

Notice of a meeting of the

Finance & General Purposes Committee

22nd April 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 Deputy Town Clerk to participate on email – lblake@didcot.gov.uk

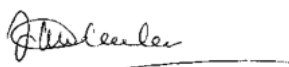
Agenda

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 25th March 2024 –*attached*.
4. Questions on the Minutes as to the progress of any item.
5. To approve the final figures for March 2023-2024 – *papers to follow*
6. To review the amendments to the financial regulations – *see attached amends*.
7. To review and approve the Strategic Risk assessments – *see attached*.
8. To receive the Edmonds Park Community & Sports Pavilion – cost report 10 – and tracker of final payments - *see attached papers*.
9. To consider the tender returns for the Teen Play Provision at Edmonds Park and approve the successful company – *report and confidential redacted quotes, to be sent to members following the tender opening on Wednesday 17th April 2024*
10. To consider a potential new project for Edmonds Park – the installation of a new sandpit, and the recommendations to the Committee – *see attached*
11. To note the CIL for April 2024 of £7,610.83 – *see attached*.
12. To consider the purchase of a new Floor Scrubber for the Civic Hall – *see attached*
13. To consider the purchase of a Wessex CRX 320 to aid the outdoor team with the cutting of the open green spaces and make a recommendation to Full Council – *see attached*
14. To review the progress report – *see attached*.

15. **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

16. To review the up-date on the CCTV cameras and options for additional cameras – *see attached confidential papers*.
17. To consider the future use of Willowbrook Leisure Centre – *see attached papers*.
18. Up-date on the Ladygrove East development – *see attached confidential report*.



Janet Wheeler
Town Clerk
16th April 2024

LSBlake

pp Lucy Blake
Deputy Town Clerk
16th April 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

25th March 2024 at 7.30pm

All Saints Room, Didcot Civic Hall



Minutes

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

Present:

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

Officers:

Mrs J Wheeler – Town Clerk
Mrs L Blake – Deputy Town Clerk

167. Apologies

Apologies were tendered by Cllr D Aragao.

168. Declarations of interests

No declarations were made.

169. To approve the Minutes of the Finance & General Purposes Committee meeting held on 26th February 2024

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

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

Cllr T Worgan asked about the commencement of the grass verge cutting. The Deputy Town Clerk confirmed that this would start early April and that the Outdoor

Services Manager is due to meet with the company to decide whether a 'double cut' is needed for the first cut of the year. It was also confirmed that the initial cut would include all areas, after this Cllrs could suggest which verges would benefit from being left 'wild'. Maps of the verges could be sent to Cllrs via SharePoint.

Cllr T Worgan also asked about the commencement of the Splash Park project. It was confirmed that the long lead items had been ordered by The Splash and work would start shortly. Some features had been 'swapped' out of the design to ensure maximum play value.

The Town Clerk informed members that DCK are currently working on re-coding the cost centres and will meet with the Town Clerk and Deputy on 26th March 2024 to discuss the on-going work.

171. To consider a grant application from the KADCC

The Committee considered the KADCC application for £5,200 to help towards the running costs of the community building. The Committee were keen to support this well-used community facility, but members were concerned over the future running costs. It was agreed that the grant scheme could not be used as a regular contribution and the building may have to look at increasing hire fees to make the venture viable.

It was proposed by Cllr G Ryall, seconded by Cllr T Worgan, and RESOLVED to award the full £5,200 to KADCC (to be taken from the 2024-2025 budget). All members agreed.

172. To approve the final figures for February 2024 accounts

The Chair paged through the figures.

Cllr J Broadbent noted that the bank charges (105/1152) and Accounting Support (105/1159) figures are over budget. The Town Clerk explained that the Town Council is charged for every transaction it makes and by implementing one-off projects such as the Medium-Term Business Plan has meant the specific cost centres may go over budget. However, the 'Corporate Management' centre as a whole, is under budget. This is partly due to the interest accrued on the CCLA bond.

It was proposed by Cllr T Worgan, seconded by Cllr J Broadbent, and RESOLVED to approve the final figures for February 2024. The vote was unanimous.

173. To receive the budget papers for 2023-2024 with some of March 2024 figures

The Committee noted the budget papers for 2023-2024 with some of March figures included.

The Town Clerk explained that although the Council has some payments due to be made, it is anticipated that the end of year figures would be higher than previously expected, which could potentially mean a further boost to the Council's general reserves.

It was RESOLVED to note the budget papers for 2023-2024 with some of March's figures. Suggestions for virements could be discussed at the next meeting of the Finance and General Purposes Committee, with any recommendations to be considered by Full Council.

174. To receive the interim internal auditor's report

Cllr N Hards noted the recommendations made by the internal auditor and asked the Town Clerk if steps have been taken to address these.

The Town Clerk confirmed that the Civic Hall booking procedures are currently being reviewed for regular hirers, to make the system simpler, and that frequent stock counting is being undertaken.

It was proposed by Cllr T Worgan and RESOLVED to receive the internal auditor's report. All members agreed.

175. To receive the Edmonds Park Community & Sports Pavilion – cost report 10 – and tracker of final payments

The Committee RESOLVED to receive the documents. The Town Clerk confirmed that the final project cost was £2,154,726.47 (ex VAT) – within budget.

Cllr N Hards wanted to congratulate all those involved with the management and deliverance of the project which ensured the building was completed within budget and with minimal delays, especially during the recent storms.

It was proposed by Cllr N Hards, seconded by Cllr T Worgan, and RESOLVED to submit a motion to Full Council to officially congratulate all those involved with delivering the project in budget and with limited delays. All members agreed.

175. To agree the Signatories for third party funding agreements

The Committee considered the report.

It was proposed by Cllr G Ryall, seconded by Cllr G Roberts, and RESOLVED to agree for the Chair of the Finance and General Purposes Committee and the Town Clerk to act as signatories to any third-party funding agreements. In their absence, the Deputy Chair of the F&GP Committee and the Deputy Town Clerk could sign on their behalf. The vote was unanimous.

176. To review the progress report

The Committee reviewed the report.

It was confirmed that no response had been received by Restore to the Town Clerk's invitation to attend a meeting of the Finance and General Purposes Committee to discuss their future plans. Concerns were expressed about the usage of the allotment land at New Road. The Town Clerk will again contact Restore and invite them to a Committee meeting.

The Town Clerk confirmed that there had been no progress on the community building, North Brook Community Centre, although the Estate Manager had tried to contact the developer.

177. 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.

178. To approve a quote for 64 hanging baskets at a cost of £82 each including watering - £5,248 per year + VAT

The Committee considered the report and noted that the cost was an increase on the previous year. The Town Clerk explained that investigations would be had for suppliers for the basket, for the next financial year.

It was proposed by Cllr J Broadbent, seconded by Cllr T Worgan, and **RESOLVED** to accept the quote of £5,248 (ex VAT) for 64 hanging baskets from Windowflowers Ltd. The vote was unanimous.

The meeting closed at 8.51pm.

Signed: _____(Chair)

Date: _____

Finance and General Purposes Committee

22nd April 2024

Report author: Janet Wheeler



Financial Statements

Introduction

1. This report presents a summary of the Council's financial activities throughout the month of March 2024. This is also the end of the 2023-2024 financial year.

Recommendation

2. That the Committee formally notes and approves the financial statements for March 2024 – the end of year figures.

Background

3. Attached are monthly reports that present a summary of the Council's financial activities at 31st March 2024:
 - (a) the Cash and Investment reconciliations at 31st March 2024
 - (b) the detailed income and expenditure report by budget heading for 31st March 2024
 - (c) detailed balance sheet (excluding stock movement)
 - (d) detailed profit and loss (excluding stock movement)
 - (e) Purchase Ledger aged account balances at 31st March 2024
 - (f) Sales Ledger aged account balances at 31st March 2024
 - (g) List of payments made between 1/03/24 and 31/03/24.

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 FINANCIAL REGULATIONS 2024

Based on the NALC Financial Regulations 2019

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NB: NALC is due to issue a new set of financial Regs
This summer. JW

2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. Annual budget and forward planning

3.1. Each Committee shall review its annual forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of December each year (or the first full Council meeting in January) including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant Committee.

3.3. The Council shall consider annual budget proposals in relation to the Council's annual forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each Member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for items over £5,500;
- a duly delegated Committee of the Council for **items over £1,500**; or
- the Clerk, in conjunction with the Leader or Chair of the appropriate Committee, for any **items below £1,500**.

} increased from £1,000

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chair.

Contracts may not be disaggregated to avoid controls imposed by these Regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated Committee. During the budget year and with the approval of Council having considered fully

signed, or otherwise evidenced, by two authorised bank signatories, retained, and any payments are reported to Council as made.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council meeting.

