

## Notice of a meeting of the

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

16<sup>th</sup> December 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](mailto:jwheeler@didcot.gov.uk)

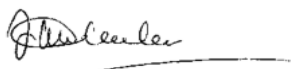
# Agenda

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 25<sup>th</sup> November 2024 –*attached*.
4. Questions on the Minutes as to the progress of any item.
5. To review the current 2024 – 2025 budget report – *see attached*.
6. To consider the final budget figures 2025 – 2026 – *see papers and reports*
7. To approve the recommendation for the precept request for 2026 – 2027 – *see attached report*.
8. To approve the purchase hire period for the new grass cutting equipment – *see attached report*.
9. To note the CIL Annual Report for 2023 – 2024 – *see attached report*.
10. To review the progress report – *see attached*.

## 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**

11. To clarify the cost of terminating the current IT contract – *see attached confidential report*.



Janet Wheeler  
Town Clerk  
10<sup>th</sup> December 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

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### **Finance and General Purposes Committee**

25<sup>th</sup> November 2024 at 7.30pm

All Saints Room, Didcot Civic Hall



### **DRAFT 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 G Ryall  
Councillor J Broadbent  
Councillor N Hards  
Councillor D Aragao  
Councillor J Loder

#### **Officers:**

Mrs L Blake – Deputy Town Clerk (DC)

#### **93. To receive apologies**

Apologies were tendered by the Town Clerk. All members were present.

#### **94. 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**

No declarations were received.

#### **95. To agree the Minutes of the meeting held on 21<sup>st</sup> October 2024**

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

#### **96. Questions on the Minutes as to the progress of any item**

There were no questions.

#### **97. To review six grant summary reports**

The Committee reviewed the six reports. Cllr T Worgan asked for a news article to be created on the website to publicise the grants awarded and to thank the applicants for the work they do and the support they provide to Didcot residents.

**98. To consider the grant application for the Christmas dinners**

The Committee reviewed the application for £500 to help towards the cost of providing free Christmas Day lunch for local vulnerable people, or those on their own. Members were very supportive of this application.

It was proposed by Cllr J Broadbent, seconded by Cllr J Loder, and RESOLVED to award Anna Gattrell the full amount of £500 for this application. The vote was unanimous.

**99. To review and approve the financial reports for September and October 2024**

It was proposed by Cllr T Worgan, seconded by Cllr J Broadbent, and RESOLVED to approve the financial reports for September and October 2024. The vote was unanimous.

**100. To review the 2024-2025 budget report**

The budget report was reviewed by the Committee members.

**101. To consider the draft budget 2025-2026 with a working precept**

Members reviewed the draft budget, noting that it is a working document, and figures may be subject to change.

It was confirmed that staffing costs for managing the Splash Pad in 2025 are included within the Outdoor Services staffing budget. Additionally, members noted that the potential division of the Grant Aid cost centre into two separate categories will be further discussed at the Finance and General Purposes (F&GP) Committee meeting in February, where the frequency of Grant Aid application reviews (currently three times per year) will also be considered.

Cllr G Ryall suggested that security options for Council buildings should be discussed further by the Property and Facilities Committee (P&F).

The majority of members expressed support for increasing the Grant Aid budget to £60,000 for 2025, to enable the Town Council to support more organisations and charities.

Cllr G Ryall queried the figures for cost centre 199/4053 ('Loan Capital Repayments'). The Deputy Town Clerk (DC) confirmed this would be investigated and reported back to the Committee.

Cllr N Hards raised a query about the £5,000 increase in CCTV contributions (307/4195). It was explained that the additional cost relates to new cameras planned for 2025. The DC will liaise with the Town Clerk to provide a detailed cost breakdown for 2025-2026.

Members discussed the Christmas lights budget, agreeing that additional decorations would enhance the town, but the locations would need to be agreed, and permission granted from OCC to use additional lighting columns. With the current contract expiring in early 2025, the Council will need to decide whether to extend the contract or go out to tender. The P&F Committee will address this.

- *It was noted after the meeting that an additional single connection would cost £176.*

Members queried the repeated mentions of 'security' across various budget items. This will be reviewed with DCK Accounting on 5th December 2024.

Members noted a predicted decrease in utilities costs (411/4014) for Willowbrook Leisure Centre, attributed to the Estate Manager securing new contracts for the building.

It was confirmed that card processing fees are estimates based on projected usage of Council facilities in 2025-2026, as fees are incurred per transaction.

Cllr T Worgan requested that a report on the products sold at the pavilion during the Splash Pad's operation during the summer of 2025, be presented to the F&GP Committee next year for review.

The Chair requested that all members should submit any further budget suggestions ahead of the meeting on Friday, 29th November. At this meeting, each cost centre will be reviewed in detail by the Chair, the Deputy Chair and the DC, before the budget is presented to the F&GP Committee in December.

#### **102. To review the progress report**

Members reviewed the report.

Cllr G Ryall proposed retaining the grass-cutting maps on the progress report until updated maps are provided by Oxfordshire County Council (OCC). This was agreed by all members.

An update on cyber security training for both staff and Councillors was requested. The Town Clerk will progress this matter.

Members were informed that preliminary investigations into a potential new and relocated skate park had begun. However, it was noted that it is unlikely a new facility will be installed during the 2025-2026 financial year. Officers will need to explore funding opportunities and comply with any associated requirements, including public consultations. It is also anticipated that new planning permission will be required. It is hoped that the existing skate park will last a further year or two, with regular checks and maintenance.

The Chair requested that the DC contact the Edfest event organisers to confirm their availability to attend the next Committee meeting. At this meeting, detailed plans and updated cost estimates for both events, as well as an update on the status of the charity, are to be presented.

#### **103. Exclusion of the press and public**

It was **RESOLVED** to exclude the press and public from the meeting pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**104. To receive an up-date on CCTV cameras**

Members received the update on the CCTV cameras in Didcot. It was confirmed that the work on the new cameras is progressing.

Members are keen to visit the CCTV Control Room.

The meeting closed at 8.29pm.

Signed: \_\_\_\_\_(Chair) Date: \_\_\_\_\_

DRAFT

ITEM 5 - 2024-2025 BUDGET  
MOST OF NOVEMBER 2024 FIGURES

10/12/2024

Didcot Town Council

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Detailed Income & Expenditure by Budget Heading 10/12/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100 Central Administration</u>							
1195 Miscellaneous Income	0	30	0	(30)			0.0%
Central Administration :- Income	<u>0</u>	<u>30</u>	<u>0</u>	<u>(30)</u>			
4000 Staff Costs (Re-allocated)	0	250,699	362,481	111,782		111,782	69.2%
4005 Agency Staffing	0	0	14,790	14,790		14,790	0.0%
4006 Outsourced Services	0	7,910	0	(7,910)		(7,910)	0.0%
4007 HR/H&S Services	0	2,400	2,000	(400)		(400)	120.0%
4008 Travel & Expenses	0	3,220	3,500	280		280	92.0%
4009 Training & Conferences	0	4,118	8,000	3,882		3,882	51.5%
4010 Misc Admin Costs	0	237	500	263		263	47.5%
4011 Business Rates	0	6,636	11,000	4,364		4,364	60.3%
4020 Equipment Purchase (Minor)	0	226	0	(226)		(226)	0.0%
4021 Postage	0	22	800	778		778	2.8%
4022 Telephone	0	2,525	3,000	475		475	84.2%
4024 Stationery and Printing	0	758	2,300	1,542		1,542	32.9%
4025 Subscriptions	0	4,677	4,160	(517)		(517)	112.4%
4026 Insurance	0	31,240	25,475	(5,765)		(5,765)	122.6%
4028 Photocopier	0	866	2,500	1,634		1,634	34.6%
4031 Recruitment Advertising	0	0	1,000	1,000		1,000	0.0%
4042 Equipment/Vehicle Hire	0	133	310	177		177	42.8%
4045 Equipment/Vehicle Maintenance	0	136	0	(136)		(136)	0.0%
4046 IT/Website	0	16,165	30,000	13,835		13,835	53.9%
4049 Security	0	0	500	500		500	0.0%
4052 Accountancy Charges	0	3,781	4,000	219		219	94.5%
4055 Bank Charges	0	1,007	1,300	293		293	77.5%
4056 Card Processing Fees	0	168	0	(168)		(168)	0.0%
4059 Other Professional Fees	0	6	0	(6)		(6)	0.0%
Central Administration :- Indirect Expenditure	<u>0</u>	<u>336,928</u>	<u>477,616</u>	<u>140,688</u>	<u>0</u>	<u>140,688</u>	<u>70.5%</u>
Net Income over Expenditure	<u>0</u>	<u>(336,898)</u>	<u>(477,616)</u>	<u>(140,718)</u>			
<u>103 Civic and Democratic</u>							
4009 Training & Conferences	0	180	800	620		620	22.5%
4205 Mayors Allowance	0	283	3,330	3,047		3,047	8.5%
4210 Civic Functions	0	3,475	3,500	25		25	99.3%
4220 Elections	0	0	13,000	13,000		13,000	0.0%
Civic and Democratic :- Indirect Expenditure	<u>0</u>	<u>3,938</u>	<u>20,630</u>	<u>16,692</u>	<u>0</u>	<u>16,692</u>	<u>19.1%</u>
Net Expenditure	<u>0</u>	<u>(3,938)</u>	<u>(20,630)</u>	<u>(16,692)</u>			

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## Detailed Income &amp; Expenditure by Budget Heading 10/12/2024

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>106 Corporate Management</u>							
1176 Precept	0	1,470,433	1,470,433	0			100.0%
1196 Interest Received	0	25,090	20,000	(5,090)			125.5%
Corporate Management :- Income	<u>0</u>	<u>1,495,523</u>	<u>1,490,433</u>	<u>(5,090)</u>			<u>100.3%</u>
4057 Audit Fees	0	510	3,780	3,270		3,270	13.5%
4058 Legal Fees	0	4,509	5,000	491		491	90.2%
Corporate Management :- Indirect Expenditure	<u>0</u>	<u>5,019</u>	<u>8,780</u>	<u>3,761</u>	<u>0</u>	<u>3,761</u>	<u>57.2%</u>
<b>Net Income over Expenditure</b>	<u><b>0</b></u>	<u><b>1,490,504</b></u>	<u><b>1,481,653</b></u>	<u><b>(8,851)</b></u>			
<u>110 Services to Others</u>							
1805 Income -Materials Fleet Meadow	0	122	200	78			61.1%
1806 Income -Labour Fleet Meadow	0	2,917	2,500	(417)			116.7%
Services to Others :- Income	<u>0</u>	<u>3,039</u>	<u>2,700</u>	<u>(339)</u>			<u>112.6%</u>
4801 Materials - Fleet Meadow	0	97	200	103		103	48.4%
Services to Others :- Indirect Expenditure	<u>0</u>	<u>97</u>	<u>200</u>	<u>103</u>	<u>0</u>	<u>103</u>	<u>48.4%</u>
<b>Net Income over Expenditure</b>	<u><b>0</b></u>	<u><b>2,942</b></u>	<u><b>2,500</b></u>	<u><b>(442)</b></u>			
<u>150 Community Services</u>							
4191 Xmas Lights Revenue	0	2,197	0	(2,197)		(2,197)	0.0%
4401 Summer Fayre/EdFest Expenditur	0	10,000	2,000	(8,000)		(8,000)	500.0%
4402 Remembrance Day Parade	0	1,495	4,000	2,505		2,505	37.4%
4701 Grant Aid	0	39,326	47,000	7,674		7,674	83.7%
99139 Tfr from EMR Summer Fayre	0	(8,000)	0	8,000		8,000	0.0%
Community Services :- Indirect Expenditure	<u>0</u>	<u>45,018</u>	<u>53,000</u>	<u>7,982</u>	<u>0</u>	<u>7,982</u>	<u>84.9%</u>
<b>Net Expenditure</b>	<u><b>0</b></u>	<u><b>(45,018)</b></u>	<u><b>(53,000)</b></u>	<u><b>(7,982)</b></u>			
<u>199 Capital and Projects</u>							
1185 S106 Income Splash Pad E.Park	0	94,993	0	(94,993)			0.0%
1186 S106 Income Teen Play E.Park	0	33,221	0	(33,221)			0.0%
1189 CIL Income	0	42,392	0	(42,392)			0.0%
Capital and Projects :- Income	<u>0</u>	<u>170,606</u>	<u>0</u>	<u>(170,606)</u>			
4053 Loan Capital Repayments	0	68,185	122,257	54,072		54,072	55.8%
4054 Loan Interest	0	106,773	173,162	66,389		66,389	61.7%
4058 Legal Fees	0	8,786	0	(8,786)		(8,786)	0.0%
4900 CAP - Edmonds Park Pavilion	0	31,626	0	(31,626)		(31,626)	0.0%
4901 CAP - Christmas Lights	0	0	15,000	15,000		15,000	0.0%

