

Notice of a meeting of the

Finance & General Purposes Committee

17th June 2024 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

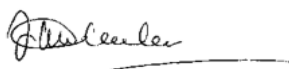
Agenda

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 20th May 2024 –*attached*.
4. Questions on the Minutes as to the progress of any item.
5. To note the unaudited financial statement for 2023-2024 financial year – see *attached report*.
6. To review and approve the fixed asset register for 2023 – 2024 – see *attached spreadsheet*.
7. To review and approve the final report from the internal auditor – see *attached*.
8. To review and recommend to full Council the Annual Governance and Accountability Return and financial statements for the year ended 31st March 2024 – see *attached papers including explanation of variances*.
9. To review and approve the financial reports for April 2024 (under the new coding) – see *attached papers*.
10. To note a report on the centre piece for the new sand pit at Edmonds Park – see *attached*.
11. To consider the cyber protection quote – see *attached*.
12. To review the progress report – see *attached*.

13. **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

14. To review quotes for the proposed new CCTV cameras – see *attached confidential papers*.
15. To consider the appointment of an Estate Administrator (agreed on principle by the Personnel and Administration Committee) – see *attached confidential report, advert and job description*.



Janet Wheeler
Town Clerk
11th June 2024

Voting members:

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

Nominated Substitute members:

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

Didcot Town Council

Finance and General Purposes Committee

20th May 2024 at 7.00pm

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 D Aragao
Councillor G Ryall
Councillor J Loder
Councillor J Broadbent
Councillor N Hards

Officers:

Mrs J Wheeler – Town Clerk (TC)
Mrs L Blake – Deputy Town Clerk (DC)

7 Grant Aid applicants were in attendance.

1. To receive nominations for the appointment of the Chair of the Finance and General Purposes Committee

It was proposed by Cllr G Roberts and seconded by Cllr J Loder to appoint Cllr T Worgan as Chair of the Finance and General Purposes Committee. There were no further nominations.

Vote: IN FAVOUR: 3, AGAINST: 0, ABSTENTIONS: 2.

It was RESOLVED to appoint Cllr T Worgan as Chair of the Finance and General Purposes Committee.

2. To receive nominations for the appointment of the Deputy Chair of the Finance and General Purposes Committee

It was proposed by Cllr T Worgan and seconded by Cllr J Loder to appoint Cllr G Roberts as Deputy Chair of the Finance and General Purposes Committee. There were no further nominations.

Vote: IN FAVOUR: 3, AGAINST: 0, ABSTENTIONS: 2.

It was RESOLVED to appoint Cllr G Roberts as Deputy Chair of the Finance and General Purposes Committee.

3. To receive apologies

There were no apologies.

4. 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

Cllr N Hards declared that he is a member of the Great Western Railway Society and would therefore leave the meeting when this grant application was discussed. No other declarations were made.

5. To review the Terms of Reference for this Committee

The Committee reviewed the Terms of Reference. It was proposed by Cllr J Loder, seconded by Cllr G Ryall, and RESOLVED to accept the terms of reference for the Finance and General Purposes Committee. The vote was unanimous.

6. To agree the Minutes of the meeting held on 22nd April 2024

Cllr N Hards had two queries on page three of the minutes: he enquired as to what 'EM' stood for. The Deputy Clerk confirmed this was short for Estate Manager. He also queried the new sandpit in Edmonds. The Deputy Town Clerk confirmed that the sandpit would go ahead but the centre piece would be investigated later. Cllr T Worgan asked for a report to be presented at the next meeting on alternative options, possibly made by the outdoor team.

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

7. Questions on the Minutes as to the progress of any item

The Town Clerk gave the Committee a verbal update on the debris at Edmonds Park. Ground workers from Life have been on site and had already filled two skips with rubbish after two full days of work.

- Cllr D Aragao entered the meeting at 7.13pm.

It was RESOLVED to suspend Standing Orders to allow the Grant Aid applicants to address the Committee.

Ben Drabble from TRAIN was the first to address the Committee on his application for £10,484 to cover a proportion of the running costs for Didcot Youth's Centre, "The Base" located in the marketplace in the town centre.

Councillors asked questions which included how TRAIN would continue to support the youths of the town if the Council was unable to provide the whole requested sum. Ben explained that TRAIN would have to decide who they could and could not support.

- Cllr J Broadbent entered the meeting at 7.24pm.

Cllr N Hards left the room at this stage so that the GWR application could be presented.

Roger Orchard addressed the Committee on the Great Western Railway Society's application for £2,000 to help cover the costs to install a public water fountain at the Railway Centre.

When asked what the impact on the project would be if the Council could not provide the whole amount, Roger explained that they would have to rely on volunteers and fundraise.

Cllr N Hards returned to the meeting.

Claire Crossley spoke on Riverside's application for £5,500 to cover the cost of 100 sessions for Didcot clients, giving them support from professionally trained counsellors.

When presented with the same question, 'what would the impact be if the Town Council could not provide the full amount?', Claire confirmed that Riverside would continue to provide as much support to Didcot residents, as possible.

Bill Service spoke on the Didcot Bowls Club application for £2,810 to renew the Club's entry and bar security systems. He explained that the systems are extremely dated and need replacing. He also explained that the maintenance of the building is carried out by volunteers and if the Council was unable to support this project, it would delay the work.

Ruby Livesey addressed the Committee on the £7,128 application to help cover the costs of acknowledging and celebrating the agricultural heritage and community of Didcot, by holding a 'Didcot Dairy Story' event, exhibition, and magazine. If the Town Council was unable to fully support this project, the volunteers would do everything they can to ensure the exhibition was a success.

Racheal Spindler spoke on Boundary Park's £5,000 application to help towards the running costs of the annual 'Bands at the Boundary' event in June 2024. Various amounts have already been secured and sponsorships are in place for this annual event. Should the Council be unable to support Bands at the Boundary, the event may need scaling back.

Faye Golding-King spoke on Home Start Oxfordshire's £7,000 application to help support Didcot residents with trained home visiting volunteers, two parent and baby support groups and one to one tailored support sessions with a skilled Family Support Worker.

When asked the question on how Home Start would be impacted should the Council be unable to provide the full amount, Faye explained that the charity would continue to fundraise so that the support could still be provided.

Faye Mortenson was unable to attend the meeting. It was decided that her application for £1,7077.12 to help fund exercise and weekly coffee morning sessions for the elderly community in Didcot, be considered at the September meeting so that she can present it to members of the Committee and answer any questions they might have.

All applicants were thanked for their presentations and informed that future applications would still be considered. Applicants were also reminded of the various other authorities which could also be contacted for grants.

Standing Orders were re-instated.

8. To review the grant application report summary

The Committee discussed each application.

Cllr N Hards left the meeting so that members could discuss the application from the Great Western Railway Society. It was felt that this application did not quite meet the needs of the town as the other applications did.

It was proposed by Cllr G Ryall, seconded by Cllr G Roberts, and RESOLVED to defer this application to the September meeting. All members agreed.

Cllr N Hards rejoined the meeting and discussions.

After much discussion, it was proposed by Cllr T Worgan, seconded by Cllr N Hards, and RESOLVED to award TRAIN 75% of their requested amount: £7,863. The vote was unanimous.

Riverside had initially asked for a much larger sum but had since revised their application. It was proposed by Cllr N Hards, seconded by Cllr D Aragao, and RESOLVED to award Riverside 75% of the requested amount: £4,125. The vote was unanimous.

The Bowls Club application was discussed. It was proposed by Cllr G Ryall, seconded by Cllr J Broadbent, and RESOLVED to defer this application to the September meeting. The vote was unanimous.

Members discussed the need to support local heritage and culture and suggested future budgets could include a cost centre for local culture and funding historical types of projects locally.

The Didcot Dairy application was discussed. It was proposed by Cllr G Ryall, seconded by Cllr D Aragao, and RESOLVED to award Didcot Dairy £500 toward their project: 6 members agreed, 1 member abstained.

Members agreed that the Bands at the Boundary event was a positive event for Didcot and wanted to support it. It was proposed by Cllr T Worgan, seconded by Cllr J Broadbent, and RESOLVED to award Boundary Park the full amount of £5,000 on the condition that after this year's event, organisers would 'hold back' some of the profit to help cover the 2025 event: 6 members agreed, 1 member abstained.

After discussing the Home Start application, it was proposed by Cllr J Broadbent, seconded by Cllr N Hards, and RESOLVED to award them 75% of their requested amount: £5,250. The vote was unanimous.

- The total amount awarded at this meeting, amounts to £22,738.

9. To review the effectiveness of the internal audit control for 2023-2024 and whether it is time to gather quotes for a new contractor

Members discussed this item and the best practice procedures. The Committee were pleased with the work of the internal auditor. Actions on the reports was being put in place and a review of the booking forms and bar stock take procedures was being worked on.

It was proposed by Cllr G Ryall, seconded by Cllr N Hards, and RESOLVED to change internal auditors every three years. The vote was unanimous.

A new internal auditor will be investigated next year – but this may be a different, independent person provided by Accounting Solutions.

10. To review the progress report

The Committee reviewed the report.

It was confirmed that the grass verge maps would be made available to Councillors to view, and a statement would be added to the website. The OSM was due to have a 'walk around' with the contractor on Wednesday 22nd May 2024 to look at the areas in Didcot which had been missed.

Costs had been received for the CCTV cameras and would be forwarded to members.

No response had been received from Restore.

The meeting closed at 9.15pm.

Signed: _____(Chair)

Date: _____

Summary of Accounts

Annual Return Statement of Accounts

<u>Consolidated Revenue Account</u>	<u>Net</u>	<u>Expenditure</u>	<u>Income</u>
Net Cost of Services	1075824	1385786	-309962
Interest Payable	117169	117169	
Interest Receivable	-63697		-63697
Movement in C R R	0		
Movement in Reserves	-178741		
Capital Expenditure (tfr to CFA)	15345	15345	
Loan Repayments (tfr to CFA)	92911	92911	
Depreciation	0		
Deferred Grants	0		
Precept	-1331855		-1331855
Surplus Deficit for the Year	<u>-273044</u>	1611211	-1705514
Deduct			
Loan Charges		-210080	
Staff Costs (Note:)		-735985	
Precept			1331855
Add			
Capital Receipts/Expended		0	0
Loan Receipts/Expended		2400000	-2400000
Def'd Grants Unexpended		0	0
Def'd Grants/Expended			0
Rounding			
		<u>3065146</u>	<u>-2773659</u>
		<u>Box 6</u>	<u>Box 3</u>

	<u>Last Year</u>	<u>This</u>	<u>Variance</u>
	<u>£</u>	<u>Year £</u>	
1 Balances brought forward	1107212	864773	
2 (+) Annual Precept	1241562	1331855	7.27%
3 (+) Total other receipts	312726	2773659	786.93%
4 (-) Staff costs	-632606	-735985	16.34%
(-) Loan interest/capital			
5 repayments	-122603	-210080	71.35%
6 (-) Total other payments	-1041518	-3065146	194.30%
7 (=) Balances carried forward	864773	959076	Check 10.90%
8 Total Cash & Investments	924336	1150507	24.47%
9 Total Fixed assets	6934956	9350301	34.83%
10 Total Borrowings	1202317	3509407	191.89%
Reconciliation Of Boxes 7 and 8			
Total Cash & Investments	924336	1150507	
Add: Debtors & Stock	42531	82752	
Less: Creditors etc	-102095	-274183	
Rounding	1		
	<u>864773</u>	<u>959076</u>	

Balance Sheet

Fixed Assets	9350301	9350301	
Add back depreciation			<u>9350301</u> <u>Box 9</u>
Intangible Assets			
Investments		0	
Current Assets	1233259		
Cash/Bank/Inv	<u>1150507</u>	1150507	
Other	<u>82752</u>		
Current Liabilities	-395617		
Loans	<u>-121434</u>	-121434	
Other	<u>-274183</u>		
Long Term Liabilities	-3387973	-3387973	
Deferred Grants			
	<u>6799970</u>	<u>1150507</u>	<u>-3509407</u>
	<u>Box 8</u>	<u>Box 10</u>	
Represented by:			
Council Investment in Fixed Assets			
ARR			
CFR	<u>5840894</u>		
	5840894		
Expendable Reserves			
CRR			
EMR	608094		
Gen Fund	<u>350982</u>		
	959076		
	<u>6799970</u>	<u>959076</u>	<u>Box 7</u>

Didcot Town Council

Unaudited Financial Statements

For the year ended 31 March 2024

Didcot Town Council

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31 March 2024

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Didcot Town Council

Council Information

31 March 2024

(Information current at 24th June 2024)

Mayor

Cllr Andrew Jones

Councillors

Cllr Jim Loder (Deputy Mayor)

Cllr David Guerra Aragao

Cllr James Broadbent

Cllr Stephen Cole

Cllr Olly Glover

Cllr Nick Hards

Cllr I Uke Hislop

Cllr Anthony Hudson

Cllr Chris Jennings (Leader of the Council)

Cllr Mocky Khan

Cllr Axel Macdonald

Cllr Denise Macdonald

Cllr Hugh Macdonald

Cllr Kelly Morrison (Deputy Leader)

Cllr S. Nohre

Cllr Gavin Roberts

Cllr David Rouane

Cllr George Ryall

Cllr Tony Worgan

Cllr Mohammed Zia

Town Clerk

Mrs J. Wheeler CiLCA

Auditors

Moore (East Midlands)

Rutland House

Minerva Buisness Park

Lynch Wood

Peterborough, PE2 6PZ

Internal Auditors

Auditing Solutions Limited

Clackerbrook Farm

46 The Common

Bromham, Chippenham

Wiltshire, SN15 2JJ

Didcot Town Council
Statement of Responsibilities
31 March 2024

The Council's Responsibilities

The council is required:

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

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2024 and its income and expenditure for the year then ended.

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

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

The R.F.O. has also:

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

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Didcot Town Council at 31 March 2024, and its income and expenditure for the year ended 31 March 2024.

Signed:

Mrs J. Wheeler CiLCA- Town Clerk

Date:

Didcot Town Council
Statement of Accounting Policies
31 March 2024

Auditors

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

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

Accounting Convention

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

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

The accounts have been prepared under the historical cost convention.

Fixed Assets

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

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

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

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Revenue Grants

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

Didcot Town Council
Statement of Accounting Policies
31 March 2024

Stocks and Work in Progress

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

Debtors and Creditors

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

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

Value Added Tax

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

External Loan Repayments

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

Leases

Reserves

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

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

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

Interest Income

All interest receipts are credited initially to general funds.

Cost of Support Services

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

Didcot Town Council
Statement of Accounting Policies
31 March 2024

Pensions

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

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

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

Didcot Town Council
Income and Expenditure Account
31 March 2024

	Notes	2024 £	2023 £
Income			
Precept on Principal Authority		1,331,855	1,241,562
Grants Receivable		2,833	25,995
Rents Receivable, Interest & Investment Income	3	63,697	15,403
Charges made for Services		306,548	248,753
Other Income		581	25,025
Total Income		1,705,514	1,556,738
Expenditure			
Direct Service Costs:			
Salaries & Wages		(426,003)	(442,887)
Grant-aid Expenditure		(49,684)	(43,240)
Other Costs	1	(436,474)	(575,601)
Democratic, Management & Civic Costs:			
Salaries & Wages		(309,982)	(189,719)
Other Costs	1	(280,812)	(174,140)
Total Expenditure		(1,502,955)	(1,425,587)
Excess of Income over Expenditure for the year.		202,559	131,151
Exceptional Items			
(Loss) on the disposal of fixed assets		-	(1,784)
Net Operating Surplus for Year		202,559	129,367
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(92,911)	(66,417)
Capital Expenditure charged to revenue	12	(15,345)	(307,173)
Reverse profit on asset disposals		-	1,784
Transfer from Earmarked Reserves	18	178,741	92,002
Surplus/(Deficit) for the Year to/(from) General Fund		273,044	(150,437)
Net Surplus/(Deficit) for the Year		94,303	(242,439)
The above Surplus/(Deficit) for the Year has been applied/(funded) for the Year to/(from) as follows:			
Transfer from Earmarked Reserves	18	(178,741)	(92,002)
Surplus/(Deficit) for the Year to/(from) General Fund		273,044	(150,437)
		94,303	(242,439)

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

The notes on pages 12 to 19 form part of these unaudited statements.

Didcot Town Council
Statement of Movement in Reserves
31 March 2024

Reserve	Purpose of Reserve	Notes	2024	Net Movement in Year	2023
			£	£	£
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	17	5,840,894	108,256	5,732,638
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	18	608,094	(178,741)	786,835
General Fund	Resources available to meet future running costs		350,982	273,044	77,938
Total			6,799,970	202,559	6,597,411

The notes on pages 12 to 19 form part of these unaudited statements.

Didcot Town Council

Balance Sheet

31 March 2024

	Notes	2024 £	2024 £	2023 £
Fixed Assets				
Tangible Fixed Assets	11		9,350,301	6,934,956
Current Assets				
Stock		4,116		4,415
Debtors and prepayments	14	78,636		38,116
Cash at bank and in hand		<u>1,150,507</u>		<u>924,336</u>
		1,233,259		966,867
Current Liabilities				
Current Portion of Long Term Borrowings	16	(121,434)		(69,432)
Creditors and income in advance	15	<u>(274,183)</u>		<u>(102,095)</u>
Net Current Assets			837,642	795,340
Total Assets Less Current Liabilities			10,187,943	7,730,296
Long Term Liabilities				
Long-term borrowing	16		(3,387,973)	(1,132,885)
Total Assets Less Liabilities			<u>6,799,970</u>	<u>6,597,411</u>
Capital and Reserves				
Capital Financing Reserve	17		5,840,894	5,732,638
Earmarked Reserves	18		608,094	786,835
General Reserve			<u>350,982</u>	<u>77,938</u>
			<u>6,799,970</u>	<u>6,597,411</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2024, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 24th June 2024 .

Signed:
Cllr Andrew Jones
Mayor
Mrs J. Wheeler CILCA
Responsible Financial Officer

Date:

The notes on pages 12 to 19 form part of these unaudited statements.

