

Notice of a meeting of the

Finance & General Purposes Committee

19th August 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

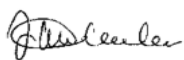
Agenda

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 22nd July 2024 –*attached*.
4. Questions on the Minutes as to the progress of any item.
5. To review and approve the financial reports for June 2024 – *see attached reports*.
6. To note the expenditure on the splash pad – *see attached spreadsheet and report regarding the running of the facility next year*.
7. To review the 2024 – 2025 budget report – *see attached*.
8. To approve the budget timetable for the 2025 – 2026 financial year – *see attached report*.
9. To note the appointment of Auditing Solutions to carry out the internal audit for the 2024 – 2025 financial year – *programme of work to be circulated at the meeting*.
10. To discuss ideas for VE Day – 8 May 2025 – 80 year anniversary.
11. 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

12. To receive an up-date on the grass cutting situation – *see attached confidential report*.
13. To consider a quote to assist the outdoor team with the grass cutting for this season and to prepare the verges for next year – *see attached quote*.
14. To review the contract renewal proposal for the office telephones – *see attached confidential report*.
15. To receive the confidential S106 agreement for funding for splash pad – *see attached papers*.



Janet Wheeler
Town Clerk
13th August 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

22nd July 2024 at 7.45pm

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 G Ryall
Councillor J Loder
Councillor D Aragao
Councillor N Hards

Officers:

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

Emma Northwood – Representative from Air IT

26. To receive apologies

No apologies were received. Cllr J Broadbent was absent.

27. 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 made.

28. To agree the Minutes of the meeting held on 17th June 2024

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.

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

There were no questions.

30. To review and approve the financial reports for May 2024

The Town Clerk explained that Officers were still waiting on the results of several s106 applications to the District Council. These amount to approximately £130,000. Officers have had to provide a lot more detailed information than anticipated.

It was proposed by Cllr T Worgan, seconded by Cllr G Ryall, and RESOLVED to approve the financial reports for May 2024. The vote was unanimous.

31. To note the expenditure on the Splash Pad

The Committee noted the expenditure of £484,619 to date. The project is still within budget and on course to open at the end of July 2024.

32. To note the appointment of DCK Accounting Solutions to perform the VAT partial exemption calculations for 2023-2024

The Committee noted the appointment of DCK Accounting Solutions to perform the VAT partial exemption calculations for the 2023-2024 financial year. The cost will be £465 + vat.

33. To approve a quote of £1,300 for pitch marking using a robot and GPS system

The Committee considered the report which explained that only two members of the outdoor team are currently trained to carry out the initial pitch marking. Other members could learn but this would take time.

It was proposed by Cllr T Worgan, seconded by Cllr G Roberts, and RESOLVED to approve the quote for the initial pitch marking for this year using a robot and GPS system, at a cost of £1,300, on the condition that a report be presented to the Environment and Climate Committee on carrying out this work in future, in house. All members agreed.

This cost would come from cost centre 307/4041 'Grounds Maintenance'.

34. To review the progress report

The Committee reviewed the report.

No communication has been received from Restore. It was decided that the Town Clerk would write to Restore again regarding the use of the allotment spaces.

It was proposed by Cllr T Worgan to suspend Standing Orders to allow Emma Northwood, the representative from Air IT, to address the Committee on the potential cyber protection quote. All members agreed.

Emma Northwood presented Air IT's quote for Endpoint cyber security to the Committee and explained the various safety aspects included, such as 24/7 support and additional training for staff and Councillors. She explained that Sentinel One offers additional security to Anti-Virus systems, and this software encrypts and quarantines threats before they are exposed. The software would continually learn from the users of the devices.

Emma then invited questions from the members.

Cllr G Ryall expressed his concerns regarding false positives, for example, should the Council undertake a task which is normally carried out once a year, would the software consider this a threat? Emma explained that the work would be 'flagged' and held, but the 'human element' would enable the work to be released.

Cllr G Ryall enquired about the Security Operation Centre (SOC) – is this subcontracted, or managed 'in house'? Emma explained that the SOC is managed

'in house' during regular working hours and managed by a company in the USA during out of hours.

This led Cllr G Ryall to ask if the training would be carried out on the Town Council's devices, or with data being sent to USA? Emma could not answer this question but would update the Committee when she confirmed the answer.

Cllr G Ryall asked if Air IT recognises the difference between companies and Councils, as the threat profile can be very different. Would training be more appropriate? Emma explained that the software would stop the threat at the entry point, giving added security, whilst Air IT would offer training to staff and Councillors to help recognise threats.

Cllr D Aragao asked if another company could manage the Sentinel One software. Emma confirmed that they could.

Cllr J Loder asked if routine updates and downloads would be flagged as threats. Would the software be able to identify periodic updates? Emma confirmed that the software would need time to learn.

Cllr N Hards explained that the Town Council routinely received communication from people with no connection to the Council. Would these communications be blocked? Emma confirmed they would not.

Cllr T Worgan asked why should the Town Council choose Air IT over any competitors for this cyber security? Emma explained that Air IT have been working with Didcot Town Council for several years and understands the Town Council's needs.

Members thanked Emma Northwood for the presentation, and she left the meeting. Standing Orders were re-instated.

35. 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.

It was proposed by Cllr T Worgan to consider agenda item 11 – to review the cyber protection quote, first. All members agreed.

36. To review the cyber protection quote

The Councillors were wary of taking on new software due to the recent Cloud Strike issue and the huge impact this has had on everyday activities and the world's economy. The staff were asked to explore all options open to the Council and to look at software used by other similar-size Town Councils.

It was proposed by Cllr T Worgan, seconded by Cllr G Ryall, and **RESOLVED** to not accept the quote for the Sentinel protection at this time until further research was carried out. The vote was unanimous.

37. To note the confidential minutes of the CCTV meeting held on 6th June 2024

The Committee noted the minutes.

Cllr N Hards asked that the District Council be made aware of the incorrect spelling of Edmonds Park.

38. To clarify the CCTV proposals from SODC and possible procurement path

It was proposed by Cllr T Worgan, seconded by Cllr N Hards, and RESOLVED to approve the cost of the two additional CCTV cameras at a cost of approximately £13,700 (+ VAT). The vote was unanimous.

Most of the cost would be taken from cost centre EMR 351 (£13,405 remaining).

39. To consider the appointment of Infrastructure Managed Services Ltd being “re-branded” as Sherwood Maintenance Ltd

The Committee noted the reports and considered the recommendations from the Town Clerk. It was proposed by Cllr T Worgan, seconded by Cllr J Loder and RESOLVED to write to both companies following legal advice.

Vote: IN FAVOUR: 5, AGAINST: 0, ABSTENTIONS: 1.

For the remainder of this year, it was agreed that the outdoor team would attempt to carry out as much of the cutting of the verges as they are confident to do. The hire of equipment would be needed to enable the team to do this, and costs would be made available to members as soon as they are received.

This would be reviewed again at the end of 2024.

40. To review the contract renewal proposal for the office telephones

The Committee reviewed the proposal. It was proposed by Cllr J Loder, seconded by Cllr T Worgan, and RESOLVED to enter a 12-month contract for the office telephones and investigate other options during this time. The vote was unanimous.

The meeting closed at 9.17pm.

Signed: _____ (Chair)

Date: _____

Finance and General Purposes Committee

19th August 2024

Report author: Janet Wheeler



Financial Statements

Introduction

1. This report presents a summary of the Council's financial activities throughout the month of June 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 June 2024.

Background

3. Attached are monthly reports that present a summary of the Council's financial activities at 30th June 2024:
 - (a) the Cash and Investment reconciliations at 30th June 2024
 - (b) the detailed income and expenditure report for the F&GP Committee only for 30th June 2024
 - (c) summary of income and expenditure by Budget heading across all Committees – for 30th June 2024
 - (d) detailed balance sheet (excluding stock movement)
 - (e) detailed profit and loss (excluding stock movement)
 - (f) Sales Ledger aged account balances at 30th June 2024
 - (g) List of payments made between 1/06/24 and 30/06/24.

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.

Janet Wheeler
Town Clerk

Didcot Town Council

Bank - Cash and Investment Reconciliation as at 30 June 2024

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	30/06/2024 Unity Trust Current Account	406,222.20
4	30/06/2024 Unity Bank Civic Hall Account	52,797.61
5	30/06/2024 CCLA Public Sector Deposit Fun	819,432.73
7	30/06/2024 Barclaycard Commercial	-1,843.91
		1,276,608.63
<u>Other Cash & Bank Balances</u>		
	Civic Hall Bar Floats	260.00
	Petty Cash	250.00
		510.00
		1,277,118.63
<u>Receipts not on Bank Statement</u>		
0	30/06/2024 All Receipts Cleared	0.00
		0.00
Closing Balance		
		1,277,118.63
<u>All Cash & Bank Accounts</u>		
1	Unity Current Account	406,222.20
2	Santander	0.00
3	Income Cash Book	0.00
4	Civic Hall Current Account	52,797.61
5	CCLA Deposit Fund	819,432.73
6	Barclaycard - NOT IN USE	0.00
7	Barclaycard Account	-1,843.91
	Other Cash & Bank Balances	510.00
	Total Cash & Bank Balances	1,277,118.63

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: 03/06/2024

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
31/05/2024		Balance brought forward	£0.00	£0.00	£501,411.14
03/06/2024	Direct Debit	Direct Debit (SOUTH OXFORDSHIRE)	£190.00	£0.00	£501,221.14
03/06/2024	Direct Debit	Direct Debit (SOUTH OXFORDSHIRE)	£792.00	£0.00	£500,429.14
03/06/2024	Direct Debit	Direct Debit (SOUTH OXFORDSHIRE)	£1,178.75	£0.00	£499,250.39

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Statement number 034



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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
03/06/2024	Credit	Post Office Cash Deposit 099137 099137	£0.00	£178.68	£499,429.07
03/06/2024	Credit	Sheila M Luke	£0.00	£340.00	£499,769.07
03/06/2024	Credit	HERMITAGE GC/PCA	£0.00	£54.25	£499,823.32
03/06/2024	Credit	M J DIDCOCK FUNE	£0.00	£365.00	£500,188.32

Handwritten signature



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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: 30/06/2024

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

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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
03/06/2024		Balance brought forward	£0.00	£0.00	£500,188.32
04/06/2024	Credit	CENTRAL ENG COOP	£0.00	£445.00	£500,633.32
04/06/2024	Credit	BCARD8276784030624 BCARD	£0.00	£169.50	£500,802.82
05/06/2024	Faster Payment Debit	B/P to: Shield Maintenance	£231.91	£0.00	£500,570.91

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Statement number 035

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
05/06/2024	Faster Payment Debit	B/P to: Shield Maintenance	£332.80	£0.00	£500,238.11
06/06/2024	Credit	BCARD8276784050624 BCARD	£0.00	£108.50	£500,346.61
07/06/2024	Direct Debit	Direct Debit (BRITISH GAS BUSINE)	£42.53	£0.00	£500,304.08
07/06/2024	Credit	BCARD8276784060624 BCARD	£0.00	£43.92	£500,348.00
10/06/2024	Direct Debit	Direct Debit (BARCLAYCARD)	£90.27	£0.00	£500,257.73
10/06/2024	Credit	IAN DAVIES	£0.00	£340.00	£500,597.73
10/06/2024	Credit	BCARD8276784070624 BCARD	£0.00	£52.80	£500,650.53
12/06/2024	Credit	SET IN STONE DIDCO	£0.00	£130.00	£500,780.53
12/06/2024	Transfer	FLEET MEADOW COMMU	£0.00	£477.60	£501,258.13
12/06/2024	Credit	SET IN STONE DIDCO	£0.00	£130.00	£501,388.13
13/06/2024	Faster Payment Debit	B/P to: DCK Payroll Soluti	£39,362.57	£0.00	£462,025.56
13/06/2024	Credit	BCARD8276784120624 BCARD	£0.00	£53.00	£462,078.56
14/06/2024	Faster Payment Debit	B/P to: Grundon Waste Mana	£607.26	£0.00	£461,471.30
14/06/2024	Faster Payment Debit	B/P to: OALC	£48.00	£0.00	£461,423.30
14/06/2024	Faster Payment Debit	B/P to: Air IT Ltd	£1,496.27	£0.00	£459,927.03
14/06/2024	Faster Payment Debit	B/P to: DCK Payroll Soluti	£371.64	£0.00	£459,555.39
14/06/2024	Faster Payment Debit	B/P to: Creative Catering	£720.00	£0.00	£458,835.39
14/06/2024	Faster Payment Debit	B/P to: Mobile Mini	£83.42	£0.00	£458,751.97
14/06/2024	Faster Payment Debit	B/P to: Collard Environmen	£803.71	£0.00	£457,948.26
14/06/2024	Faster Payment Debit	B/P to: Shield Maintenance	£564.71	£0.00	£457,383.55
14/06/2024	Faster Payment Debit	B/P to: E Reynolds	£183.56	£0.00	£457,199.99
14/06/2024	Faster Payment Debit	B/P to: Spaldings Limited	£124.32	£0.00	£457,075.67
14/06/2024	Faster Payment Debit	B/P to: HMRC Shipley	£10,533.45	£0.00	£446,542.22
14/06/2024	Faster Payment Debit	B/P to: EE Limited	£118.42	£0.00	£446,423.80

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Statement number 035

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
14/06/2024	Faster Payment Debit	B/P to: Executive Alarms L	£3,547.20	£0.00	£442,876.60
14/06/2024	Faster Payment Debit	B/P to: Rabbits Vehicle Hi	£654.00	£0.00	£442,222.60
14/06/2024	Faster Payment Debit	B/P to: DCK Accounting Sol	£3,931.38	£0.00	£438,291.22
14/06/2024	Transfer	B/P to: SLCC Enterprises	£36.00	£0.00	£438,255.22
14/06/2024	Faster Payment Debit	B/P to: Travis Perkins	£489.42	£0.00	£437,765.80
14/06/2024	Faster Payment Debit	B/P to: G S Mechanical Ltd	£462.00	£0.00	£437,303.80
14/06/2024	Faster Payment Debit	B/P to: Microshade Busines	£413.82	£0.00	£436,889.98
14/06/2024	Faster Payment Debit	B/P to: Seldram Supplies	£586.46	£0.00	£436,303.52
14/06/2024	Faster Payment Debit	B/P to: S R Cooper	£133.28	£0.00	£436,170.24
14/06/2024	Faster Payment Debit	B/P to: Polar Cooling Serv	£558.47	£0.00	£435,611.77
14/06/2024	Faster Payment Debit	B/P to: Rochester Midland	£84.00	£0.00	£435,527.77
14/06/2024	Faster Payment Debit	B/P to: Ricoh UK Ltd	£32.21	£0.00	£435,495.56
14/06/2024	Faster Payment Debit	B/P to: Farol Ltd	£557.40	£0.00	£434,938.16
14/06/2024	Faster Payment Debit	B/P to: Scorpion Signs Ltd	£402.00	£0.00	£434,536.16
17/06/2024	Direct Debit	Direct Debit (CASTLE WATER LTD)	£385.42	£0.00	£434,150.74
17/06/2024	Faster Payment Debit	B/P to: OCC Pension Fund	£12,557.61	£0.00	£421,593.13
17/06/2024	Credit	M J DIDCOCK FUNE	£0.00	£815.00	£422,408.13
17/06/2024	Credit	BCARD8276784140624 BCARD	£0.00	£341.64	£422,749.77
17/06/2024	Credit	Stephen Lawrence Lauren Lawrence	£0.00	£108.50	£422,858.27
18/06/2024	Direct Debit	Direct Debit (THE MIDCOUNTRIES CO)	£1,052.10	£0.00	£421,806.17
18/06/2024	Direct Debit	Direct Debit (BRITISH GAS BUSINE)	£78.25	£0.00	£421,727.92
18/06/2024	Direct Debit	Direct Debit (BRITISH GAS BUSINE)	£1,022.59	£0.00	£420,705.33
18/06/2024	Faster Payment Debit	B/P to: Splash Pads Enterp	£91,034.36	£0.00	£329,670.97
18/06/2024	Credit	CENTRAL ENG COOP	£0.00	£365.00	£330,035.97

