



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK and CEO: Katherine Jang

8 July 2025

SUMMONS TO ATTEND A MEETING OF THE FINANCE & RESOURCES COMMITTEE

TO: All Members of the Finance and Resources Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 14th July 2025

TIME: 6:30pm

Katherine Jang
Town Clerk and CEO

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

A G E N D A

1. Election of Chair

To receive nominations for and elect the Chair of the Finance and Resources Committee for the municipal year 2025/26

2. Election of Vice-Chair

To receive nominations for and elect the Vice-Chair of the Finance and Resources Committee for the municipal year 2025/26

3. Apologies for absence.

To receive apologies for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk (townclerk@chippingnorton-tc.gov.uk) prior to the meeting, stating the reason for absence.

4. Declaration of interests.

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

5. Minutes

To approve the minutes of the Finance and Resources Committee meeting held on 17th March 2025.

6. Public participation

The meeting will adjourn for this item.

Members of the public may speak for a maximum of five minutes each during the period of public participation.

7. Committee action plan

To review the committee action plan for the municipal year 2025/26.

8. Income and expenditure

- a. To receive detailed current income and expenditure reports by budget heading.
- b. To note an update following the Public Works Loan application

9. Schedule of payments for approval

To receive the schedule of payments.

10. Forward work programme

- a. To review the following policies:
 - i. Co-option Policy
 - ii. Mayor's Allowance Policy
 - iii. Investment Strategy

11. Grants

To receive and consider the first tranche of grant applications for municipal year 2025/26

12. Date of next meeting – Monday 22nd September 2025



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Minutes of a Finance & Resources Committee meeting held on the 17th March 2025, at 6:30pm in the Council Chamber

PRESENT: Cllrs (Chair), Ian Finney, Emily Weaver, Mike Cahill, Athos Ritsperis, Dom Rickard, Sandra Coleman and Ben Bibby

ALSO PRESENT:

Katherine Jang, Acting Town Clerk and CEO

Alison Packer, Responsible Finance Officer

Heidi Davies, Admin and Customer Service Advisor

no members of the public

| | |
|-------------|--|
| FR27 | Apologies for absence. Cllr Whitmill |
| FR28 | Declaration of interests. None. |
| FR29 | Minutes RESOLVED: The Chair signed and approved the minutes of the Finance and Resources Committee as an accurate record held on the 3 rd February 2025. |
| FR30 | Public Participation None. |
| FR31 | Committee action plan Members noted the committee action plan. |
| FR32 | Income and expenditure Members received detailed current income and expenditure reports by budget heading. |
| FR33 | Schedule of payments for approval Members received the schedule of payments for approval. Cllr Coleman proposed that the committee approve the schedule of payments, seconded by Cllr Weaver. RESOLVED: That the schedule of payments is approved. |
| FR34 | Forward work program Members reviewed the following policies a. Health and Safety Policy • Some amendments were noted regarding accident reporting for Town Hall hirers, inspection of equipment and vehicles, and use of keys. • Members reviewed the following draft policy: a. Safeguarding Policy • A working group was proposed, comprising of Cllrs Weaver, Bibby, Finney, and Coleman. The group will identify key gaps in the current safeguarding policy and consult with the Town Clerk and CEO to determine gaps in the safeguarding policy, to be brought to a future council meeting to be reviewed. |
| FR35 | Earmarked Reserves for 2025-26 Members reviewed underspends from FY 2024-25 and consider earmarked reserves |



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| | |
|-------------|--|
| | <p>for 2025-26</p> <p>RFO recommended that at Year End particular underspends are transferred to Earmarked Reserves, including the following budget lines:</p> <ul style="list-style-type: none">• Town Hall Repairs and Maintenance – to the Town Hall Repairs EMR• Town Hall New Equipment – to a "Facilities Equipment" EMR• Elections – to an Election EMR (continuing with no annual budget line)• Staffing - to a "Staffing Contingency" EMR (eg. locum cover).• Recreation – to existing Recreation EMR• Cemetery repairs/maintenance - to a new "Burial Grounds Repairs" EMR (to include the closed churchyard)• Mayors allowance – the remaining balance to be earmarked for the annual Mayor's event as it won't be taking place until after the financial year end. <p>RFO also recommended the funds previously agreed from General Reserves for Maintenance vehicles (£10,000) , tools and fitting out the leased depot (£18,000) are also set aside in EMR as the purchasing may straddle the year end.</p> <p>Cllr Cahill proposed accepting the EMR movements as outlined and authorising the RFO to set aside any other underspends to EMR as considered appropriate, seconded by Cllr Rikard All in favour.</p> <p>RESOLVED: That EMR movements as set out by RFO and any other underspends to be moved to relevant EMR where considered appropriate.</p> |
| FR36 | <p>Date of the next meeting</p> <p>Monday 14th July 2025</p> |

The Chair closed the meeting at 7.45pm

Agenda item 5 – Committee action plan

The committee should review the action plan for the coming municipal year.

It should be noted that this action plan is a working document and can be updated at any point.

| Action | Who's involved? | Budget | Commencement | Completion | Notes/Comment |
|---|------------------------------------|---|----------------|----------------|---|
| Ensuring the Council has modern, workable, compliant policies and procedures | CNTC | | May 19 | Ongoing | A full list of policies are on the F&R forward work programme and are being worked through systematically. For review at this meeting: <ul style="list-style-type: none"> - Mayor's Allowance Policy - Co-option Policy - Investment Strategy |
| Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure. | CNTC/STL Systems | £8400 Telephone and comms £3000 IT hardware/software | May 21 | Ongoing | The Council's IT and phone systems are managed by Focus Group. |
| Review the Council's fees and charges annually | CNTC | n/a | Ongoing | Ongoing | The fees and charges for council sites and assets are reviewed annually in March. The Community Committee has reviewed the hiring fees for the Town Hall and Glyme Hall (3 March 2025) The Strategic Planning Committee has reviewed the fees for Worcester Road Cemetery (10 March 2025) |
| Appoint the internal auditor | CNTC | | September 2025 | September 2026 | The internal auditor was appointed at the F&R meeting September 2025. Good working practice dictates that the internal auditor should be changed every 5 years. This will need to be considered September 2025. |
| Receive and review internal and external audit reports | CNTC/internal and external auditor | n/a | Annually | Annually | The AGAR documents have been sent to our external auditor (June 2025) and signed off by our internal auditor raising no issues. |
| Ensure that the Council is open and transparent | CNTC | | Ongoing | Ongoing | Transparency page and Financial management page published on website. The publication page demonstrates how much is now available to residents via the Council's website. |
| Ensure that the Council's finances are invested wisely | CNTC | | Ongoing | Ongoing | Investment strategy approved July 2022, last reviewed July 2024. To be reviewed at this meeting. |
| Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant | CNTC | £1000 | Ongoing | Ongoing | New website launched. CNTC staff to add news articles/agendas and publications. Monthly newsletter |
| Ensure that staff and members are suitably trained | CNTC | £3000 | July 22 | Ongoing | Staff needs assessment complete. All staff training up to date. Member needs assessment has been circulated. Staff and Councillor training policy adopted. |

| | | | | | |
|---|---|------------------|------------|----------------|--|
| Providing grants to voluntary bodies/organisations in Chipping Norton | CNTC/Organisations/Clubs/Community groups | 24-25 £16,500 | July 2025 | Feb 2026 | First tranche of grant applications to be considered at this meeting. |
| Managing Greystones leases | CNTC/tenants | | Jul 22 | Ongoing | New leases have been drawn up. Land registry scale maps are complete. Valuation is now complete. All leases now signed as of August 2024. |
| Local Council Awards Scheme | CNTC/NALC | n/a | March 2024 | September 2024 | Final decision for the Quality award (Silver) received August 2024. The next level of the scheme (Gold) requires a three-year business strategy plan and robust community engagement. Moving forward, we will be looking to achieve the Quality Gold Award within the next two years (before 2028). |

Detailed Income & Expenditure by Budget Heading 12/06/2025

Month No: 3

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| FINANCE & RESOURCES | | | | | | | | |
| <u>100 Administration</u> | | | | | | | | |
| 3210 Admin Charges | 0 | 900 | 9,600 | 8,700 | | | 9.4% | |
| 3290 Miscellaneous Income | 0 | 198 | 0 | (198) | | | 0.0% | |
| Administration :- Income | 0 | 1,098 | 9,600 | 8,502 | | | 11.4% | 0 |
| 4100 Salaries/Superann/Nl | 15,635 | 40,463 | 194,000 | 153,537 | | 153,537 | 20.9% | |
| 5110 Stationery | 16 | 60 | 1,000 | 940 | | 940 | 6.0% | |
| 5120 Photocopying Costs | 501 | 501 | 3,200 | 2,699 | | 2,699 | 15.7% | |
| 5200 Postage | 0 | 18 | 100 | 82 | | 82 | 17.9% | |
| 5210 Telephone and Comms | 874 | 2,318 | 8,500 | 6,182 | | 6,182 | 27.3% | |
| 5310 Office Equipment | 67 | 102 | 500 | 398 | | 398 | 20.3% | |
| 5340 Website Costs | 0 | 840 | 1,000 | 160 | | 160 | 84.0% | |
| 5360 Computer Hardware/Software | 766 | 1,251 | 3,000 | 1,749 | | 1,749 | 41.7% | |
| 6200 Rent | 0 | 600 | 8,000 | 7,400 | | 7,400 | 7.5% | |
| 6210 Rates | 324 | 974 | 3,200 | 2,226 | | 2,226 | 30.4% | |
| 7100 Travel & Subsistence | 145 | 282 | 200 | (82) | | (82) | 141.2% | |
| 7300 Staff & Councillors Training | 0 | 35 | 2,500 | 2,465 | | 2,465 | 1.4% | |
| 7500 Legal & Professional Fees | 2,775 | 21,124 | 5,000 | (16,124) | | (16,124) | 422.5% | |
| 7510 Audit Fees | 510 | 510 | 2,500 | 1,990 | | 1,990 | 20.4% | |
| 7600 Subscriptions | 0 | 1,382 | 2,500 | 1,118 | | 1,118 | 55.3% | |
| 7630 Bank Charges | 42 | 107 | 300 | 193 | | 193 | 35.6% | |
| 7650 Insurance | 0 | 11,131 | 11,500 | 369 | | 369 | 96.8% | |
| 7720 Other Miscellaneous Expenses | 272 | 412 | 750 | 338 | | 338 | 54.9% | |
| Administration :- Indirect Expenditure | 21,926 | 82,109 | 247,750 | 165,641 | 0 | 165,641 | 33.1% | 0 |
| Net Income over Expenditure | (21,926) | (81,011) | (238,150) | (157,139) | | | | |
| <u>101 Grants</u> | | | | | | | | |
| 7670 Grants-Voluntary Organisations | 0 | 0 | 16,500 | 16,500 | | 16,500 | 0.0% | |
| 7671 Grant Theatre C/N | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| 7672 Grant Lido C/N | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 7673 Grant Museum | 0 | 0 | 3,500 | 3,500 | | 3,500 | 0.0% | |
| Grants :- Indirect Expenditure | 0 | 0 | 28,000 | 28,000 | 0 | 28,000 | 0.0% | 0 |
| Net Expenditure | 0 | 0 | (28,000) | (28,000) | | | | |
| <u>102 Miscellaneous</u> | | | | | | | | |
| 3100 Precept Income | 0 | 247,102 | 494,204 | 247,102 | | | 50.0% | |
| 3180 Interest Receivable | 865 | 3,124 | 25,000 | 21,876 | | | 12.5% | |