Didcot Town Council

Cash Flow Statement

31 March 2024

	Notes	2024 £	2024 £	2023 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(731,531)		(636,091)
Other operating payments		(653,265)		(778,208)
			(1,384,796)	(1,414,299)
<i>Cash inflows</i>				
Precept on Principal Authority		1,331,855		1,241,562
Cash received for services		298,338		298,604
Revenue grants received		2,833		25,995
			1,633,026	1,566,161
Net cash inflow from Revenue Activities	21		248,230	151,862
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(117,169)		(56,186)
<i>Cash inflows</i>				
Interest received		63,697		15,403
Net cash (outflow) from Servicing of Finance			(53,472)	(40,783)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(2,275,677)		(307,173)
<i>Cash inflows</i>				
Net cash (outflow) from Capital Activities			(2,275,677)	(307,173)
Net cash (outflow) before Financing			(2,080,919)	(196,094)
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(92,910)	(66,418)
<i>Cash inflows</i>				
New loans raised			2,400,000	-
Net cash inflow/(outflow) from financing and liquid resources			2,307,090	(66,418)
Increase/(Decrease) in cash	22		226,171	(262,512)

The notes on pages 12 to 19 form part of these unaudited statements.

Didcot Town Council

Notes to the Accounts

31 March 2024

1 Other Costs Analysis

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

Direct Service Costs

	2024	2023
	£	£
Community Centres	143,848	178,186
Indoor Sports & Recreation Facilities	82,127	153,785
Outdoor Sports & Recreation Facilities	89,140	117,858
Community Parks & Open Spaces	51,937	67,737
Allotments	6,805	9,245
Cemeteries	4,172	1,603
Community Safety (Crime Reduction)	5,388	5,635
Individual Projects	6,172	14,801
Promotion & Marketing of the Area	33,300	13,506
Community Development	49,684	44,338
Roads and Street Furniture	13,585	12,147
Less: Grant-aid Expenditure	(49,684)	(43,240)
Total	436,474	575,601

Democratic, Management & Civic Costs

	2024	2023
	£	£
Corporate Management	118,241	108,467
Democratic Representation & Management	37,219	-
Civic Expenses	4,933	6,254
Mayors Allowance	3,250	3,233
Interest Payable	117,169	56,186
Total	280,812	174,140

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

2 Interest Payable and Similar Charges

	2024	2023
	£	£
External Interest Charges - Loans	117,169	56,186
	117,169	56,186

Didcot Town Council

Notes to the Accounts

31 March 2024

3 Interest and Investment Income

	2024	2023
	£	£
Interest Income - General Funds	63,697	15,403
	<u>63,697</u>	<u>15,403</u>

4 Agency Work

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

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

5 Related Party Transactions

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

6 Audit Fees

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

These may be summarised as follows:

	2024	2023
	£	£
Fees for statutory audit services	3,360	2,100
Total fees	<u>3,360</u>	<u>2,100</u>

7 General Power of Competence

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

8 Members' Allowances

	2024	2023
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	3,250	3,233
	<u>3,250</u>	<u>3,233</u>

9 Employees

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

	2024	2023
	Number	Number
Full-time	12	11
Part-time	7	7
Temporary	8	8
	<u>27</u>	<u>26</u>

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

Didcot Town Council

Notes to the Accounts

31 March 2024

10 Pension Costs

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

The cost to the council for the year ended 31 March 2024 was £112,754 (31 March 2023 - £94,955).

The most recent actuarial valuation was carried out as at 31st March 2022, and the council's contribution rate is confirmed as being 21.70% of employees' pensionable pay with effect from 1st April 2024 (year ended 31 March 2024 – 21.70%).

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

11 Tangible Fixed Assets

	Operational Freehold Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Total
Cost	£	£	£	£	£
At 31 March 2023	5,499,440	1,266,079	128,090	41,347	6,934,956
Additions	2,361,673	4,776	48,896	-	2,415,345
At 31 March 2024	7,861,113	1,270,855	176,986	41,347	9,350,301
Depreciation					
At 31 March 2023	-	-	-	-	-
At 31 March 2024	-	-	-	-	-
Net Book Value					
At 31 March 2024	7,861,113	1,270,855	176,986	41,347	9,350,301
At 31 March 2023	5,499,440	1,266,079	128,090	41,347	6,934,956

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

Fixed Asset Valuation

The freehold and leasehold properties that comprise the council's properties have been valued by external independent valuers. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

Didcot Town Council

Notes to the Accounts

31 March 2024

12 Financing of Capital Expenditure

	2024	2023
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	2,415,345	307,173
	<u>2,415,345</u>	<u>307,173</u>
was financed by:		
Loan Proceeds	2,400,000	-
Revenue:		
Capital Projects Reserve	15,345	54,080
Equipment Replacement Reserve	4,880	18,388
Precept and Revenue Income	(4,880)	234,705
	<u>2,415,345</u>	<u>307,173</u>

13 Information on Assets Held

Fixed assets owned by the council include the following:

Operational Land and Buildings

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

Vehicles and Equipment

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

Infrastructure Assets

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

Didcot Town Council

Notes to the Accounts

31 March 2024

13 Information on Assets Held (cont'd)

Community Assets

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

14 Debtors

	2024	2023
	£	£
Trade Debtors	21,163	12,743
VAT Recoverable	38,010	8,337
Other Debtors	12,570	9,760
Prepayments	6,893	7,166
Accrued Income	-	110
	<hr/> <hr/>	<hr/> <hr/>
	78,636	38,116

15 Creditors and Accrued Expenses

	2024	2023
	£	£
Trade Creditors	56,669	46,509
Other Creditors	4,309	1,547
Superannuation Payable	12,880	10,331
Payroll Taxes and Social Security	11,522	9,618
Accruals	20,800	8,084
Income in Advance	28,335	26,006
Capital Creditors	139,668	-
	<hr/> <hr/>	<hr/> <hr/>
	274,183	102,095

Didcot Town Council

Notes to the Accounts

31 March 2024

16 Long Term Liabilities

	2024	2023
	£	£
Public Works Loan Board	3,509,407	1,202,317
	<hr/> 3,509,407	<hr/> 1,202,317

	2024	2023
	£	£
The above loans are repayable as follows:		
Within one year	121,434	69,432
From one to two years	127,366	72,586
From two to five years	420,707	238,161
From five to ten years	850,374	474,930
Over ten years	1,989,525	347,208
	<hr/>	<hr/>
Total Loan Commitment	3,509,406	1,202,317
Less: Repayable within one year	(121,434)	(69,432)
	<hr/>	<hr/>
Repayable after one year	3,387,972	1,132,885
	<hr/>	<hr/>

17 Capital Financing Account

	2024	2023
	£	£
Balance at 01 April	5,732,638	5,271,747
Balance transferred from Revaluation Reserve	-	89,085
	<hr/>	<hr/>
Balance at 01 April restated	5,732,638	5,360,832
Financing capital expenditure in the year		
Additions - using revenue balances	15,345	307,173
Loan repayments	92,911	66,417
Disposal of fixed assets	-	(1,784)
	<hr/>	<hr/>
Balance at 31 March	5,840,894	5,732,638
	<hr/>	<hr/>

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

Didcot Town Council

Notes to the Accounts

31 March 2024

18 Earmarked Reserves

	Balance at 01/04/2023	Contribution to reserve	Contribution from reserve	Balance at 31/03/2024
	£	£	£	£
Capital Projects Reserves	476,875	155,460	(259,993)	372,342
Asset Renewal Reserves	9,886	-	(4,880)	5,006
Other Earmarked Reserves	300,074	55,176	(124,504)	230,746
Total Earmarked Reserves	786,835	210,636	(389,377)	608,094

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

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

The Other Earmarked Reserves at 31 March 2024 are set out in detail at Appendix A.

19 Capital Commitments

The council had no capital commitments at 31 March 2024 not otherwise provided for in these accounts.

20 Contingent Liabilities

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

21 Reconciliation of Revenue Cash Flow

	2024	2023
	£	£
Net Operating Surplus for the year	202,559	131,151
Add/(Deduct)		
Interest Payable	117,169	56,186
Interest and Investment Income	(63,697)	(15,403)
Decrease/(Increase) in stock held	299	-
(Increase)/Decrease in debtors	(40,520)	6,829
Increase/(Decrease) in creditors	32,420	(26,901)
Revenue activities net cash inflow	248,230	151,862

Didcot Town Council

Notes to the Accounts

31 March 2024

22 Movement in Cash

	2024	2023
	£	£
Balances at 01 April		
Cash with accounting officers	345	824
Cash at bank	923,991	1,186,024
	<u>924,336</u>	<u>1,186,848</u>
Balances at 31 March		
Cash with accounting officers	270	345
Cash at bank	1,150,237	923,991
	<u>1,150,507</u>	<u>924,336</u>
Net cash inflow/(outflow)	<u>226,171</u>	<u>(262,512)</u>

23 Reconciliation of Net Funds/Debt

	2024	2023
	£	£
Increase/(Decrease) in cash in the year	226,171	(262,512)
Cash inflow from new borrowings	(2,400,000)	-
Cash outflow from repayment of debt	92,910	66,418
Net cash flow arising from changes in debt	<u>(2,307,090)</u>	<u>66,418</u>
Movement in net debt in the year	<u>(2,080,919)</u>	<u>(196,094)</u>
Cash at bank and in hand	924,336	1,186,848
Total borrowings	(1,202,317)	(1,268,735)
Net (debt) at 01 April	<u>(277,981)</u>	<u>(81,887)</u>
Cash at bank and in hand	1,150,507	924,336
Total borrowings	(3,509,407)	(1,202,317)
Net (debt) at 31 March	<u>(2,358,900)</u>	<u>(277,981)</u>

24 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 24th June 2024), which would have a material impact on the amounts and results reported herein.

Didcot Town Council

Appendices

31 March 2024

Appendix A

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2023</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2024</u>
	£	£	£	£
<u>Capital Project Reserves</u>				
CIL	276,875	4,460	(169,896)	111,439
Splash Park	200,000	30,000	(90,097)	139,903
CIL Splash Park		121,000		121,000
	<u>476,875</u>	<u>155,460</u>	<u>(259,993)</u>	<u>372,342</u>
<u>Equipment Replacement Reserves</u>				
Groundskeeping Equipment	9,886		(4,880)	5,006
	<u>9,886</u>	<u>0</u>	<u>(4,880)</u>	<u>5,006</u>
<u>Other Earmarked Reserves</u>				
Building Repair Fund	118,717		(66,101)	52,616
Cemetery Fund	2,245			2,245
Skatepark Refurbishmeny	13,616			13,616
Ladygrove Lakes	5,246		(3,328)	1,918
Ladygrove Park	5,537			5,537
Ladygrove Lakes Staging Fund	20,000		(1,800)	18,200
Building Projects Fees Fund	34,260	(34,260)		0
Elections	1,336	34,260	(35,596)	0
Planting	3,464			3,464
Arboriculture	8,989			8,989
Sports Pitches	11,001			11,001
Community Projects	8,726		(7,000)	1,726
Bus Shelters (Street Furniture	5,094			5,094
GDPR	500			500
Play Areas	688	17,000		17,688
Summer Fayre	12,550	4,176	(8,726)	8,000
CCTV	13,405			13,405
Pavilions	34,700		(1,953)	32,747
Rolling Budgets	0			0
Grant Aid		4,000		4,000
Grass Cutting		30,000		30,000
	<u>300,074</u>	<u>55,176</u>	<u>(124,504)</u>	<u>230,746</u>
TOTAL EARMARKED RESER'	<u>786,835</u>	<u>210,636</u>	<u>(389,377)</u>	<u>608,094</u>

Didcot Town Council

31 March 2024

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Recreation & Sport	543,375	495,417
Open Spaces	37,450	34,632
Cemetery, Cremation & Mortuary	(16,400)	(20,752)
Community Safety (Crime Reduction)	10,750	5,388
Planning & Development Services (including Markets)	64,000	84,510
Highways Roads (Routine)	3,000	3,585
Net Direct Services Costs	642,175	602,780
Corporate Management	427,256	427,642
Democratic & Civic	11,320	45,402
Net Democratic, Management and Civic Costs	438,576	473,044
Interest & Investment Income	(5,000)	(63,697)
Loan Charges	242,604	210,080
Capital Expenditure	10,000	15,345
Transfers to/(from) other reserves	-	(178,741)
Surplus to General Reserve	3,500	273,044
Precept on Principal Authority	1,331,855	1,331,855

Didcot Town Council

31 March 2024

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2024 £	2024 £	2024 £	2023 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES				
Recreation & Sport	741,118	(245,701)	495,417	678,651
Open Spaces	58,742	(24,110)	34,632	63,655
ENVIRONMENTAL SERVICES				
Cemetery, Cremation & Mortuary	4,172	(24,924)	(20,752)	(16,467)
Community Safety (Crime Reduction)	5,388	-	5,388	5,635
PLANNING & DEVELOPMENT SERVICES				
Planning & Development Services	6,172	-	6,172	14,801
Economic Development (including markets)	33,300	(4,646)	28,654	1,409
Community Development	49,684	-	49,684	44,338
HIGHWAYS, ROADS & TRANSPORT SERVICES				
Highways Roads (Routine)	13,585	(10,000)	3,585	2,147
CENTRAL SERVICES				
Corporate Management	428,223	(581)	427,642	265,972
Democratic & Civic	37,219	-	37,219	-
Civic Expenses	8,183	-	8,183	9,487
Net Cost of Services	1,385,786	(309,962)	1,075,824	1,069,628

Grounds Department												
Major Vehicles Plant and Equipment												
Number	Description	No	Aquisition Date	Condition	Insurance Value	Supplier	Unit Cost	Cost				
								Cost	Added	Disp.	Rev	C/fwd
	Ford Tractor 1520 (P919 FCF)							2,429				2,429
	Ransome ISEKI Tractor (OU64 AYB) (Includes Tracker and Imboliserand Cab (1,150.00)		11.09.2014			Turney (HP)		19,525				19,525
	Ransomes Parkway Triple Reel Mower OU15 CHY - SOLD		13.5.2015			Turney (Cash)						0
	Ransomes HR300 Rotary Mower OU19 CUA		02.04.2019			Turney Groundforce		25,560				25,560
	John Deere Gator OE69 EHO		27.11.2019			Farrol Ltd		21,027				21,027
	Alke Electric YN71 DAD		Sep-21		38,426	LiftSafe Ltd		38,426				38,426
	Sisis Quadruplay		24.10.2019			Turney Groundforce		4,500				4,500
	Wessex Mower Attachement CR15							1,735				1,735
	Tractor mounted Rotovator							1,394				1,394
	Water Bowser							2,495				2,495
	Diesel Storage Tank		23/04/2004	DISPOSED				0				0
	Allotment Water Troughs (All sites)		25.3.2015			Chiltern Mains		12,050				12,050
	Lewis 2 Tonne Tipping Trailer		22.03.2017			Oakes Bros		4,130				4,130
								133,271	0	0	0	133,271
Consumable Equipment Inventory												
	Power Tools/Kit							0				0
	Stihl Strimmer FS410C		2011					0				0
	Stihl Strimmer FS410C		2011					400				400
	Stihl Strimmer FS400		2007					400				400
	Stihl Strimmer FS400		2008					400				400
	Pellenc Strimmer		31/03/2021					3,475				3,475
	Stihl Long Reach Chain Saw		2007					400				400
	VAC Collector							350				350
	Stihl Hedgecutter HS86R							584				584
	Stihl Long Reach Hedgecutter HL75K											0
	Roller 6Ft							294				294
	Stihl Blower Back Pack							50				50
	Draper Compressor							388				388
	Honda Rotovator							150				150
	Stihl Power Hose							100				100
	Sarbo Pedestrian Mower							250				250
	Stihl HS86R-30 Hedge Trimmer							364				364
	Honda HRX476COXE Rotary Mower		04.04.2013			Turney Groundforce		670				670
	Stihl FS240C-E Brush Cutter		17.03.2014			Turney Groundforce		439				439
	Lpg Generator & floating aerator		12.08.2019			Aquaforce		1,170				1,170
	Stihl MS181 Chain saw 14"		Feb-22			Spaldings		271				271
	Stihl MS181 Chain saw 16"		Dec-21			Spaldings		630				630
	Stihl Kombi Long Reach attachment		Nov-21			Spaldings		225				225
	Stihl Kombi engine & prune attach		Nov-21			Spaldings		566				566
	Loading ramp hobby		Aug-21			Spaldings		393				393
	Stihl 130 pressure washer		Aug-21			Spaldings		280				280
	Trolley Jack		Aug-21			Spaldings		159				159
	Direct Drive Compressor		Aug-21			Spaldings		199				199
	Chipper Timberwolf TW230		Dec-22	NEW		AHB	16,000	16,000				16,000
	<i>Other Kit/Hand Tools</i>							50				50
	Portable Vacuum		10/06/2015			GB Sport & Leisure	1031	1,031				1,031
	Stihl RE129 Plus Cold Pressure Washer		09.07.2019			Turney Groundforce	237	237				237
	Stihl KM100R Loop Handled Power		06/02/2016			Turney Groundforce	306	306				306
	Stihl HS87R "30" Hedgetrimmer		06/02/2016			Turney Groundforce	338	338				338
	Pole Pruner Combi		06/02/2016			Turney Groundforce	128	128				128
	Rotovator		01/09/2022			Spaldings		700				700
	Stihl HLA66 hedgetrimmers x 3		01/02/2024			Spaldings			1,694			1,694
	Stihl 4147 brushcutters x 3		01/02/2024			Spaldings			1,822			1,822
	Stihl RM 4RTP Lawn Mowers x 2		01/02/2024			Spaldings			1,260			1,260
								31,397	4,776	0	0	36,173
								164,668	4,776	0	0	169,444

