapidly during the last financial year. Best practice is for the general reserve to show not less than one third of net revenue expenditure at the year end – (not less than £270,000) – however we currently have just £78,000.

There is a need to take corrective action. There are three possible options:

- Budget savings
- Review of ear-marked reserves
- Higher precept

It could be a mix of all three options in order to achieve stability. It was agreed that Didcot is a growing town and there is a level of income that will rise with the new homes. The medium term finance plan which is currently being worked will help to address these issues a little later in the year and before we begin the budget for the next financial year.

A cap on the precept is possible but this would come direct from the Government and there does not seem to be the appetite to instigate this for the parishes. The query on the interest rate of further tranches of the loan was discussed and it will be confirmed whether the interest rate will change on the next tranches. Either way, it is still saving interest charges on breaking down the loan into the smaller sums plus it gives us the option to not take all the loan if we can access some optional S106; CIL or grant money to assist us with this project.

Standing orders were re-instated.

18. To approve the internal auditor’s final report for 2022 – 2023

This report had only been finished earlier in the day. The Committee noted the report and RESOLVED TO RECOMMEND that it go to full Council for adoption. The Town Clerk would put the report on the July F&GP Committee to allow the Councillors the chance to review and ask questions.

19. (i) To consider and recommend the Annual Governance & Accountability Return (AGAR) for 2022 - 2023

This was the first time of viewing these documents since getting elected the previous month. Cllr J Broadbent noted that staff costs had risen which was mostly down to the increase negotiated by the NJC for which we are contractually bound to follow. The Committee RESOLVED to RECOMMEND the AGAR to full Council.

(ii) To consider and recommend the unaudited financial statements for the year ending 2022 – 2023

The Committee RESOLVED to RECOMMEND these statements for adoption by full Council.

20. To note the grant reports

The reports were noted from Home Start; Citizen's Advice and the Baptist Church Foodbank.

Standing orders were again suspended.

Public Participation

Julie Excell and George from the Baptist Church spoke to explain their need for a cabinet to make their new defib equipment available for the public. The grant would go towards a cabinet and power connection.

Sue Andrew and her team from Didcot Library then spoke on the additional information and costings they have presented to support their grant request. This application was deferred from the last meeting to help them give more details of the costings. They want the public to be involved and the children to help therefore the final specification could be from a variety of options as shown on the spread sheet.

Standing orders were reinstated.

21. To consider two grant applications

The first application was from the Baptist Church for the sum of £1,770.30. The Councillors were keen to support this life saving equipment. It was RESOLVED to award the full sum.

The second application was from Didcot Library for the sum of £1,000. The Councillors commented that this application will help children interact with the open space and learn to enjoy the books at the library. Many of the schools in Didcot have a good working relationship with the library. It was RESOLVED to award the full sum of £1,000.

22. To note the draft accounts for May 2023

The draft accounts were noted and the final set would be reviewed at the next meeting.

23. To review and approve the revised asset register for 2022 -2023

This was a huge document for the new Councillors to review and would take some time to fully understand the detail. It was RESOLVED to RECOMMEND the asset register to full Council for 2022 – 2023. Cllr N Hards pointed out some incorrect spellings which would be rectified at a later stage.

24. To note the CCTV newsletter

The Councillors discussed the contents and noted as before that Didcot has less cameras than the other towns in the partnership. They were aware that another two cameras are being worked on. The newsletter was noted.

25. To give permission to the Town Clerk to progress these way leave agreements using professional help from a specialist surveyor

The Committee instructed the Town Clerk to progress this with a surveyor.

26. To consider a subscription to the Community First organization

The Committee RESOLVED to join this organization at a cost of £85 per year.

27. To note the return from the CCLA Bond and whether to set up a separate account to manage the new loan

The Town Clerk gave an up-date to say that setting up a new bond was delayed by the recent election. It was also necessary to change the signatories on the existing account. It was RESOLVED to change the signatures but use the same bond to invest the majority of the new loan as the tranches are released.

28. To review the verges grass cutting by OCC

The Committee discussed the results of this decision. It was noted that the uncut verges in some areas needed more attention to keep vision splays alongside roads safe. It was also noted that the cut grass is not picked up and the storms had driven the grass into the drains increasing the risk of flooding. Other members were pleased with the additional wild flowers and butterflies in the uncut verges. It was AGREED to keep a watching brief for the rest of the summer.

29. To review the progress report

The Committee noted the progress report. The item on the football club's request was being worked on but further information was needed in order to formulate an accurate picture as to the costs for both the clubs and DTC.

Meeting closed at 21.10pm.

Signed _____ Chair Date _____

Didcot Town Council

Internal Audit Report (Final Update) 2022-23

Chris Hackett

*Consultant Auditor, for and on behalf of
Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken in relation to the 2022-23 financial year, during our three visits to the Council, which took place on 2nd November 2022, 15th February and 19th June 2023. We wish to thank the Clerk and her staff for assisting the process, providing all necessary documentation to facilitate our review for the year.

Internal Audit Approach

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

Overall Conclusion

We are pleased to advise that, based on the work undertaken, the Council continues to maintain generally adequate and effective internal control arrangements. We have signed the Internal Audit Certificate in the AGAR assigning positive assurance against the control objectives.

We request that this report is presented to Members and that the Council acknowledges when this has been done.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Officers maintain the Council's accounting records using the Rialtas Omega software with support from contract accountants DCK Accounting. The Council has recently transferred its main operational bank accounts from Barclays to Unity. Five cash books are in use to record banking and investment transactions.

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

- Verified the accurate carry forward of closing 2021/22 balances to the 2022/23 year's Omega records;
- Confirmed the External Auditor raised no issues on the 2021/22 AGAR requiring our follow up;
- Verified that the financial ledger remained "in balance" as at the time of our three visits, based on the backups provided, specifically that the trial balance agreed and agreed also the nominal ledger;
- Discussed back up arrangements for the Council IT which we understand is done through a cloud;
- Verified the reconciliations on cash book one, Unity Trust current account, at 31st August, 30th September, 30th November, 31st December 2022 and 28th February and 31st March 2023 and agreed the movements in September, December and March between the bank statements and the cash book;
- Agreed the reconciliation on cash book two, the Santander deposit to the bank statement at 30th September 2022. We confirmed per the Bank Statement this account was closed on 14th September 2022;
- For cash book four, the Civic Hall current account, now at the Unity Trust bank, agreed the reconciliation at 31st August, 30th September, 30th November and 31st December 2022 and 28th February and 31st March 2023 and agreed the movements in September, December and March between the cash book and the Unity and previously the Barclays statements including the balance transfer from Barclays to the Unity account;
- Verified the reconciliation on cash book five, the CCLA Account, to the third-party statement at 30th September, 30th November, 31st December 2022 and 31st March 2023 between Rialtas and the CCLA statements and confirmed interest was brought to account during the year;
- Agreed the reconciliation on the credit card cash book at 30th September, 31st August, 30th November, 31st December 2022 and 31st March 2023 and the movements in September, December and March between the cash book and the Barclaycard statement; and
- Confirmed regular reconciliations were being carried out on all accounts.

Conclusions

We are pleased to record that based on our work no issues arise in this area. The accounts were in balance with regular reconciliations being completed and no aged or anomalous adjusting entries in the reconciliations.

We have agreed the year end cash and bank balances from the detailed records to the AGAR at line 8.

Review of Corporate Governance & Regulatory Framework

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

- The Council reviewed its standing orders and financial regulations at the annual meeting in May 2022;
- The Council has a ‘Transparency’ page on its website for publishing details of larger payments. Detail for 2022/23 was posted on the website at the time of our final visit. The Council also posts a large amount of financial information on its website, including detail of payments, included in the agendas of the Finance and General Purposes Committee; and
- Confirmed the Council advertised the audit of its 2021/22 accounts by publishing its notice of public rights on its website.

We have reviewed the minutes of the Council as posted on the website for the financial year and those of standing committees, except for matters pertaining to planning.

Conclusion and recommendation

The Council is maintaining its governance arrangements.

Recommendation from interim review together with the response.

R1 The Transparency page on the Council’s website must be updated to show details of larger payments in the financial year. Council response: This has been done.

Review of Expenditure & VAT

Our aim here is to ensure that:

- Council resources are released in accordance with the approved procedures and budgets;
- Payments are appropriately supported, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;

- An official order has been raised on each occasion when one would be expected;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We discussed with officers the controls over the processing of payments noting that DCK prepare a payment schedule which is minuted at Finance and General Purposes Committee, a member initials the paper copy invoice and another member signs off the internet banking list prior to payment.

We tested a detailed sample of cash book transactions in order to provide assurance in this area. We initially selected a sample of 89 payments. Our test sample included all payments greater than £3,000 plus a more random sample of every 30th payment recorded in the Current account and Civic Hall cashbooks covering the period to 31st January. At the year-end we selected a random sample covering the final two months of the financial year. Overall, our samples totalled £775,453 equating to 65% by value of non-pay related payments processed in 2022/23. We are pleased to record that supporting information was provided for all payments except for one for £4,715. This amount related to the Mayoral account, which due to the changes in banking, with accounts being closed, was initially put through the Council's Unity account. Detail of all such payments was recorded on a control account code 505, at the year end this was included in debtors. We have been advised that this balance has been transferred to the Mayor's new account with Unity in 2023/24.

During the year the Council tendered a contract for the installation of solar panels. We inspected the supporting contract detail and tender report.

We discussed the Edmonds Park Pavilion project with the Clerk. The Council appointed Ridge and Partners LLP to provide advice on costings and development of the project through a 'Pre-Construction Services Agreement. We understand this appointment was advertised on the Government Contract Finder website. With advice from Ridge the Council tendered a design contract receiving three bids, two were reviewed by Members and Life Build Solutions Ltd appointed. We reviewed the paperwork in relation to the three bids and checked Life's invoices as part of our payment testing. We note that Life has now been appointed to construct the pavilion and that the Council has been awarded a loan from the PWLB.

We note that VAT reclaims for the Council are prepared and submitted to HMRC for repayment routinely at the close of each month during the course of the financial year. We have test checked the completion of submissions and recovery of payments.

Conclusions

No issues arise in the area requiring formal recommendations.

Assessment and Management of Risk

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

- Reviewed the insurance policy which ran till 28th November 2022 provided through Council Guard by RSA. Cover included:
 - Buildings insurance
 - Business interruption insurance
 - Employer’s liability £10m
 - Public liability £15m
 - Fidelity insurance £2m;
 - We noted that the current insurance premium was paid in November 2022;
- Confirmed that officers are trained to do safety inspections of play equipment and that an annual external inspection is carried out on playgrounds; and
- Noted the Finance and General Purposes Committee reviewed the Council’s Strategic Risk Assessment in May 2023. The Risk Assessment identifies the risk, assesses them and outlines the mitigations. It includes a range of financial risks.

Conclusion

No issues arise in this area warranting formal comment or recommendation.

Budgetary Control and Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from South Oxford District Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We confirmed that Finance and General Purposes Committee considered the draft 2023/24 budget and precept at their December 2022 meeting. A report was provided to support Member’s deliberations which considered earmarked reserves, income and the tax base. Further a detailed analysis was provided at activity level showing budget and spend/income in the current year and projections for the coming year. Full Council approved the budget and precept at their meeting in January 2023

From our review of minutes, we can see that Members of Finance and General Purposes Committee receive monthly accounts and query detail as appropriate.

At the year-end we reviewed outturn income and expenditure comparing to prior years. We note the variances between 2022/23 and the prior year relate to capital expenditure and additional salary costs linked to the new community hall.

At the 31st March 2023 total balances and reserves were £864,773 including earmarked reserves of £786,835 and a general fund of £77,938. Spending in 2022/23 per the AGAR was £1,796,727 or £149,727 a month. Ignoring capital additions in 2022/23 of £307,173 spending was £1,489,554 or

£124,130 a month. The general fund balance is less than a month's spending and is low relative to other councils where often a minimum of 3 months spending is held. Of the earmarked reserves of £786,835 some £276,000 relates to CIL.

Conclusions

The Council's balances are low. This potentially could cause difficulties should additional unexpected cost pressures arise. We understand the Council is working with DCK to develop a medium-term financial strategy to address this risk.

Review of Income

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

- Agreed the receipt of the 2022/23 precept accounted for in Omega to the amount set and recorded in the minutes and to the list of parish and town council precepts published independently by the Government;
- Reviewed the burial register and test checked two interments confirming certificates of cremation or burial were held and that the income recovered agreed to the schedule of charges;
- Test checked income on the Willowbrook Centre agreeing the September 2022 Bookteq report to the income recorded in Omega and discussing controls in this area with officers;
- Reviewed lettings of the main hall in the Civic Centre selecting five bookings in November 2023 from the electronic booking diary, enquiring whether a booking form was on file and confirming the booking had been invoiced at the correct rate. For one booking the date was incorrect on the invoice, officers were to speak to DCK to adjust the documentation as the booking was still showing as un-invoiced on the system. The Council did not hold booking agreements for regular hirer's;
- Reviewed the system for managing the Council's allotments and test checked five tenancies to the supporting tenancy agreement and checking the rent had been paid by inspecting the receipt. We confirmed the rents charged were consistent with the published schedule of fees and we compared the income due per the Allotment Ledger to the income in the Nominal Ledger for material consistency;
- Agreed the receipt of Section 106 grants received in the year totalling £15,299 to email correspondence;
- Confirmed that the Council continues to keep its fees and charges under review; and
- Review the unpaid invoices report in Rialtas at each stage of our audit.

Conclusions and recommendation

The Council has systems for collecting income and there are no material old unpaid invoices.

We understand the Council has asked regular hirer's to re-sign booking forms. It is important to obtain signed booking agreements to keep up to date records of the purpose of the hire and the name of the person responsible, also it is useful to obtain details of their insurance where appropriate.

R2 The Council must obtain signed bookings forms annually in respect of regular hirer's and obtain insurance details eg for commercial organisations or for people taking lessons. Council response: This is now being addressed, a spreadsheet record has been set up to record detail.

Petty Cash Account and Other Cash Holdings

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

We test checked the office petty cash. The physical cash held on the day of our visit differed to the accounting record by £3.22. This appears to be an historic difference and the accounts were adjusted to reflect this. At the year-end we confirmed petty cash balances were included in the balance sheet.

Conclusion

No issues arise from our work in this area.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment over of income tax and NI contributions and that payments are processed to meet the rules of the Local Government Pension Scheme.

We note that payroll is administered by DCK payroll. To meet the above objectives, we have test checked as follows:

- Obtained the payroll reports for August and agreed the totals for net pay, pensions and amounts due to HMRC to the amounts recorded in the Omega cash book;
- Test checked the gross pay for one officer to their signed contract;
- Test checked the calculation of tax, national insurance and pension deductions for a sample of five staff;
- Confirmed signed and certified expense claims are on file; and
- Completed our monthly trend analysis of payroll costs for the year.

Conclusions

No issues arise from our work in this area.

Fixed Asset Registers / Inventories

The Practitioner's Guide requires all councils to maintain a register of its assets: the Council has complied with the requirement with an appropriate register in place. The Register is maintained by DCK on a spreadsheet. It categorises assets, eg land and buildings, equipment, infrastructure etc. It identifies individual assets and records the cost of acquisition, or for land and buildings the insurance value, for inclusion in the AGAR.

We have agreed the additions during the year recorded in the Register to the accounts and agreed the total on the Register at the year-end to the AGAR at line 9.

Conclusion

No matters arise from our work in this area.

Investments and Loans

We aim here to ensure that the Council is maximising its interest earning potential through "investment/deposit" of surplus funds in suitable interest bearing accounts/deposits. We have made previous reference in this report to the placement of surplus funds in the CCLA Deposit Fund agreeing the balance to the third-party statement.

We have sample checked and agreed the first half-yearly PWLB loan repayment instalments as part of our above payment review process by reference to the relevant PWLB demand notices. At the year-end we agreed the balance reported for loans in the AGAR and the Statement of Accounts to the information on the Government's Debt Management Office website.

Conclusion

No issues arise in this area warranting formal comment or recommendation.

Statement of Accounts & AGAR

We are required as part of the IA reporting process to provide assurance that the Council's financial records prepared during the year are maintained on the correct accounting basis and are pleased to confirm compliance with that requirement. We have also considered the basis for determining year-end debtors and creditors, which are primarily generated by the Omega Sales and Purchase ledgers, together with journal entries for accruals and prepayments at the financial year-end with no issues arising.

Conclusions

No issues have been identified in this area and based on the satisfactory conclusions drawn from our review programme, we have duly signed off the IA Certificate in the year's AGAR assigning positive assurances in each relevant area.

We also take this opportunity to remind the Clerk of the requirements of the guidance notes in the preface to the year's AGAR in relation to the documentation that should be displayed on the Council's website, together with the need to ensure compliance with the timing requirements for publication of the Notice of Public Rights to examine the Council's documentation for the financial year.

Recommendation	Response
Review of Corporate Governance & Regulatory Framework	
R1 The Transparency page on the Council's website must be updated to show details of larger payment in the financial year.	<i>This has been done.</i>
Review of Income	
R2 The Council must obtain signed bookings forms annually in respect of regular hirer's and obtain insurance details eg for commercial organisations or for people taking lessons.	This is now being addressed, a spreadsheet record has been set up to record detail.

Finance and General Purposes Committee

24th July 2023

Report author: Janet Wheeler



Grant Aid application

Introduction

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

Recommendation

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

a) Be Free Young Carers	
Date received:	June 2023
Amount:	£5,000
Application summary:	School Holiday Activity Programme
Previous awards/ applications in the current and the preceding 2 financial years:	October 2020 - £6,000 November 2021 - £10,000
Supporting documentation held in the office:	Application form and supporting data

b) Ridgeway Educational Trust	
Date received:	June 2023
Amount:	£1,920
Application summary:	To enrich music education for children at All Saints C&E Primary School

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

c) Concrete Youth	
Date received:	May 2023
Amount:	£6,200
Application summary:	Whispering Jungle Show at Cornerstone Theatre
Previous awards/ applications in the current and the preceding 2 financial years:	None
Supporting documentation held in the office:	Application form and supporting data

Financial Implications

4. A total of £36,116 (FY 23/24) is in the grant aid budget (201/ 3188). If we award the full sums requested we will have £22,996 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.