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## Detailed Income &amp; Expenditure by Budget Heading 10/12/2024

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4902 CAP - Equipment/Furniture	0	14,446	16,000	1,554		1,554	90.3%
4905 CAP - Splash Park	0	437,024	0	(437,024)		(437,024)	0.0%
4906 CAP - Green Projects	0	0	5,000	5,000		5,000	0.0%
4907 CAP - Edmonds Park Teen Play	0	46,841	0	(46,841)		(46,841)	0.0%
4908 CAP - Wessex CRX 320 Mower HP	0	1,969	0	(1,969)		(1,969)	0.0%
99028 Tfr to EMR CiL	0	42,392	0	(42,392)		(42,392)	0.0%
99117 Tfr from EMR CIL Splash Park	0	(113,657)	0	113,657		113,657	0.0%
99120 Tfr from EMR Building Repair	0	(20,077)	0	20,077		20,077	0.0%
99133 Tfr from EMR Splash Park	0	(139,903)	0	139,903		139,903	0.0%
99152 Tfr from EMR Pavilions	0	(7,000)	0	7,000		7,000	0.0%
99160 Tfr from EMR Grounds Equip	0	(1,125)	0	1,125		1,125	0.0%
<b>Capital and Projects :- Indirect Expenditure</b>	<b>0</b>	<b>476,280</b>	<b>331,419</b>	<b>(144,861)</b>	<b>0</b>	<b>(144,861)</b>	<b>143.7%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(305,674)</b>	<b>(331,419)</b>	<b>(25,745)</b>			
<b>300 Outside Services</b>							
4000 Staff Costs (Re-allocated)	0	212,499	328,021	115,522		115,522	64.8%
4008 Travel & Expenses	0	1,148	1,500	353		353	76.5%
4014 Light and Heat	0	(620)	0	620		620	0.0%
4015 Cleaning and Hygiene	0	904	0	(904)		(904)	0.0%
4016 Uniform/Protective Clothing	0	1,926	2,000	74		74	96.3%
4018 Waste Disposal	0	909	0	(909)		(909)	0.0%
4020 Equipment Purchase (Minor)	0	118	0	(118)		(118)	0.0%
4025 Subscriptions	0	0	150	150		150	0.0%
4042 Equipment/Vehicle Hire	0	3,600	0	(3,600)		(3,600)	0.0%
4043 Property Repairs & Maintenance	0	1,097	0	(1,097)		(1,097)	0.0%
4044 Maintenance Contracts	0	4,395	0	(4,395)		(4,395)	0.0%
4045 Equipment/Vehicle Maintenance	0	15,614	32,000	16,386		16,386	48.8%
4047 Vehicle Fuel	0	4,461	6,000	1,539		1,539	74.3%
4048 Vehicle Insurance/Licence	0	1,981	2,800	819		819	70.8%
<b>Outside Services :- Indirect Expenditure</b>	<b>0</b>	<b>248,033</b>	<b>372,471</b>	<b>124,438</b>	<b>0</b>	<b>124,438</b>	<b>66.6%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(248,033)</b>	<b>(372,471)</b>	<b>(124,438)</b>			
<b>307 Environmental Services</b>							
1061 Ground Hire Income	0	0	2,000	2,000			0.0%
1063 Sports Pitch Hire	0	5,000	5,000	0			100.0%
1180 Grass Cutting Income (OCC)	0	13,424	0	(13,424)			0.0%
1183 Bowls Club Rent	0	0	50	50			0.0%
1192 Bus Shelter Income	0	10,000	10,000	0			100.0%
<b>Environmental Services :- Income</b>	<b>0</b>	<b>28,424</b>	<b>17,050</b>	<b>(11,374)</b>			<b>166.7%</b>

## Detailed Income &amp; Expenditure by Budget Heading 10/12/2024

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4036 Grass Cutting	0	27,504	0	(27,504)		(27,504)	0.0%
4038 Hanging Baskets	0	5,248	0	(5,248)		(5,248)	0.0%
4040 Tree Management Contract	0	550	5,000	4,450		4,450	11.0%
4041 Grounds Maintenance	0	673	22,500	21,827		21,827	3.0%
4192 Bus Shelter Contract	0	10,000	10,000	0		0	100.0%
4193 Dog Fouling Services	0	2,261	3,200	939		939	70.7%
4194 Street Furniture Maintenance	0	1,168	7,000	5,832		5,832	16.7%
4195 CCTV Contributions	0	3,554	10,000	6,446		6,446	35.5%
99156 Tfr from EMR Grass Cutting	0	(27,500)	0	27,500		27,500	0.0%
<b>Environmental Services :- Indirect Expenditure</b>	<b>0</b>	<b>23,458</b>	<b>57,700</b>	<b>34,242</b>	<b>0</b>	<b>34,242</b>	<b>40.7%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>4,967</b>	<b>(40,650)</b>	<b>(45,617)</b>			
<b>311 Allotments</b>							
1181 Allotment Rents	0	12,390	15,500	3,110			79.9%
<b>Allotments :- Income</b>	<b>0</b>	<b>12,390</b>	<b>15,500</b>	<b>3,110</b>			<b>79.9%</b>
4012 Water Charges	0	485	2,500	2,015		2,015	19.4%
4018 Waste Disposal	0	684	0	(684)		(684)	0.0%
4020 Equipment Purchase (Minor)	0	23	0	(23)		(23)	0.0%
4041 Grounds Maintenance	0	2,951	6,000	3,049		3,049	49.2%
4043 Property Repairs & Maintenance	0	2,877	0	(2,877)		(2,877)	0.0%
4411 Allotment Competition	0	0	350	350		350	0.0%
99120 Tfr from EMR Building Repair	0	(2,877)	0	2,877		2,877	0.0%
<b>Allotments :- Indirect Expenditure</b>	<b>0</b>	<b>4,143</b>	<b>8,850</b>	<b>4,707</b>	<b>0</b>	<b>4,707</b>	<b>46.8%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>8,248</b>	<b>6,650</b>	<b>(1,598)</b>			
<b>321 Cemetery</b>							
1182 Cemetery Income	0	23,562	18,000	(5,562)			130.9%
<b>Cemetery :- Income</b>	<b>0</b>	<b>23,562</b>	<b>18,000</b>	<b>(5,562)</b>			<b>130.9%</b>
4011 Business Rates	0	1,516	1,950	434		434	77.8%
4012 Water Charges	0	57	1,000	943		943	5.7%
4041 Grounds Maintenance	0	1,356	5,000	3,644		3,644	27.1%
<b>Cemetery :- Indirect Expenditure</b>	<b>0</b>	<b>2,929</b>	<b>7,950</b>	<b>5,021</b>	<b>0</b>	<b>5,021</b>	<b>36.8%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>20,633</b>	<b>10,050</b>	<b>(10,583)</b>			
<b>330 Edmonds Park</b>							
1061 Ground Hire Income	0	4,560	0	(4,560)			0.0%
<b>Edmonds Park :- Income</b>	<b>0</b>	<b>4,560</b>	<b>0</b>	<b>(4,560)</b>			

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## Detailed Income &amp; Expenditure by Budget Heading 10/12/2024

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4012 Water Charges	0	298	1,200	902		902	24.9%
4014 Light and Heat	0	(1,339)	1,800	3,139		3,139	(74.4%)
4018 Waste Disposal	0	6,392	9,500	3,108		3,108	67.3%
4041 Grounds Maintenance	0	9,093	10,000	907		907	90.9%
4042 Equipment/Vehicle Hire	0	70	0	(70)		(70)	0.0%
4043 Property Repairs & Maintenance	0	310	0	(310)		(310)	0.0%
4044 Maintenance Contracts	0	900	0	(900)		(900)	0.0%
4049 Security	0	0	6,000	6,000		6,000	0.0%
99138 Tfr from EMR Play Areas	0	(2,919)	0	2,919		2,919	0.0%
<b>Edmonds Park :- Indirect Expenditure</b>	<b>0</b>	<b>12,805</b>	<b>28,500</b>	<b>15,695</b>	<b>0</b>	<b>15,695</b>	<b>44.9%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(8,245)</b>	<b>(28,500)</b>	<b>(20,255)</b>			
<b>331 Splash Park</b>							
4009 Training & Conferences	0	2,013	0	(2,013)		(2,013)	0.0%
4012 Water Charges	0	169	0	(169)		(169)	0.0%
4015 Cleaning and Hygiene	0	269	0	(269)		(269)	0.0%
4016 Uniform/Protective Clothing	0	223	0	(223)		(223)	0.0%
4020 Equipment Purchase (Minor)	0	431	0	(431)		(431)	0.0%
4044 Maintenance Contracts	0	180	0	(180)		(180)	0.0%
4045 Equipment/Vehicle Maintenance	0	1,451	0	(1,451)		(1,451)	0.0%
<b>Splash Park :- Indirect Expenditure</b>	<b>0</b>	<b>4,737</b>	<b>0</b>	<b>(4,737)</b>	<b>0</b>	<b>(4,737)</b>	
<b>Net Expenditure</b>	<b>0</b>	<b>(4,737)</b>	<b>0</b>	<b>4,737</b>			
<b>332 Ladygrove Park</b>							
1061 Ground Hire Income	0	0	3,000	3,000			0.0%
1062 Fishing/Lakes Income	0	2,231	2,500	269			89.2%
<b>Ladygrove Park :- Income</b>	<b>0</b>	<b>2,231</b>	<b>5,500</b>	<b>3,269</b>			<b>40.6%</b>
4041 Grounds Maintenance	0	5,903	12,000	6,097		6,097	49.2%
4045 Equipment/Vehicle Maintenance	0	13,300	0	(13,300)		(13,300)	0.0%
4058 Legal Fees	0	300	0	(300)		(300)	0.0%
99123 Tfr from EMR Skatepark	0	(13,300)	0	13,300		13,300	0.0%
<b>Ladygrove Park :- Indirect Expenditure</b>	<b>0</b>	<b>6,203</b>	<b>12,000</b>	<b>5,797</b>	<b>0</b>	<b>5,797</b>	<b>51.7%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(3,972)</b>	<b>(6,500)</b>	<b>(2,528)</b>			
<b>333 Loyd Park</b>							
1063 Sports Pitch Hire	0	1,500	0	(1,500)			0.0%
<b>Loyd Park :- Income</b>	<b>0</b>	<b>1,500</b>	<b>0</b>	<b>(1,500)</b>			

Continued over page

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## Detailed Income &amp; Expenditure by Budget Heading 10/12/2024

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4012 Water Charges	0	0	500	500		500	0.0%
4014 Light and Heat	0	228	150	(78)		(78)	152.2%
4044 Maintenance Contracts	0	311	0	(311)		(311)	0.0%
Loyd Park :- Indirect Expenditure	0	539	650	111	0	111	83.0%
<b>Net Income over Expenditure</b>	<b>0</b>	<b>961</b>	<b>(650)</b>	<b>(1,611)</b>			
<b>338 Other Parks &amp; Recreation Areas</b>							
4040 Tree Management Contract	0	2,600	0	(2,600)		(2,600)	0.0%
4041 Grounds Maintenance	0	780	12,000	11,220		11,220	6.5%
Other Parks & Recreation Areas :- Indirect Expenditure	0	3,380	12,000	8,620	0	8,620	28.2%
<b>Net Expenditure</b>	<b>0</b>	<b>(3,380)</b>	<b>(12,000)</b>	<b>(8,620)</b>			
<b>341 Play Areas</b>							
4041 Grounds Maintenance	0	766	4,000	3,234		3,234	19.1%
4045 Equipment/Vehicle Maintenance	0	8,025	30,000	21,975		21,975	26.8%
Play Areas :- Indirect Expenditure	0	8,791	34,000	25,209	0	25,209	25.9%
<b>Net Expenditure</b>	<b>0</b>	<b>(8,791)</b>	<b>(34,000)</b>	<b>(25,209)</b>			
<b>401 Civic Hall General</b>							
1000 Main Hall	43,003	28,520	60,000	31,480			47.5%
1001 Northbourne Room	12,380	10,531	14,000	3,469			75.2%
1002 Ladygrove Room	30,566	23,227	30,000	6,774			77.4%
1003 All Saints Room	10,423	10,899	12,000	1,101			90.8%
1004 Park Room	6,103	4,275	9,000	4,725			47.5%
1005 Weddings	592	0	500	500			0.0%
1006 Tickets/Events Income	0	258	0	(258)			0.0%
1009 Events Package Income	8,476	4,810	0	(4,810)			0.0%
1011 Orchard/Millbrook Room	1,287	1,448	1,000	(448)			144.8%
1020 Other Bookings Income	2,694	2,084	1,000	(1,084)			208.4%
Civic Hall General :- Income	115,523	86,052	127,500	41,448			67.5%
3155 DO NOT USE	1,110	0	0	0		0	0.0%
4000 Staff Costs (Re-allocated)	0	27,980	50,963	22,983		22,983	54.9%
4001 Salaries - Gross Pay	69,069	0	0	0		0	0.0%
4002 Salaries - Er's NI	3,158	0	0	0		0	0.0%
4003 Salaries - Er's Superann	12,499	0	0	0		0	0.0%
4009 Training & Conferences	0	0	500	500		500	0.0%
4011 Business Rates	0	8,790	11,000	2,210		2,210	79.9%