Playgrounds and Parks

Number	Description	No	Aquisition Date	Condition	Insurance Value	Supplier	Unit Cost	Cost							
								Cost	Added	Disp.	Rev	C/fwd			
	Ladygrove Park														
	Aerial Runway					Hags									0
	Roundabout														0
	Junior Multi Unit														0
	Multi Pondo (replacement)		10.05.2019			Hags		3,959							3,959
	4 Flat Swings														0
	3 Springys														0
	4 Cradle Swings														0
	Senior Multi Unit/Tower							81,600							81,600
	Huck		24.7.2014			Star Rubber		8,828							8,828
								0							0
	1 Vega					Kompan		0							0
	1 Triton							0							0
	1 Cargus Unit							0							0
	1 Flexus							0							0
	Super Nova							0							0
	See Saw							0							0
	Spinning Net							51,758							51,758
								0							0
	Skate Park							0							0
	2 Ramps					Bendecrete		0							0
	2 Fun Boxes							0							0
	1 Grindrail							0							0
	Skating Surface							0							0
	1 Ramp							0							0
	1 Box							0							0
	1 Stepped Box							0							0
	1 Grindrail							0							0
	Ramp and Top Box							0							0
	1800 1/2 Pipe							0							0
	Plaza Link							0							0
	New Banks & Grind Rail							0							0
	Steps and Slopes							134,278							134,278
	Skatepark bins							1,996							1,996
	Tennis Courts/Muga					Sports Courts		94,159							94,159
	Basket Ball Ring							970							970
								377,548	0	0	0	0			377,548

Playgrounds and Parks

Number	Description	No	Aquisition Date	Condition	Insurance Value	Supplier	Unit Cost	Cost					
								Cost	Added	Disp.	Rev	C/fwd	
	Trampoline		03/04/2020			Sutcliffe	9169	9,169					9,169
								9,169	0	0	0		9,169

Playgrounds and Parks

Number	Description	No	Aquisition Date	Condition	Insurance Value	Supplier	Unit Cost	Cost					
								Cost	Added	Disp.	Rev	C/fwd	
	Firemans Tower See-Saw Nest Swing Inclusive roundabout High Swing set Toddlerzone + Daffodil Stepping logs 3D Ladybird Mini Tunnel 3D Snake 3D Stones Mini Town train Station Whirlybob							77,000					77,000
	Fencing			NEW 2023				11,545					11,545
	Birds mouth fencing			NEW 2023				3,500					3,500
	Pathways			NEW 2023				7,854					7,854
	Soil bunds and 5 bar gate			NEW 2023				3,940					3,940
	Wooden benches (2)@ £500			NEW 2023				1,000					1,000
								27,839	0				27,839
	Great Western Drive												
	Basketball Court + Basketball Rings/Goal and End Fencing					Park Leisure Play World		27,300					27,300
	Seesaw												
	Group Swing												
	2 Sprngy Ponies												
	Multi Unit												
	Roundabout												
	2 Cradle Swings												
	Boulders												
	Sky Surfer												
	Embankment Slide												
	Sand Pit & Sand												
	Sea Horse See saw		Mar-23					3,000					3,000
	Sand Bucket												
	Aerial Runway							60,057					60,057
								90,357	0	0	0	0	90,357
	Marsh Rec												
	Basketball Court with 2 Goal Ends					Park Leisure							
	Supernova					Komplan							
	Galaxy Unit					Komplan							
	Springy Seesaw					Komplan							
	2 Craddle Swings					Wicksteed							
	Seesaw					Komplan							
	2 Springys					Komplan							
	Small Slide					Wicksteed							
	Rainbow Multi Unit					Wicksteed							
	3 Spica					komplan							
	Skate Unit					komplan		0					0
	Marsh Rec - New		31.05.2017			Hags SMP							
	Olympic Seat Swing						1,079						
	Talk Tubes						421						
	Zingo Bubble Spinner						337						
	Spinmee Roundabout						3,786						
	Basket Swing						2,294						
	Vippy See-saw						873						
	Uniplay						3,943						
	Mantis Zipwire						4,588						
	Bow top Fence						1,552						
	Prim Arena x 2						2,723						
	Installation and Safety Surfaces and Wetpour						39,637	61,233					0
	St Anne's Play Area												
	Refurbishment incl flooring		Sep-22			Vita Play	2,000	176					2,705
	Rocker and gates		Sep-22			Vita Play	5,295	5,295	0				5,295
	Play train		Sep-22			Vita Play	3,000	3,000	0				3,000
							69,704	0	0	0	0	0	11,000
								0					
	Total						944,556	91,377	0	0	0	0	977,229
							944,556	91,377					1,035,933

Admin Equipment

Number	Description	No	Aquisition Date	Condition	Insurance Value	Supplier	Unit Cost	Cost											
								B/fwd	Added	Disp.	Rev	C/fwd							
	Town Council Offices																		
	Office Desks and Chairs		17.03.2017	Replaced	1,000	Springfields		8,264											8,264
	Telephone System									2,527									
	Sloane Curtis phones		Jun-21			Sloane Curtis		975											975
	Binding Machine							549											549
	Air Conditioning Units x 4		26/03/2017			Oxford Air Conditioning		6,159											6,159
	Paper shredder		24/04/2019			ESPO		464											464
	Office chair		30/09/2019			Lyreco		274											274
	Office Chair		01/05/2021			Lyreco		135											135
	Cupboards x2		10/10/2019			ESPO		422											422
	2x chairs and desk		31/10/2019			Lyreco		839											839
	Shelving unit		15/01/2020			ESPO		95											95
	Shelving unit		26/03/2020			ESPO		82											82
	Ipad		22.07.2019			ESPO		269											269
	Ipad		02.09.2019			ESPO		269											269
	Computer Equipment																		
	Old Desktop Computers and Digital Camera							6,279											
	1 x File Server							6,275											
									12,554										12,554
	Cemeteries Software								1,000										1,000
									0										0
	7 x Microsoft Office Professional		27.5.2011	Replaced					1,533										1,533
	7 x 500MB Desktop Computers		27.5.2011	Replaced					3,045										3,045
	1 x Lap top		25.4.2017	Replaced					695										695
	New File Server plus installation			Replaced					6,173										0
	UPS			Replaced					357										6,530
	Fireproof Safe		5.8.13			Granite Safes			1,169										1,169
	Projectors x 2		8.7.13						754										754
	Laptops OS 365 Cloud	6	Feb-20			MFG			9,000										9,000
	Desktops OS Cloud	2	Feb-20			MFG			2,000										2,000
	Laptops OS 365 Cloud	1	Jun-21			MFG			1,000										1,000
									60,603		0	0	0						60,603
																			0
																			0
	Civic Hall																		
	New Lighting								12,377										12,377
	CCTV Equipment								15,002										15,002
	Security Fire Door Retainers		17.12.2014			Security Matters			2,494										2,494
	Hotdog machine		May-19			Cater Equip			290										290
	Till for bar					EPOS			999										999
	Outdoor Bar		May-19			TMS			2,750										2,750
	Tables		Sep-22	NEW		Aston & James			10,290										10,290
	Glasswasher		Nov-22	NEW		MCFT			2,080										2,080
	Projector & Amp		Nov-22	NEW		Control Sound			1,200										1,200
	Flooring x2 rooms		31.05.2019			Thomas Reed			6,030										6,030
									53,512		0	0	0						53,512
	Willowbrook																		
	Office Equipment								10,881										10,881
	Playschool Equipment								3,050										3,050
	Sports Equipment								16,841										16,841
	Centre Equipment								15,795										15,795
	Roller shutter door		44,866	NEW		Sprint Door Systems			2,500										2,500
									49,067		0	0	0						49,067
	Edmonds Park Depot																		
	Draw & shelf unit		22.07.2019			ESPO			59										59
	Fridge		09.08.2019			ESPO			121										121
	Office chair		09.08.2019			ESPO			99										99
	Toaster		24.7.2019			ESPO			28										28
	Microwave oven		24.07.2019			ESPO			63										63
	Table top mini oven		24.7.2020			ESPO			82										82
	Henry Vacuum cleaner		21.07.2019			ESPO			97										97
	Total								549		0	0	0						549

TOTALS

163,731 0

163,731

INFRASTRUCTURE ASSETS

Number	Description	No	Aquisition Date	Condition	Replacement Date	Supplier	Unit Cost	Cost				
								B/fwd	Added	Disp.	Rev	C/fwd
	Seats and Benches x 34							1,427				1,427
	New Seats/Litterbins at Skatepark x 4							4				4
	Footpath							2,000				2,000
	Fencing Edmonds Park							500				500
	Cemetery Fencing							2,920				2,920
	Tennis Courts Fence							7,000				7,000
	Boundary Fence							4,786				4,786
	Seats Ed Park							2,998				2,998
	Cemetery Extension							4,937				4,937
	Fencing Stubbings							4,344				4,344
	50 x Litter Bins							2,001				2,001
	4 x Notice Boards							1,152				1,152
	Signs							1,124				1,124
	Self Closing Gates							3,846				3,846
	Gates New Road Allotments							1,562				1,562
	Seats					Earth Anchors		1,239				1,239
	Bins		31.3.2014			Earth Anchors		936				936
	Security Fencing Edmond Park		03.02.2015			P J Batts		7,600				7,600
	Seat for Cemetery					Chic Teak		538				538
	Seat for Ladygrove					Chic Teak		350				350
	Replacement dog bins Ladygrove					Earth Anchors		1,993				1,993
	SolarAir Aeration System - Ladygrove Lakes		31/03/2021			Heathland		17,174				17,174
	Seats @ Loyd Rec		20.11.2015			Earch Anchors		1,952				1,952
	Litter Bins @ Loyd Rec		20.11.15			Earth Anchors	352	704				704
	Litter Bins @ Millenium Wood (large)					Earth Anchors	316	632				632
	Ranger Seat 1.8m x 2 Smallbone		02.03.2020			Earth Anchors	508	1,016				1,016
	Large Litter Bins x 2		02.03.2020			Earth Anchors	£350	700				700
	Aluminium Plate Sign System		08.02.16			Kingdom Signs	£791	6,326				6,326
	Labour/Removal/Fees							3,310				3,310
	Tables for Civic Hall		01.4.15			Springfield	£262	5,240				5,240
	Commemorative seat-Cemetery		18.01.2017			David Ogilvie		1,492				1,492
	Commemorative seat-War Memorial					David Ogilvie						
	Seats and Litter Bins - Marsh Rec		24.02.2017			Earth Anchors		4,252				4,252
	Allotment Notice Boards x 5		19.03.2018			Earth Anchors		3,117				3,117

Cemetery noticeboard	Mar-22	Noticeboard Co	934			934	
Woodland Benches x 6	26.03.2018	Street Master	2,074			2,074	
WW1 Seat	08.02.2018	David Ogilvie	762			762	
Bus Shelter	13.01.2018	Externiture	4,280			4,280	
Bus Shelter	16.05.2019	Externiture	4,414			4,414	
Bus Shelter - Barnes Road	20/03/2020	Externiture	5,586			5,586	
Bus Shelter - Dagdale Drive	01/10/2021	Externiture	6,718			6,718	
Bus Shelter - Torridge Road	02/06/2020	Externiture	4,151			4,151	
Cemetery pathway improvements	01/11/2021	in-house work	5,180			5,180	
Civic Hall insulation	01/09/2022	Polar	4,559			4,559	
CCTV Cameras Civic Hall	01/11/2022	Abingdon Access	1,124			1,124	
LED Willowbrook	01/03/2022	Lighting Electronics	15,299			15,299	
Willowbrook Bike Shelter	01/02/2023	Broxap	1,833			1,833	
Solar panels - 3 buildings	01/05/2022	Dynamic Energy	85,595			85,595	
Solar panels - Willowbrook	01/04/2023	Dynamic Energy		48,896		48,896	
			241,680	48,896	0	0	290,576

Community Assets

Number	Description	No	Aquisition Date	Condition	Replacement Date	Supplier	Unit Cost	Cost					
								B/fwd	Added	Disp.	Rev	C/fwd	
	Council Regalia							1					1
	Christmas Lights							1					1
	11 Open Spaces:-							0					0
								0					0
	Edmunds Park							1					1
	Loyd Rec							1					1
	Great Western Drive							1					1
	Mendip Heights (Expired Lease)							0					0
	Marsh Rec							1					1
	Smallbones							1					1
	LadyGrove Park							1					1
	Stubbings Land							1					1
	Broadway Gardens							1					1
	Civic Hall Grounds							1					1
	St Annes Close							1					1
	Allotments - New Road							1					1
	Allotments - Wantage Road							1					1
	Allotments - Broadway							1					1
	Allotments - Cockcroft Road							1					1
	Allotments - Mereland Road							1					1
								0					0
	War Memorial							1					1
								0					0
	Ladygrove Boardwalk							17,444					17,444
	Millenium Wood							23,885					23,885
								0					0
	Charity Assets held by the authority as trustee:												
	Grass Verge - Manor Road							0					0
								41,347	0	0	0	0	41,347

Didcot Town Council

Internal Audit Report (Final Update) 2023/24

Chris Hackett

Consultant Auditor

For and on behalf of Auditing Solutions Ltd

Background

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

This report sets out the work undertaken in relation to the 2023/24 financial year during our three visits to review the Council's records for the year, which were undertaken on the 16th October 2023, 14th February and 7th June 2024. We wish to thank the Clerk and DCK, (the Council's contract accountants) 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 a series of internal control objectives.

Overall Conclusions

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

We request that this report is presented to Members.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

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

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

- Confirmed the External Auditor did not raise any additional matters on the 2022/23 AGAR requiring our follow up;
- Verified the accurate carry forward of closing trial balance detail in the 2022/23 Accounts to the 2023/24 Omega records;
- Verified that the financial ledger remained "in balance" based on the back up provided to us at the time of each of our three visits;
- Discussed arrangements for backing up the Rialtas Ledger, which is done monthly by DCK;
- Verified detail in the Council's Current and Civic Hall account cashbooks for September, December 2023 and March 2024 to the supporting Unity bank statements agreeing the reconciliations at 31st August, 30th September, 30th November, 31st December, 29th February and 31st March 2024;
- Agreed the CCLA cash book reconciliation at 31st August, 30th September, 31st October, 31st December, 29th February and 31st March and sample tested the transactions in September, November, December and March including the receipt of interest and transfers to other accounts between the Omega record and the third party statement;
- Agreed the reconciliation of the Barclaycard statement at 30th September, 31st December and 31st March between the bank and the Omega record and agreed all the transactions in September and March; and
- Noted that members have not been signing off bank reconciliations regularly during the year.

Conclusions

The Omega ledger is being maintained in balance and the bank accounts are being reconciled regularly with no aged or anomalous adjusting items. We note that Member sign-off of bank reconciliations is not up to date at the time of our final review, but we understand this will be addressed by the Clerk.

We have agreed the cash balances reported in the third party statements to the AGAR section 2 line 8 and to DCK's statement of accounts.

Review of Corporate Governance

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

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

Conclusions

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

Review of Expenditure

Our aim here is to ensure that:

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

We discussed with officers the procedures in place for the approval of payments. To obtain assurance in this area we have tested a sample of transactions. We selected a total of 115 payments in total from the Unity Current account, Civic Hall account and Barclaycard cash books, plus the Non-Domestic rates (NDR) invoices paid during the year. Our test sample includes all payments greater than £3,000 plus a more random sample of every 30th payment recorded in the main current account cashbook and a smaller random sample from the Civic Hall and Barclaycard cash books. Our sample totals £3,347,620 equating to 74% by value of non-pay related payments processed to 31st March 2024. Invoices were provided to support all the payments in our sample.

The Council during the year tendered a contract to construct a splash pad, we reviewed briefly the tender documentation.

We note that monthly VAT reclaims for the Council are prepared and submitted to HMRC and sample checked these during the year. We confirmed the VAT due at 31st March 2023 was recovered in the current financial year and that the balance of VAT due at 31st March 2024 was accounted for in the debtors balances. We note the Council reviewed its de-minimis calculation during the year.

Conclusion

No matters have arisen from our work in this area.

Assessment and Management of Risk

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

We note that the Finance and General Purposes Committee reviewed the 2023/24 Strategic Risk Assessment in April and again in May 2023. We note the Strategic Assessment describes the risk and the impact and identifies the mitigations. Further that it identifies a range of financial risks.

We reviewed the Council's insurance policy provided by Hiscox running from the 20th November 2023, cover includes:

- Buildings and contents;
- Business interruption loss of income cover of £600,000;
- Employer's liability cover of £10m;
- Public liability cover of £10m;
- Hirer liability cover of £5m; and
- Fidelity guarantee total cover of £1m.

We note there is a separate vehicle insurance policy provided to the Council through Country Wise.

We confirmed with the Clerk that play areas are regularly checked by Council staff to confirm they are safe and that annually an external safety inspection is completed by ROSPA.

Conclusions

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 the Finance and General Purposes Committee considered the draft 2024/25 budget and precept at their November and December 2023 meetings. Members were provided with detailed information including, projections of income and expenditure for the current year and proposals for the coming year, notes setting out assumptions, together with detail about reserve movements and the precept. DCK supported the process. Full Council approved the budget and precept at their meeting in January 2024 setting the latter at £1,470,433.

From our review of minutes and agenda papers we can see that Members of the Finance and General Purposes Committee receive detailed financial information including reports on debtors, detailed income and expenditure reports and balance sheets.

The Council's balances at the 31st March 2024 stood at £959,076. This included a general balance of £350,982. In 2024/25 the Council is budgeting to spend £1,144,014 on revenue, or some £95,000 a month. Therefore, the general balance is some 3.5 months spending and is within the range of 3 to 8 months commonly seen at parish and town councils. The Council is planning to spend some £326,419 on one off capital items to be funded from precept.

As part of our year-end review, we compared income and expenditure to the prior year and sought explanations for material variances. For this year the variances relate principally to the spend on the Pavilion at St Edmonds Park and the relating cash flows.

Conclusion

No issues arise in this area requiring formal recommendations.