Detailed Income & Expenditure by Budget Heading 12/06/2025

Month No: 3

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 3230 Manorial Land (Pace Petroleum) | 3,750 | 3,750 | 15,000 | 11,250 | | | 25.0% | |
| 3320 S106/grant income | 243 | 3,243 | 0 | (3,243) | | | 0.0% | 3,000 |
| Miscellaneous :- Income | 4,857 | 257,219 | 534,204 | 276,985 | | | 48.1% | 3,000 |
| 6463 General Maintenance Supplies | 0 | 0 | 750 | 750 | | 750 | 0.0% | |
| 6498 Contingency Fund | 0 | 0 | 7,500 | 7,500 | | 7,500 | 0.0% | |
| 7730 CCTV Contribution | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 7735 HR Retained Service | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 7740 Health & Safety Services | 25 | 25 | 2,500 | 2,475 | | 2,475 | 1.0% | |
| Miscellaneous :- Indirect Expenditure | 25 | 25 | 15,750 | 15,725 | 0 | 15,725 | 0.2% | 0 |
| Net Income over Expenditure | 4,832 | 257,194 | 518,454 | 261,260 | | | | |
| 6001 less Transfer to EMR | 0 | 3,000 | 0 | (3,000) | | | | |
| Movement to/(from) Gen Reserve | 4,832 | 254,194 | 518,454 | 264,260 | | | | |
| <u>120 Greystones</u> | | | | | | | | |
| 3110 Rents Receivable | 0 | 0 | 2,540 | 2,540 | | | 0.0% | |
| 3111 Rugby Club Right Of Access | 0 | 0 | 175 | 175 | | | 0.0% | |
| Greystones :- Income | 0 | 0 | 2,715 | 2,715 | | | 0.0% | 0 |
| 6210 Rates | 19 | 57 | 100 | 43 | | 43 | 56.5% | |
| 6400 Repairs and Maintenance | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| Greystones :- Indirect Expenditure | 19 | 57 | 1,100 | 1,043 | 0 | 1,043 | 5.1% | 0 |
| Net Income over Expenditure | (19) | (57) | 1,615 | 1,672 | | | | |
| <u>200 Mayors Allowance</u> | | | | | | | | |
| 7690 Mayors Allowance | 0 | 8 | 1,500 | 1,492 | | 1,492 | 0.5% | |
| Mayors Allowance :- Indirect Expenditure | 0 | 8 | 1,500 | 1,492 | 0 | 1,492 | 0.5% | 0 |
| Net Expenditure | 0 | (8) | (1,500) | (1,492) | | | | |
| FINANCE & RESOURCES :- Income | 4,857 | 258,316 | 546,519 | 288,203 | | | 47.3% | |
| Expenditure | 21,970 | 82,198 | 294,100 | 211,902 | 0 | 211,902 | 27.9% | |
| Net Income over Expenditure | (17,113) | 176,118 | 252,419 | 76,301 | | | | |
| less Transfer to EMR | 0 | 3,000 | 0 | (3,000) | | | | |
| Movement to/(from) Gen Reserve | (17,113) | 173,118 | 252,419 | 79,301 | | | | |

COMMUNITY

Detailed Income & Expenditure by Budget Heading 12/06/2025

Month No: 3

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 110 Town Hall | | | | | | | | |
| 3115 Lettings Income | 453 | 4,174 | 80,000 | 75,826 | | | 5.2% | |
| 3140 WODC Water Rates Contrib | 0 | 0 | 100 | 100 | | | 0.0% | |
| Town Hall :- Income | 453 | 4,174 | 80,100 | 75,926 | | | 5.2% | 0 |
| 4100 Salaries/Superann/Nl | 4,177 | 13,947 | 57,375 | 43,428 | | 43,428 | 24.3% | |
| 5140 Promotion | 515 | 528 | 750 | 222 | | 222 | 70.4% | |
| 5210 Telephone and Comms | 56 | 230 | 1,250 | 1,020 | | 1,020 | 18.4% | |
| 6110 Heat and Light | 517 | 2,804 | 9,000 | 6,196 | | 6,196 | 31.2% | |
| 6130 Water & Sewerage | 98 | 283 | 1,150 | 867 | | 867 | 24.6% | |
| 6210 Rates | 1,029 | 3,089 | 13,000 | 9,911 | | 9,911 | 23.8% | |
| 6230 Window Cleaning | 140 | 233 | 600 | 367 | | 367 | 38.8% | |
| 6240 Alarm/Fire Extinguisher Insp | 136 | 136 | 250 | 114 | | 114 | 54.4% | |
| 6310 Cleaning / Sanitary Expenses | 350 | 667 | 3,000 | 2,333 | | 2,333 | 22.2% | |
| 6330 Waste Disposal | 0 | 0 | 1,800 | 1,800 | | 1,800 | 0.0% | |
| 6400 Repairs and Maintenance | 74 | 11,203 | 2,000 | (9,203) | | (9,203) | 560.1% | 11,126 |
| 6408 New Equipment | 21 | 722 | 5,000 | 4,278 | | 4,278 | 14.4% | |
| 7610 Licences | 0 | 2,314 | 2,500 | 186 | | 186 | 92.6% | |
| 7720 Other Miscellaneous Expenses | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| Town Hall :- Indirect Expenditure | 7,112 | 36,155 | 98,175 | 62,020 | 0 | 62,020 | 36.8% | 11,126 |
| Net Income over Expenditure | (6,659) | (31,982) | (18,075) | 13,907 | | | | |
| 6000 plus Transfer from EMR | 0 | 11,126 | 0 | (11,126) | | | | |
| Movement to/(from) Gen Reserve | (6,659) | (20,856) | (18,075) | 2,781 | | | | |
| 115 Glyme Hall | | | | | | | | |
| 3115 Lettings Income | 774 | 2,329 | 45,000 | 42,671 | | | 5.2% | |
| Glyme Hall :- Income | 774 | 2,329 | 45,000 | 42,671 | | | 5.2% | 0 |
| 4100 Salaries/Superann/Nl | 1,392 | 4,270 | 19,125 | 14,855 | | 14,855 | 22.3% | |
| 5140 Promotion | 0 | 0 | 750 | 750 | | 750 | 0.0% | |
| 5210 Telephone and Comms | 63 | 189 | 750 | 561 | | 561 | 25.1% | |
| 6110 Heat and Light | 335 | 2,444 | 6,000 | 3,556 | | 3,556 | 40.7% | |
| 6130 Water & Sewerage | 10 | 10 | 600 | 590 | | 590 | 1.7% | |
| 6200 Rent | 0 | 1,061 | 4,500 | 3,439 | | 3,439 | 23.6% | |
| 6210 Rates | 886 | 2,655 | 15,000 | 12,345 | | 12,345 | 17.7% | |
| 6230 Window Cleaning | 0 | 100 | 250 | 150 | | 150 | 40.0% | |
| 6240 Alarm/Fire Extinguisher Insp | 897 | 1,493 | 250 | (1,243) | | (1,243) | 597.2% | |
| 6310 Cleaning / Sanitary Expenses | 476 | 730 | 2,000 | 1,270 | | 1,270 | 36.5% | |
| 6330 Waste Disposal | 0 | 1,278 | 1,000 | (278) | | (278) | 127.8% | |
| 6400 Repairs and Maintenance | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |

Detailed Income & Expenditure by Budget Heading 12/06/2025

Month No: 3

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 6408 New Equipment | 0 | 65 | 500 | 435 | | 435 | 13.0% | |
| 7610 Licences | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 7650 Insurance | 0 | 0 | 700 | 700 | | 700 | 0.0% | |
| 7720 Other Miscellaneous Expenses | 40 | 47 | 250 | 203 | | 203 | 18.7% | |
| Glyme Hall :- Indirect Expenditure | 4,099 | 14,342 | 54,175 | 39,833 | 0 | 39,833 | 26.5% | 0 |
| Net Income over Expenditure | (3,325) | (12,012) | (9,175) | 2,837 | | | | |
| <u>151 Recreation</u> | | | | | | | | |
| 6200 Rent | 0 | 0 | 1,150 | 1,150 | | 1,150 | 0.0% | |
| 6400 Repairs and Maintenance | 0 | 9 | 2,000 | 1,991 | | 1,991 | 0.4% | |
| 6410 New Equipment | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 6420 Litter/Dog Bin Emptying | 1,306 | 1,306 | 2,700 | 1,394 | | 1,394 | 48.4% | |
| 6440 ROSPA Inspection | 0 | 0 | 700 | 700 | | 700 | 0.0% | |
| Recreation :- Indirect Expenditure | 1,306 | 1,315 | 9,050 | 7,735 | 0 | 7,735 | 14.5% | 0 |
| Net Expenditure | (1,306) | (1,315) | (9,050) | (7,735) | | | | |
| <u>160 Events</u> | | | | | | | | |
| 3331 Events income | 375 | 931 | 3,000 | 2,069 | | | 31.0% | |
| Events :- Income | 375 | 931 | 3,000 | 2,069 | | | 31.0% | 0 |
| 6407 Xmas Lights/Trees | 0 | 0 | 19,000 | 19,000 | | 19,000 | 0.0% | |
| 6414 Events | 590 | 4,386 | 8,000 | 3,614 | | 3,614 | 54.8% | |
| 6455 Agency Staff | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| Events :- Indirect Expenditure | 590 | 4,386 | 28,000 | 23,614 | 0 | 23,614 | 15.7% | 0 |
| Net Income over Expenditure | (215) | (3,455) | (25,000) | (21,545) | | | | |
| COMMUNITY :- Income | 1,602 | 7,434 | 128,100 | 120,666 | | | 5.8% | |
| Expenditure | 13,107 | 56,198 | 189,400 | 133,202 | 0 | 133,202 | 29.7% | |
| Net Income over Expenditure | (11,505) | (48,764) | (61,300) | (12,536) | | | | |
| plus Transfer from EMR | 0 | 11,126 | 0 | (11,126) | | | | |
| Movement to/(from) Gen Reserve | (11,505) | (37,638) | (61,300) | (23,662) | | | | |

STRATEGIC PLANNING130 Cemetery

| | | | | | | | | |
|-----------------------------|----------|--------------|--------------|--------------|--|--|--------------|----------|
| 3190 Interments & Memorials | 0 | 750 | 7,000 | 6,250 | | | 10.7% | |
| 3191 Grave Purchase | 0 | 835 | 1,000 | 165 | | | 83.5% | |
| Cemetery :- Income | 0 | 1,585 | 8,000 | 6,415 | | | 19.8% | 0 |

Detailed Income & Expenditure by Budget Heading 12/06/2025

Month No: 3

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 6130 Water & Sewerage | 8 | 24 | 100 | 76 | | 76 | 24.0% | |
| 6210 Rates | 341 | 1,023 | 2,000 | 977 | | 977 | 51.1% | |
| 6400 Repairs and Maintenance | 0 | 62 | 10,000 | 9,938 | | 9,938 | 0.6% | |
| 6469 Pest Control | 0 | 443 | 1,500 | 1,058 | | 1,058 | 29.5% | |
| 6471 Skips for cemetery | 0 | 0 | 700 | 700 | | 700 | 0.0% | |
| 7720 Other Miscellaneous Expenses | 0 | 0 | 250 | 250 | | 250 | 0.0% | |
| Cemetery :- Indirect Expenditure | 349 | 1,551 | 14,550 | 12,999 | 0 | 12,999 | 10.7% | 0 |
| Net Income over Expenditure | (349) | 34 | (6,550) | (6,584) | | | | |
| <u>140 Closed Churchyard</u> | | | | | | | | |
| 6400 Repairs and Maintenance | 100 | 199 | 2,500 | 2,301 | | 2,301 | 8.0% | |
| Closed Churchyard :- Indirect Expenditure | 100 | 199 | 2,500 | 2,301 | 0 | 2,301 | 8.0% | 0 |
| Net Expenditure | (100) | (199) | (2,500) | (2,301) | | | | |
| <u>145 Grounds Maint. & Street Scene</u> | | | | | | | | |
| 4100 Salaries/Superann/Nl | 5,153 | 15,054 | 94,000 | 78,946 | | 78,946 | 16.0% | |
| 5210 Telephone and Comms | 101 | 101 | 500 | 399 | | 399 | 20.2% | |
| 6110 Heat and Light | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 6130 Water & Sewerage | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 6200 Rent | 0 | 0 | 21,500 | 21,500 | | 21,500 | 0.0% | |
| 6210 Rates | 646 | 646 | 13,000 | 12,354 | | 12,354 | 5.0% | |
| 6240 Alarm/Fire Extinguisher Insp | 108 | 108 | 2,500 | 2,392 | | 2,392 | 4.3% | |
| 6320 Vehicle Hire | 0 | 69,435 | 8,500 | (60,935) | | (60,935) | 816.9% | 69,435 |
| 6321 Vehicle Insurance | 403 | 560 | 1,200 | 640 | | 640 | 46.6% | |
| 6322 Fuel | 33 | 106 | 1,200 | 1,094 | | 1,094 | 8.9% | |
| 6323 Machinery Hire | 0 | 58,863 | 10,000 | (48,863) | | (48,863) | 588.6% | 58,863 |
| 6324 Tools & Equipment | 16 | 3,435 | 200 | (3,235) | | (3,235) | 1717.6% | 3,316 |
| 6325 PPE | 0 | 474 | 1,500 | 1,026 | | 1,026 | 31.6% | |
| 6330 Waste Disposal | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 6400 Repairs and Maintenance | 0 | 135 | 500 | 365 | | 365 | 27.1% | |
| 6418 Defibrillators | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 6485 Plants & Sundries | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 6490 Trees/Flower Beds | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 6495 Street Furniture | 149 | 274 | 1,500 | 1,226 | | 1,226 | 18.3% | |
| 7410 Service Charges | 0 | 0 | 1,445 | 1,445 | | 1,445 | 0.0% | |
| 7650 Insurance | 0 | 0 | 915 | 915 | | 915 | 0.0% | |
| Grounds Maint. & Street Scene :- Indirect Expenditure | 6,610 | 149,192 | 167,960 | 18,768 | 0 | 18,768 | 88.8% | 131,614 |
| Net Expenditure | (6,610) | (149,192) | (167,960) | (18,768) | | | | |
| 6000 plus Transfer from EMR | 0 | 131,614 | 0 | (131,614) | | | | |
| Movement to/(from) Gen Reserve | (6,610) | (17,578) | (167,960) | (150,382) | | | | |