5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council or

c) fund transfers within the Council's banking arrangements up to the sum of £80,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation - (such as but not exclusively) - Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by one member on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised Committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant **in excess of £12,000** shall before payment, be subject to ratification by resolution of the Council.

increased from £10,000

8 ie: Grant application from TRANS is for £10,500 - they will need to wait for full Council approval at end of June

6.8. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by invoice to the Payroll consultant provided that the instructions are signed, or otherwise evidenced by one member are retained and any payments are reported to Council as made. The payroll contract will be reviewed every two years.

6.9. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS (or any other method of payment such as internet banking transfer) shall be renewed by resolution of the Council at least every two years.

6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which Members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Mayor or Leader of the Council in a sealed dated envelope or kept in the safe. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all Members immediately and formally to the next available meeting of the Council. ~~This will not be required for a member's personal computer used only for remote authorisation of bank payments. delete~~

Members
use
-gov emails

6.12. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated Committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The Council, and any Members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the RFO or other senior manager shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page ~~(which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.~~ delete

} n/a

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the RFO, **the Deputy Town Clerk; the Estate Manager** and Outdoor Services Manager will also be restricted to a single transaction maximum value of £2,000 unless authorised by Council or appropriate Committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance Committee. Transactions and purchases made will be reported to the Finance Committee and authority for topping-up shall be at the discretion of the Finance Committee.

6.20. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the RFO, **the Deputy Town Clerk; the Estate Manager** and the Outdoor Services Manager and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of Members or staff shall not be used under any circumstances.

6.21. The Town Clerk/RFO will provide petty cash to Officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

a) The Town Clerk/RFO will maintain a petty cash float of **at least** £150 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these Regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO, **the Deputy Town Clerk; the Estate Manager** or the Outdoor Services Manager.

10.3. All Members and Officers are responsible for obtaining value for money at all times. An Officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the Council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

Strategic Risk Assessment 2024 - 2025



Presented at the meeting of Finance and
General Purposes Committee on
22nd April 2024

Prepared by:
Mrs J Wheeler
Didcot Town Council
Town Clerk



1. Summary

To receive, consider and adopt the Strategic Risk Assessment Review for the year.

2. Background Information

Council is required to update the risk assessment every year for compliance with the audit. The risk assessment MUST be presented and approved at the Finance and General Purposes Committee meeting and then presented to the full Council.

The strategic risk focuses on the over-arching risks facing the Council. The register assists the Councillors to direct resources and plan the strategic direction of the Council. This register is also used by staff to identify operational risks arising from Council decisions.

3. Detailed consideration

Please see the attached sheets.

4. Recommendation

The Committee is invited to note the Strategic Risk Assessment Review for the current year and the general risk assessment reports subject to any further comments from Members.

5. Future Growth of the Town and the Town Council

There are a few new risks this year and the aim is to add to this table as the Town Council grows. The sections are:

- 1 – Personnel – staff skills; Councillor decisions
- 2 – Crisis Management
- 3 – Finance & financial matters
- 4 – Facilities and assets
- 5 – Public



Register Guidance table.

ID	A unique reference number to easily identify each risk
Risk Description	A text description of the risks
Owner	The initials or full name of the business risk owner
Impact Description	Describe the impact should the risk occur
Before Mitigation: Probability	Enter the Probability value 1-5, where: 5 = Almost Certain 4 = Likely 3 = Moderate 2 = Unlikely 1 = Rare
Before Mitigation: Impact	Enter the Impact value 1-5, where: 5 = Extreme 4 = Major 3 = Moderate 2 = Minor 1 = Insignificant
Before Mitigation: Priority	A traffic light value (Red, Amber, or Green) will be calculated from the values entered against Probability and Impact
Mitigation Description	A text description of the mitigations/controls

Scoring Guidance

Probability		Description
5	Almost certain > 60% - < 80%	No strategy or current strategy will resolve this issue, Alternatives will be required, mitigation actions urgently to be done.
4	Likely > 40% - 60%	Current strategy will probably not resolve this issue. Alternatives will be required, mitigation actions needed.
3	Moderate > 20 to 40%	Current strategy may not resolve this issue. Alternatives may be required; mitigation actions are to be considered.
2	Unlikely > 5 to 20%	Current strategy should resolve this issue.
1	Rare 5% or less	Current actions are in order. Issue can be resolved quickly and easily.

Impact		Description				
5	Extreme	Unacceptable, operational failure				
4	Major	Loss of operational capability				
3	Moderate	Remedial action required				
2	Minor	Limited operational impact				
1	Insignificant	Minimal operational impact				
		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Rare	1	Green	Green	Green	Green	Amber
Unlikely	2	Green	Green	Amber	Amber	Amber
Moderate	3	Green	Amber	Amber	Amber	Red
Likely	4	Green	Amber	Amber	Red	Red
Almost Certain	5	Amber	Amber	Red	Red	Red



Risk Register & Mitigation

ID	Risk and Opportunity Description	Risk or Opportunity	Owner	Impact Description	Before Mitigation			Mitigation Description	Post mitigation	Opn Clsd Ognng
					Prob	Impact	Priority			
1	Over reliance on individuals. Skills shortage through: Resignations; By-elections	R	F&GP and Personnel Committee Councillors Town Clerk/RFO Deputy Town Clerk/Senior Managers	Resignation of any member of the senior team could mean staff review to define replacement of skills. Deputy Town Clerk appointed.	3	3	9	<ul style="list-style-type: none"> Improve documentation and filing procedures, knowledge management, Actively encourage team working and deputizing. Restructure to spread the risk. Improve team working, introducing staff meetings and training. 	9	Open
2	Skills and capacity do not match complexity of organization; assets and facilities	R	Council/Personnel Town Clerk, Deputy TC Outdoor Services Mgr Estate Manager	Continue to develop in-house training programme. Individual staff programmes to link with appraisals. In-house development of all staff	3	3	9	<ul style="list-style-type: none"> Increased operational delegation. Appraisals and training programme to improve skills. More staff inclusion on projects. Review impact of new projects on staff time. Review the needs as Didcot expands and more assets come to DTC Internal promotion where appropriate to keep the best skills in-house. 	9	Open
3	Serious litigation – public contract ; employee; public	R	Council/Personnel Town Clerk, Deputy TC Outdoor Services Mgr Estate Manager	3 year insurance policy; HR consultant – new last year; risk academy programme rolled out; more staff meetings including evening staff	3	3	9	<ul style="list-style-type: none"> Insurance reviewed annually; risk assessment and H&S system evolving; employee training; employment contracts and HR training. Expand the risk academy and training for all staff; Town Clerk to keep up with HR changes and work with consultants. 	2	Open
4	Ultra Vires – Council acting without the power	R	All Councillors Town Clerk All staff	Qualified Town Clerk and Deputy TC. Council has GPC. Cllrs encouraged to attend OALC training. Estate Manager now NEBOSH certified.	1	1	1	<ul style="list-style-type: none"> Current Town Clerk has the General Power of Competence. Terms of reference for Council committees and a schedule of delegation. GPC MUST be on the first agenda after an election. Lasts for whole electoral term even if Clerk leaves. Deputy TC also has CILCA. 	1	Open
5	Statutory non-compliance and risk of corruption	R	All Councillors All staff	Control measures in place and to be reviewed following election. Training for members and staff from OALC, SLCC or the Town Clerk. OALC offering refresher training for members.	2	1	2	<ul style="list-style-type: none"> Councillors must abide by the Code of Conduct adopted by DTC. Transparency for staff and Cllrs in all matters. Ensuring that decisions are recorded in the minutes. Standing Orders and Financial Regulations set the basis for strong DTC management. Internal audit reports review these measures. 	1	Open
6	Emergency crisis – destruction of operational buildings; pandemic/ major incident within Didcot	R	All Councillors All staff	Plans need to be reviewed annually. DTC staff can work from home using cloud technology. Local staff able to get to Council offices in an emergency.	2	1	2	<ul style="list-style-type: none"> Events which are unlikely to be covered by DTC insurance. Emergency business continuity plans in place for DTC – need review. Emergency planning to keep public buildings open for public and emergency services. Investigate Cyber insurance. Speak to IT contractor to get Disaster Recovery in place as quickly as possible. 	1	Open