Review of Income

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

- Confirmed the receipt of the 2023/24 precept into the accounts in accordance with the amount set and approved in the Council minutes and agreed it to the list of 2023/24 precept demands published independently by the Government;

- Confirmed that the Council continues to keep its fees and charges under review;
- Reviewed Civic Hall Lettings. We selected a sample of five bookings for October 2023 confirming the usage had been invoiced at the correct rate with the income recorded in the Rialtas Ledger. Officers were unable to locate 4 of the booking agreements in respect of our five sample lettings;
- Reviewed the arrangements for running the bar. There are two tills which are emptied every night with the floats locked in a safe in the cellar. Users have a log in PIN when signing in to the tills. The alcohol licence been updated recently listing all those licensed to sell alcohol. At the end of each shift a cashing up sheet is prepared, the 'z' reading from the till is run and card payments deducted to calculate the expected cash and to identify any possible overs and unders. The cash sheets are signed by two staff. The manager does the banking's and passes the sheets to DCK who check the income to the bank. We reviewed the cash sheets to ensure they were being completed and signed. Stock takes can be done using the EPOS system, this can be used to prepare trading accounts which is useful for identifying expected stock usage in relation to income. A stock take was underway at the time of our second visit, although this was the first for some years;
- Tested cemetery income. We selected three interments from the Burial Account Book confirming a certificate for burial or cremation was on file and that the fee charged agreed to the schedule of rates and that the income was recorded in the Rialtas Ledger; and
- Reviewed the unpaid invoices report on the Council's sales ledgers to confirm there are no large material aged items; and
- As previously noted, test checked three month's income from the bank statements to the Council cash books with no issues arising.

Conclusions and recommendations

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

Keeping booking agreements up to date is an ongoing challenge, (in common with a number of Councils). The Council may find it helpful to get regular hirer's to simply sign one annual booking agreement for the year confirming their acceptance of the terms and conditions and that they hold insurance. Changes to the detail of usage might be recorded via email from the hirer and attached to the booking agreement.

The Council has arrangements for managing the bar, but they could be strengthened through regular stock takes supplemented by trading accounts.

R1 The Council should continue to seek up to date booking agreements, although might find it helpful to review the approach retaining an annual overall agreement. Response: This is work in progress. Officers are chasing also seeking to ensure detail of insurance is held.

R2 The Council should implement six monthly stock takes and prepare bar trading accounts. Response: Regular stock takes are taking place, monthly at the Civic Hall. Officers are using the EPOS system to record units of alcohol purchase which can then be compared to sales to inform the expected stock to compare to actual stock.

Petty Cash Account and Other Cash Holdings

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

We note that the Omega ledger indicates the existence of a small petty cash balance plus till floats. We confirmed that DCK are periodically reconciling the cash held to the accounting records. We agreed the balance of cash held on the day of our first visit, £10.47, to the accounting records. At our final visit we confirmed the petty cash and floats were included in the year end reconciliation.

Conclusions

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

Review of Staff Salaries

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

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

- Test checked one officer's signed contract to their gross pay per their September payslip;
- Obtained the August summary payroll reports and agreed the totals to the Omega cash book payments;
- Test checked the calculation of tax, national insurance and pension contributions for a sample of staff paid in August;
- Test checked the payment of overtime per a sample of August payslips to the amount authorised by the Clerk; and
- Completed our month on month trend analysis of cash book payroll payments covering 2023/24 to identify any potential anomalies should they arise.

Conclusions

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

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 and date of acquisition showing also disposals in the year, for inclusion in the AGAR.

We tested 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 section two at line 9. The main addition related to the new Pavilion at St Edmonds Park. For this we compared the cost of the scheme per the accounts and invoices from the contractor to the addition to the Register for reasonableness.

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 interest bearing accounts/deposits. As noted previously in this report we have test checked the transactions on the CCLA account, in addition we:

- Note the Council has an investment policy in place; and
- Checked the receipt of new loan funds from the PWLB to supporting information and agreed the repayments in the year on the PWLB loans statements. At the year end we agreed the balance reported in the AGAR section two line 10 to the balance reported on the Government’s Debt Management Office website.

Conclusions

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.

As stated previously in this report we have agreed key amounts including cash and bank balances, the precept, loans and fixed assets to the year end accounts and AGAR.

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 Income		
R1	The Council should continue to seek up to date booking agreements, although might find it helpful to review the approach retaining an annual overall agreement.	This is work in progress. Officers are chasing also seeking to ensure detail of insurance is held.
R2	The Council should implement six monthly stock takes and prepare bar trading accounts.	Regular stock takes are taking place, monthly at the Civic Hall. Officers are using the EPOS system to record units of alcohol purchase which can then be compared to sales to inform the expected stock to compare to actual stock.

Annual Internal Audit Report 2023/24

ENTER ENTITY NAME Didcot Town Council

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

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No 	Not applicable

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

Date(s) internal audit undertaken: 16/10/2023, 14/02/2024, 07/06/2024
 Name of person who carried out the internal audit: Chris Hackett for Auditing Solutions Ltd.
 Signature of person who carried out the internal audit: [Signature] Date: 07/06/2024

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

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

Didcot Town Council



Finance and General Purposes Committee

17th June 2024

Report author: Janet Wheeler

Annual Governance and Accountability Return and financial statements for the year ended 31st March 2024

Introduction

1. This report asks the Finance & General Purposes Committee to consider and recommend the authorisation, completion and submission of the Annual Governance and Accountability Return 2023/24 – AGAR.
2. The purpose of the Annual Governance Statement is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for.

Recommendation

3. That the Accounting Statements 2023/24 as shown in Section 2 of the Annual Return is considered, approved and recommended for signing by the Mayor and the Responsible Finance Officer.

Background

4. As part of the Accounts and Audit Regulations, the Council is required to complete an Annual Return. Sections 1 and 2 of the Return are to be approved by Council no later than 24th June 2024. The internal auditor's report on page 3 should be considered and approved before the AGAR.

5. It is the Council as a whole that is responsible in law for ensuring that financial management is adequate and effective and that the Council has a sound system of internal control. The controls facilitate the effective exercise of functions and include arrangements for the management of risk.

The Annual Governance and Accountability Return (AGAR)

6. The AGAR for the year ended 31st March 2024 is attached. The independent Internal Auditor has concluded an end of year audit and has completed and signed the relevant section of the return.
7. The effectiveness of the internal audit was considered and approved at the Finance & General Purposes Committee meeting held on 20th May 2024.
8. The unaudited accounts for the year ending 31 March 2024 – were noted at the meeting of the Finance and General Purposes Committee at their meeting held on 22nd April 2024 and a final set have been included as an earlier agenda item.

SECTION 1: THE ANNUAL GOVERNANCE STATEMENT 2023/24 – to be considered and signed at the Council meeting to be held on 24th June 2024.

SECTION 2: THE ACCOUNTING STATEMENTS 2023/24 – to be considered and signed at the Council meeting to be held on 24th June 2024.

External audit

9. The completed Annual Return and supporting documentation must be submitted to the external auditors, Moores, by 30th June 2024.

The exercise of public rights

10. By law any person has the right to inspect the Council's accounts. We must make them available for inspection giving notice to do so. The exercise of public rights will begin on 26th June 2024 and end on 6th August 2024 – 30 working days.

Legal Implications

11. As part of the Accounts and Audit Regulations, the Council is required to complete the Annual Governance & Accountability Return. Sections 1 and 2 are to be approved by Council no later than 30th June 2024.

Janet Wheeler
Town Clerk

Annual Governance and Accountability Return 2023/24 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

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

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

Publication Requirements

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

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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

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

Annual Internal Audit Report 2023/24

ENTER AUTHORITY NAME Didcot Town Council
ENTER PUBLIC WEBSITE/WEBPAGE ADDRESS www.didcot.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		Not applicable

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

Date(s) internal audit undertaken	Name of person who carried out the internal audit
16/10/2023 14/02/2024 07/06/2024	Chris Hackett for Auditing Solutions Ltd
Signature of person who carried out the internal audit	Date
REQUIRED	07/06/2024

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

DIDCOT TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1107212	864773	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	1241562	1331855	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	312726	2773659	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	- 632606	-735985	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	- 122603	-210080	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	- 1041518	-3065146	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	864773	959076	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	924336	1150507	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	6934956	9350301	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	1202317	3509407	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Finance and General Purposes Committee 17th June 2024

Report author: Janet Wheeler



Annual Return (AGAR) – explanation of variances

Introduction

1. The Annual Governance and Accountability Return (AGAR) is completed each year to demonstrate transparency and accountability for the financial activities of the Town Council.

Variances

2. Section 2 – Accounting Statements compares the figures from the previous financial year. This is useful for members to note the fluctuations of income and expenditure from one year to another. It will also record differences where large projects may affect the figures – such as the £2.4m PWLB for the building of the new Edmonds Park – this will obviously make both income and expenditure much greater and the totals will reduce down in the current year – and again after the splash park unless we start another capital project.
3. The auditors request that all figures with a variance of more than 15% should be accompanied with an explanation. Variances of more than £100,000 should also be explained even if less than the 15%.

Statement of Accounts

Box 1 – Balances brought forward - no variance – the figure is always the carry over from the previous year Box 7.

Box 2 – Annual Precept (Precept or Rates and Levies) – shows the increase of 7.2% voted by members – no explanation needed and recorded clearly in the minutes. This figure excludes any grants received.

Box 3 – Total other receipts – shows the increase from £312726 to £2,773659 – 786.93%. This increase is almost entirely due to the PWLB loan of £2.4m to build the new pavilion at Edmonds Park. The remaining increase can be explained by the following:

- Additional hall hire at Civic Hall £14k
- Additional bar and catering sales £11.5k
- Increased hire at Willowbrook Leisure Centre £21,939

- Change to allotment renewals from April to September £10,779
- Increased burials and fees £6,854
- Increased investment income due to PWLB loan with high interest rates £48,294

Box 4 – Staff costs - shows the total expenditure or payments made to all employees – including gross salaries; wages; employers NI contributions; employers pension contributions and any other payments made to staff. The variance is 16.34% (£632606 up to £735985) – explained by the decision to employ a horticultural apprentice £22,366; internal promotions to senior positions including Deputy Town Clerk and Estate Manager; staff movement and replacing the Property and Facilities Manager with two Estate Officers plus across the board pay NJC pay increase of £1,925 adding around £33,000 to salaries. Casual workers' hours are also accounted for here and are essential to keep our buildings open for long hours in the evenings and at weekends.

Box 5 – Loan/interest capital repayments – variance of 71.35% accounted for by the PWLB loan for Edmonds Park Pavilion. The loan of £2.4m was drawn down in two tranches – the first in May 2023 for £750,000 and the second in August for £1,650,000. Repayments started after these loans were received. The interest rate for the first tranche is 4.9% and the interest for the second tranche is 5.23%.

Box 6 – Total other payments – all other expenditure other than loan/interest capital repayments and staff costs. The variance is 194.30% - (£1041518 - £3065146). This increase (£2,023,628) in normal expenditure is explained almost entirely by the building of the new pavilion at Edmonds Park at £2.2m. Other costs of this project have required consultants and specialist BREEAM reports.

Box 7 – balances for the year – this figure will be carried forward to next year's AGAR. The variance at 10.90% shows the recovery of the end of year reserves.

Box 8 – Total cash and investments – the sum of all current and deposit bank accounts; cash and short term holdings. This figure must agree with the bank reconciliation at the end of March. The variance of 24.47% shows the efforts to boost the end of year reserves and also the additional interest from the PWLB loan which resulted in additional income.

Box 9 – Total Fixed Assets – increased by 34.83% - explained by the value of the new pavilion at Edmonds Park (£2,270,296); solar panels at Willowbrook (£48,896) and the construction of the splash pad – ongoing (£91,377) plus some new hand tools and mowers.

Box 10 – Total Borrowings – the capital balance as at 31 March of all third party loans – variance of 191.89% due to the £2.4m in two loans - £750,000 and £1,650,000.

Finance and General Purposes Committee

17th June 2024

Report author: Janet Wheeler



Financial Statements

Introduction

1. This report presents a summary of the Council's financial activities throughout the month of April 2024. The Finance and General Purposes Committee should note that the reports are defined by Committee to make it easier for the different standing Committees to budget for their projects.

Recommendation

2. That the Committee formally notes and approves the financial statements for April 2024.

Background

3. Attached are monthly reports that present a summary of the Council's financial activities at 30th April 2024:
 - (a) the Cash and Investment reconciliations at 30th April 2024
 - (b) the detailed income and expenditure report **for the F&GP Committee only** for 30th April 2024
 - (c) **summary of income and expenditure by Budget heading across all Committees** – for 30th April 2024
 - (d) detailed balance sheet (excluding stock movement)
 - (e) detailed profit and loss (excluding stock movement)
 - (f) Sales Ledger aged account balances at 30th April 2024
 - (g) List of payments made between 1/04/24 and 30/04/24.

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.

NB: the reports in red are new reports. All reports reflect the new coding.

Janet Wheeler
Town Clerk

Didcot Town Council

Bank - Cash and Investment Reconciliation as at 30 April 2024

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	30/04/2024 Unity Trust Current Account	831,501.98
4	30/04/2024 Unity Bank Civic Hall Account	98,825.80
5	30/04/2024 CCLA Public Sector Deposit Fun	812,121.37
7	30/04/2024 Barclaycard Commercial	-4,229.91
		1,738,219.24
<u>Other Cash & Bank Balances</u>		
	Civic Hall Bar Floats	260.00
	Petty Cash	250.00
		510.00
		1,738,729.24
<u>Receipts not on Bank Statement</u>		
4	30/04/2024 Card	2.36
		2.36
<u>Closing Balance</u>		1,738,731.60
<u>All Cash & Bank Accounts</u>		
1	Unity Current Account	831,501.98
2	Santander	0.00
3	Income Cash Book	0.00
4	Civic Hall Current Account	98,828.16
5	CCLA Deposit Fund	812,121.37
6	Barclaycard - NOT IN USE	0.00
7	Barclaycard Account	-4,229.91
	Other Cash & Bank Balances	510.00
	Total Cash & Bank Balances	1,738,731.60

Your Account Statement



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

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

Date: 30/04/2024

Account Name: Didcot Town Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20459521

Your arranged overdraft limit is £0.00

Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at www.unity.co.uk



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

Contact Us

Call us: **0345 140 1000**

Email us: **us@unity.co.uk**

Visit us: **unity.co.uk**

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/03/2024		Balance brought forward	£0.00	£0.00	£191,219.45
02/04/2024	Direct Debit	Direct Debit (SOUTH OXFORDSHIRE)	£186.20	£0.00	£191,033.25
02/04/2024	Direct Debit	Direct Debit (SOUTH OXFORDSHIRE)	£796.74	£0.00	£190,236.51
02/04/2024	Direct Debit	Direct Debit (JOHN DEERE BANK)	£328.01	£0.00	£189,908.50

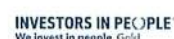
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Statement number 032



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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
02/04/2024	Credit	BCARD8276784280324 BCARD	£0.00	£43.92	£189,952.42
03/04/2024	Credit	BCARD8276784020424 BCARD	£0.00	£651.00	£190,603.42
04/04/2024	Faster Payment Debit	B/P to: Rabbits Vehicle Hi	£654.00	£0.00	£189,949.42
04/04/2024	Faster Payment Debit	B/P to: KADCC	£10,000.00	£0.00	£179,949.42
04/04/2024	Faster Payment Debit	B/P to: KADCC	£5,200.00	£0.00	£174,749.42
04/04/2024	Faster Payment Debit	B/P to: Rabbits Vehicle Hi	£654.00	£0.00	£174,095.42
04/04/2024	Credit	BCARD8276784030424 BCARD	£0.00	£62.00	£174,157.42
04/04/2024	Credit	Hatwell Williams	£0.00	£2,080.00	£176,237.42
04/04/2024	Credit	Princess Kwangware	£0.00	£63.50	£176,300.92
05/04/2024	Direct Debit	Direct Debit (BRITISH GAS BUSINE)	£3,577.33	£0.00	£172,723.59
05/04/2024	Credit	Post Office Cash Deposit 099137 099137	£0.00	£100.97	£172,824.56
05/04/2024	Credit	BCARD8276784040424 BCARD	£0.00	£152.42	£172,976.98
05/04/2024	Transfer	Transfer from 20459534	£0.00	£735,216.50	£908,193.48
08/04/2024	Credit	CENTRAL ENG COOP	£0.00	£1,200.00	£909,393.48
08/04/2024	Credit	BCARD8276784050424 BCARD	£0.00	£257.00	£909,650.48
08/04/2024	Credit	BCARD8276784060424 BCARD	£0.00	£62.00	£909,712.48
08/04/2024	Credit	MENDES RG	£0.00	£108.50	£909,820.98
09/04/2024	Credit	Credit 000058	£0.00	£1,248.08	£911,069.06
09/04/2024	Credit	Credit 000059	£0.00	£108.10	£911,177.16
09/04/2024	Credit	BCARD8276784080424 BCARD	£0.00	£430.00	£911,607.16
09/04/2024	Credit	M J DIDCOCK FUNE	£0.00	£765.00	£912,372.16
10/04/2024	Direct Debit	Direct Debit (BARCLAYCARD)	£88.17	£0.00	£912,283.99
10/04/2024	Credit	BCARD8276784090424 BCARD	£0.00	£201.50	£912,485.49
11/04/2024	Faster Payment Debit	B/P to: HMRC Shipley	£11,522.50	£0.00	£900,962.99

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
11/04/2024	Faster Payment Debit	B/P to: British Gas	£995.34	£0.00	£899,967.65
11/04/2024	Faster Payment Debit	B/P to: Millbrook Property	£324.00	£0.00	£899,643.65
11/04/2024	Faster Payment Debit	B/P to: Farol Ltd	£366.00	£0.00	£899,277.65
11/04/2024	Faster Payment Debit	B/P to: UKHSE Training	£720.00	£0.00	£898,557.65
11/04/2024	Faster Payment Debit	B/P to: OPC Drain Services	£352.80	£0.00	£898,204.85
11/04/2024	Faster Payment Debit	B/P to: SSE Energy Supply	£35.51	£0.00	£898,169.34
11/04/2024	Faster Payment Debit	B/P to: Red Box Fire Contr	£1,541.26	£0.00	£896,628.08
11/04/2024	Faster Payment Debit	B/P to: Seldram Supplies	£687.08	£0.00	£895,941.00
11/04/2024	Faster Payment Debit	B/P to: Universal Services	£614.10	£0.00	£895,326.90
11/04/2024	Faster Payment Debit	B/P to: Microshade Busines	£413.82	£0.00	£894,913.08
11/04/2024	Faster Payment Debit	B/P to: SSE Energy Supply	£2,260.60	£0.00	£892,652.48
11/04/2024	Faster Payment Debit	B/P to: Spaldings Limited	£167.26	£0.00	£892,485.22
11/04/2024	Faster Payment Debit	B/P to: Ricoh UK Ltd	£415.28	£0.00	£892,069.94
11/04/2024	Faster Payment Debit	B/P to: Eastern Shires Pur	£383.45	£0.00	£891,686.49
11/04/2024	Faster Payment Debit	B/P to: EE Limited	£109.78	£0.00	£891,576.71
11/04/2024	Faster Payment Debit	B/P to: Test Meter Group	£184.74	£0.00	£891,391.97
11/04/2024	Faster Payment Debit	B/P to: Mobile Mini	£83.42	£0.00	£891,308.55
11/04/2024	Faster Payment Debit	B/P to: Lift Safe Ltd	£2,556.93	£0.00	£888,751.62
11/04/2024	Transfer	B/P to: FMCHT	£1,905.88	£0.00	£886,845.74
11/04/2024	Faster Payment Debit	B/P to: SSE Energy Supply	£2,577.73	£0.00	£884,268.01
11/04/2024	Faster Payment Debit	B/P to: Close/Allensmore	£878.30	£0.00	£883,389.71
11/04/2024	Faster Payment Debit	B/P to: Trade UK	£124.50	£0.00	£883,265.21
11/04/2024	Faster Payment Debit	B/P to: OCC Pension Fund	£12,879.85	£0.00	£870,385.36
11/04/2024	Faster Payment Debit	B/P to: Executive Alarms L	£258.00	£0.00	£870,127.36