Detailed Income & Expenditure by Budget Heading 12/06/2025

Month No: 3

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <u>180 Pool Meadow</u> | | | | | | | | |
| 6417 Maintenance | 0 | 450 | 500 | 50 | | 50 | 90.0% | |
| Pool Meadow :- Indirect Expenditure | 0 | 450 | 500 | 50 | 0 | 50 | 90.0% | 0 |
| Net Expenditure | 0 | (450) | (500) | (50) | | | | |
| <u>185 Millennium Garden</u> | | | | | | | | |
| 6417 Maintenance | 0 | 0 | 250 | 250 | | 250 | 0.0% | |
| Millennium Garden :- Indirect Expenditure | 0 | 0 | 250 | 250 | 0 | 250 | 0.0% | 0 |
| Net Expenditure | 0 | 0 | (250) | (250) | | | | |
| <u>186 War Memorial</u> | | | | | | | | |
| 6470 War Memorial | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| War Memorial :- Indirect Expenditure | 0 | 0 | 500 | 500 | 0 | 500 | 0.0% | 0 |
| Net Expenditure | 0 | 0 | (500) | (500) | | | | |
| STRATEGIC PLANNING :- Income | 0 | 1,585 | 8,000 | 6,415 | | | 19.8% | |
| Expenditure | 7,059 | 151,393 | 186,260 | 34,867 | 0 | 34,867 | 81.3% | |
| Net Income over Expenditure | (7,059) | (149,808) | (178,260) | (28,452) | | | | |
| plus Transfer from EMR | 0 | 131,614 | 0 | (131,614) | | | | |
| Movement to/(from) Gen Reserve | (7,059) | (18,194) | (178,260) | (160,066) | | | | |
| Grand Totals:- Income | 6,459 | 267,335 | 682,619 | 415,284 | | | 39.2% | |
| Expenditure | 42,136 | 289,789 | 669,760 | 379,971 | 0 | 379,971 | 43.3% | |
| Net Income over Expenditure | (35,677) | (22,453) | 12,859 | 35,312 | | | | |
| plus Transfer from EMR | 0 | 142,740 | 0 | (142,740) | | | | |
| less Transfer to EMR | 0 | 3,000 | 0 | (3,000) | | | | |
| Movement to/(from) Gen Reserve | (35,677) | 117,287 | 12,859 | (104,428) | | | | |

List of Payments made between 01/04/2025 and 30/04/2025

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 01/04/2025 | Screwfix Direct Ltd | 010425-1 | -14.97 | | PPE - partial refund |
| 02/04/2025 | | BACS | 20.00 | | Reimb. MFG Fuel (Hire veh) |
| 02/04/2025 | Zonkey Solutions Ltd | 020425-1 | 1,008.00 | | Website hosting/Maint 12 mths |
| 02/04/2025 | PPL PRS Ltd | 020425-2 | 2,776.82 | | PPL/PRS licence TH |
| 02/04/2025 | Pear Technology Services Ltd | 020425-3 | 294.00 | | Maps support/Updates - 31/3/26 |
| 02/04/2025 | ESPO | 020425-4 | 132.84 | | Toilet rolls |
| 02/04/2025 | KM Cleaning | 020425-5 | 760.00 | | TH & Glyme cleaning |
| 02/04/2025 | Clear Insurance Management Ltd | 020425-6 | 11,130.52 | | Additional premium (specified) |
| 02/04/2025 | West Oxfordshire District Coun | 020425-7 | 1,776.41 | | NDR Glyme Jan-Mar |
| 02/04/2025 | Oxfordshire Association of Loc | 020425-8 | 1,658.96 | | OALC Membership 2025-26 |
| 02/04/2025 | Siemens Financial Services Lim | 020425-9 | 55.45 | | Copier protection Mar-Jun |
| 02/04/2025 | Adobe Systems Software Ireland | 020425-1 | 16.64 | | Adobe subs 30/3 to 28/4 |
| 02/04/2025 | Wellers Law Group LLP | BACS | 8,491.45 | | Completion of Worc. Rd lease |
| 03/04/2025 | | BACS | 18.02 | | Reimb. MFG fuel (veh/tool) |
| 03/04/2025 | James Bell Plumbing & Heating | 030425-1 | 10,584.00 | | Supply & fit new boiler TH |
| 03/04/2025 | R F Pest Control | 030425-2 | 322.50 | | Pest Control 12/3-2/4/25 |
| 03/04/2025 | Print Ready Limited | 030425-3 | 549.90 | | HiViz polos/T shirts uniform |
| 03/04/2025 | SLCC | 030425-4 | 42.00 | | Staff training - HD 5/6/25 |
| 03/04/2025 | West Oxfordshire District Coun | 030425-5 | 1,209.58 | | NDR Guildhall - April |
| 03/04/2025 | McCracken & Sons Ltd | 030425-6 | 1,508.64 | | Grounds Maintenance - March |
| 03/04/2025 | West Oxfordshire District Coun | 030425-7 | 1,278.00 | | Waste/Recycling Glyme H |
| 03/04/2025 | Vanaways UK Ltd | 030425-8 | 76,933.00 | | Transit 350 L3 Diesel EcoBlue |
| 03/04/2025 | Gill & Co (Ironmongers) Limite | 030425-9 | 76.16 | | Maintenance sundries |
| 04/04/2025 | Morpheus Commercials Ltd | 040425-1 | 6,000.00 | | BJ Plant trailer 10x5ft |
| 09/04/2025 | Amazon Services Eu/Amazon | 09/04/2025 | 62.54 | | Soft Drinks - TH Bar |
| 09/04/2025 | DJMD Events - | 090425-2 | 50.00 | | Bingo hosting 6/4 TH |
| 09/04/2025 | Rialtas Business Solutions Ltd | 090425-3 | 3,560.40 | | Annual subs |
| 09/04/2025 | Barnwood Limited | 090425-4 | 9,002.02 | | Architect TH Phase 2 |
| 09/04/2025 | Adobe Systems Software Ireland | 090425-5 | 19.97 | | Adobe subs 6/4-5/5/25 |
| 09/04/2025 | Turney Group (P.A. Turney Ltd) | 090425-6 | 3,979.13 | | Grounds Maintenance tools |
| 09/04/2025 | Wellers Law Group LLP | BACS | 514.16 | | SDLT & AP 1Fee (Worc Rd Lease) |
| 10/04/2025 | Canva Pty Ltd | 100425-1 | 99.99 | | Canva for Teams (annual subs) |
| 15/04/2025 | Smart Energy Business Ltd | 150425DD1 | 326.55 | | Gas - Glyme Hall 1/3-31/3 |
| 15/04/2025 | GH Safety Ltd | 150425-SO | 301.50 | | H&S advice/support - April |
| 17/04/2025 | Clear Insurance Management Ltd | 170425-1 | 156.58 | | Insurance (Vehicle change) |
| 17/04/2025 | West Oxfordshire District Coun | 170425-2 | 1,390.59 | | NDR - Apr 0.80 correction |
| 17/04/2025 | James English Window Cleaning | 170425-3 | 318.00 | | Glyme Hall window cleaning 4/4 |
| 17/04/2025 | Viking | 170425-4 | 92.28 | | Cleaning/stationery |
| 17/04/2025 | | BACS | 41.99 | | Reimb. QD- storage boxes |
| 17/04/2025 | | BACS | 5.36 | | Reimb. MFG -Tool fuel |
| 17/04/2025 | | BACS | 30.00 | | Phone - Feb,Mar,Apri |
| 17/04/2025 | British Gas | 080425DD1 | 558.54 | | TH Gas 25/3-23/4 |
| 17/04/2025 | National Association of Local | 170425-5 | 60.00 | | Council Award Scheme Reg. fee |
| 17/04/2025 | Castle Water Limited | 170425-6 | 77.60 | | Water - TH 1/3-31/3 |
| 17/04/2025 | Hook Norton Brewery Co Ltd | 170425-7 | 59.60 | | Hooky Cider 12x500ml x2 boxes |
| 17/04/2025 | Amazon Services Eu/Amazon | 170425-8 | 136.65 | | TH Bar - Biscuits/choc bars |
| 17/04/2025 | Staff Salaries | BACS | 14,926.67 | | Staff Salaries April |

Unity Trust Bank

List of Payments made between 01/04/2025 and 30/04/2025

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 17/04/2025 | Hook Norton Brewery Co Ltd | 170425-7 | 0.30 | | Hooky Cider 12x500ml x2 boxes |
| 23/04/2025 | Multipay Card | DD | 3.00 | | Bank Card fee |
| 23/04/2025 | Adobe Systems Software Ireland | 230425DD1 | 16.64 | | Adobe Subs 17/4-16/5 |
| 23/04/2025 | SSE Southern Electric | 230425-2 | 1,976.66 | | Tel, Broadband& IT |
| 23/04/2025 | Overton (UK) Limited | 230425-3 | 70,635.60 | | Mowers & Assoc. Equipment |
| 23/04/2025 | DJMD Events - [REDACTED] | 230425-4 | 50.00 | | Bingo Hosting 20/4 |
| 23/04/2025 | Eon Next Energy Ltd | 230425DD2 | 262.71 | | Electricity Glyme Hall |
| 28/04/2025 | [REDACTED] | BACS | 7.62 | | Reimb. QD CoOp meeting refresh |
| 29/04/2025 | McCracken & Sons Ltd | 290425-1 | 1,508.64 | | grounds Maintenance - Feb |
| 29/04/2025 | CN Glass | 290425-2 | 1,867.20 | | TH Window - balance |
| 29/04/2025 | Rialtas Business Solutions Ltd | 290425-3 | 1,094.40 | | YE 2025 Omega Bronze scheme |
| 29/04/2025 | Amazon Services Eu/Amazon | 290425-4 | 26.83 | | TH Bar measure 125/175/250ml |
| 29/04/2025 | Vanaways UK Ltd | 290425-5 | 500.00 | | Deposit for E-Tranist 320 RWD |
| 29/04/2025 | King of Flash Ltd T/A Ink Guru | 290425DDPP | 15.81 | | Printer ink - TH |
| 29/04/2025 | West Oxfordshire District Coun | 230425-1 | 140.00 | | Waste/Recycle sacks Guildhall |
| 29/04/2025 | HMRC | BACS | 5,157.65 | | NI/Tax April |
| 29/04/2025 | OCC Pension Fund | BACS | 3,997.06 | | Pensions Contributions April |
| 30/04/2025 | Unity Trust Bank | DD | 23.10 | | Bank Charges |
| 30/04/2025 | STL Communications Ltd (FOCUS) | 300425DD1 | 1,021.88 | | Tel/Broadband/ IT April |

| | |
|-----------------------|-------------------|
| Total Payments | <u>250,703.14</u> |
|-----------------------|-------------------|