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Statement number 035

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
18/06/2024	Credit	BCARD8276784170624 BCARD	£0.00	£475.00	£330,510.97
18/06/2024	Credit	M J DIDCOCK FUNE	£0.00	£445.00	£330,955.97
19/06/2024	Direct Debit	Direct Debit (GOCARDLESS)	£140.33	£0.00	£330,815.64
21/06/2024	Credit	HMRC VAT	£0.00	£35,465.39	£366,281.03
21/06/2024	Credit	BCARD8276784200624 BCARD	£0.00	£152.42	£366,433.45
24/06/2024	Direct Debit	Direct Debit (BCARD COMMERCIAL)	£1,134.15	£0.00	£365,299.30
24/06/2024	Faster Payment Debit	B/P to: EE Limited	£122.95	£0.00	£365,176.35
24/06/2024	Faster Payment Debit	B/P to: Seldram Supplies	£170.33	£0.00	£365,006.02
24/06/2024	Faster Payment Debit	B/P to: Microshade Busines	£413.82	£0.00	£364,592.20
24/06/2024	Faster Payment Debit	B/P to: Riverside Counsel	£4,125.00	£0.00	£360,467.20
24/06/2024	Faster Payment Debit	B/P to: BPSA	£5,000.00	£0.00	£355,467.20
24/06/2024	Faster Payment Debit	B/P to: DCK Payroll Soluti	£333.24	£0.00	£355,133.96
24/06/2024	Faster Payment Debit	B/P to: Shield Maintenance	£656.23	£0.00	£354,477.73
24/06/2024	Faster Payment Debit	B/P to: Total Pest Envir	£268.38	£0.00	£354,209.35
24/06/2024	Faster Payment Debit	B/P to: Infinity Playgroun	£648.00	£0.00	£353,561.35
24/06/2024	Faster Payment Debit	B/P to: Collard Environmen	£630.00	£0.00	£352,931.35
24/06/2024	Faster Payment Debit	B/P to: SSE Energy Supply	£1,839.92	£0.00	£351,091.43
24/06/2024	Faster Payment Debit	B/P to: DCK Accounting Sol	£1,147.38	£0.00	£349,944.05
24/06/2024	Faster Payment Debit	B/P to: HomeStart South O	£5,250.00	£0.00	£344,694.05
24/06/2024	Faster Payment Debit	B/P to: Lyreco UK Ltd	£230.38	£0.00	£344,463.67
24/06/2024	Faster Payment Debit	B/P to: Abingdon College	£300.00	£0.00	£344,163.67
24/06/2024	Faster Payment Debit	B/P to: ICCM	£100.00	£0.00	£344,063.67
24/06/2024	Faster Payment Debit	B/P to: Ridge Partners	£705.00	£0.00	£343,358.67
24/06/2024	Faster Payment Debit	B/P to: Ruby Livesey	£500.00	£0.00	£342,858.67

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Statement number 035

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
24/06/2024	Faster Payment Debit	B/P to: Ever Brite Cleanin	£3,239.97	£0.00	£339,618.70
24/06/2024	Faster Payment Debit	B/P to: Scofell Commercial	£2,328.00	£0.00	£337,290.70
24/06/2024	Faster Payment Debit	B/P to: Didcot TRAIN	£7,863.00	£0.00	£329,427.70
24/06/2024	Faster Payment Debit	B/P to: Ricoh UK Ltd	£510.32	£0.00	£328,917.38
24/06/2024	Faster Payment Debit	B/P to: Air IT Ltd	£855.38	£0.00	£328,062.00
24/06/2024	Faster Payment Debit	B/P to: Spaldings Limited	£42.82	£0.00	£328,019.18
24/06/2024	Faster Payment Debit	B/P to: Polar Cooling Serv	£377.76	£0.00	£327,641.42
24/06/2024	Faster Payment Debit	B/P to: Iris Blinds	£511.94	£0.00	£327,129.48
24/06/2024	Faster Payment Debit	B/P to: PPL PRS Ltd	£770.32	£0.00	£326,359.16
24/06/2024	Faster Payment Debit	B/P to: Farol Ltd	£1,650.60	£0.00	£324,708.56
24/06/2024	Faster Payment Debit	B/P to: Windowflowers Ltd	£6,297.60	£0.00	£318,410.96
24/06/2024	Faster Payment Debit	B/P to: Grundon Waste Mana	£513.19	£0.00	£317,897.77
24/06/2024	Credit	BCARD8276784210624 BCARD	£0.00	£18.00	£317,915.77
25/06/2024	Direct Debit	Direct Debit (BOC MANCHESTER ACC)	£36.54	£0.00	£317,879.23
25/06/2024	Credit	M J DIDCOCK FUNE	£0.00	£230.00	£318,109.23
26/06/2024	Credit	SET IN STONE DIDCO	£0.00	£65.00	£318,174.23
26/06/2024	Credit	REARDON T	£0.00	£108.50	£318,282.73
27/06/2024	Direct Debit	Direct Debit (BRITISH GAS BUSINE)	£281.38	£0.00	£318,001.35
27/06/2024	Direct Debit	Direct Debit (BRITISH GAS BUSINE)	£49.82	£0.00	£317,951.53
27/06/2024	Credit	BCARD8276784260624 BCARD	£0.00	£52.80	£318,004.33
28/06/2024	Direct Debit	Direct Debit (CASTLE WATER LTD)	£135.56	£0.00	£317,868.77
28/06/2024	Faster Payment Debit	B/P to: Hampshire CC	£10,543.20	£0.00	£307,325.57
28/06/2024	Faster Payment Debit	B/P to: Millbrook Property	£324.00	£0.00	£307,001.57
28/06/2024	Faster Payment Debit	B/P to: Trade UK	£124.30	£0.00	£306,877.27

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
28/06/2024	Faster Payment Debit	B/P to: Travis Perkins	£845.04	£0.00	£306,032.23
28/06/2024	Fee	Manual Credit Handling Charge	£4.80	£0.00	£306,027.43
28/06/2024	Credit	BCARD8276784270624 BCARD	£0.00	£152.42	£306,179.85
28/06/2024	Credit	MARIA MICHALKOVA	£0.00	£108.50	£306,288.35
28/06/2024	Transfer	Transfer from 20459534	£0.00	£100,000.00	£406,288.35
30/06/2024	Fee	Service Charge	£66.15	£0.00	£406,222.20

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Bank Reconciliation Statement as at 30/06/2024
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	30/06/2024	35	406,222.20
			<u>406,222.20</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			406,222.20
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			406,222.20
		Balance per Cash Book is :-	406,222.20
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

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: 03/06/2024

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
31/05/2024		Balance brought forward	£0.00	£0.00	£125,512.59
03/06/2024	Direct Debit	Direct Debit (SOUTH OXFORDSHIRE)	£1,099.00	£0.00	£124,413.59
03/06/2024	Direct Debit	Direct Debit (DIRECT 365 ONLINE)	£122.04	£0.00	£124,291.55
03/06/2024	Credit	Footprints Academy of Dance	£0.00	£218.32	£124,509.87

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Statement number 034



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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
03/06/2024	Credit	Epos Now UK Ltd	£0.00	£7.66	£124,517.53
03/06/2024	Credit	N De Sousa	£0.00	£147.90	£124,665.43
03/06/2024	Credit	Epos Now UK Ltd	£0.00	£282.27	£124,947.70
03/06/2024	Credit	DIDCOT TOWNSWOMENS	£0.00	£59.70	£125,007.40
03/06/2024	Credit	Post Office Cash Deposit 099137 099137	£0.00	£309.20	£125,316.60
03/06/2024	Credit	ABINGDON FREESTY	£0.00	£56.10	£125,372.70

Handwritten signature



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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: 30/06/2024

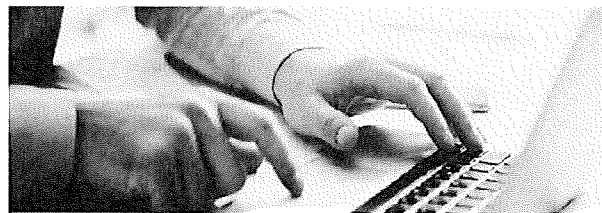
Account Name: Didcot Town Council

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
03/06/2024		Balance brought forward	£0.00	£0.00	£125,372.70
04/06/2024	Credit	BABY SENSOR T/AS	£0.00	£119.00	£125,491.70
04/06/2024	Credit	SOHA HOUSING LTD	£0.00	£898.78	£126,390.48
04/06/2024	Credit	OCC AP	£0.00	£24.00	£126,414.48

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
05/06/2024	Credit	Epos Now UK Ltd	£0.00	£24.08	£126,438.56
05/06/2024	Credit	OXFORDSHIRE MIND	£0.00	£33.60	£126,472.16
05/06/2024	Credit	S IN MIND	£0.00	£98.00	£126,570.16
05/06/2024	Credit	S IN MIND	£0.00	£112.00	£126,682.16
05/06/2024	Credit	N Soul	£0.00	£130.56	£126,812.72
06/06/2024	Credit	Epos Now UK Ltd	£0.00	£3.93	£126,816.65
06/06/2024	Credit	Bernadine Soul School of Dancing	£0.00	£2,488.01	£129,304.66
06/06/2024	Credit	AFFINITY/PURCHASES	£0.00	£78.60	£129,383.26
06/06/2024	Credit	AUTISM AT KINGWOOD	£0.00	£310.80	£129,694.06
07/06/2024	Credit	Epos Now UK Ltd	£0.00	£2.99	£129,697.05
07/06/2024	Credit	PHOENIX TAEKWOND	£0.00	£732.50	£130,429.55
07/06/2024	Credit	PHOENIX TAEKWOND	£0.00	£20.00	£130,449.55
07/06/2024	Credit	HOLLINGHAM IC	£0.00	£38.64	£130,488.19
07/06/2024	Credit	HF TRUST LIMITED	£0.00	£325.92	£130,814.11
07/06/2024	Credit	JORDAN K P	£0.00	£78.54	£130,892.65
10/06/2024	Credit	Epos Now UK Ltd	£0.00	£8.85	£130,901.50
10/06/2024	Credit	Riverside Counsell	£0.00	£444.20	£131,345.70
10/06/2024	Credit	Epos Now UK Ltd	£0.00	£29.86	£131,375.56
10/06/2024	Credit	Epos Now UK Ltd	£0.00	£0.88	£131,376.44
10/06/2024	Credit	ST JOHN AMBULANCE	£0.00	£3,596.54	£134,972.98
10/06/2024	Credit	OCC AP	£0.00	£14.40	£134,987.38
10/06/2024	Credit	N De Sousa	£0.00	£127.50	£135,114.88
10/06/2024	Credit	KHAN M E A	£0.00	£95.00	£135,209.88
11/06/2024	Credit	SOHA HOUSING LTD	£0.00	£182.70	£135,392.58

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
11/06/2024	Credit	S Holmes	£0.00	£431.94	£135,824.52
11/06/2024	Credit	WOODLAND MED CEN	£0.00	£98.88	£135,923.40
11/06/2024	Credit	LAPWORTH BJ	£0.00	£267.28	£136,190.68
11/06/2024	Credit	COMMUNITY CATALYSTS CIC	£0.00	£541.68	£136,732.36
12/06/2024	Credit	BRANDON TRUST YY2	£0.00	£127.32	£136,859.68
12/06/2024	Credit	DIDCOT SPEAKERS	£0.00	£58.66	£136,918.34
13/06/2024	Credit	Epos Now UK Ltd	£0.00	£259.83	£137,178.17
13/06/2024	Credit	AUTISM AT KINGWOOD	£0.00	£422.74	£137,600.91
14/06/2024	Direct Debit	Direct Debit (MATTHEW CLARK BIBE)	£525.23	£0.00	£137,075.68
14/06/2024	Credit	Epos Now UK Ltd	£0.00	£11.98	£137,087.66
14/06/2024	Credit	THE CAMDEN SOCIETY	£0.00	£35.16	£137,122.82
14/06/2024	Credit	AGE UK OXFORDSHIRE	£0.00	£462.84	£137,585.66
14/06/2024	Credit	HF TRUST LIMITED	£0.00	£256.20	£137,841.86
14/06/2024	Credit	OUFITC C	£0.00	£210.00	£138,051.86
14/06/2024	Credit	SODC ACCOUNTS PAYA	£0.00	£535.17	£138,587.03
14/06/2024	Credit	TODDLER SENSE NADI	£0.00	£216.00	£138,803.03
14/06/2024	Credit	ABINGDON FREESTY	£0.00	£112.20	£138,915.23
14/06/2024	Credit	Bernadine Soul School of Dancing	£0.00	£52.77	£138,968.00
14/06/2024	Credit	AFFINITY/PURCHASES	£0.00	£390.00	£139,358.00
14/06/2024	Credit	SOUNABOUT	£0.00	£142.80	£139,500.80
17/06/2024	Credit	Epos Now UK Ltd	£0.00	£13.81	£139,514.61
17/06/2024	Credit	N De Sousa	£0.00	£127.50	£139,642.11
17/06/2024	Credit	Epos Now UK Ltd	£0.00	£19.84	£139,661.95
17/06/2024	Credit	ALBERT GIFFORD	£0.00	£1,765.60	£141,427.55

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
17/06/2024	Credit	Epos Now UK Ltd	£0.00	£879.56	£142,307.11
17/06/2024	Credit	SILVER SLIPPER C	£0.00	£174.38	£142,481.49
17/06/2024	Credit	OSJCT	£0.00	£1,242.72	£143,724.21
17/06/2024	Credit	Thames Ridge Distr	£0.00	£67.20	£143,791.41
17/06/2024	Credit	BE FREE YOUNG CARERS	£0.00	£73.50	£143,864.91
17/06/2024	Credit	MY LOCAL PITCH LTD T A PLAYFINDER	£0.00	£438.65	£144,303.56
18/06/2024	Credit	BABY SENSOR T/AS	£0.00	£119.00	£144,422.56
18/06/2024	Credit	BABY SENSOR T/AS	£0.00	£119.00	£144,541.56
18/06/2024	Credit	Epos Now UK Ltd	£0.00	£6.88	£144,548.44
19/06/2024	Credit	Epos Now UK Ltd	£0.00	£30.03	£144,578.47
19/06/2024	Credit	MY LOCAL PITCH LTD T A PLAYFINDER	£0.00	£3,868.12	£148,446.59
19/06/2024	Credit	FR RESTORE BPA	£0.00	£465.12	£148,911.71
20/06/2024	Credit	Epos Now UK Ltd	£0.00	£163.68	£149,075.39
20/06/2024	Credit	ADVIZA PART	£0.00	£157.50	£149,232.89
20/06/2024	Credit	Bernadine Soul School of Dancing	£0.00	£306.00	£149,538.89
20/06/2024	Credit	AFFINITY/PURCHASES	£0.00	£297.84	£149,836.73
21/06/2024	Credit	Epos Now UK Ltd	£0.00	£21.67	£149,858.40
21/06/2024	Credit	STYLE ACRE	£0.00	£155.70	£150,014.10
21/06/2024	Credit	SODC ACCOUNTS PAYA	£0.00	£64.50	£150,078.60
21/06/2024	Credit	OCC AP	£0.00	£451.20	£150,529.80
21/06/2024	Credit	HEADSTART SPEECH BEHAVIOUR CLINIC	£0.00	£91.80	£150,621.60
21/06/2024	Credit	DWM ADMINISTRATION	£0.00	£120.00	£150,741.60
21/06/2024	Credit	BE FREE YOUNG CARERS	£0.00	£84.00	£150,825.60
24/06/2024	Credit	Epos Now UK Ltd	£0.00	£4.13	£150,829.73