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
11/04/2024	Faster Payment Debit	B/P to: Air IT Ltd	£1,492.43	£0.00	£868,634.93
11/04/2024	Credit	BCARD8276784100424 BCARD	£0.00	£170.50	£868,805.43
12/04/2024	Credit	CENTRAL ENG COOP	£0.00	£745.00	£869,550.43
12/04/2024	Credit	BCARD8276784110424 BCARD	£0.00	£312.42	£869,862.85
15/04/2024	Faster Payment Debit	B/P to: DCK Payroll Solut	£40,475.45	£0.00	£829,387.40
15/04/2024	Credit	BCARD8276784120424 BCARD	£0.00	£46.50	£829,433.90
15/04/2024	Credit	BCARD8276784130424 BCARD	£0.00	£15.50	£829,449.40
16/04/2024	Direct Debit	Direct Debit (CASTLE WATER LTD)	£1,878.07	£0.00	£827,571.33
16/04/2024	Credit	BCARD8276784150424 BCARD	£0.00	£705.96	£828,277.29
17/04/2024	Credit	Post Office Cash Deposit 099137 099137	£0.00	£46.50	£828,323.79
17/04/2024	Credit	Post Office Cash Deposit 099137 099137	£0.00	£160.00	£828,483.79
18/04/2024	Direct Debit	Direct Debit (SSE ENERGY SUPPLY)	£1,833.56	£0.00	£826,650.23
18/04/2024	Direct Debit	Direct Debit (THE MIDCOUNTRIES CO)	£409.56	£0.00	£826,240.67
18/04/2024	Credit	BCARD8276784170424 BCARD	£0.00	£154.00	£826,394.67
19/04/2024	Direct Debit	Direct Debit (GOCARDLESS)	£135.24	£0.00	£826,259.43
19/04/2024	Credit	Credit 000060	£0.00	£135.00	£826,394.43
19/04/2024	Credit	BCARD8276784180424 BCARD	£0.00	£152.42	£826,546.85
19/04/2024	Transfer	FLEET MEADOW COMMU	£0.00	£779.72	£827,326.57
19/04/2024	Transfer	FLEET MEADOW COMMU	£0.00	£140.56	£827,467.13
19/04/2024	Credit	CCLA Investment Management Limited	£0.00	£85,647.00	£913,114.13
22/04/2024	Direct Debit	Direct Debit (BCARD COMMERCIAL)	£4,004.26	£0.00	£909,109.87
22/04/2024	Credit	HANNAH WILSON	£0.00	£108.50	£909,218.37
22/04/2024	Credit	BCARD8276784190424 BCARD	£0.00	£46.50	£909,264.87
23/04/2024	Faster Payment Debit	B/P to: Lyreco UK Ltd	£214.35	£0.00	£909,050.52

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
23/04/2024	Faster Payment Debit	B/P to: Trade UK	£12.99	£0.00	£909,037.53
23/04/2024	Faster Payment Debit	B/P to: LIFE Build Solutio	£84,942.00	£0.00	£824,095.53
23/04/2024	Faster Payment Debit	B/P to: SODC	£1,967.75	£0.00	£822,127.78
23/04/2024	Faster Payment Debit	B/P to: Sun Water Coolers	£49.09	£0.00	£822,078.69
23/04/2024	Faster Payment Debit	B/P to: P A Turney Ltd	£1,399.03	£0.00	£820,679.66
23/04/2024	Faster Payment Debit	B/P to: SSE Energy Supply	£2,344.14	£0.00	£818,335.52
23/04/2024	Faster Payment Debit	B/P to: DCK Payroll Soluti	£297.24	£0.00	£818,038.28
23/04/2024	Faster Payment Debit	B/P to: Blachere Illuminat	£2,256.34	£0.00	£815,781.94
23/04/2024	Faster Payment Debit	B/P to: AJM Fire Safety	£1,603.20	£0.00	£814,178.74
23/04/2024	Faster Payment Debit	B/P to: West Berks Oxon	£306.00	£0.00	£813,872.74
23/04/2024	Faster Payment Debit	B/P to: Air IT Ltd	£637.05	£0.00	£813,235.69
23/04/2024	Faster Payment Debit	B/P to: Scofell Commercial	£1,536.00	£0.00	£811,699.69
23/04/2024	Faster Payment Debit	B/P to: Shield Maintenance	£564.71	£0.00	£811,134.98
23/04/2024	Faster Payment Debit	B/P to: SSE Energy Supply	£166.12	£0.00	£810,968.86
23/04/2024	Faster Payment Debit	B/P to: McFarlane Telfer	£330.12	£0.00	£810,638.74
23/04/2024	Faster Payment Debit	B/P to: Prystine Web Solut	£108.00	£0.00	£810,530.74
23/04/2024	Faster Payment Debit	B/P to: Mogo Direct Ltd	£5,640.29	£0.00	£804,890.45
23/04/2024	Faster Payment Debit	B/P to: G S Mechanical Ltd	£4,192.27	£0.00	£800,698.18
23/04/2024	Faster Payment Debit	B/P to: Grundon Waste Mana	£513.19	£0.00	£800,184.99
23/04/2024	Faster Payment Debit	B/P to: Collard Environmen	£759.36	£0.00	£799,425.63
23/04/2024	Faster Payment Debit	B/P to: Didcot Plant Ltd	£93.84	£0.00	£799,331.79
23/04/2024	Faster Payment Debit	B/P to: SSE Energy Supply	£1,217.00	£0.00	£798,114.79
23/04/2024	Faster Payment Debit	B/P to: Ever Brite Cleanin	£2,535.54	£0.00	£795,579.25
23/04/2024	Faster Payment Debit	B/P to: Seldram Supplies	£156.59	£0.00	£795,422.66

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Statement number 032



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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
23/04/2024	Faster Payment Debit	B/P to: Total Pest Envir	£306.72	£0.00	£795,115.94
23/04/2024	Faster Payment Debit	B/P to: DCK Accounting Sol	£1,114.08	£0.00	£794,001.86
23/04/2024	Faster Payment Debit	B/P to: Freemans Flowers	£35.00	£0.00	£793,966.86
23/04/2024	Faster Payment Debit	B/P to: Ridge Partners	£705.00	£0.00	£793,261.86
23/04/2024	Faster Payment Debit	B/P to: Polar Cooling Serv	£884.12	£0.00	£792,377.74
23/04/2024	Credit	BCARD8276784220424 BCARD	£0.00	£92.00	£792,469.74
24/04/2024	Credit	HMRC VAT	£0.00	£38,010.42	£830,480.16
25/04/2024	Direct Debit	Direct Debit (BOC MANCHESTER ACC)	£34.02	£0.00	£830,446.14
25/04/2024	Credit	BCARD8276784240424 BCARD	£0.00	£31.00	£830,477.14
25/04/2024	Credit	M J DIDCOCK FUNE	£0.00	£765.00	£831,242.14
26/04/2024	Credit	ADAMS B R	£0.00	£108.50	£831,350.64
26/04/2024	Credit	BCARD8276784250424 BCARD	£0.00	£98.17	£831,448.81
29/04/2024	Credit	Post Office Cash Deposit 099137 099137	£0.00	£77.50	£831,526.31
29/04/2024	Credit	BCARD8276784260424 BCARD	£0.00	£62.00	£831,588.31
30/04/2024	Direct Debit	Direct Debit (JOHN DEERE BANK)	£328.01	£0.00	£831,260.30
30/04/2024	Credit	Credit 000061	£0.00	£226.18	£831,486.48
30/04/2024	Credit	BCARD8276784290424 BCARD	£0.00	£15.50	£831,501.98



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Bank Reconciliation Statement as at 30/04/2024
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	30/04/2024	32	831,501.98
			<u>831,501.98</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			831,501.98
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			831,501.98
		Balance per Cash Book is :-	831,501.98
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Your Account Statement



For Businesses. For Communities. For Good.

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

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

Date: 30/04/2024

Account Name: Didcot Town Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20459534

Your arranged overdraft limit is £0.00

Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at www.unity.co.uk



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

Contact Us

Call us: **0345 140 1000**

Email us: **us@unity.co.uk**

Visit us: **unity.co.uk**

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/03/2024		Balance brought forward	£0.00	£0.00	£65,496.70
02/04/2024	Direct Debit	Direct Debit (SOUTH OXFORDSHIRE)	£1,097.25	£0.00	£64,399.45
02/04/2024	Direct Debit	Direct Debit (MATTHEW CLARK BIBE)	£467.02	£0.00	£63,932.43
02/04/2024	Direct Debit	Direct Debit (DIRECT 365 ONLINE)	£122.04	£0.00	£63,810.39

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
02/04/2024	Credit	Naturespace Partne	£0.00	£171.60	£63,981.99
02/04/2024	Credit	Adyen N.V.	£0.00	£53.37	£64,035.36
02/04/2024	Credit	DIDC GOOD NEI SC	£0.00	£110.40	£64,145.76
02/04/2024	Credit	FROST GA	£0.00	£432.48	£64,578.24
02/04/2024	Credit	OXFORDSHIRE MIND	£0.00	£90.00	£64,668.24
02/04/2024	Credit	DIDCOT TOWNSWOMENS	£0.00	£59.70	£64,727.94
02/04/2024	Credit	HF TRUST LIMITED	£0.00	£129.36	£64,857.30
02/04/2024	Credit	SODC ACCOUNTS PAYA	£0.00	£201.60	£65,058.90
02/04/2024	Credit	OSJCT	£0.00	£311.40	£65,370.30
02/04/2024	Credit	THAMES WATER AP	£0.00	£2,005.80	£67,376.10
02/04/2024	Credit	Post Office Cash Deposit 099137 099137	£0.00	£115.05	£67,491.15
02/04/2024	Credit	MIDTHAMES AREA QUAKERS	£0.00	£122.40	£67,613.55
03/04/2024	Credit	N Soul	£0.00	£130.56	£67,744.11
03/04/2024	Credit	DIDCOT SPEAKERS	£0.00	£58.66	£67,802.77
03/04/2024	Credit	SALLY HOLLINGHAM	£0.00	£476.22	£68,278.99
03/04/2024	Credit	BRIGHTSPARKS AGE	£0.00	£159.12	£68,438.11
04/04/2024	Credit	LAPWORTH BJ	£0.00	£334.10	£68,772.21
05/04/2024	Transfer	Transfer to 20459521	£735,216.50	£0.00	£-666,444.29
05/04/2024	Credit	STYLE ACRE	£0.00	£84.00	£-666,360.29
05/04/2024	Credit	HF TRUST LIMITED	£0.00	£256.20	£-666,104.09
05/04/2024	Credit	SODC ACCOUNTS PAYA	£0.00	£735,216.50	£69,112.41
05/04/2024	Credit	Bernadine Soul School of Dancing	£0.00	£382.50	£69,494.91
08/04/2024	Credit	Adyen N.V.	£0.00	£14.64	£69,509.55
08/04/2024	Credit	DIDC GOOD NEI SC	£0.00	£8.10	£69,517.65

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Statement number 032



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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
08/04/2024	Credit	Adyen N.V.	£0.00	£4.42	£69,522.07
08/04/2024	Credit	OCC AP	£0.00	£18.60	£69,540.67
08/04/2024	Credit	Bernadine Soul School of Dancing	£0.00	£2,173.14	£71,713.81
08/04/2024	Credit	SHOWTIME CIRCUS DIDCOT	£0.00	£457.21	£72,171.02
09/04/2024	Credit	STYLE ACRE	£0.00	£319.20	£72,490.22
10/04/2024	Credit	Adyen N.V.	£0.00	£1.47	£72,491.69
10/04/2024	Credit	Gratia Cura Residential Ltd	£0.00	£120.00	£72,611.69
11/04/2024	Credit	S IN MIND	£0.00	£35.00	£72,646.69
11/04/2024	Credit	S IN MIND	£0.00	£112.00	£72,758.69
12/04/2024	Credit	Adyen N.V.	£0.00	£5.60	£72,764.29
12/04/2024	Credit	THAMES WATER AP	£0.00	£78.00	£72,842.29
15/04/2024	Credit	Adyen N.V.	£0.00	£5.89	£72,848.18
15/04/2024	Credit	Adyen N.V.	£0.00	£28.94	£72,877.12
15/04/2024	Credit	Adyen N.V.	£0.00	£4.42	£72,881.54
15/04/2024	Credit	SILVER SLIPPER C	£0.00	£174.38	£73,055.92
15/04/2024	Credit	Riverside Counsell	£0.00	£739.20	£73,795.12
16/04/2024	Credit	BABY SENSOR T/AS	£0.00	£119.00	£73,914.12
16/04/2024	Credit	SOHA HOUSING LTD	£0.00	£98.40	£74,012.52
16/04/2024	Credit	OSJCT	£0.00	£311.40	£74,323.92
16/04/2024	Credit	OCC AP	£0.00	£666.00	£74,989.92
16/04/2024	Credit	S IN MIND	£0.00	£122.50	£75,112.42
18/04/2024	Credit	MY LOCAL PITCH LTD T A PLAYFINDER	£0.00	£9,250.33	£84,362.75
18/04/2024	Credit	MY LOCAL PITCH LTD T A PLAYFINDER	£0.00	£436.19	£84,798.94
19/04/2024	Credit	Adyen N.V.	£0.00	£5.11	£84,804.05

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Statement number 032



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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
19/04/2024	Credit	HOLLINGHAM IC	£0.00	£38.64	£84,842.69
19/04/2024	Credit	SODC ACCOUNTS PAYA	£0.00	£703.94	£85,546.63
22/04/2024	Credit	Adyen N.V.	£0.00	£23.09	£85,569.72
22/04/2024	Credit	Adyen N.V.	£0.00	£18.14	£85,587.86
22/04/2024	Credit	Adyen N.V.	£0.00	£1.47	£85,589.33
22/04/2024	Credit	OXFORDDISTRICT	£0.00	£38.40	£85,627.73
22/04/2024	Credit	Davies Michael	£0.00	£62.40	£85,690.13
22/04/2024	Credit	AFFINITY/PURCHASES	£0.00	£10.08	£85,700.21
23/04/2024	Credit	BABY SENSOR T/AS	£0.00	£119.00	£85,819.21
23/04/2024	Credit	OCC AP	£0.00	£146.10	£85,965.31
23/04/2024	Credit	ABINGDON FREESTY	£0.00	£93.50	£86,058.81
24/04/2024	Credit	BRIGHT SPARKS EVENTS LTD	£0.00	£204.00	£86,262.81
25/04/2024	Credit	Adyen N.V.	£0.00	£1.23	£86,264.04
25/04/2024	Credit	Gratia Cura Residential Ltd	£0.00	£360.00	£86,624.04
25/04/2024	Credit	Mason Samantha	£0.00	£207.28	£86,831.32
26/04/2024	Credit	PHOENIX TAEKWOND	£0.00	£20.00	£86,851.32
26/04/2024	Credit	PHOENIX TAEKWOND	£0.00	£840.00	£87,691.32
26/04/2024	Credit	Adyen N.V.	£0.00	£6.39	£87,697.71
26/04/2024	Credit	STYLE ACRE	£0.00	£536.24	£88,233.95
26/04/2024	Credit	AGE UK OXFORDSHIRE	£0.00	£378.00	£88,611.95
26/04/2024	Credit	HF TRUST LIMITED	£0.00	£277.20	£88,889.15
26/04/2024	Credit	SODC ACCOUNTS PAYA	£0.00	£7,610.83	£96,499.98
26/04/2024	Credit	SODC ACCOUNTS PAYA	£0.00	£216.60	£96,716.58
26/04/2024	Credit	Bernadine Soul School of Dancing	£0.00	£306.00	£97,022.58

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Statement number 032



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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
26/04/2024	Credit	Elaine Bywaters	£0.00	£97.92	£97,120.50
26/04/2024	Credit	AFFINITY/PURCHASES	£0.00	£208.80	£97,329.30
29/04/2024	Credit	Adyen N.V.	£0.00	£19.11	£97,348.41
29/04/2024	Credit	Adyen N.V.	£0.00	£181.63	£97,530.04
29/04/2024	Credit	BOLSTER C	£0.00	£180.00	£97,710.04
29/04/2024	Credit	OCC AP	£0.00	£624.48	£98,334.52
29/04/2024	Credit	MIDTHAMES AREA QUAKERS	£0.00	£122.40	£98,456.92
30/04/2024	Credit	THE CAMDEN SOCIETY	£0.00	£128.88	£98,585.80
30/04/2024	Credit	TODDLER SENSE NADI	£0.00	£240.00	£98,825.80



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Bank Reconciliation Statement as at 30/04/2024
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	30/04/2024	32	98,825.80
			<u>98,825.80</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			98,825.80
<u>Unpresented Receipts (Plus)</u>			
30/04/2024 Card		2.36	
			<u>2.36</u>
			98,828.16
		Balance per Cash Book is :-	98,828.16
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 03/05/2024