List of Payments made between 01/05/2025 and 31/05/2025

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 02/05/2025 | Adobe Systems Software Ireland | 020525DDPP | 16.64 | | Adobe Subs 29/4-29/5 |
| 06/05/2025 | Amazon Services Eu/Amazon | 060525-1 | 205.50 | | Computer Monitors x3 |
| 06/05/2025 | | BACS | 11.91 | | Reimb. PO Tool fuel MFG |
| 06/05/2025 | Canopy | 060525-2 | 540.00 | | Remove failed trees Pool Meado |
| 06/05/2025 | Glyme Construction Ltd | 060525-3 | 119.66 | | Heras Fence St Marys |
| 06/05/2025 | National Association of Local | 060525-4 | 360.00 | | RFO/Deputy job advert |
| 06/05/2025 | Gill & Co (Ironmongers) Limite | 060525-5 | 36.70 | | Misc purchases TH/Depot |
| 06/05/2025 | Broadsword | 060525-6 | 715.20 | | Fire Alarm system Glyme Hall |
| 06/05/2025 | R F Pest Control | 060525-7 | 120.00 | | Pest control Cemetery |
| 06/05/2025 | Thames Valley Water Services L | 060525-8 | 52.80 | | Water temp checks TH (April) |
| 06/05/2025 | West Oxfordshire District Coun | 060525-9 | 1,210.00 | | NDR Glyme Hall - May |
| 07/05/2025 | British Gas | 070525DD1 | 671.79 | | Gas - Town Hall |
| 08/05/2025 | Adobe Systems Software Ireland | 080525DDPP | 19.97 | | Adobe Subs 6/5-5/6 |
| 12/05/2025 | Multipay Card | DD | 3.00 | | Bank Card Fee |
| 12/05/2025 | KM Cleaning | 120525-1 | 487.00 | | Cleaning 3 sites April |
| 13/05/2025 | | BACS | 36.00 | | Reimb. Fosseway Gdn Cntre |
| 13/05/2025 | | BACS | 8.01 | | Reimb. MFG Tool fuel |
| 13/05/2025 | | BACS | 2.99 | | Reimb.Cotswold Newsagents |
| 13/05/2025 | Amazon Services Eu/Amazon | 130525-1 | 637.33 | | Projector & stand TH |
| 13/05/2025 | West Oxfordshire District Coun | 130525-1 | 1,389.00 | | NDR Town Hall - May |
| 13/05/2025 | Chris Lewis Fire and Security | 130525-2 | 720.00 | | Intruder Alarm Guildhall |
| 13/05/2025 | Iain Shadbolt Electrical | 130525-3 | 900.00 | | Heating controls/valves TH |
| 13/05/2025 | Lizzie Soden | 130525-4 | 200.00 | | VE Day performance x4 |
| 13/05/2025 | RW Consultancy Services | 130525-5 | 3,684.55 | | RFO/Dep/Assets recruitment |
| 13/05/2025 | Castle Water Limited | 130525-6 | 79.85 | | Water Town Hall - April |
| 13/05/2025 | Oxfordshire County Council | 130525-7 | 1,061.00 | | Rent Glyme Hall 25/3-23/6/25 |
| 13/05/2025 | DJMD Events | 130525-8 | 50.00 | | Bingo hosting 4/5 |
| 14/05/2025 | Amazon Services Eu/Amazon | 140525-1 | 26.96 | | Toilet rolls Glyme |
| 14/05/2025 | RW Consultancy Services | 140525-2 | 2,310.60 | | Grounds Team consultancy work |
| 14/05/2025 | Smart Energy Business Ltd | 140525-3 | 193.72 | | Glyme Hall Gas 1/4 - 30/4 |
| 19/05/2025 | Amazon Services Eu/Amazon | 190525-1 | 101.04 | | Projector screen TH |
| 19/05/2025 | British Gas | 190525-2 | 1,415.45 | | Glyme Hall Gass 1/1-1/2 |
| 20/05/2025 | | BACS | 10.00 | | Mobile Phone - May |
| 20/05/2025 | Staff Salaries | BACS | 14,105.22 | | Staff Salaries May |
| 20/05/2025 | HMRC | BACS | 5,127.74 | | NI/Tax May |
| 20/05/2025 | OCC Pension Fund | BACS | 4,199.68 | | Staff Pensions May |
| 21/05/2025 | Adobe Systems Software Ireland | 210525-1 | 16.64 | | Adobe subs 17/5-16/6 |
| 22/05/2025 | | BACS | 8.21 | | Reimb. MFG Tool fuel |
| 22/05/2025 | | BACS | 16.31 | | Reimb MFG Tool fuel |
| 22/05/2025 | | BACS | 71.69 | | Reimb. Jewson timber |
| 22/05/2025 | | BACS | 6.25 | | Reimb. Sainsbury Dishtabs |
| 22/05/2025 | Travis Perkins Trading Company | 220525-1 | 42.86 | | Wood treatments - Post SS |
| 22/05/2025 | DJMD Events | 220525-2 | 50.00 | | Bingo Hosting 18/5 |
| 22/05/2025 | Oxford Vehicle Breakdown Recov | 220525-3 | 250.00 | | Recovery to Abingdon - WP74CRK |
| 23/05/2025 | Eon Next Energy Ltd | 230525DD1 | 225.48 | | Electricity Glyme Hall |
| 23/05/2025 | Online Office Products Ltd | 230525-1 | 104.47 | | Stationery & equipment |
| 29/05/2025 | Hobs Reprographics Ltd Agingdo | 290525-1 | 3,891.36 | | Printed Vinyls - TH Window Art |

Unity Trust Bank

List of Payments made between 01/05/2025 and 31/05/2025

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|---------------------------|
| 30/05/2025 | STL Communications Ltd (FOCUS) | 300525DD1 | 1,021.91 | | IT/Tel/Broadband/365 |
| 31/05/2025 | Unity Trust Bank | DD | 24.75 | | Bank charges - April |
| Total Payments | | | <u>46,559.24</u> | | |

Petty Cash

List of Payments made between 01/05/2025 and 31/05/2025

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|-------------------|------------------|--------------------|-----------------------|---------------------------|
| 21/05/2025 | Unity Trust Bank | Cash | 1,255.50 | | Invoice receipts |
| Total Payments | | | 1,255.50 | | |

List of Payments made between 01/06/2025 and 30/06/2025

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 02/06/2025 | Safetec Direct Ltd | 020625DDPP | 29.93 | | 1st Aid & Eyewash kit - Depot |
| 06/06/2025 | | BACS | 7.96 | | Reimb. MFG Tool fuel |
| 06/06/2025 | | BACS | 8.10 | | Reimb. MFG Tool fuel |
| 06/06/2025 | | BACS | 8.09 | | Reimb. MFG Tool Fuel |
| 06/06/2025 | Glyme Construction Ltd | 060625-1 | 119.66 | | Heras Fencing hire - St Marys |
| 06/06/2025 | Amazon Services Eu/Amazon | 060625-2 | 93.00 | | Safety Floor cleaner -Glyme |
| 06/06/2025 | Gill & Co (Ironmongers) Limite | 060625-3 | 60.37 | | Ruler |
| 06/06/2025 | Auditing Solutions Ltd | 060625-4 | 612.00 | | Internal Audit 2024-25 final |
| 06/06/2025 | DJMD Events - | 060625-5 | 50.00 | | Bingo hosting 1/6 |
| 06/06/2025 | KM Cleaning - | 060625-6 | 350.00 | | Cleaning TH/Glyme - May |
| 06/06/2025 | ESPO | 060625-7 | 52.74 | | Typo adjustment to value |
| 06/06/2025 | Broadsword | 060625-8 | 915.60 | | CCTV Glyme Hall - Annual maint |
| 06/06/2025 | phs Group | 060625-9 | 51.61 | | Sanitary services - Town Hall |
| 06/06/2025 | West Oxfordshire District Coun | 060625-10 | 74.50 | | Cert. of Lawfulness,Skatepark |
| 06/06/2025 | Executive Safety Solutions Ltd | 060625-11 | 453.60 | | Fire Equipment service - TH |
| 09/06/2025 | British Gas | 090625DD | 542.42 | | Town Hall gas 23/4-24/5 |
| 10/06/2025 | Multipay Card | DD | 3.00 | | Card Fee |
| 10/06/2025 | Adobe Systems Software Ireland | 100625DDPP | 16.64 | | Adobe Subs 30/5-28/6 |
| 10/06/2025 | Adobe Systems Software Ireland | 060625DDPP | 19.97 | | Adobe subs 6/6-5/7 |
| 10/06/2025 | Multipay Card | BACS | 13.60 | | Co Op/Nash - VE event |
| 10/06/2025 | Multipay Card | DD | 13.62 | | QD - VE Day event |
| 10/06/2025 | Multipay Card | DD | 8.49 | | Cotswold Newsagents - VE day |
| 10/06/2025 | Multipay Card | DD | 12.30 | | Co_Op - VE refreshments |
| 12/06/2025 | Avant Garde Drinks Ltd | 120625-1 | 255.55 | | Drinks stock - TH Bar |
| 12/06/2025 | Travis Perkins Trading Company | 120625-2 | 4.76 | | Building Sand |
| 12/06/2025 | Amazon Services Eu/Amazon | 120625-3 | 28.97 | | USB C plug/chargers x2 packs |
| 12/06/2025 | phs Group | 120625-4 | 150.48 | | Sanitary services Glyme Hall |
| 12/06/2025 | Castle Water Limited | 120625-5 | 105.86 | | Cemetery water |
| 12/06/2025 | Swift Digital Services | 120625-6 | 6.00 | | Photocopier Environmental levy |
| 16/06/2025 | | BACS | 30.30 | | Mileage expenses |
| 16/06/2025 | West Oxfordshire District Coun | 160625-1 | 4,812.09 | | Wast/dog bins empty |
| 16/06/2025 | Amazon Services Eu/Amazon | 160625-2 | 107.05 | | Galaxy Phone case |
| 16/06/2025 | ESPO | 160625-3 | 57.48 | | Hand Towels - TH |
| 16/06/2025 | Clear Insurance Management Ltd | 160625-4 | 402.97 | | Panel Van Insurance |
| 16/06/2025 | phs Group | 160625-5 | 489.42 | | Sanitary services GHI/Glyme |
| 16/06/2025 | James English Window Cleaning | 160625-6 | 285.00 | | Bus Shelter cleaning |
| 16/06/2025 | KopyRite Ltd | 160625-7 | 338.00 | | Annual reports & Town Map |
| 17/06/2025 | Smart Energy Business Ltd | 170625-DD1 | 134.94 | | Gas - Glyme Hall May |
| 19/06/2025 | | BACS | 7.89 | | Reimb. QD/Sainsburys Art event |
| 19/06/2025 | | BACS | 30.63 | | Reimb. QD - art event |
| 19/06/2025 | | BACS | 40.00 | | Reimb. Witney laundrette |
| 19/06/2025 | Travis Perkins Trading Company | 190625-1 | 7.36 | | Stanley Tape Measure 8M |
| 19/06/2025 | DJMD Events | 190625-2 | 50.00 | | Bingo Hosting 15/6 |
| 19/06/2025 | OX2 Audio | 190625-3 | 200.00 | | DJ Art Installation event 14/6 |
| 19/06/2025 | Shot By Jude (Malexxa Ltd) | 190625-4 | 180.00 | | Photos -Art install event |
| 19/06/2025 | Swift Digital Services | 190625-5 | 120.04 | | Photocopier Environmental levy |
| 19/06/2025 | Adobe Systems Software Ireland | 190625DDPP | 16.64 | | Adobe subs 17/6-16/7 |