ID	Risk and Opportunity Description	Risk or Opportunity	Owner	Impact Description	Prob	Impact	Priority	Mitigation Description	Post mitigation	Opn Clsd Ogng
7	IT failure	R	All Councillors All staff	Full remote access for staff. Cloud access to emails for Councillors	3	3	9	<ul style="list-style-type: none"> Cloud technology means little likelihood of loss. Payroll and staff records out-sourced. Stronger mitigation is needed in the event of an outage. Review emergency plans for outages. Cyber insurance to be added in 2024 	2	Open
8	Destruction general manual records – critical records – cemetery and legal matters	R	Town Clerk Outdoor Services Manager Deputy Town Clerk	Computer back-ups stored in cloud. Cemetery information storage to be improved in 2024.	2	1	2	<ul style="list-style-type: none"> Review of filing systems to ensure fire safety. Scanning where possible. Investigating a system for electronic storage of cemetery records. Strength fire risk procedures. Ensure easy access to records in the event of a disaster 	1	Open
9	Inadequate commitment/resources to maintenance of existing assets	R	All Councillors (especially F&GP Committee) Town Clerk/RFO All senior managers	Medium term finance plan to assist with future asset management. External training for Councillors to understand how the funds should be used and the difference between capital and revenue funds.	2	3	6	<ul style="list-style-type: none"> Budget scrutiny monthly; monthly F&GP meetings; monthly reconciliations. Intensive programme of H&S repairs carried out. Medium term finance plan revised annually to leave DTC financially robust 	2	Open
10	Change in Government policy – autonomy of parish councils – future cap on precept capability	R	All Councillors Town Clerk/RFO All senior managers	Budget for possible precept capping in the future. Use medium term finance plan to ensure that facilities can operate.	3	3	9	<ul style="list-style-type: none"> No capping controls at present on precept. Strive for a balanced budget but ensure reserves are at 3-4 months expenditure at the end of the financial year. Careful management of accounts will ensure facilities continue. Capital projects may have to be funded by grants or outside sources. 	2	Open
11	Failure to set, notify and collect the precept	R	All Councillors Town Clerk/RFO	Timetable should ensure that deadlines are met. SODC send reminders.	1	1	1	<ul style="list-style-type: none"> Budget timetable set in summer for autumn cycle of Committee meetings. Budget approved and precept set before Christmas for approval at Full Council in January. Sent off to SODC. Legal deadline is early March but SODC start chasing in early January! 	1	Open
12	Over-reliance on investment income	R	Town Clerk/RFO	Monitor investments to ensure best value.	2	1	2	<ul style="list-style-type: none"> Investment policy review every two years. Low risk investments should be used. 	1	Open
13	Operational income and expenditure; monitor general reserves	R	Full Council F&GP Committee Town Clerk/RFO All senior managers	Monthly financial reviews. 4 monthly budget setting process. Unbudgeted expenditure should either be from ear-marked reserves or identified cost Centre with capacity	3	3	9	<ul style="list-style-type: none"> Clearly identified one off (new) projects. Continuous financial planning and budgeting. Continue to scrutinize and take prudent decisions with public money. 	6	Open
14	Salaries – incorrect rate paid; incorrect deductions; NI; income tax and pensions.	R	F&GP Town Clerk/RFO Deputy Town Clerk Internal auditor	New tax tables annually. Town Clerk checks payroll. Senior Managers check casual and overtime hours.	2	1	2	<ul style="list-style-type: none"> Contracted out payroll - less risk of error. Unity bank now allows Councillors to approve payments before they go out. Town Clerk to keep a constant review of employment legislation. Greater financial support through out-sourcing. Greater scrutiny from Councillors. 	1	Open
15	VAT and VAT charged on sales and purchases – monthly returns	R	All Councillors Town Clerk/RFO All staff	Strong internal controls and three internal auditor visits. Payments approved by RFO and members.	2	1	2	<ul style="list-style-type: none"> Robust monitoring and scrutiny Multiple officer involvement along with F&GP Committee. Transparency using DTC website. 	1	Open



ID	Risk and Opportunity Description	Risk or Opportunity	Owner	Impact Description	Prob	Impact	Priority	Mitigation Description	Post mitigation	Opn Clsd Ogn
16	Fraud	R	All Councillors Town Clerk/RFO All staff	Strong internal controls and three internal auditor visits. Payments approved by RFO and members.	1	1	1	<ul style="list-style-type: none"> Robust monitoring and scrutiny of financial processes. Multiple officer involvement along with F&GP Committee. Transparency using DTC website. 	1	Open
17	Unregistered land – unable to complete transactions; adverse possession; loss of title	R	All Councillors Town Clerk All Senior Managers	Policy relating to land disputes. Possible legal action via F&GP Committee.	3	3	9	<ul style="list-style-type: none"> Program of registration; scanning and indexing of records. Check all Council property is registered. Monitor to stop adverse possession risk. 	2	Open
18	Misuse of Council property – lost or damage to property	R	Outdoor Services Manager/Estate Manager	Monitor outdoor spaces with regular inspections. Plan maintenance. Review insurance contents.	3	3	9	<ul style="list-style-type: none"> Police to inform DTC of anti-social behaviour near Council property or outside spaces. Liaison with PCSOs to assist awareness. Estate inspections and building inspections 	2	Open
19	Injury to persons or property caused by falling branches and trees	R	Environment and Climate Committee; Outdoor Services Manager; Town Clerk	Dangerous trees to be immediately be made safe. Continuous monitoring of DTC trees – near footpaths, roads and property.	3	3	9	<ul style="list-style-type: none"> Regular tree surveys to record the health of trees. Tree protection orders (TPO) Review tree survey programme. Ensure a budget to carry out emergency and regular works. Action plan for storm damage. 	9	Open
20	Unauthorised access to Council-owned property	R	Senior Managers Town Clerk All Councillors	Knowledge of traveller movement from other Councils and Clerks. Ask OCC officers to engage asap. Keep public informed.	3	3	9	<ul style="list-style-type: none"> Risk to be considered by staff and action plan put in place for different parks. Any engagement should be kept to a minimum to let the trained OCC Officers and Police to engage. Clean up operation may be needed and repairs. 	9	Open
21	Damage to DTC property – parks and buildings	R	Town Clerk and senior managers	Ensure insurance policy covers most risk. Keep CCTV up-dated and locks to parks renewed periodically.	3	3	9	<ul style="list-style-type: none"> Risk to be considered by staff and action plan put in place for different facilities. Continual improvement of safety measures. Making sure enough staff can cover the indoor spaces at all times. 	2	Open
22	Claims from the public – injury, damage, litigation	R	Senior Managers Town Clerk	Regular checks and records helps to reduce risk of negligence. New processes being developed to strength the care of the buildings.	2	1	2	<ul style="list-style-type: none"> Annual insurance review. Improved H&S inspection programmes; Training for staff. Playground checks recorded. Building checks recorded. Processes for continual monitoring to pick up issues early and keep the buildings compliant 	2	Open

Initial Review Date: April 2024

Review Janet Wheeler. Changes recorded below on the last page.

Next Review Due: Twelve monthly reviews completed at the F&GP meeting. (April 2025)



Edmonds Park Pavilion new build - money tracker	FUNDS RECEIVED	PAYMENTS OUT	PAYMENTS LESS VAT	VAT	NOTES
April 2023 application to borrow £750,000 1st tranche					
4/05/23 Loan fees 35p for every £1,000 or part of £1,000		£262.50			Taken at source
4/05/23 received from United Kingdom Debt management	£749,737.50				
27/05/23 RIDGE professional fees (1) Invoice 238163		£6,871.80	£5,726.50		£1,145.30
26/05/23 RIDGE professional fees (2) Invoice 241136		£14,432.80	£12,027.33		£2,405.47
15/06/23 LIFE invoice LBS205/1C (split in two payments)		£140,774.40	£117,312		£23,462.40
16/06/23 LIFE invoice LBS205/1C (split in two payments)		£140,774.40	£117,312		£23,462.40
14/07/23 LIFE invoice LBS205/2C (split in two payments)		£98,465.40	£82,054.50		£16,410.90
17/07/23 LIFE invoice LBS205/2C (split in two payments)		£98,465.40	£82,054.50		£16,410.90
14/07/23 RIDGE professional fees (3) Invoice 244159		£9,977.80	£8,314.83		£1,662.97
09/08/23 Loan fees 35p for every £1000 or part of £1,000		£577.50			Taken at source
09/08/23 received from United Kingdom Debt management	£1,649,422.50				
17/08/23 LIFE invoice LBS205/3C (split in two payments)		£133,672.80	£111,394		£22,278.80
18/08/23 LIFE invoice LBS205/3C (split in two payments)		£133,672.80	£111,394		£22,278.80
16/08/23 RIDGE professional fees (4) Invoice 246407		£9,113.80	£7,594.83		£1,518.97
15/09/23 LIFE invoice LBS205/4C (one payment)		£199,992.80	£99,994		£19,998.80
15/9/23 RIDGE professional fees (5) Invoice 248798		£8,777.80	£7,314.83		£1,462.97
24/10/23 LIFE invoice LBS295/5C (split in two payments)		£113,145.00	£94,287.50		£18,857.50
26/10/23 LIFE invoice LBS295/5C (split in two payments)		£113,145.00	£94,287.50		£18,857.50
11/10/23 RIDGE professional fees (6) Invoice 249888		£9,737.80	£8,114.83		£1,622.97
23/11/23 LIFE invoice LBS205/6C (split in three payments)		£150,000.00	£299,805.00		£59,961.00
24/11/23 LIFE invoice LBS205/6C (split in three payments)		£150,000.00 as above		as above	
24/11/23 LIFE invoice LBS205/6C (split in three payments)		£59,766.00 as above		as above	
24/11/23 RIDGE professional fees (7) Invoice 252906		£9,737.80	£8,114.83		£1,622.97
20/12/23 LIFE INVOICE LBS205/7C (split in three payments)		£150,000.00	£340,863.00		£68,172.60
21/12/23 LIFE INVOICE LBS205/7C (split in three payments)		£150,000.00 as above		as above	
22/12/23 LIFE INVOICE LBS205/7C (split in three payments)		£109,035.60 as above		as above	
22/12/23 RIDGE professional fees (8) Invoice 255045		£9,977.80	£8,314.83		£1,662.97
11/01/24 LIFE invoice LBS205/8C (split into two payments)		£122,718.00	£102,265.00		£20,453.00
12/01/24 LIFE Invoice LBS205/8C (split into two payments)		£122,718.00	£102,265.00		£20,453.00
12/01/24 RIDGE professional fees (9) Invoice 257084		£13,097.80	£10,914.83		£2,182.97
20/02/24 LIFE invoice LBS205/9C (split into two payments) pending		£123,742.80	£103,119.00		£20,623.80
21/02/24 LIFE invoice LBS205/9C (split into two payments) pending		£123,742.80	£103,119.00		£20,623.80
21/02/24 RIDGE professional fees (10) Invoice 260194 pending		£15,647.80	£13,039.83		£2,607.97
25/03/24 LIFE invoice LBS205/10C		£122,415.60	£102,013.00		£20,402.60
25/03/24 RIDGE professional fees (11) Invoice 262772		£2,052.00	£1,710.00		£342.00
LIFE invoice LBS205/11C Invoice LBS205/11C pending		£84,942.00	£70,785.00		£14,157.00
RIDGE professional fees (12) Invoice 264518 pending		£705.00	£587.50		£117.50
TOTALS SO FAR	2,399,160.00	2,752,158.80	2,226,098.97		445,219.83