Finance and General Purposes Committee

24th July 2023

Report author: Janet Wheeler



Financial Statements

Introduction

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

Recommendation

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

Background

3. Attached are monthly reports that present a summary of the Council's financial activities at 31st May 2023 subject to late amendments - they are:
 - (a) the Cash and Investment reconciliations at 31st May 2023
 - (b) the detailed income and expenditure report by budget heading for May 2023
 - (c) detailed balance sheet (excluding stock movement)
 - (d) detailed profit and loss (excluding stock movement)
 - (e) Purchase Ledger aged account balances at 31st May 2023
 - (f) Sales Ledger aged account balances at 31st May 2023
 - (g) List of payments made between 1/05/23 and 31/05/23

Delegated authority

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

Legal and risk implications

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

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

Janet Wheeler
Town Clerk

Didcot Town Council

Bank - Cash and Investment Reconciliation as at 31 May 2023

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/05/2023 Unity Trust Current Account	1,210,241.35
2	30/09/2022 Santander	0.00
3	31/03/2023 Income Cash Book	0.00
4	31/05/2023 Unity Bank Civic Hall Account	58,197.15
5	31/05/2023 CCLA Public Sector Deposit Fun	829,771.89
6	31/03/2021 NOT IN USE	0.00
7	31/05/2023 Barclaycard Commercial	-709.46
		2,097,500.93
<u>Other Cash & Bank Balances</u>		
	Civic Hall Bar Floats	260.00
	Petty Cash	84.79
		344.79
		2,097,845.72
<u>Receipts not on Bank Statement</u>		
0	31/05/2023 All Receipts Cleared	0.00
		0.00
<u>Closing Balance</u>		
		2,097,845.72
<u>All Cash & Bank Accounts</u>		
1	Unity Current Account	1,210,241.35
2	Santander	0.00
3	Income Cash Book	0.00
4	Civic Hall Current Account	58,197.15
5	CCLA Deposit Fund	829,771.89
6	Barclaycard - NOT IN USE	0.00
7	Barclaycard Account	-709.46
	Other Cash & Bank Balances	344.79
	Total Cash & Bank Balances	2,097,845.72

**Bank Reconciliation Statement as at 31/05/2023
for Cashbook 1 - Unity Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Current Account	31/05/2023	17	1,210,241.35
			<u>1,210,241.35</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,210,241.35
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,210,241.35
		Balance per Cash Book is :-	1,210,241.35
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/05/2023
for Cashbook 4 - Civic Hall Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank Civic Hall Account	31/05/2023	17	58,197.15
			<u>58,197.15</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			58,197.15
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			58,197.15
		Balance per Cash Book is :-	58,197.15
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**THE PUBLIC
SECTOR
DEPOSIT FUND**

One Angel Lane, London, EC4R 3AB

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

STATEMENT

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

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

Statement at 31 May 2023

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/05/23	Brought Forward			827,119.72	
02/05/23	Dividend reinvested		2,652.17	829,771.89	4
31/05/23	Carried Forward			829,771.89	4

Statement of Dividends paid during the month to 31 May 2023

Date	Receiving Account	Amount Paid £
02-05-23	Dividend reinvested	2,652.17

CCLA

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

**Bank Reconciliation Statement as at 31/05/2023
for Cashbook 5 - CCLA Deposit Fund**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Public Sector Deposit Fun	31/05/2023		829,771.89
			<u>829,771.89</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			829,771.89
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			829,771.89
		Balance per Cash Book is :-	829,771.89
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/05/2023
for Cashbook 7 - Barclaycard Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard Commercial	31/05/2023		-709.46
			<u>-709.46</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-709.46
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-709.46
		Balance per Cash Book is :-	-709.46
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 23/05/2023	1,037.03						
DD	Unity Current Account	1,037.03			200		1,037.03	Barclaycard Commercial
Total Receipts for Month		1,037.03	0.00	0.00			1,037.03	
Balance Carried Fwd		709.46						
Cashbook Totals		<u>1,746.49</u>	<u>0.00</u>	<u>0.00</u>			<u>1,746.49</u>	

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :			1,037.03					1,037.03	
03/05/2023	SLCC Enterprises Ltd	15/24	36.00		6.00	1108	101	30.00	SLCC Enterprises -VAT Training
03/05/2023	Babylon Plants	16/24	201.66		33.61	3150	310	168.05	Babylon Plants -Bedding Plants
05/05/2023	Kingspan Water & Energy Ltd	17/24	202.20		33.70	3154	305	168.50	Kingspan -Water Tank 150ltr
08/05/2023	Eposnow	18/24	70.80		11.80	3154	402	59.00	Eposnow -Bar Till Software
17/05/2023	B&M Retail	19/24	71.50		11.92	3154	303	59.58	B&M -Bedding Plants
22/05/2023	Amazon	20/24	69.94		11.66	4042	401	58.28	Amazon-Security Camera/SD Card
24/05/2023	EposNow	21/24	22.80		3.80	3154	402	19.00	EposNow -Bar Till Software
25/05/2023	Three Business Services	22/24 -C/C	34.56	34.56			500		4168/Mobile phones May23
Total Payments for Month			709.46	34.56	112.49			562.41	
Cashbook Totals			1,746.49	34.56	112.49			1,599.44	

Detailed Income & Expenditure by Budget Heading 31/05/2023

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>							
1195 Miscellaneous Income	5	5	0	(5)			0.0%
Central Administration :- Income	<u>5</u>	<u>5</u>	<u>0</u>	<u>(5)</u>			
1101 Salaries - Admin	19,445	39,064	242,500	203,436	203,436		16.1%
1102 Salaries - Admin Er's NI	1,994	4,013	16,699	12,686	12,686		24.0%
1103 Salaries - Admin Er's Superann	4,220	8,477	33,427	24,950	24,950		25.4%
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	320	724	3,500	2,776	2,776		20.7%
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-Franking	(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	600	600	3,000	2,400	2,400		20.0%
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>32,337</u>	<u>66,046</u>	<u>415,676</u>	<u>349,630</u>	<u>0</u>	<u>349,630</u>	<u>15.9%</u>
Net Income over Expenditure	<u>(32,332)</u>	<u>(66,041)</u>	<u>(415,676)</u>	<u>(349,635)</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 & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
105 Corporate Management							
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	(100)	(100)	5,000	5,100		5,100	(2.0%)
1159 Accounting Support	0	(525)	1,000	1,525		1,525	(52.5%)
Corporate Management :- Indirect Expenditure	268	(2,738)	10,580	13,318	0	13,318	(25.9%)
Net Expenditure	(268)	2,738	(10,580)	(13,318)			
108 Willowbrook Community Centre							
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	10,890	17,326	66,000	48,674			26.3%
1701 Salaries Willowbrook	2,924	6,092	40,000	33,908		33,908	15.2%
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	1,048	2,000	0	(2,000)		(2,000)	0.0%
Willowbrook Community Centre :- Indirect Expenditure	15,109	24,518	136,000	111,482	0	111,482	18.0%
Net Income over Expenditure	(4,220)	(7,192)	(70,000)	(62,808)			
109 Capital and Projects							
1999 Loan Proceeds	750,000	750,000	0	(750,000)			0.0%
Capital and Projects :- Income	750,000	750,000	0	(750,000)			
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	259,395	259,396	258,604	(792)	0	(792)	100.3%
Net Income over Expenditure	490,605	490,604	(258,604)	(749,208)			

Detailed Income & Expenditure by Budget Heading 31/05/2023

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>			
Net Income	<u>350</u>	<u>350</u>	<u>0</u>	<u>(350)</u>			
<u>120 Other Costs & 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>
Net Income	<u>2,652</u>	<u>671,368</u>	<u>1,336,855</u>	<u>665,487</u>			
<u>201 Arts & 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		0.0%
2187 Summer Fayre	0	0	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>
Net Income over Expenditure	<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	16,840	34,287	232,000	197,713	197,713		14.8%
3102 Salaries - Works Er's NI	1,538	3,131	16,800	13,669	13,669		18.6%
3103 Salaries - Works Er's Superann	3,654	7,440	36,100	28,660	28,660		20.6%
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	207	252	2,370	2,119	2,119		10.6%
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%

Detailed Income & Expenditure by Budget Heading 31/05/2023

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>25,810</u>	<u>50,076</u>	<u>327,725</u>	<u>277,649</u>	<u>0</u>	<u>277,649</u>	<u>15.3%</u>
Net Expenditure	<u>(25,810)</u>	<u>(50,076)</u>	<u>(327,725)</u>	<u>(277,649)</u>			
302 Allotments							
3282 Allotment Rents	1,030	7,791	14,500	6,709			53.7%
Allotments :- Income	<u>1,030</u>	<u>7,791</u>	<u>14,500</u>	<u>6,709</u>			<u>53.7%</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>
Net Income over Expenditure	<u>60</u>	<u>6,699</u>	<u>7,650</u>	<u>951</u>			
303 Cemetery							
3383 Cemetery Fees	2,850	4,790	18,000	13,210			26.6%
Cemetery :- Income	<u>2,850</u>	<u>4,790</u>	<u>18,000</u>	<u>13,210</u>			<u>26.6%</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>
Net Income over Expenditure	<u>2,790</u>	<u>4,730</u>	<u>16,400</u>	<u>11,670</u>			
304 Edmonds Park							
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>
Net Expenditure	<u>(1,239)</u>	<u>(2,853)</u>	<u>(28,500)</u>	<u>(25,647)</u>			
305 Ladygrove Park							
3183 Lady Grove Park Income	0	200	3,000	2,800			6.7%
3185 Ladygrove Lakes Income	0	0	3,000	3,000			0.0%
Ladygrove Park :- Income	<u>0</u>	<u>200</u>	<u>6,000</u>	<u>5,800</u>			<u>3.3%</u>

Detailed Income & Expenditure by Budget Heading 31/05/2023

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>
Net Income over Expenditure	<u>(529)</u>	<u>(3,035)</u>	<u>(1,000)</u>	<u>2,035</u>			
<u>306 Loyd Park</u>							
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%
99120 Tfr from EMR Building Repair	0	(19,160)	0	19,160		19,160	0.0%
Loyd Park :- Indirect Expenditure	<u>(0)</u>	<u>128</u>	<u>900</u>	<u>772</u>	<u>0</u>	<u>772</u>	<u>14.2%</u>
Net Expenditure	<u>0</u>	<u>(128)</u>	<u>(900)</u>	<u>(772)</u>			
<u>308 Other Parks & Recreation Areas</u>							
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>
Net Income over Expenditure	<u>(2,943)</u>	<u>(2,995)</u>	<u>(8,500)</u>	<u>(5,505)</u>			
<u>309 Play Areas</u>							
3149 Bark Top-up	0	0	3,000	3,000		3,000	0.0%
3153 Play Equipment Maintenance	2,648	2,648	25,000	22,352		22,352	10.6%
Play Areas :- Indirect Expenditure	<u>2,648</u>	<u>2,648</u>	<u>28,000</u>	<u>25,352</u>	<u>0</u>	<u>25,352</u>	<u>9.5%</u>
Net Expenditure	<u>(2,648)</u>	<u>(2,648)</u>	<u>(28,000)</u>	<u>(25,352)</u>			
<u>310 Environmental Services</u>							
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	4,968	5,148	1,000	(4,148)		(4,148)	514.8%

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
3157 Dog Fouling Clean-up Service	243	728	3,100	2,372		2,372	23.5%
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	(7,000)	(7,000)	0	7,000		7,000	0.0%
Environmental Services :- Indirect Expenditure	606	1,770	33,600	31,830	0	31,830	5.3%
Net Income over Expenditure	(746)	(1,910)	(15,550)	(13,640)			
325 Projects							
32587 CIL Income	0	3,751	0	(3,751)			0.0%
Projects :- Income	0	3,751	0	(3,751)			
9031 Tree Management - Contract	0	0	5,000	5,000		5,000	0.0%
9059 Bus shelters	0	0	5,000	5,000		5,000	0.0%
32518 Edmonds Park	0	(700)	0	700		700	0.0%
32525 Pavilion build	0	7,680	0	(7,680)		(7,680)	0.0%
99028 Tfr to EMR CIL	0	3,751	0	(3,751)		(3,751)	0.0%
99152 Tfr from EMR Pavilions	0	(1,953)	0	1,953		1,953	0.0%
Projects :- Indirect Expenditure	0	8,778	10,000	1,222	0	1,222	87.8%
Net Income over Expenditure	0	(5,027)	(10,000)	(4,974)			
401 C H General Administration							
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%
C H General Administration :- Income	8,530	25,697	113,000	87,303			22.7%
4001 Salaries - Civic Hall	5,007	11,295	48,000	36,705		36,705	23.5%
4002 Salaries - Civic Hall Er's Ni	180	423	0	(423)		(423)	0.0%
4003 Salaries - C.Hall Er's Superan	901	1,899	0	(1,899)		(1,899)	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	239	818	3,500	2,682		2,682	23.4%
4022 Telephone	0	0	1,000	1,000		1,000	0.0%

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4023 Licenses	0	1,550	4,000	2,450		2,450	38.8%
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	2,534	5,115	10,000	4,885		4,885	51.1%
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	232	257	500	243		243	51.4%
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%
C H General Administration :- Indirect Expenditure	23,165	46,772	230,300	183,528	0	183,528	20.3%
Net Income over Expenditure	(14,635)	(21,075)	(117,300)	(96,225)			
402 C H Bar							
1050 Bar Sales	733	2,546	15,000	12,454			17.0%
C H Bar :- Income	733	2,546	15,000	12,454			17.0%
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%
C H Bar :- Indirect Expenditure	175	768	11,000	10,232	0	10,232	7.0%
Net Income over Expenditure	558	1,779	4,000	2,221			
403 C H Catering							
1075 Food and Berverage Income	828	1,705	3,000	1,295			56.8%
1100 Catering Income - Food	1,547	3,042	6,000	2,958			50.7%
C H Catering :- Income	2,375	4,747	9,000	4,253			52.7%
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%
C H Catering :- Indirect Expenditure	0	11	7,000	6,989	0	6,989	0.2%
Net Income over Expenditure	2,375	4,736	2,000	(2,736)			

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	779,391	1,488,751	1,596,405	107,654			93.3%
Expenditure	365,838	478,355	1,592,905	1,114,550	0	1,114,550	30.0%
Net Income over Expenditure	<u>413,554</u>	<u>1,010,395</u>	<u>3,500</u>	<u>(1,006,895)</u>			
Movement to/(from) Gen Reserve	<u>413,554</u>	<u>1,010,395</u>					

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
101	Bookings Debtors	12,181
105	Vat Due	55,301
114	Cycle to Work Scheme	475
140	Bar Stock	4,415
160	Fleet Meadow Community Trust	(477)
200	Unity Current Account	1,210,241
201	Civic Hall Current Account	58,197
202	CCLA Deposit Fund	829,772
220	Petty Cash	85
224	Civic Hall Bar Floats	260
295	Barclaycard Account	(709)
Total Current Assets		2,169,742
<u>Current Liabilities</u>		
500	Creditors	319,507
503	Allotment Holding Deposit	10,498
505	Mayors Charity Account	(40)
525	PAYE/NI Due	10,985
526	Superannuation Due	11,384
540	Oxfordshire PTC (NHS)	305
565	CH Holding Deposits	2,022
580	Retentions	12,349
Total Current Liabilities		367,011
Net Current Assets		1,802,731
Total Assets less Current Liabilities		1,802,731

Represented by :-

301	Current Year Fund	1,010,395
310	General Reserve	77,938
317	EMR CIL Splash Park	121,000
320	Building Repair Fund	99,557
321	Cemetery Fund	2,245
323	Skatepark Refurbishment	13,616
324	Ladygrove Lakes	5,246
325	Ladygrove Park	6,357
326	Ladygrove Lakes Staging Fund	20,000
327	Building Projects Fees Fund	34,260
328	CIL	110,730
329	EMR Election Fund	1,336
330	Planting	3,464
331	Arboriculture	8,989
332	Sports Pitches	11,001
333	Splash Park	200,000
334	EMR Community Projects	1,726
335	EMR Bus Shelters/Street Furnit	5,094
336	GDPR Fund	500
338	EMR Play Areas	688
339	EMR Summer Fayre	12,550
351	CCTV	13,405
352	Pavilions	32,747

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
360	EMR Groundskeeping Equipment	9,886	
	Total Equity		<u>1,802,731</u>

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Detailed Profit and Loss Account - Excluding Stock Movement

Month 2 Date 31/05/2023

<u>Account</u>	<u>Sales/Income</u>	<u>Month Actual</u>	<u>YTD Actual</u>
1000	Main Hall	4,030	11,118
1001	Northbourne Room	680	3,225
1002	Ladygrove Room	2,774	6,992
1003	All Saints Room	364	2,479
1004	Park Room	556	1,756
1011	Millbrook Room	15	15
1020	Other Income	112	112
1050	Bar Sales	733	2,546
1075	Food and Beverage Income	828	1,705
1100	Catering Income - Food	1,547	3,042
1176	Precept	0	665,928
1195	Miscellaneous Income	5	5
1196	Interest Received	2,652	5,441
1769	Willowbrook Income	10,890	17,326
1806	Income -Labour Fleet Meadow	350	350
1999	Loan Proceeds	750,000	750,000
3179	Carbon Return Income	0	2
3180	Sports Hire	(140)	(140)
3183	Lady Grove Park Income	0	200
3282	Allotment Rents	1,030	7,791
3383	Cemetery Fees	2,850	4,790
9041	Summer Fayre - Income	117	317
32587	CIL Income	0	3,751
	Total Sales/Income	779,391	1,488,751

<u>Account</u>	<u>Indirect/Overhead Expenditure</u>		
1101	Salaries - Admin	19,445	39,064
1102	Salaries - Admin E's NI	1,994	4,013
1103	Salaries - Admin E's Superann	4,220	8,477
1104	Agency Staffing	1,193	1,608
1108	Training and Conferences	1,030	280
1109	Staff Travel	320	724
1111	Rate Admin Offices	720	1,444
1121	Telephone/Fax/Internet	273	467
1123	Stationery	258	450
1124	Subscriptions	0	3,977
1126	Photocopier	325	325
1128	Postage-Franking	(150)	65
1129	Miscellaneous Admin Costs	67	67
1132	Outside Service Provider HR/HS	600	600
1152	Bank Charges	368	368
1155	Internal Audit	0	(480)
1157	External Audit	0	(2,000)
1158	Legal & Professional Fees	(100)	(100)
1159	Accounting Support	0	(525)
1160	IT Maintenance/Website	950	3,527
1173	Green Projects	1,095	1,095
1197	Office water cooler	0	5
1205	Members Training	585	585
1271	CCTV Contribution	0	477
1701	Salaries Willowbrook	2,924	6,092

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Detailed Profit and Loss Account - Excluding Stock Movement

Month 2 Date 31/05/2023

	<u>Month Actual</u>	<u>YTD Actual</u>
1710 Willowbrook Business Rates	7,936	11,904
1720 Willowbrook Contracts	1,473	2,104
1725 Willowbrook ICT/Internet	78	368
1730 Willowbrook Equipment	0	16
1766 Willowbrook Utilities	1,651	2,032
1767 Willowbrook Site Maintenance	1,048	2,000
1947 Office Equipment & Furniture	395	395
1953 CAP - Solar Panels	0	48,896
1955 CAP - Edmonds Park Pavilion	259,000	259,000
3000 Bar Purchases	97	612
3100 Food and Beverage Costs	0	11
3101 Salaries - Works	16,840	34,287
3102 Salaries - Works Er's NI	1,538	3,131
3103 Salaries - Works Er's Superann	3,654	7,440
3108 Staff Travel	207	252
3120 Protective Clothing	100	383
3141 Vehicle Fuel	291	80
3145 Machinery Costs	832	832
3150 Plants	4,968	5,148
3151 Water Charges	919	1,335
3152 Electricity	(44)	133
3153 Play Equipment Maintenance	2,648	2,648
3154 Maintenance	1,524	24,768
3155 Security	76	(199)
3157 Dog Fouling Clean-up Service	243	728
3162 Football pitch maintenance	195	1,031
3166 Millennium Wood Upkeep	2,640	2,640
3168 Street Furniture Maintenance	2,200	1,863
3170 Waste Recycling	667	1,071
3188 Grant Aid Fund	0	8,884
3244 Allotment Maintenance	51	173
4001 Salaries - Civic Hall	5,007	11,295
4002 Salaries - Civic Hall Er's Ni	180	423
4003 Salaries - C.Hall Er's Superann	901	1,899
4012 Water Charges	1,987	1,987
4014 Light & Heat	3,341	5,944
4015 Cleaning and Hygiene	2,490	5,044
4018 Waste Disposal	239	818
4023 Licenses	0	1,550
4024 Event Costs	(469)	(1,649)
4042 Equipment	819	848
4043 Repairs and Maintenance	2,534	5,115
4044 Maintenance Contracts	1,780	5,003
4052 Accountancy Charges	232	257
4054 NNDR	4,122	8,240
4105 Stationery	0	(2)
9034 Ford Ranger Pick Up	266	797
9039 Ransomes HR300 Rotary	426	852
9045 Ransomes Parkway 3	985	985
9062 John Deere Gator	656	656
32518 Edmonds Park	0	(700)
32525 Pavilion build	0	7,680

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Detailed Profit and Loss Account - Excluding Stock Movement

Month 2 Date 31/05/2023

		<u>Month Actual</u>	<u>YTD Actual</u>
99028	Tfr to EMR CiL	0	3,751
99120	Tfr from EMR Building Repair	0	(19,160)
99128	Tfr from EMR CiL	0	(48,896)
99134	Tfr from EMR Community Project	(7,000)	(7,000)
99152	Tfr from EMR Pavilions	0	(1,953)
	Total Indirect/Overhead Expenditure	365,838	478,355
	Operating Profit	413,554	1,010,395
	% Operating Profit	53.06%	67.87%
<u>Account</u>	<u>Other Costs & Income</u>		
99999	Discounts	(0)	(0)
	Total Other Costs & Income	(0)	(0)
	Profit before Appropriations	413,554	1,010,395
	% Profit before Appropriations	53.06%	67.87%