List of Payments made between 01/06/2025 and 30/06/2025

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|-------------------------------|
| 20/06/2025 | | BACS | 10.00 | | Use of mobile - June |
| 20/06/2025 | Eon Next Energy Ltd | 200625DD1 | 217.08 | | Electricity- Glyme Hall May |
| 20/06/2025 | HMRC | BACS | 5,558.93 | | NI/Tax - June Salaries |
| 25/06/2025 | | BACS | 14.99 | | Reimb. QD - Desktop fan |
| 25/06/2025 | | BACS | 15.65 | | Reimb. MFG Tool fuel |
| 25/06/2025 | ParkerBell (Instruments) Ltd | 250625-1 | 88.80 | | Calibrate PAT tester PB500 |
| 25/06/2025 | Siemens Financial Services Lim | 250625-2 | 475.45 | | Ricoh Rental 12/6-11/9 |
| 27/06/2025 | STL Communications Ltd (FOCUS) | 270625DD | 827.94 | | Remote laptop build - LA |
| 30/06/2025 | Unity Trust Bank | DD | 10.20 | | Bank fees (cash/chq deposits) |
| 30/06/2025 | Unity Trust Bank | DD | 21.00 | | Bank charges May |
| 30/06/2025 | STL Communications Ltd (FOCUS) | 300625DD1 | 1,240.50 | | IT/Tel/Broadband services |
| Total Payments | | | <u>19,859.17</u> | | |

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 3)
Note: Annual Budget 2025-26 - YTD 300625

| | | <u>2024/2025</u> | | <u>2025/2026</u> | | | | | | <u>2026/2027</u> | | |
|---------------------------------------|------------------------------|------------------|---------|------------------|--------------|---------|-----|---------|------------|------------------|-----|-----------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| <u>FINANCE & RESOURCES</u> | | | | | | | | | | | | |
| <u>100</u> | <u>Administration</u> | | | | | | | | | | | |
| 3210 | Admin Charges | 5,000 | 3,240 | 0 | 0 | 9,600 | 0 | 9,600 | 900 | 0 | 0 | 0 |
| 3290 | Miscellaneous Income | 0 | 1,769 | 0 | 0 | 0 | 0 | 0 | 198 | 0 | 0 | 0 |
| Total Income | | 5,000 | 5,009 | 0 | 0 | 9,600 | 0 | 9,600 | 1,098 | 0 | 0 | 0 |
| 4100 | Salaries/Superann/Nl | 175,000 | 171,080 | 0 | 0 | 194,000 | 0 | 194,000 | 40,463 | 0 | 0 | 0 |
| 5110 | Stationery | 1,000 | 486 | 0 | 0 | 1,000 | 0 | 1,000 | 60 | 0 | 0 | 0 |
| 5120 | Photocopying Costs | 3,200 | 2,933 | 0 | 0 | 3,200 | 0 | 3,200 | 501 | 0 | 0 | 0 |
| 5200 | Postage | 150 | 18 | 0 | 0 | 100 | 0 | 100 | 18 | 0 | 0 | 0 |
| 5210 | Telephone and Comms | 8,400 | 8,447 | 0 | 0 | 8,500 | 0 | 8,500 | 2,318 | 0 | 0 | 0 |
| 5310 | Office Equipment | 1,000 | 612 | 0 | 0 | 500 | 0 | 500 | 102 | 0 | 0 | 0 |
| 5340 | Website Costs | 1,000 | 955 | 0 | 0 | 1,000 | 0 | 1,000 | 840 | 0 | 0 | 0 |
| 5360 | Computer Hardware/Software | 3,000 | 1,600 | 0 | 0 | 3,000 | 0 | 3,000 | 1,251 | 0 | 0 | 0 |
| 6200 | Rent | 5,500 | 13,638 | 0 | 0 | 8,000 | 0 | 8,000 | 600 | 0 | 0 | 0 |
| 6210 | Rates | 2,700 | 3,106 | 0 | 0 | 3,200 | 0 | 3,200 | 974 | 0 | 0 | 0 |
| 7100 | Travel & Subsistance | 200 | 90 | 0 | 0 | 200 | 0 | 200 | 282 | 0 | 0 | 0 |
| 7300 | Staff & Councillors Training | 3,000 | 1,309 | 0 | 0 | 2,500 | 0 | 2,500 | 35 | 0 | 0 | 0 |
| 7500 | Legal & Professional Fees | 10,000 | 26,207 | 0 | 0 | 5,000 | 0 | 5,000 | 21,124 | 0 | 0 | 0 |
| 7510 | Audit Fees | 2,500 | 2,375 | 0 | 0 | 2,500 | 0 | 2,500 | 510 | 0 | 0 | 0 |
| 7600 | Subscriptions | 2,300 | 2,216 | 0 | 0 | 2,500 | 0 | 2,500 | 1,382 | 0 | 0 | 0 |
| 7630 | Bank Charges | 250 | 331 | 0 | 0 | 300 | 0 | 300 | 107 | 0 | 0 | 0 |
| 7650 | Insurance | 9,500 | 10,121 | 0 | 0 | 11,500 | 0 | 11,500 | 11,131 | 0 | 0 | 0 |
| 7710 | Election Expenses | 6,100 | 200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 3)

Note: Annual Budget 2025-26 - YTD 300625

| | | <u>2024/2025</u> | | <u>2025/2026</u> | | | | | | <u>2026/2027</u> | | |
|------------|--|------------------|------------------|------------------|--------------|------------------|-----|------------------|-----------------|------------------|-----|-----------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| 7720 | Other Miscellaneous Expenses | 1,000 | 355 | 0 | 0 | 750 | 0 | 750 | 412 | 0 | 0 | 0 |
| | Overhead Expenditure | 235,800 | 246,080 | 0 | 0 | 247,750 | 0 | 247,750 | 82,109 | 0 | 0 | 0 |
| | 100 Net Income over Expenditure | -230,800 | -241,070 | 0 | 0 | -238,150 | 0 | -238,150 | -81,011 | 0 | 0 | 0 |
| 6000 | plus Transfer from EMR | 0 | 11,143 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6001 | less Transfer to EMR | 0 | 5,900 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | <u>(230,800)</u> | <u>(235,827)</u> | | | <u>(238,150)</u> | | <u>(238,150)</u> | <u>(81,011)</u> | <u>0</u> | | |
| 101 | Grants | | | | | | | | | | | |
| 7670 | Grants-Voluntary Organisations | 16,500 | 16,500 | 0 | 0 | 16,500 | 0 | 16,500 | 0 | 0 | 0 | 0 |
| 7671 | Grant Theatre C/N | 3,000 | 3,000 | 0 | 0 | 3,000 | 0 | 3,000 | 0 | 0 | 0 | 0 |
| 7672 | Grant Lido C/N | 5,000 | 5,000 | 0 | 0 | 5,000 | 0 | 5,000 | 0 | 0 | 0 | 0 |
| 7673 | Grant Museum | 3,500 | 3,500 | 0 | 0 | 3,500 | 0 | 3,500 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 28,000 | 28,000 | 0 | 0 | 28,000 | 0 | 28,000 | 0 | 0 | 0 | 0 |
| 6000 | plus Transfer from EMR | 0 | -172 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6001 | less Transfer to EMR | 0 | 17,024 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | <u>(28,000)</u> | <u>(45,196)</u> | | | <u>(28,000)</u> | | <u>(28,000)</u> | <u>0</u> | <u>0</u> | | |
| 102 | Miscellaneous | | | | | | | | | | | |
| 3100 | Precept Income | 375,832 | 375,832 | 0 | 0 | 494,204 | 0 | 494,204 | 247,102 | 0 | 0 | 0 |
| 3180 | Interest Receivable | 20,000 | 21,617 | 0 | 0 | 25,000 | 0 | 25,000 | 3,124 | 0 | 0 | 0 |
| 3230 | Manorial Land (Pace Petroleum) | 15,000 | 15,000 | 0 | 0 | 15,000 | 0 | 15,000 | 3,750 | 0 | 0 | 0 |
| 3290 | Miscellaneous Income | 0 | 9,579 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3320 | S106/grant income | 0 | 30,011 | 0 | 0 | 0 | 0 | 0 | 3,243 | 0 | 0 | 0 |

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 3)

Note: Annual Budget 2025-26 - YTD 300625

| | | <u>2024/2025</u> | | | | <u>2025/2026</u> | | | | <u>2026/2027</u> | | |
|--|------------------------------|------------------|----------------|-----------------|--------------|------------------|-----|----------------|----------------|------------------|-----|-----------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| Total Income | | 410,832 | 452,039 | 0 | 0 | 534,204 | 0 | 534,204 | 257,219 | 0 | 0 | 0 |
| 4100 | Salaries/Superann/Nl | 20,000 | 22,197 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6463 | General Maintenance Supplies | 750 | 882 | 0 | 0 | 750 | 0 | 750 | 0 | 0 | 0 | 0 |
| 6490 | Trees/Flower Beds | 0 | 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6498 | Contingency Fund | 7,500 | 10,730 | 0 | 0 | 7,500 | 0 | 7,500 | 0 | 0 | 0 | 0 |
| 7100 | Travel & Subsistance | 1,600 | 1,275 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7720 | Other Miscellaneous Expenses | 1,200 | 673 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7730 | CCTV Contribution | 0 | 0 | 0 | 0 | 2,500 | 0 | 2,500 | 0 | 0 | 0 | 0 |
| 7735 | HR Retained Service | 0 | 0 | 0 | 0 | 2,500 | 0 | 2,500 | 0 | 0 | 0 | 0 |
| 7740 | Health & Safety Services | 0 | 0 | 0 | 0 | 2,500 | 0 | 2,500 | 25 | 0 | 0 | 0 |
| Overhead Expenditure | | 31,050 | 35,782 | 0 | 0 | 15,750 | 0 | 15,750 | 25 | 0 | 0 | 0 |
| 102 Net Income over Expenditure | | 379,782 | 416,257 | 0 | 0 | 518,454 | 0 | 518,454 | 257,194 | 0 | 0 | 0 |
| 6000 | plus Transfer from EMR | 0 | 1,082 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6001 | less Transfer to EMR | 0 | 37,593 | 0 | 0 | 0 | 0 | 0 | 3,000 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | | <u>379,782</u> | <u>379,746</u> | | | <u>518,454</u> | | <u>518,454</u> | <u>254,194</u> | <u>0</u> | | |
| 120 Greystones | | | | | | | | | | | | |
| 3110 | Rents Receivable | 2,540 | 2,567 | 0 | 0 | 2,540 | 0 | 2,540 | 0 | 0 | 0 | 0 |
| 3111 | Rugby Club Right Of Access | 175 | 175 | 0 | 0 | 175 | 0 | 175 | 0 | 0 | 0 | 0 |
| Total Income | | 2,715 | 2,742 | 0 | 0 | 2,715 | 0 | 2,715 | 0 | 0 | 0 | 0 |
| 6210 | Rates | 100 | 95 | 0 | 0 | 100 | 0 | 100 | 57 | 0 | 0 | 0 |
| 6400 | Repairs and Maintenance | 2,500 | 1,981 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 3)

Note: Annual Budget 2025-26 - YTD 300625

| | | <u>2024/2025</u> | | <u>2025/2026</u> | | | | | <u>2026/2027</u> | | | |
|--------------------------------|----------------------------|------------------|---------|------------------|--------------|---------|-----|---------|------------------|--------|-----|-----------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| | | | | | | | | | | | | |
| Overhead Expenditure | | 2,600 | 2,075 | 0 | 0 | 1,100 | 0 | 1,100 | 57 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | | 115 | 667 | | | 1,615 | | 1,615 | (57) | 0 | | |
| | | | | | | | | | | | | |
| 200 | <u>Mayors Allowance</u> | | | | | | | | | | | |
| 7200 | Hospitality & Entertaining | 1,500 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7690 | Mayors Allowance | 1,500 | 645 | 0 | 0 | 1,500 | 0 | 1,500 | 8 | 0 | 0 | 0 |
| Overhead Expenditure | | 3,000 | 654 | 0 | 0 | 1,500 | 0 | 1,500 | 8 | 0 | 0 | 0 |
| 6001 | less Transfer to EMR | 0 | 855 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | | (3,000) | (1,509) | | | (1,500) | | (1,500) | (8) | 0 | | |
| | | | | | | | | | | | | |
| FINANCE & RESOURCES - Income | | 418,547 | 459,790 | 0 | 0 | 546,519 | 0 | 546,519 | 258,316 | 0 | 0 | 0 |
| Expenditure | | 300,450 | 312,592 | 0 | 0 | 294,100 | 0 | 294,100 | 82,198 | 0 | 0 | 0 |
| Net Income over Expenditure | | 118,097 | 147,199 | 0 | 0 | 252,419 | 0 | 252,419 | 176,118 | 0 | 0 | 0 |
| plus Transfer from EMR | | 0 | 12,053 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| less Transfer to EMR | | 0 | 61,372 | 0 | 0 | 0 | 0 | 0 | 3,000 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | | 118,097 | 97,880 | | | 252,419 | | 252,419 | 173,118 | 0 | | |
| | | | | | | | | | | | | |
| <u>COMMUNITY</u> | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| 110 | <u>Town Hall</u> | | | | | | | | | | | |
| 3115 | Lettings Income | 70,000 | 62,776 | 0 | 0 | 80,000 | 0 | 80,000 | 4,174 | 0 | 0 | 0 |
| 3140 | WODC Water Rates Contrib | 100 | 336 | 0 | 0 | 100 | 0 | 100 | 0 | 0 | 0 | 0 |
| 3290 | Miscellaneous Income | 2,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Income | | 72,600 | 63,112 | 0 | 0 | 80,100 | 0 | 80,100 | 4,174 | 0 | 0 | 0 |