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## Detailed Income &amp; Expenditure by Budget Heading 10/12/2024

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4012 Water Charges	(1,883)	542	10,000	9,458		9,458	5.4%
4014 Light and Heat	37,062	16,671	30,000	13,329		13,329	55.6%
4015 Cleaning and Hygiene	27,860	17,773	30,000	12,227		12,227	59.2%
4016 Uniform/Protective Clothing	0	0	250	250		250	0.0%
4018 Waste Disposal	4,816	2,422	3,500	1,078		1,078	69.2%
4020 Equipment Purchase (Minor)	0	(202)	1,000	1,202		1,202	(20.2%)
4022 Telephone	50	0	500	500		500	0.0%
4023 Licenses	2,303	1,417	4,000	2,583		2,583	35.4%
4024 Stationery and Printing	150	0	0	0		0	0.0%
4033 Other Advertising	0	500	1,000	500		500	50.0%
4041 Grounds Maintenance	0	13	0	(13)		(13)	0.0%
4042 Equipment/Vehicle Hire	1,921	215	0	(215)		(215)	0.0%
4043 Property Repairs & Maintenance	38,132	7,486	30,000	22,514		22,514	25.0%
4044 Maintenance Contracts	19,658	10,402	20,000	9,598		9,598	52.0%
4045 Equipment/Vehicle Maintenance	349	847	3,000	2,153		2,153	28.2%
4049 Security	0	1,106	800	(306)		(306)	138.3%
4052 Accountancy Charges	2,375	0	2,000	2,000		2,000	0.0%
4054 Loan Interest	(12,096)	0	0	0		0	0.0%
4099 Bad Debt Write Off	660	0	0	0		0	0.0%
4105 DO NOT USE	(2)	0	0	0		0	0.0%
4400 Events Expenditure	0	42	150	108		108	27.7%
99120 Tfr from EMR Building Repair	(22,651)	0	0	0		0	0.0%
<b>Civic Hall General :- Indirect Expenditure</b>	<b>184,539</b>	<b>96,004</b>	<b>198,663</b>	<b>102,659</b>	<b>0</b>	<b>102,659</b>	<b>48.3%</b>
<b>Net Income over Expenditure</b>	<b>(69,016)</b>	<b>(9,952)</b>	<b>(71,163)</b>	<b>(61,212)</b>			
<b>402 Civic Hall Bar</b>							
1050 Bar Sales	22,909	12,234	15,000	2,766			81.6%
<b>Civic Hall Bar :- Income</b>	<b>22,909</b>	<b>12,234</b>	<b>15,000</b>	<b>2,766</b>			<b>81.6%</b>
3001 Bar Cost of Sales	0	8,400	7,500	(900)		(900)	112.0%
3002 Catering Cost of Sales	0	175	0	(175)		(175)	0.0%
3003 Food & Beverage Cost of Sales	0	104	500	396		396	20.7%
<b>Civic Hall Bar :- Direct Expenditure</b>	<b>0</b>	<b>8,679</b>	<b>8,000</b>	<b>(679)</b>	<b>0</b>	<b>(679)</b>	<b>108.5%</b>
3000 DO NOT USE	12,313	0	0	0		0	0.0%
3020 DO NOT USE	337	0	0	0		0	0.0%
3154 DO NOT USE	1,865	0	0	0		0	0.0%
4042 Equipment/Vehicle Hire	0	61	0	(61)		(61)	0.0%
4044 Maintenance Contracts	0	60	0	(60)		(60)	0.0%
4045 Equipment/Vehicle Maintenance	0	1,096	3,000	1,904		1,904	36.5%
4046 IT/Website	0	19	0	(19)		(19)	0.0%

## Detailed Income &amp; Expenditure by Budget Heading 10/12/2024

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4056 Card Processing Fees	0	427	0	(427)		(427)	0.0%
Civic Hall Bar :- Indirect Expenditure	<b>14,515</b>	<b>1,663</b>	<b>3,000</b>	<b>1,337</b>	<b>0</b>	<b>1,337</b>	<b>55.4%</b>
<b>Net Income over Expenditure</b>	<b>8,394</b>	<b>1,892</b>	<b>4,000</b>	<b>2,108</b>			
<b>403 Civic Hall Catering</b>							
1000 Main Hall	0	(75)	0	75			0.0%
1075 Food and Berverage Income	12,903	12,838	8,000	(4,838)			160.5%
1100 Catering Income - Food	7,180	9,777	8,000	(1,777)			122.2%
Civic Hall Catering :- Income	<b>20,084</b>	<b>22,539</b>	<b>16,000</b>	<b>(6,539)</b>			<b>140.9%</b>
3002 Catering Cost of Sales	0	5,262	0	(5,262)		(5,262)	0.0%
3003 Food & Beverage Cost of Sales	0	1,240	8,000	6,760		6,760	15.5%
Civic Hall Catering :- Direct Expenditure	<b>0</b>	<b>6,502</b>	<b>8,000</b>	<b>1,498</b>	<b>0</b>	<b>1,498</b>	<b>81.3%</b>
3100 DO NOT USE	4,796	0	0	0		0	0.0%
4020 Equipment Purchase (Minor)	0	1,117	0	(1,117)		(1,117)	0.0%
4043 Property Repairs & Maintenance	0	116	0	(116)		(116)	0.0%
4045 Equipment/Vehicle Maintenance	0	915	1,000	85		85	91.5%
4350 DO NOT USE	2,040	0	0	0		0	0.0%
Civic Hall Catering :- Indirect Expenditure	<b>6,836</b>	<b>2,148</b>	<b>1,000</b>	<b>(1,148)</b>	<b>0</b>	<b>(1,148)</b>	<b>214.8%</b>
<b>Net Income over Expenditure</b>	<b>13,247</b>	<b>13,889</b>	<b>7,000</b>	<b>(6,889)</b>			
<b>411 Willowbrook Leisure Centre</b>							
1000 Main Hall	0	76,423	72,000	(4,423)			106.1%
Willowbrook Leisure Centre :- Income	<b>0</b>	<b>76,423</b>	<b>72,000</b>	<b>(4,423)</b>			<b>106.1%</b>
4000 Staff Costs (Re-allocated)	0	39,741	51,654	11,913		11,913	76.9%
4011 Business Rates	0	7,054	10,600	3,546		3,546	66.5%
4012 Water Charges	0	1,327	0	(1,327)		(1,327)	0.0%
4014 Light and Heat	0	4,351	45,000	40,649		40,649	9.7%
4015 Cleaning and Hygiene	0	1,070	0	(1,070)		(1,070)	0.0%
4018 Waste Disposal	0	1,953	0	(1,953)		(1,953)	0.0%
4042 Equipment/Vehicle Hire	0	68	0	(68)		(68)	0.0%
4043 Property Repairs & Maintenance	0	2,434	10,000	7,566		7,566	24.3%
4044 Maintenance Contracts	0	8,536	12,000	3,464		3,464	71.1%
4045 Equipment/Vehicle Maintenance	0	400	5,000	4,600		4,600	8.0%
4046 IT/Website	0	565	3,000	2,435		2,435	18.8%
4056 Card Processing Fees	0	2,387	0	(2,387)		(2,387)	0.0%
Willowbrook Leisure Centre :- Indirect Expenditure	<b>0</b>	<b>69,887</b>	<b>137,254</b>	<b>67,367</b>	<b>0</b>	<b>67,367</b>	<b>50.9%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>6,536</b>	<b>(65,254)</b>	<b>(71,790)</b>			

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## Detailed Income &amp; Expenditure by Budget Heading 10/12/2024

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>421 Edmonds Park Pavilion</b>							
1000 Main Hall	0	7,967	0	(7,967)			0.0%
1050 Bar Sales	0	5,172	0	(5,172)			0.0%
1075 Food and Beverage Income	0	250	0	(250)			0.0%
Edmonds Park Pavilion :- Income	<u>0</u>	<u>13,389</u>	<u>0</u>	<u>(13,389)</u>			
3003 Food & Beverage Cost of Sales	0	2,349	0	(2,349)		(2,349)	0.0%
Edmonds Park Pavilion :- Direct Expenditure	<u>0</u>	<u>2,349</u>	<u>0</u>	<u>(2,349)</u>	<u>0</u>	<u>(2,349)</u>	
4011 Business Rates	0	4,077	0	(4,077)		(4,077)	0.0%
4012 Water Charges	0	34	0	(34)		(34)	0.0%
4015 Cleaning and Hygiene	0	2,638	0	(2,638)		(2,638)	0.0%
4018 Waste Disposal	0	242	0	(242)		(242)	0.0%
4020 Equipment Purchase (Minor)	0	70	0	(70)		(70)	0.0%
4042 Equipment/Vehicle Hire	0	55	0	(55)		(55)	0.0%
4043 Property Repairs & Maintenance	0	2,162	0	(2,162)		(2,162)	0.0%
4044 Maintenance Contracts	0	1,543	0	(1,543)		(1,543)	0.0%
4045 Equipment/Vehicle Maintenance	0	2,761	0	(2,761)		(2,761)	0.0%
4046 IT/Website	0	44	0	(44)		(44)	0.0%
4056 Card Processing Fees	0	363	0	(363)		(363)	0.0%
Edmonds Park Pavilion :- Indirect Expenditure	<u>0</u>	<u>13,989</u>	<u>0</u>	<u>(13,989)</u>	<u>0</u>	<u>(13,989)</u>	
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(2,949)</u>	<u>0</u>	<u>2,949</u>			
<b>500 Staffing and Staff Costs</b>							
4000 Staff Costs (Re-allocated)	0	(530,919)	(793,119)	(262,200)		(262,200)	66.9%
4001 Salaries - Gross Pay	0	417,145	612,999	195,854		195,854	68.0%
4002 Salaries - Er's NI	0	32,758	53,395	20,637		20,637	61.3%
4003 Salaries - Er's Superann	0	81,016	126,725	45,709		45,709	63.9%
Staffing and Staff Costs :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>			
<b>Grand Totals:- Income</b>	<b>158,515</b>	<b>1,952,503</b>	<b>1,779,683</b>	<b>(172,820)</b>			<b>109.7%</b>
<b>Expenditure</b>	<b>205,890</b>	<b>1,383,519</b>	<b>1,781,683</b>	<b>398,164</b>	<b>0</b>	<b>398,164</b>	<b>77.7%</b>
<b>Net Income over Expenditure</b>	<u><b>(47,374)</b></u>	<u><b>568,985</b></u>	<u><b>(2,000)</b></u>	<u><b>(570,985)</b></u>			
<b>Movement to/(from) Gen Reserve</b>	<u><b>(47,374)</b></u>	<u><b>568,985</b></u>	<u><b>(2,000)</b></u>	<u><b>(570,985)</b></u>			

## Finance and General Purposes Committee

### 16<sup>th</sup> December 2024

Report author: Janet Wheeler



## Report for consideration of the budget for 2025 – 2026 – final figures for approval

Following budget suggestions from various Committees over the past three months - this report is to assist the F&GP Committee to finalise the income and expenditure for the next financial year 2025 - 2026.

The F&GP Committee receive regular financial reporting including monthly final accounts; reports on the status of the current budget in the 2024-2025 financial year and individual reporting on the major flow of income and expenditure on defined projects. Officers are currently looking at additional finance training in 2025 to further assist Councillors in their work.