Outstanding Balances by Month as at 31/05/2023

A/C Code	Supplier Name	Balance	May 2023	Apr 2023	Mar 2023	Prior Months	On A/c Pymnts
Ledger No 1: Bought Ledger 1							
B05	BT 45763302	1,355.32	0.00	0.00	59.73	1,295.59	0.00
BMSCONTR	BMS CONTROL SYSTEMS	600.00	600.00	0.00	0.00	0.00	0.00
BT	BT 46746208	-23.57	0.00	0.00	0.00	-23.57	0.00
CARLTON	CARLTON	936.00	936.00	0.00	0.00	0.00	0.00
COLLARD	COLLARD ENVIRONMENTA	800.02	800.02	0.00	0.00	0.00	0.00
CW-ASR302	CASTLE WATER 2288227	-80.15	0.00	0.00	0.00	0.00	-80.15
CW-BRA302	CASTLE WATER 2333128	-148.25	0.00	0.00	0.00	-148.25	0.00
CW-CH401	CASTLE WATER 2332129	-6,320.15	1,987.45	0.00	0.00	-8,307.60	0.00
CW-LP306	CASTLE WATER 2279303	-1,023.97	0.00	0.00	0.00	-1,023.97	0.00
CW-TCEP304	CASTLE WATER 2374904	-976.88	0.00	0.00	-27.08	-949.80	0.00
CW-WRA302	CASTLE WATER 2233060	-246.35	0.00	0.00	0.00	-246.35	0.00
D44	DISCOUNTDISPL	913.14	913.14	0.00	0.00	0.00	0.00
DCKAS	DCK ACCOUNTING	1,114.08	1,114.08	0.00	0.00	0.00	0.00
DCKPS	DCK PAYROLL SOLUTION	317.16	317.16	0.00	0.00	0.00	0.00
DIRECT	DIRECT 365	121.00	121.00	0.00	0.00	0.00	0.00
ECOELECTRICECO	LECTRICAL	288.00	288.00	0.00	0.00	0.00	0.00
EE	EE LTD	93.55	93.55	0.00	0.00	0.00	0.00
EVERBRITE	EVER BRITE	2,535.54	2,535.54	0.00	0.00	0.00	0.00
EXECALARM	EXECUTIVE ALARMS	91.20	91.20	0.00	0.00	0.00	0.00
GRANWAX	GRANWAX PRODUCTS	95.88	0.00	0.00	0.00	0.00	0.00
GRUNDON	GRUNDON WASTE	457.47	457.47	0.00	0.00	0.00	0.00
GS MECHANIGS	MECHANICAL LTD	904.32	904.32	0.00	0.00	0.00	0.00
L09	LYRECO	1,446.17	1,446.17	0.00	0.00	0.00	0.00
L37	LISTER WILDER	395.38	395.38	0.00	0.00	0.00	0.00
LEX	LEX AUTOLEASE	318.94	318.94	0.00	0.00	0.00	0.00
M50	MICROSHADE	373.44	0.00	0.00	0.00	0.00	0.00
MATTHEWC	MATTHEW CLARK	-695.22	0.00	609.56	1,037.98	0.00	-2,342.76
O14	OPUS ENERGY	522.41	0.00	185.29	153.98	221.60	-38.46
OALC	OALC	252.00	252.00	0.00	0.00	0.00	0.00
R52	RICOH	389.40	34.61	354.79	0.00	0.00	0.00
REILUX	REI LUX	2,640.00	2,640.00	0.00	0.00	0.00	0.00
S44	SCORPION SIGNS	21.60	21.60	0.00	0.00	0.00	0.00
S71	SPALDINGS	382.52	113.96	432.36	-163.80	0.00	0.00
S101	SCREWFIX	215.68	197.01	0.00	0.00	0.00	0.00
SHIELD	SHIELD MAINTENANCE	523.10	523.10	0.00	0.00	0.00	0.00
SLOANECUR	SLOANE CURTIS	136.79	0.00	0.00	0.00	0.00	0.00
SSE-WB108	SSE 901865763 201908	22.30	22.30	0.00	0.00	0.00	0.00
T01	TRAVIS PERKINS	163.36	163.36	0.00	0.00	0.00	0.00
T35	TOTAL PEST CONTROL	252.00	0.00	0.00	0.00	0.00	0.00
T52	TURNEY GROUND CARE	1,725.52	1,725.52	0.00	0.00	0.00	0.00
VITAPLAY	VITA PLAY	3,177.60	0.00	3,177.60	0.00	0.00	0.00
W21	WINDOWFLOWERS	5,760.00	5,760.00	0.00	0.00	0.00	0.00
WBOT	WEST BERKS TRAINING	1,200.00	0.00	0.00	1,200.00	0.00	0.00
	Total Purchase	21,026.35	24,772.88	4,759.60	2,260.81	-9,182.35	-2,461.37
	Sub Total C/Fwd	21,026.35	24,772.88	4,759.60	2,260.81	-9,182.35	-2,461.37

Outstanding Balances by Month as at 31/05/2023

A/C Code	Supplier Name	Balance	May 2023	Apr 2023	Mar 2023	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	21,026.35	24,772.88	4,759.60	2,260.81	-9,182.35	-2,461.37
Ledger No 1: Bought Ledger 1 (Continued)							
	TOTAL PURCHASE LEDGER BALANCES	21,026.35	24,772.88	4,759.60	2,260.81	-9,182.35	-2,461.37

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Sales Ledger Aged Account Balances

User: RLB

Outstanding Balances by Month as at 31/05/2023

A/C Code	Customer Name	Balance	May 2023	Apr 2023	Mar 2023	Prior Months	On A/c Pymnts
Ledger No 1: Bookings							
AAAAGEUK	AGE UK	1,195.60	514.08	699.72	0.00	-18.20	0.00
AABFYC	BE FREE YOUNG CARERS	10.50	0.00	0.00	109.20	0.00	-98.70
AADCP	DCP	120.60	0.00	0.00	0.00	120.60	0.00
AADFMASO	DIDCOT MASONIC	215.35	215.35	0.00	0.00	0.00	0.00
AAEDDFIT	EDDS FITNESS	254.52	74.88	179.64	0.00	0.00	0.00
AAEXCELPR	EXCEL PRACTICE	46.50	46.50	0.00	0.00	0.00	0.00
AAGMCINTY	GRACE MCINTYRE	7.20	7.20	0.00	0.00	0.00	0.00
AAJADEMO	JADE MORRIS	61.50	0.00	0.00	0.00	61.50	0.00
AAKWOOD	KINGWOOD	-142.84	0.00	0.00	0.00	119.99	-262.83
AALP	LAURA PEACOCK	717.60	714.00	0.00	0.00	3.60	0.00
AAOCFA	JANE HOSKINS	219.60	14.64	204.96	0.00	0.00	0.00
AAOD	OXFORD DIOCESE	-59.00	0.00	0.00	0.00	78.00	-137.00
AARCOUNCI	RIVERSIDECOUNSELLING	-295.82	0.00	0.00	28.48	109.24	-433.54
AASA	STYLE ACRE	346.09	0.00	0.00	48.00	678.27	-380.18
AASD	SUSTAINABLE DIDCOT	32.76	32.76	0.00	0.00	0.00	0.00
AASEN	SENDIASS	175.00	0.00	0.00	0.00	175.00	0.00
AASSC	SILVERSLIPPERCLUB	137.67	174.38	0.00	0.00	0.00	-36.71
AATVI	THAMES VALLEY INITIA	-219.62	0.00	216.30	0.00	0.00	-435.92
AATVP	THAMES VALLEY POLICE	-18.00	0.00	0.00	0.00	0.00	-18.00
AATWG	TWG	48.48	48.48	0.00	0.00	0.00	0.00
AAWOODLA	WOODLANDS	76.80	76.80	0.00	0.00	0.00	0.00
ACTIVEOXF	ACTIVE OXFORDSHIRE	-72.80	0.00	0.00	0.00	-72.80	0.00
ADOPT-TV	ADOPT THAMES VALLEY	486.35	0.00	0.00	0.00	486.35	0.00
ADOPTBONI	BONITA	225.00	0.00	0.00	225.00	0.00	0.00
ALCCUNION	ALCCUNION	116.40	116.40	0.00	0.00	0.00	0.00
ANNAC	CSALAPARTY	134.40	134.40	0.00	0.00	0.00	0.00
ANTON	ANTONOCC	208.00	0.00	0.00	0.00	208.00	0.00
BABYBRAIN	BBRAINS	90.00	0.00	0.00	90.00	0.00	0.00
BACKOCC	CLAIRE	-24.48	0.00	0.00	4.22	0.00	-28.70
BRANDONT	BRANDON	127.32	0.00	127.32	0.00	0.00	0.00
CATEOXMIN	CATEMIND	52.50	52.50	0.00	0.00	0.00	0.00
COATES&V	SARAH C	2,317.92	2,317.92	0.00	0.00	0.00	0.00
DID SPEAK	DIDCOT SPEAKERS	105.17	53.54	23.46	0.00	224.51	-196.34
DIDCOTCASJ	DIDCOT CASUALS JUN	-80.00	-80.00	0.00	0.00	0.00	0.00
DIDU3A	DIDCOT U3A	22.08	0.00	0.00	0.00	22.08	0.00
FMCHT	FM CH TRUST	420.00	420.00	0.00	0.00	0.00	0.00
HEADSPEAC	HSPEACH	195.60	0.00	0.00	0.00	195.60	0.00
JERLLOYD	JERESAND VALE	429.63	283.63	0.00	0.00	146.00	0.00
JOALLMOND	JOALLMO	15.00	0.00	0.00	0.00	15.00	0.00
KINGDOMPR	KINGDOM	112.00	112.00	0.00	0.00	0.00	0.00
KRC-	BOSWELL FUNERALS	355.00	355.00	0.00	0.00	0.00	0.00
MARSHOCC	TMARSH	151.88	0.00	0.00	0.00	151.88	0.00
MISC	MISCELLANEOUS RECEIP	-69.00	0.00	0.00	0.00	0.00	-69.00
OCCSEN	SEN TEAM OCC	194.20	0.00	0.00	0.00	194.20	0.00
OSS	OXFORD SS	210.00	0.00	0.00	210.00	0.00	0.00
OXFWIMARY	OXFORD WI	105.00	0.00	0.00	0.00	214.98	-109.98
PAULLATHA	PLATHAM	9.60	9.60	0.00	0.00	0.00	0.00
Sub Total C/Fwd		8,767.26	5,694.06	1,451.40	714.90	3,113.80	-2,206.90

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Outstanding Balances by Month as at 31/05/2023

A/C Code	Customer Name	Balance	May 2023	Apr 2023	Mar 2023	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	8,767.26	5,694.06	1,451.40	714.90	3,113.80	-2,206.90
Ledger No 1: Bookings (Continued)							
PINTSIZED	PINT SIZED PEOPLE	-40.00	0.00	0.00	0.00	0.00	-40.00
RGRIFFIN	ELVIS	97.80	0.00	0.00	166.80	60.00	-129.00
SECONDLIFE	SECONDLIFE	126.00	0.00	-327.60	327.60	126.00	0.00
SEN	CHILDEDUOCC	714.80	0.00	0.00	0.00	714.80	0.00
SODCCULLIF	CULLIFORD	-49.98	0.00	-49.98	0.00	0.00	0.00
SODCJENNIE	SODC	477.00	477.00	0.00	0.00	0.00	0.00
SOMA	SOMA	90.00	-221.00	311.00	0.00	0.00	0.00
THT	TERRENCE HIGGINS	7.00	0.00	0.00	0.00	7.00	0.00
TROPICALD	TROPICAL	1,248.74	0.00	1,248.74	0.00	0.00	0.00
WESTBERKS	WESTBERKS	180.00	0.00	0.00	108.00	72.00	0.00
WYNTERSWI	WYNTERS WISH	182.00	0.00	0.00	0.00	182.00	0.00
	Total Sales Led	11,800.62	5,950.06	2,633.56	1,317.30	4,275.60	-2,375.90
	TOTAL SALES LEDGER BALANCES	11,800.62	5,950.06	2,633.56	1,317.30	4,275.60	-2,375.90

List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2023	SODC Office Rates	Std Ord	720.00		SODC Office Rates - 5335613
02/05/2023	John Deere	Std Ord	328.01		John Deere Gator
02/05/2023	Corona Energy	DD1	1,398.97		4048/Gas20445000 1Mar-1Apr
02/05/2023	Lex Autolease Limited	DD2	318.94		4062/BP68MHX 3May-2Jun
02/05/2023	Personnel Advice & Solutions L	S/O	120.00		4154/Personnel advice svcs May
03/05/2023	Castle Water Ltd	DD3	357.95		4047/Water3126378 Apr-Jul2023
05/05/2023	Castle Water TW1488344306	DD4	28.79		Purchase Ledger DDR Payment
11/05/2023	Barclaycard Charges Apr2023	DD	112.00		Barclaycard Charges Apr2023
12/05/2023	OPC Drain Services	EBP1	240.00		4013/Unblock drains
12/05/2023	AA Environmental Ltd	EBP2	2,280.00		4023/Environmental services
12/05/2023	Air IT Limited	EBP3	1,357.01		4027/Broadband services Apr23
12/05/2023	Carlton Services	EBP4	1,296.00		4032/Air handling unit mnntnce
12/05/2023	Collard Environmental Ltd	EBP5	485.10		4033/Waste disposal 13Apr
12/05/2023	DCK Accounting Solutions Ltd	EBP	1,985.64		4014/MTF Plan Nov-Feb2023
12/05/2023	Grundon Waste Management Ltd	EBP7	466.95		4016/Waste disposal Mar2023
12/05/2023	ICCM	EBP8	95.00		4034/ICCM Subs 2023-24
12/05/2023	OALC	EBP9	228.00		4036/Cemetery Management 25Apr
12/05/2023	Rochester Midland Corporation	EBP10	351.60		4037/Water testing Apr-Jun23
12/05/2023	Seldram Supplies	EBP11	438.00		4038/Black refuse sacks
12/05/2023	Travis Perkins Trading Company	EBP12	145.02		4022/Plumbing supplies
12/05/2023	HMRC PAYE/NI Apr2023	EBP	11,351.92		HMRC PAYE/NI Apr2023
12/05/2023	OCC Superann Apr2023	EBP	11,726.04		OCC Superann Apr2023
16/05/2023	Castle Water TW3147019166	DD5	1,103.02		4089/Water2286236 Mar-Aug23
18/05/2023	Midcounties Co-Op	DD	298.07		Midcounties Co-Op Fuel Mar2023
19/05/2023	Sloane Curtis Solutions Ltd	DD6	137.06		4094/Phone charges May2023
22/05/2023	Salaries May 2023	EBP	34,786.31		Salaries May 2023
22/05/2023	Corona Energy	DD7	3,045.01		4137/Electric60116927 Apr23
22/05/2023	SSE Energy Supply Ltd	DD8	1,980.94		4183/Ac901865763 1May23
22/05/2023	SSE Energy Solutions	DD9	89.01		4182/Ac381778590 27Jan-25Apr
23/05/2023	Barclaycard Account	DD	1,037.03		Barclaycard Commercial
25/05/2023	BOC	DD10	34.02		Purchase Ledger DDR Payment
26/05/2023	A Johnston t/as A J Groundwork	EBP1	420.00		4043/Replace manhole cover
26/05/2023	DIDCOT PLANT LTD	EBP2	66.48		4053/Turf cutter hire 18Apr
26/05/2023	Didcot Baptist Church	EBP3	1,884.00		4052/Didcot Baptist Church
26/05/2023	DCK Accounting Solutions Ltd	EBP4	1,114.08		4050/Contract accounts Apr23
26/05/2023	DCK Payroll Solutions Ltd	EBP5	397.92		4051/Payroll processing Apr23
26/05/2023	D Wright	EBP6	400.00		4092/Risk assessments
26/05/2023	Espo	EBP7	156.84		4055/Stationery
26/05/2023	EE Limited	EBP8	95.68		4054/Mobile phones Apr23
26/05/2023	Ever Brite Cleaning Services L	EBP9	2,535.54		4056/Cleaning services Apr2023
26/05/2023	Executive Alarms Ltd	EBP10	2,576.40		4057/Update fire alarm panel
26/05/2023	FLEET (LINEMARKERS) LTD	EBP11	974.59		4058/Line marker paint
26/05/2023	Fleet Meadow Community Hall Tr	EBP12	2,672.36		4059/Bookteq Income Mar23
26/05/2023	Home-Start Southern Oxfordshir	EBP13	7,000.00		4061/Home Start South Oxford

Unity Current Account

List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/05/2023	Hawkins Roofing Ltd	EBP14	22,991.86		4060/Roofing repairs
26/05/2023	Lyreco UK Limited	EBP15	38.52		4063/Stationery
26/05/2023	Polar Cooling Services Ltd	EBP16	973.30		4069/Door handles
26/05/2023	Rialtas Business Solutions Ltd	EBP17	706.94		4071/Cemeteries S'ware licence
26/05/2023	Rochester Midland Corporation	EBP18	1,985.44		4073/Water hygiene contract
26/05/2023	SOUTH OXFORDSHIRE DISTRICT	EBP19	7,936.00		4095/Rates 5432455 May23
26/05/2023	Sun Water Coolers Ltd	EBP20	6.30		4082/Office water cooler
26/05/2023	Screwfix Direct Ltd T/As Trade	EBP21	78.97		4074/Gloves, ear defenders
26/05/2023	S R Cooper	EBP22	1,244.63		4093/Replacement LED lighting
26/05/2023	Shield Maintenance Ltd	EBP23	814.29		4077/Sanitary waste disposal
26/05/2023	SSE Energy Supply Ltd	EBP24	964.24		4096/Gas531905020 1Apr-2May
26/05/2023	Travis Perkins Trading Company	EBP25	93.86		4087/Timber bolts
26/05/2023	Total Pest Control (UK) Ltd	EBP26	576.00		4085/Pest control Apr-Jun23
26/05/2023	Three Business Services	EBP27	5.58		4083/Mobile phones Apr2023
26/05/2023	Vita Play Limited	EBP28	3,247.92		4088/Resurfacing under swings
26/05/2023	Castle Water	EBP29	498.58		4101/Ac2564747 1Nov21-31Mar23
26/05/2023	Grundon Waste Management Ltd	EBP30	305.70		4102/Waste disposal Feb2023
26/05/2023	Mobile Mini	EBP31	83.42		4105/Storage unit 13Mar-9Apr
28/05/2023	CNH Industrial	Std Ord	425.77		CNH Industrial - Rotary Mower
31/05/2023	John Deere	Std Ord	328.01		John Deere Gator
31/05/2023	Personnel Advice & Solutions L	s/o	120.00		Purchase Ledger DDR Payment
31/05/2023	Ridge & Partners LLP	EBP1	14,432.80		4160/Post contract fee no 2
31/05/2023	Ridge & Partners LLP	EBP2	6,871.80		4106/Post Contract fee no1
Total Payments			163,365.23		

Date: 19/06/2023

Didcot Town Council

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Civic Hall Current Account

List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2023	SODC Civic Hall Rates	Std Ord	4,122.00		SODC Civic Hall Rates -5406166
02/05/2023	Direct 365	DD1	121.00		4005/Handdryers 12Apr-11May
05/05/2023	Matthew Clark	DD2	1,561.10		Purchase Ledger DDR Payment
Total Payments			<u>5,804.10</u>		

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Didcot Town Council
Annual Budget - By Centre (Actual YTD Month 3)
Note: Draft Budget Report

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101 Central Administration											
1195 Miscellaneous Income	0	25,025	0	0	0	0	0	0	0	0	0
32581 Grant Received	0	7,189	0	0	0	0	0	0	0	0	0
Total Income	0	32,214	0	0	0	0	0	0	0	0	0
1101 Salaries - Admin	216,590	143,420	0	0	242,500	0	242,500	58,559	0	0	0
1102 Salaries - Admin Eir's NI	26,986	15,196	0	0	16,699	0	16,699	6,014	0	0	0
1103 Salaries - Admin Eir's Superann	44,035	31,103	0	0	33,427	0	33,427	12,707	0	0	0
1104 Agency Staffing	12,000	14,359	0	0	12,000	0	12,000	2,784	0	0	0
1108 Training and Conferences	8,000	8,927	0	0	8,000	0	8,000	1,805	0	0	0
1109 Staff Travel	2,500	4,354	0	0	3,500	0	3,500	1,089	0	0	0
1111 Rate Admin Offices	7,000	6,861	0	0	7,000	0	7,000	2,164	0	0	0
1121 Telephone/Fax/Internet	4,000	2,690	0	0	3,000	0	3,000	808	0	0	0
1123 Stationery	2,300	1,842	0	0	2,300	0	2,300	572	0	0	0
1124 Subscriptions	4,000	4,158	0	0	4,000	0	4,000	4,127	0	0	0
1125 Insurance	12,000	22,342	0	0	23,000	0	23,000	0	0	0	0
1126 Photocopier	2,500	2,377	0	0	2,500	0	2,500	325	0	0	0
1128 Postage-Frinking	2,000	1,187	0	0	2,000	0	2,000	130	0	0	0
1129 Miscellaneous Admin Costs	200	427	0	0	500	0	500	67	0	0	0
1130 Recruitment Advertising	2,000	895	0	0	2,000	0	2,000	0	0	0	0
1132 Outside Service Provider HR/HS	4,000	1,372	0	0	3,000	0	3,000	700	0	0	0
1160 IT Maintenance/Website	26,000	19,166	0	0	20,000	0	20,000	7,071	0	0	0
1171 Contingency	30,000	6,063	0	0	20,000	0	20,000	0	0	0	0
1173 Green Projects	10,000	14,801	0	0	10,000	0	10,000	1,095	0	0	0