Continued on next page

Chipping Norton Town Council Current Year

Annual Budget - By Committee (Actual YTD Month 3)

Note: Annual Budget 2025-26 - YTD 300625

| | | <u>2024/2025</u> | | <u>2025/2026</u> | | | | | | <u>2026/2027</u> | | |
|--|------------------------------|------------------|-----------------|------------------|--------------|-----------------|-----|-----------------|-----------------|------------------|-----|-----------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| 4100 | Salaries/Superann/Nl | 72,500 | 57,199 | 0 | 0 | 57,375 | 0 | 57,375 | 13,947 | 0 | 0 | 0 |
| 5140 | Promotion | 1,500 | 367 | 0 | 0 | 750 | 0 | 750 | 528 | 0 | 0 | 0 |
| 5210 | Telephone and Comms | 1,250 | 1,333 | 0 | 0 | 1,250 | 0 | 1,250 | 230 | 0 | 0 | 0 |
| 6110 | Heat and Light | 14,000 | 13,663 | 0 | 0 | 9,000 | 0 | 9,000 | 2,804 | 0 | 0 | 0 |
| 6130 | Water & Sewerage | 1,650 | 1,497 | 0 | 0 | 1,150 | 0 | 1,150 | 283 | 0 | 0 | 0 |
| 6210 | Rates | 11,500 | 12,412 | 0 | 0 | 13,000 | 0 | 13,000 | 3,089 | 0 | 0 | 0 |
| 6230 | Window Cleaning | 500 | 646 | 0 | 0 | 600 | 0 | 600 | 233 | 0 | 0 | 0 |
| 6240 | Alarm/Fire Extinguisher Insp | 1,600 | 994 | 0 | 0 | 250 | 0 | 250 | 136 | 0 | 0 | 0 |
| 6310 | Cleaning / Sanitary Expenses | 3,000 | 5,537 | 0 | 0 | 3,000 | 0 | 3,000 | 667 | 0 | 0 | 0 |
| 6330 | Waste Disposal | 1,000 | 1,850 | 0 | 0 | 1,800 | 0 | 1,800 | 0 | 0 | 0 | 0 |
| 6400 | Repairs and Maintenance | 10,000 | 28,847 | 0 | 0 | 2,000 | 0 | 2,000 | 11,203 | 0 | 0 | 0 |
| 6402 | Town Hall Restoration Fund | 0 | 23,309 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6408 | New Equipment | 15,000 | 5,557 | 0 | 0 | 5,000 | 0 | 5,000 | 722 | 0 | 0 | 0 |
| 7610 | Licences | 800 | 2,410 | 0 | 0 | 2,500 | 0 | 2,500 | 2,314 | 0 | 0 | 0 |
| 7720 | Other Miscellaneous Expenses | 500 | 297 | 0 | 0 | 500 | 0 | 500 | 0 | 0 | 0 | 0 |
| Overhead Expenditure | | 134,800 | 155,918 | 0 | 0 | 98,175 | 0 | 98,175 | 36,155 | 0 | 0 | 0 |
| 110 Net Income over Expenditure | | -62,200 | -92,806 | 0 | 0 | -18,075 | 0 | -18,075 | -31,982 | 0 | 0 | 0 |
| 6000 | plus Transfer from EMR | 0 | 44,599 | 0 | 0 | 0 | 0 | 0 | 11,126 | 0 | 0 | 0 |
| 6001 | less Transfer to EMR | 0 | 11,887 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | | <u>(62,200)</u> | <u>(60,093)</u> | | | <u>(18,075)</u> | | <u>(18,075)</u> | <u>(20,856)</u> | <u>0</u> | | |
| 115 Glyme Hall | | | | | | | | | | | | |
| 3115 | Lettings Income | 0 | 5,194 | 0 | 0 | 45,000 | 0 | 45,000 | 2,329 | 0 | 0 | 0 |

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 3)

Note: Annual Budget 2025-26 - YTD 300625

| | | <u>2024/2025</u> | | | | <u>2025/2026</u> | | | | <u>2026/2027</u> | | |
|---------------------------------------|------------------------------|------------------|--------|-----------------|--------------|------------------|-----|---------|------------|------------------|-----|-----------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| Total Income | | 0 | 5,194 | 0 | 0 | 45,000 | 0 | 45,000 | 2,329 | 0 | 0 | 0 |
| 4100 | Salaries/Superann/Nl | 0 | 0 | 0 | 0 | 19,125 | 0 | 19,125 | 4,270 | 0 | 0 | 0 |
| 5140 | Promotion | 0 | 0 | 0 | 0 | 750 | 0 | 750 | 0 | 0 | 0 | 0 |
| 5210 | Telephone and Comms | 0 | 0 | 0 | 0 | 750 | 0 | 750 | 189 | 0 | 0 | 0 |
| 6110 | Heat and Light | 0 | 770 | 0 | 0 | 6,000 | 0 | 6,000 | 2,444 | 0 | 0 | 0 |
| 6130 | Water & Sewerage | 0 | 0 | 0 | 0 | 600 | 0 | 600 | 10 | 0 | 0 | 0 |
| 6200 | Rent | 0 | 0 | 0 | 0 | 4,500 | 0 | 4,500 | 1,061 | 0 | 0 | 0 |
| 6210 | Rates | 0 | 1,776 | 0 | 0 | 15,000 | 0 | 15,000 | 2,655 | 0 | 0 | 0 |
| 6230 | Window Cleaning | 0 | 0 | 0 | 0 | 250 | 0 | 250 | 100 | 0 | 0 | 0 |
| 6240 | Alarm/Fire Extinguisher Insp | 0 | 0 | 0 | 0 | 250 | 0 | 250 | 1,493 | 0 | 0 | 0 |
| 6310 | Cleaning / Sanitary Expenses | 0 | 0 | 0 | 0 | 2,000 | 0 | 2,000 | 730 | 0 | 0 | 0 |
| 6330 | Waste Disposal | 0 | 0 | 0 | 0 | 1,000 | 0 | 1,000 | 1,278 | 0 | 0 | 0 |
| 6400 | Repairs and Maintenance | 0 | 0 | 0 | 0 | 1,500 | 0 | 1,500 | 0 | 0 | 0 | 0 |
| 6408 | New Equipment | 0 | 0 | 0 | 0 | 500 | 0 | 500 | 65 | 0 | 0 | 0 |
| 7610 | Licences | 0 | 0 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |
| 7650 | Insurance | 0 | 0 | 0 | 0 | 700 | 0 | 700 | 0 | 0 | 0 | 0 |
| 7720 | Other Miscellaneous Expenses | 0 | 0 | 0 | 0 | 250 | 0 | 250 | 47 | 0 | 0 | 0 |
| Overhead Expenditure | | 0 | 2,546 | 0 | 0 | 54,175 | 0 | 54,175 | 14,342 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | | 0 | 2,648 | | | (9,175) | | (9,175) | (12,012) | 0 | | |
| 151 | <u>Recreation</u> | | | | | | | | | | | |
| 6200 | Rent | 1,000 | 1,125 | 0 | 0 | 1,150 | 0 | 1,150 | 0 | 0 | 0 | 0 |
| 6400 | Repairs and Maintenance | 4,500 | 2,866 | 0 | 0 | 2,000 | 0 | 2,000 | 9 | 0 | 0 | 0 |

Continued on next page

Chipping Norton Town Council Current Year

Annual Budget - By Committee (Actual YTD Month 3)

Note: Annual Budget 2025-26 - YTD 300625

| | | <u>2024/2025</u> | | <u>2025/2026</u> | | | | | | <u>2026/2027</u> | | |
|--|------------------------------|------------------|-----------------|------------------|--------------|-----------------|-----|-----------------|----------------|------------------|-----|-----------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| 6410 | New Equipment | 10,000 | 7,170 | 0 | 0 | 2,500 | 0 | 2,500 | 0 | 0 | 0 | 0 |
| 6420 | Litter/Dog Bin Emptying | 1,000 | 2,611 | 0 | 0 | 2,700 | 0 | 2,700 | 1,306 | 0 | 0 | 0 |
| 6440 | ROSPA Inspection | 0 | 0 | 0 | 0 | 700 | 0 | 700 | 0 | 0 | 0 | 0 |
| 6465 | Contract | 5,000 | 3,809 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7720 | Other Miscellaneous Expenses | 1,000 | 825 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Overhead Expenditure | | 22,500 | 18,406 | 0 | 0 | 9,050 | 0 | 9,050 | 1,315 | 0 | 0 | 0 |
| 6001 | less Transfer to EMR | 0 | 1,634 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | | <u>(22,500)</u> | <u>(20,040)</u> | | | <u>(9,050)</u> | | <u>(9,050)</u> | <u>(1,315)</u> | <u>0</u> | | |
| 160 | Events | | | | | | | | | | | |
| 3331 | Events income | 0 | 4,225 | 0 | 0 | 3,000 | 0 | 3,000 | 931 | 0 | 0 | 0 |
| Total Income | | 0 | 4,225 | 0 | 0 | 3,000 | 0 | 3,000 | 931 | 0 | 0 | 0 |
| 6400 | Repairs and Maintenance | 0 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6407 | Xmas Lights/Trees | 19,000 | 19,698 | 0 | 0 | 19,000 | 0 | 19,000 | 0 | 0 | 0 | 0 |
| 6414 | Events | 10,000 | 14,663 | 0 | 0 | 8,000 | 0 | 8,000 | 4,386 | 0 | 0 | 0 |
| 6419 | Occasional Events | 1,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6455 | Agency Staff | 0 | 0 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |
| Overhead Expenditure | | 30,000 | 34,460 | 0 | 0 | 28,000 | 0 | 28,000 | 4,386 | 0 | 0 | 0 |
| 160 Net Income over Expenditure | | -30,000 | -30,235 | 0 | 0 | -25,000 | 0 | -25,000 | -3,455 | 0 | 0 | 0 |
| 6000 | plus Transfer from EMR | 0 | 3,007 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | | <u>(30,000)</u> | <u>(27,228)</u> | | | <u>(25,000)</u> | | <u>(25,000)</u> | <u>(3,455)</u> | <u>0</u> | | |

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 3)
Note: Annual Budget 2025-26 - YTD 300625

| | <u>2024/2025</u> | | <u>2025/2026</u> | | | | | | <u>2026/2027</u> | | |
|---------------------------------------|------------------|------------------|------------------|--------------|-----------------|----------|-----------------|-----------------|------------------|----------|-----------------|
| | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| COMMUNITY - Income | 72,600 | 72,531 | 0 | 0 | 128,100 | 0 | 128,100 | 7,434 | 0 | 0 | 0 |
| Expenditure | 187,300 | 211,330 | 0 | 0 | 189,400 | 0 | 189,400 | 56,198 | 0 | 0 | 0 |
| Net Income over Expenditure | <u>-114,700</u> | <u>-138,799</u> | <u>0</u> | <u>0</u> | <u>-61,300</u> | <u>0</u> | <u>-61,300</u> | <u>-48,764</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| plus Transfer from EMR | 0 | 47,606 | 0 | 0 | 0 | 0 | 0 | 11,126 | 0 | 0 | 0 |
| less Transfer to EMR | 0 | 13,521 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | <u>(114,700)</u> | <u>(104,714)</u> | | | <u>(61,300)</u> | | <u>(61,300)</u> | <u>(37,638)</u> | <u>0</u> | | |