Didcot Town Council

Page: 264

Time: 12:09

Cashbook 4

User: RLB

Civic Hall Current Account

For Month No: 1

Payments for Month 1

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>
01/04/2024	SODC Civic Hall Rates	Std Ord	1,097.25			4011	401	1,097.25	SODC Civic Hall Rates - 5406166
02/04/2024	Matthew Clark	DD1	467.02	467.02		500			5114/Bar supplies
02/04/2024	Direct 365	DD2	122.04	122.04		500			5104/Hand dryers 12Mar-11Apr
Total Payments for Month			1,686.31	589.06	0.00			1,097.25	
Balance Carried Fwd			98,828.16						
Cashbook Totals			100,514.47	589.06	0.00			99,925.41	

Statement of Account

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

5 May 2024

Account name: **DIDCOT TOWN COUNCIL-Didcot Town Council**
Account number: **PS3078634-001**
Statement period: **31/03/2024 to 30/04/2024**

Account summary

Total valuation as at 30 April 2024 **£812,121.37**
Total valuation as at last statement at 31 March 2024 **£893,353.49**

Holdings as at 30 April 2024

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	812,121.3700	£1.00	£812,121.37
Total value			£812,121.37

Transactions for the period from 31 March 2024 to 30 April 2024

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
03/04/2024	Income Reinvestment	4,414.8800	£1.0000	£4,414.88
19/04/2024	Withdrawal	-85,647.0000	£1.0000	-£85,647.00

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk Freephone 0800 022 3505 www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

Bank Reconciliation Statement as at 30/04/2024
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	30/04/2024		812,121.37
			<u>812,121.37</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			812,121.37
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			812,121.37
		Balance per Cash Book is :-	812,121.37
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Payments for Month 1

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 Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
19/04/2024	Unity Current Account	Transfer	85,647.00			200	85,647.00	CCLA PSDF Drawdown
Total Payments for Month			85,647.00	0.00	0.00		85,647.00	
Balance Carried Fwd			812,121.37					
Cashbook Totals			<u>897,768.37</u>	0.00	0.00		<u>897,768.37</u>	

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		893,353.49					893,353.49	
Bacs	Banked: 03/04/2024	4,414.88						
Bacs	CCLA PSDF Dividend Reinvested	4,414.88			1196	106	4,414.88	CCLA PSDF Dividend Reinvested
Total Receipts for Month		4,414.88	0.00	0.00			4,414.88	
Cashbook Totals		897,768.37	0.00	0.00			897,768.37	

SUMMARY FOR DIDCOT TOWN COUNCIL

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

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

Company reference: ~~XXXXXXXXXXXX~~
Statement date: 28 April 2024
Page number: 1 of 4
Monthly spend limit: £8,000.00

Date of previous statement: 28 March 2024
Previous balance: £4,004.26
Payment received: £4,004.26 CR
Total of charges and adjustments: £0.00
Total of new spending: £4,229.91
New balance: £4,229.91
Minimum payment: £42.29
Payment due by: 23 May 2024
Available to spend: £3,770.09

Payment instructions

Thank you for using Barclaycard Commercial. Your bank account ~~XXXXXXXXXXXX~~ will be debited with the agreed payment or the minimum payment (whichever is greater) on or immediately after 23 May 2024. If your balance is lower than your agreed payment, we will debit the full balance. If you are unable to make the minimum payment please contact us as soon as possible by calling the telephone number listed above.

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

- By Debit Card: Payments can be made over the phone by the payment due date shown on your statement. Please make the payment before 6.00 pm on this date.
- By Bank Transfer: From a Barclays UK account using telephone /online banking, please make the payment before 6.00pm on the payment due date shown on your statement. From a non-Barclays UK account, allow 2 working days before the payment due date and we will process the payment when received. Please refer to your bank for specific payment timescales as they will usually be shorter. Barclaycard details are: Sort code: ~~200000~~; Account Number: ~~2000000000~~. Please use your card number/account number as the reference.
- At a Branch: Payments in cash can be made at a Barclays Branch and must be made on or before the payment due date shown on your statement.

If paying by cheque at Barclays Branch allow 2 working days. At other banks, allow 2 working days before the payment due date, for both cash and cheque payments.

- By Post: Payments by cheque (made payable to Barclaycard Commercial) must be received 4 working days before the payment due date shown on your statement. Send your cheque and giro to Barclaycard Commercial, Po Box 291, Sheffield, S98 1SB. Please write your name, account number and post code on the back of the cheque.

Additional payments received will not be deducted from the direct debit amount to be taken.

Interest information

Total of next months estimated interest : £165.67

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
PURCHASE	4,229.91	2.245%	165.67	
CASH	0.00	2.450%	0.00	
Totals	£4,229.91		£165.67	

Simple Standard Rate p.a: 26.94% (30.5% compound equivalent) Simple Cash Rate p.a: 29.40% (33.7% compound equivalent)

* See reverse for details

Paid in by and date

bank giro credit ABC

4229.91

42.29

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

Cashier's Stamp and Initials

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



Barclays Bank PLC
Automated Bulk Credit Clearing
Barclaycard
Commercial

Total Cash *

Cheques +

£

Bank Reconciliation Statement as at 30/04/2024
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	30/04/2024		-4,229.91
			<u>-4,229.91</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-4,229.91
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-4,229.91
		Balance per Cash Book is :-	-4,229.91
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Payments for Month 1

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 :	4,004.26					4,004.26	
28/03/2024	Didcot Civic Hall	1/25	30.50		5.08	4010	100	25.42	C.Hall -Staff Mtg Refreshments
28/03/2024	Cowshed	2/25	71.75			4010	100	71.75	Cowshed -Staff Mtg Refreshment
02/04/2024	Nisbets Ltd	3/25	69.57		11.59	4020	403	57.98	Nisbets -Coffee Machine Jugs
03/04/2024	Brookside Welding Supplies	4/25	1,932.00		322.00	4016	300	485.00	Brookside -Air Fed Mask
						4902	199	1,125.00	Brookside -Kempi Welder
04/04/2024	T V H Industrial Products	5/25	154.32		25.72	4045	300	128.60	TVH -Hydraulic Hose & Oil
05/04/2024	Notcutts Garden Centre	6/25	114.99		19.17	4041	307	95.82	Notcutts -D Day Tree
08/04/2024	Safety Signs for Less	7/25	53.90		8.98	4043	421	44.92	Safety Signs -Edmonds Pav
08/04/2024	EposNow	8/25	12.00		2.00	4045	402	10.00	EposNow -Bar Till Software
08/04/2024	EposNow	9/25	88.80		14.80	4045	402	74.00	EposNow -Bar Till Software
09/04/2024	Babylon Plants	10/25	1,274.98		212.50	4900	199	1,062.48	Babylon Plants -Edmonds Park
10/04/2024	Amazon	11/25	15.98		2.66	4024	100	13.32	Amazon -Label Maker Replacemen
11/04/2024	SODC	12/25	28.35			4043	421	28.35	SODC -EPP Address Confirmation
12/04/2024	Three	13/25	30.00	30.00		500			P/L Pymnt Page 2449
12/04/2024	Greggs PLC	14/25	18.20			3002	403	18.20	Greggs -Hirers Catering
12/04/2024	Information Commissioner	15/25	60.00			4025	100	60.00	ICO Subs 2024-25
16/04/2024	Greggs PLC	16/25	10.80			4010	100	10.80	Greggs -Staff Refreshments
24/04/2024	Amazon	17/25	16.98		2.83	4020	401	14.15	Amazon -Projector Controller
24/04/2024	EposNow	18/25	22.80		3.80	4045	402	19.00	EposNow -Bar Till Software
25/04/2024	Amazon	19/25	79.99			3003	402	79.99	Amazon - Coffee
25/04/2024	B&M	20/25	24.00		4.00	4041	307	20.00	B&M -Tree Stakes
25/04/2024	Apsley Farms Sales Ltd	21/25	120.00		20.00	4041	307	100.00	Apsley Farms - Soil Improver
Total Payments for Month			4,229.91	30.00	655.13			3,544.78	
Cashbook Totals			8,234.17	30.00	655.13			7,549.04	

Receipts for Month 1

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: 22/04/2024	4,004.26						
DD	Unity Current Account	4,004.26			200		4,004.26	Barclaycard Commercial
Total Receipts for Month		4,004.26	0.00	0.00			4,004.26	
Balance Carried Fwd		4,229.91						
Cashbook Totals		<u>8,234.17</u>	<u>0.00</u>	<u>0.00</u>			<u>8,234.17</u>	

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Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance and General Purposes							
100 Central Administration							
1195 Miscellaneous Income	5	5	0	(5)			0.0%
Central Administration :- Income	<u>5</u>	<u>5</u>	<u>0</u>	<u>(5)</u>			
4000 Staff Costs (Re-allocated)	29,983	29,983	362,481	332,498	332,498		8.3%
4005 Agency Staffing	0	0	14,790	14,790	14,790		0.0%
4006 Outsourced Services	570	570	0	(570)	(570)		0.0%
4007 HR/H&S Services	400	400	2,000	1,600	1,600		20.0%
4008 Travel & Expenses	429	429	3,500	3,071	3,071		12.3%
4009 Training & Conferences	0	0	8,000	8,000	8,000		0.0%
4010 Misc Admin Costs	108	108	500	392	392		21.6%
4011 Business Rates	797	797	11,000	10,203	10,203		7.2%
4021 Postage	0	0	800	800	800		0.0%
4022 Telephone	239	239	3,000	2,761	2,761		8.0%
4024 Stationery and Printing	134	134	2,300	2,166	2,166		5.8%
4025 Subscriptions	4,371	4,371	4,160	(211)	(211)		105.1%
4026 Insurance	0	0	25,475	25,475	25,475		0.0%
4028 Photocopier	0	0	2,500	2,500	2,500		0.0%
4031 Recruitment Advertising	0	0	1,000	1,000	1,000		0.0%
4042 Equipment/Vehicle Hire	0	0	310	310	310		0.0%
4045 Equipment/Vehicle Maintenance	6	6	0	(6)	(6)		0.0%
4046 IT/Website	4,831	4,831	30,000	25,169	25,169		16.1%
4049 Security	0	0	500	500	500		0.0%
4052 Accountancy Charges	1,795	1,795	4,000	2,205	2,205		44.9%
4055 Bank Charges	0	0	1,300	1,300	1,300		0.0%
Central Administration :- Indirect Expenditure	<u>43,662</u>	<u>43,662</u>	<u>477,616</u>	<u>433,954</u>	<u>0</u>	<u>433,954</u>	<u>9.1%</u>
Net Income over Expenditure	<u>(43,657)</u>	<u>(43,657)</u>	<u>(477,616)</u>	<u>(433,959)</u>			
103 Civic and Democratic							
4009 Training & Conferences	0	0	800	800	800		0.0%
4205 Mayors Allowance	0	0	3,330	3,330	3,330		0.0%
4210 Civic Functions	870	870	3,500	2,630	2,630		24.9%
4220 Elections	0	0	13,000	13,000	13,000		0.0%
Civic and Democratic :- Indirect Expenditure	<u>870</u>	<u>870</u>	<u>20,630</u>	<u>19,760</u>	<u>0</u>	<u>19,760</u>	<u>4.2%</u>
Net Expenditure	<u>(870)</u>	<u>(870)</u>	<u>(20,630)</u>	<u>(19,760)</u>			

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>106 Corporate Management</u>							
1176 Precept	735,217	735,217	1,470,433	735,217			50.0%
1196 Interest Received	4,415	4,415	20,000	15,585			22.1%
Corporate Management :- Income	<u>739,631</u>	<u>739,631</u>	<u>1,490,433</u>	<u>750,802</u>			<u>49.6%</u>
4057 Audit Fees	(3,860)	(3,860)	3,780	7,640		7,640	(102.1%)
4058 Legal Fees	0	0	5,000	5,000		5,000	0.0%
Corporate Management :- Indirect Expenditure	<u>(3,860)</u>	<u>(3,860)</u>	<u>8,780</u>	<u>12,640</u>	<u>0</u>	<u>12,640</u>	<u>(44.0%)</u>
Net Income over Expenditure	<u>743,491</u>	<u>743,491</u>	<u>1,481,653</u>	<u>738,162</u>			
<u>110 Services to Others</u>							
1805 Income -Materials Fleet Meadow	12	12	200	188			5.8%
1806 Income -Labour Fleet Meadow	650	650	2,500	1,850			26.0%
Services to Others :- Income	<u>661</u>	<u>661</u>	<u>2,700</u>	<u>2,039</u>			<u>24.5%</u>
4801 Materials - Fleet Meadow	0	0	200	200		200	0.0%
Services to Others :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>200</u>	<u>200</u>	<u>0</u>	<u>200</u>	<u>0.0%</u>
Net Income over Expenditure	<u>661</u>	<u>661</u>	<u>2,500</u>	<u>1,839</u>			
<u>150 Community Services</u>							
4191 Xmas Lights Revenue	1,880	1,880	0	(1,880)		(1,880)	0.0%
4401 Summer Fayre/EdFest Expenditur	10,000	10,000	2,000	(8,000)		(8,000)	500.0%
4402 Remembrance Day Parade	0	0	4,000	4,000		4,000	0.0%
4701 Grant Aid	4,200	4,200	47,000	42,800		42,800	8.9%
99139 Tfr from EMR Summer Fayre	(8,000)	(8,000)	0	8,000		8,000	0.0%
Community Services :- Indirect Expenditure	<u>8,080</u>	<u>8,080</u>	<u>53,000</u>	<u>44,920</u>	<u>0</u>	<u>44,920</u>	<u>15.2%</u>
Net Expenditure	<u>(8,080)</u>	<u>(8,080)</u>	<u>(53,000)</u>	<u>(44,920)</u>			
<u>199 Capital and Projects</u>							
1189 CIL Income	7,611	7,611	0	(7,611)			0.0%
Capital and Projects :- Income	<u>7,611</u>	<u>7,611</u>	<u>0</u>	<u>(7,611)</u>			
4053 Loan Capital Repayments	0	0	122,257	122,257		122,257	0.0%
4054 Loan Interest	0	0	173,162	173,162		173,162	0.0%
4900 CAP - Edmonds Park Pavilion	11,681	11,681	0	(11,681)		(11,681)	0.0%
4901 CAP - Christmas Lights	0	0	15,000	15,000		15,000	0.0%
4902 CAP - Equipment/Furniture	3,045	3,045	16,000	12,955		12,955	19.0%
4906 CAP - Green Projects	0	0	5,000	5,000		5,000	0.0%
99028 Tfr to EMR CIL	7,611	7,611	0	(7,611)		(7,611)	0.0%

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
99160 Tfr from EMR Grounds Equip	(1,125)	(1,125)	0	1,125		1,125	0.0%
Capital and Projects :- Indirect Expenditure	<u>21,212</u>	<u>21,212</u>	<u>331,419</u>	<u>310,207</u>	<u>0</u>	<u>310,207</u>	<u>6.4%</u>
Net Income over Expenditure	<u>(13,601)</u>	<u>(13,601)</u>	<u>(331,419)</u>	<u>(317,818)</u>			
Finance and General Purposes :- Income	747,909	747,909	1,493,133	745,224			50.1%
Expenditure	69,964	69,964	891,645	821,681	0	821,681	7.8%
Movement to/(from) Gen Reserve	<u>677,945</u>	<u>677,945</u>					

Summary Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance and General Purposes								
100	Central Administration							
	Income	5	5	0	(5)			0.0%
	Expenditure	43,662	43,662	477,616	433,954		433,954	9.1%
	Movement to/(from) Gen Reserve	<u>(43,657)</u>	<u>(43,657)</u>					
103	Civic and Democratic							
	Expenditure	870	870	20,630	19,760		19,760	4.2%
106	Corporate Management							
	Income	739,631	739,631	1,490,433	750,802			49.6%
	Expenditure	(3,860)	(3,860)	8,780	12,640		12,640	(44.0%)
	Movement to/(from) Gen Reserve	<u>743,491</u>	<u>743,491</u>					
110	Services to Others							
	Income	661	661	2,700	2,039			24.5%
	Expenditure	0	0	200	200		200	0.0%
	Movement to/(from) Gen Reserve	<u>661</u>	<u>661</u>					
150	Community Services							
	Expenditure	8,080	8,080	53,000	44,920		44,920	15.2%
199	Capital and Projects							
	Income	7,611	7,611	0	(7,611)			0.0%
	Expenditure	21,212	21,212	331,419	310,207		310,207	6.4%
	Movement to/(from) Gen Reserve	<u>(13,601)</u>	<u>(13,601)</u>					
	Finance and General Purposes Income	<u>747,909</u>	<u>747,909</u>	<u>1,493,133</u>	<u>745,224</u>			<u>50.1%</u>
	Expenditure	<u>69,964</u>	<u>69,964</u>	<u>891,645</u>	<u>821,681</u>	<u>0</u>	<u>821,681</u>	<u>7.8%</u>
	Movement to/(from) Gen Reserve	<u>677,945</u>	<u>677,945</u>					

Summary Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
<u>Environment and Climate</u>									
300	Outside Services	Expenditure	29,805	29,805	372,471	342,666	342,666	8.0%	
307	Environmental Services	Income	0	0	17,050	17,050		0.0%	
		Expenditure	(749)	(749)	57,700	58,449	58,449	(1.3%)	
	Movement to/(from) Gen Reserve		<u>749</u>	<u>749</u>					
311	Allotments	Income	239	239	15,500	15,261		1.5%	
		Expenditure	(177)	(177)	8,850	9,027	9,027	(2.0%)	
	Movement to/(from) Gen Reserve		<u>416</u>	<u>416</u>					
321	Cemetery	Income	6,900	6,900	18,000	11,100		38.3%	
		Expenditure	186	186	7,950	7,764	7,764	2.3%	
	Movement to/(from) Gen Reserve		<u>6,714</u>	<u>6,714</u>					
330	Edmonds Park	Expenditure	(139)	(139)	28,500	28,639	28,639	(0.5%)	
331	Splash Park	Expenditure	1,975	1,975	0	(1,975)	(1,975)	0.0%	
332	Ladygrove Park	Income	2,068	2,068	5,500	3,432		37.6%	
		Expenditure	776	776	12,000	11,224	11,224	6.5%	
	Movement to/(from) Gen Reserve		<u>1,292</u>	<u>1,292</u>					
333	Loyd Park	Expenditure	0	0	650	650	650	0.0%	
338	Other Parks & Recreation Areas	Expenditure	2,600	2,600	12,000	9,400	9,400	21.7%	
341	Play Areas	Expenditure	0	0	34,000	34,000	34,000	0.0%	
	Environment and Climate Income		<u>9,207</u>	<u>9,207</u>	<u>56,050</u>	<u>46,843</u>		<u>16.4%</u>	
	Expenditure		<u>34,278</u>	<u>34,278</u>	<u>534,121</u>	<u>499,843</u>	<u>0</u>	<u>499,843</u>	<u>6.4%</u>
	Movement to/(from) Gen Reserve		<u>(25,071)</u>	<u>(25,071)</u>					