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**Didcot Town Council
Annual Budget - By Centre (Actual YTD Month 3)**

Note: Draft Budget Report

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMIR	Total	Actual YTD	Agreed	EMIR	Carried Forward
1197 Office water cooler	250	299	0	0	250	0	250	70	0	0	0
3152 Electricity	0	0	0	0	0	0	0	134	0	0	0
3155 Security	0	-40	0	0	0	0	0	-525	0	0	0
99134 Tfr from EMR Community Project	0	-653	0	0	0	0	0	0	0	0	0
99135 Tfr from EMR Bus Shelter/Street	0	-175	0	0	0	0	0	0	0	0	0
Overhead Expenditure	416,361	300,972	0	0	415,676	0	415,676	99,694	0	0	0
Movement to/(from) Gen Reserve	(416,361)	(268,758)			(415,676)		(415,676)	(99,688)			
102 Civic and Democratic											
1205 Members Training	800	0	0	0	800	0	800	635	0	0	0
1206 Mayors Allowance	3,200	3,233	0	0	3,520	0	3,520	3,250	0	0	0
1235 Civic Functions	2,300	3,189	0	0	3,000	0	3,000	0	0	0	0
Overhead Expenditure	6,300	6,423	0	0	7,320	0	7,320	3,885	0	0	0
Movement to/(from) Gen Reserve	(6,300)	(6,423)			(7,320)		(7,320)	(3,885)			
104 Community Services											
1245 Jubilee Celebrations	2,500	1,098	0	0	0	0	0	0	0	0	0
1271 CCTV Contribution	10,000	5,635	0	0	10,000	0	10,000	477	0	0	0
1272 Speed Surveys	750	0	0	0	750	0	750	0	0	0	0
Overhead Expenditure	13,250	6,733	0	0	10,750	0	10,750	477	0	0	0
Movement to/(from) Gen Reserve	(13,250)	(6,733)			(10,750)		(10,750)	(477)			
105 Corporate Management											
1152 Bank Charges	600	1,300	0	0	700	0	700	575	0	0	0

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Annual Budget - By Centre (Actual YTD Month 3)

Note: Draft Budget Report

	2022/23		2023/24				2024/25				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1155 Internal Audit	1,600	1,440	0	0	1,680	0	1,680	-480	0	0	0
1157 External Audit	2,000	2,000	0	0	2,200	0	2,200	-2,000	0	0	0
1158 Legal & Professional Fees	8,000	3,050	0	0	5,000	0	5,000	150	0	0	0
1159 Accounting Support	1,000	1,611	0	0	1,000	0	1,000	473	0	0	0
Overhead Expenditure	13,200	9,401	0	0	10,580	0	10,580	-1,282	0	0	0
Movement to/(from) Gen Reserve	(13,200)	(9,401)			(10,580)		(10,580)	1,282	0		
108 Willowbrook Community Centre											
1769 Willowbrook Income	40,000	55,737	0	0	60,000	0	60,000	24,144	0	0	0
32580 S 106 Devel's Cont's Received	0	405	0	0	0	0	0	1,833	0	0	0
32581 Grant Received	0	15,299	0	0	0	0	0	0	0	0	0
32587 CIL Income	0	0	0	0	6,000	0	6,000	0	0	0	0
Total Income	40,000	71,441	0	0	66,000	0	66,000	25,977	0	0	0
1701 Salaries Willowbrook	0	0	0	0	40,000	0	40,000	9,104	0	0	0
1710 Willowbrook Business Rates	0	36,608	0	0	38,000	0	38,000	15,872	0	0	0
1720 Willowbrook Contracts	0	0	0	0	10,000	0	10,000	2,104	0	0	0
1725 Willowbrook ICT/Internet	0	0	0	0	3,000	0	3,000	446	0	0	0
1730 Willowbrook Equipment	0	0	0	0	5,000	0	5,000	50	0	0	0
1764 Willowbrook Consultancy	10,000	10,000	0	0	0	0	0	0	0	0	0
1766 Willowbrook Utilities	25,000	55,512	0	0	40,000	0	40,000	29,898	0	0	0
1767 Willowbrook Site Maintenance	10,000	54,165	0	0	0	0	0	2,474	0	0	0
Overhead Expenditure	45,000	156,285	0	0	136,000	0	136,000	59,948	0	0	0
Movement to/(from) Gen Reserve	(5,000)	(84,844)			(70,000)		(70,000)	(33,971)	0		

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Didcot Town Council
Annual Budget - By Centre (Actual YTD Month 3)
Note: Draft Budget Report

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
109 Capital and Projects											
1999 Loan Proceeds	0	0	0	0	0	0	0	750,000	0	0	0
32580 S 106 Devels Cont's Received	0	3,102	0	0	0	0	0	0	0	0	0
Total Income	0	3,102	0	0	0	0	0	750,000	0	0	0
1940 Building Maintenance Fund	10,000	0	0	0	0	0	0	0	0	0	0
1944 Christmas Lights	18,500	11,056	0	0	15,000	0	15,000	0	0	0	0
1947 Office Equipment & Furniture	1,000	0	0	0	1,000	0	1,000	395	0	0	0
1948 PWLB-Repayments	122,604	122,604	0	0	242,604	0	242,604	0	0	0	0
1952 Groundskeeping Equipment	0	17,779	0	0	0	0	0	0	0	0	0
1953 CAP - Solar Panels	0	43,374	0	0	0	0	0	48,896	0	0	0
1954 CAP - Wheelchair Swing	0	26,125	0	0	0	0	0	0	0	0	0
1955 CAP - Edmonds Park Pavilion	0	0	0	0	0	0	0	440,061	0	0	0
99060 Tfr to EMR Grounds Equip	0	259	0	0	0	0	0	0	0	0	0
99128 Tfr from EMR Cil	0	-46,948	0	0	0	0	0	-48,896	0	0	0
99134 Tfr from EMR Community Project	0	-7,650	0	0	0	0	0	0	0	0	0
99160 Tfr from EMR Grounds Equip	0	-18,038	0	0	0	0	0	0	0	0	0
Overhead Expenditure	152,104	148,561	0	0	258,604	0	258,604	440,456	0	0	0
Movement to/(from) Gen Reserve	(152,104)	(145,456)			(258,604)		(258,604)	309,544	0	0	0
111 Services to Others											
1805 Income -Materials Fleet Meadow	0	293	0	0	0	0	0	98	0	0	0
1806 Income -Labour Fleet Meadow	0	1,860	0	0	0	0	0	350	0	0	0
1807 Income - Course's	0	1,225	0	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 3)

Note: Draft Budget Report

	2022/23		2023/24				2024/25				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
			0	0	0	0	0	0	0	0	0
	Total Income	3,378					448				
1866	Materials - Fleet Meadow	0	0	0	0	0	33				
	Overhead Expenditure	0	0	0	0	0	33				
	Movement to/(from) Gen Reserve	0	3,200				416				
120	Other Costs & Income										
1176	Precept	1,241,562	1,241,562	0	1,331,855	0	1,331,855	665,928	0	0	0
1196	Interest Received	300	15,403	0	5,000	0	5,000	8,714	0	0	0
	Total Income	1,241,862	1,256,965	0	1,336,855	0	1,336,855	674,642	0	0	0
	Movement to/(from) Gen Reserve	1,241,862	1,256,965				1,336,855	674,642			
201	Arts & Grants-Empowered										
9041	Summer Fayre - Income	0	0	0	0	0	0	707	0	0	0
	Total Income	0	0	0	0	0	0	707	0	0	0
2165	Remembrance Parade & Service	4,000	3,065	0	4,000	0	4,000	0	0	0	0
2187	Summer Fayre	4,000	2,450	0	4,000	0	4,000	2,045	0	0	0
3188	Grant Aid Fund	45,000	43,240	0	45,000	0	45,000	11,654	0	0	0
99039	Tfr to EMR Summer Fayre	0	12,550	0	0	0	0	0	0	0	0
	Overhead Expenditure	53,000	61,305	0	53,000	0	53,000	13,699	0	0	0
	Movement to/(from) Gen Reserve	(53,000)	(61,305)		(53,000)		(53,000)	(12,992)			
301	External Works-Central Costs										

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Annual Budget - By Centre (Actual YTD Month 3)

Note: Draft Budget Report

	2022/23		2023/24				2024/25				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
3101 Salaries - Works	194,329	183,900	0	0	232,000	0	232,000	51,395	0	0	0
3102 Salaries - Works Er's NI	16,914	16,994	0	0	16,800	0	16,800	4,692	0	0	0
3103 Salaries - Works Er's Superann	38,479	36,469	0	0	36,100	0	36,100	11,153	0	0	0
3104 Events Staffing	2,200	0	0	0	2,200	0	2,200	0	0	0	0
3105 Agency Staffing	1,000	0	0	0	1,000	0	1,000	0	0	0	0
3108 Staff Travel	2,370	1,189	0	0	2,370	0	2,370	355	0	0	0
3120 Protective Clothing	2,575	1,318	0	0	2,000	0	2,000	500	0	0	0
3124 Telephone-Works	1,500	0	0	0	1,000	0	1,000	0	0	0	0
3127 Subscriptions	150	100	0	0	150	0	150	0	0	0	0
3140 Vehicle Insurance	2,932	2,993	0	0	2,932	0	2,932	0	0	0	0
3141 Vehicle Fuel	6,000	7,898	0	0	6,000	0	6,000	638	0	0	0
3145 Machinery Costs	10,000	3,307	0	0	10,000	0	10,000	1,272	0	0	0
3154 Maintenance	546	3,668	0	0	2,000	0	2,000	1,362	0	0	0
9034 Ford Ranger Pick Up	3,863	3,229	0	0	3,863	0	3,863	1,063	0	0	0
9039 Ransomes HR300 Rotary	5,110	6,332	0	0	5,110	0	5,110	1,733	0	0	0
9045 Ransomes Parkway 3	1,200	3,814	0	0	1,200	0	1,200	1,447	0	0	0
9062 John Deere Gator	0	7,123	0	0	2,000	0	2,000	984	0	0	0
9063 ALKE ATX 340 ED	0	3,552	0	0	1,000	0	1,000	0	0	0	0
99160 Tfr from EMR Grounds Equip	0	-350	0	0	0	0	0	0	0	0	0
Overhead Expenditure	289,168	281,537	0	0	327,725	0	327,725	76,593	0	0	0
Movement to/(from) Gen Reserve	(289,168)	(281,537)			(327,725)		(327,725)	(76,593)			0
302 Allotments											
3282 Allotment Rents	12,500	13,327	0	0	14,500	0	14,500	7,810	0	0	0

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Annual Budget - By Centre (Actual YTD Month 3)

Note: Draft Budget Report

	2022/23		2023/24					2024/25			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Income	12,500	13,327	0	0	14,500	0	14,500	7,810	0	0	0
3151 Water Charges	2,500	4,037	0	0	2,500	0	2,500	1,496	0	0	0
3154 Maintenance	0	1,364	0	0	0	0	0	0	0	0	0
3233 Allotment Competition	350	150	0	0	350	0	350	0	0	0	0
3244 Allotment Maintenance	2,000	3,694	0	0	4,000	0	4,000	173	0	0	0
Overhead Expenditure	4,850	9,245	0	0	6,850	0	6,850	1,669	0	0	0
Movement to/(from) Gen Reserve	7,650	4,082			7,650		7,650	6,141	0		
303 Cemetery											
3383 Cemetery Fees	17,000	18,070	0	0	18,000	0	18,000	5,495	0	0	0
Total Income	17,000	18,070	0	0	18,000	0	18,000	5,495	0	0	0
3151 Water Charges	1,200	172	0	0	1,000	0	1,000	9	0	0	0
3154 Maintenance	5,000	583	0	0	0	0	0	60	0	0	0
3340 Rates - Cemetery	0	848	0	0	600	0	600	181	0	0	0
99121 Tfr from EMR Cemetery Fund	0	-150	0	0	0	0	0	0	0	0	0
Overhead Expenditure	6,200	1,454	0	0	1,600	0	1,600	249	0	0	0
Movement to/(from) Gen Reserve	10,800	16,616			16,400		16,400	5,246	0		
304 Edmonds Park											
3151 Water Charges	1,200	148	0	0	1,200	0	1,200	746	0	0	0
3152 Electricity	1,800	972	0	0	1,800	0	1,800	7,802	0	0	0
3154 Maintenance	10,000	11,087	0	0	10,000	0	10,000	2,021	0	0	0

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Didcot Town Council
Annual Budget - By Centre (Actual YTD Month 3)
Note: Draft Budget Report

	<u>2022/23</u>		<u>2023/24</u>				<u>2024/25</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
3155 Security	4,000	5,878	0	0	6,000	0	6,000	76	0	0	0
3170 Waste Recycling	9,500	8,252	0	0	9,500	0	9,500	2,090	0	0	0
3387 Pre-fab Toilets	0	19,531	0	0	0	0	0	0	0	0	0
99137 Tfr from EMR Pre-Fab Toilet	0	-8,378	0	0	0	0	0	0	0	0	0
Overhead Expenditure	26,500	37,491	0	0	28,500	0	28,500	12,736	0	0	0
Movement to/(from) Gen Reserve	(26,500)	(37,491)			(28,500)		(28,500)	(12,736)	0		
305 Ladygrove Park											
3183 Lady Grove Park Income	2,000	4,602	0	0	3,000	0	3,000	200	0	0	0
3185 Ladygrove Lakes Income	300	3,429	0	0	3,000	0	3,000	0	0	0	0
Total Income	2,300	8,031	0	0	6,000	0	6,000	200	0	0	0
3152 Electricity	0	0	0	0	0	0	0	-43	0	0	0
3154 Maintenance	5,000	7,563	0	0	7,000	0	7,000	4,404	0	0	0
3163 Sandpit & Train	0	5,185	0	0	0	0	0	0	0	0	0
3165 Ladygrove Lakes	0	9,249	0	0	0	0	0	1,565	0	0	0
99025 Tfr to EMR Ladygrove Park	0	182	0	0	0	0	0	0	0	0	0
99124 Tfr from EMR Ladygrove Lakes	0	-4,754	0	0	0	0	0	0	0	0	0
Overhead Expenditure	5,000	17,425	0	0	7,000	0	7,000	5,925	0	0	0
Movement to/(from) Gen Reserve	(2,700)	(9,394)			(1,000)		(1,000)	(5,725)	0		
306 Loyd Park											
1195 Miscellaneous Income	0	10	0	0	0	0	0	0	0	0	0
Total Income	0	10	0	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 3)

Note: Draft Budget Report

	2022/23		2023/24					2024/25			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
3151 Water Charges	80	-314	0	0	550	0	550	0	0	0	0
3152 Electricity	200	462	0	0	350	0	350	0	0	0	0
3154 Maintenance	0	3,301	0	0	0	0	0	19,313	0	0	0
99120 Tfr from EMR Building Repair	0	0	0	0	0	0	0	-19,160	0	0	0
99138 Tfr from EMR Play Areas	0	-1,246	0	0	0	0	0	0	0	0	0
Overhead Expenditure	280	2,203	0	0	900	0	900	153	0	0	0
Movement to/(from) Gen Reserve	(280)	(2,193)			(900)		(900)	(153)	0		
308 Other Parks & Recreation Areas											
3179 Carbon Return Income	0	0	0	0	0	0	0	2	0	0	0
Total Income	0	0	0	0	0	0	0	2	0	0	0
3154 Maintenance	5,500	22,729	0	0	5,500	0	5,500	642	0	0	0
3166 Millennium Wood Upkeep	3,000	514	0	0	3,000	0	3,000	2,985	0	0	0
99134 Tfr from EMR Community Project	0	-3,695	0	0	0	0	0	0	0	0	0
Overhead Expenditure	8,500	19,548	0	0	8,500	0	8,500	3,627	0	0	0
Movement to/(from) Gen Reserve	(8,500)	(19,548)			(8,500)		(8,500)	(3,624)	0		
309 Play Areas											
3149 Bark Top-up	3,000	2,084	0	0	3,000	0	3,000	0	0	0	0
3153 Play Equipment Maintenance	15,000	29,357	0	0	25,000	0	25,000	3,138	0	0	0
99128 Tfr from EMR CiL	0	-7,132	0	0	0	0	0	0	0	0	0
99134 Tfr from EMR Community Project	0	-3,287	0	0	0	0	0	0	0	0	0
99138 Tfr from EMR Play Areas	0	-11,647	0	0	0	0	0	0	0	0	0

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Didcot Town Council
Annual Budget - By Centre (Actual YTD Month 3)

Note: Draft Budget Report

	2022/23		2023/24				2024/25					
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
			0	0	28,000	0	28,000	3,138	0	0	0	
Overhead Expenditure	18,000	9,374					28,000	3,138				
Movement to/(from) Gen Reserve	<u>(18,000)</u>	<u>(9,374)</u>			<u>(28,000)</u>		<u>(28,000)</u>	<u>(3,138)</u>				
310 Environmental Services												
1183 Bowls Club Rent	50	0	0	0	50	0	50	0	0	0	0	
3180 Sports Hire	3,000	4,130	0	0	4,000	0	4,000	-90	0	0	0	
3184 Funfair Hires	4,000	2,000	0	0	4,000	0	4,000	0	0	0	0	
3186 Agency Income OCC	13,424	0	0	0	0	0	0	0	0	0	0	
3198 Bus Shelter Advertising Income	7,657	10,000	0	0	10,000	0	10,000	0	0	0	0	
Total Income	28,131	16,130	0	0	18,050	0	18,050	-90	0	0	0	
3148 Bus Shelter Contract	7,657	10,000	0	0	10,000	0	10,000	0	0	0	0	
3150 Plants	2,000	580	0	0	1,000	0	1,000	5,253	0	0	0	
3157 Dog Fouling Clean-up Service	1,350	2,912	0	0	3,100	0	3,100	728	0	0	0	
3158 Trees	8,500	6,135	0	0	8,500	0	8,500	0	0	0	0	
3159 Grass Cutting	25,000	34,960	0	0	0	0	0	0	0	0	0	
3162 Football pitch maintenance	8,000	2,687	0	0	8,000	0	8,000	1,090	0	0	0	
3168 Street Furniture Maintenance	3,000	2,147	0	0	3,000	0	3,000	2,032	0	0	0	
99134 Tfr from EMR Community Project	0	0	0	0	0	0	0	-7,000	0	0	0	
99135 Tfr from EMR Bus Shelter/Street	0	-815	0	0	0	0	0	0	0	0	0	
Overhead Expenditure	55,507	58,606	0	0	33,600	0	33,600	2,104	0	0	0	
Movement to/(from) Gen Reserve	<u>(27,376)</u>	<u>(42,476)</u>			<u>(15,550)</u>		<u>(15,550)</u>	<u>(2,194)</u>				
325 Projects												

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Annual Budget - By Centre (Actual YTD Month 3)

Note: Draft Budget Report

	2022/23		2023/24				2024/25				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
32587 CIL Income	6,000	12,097	0	0	0	0	0	3,751	0	0	0
90005 Edmonds Park	0	240	0	0	0	0	0	0	0	0	0
Total Income	6,000	12,337	0	0	0	0	0	3,751	0	0	0
3162 Football pitch maintenance	0	1,792	0	0	0	0	0	0	0	0	0
9031 Tree Management - Contract	5,000	0	0	0	5,000	0	5,000	0	0	0	0
9050 Play Equipment St Annes	0	15,603	0	0	0	0	0	0	0	0	0
9051 MemorialWW1 Commemorative Seat	500	499	0	0	0	0	0	0	0	0	0
9059 Bus shelters	5,000	0	0	0	5,000	0	5,000	0	0	0	0
32518 Edmonds Park	0	-80	0	0	0	0	0	-700	0	0	0
32525 Pavilion build	10,000	158,425	0	0	0	0	0	7,680	0	0	0
32591 Skatepark Refurbishment	0	772	0	0	0	0	0	0	0	0	0
32599 Splash Park	0	7,585	0	0	0	0	0	0	0	0	0
99028 Tfr to EMR CIL	0	181,383	0	0	0	0	0	3,751	0	0	0
99123 Tfr from EMR Skatepark	0	-772	0	0	0	0	0	0	0	0	0
99127 Tfr from EMR Building Proj Fee	0	-10,800	0	0	0	0	0	0	0	0	0
99134 Tfr from EMR Community Project	0	-10,603	0	0	0	0	0	0	0	0	0
99138 Tfr from EMR Play Areas	0	-5,000	0	0	0	0	0	0	0	0	0
99152 Tfr from EMR Pavilions	0	-4,300	0	0	0	0	0	-1,953	0	0	0
99154 Tfr from EMR Rolling Budgets	0	-13,866	0	0	0	0	0	0	0	0	0
Overhead Expenditure	20,500	320,637	0	0	10,000	0	10,000	8,778	0	0	0
Movement to/(from) Gen Reserve	(14,500)	(308,300)			(10,000)		(10,000)	(5,026)			0
401 C H General Administration											