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Statement number 035

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
24/06/2024	Credit	S Richmond	£0.00	£114.24	£150,943.97
24/06/2024	Credit	Epos Now UK Ltd	£0.00	£12.52	£150,956.49
24/06/2024	Credit	OCC AP	£0.00	£75.00	£151,031.49
24/06/2024	Credit	N De Sousa	£0.00	£127.50	£151,158.99
24/06/2024	Credit	Mason Samantha	£0.00	£229.10	£151,388.09
24/06/2024	Credit	BABY SENSOR T/AS	£0.00	£119.00	£151,507.09
25/06/2024	Credit	SOHA HOUSING LTD	£0.00	£195.90	£151,702.99
25/06/2024	Credit	S IN MIND	£0.00	£206.50	£151,909.49
25/06/2024	Credit	Didcot Runners	£0.00	£75.00	£151,984.49
26/06/2024	Credit	Epos Now UK Ltd	£0.00	£0.93	£151,985.42
27/06/2024	Credit	Epos Now UK Ltd	£0.00	£195.44	£152,180.86
27/06/2024	Credit	AUTISM AT KINGWOOD	£0.00	£149.81	£152,330.67
28/06/2024	Direct Debit	Direct Debit (MATTHEW CLARK BIBE)	£1,413.74	£0.00	£150,916.93
28/06/2024	Transfer	Transfer to 20459521	£100,000.00	£0.00	£50,916.93
28/06/2024	Credit	Epos Now UK Ltd	£0.00	£2.31	£50,919.24
28/06/2024	Credit	DR STAINTHORP PA	£0.00	£96.00	£51,015.24
28/06/2024	Credit	STYLE ACRE	£0.00	£102.00	£51,117.24
28/06/2024	Credit	OSJCT	£0.00	£311.40	£51,428.64
28/06/2024	Credit	OUFITC C	£0.00	£280.00	£51,708.64
28/06/2024	Credit	OCC AP	£0.00	£168.00	£51,876.64
28/06/2024	Credit	Post Office Cash Deposit 099137 099137	£0.00	£441.60	£52,318.24
28/06/2024	Credit	Post Office Cash Deposit 099137 099137	£0.00	£91.70	£52,409.94
28/06/2024	Credit	OXFORD COLLEGE OF FIRST AID LTD	£0.00	£209.98	£52,619.92
28/06/2024	Credit	OXFORD COLLEGE OF FIRST AID LTD	£0.00	£234.24	£52,854.16

Page number 5 of 7

Statement number 035

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.

INVESTORS IN PEOPLE
We invest in people Gold



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Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/06/2024	Fee	Service Charge	£56.55	£0.00	£52,797.61

(Handwritten mark)

**Bank Reconciliation Statement as at 30/06/2024
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	30/06/2024	35	52,797.61
			<u>52,797.61</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			52,797.61
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			52,797.61
		Balance per Cash Book is :-	52,797.61
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Payments for Month 3

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>
01/06/2024	SODC Civic Hall Rates	Std Ord	1,099.00			4011	401	1,099.00	SODC Civic Hall Rates - 5406166
03/06/2024	Direct 365	DD1	122.04	122.04		500			5327/Hand dryer rental
14/06/2024	Matthew Clark	DD2	525.23	525.23		500			5390/Bar supplies
28/06/2024	Unity Current Account	Transfer	100,000.00			200		100,000.00	Unity Civic Hall Account
28/06/2024	Matthew Clark	DD3	1,413.74	1,413.74		500			5482/Bar supplies
30/06/2024	Unity Bank Service Charge	DR	56.55			4055	100	56.55	Unity Bank Service Charge
Total Payments for Month			103,216.56	2,061.01	0.00			101,155.55	
Balance Carried Fwd			52,797.61						
Cashbook Totals			156,014.17	2,061.01	0.00			153,953.16	

Statement of Account

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

5 July 2024

Account name: **DIDCOT TOWN COUNCIL-Didcot Town Council**
Account number: **PS3078634-001**
Statement period: **31/05/2024 to 30/06/2024**

Account summary

Total valuation as at 30 June 2024 **£819,432.73**
Total valuation as at last statement at 31 May 2024 **£815,822.15**

Holdings as at 30 June 2024

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	819,432.7300	£1.00	£819,432.73
Total value			£819,432.73

Transactions for the period from 31 May 2024 to 30 June 2024

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
04/06/2024	Income Reinvestment	3,610.5800	£1.0000	£3,610.58

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.

The average Fund yield for this period was 5.20% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
May 2024	04/06/2024	Reinvestment	£3,610.58	PS3078634-001

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, www.ccla.co.uk. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at clientservices@ccla.co.uk.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on www.ccla.co.uk/glossary. If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at clientservices@ccla.co.uk.

Bank Reconciliation Statement as at 30/06/2024
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	30/06/2024		819,432.73
			<u>819,432.73</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			819,432.73
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			819,432.73
		Balance per Cash Book is :-	819,432.73
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Receipts for Month 3

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 :		815,822.15					815,822.15	
CR	Banked: 04/06/2024	3,610.58						
CR	CCLA PSDF Dividend Reinvested	3,610.58			1196	106	3,610.58	CCLA PSDF Dividend Reinvested
Total Receipts for Month		3,610.58	0.00	0.00			3,610.58	
Cashbook Totals		819,432.73	0.00	0.00			819,432.73	

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: [REDACTED]
Statement date: 28 June 2024
Page number: 1 of 4
Monthly spend limit: £8,000.00

Date of previous statement: 28 May 2024
Previous balance: £1,134.15
Payment received: £1,134.15 CR
Total of charges and adjustments: £0.00
Total of new spending: £1,843.91
New balance: £1,843.91
Minimum payment: £18.43
Payment due by: 23 July 2024
Available to spend: £6,156.09

Payment instructions

Thank you for using Barclaycard Commercial. Your bank account [REDACTED] will be debited with the agreed payment or the minimum payment (whichever is greater) on or immediately after 23 July 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: 20 00 00, Account Number: 23988260. 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 : £59.64

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
PURCHASE	1,843.91	2.245%	59.64	
CASH	0.00	2.450%	0.00	
Totals	£1,843.91		£59.64	

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

1843.91

18.43

23 July 2024

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 +

£

Please do not write or mark below this line - Please enclose this with your payment

Bank Reconciliation Statement as at 30/06/2024
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	30/06/2024		-1,843.91
			<u>-1,843.91</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-1,843.91
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-1,843.91
		Balance per Cash Book is :-	-1,843.91
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Payments for Month 3

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
		Balance Brought Fwd :	1,134.15					1,134.15	
28/05/2024	WordPress	40/25	19.20		3.20	160		16.00	WordPress -FMCHT Domain Renew
28/05/2024	Co-Op	41/25	9.25			3002	403	9.25	Co-Op -Catering Supplies
29/05/2024	Land Registry	42/25	6.00			4059	100	6.00	Land Registry -Mendip Heights
29/05/2024	Amazon	43/25	19.60		3.28	4041	330	16.32	Amazon -Sleepers for Sand Pit
31/05/2024	SLCC Enterprises	44/25	144.00		24.00	4009	100	120.00	SLCC -PIALC Fee LB
31/05/2024	SLCC Enterprises	45/25	168.00		28.00	4009	100	140.00	SLCC -Allotment Training
04/06/2024	Amazon	46/25	79.99		13.34	3001	402	64.95	Amazon -Bar Supplies
						4024	100	1.70	Amazon -Stamp Pad Ink
04/06/2024	SLCC Enterprises	47/25	18.00		3.00	4009	100	15.00	SLCC -ChatGPT Course
05/06/2024	Sam Turner & Sons	48/25	84.98		1.33	4016	300	83.65	Sam Turner -Chainsaw Boots
06/06/2024	Amazon	49/25	13.50		2.25	4043	421	11.25	Amazon -Guttering Clip
06/06/2024	B&M Retail Ltd	50/25	6.98		1.16	4210	103	5.82	B&M -Tree Pole & Buckle
07/06/2024	DPD Returns	51/25	4.75			4016	300	4.75	DPD Return-Sam Turner/Trousers
08/06/2024	EposNow	52/25	12.00		2.00	4045	402	10.00	EposNow -Bar Till Software
08/06/2024	Epos Now	53/25	88.80		14.80	4045	402	74.00	Epos Now -Bar Till Software
11/06/2024	Argos	54/25	-59.99		-10.00	4022	100	-49.99	Argos -Mobile Phone Refund
11/06/2024	Argos	55/25	239.96		40.00	4022	100	199.96	Argos -Mobile Phones x4
11/06/2024	Argos	56/25	183.92		30.66	4022	100	153.26	Argos -Mobile Phones x3
13/06/2024	Institute of Swimming	57/25	38.00			4009	331	38.00	Institute of Swimming -Pool
13/06/2024	Three	58/25	34.51	34.51		500			P/L Pymnt Page 2470
13/06/2024	Inprint Litho Limited	59/25	76.32		12.72	4010	100	63.60	Inprint -Presentation Cheque
16/06/2024	Amazon	60/25	103.89		17.32	4045	411	86.57	Amazon -Internet Booster
16/06/2024	Amazon	61/25	45.43		7.56	4022	100	37.87	Amazon -Phone Cases x7
20/06/2024	Cowshed	62/25	70.00			4009	100	70.00	Cowshed -Refreshments
20/06/2024	Screwfix	63/25	67.45		11.25	4041	330	56.20	Screwfix -Sand Pit Supplies
20/06/2024	Toolstation	64/25	66.58		11.10	4045	300	55.48	Toolstation -Welding Wire
24/06/2024	EposNow	65/25	22.80		3.80	4045	402	19.00	EposNow -Bar Till Software
27/06/2024	Sam Turner & Sons	66/25	279.99		46.66	4045	300	233.33	Sam Turner -Pressure Washer
Total Payments for Month			1,843.91	34.51	267.43			1,541.97	
Cashbook Totals			2,978.06	34.51	267.43			2,676.12	

Receipts for Month 3

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: 24/06/2024	1,134.15						
DD	Unity Current Account	1,134.15			200		1,134.15	Barclaycard Commercial
Total Receipts for Month		1,134.15	0.00	0.00			1,134.15	
Balance Carried Fwd		1,843.91						
Cashbook Totals		<u>2,978.06</u>	<u>0.00</u>	<u>0.00</u>			<u>2,978.06</u>	

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance and General Purposes							
<u>100 Central Administration</u>							
1195 Miscellaneous Income	0	10	0	(10)			0.0%
Central Administration :- Income	<u>0</u>	<u>10</u>	<u>0</u>	<u>(10)</u>			
4000 Staff Costs (Re-allocated)	28,968	87,765	362,481	274,716		274,716	24.2%
4005 Agency Staffing	0	0	14,790	14,790		14,790	0.0%
4006 Outsourced Services	1,195	2,998	0	(2,998)		(2,998)	0.0%
4007 HR/H&S Services	0	1,600	2,000	400		400	80.0%
4008 Travel & Expenses	323	1,174	3,500	2,326		2,326	33.5%
4009 Training & Conferences	855	1,225	8,000	6,775		6,775	15.3%
4010 Misc Admin Costs	64	204	500	296		296	40.8%
4011 Business Rates	792	2,381	11,000	8,619		8,619	21.6%
4021 Postage	0	3	800	797		797	0.4%
4022 Telephone	606	1,085	3,000	1,915		1,915	36.2%
4024 Stationery and Printing	7	289	2,300	2,011		2,011	12.6%
4025 Subscriptions	0	4,471	4,160	(311)		(311)	107.5%
4026 Insurance	0	0	25,475	25,475		25,475	0.0%
4028 Photocopier	425	452	2,500	2,048		2,048	18.1%
4031 Recruitment Advertising	0	0	1,000	1,000		1,000	0.0%
4042 Equipment/Vehicle Hire	37	54	310	256		256	17.5%
4045 Equipment/Vehicle Maintenance	0	6	0	(6)		(6)	0.0%
4046 IT/Website	1,796	8,139	30,000	21,861		21,861	27.1%
4049 Security	0	0	500	500		500	0.0%
4052 Accountancy Charges	1,521	3,316	4,000	684		684	82.9%
4055 Bank Charges	128	233	1,300	1,067		1,067	17.9%
4056 Card Processing Fees	85	85	0	(85)		(85)	0.0%
4059 Other Professional Fees	6	6	0	(6)		(6)	0.0%
Central Administration :- Indirect Expenditure	<u>36,807</u>	<u>115,486</u>	<u>477,616</u>	<u>362,130</u>	<u>0</u>	<u>362,130</u>	<u>24.2%</u>
Net Income over Expenditure	<u>(36,807)</u>	<u>(115,476)</u>	<u>(477,616)</u>	<u>(362,140)</u>			
<u>103 Civic and Democratic</u>							
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	336	1,806	3,500	1,694		1,694	51.6%
4220 Elections	0	0	13,000	13,000		13,000	0.0%
Civic and Democratic :- Indirect Expenditure	<u>336</u>	<u>1,806</u>	<u>20,630</u>	<u>18,824</u>	<u>0</u>	<u>18,824</u>	<u>8.8%</u>
Net Expenditure	<u>(336)</u>	<u>(1,806)</u>	<u>(20,630)</u>	<u>(18,824)</u>			

Continued over page

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Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
106 Corporate Management							
1176 Precept	0	735,217	1,470,433	735,217			50.0%
1196 Interest Received	3,611	11,726	20,000	8,274			58.6%
Corporate Management :- Income	3,611	746,943	1,490,433	743,490			50.1%
4057 Audit Fees	500	(3,360)	3,780	7,140		7,140	(88.9%)
4058 Legal Fees	0	0	5,000	5,000		5,000	0.0%
Corporate Management :- Indirect Expenditure	500	(3,360)	8,780	12,140	0	12,140	(38.3%)
Net Income over Expenditure	3,111	750,303	1,481,653	731,350			
110 Services to Others							
1805 Income -Materials Fleet Meadow	0	12	200	188			5.8%
1806 Income -Labour Fleet Meadow	398	1,458	2,500	1,042			58.3%
Services to Others :- Income	398	1,469	2,700	1,231			54.4%
4801 Materials - Fleet Meadow	0	0	200	200		200	0.0%
Services to Others :- Indirect Expenditure	0	0	200	200	0	200	0.0%
Net Income over Expenditure	398	1,469	2,500	1,031			
150 Community Services							
4191 Xmas Lights Revenue	0	1,880	0	(1,880)		(1,880)	0.0%
4401 Summer Fayre/EdFest Expenditur	0	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	0	26,938	47,000	20,062		20,062	57.3%
99139 Tfr from EMR Summer Fayre	0	(8,000)	0	8,000		8,000	0.0%
Community Services :- Indirect Expenditure	0	30,818	53,000	22,182	0	22,182	58.1%
Net Expenditure	0	(30,818)	(53,000)	(22,182)			
199 Capital and Projects							
1189 CIL Income	0	7,611	0	(7,611)			0.0%
Capital and Projects :- Income	0	7,611	0	(7,611)			
4053 Loan Capital Repayments	0	7,996	122,257	114,261		114,261	6.5%
4054 Loan Interest	0	18,184	173,162	154,978		154,978	10.5%
4058 Legal Fees	0	8,786	0	(8,786)		(8,786)	0.0%
4900 CAP - Edmonds Park Pavilion	10,432	22,701	0	(22,701)		(22,701)	0.0%
4901 CAP - Christmas Lights	0	0	15,000	15,000		15,000	0.0%
4902 CAP - Equipment/Furniture	648	3,693	16,000	12,307		12,307	23.1%
4905 CAP - Splash Park	177,270	324,830	0	(324,830)		(324,830)	0.0%