Summary Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Property and Facilities</u>								
401	Civic Hall General							
	Income	17,935	17,935	127,500	109,565			14.1%
	Expenditure	12,657	12,657	198,663	186,006		186,006	6.4%
	Movement to/(from) Gen Reserve	<u>5,278</u>	<u>5,278</u>					
402	Civic Hall Bar							
	Income	543	543	15,000	14,457			3.6%
	Expenditure	849	849	11,000	10,151		10,151	7.7%
	Movement to/(from) Gen Reserve	<u>(307)</u>	<u>(307)</u>					
403	Civic Hall Catering							
	Income	6,284	6,284	16,000	9,716			39.3%
	Expenditure	3,143	3,143	9,000	5,857		5,857	34.9%
	Movement to/(from) Gen Reserve	<u>3,141</u>	<u>3,141</u>					
411	Willowbrook Leisure Centre							
	Income	10,106	10,106	72,000	61,894			14.0%
	Expenditure	(2,927)	(2,927)	137,254	140,181		140,181	(2.1%)
	Movement to/(from) Gen Reserve	<u>13,033</u>	<u>13,033</u>					
421	Edmonds Park Pavilion							
	Income	774	774	0	(774)			0.0%
	Expenditure	486	486	0	(486)		(486)	0.0%
	Movement to/(from) Gen Reserve	<u>288</u>	<u>288</u>					
	Property and Facilities Income	<u>35,642</u>	<u>35,642</u>	<u>230,500</u>	<u>194,858</u>			<u>15.5%</u>
	Expenditure	<u>14,209</u>	<u>14,209</u>	<u>355,917</u>	<u>341,708</u>	<u>0</u>	<u>341,708</u>	<u>4.0%</u>
	Movement to/(from) Gen Reserve	<u>21,433</u>	<u>21,433</u>					

Summary Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Personnel</u>								
500 Staffing and Staff Costs	Expenditure	0	0	0	0		0	0.0%
	Personnel Income	0	0	0	0			0.0%
	Expenditure	0	0	0	0	0	0	0.0%
	Movement to/(from) Gen Reserve	0	0					
<hr/>								
	Grand Totals:- Income	792,758	792,758	1,779,683	986,925			44.5%
	Expenditure	118,451	118,451	1,781,683	1,663,232	0	1,663,232	6.6%
	Net Income over Expenditure	674,307	674,307	(2,000)	(676,307)			
	Movement to/(from) Gen Reserve	674,307	674,307					

Detailed Balance Sheet - Excluding Stock Movement

Month 1 Date 30/04/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
101	Bookings Debtors	18,534
105	Vat Due	7,038
140	Bar Stock	3,854
141	Catering Stock	262
200	Unity Current Account	831,502
201	Civic Hall Current Account	98,828
202	CCLA Deposit Fund	812,121
220	Petty Cash	250
224	Civic Hall Bar Floats	260
295	Barclaycard Account	(4,230)
Total Current Assets		1,768,419
<u>Current Liabilities</u>		
500	Creditors	41,436
503	Allotment Holding Deposit	13,053
505	Mayors Charity Account	6
525	PAYE/NI Due	11,920
526	Superannuation Due	13,131
540	Oxfordshire PTC (NHS)	305
565	CH Holding Deposits	1,623
570	Refundable Deposits	350
580	Retentions	54,726
Total Current Liabilities		136,550
Net Current Assets		1,631,869
Total Assets less Current Liabilities		1,631,869
<u>Represented by :-</u>		
301	Current Year Fund	674,307
310	General Reserve	350,982
317	EMR CIL Splash Park	121,000
320	Building Repair Fund	52,616
321	Cemetery Fund	2,245
323	Skatepark Refurbishment	13,616
324	Ladygrove Lakes	1,918
325	Ladygrove Park	5,537
326	Ladygrove Lakes Staging Fund	18,200
328	CIL	119,050
330	Planting	3,464
331	Arboriculture	8,989
332	Sports Pitches	11,001
333	Splash Park	139,903
334	EMR Community Projects	1,726
335	EMR Bus Shelters/Street Furnit	5,094
336	GDPR Fund	500
338	EMR Play Areas	17,688
351	CCTV	13,405
352	Pavilions	32,747
355	EMR Grant Aid	4,000
356	EMR Grass Cutting	30,000
360	EMR Groundskeeping Equipment	3,881

Detailed Balance Sheet - Excluding Stock Movement

Month 1 Date 30/04/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	Total Equity	<u>1,631,869</u>

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Detailed Profit and Loss Account - Excluding Stock Movement

Month 1 Date 30/04/2024

<u>Account</u>	<u>Sales/Income</u>	<u>Month Actual</u>	<u>YTD Actual</u>
1000	Main Hall	16,881	16,881
1001	Northbourne Room	2,061	2,061
1002	Ladygrove Room	4,396	4,396
1003	All Saints Room	2,076	2,076
1004	Park Room	1,322	1,322
1009	Events Package Income	1,500	1,500
1011	Orchard/Millbrook Room	140	140
1020	Other Bookings Income	438	438
1050	Bar Sales	543	543
1062	Fishing/Lakes Income	2,068	2,068
1075	Food and Beverage Income	2,047	2,047
1100	Catering Income - Food	4,237	4,237
1176	Precept	735,217	735,217
1181	Allotment Rents	239	239
1182	Cemetery Income	6,900	6,900
1189	CIL Income	7,611	7,611
1195	Miscellaneous Income	5	5
1196	Interest Received	4,415	4,415
1805	Income -Materials Fleet Meadow	12	12
1806	Income -Labour Fleet Meadow	650	650
	Total Sales/Income	792,758	792,758

<u>Account</u>	<u>Direct Expenditure</u>		
3001	Bar Cost of Sales	570	570
3002	Catering Cost of Sales	2,198	2,198
3003	Food & Beverage Cost of Sales	169	169
	Total Direct Expenditure	2,937	2,937
	Gross Profit	789,820	789,820
	% Gross Profit to Sales	99.63%	99.63%

<u>Account</u>	<u>Indirect/Overhead Expenditure</u>		
4000	Staff Costs (Re-allocated)	0	0
4001	Salaries - Gross Pay	50,839	50,839
4002	Salaries - Er's NI	4,062	4,062
4003	Salaries - Er's Superann	10,154	10,154
4006	Outsourced Services	570	570
4007	HR/H&S Services	400	400
4008	Travel & Expenses	533	533
4009	Training & Conferences	1,975	1,975
4010	Misc Admin Costs	108	108
4011	Business Rates	2,080	2,080
4012	Water Charges	(222)	(222)
4014	Light and Heat	(11,285)	(11,285)
4015	Cleaning and Hygiene	3,266	3,266
4016	Uniform/Protective Clothing	716	716
4018	Waste Disposal	1,682	1,682
4020	Equipment Purchase (Minor)	(215)	(215)
4022	Telephone	239	239
4023	Licenses	775	775
4024	Stationery and Printing	134	134

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Detailed Profit and Loss Account - Excluding Stock Movement

Month 1 Date 30/04/2024

	<u>Month Actual</u>	<u>YTD Actual</u>
4025 Subscriptions	4,371	4,371
4040 Tree Management Contract	2,600	2,600
4041 Grounds Maintenance	(389)	(389)
4043 Propert Repairs & Maintenance	2,594	2,594
4044 Maintenance Contracts	2,464	2,464
4045 Equipment/Vehicle Maintenance	4,047	4,047
4046 IT/Website	4,910	4,910
4047 Vehicle Fuel	(649)	(649)
4052 Accountancy Charges	1,795	1,795
4056 Card Processing Fees	384	384
4057 Audit Fees	(3,860)	(3,860)
4058 Legal Fees	300	300
4191 Xmas Lights Revenue	1,880	1,880
4193 Dog Fouling Services	277	277
4194 Street Furniture Maintenance	697	697
4210 Civic Functions	870	870
4401 Summer Fayre/EdFest Expenditur	10,000	10,000
4701 Grant Aid	4,200	4,200
4900 CAP - Edmonds Park Pavilion	11,681	11,681
4902 CAP - Equipment/Furniture	3,045	3,045
99028 Tfr to EMR CiL	7,611	7,611
99139 Tfr from EMR Summer Fayre	(8,000)	(8,000)
99160 Tfr from EMR Grounds Equip	(1,125)	(1,125)
Total Indirect/Overhead Expenditure	115,513	115,513
Operating Profit	674,307	674,307
% Operating Profit	85.06%	85.06%

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Sales Ledger Aged Account Balances

User: RLB

Outstanding Balances by Month as at 30/04/2024

A/C Code	Customer Name	Balance	Apr 2024	Mar 2024	Feb 2024	Prior Months	On A/c Pymnts
Ledger No 1: Bookings							
AAAAGEUK	AGE UK	489.16	507.36	0.00	0.00	-18.20	0.00
AAAFT	AFFINITY TRUST	464.52	464.52	0.00	0.00	0.00	0.00
AAAYCSW	YOUNG CARERS SUPPORT	63.00	0.00	0.00	0.00	63.00	0.00
AABFYC	BE FREE YOUNG CARERS	104.58	84.00	0.00	0.00	203.28	-182.70
AABRIGHT	BRIGHT SPARKS SCIENC	204.00	204.00	0.00	0.00	0.00	0.00
AACRAFT	CHRIS WALLACE	1,553.98	0.00	0.00	0.00	1,553.98	0.00
AADCP	DCP	120.60	0.00	0.00	0.00	120.60	0.00
AADFMASO	DIDCOT MASONIC	215.35	0.00	0.00	215.35	0.00	0.00
AAEXCELPR	EXCEL PRACTICE	6.00	36.00	0.00	0.00	0.00	-30.00
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
AAOCFA	JANE HOSKINS	439.20	234.24	0.00	0.00	204.96	0.00
AAOD	OXFORD DIOCESE	-59.00	0.00	0.00	0.00	78.00	-137.00
AARCOUNCI	RIVERSIDECOUNSELLING	-63.22	0.00	0.00	0.00	370.32	-433.54
AASA	STYLE ACRE	346.09	0.00	0.00	0.00	726.27	-380.18
AASEN	SENDIASS	228.60	0.00	18.60	0.00	210.00	0.00
AASSC	SILVERSLIPPERCLUB	-36.71	0.00	0.00	0.00	0.00	-36.71
AATVI	THAMES VALLEY INITIA	13.78	0.00	0.00	233.40	216.30	-435.92
AATVP	THAMES VALLEY POLICE	341.64	197.10	0.00	0.00	162.54	-18.00
ACTIVEOXF	ACTIVE OXFORDSHIRE	-72.80	0.00	0.00	0.00	-72.80	0.00
ADOPT-TV	ADOPT THAMES VALLEY	804.35	0.00	0.00	125.40	771.35	-92.40
ADVIZA	ADVIZA	157.50	0.00	0.00	157.50	0.00	0.00
AFFINCHRIS	AFFINCHRIS	74.16	74.16	0.00	0.00	0.00	0.00
ANDERSON	ANDERSON	14.40	14.40	0.00	0.00	0.00	0.00
ANTON	ANTONOCC	208.00	0.00	0.00	0.00	208.00	0.00
AUTISM	AUTISM	310.80	0.00	0.00	310.80	0.00	0.00
BABYBRAIN	BBRAINS	90.00	0.00	0.00	0.00	90.00	0.00
BACKOCC	CLAIRE	-24.48	0.00	0.00	0.00	4.22	-28.70
BMSHELEN	BMSHELEN	120.96	120.96	0.00	0.00	0.00	0.00
BRANDONT	BRANDON	127.32	0.00	0.00	0.00	127.32	0.00
CHESTERFO	CHESTER	28.80	28.80	0.00	0.00	0.00	0.00
GROUDAGE	GROUDAGE	1,163.60	0.00	1,163.60	0.00	0.00	0.00
DBC	DBC	16.99	0.00	0.00	0.00	16.99	0.00
DID SPEAK	DIDCOT SPEAKERS	246.71	0.00	0.00	0.00	589.69	-342.98
DIDCOTCASJ	DIDCOT CASUALS JUN	-80.00	0.00	0.00	0.00	-80.00	0.00
FMCHT	FM CH TRUST	13.99	13.99	0.00	0.00	0.00	0.00
GILFROST	GILPILATES	298.86	298.86	0.00	0.00	0.00	0.00
HARWELLSH	HARWELLS	80.64	0.00	0.00	0.00	80.64	0.00
HAZARA	HAZARA	223.34	223.34	0.00	0.00	0.00	0.00
HEADSPEAC	HSPEACH	91.80	91.80	0.00	0.00	0.00	0.00
HFTCLARE	HFTCLARE	449.40	310.80	0.00	0.00	138.60	0.00
JAMIEC	JAMIEOXC	72.00	0.00	0.00	0.00	72.00	0.00
JERLLOYD	JERESAND VALE	146.00	0.00	0.00	0.00	146.00	0.00
JSELF	JSELF	52.80	52.80	0.00	0.00	0.00	0.00
KINGDOMPR	KINGDOM	112.00	0.00	0.00	0.00	112.00	0.00
KJORDAN	KJRDAN	107.60	0.00	107.60	0.00	0.00	0.00
KRC-COOPE	COOP EARLEY	1,335.00	1,335.00	0.00	0.00	0.00	0.00
Sub Total C/Fwd		10,519.97	4,292.13	1,289.80	1,042.45	6,276.55	-2,380.96

Pd

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Outstanding Balances by Month as at 30/04/2024

A/C Code	Customer Name	Balance	Apr 2024	Mar 2024	Feb 2024	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	10,519.97	4,292.13	1,289.80	1,042.45	6,276.55	-2,380.96
Ledger No 1: Bookings (Continued)							
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
NATSOUL	NATSOUL	248.88	248.88	0.00	0.00	0.00	0.00
OCCALP		18.00	0.00	18.00	0.00	0.00	0.00
OCCCHIARA	OCCHIARA	86.40	0.00	0.00	0.00	86.40	0.00
OCCGENER	OCCGEN	-489.00	0.00	0.00	0.00	0.00	-489.00
OCCMENA	OCCMENA	502.32	502.32	0.00	0.00	0.00	0.00
OCCSEN	SEN TEAM OCC	194.20	0.00	0.00	0.00	194.20	0.00
ORDERSTJO	STJOHN	1,245.60	1,245.60	0.00	0.00	0.00	0.00
OXFSN	OXFSN	126.30	126.30	0.00	0.00	0.00	0.00
OXFWIMARY	OXFORD WI	105.00	0.00	0.00	0.00	214.98	-109.98
OXMINDSAR	MINDSARA	99.60	0.00	0.00	0.00	99.60	0.00
PAULLATHA	PLATHAM	-19.20	0.00	0.00	0.00	19.20	-38.40
PINTSIZED	PINT SIZED PEOPLE	-40.00	0.00	0.00	0.00	0.00	-40.00
RESTOREC	RESTOREC	465.12	0.00	0.00	465.12	0.00	0.00
RGRIFFIN	ELVIS	97.80	0.00	0.00	0.00	226.80	-129.00
SECONDLIFE	SECONDLIFE	126.00	0.00	0.00	0.00	126.00	0.00
SEN	CHILDEDUOCC	861.80	0.00	0.00	0.00	861.80	0.00
SLIMWORLD	SLIMWORLD	267.28	267.28	0.00	0.00	0.00	0.00
SODCBEN	SODCBEN	576.00	0.00	576.00	0.00	0.00	0.00
SODCCULLIF	CULLIFORD	64.50	0.00	0.00	0.00	64.50	0.00
SODCNEWC	NEWCOMB	339.57	0.00	0.00	0.00	339.57	0.00
SODCREBEC	SODCREBEC	174.48	174.48	0.00	0.00	0.00	0.00
SOHAH	SOHA HOUSING	922.78	898.78	24.00	0.00	0.00	0.00
SOMA	SOMA	140.00	0.00	0.00	0.00	140.00	0.00
STRATA	STRATA	982.64	982.64	0.00	0.00	0.00	0.00
STYLEEMMA	STYLEEMMA	222.60	0.00	0.00	0.00	222.60	0.00
WESTBERKS	WESTBERKS	201.60	0.00	0.00	0.00	201.60	0.00
WYNTERSWI	WYNTERS WISH	182.00	0.00	0.00	0.00	182.00	0.00
ZUMBAGOL	ZGOLD	228.48	228.48	0.00	0.00	0.00	0.00
	Total Sales Led	18,533.60	8,966.89	1,907.80	1,507.57	9,407.68	-3,256.34
	TOTAL SALES LEDGER BALANCES	18,533.60	8,966.89	1,907.80	1,507.57	9,407.68	-3,256.34