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Annual Budget - By Centre (Actual YTD Month 3)

Note: Draft Budget Report

	2022/23		2023/24				2024/25				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1000 Main Hall	30,000	43,278	0	0	55,000	0	55,000	15,243	0	0	0
1001 Northbourne Room	5,000	11,482	0	0	12,000	0	12,000	4,666	0	0	0
1002 Ladygrove Room	20,000	27,277	0	0	25,000	0	25,000	11,277	0	0	0
1003 All Saints Room	8,000	9,133	0	0	10,000	0	10,000	2,812	0	0	0
1004 Park Room	8,000	6,616	0	0	8,000	0	8,000	2,463	0	0	0
1005 Weddings	0	500	0	0	0	0	0	0	0	0	0
1009 Events Package Income	0	0	0	0	0	0	0	4,128	0	0	0
1011 Millbrook Room	2,000	1,790	0	0	2,000	0	2,000	25	0	0	0
1020 Other Income	0	1,420	0	0	1,000	0	1,000	489	0	0	0
Total Income	73,000	101,495	0	0	113,000	0	113,000	41,104	0	0	0
3155 Security	0	0	0	0	0	0	0	50	0	0	0
4001 Salaries - Civic Hall	73,200	168,000	0	0	48,000	0	48,000	16,010	0	0	0
4002 Salaries - Civic Hall Er's Ni	7,750	10,141	0	0	0	0	0	603	0	0	0
4003 Salaries - C.Hall Er's Superan	21,000	27,383	0	0	0	0	0	2,816	0	0	0
4012 Water Charges	6,000	3,240	0	0	12,000	0	12,000	1,987	0	0	0
4014 Light & Heat	38,000	20,310	0	0	40,000	0	40,000	10,904	0	0	0
4015 Cleaning and Hygiene	25,000	27,919	0	0	30,000	0	30,000	7,732	0	0	0
4016 Uniform	1,000	250	0	0	1,000	0	1,000	0	0	0	0
4018 Waste Disposal	3,000	3,384	0	0	3,500	0	3,500	1,084	0	0	0
4022 Telephone	1,000	385	0	0	1,000	0	1,000	50	0	0	0
4023 Licenses	1,000	4,578	0	0	4,000	0	4,000	1,550	0	0	0
4024 Event Costs	0	0	0	0	0	0	0	-3,224	0	0	0
4027 Advertising/Marketing	1,000	200	0	0	1,000	0	1,000	0	0	0	0
4042 Equipment	5,000	17,120	0	0	10,000	0	10,000	930	0	0	0

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Annual Budget - By Centre (Actual YTD Month 3)

Note: Draft Budget Report

	2022/23		2023/24				2024/25				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMIR	Total	Actual YTD	Agreed	EMIR	Carried Forward
4043 Repairs and Maintenance	15,000	37,021	0	0	10,000	0	10,000	5,440	0	0	0
4044 Maintenance Contracts	15,000	13,769	0	0	15,000	0	15,000	11,050	0	0	0
4045 Repair/Upgrade PA System	2,500	234	0	0	2,000	0	2,000	0	0	0	0
4051 Stocktakers Fees	300	0	0	0	300	0	300	0	0	0	0
4052 Accountancy Charges	500	1,551	0	0	500	0	500	528	0	0	0
4054 NNDR	45,000	44,800	0	0	50,000	0	50,000	12,362	0	0	0
4103 Sundry Expenses	1,000	0	0	0	1,000	0	1,000	0	0	0	0
4104 Training & Prof Development	1,000	0	0	0	1,000	0	1,000	0	0	0	0
4105 Stationery	0	224	0	0	0	0	0	-2	0	0	0
99154 Tfr from EIMR Rolling Budgets	0	-5,145	0	0	0	0	0	0	0	0	0
Overhead Expenditure	263,250	375,363	0	0	230,300	0	230,300	69,871	0	0	0
Movement to/(from) Gen Reserve	(190,250)	(273,868)			(117,300)		(117,300)	(28,767)			
402 C H Bar											
1050 Bar Sales	12,000	18,859	0	0	15,000	0	15,000	2,920	0	0	0
Total Income	12,000	18,859	0	0	15,000	0	15,000	2,920	0	0	0
3000 Bar Purchases	8,000	8,720	0	0	7,500	0	7,500	2,062	0	0	0
3010 Salaries - Bar Staff	1,500	0	0	0	0	0	0	0	0	0	0
3020 Bar Sundries	500	181	0	0	500	0	500	106	0	0	0
3154 Maintenance	0	2,468	0	0	3,000	0	3,000	446	0	0	0
Overhead Expenditure	10,000	11,369	0	0	11,000	0	11,000	2,615	0	0	0
Movement to/(from) Gen Reserve	2,000	7,490			4,000		4,000	305			
403 C H Catering											

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Annual Budget - By Centre (Actual YTD Month 3)

Note: Draft Budget Report

	2022/23		2023/24				2024/25				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1075 Food and Beverage Income	5,000	3,802	0	0	3,000	0	3,000	2,117	0	0	0
1100 Catering Income - Food	0	8,767	0	0	6,000	0	6,000	3,042	0	0	0
Total Income	5,000	12,569	0	0	9,000	0	9,000	5,159	0	0	0
3100 Food and Beverage Costs	0	4,432	0	0	4,500	0	4,500	144	0	0	0
4350 CH Kitchen Maintenance	0	792	0	0	2,500	0	2,500	60	0	0	0
Overhead Expenditure	0	5,224	0	0	7,000	0	7,000	204	0	0	0
Movement to/(from) Gen Reserve	5,000	7,345			2,000		2,000	4,955			
955 Earmarked Reserves											
90001 VAT Payment	6,000	0	0	0	0	0	0	0	0	0	0
99150 Tfr from EMR VAT Contingency	0	-120,972	0	0	0	0	0	0	0	0	0
Overhead Expenditure	6,000	-120,972	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(6,000)	120,972			0		0	0			
Total Budget Income	1,437,793	1,567,929	0	0	1,596,405	0	1,596,405	1,518,131	0	0	0
Expenditure	1,412,970	1,718,362	0	0	1,592,905	0	1,592,905	804,571	0	0	0
Movement to/(from) Gen Reserve	24,823	(150,433)			3,500		3,500	713,559			

Didcot Town Council

Finance & General Purposes Committee

Civic Hall Roof Report

24th July 2023



Report authors: Nick White, Stuart Mundy and Janet Wheeler

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

1. Civic Hall Roof

After 3 days of gutter clearing, minor roof repairs, and roof inspections by Hawkins, a number of serious issues were identified.

These included:

- Extensive moss cover, which will cause tile damage and water ingress
- Missing and damaged tiles
- Poor rainwater goods, undersized for rain load and poorly located.
- Potential damage to Foyer Roof
- Hole in roof over stage.

The most significant issues include the hole in the stage roof which is allowing water ingress every time it rains.

The other serious issue relates to the foyer roof. The foyer roof leak caused a flood within the office reception area and the Council were very lucky the CCTV and computers were not damaged due to this.

Stage Roof

The photograph shows a large hole in the roof allowing significant water entering the building.

This has damaged the stage curtains and is likely part of the reason we get water damage under the stage and in the water basement air handling plant room.

Further water ingress will cause damage to the stage and could make the area unsafe to hall hirers.



Actions for Stage Roof

- Investigate cost to complete tiling repairs,
- If required use initial quote to build tender to go to market.

Roof over the foyer area

This area has been a cause of concern for some years. Part of the root cause appears to be how the roof drainage has been designed. A large area of the Civic Hall roof is all running to this one small area which only has 2 x 2inch down pipes and a tiny drain measuring just 6in width.

During heavy rainfall, the pipes and drain cannot cope with the volume of water causing damp walls and carpet in the offices. We claimed on our insurance for replacement carpet in reception and the offices three years ago – and redecoration of the foyer, office and bar area. We also took action to try to resolve the matter by

keeping the gutters clear of moss and fitting brushes to the head of the down pipes. This is clearly not enough although the water damage was far less this time.

The flat roof also has some insulated slabs on the roof to aid with access to equipment, but this encourages plant growth which could damage the roof and it also minimises the ability of the roof to drain effectively.

Actions for Foyer Area Roof

- Implement new rainwater management scheme, that uses new drainpipes etc to redirect some of the water.
- Remove excess insulated roof slabs to allow more efficient draining of roof and to inspect for damage to roof membrane.
- Get quote for the above works.

2. Costs of Works

The first stage of works would be to **clean the roof** as it will allow for a repair of any hidden broken tiles.

We have approached two local companies to quote for the following:

- Cleaning the entire roof
- Repair of the hole in the roof above the stage
- Re-work the guttering for the flat roof over the foyer to help prevent future flooding in this area
- Investigate and repair the flat roof above the foyer
- Repairs to the roof over the dressing rooms backstage (currently used by Riverside Counselling) along with any additional guttering.

Company A has quoted for the above works at a price of **£38,263** plus VAT plus a possible addition of **£3,830** + VAT. (the quote is awaiting some clarification of individual items and may increase)

Company B has quoted for above works at a price of **£22,651.30** plus VAT.

Recommendations

The recommendation from the Officers is for the Committee to approve the quote from Company B for the following reasons:

- Didcot Town Council has used the company before and their work has been excellent.
- There are no gaps in the quote.
- If Council places a contract over £30,000 (including VAT) we will breach the procurement rules and will need to advertise this opportunity on the Contracts Finder portal – thus further delaying this work.

Redacted details from both quotes are attached.

Quote from COMPANY A

Didcot Town Council

nwhite@didcot.gov.uk

For the Attn. Nicholas White

6th July 2023

Re: Didcot Civic Hall, Britwell Road, Didcot, OX11 7JN

Quotation No: A14281

Dear Sir

We thank you for your enquiry and have pleasure in submitting this quotation for your consideration.

Bill Page: Enclosed

FOR THE SUM OF £35,438.00 +VAT
Possible Extra FOR THE SUM OF £3,830.00 +VAT
FIXED FOR 30 DAYS FROM DATE OF QUOTE

Quotation Sum is Net, MCD already Deducted & Retention at 3%

Roof Labourer Day work rate: £45.00 per hour.

Lead Worker Day work rate: £65.00 per hour.

If stripping is required lead stripped is the property of [REDACTED] unless otherwise agreed before commencement of contract.

Independent health and safety inspection £350.00 per visit.

Scaffolding, Waste removal, Crane and hoisting or forklift to be supplied by builder or cost + 15%.

All materials delivered to site remain the property of [REDACTED] until paid in full.

Should you require any further information please do not hesitate to contact the undersigned.

Yours faithfully



COMPANY A - 1

COMPANY A

Site: Didcot Civic Hall, Britwell Road, Didcot, OX11 7JN

Bill of Quantities

Quotation No: A14281

Pitch °

Please Note!!! All Quantities are subject to Re-measurement

Area 1 & 2			Area 1	Area 2	Price Each
Asbestos Skip		No.	1	1	£2,100.00
Area Strip Existing Asbestos Slate	to Skip	m ²	70	70	£20.00
Area Strip Existing Felt & Batten	to Skip	m	70	70	£7.50
Area Strip Existing Ridge	to Skip	m	13		£15.00
Area ET Thru-roof 600x300 Slate, Tyvek Felt, & Batten 25mm x 50mm		m ²	70	70	£69.00
Area Counter Batten 25mm x 50mm		m ²	70	70	£9.75
Eaves + Guard	inc Vent	m	9	13	£30.00
Ridge	inc Vent	m	13		£69.00
Verge	Dry Fix System	m	14		£49.00
In Line Slate Vents		No.	3	3	£150.00
Hip		m		7	£175.00
Abutment - cutting slates		m		7	£135.00
Re-dress Apron Lead		m		9	£45.00
Scaffolding		No.	1		£2,300.00
Scaffolding		No.		1	£1,250.00
Total			£14,335.50	£14,202.50	

Possible Extra - Extend Slate to bring gutter to outside Building line of Area 2 (as photo)

		Q	Price Each
uPVC Fascia	No.	13	£75.00
uPVC Gutter	No.	13	£45.00
uPVC Downpipe	No.	6	£45.00
P.C Sum Groundwork	No.	1	£2,000.00
Total		£3,830.00	

Area 3 & 4

		Area 3	Area 4	Price Each
Repairs to Slate	No.	1	1	£750.00
Total		£750.00	£750.00	

Prelims

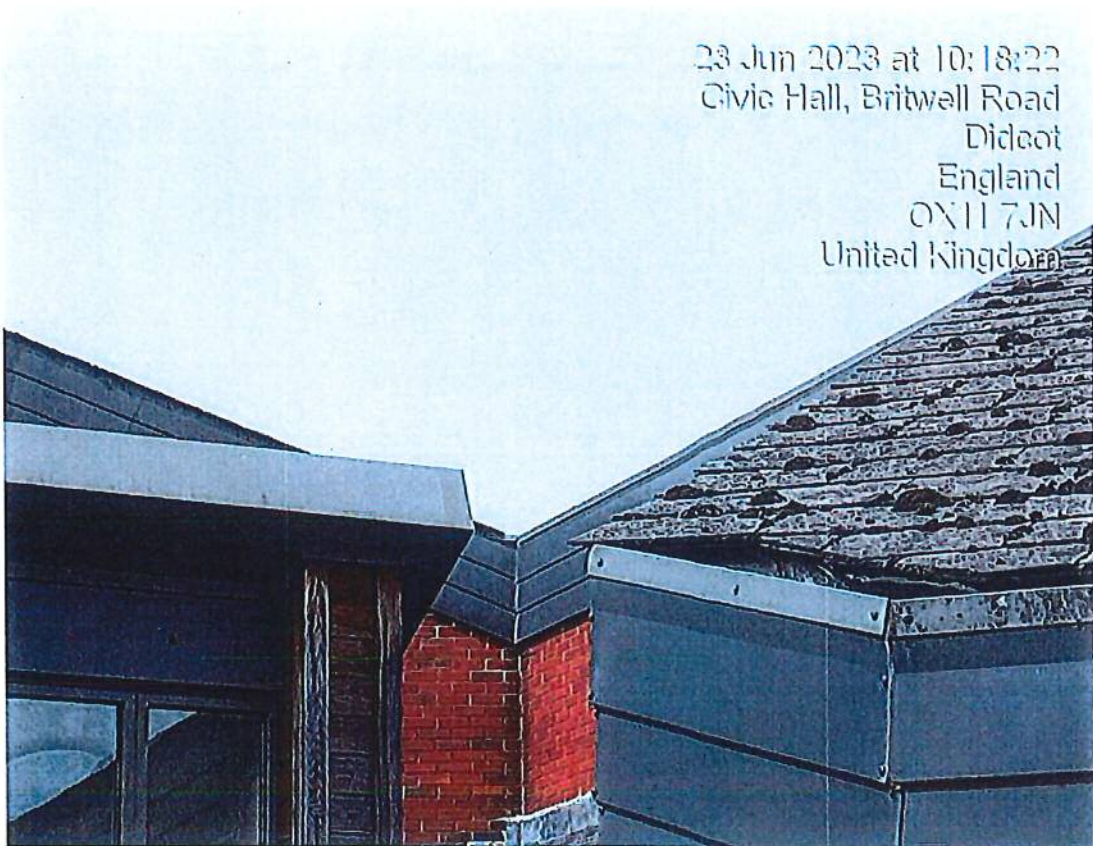
		Q	Price Each
Toilet	Weeks	8	£70.00
Welfare	Weeks	7	£395.00
Skip	No.	1	£325.00
Herras Fencing	No.	1	£1,500.00
Tower Scaffold	No.	1	£250.00
Total		£5,400.00	

Please Note! Scaffolding, Skips, Welfare Facilities, & Vertical Hoisting/ Forklift by others unless priced for in the above bill.

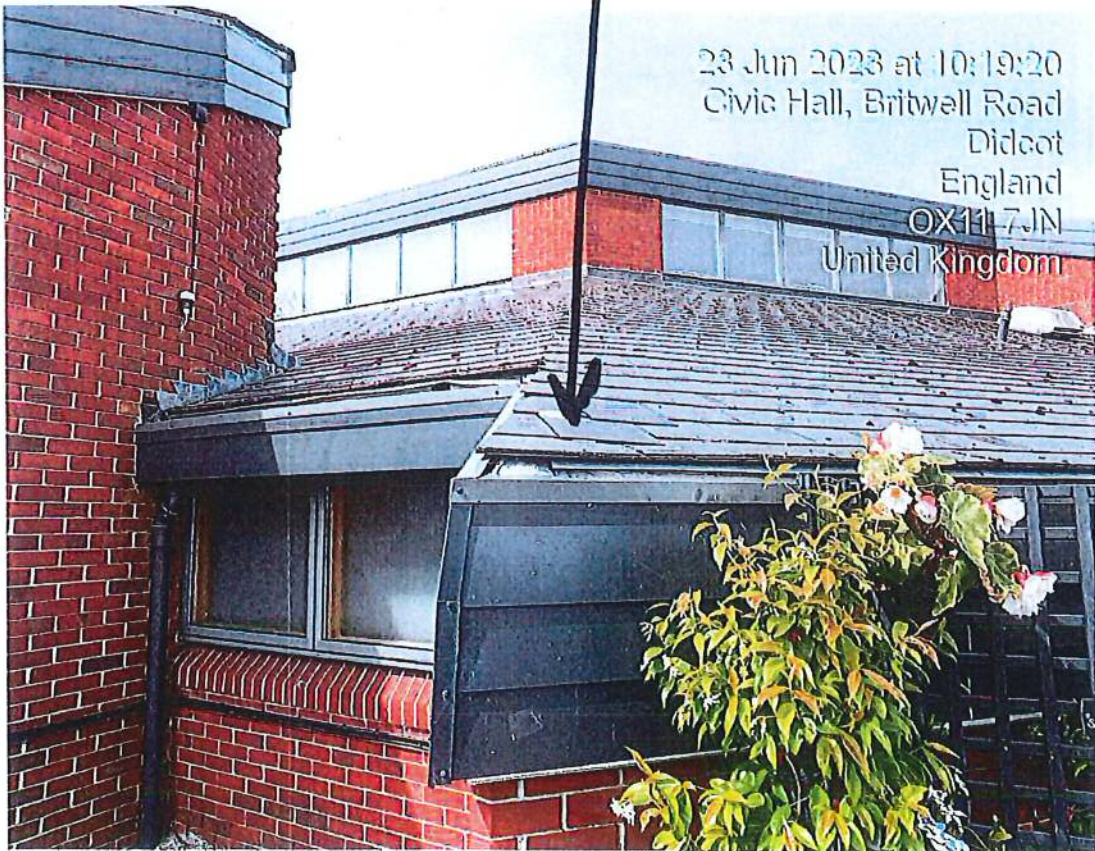
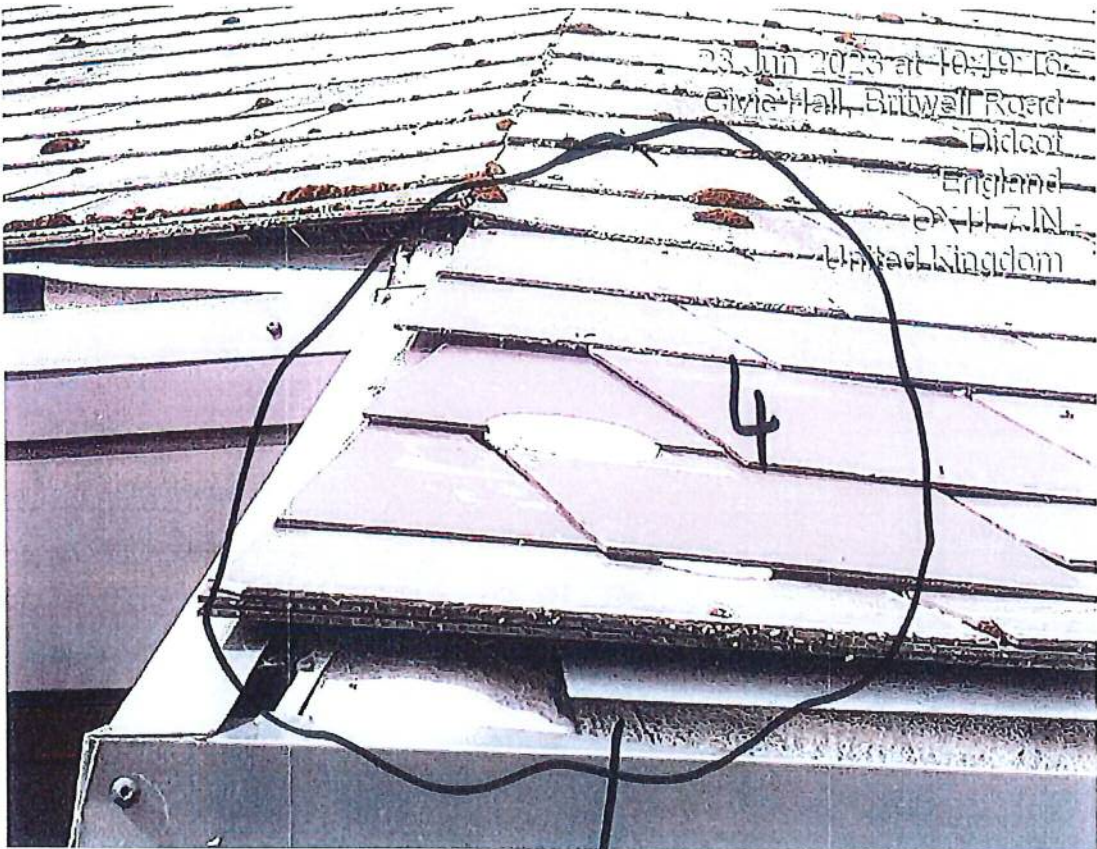
COMPANY A