### The precept

The tax base has now been confirmed for the next financial year along with the numbers of new housing. A working precept has been put in the budget which will be considered in more detail later in the agenda. The precept and the budget proposals must then be considered and approved at the full Council meeting on 6<sup>th</sup> January 2025.

### Background

The Report details the status of the current budget (2024 - 2025) with projected end of year figures and this year's proposed budget for 2025 – 2026. It does not go through all the cost centres but concentrates on the major fluctuations.

**500 Staffing and Staff Costs**

**Projected end of year**

**2024 – 2025**

**Budget 25/26**



TOTAL SALARIES:	£637,493 projected	<b>£688,046</b>
TOTAL EMPLOYERS NI:	£53,027 projected	<b>£79,012</b>
TOTAL EMPLOYERS LGPS:	£129,218 projected	<b>£137,907</b>
<b>TOTAL EMPLOYMENT COSTS 24-25:</b>	<b>£822,288 projected</b>	
<b>TOTAL EMPLOYMENT COSTS 25-26:</b>	<b>£904,965</b>	

These figures are broken down as follows:

• <b>100/400 Staff Costs (Re-allocated)</b>	<b>£381,511</b>	<b>£439,527</b>
• <b>300/4000 Outdoor Staff Costs</b>	<b>£325,324</b>	<b>£346,018</b>
• <b>401/4000 Civic Hall Staff Costs</b>	<b>£46,190</b>	<b>£45,229</b>
• <b>411/4000 Willowbrook Staff Costs</b>	<b>£69,263</b>	<b>£74,191</b>

Notes:

- These figures were discussed and recommended to full Council at the Personnel & Administration Committee on 9<sup>th</sup> December 2024.
- The increase by the Chancellor of employer's NI has added around £26,000 to our NI costs. Because of this increase, we have decided not to replace the receptionist who was helping cover the evenings at the Civic Hall.
- The lowering of the threshold means that DTC will pay employees NI on some casual staff for the first time.
- The Estate Officers help cover the evenings and weekend hire at the Civic Hall. This explains the slightly lower employment costs in 401/4000. The same Officers assist with the cover of Willowbrook Leisure Centre – but the NI increases will remove any reductions in employment costs here.
- Willowbrook staff costs include 2871 casual hours. Casual costs at the Civic Hall is budgeted for at 800 hours @ £12.65.
- The Outdoor Services includes budget for two seasonal staff to cover the splash pad for 13 weeks in the summer at a cost of £12.65 per hour each. Any additional cover will come from our bank of casual workers or from the Estate Officers.

<b>100</b>	<b>Central Administration</b>	<b>Projected</b>	
		<b>2024- 2025</b>	<b>Budget 25/26</b>

<b>4009</b>	<b>Training &amp; Conferences</b>	<b>£6,000</b>	<b>£8,000</b>
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New staff and the need to refresh certain qualifications, such as Playground Inspections and First Aid should see an increase but budget restraints show same as last year.

<b>4046</b>	<b>IT/Website</b>	<b>£24,766</b>	<b>£38,000</b>
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Much of this cost centre is paying Air IT for support and computer licences; staff and Cllr emails; firewalls; Gfast and other services. The rest of the cost centre is spent on hosting and supporting the Omega finance package; Pears Mapping and Rialtas bookings, allotments and cemetery software. Four laptops will need replacing for senior managers in 2025 and as Didcot grows and the Council gets more buildings – the need for IT in these new buildings will increase. Windows 10 is set to expire within the next financial year and all users will need to be upgraded.

<b>4049</b>	<b>Security</b>	<b>£500</b>	<b>£3,000</b>
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Cllrs have unanimously agreed that additional security measures are needed to safeguard staff and users of the Council's facilities (Full Council 4<sup>th</sup> November 2024). The solution will be a mix of in-house measures and outside protection.

<b>103</b>	<b>Civic and Democratic</b>	<b>Projected</b>	
		<b>2024- 2025</b>	<b>Budget 25/26</b>

<b>4210</b>	<b>Civic Functions</b>	<b>£4,500</b>	<b>£4,000</b>
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It was unanimously approved to vire £2,000 to this cost centre at the 4<sup>th</sup> November Full Council meeting to enable the Council to host a VE Day celebration. Events boost the profile of the Council, provide entertainment and activities for the community and provide income for the Mayor's charities.

<b>150</b>	<b>Community Services</b>	<b>Projected</b>	
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	<b>2024 – 2025</b>	<b>Budget 25/26</b>
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**4401 Summer Fayre/Edfest expenditure      £10,000                      £0**

Edfest organisers were awarded £10,000 in 2024 for their event. The event was cancelled due to unforeseen circumstances and organisers have confirmed no additional funds will be needed for 2025. The charity intend to hold an event in 2025.

**4701 Grant Aid    £58,000                      £60,000**

Grant Aid provides valuable funds to organisations and activities that contribute constructively to and enhance the life and community of the town for the benefit of the residents of Didcot.

<b>199 Capital Projects</b>	<b>Projected</b>	
	<b>2024 – 2025</b>	<b>Budget 25/26</b>

**4053 Loan Capital Repayments                      £121,434                      £127,366**

**4045 Loan Interest    £176,123                      £170,190**

The interest rate is fixed throughout the terms of the loans but will come down as the capital decreases.

**4901 CAP – Christmas Lights                      £12,000                      £20,000**

The current Christmas Lights agreement comes to an end at the start of 2025. Discussions are being held with the owners of the Orchard Centre and Broadway Traders.

<b>300 Outdoor Services</b>	<b>Projected</b>	
	<b>2024 – 2025</b>	<b>Budget 25/26</b>

**4016 Uniform/Protective Clothing                      £2,000                      £3,000**

New staff have required full uniform and protective clothing. Specific PPE will need replacing in 2025, which includes Wasp and Spraying PPE and Chainsaw protective clothing.

**4042 Equipment/Vehicle Hire £3,600 £5,000**

For potential hire of equipment. This also includes the monthly hire of the vehicle from Rabbits.

**4044 Maintenance Contracts £4,500 £6,500**

Maintenance services at the Outdoor Services Depot, which includes alarm maintenance.

**4045 Equipment/Vehicle Maintenance £21,771 £33,000**

Increase by 3%.

**307 Environmental Services**

**Projected**

**2024 – 2025**

**Budget 25/26**

**4036 Grass Cutting**

**£27,504**

**£28,474**

It has been approved to contract out some of the verges in the town, with the outdoor team carrying out the remaining work.

**4038 Hanging Baskets**

**£5,248**

**£5,500**

The hanging baskets cost £5,248 in 2024. With a 3% increase for 25/26, £5,500 is suggested to be budgeted.

**4194 Street Furniture Maintenance**

**£2,500**

**£4,000**

It is suggested that DTC do not install a new bus shelter in the 25/26 financial year, therefore this cost centre can be reduced. It is also used for the cleaning and replacing of damaged sections of existing shelters.

**4195 CCTV Contribution**

**£10,000**

**£15,000**

Quarterly bills. The additional cameras will lead to more costs.

**311 Allotments**

**Projected**

	<b>2024 – 2025</b>	<b>Budget 24/25</b>
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**4018 Waste Disposal** **£800** **£1,500**

Due to banning bonfires on the allotments, DTC provide one green waste skip per site, once a year. These cost approximately £300 per skip.

**4041 Grounds Maintenance** **£4,000** **£6,200**

Clearance of unworked allotments can be expensive. Suggested increased by just over 3%.

<b>321 Cemetery</b>	<b>Projected</b>	
	<b>2024 – 2025</b>	<b>Budget 25/26</b>

**4041 Grounds Maintenance** **£2,000** **£5,150**

On-going works to keep the cemetery looking good for the families who visit.

<b>330 Edmonds Park</b>	<b>Projected</b>	
	<b>2024 – 2025</b>	<b>Budget 25/26</b>

**4014 Light & Heat** **£500** **£2,000**

This is for the utilities for the new Community Sports Pavilion. Last year's budget was used for the Outdoor Services Depot; however, the light and heat for the Depot and the cabins will use cost centre 300/4014. This should be moved to 421.

**4018 Waste Disposal** **£10,000** **£11,000**

General waste skip charges, more waste is being collected and prices have increased.

**4041 Grounds Maintenance** **£10,000** **£10,000**

This cost centre includes pest control, maintenance. Work around the Splash Pad will also be needed next year.

<b>331 Splash Park</b>	<b>Projected</b>	
	<b>24/25</b>	<b>Budget 25/26</b>

<b>4009 Training &amp; Conferences</b>	<b>£2,013</b>	<b>£2,000</b>
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New staff will need training.

<b>4012 Water Charges</b>	<b>£400</b>	<b>£500</b>
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Estimated – DTC are planning on opening for longer hours next year.

<b>4015 Cleaning &amp; Hygiene</b>	<b>£400</b>	<b>£500</b>
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Basing this on opening for longer periods.

<b>4016 Uniform/Protective Clothing</b>	<b>£223</b>	<b>£250</b>
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<b>4020 Equipment Purchase (Minor)</b>	<b>£500</b>	<b>£200</b>
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Most of the equipment has already been purchased, however, we may need to buy more testing kits next year.

<b>4044 Maintenance Contracts</b>	<b>£180</b>	<b>£5,500</b>
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This would cover the opening at the start of the season and the decommissioning at the end by an outside, professional company.

<b>4045 Equipment/Vehicle Maintenance</b>	<b>£1,200</b>	<b>£700</b>
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Water testing.

<b>332 Ladygrove Park</b>	<b>Projected</b>	
	<b>2024 – 2025</b>	<b>Budget 25/26</b>

<b>1061 Grounds Hire income</b>	<b>£3,000</b> budget	<b>£2,080</b>
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Hatwells Funfair has a 3-year agreement with DTC on the hire charge for Ladygrove. This figure represents one event for the 2025-2026 financial year (typically last 8 trading days).

<b>1062 Fishing/Lakes Income</b>	<b>£2,231</b>	<b>£0</b>
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It was agreed that the income generated by permit sales be given to Ladygrove Fishing Association to help cover the club's running costs.

<b>333 Loyd Park</b>	<b>Projected</b>	
	<b>2024 – 2025</b>	<b>Budget 25/26</b>

<b>1063 Sports Pitch Hire</b>	<b>£3,000</b>	<b>£3,000</b>
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Didcot Casuals have a 3-year agreement with DTC to pay £3,000 per year for use of Loyd Recreation Ground during the Grassroots Football season.

<b>341 Play Areas</b>	<b>Projected</b>	
	<b>2024 – 2025</b>	<b>Budget 25/26</b>

<b>4045 Equipment/Vehicle Maintenance</b>	<b>£15,000</b>	<b>£32,000</b>
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<b>401 Civic Hall General</b>	<b>Projected</b>	
	<b>2024 – 2025</b>	<b>Budget 25/26</b>

<b>1033 Ladygrove Room (income)</b>	<b>£34,033</b>	<b>£35,000</b>
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<b>1011 Orchard/Millbrook Room (income)</b>	<b>£2,310</b>	<b>£3,000</b>
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<b>1020 Other Bookings Income</b>	<b>£3,248</b>	<b>£3,000</b>
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<b>4014 Light and heat</b>	<b>£25,000</b>	<b>£30,000</b>
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<b>4015 Cleaning and Hygiene</b>	<b>£30,361</b>	<b>£30,000</b>
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<b>4043 Property repairs &amp; maintenance</b>	<b>£12,833</b>	<b>£30,000</b>
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<b>4044 Maintenance Contracts</b>	<b>£15,661</b>	<b>£15,000</b>
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This includes general maintenance and the servicing of the fridges and ice making machine.

**4049 Security** **£800** **£1,200**

Cllrs have unanimously agreed that additional security measures are needed to safeguard staff and users of the Council's facilities (Full Council 4<sup>th</sup> November 2024).

<b>402 Civic Hall Bar</b>	<b>Projected</b>	
	<b>2024 – 2025</b>	<b>Budget 25/26</b>

**4056 Card Processing Fees** **£600** **£600**

This is dependent on how busy the Civic Hall is.

<b>403 Civic Hall Catering</b>	<b>Projected</b>	
	<b>2024 – 2025</b>	<b>Budget 25/26</b>

**4020 Equipment Purchase (Minor)** **£1180** **£2,000**

This is needed to differentiate the purchases of equipment. This covers drinks dispensers, coffee machine jugs etc.