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 3)
Note: Annual Budget 2025-26 - YTD 300625

| | | <u>2024/2025</u> | | <u>2025/2026</u> | | | | | | <u>2026/2027</u> | | |
|--|---------------------------------|------------------|-----------------|------------------|--------------|----------------|-----|----------------|------------|------------------|-----|-----------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| <u>STRATEGIC PLANNING</u> | | | | | | | | | | | | |
| <u>130</u> | <u>Cemetery</u> | | | | | | | | | | | |
| 3190 | Interments & Memorials | 15,000 | 6,392 | 0 | 0 | 7,000 | 0 | 7,000 | 750 | 0 | 0 | 0 |
| 3191 | Grave Purchase | 4,500 | 3,050 | 0 | 0 | 1,000 | 0 | 1,000 | 835 | 0 | 0 | 0 |
| 3290 | Miscellaneous Income | 0 | 150 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Income | | 19,500 | 9,592 | 0 | 0 | 8,000 | 0 | 8,000 | 1,585 | 0 | 0 | 0 |
| 6130 | Water & Sewerage | 100 | 75 | 0 | 0 | 100 | 0 | 100 | 24 | 0 | 0 | 0 |
| 6210 | Rates | 3,500 | 3,818 | 0 | 0 | 2,000 | 0 | 2,000 | 1,023 | 0 | 0 | 0 |
| 6400 | Repairs and Maintenance | 12,500 | 3,872 | 0 | 0 | 10,000 | 0 | 10,000 | 62 | 0 | 0 | 0 |
| 6417 | Maintenance | 0 | 28 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6465 | Contract | 10,000 | 8,850 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6469 | Pest Control | 0 | 0 | 0 | 0 | 1,500 | 0 | 1,500 | 443 | 0 | 0 | 0 |
| 6471 | Skips for cemetery | 600 | 705 | 0 | 0 | 700 | 0 | 700 | 0 | 0 | 0 | 0 |
| 7720 | Other Miscellaneous Expenses | 500 | 1,336 | 0 | 0 | 250 | 0 | 250 | 0 | 0 | 0 | 0 |
| Overhead Expenditure | | 27,200 | 18,685 | 0 | 0 | 14,550 | 0 | 14,550 | 1,551 | 0 | 0 | 0 |
| 130 Net Income over Expenditure | | -7,700 | -9,093 | 0 | 0 | -6,550 | 0 | -6,550 | 34 | 0 | 0 | 0 |
| 6001 | less Transfer to EMR | 0 | 8,628 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | | <u>(7,700)</u> | <u>(17,721)</u> | | | <u>(6,550)</u> | | <u>(6,550)</u> | <u>34</u> | <u>0</u> | | |
| <u>140</u> | <u>Closed Churchyard</u> | | | | | | | | | | | |
| 6400 | Repairs and Maintenance | 5,000 | 4,967 | 0 | 0 | 2,500 | 0 | 2,500 | 199 | 0 | 0 | 0 |
| 6465 | Contract | 2,000 | 2,191 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 3)

Note: Annual Budget 2025-26 - YTD 300625

| | | <u>2024/2025</u> | | | | <u>2025/2026</u> | | | | <u>2026/2027</u> | | |
|---------------------------------------|---|------------------|---------|-----------------|--------------|------------------|-----|---------|------------|------------------|-----|-----------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| Overhead Expenditure | | 7,000 | 7,159 | 0 | 0 | 2,500 | 0 | 2,500 | 199 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | | (7,000) | (7,159) | | | (2,500) | | (2,500) | (199) | 0 | | |
| 145 | <u>Grounds Maint. & Street Scene</u> | | | | | | | | | | | |
| 4100 | Salaries/Superann/Nl | 0 | 0 | 0 | 0 | 94,000 | 0 | 94,000 | 15,054 | 0 | 0 | 0 |
| 5210 | Telephone and Comms | 0 | 0 | 0 | 0 | 500 | 0 | 500 | 101 | 0 | 0 | 0 |
| 6110 | Heat and Light | 0 | 0 | 0 | 0 | 2,000 | 0 | 2,000 | 0 | 0 | 0 | 0 |
| 6130 | Water & Sewerage | 0 | 0 | 0 | 0 | 1,500 | 0 | 1,500 | 0 | 0 | 0 | 0 |
| 6200 | Rent | 0 | 0 | 0 | 0 | 21,500 | 0 | 21,500 | 0 | 0 | 0 | 0 |
| 6210 | Rates | 0 | 0 | 0 | 0 | 13,000 | 0 | 13,000 | 646 | 0 | 0 | 0 |
| 6240 | Alarm/Fire Extinguisher Insp | 0 | 0 | 0 | 0 | 2,500 | 0 | 2,500 | 108 | 0 | 0 | 0 |
| 6320 | Vehicle Hire | 0 | 0 | 0 | 0 | 8,500 | 0 | 8,500 | 69,435 | 0 | 0 | 0 |
| 6321 | Vehicle Insurance | 0 | 0 | 0 | 0 | 1,200 | 0 | 1,200 | 560 | 0 | 0 | 0 |
| 6322 | Fuel | 0 | 0 | 0 | 0 | 1,200 | 0 | 1,200 | 106 | 0 | 0 | 0 |
| 6323 | Machinery Hire | 0 | 0 | 0 | 0 | 10,000 | 0 | 10,000 | 58,863 | 0 | 0 | 0 |
| 6324 | Tools & Equipment | 0 | 0 | 0 | 0 | 200 | 0 | 200 | 3,435 | 0 | 0 | 0 |
| 6325 | PPE | 0 | 72 | 0 | 0 | 1,500 | 0 | 1,500 | 474 | 0 | 0 | 0 |
| 6330 | Waste Disposal | 0 | 0 | 0 | 0 | 2,000 | 0 | 2,000 | 0 | 0 | 0 | 0 |
| 6400 | Repairs and Maintenance | 0 | 0 | 0 | 0 | 500 | 0 | 500 | 135 | 0 | 0 | 0 |
| 6418 | Defibrillators | 500 | 478 | 0 | 0 | 500 | 0 | 500 | 0 | 0 | 0 | 0 |
| 6462 | Grit Bins/Snow | 1,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6465 | Contract | 0 | 104 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6485 | Plants & Sundries | 0 | 0 | 0 | 0 | 2,500 | 0 | 2,500 | 0 | 0 | 0 | 0 |
| 6490 | Trees/Flower Beds | 1,000 | 1,963 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 3)

Note: Annual Budget 2025-26 - YTD 300625

| | | <u>2024/2025</u> | | <u>2025/2026</u> | | | | | | <u>2026/2027</u> | | |
|------------|---------------------------------------|------------------|----------------|------------------|--------------|------------------|-----|------------------|-----------------|------------------|-----|-----------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| 6495 | Street Furniture | 3,000 | 12,426 | 0 | 0 | 1,500 | 0 | 1,500 | 274 | 0 | 0 | 0 |
| 7410 | Service Charges | 0 | 0 | 0 | 0 | 1,445 | 0 | 1,445 | 0 | 0 | 0 | 0 |
| 7650 | Insurance | 0 | 0 | 0 | 0 | 915 | 0 | 915 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 5,500 | 15,043 | 0 | 0 | 167,960 | 0 | 167,960 | 149,192 | 0 | 0 | 0 |
| 6000 | plus Transfer from EMR | 0 | 6,310 | 0 | 0 | 0 | 0 | 0 | 131,614 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | <u>(5,500)</u> | <u>(8,733)</u> | | | <u>(167,960)</u> | | <u>(167,960)</u> | <u>(17,578)</u> | <u>0</u> | | |
| 180 | <u>Pool Meadow</u> | | | | | | | | | | | |
| 6417 | Maintenance | 2,500 | 3,900 | 0 | 0 | 500 | 0 | 500 | 450 | 0 | 0 | 0 |
| 6430 | Restoration Project | 0 | 8,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 2,500 | 12,400 | 0 | 0 | 500 | 0 | 500 | 450 | 0 | 0 | 0 |
| 6000 | plus Transfer from EMR | 0 | 8,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | <u>(2,500)</u> | <u>(3,900)</u> | | | <u>(500)</u> | | <u>(500)</u> | <u>(450)</u> | <u>0</u> | | |
| 185 | <u>Millennium Garden</u> | | | | | | | | | | | |
| 6417 | Maintenance | 1,200 | 0 | 0 | 0 | 250 | 0 | 250 | 0 | 0 | 0 | 0 |
| 6465 | Contract | 500 | 335 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 1,700 | 335 | 0 | 0 | 250 | 0 | 250 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | <u>(1,700)</u> | <u>(335)</u> | | | <u>(250)</u> | | <u>(250)</u> | <u>0</u> | <u>0</u> | | |
| 186 | <u>War Memorial</u> | | | | | | | | | | | |
| 6470 | War Memorial | 5,000 | 2,877 | 0 | 0 | 500 | 0 | 500 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 5,000 | 2,877 | 0 | 0 | 500 | 0 | 500 | 0 | 0 | 0 | 0 |

Continued on next page

Chipping Norton Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 3)

Note: Annual Budget 2025-26 - YTD 300625

| | <u>2024/2025</u> | | <u>2025/2026</u> | | | | | | <u>2026/2027</u> | | |
|---------------------------------------|------------------|-----------------|------------------|--------------|------------------|----------|------------------|-----------------|------------------|----------|-----------------|
| | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| Movement to/(from) Gen Reserve | <u>(5,000)</u> | <u>(2,877)</u> | | | <u>(500)</u> | | <u>(500)</u> | <u>0</u> | <u>0</u> | | |
| STRATEGIC PLANNING - Income | 19,500 | 9,592 | 0 | 0 | 8,000 | 0 | 8,000 | 1,585 | 0 | 0 | 0 |
| Expenditure | 48,900 | 56,498 | 0 | 0 | 186,260 | 0 | 186,260 | 151,393 | 0 | 0 | 0 |
| Net Income over Expenditure | <u>-29,400</u> | <u>-46,907</u> | <u>0</u> | <u>0</u> | <u>-178,260</u> | <u>0</u> | <u>-178,260</u> | <u>-149,808</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| plus Transfer from EMR | 0 | 14,810 | 0 | 0 | 0 | 0 | 0 | 131,614 | 0 | 0 | 0 |
| less Transfer to EMR | 0 | 8,628 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | <u>(29,400)</u> | <u>(40,724)</u> | | | <u>(178,260)</u> | | <u>(178,260)</u> | <u>(18,194)</u> | <u>0</u> | | |
| Total Budget Income | 510,647 | 541,913 | 0 | 0 | 682,619 | 0 | 682,619 | 267,335 | 0 | 0 | 0 |
| Expenditure | 536,650 | 580,420 | 0 | 0 | 669,760 | 0 | 669,760 | 289,789 | 0 | 0 | 0 |
| Net Income over Expenditure | <u>-26,003</u> | <u>-38,507</u> | <u>0</u> | <u>0</u> | <u>12,859</u> | <u>0</u> | <u>12,859</u> | <u>-22,453</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| plus Transfer from EMR | 0 | 74,469 | 0 | 0 | 0 | 0 | 0 | 142,740 | 0 | 0 | 0 |
| less Transfer to EMR | 0 | 83,521 | 0 | 0 | 0 | 0 | 0 | 3,000 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | <u>(26,003)</u> | <u>(47,559)</u> | | | <u>12,859</u> | | <u>12,859</u> | <u>117,287</u> | <u>0</u> | | |

Earmarked Reserves

| Account | Opening Balance | Net Transfers | Closing Balance |
|-------------------------------------|-------------------|-------------------|-------------------|
| 2135 EMR Skate Park Fund | 35,000.00 | | 35,000.00 |
| 2138 EMR Pool Meadow Project | 15,678.50 | | 15,678.50 |
| 2139 EMR Defibrillators | 2,424.55 | | 2,424.55 |
| 2142 EMR TH Restoration/repairs | 127,538.74 | -11,126.00 | 116,412.74 |
| 2148 EMR Street Scene Projects | 18,675.88 | | 18,675.88 |
| 2149 EM Recreation Equipment/Repair | 1,860.37 | | 1,860.37 |
| 2152 EMR Professional Fees | 87.55 | | 87.55 |
| 2157 EMR Public Art Project | 2,798.24 | 3,000.00 | 5,798.24 |
| 2160 EMR Elections | 5,900.00 | | 5,900.00 |
| 2161 EMR Staffing Contingency | 17,024.00 | | 17,024.00 |
| 2163 EMR 2025 Mayor's Charity Event | 855.00 | | 855.00 |
| 2164 EMR Grounds Maintenance | 26,927.51 | -12,760.94 | 14,166.57 |
| 2165 EMR Facilities Equipment | 9,443.00 | | 9,443.00 |
| 2166 EMR Burial Ground | 8,628.00 | | 8,628.00 |
| | 272,841.34 | -20,886.94 | 251,954.40 |



Councillor Co-option Policy and Procedure

Introduction

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of Councillors to Chipping Norton Town Council. The co-option procedure is entirely managed by the Town Council and this policy will ensure that a fair and transparent process is carried out.