Date: 03/05/2024

Didcot Town Council

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Time: 17:07

Unity Current Account

List of Payments made between 01/04/2024 and 30/04/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2024	SODC Cemetery Rates	Std Ord	186.20		SODC Cemetery Rates - 5025071
01/04/2024	SODC Office Rates	Std Ord	796.74		SODC Office Rates - 5335613
01/04/2024	SODC Office Rates	STD ORD	-796.74		SODC Office Rates - 5335613
01/04/2024	SODC Office Rates	STD ORD	796.74		SODC Office Rates - 5335613
02/04/2024	John Deere	Std Ord	328.01		John Deere Gator
02/04/2024	John Deere	STD ORD	-328.01		John Deere Gator
02/04/2024	John Deere	STD ORD	328.01		John Deere Gator
04/04/2024	Rabbits Vehicle Hire (Didcot)	EBPa	654.00		5035/HW70NPK rent 18Jan-18Feb
04/04/2024	King Alfred Drive Community Ce	EBPb	10,000.00		5243/KADCC re Edfest Grant
04/04/2024	King Alfred Drive Community Ce	EBPc	5,200.00		5155/KADCC grant 2023-24
04/04/2024	Rabbits Vehicle Hire (Didcot)	EBPd	654.00		5118/HW70NPK 18Feb-18Mar
05/04/2024	British Gas A/c 603752622	DD1	3,577.33		5142/Ac603752622 15Feb-14Mar
10/04/2024	Barclaycard Charges Mar2024	DD	88.17		Barclaycard Charges Mar2024
11/04/2024	HMRC PAYE/NI March 2024	EBP	11,522.50		HMRC PAYE/NI March 2024
11/04/2024	OCC Superann March 2024	EBP	12,879.85		OCC Superann March 2024
11/04/2024	OPC Drain Services	EBP1	352.80		5095/Clear toilet blockage
11/04/2024	Air IT Limited	EBP2	1,492.43		5099/Microsoft 365 Mar2024
11/04/2024	Close Invoice Finance Ltd re A	EBP3	878.30		5100/Plants
11/04/2024	Espo	EBP4	383.45		5108/Flipchart boards
11/04/2024	EE Limited	EBP5	109.78		5105/Mobile phones Mar2024
11/04/2024	Executive Alarms Ltd	EBP6	258.00		5109/Alarm monitoring 2024-25
11/04/2024	Farol Limited	EBP7	366.00		5136/OU19LUA puncture repair
11/04/2024	Fleet Meadow Community Hall Tr	EBP8	1,905.88		5111/FMCHT Income Feb2024
11/04/2024	Lift Safe Ltd	EBP9	2,556.93		5112/Alke repairs
11/04/2024	Microshade Business Consultant	EBP10	413.82		5115/Omega hosting Mar2024
11/04/2024	Millbrook Property Services	EBP11	324.00		5116/Window cleaning Mar24
11/04/2024	Mobile Mini	EBP12	83.42		5117/Storage unit 11Mar-7Apr
11/04/2024	RED BOX FIRE CONTROL	EBP13	1,541.26		5119/Fire safety equipment
11/04/2024	Ricoh	EBP14	415.28		5122/Copier rent 1Mar-31May
11/04/2024	Spaldings (UK) Limited	EBP15	167.26		5128/Strimmer chord, oil
11/04/2024	Seldram Supplies	EBP16	687.08		5127/Cleaning supplies
11/04/2024	Screwfix Direct Ltd T/As Trade	EBP17	124.50		5125/Water proof trousers
11/04/2024	Test Meter Group Limited	EBP18	184.74		5131/Legionella test kit
11/04/2024	Universal Services (Sports Equ	EBP19	614.10		5133/High level service s/hall
11/04/2024	UK Health,Safety&Environmental	EBP20	720.00		5134/Working at Height course
11/04/2024	British Gas A/c 603952675	EBP21	995.34		5141/Ac603952675 1-13Mar
11/04/2024	SSE Energy Supply Ltd	EBP22	2,577.73		5168/Ac8700145386 1-29Feb
11/04/2024	SSE Energy Supply Ltd Ref 8700	EBP23	2,260.60		5171/Ac8700158539 30Nov-31Jan
11/04/2024	SSE Energy Supply Ref 87001724	EBP24	35.51		5174/Ac8700172407 27Jul-6Feb
15/04/2024	Salaries April 2024	EBP	40,475.45		Salaries April 2024
16/04/2024	Castle Water TW3765043573	DD2	1,878.07		5200/Water2332129 1-31Mar
18/04/2024	Midcounties Co-Op	DD	409.56		Midcounties Co-Op Fuel Feb
18/04/2024	SSE Energy Supply Ltd	DD3	1,833.56		5233/Ac8700080175 1Nov-31Mar
19/04/2024	Sloane Curtis Solutions Ltd	DD4	135.24		5230/Phone charges Apr2024
22/04/2024	Barclaycard Account	DD	4,004.26		Barclaycard Commercial
23/04/2024	AJM Fire Safety Limited	EBP1	1,603.20		5138/Fire door inspections
23/04/2024	Collard Environmental Ltd	EBP2	759.36		5146/Waste disposal 20Mar
23/04/2024	DIDCOT PLANT LTD	EBP3	93.84		5149/Power washer 26Feb-4Mar

Continued on Page 2

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List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/04/2024	DCK Accounting Solutions Ltd	EBP4	1,114.08		5147/Contract accounts Mar24
23/04/2024	DCK Payroll Solutions Ltd	EBP5	297.24		5148/Payroll services Mar24
23/04/2024	Ever Brite Cleaning Services L	EBP6	2,535.54		5150/Cleaning services Mar2024
23/04/2024	Freemans Flowers	EBP7	35.00		5151/Flowers for High Sheriff
23/04/2024	G S Mechanical Ltd	EBP8	4,192.27		5154/Replace radiator valves
23/04/2024	Lyreco UK Limited	EBP9	214.35		5157/Stationery
23/04/2024	LIFE Build Solutions Limited	EBP10	84,942.00		5156/Interim application no 11
23/04/2024	McFarlane Telfer Ltd	EBP11	330.12		5158/Range burner repairs
23/04/2024	Polar Cooling Services Ltd	EBP12	884.12		5160/Changing room maintenance
23/04/2024	Prystine Web Solutions Ltd	EBP13	108.00		5161/Summer Fayre website host
23/04/2024	Ridge & Partners LLP	EBP14	705.00		5162/Prof fees pymnt 12
23/04/2024	SOUTH OXFORDSHIRE DISTRICT	EBP15	1,967.75		5167/CCTV Q4 contribution
23/04/2024	Sun Water Coolers Ltd	EBP16	49.09		5176/Office water cooler
23/04/2024	Screwfix Direct Ltd T/As Trade	EBP17	12.99		5164/Drill bit set
23/04/2024	Scofell Commercial Landscapes	EBP18	1,536.00		5163/Splash park tree works
23/04/2024	Shield Maintenance Ltd	EBP19	564.71		5166/Sanitary waste disposal
23/04/2024	P A Turney Ltd	EBP20	1,399.03		5178/Oil for mowers
23/04/2024	Air IT Limited	EBP21	637.05		5187/Internet line Apr2024
23/04/2024	Blachere	EBP22	2,256.34		5179/Xmas lights hire
23/04/2024	Mogo Direct Ltd	EBP23	5,640.29		5181/Tables & chairs EP Pav
23/04/2024	Seldram Supplies	EBP24	156.59		5182/Cleaning supplies
23/04/2024	Total Pest Control (UK) Ltd	EBP25	306.72		5183/Pest control
23/04/2024	West Berks & Oxon Training	EBP26	306.00		5184/Chainsaw training Mar24
23/04/2024	Grundon Waste Management Ltd	EBP27	513.19		5190/Waste disposal Mar2024
23/04/2024	SSE Energy Supply Ltd A/c 8700	EBP28	166.12		5234/Ac8700134009 7Nov-31Mar
23/04/2024	SSE Energy Supply Ltd	EBP29	2,344.14		5235/Ac8700145386 1-31Mar
23/04/2024	SSE Energy Supply Ltd A/c 8700	EBP30	1,217.00		5236/Ac8700107943 1Jan-31Mar
25/04/2024	BOC	DD5	34.02		5139/Bar gas bottle
30/04/2024	John Deere	Std Ord	328.01		John Deere Gator
30/04/2024	John Deere	STD ORD	-328.01		John Deere Gator
30/04/2024	John Deere	STD ORD	328.01		John Deere Gator
Total Payments			231,320.31		

Date: 03/05/2024

Didcot Town Council

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Time: 12:09

Civic Hall Current Account

List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2024	SODC Civic Hall Rates	Std Ord	1,097.25		SODC Civic Hall Rates -5406166
02/04/2024	Matthew Clark	DD1	467.02		5114/Bar supplies
02/04/2024	Direct 365	DD2	122.04		5104/Hand dryers 12Mar-11Apr
Total Payments			<u>1,686.31</u>		

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Finance and General Purposes Committee

17th June 2024



Report Author: Mike Blake

Edmonds Park Sandpit

Introduction

1. This report asks the Committee to consider the installation of a castle structure as a centre piece in the new sandpit which will be constructed in Edmonds Park.

Background

1. A new sand pit in Edmonds Park has previously been approved by the Finance and General Purposes Committee and ratified by Full Council on 14th May 2024.
2. The approved cost was for £4,135.00. Work will commence on the sandpit in the next few weeks and will be completed in time for the summer holidays.
2. Officers investigated options for a centre piece for this, which ranged in prices between £3,105.00 +vat to £5,052.00 +vat. This is obviously a lot of expense, and the outdoor team can produce something sturdier and more robust for a fraction of the price. Alternative options were investigated.

Financial Implications

3. As previously stated, the sandpit has already been approved and the outdoor team are confident that a centre piece structure can be create for an additional £1,000. This will obviously be included in all ROSPA inspections.

Risk Implications

4. All edges will be routed to minimise any risks with splinters. The structure will be cemented into the ground and regularly inspected.

Recommendations

5. My Recommendation would be for the outdoor team to make a castle structure as a middle centre piece for this sandpit. This castle/sandpit is obviously aimed at toddlers and younger children, so the overall size of the structure will not be huge.
6. The width of the structure will measure 2m and the height will measure just over 1m at the highest points. This structure will have details added to it consisting of knights, a cannon and a dragon all created out of plywood, painted and attached to the sides giving this castle some character.



Scope of Works

Didcot TC - EDR 24x7

Date: 19/03/2024

V1.0

Document Classification : Restricted : Client

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3.1	[Section title here]	Error! Bookmark not defined.
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1 Document Control

Version	Date	Detail	Author
V1.0	19/03	Document Created / Draft	EN

1.1 Air IT Contacts

Position	Name	Email
Account Manager	Emma Northwood	Emma.Northwood@airit.co.uk
Head of Pre-Sales	Ryan Pulsakowski	Ryan.Pulsakowski@airit.co.uk

1.2 Customer Contacts

Position	Name	Email
Town Clerk	Janet Wheeler	JWheeler@didcot.gov.uk

1.3 Vendor Contacts

Position	Name	Email/Phone
NA	NA	NA

2 Introduction

After a recent Cyber Security review, it has been highlighted that Didcot Town Council are currently using ESET (Anti-virus) for endpoint protection. With cyber threats becoming ever more sophisticated and advanced, standard Anti-Virus is not enough to protect organisations anymore. Anti-virus can only prevent what is known (signature-based attacks), and attackers are commonly bypassing this which is why cyber-attacks are becoming more common.

Air IT are recommending that EDR 24:7 is implemented as soon as possible to ensure that Didcot Town Councils defences are up to date.

EDR 24:7 is next level protection; it uses artificial intelligence (AI) to detect and respond to anything it considers to be a threat, your Endpoints (devices) will be also monitored 24x7 by our dedicated Cyber (SOC) Team to filter through the logs & act upon anything that needs attention. Having advanced endpoint protection in place allows us to stop the attack at the data entry points before it can enter your network.

2.1 Overview

Project Objectives
Deploy Managed EDR solution

2.2 Assumptions, Prerequisites, and/or Pertinent Information

In the creation of this design several assumptions have been made. These are as follows:

- Administrative rights to devices
- Air IT RMM tool will be used to deploy Managed EDR
- Default Policy (Section 2.5) will be adjusted for various machine types and client specific Line of Business Applications, this will be confirmed and configured in Phase 2 of the deployment

2.3 In Scope

Only the following items are deemed within scope of this project delivery:

- Deploy Manged EDR Solution

2.4 Out of Scope

The following items are deemed as out of scope of this project delivery:

- Device Control unless specifically requested
- Anything not covered "In Scope" or under "Deployment Sequence and Project Phasing".

2.5 Decisions and Important Notes on Design Creation

The following decisions and discussions should be noted as important to the design:

- Default Policy – Protection Mode
 - Malicious Threat – Protect (Kill & Quarantine)
 - Suspicious Threat – Protect (Kill & Quarantine)
 - Protect Level - Kill & Quarantine
 - Containment – Not Enabled
- Default Policy – Detection Engines configured (On Write and On Execute)
 - Reputation
 - Static AI
 - Static AI – Suspicious
 - Behavioral AI – Executables
 - Documents, Scripts
 - Lateral Movement
 - Anti Exploitation / Fileless
 - Potentially Unwanted Applications
 - Application Control (Containers only)
 - Detect Interactive Threat
- Default Policy – Agent configured
 - Anti Tamper
 - Snapshots
 - Logging
 - Agent UI
 - Show Agent UI & tray icon on endpoints
 - Show pop-up notifications for
 - Threats and Mitigation
 - Blocked Devices

- Show these menu items in the UI
 - Quarantined Files
- Default Policy – Decommissioning
 - Auto decommission after 90 days

3 Deployment Sequence and Project Phasing

The below sections detail the delivery phases of the project, each phase will be signed off at phase completion and invoiced.

3.1 Deploy Managed EDR Solution

Phase	Scope Items	Deliverables	Hours
1.	Initial Configuration	<ul style="list-style-type: none"> • Portal spin up and initial set up 	2.00
2.	Application Whitelisting	<ul style="list-style-type: none"> • Pre Deployment Tasks <ul style="list-style-type: none"> ○ AV integration ○ Packaging • Pilot Deployment 	4.00
3.	Enhanced Configuration	<ul style="list-style-type: none"> • Group Creation • Upgrade Policy • Global Exclusions • Policy Amendment 	2.0
4.	AV Removal	<ul style="list-style-type: none"> • Removal of the existing AV software. 	2.3
5.	Go Live	<ul style="list-style-type: none"> • Deployment to devices (laptops etc.) via automation, Datto Configuration 	0.2
6.	Documentation & Remediation	<ul style="list-style-type: none"> • Documentation & Remediation 	2.0
Total Hours			12.5

4 Conclusion

4.1 Project Hours

Item	Type	Hours
1.	Professional Services (Working Hours)	0.00
2.	Professional Services (Out of Hours)	0.00
PS Total Hours		12.5
3.	Project Management (PML2)	0.00
PM Total Hours		0.00

4.2 Sign off

Air IT

Air IT Presales

Name

Date

Project Technical Lead

Name

Date

Customer

By signing the attached quote, you are agreeing to the terms set out within this Scope of Works.

AirIT[®]

EDR 24x7 Advanced End Point Protection

Presented by Emma Northwood



 airit.co.uk

Table Of Contents

Managed Services 3

Professional Services - Fixed Fee 3

Managed Services

Description	Recurring	Price	Qty	Ext. Rec.	Total Price
Air IT - Managed EDR 24:7	£10.95	£0.00	12	£131.40	£0.00
ESET Anti- Virus Cancelled - Replaced by EDR = £27.66 per month	£0.00	£0.00	1	£0.00	£0.00
Monthly - 12 Months Term Subtotal:					£131.40
Subtotal:					£0.00

Professional Services - Fixed Fee

Product Details	Total Price
Project Professional Service	£1,577.00
Subtotal:	£1,577.00

EDR 24x7 Advanced End Point Protection



Prepared by:
Air IT Oxford
Emma Northwood
01235 426700
emma.northwood@airit.co.uk

Prepared for:
Didcot Town Council
Council Offices
Britwell Road
Didcot, Oxfordshire
OX11 7HN
Janet Wheeler
441235750036
jwheeler@didcot.gov.uk

Quote Information:
Quote #: EN1040547
Version: 1
Delivery Date:
10/06/2024
Expiration Date:
27/06/2024
Initial Term: 12 Months
Payment Term: 30
Days DOI
Payment Type: On
Invoice

One Off Quote Summary		Amount
Managed Services		£0.00
Professional Services - Fixed Fee		£1,577.00
	Subtotal:	£1,577.00
	VAT:	£315.40
	Total:	£1,892.40

Monthly - 12 Months Term Recurring Quote Summary		Amount
Managed Services		£131.40
	Monthly - 12 Months Term Subtotal:	£131.40
	VAT:	£26.28
	Monthly - 12 Months Term Total:	£157.68

In consideration of the payment of the relevant fees, the Customer agrees to purchase and Air IT agrees to supply certain Products and/or Services as identified in this Proposal in accordance with the terms and conditions, as updated from time to time which can be found here: <https://www.airit.co.uk/client/terms-conditions>. Signature by the Customer of this Proposal shall create a formal agreement for the provision and purchase of the relevant Products and/or Services under Air IT's terms and conditions ("MSA"). Where there is any conflict between the terms of this Proposal and the MSA or any other documents incorporated into this MSA, this Proposal shall take precedence over all other terms.

Payment for any recurring charges shall be made by way of a direct debit mandate. Please use the following link to setup - <https://xero.gocardless.com/pay/co/GEN6930914752>

Hardware Invoice Terms

Subject to any special terms agreed in writing between the Customer and Air IT in the Order or otherwise, Air IT will invoice the Customer for the Charges of the Hardware from the earlier of:

a) the delivery of the Hardware to Air IT including where the Customer has requested a

FINANCE AND GENERAL PURPOSES COMMITTEE – PROGRESS REPORT

Agenda item 12

Meeting/minute	Item/topic	Up-date/status	Review date/meeting
Various meetings and minute 194	CCTV cameras and the case for an extra camera	Agreed for two extra cameras but DTC may have to pay for one.	Costs to be confirmed at next meeting – agenda item
Various meetings	Status of Restore project and OSM’s plans for the allotment site	Review of use of site	Suggest a meeting with the charity to understand their plans – invited to Jan, Feb and March meeting but no response. TC to chase them.
Minute 139 – reposition of CCTV camera	Costs, feasibility and potential funding to be explored	To be progressed	Up-date at meeting
Minute 170 – Grass cutting maps	To be shared with Cllrs via Sharepoint or made available at Civic Hall	Work awaiting allocation to a member of staff	Working through queries with contractor – possible working group to look at grey areas
Minute 187 – S 106 for teen play at Edmonds Park	Application for S106 money towards the teen play at Edmonds Park	Application submitted	Awaiting approval from SODC
Minute 188 – Sandpit project at Edmonds Park	New sandpit adjacent to young children’s play area - approved.	Going ahead – fishing boat to be added at a later stage	Agenda item – now a castle!