**4043 Property Repairs & Maintenance** **£200** **£550**

Basic repairs to dishwasher etc.

**4045 Equipment/Vehicle Maintenance** **£1,000** **£1,200**

<b>411 Willowbrook</b>	<b>Projected</b>	
	<b>2024 – 2025</b>	<b>Budget 25/26</b>

**4012 Water Charges** **£2,000** **£2,000**



<b>4014 Light &amp; Heat</b>	<b>£11,605</b>	<b>£30,000</b>
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Set contracts.

<b>4015 Cleaning &amp; Hygiene</b>	<b>£1,200</b>	<b>£2,000</b>
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<b>4018 Waste Disposal</b>	<b>£2,000</b>	<b>£2,000</b>
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Includes general waste disposal and sanitary waste disposal.

<b>4044 Maintenance Contracts</b>	<b>£10,000</b>	<b>£10,000</b>
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<b>4056 Card Processing Fees</b>	<b>£3,000</b>	<b>£3,000</b>
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<b>NEW Subscriptions/Advertising</b>	<b>£0</b>	<b>£1,500</b>
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No previous budget has been available, but it is suggested this is needed to increase the exposure of Willowbrook.

<b>421 Edmonds Park Pavilion</b>	<b>Projected</b>	
	<b>2024 – 2025</b>	<b>Budget 25/26</b>

<b>1000 Main Hall (income)</b>	<b>£8,000</b>	<b>£10,000</b>
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<b>1050 Bar Sales (income)</b>	<b>£5,500</b>	<b>£8,000</b>
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<b>1075 Food &amp; Beverages Income</b>	<b>£250</b>	<b>£1,200</b>
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<b>3003 Food &amp; Beverages Cost of Sales</b>	<b>£2,400</b>	<b>£5,000</b>
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<b>4011 Business Rates</b>	<b>£6,500</b>	<b>£5,000</b>
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<b>4015 Cleaning &amp; Hygiene</b>	<b>£4,500</b>	<b>£7,000</b>
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<b>4018 Waste Disposal</b>	<b>£500</b>	<b>£2,000</b>
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<b>4043 Property Repairs &amp; Maintenance</b>	<b>£3,000</b>	<b>£4,000</b>
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<b>4044 Maintenance Contracts</b>	<b>£2,650</b>	<b>£4,000</b>
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<b>4045 Equipment/Vehicle Maintenance</b>	<b>£2,761</b>	<b>£3,000</b>
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<b>4046 IT/Website</b>	<b>£50</b>	<b>£100</b>
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<b>4056 Card Processing Fees</b>	<b>£600</b>	<b>£600</b>
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All of these cost centres are new due to the building opening this year.

<b>TOTAL PREDICTED INCOME 24-25</b>	<b>£2,040,305</b>
<b>TOTAL BUDGET EXPENDITURE 24-25</b>	<b>£1,983,888</b>
<b>TOTAL CURRENT BALANCE (DEFICIT)</b>	<b>£56,417</b>
<b>TOTAL BUDGET INCOME 25-26</b>	<b>£2,021,256</b>
<b>TOTAL BUDGET EXPENDITURE 25-26</b>	<b>£2,013,697</b>
<b>TOTAL BALANCE</b>	<b>£7,559</b>

### **Risk Implications**

The primary risk of any budget is that it is forecast based on assumptions and, as such, there is risk that these assumptions may prove to be incorrect. There are also further risks that either cannot be fully predicted or lie outside the control of the Council.

It is important to note that the figures shown in red indicate working figures and show indicative costs for considering the budget at this stage.

ITEM 6

Didcot Town Council

Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Finance and General Purposes</b>									
<b>100 Central Administration</b>									
1195 Miscellaneous Income	0	0	0	30	0	0	30	0	0
<b>Total Income</b>	0	0	0	30	0	0	30	0	0
4000 Staff Costs (Re-allocated)	0	0	362,481	250,699	381,511	0	439,527	0	0
4005 Agency Staffing	0	0	14,790	0	14,245	0	15,000	0	0
4006 Outsourced Services	0	0	0	7,910	0	0	0	0	0
4007 HR/H&S Services	0	0	2,000	2,400	2,400	0	2,500	0	0
4008 Travel & Expenses	0	0	3,500	3,220	4,000	0	3,500	0	0
4009 Training & Conferences	0	0	8,000	4,118	6,000	0	8,000	0	0
4010 Misc Admin Costs	0	0	500	237	406	0	500	0	0
4011 Business Rates	0	0	11,000	6,636	10,018	0	14,500	0	0
4020 Equipment Purchase (Minor)	0	0	0	226	250	0	200	0	0
4021 Postage	0	0	800	22	40	0	300	0	0
4022 Telephone	0	0	3,000	2,525	3,000	0	3,000	0	0
4024 Stationery and Printing	0	0	2,300	758	1,137	0	2,000	0	0
4025 Subscriptions	0	0	4,160	4,677	4,677	0	6,000	0	0
4026 Insurance	0	0	25,475	31,240	31,240	0	30,000	0	0
4028 Photocopier	0	0	2,500	866	1,000	0	2,000	0	0
4031 Recruitment Advertising	0	0	1,000	0	0	0	0	0	0
4042 Equipment/Vehicle Hire	0	0	310	133	266	0	310	0	0
4045 Equipment/Vehicle Maintenance	0	0	0	136	200	0	300	0	0
4046 IT/Website	0	0	30,000	16,165	24,766	0	38,000	0	0

Continued on next page

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Didcot Town Council

Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	2023/24		2024/25				2025/26		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
4049 Security	0	0	500	0	500	0	3,000	0	0
4052 Accountancy Charges	0	0	4,000	3,781	4,000	0	4,500	0	0
4055 Bank Charges	0	0	1,300	1,007	963	0	1,100	0	0
4056 Card Processing Fees	0	0	0	168	200	0	350	0	0
4059 Other Professional Fees	0	0	0	6	20	0	0	0	0
<b>Overhead Expenditure</b>	0	0	477,616	336,928	490,839	0	574,587	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	<u>(477,616)</u>	<u>(336,898)</u>	<u>(490,839)</u>		<u>(574,557)</u>		
<b>103 Civic and Democratic</b>									
4009 Training & Conferences	0	0	800	180	400	0	800	0	0
4205 Mayors Allowance	0	0	3,330	283	3,330	0	3,330	0	0
4210 Civic Functions	0	0	3,500	3,475	4,500	0	4,000	0	0
4220 Elections	0	0	13,000	0	0	0	13,000	0	0
<b>Overhead Expenditure</b>	0	0	20,630	3,938	8,230	0	21,130	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	<u>(20,630)</u>	<u>(3,938)</u>	<u>(8,230)</u>		<u>(21,130)</u>		
<b>106 Corporate Management</b>									
1176 Precept	0	0	1,470,433	1,470,433	1,470,433	0	1,602,772	0	0
1196 Interest Received	0	0	20,000	25,090	37,000	0	30,000	0	0
<b>Total Income</b>	0	0	1,490,433	1,495,523	1,507,433	0	1,632,772	0	0
4057 Audit Fees	0	0	3,780	510	3,500	0	4,000	0	0
4058 Legal Fees	0	0	5,000	4,509	5,500	0	5,000	0	0
<b>Overhead Expenditure</b>	0	0	8,780	5,019	9,000	0	9,000	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>	0	0	1,481,653	1,490,504	1,498,433		1,623,772		
<b>Services to Others</b>									
1805 Income -Materials Fleet Meadow	0	0	200	122	175	0	200	0	0
1806 Income -Labour Fleet Meadow	0	0	2,500	2,917	4,000	0	4,000	0	0
<b>Total Income</b>	0	0	2,700	3,039	4,175	0	4,200	0	0
4801 Materials - Fleet Meadow	0	0	200	97	200	0	200	0	0
<b>Overhead Expenditure</b>									
<b>Movement to/(from) Gen Reserve</b>	0	0	2,500	2,942	3,975		4,000		
<b>Community Services</b>									
4191 Xmas Lights Revenue	0	0	0	2,197	2,500	0	3,000	0	0
4401 Summer Fayre/EdFest Expenditur	0	0	2,000	10,000	10,000	0	0	0	0
4402 Remembrance Day Parade	0	0	4,000	1,495	2,500	0	3,000	0	0
4701 Grant Aid	0	0	47,000	39,326	58,000	0	60,000	0	0
99139 Tfr from EMR Summer Fayre	0	0	0	-8,000	0	0	0	0	0
<b>Overhead Expenditure</b>									
<b>Movement to/(from) Gen Reserve</b>	0	0	53,000	45,018	73,000	0	66,000	0	0
	0	0	(53,000)	(45,018)	(73,000)		(66,000)		
<b>Capital and Projects</b>									
1185 S106 Income Splash Pad E.Park	0	0	0	94,993	94,993	0	0	0	0
1186 S106 Income Teen Play E.Park	0	0	0	33,221	33,221	0	0	0	0
1189 CIL Income	0	0	0	42,392	42,392	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
<b>Total Income</b>	0	0	0	170,606	170,606	0	0	0	0
4053 Loan Capital Repayments	0	0	122,257	68,185	121,434	0	127,366	0	0
4054 Loan Interest	0	0	173,162	106,773	176,123	0	170,190	0	0
4058 Legal Fees	0	0	0	8,786	9,000	0	0	0	0
4900 CAP - Edmonds Park Pavilion	0	0	0	31,626	31,626	0	0	0	0
4901 CAP - Christmas Lights	0	0	15,000	0	12,000	0	20,000	0	0
4902 CAP - Equipment/Furniture	0	0	16,000	14,446	16,000	0	16,000	0	0
4905 CAP - Splash Park	0	0	0	437,024	437,024	0	0	0	0
4906 CAP - Green Projects	0	0	5,000	0	1,000	0	5,500	0	0
4907 CAP - Edmonds Park Teen Play	0	0	0	46,841	46,841	0	0	0	0
4908 CAP - Wessex CRX 320 Mower HP	0	0	0	1,969	3,849	0	0	0	0
99028 Tfr to EMR CiL	0	0	0	42,392	42,392	0	0	0	0
99117 Tfr from EMR CiL Splash Park	0	0	0	-113,657	-113,657	0	0	0	0
99120 Tfr from EMR Building Repair	0	0	0	-20,077	-20,077	0	0	0	0
99133 Tfr from EMR Splash Park	0	0	0	-139,903	-139,903	0	0	0	0
99152 Tfr from EMR Pavilions	0	0	0	-7,000	-7,000	0	0	0	0
99160 Tfr from EMR Grounds Equip	0	0	0	-1,125	-1,125	0	0	0	0
<b>Overhead Expenditure</b>	0	0	331,419	476,280	615,527	0	339,056	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	(331,419)	(305,674)	(444,921)		(339,056)		
<b>Finance and General Purposes - Income</b>	0	0	1,493,133	1,669,199	1,682,214	0	1,637,002	0	0
<b>Expenditure</b>	0	0	891,645	867,279	1,196,796	0	1,009,973	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	601,488	801,920	485,418		627,029		