Chipping Norton Town Council has 16 Councillors who typically serve a full four year term.

What is Co-option

The co-option of a Town Councillor can occur at:

- **Ordinary Election**

A seat has been left vacant because no eligible candidate or insufficient candidates stood for election at the full elections, which happen every four years. Provided that those elected constitute at least a quorum (one third of the total number of Councillors).

In this instance the Town Clerk will be notified of vacancies by West Oxfordshire District Council and advised that efforts must be made to fill the vacancies by co-option. The Town Council will be notified and they must give public notice of the vacancies and intention to co-opt.

The time period to complete a co-option in these circumstances is 35 days (not including weekends, public holidays and other notable days), from the election date. After 35 days, West Oxfordshire District Council will advise the Town Council whether there will be a further election or to take other appropriate action to fill the vacancies.

If the Town Council is not quorate following an election, West Oxfordshire District Council has powers to do anything necessary to constitute the Town Council, including the temporary appointment of Councillors pending a further election.

- **During the four year term of Council**

A casual vacancy arises when:

- a Councillor fails to make their declaration of acceptance of office at the proper time
- a Councillor resigns
- a Councillor dies
- a Councillor becomes disqualified
- a Councillor fails for six months to attend meetings of the Council including Committees or Sub-committees of which they are a member.



Chipping Norton Town Council

The Town Clerk will notify West Oxfordshire District Council that a seat has fallen vacant. (However, if the vacancy is within the six months period prior to an election, then the Town Council may choose whether to fill the vacancy or not).

The Notice of a Vacancy would be advertised which would give the electorate the opportunity to call for a poll (by-election).

If a by-election is called within 14 days (not including weekends, public holidays and other notable days), if only one candidate is nominated they will be duly elected unopposed without a ballot. If there are two or more candidates nominated then a polling station will be set up in the ward by West Oxfordshire District Council and the electorate of the ward will be asked to go to the polls to vote – either at a polling station or via postal vote - for a candidate who has put themselves forward by way of a nomination paper.

Chipping Norton Town Council will pay the costs of the election.

If the required ten electors of the parish do not claim a poll (by-election) within the legally specified time period (currently 14 days) following publication of the Notice of Vacancy, the Town Clerk will be notified by West Oxfordshire District Council that the vacancy can be filled by co-option. The Town Council will be notified and they must give public notice of the vacancy and intention to co-opt.

Confirmation of Co-option

On receipt, of written confirmation, from West Oxfordshire District Council, the casual vacancy can be filled by means of co-option, the Town Clerk will:

- Advise the Town Council that the co-option process has been instigated
- Advertise the vacancy for four weeks on the Town Council notice boards and website
- Promote the vacancy on social media platforms and any other relevant media and publications
- If the vacancy is as a result of the death of a Councillor, no advertisement will be posted until after the funeral

The Town Council will ensure an open and transparent co-option process and engage as fully as possible to attract a diverse range of potential candidates. The process for standing for co-option will be accessible and have due regard to equality and diversity. If the Council is not satisfied that the vacancy has been adequately advertised and a sufficient diversity of candidates has not been sought, it will postpone the co-option until this is addressed.

Councillors elected by co-option are full members of Chipping Norton Town Council.

Eligibility of Candidates

The Town Council is able to consider any person to fill a vacancy provided that (see section 79 of the



Local Government Act 1972):

- Over 18 years of age
- A British or Commonwealth Citizen or citizen of the European Union and either
 - An elector
 - Or resided in the parish for the past 12 months
 - Or within three miles (direct) of it
 - Or occupied as an owner or tenant land or premises therein
 - Or have their principal place of work in the parish.

There are certain disqualifications for election, of which the main are (see section 80 of the Local Government Act 1972):

- Holding a paid office within the Town Council;
- Bankruptcy
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- Being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

Application Process

All potential candidates will be requested to put their request for consideration in writing with the following information:

- Confirm their eligibility (as set out in the Local Government Act 1972 section 79)
- Confirm that they do not meet any of the criteria to be disqualified from being a Councillor (as set out in the Local Government Act 1972 section 80)
- Reason for wishing to become Councillor
- Previous community and/or Council work
- Other skills and experience that may be relevant in support of their application

Candidates will be informed it is a condition of a being a Town Councillor that a means of contact by town council email will be public information and that being a Town Councillor entails having contact details in the public domain. However for the purpose of co-option, private email addresses and other personal data will not be in the public domain, except for their name and the supporting information above.

Following receipt of applications, the next suitable Full Council meeting will have an agenda item:

'To receive written applications for the office of Town Councillor and to co-opt a candidate to fill the existing vacancy'.

Applications must be received at least seven days prior to a Full Council meeting as copies of the



candidates' applications will be circulated to all Councillors by the Town Clerk, at least five clear days prior to the meeting of the Full Council, when the co-option will be considered. All such documents will be treated by the Town Clerk and all Councillors as Strictly Private and Confidential.

Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment, together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of the Town Council, and this Co-option Policy. Candidates will also be informed that they will be invited to speak about their application at the meeting, should they wish to do so.

At the Co-option Meeting

At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to Councillors, give information on their background and experience and explain why they wish to become a Chipping Norton Town Councillor.

All discussions will be in public, but the Council reserves the right to give the opportunity for candidates to give their presentation to the Council without the other candidates present, to offer fairness and equal opportunity to all candidates. The Town Council will proceed to a vote on the acceptability of each candidate by the Town Councillors in attendance by a vote by a show of hands.

In order for a candidate to be elected to the Town Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the case of an equality of votes, the Chair of the meeting, typically the Mayor, has a second casting vote.

Once the Chair has declared the successful candidate(s) duly elected and after their declaration of acceptance of office has been signed, they may take their seat immediately.

The decision of Full Council is final.

The Town Clerk will notify West Oxfordshire District Council of the new Councillor appointment. The successful candidate(s) must complete the 'register of interests' within 28 days of being elected. The form should be submitted to the Monitoring Officer at West Oxfordshire District Council or may be completed on-line. Further details will be provided to the successful candidate(s).

If insufficient candidates come forward for co-option, the vacancies will be re-advertised.

Chipping Norton Town Council

Mayor's Allowance

Statement of Policy

Chipping Norton Town Council is committed to accountability and transparency in respect of all expenditure, including the Mayor's allowance.

Background

Each May, the Town Council elects the Mayor for the coming year. This position entails increased responsibility as the Mayor represents the town at various events throughout the County. As a result, there is increased expenditure and to defray these extra costs a budget is allocated.

Permitted expenditure

Section 15(5) of the Local Government Act (LGA) provides for town and parish councils to pay its mayor 'for the purposes of enabling him to meet the expenses of his office such allowance as the council think reasonable'.

Provisions made for the Mayor's Allowance in the LGA do not extend to the Deputy Mayor, who would be treated the same as any other Councillor. However, it is acknowledged that the Deputy Mayor is likely to incur costs associated with officially representing the Mayor in their absence and in this case they will be entitled to claim expenses.

The Allowance is expected to defray the cost associated with the office of mayor such as;

- Mileage to and from events
- Tickets for events
- Raffle/draw tickets
- Donations to charity stalls, etc.
- Reasonable clothing allowance for civic events
- Telephone, stationery and printing
- Small gifts (flowers/cards) where appropriate

It is recognised that the Mayor may be accompanied to many formal engagements by their consort and reasonable expenditure under the above headings represents legitimate expenditure for them also.

The Allowance paid under section 15(5) of the LGA 1972.

If paid as a round sum it will be subject to the usual tax and national insurance deductions allowance to ensure HMRC regulations are adhered to. It will be the responsibility of the Mayor to make a claim for any expenses that are incurred which are tax deductible.

Adopted by The Finance and Resources Committee, June 2022

CHIPPING NORTON TOWN COUNCIL

INVESTMENT STRATEGY

Adopted by Full Council: July 2022

Date of last review: July 2024

1. INTRODUCTION

1.1 Chipping Norton Town Council (the Council) acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community as part of its fiduciary duty. This Strategy complies with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments and takes into account Section 15(1)(a) of the Local Government Act 2003 and guidance within Governance and Accountability for Local Councils Practitioner's Guide 2018.

The Local Government Act 2003 states that a local authority may invest:

- For any purpose relevant to its functions under any enactment.
- For the purpose of prudent management of its financial affairs.

1.2 The Council defines its treasury management activities as “the management of the Council’s cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.”

2. POLICY

This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council’s treasury management activities and the associated risks and should be read in conjunction with the Council’s Financial Regulations.

3. INVESTMENT OBJECTIVES

3.1. The Council’s investment priorities are:

- the security of its reserves,
- adequate liquidity of its investments, and
- the return on investment – the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
- Investments will consider lower carbon emissions, ethical labour management, and greater board diversity”.

3.2 All investments will be made in sterling.

3.3 The Department of Communities and Local Government maintains the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

3.4 The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The Council will only invest in institutions of high credit quality – based on information from credit rating agencies.

3.5 Investments will be spread over different providers where appropriate to minimise risk.

4. SPECIFIED INVESTMENTS

4.1 Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.

4.2 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Chipping Norton Town Council will use:

- Deposits with banks, building societies, local authorities or other public authorities
- Other approved public sector investment funds.

4.3 The choice of institution and length of deposit will be at the approval of the Finance and General Purposes Committee.

4.4 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

5. NON SPECIFIED INVESTMENTS 5.1

These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will not use this type of investment.

6. LIQUIDITY OF INVESTMENTS

6.1 The Finance and General Purposes Committee in consultation with the Responsible Financial Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

6.2 Investments will be regarded as commencing on the date the commitment to invest is entered into rather than the date on which the funds are paid over to the counterparty.

7. LONG TERM INVESTMENTS

7.1 Long term investments are defined in the Guidance as greater than 12 months.

7.2 The Council does not currently hold any funds in long term investments.

8. INVESTMENT STRATEGY 22-23

8.1 For 2024-25 the Council will continue to invest as much of its balances as possible in low risk products in order to achieve its investment objectives. This includes any balances that need to be invested being held in the CCLA Public Sector Deposit Fund.

9. END OF YEAR INVESTMENT REPORT

9.1 Investment forecasts for the coming financial year will be accounted for when the budget is prepared. At the end of the financial year, the Responsible Financial Officer will report on investment activity to the Finance and General Purposes Committee.

10. REVIEW AND AMENDMENT OF REGULATIONS

10.1 The Council's Investment Strategy shall be reviewed annually and revised if considered necessary.

10.2 The Council reserves the right to make variations to the Investment Strategy at any time subject to the approval of Council. Any variations will be made available to the public

11. FREEDOM OF INFORMATION

11.1 In accordance with the Freedom of Information Act 2000, the Council's Investment Strategy will be published on the Town Council's website <https://www.chippingnorton-tc.gov.uk> and is also available as hard copy from the Town Council Offices.