RIDGE

COST REPORT NR 10
NEW SPORTS AND COMMUNITY PAVILION
DIDCOT TOWN COUNCIL

03 April 2024



NEW SPORTS AND COMMUNITY PAVILION

DIDCOT TOWN COUNCIL

COST REPORT NR 10

Main Contract Works Package

03 April 2024

Prepared for

Didcot Town Council
Britwell Road
Didcot
Oxfordshire
OX11 7HN

Prepared by

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

Contact

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

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1. EXECUTIVE SUMMARY

1.1 Key Report Information

- Report based on information available on : 03 April 2024
- Report includes estimated values for the Contract Variations issued to date : CAI 1 to 11
- Other variations are possible until final account agreed with the contractor. We have included and listed those anticipated items separately under the 'Anticipated Variations' Sections. Some of these variations are agreed and instructions are due to be issued.
- Extension of time has been granted due to exceptionally inclement weather conditions for 32 days with no additional prelims. LIFE has submitted their application for further EOT from the extended period up to the practical completion, which has been reviewed by the Contract Administrator and propose to award further extension.
In this cost report, we have not included the prolongation prelims on the basis that LIFE would not pursue recovery of prolongation costs hoping that an award can be granted up to the date of practical completion. This has been confirmed by Jim Cole on his e-mail dated 18/03/2024.
- Some of the assessments of anticipated values are currently provisional, we are in the process of firming up the items and will report in due course on the final account assessments.
- As previous report, anticipated cost for re-surfacing of carpark has not been included in this cost report. However, we have shown two different options with cost in the description section of the anticipated variations. We would note that both option would reduce the contingency allowance significantly.
- EV charger installation, white lining to carpark & soft landscaping works have been omitted from LIFE's scope. These works are to be completed by DTC from available contingency.
- Cost report include the costs for replacement of external light fittings, bollard light manifestation & heras fencing.
- Contract and Anticipated Instructions are colour codes to show the status of the agreed items with the Contractor

F	Fixed Cost
B	Budget Cost
A	Agreed

1. EXECUTIVE SUMMARY

1.2 Key Report Analysis

- Contract Sum: 2,188,096
- Total Project Contingency adjusted: 101,742
- Current Authorised Expenditure for Construction: 2,289,838
- Anticipated Final Account (Construction Cost): **2,196,898**
- Current overspend (+)/underspend (-) against Contract Sum 8,802
- Current overspend (+)/underspend (-) against Authorised Expenditure **(92,940)**
- Current overall Project Cost: **2,307,060**
- Current balance of Contingency: **92,940**
 Out of this contingency, DTC to complete the following works which have been excluded from LIFE's scope:
 - Soft landscaping works- Turfing, Planting
 - Installation of EV chargers
 - White lining to Car park
- Overall construction cost change in the report since the last report : **(2,511)**
- Main reasons for overall change in the report are :

DESCRIPTION	TOTAL £
1 Lightning Protection cost reduced LBS contribution	(429)
2 Solicitor's fee for sewer connection reduced	(357)
3 Thames Water inspection fee and PM fee reduced	(89)
4 Original allowance increased for hire of generator & heater for 4.5 weeks - now cost confirmed by LIFE	113
5 Original allowance reduced for additional for fuel & LBS attendance for generator for 3.5 weeks	(1,005)
6 Lockteq solution of access control + GEC attendance + 3D aluminium co-ordination - cost reduced	(2,792)
7 Previous allowance for replacement of external light fittings increased	1,591
8 Heras fencing from practical completion to removal as LIFE supplier's quotation	198
9 Opal frost manifestation to Bollards	259
Total Overall	£ (2,511)

2. AUTHORISED EXPENDITURE

REF	DESCRIPTION	VALUE OF CLIENT REQUESTED ITEMS	OMISSIONS £	ADDITIONS (rounded) £
1.00	Original Authorised Expenditure for the project: £2,400,000.00			
	Out of which;			
	LIFE Contract Sum: £2,188,096.03			2,188,096
	Ridge Post Contract Fee: £98,350.00			
	Ridge PO for JCT Contract: £1,000.00			
	Allowance for DTC Furniture: 10,000.00			
	Total estimated cost: £2,297,446.03			
	Electricity meter cost based on Energy Assets e-mail - Client expenditure £812.00			
	Total: £2,298,258.03			
	Contingency Allowance: £101,741.97			101,742
	Further anticipated expenditure from contingency:			
	Contract instructions -£24,542.56			
	Anticipated costs - Instruction to be issued £33,345.00			
	Allowance for White lining to carpark (omitted in LIFE scope) Moved to contingency			
	Allowance for Soft landscaping (omitted in LIFE scope) Moved to contingency			
	Electricity meter based on Energy Assets e-mail Moved to client cost above			
	Total anticipated expenditure: £8,802.44			
	Current overall Anticipated Project Cost: £2,307,060.47			
	Contingency Balance £92,940.00			
	Sub totals	--	--	2,289,838
	Deduct omissions			--
Total to General Summary (Authorised expenditure for construction)			£	2,289,838



3. GENERAL SUMMARY

3.1 Construction Cost Report Collection

REF	DESCRIPTION	CONTRACT SUM £	PREVIOUS REPORT £	THIS REPORT TOTAL £	MOVEMENT £
1	Contract Sum (including provisional sum)	2,188,096	2,188,096	2,188,096	--
2	Package Procurement (included above)		--	--	--
3	Prime Cost & Provisional Sums		--	--	--
4	Contract Variations		(24,543)	(24,543)	--
5	Anticipated Variations		35,856	33,345	(2,511)
6	Lodged/Anticipated Claims		--	--	--
Anticipated Final Account Value		£ 2,188,096	2,199,409	2,196,898	(2,511)
Contingency for Balance of Project			67,429	92,940	

3.2 Key Report Summary

Anticipated Final Account Value	2,199,409	2,196,898	(2,511)
Authorised Expenditure for Construction	2,290,650	2,289,838	(812)
Forecast underspend on Authorised Expenditure	£	(92,940)	