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>300</b>	<b>Outside Services</b>								
4000	0	0	328,021	212,499	325,324	0	346,018	0	0
4008	0	0	1,500	1,148	1,500	0	1,500	0	0
4014	0	0	0	-620	1,000	0	1,500	0	0
4015	0	0	0	904	904	0	500	0	0
4016	0	0	2,000	1,926	2,000	0	3,000	0	0
4018	0	0	0	909	400	0	400	0	0
4020	0	0	0	118	909	0	500	0	0
4025	0	0	150	0	150	0	150	0	0
4042	0	0	0	3,600	3,600	0	5,000	0	0
4043	0	0	0	1,097	2,000	0	1,500	0	0
4044	0	0	0	4,395	4,500	0	6,500	0	0
4045	0	0	32,000	15,614	21,771	0	33,000	0	0
4047	0	0	6,000	4,461	6,000	0	6,000	0	0
4048	0	0	2,800	1,981	2,800	0	2,940	0	0
	0	0	372,471	248,033	372,858	0	408,508	0	0
	0	0	(372,471)	(248,033)	(372,858)		(408,508)		
	<b>Movement to/(from) Gen Reserve</b>								
<b>307</b>	<b>Environmental Services</b>								
1061	0	0	2,000	0	0	0	0	0	0
1063	0	0	5,000	5,000	5,000	0	5,000	0	0
1180	0	0	0	13,424	13,424	0	13,424	0	0
1183	0	0	50	0	50	0	50	0	0
1192	0	0	10,000	10,000	10,000	0	10,000	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>	0	0	17,050	28,424	28,474	0	28,474	0	0
4036 Grass Cutting	0	0	0	27,504	27,504	0	27,000	0	0
4038 Hanging Baskets	0	0	0	5,248	5,248	0	5,500	0	0
4040 Tree Management Contract	0	0	5,000	550	1,500	0	4,000	0	0
4041 Grounds Maintenance	0	0	22,500	673	4,000	0	22,500	0	0
4192 Bus Shelter Contract	0	0	10,000	10,000	10,000	0	10,000	0	0
4193 Dog Fouling Services	0	0	3,200	2,261	3,600	0	3,296	0	0
4194 Street Furniture Maintenance	0	0	7,000	1,168	2,500	0	4,000	0	0
4195 CCTV Contributions	0	0	10,000	3,554	10,000	0	15,000	0	0
99156 Tfr from EMR Grass Cutting	0	0	0	-27,500	-27,500	0	0	0	0
<b>Overhead Expenditure</b>	0	0	57,700	23,458	36,852	0	91,296	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	(40,650)	4,967	(8,378)		(62,822)		
<b>311 Allotments</b>									
1181 Allotment Rents	0	0	15,500	12,390	15,000	0	17,000	0	0
<b>Total Income</b>	0	0	15,500	12,390	15,000	0	17,000	0	0
4012 Water Charges	0	0	2,500	485	600	0	1,500	0	0
4018 Waste Disposal	0	0	0	684	800	0	1,500	0	0
4020 Equipment Purchase (Minor)	0	0	0	23	50	0	100	0	0
4041 Grounds Maintenance	0	0	6,000	2,951	4,000	0	6,200	0	0
4043 Property Repairs & Maintenance	0	0	0	2,877	2,877	0	0	0	0
4411 Allotment Competition	0	0	350	0	350	0	350	0	0
99120 Tfr from EMR Building Repair	0	0	0	-2,877	-2,877	0	0	0	0

Continued on next page

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>321 Cemetery</b>									
1182 Cemetery Income	0	0	18,000	23,562	24,500	0	21,000	0	0
<b>Total Income</b>	0	0	18,000	23,562	24,500	0	21,000	0	0
4011 Business Rates	0	0	1,950	1,516	2,200	0	2,000	0	0
4012 Water Charges	0	0	1,000	57	50	0	50	0	0
4041 Grounds Maintenance	0	0	5,000	1,356	2,000	0	5,150	0	0
<b>Overhead Expenditure</b>	0	0	7,950	2,929	4,250	0	7,200	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	10,050	20,633	20,250		13,800		
<b>330 Edmonds Park</b>									
1061 Ground Hire Income	0	0	0	4,560	4,560	0	4,500	0	0
<b>Total Income</b>	0	0	0	4,560	4,560	0	4,500	0	0
4012 Water Charges	0	0	1,200	298	600	0	600	0	0
4014 Light and Heat	0	0	1,800	-1,339	500	0	2,000	0	0
4018 Waste Disposal	0	0	9,500	6,392	10,000	0	11,000	0	0
4041 Grounds Maintenance	0	0	10,000	9,093	10,000	0	10,000	0	0
4042 Equipment/Vehicle Hire	0	0	0	70	100	0	800	0	0
4043 Property Repairs & Maintenance	0	0	0	310	310	0	200	0	0
4044 Maintenance Contracts	0	0	0	900	900	0	2,000	0	0

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	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
4049 Security	0	0	6,000	0	500	0	500	0	0
99138 Tfr from EMR Play Areas	0	0	0	-2,919	-2,919	0	0	0	0
<b>Overhead Expenditure</b>	0	0	28,500	12,805	19,991	0	27,100	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	(28,500)	(8,245)	(15,431)		(22,600)		
<b>331 <u>Splash Park</u></b>									
4009 Training & Conferences	0	0	0	2,013	2,013	0	2,000	0	0
4012 Water Charges	0	0	0	169	400	0	500	0	0
4015 Cleaning and Hygiene	0	0	0	269	400	0	500	0	0
4016 Uniform/Protective Clothing	0	0	0	223	223	0	250	0	0
4020 Equipment Purchase (Minor)	0	0	0	431	500	0	200	0	0
4044 Maintenance Contracts	0	0	0	180	180	0	5,500	0	0
4045 Equipment/Vehicle Maintenance	0	0	0	1,451	1,200	0	700	0	0
<b>Overhead Expenditure</b>	0	0	0	4,737	4,916	0	9,650	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	0	(4,737)	(4,916)		(9,650)		
<b>332 <u>Ladygrove Park</u></b>									
1061 Ground Hire Income	0	0	3,000	0	0	0	2,080	0	0
1062 Fishing/Lakes Income	0	0	2,500	2,231	2,231	0	0	0	0
<b>Total Income</b>	0	0	5,500	2,231	2,231	0	2,080	0	0
4041 Grounds Maintenance	0	0	12,000	5,903	8,000	0	10,000	0	0
4045 Equipment/Vehicle Maintenance	0	0	0	13,300	13,300	0	0	0	0
4058 Legal Fees	0	0	0	300	300	0	0	0	0

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6-19

Didcot Town Council

Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	<u>2023/24</u>		<u>2024/25</u>			<u>2025/26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
99123 Tfr from EMR Skatepark	0	0	0	-13,300	-13,300	0	0	0	0
<b>Overhead Expenditure</b>	0	0	12,000	6,203	8,300	0	10,000	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	(6,500)	(3,972)	(6,069)		(7,920)		
<b>333 Lovd Park</b>									
1063 Sports Pitch Hire	0	0	0	1,500	3,000	0	3,000	0	0
<b>Total Income</b>	0	0	0	1,500	3,000	0	3,000	0	0
4012 Water Charges	0	0	500	0	100	0	500	0	0
4014 Light and Heat	0	0	150	228	300	0	300	0	0
4044 Maintenance Contracts	0	0	0	311	311	0	500	0	0
<b>Overhead Expenditure</b>	0	0	650	539	711	0	1,300	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	(650)	961	2,289		1,700		
<b>338 Other Parks &amp; Recreation Areas</b>									
4040 Tree Management Contract	0	0	0	2,600	2,600	0	0	0	0
4041 Grounds Maintenance	0	0	12,000	780	3,000	0	8,000	0	0
<b>Overhead Expenditure</b>	0	0	12,000	3,380	5,600	0	8,000	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	(12,000)	(3,380)	(5,600)		(8,000)		
<b>341 Play Areas</b>									
4041 Grounds Maintenance	0	0	4,000	766	2,000	0	4,000	0	0
4045 Equipment/Vehicle Maintenance	0	0	30,000	8,025	15,000	0	32,000	0	0
<b>Overhead Expenditure</b>	0	0	34,000	8,791	17,000	0	36,000	0	0

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6-20

Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>	<u>(34,000)</u>	<u>(8,791)</u>	<u>(17,000)</u>		<u>(36,000)</u>		
Environment and Climate - Income	0	0	56,050	72,667	77,765	0	76,054	0	0
Expenditure	0	0	534,121	315,018	476,278	0	608,704	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>	<u>(478,071)</u>	<u>(242,351)</u>	<u>(398,513)</u>		<u>(532,650)</u>		

Continued on next page

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Property and Facilities</u></b>									
<b><u>401 Civic Hall General</u></b>									
1000	55,000	43,003	60,000	28,520	43,945	0	50,000	0	0
1001	12,000	12,380	14,000	10,531	15,809	0	16,000	0	0
1002	25,000	30,566	30,000	23,227	34,033	0	35,000	0	0
1003	10,000	10,423	12,000	10,899	16,117	0	18,000	0	0
1004	8,000	6,103	9,000	4,275	6,545	0	9,500	0	0
1005	0	592	500	0	200	0	0	0	0
1006	0	0	0	258	258	0	0	0	0
1009	0	8,476	0	4,810	8,245	0	8,500	0	0
1011	2,000	1,287	1,000	1,448	2,310	0	3,000	0	0
1020	1,000	2,694	1,000	2,084	3,248	0	3,000	0	0
	113,000	115,523	127,500	86,052	130,710	0	143,000	0	0
<b>Total Income</b>									
3155	0	1,110	0	0	0	0	0	0	0
4000	0	0	50,963	27,980	46,190	0	45,229	0	0
4001	48,000	69,069	0	0	0	0	0	0	0
4002	0	3,158	0	0	0	0	0	0	0
4003	0	12,499	0	0	0	0	0	0	0
4009	0	0	500	0	0	0	0	0	0
4011	0	0	11,000	8,790	11,000	0	15,000	0	0
4012	12,000	-1,883	10,000	542	1,200	0	5,000	0	0
4014	40,000	37,062	30,000	16,671	25,000	0	30,000	0	0
4015	30,000	27,860	30,000	17,773	30,361	0	30,000	0	0

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6-22

Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	2023/24		2024/25				2025/26		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4016 Uniform/Protective Clothing	1,000	0	250	0	200	0	250	0	0
4018 Waste Disposal	3,500	4,816	3,500	2,422	3,100	0	3,500	0	0
4020 Equipment Purchase (Minor)	0	0	1,000	-202	300	0	1,000	0	0
4022 Telephone	1,000	50	500	0	0	0	0	0	0
4023 Licenses	4,000	2,303	4,000	1,417	2,300	0	2,000	0	0
4024 Stationery and Printing	0	150	0	0	0	0	0	0	0
4027 DO NOT USE	1,000	0	0	0	0	0	0	0	0
4033 Other Advertising	0	0	1,000	500	500	0	500	0	0
4041 Grounds Maintenance	0	0	0	13	13	0	200	0	0
4042 Equipment/Vehicle Hire	10,000	1,921	0	215	215	0	1,000	0	0
4043 Property Repairs & Maintenance	10,000	38,132	30,000	7,486	12,833	0	30,000	0	0
4044 Maintenance Contracts	15,000	19,658	20,000	10,402	15,661	0	15,000	0	0
4045 Equipment/Vehicle Maintenance	2,000	349	3,000	847	1,452	0	3,000	0	0
4049 Security	0	0	800	1,106	1,300	0	1,200	0	0
4051 Stocktakers Fees	300	0	0	0	0	0	0	0	0
4052 Accountancy Charges	500	2,375	2,000	0	0	0	0	0	0
4054 Loan Interest	50,000	-12,096	0	0	0	0	0	0	0
4099 Bad Debt Write Off	0	660	0	0	0	0	0	0	0
4103 DO NOT USE	1,000	0	0	0	0	0	0	0	0
4104 DO NOT USE	1,000	0	0	0	0	0	0	0	0
4105 DO NOT USE	0	-2	0	0	0	0	0	0	0
4400 Events Expenditure	0	0	150	42	100	0	150	0	0
99120 Tfr from EMR Building Repair	0	-22,651	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>230,300</b>	<b>184,539</b>	<b>198,663</b>	<b>96,004</b>	<b>151,725</b>	<b>0</b>	<b>183,029</b>	<b>0</b>	<b>0</b>

Continued on next page

6-23

Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>									
<u>402 Civic Hall Bar</u>									
1050 Bar Sales	15,000	22,909	15,000	12,234	18,253	0	18,000	0	0
	15,000	22,909	15,000	12,234	18,253	0	18,000	0	0
<b>Total Income</b>									
3001 Bar Cost of Sales	0	0	7,500	8,400	11,772	0	10,000	0	0
3002 Catering Cost of Sales	0	0	0	175	200	0	500	0	0
3003 Food & Beverage Cost of Sales	0	0	500	104	178	0	500	0	0
<b>Direct Expenditure</b>									
3000 DO NOT USE	7,500	12,313	0	0	0	0	0	0	0
3020 DO NOT USE	500	337	0	0	0	0	0	0	0
3154 DO NOT USE	3,000	1,865	0	0	0	0	0	0	0
4042 Equipment/Vehicle Hire	0	0	0	61	30	0	0	0	0
4044 Maintenance Contracts	0	0	0	60	60	0	2,000	0	0
4045 Equipment/Vehicle Maintenance	0	0	3,000	1,096	1,878	0	3,100	0	0
4046 IT/Website	0	0	0	19	50	0	50	0	0
4056 Card Processing Fees	0	0	0	427	600	0	600	0	0
<b>Overhead Expenditure</b>									
	11,000	14,515	3,000	1,663	2,618	0	5,750	0	0
<b>Movement to/(from) Gen Reserve</b>									
	4,000	8,394	4,000	1,892	3,485		1,250		
<u>403 Civic Hall Catering</u>									
1000 Main Hall	0	0	0	-75	-75	0	0	0	0
1075 Food and Beverage Income	3,000	12,903	8,000	12,838	16,688	0	17,000	0	0