COMPANY A

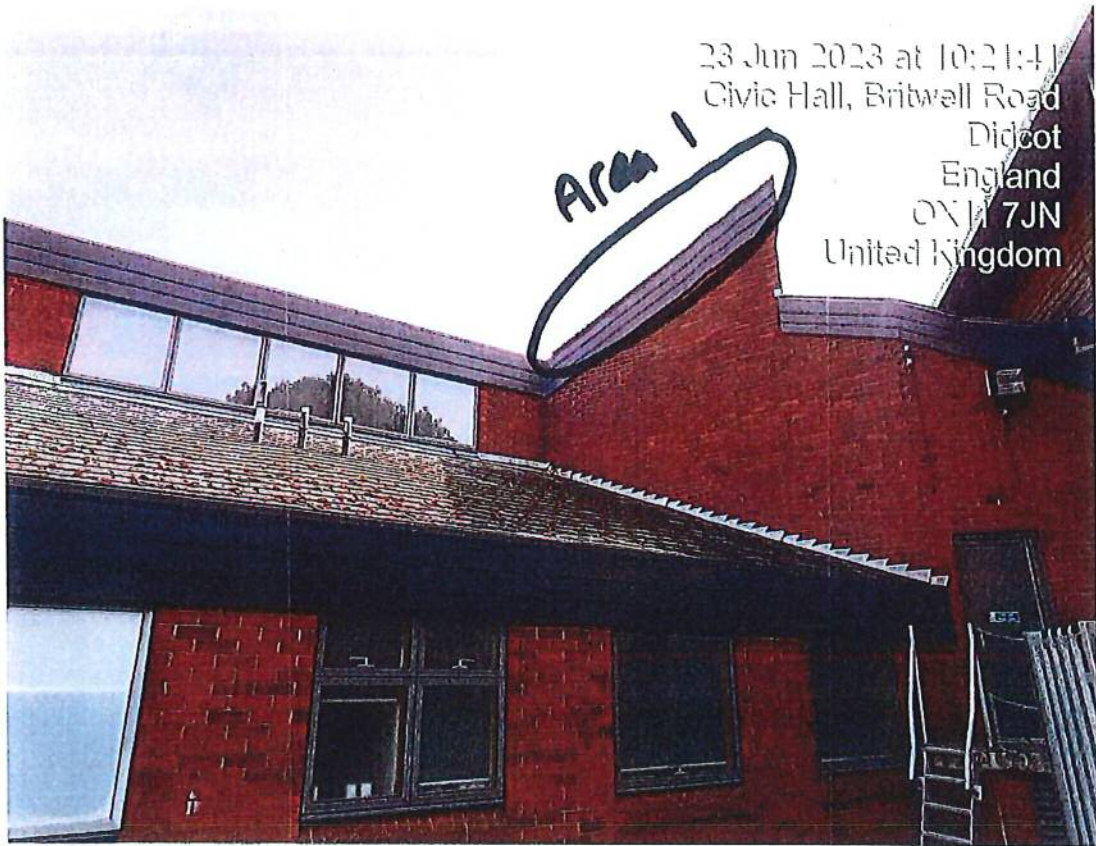


COMPANY A



A-5

COMPANY A



23 Jun 2023 at 10:21:41
Civic Hall, Britwell Road
Didcot
England
OX11 7JN
United Kingdom



23 Jun 2023 at 10:29:03
Civic Hall, Britwell Road
Didcot
England
OX11 7JN
United Kingdom

ALTERNATIVE QUOTE FROM COMPANY A
FOR JUST THE ROOF REPAIR WHICH
COMPANY B WOULD SUB OUT

nwhite@didcot.gov.uk

For the Attn. Nicholas White

10th July 2023

Re: Didcot Civic Hall, Britwell Road, Didcot, OX11 7JN

Quotation No: A14281B-1

Dear Sir

We thank you for your enquiry and have pleasure in submitting this quotation for your consideration.

1. Cherry Picker Access 1No. @ £595.00
2. Delivery and Collection 2No. @ £190.00/each
3. 2No. Men for 2No. Days including Slate to carry out Repair (as photo enclosed) 1No. @ £1,850.00

FOR THE SUM OF £2,825.00 +VAT
FIXED FOR 30 DAYS FROM DATE OF QUOTE

Quotation Sum is Net, MCD already Deducted & Retention at 3%

Roof Labourer Day work rate: £45.00 per hour.

Lead Worker Day work rate: £65.00 per hour.

If stripping is required lead stripped is the property of [REDACTED] unless otherwise agreed before commencement of contract.

Independent health and safety inspection £350.00 per visit.

Scaffolding, Waste removal, Crane and hoisting or forklift to be supplied by builder or cost + 15%.

All materials delivered to site remain the property of [REDACTED] until paid in full.

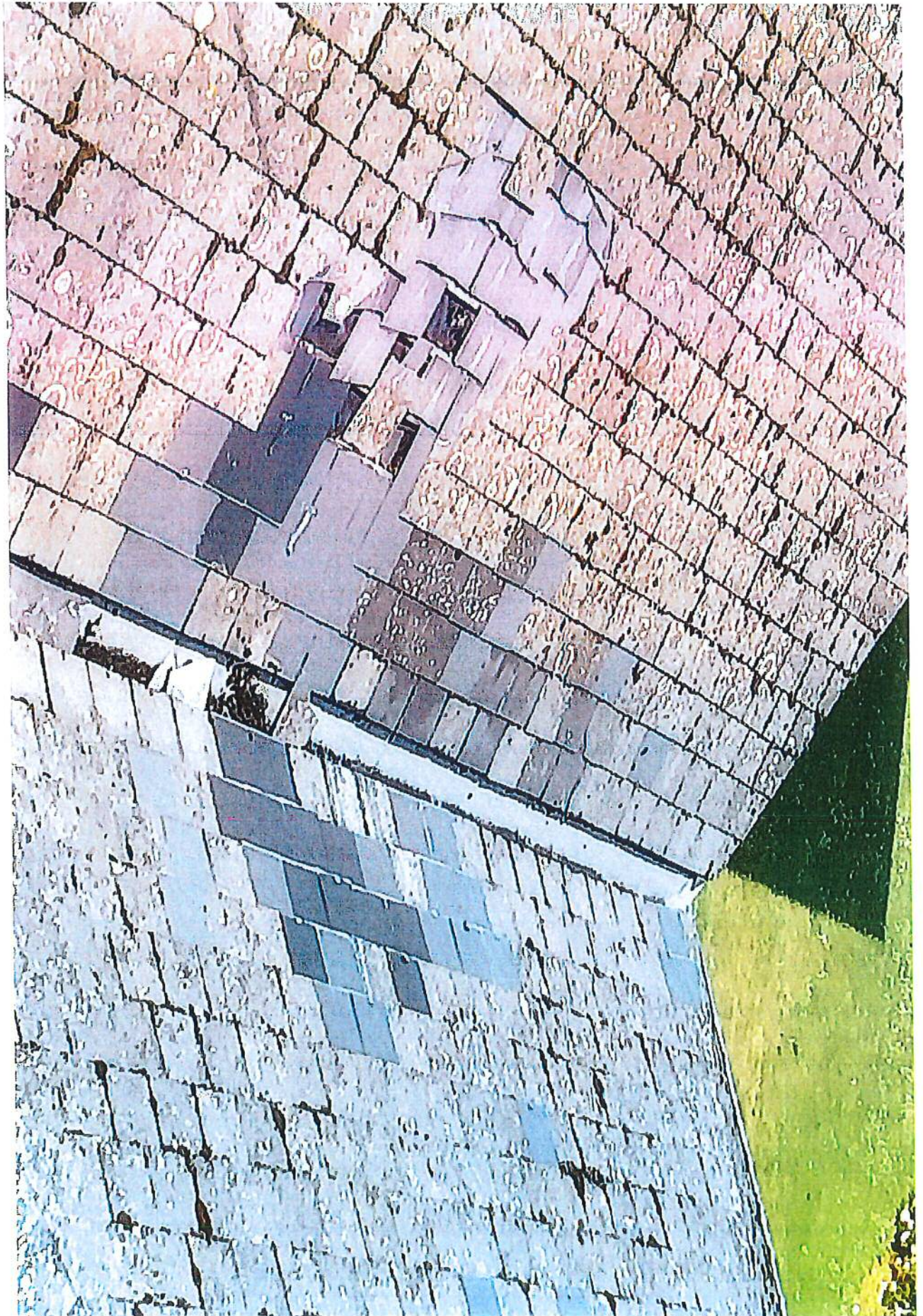
Should you require any further information please do not hesitate to contact the undersigned.

Yours faithfully



A-7

COMPANNEY A - HOLE OVER
STAGE AREA.



A-8

COMPLETED WORKS FROM COMPANY B

Didcot Civic Centre JOB195470

Quality and Progress Report 001

Didcot Town Council

Stuard Mundy

*Didcot Civic Hall
Britwell Road
Didcot
Oxfordshire
OX11 7HN*


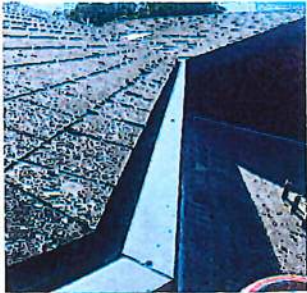






This report relates solely to items upon which comments have been made at the time of the inspection. It cannot refer to items which have been completed previously nor can it be assumed to cover items which are not specifically commented upon. It is not a list of all defects. The Report is Copyright. It should not be used, copied or disclosed to 3rd Parties without our permission. Title of goods is retained.

COMPANY B 1-1

COMPANY B

1. PHOTOGRAPHIC LIBRARY – WORK COMPLETED

	
Gutters cleaned	Gutters cleaned from debris
	
Gutter behind Bar area full of debris and outlets blocked	Gutter and outlets cleaned
	
Broken and damaged tiles causing water ingress	Temporary repaired the damaged tiles. To stop water ingress

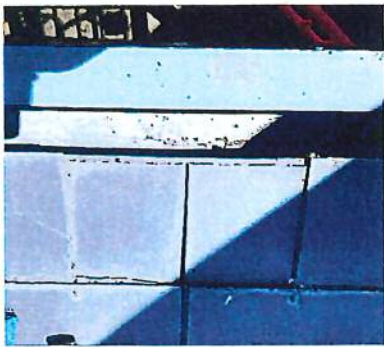
2. PHOTOGRAPHIC LIBRARY – RECOMMENDED REMEDIAL WORK



Tiles damaged and dislodged



Tiles remedial work required



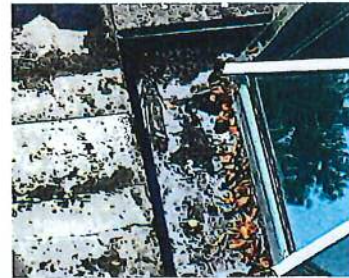
Tiles damaged



Tiles dislodged








Aircon slab leaking



Concrete and insulation to be lifted and leak detection to be undertaken

COMPLETED WORKS -
COMPANY B

Didcot Civic Centre JOB195470

	
<p>Soft clean to tiled roof to remove excessive moss</p>	<p>Larger gutter outlets required</p>
	
<p>Temporary repairs to be permanently corrected</p>	<p>Replace all missing and damage tiles</p>
	
<p>New downpipe and launder pipes to be installed. To help remove excess rainwater</p>	

PROPOSED WORKS - COMPANY B

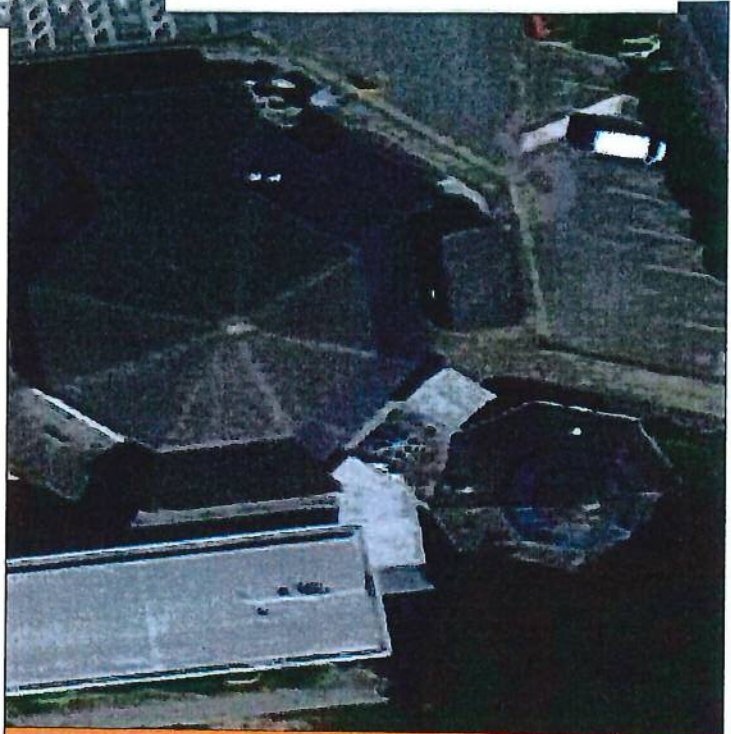
Didcot Civic Centre Remedial Works JOB198470

Photographic Report

Didcot Civic Centre Remedial
Works

Stuard Mundy

*Didcot Civic Hall
Britwell Road
Didcot
Oxfordshire
OX11 7HN*





been made at
seen
are not
specifically commented upon. It is not a list of all defects. The Report is
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our permission. Title of goods is retained.



PROPOSED WORKS - COMPANY B

Didcot Civic Centre Remedial Works JOB198470

1. AREA 1: TILE REPAIRS

	
Remove and replace damage tiles	Repair main roof area
	
Replace missing and damage tiles	Replace damaged tiles

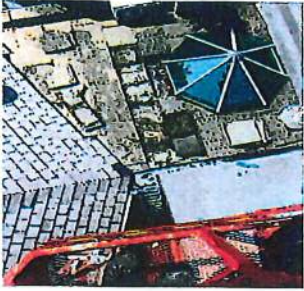

2. AREA 2 CLEAN AND SEAL GUTTER

	
Ensure gutter is clean of any debris	Apply a 3no layer liquid high performance sealant



PROPOSED WORKS - COMPANY B

Didcot Civic Centre Remedial Works JOB198470

3. AREA 3: AIRCONDITIONER SLAB LEAK DETECTION AND REPAIR

	
Remove all coping and insulation. Carry out a leak detection on the single ply layer	Repair any minor leaks and reinstate all the insulation and concrete coping.

4. AREA 4: NEW DOWNPIPES

	
Extra downpipes to be installed on the main building	Extra downpipes to be installed to help remove excess rainwater

QUOTE - COMPANY B

ESTIMATE 198470-R

Didcot Town Council
Britwell Road
Didcot
Oxfordshire
OX11 7HN

Quote valid for 30 days

Thank you for your enquiry, I have pleasure in submitting the following quotation as detailed below.

Description	Qty	Unit Price	Amount
-------------	-----	------------	--------

Reference: Didcot Civic Centre Roof Remedial Works

Scope of Works:

- To provide risk and method statements for the works.
- To supply training records and competency certs for [REDACTED] operatives.
- [REDACTED] have completed the gutter cleaning at the Didcot civic centre.
- While doing the above work the [REDACTED] operators noticed numerous defects on the roof and gutters.
- [REDACTED] was asked to supply a report and quotation to repair all the defect on the roof and gutters.

Area 1

- [REDACTED] will replace damaged and missing roof tiles to a maximum of 50no.
- To achieve the access to the external roof, for the tile remedial work. A truck mounted boom will be required.
- To supply training records and a specialized operator for the truck mounted boom.

Area 2

- [REDACTED] will clean the effected gutters above the bar area from debris and apply a high performance liquid waterproofing.

Area 3

- The concrete coping and insulation on the air conditioning slab will be lifted and set aside neatly by [REDACTED]
- [REDACTED] will carry out a leak detection on the waterproofing, to determine the area of the water ingress on the air conditioning slab.

All sales will be subject to contract and our standard conditions of sale outlined in the attached pdf and are also available for easier reading on our website at [REDACTED] uk and on request.

Please read these conditions carefully. Pay particular attention to clause 12. Limitation of Liability.

B-8

QUOTE COMPANY B.

ESTIMATE 198470-R

Didcot Town Council
Britwell Road
Didcot
Oxfordshire
OX11 7HN



Quote valid for 30 days

- [REDACTED] will repair any small works, what is achievable on the day .
- [REDACTED] will issue a report and quotation for any larger work required on the aircon slab
- Once this work is completed [REDACTED] operators will reinstate all the existing insulation and copings to the slab.

Area 4

- Extra downpipes will be installed to help remove the excess rain water from the existing section of the roof
- To achieve the access to the external work around the gutters a Z80 cherry picker will be required.

Cost summary

Area 1: Replace damaged and missing tiles max 50no with truck mounted boom	1	£9,407.42	£9,407.42
Area 2: Clean debris from gutter behind bar area and apply high performance liquid waterproofing	1	£4,234.04	£4,234.04
Area 3: Leak detection and repair water ingress on airconditioner slab	1	£6,796.44	£6,796.44
Area 4. Install new downpipes with bends and shoe	1	£2,213.40	£2,213.40

Our price to supply as detailed above is:

0	£0.00	£0.00
Total Excl. VAT		£22,651.30
VAT Amount		£4,530.26
Total Amount		£27,181.56



RIDGE

COST REPORT NR 1
NEW SPORTS AND COMMUNITY PAVILION
DIDCOT TOWN COUNCIL

01 June 2023



NEW SPORTS AND COMMUNITY PAVILION

DIDCOT TOWN COUNCIL

COST REPORT NR 1

Main Contract Works Package

01 June 2023

Prepared for

Didcot Town Council
Britwell Road
Didcot
Oxfordshire
OX11 7HN

Prepared by

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

Contact

Tika Paudel
Cost manager
01993 815066
tpaudel@ridge.co.uk

Version Control

Issue Date	01/06/23
Originator Initials	TP
Checked Initials	CP
Version	1.00
Notes	

COST REPORT NR 1

NEW SPORTS AND COMMUNITY PAVILION

RIDGE

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7. ANTICIPATED VARIATIONS	7
8. LODGED/ANTICIPATED CLAIMS	8
A. PROJECT CASHFLOW COMPARISON	A/1

1. EXECUTIVE SUMMARY

1.1 Key Report Information

- Report based on information available on : 31 May 2023
- Report includes estimated values for the Contract Variations issued to date : AI 1 to 2
- We understand other variations are possible but not confirmed in writing to date, these have been included and listed separately under the 'Anticipated Variations' Sections.
- No extensions of time have been granted to date.
- The report identifies 'Client Extra' items that are changes the original scope of the works. These are listed in the 'Authorised Expenditure' Section if applicable.
- We are at present reporting against the original 'Authorised Expenditure'.
- Please confirm whether the 'Authorised Expenditure' should be adjusted to include any of the 'Client Extra' items.
- We would point out that any further Client changes will probably increase costs and may delay the programme.
- We have included a comparison of the project cashflow. We would point out that the current overall expenditure is below the predicted Cost Report cashflow. The Main Contractor is currently predicting a final account below the Cost Report figure
- The assessments of anticipated values are currently provisional, we are in the process of firming up the items and will report in due course on the final assessments.
- Contract and Anticipated Instructions are colour codes to show the status of the agreed items with the Contractor

COST REPORT NR 1

NEW SPORTS AND COMMUNITY PAVILION

The logo for RIDGE, consisting of the word "RIDGE" in white, uppercase, serif font, centered within a dark green rectangular background.