3.3 Key Report Notes

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

4. PROVISIONAL SUMS

REF	DESCRIPTION	CONTRACT VALUE	OMISSIONS	£	ADDITIONS £
Value Engineering - PROVISIONAL included in contract sum			As confirmed in the progress meeting 28th September, All provisional savings are achievable		
1.00	Mechanical				
1.01	Change HDPE drainage to UPVC	(900.00)			
1.02	Change all pumps to single head	(1,364.00)			
1.03	Omit BMS installation, allow for plant to run from local controls	(18,000.00)			
1.04	Omit pressurisation unit, leave quick fill loop	(1,750.00)			
1.05	Swapping Radiators to UFH	(3,700.00)			
2.00	Electrical				
2.01	Reduce hand dryer spec	(1,200.00)			
2.02	Alternative lighting specification	(850.00)			
2.03	Reduce CCTV; Reduction in cameras	(500.00)			
2.04	Access Control; allowed for standalone to 2nr doors	(1,000.00)			
2.05	M&E design review & BREEAM check associated with VE	3,000.00			
3.00	Soft Flooring				
3.01	Standard backing altrowood instead of Altrowood comfort - Fixed saving	(1,068.00)			
3.02	Altro Walkway instead of Altro Stronghold - Fixed saving	(420.00)			
4.00	FF&E				
4.01	Omit Lockers - Fixed saving	(5,465.00)			
5.00	Doors				
5.01	Alternative door specification; primed and decorated on site	(1,488.00)			
5.02	Changing the vision panels to a 200x1450mm in lieu of 750 x 200 + 500 x 200	(432.00)			
6.00	Roof Tiling & Tile Hanging				
6.01	Change to concrete tile (subject to Struc. Engineer reviewing additional loading)	(8,000.00)			Saving not achievable. Refer to CAI Nr 5
7.00	Plastering				
7.01	Omit plastering Add paint grade block for main hall only	(2,000.00)			
Sub totals		(45,137.00)		--	--
Deduct omissions					--
Net Adjustment to General Summary				£	--



5. CONTRACT VARIATIONS

REF	DESCRIPTION	OMISSIONS £	ADDITIONS £
	Contract Instruction Nr 1 (18-04-23)		
1.01	Confirmation by Didcot Town Council that a performance bond is not required	(2,356.88)	
	Contract Instruction Nr 2 (23-05-23)		
2.01	Omit Provisional Allowance for Statutory Authorities work	(31,425.00)	
2.02	Add: Accept Thames Water quotation 20125986 dated 19/03/2023 to provide 2 x 32mm MDPE commercial metered supplies off 6" PVC offsite in single trenches		4,178.22
2.03	Add: Accept Scottish & Southern Electricity Networks quotation ref EZC125/2 dated 02/05/2023 for contestable and non-contestable works		20,015.68
	Contract Instruction Nr 3 (09-06-23)		
3.01	Supply 2nr 100 litre Prestige wall mounted water butts on to downpipes (location to be agreed), as James Cole's e-mail dated 31/05/2023 (inclusive of OH&P)		470.82
	Contract Instruction Nr 4 (28-07-23)		
4.01	Further to the issue of the lightning protection risk management report we would confirm the Employer accepts the recommendations of the report to incorporate a lightning protection installation into the building.		Included in anticipated variations
	Contract Instruction Nr 5 (28-07-23)		
5.01	We confirm the Employers acceptance that the proposed value engineering saving relating to the change from slate roof coverings and vertical wall tiling to concrete is not achievable due to the increased loading.		8,000.00
	Contract Instruction Nr 6 (02-08-23)		
6.01	Confirm Employers requirement for the access control system to be Lockteq compatible so that it can like to Didcot Town Councils booking system. The Client confirmed that they usually use the BusinessWatch Group to install this.		See anticipated 1.20



5. CONTRACT VARIATIONS

REF	DESCRIPTION	OMISSIONS £	ADDITIONS £
7.01	<p>Contract Instruction Nr 7 (21-09-23)</p> <p>Confirm Didcot Town Councils instruction for Bookteq/Lockteq to complete a site survey for £180+VAT to enable Bookteq/Lockteq to provide a quotation for the installation of Bookteq/Lockteq booking system software to enable access to the building via the main entrance door and external door to changing room using this system</p> <p>Further instruction to be issued to cover the installation cost/revision to existing costs once LIFE and their sub-contractors have received Bookteq/Lockteq's quotation.</p>		188.55
8.01	<p>Contract Instruction Nr 8 (28-09-23)</p> <p>AV Variation</p> <p>To Breakout Rooms 1 & 2 the Employer confirms the following amendments to the AV system are required:</p> <p>a) Omit Single socket, data and HDMI point to the ceiling of Breakout Rooms 1 & 2.</p> <p>b) Omit Double socket, data and HDMI points to Breakout Room 1 (to wall with internal door); Add 1nr double socket with USB and HDMI socket with USB @ approx. 930mm above FFL; Add 1nr double socket with USB and 1nr HDMI/Data socket with USB @ approx. 1700mm above FFL. HDMI points @ 930 and 1700 to be linked.</p> <p>c) Omit Data and HDMI points to Breakout Room 2 (to wall with internal door); Add 1nr double socket with USB and HDMI socket with USB @ approx. 930mm above FFL. Add 1nr double socket with USB and 1nr HDMI/Data socket with USB @ approx. 1700mm above FFL. HDMI points @ 930 and 1700 to be linked.</p> <p><u>Small Power Amendments</u></p> <p>d) Confirm sockets to Breakout Room 1 are to be USB sockets</p> <p>e) Breakout room 2 - Add 2nr additional double sockets to the left hand wall to provide 3nr in total</p> <p>Note; this Instruction is issued on the basis that there are no time implications associated with making the changes</p>	<p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Nil</p>	<p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Nil</p> <p>241.95</p>



5. CONTRACT VARIATIONS

REF	DESCRIPTION	OMISSIONS £	ADDITIONS £
	Contract Instruction Nr 9 (13-10-23)		
9.01	Confirm the planting (excluding topsoil or any associated preparation and bark topping etc) and associated maintenance is to be omitted from the Contract. This work will be undertaken directly by the Client.	(13,485.13)	
9.02	LIFE to obtain approval for the proposed alternative planting scheme (details to be provided by Client) and obtain a derogation to planning condition 10 regarding the implementation of the planting element of the landscaping scheme prior to first occupation to after occupation.		See anticipated section for allowance
9.03	Confirm Client instruction to omit the white lining to the existing car park.	(2,034.77)	
	Contract Instruction Nr 10 (18-01-24)		
10.01	Confirm Didcot Town Councils instruction for LIFE to provide a temporary generator and heater for a two week period from the 11th December 2023. as set out in LIFE's e-mail dated 7th December 2023.		
	a) Deliver to Site @ £387.00.		387.00
	b) Hire of 60kVA, 440/220v, 3 phase, 4 wire, 50Hz, super-silenced, diesel generator/ silenced to EEC standards, complete with a 2000 litre, "bunded" double-skinned, bulk fuel tank, including all fuel line connections to the diesel generator @ £162.00/week - two weeks hire.		324.00
	c) To make all necessary generator connections @ £337.00.		337.00
	d) Supply of fuel to generator - based upon 15litres/hour x 45hours/week @ £1.89/litre @ £1,276/week - two week period		2,552.00
	e) Supply heater - wired from the site MDU in suitably rated XLPE/SWA/PVC cables to 2 no. heating positions, terminating in 2No. 32A, 415v, TP+N+E, BS434 switched socket complete with residual current protection @ £816.00.		816.00
	f) Heater hire for 2 no. 18kw, 440/220v, 3 phase, 4 wire, 50Hz, fan assisted heaters @ £108.00/week		216.00
	g) LBS attendance in providing temporary fencing, maintaining the plant and keeping fuel topped up - £270.00/week - two week period		540.00
	h) Strip out Temporary installations on completion @ £467.00.		467.00
	i) Remove from site @ £387.00		387.00

COST REPORT NR 10

NEW SPORTS AND COMMUNITY PAVILION

RIDGE

5. CONTRACT VARIATIONS

REF	DESCRIPTION	OMISSIONS £	ADDITIONS £
10.02	Confirm Didcot Town Councils instruction to retain the hire of the generator beyond the 24th December 2023. a) Hire of generator @ £162.00/week b) Supply of fuel to generator - based upon £1.89/litre - final cost to be agreed. c) Heater hire @ m£108.00/week d) LBS attendance @ £270.00/week Contract Instruction Nr 11 (18-01-24)		See anticipated item 1.18 See anticipated item 1.19 See anticipated item 1.18 See anticipated item 1.19
1.01	Confirm Didcot Town Councils instruction to omit the installation of the EV charges and associated cabling and builders work. EV Charges to be stored at the offices of GEC, suitable identified as the property of Didcot Town Council and with the attached	(12,428)	
1.02	Confirm Didcot Town Councils instruction to omit the electrical cabling to the splash pool	(1,934)	
	Sub totals	(63,663.78)	39,121.22
	Deduct omissions		(63,663.78)
	Net Adjustment to General Summary		£ (24,542.56)