Continued over page

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Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4906 CAP - Green Projects	0	0	5,000	5,000		5,000	0.0%
99028 Tfr to EMR CiL	0	7,611	0	(7,611)		(7,611)	0.0%
99117 Tfr from EMR CiL Splash Park	(37,368)	(37,368)	0	37,368		37,368	0.0%
99120 Tfr from EMR Building Repair	(10,432)	(10,432)	0	10,432		10,432	0.0%
99133 Tfr from EMR Splash Park	(139,903)	(139,903)	0	139,903		139,903	0.0%
99160 Tfr from EMR Grounds Equip	0	(1,125)	0	1,125		1,125	0.0%
Capital and Projects :- Indirect Expenditure	<u>648</u>	<u>204,973</u>	<u>331,419</u>	<u>126,446</u>	<u>0</u>	<u>126,446</u>	<u>61.8%</u>
Net Income over Expenditure	<u>(648)</u>	<u>(197,362)</u>	<u>(331,419)</u>	<u>(134,057)</u>			
Finance and General Purposes :- Income	4,009	756,033	1,493,133	737,100			50.6%
Expenditure	38,291	349,723	891,645	541,922	0	541,922	39.2%
Movement to/(from) Gen Reserve	<u>(34,282)</u>	<u>406,310</u>					

Summary Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

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	0	10	0	(10)			0.0%
	Expenditure	36,807	115,486	477,616	362,130		362,130	24.2%
	Movement to/(from) Gen Reserve	<u>(36,807)</u>	<u>(115,476)</u>					
103	Civic and Democratic							
	Expenditure	336	1,806	20,630	18,824		18,824	8.8%
106	Corporate Management							
	Income	3,611	746,943	1,490,433	743,490			50.1%
	Expenditure	500	(3,360)	8,780	12,140		12,140	(38.3%)
	Movement to/(from) Gen Reserve	<u>3,111</u>	<u>750,303</u>					
110	Services to Others							
	Income	398	1,469	2,700	1,231			54.4%
	Expenditure	0	0	200	200		200	0.0%
	Movement to/(from) Gen Reserve	<u>398</u>	<u>1,469</u>					
150	Community Services							
	Expenditure	0	30,818	53,000	22,182		22,182	58.1%
199	Capital and Projects							
	Income	0	7,611	0	(7,611)			0.0%
	Expenditure	648	204,973	331,419	126,446		126,446	61.8%
	Movement to/(from) Gen Reserve	<u>(648)</u>	<u>(197,362)</u>					
	Finance and General Purposes Income	<u>4,009</u>	<u>756,033</u>	<u>1,493,133</u>	<u>737,100</u>			<u>50.6%</u>
	Expenditure	<u>38,291</u>	<u>349,723</u>	<u>891,645</u>	<u>541,922</u>	<u>0</u>	<u>541,922</u>	<u>39.2%</u>
	Movement to/(from) Gen Reserve	<u>(34,282)</u>	<u>406,310</u>					

Summary Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
Environment and Climate									
300	Outside Services	Expenditure	28,826	90,996	372,471	281,475	281,475	24.4%	
307	Environmental Services	Income	0	13,424	17,050	3,626		78.7%	
		Expenditure	354	7,150	57,700	50,550	50,550	12.4%	
	Movement to/(from) Gen Reserve		<u>(354)</u>	<u>6,275</u>					
311	Allotments	Income	120	452	15,500	15,048		2.9%	
		Expenditure	33	(205)	8,850	9,055	9,055	(2.3%)	
	Movement to/(from) Gen Reserve		<u>87</u>	<u>657</u>					
321	Cemetery	Income	3,495	12,665	18,000	5,335		70.4%	
		Expenditure	190	802	7,950	7,148	7,148	10.1%	
	Movement to/(from) Gen Reserve		<u>3,305</u>	<u>11,863</u>					
330	Edmonds Park	Income	0	720	0	(720)		0.0%	
		Expenditure	1,772	3,979	28,500	24,521	24,521	14.0%	
	Movement to/(from) Gen Reserve		<u>(1,772)</u>	<u>(3,259)</u>					
331	Splash Park	Expenditure	38	2,013	0	(2,013)	(2,013)	0.0%	
332	Ladygrove Park	Income	78	2,249	5,500	3,251		40.9%	
		Expenditure	520	1,376	12,000	10,624	10,624	11.5%	
	Movement to/(from) Gen Reserve		<u>(443)</u>	<u>872</u>					
333	Loyd Park	Expenditure	0	0	650	650	650	0.0%	
338	Other Parks & Recreation Areas	Expenditure	16	2,616	12,000	9,384	9,384	21.8%	
341	Play Areas	Expenditure	67	1,295	34,000	32,705	32,705	3.8%	
	Environment and Climate Income		<u>3,693</u>	<u>29,510</u>	<u>56,050</u>	<u>26,540</u>		<u>52.6%</u>	
	Expenditure		<u>31,816</u>	<u>110,022</u>	<u>534,121</u>	<u>424,099</u>	<u>0</u>	<u>424,099</u>	<u>20.6%</u>
	Movement to/(from) Gen Reserve		<u>(28,124)</u>	<u>(80,512)</u>					

Summary Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Property and Facilities								
401	Civic Hall General							
	Income	14,615	43,976	127,500	83,524			34.5%
	Expenditure	13,091	37,318	198,663	161,345		161,345	18.8%
	Movement to/(from) Gen Reserve	<u>1,524</u>	<u>6,659</u>					
402	Civic Hall Bar							
	Income	2,466	3,869	15,000	11,131			25.8%
	Expenditure	2,340	4,053	11,000	6,947		6,947	36.8%
	Movement to/(from) Gen Reserve	<u>126</u>	<u>(184)</u>					
403	Civic Hall Catering							
	Income	555	8,003	16,000	7,997			50.0%
	Expenditure	9	3,503	9,000	5,497		5,497	38.9%
	Movement to/(from) Gen Reserve	<u>546</u>	<u>4,500</u>					
411	Willowbrook Leisure Centre							
	Income	9,935	31,128	72,000	40,872			43.2%
	Expenditure	7,573	13,653	137,254	123,601		123,601	9.9%
	Movement to/(from) Gen Reserve	<u>2,362</u>	<u>17,475</u>					
421	Edmonds Park Pavilion							
	Income	446	1,220	0	(1,220)			0.0%
	Expenditure	3,749	5,122	0	(5,122)		(5,122)	0.0%
	Movement to/(from) Gen Reserve	<u>(3,303)</u>	<u>(3,902)</u>					
	Property and Facilities Income	<u>28,016</u>	<u>88,196</u>	<u>230,500</u>	<u>142,304</u>			<u>38.3%</u>
	Expenditure	<u>26,762</u>	<u>63,648</u>	<u>355,917</u>	<u>292,269</u>	<u>0</u>	<u>292,269</u>	<u>17.9%</u>
	Movement to/(from) Gen Reserve	<u>1,254</u>	<u>24,548</u>					

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Personnel							
<u>500 Staffing and Staff Costs</u>							
4000 Staff Costs (Re-allocated)	(62,306)	(190,164)	(793,119)	(602,955)		(602,955)	24.0%
4001 Salaries - Gross Pay	48,721	148,791	612,999	464,208		464,208	24.3%
4002 Salaries - Er's NI	3,861	11,787	53,395	41,608		41,608	22.1%
4003 Salaries - Er's Superann	9,725	29,586	126,725	97,139		97,139	23.3%
Staffing and Staff Costs :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>			
Personnel :- Income	0	0	0	0			0.0%
Expenditure	0	0	0	0	0	0	0.0%
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
Grand Totals:- Income	35,718	873,739	1,779,683	905,944			49.1%
Expenditure	96,869	523,393	1,781,683	1,258,290	0	1,258,290	29.4%
Net Income over Expenditure	<u>(61,152)</u>	<u>350,346</u>	<u>(2,000)</u>	<u>(352,346)</u>			
Movement to/(from) Gen Reserve	<u>(61,152)</u>	<u>350,346</u>					

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
101	Bookings Debtors	16,418
105	Vat Due	39,457
140	Bar Stock	3,854
141	Catering Stock	262
160	Fleet Meadow Community Trust	61
200	Unity Current Account	406,222
201	Civic Hall Current Account	52,798
202	CCLA Deposit Fund	819,433
220	Petty Cash	250
224	Civic Hall Bar Floats	260
295	Barclaycard Account	(1,844)
Total Current Assets		1,337,170
<u>Current Liabilities</u>		
500	Creditors	140,306
503	Allotment Holding Deposit	14,028
505	Mayors Charity Account	1,133
525	PAYE/NI Due	10,838
526	Superannuation Due	12,532
540	Oxfordshire PTC (NHS)	305
565	CH Holding Deposits	1,123
570	Refundable Deposits	350
580	Retentions	54,833
Total Current Liabilities		235,447
Net Current Assets		1,101,723
Total Assets less Current Liabilities		1,101,723
<u>Represented by :-</u>		
301	Current Year Fund	350,346
310	General Reserve	350,982
317	EMR CIL Splash Park	83,632
320	Building Repair Fund	42,184
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
334	EMR Community Projects	1,726
335	EMR Bus Shelters/Street Furnit	5,094
336	GDPR Fund	500
338	EMR Play Areas	16,805
351	CCTV	13,405
352	Pavilions	32,747
355	EMR Grant Aid	4,000
356	EMR Grass Cutting	12,400
360	EMR Groundskeeping Equipment	3,881

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	Total Equity	<u>1,101,723</u>

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Detailed Profit and Loss Account - Excluding Stock Movement

Month 3 Date 30/06/2024

<u>Account</u>	<u>Sales/Income</u>	<u>Month Actual</u>	<u>YTD Actual</u>
1000	Main Hall	15,157	48,147
1001	Northbourne Room	1,446	4,986
1002	Ladygrove Room	3,558	10,830
1003	All Saints Room	1,930	5,667
1004	Park Room	275	1,965
1009	Events Package Income	1,755	3,255
1011	Orchard/Millbrook Room	405	587
1020	Other Bookings Income	470	813
1050	Bar Sales	2,466	3,869
1061	Ground Hire Income	0	720
1062	Fishing/Lakes Income	78	2,249
1075	Food and Beververage Income	423	3,709
1100	Catering Income - Food	132	4,369
1176	Precept	0	735,217
1180	Grass Cutting Income (OCC)	0	13,424
1181	Allotment Rents	120	452
1182	Cemetery Income	3,495	12,665
1189	CIL Income	0	7,611
1195	Miscellaneous Income	0	10
1196	Interest Received	3,611	11,726
1805	Income -Materials Fleet Meadow	0	12
1806	Income -Labour Fleet Meadow	398	1,458
	Total Sales/Income	35,718	873,739
<u>Account</u>	<u>Direct Expenditure</u>		
3001	Bar Cost of Sales	1,932	2,987
3002	Catering Cost of Sales	9	2,371
3003	Food & Beverage Cost of Sales	0	253
	Total Direct Expenditure	1,941	5,611
	Gross Profit	33,776	868,128
	% Gross Profit to Sales	94.56%	99.36%
<u>Account</u>	<u>Indirect/Overhead Expenditure</u>		
4000	Staff Costs (Re-allocated)	0	0
4001	Salaries - Gross Pay	48,721	148,791
4002	Salaries - Er's NI	3,861	11,787
4003	Salaries - Er's Superann	9,725	29,586
4006	Outsourced Services	1,195	2,998
4007	HR/H&S Services	0	1,600
4008	Travel & Expenses	426	1,592
4009	Training & Conferences	893	3,238
4010	Misc Admin Costs	64	204
4011	Business Rates	4,272	8,433
4012	Water Charges	541	1,739
4014	Light and Heat	4,484	(3,314)
4015	Cleaning and Hygiene	2,865	9,307
4016	Uniform/Protective Clothing	101	1,315
4018	Waste Disposal	1,397	5,119
4020	Equipment Purchase (Minor)	126	(70)
4021	Postage	0	3

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Detailed Profit and Loss Account - Excluding Stock Movement

Month 3 Date 30/06/2024

	Month Actual	YTD Actual
4022 Telephone	606	1,085
4023 Licenses	642	1,417
4024 Stationery and Printing	7	289
4025 Subscriptions	0	4,471
4028 Photocopier	425	452
4036 Grass Cutting	0	17,604
4038 Hanging Baskets	0	5,248
4040 Tree Management Contract	0	2,600
4041 Grounds Maintenance	1,370	4,592
4042 Equipment/Vehicle Hire	582	1,144
4043 Property Repairs & Maintenance	2,370	5,972
4044 Maintenance Contracts	2,084	7,773
4045 Equipment/Vehicle Maintenance	1,712	11,208
4046 IT/Website	1,921	8,423
4047 Vehicle Fuel	877	877
4052 Accountancy Charges	1,521	3,316
4053 Loan Capital Repayments	0	7,996
4054 Loan Interest	0	18,184
4055 Bank Charges	128	233
4056 Card Processing Fees	350	1,009
4057 Audit Fees	500	(3,360)
4058 Legal Fees	0	9,086
4059 Other Professional Fees	6	6
4191 Xmas Lights Revenue	0	1,880
4193 Dog Fouling Services	354	985
4194 Street Furniture Maintenance	0	697
4210 Civic Functions	336	1,806
4401 Summer Fayre/EdFest Expenditur	0	10,000
4701 Grant Aid	0	26,938
4900 CAP - Edmonds Park Pavilion	10,432	22,701
4902 CAP - Equipment/Furniture	648	3,693
4905 CAP - Splash Park	177,270	324,830
99028 Tfr to EMR CiL	0	7,611
99117 Tfr from EMR CiL Splash Park	(37,368)	(37,368)
99120 Tfr from EMR Building Repair	(10,432)	(10,432)
99133 Tfr from EMR Splash Park	(139,903)	(139,903)
99138 Tfr from EMR Play Areas	(179)	(884)
99139 Tfr from EMR Summer Fayre	0	(8,000)
99156 Tfr from EMR Grass Cutting	0	(17,600)
99160 Tfr from EMR Grounds Equip	0	(1,125)
Total Indirect/Overhead Expenditure	94,928	517,782
Operating Profit	(61,152)	350,346
% Operating Profit	-171.21%	40.10%

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Outstanding Balances by Month as at 30/06/2024