1. EXECUTIVE SUMMARY

1.2 Key Report Analysis

- Estimated value of 'Client Extra' items : £500.00
- Current 'Authorised Expenditure' for the Project is : £2,188,096.00
- Current overspend/underspend on the project of : **-£4,088.00**
- Current allowance for Contingency items : £0.00
- Anticipated final account value £2,184,008.00
- Overall Change in the report since the last report : Not applicable. This is the 1st Cost Report for this project.
- Main reasons for overall change in the report are : None

COST REPORT NR 1

NEW SPORTS AND COMMUNITY PAVILION

RIDGE

2. AUTHORISED EXPENDITURE

REF	DESCRIPTION	VALUE OF CLIENT REQUESTED ITEMS	OMISSIONS £	ADDITIONS £
1.00	Original Authorised Expenditure			2,188,096
	Sub totals	--	--	2,188,096
	Deduct omissions			--
	Total to General Summary		£	2,188,096

3. GENERAL SUMMARY

3.1 Report Collection

REF	DESCRIPTION	OMISSIONS £	ADDITIONS £	MOVEMENT £
1	Contract Sum		2,188,096	--
2	Package Procurement (included above)		incl above	incl above
3	Prime Cost & Provisional Sums	--	--	--
4	Contract Variations	(33,782)	24,194	(9,588)
5	Anticipated Variations	--	5,500	5,500
6	Lodged/Anticipated Claims	--	--	--
	Sub Total	£ (33,782)	2,217,790	2,184,008
	Deduct omissions	£	(33,782)	
	Recommended Contingency for Balance of Project	£	--	--
	Anticipated Total	£	2,184,008	2,184,008

3.2 Key Report Summary

Anticipated Final Account Value	2,184,008	2,184,008
Authorised Expenditure	2,188,096	2,188,096
Forecast underspend on Authorised Expenditure	£	(4,088)

3.3 Key Report Notes

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

5. PROVISIONAL SUMS

REF	DESCRIPTION	CONTRACT VALUE	OMISSIONS £	ADDITIONS £
Value Engineering - PROVISIONAL				
1.00	Mechanical			
1.01	Change HDPE drainage to UPVC	(900.00)		
1.02	Change all pumps to single head	(1,364.00)		
1.03	Omit BMS installation, allow for plant to run from local controls	(18,000.00)		
1.04	Omit pressurisation unit, leave quick fill loop	(1,750.00)		
1.05	Swapping Radiators to UFH	(3,700.00)		
2.00	Electrical			
2.01	Reduce hand dryer spec	(1,200.00)		
2.02	Alternative lighting specification	(850.00)		
2.03	Reduce CCTV; Reduction in cameras	(500.00)		
2.04	Access Control; allowed for standalone to 2nr doors	(1,000.00)		
2.05	M&E design review & BREEAM check associated with VE	3,000.00		
3.00	Soft Flooring			
3.01	Standard backing altrowood instead of Altrowood comfort - Fixed saving	(1,068.00)		
3.02	Altro Walkway instead of Altro Stronghold - Fixed saving	(420.00)		
4.00	FF&E			
4.01	Omit Lockers - Fixed saving	(5,465.00)		
5.00	Doors			
5.01	Alternative door specification; primed and decorated on site	(1,488.00)		
5.02	Changing the vision panels to a 200x1450mm in lieu of 750 x 200 + 500 x 200	(432.00)		
6.00	Roof Tiling & Tile Hanging			
6.01	Change to concrete tile (subject to Struc. Engineer reviewing additional loading)	(8,000.00)		
7.00	Plastering			
7.01	Omit plastering Add paint grade block for main hall only	(2,000.00)		
Sub totals		(45,137.00)	--	--
Deduct omissions				--
Net Adjustment to General Summary			£	--



6. CONTRACT VARIATIONS

REF	DESCRIPTION	OMISSIONS £	ADDITIONS £
1.01	Contract Instruction Nr 1 (18-04-23) Confirmation by Didcot Town Council that a performance bond is not required	(2,356.88)	
2.01	Contract Instruction Nr 2 (23-05-23) Omit Provisional Allowance for Statutory Authorities work	(31,425.00)	
2.02	Add: Accept Thames Water quotation 20125986 dated 19/03/2023 to provide 2 x 32mm MDPE commercial metered supplies off 6" PVC offsite in single trenches		4,178.22
2.03	Add: Accept Scottish & Southern Electricity Networks quotation ref EZC125/2 dated 02/05/2023 for contestable and non-contestable works		20,015.68
Sub totals		(33,781.88)	24,193.90
Deduct omissions			(33,781.88)
Net Adjustment to General Summary			£ (9,587.98)



7. ANTICIPATED VARIATIONS

REF	DESCRIPTION	OMISSIONS £	ADDITIONS £
1.01	Allowance for Water butts 2nr x 100 litre capacity (Client request)	--	500.00
1.02	LBS attendances budget cost for Statutory Authority's services connection and trenching (as LIFE Valuation Nr 1 allowance)	--	5,000.00
Sub totals		--	5,500.00
Deduct omissions			--
Net Adjustment to General Summary		£	5,500



8. LODGED/ANTICIPATED CLAIMS

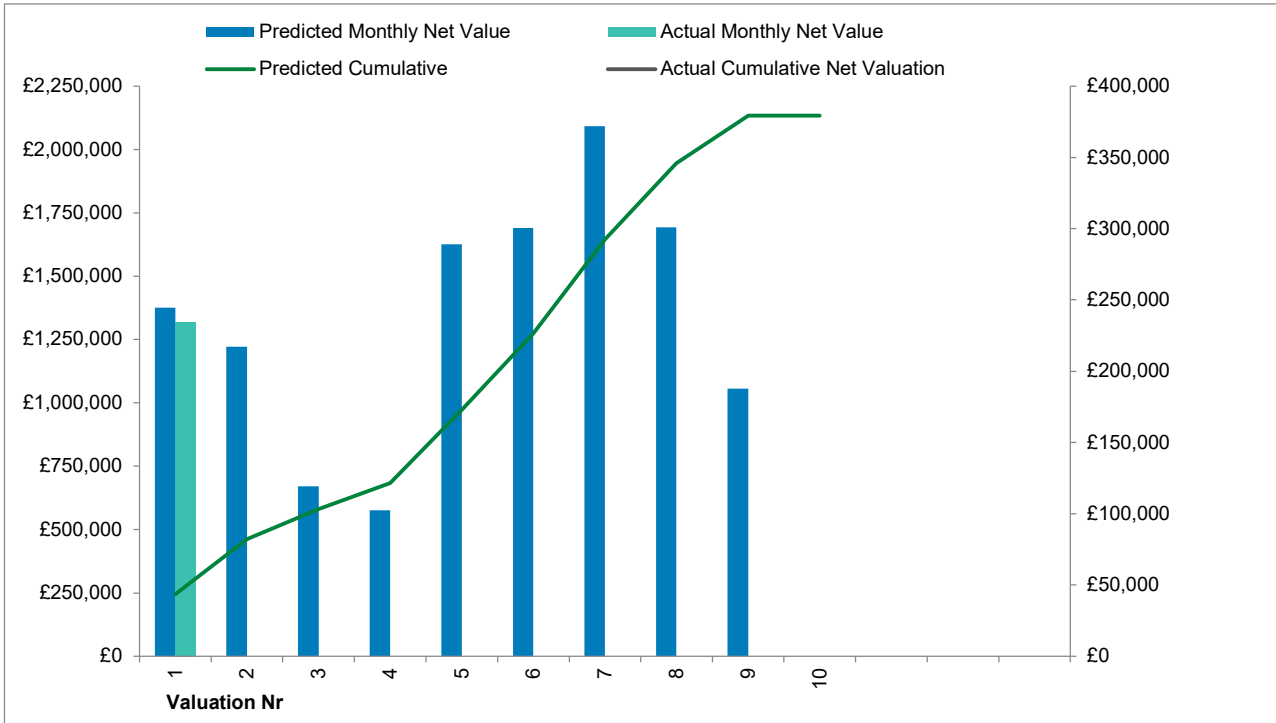
REF	DESCRIPTION	OMISSIONS £	ADDITIONS £
	None	--	--
	Sub totals	--	--
	Deduct omissions		--
Net Adjustment to General Summary		£	--

A. PROJECT CASHFLOW COMPARISON

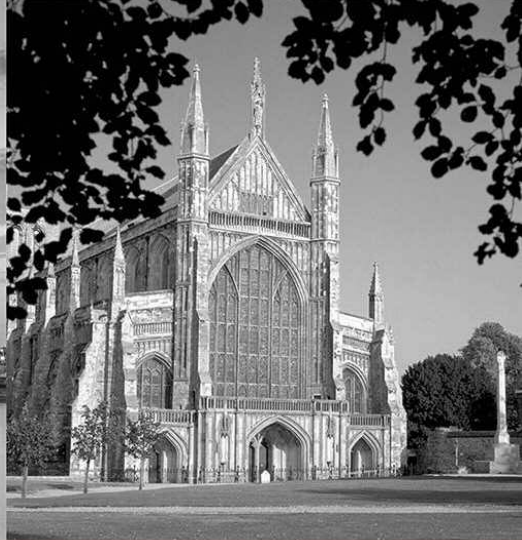
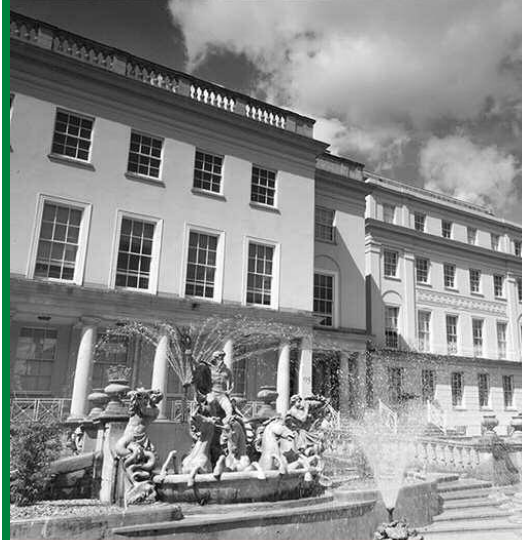
A. CASHFLOW FORECAST

Cumulative

Monthly



Ref.		Predicted Cumulative	Actual Cumulative Net Valuation	Predicted Monthly Net Value	Actual Monthly Net Value
1	May-23	£244,687	£234,624	£244,687	£234,624
2	Jun-23	£461,821		£217,134	
3	Jul-23	£581,126		£119,305	
4	Aug-23	£683,451		£102,325	
5	Sep-23	£972,673		£289,222	
6	Oct-23	£1,273,014		£300,341	
7	Nov-23	£1,644,833		£371,819	
8	Dec-23	£1,945,619		£300,786	
9	Jan-24	£2,133,396		£187,777	
10	Feb-24	£2,133,396			
11	Mar-24	£2,133,396			
12	Apr-24	£2,133,396			
13	May-24	£2,133,396			
14	Jun-24	£2,133,396			
15	Jul-24	£2,133,396			
16	Aug-24	£2,133,396			
17	Sep-24	£2,133,396			
18	Oct-24	£2,133,396			
19	Nov-24	£2,133,396			
20	Dec-24	£2,133,396			
21	Jan-25	£2,188,098	£54,702		
22	Feb-25				
23	Mar-25				
			£2,188,098	£234,624	



RIDGE



www.ridge.co.uk



RIDGE

COST REPORT NR 2
NEW SPORTS AND COMMUNITY PAVILION
DIDCOT TOWN COUNCIL

06 July 2023



NEW SPORTS AND COMMUNITY PAVILION

DIDCOT TOWN COUNCIL

COST REPORT NR 2

Main Contract Works Package

06 July 2023

Prepared for

Didcot Town Council
Britwell Road
Didcot
Oxfordshire
OX11 7HN

Prepared by

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

Contact

Tika Paudel
Cost Manager
01993 815066
tpaudel@ridge.co.uk

Version Control

Issue Date	06/07/23
Originator Initials	TP
Checked Initials	CP
Version	2.00
Notes	

COST REPORT NR 2

NEW SPORTS AND COMMUNITY PAVILION

RIDGE

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A. PROJECT CASHFLOW COMPARISON	A/1

1. EXECUTIVE SUMMARY

1.1 Key Report Information

- Report based on information available on : 06 July 2023
- Report includes estimated values for the Contract Variations issued to date : AI 1 to 3
- We understand other variations are possible but not confirmed in writing to date, these have been included and listed separately under the 'Anticipated Variations' Sections.
- No extensions of time have been granted to date.
- The report identifies 'Client Extra' items that are changes the original scope of the works. These are listed in the 'Authorised Expenditure' Section if applicable.
- We are at present reporting against the original 'Authorised Expenditure'.
- Please confirm whether the 'Authorised Expenditure' should be adjusted to include any of the 'Client Extra' items.
- We would point out that any further Client changes will probably increase costs and may delay the programme.
- We have included a comparison of the project cashflow. We would point out that the current overall expenditure is below the predicted Cost Report cashflow. The Main Contractor is currently predicting a final account figure below the Cost Report figure.
- The assessments of anticipated values are currently provisional, we are in the process of firming up the items and will report in due course on the final assessments.
- Contract and Anticipated Instructions are colour codes to show the status of the agreed items with the Contractor

1. EXECUTIVE SUMMARY**1.2 Key Report Analysis**

- Current 'Authorised Expenditure' for the Project is : £2,188,096.00
- Anticipated final account value £2,187,979.00
- Current overspend/underspend on the project of : **-£117.00**
- Current allowance for Contingency items : £0.00
- Overall Change in the report since the last report : £3,971.00
- Main reasons for overall change in the report are :

DESCRIPTION		TOTAL £
1	Contract Instruction Nr 3 - Firm cost for water butts	(29.00)
2	Anticipated Item Nr 4 - Lightning protection	4,000.00
Total Overall		£ 3,971.00

COST REPORT NR 2

NEW SPORTS AND COMMUNITY PAVILION

RIDGE

2. AUTHORISED EXPENDITURE

REF	DESCRIPTION	VALUE OF CLIENT REQUESTED ITEMS	OMISSIONS £	ADDITIONS £
1.00	Original Authorised Expenditure			2,188,096
	Sub totals	--	--	2,188,096
	Deduct omissions			--
	Total to General Summary		£	2,188,096



3. GENERAL SUMMARY

3.1 Report Collection

REF	DESCRIPTION	CONTRACT SUM £	PREVIOUS REPORT £	THIS REPORT TOTAL £	MOVEMENT £
1	Contract Sum	2,188,096	2,188,096	2,188,096	--
2	Package Procurement (included above)		--	--	--
3	Prime Cost & Provisional Sums		--	--	--
4	Contract Variations		(9,588)	(9,117)	471
5	Anticipated Variations		5,500	9,000	3,500
6	Lodged/Anticipated Claims		--	--	--
	Sub Total	£ 2,188,096	2,184,008	2,187,979	3,971
Recommended Contingency for Balance of Project			--	--	--
Anticipated Total		£	2,184,008	2,187,979	

3.2 Key Report Summary

Anticipated Final Account Value		2,184,008	2,187,979	3,971
Authorised Expenditure		2,188,096	2,188,096	--
Forecast underspend on Authorised Expenditure	£	(4,088)	(117)	3,971

3.3 Key Report Notes

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

5. PROVISIONAL SUMS

REF	DESCRIPTION	CONTRACT VALUE	OMISSIONS £	ADDITIONS £
Value Engineering - PROVISIONAL				
1.00	Mechanical			
1.01	Change HDPE drainage to UPVC	(900.00)		
1.02	Change all pumps to single head	(1,364.00)		
1.03	Omit BMS installation, allow for plant to run from local controls	(18,000.00)		
1.04	Omit pressurisation unit, leave quick fill loop	(1,750.00)		
1.05	Swapping Radiators to UFH	(3,700.00)		
2.00	Electrical			
2.01	Reduce hand dryer spec	(1,200.00)		
2.02	Alternative lighting specification	(850.00)		
2.03	Reduce CCTV; Reduction in cameras	(500.00)		
2.04	Access Control; allowed for standalone to 2nr doors	(1,000.00)		
2.05	M&E design review & BREEAM check associated with VE	3,000.00		
3.00	Soft Flooring			
3.01	Standard backing altrowood instead of Altrowood comfort - Fixed saving	(1,068.00)		
3.02	Altro Walkway instead of Altro Stronghold - Fixed saving	(420.00)		
4.00	FF&E			
4.01	Omit Lockers - Fixed saving	(5,465.00)		
5.00	Doors			
5.01	Alternative door specification; primed and decorated on site	(1,488.00)		
5.02	Changing the vision panels to a 200x1450mm in lieu of 750 x 200 + 500 x 200	(432.00)		
6.00	Roof Tiling & Tile Hanging			
6.01	Change to concrete tile (subject to Struc. Engineer reviewing additional loading)	(8,000.00)		
7.00	Plastering			
7.01	Omit plastering Add paint grade block for main hall only	(2,000.00)		
	Sub totals	(45,137.00)	--	--
	Deduct omissions			--
Net Adjustment to General Summary			£	--



6. CONTRACT VARIATIONS

REF	DESCRIPTION	OMISSIONS £	ADDITIONS £
1.01	Contract Instruction Nr 1 (18-04-23) Confirmation by Didcot Town Council that a performance bond is not required	(2,356.88)	
2.01	Contract Instruction Nr 2 (23-05-23) Omit Provisional Allowance for Statutory Authorities work	(31,425.00)	
2.02	Add: Accept Thames Water quotation 20125986 dated 19/03/2023 to provide 2 x 32mm MDPE commercial metered supplies off 6" PVC offsite in single trenches		4,178.22
2.03	Add: Accept Scottish & Southern Electricity Networks quotation ref EZC125/2 dated 02/05/2023 for contestable and non-contestable works		20,015.68
3.01	Contract Instruction Nr 3 (09-06-23) Supply 2nr 100 litre Prestige wall mounted water butts on to downpipes (location to be agreed), as James Cole's e-mail dated 31/05/2023 (inclusive of OH&P)		470.82
Sub totals		(33,781.88)	24,664.72
Deduct omissions			(33,781.88)
Net Adjustment to General Summary			£ (9,117.16)



7. ANTICIPATED VARIATIONS

REF	DESCRIPTION	OMISSIONS £	ADDITIONS £
1.01	Allowance for Water butts 2nr x 100 litre capacity (Client request)	--	See AI Nr 3
1.02	LBS attendances budget cost for Statutory Authority's services connection and trenching (as LIFE Valuation Nr 1 allowance)	--	5,000.00
1.03	Re-surfacing of Carpark (scope to be defined)	--	Excluded
1.04	Lightning Protection budget	--	4,000.00
1.05	Roof tiling may not have saving of £8k (VE provisional sum)	--	Excluded
Sub totals		--	9,000.00
Deduct omissions			--
Net Adjustment to General Summary		£	9,000.00



8. LODGED/ANTICIPATED CLAIMS

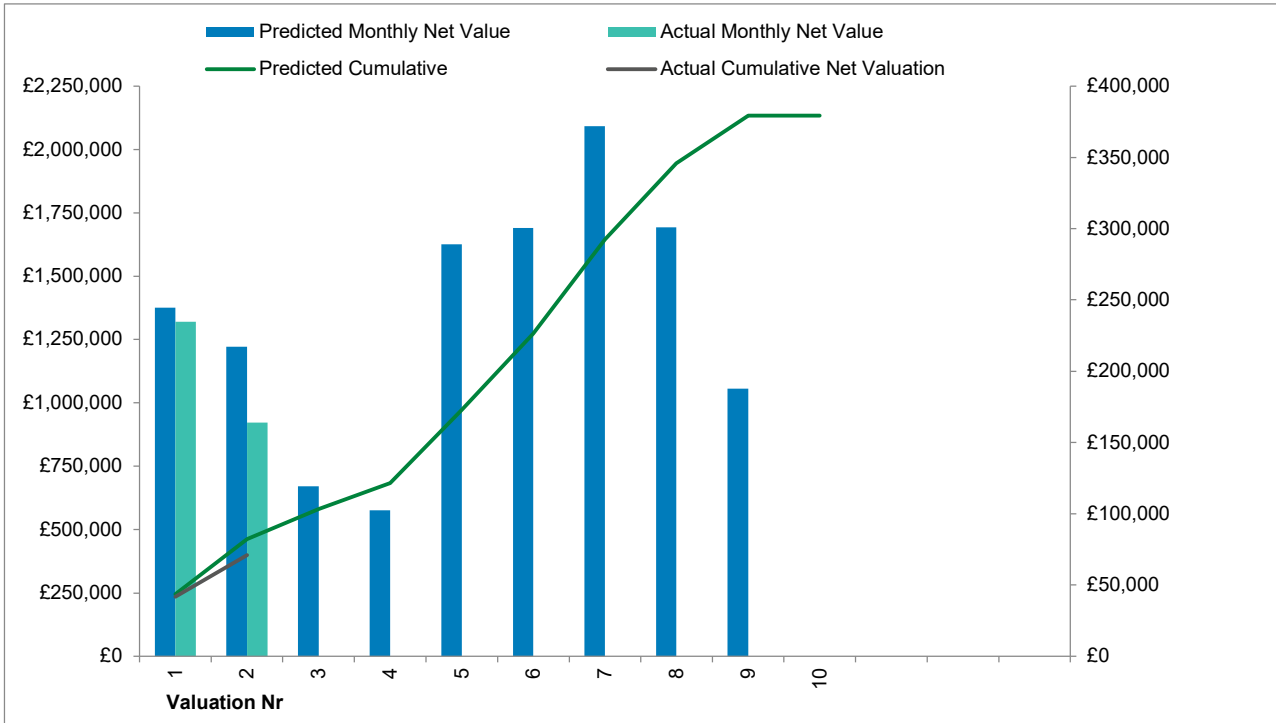
REF	DESCRIPTION	OMISSIONS £	ADDITIONS £
	None	--	--
	Sub totals	--	--
	Deduct omissions		--
Net Adjustment to General Summary		£	--