6. ANTICIPATED VARIATIONS

REF	DESCRIPTION	OMISSIONS £	ADDITIONS £
1.01	Allowance for Water butts 2nr x 100 litre capacity (Client request)	--	See CAI Nr 3
1.02	LBS attendances budget cost for Statutory Authority's services connection and trenching (included in 1.16 & 1.17 Additional Fees associated with the Thames Water adoptable works)	--	See 1.16 & 1.17
1.03	Re-surfacing of Carpark (scope to be defined) a) Option 1 - To relay existing car park, including removing existing 30mm surface course then relaying, and removing and reinstating the channel drain: £46,806.00 b) Option 2 - To relay existing car park, including removing existing 30mm surface course and 70mm dense binder course then relaying, and removing and reinstating the channel drain: £99,426.00	--	Excluded Excluded
1.04	Lightning Protection	--	4,190.00
1.05	Hand dryer specification confirmation (saving of £1,200 included in VE saving achievable)	--	--
1.06	Changes to the AV requirements to meeting rooms		See CAI Nr 8
1.07	Changes to the planting as DTC landscaper does not like the planting as planning drawings. This will require a Non-Material Amendment to the current condition together with an amendment that the planting can be undertaken during the planting season. Omit soft landscaping from LIFE scope.	Moved to CAI Nr 9.1	
1.08	EV Charging - DTC preferred EV charging "Rolec Pod Charger". LIFE proposed charger "EV-FLRSTAND EVA-07S-SE-RFID". There may have an additional cost implication for Rolac Pod Charger.		N/A. Omitted
1.09	Omission of white Lining to Car park. This will be carried out directly by DTC after the completion of Splashpark (Total omission £2,034.77. Omitted in CAI 9.03: £1,937.88. Balance to be omitted £96.89)	Moved to CAI Nr 9.3	
1.10	Planning fee for soft landscaping changes		500.00

6. ANTICIPATED VARIATIONS

REF	DESCRIPTION	OMISSIONS £	ADDITIONS £
1.11	Changes to the soft landscaping: To be completed by DTC landscaper: Allowance included within contingency.		See authorised expenditure section
1.12	White lining: To be carried out by DTC: Allowance included within contingency		See authorised expenditure section
1.13	Allowance for 2nr double sockets, including associated BWIC as CAI Nr 8e		Moved to CAI 8e
1.14	Electricity meter (direct by client)		See authorised expenditure
1.15	Additional allowance for system re-commissioning: All systems will need to be recommissioned using mains power after disconnection of temporary generator power. Additional allowance of £4k for M&E sub-contractor to re-connect to the permanent power supply.		4,000.00
1.16	Allowance for Solicitor's fee for sewer connection		3,143.00
1.17	Allowance for Thames Water inspection fee and PM fee		911.00
1.18	Additional allowance for hire of generator & heater for 4.5 weeks (from 24th December 23 to 24rd January 24)		1,273.00
1.19	Additional for fuel & LBS attendance for generator: £825+£270 = £1,095 per week x 3.5 week.		4,015.00
1.20	Allowance for Lockteq solution of access control + GEC attendance + 3D aluminium co-ordination including LIFE OH&P (final cost tbc)		7,003.00
1.21	Contract saving on EV charger to be adjusted. LIFE error of omission in previous cost breakdown included in CAI 11.		4,262.00

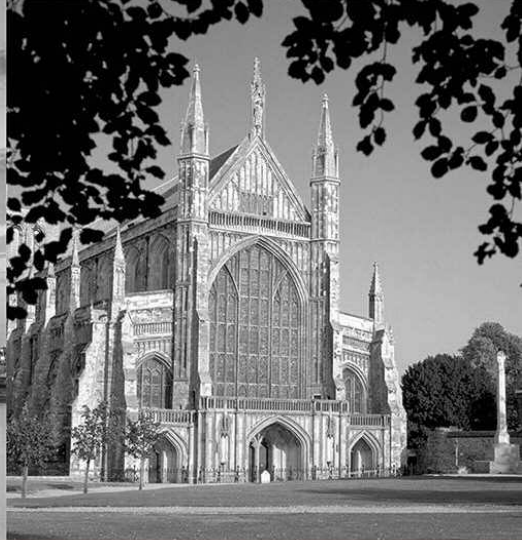
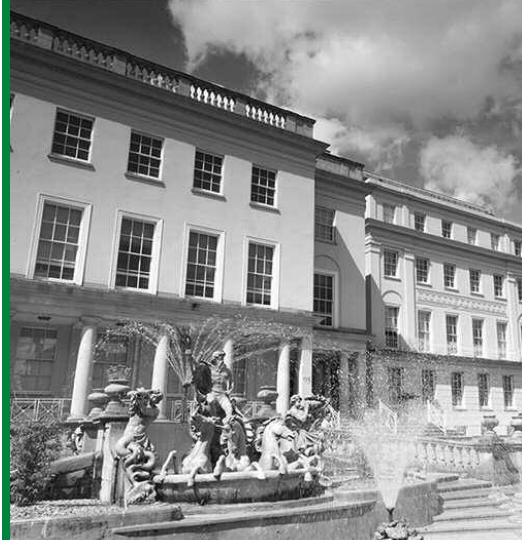
6. ANTICIPATED VARIATIONS

REF	DESCRIPTION	OMISSIONS £	ADDITIONS £
1.22	Allowance for replacement of external light fittings due to bright lights to the residents		3,591.00
1.23	Allowance for Heras fencing from practical completion to removal as LIFE supplier's quotation		198.00
1.24	Opal frost manifestation to Bollards		259.00
	Sub totals	--	33,345.00
	Deduct omissions		--
Net Adjustment to General Summary		£	33,345.00



7. LODGED/ANTICIPATED CLAIMS

REF	DESCRIPTION	OMISSIONS £	ADDITIONS £
1.01	<p>EOT application submitted for 5 weeks delay due to the exceptionally inclement weather.</p> <p>Start on site date 17th April 2023 Contract completion date 12th January 2024 EOT awarded upto 13th February 2024 Practical completion: 6 March 2024</p>		No cost allowed
1.02	<p>Additional preliminaries for prolongation period (EOT 13/02/2024 to PC 06/03/2024)</p> <p>We have not included the prolongation prelims on the basis that LIFE would not pursue recovery of prolongation costs hoping that an award can be granted up to the date of practical completion. This has been confirmed by Jim Cole on his e-mail dated 18/03/2024.</p>		Excluded
	Sub totals	--	--
	Deduct omissions		--
Net Adjustment to General Summary		£	--



RIDGE



www.ridge.co.uk

Finance and General Purposes Committee

22nd April 2024



Report Author: Mike Blake

Edmonds Park Sandpit

Introduction

1. This report asks the Committee to consider the installation of a new sandpit in Edmonds Park.

Background

2. Edmonds Park has a small sandpit located in the toddler area. The equipment placed within the sand area consists of one sand table and two fossil jams.
3. The area between the two play areas is an enclosed, fenced in area where large boulders are situated. This area would make an ideal picnic area, due to it being secure.



4. The outdoor team have been wanting to do something with this area and have been considering options since late last year.
5. Due to the construction of the new pavilion and the installation of a new Splash Pad this year, the team were keen to update this area so as to ensure the flagship park remains a much sought after destination.
6. The outdoor team constructed and installed the sandpit for the Queen's Jubilee at the Civic Hall garden in 2022, which was then relocated later that year to Ladygrove Park. This is a well used and much loved asset to the area and has a train and carriage placed in the middle.
7. The outdoor team would like to construct and install a similar sandpit in Edmonds in the location shown.

Legal Implications

8. Didcot Town Council has a legal duty to all play equipment is installed to British and European Standards.
9. The Open Spaces Act 1906 and the Local Government (Miscellaneous Provisions) Act 1976, gives the Town Council the power to provide recreation grounds and open spaces and to manage and control them.

Financial Implications

10. The estimated cost to construct an above ground sandpit, out of wooden sleepers (exactly like the Civic Hall sandpit) would be approximately £4,135.00. This breaks down as follows:
 - Sleepers to create a 7.2m x 7.2m sandpit = £480.00
 - Play sand (type 2) = £2,580.00
 - Hard core = £675.00
 - Contingency (fixings and weed roll, etc) = £400.00
11. The sandpit would benefit from a themed centre feature, which could match that of the Splash Pad e.g. could be a water themed feature. The train and carriage in the sandpit in Ladygrove are well used and much loved.

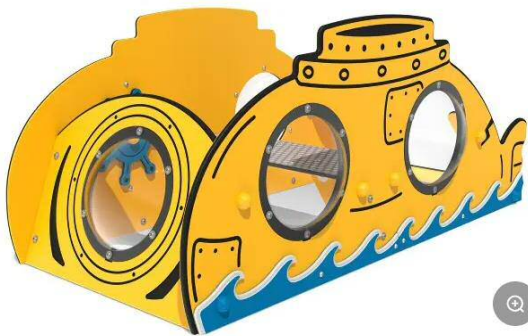
Ideas of centre pieces can be found on the following page. The prices shown include supply and installation.