A/C Code	Customer Name	Balance	Jun 2024	May 2024	Apr 2024	Prior Months	On A/c Pymnts
Ledger No 1: Bookings							
AAAAGEUK	AGE UK	430.36	448.56	0.00	0.00	-18.20	0.00
AAAYCSW	YOUNG CARERS SUPPORT	63.00	0.00	0.00	0.00	63.00	0.00
AABFYC	BE FREE YOUNG CARERS	20.58	0.00	0.00	0.00	203.28	-182.70
AABSOUL	BERNADINE SOUL	1,933.13	1,933.13	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
AAEXCELPR	EXCEL PRACTICE	12.00	12.00	0.00	0.00	0.00	0.00
AAJADEMO	JADE MORRIS	61.50	0.00	0.00	0.00	61.50	0.00
AAKWOOD	KINGWOOD	-142.84	0.00	0.00	0.00	119.99	-262.83
AAOCFA	JANE HOSKINS	-5.02	0.00	0.00	0.00	204.96	-209.98
AAOD	OXFORD DIOCESE	-59.00	0.00	0.00	0.00	78.00	-137.00
AARC&TST	RAILWAYCORRESPONDENC	135.12	67.56	67.56	0.00	0.00	0.00
AARCOUNCI	RIVERSIDECOUNSELLING	878.48	941.70	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	455.40	0.00	226.80	0.00	228.60	0.00
AASSC	SILVERSLIPPERCLUB	-36.71	174.38	174.38	0.00	0.00	-385.47
AATVI	THAMES VALLEY INITIA	13.78	0.00	0.00	0.00	449.70	-435.92
AATVP	THAMES VALLEY POLICE	144.54	0.00	0.00	0.00	162.54	-18.00
AATWG	TWG	59.70	59.70	0.00	0.00	0.00	0.00
AAWI	WOMENS INSTITUTE	50.52	50.52	0.00	0.00	0.00	0.00
ACTIVEOXF	ACTIVE OXFORDSHIRE	-72.80	0.00	0.00	0.00	-72.80	0.00
ADOPT-TV	ADOPT THAMES VALLEY	1,005.35	0.00	201.00	0.00	896.75	-92.40
AFFINITYJU	AFFINITYJU	268.80	268.80	0.00	0.00	0.00	0.00
ANDERSON	ANDERSON	14.40	0.00	0.00	14.40	0.00	0.00
ANTON	ANTONOCC	208.00	0.00	0.00	0.00	208.00	0.00
AUTISMC	AUTISMC	553.39	703.20	0.00	0.00	0.00	-149.81
BACKOCC	CLAIRE	-24.48	0.00	0.00	0.00	4.22	-28.70
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
DIDU3A	DIDCOT U3A	216.20	108.10	108.10	0.00	0.00	0.00
FMCHT	FM CH TRUST	270.82	270.82	0.00	0.00	0.00	0.00
GILFROST	GILPILATES	432.48	432.48	0.00	0.00	0.00	0.00
HARWELLSH	HARWELLS	80.64	0.00	0.00	0.00	80.64	0.00
HFTCLARE	HFTCLARE	67.20	193.20	-126.00	0.00	0.00	0.00
JAMIEC	JAMIEOXCC	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
KINGDOMPR	KINGDOM	-22.40	-134.40	0.00	0.00	112.00	0.00
KRC-MANDJ	MANDJ	130.00	130.00	0.00	0.00	0.00	0.00
MARSHOCC	TMARSH	151.88	0.00	0.00	0.00	151.88	0.00
MISC	MISCELLANEOUS RECEIP	-69.00	0.00	0.00	0.00	0.00	-69.00
MNEMBA	MNEMBA	611.86	611.86	0.00	0.00	0.00	0.00
NATSOUL	NATSOUL	57.12	57.12	0.00	0.00	0.00	0.00
OCCALP		18.00	0.00	0.00	0.00	18.00	0.00
OCCBETH	OCCBETH	28.80	0.00	28.80	0.00	0.00	0.00
OCCCHIARA	OCCHIARA	86.40	0.00	0.00	0.00	86.40	0.00
OCCGENER	OCCGEN	-1,165.20	0.00	0.00	0.00	0.00	-1,165.20
Sub Total C/Fwd		9,284.37	6,328.73	680.64	14.40	6,554.31	-4,293.71

Outstanding Balances by Month as at 30/06/2024

A/C Code	Customer Name	Balance	Jun 2024	May 2024	Apr 2024	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	9,284.37	6,328.73	680.64	14.40	6,554.31	-4,293.71
Ledger No 1: Bookings (Continued)							
OCCJENNYC	OCCJENC	100.20	100.20	0.00	0.00	0.00	0.00
OCCKATE	OCCKATE	235.20	235.20	0.00	0.00	0.00	0.00
OCCMACRA	OCCMACRA	24.00	0.00	24.00	0.00	0.00	0.00
OCCMENA	OCCMENA	502.32	0.00	0.00	502.32	0.00	0.00
OCCSAME	OCCSAME	184.80	184.80	0.00	0.00	0.00	0.00
OCCSEN	SEN TEAM OCC	194.20	0.00	0.00	0.00	194.20	0.00
OXFSN	OXFSN	126.30	0.00	0.00	126.30	0.00	0.00
OXMINDJU	OXMINDJU	232.96	232.96	0.00	0.00	0.00	0.00
OXMINDSAR	MINDSARA	99.60	0.00	0.00	0.00	99.60	0.00
PAULAWED	PAULA WEDDING	633.00	633.00	0.00	0.00	0.00	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	426.48	426.48	0.00	0.00	0.00	0.00
RGRIFFIN	ELVIS	97.80	0.00	0.00	0.00	226.80	-129.00
SANNA	SANNA	228.00	228.00	0.00	0.00	0.00	0.00
SECONDLIFE	SECONDLIFE	126.00	0.00	0.00	0.00	126.00	0.00
SEN	CHILDEDUOCC	1,313.00	225.60	225.60	0.00	861.80	0.00
SLIMWORLD	SLIMWORLD	352.10	352.10	0.00	0.00	0.00	0.00
SODCBEN	SODCBEN	1,009.20	414.00	595.20	0.00	0.00	0.00
SOHAH	SOHA HOUSING	24.00	0.00	0.00	0.00	24.00	0.00
SOMA	SOMA	140.00	0.00	0.00	0.00	140.00	0.00
STYLEEMMA	STYLEEMMA	222.60	0.00	0.00	0.00	222.60	0.00
TVPCHRIS	TVPCHRIS	189.60	189.60	0.00	0.00	0.00	0.00
URGO	URGO	333.00	333.00	0.00	0.00	0.00	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
YJESMAR	YJESMAR	14.40	14.40	0.00	0.00	0.00	0.00
	Total Sales Led	16,417.53	9,898.07	1,525.44	643.02	8,852.11	-4,501.11
	TOTAL SALES LEDGER BALANCES	16,417.53	9,898.07	1,525.44	643.02	8,852.11	-4,501.11

List of Payments made between 01/06/2024 and 30/06/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2024	SODC Cemetery Rates	Std Ord	190.00		SODC Cemetery Rates - 5025071
01/06/2024	SODC Office Rates	Std Ord	792.00		SODC Office Rates - 5335613
03/06/2024	SODC Willowbrook Rates	Std Ord	1,178.75		SODC Willowbrook Rates 5432455
05/06/2024	Shield Maintenance Ltd	EBP1	231.91		Purchase Ledger Payment
05/06/2024	Shield Maintenance Ltd	EBP2	332.80		Purchase Ledger Payment
07/06/2024	British Gas A/c 603952704	DD1	42.53		5455/Ac603952704 3Apr-23May
10/06/2024	Barclaycard Charges May 2024	DD	90.27		Barclaycard Charges May 2024
13/06/2024	Salaries June 2024	EBP	39,362.57		Salaries June 2024
14/06/2024	Air IT Limited	EBP1	1,496.27		5308/Internet line May2024
14/06/2024	Creative Catering	EBP2	720.00		5326/Catering -Mayor Making
14/06/2024	Collard Environmental Ltd	EBP3	803.71		5325/Waste disposal 8May
14/06/2024	DCK Accounting Solutions Ltd	EBP4	3,931.38		5296/Accounts re-coding
14/06/2024	DCK Payroll Solutions Ltd	EBP5	371.64		5297/Payroll services Apr24
14/06/2024	EE Limited	EBP6	118.42		5328/Mobile phone charges
14/06/2024	Executive Alarms Ltd	EBP7	3,547.20		5329/Fire alarm servicing
14/06/2024	Farol Limited	EBP8	557.40		5332/OU19CUA repairs
14/06/2024	Grundon Waste Management Ltd	EBP9	607.26		5299/Waste disposal Apr24
14/06/2024	G S Mechanical Ltd	EBP10	462.00		5300/Main hall radiator repair
14/06/2024	Microshade Business Consultant	EBP11	413.82		5334/Omega hosting May24
14/06/2024	Mobile Mini	EBP12	83.42		5335/Storage unit 6May-2Jun
14/06/2024	OALC	EBP13	48.00		5336/Talking table training-JW
14/06/2024	Polar Cooling Services Ltd	EBP14	558.47		5338/Lighting repairs
14/06/2024	Rabbits Vehicle Hire (Didcot)	EBP15	654.00		5340/HW70NPK 18Apr-18May
14/06/2024	Ricoh	EBP16	32.21		5341/Copier rent May-Jul
14/06/2024	Rochester Midland Corporation	EBP17	84.00		5342/Shower cleaner
14/06/2024	Scorpion Signs	EBP18	402.00		5302/Replacement notice boarda
14/06/2024	Spaldings (UK) Limited	EBP19	124.32		5350/Gloves & visors
14/06/2024	Seldram Supplies	EBP20	586.46		5346/Cleaning supplies
14/06/2024	S R Cooper	EBP21	133.28		5343/Replace ceiling lights
14/06/2024	Shield Maintenance Ltd	EBP22	564.71		5304/Sanitary waste disposal
14/06/2024	SLCC Enterprises	EBP23	36.00		5348/Using ChatGPT event -LB
14/06/2024	Travis Perkins Trading Company	EBP24	489.42		5355/Garvel for benches
14/06/2024	HMRC PAYE/NI May 2024	EBP	10,533.45		HMRC PAYE/NI May 2024
14/06/2024	OCC Superann May 2024	EBP	12,557.61		OCC Superann May 2024
14/06/2024	E Reynolds	EBP	183.56		E Reynolds -Hall Hire Refund
17/06/2024	Castle Water TW3765043573	DD2	385.42		5422/Water2332129 1-31May24
18/06/2024	Midcounties Co-Op	DD	1,052.10		Midcounties Co-Op Fuel Apr2024
18/06/2024	British Gas A/c 603952671	DD3	78.25		5401/Ac603952671 11May-1Jun
18/06/2024	British Gas A/c 603952705	DD4	1,022.59		5402/Ac603952705 2-31May
19/06/2024	Splash Pads Enterprises Limite	EBP	91,034.36		5408/Splash pad valuation no 3
19/06/2024	Sloane Curtis Solutions Ltd	DD5	140.33		5407/Phone charges Jun2024
24/06/2024	Abingdon & Witney College	EBP1	300.00		5361/Horticulture course
24/06/2024	Air IT Limited	EBP2	855.38		5400/Microsoft 365 Jun2024
24/06/2024	BPSA - Bands on the Boundary	EBP3	5,000.00		5362/Bands on the Boundary
24/06/2024	Collard Environmental Ltd	EBP4	630.00		5372/Waste disposal 28May
24/06/2024	DCK Accounting Solutions Ltd	EBP5	1,147.38		5373/Contract accounts May24
24/06/2024	DCK Payroll Solutions Ltd	EBP6	333.24		5374/Payroll processing May24
24/06/2024	Ruby Livesey - Didcot Dairy St	EBP7	500.00		5375/Didcot Dairy Store

Continued on Page 2

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Unity Current Account

List of Payments made between 01/06/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/06/2024	Ever Brite Cleaning Services L	EBP8	3,239.97		5378/Cleaning services May2024
24/06/2024	Farol Limited	EBP9	1,650.60		5381/XUV835M engine repairs
24/06/2024	Grundon Waste Management Ltd	EBP10	513.19		5383/Waste disposal May2024
24/06/2024	Home-Start Southern Oxfordshir	EBP11	5,250.00		5385/Home-Start F&GP 20May
24/06/2024	ICCM	EBP12	100.00		5387/ICCM subs 2024-25
24/06/2024	Infinity Playgrounds Ltd	EBP13	648.00		5386/Replace basket swing
24/06/2024	Iris Blinds	EBP14	511.94		5388/Roller blinds
24/06/2024	Lyreco UK Limited	EBP15	230.38		5389/Stationery
24/06/2024	Microshade Business Consultant	EBP16	413.82		5404/Omega hosting Jun24
24/06/2024	Polar Cooling Services Ltd	EBP17	377.76		5391/Ice machine repairs
24/06/2024	PPL PRS Ltd	EBP18	770.32		5406/PPL & PRS licence 2024-25
24/06/2024	Ricoh	EBP19	510.32		5405/Copier rental 1Jun-31Aug
24/06/2024	Ridge & Partners LLP	EBP20	705.00		5392/Prof fees pymnt no 14
24/06/2024	Riverside Counselling Services	EBP21	4,125.00		5393/Riverside Counselling Svc
24/06/2024	Spaldings (UK) Limited	EBP22	42.82		5398/Stihl machinery oil
24/06/2024	Seldram Supplies	EBP23	170.33		5395/Toilet rolls
24/06/2024	Shield Maintenance Ltd	EBP24	656.23		5397/Dog waste collections
24/06/2024	Didcot TRAIN - Inspiring Young	EBP25	7,863.00		5376/Didcot TRAIN -F&GP 20May
24/06/2024	Total Pest Control (UK) Ltd	EBP26	268.38		5409/Quarterly pest control
24/06/2024	Window Flowers Ltd	EBP27	6,297.60		5399/Hanging baskets
24/06/2024	EE Limited	EBP28	122.95		5425/Mobile phone charges
24/06/2024	Scofell Commercial Landscapes	EBP29	2,328.00		5435/Tree works 18Apr
24/06/2024	SSE Energy Supply Ltd	EBP30	1,839.92		5430/Ac870014386 1-30Apr24
24/06/2024	Barclaycard Account	DD	1,134.15		Barclaycard Commercial
25/06/2024	BOC	DD6	36.54		5363/Bar gas bottle
27/06/2024	British Gas A/c 603952675	DD7	281.38		5417/Ac603952675 16May-13Jun
27/06/2024	British Gas A/c 603952703	DD8	49.82		5418/Ac603952703 12May-11Jun
28/06/2024	Unity Bank Credit Handling Fee	DR	4.80		Unity Bank Credit Handling Fee
28/06/2024	Castle Water TW8363794314	DD9	135.56		5459/Water2266434 1Apr-30Sep
28/06/2024	Hampshire County Council	EBP1	10,543.20		5384/Legal fees -L'grove East
28/06/2024	Millbrook Property Services	EBP2	324.00		5411/Window cleaning May2024
28/06/2024	Screwfix Direct Ltd T/As Trade	EBP3	124.30		5427/Makita sander & discs
28/06/2024	Travis Perkins Trading Company	EBP4	845.04		5415/Sleepers for sand pit
30/06/2024	Unity Bank Service Charge	DR	66.15		Unity Bank Service Charge

Total Payments 236,980.36

Civic Hall Current Account

List of Payments made between 01/06/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2024	SODC Civic Hall Rates	Std Ord	1,099.00		SODC Civic Hall Rates -5406166
03/06/2024	Direct 365	DD1	122.04		5327/Hand dryer rental
14/06/2024	Matthew Clark	DD2	525.23		5390/Bar supplies
28/06/2024	Unity Current Account	Transfer	100,000.00		Unity Civic Hall Account
28/06/2024	Matthew Clark	DD3	1,413.74		5482/Bar supplies
30/06/2024	Unity Bank Service Charge	DR	56.55		Unity Bank Service Charge

Total Payments 103,216.56

Didcot Town Council

Finance and General Purposes Committee 19th August 2024



Report Author: Lucy Blake

To consider the additional expenditure for the safe opening of the Splash Pad in Edmonds Park

Introduction

1. This report informs the Committee on the additional expenditure for the Splash Pad to enable it to safely open this year.