A. PROJECT CASHFLOW COMPARISON

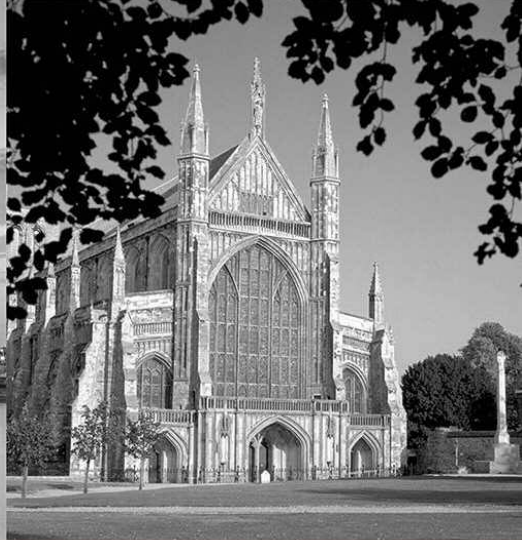
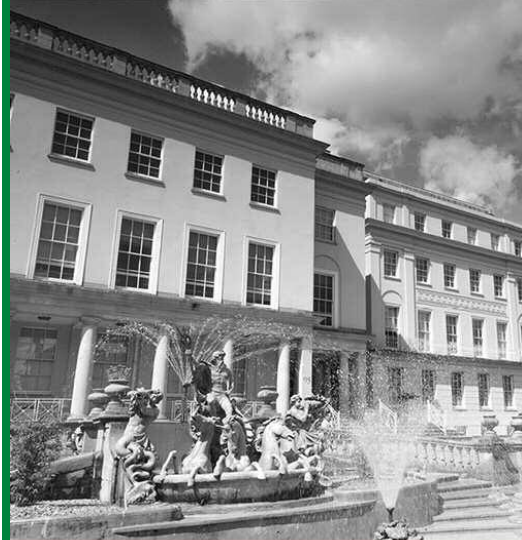
A. CASHFLOW FORECAST

Cumulative

Monthly



Ref.		Predicted Cumulative	Actual Cumulative Net Valuation	Predicted Monthly Net Value	Actual Monthly Net Value
1	May-23	£244,687	£234,624	£244,687	£234,624
2	Jun-23	£461,821	£398,733	£217,134	£164,109
3	Jul-23	£581,126		£119,305	
4	Aug-23	£683,451		£102,325	
5	Sep-23	£972,673		£289,222	
6	Oct-23	£1,273,014		£300,341	
7	Nov-23	£1,644,833		£371,819	
8	Dec-23	£1,945,619		£300,786	
9	Jan-24	£2,133,396		£187,777	
10	Feb-24	£2,133,396			
11	Mar-24	£2,133,396			
12	Apr-24	£2,133,396			
13	May-24	£2,133,396			
14	Jun-24	£2,133,396			
15	Jul-24	£2,133,396			
16	Aug-24	£2,133,396			
17	Sep-24	£2,133,396			
18	Oct-24	£2,133,396			
19	Nov-24	£2,133,396			
20	Dec-24	£2,133,396			
21	Jan-25	£2,188,098		£54,702	
22	Feb-25				
23	Mar-25				
				£2,188,098	£398,733



RIDGE



www.ridge.co.uk

PROJECT MANAGEMENT FEES

RIDGE

FEE PROPOSAL

5018614 - NEW SPORTS AND COMMUNITY PAVILION, EDMONDS PARK, DIDCOT

FEE DRAWDOWN

Ref	Description	£	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	
1)	Contract Administration	21,000.00	1,837.50	2,102.33	1,314.83	1,314.83	1,314.83	1,314.83	1,314.83	1,314.83	1,314.83	
2)	Cost Management	21,450.00	1,425.00	2,625.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	
3)	Project Monitoring - General	28,000.00	-	4,000.00	4,000.00	3,000.00	3,000.00	2,000.00	2,000.00	2,000.00	4,000.00	
4)	Project Monitoring - M&E	10,800.00	-	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,200.00	1,800.00	
5)	Project Monitoring - Structural Civils	10,800.00	1,800.00	1,800.00	-	-	-	1,800.00	1,800.00	1,800.00	1,800.00	
6)	Health & Safety	6,300.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	
	Total (excluding VAT)	£ 98,350.00	5,562.50	12,027.33	8,314.83	7,314.83	7,314.83	8,114.83	8,114.83	8,314.83	10,914.83	
	Total (excluding VAT)	£										75,993.67

FEE PROPOSAL

5018614 - NEW SPORTS AND

RIDGE

FEE DRAWDOWN

Ref	Description	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Total
1)	Contract Administration	3,939.83	560.00	437.50	350.00	437.50	350.00	437.50	-	437.50	-	437.50	-	469.00	21,000.00
2)	Cost Management	1,500.00	1,150.00	150.00	1,150.00	150.00	1,150.00	750.00	150.00	150.00	150.00	150.00	150.00	150.00	21,450.00
3)	Project Monitoring - General	4,000.00	-	-	-	-	-	-	-	-	-	-	-	-	28,000.00
4)	Project Monitoring - M&E	1,800.00	-	-	-	-	-	-	-	-	-	-	-	-	10,800.00
5)	Project Monitoring - Structural Civils	-	-	-	-	-	-	-	-	-	-	-	-	-	10,800.00
6)	Health & Safety	1,800.00	-	-	-	-	-	-	-	-	-	-	-	-	6,300.00
	Total (excluding VAT)	£ 13,039.83	1,710.00	587.50	1,500.00	587.50	1,500.00	1,187.50	150.00	587.50	150.00	587.50	150.00	619.00	98,350.00
	Total (excluding VAT)												21,737.33	619.00	98,350.00

FEE APPLICATION

RIDGE

5018614 - NEW SPORTS AND COMMUNITY PAVILION,
EDMONDS PARK, DIDCOT

1. DETAILS OF APPLICATION

1.1 Calculation of Application

Application No. : 3

REF	DESCRIPTION	VALUE
	Professional services carried out by Ridge, based on the following; <ul style="list-style-type: none">Ridge proposed services, as Ridge email dated 13 March 2023 and attached Fee Letter dated 10th March 2023Client acceptance, as email dated 13 April 2023Client PO 46255	
A)	Provision of Post Contract – Contract Administration, Cost Management and Project Monitoring Services <ul style="list-style-type: none">Fee as attached Fee Drawdown: April 2023 5,562.50 May 2023 12,027.33 June 2023 8,314.83 July 2023 – August 2023 – September 2023 – October 2023 – November 2023 – December 2023 – January 2024 – February 2024 – March 2024 – April 2024 – May 2024 – June 2024 – July 2024 – August 2024 – September 2024 – October 2024 – November 2024 – December 2024 – January 2025 –	
	Additional Fees <ul style="list-style-type: none">Provision of JCT Design & Build Contract as PO 31/03/2023 164.00Provision of JCT Sub-Contractor Collateral Warranties as PO 31/03/2023 –	
	Total of This Application	£ 26,068.66
	Total of Previous Applications	£ 17,753.83
	Total for this Application carried to Invoice	£ 8,314.83

FEE APPLICATION

RIDGE

5018614 - NEW SPORTS AND COMMUNITY PAVILION,
EDMONDS PARK, DIDCOT

1. DETAILS OF APPLICATION

1.1 Fee Drawdown schedule

Application No. : 3

Total Fee £ 98,350.00 Invoiced to Date £ 25,904.67 Yet to Invoice £ 72,445.33

REF	DESCRIPTION	TOTAL	CUMULATIVE GROSS	INVOICE REF	PAID
1)	Contract Administration				
	Apr-23	1,837.50	1,837.50	238163	Y
	May-23	2,102.33	2,102.33	241136	Y
	Jun-23	1,314.83	1,314.83	244159	
	Jul-23	1,314.83	-		
	Aug-23	1,314.83	-		
	Sep-23	1,314.83	-		
	Oct-23	1,314.83	-		
	Nov-23	1,314.83	-		
	Dec-23	1,314.83	-		
	Jan-24	3,939.83	-		
	Feb-24	560.00	-		
	Mar-24	437.50	-		
	Apr-24	350.00	-		
	May-24	437.50	-		
	Jun-24	350.00	-		
	Jul-24	437.50	-		
	Aug-24	-	-		
	Sep-24	437.50	-		
	Oct-24	-	-		
	Nov-24	437.50	-		
	Dec-24	-	-		
	Jan-25	469.00	-		
2	Cost Management				
	Apr-23	1,425.00	1,425.00	238163	Y
	May-23	2,625.00	2,625.00	241136	Y
	Jun-23	1,500.00	1,500.00	244159	
	Jul-23	1,500.00	-		
	Aug-23	1,500.00	-		
	Sep-23	1,500.00	-		
	Oct-23	1,500.00	-		
	Nov-23	1,500.00	-		
	Dec-23	1,500.00	-		
	Jan-24	1,500.00	-		
	Feb-24	1,150.00	-		
	Mar-24	150.00	-		
	Apr-24	1,150.00	-		
	May-24	150.00	-		
	Jun-24	1,150.00	-		
	Jul-24	750.00	-		
	Aug-24	150.00	-		
	Sep-24	150.00	-		
	Oct-24	150.00	-		
	Nov-24	150.00	-		
	Dec-24	150.00	-		
	Jan-25	150.00	-		

FEE APPLICATION



5018614 - NEW SPORTS AND COMMUNITY PAVILION,
EDMONDS PARK, DIDCOT

1. DETAILS OF APPLICATION

1.1 Fee Drawdown schedule

Application No. : 3

Total Fee £ 98,350.00 Invoiced to Date £ 25,904.67 Yet to Invoice £ 72,445.33

REF	DESCRIPTION	TOTAL	CUMCULATIVE GROSS	INVOICE REF	PAID
3	Project Monitoring - General				
	Apr-23	-	-	238163	Y
	May-23	4,000.00	4,000.00	241136	Y
	Jun-23	4,000.00	4,000.00	244159	
	Jul-23	3,000.00	-		
	Aug-23	3,000.00	-		
	Sep-23	2,000.00	-		
	Oct-23	2,000.00	-		
	Nov-23	2,000.00	-		
	Dec-23	4,000.00	-		
	Jan-24	4,000.00	-		
	Feb-24	-	-		
	Mar-24	-	-		
	Apr-24	-	-		
	May-24	-	-		
	Jun-24	-	-		
	Jul-24	-	-		
	Aug-24	-	-		
	Sep-24	-	-		
	Oct-24	-	-		
	Nov-24	-	-		
	Dec-24	-	-		
	Jan-25	-	-		
4	Project Monitoring - M&E				
	Apr-23	-	-	238163	Y
	May-23	1,000.00	1,000.00	241136	Y
	Jun-23	1,000.00	1,000.00	244159	
	Jul-23	1,000.00	-		
	Aug-23	1,000.00	-		
	Sep-23	1,000.00	-		
	Oct-23	1,000.00	-		
	Nov-23	1,200.00	-		
	Dec-23	1,800.00	-		
	Jan-24	1,800.00	-		
	Feb-24	-	-		
	Mar-24	-	-		
	Apr-24	-	-		
	May-24	-	-		
	Jun-24	-	-		
	Jul-24	-	-		
	Aug-24	-	-		
	Sep-24	-	-		
	Oct-24	-	-		
	Nov-24	-	-		
	Dec-24	-	-		
	Jan-25	-	-		

FEE APPLICATION

5018614 - NEW SPORTS AND COMMUNITY PAVILION,
EDMONDS PARK, DIDCOT



1. DETAILS OF APPLICATION

1.1 Fee Drawdown schedule

Application No. : 3

Total Fee £ 98,350.00 Invoiced to Date £ 25,904.67 Yet to Invoice £ 72,445.33

REF	DESCRIPTION	TOTAL	CUMCULATIVE GROSS	INVOICE REF	PAID
5	Project Monitoring - Structural Civils				
	Apr-23	1,800.00	1,800.00	238163	Y
	May-23	1,800.00	1,800.00	241136	Y
	Jun-23	-	-	244159	
	Jul-23	-	-		
	Aug-23	-	-		
	Sep-23	1,800.00	-		
	Oct-23	1,800.00	-		
	Nov-23	1,800.00	-		
	Dec-23	1,800.00	-		
	Jan-24	-	-		
	Feb-24	-	-		
	Mar-24	-	-		
	Apr-24	-	-		
	May-24	-	-		
	Jun-24	-	-		
	Jul-24	-	-		
	Aug-24	-	-		
	Sep-24	-	-		
	Oct-24	-	-		
	Nov-24	-	-		
	Dec-24	-	-		
	Jan-25	-	-		
6	Health & Safety				
	Apr-23	500.00	500.00	238163	Y
	May-23	500.00	500.00	241136	Y
	Jun-23	500.00	500.00	244159	
	Jul-23	500.00	-		
	Aug-23	500.00	-		
	Sep-23	500.00	-		
	Oct-23	500.00	-		
	Nov-23	500.00	-		
	Dec-23	500.00	-		
	Jan-24	1,800.00	-		
	Feb-24	-	-		
	Mar-24	-	-		
	Apr-24	-	-		
	May-24	-	-		
	Jun-24	-	-		
	Jul-24	-	-		
	Aug-24	-	-		
	Sep-24	-	-		
	Oct-24	-	-		
	Nov-24	-	-		
	Dec-24	-	-		
	Jan-25	-	-		
Total		£ 98,350.00	25,904.66		

FEE APPLICATION

RIDGE

5018614 - NEW SPORTS AND COMMUNITY PAVILION,
EDMONDS PARK, DIDCOT

1. DETAILS OF APPLICATION

1.2 Details of Previous Applications

Application No. : 3

REF	DESCRIPTION	INVOICE REF	DATE	PAID	VALUE
1	April 2023 Invoice	238163	28-04-23	Y	5,726.50
2	May 2023 Invoice	241136	26-05-23	Y	12,027.33
Total					£ 17,753.83

5018614 - New Sports and Community Pavilion, Edmonds Park, Didcot - Post Contract Fee Application / 29/06/2023

Edmonds Park Pavilion new build - money tracker	FUNDS RECEIVED	PAYMENTS OUT	PAYMENTS LESS VAT	VAT	NOTES
April 2023 application to borrow £750,000 1st tranche					
4/05/23 Loan fees 35p for every £1,000 or part of £1,000		£262.50			Taken at source
4/05/23 received from United Kingdom Debt management	£749,737.50				
27/05/23 RIDGE professional fees (1) Invoice 238163		£6,871.80	£5,726.50	£1,145.30	
26/05/23 RIDGE professional fees (2) Invoice 241136		£14,432.80	£12,027.33	£2,405.47	
15/06/23 LIFE invoice LBS205/1C (split in two payments)		£140,774.40	£117,312	£23,462.40	
16/06/23 LIFE invoice LBS205/1C (split in two payments)		£140,774.40	£117,312	£23,462.40	
14/07/23 LIFE invoice LBS205/2C (split in two payments)		£98,465.40	£82,054.50	£16,410.90	
17/07/23 LIFE invoice LBS205/2C (split in two payments)		£98,465.40	£82,054.50	£16,410.90	
14/07/23 RIDGE professional fees (3) Invoice 244159		£9,977.80	£8,314.83	£1,662.97	
TOTALS SO FAR	749,737.50	510,024.50	424,801.66	84,960.34	

Finance and General Purposes Committee

24th July 2023



Report author: Janet Wheeler

Proposed amendment of ear-marked reserve to allow for election expenses

Background

1. In the March 2023 meeting for the F&GP Committee – it was agreed to roll over the Contingency unspent cost centre – 101/1171 to the 329 ear-marked reserve entitled EMR Election Fund. The Town Clerk apologises that this was missed. It was a busy time with the elections and the extra work to get the PWLB to process the first instalment of the loan for the new pavilion.
2. If the instruction had been processed, it would have meant that the General Reserves would have £24,000 lower which would have required an explanation and justification to the internal and external auditor.
3. DTC does not yet know the full cost of the local elections but it is likely that a sum of between £30-40,000 will need to be paid. The by-election on the vacant seat is likely to add another £6k estimate to this figure. If we can keep the cost below £40k we won't have much left over.

Recommendation

4. That the Committee agrees to transfer 327 Building Projects Fees Fund £34,260 to the 329 EMR election fund to make a total of £35,596 towards the bill. Any extra cost to this figure to come from the contingency cost centre 101/1171.

Delegated authority

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

Legal and risk implications

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

Agenda item 13 Ear-marked reserve for election expenses

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

Janet Wheeler
Town Clerk

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	Bookings Debtors	12,181	
105	Vat Due	55,301	
114	Cycle to Work Scheme	475	
140	Bar Stock	4,415	
160	Fleet Meadow Community Trust	(477)	
200	Unity Current Account	1,210,241	
201	Civic Hall Current Account	58,197	
202	CCLA Deposit Fund	829,772	
220	Petty Cash	85	
224	Civic Hall Bar Floats	260	
295	Barclaycard Account	(709)	
Total Current Assets			2,169,742
<u>Current Liabilities</u>			
500	Creditors	319,507	
503	Allotment Holding Deposit	10,498	
505	Mayors Charity Account	(40)	
525	PAYE/NI Due	10,985	
526	Superannuation Due	11,384	
540	Oxfordshire PTC (NHS)	305	
565	CH Holding Deposits	2,022	
580	Retentions	12,349	
Total Current Liabilities			367,011
Net Current Assets			1,802,731
Total Assets less Current Liabilities			1,802,731

Represented by :-

301	Current Year Fund	1,010,395
310	General Reserve	77,938
317	EMR CIL Splash Park	121,000
320	Building Repair Fund	99,557
321	Cemetery Fund	2,245
323	Skatepark Refurbishment	13,616
324	Ladygrove Lakes	5,246
325	Ladygrove Park	6,357
326	Ladygrove Lakes Staging Fund	20,000
327	Building Projects Fees Fund	34,260
328	CIL	110,730
329	EMR Election Fund	1,336
330	Planting	3,464
331	Arboriculture	8,989
332	Sports Pitches	11,001
333	Splash Park	200,000
334	EMR Community Projects	1,726
335	EMR Bus Shelters/Street Furnit	5,094
336	GDPR Fund	500
338	EMR Play Areas	688
339	EMR Summer Fayre	12,550
351	CCTV	13,405
352	Pavilions	32,747

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
360	EMR Groundskeeping Equipment	9,886
	Total Equity	<u>1,802,731</u>

13-4
8021

Didcot Town Council

Property and Facilities Committee

10 Year Maintenance Plan

24th July 2023

Report author: Nick White and Stuart Mundy

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



1. Planning

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

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

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

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

2. Civic Hall

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

Agenda item 14

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

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

3. Willowbrook Leisure Centre

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

Agenda item 14

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

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

4. Summary of spend

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

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

5. Recommendation

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

FINANCE AND GENERAL PURPOSES COMMITTEE – PROGRESS REPORT

Agenda item 15

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 - verbal up-date
Minute 12 – 24-5-21	Edmonds Park Pavilion new build	Stage one work begun and contract signed.	Agenda item for up-dates on the project.
Various meetings	Status of Restore project and OSM’s plans for the allotment site	Review of use of site	Discuss ideas with Mike Blake on best use. New CEO at Restore.
Minute 81 – risk assessments	Specific risk assessments	Professional input requested on these sheets	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 – Verbal up-date as above.
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.	Information gathering to bring the item to the August F&GP meeting