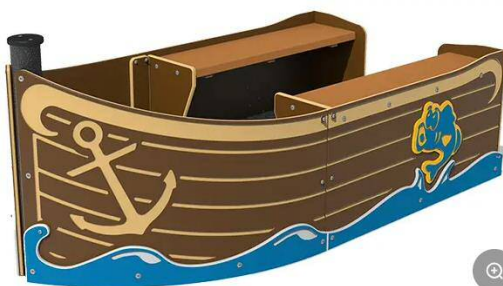
Pirate Ship £4,427.15 (+VAT)
Dimensions:
Width 1158mm
Length 3249mm
Height (at highest point) 1810mm



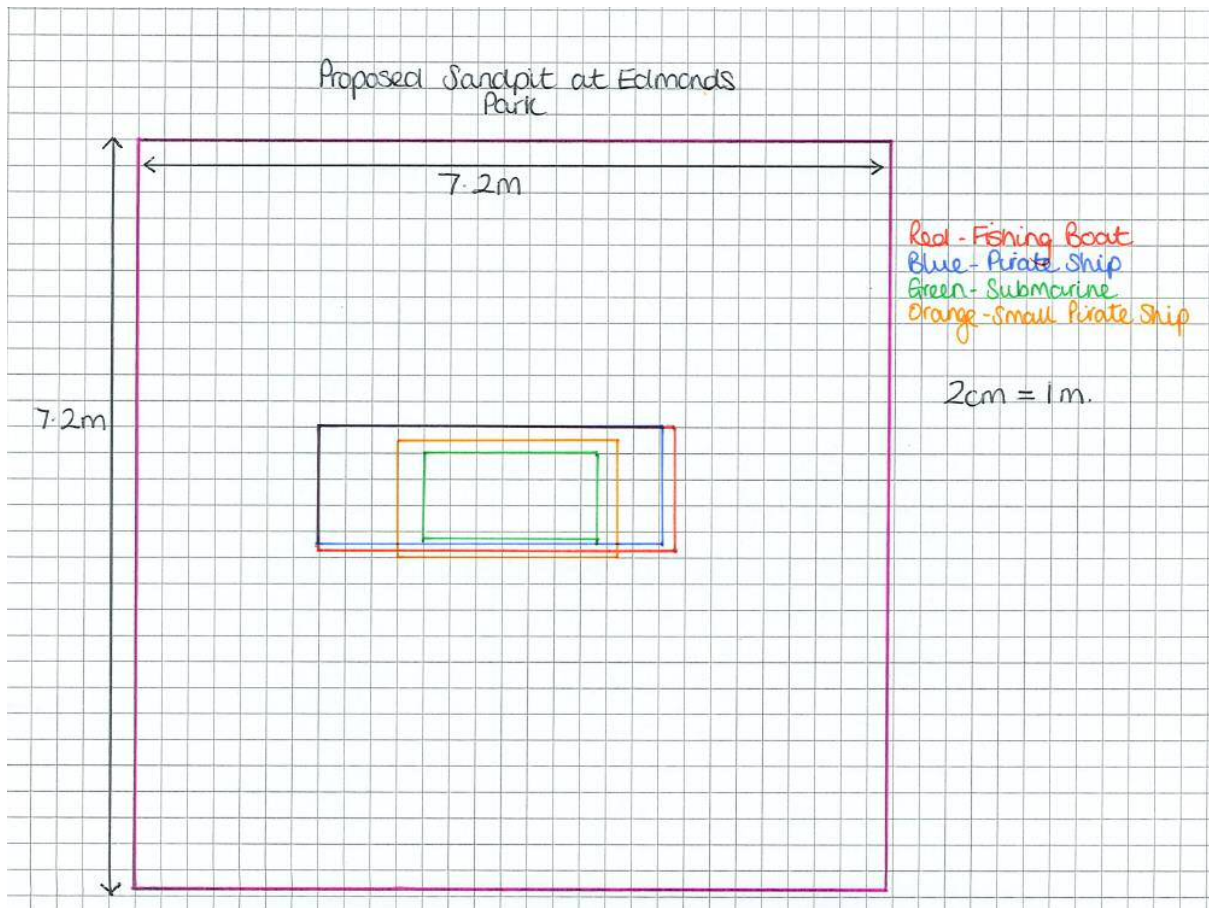
Fishing Boat £5,052.00 (+VAT)
Dimensions:
Width 1150mm
Length 3276mm
Height (at highest point) 1816mm



Submarine £2,452.25 (+VAT)
Dimensions:
Width 879mm
Length 1634mm
Height (at highest point) 692mm



Small Pirate Ship £3,105 (+VAT)
Dimensions:
Width 1159mm
Length 2111mm
Height (at highest point) 862mm



12. This diagram shows the size of the centre pieces in respect of the size of the proposed sandpit. You do need space for children to just play with buckets etc but we do not want the centre piece to 'get lost' in the sandpit.

Risk Implications

13. Didcot Town Council have a duty to ensure equipment installed on DTC land is regularly inspected and maintained. This is carried out by fully trained members of the outdoor team.

Recommendation

14. The Committee should consider this project and if approved, should recommend the sandpit and centre piece to Full Council. The total cost for this project would be between £6,587.25 and £9,187 (+VAT) depending on which feature was chosen, but it would make such a difference to the park.

Finance

HEAD OF SERVICE: SIMON HEWINGS



Janet Wheeler - Town Clerk and
Responsible Finance Officer
Didcot Town Council
Council Offices
Britwell Road
Didcot
OX11 7JN

CONTACT: Infrastructure Implementation
and Funding Team
infrastructureclaims@southoxon.gov.uk
Tel: 01235 422409
Textphone: 18001 01235 422409
Abbey House, Abbey Close, Abingdon,
Oxon, OX14 3JE

By Email: jwheeler@didcot.gov.uk

10 April 2024

Dear Janet

Community Infrastructure Levy: Notification of Payment

Community Infrastructure Levy (CIL) was adopted by the South Oxfordshire District Council on 18 February 2016 and took effect on 1 April 2016. CIL applies to new developments that create net additional 'gross internal area' of 100 square metres, or more, or create new dwellings. There is relief from CIL for affordable, self-build and charitable housing.

CIL is collected by the district council when a development commences, either in full or instalments, depending on the size of the development. Every six months (beginning of April and October) we will contact you to transfer your CIL share.

A '[CIL REGISTER](#)' is available on our website that lists planning permissions where development is liable and is updated when the development has commenced and a demand notice for the payment of CIL has been issued.

Town and parishes with an adopted Neighbourhood Plan or where permission is granted by a neighbourhood development order will receive 25 per cent of the revenue from the CIL development that took place within their parish.¹

Town and parishes without a Neighbourhood Plan will receive 15 per cent, subject to an annual cap of £100 per existing council tax dwelling.

¹ For applications that were determined on/after the date that the Neighbourhood Plan/Order was adopted/made. Applications determined prior to the adoption of the Neighbourhood Plan will receive 15 per cent of the CIL amount and will be subject to the annual cap.

Summary of your CIL receipts to be transferred

Application Ref:	Payment Terms	Date payment received from developer	Town/Parish share of CIL monies	Percentage share 15% or 25%
P18/S1295/FUL	Full Amount	08/11/2023	£870.71	15%
P19/S0392/FUL	Full Amount	16/02/2024	£560.26	15%
P20/S2763/FUL	Full Amount	03/10/2023	£727.82	15%
P21/S0421/FUL	Full Amount	13/11/2023	£1,003.54	15%
P22/S1415/FUL	Full Amount	07/03/2024	£4,448.50	15%
		Total:	£7,610.83	15%

We will be making the above payment to you at the end of April 2024 unless you let us know by **15 April 2024** that you **do not** want to receive these monies. In which case, the district council will hold them on your behalf and will be reviewed annually.

Please note town and parishes have **five years** from receipt of the above CIL monies in which to spend it. If you do not spend the CIL funds, once transferred to you, then in accordance with the Legislation these could be returned to the district council.

CIL (Regulation 59C) requires town/parish councils to spend these funds on:

- the provision, improvement, replacement, operation or maintenance of infrastructure, or
- anything else that is concerned with addressing the demands that development places on an area.

Your responsibility is to ensure you [spend CIL monies in compliance with the CIL Regulations](#).

CIL (Regulation 121B) (a re-enactment of regulation 62A inserted by the 2019 Regulations) requires town and parishes to publish a report on their website for any financial year (“the reported year”) in which it receives CIL receipts and send a copy to the district council (infrastructureclaims@southandvale.gov.uk) no later than 31 December following the reported year. The report must include:

- the total CIL receipts for the reported year
- the total CIL expenditure for the reported year
- summary of CIL expenditure during the reported year including
 - (i) the items to which CIL has been applied, and
 - (ii) the amount of CIL expenditure on each item
- the total amount of CIL receipts for the reported year retained at the end of the reported year and
- CIL receipts from previous years retained at the end of the reported year
- Any notices received for the recovery of CIL that was passed on to the local council but has not been spent within five years of receipt

If you have any queries, please contact Janette Hinton-Smith, Infrastructure Implementation Officer on the above telephone number and/or email address.