Background

2. Didcot Town Council resolved to install a new Splash Pad in Edmonds Park in 2019.
3. Planning permission was granted on 6th January 2023 – P22/S3190/FUL.
4. The project was advertised on the Government's Contracts Finder website on 15th December 2023 with a closing date of 1st February 2023. DTC received two quotes.
5. At the Full Council meeting on 4th March 2024 DTC resolved to award the contract to The Splash at a cost of £442,345.93 plus an additional cost of £8,140 for the Gomy Tiles (first in the UK) – *recommendation from F&GP minute 155*. Work on the construction and installation of the Splash Pad commenced on 16th April 2024.
6. DTC were informed of the need for additional groundwork due to the need to remove debris and soft ground. The cost of this work amounted to £19,987.89, with prelims costing £2,118.39.
7. Level and top soil excess amounted to £3,250.50.
8. To ensure the paving would match that of the new pavilion, it was approved to spend an additional £5,702.03 on resin bound paths to surround the Splash Pad, instead of concrete paving.

9. Issues with the water pressure were noticed in May and meetings were held with The Splash, Ridge and Life regarding this. Work to investigate this cost DTC £2,012.18. It was noted that Thames Water had incorrectly installed the wrong size piping and to ensure there was no delay in opening in the summer of 2024, a decision was made to approve an additional spend of £6,325 to create an adequate, temporary supply. Work to rectify the pipe issue would commence in the autumn when the Pad was closed.
10. The overall cost of the project will be approximately £489,881.92. DTC applied for £94,993.41 in s106 monies from SODC. The application was submitted on 9th April 2024. A formal decision on the application has not yet been received.

Daily Requirements

11. The daily requirements of the Splash Pad, to be done before opening, are:
 - a. All features need a visual check to ensure they are safe and bolts etc are secure
 - b. The tiles will need a clean with the power washer and leaves blown away
 - c. Two drains will need cleaning out with the wet vac
 - d. All three strainer baskets will need to be cleaned before the Splash Pad can be opened
 - e. Check the chemicals are topped up and fill up the chlorine (if confident to do so)
 - f. Litter pick and tidy area
 - g. *So far items that need to be cleared include: chips; chip paper and glass – in the first three days of opening.*
12. Throughout the day staff will need to test the water levels – recommended three times.
13. At the end of the day the system will need to be 'backwashed'.
14. This will need to be carried out by weekend staff too. Additional in house training will be needed to ensure they are confident and competent to undertake this work.

Additional expenditure

15. To ensure the Splash Pad can be run safely, two members of staff attended a three-day Pool Plant course where they had to learn what was needed in regards to all the chemicals. This course cost £319 per person - £638 in total. This needs to be renewed every three years.
16. In addition to the three day course, 7 members of staff attended a one day training course, where they learned how to test the water and chemical levels. Testing needs to be carried out at least three times a day. Staff also learned how to 'backwash' the system which needs to be done at the end of each day. This course cost £1,337.

17. Whilst under taking the testing and working with any of the chemicals, staff will need to wear full PPE. This includes face masks, safety goggles, nitrile gloves, and covers for shoes. Individual storage boxes will be purchased so staff do not cross contaminate their PPE. This will cost £148.61 for three employees.
18. Anti puncture gloves will be needed for when staff clean out the three strainer baskets. For five pairs this will cost £89.75.
19. One of the two fully trained members of staff will need to be 'on call' every weekend the Splash Pad is opened, in case there is a need to adjust the chemicals. An item will be presented in part two of the next Finance and General Purposes Committee for member's consideration.
20. DTC have also had to pay for the following equipment for use at the Splash Pad:
 - a. Leaf Blower £179.99
 - b. Wet Vac £59.98
 - c. Puddle Pump £69.99
 - d. Palin Test and spare tablets £563.37 (this amount will only last this first season. For a full season, testing tablets will cost £332.32 – we will not need to repurchase the testing equipment)
 - e. TDS meter £10.99
 - f. Power Washer £99.99
 - g. Megaphone £31.71
 - h. Gel cubes £18.99 for 4 cubes (each cube lasts 3 weeks) – need two boxes at least per season
21. Microbiological testing will need to be carried out monthly at a cost of approximately £90 a month. This year the tests will cost £180 as DTC will only need to test twice (August and September).
22. Annual ROSPA safety check will cost DTC £450 per annum.
23. Chains and locks will be purchased to ensure the Splash Pad is secure when not in use – cost £100.00.
24. Chemicals to run the Splash Pad for this year will cost an additional £268.80 (ex VAT). As part of the commissioning, The Splash will provide DTC with two drums of acid and one drum of chlorine. This will last approximately one week. When the Splash Pad is open for a full season, it is estimated that the chemicals will cost at least £646.40 (ex VAT) per year (May to September).
25. Fire Extinguishers for the Plant Room - £281.60.
26. Service and Maintenance (Commissioning and Decommissioning each year) - The cost for this is included with the tender quote for this season only. However, The

Splash have sent in a quote for a three-year service and maintenance service at a cost of £5,748.35 per year, fixed for a three-year period. The quote is a yearly charge, the labour element of this is guaranteed not to increase for the length of the contract, but the parts are priced each season due to fluctuating prices.

Legal Implications

27. 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

28. The overall cost of the Splash Pad is in the region of £487,870.01 with £94,993.41 s106 monies applied for. Should the application be successful, the total amount for the Splash Pad alone would have cost the Town Council £392,876.60.

29. Additional costs as shown:

Item	Cost
Splash Pad construction	£442,345.93
Gomy Floor Tiles installation	£8,140.00
Removal Debris	£19,987.89
Resin Paths	£5,702.30
Prelims	£2,118.39
Temporary water supply	£6,325.00
Level and topsoil excess spoil	£3,250.50
Training – refreshed every 3 years	£1,975.00
PPE – probably refreshed every year	£238.36
Equipment	£1,054.00 (plus £331.32 each year, starting 2025, on water testing tablets)
Microbiological testing	£180 for this year (£90 a month when open)
Chemicals – chlorine and acid	£268.80 for this year (approx. £646.40 for a full season)
Chains and locks	£100.00
On call pay	TBC
Electric	TBC
Water	TBC
Annual ROSPA test	£450.00
Fire Extinguishers	£281.60
Commissioning and Decommissioning – 3-year period	£5,748.35 per year – charges may increase for parts
Total	£498,166.12

Minus s106 (if successful)	- £94,993.41
Total	£403,172.71

- These figures do not include staffing costs throughout the opening times. The suggested opening times for this first year is 12-4pm Monday – Saturday and 12-3pm on a Sunday. There will need to be two members of staff at the Splash Pad whilst it is open, one over the age of 18 years. At weekends one of the two trained staff will need to be on call.

Risk Implications

30. Regular testing is essential to ensure the Splash Pad is safe to use. In the event of diarrhoea, the pad will need to be shut down immediately (for one full day) and backwashed. This is also the case if there were to be any issues with chemical levels.
31. Should staff be unsure of test results, it will be safer to close the Splash Pad to ensure the safety of the visitors.
32. Staffing – whilst the casual workers are out of school (during the summer holidays) the Splash Pad can be manned. However, most of the 18-year-old casual workers (who can lead the shifts) will be unavailable when they return to University at the beginning of September and so DTC could find themselves short staffed. The safety and responsibility these members of staff may find themselves with, is a concern, especially since the incident at the Splash Pad on 1st August 2024, where police were involved.

One big risk is the 'burn out' of staff. The Splash Pad is managed by our full-time staff members throughout the week, in addition to their contracted jobs. Not only is this putting additional stresses onto their current workloads, it is also putting them under enormous personal pressure.

Recommendation

33. The Committee should consider whether to eventually investigate 'out sourcing' the management of the Splash Pad in the future. This could mean that the opening hours can be extended and all testing would be the responsibility of any successful tender, or continue to run it 'in house' - more staff will be needed to manage the facility. This could be seasonal full time positions, May to September.

DTC's Splash Park Construction
 Approved Contractor: The Splash



Item	Cost	
Construction of Splash Park	£442,345.93	
Additional Gomy Floor Tiles	£8,140.00	
Resin path to match those of pavilion - additional	£5,702.03	
Additional groundwork due to debris and soft ground - additional	£19,987.89	
Additional pipe work needed for water - additional	£6,325.00	
Pre lims	£2,118.39	
Level and top soil excess - additional	£3,250.50	
Investigative work for water - additional	£2,012.18	
Total - ex VAT	£489,881.92	
Deposit Invoice 0306 - 14/03/2024	£90,097.19	£108,116.63 inc VAT
Invoice 0345 - 10/05/2024	£147,559.55	£177,071.46 inc VAT
Invoice 0379 - 18/06/2024	£75,861.97	£91,034.36 inc VAT
Invoice 0399	£101,408.44	£121,690.13 inc VAT
Invoice 0425 - 06/08/2024	£34,896.07	£41,875.28 inc VAT
Outstanding	£40,058.70	

ITEM 7 - BUDGET - MOST JULY 24 FIGURES
24-25

Didcot Town Council
Annual Budget - By Centre (Actual YTD Month 4)
Note: Budget Report

	2023/24		2024/25					2025/26			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100 Central Administration											
1195 Miscellaneous Income	0	0	0	0	0	0	0	15	0	0	0
Total Income	0	0	0	0	0	0	0	15	0	0	0
4000 Staff Costs (Re-allocated)	0	0	0	0	362,481	0	362,481	116,618	0	0	0
4005 Agency Staffing	0	0	0	0	14,790	0	14,790	0	0	0	0
4006 Outsourced Services	0	0	0	0	0	0	0	4,217	0	0	0
4007 HR/H&S Services	0	0	0	0	2,000	0	2,000	2,000	0	0	0
4008 Travel & Expenses	0	0	0	0	3,500	0	3,500	1,523	0	0	0
4009 Training & Conferences	0	0	0	0	8,000	0	8,000	1,425	0	0	0
4010 Misc Admin Costs	0	0	0	0	500	0	500	204	0	0	0
4011 Business Rates	0	0	0	0	11,000	0	11,000	3,173	0	0	0
4021 Postage	0	0	0	0	800	0	800	22	0	0	0
4022 Telephone	0	0	0	0	3,000	0	3,000	1,421	0	0	0
4024 Stationery and Printing	0	0	0	0	2,300	0	2,300	372	0	0	0
4025 Subscriptions	0	0	0	0	4,160	0	4,160	4,471	0	0	0
4026 Insurance	0	0	0	0	25,475	0	25,475	612	0	0	0
4028 Photocopier	0	0	0	0	2,500	0	2,500	452	0	0	0
4031 Recruitment Advertising	0	0	0	0	1,000	0	1,000	0	0	0	0
4042 Equipment/Vehicle Hire	0	0	0	0	310	0	310	67	0	0	0
4045 Equipment/Vehicle Maintenance	0	0	0	0	0	0	0	6	0	0	0
4046 IT/Website	0	0	0	0	30,000	0	30,000	9,800	0	0	0
4049 Security	0	0	0	0	500	0	500	0	0	0	0
4052 Accountancy Charges	0	0	0	0	4,000	0	4,000	3,316	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	2023/24		2024/25					2025/26			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMIR	Total	Actual YTD	Agreed	EMIR	Carried Forward
4055 Bank Charges	0	0	0	0	1,300	0	1,300	233	0	0	0
4056 Card Processing Fees	0	0	0	0	0	0	0	168	0	0	0
4059 Other Professional Fees	0	0	0	0	0	0	0	6	0	0	0
Overhead Expenditure	0	0	0	0	477,616	0	477,616	150,106	0	0	0
Movement to/(from) Gen Reserve	0	0	(477,616)				(477,616)	(150,091)	0		
Total Budget Income	0	0	0	0	0	0	0	15	0	0	0
Expenditure	0	0	0	0	477,616	0	477,616	150,106	0	0	0
Movement to/(from) Gen Reserve	0	0	(477,616)				(477,616)	(150,091)	0		

Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	2023/24		2024/25					2025/26			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
103 Civic and Democratic											
4009 Training & Conferences	0	0	0	0	800	0	800	0	0	0	0
4205 Mayors Allowance	0	0	0	0	3,330	0	3,330	0	0	0	0
4210 Civic Functions	0	0	0	0	3,500	0	3,500	1,819	0	0	0
4220 Elections	0	0	0	0	13,000	0	13,000	0	0	0	0
Overhead Expenditure	0	0	0	0	20,630	0	20,630	1,819	0	0	0
Movement to/(from) Gen Reserve	0	0	(20,630)				(20,630)	(1,819)	0	0	0
Total Budget Income	0	0	0	0	0	0	0	0	0	0	0
Expenditure	0	0	0	0	20,630	0	20,630	1,819	0	0	0
Movement to/(from) Gen Reserve	0	0	(20,630)				(20,630)	(1,819)	0	0	0

Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	2023/24		2024/25				2025/26				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
106 Corporate Management											
1176 Precept	0	0	0	0	1,470,433	0	1,470,433	735,217	0	0	0
1196 Interest Received	0	0	0	0	20,000	0	20,000	11,726	0	0	0
Total Income	0	0	0	0	1,490,433	0	1,490,433	746,943	0	0	0
4057 Audit Fees	0	0	0	0	3,780	0	3,780	-3,360	0	0	0
4058 Legal Fees	0	0	0	0	5,000	0	5,000	0	0	0	0
Overhead Expenditure	0	0	0	0	8,780	0	8,780	-3,360	0	0	0
Movement to/(from) Gen Reserve	0	0			1,481,653		1,481,653	750,303	0		
Total Budget Income	0	0	0	0	1,490,433	0	1,490,433	746,943	0	0	0
Expenditure	0	0	0	0	8,780	0	8,780	-3,360	0	0	0
Movement to/(from) Gen Reserve	0	0			1,481,653		1,481,653	750,303	0		

Didcot Town Council
Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	<u>2023/24</u>		<u>2024/25</u>				<u>2025/26</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
110	<u>Services to Others</u>										
1805			0	0	200	0	200	12	0	0	0
1806			0	0	2,500	0	2,500	1,785	0	0	0
			0	0	2,700	0	2,700	1,796	0	0	0
			Total Income								
4801			0	0	200	0	200	0	0	0	0
			Overhead Expenditure								
			0	0	200	0	200	0	0	0	0
			Movement to/(from) Gen Reserve								
			0	0	2,500		2,500	1,796	0		
			Total Budget Income								
			0	0	2,700	0	2,700	1,796	0	0	0
			Expenditure								
			0	0	200	0	200	0	0	0	0
			Movement to/(from) Gen Reserve								
			0	0	2,500		2,500	1,796	0		

Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	2023/24		2024/25				2025/26				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
150 Community Services											
4191 Xmas Lights Revenue	0	0	0	0	0	0	0	1,880	0	0	0
4401 Summer Fayre/EdFest Expenditur	0	0	0	0	2,000	0	2,000	10,000	0	0	0
4402 Remembrance Day Parade	0	0	0	0	4,000	0	4,000	0	0	0	0
4701 Grant Aid	0	0	0	0	47,000	0	47,000	26,938	0	0	0
99139 Tfr from EMR Summer Fayre	0	0	0	0	0	0	0	-8,000	0	0	0
Overhead Expenditure	0	0	0	0	53,000	0	53,000	30,818	0	0	0
Movement to/(from) Gen Reserve	0	0	(53,000)				(53,000)	(30,818)	0		
Total Budget Income	0	0	0	0	0	0	0	0	0	0	0
Expenditure	0	0	0	0	53,000	0	53,000	30,818	0	0	0
Movement to/(from) Gen Reserve	0	0	(53,000)				(53,000)	(30,818)	0		

Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	2023/24		2024/25				2025/26				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMIR	Total	Actual YTD	Agreed	EMIR	Carried Forward
199 Capital and Projects											
1189 CIL Income	0	0	0	0	0	0	0	7,611	0	0	0
Total Income	0	0	0	0	0	0	0	7,611	0	0	0
4053 Loan Capital Repayments	0	0	0	0	122,257	0	122,257	7,996	0	0	0
4054 Loan Interest	0	0	0	0	173,162	0	173,162	18,184	0	0	0
4058 Legal Fees	0	0	0	0	0	0	0	8,786	0	0	0
4900 CAP - Edmonds Park Pavilion	0	0	0	0	0	0	0	29,701	0	0	0
4901 CAP - Christmas Lights	0	0	0	0	15,000	0	15,000	0	0	0	0
4902 CAP - Equipment/Furniture	0	0	0	0	16,000	0	16,000	11,413	0	0	0
4905 CAP - Splash Park	0	0	0	0	0	0	0	360,734	0	0	0
4906 CAP - Green Projects	0	0	0	0	5,000	0	5,000	0	0	0	0
4907 CAP - Edmonds Park Teen Play	0	0	0	0	0	0	0	46,841	0	0	0
99028 Tfr to EMR CIL	0	0	0	0	0	0	0	7,611	0	0	0
99117 Tfr from EMR CIL Splash Park	0	0	0	0	0	0	0	-37,368	0	0	0
99120 Tfr from EMR Building Repair	0	0	0	0	0	0	0	-18,152	0	0	0
99133 Tfr from EMR Splash Park	0	0	0	0	0	0	0	-139,903	0	0	0
99152 Tfr from EMR Pavilions	0	0	0	0	0	0	0	-7,000	0	0	0
99160 Tfr from EMR Grounds Equip	0	0	0	0	0	0	0	-1,125	0	0	0
Overhead Expenditure	0	0	0	0	331,419	0	331,419	287,718	0	0	0
Movement to/(from) Gen Reserve	0	0	(331,419)	(331,419)	(331,419)	(280,107)	(280,107)	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	<u>2023/24</u>		<u>2024/25</u>				<u>2025/26</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Budget Income	0	0	0	0	0	0	0	7,611	0	0	0
Expenditure	0	0	0	0	331,419	0	331,419	287,718	0	0	0
Movement to/(from) Gen Reserve	0	0		<u>(331,419)</u>			<u>(331,419)</u>	<u>(280,107)</u>			<u>0</u>

Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	2023/24		2024/25				2025/26				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
300											
Outside Services											
4000 Staff Costs (Re-allocated)	0	0	0	0	328,021	0	328,021	104,980	0	0	0
4008 Travel & Expenses	0	0	0	0	1,500	0	1,500	663	0	0	0
4014 Light and Heat	0	0	0	0	0	0	0	-1,221	0	0	0
4015 Cleaning and Hygiene	0	0	0	0	0	0	0	137	0	0	0
4016 Uniform/Protective Clothing	0	0	0	0	2,000	0	2,000	1,467	0	0	0
4018 Waste Disposal	0	0	0	0	0	0	0	225	0	0	0
4020 Equipment Purchase (Minor)	0	0	0	0	0	0	0	100	0	0	0
4025 Subscriptions	0	0	0	0	150	0	150	0	0	0	0
4042 Equipment/Vehicle Hire	0	0	0	0	0	0	0	1,160	0	0	0
4043 Property Repairs & Maintenance	0	0	0	0	0	0	0	310	0	0	0
4044 Maintenance Contracts	0	0	0	0	0	0	0	1,331	0	0	0
4045 Equipment/Vehicle Maintenance	0	0	0	0	32,000	0	32,000	8,391	0	0	0
4047 Vehicle Fuel	0	0	0	0	6,000	0	6,000	1,834	0	0	0
4048 Vehicle Insurance/Licence	0	0	0	0	2,800	0	2,800	0	0	0	0
Overhead Expenditure	0	0	0	0	372,471	0	372,471	119,377	0	0	0
Movement to/(from) Gen Reserve	0	0	(372,471)	(372,471)	(372,471)	(119,377)	(119,377)	0	0	0	0
Total Budget Income	0	0	0	0	0	0	0	0	0	0	0
Expenditure	0	0	0	0	372,471	0	372,471	119,377	0	0	0
Movement to/(from) Gen Reserve	0	0	(372,471)	(372,471)	(372,471)	(119,377)	(119,377)	0	0	0	0

Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	2023/24		2024/25					2025/26			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
307 Environmental Services											
1061 Ground Hire Income	0	0	0	0	2,000	0	2,000	0	0	0	0
1063 Sports Pitch Hire	0	0	0	0	5,000	0	5,000	0	0	0	0
1180 Grass Cutting Income (OCC)	0	0	0	0	0	0	0	13,424	0	0	0
1183 Bowls Club Rent	0	0	0	0	50	0	50	0	0	0	0
1192 Bus Shelter Income	0	0	0	0	10,000	0	10,000	0	0	0	0
Total Income	0	0	0	0	17,050	0	17,050	13,424	0	0	0
4036 Grass Cutting	0	0	0	0	0	0	0	17,604	0	0	0
4038 Hanging Baskets	0	0	0	0	0	0	0	5,248	0	0	0
4040 Tree Management Contract	0	0	0	0	5,000	0	5,000	0	0	0	0
4041 Grounds Maintenance	0	0	0	0	22,500	0	22,500	216	0	0	0
4192 Bus Shelter Contract	0	0	0	0	10,000	0	10,000	0	0	0	0
4193 Dog Fouling Services	0	0	0	0	3,200	0	3,200	1,338	0	0	0
4194 Street Furniture Maintenance	0	0	0	0	7,000	0	7,000	814	0	0	0
4195 CCTV Contributions	0	0	0	0	10,000	0	10,000	0	0	0	0
99156 Tfr from EMR Grass Cutting	0	0	0	0	0	0	0	-17,600	0	0	0
Overhead Expenditure	0	0	0	0	57,700	0	57,700	7,620	0	0	0
Movement to/(from) Gen Reserve	0	0			(40,650)		(40,650)	5,804			0
Total Budget Income	0	0	0	0	17,050	0	17,050	13,424	0	0	0
Expenditure	0	0	0	0	57,700	0	57,700	7,620	0	0	0
Movement to/(from) Gen Reserve	0	0			(40,650)		(40,650)	5,804			0

Annual Budget - By Centre (Actual YTD Month 4)

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Note: Budget Report

	2023/24		2024/25					2025/26			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
311 Allotments											
1181 Allotment Rents	0	0	0	0	15,500	0	15,500	591	0	0	0
Total Income	0	0	0	0	15,500	0	15,500	591	0	0	0
4012 Water Charges	0	0	0	0	2,500	0	2,500	-162	0	0	0
4020 Equipment Purchase (Minor)	0	0	0	0	0	0	0	23	0	0	0
4041 Grounds Maintenance	0	0	0	0	6,000	0	6,000	244	0	0	0
4043 Property Repairs & Maintenance	0	0	0	0	0	0	0	2,877	0	0	0
4411 Allotment Competition	0	0	0	0	350	0	350	0	0	0	0
99120 Tfr from EMR Building Repair	0	0	0	0	0	0	0	-2,877	0	0	0
Overhead Expenditure	0	0	0	0	8,850	0	8,850	105	0	0	0
Movement to/(from) Gen Reserve	0	0	0	0	6,650	0	6,650	486	0	0	0
Total Budget Income	0	0	0	0	15,500	0	15,500	591	0	0	0
Expenditure	0	0	0	0	8,850	0	8,850	105	0	0	0
Movement to/(from) Gen Reserve	0	0	0	0	6,650	0	6,650	486	0	0	0

Didcot Town Council
Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	2023/24		2024/25				2025/26				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMIR	Total	Actual YTD	Agreed	EMIR	Carried Forward
321 Cemetery											
1182 Cemetery Income	0	0	0	0	18,000	0	18,000	14,550	0	0	0
Total Income	0	0	0	0	18,000	0	18,000	14,550	0	0	0
4011 Business Rates	0	0	0	0	1,950	0	1,950	756	0	0	0
4012 Water Charges	0	0	0	0	1,000	0	1,000	12	0	0	0
4041 Grounds Maintenance	0	0	0	0	5,000	0	5,000	224	0	0	0
Overhead Expenditure	0	0	0	0	7,950	0	7,950	992	0	0	0
Movement to/(from) Gen Reserve	0	0	10,050		10,050		10,050	13,558	0		
Total Budget Income	0	0	0	0	18,000	0	18,000	14,550	0	0	0
Expenditure	0	0	0	0	7,950	0	7,950	992	0	0	0
Movement to/(from) Gen Reserve	0	0	10,050		10,050		10,050	13,558	0		

Didcot Town Council
Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	2023/24		2024/25				2025/26				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMIR	Total	Actual YTD	Agreed	EMIR	Carried Forward
330 Edmonds Park											
1061 Ground Hire Income	0	0	0	0	0	0	0	4,560	0	0	0
Total Income	0	0	0	0	0	0	0	4,560	0	0	0
4012 Water Charges	0	0	0	0	1,200	0	1,200	169	0	0	0
4014 Light and Heat	0	0	0	0	1,800	0	1,800	-1,574	0	0	0
4018 Waste Disposal	0	0	0	0	9,500	0	9,500	3,373	0	0	0
4041 Grounds Maintenance	0	0	0	0	10,000	0	10,000	4,705	0	0	0
4043 Property Repairs & Maintenance	0	0	0	0	0	0	0	300	0	0	0
4049 Security	0	0	0	0	6,000	0	6,000	0	0	0	0
99138 Tfr from EMR Play Areas	0	0	0	0	0	0	0	-1,852	0	0	0
Overhead Expenditure	0	0	0	0	28,500	0	28,500	5,121	0	0	0
Movement to/(from) Gen Reserve	0	0	(28,500)	(28,500)	(561)	(561)	(561)	0	0	0	0
Total Budget Income	0	0	0	0	0	0	0	4,560	0	0	0
Expenditure	0	0	0	0	28,500	0	28,500	5,121	0	0	0
Movement to/(from) Gen Reserve	0	0	(28,500)	(28,500)	(561)	(561)	(561)	0	0	0	0

Didcot Town Council
Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	2023/24		2024/25					2025/26			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
331 Splash Park											
4009 Training & Conferences	0	0	0	0	0	0	0	2,013	0	0	0
4016 Uniform/Protective Clothing	0	0	0	0	0	0	0	198	0	0	0
4020 Equipment Purchase (Minor)	0	0	0	0	0	0	0	383	0	0	0
4045 Equipment/Vehicle Maintenance	0	0	0	0	0	0	0	650	0	0	0
Overhead Expenditure	0	0	0	0	0	0	0	3,244	0	0	0
Movement to/(from) Gen Reserve	0	0	0	0	0	0	0	(3,244)	0	0	0
Total Budget Income	0	0	0	0	0	0	0	0	0	0	0
Expenditure	0	0	0	0	0	0	0	3,244	0	0	0
Movement to/(from) Gen Reserve	0	0	0	0	0	0	0	(3,244)	0	0	0

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Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	2023/24		2024/25					2025/26			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
332 Ladygrove Park											
1061 Ground Hire Income	0	0	0	0	3,000	0	3,000	0	0	0	0
1062 Fishing/Lakes Income	0	0	0	0	2,500	0	2,500	2,249	0	0	0
Total Income	0	0	0	0	5,500	0	5,500	2,249	0	0	0
4041 Grounds Maintenance	0	0	0	0	12,000	0	12,000	3,359	0	0	0
4045 Equipment/Vehicle Maintenance	0	0	0	0	0	0	0	13,300	0	0	0
4058 Legal Fees	0	0	0	0	0	0	0	300	0	0	0
99123 Tfr from EMR Skatepark	0	0	0	0	0	0	0	-13,300	0	0	0
Overhead Expenditure	0	0	0	0	12,000	0	12,000	3,659	0	0	0
Movement to/(from) Gen Reserve	0	0	(6,500)	(6,500)	(6,500)	(6,500)	(6,500)	(1,411)	0	0	0
Total Budget Income	0	0	0	0	5,500	0	5,500	2,249	0	0	0
Expenditure	0	0	0	0	12,000	0	12,000	3,659	0	0	0
Movement to/(from) Gen Reserve	0	0	(6,500)	(6,500)	(6,500)	(6,500)	(6,500)	(1,411)	0	0	0

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Didcot Town Council
Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	2023/24		2024/25				2025/26				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMIR	Total	Actual YTD	Agreed	EMIR	Carried Forward
333 Loyd Park											
4012 Water Charges	0	0	0	0	500	0	500	0	0	0	0
4014 Light and Heat	0	0	0	0	150	0	150	40	0	0	0
4044 Maintenance Contracts	0	0	0	0	0	0	0	311	0	0	0
Overhead Expenditure	0	0	0	0	650	0	650	351	0	0	0
Movement to/(from) Gen Reserve	0	0	0	0	(650)	0	(650)	(351)	0	0	0
Total Budget Income	0	0	0	0	0	0	0	0	0	0	0
Expenditure	0	0	0	0	650	0	650	351	0	0	0
Movement to/(from) Gen Reserve	0	0	0	0	(650)	0	(650)	(351)	0	0	0

Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	2023/24		2024/25				2025/26				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
338 Other Parks & Recreation Areas											
4040 Tree Management Contract	0	0	0	0	0	0	0	2,600	0	0	0
4041 Grounds Maintenance	0	0	0	0	12,000	0	12,000	470	0	0	0
Overhead Expenditure	0	0	0	0	12,000	0	12,000	3,070	0	0	0
Movement to/(from) Gen Reserve	0	0	(12,000)				(12,000)	(3,070)	0		
Total Budget Income	0	0	0	0	0	0	0	0	0	0	0
Expenditure	0	0	0	0	12,000	0	12,000	3,070	0	0	0
Movement to/(from) Gen Reserve	0	0	(12,000)				(12,000)	(3,070)	0		

Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	2023/24		2024/25				2025/26				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMIR	Total	Actual YTD	Agreed	EMIR	Carried Forward
341 Play Areas											
4041 Grounds Maintenance	0	0	0	0	4,000	0	4,000	54	0	0	0
4045 Equipment/Vehicle Maintenance	0	0	0	0	30,000	0	30,000	2,206	0	0	0
Overhead Expenditure	0	0	0	0	34,000	0	34,000	2,260	0	0	0
Movement to/(from) Gen Reserve	0	0	0	0	(34,000)	0	(34,000)	(2,260)	0	0	0
Total Budget Income	0	0	0	0	0	0	0	0	0	0	0
Expenditure	0	0	0	0	34,000	0	34,000	2,260	0	0	0
Movement to/(from) Gen Reserve	0	0	0	0	(34,000)	0	(34,000)	(2,260)	0	0	0