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6-24

Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
1100 Catering Income - Food	6,000	7,180	8,000	9,777	11,000	0	11,000	0	0
<b>Total Income</b>	9,000	20,084	16,000	22,539	27,613	0	28,000	0	0
3002 Catering Cost of Sales	0	0	0	5,262	6,145	0	7,000	0	0
3003 Food & Beverage Cost of Sales	0	0	8,000	1,240	869	0	2,000	0	0
<b>Direct Expenditure</b>	0	0	8,000	6,502	7,014	0	9,000	0	0
3100 DO NOT USE	4,500	4,796	0	0	0	0	0	0	0
4020 Equipment Purchase (Minor)	0	0	0	1,117	1,180	0	2,000	0	0
4043 Property Repairs & Maintenance	0	0	0	116	200	0	550	0	0
4045 Equipment/Vehicle Maintenance	0	0	1,000	915	1,000	0	1,200	0	0
4350 DO NOT USE	2,500	2,040	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	7,000	6,836	1,000	2,148	2,380	0	3,750	0	0
<b>Movement to/(from) Gen Reserve</b>	2,000	13,247	7,000	13,889	18,219		15,250		
<b>411 Willowbrook Leisure Centre</b>									
1000 Main Hall	0	0	72,000	76,423	90,000	0	100,000	0	0
<b>Total Income</b>	0	0	72,000	76,423	90,000	0	100,000	0	0
4000 Staff Costs (Re-allocated)	0	0	51,654	39,741	69,263	0	74,191	0	0
4011 Business Rates	0	0	10,600	7,054	10,078	0	12,000	0	0
4012 Water Charges	0	0	0	1,327	2,000	0	2,000	0	0
4014 Light and Heat	0	0	45,000	4,351	11,605	0	30,000	0	0
4015 Cleaning and Hygiene	0	0	0	1,070	1,200	0	2,000	0	0
4018 Waste Disposal	0	0	0	1,953	2,000	0	2,000	0	0

Continued on next page

6-25



	2023/24		2024/25				2025/26		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4042	0	0	0	68	0	0	0	0	0
4043	0	0	10,000	2,434	4,000	0	10,000	0	0
4044	0	0	12,000	8,536	10,000	0	10,000	0	0
4045	0	0	5,000	400	700	0	5,000	0	0
4046	0	0	3,000	565	600	0	1,500	0	0
4056	0	0	0	2,387	3,000	0	3,000	0	0
			137,254	69,887	114,446	0	151,691	0	0
			(65,254)	6,536	(24,446)		(51,691)		
<b>421</b>									
<u>Edmonds Park Pavilion</u>									
1000	0	0	0	7,967	8,000	0	10,000	0	0
1050	0	0	0	5,172	5,500	0	8,000	0	0
1075	0	0	0	250	250	0	1,200	0	0
			0	13,389	13,750	0	19,200	0	0
3003	0	0	0	2,349	2,400	0	5,000	0	0
			0	2,349	2,400	0	5,000	0	0
4011	0	0	0	4,077	6,500	0	5,000	0	0
4012	0	0	0	34	0	0	0	0	0
4015	0	0	0	2,638	4,500	0	7,000	0	0
4018	0	0	0	242	500	0	2,000	0	0
4020	0	0	0	70	70	0	100	0	0
4042	0	0	0	55	0	0	0	0	0
4043	0	0	0	2,162	3,000	0	4,000	0	0

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6-26

Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4044 Maintenance Contracts	0	0	0	1,543	2,650	0	4,000	0	0
4045 Equipment/Vehicle Maintenance	0	0	0	2,761	2,761	0	3,000	0	0
4046 IT/Website	0	0	0	44	50	0	100	0	0
4056 Card Processing Fees	0	0	0	363	600	0	600	0	0
<b>Overhead Expenditure</b>	0	0	0	13,989	20,631	0	25,800	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	0	(2,949)	(9,281)		(11,600)		
<b>Property and Facilities - Income</b>	137,000	158,515	230,500	210,637	280,326	0	308,200	0	0
<b>Expenditure</b>	248,300	205,890	355,917	201,221	313,364	0	395,020	0	0
<b>Movement to/(from) Gen Reserve</b>	(111,300)	(47,374)	(125,417)	9,416	(33,038)		(86,820)		

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6-27

Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Personnel</u>									
<u>500 Staffing and Staff Costs</u>									
4000 Staff Costs (Re-allocated)	0	0	-793,119	-530,919	-822,288	0	-904,965	0	0
4001 Salaries - Gross Pay	0	0	612,999	417,145	637,493	0	688,046	0	0
4002 Salaries - Er's NI	0	0	53,395	32,758	53,027	0	79,012	0	0
4003 Salaries - Er's Superann	0	0	126,725	81,016	129,218	0	137,907	0	0
Overhead Expenditure	0	0	0	0	-2,550	0	0	0	0
Movement to/(from) Gen Reserve	0	0	0	0	2,550		0		
Personnel - Income	0	0	0	0	0	0	0	0	0
Expenditure	0	0	0	0	-2,550	0	0	0	0
Movement to/(from) Gen Reserve	0	0	0	0	2,550		0		
Total Budget Income	137,000	158,515	1,779,683	1,952,503	2,040,305	0	2,021,256	0	0
Expenditure	248,300	205,890	1,781,683	1,383,519	1,983,888	0	2,013,697	0	0
Movement to/(from) Gen Reserve	(111,300)	(47,374)	(2,000)	568,985	56,417		7,559		

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## Didcot Town Council

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# Finance & General Purposes Committee

## 16<sup>th</sup> December 2024

Report author: Janet Wheeler



# Proposed precept request for the financial year 2025/2026 upon the rating authority

## Introduction

This report asks Committee to consider the precept request for the financial year 2025/2026. The precept recommendation must be submitted to the next full Council meeting on 6<sup>th</sup> January 2025 and to South Oxfordshire District Council by 15<sup>th</sup> January 2025.

All Committees of the Council have gone through an examination of all cost centres within the budget. Reviews have been taking place throughout the autumn. Council should consider and agree the budget for the financial year 2025/2026.

## Consideration

As part of the budgeting process, the precept requirement must be reviewed in detail.

## TAX BASE

The precept for FY24/25 is currently £1,470,433. The number of dwellings in Didcot has increased from 13,943 to 14,186 new properties with the corresponding working tax base increasing from 11,035.3 in 2024-2025 to 11,277.4. Last year owners of Band D properties paid £133.25 for Didcot Town Council to operate.

The F&GP Committee need to make a recommendation to the full Council as to the level they wish to set the precept for 2025-2026 financial year.

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**The recommendation to full Council is:**

**Precept: £1,602,772**

**Band D: £142.12 per year; 2.73 per week; 39p per day for Didcot Town Council to operate.**

**Increase: Approx. 9% (2.2% of this increase will come from the increased housing numbers – leaving the actual increase around 6.8%)**

**Ear-marked reserves and rolling reserves**

Any unspent cost centres can be rolled over for projects in the next financial year or to support the building up of our general reserves. The Town Clerk recommends that the F&GP Committee review the finances at the February Committee meeting with a recommendation on the ear-marked reserves to go to the full Council meeting in March.

It is usual to apportion ear-marked reserves later in the financial year when a more accurate assumption can be made of available monies.

Ear-marked reserves can show a higher figure but the projects must be clearly identified to the auditor and should be reviewed annually. By making this a separate report for the Council meeting in March – we can clearly show the auditor the projects that require funding.

**Legal Implications**

1. A Council's functions with respect to levying or issuing a precept can only be discharged by the Full Council (s.101 (6) of the 1972 Act).

**Financial & Risk Implications**

2. The primary risk of any budget is that it is forecast based on assumptions and, as such, there is a risk that these assumptions may prove to be incorrect. There are also further risks that either cannot be fully predicted or lie outside the control of the Council (e.g. movements in interest rates or pandemic viruses).

Janet Wheeler  
Town Clerk

## PRECEPT CALCULATIONS 2025 - 26

Current precept £1,470,433 divided by tax base 11,035.3 = £133.25 per Band D household

Properties account for approx. 2.2% increase

£1,470,433 + 2.5% = £1,507,193 divided by tax base 11,277.4 = £133.64 per Band D household

£1,470,433 + 5% = £1,543,954 divided by 11,277.4 = £136.90 per Band D household

£1,470,433 + 7% = £1,573,363 divided by 11,277.4 = £139.51 per Band D Household

£1,470,433 + 8% = £1,588,067 divided by 11,277.4 = £140.81 per Band D household

£1,470,433 + 9% = £1,602,771 divided by 11,277.4 = £142.12 per Band D household

Less 2.2% - actual increase is 6.8%

**PARISH COUNCIL TAX BASES -**

**2025-26**

PARISH/TOWN COUNCIL	NUMBER OF DWELLINGS 2025-26	NUMBER OF DWELLINGS 2024-25	PARISH TAX BASE 2025-26	PARISH TAX BASE 2024-25	% CHANGE ON YEAR	PARISH/TOWN COUNCIL	NUMBER OF DWELLINGS 2025-26	NUMBER OF DWELLINGS 2024-25	PARISH TAX BASE 2025-26	PARISH TAX BASE 2024-25	% CHANGE ON YEAR
Adwell	16	16	15.7	15.7	0.0%	Sandford on Thames	589	582	507.0	499.9	1.4%
Aston Rowant	353	353	431.6	435.7	-0.9%	Shiplake	753	753	1,031.4	1,045.3	-1.3%
Aston Tirrold & Upthorpe	239	238	288.4	288.1	0.1%	Shirburn	55	55	62.1	63.0	-1.4%
Beckley & Stowood	258	256	288.4	287.5	0.3%	Sonning Common	1,825	1806	1,815.7	1,793.8	1.2%
Benson	2,302	2176	2,277.7	2,170.6	4.9%	South Moreton	133	133	132.7	132.1	0.5%
Berinsfield	1,115	1112	694.0	683.7	1.5%	South Stoke	227	226	239.7	236.4	1.4%
Berrick Salome	133	131	178.9	179.6	-0.4%	Stadhampton	407	401	419.1	408.0	2.7%
Binfield Heath	290	290	337.3	333.0	1.3%	Stanton St John	190	190	226.2	224.2	0.9%
Bix & Assendon	264	263	344.2	341.5	0.8%	Stoke Row	285	286	346.0	348.5	-0.7%
Brightwell Baldwin	86	85	108.6	105.0	3.4%	Stoke Talmage	28	27	34.6	35.3	-2.0%
Brightwell cum Sotwell	659	657	704.6	698.1	0.9%	Swyncombe	120	119	145.4	146.7	-0.9%
Britwell Salome	87	87	104.6	105.7	-1.0%	Sydenham	150	152	165.9	169.9	-2.4%
Chalgrove	1,339	1268	1,222.1	1,163.3	5.1%	Tetsworth	336	335	348.2	347.3	0.3%
Checkendon	221	219	259.7	254.0	2.2%	Thame	5,891	5793	5,154.8	5,066.7	1.7%
Chinnor	3,295	3248	3,072.7	3,025.6	1.6%	Tiddington with Albury	281	281	276.6	270.7	2.2%
Cholsey	2,001	1973	1,799.6	1,765.2	1.9%	Toot Baldon	65	64	80.6	80.1	0.6%
Clifton Hampden	255	255	290.9	293.4	-0.9%	Towersey	192	190	204.5	201.7	1.4%
Crowell	55	54	68.0	65.8	3.3%	Wallingford	4,034	3961	3,316.9	3,249.8	2.1%
Crowmarsh	956	955	914.6	921.5	-0.7%	Warborough	466	466	528.0	527.0	0.2%
Cuddesdon & Denton	212	211	198.2	193.1	2.6%	Waterperry with Thomley	82	81	92.3	90.4	2.1%
Culham	176	176	189.9	186.3	1.9%	Waterstock	44	44	51.8	51.9	-0.2%
Cuxham with Easington	60	60	62.1	62.2	-0.2%	Watlington	1,429	1379	1,368.0	1,309.1	4.5%
Didcot	14,186	13943	11,277.4	11,035.3	2.2%	West Hagbourne	122	120	134.6	132.0	2.0%
Dorchester	483	481	558.0	559.2	-0.2%	Wheatfield	11	11	14.4	16.0	-10.0%
Drayton St Leonard	117	117	134.4	133.9	0.4%	Wheatley	1,930	1944	1,792.8	1,804.4	-0.6%
East Hagbourne	551	512	567.9	527.4	7.7%	Whitchurch on Thames	336	336	409.2	409.3	0.0%
Elsfield	47	47	52.7	53.0	-0.6%	Woodcote	1,098	1086	1,109.9	1,092.9	1.6%
Ewelme	430	431	368.8	369.3	-0.1%	Woodeaton	28	29	38.2	37.0	3.2%
Eye & Dunsden	158	155	192.2	196.1	-2.0%	<b>TOTAL</b>	<b>66,919</b>	<b>65,984</b>	<b>63,639.9</b>	<b>62,683.2</b>	
Forest Hill with Shotover	423	422	397.1	387.4	2.5%	% increase compared to last yr	1.4%		1.5%		
Garsington	815	811	739.7	736.6	0.4%						
Goring	1,585	1581	1,780.3	1,782.2	-0.1%						
Goring Heath	508	507	605.4	600.9	0.7%						
Great Haseley	256	255	277.1	275.7	0.5%						
Great Milton	354	355	334.8	340.0	-1.5%						
Harpsden	163	161	237.0	229.7	3.2%						
Henley on Thames	6,245	6204	6,228.7	6,177.1	0.8%						
Highmoor	147	145	191.1	186.8	2.3%						
Holton	171	169	205.0	200.4	2.3%						
Horspath	623	620	627.7	625.2	0.4%						
Ipsden	158	158	168.9	168.0	0.5%						
Kidmore End	545	542	710.2	710.5	0.0%						
Lewknor	308	308	330.5	333.0	-0.8%						
Little Milton	205	206	213.7	214.8	-0.5%						
Little Wittenham	28	28	34.2	34.6	-1.2%						
Long Wittenham	397	394	387.0	381.1	1.5%						
Mapledurham	133	130	140.3	134.0	4.7%						
Marsh Baldon	128	126	140.9	138.5	1.7%						
Moulsford	218	218	256.1	255.7	0.2%						
Nettlebed	347	345	383.5	378.4	1.3%						
Newington	46	46	59.3	57.9	2.4%						
North Moreton	164	162	203.3	195.6	3.9%						
Nuffield	225	225	247.5	247.3	0.1%						
Nuneham Courtenay	104	104	115.0	112.9	1.9%						
Pishill with Stonor	146	146	192.2	193.8	-0.8%						
Pyrton	120	104	148.7	128.5	15.7%						
Rotherfield Greys	195	193	261.7	259.8	0.7%						
Rotherfield Peppard	711	700	973.2	958.6	1.5%						