Yours sincerely
Infrastructure Implementation and Funding Team

www.southoxon.gov.uk



cc. Ward Councillor: mohammed.zia@southoxon.gov.uk,
andrew.tinsley@southoxon.gov.uk, David.Rouane@southoxon.gov.uk,
mocky.khan@southoxon.gov.uk, denise.macdonald@southoxon.gov.uk,
Axel.macdonald@southoxon.gov.uk, ian.snowdon@southoxon.gov.uk,
tony.worgan@southoxon.gov.uk

Didcot Town Council

Finance and General Purposes Committee

22nd April 2024

Report author: Stuart Mundy



Purchase of a new floor scrubber

Introduction

1. The Committee is asked to consider purchasing a new floor scrubber for the Didcot Civic Hall.

Background

2. Officers have been speaking with our cleaning service provider for the Civic Hall and Fleet Meadow and have asked them to service the cleaning at the new Edmonds Park Pavilion which will include supplying the cleaning materials and equipment. They have also been asked if they can supply a floor scrubber to complete the floor cleaning as this would speed up the time spent on the floors, which means more time can be spent cleaning the toilets etc.
3. DTC's cleaning company provided a quote and included the cost of a floor scrubber. They mentioned this would need to be paid off over a three-year period.
4. As DTC would like to have the contract kept in line with the other sites which have two years left on the contracts, it was suggested DTC could purchase a floor scrubber independently - this is because the cleaning company would normally split the costs over a three-year period.
5. The company did suggest that DTC pay the cost of the floor scrubber over a one-year period, but this would increase the monthly costs significantly.

Legal Implications

6. There are no legal implications for a purchase of a floor scrubber.
7. After the first year DTC would need to be PAT tested the machine to ensure it is safe to be used.
8. The floor scrubber will need to be annually serviced to ensure the machine is safe and kept in good condition to prolong the life.

Financial Implications

9. There is a cost to purchasing the floor scrubber for the Council as shown in the recommendation. However, should the Council change cleaning companies in the future, the floor scrubber would remain the property of the Council.

Risk Implications

10. Using a floor scrubber reduces the risk of Musculoskeletal Disorders that may occur while mopping with repetitive movements.

Recommendation

11. The Estate Manager is seeking approval from the Committee for the purchase of a new floor scrubber for use at the Civic Hall. The older scrubber, which is currently used at the Civic Hall, would then be taken to the new pavilion for the cleaners to use there.

Company	Cabled cost	Battery operated cost	Delivery
A	£1324.99	£1936.61	2 – 3weeks
B	£1563.21	£2897.99	2 – 3weeks
C	£1322.70	£1919.86	1 – 2weeks

12. The Estate Manager would recommend purchasing from Company C. A battery operated scrubber would be the better alternative due to making cleaning the Main Hall easier. It will also reduce hazards by eliminating the need to continually move the electrical cord. Operators will no longer have to spend time finding sockets that are available to use.

Finance and General Purposes Committee

Monday 22nd April 2024

Report Author: Mike Blake



To consider the purchase of a Wessex CRX 320 to aid the outdoor team with the cutting of open spaces

Introduction

1. This report asks the Committee to consider the two quotes to purchase a Wessex CRX 320 Gang Mower, or the option to lease one, to aid the outdoor team with the cutting of Council land, and if approved, make a recommendation to Full Council for this purchase.

Background

2. The Outdoor team cut a lot of Council owned outdoor spaces. Over the last 5 years alone the team have cut all these areas using the two Ransom mowers; one is a rotary and one being a cylinder.
3. The cylinder mower used to do a lot of the cutting but the maintenance and repairs on this mower over the last year alone added up to £1,539.02 (not including a service). Because of this we were advised to let the rotary mower do most of the work and only cut the pitches with the cylinder mower.
4. As the rotary mower has been used more frequently, it has led to more maintenance and wear and tear, which meant that the cost centre went over budget in the 2023-2024 financial year.
5. The Outdoor Services Supervisor has started to do some of the more mechanical maintenance on this piece of equipment, to try to keep costs down.
6. This machine on average is fuelled three times a week at an average cost of £60.00. This amounts to approximately £5,040 a year on fuel for this one piece of equipment, alone. The cylinder mower uses a further £1,000 on fuel, per season.
7. Members of the Environment and Climate Committee were invited to attend two demonstrations of the Wessex CRX 320, alongside the outdoor team. At the time of

the demonstration, the outdoor team were cutting Edmonds Park which would normally take two men a whole day.

8. It was confirmed that by using the Wessex most of the cutting could be done in four hours, with the OutFront cutting around the perimeter.
The time saved with cutting would be immense. Not only would the machine save time, but it is also easier for the team to maintain throughout the season, as we can do the greasing daily and blade changes ourselves when needed.
9. It would also mean that if it wasn't too wet, the outdoor team could carry on cutting as the operator would be inside a roofed cab instead of avoiding showers which delays the cutting. This would boost the productivity of the team.
10. Each strip of grass cut currently is around 1m, the Wessex CRX 320 will cut 3 times that and at a faster rate. With the savings in man hours, fuel, and maintenance, it is my opinion this is what the Council should be looking at. It would also utilise the tractor more – the tractor is being serviced annually anyway so there would be no extra cost for that.
11. We could also potentially look at part exchanging the cylinder mower to cover some of the cost of this purchase.
12. When it comes to the cutting of our open spaces, DTC seem to be one of only a handful of Councils that do not have a mower like this and when I have spoken to other industry specialists, they can't believe how the team are cutting the spaces and what equipment we are currently using.
13. All parts for this machine are kept in Andover which means if we needed to get a replacement part, Officers would not need to wait for them to come in from Europe.
14. The lead time on this machine is roughly 6-8 weeks.



Legal Implications

15. Should a Hire Purchase agreement be entered into, DTC would need to adhere to all of the conditions.
16. DTC will need to ensure the equipment remains road legal.

Financial Implications

17. The two quotes to purchase the Wessex CRX 320 are as follows:

Company	Quote
One	£22,823.00 (+VAT) this includes a £6,067 discount (includes Highway Kit Lights and Sprung Axle)
Two	£24,249.00 (+VAT) (includes Mud guards and lights and Sprung Axle)

18. Company One also provided the Council with a quote to hire the Wessex CRX. The cost for this is shown below:

Wessex CRX 320	
Cost Price (Net)	£22,823.00
VAT (20%)	£4,564.60
Total	£27,387.60
Cash Deposit	£4,564.60
Part Exchange	£0.00
Total Deposit	£4,564.60
Balance financed	£22,823.00
Documentation fee	£100.00

Rental Profile – monthly	36 months	48 months	60 months
Monthly payment	£722.09	£563.35	£469.77
Flat Rate	4.63%	4.62%	4.70%

- *A documentation fee will apply and at the end of the agreement, if all payments have been made, an option to purchase fee of £83.33 (+VAT) will be taken with the final payment and DTC will own the asset.*
- *Any figures quoted are subject to the rates offered by the funder(s) at the time of drawn down. All fixtures are for fixed rates deals.*

19. There would be costs associated with maintenance, but this would be taken from the yearly maintenance budget.

20. Should the Council decide to enter into a Hire Purchase agreement, the cost for this contract would need to be budgeted for the duration of the contract.

Risk Implications

21. The Wessex CRX 320 is to be used with the tractor. Due to this, the main risk implication would be operator error. If the operator was comfortable and competent in driving the tractor there would not be an issue. Training would be implemented before use.

22. The equipment, if purchased, would need to be added to the insurance and asset registers.

Recommendation

23. It is the Outdoor Services Manager's opinion that the Committee consider recommending the purchase of the Wessex CRX 320 to Full Council, to aid the outdoor team with the cutting of Council owned land. The land includes all the open green spaces, parks, and pitches. This would be used along with the Iseki Tractor (already owned).

FINANCE AND GENERAL PURPOSES COMMITTEE – PROGRESS REPORT

Agenda item 14

Meeting/minute	Item/topic	Up-date/status	Review date/meeting
Minute 31 – 22-06-20 Minute 140 – 25-1-21 Minute 33 – 21-06	CCTV cameras and the case for an extra camera	Agreed for two extra cameras but DTC may have to pay for one.	Agenda item – April 2024
Various meetings	Status of Restore project and OSM’s plans for the allotment site	Review of use of site	Suggest a meeting with the charity to understand their plans – invited to Jan, Feb and March meeting but no response. TC to chase them.
Minute 139 – reposition of CCTV camera	Costs, feasibility and potential funding to be explored	To be progressed	Up-date agenda item
Minute 138 – North Brook Community Centre	Consideration of appointing a consultant to overview this build.	Town Clerk to write a letter to developers requesting time scale of updates.	No progress on the build – we have a contact from the H&S consultant for someone to monitor the build
Minute 170 – Grass cutting maps	To be shared with Cllrs via Sharepoint or made available at Civic Hall	Work awaiting allocation to a member of staff	First cut has started and will need to be a double cut for the first month due to length of grass
Minute 170 – re-coding of accounts	This has started and is in draft stages.	Figures to be changed over the last weekend of April.	April 2024 accounts will come to the May F&GP if available along with an explanatory report.