Didcot Town Council
Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	2023/24		2024/25				2025/26				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
401 Civic Hall General											
1000 Main Hall	55,000	43,003	0	0	60,000	0	60,000	17,342	0	0	0
1001 Northbourne Room	12,000	12,380	0	0	14,000	0	14,000	6,075	0	0	0
1002 Ladygrove Room	25,000	30,566	0	0	30,000	0	30,000	13,477	0	0	0
1003 All Saints Room	10,000	10,423	0	0	12,000	0	12,000	6,452	0	0	0
1004 Park Room	8,000	6,103	0	0	9,000	0	9,000	2,338	0	0	0
1005 Weddings	0	592	0	0	500	0	500	0	0	0	0
1009 Events Package Income	0	8,476	0	0	0	0	0	3,910	0	0	0
1011 Orchard/Millbrook Room	2,000	1,287	0	0	1,000	0	1,000	795	0	0	0
1020 Other Bookings Income	1,000	2,694	0	0	1,000	0	1,000	1,234	0	0	0
Total Income	113,000	115,523	0	0	127,500	0	127,500	51,623	0	0	0
3155 DO NOT USE	0	1,110	0	0	0	0	0	0	0	0	0
4000 Staff Costs (Re-allocated)	0	0	0	0	50,963	0	50,963	13,952	0	0	0
4001 Salaries - Gross Pay	48,000	69,069	0	0	0	0	0	0	0	0	0
4002 Salaries - Er's NI	0	3,158	0	0	0	0	0	0	0	0	0
4003 Salaries - Er's Superann	0	12,499	0	0	0	0	0	0	0	0	0
4009 Training & Conferences	0	0	0	0	500	0	500	0	0	0	0
4011 Business Rates	0	0	0	0	11,000	0	11,000	4,394	0	0	0
4012 Water Charges	12,000	-1,883	0	0	10,000	0	10,000	217	0	0	0
4014 Light and Heat	40,000	37,062	0	0	30,000	0	30,000	7,532	0	0	0
4015 Cleaning and Hygiene	30,000	27,860	0	0	30,000	0	30,000	10,207	0	0	0
4016 Uniform/Protective Clothing	1,000	0	0	0	250	0	250	0	0	0	0
4018 Waste Disposal	3,500	4,816	0	0	3,500	0	3,500	938	0	0	0

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Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	2023/24		2024/25				2025/26				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4020 Equipment Purchase (Minor)	0	0	0	0	1,000	0	1,000	-202	0	0	0
4022 Telephone	1,000	50	0	0	500	0	500	0	0	0	0
4023 Licenses	4,000	2,303	0	0	4,000	0	4,000	1,417	0	0	0
4024 Stationery and Printing	0	150	0	0	0	0	0	0	0	0	0
4027 DO NOT USE	1,000	0	0	0	0	0	0	0	0	0	0
4033 Other Advertising	0	0	0	0	1,000	0	1,000	500	0	0	0
4041 Grounds Maintenance	0	0	0	0	0	0	0	13	0	0	0
4042 Equipment/Vehicle Hire	10,000	1,921	0	0	0	0	0	0	0	0	0
4043 Property Repairs & Maintenance	10,000	38,132	0	0	30,000	0	30,000	4,742	0	0	0
4044 Maintenance Contracts	15,000	19,668	0	0	20,000	0	20,000	5,670	0	0	0
4045 Equipment/Vehicle Maintenance	2,000	349	0	0	3,000	0	3,000	443	0	0	0
4049 Security	0	0	0	0	800	0	800	150	0	0	0
4051 Stocktakers Fees	300	0	0	0	0	0	0	0	0	0	0
4052 Accountancy Charges	500	2,375	0	0	2,000	0	2,000	0	0	0	0
4054 Loan Interest	50,000	-12,096	0	0	0	0	0	0	0	0	0
4099 Bad Debt Write Off	0	660	0	0	0	0	0	0	0	0	0
4103 DO NOT USE	1,000	0	0	0	0	0	0	0	0	0	0
4104 DO NOT USE	1,000	0	0	0	0	0	0	0	0	0	0
4105 DO NOT USE	0	-2	0	0	0	0	0	0	0	0	0
4400 Events Expenditure	0	0	0	0	150	0	150	0	0	0	0
99120 Tfr from EMR Building Repair	0	-22,651	0	0	0	0	0	0	0	0	0
Overhead Expenditure	230,300	184,539	0	0	198,663	0	198,663	49,973	0	0	0
Movement to/(from) Gen Reserve	(117,300)	(69,016)	(71,163)	(71,163)	(71,163)	0	(71,163)	1,650	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	<u>2023/24</u>		<u>2024/25</u>				<u>2025/26</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Budget Income	113,000	115,523	0	0	127,500	0	127,500	51,623	0	0	0
Expenditure	230,300	184,539	0	0	198,663	0	198,663	49,973	0	0	0
Movement to/(from) Gen Reserve	<u>(117,300)</u>	<u>(69,016)</u>			<u>(71,163)</u>		<u>(71,163)</u>	<u>1,650</u>			<u>0</u>

Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	2023/24		2024/25				2025/26				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
402 Civic Hall Bar											
1050 Bar Sales	15,000	22,909	0	0	15,000	0	15,000	4,030	0	0	0
Total Income	15,000	22,909	0	0	15,000	0	15,000	4,030	0	0	0
3001 Bar Cost of Sales	0	0	0	0	7,500	0	7,500	4,123	0	0	0
3002 Catering Cost of Sales	0	0	0	0	0	0	0	96	0	0	0
3003 Food & Beverage Cost of Sales	0	0	0	0	500	0	500	104	0	0	0
Direct Expenditure	0	0	0	0	8,000	0	8,000	4,323	0	0	0
3000 DO NOT USE	7,500	12,313	0	0	0	0	0	0	0	0	0
3020 DO NOT USE	500	337	0	0	0	0	0	0	0	0	0
3154 DO NOT USE	3,000	1,865	0	0	0	0	0	0	0	0	0
4045 Equipment/Vehicle Maintenance	0	0	0	0	3,000	0	3,000	1,010	0	0	0
4046 IT/Website	0	0	0	0	0	0	0	19	0	0	0
4056 Card Processing Fees	0	0	0	0	0	0	0	56	0	0	0
Overhead Expenditure	11,000	14,515	0	0	3,000	0	3,000	1,085	0	0	0
Movement to/(from) Gen Reserve	4,000	8,394	4,000	(1,378)	0	0	4,000	(1,378)	0	0	0
Total Budget Income	15,000	22,909	0	0	15,000	0	15,000	4,030	0	0	0
Expenditure	11,000	14,515	0	0	11,000	0	11,000	5,408	0	0	0
Movement to/(from) Gen Reserve	4,000	8,394	4,000	(1,378)	0	0	4,000	(1,378)	0	0	0

7-22

Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	2023/24		2024/25				2025/26				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
403 Civic Hall Catering											
1000 Main Hall	0	0	0	0	0	0	0	-75	0	0	0
1075 Food and Beverage Income	3,000	12,903	0	0	8,000	0	8,000	4,657	0	0	0
1100 Catering Income - Food	6,000	7,180	0	0	8,000	0	8,000	5,533	0	0	0
Total Income	9,000	20,084	0	0	16,000	0	16,000	10,114	0	0	0
3002 Catering Cost of Sales	0	0	0	0	0	0	0	2,934	0	0	0
3003 Food & Beverage Cost of Sales	0	0	0	0	8,000	0	8,000	218	0	0	0
Direct Expenditure	0	0	0	0	8,000	0	8,000	3,152	0	0	0
3100 DO NOT USE	4,500	4,796	0	0	0	0	0	0	0	0	0
4020 Equipment Purchase (Minor)	0	0	0	0	0	0	0	150	0	0	0
4045 Equipment/Vehicle Maintenance	0	0	0	0	1,000	0	1,000	901	0	0	0
4350 DO NOT USE	2,500	2,040	0	0	0	0	0	0	0	0	0
Overhead Expenditure	7,000	6,836	0	0	1,000	0	1,000	1,051	0	0	0
Movement to/(from) Gen Reserve	2,000	13,247			7,000		7,000	5,912	0	0	0
Total Budget Income	9,000	20,084	0	0	16,000	0	16,000	10,114	0	0	0
Expenditure	7,000	6,836	0	0	9,000	0	9,000	4,203	0	0	0
Movement to/(from) Gen Reserve	2,000	13,247			7,000		7,000	5,912	0	0	0

7-23

Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	2023/24		2024/25				2025/26				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
411 Willowbrook Leisure Centre											
1000 Main Hall	0	0	0	0	72,000	0	72,000	35,843	0	0	0
			0	0	72,000	0	72,000	35,843	0	0	0
4000 Total Income	0	0	0	0	72,000	0	72,000	35,843	0	0	0
4000 Staff Costs (Re-allocated)	0	0	0	0	51,654	0	51,654	15,624	0	0	0
4011 Business Rates	0	0	0	0	10,600	0	10,600	2,354	0	0	0
4012 Water Charges	0	0	0	0	0	0	0	1,106	0	0	0
4014 Light and Heat	0	0	0	0	45,000	0	45,000	-5,033	0	0	0
4015 Cleaning and Hygiene	0	0	0	0	0	0	0	601	0	0	0
4018 Waste Disposal	0	0	0	0	0	0	0	1,124	0	0	0
4043 Property Repairs & Maintenance	0	0	0	0	10,000	0	10,000	775	0	0	0
4044 Maintenance Contracts	0	0	0	0	12,000	0	12,000	3,339	0	0	0
4045 Equipment/Vehicle Maintenance	0	0	0	0	5,000	0	5,000	209	0	0	0
4046 IT/Website	0	0	0	0	3,000	0	3,000	320	0	0	0
4056 Card Processing Fees	0	0	0	0	0	0	0	1,136	0	0	0
			0	0	137,254	0	137,254	21,553	0	0	0
Overhead Expenditure	0	0	0	0	137,254	0	137,254	21,553	0	0	0
Movement to/(from) Gen Reserve	0	0			(65,254)		(65,254)	14,290			
Total Budget Income	0	0	0	0	72,000	0	72,000	35,843	0	0	0
Expenditure	0	0	0	0	137,254	0	137,254	21,553	0	0	0
Movement to/(from) Gen Reserve	0	0			(65,254)		(65,254)	14,290			

7-24

Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	2023/24		2024/25				2025/26				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
421 Edmonds Park Pavilion											
1000 Main Hall	0	0	0	0	0	0	0	1,927	0	0	0
Total Income	0	0	0	0	0	0	0	1,927	0	0	0
4011 Business Rates	0	0	0	0	0	0	0	1,625	0	0	0
4015 Cleaning and Hygiene	0	0	0	0	0	0	0	1,349	0	0	0
4018 Waste Disposal	0	0	0	0	0	0	0	242	0	0	0
4020 Equipment Purchase (Minor)	0	0	0	0	0	0	0	70	0	0	0
4043 Property Repairs & Maintenance	0	0	0	0	0	0	0	2,162	0	0	0
4044 Maintenance Contracts	0	0	0	0	0	0	0	1,062	0	0	0
4045 Equipment/Vehicle Maintenance	0	0	0	0	0	0	0	967	0	0	0
4046 IT/Website	0	0	0	0	0	0	0	44	0	0	0
4056 Card Processing Fees	0	0	0	0	0	0	0	10	0	0	0
Overhead Expenditure	0	0	0	0	0	0	0	7,531	0	0	0
Movement to/(from) Gen Reserve	0	0	0	0	0	0	0	(5,603)	0	0	0
Total Budget Income	0	0	0	0	0	0	0	1,927	0	0	0
Expenditure	0	0	0	0	0	0	0	7,531	0	0	0
Movement to/(from) Gen Reserve	0	0	0	0	0	0	0	(5,603)	0	0	0

7-25

Annual Budget - By Centre (Actual YTD Month 4)

Note: Budget Report

	2023/24		2024/25					2025/26			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
500 Staffing and Staff Costs											
4000 Staff Costs (Re-allocated)	0	0	0	0	-793,119	0	-793,119	-251,174	0	0	0
4001 Salaries - Gross Pay	0	0	0	0	612,999	0	612,999	196,667	0	0	0
4002 Salaries - Er's NI	0	0	0	0	53,395	0	53,395	15,478	0	0	0
4003 Salaries - Er's Superann	0	0	0	0	126,725	0	126,725	39,029	0	0	0
Overhead Expenditure	0	0	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	0	0	0	0	0	0	0	0	0	0
Total Budget Income	0	0	0	0	0	0	0	0	0	0	0
Expenditure	0	0	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	0	0	0	0	0	0	0	0	0	0

Finance and General Purposes Committee

19th August 2024

Report author: Lucy Blake



Draft budget timetable – 2025–2026 financial year

Introduction

1. This report presents a draft budget timetable for the 2025-2026 financial year.

Recommendation

2. That the Committee considers and agrees the budget timetable for each Committee where decisions must be made future projects including estimates on income and expenditure for 2024-2025. Please note that the Planning and Development Committee feeds its projects to the Environment & Climate Committee and F&GP Committee.

Background

1st round of budget consideration

Personnel & Administration Committee	7 th October 2024
Property & Facilities Committee	25 th September 2024
Environment & Climate Committee	16 th September 2024
Finance & General Purposes Committee	30 th September 2024

2nd round of budget consideration

Personnel and Administration Committee	2 nd December 2024
Property & Facilities Committee	27 th November 2024
Environment & Climate Committee	18 th November 2024
Finance & General Purposes Committee	25 th November 2024

Recommendation

It is planned to have the final budget and precept recommendation ready for the F&GP Committee meeting on 16th December 2024. This will be presented for approval at the Council meeting on 6th January 2025.

Legal and Risk Implications

3. The Accounts and Audit Regulations require local councils to operate a robust budget. Evidence needs to be recorded that the Council has considered and debated the future budgetary programme for the 2025-2026 financial year.

Lucy Blake
Deputy Town Clerk

FINANCE AND GENERAL PURPOSES COMMITTEE – PROGRESS REPORT

Agenda item 11

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	Confirming the recommended contractor from SODC
Various meetings – Minute 34 July 24 meeting	Status of Restore project and OSM’s plans for the allotment site	Review of use of site	TC to write to the charity following full Council approving the right to grow motion. DTC will be taking back un-worked plots to offer to the waiting list.
Minute 139 – reposition of CCTV camera	Costs, feasibility and potential funding confirmed	Awaiting progress by SODC	Due to be completed along with the digital roll out
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.	On hold until contractor situation resolved – hope to have proposed new cutting routes for Autumn.
Minute 187 – S 106 for teen play at Edmonds Park	Application for S106 money towards the teen play at Edmonds Park	Application submitted	S106 legal agreement received – agenda item
Minute 32 – Partial exemption calculations	Awaiting draft calculations from DCK	Awaiting calculations	Future agenda item once received.
Minute 36 – Cyber protection quote	Quote received from Air IT and questioned asked	Staff asked to explore other options and software used by other Town Councils	Future agenda item once further information gathered.
Minute 39 – IMS name change	Legal advice received and letters sent – further discussion needed	Agenda item	Agenda item
Minute 40 – telephone contract	Revised terms and conditions for 12 month contract only	Agenda item	Agenda item