**Finance**  
Head of Service: Simon Hewings



Listening Learning Leading

Contact: Steve Guard

Email: parish.precepts@southandvale.gov.uk

Didcot Town Council  
Janet Wheeler  
Council Offices  
Britwell Road  
Didcot  
OX11 7JN

19 November 2024

Dear Janet Wheeler

**Precepts 2025/26**

The time is approaching when this council needs to know the amount of your precept for the financial year 2025/26. The precept will be your estimate of your Town/Parish Council’s net expenditure (i.e. after other income) for 2025/26.

The council tax per band ‘D’ dwelling for your Town/Parish Council will be calculated by dividing the precept by the council tax base for your area. The tax base is the equivalent number of band ‘D’ dwellings after allowing for exemptions, discounts and other reductions.

e.g.	Precept	£10,000.00
	÷	
	Tax Base	500
	=	
	Council Tax per Band ‘D’ Dwelling	<u>£20.00</u>

Attached are details of the provisional tax base for 2025/26 by parish, which is subject to approval by the Council on Thursday 12 December 2024. We will advise you in writing if there are any changes to these figures as soon as possible after this date.

It is strongly recommended that you calculate your Town/Parish Council’s council tax by band ‘D’ property, and compare this with the equivalent figure for 2024/25 which was £133.25

Please note that the tax base can go down as well as up, as a result of, for example, more single person’s discounts being awarded.

**This means that, whilst you may set the total precept at the same level as in the previous year, the band ‘D’ Council Tax figure will change if your tax base has moved.**





## Precept payment dates

We proposed to pay the precept to Parish/Town Councils in two equal instalments in:-

first week of April 2025	50%
first week of September 2025	50%

## The date by which you must return your precept form

We enclose a precept request form for completion which should ideally be returned by **no later than Wednesday 15 January 2025**.

**We are, however, aware that some councils will not hold their precept setting meeting until after this date, therefore it is possible to extend the deadline for these councils to Wednesday 22 January 2025 provided that you let us know by 15 January 2025.**

If you think you may not be able to meet this later deadline, please email [parish.precepts@southandvale.gov.uk](mailto:parish.precepts@southandvale.gov.uk).

## Method of payment of your precept by this council

We will only be making precept payments by BACS. The attached precept form is pre-printed with your Parish/Town Council's payment details as per our records. Please ensure that the correct bank details are shown on the signed form that you return to us. Please return the completed form by email to the address at the bottom of the form.

## Help and advice

If you have any questions on how your council taxbase has been calculated, please contact **Trevor Gaffney** via email [trevor.gaffney@southandvale.gov.uk](mailto:trevor.gaffney@southandvale.gov.uk).

If you have any questions regarding the precept process or the date for the return of your precept form, please contact **Steve Guard** via email at [parish.precepts@southandvale.gov.uk](mailto:parish.precepts@southandvale.gov.uk) or telephone on 07917 088301.

Yours sincerely,



Simon Hewings  
Head of Finance

# Finance and General Purposes Committee

## 16<sup>th</sup> December 2024



Report Author: Pierce Bint/Janet Wheeler

### To approve the hire purchase period of the new HR 380 Ransomes Out Front Rider Rotary with Flail Deck

1. This report updates the Committee on the purchase of a new HR 380 Ransome's Out Front Rider Rotary with Flail Deck via Hire Purchase.

### Background

2. At the Full Council Meeting on 4<sup>th</sup> November 2024, Council resolved to approve the purchase of grass cutting equipment to help the Outdoor Team with cutting some of the verges on the less busy roads in Didcot.

### Recommendation

3. Upon reviewing the budget, the Town Clerk recommends that the purchase of this equipment is on a Hire Purchase agreement (which was presented at the Full Council Meeting on 4<sup>th</sup> November 2024) for **48 months with a trade-in** rather than an out-right purchase. The reason for this is to help cash flow as we are approaching the end of the financial year.
4. The costs of which are below:

Cost Price (Net)	£35,670.00
VAT (20%)	£7,134.00
<b>Total</b>	<b>£42,804.00</b>

Cash Deposit (VAT difference)	£6,384.00
Part Exchange (Incl VAT)	£4,500.00
<b>Total Deposit</b>	<b>£10,884.00</b>

<b>Balanced Financed</b>	<b>£31,920.00</b>
<b>Documentation Fee</b>	<b>£100.00</b>

<b>Rental Profile - Monthly</b>	<b>36 months</b>	<b>48 months</b>	<b>60 months</b>
<b>Monthly Payment</b>	£1,005.83	£784.17	£653.30
<b>Flat Rate</b>	4.48%	4.48%	4.56%

There will be an option to purchase fee of £83.33 plus VAT at the end of the agreement, which will mean that DTC will fully own the asset.

## **Legal Implications**

1. Didcot Town Council has the power to manage and control recreation grounds, public walks, pleasure grounds and open spaces – Local Government Act 1972, Sched 14, para 27 and the Open Spaces Act 1906, ss9 and 10.

## **Financial Implications**

2. There will be a small cost involved with adding this piece of machinery to the Town Council's insurance.
3. The initial cash deposit price of £6,384 will need to be paid prior to DTC receiving the machine, along with arranging the trade in.

## **Risk Implications**

4. The terms in the agreement will need to be adhered to.
5. The machine will need to be added to the Council's asset register and regularly maintained.

ITEM 9 -  
ANNUAL CIL REPORT  
TO GO TO SODC

Community Infrastructure Levy (CIL) Annual Report

Name of Local Council: **DIDCOT**

Financial Year:

This report is to be completed in line with the following legislation:  
Regulation 121B (a re-enactment of regulation 62A inserted by the 2019 Regulations) of The Community Infrastructure Levy Regulations 2010 (as amended) Section 151 of the Local Government Act 1972 Accounts and Audit (England) Regulations 2011.

A town or parish council must prepare a report for any financial year ("the reported year") in which it received CIL receipts.

Town or parish councils that have retained CIL funds from previous years must also provide a report, this should confirm if the funds have been retained for a further year or details of expenditure of the funds.

Reports must be produced and submitted to South Oxfordshire District Council by 31st December 2024 latest.

Total CIL retained from previous years:  (A)

Expenditure this financial year of CIL retained from previous years

Item of expenditure

Solar panels at Willowbrook

Solar panels at Willowbrook

Expenditure Amount:

£ 6,098.50

£ 42,797.87

Total (Calculates automatically if figures input electronically)

(B)

Total CIL Received this financial year (2023/24) March 2023 to 1st April 2024  (C)

Expenditure of CIL which was received this financial year

Item of expenditure

Expenditure Amount:

Total:

(D)

Details of any notices received in accordance with Regulation 59E (see notes below)

Value of CIL receipts subject to notices served in the financial year:  (E)

Value of CIL receipts subject to notices which has been repaid to the charging authority during the financial year:  (F)

Value of CIL receipts subject to notices which have not been paid to the charging authority:  (G)

Current financial year (2023/24) CIL receipts retained at year end: (H = C minus D).  (H)

CIL receipts from previous years retained at year end: (I = A minus B).  (I)

Total value of CIL receipts retained at year end: (J = H plus I minus F).  (J)

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Position:

Date:

## FINANCE AND GENERAL PURPOSES COMMITTEE – PROGRESS REPORT

## Agenda item 10

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	<b>In progress</b>
Various meetings – Minute 34 July 24 meeting	Status of Restore project and OSM’s plans for the allotment site	Review of use of site	<b>Presentation to Environment Committee; OSM had a meeting re: excess allotment plots – Charlotte not there and meeting sounds as if nothing was agreed. None of the reports requested at the Environment meeting have been sent to me so far.</b>
Minute 170 – Grass cutting maps	To be shared with Cllrs via Sharepoint or made available at Civic Hall	On hold until grass cutting resolved for this year.	<b>New meeting to discuss with OCC to be set up.</b>
Min 47 – Edfest	Request return of £10,000	Email read out at last meeting	<b>Edfest due to hold event in February and August – Cllr Khan to attend December meeting.</b>
Min 51 – Data Protection training	Contact National Cyber Security website for basic data protection training for Cllrs and staff	Not yet progressed	
Min 65 – Budget for Ladygrove skate park	Budget 25/26 for initial investigation works	Initial research commenced looking at other facilities and solutions	<b>Initial research will help guide the budget allocation.</b>
Min 65 – future grant applications	Split the grant applications in to major – over £5,000 and minor – below £5k	Finance Chair and TC to confirm dates – whether together or separate	<b>To be reviewed in 2025</b>
Min 68 – Legal template for procurement	Order to be placed with solicitors		
Min 69 – VE Day 80 <sup>th</sup> anniversary events	Discussed at P&A – contacts for a re-enactment group to be contacted for evening event.	Big Sound Force Band booked. A site visit to be carried out by the leader in the new year. Uniforms to be worn by band and play list to be confirmed nearer the time. Vintage fish and chip van booked.	<b>Meeting to be set up with RBL and contact to be made with re-enactment group. Publicity to be prepared to advertise the events in advance. Save the date to go out in the new year.</b>

## FINANCE AND GENERAL PURPOSES COMMITTEE – PROGRESS REPORT

## Agenda item 10

Min 73 – Potential works at Ladygrove Park	Quote of £157,527.97 approved	Awaiting the result of the CIL application.	<b>Successful receipt of this funds</b>
Min 89 – quotes for grass cutting in 2025	Like for like quotes to be sought for a reduced map with DTC doing some of the cutting	Quote papers being prepared.	
Min 101 – draft budget 25-26	Query on the 199/4053 Loan Capital repayments	Information to be shared with the Committee	
Min 101 – CCTV contributions	Detailed cost breakdown	Previous cost break downs exist at previous F&GP and FC meetings	
Min 101 – Christmas lights contract	P&F to decide whether to extend the contract or go out to tender		
Min 101 – Splash pad sales	Request of a report on products sold	A report has been done and will be circulated again	