

Woodstock Watermeadows Flooding- December 2020

The recent flooding of the Watermeadows was significantly greater than in previous years. Whilst walking through the meadows once the water level had subsided a bit, I noticed one of the signs located on the meadows had a water line which was approximately 5 feet high. This volume of water meant that the properties in Lower Brook Hill, adjacent to the area, were dramatically affected.

Whilst it is appreciated that the Watermeadows floods regularly, properties have not been affected to this extent in recent years. It is also appreciated that there was justifiable opposition to the building of the houses in question due to the potential for flooding, however, this argument is now irrelevant as the houses are there and Woodstock residents are incurring damages.

There have been many assertions as to the cause of the incident inclusive but not restricted to the work being carried out in the lakes downstream in Blenheim, the maintenance of the farmland upstream, the way the area of the Watermeadows is being managed and simply the sheer volume of rainfall.

As none of us are experts in this field I believe the following proposal is sensible –

Woodstock Town Council agrees to request a ‘post mortem’ of this particularly significant flood incident be carried out by an identified, appropriately qualified body to ascertain if possible what the cause(s) of the flooding could have been and identify ways in which Woodstock Town Council as property owners can act in order to minimise the risk or prevent this type of flooding occurring again.

Proposed – Cllr M.Parkinson

Seconded – Cllr S.Parnes

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 15th DECEMBER 2020
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)
Cllr L Burnham
Cllr P Jay
Cllr U Parkinson
Cllr S Rasch
Cllr T Redpath

Cllr A Grant (Deputy Mayor)
Cllr J Cooper
Cllr S Parnes
Cllr E Poskitt
Cllr P Redpath

ALSO IN ATTENDANCE: C Carruthers (Clerk), CCllr Ian Hudspeth and 4 members of the public.

Cllr M Parkinson proposed the following motion which was seconded Cllr A Grant:

Cllr S Parnes requested that the Council suspend Standing Order SO3Bi; he felt this had been breached because not all members had received the agenda papers supporting papers leaving the required three clear working days. C Carruthers advised that this was due to a hand over technicality and unclear instructions within the office, she advised that the hard copy packs had been held up with the Christmas post and she was unaware that the electronic papers needed to be circulated by her. This was rectified on the Friday, she also noted that the Agenda has been issued within the statutory timeframe.

Cllr S Parnes recommended that due to the noncompliance of this Standing Order the meeting should not take place and be rescheduled, he concluded by requesting a named vote.

VOTE: For:	7	Cllrs T Redpath, P Redpath, M Parkinson, L Burnham, U Parkinson, A Grant, S Rasch.
Against:	2	Cllrs P Jay, J Cooper.
Abstaining:	2	Cllrs S Parnes, E Poskitt

RESOLVED: Motion was carried and SO3B1 was suspended.

WTC204/20 APOLOGIES FOR ABSENCE: Cllr E White.

WTC205/20 DISCLOSURES OF INTEREST:

Cllr J Cooper

Item 10 Planning: Personal interest as he is a member of WODC Planning Sub-Committee.

Item 12iv (iii) Grant Applications: Personal interest as he is a member of the Youth Club Committee.

Cllr E Poskitt

Item 10 Planning: Personal interest as she is a member of WODC.

Cllr A Grant

Item 12iv (iii) Grant Applications: Personal interest as she is a member of the Youth Club Committee.

WTC206/20 PUBLIC PARTICIPATION SESSION:

Hilary Brown of Sustainable Woodstock addressed the Council regarding the Grants Applications discussed at a previous meeting.

1. *Sustainable Woodstock supported housing development by Blenheim:
We did not support the development at this level but we did support the provision of affordable and quality housing for people in the community. As did others in the community, we engaged with the consultation process with Community First, an independent charity, because we believed it was the right and constructive thing to do. If you would like a copy of our ideas given to Community First - they have always been available and easy to access on their website.*
2. *Cllr Phillip Redpath suggested that Sustainable Woodstock received money from Blenheim Estate:
This is correct and this is similar to other Woodstock community-based groups and local businesses such as the Youth Club and Village Refill ... and I'm sure you know of many others. This other grant income of Sustainable Woodstock is requested and declared on the town council's application form.*
3. *Cllr Phillip Redpath said Sustainable Woodstock have alliances with political affiliations:
This is not the case. We are non-political but we support the actions of those who aim to increase awareness of the climate crisis such as XR (who are non-political) along with other organisations such as Friends of the Earth, Greenpeace, WWF, Sir David Attenborough and others.*
4. *Cllr Phillip Redpath said Sustainable Woodstock has a policy to build cycle tracks and things:
This is true we are interested in developing cycle links and improve paths to enable safer active travel including cycling in our area and to reduce carbon emissions. Cllr Redpath then stated that Woodstock town council has a policy of not building cycle tracks around the place. We find this particularly strange at a time when our own Government, district councils and other town councils are all trying to promote cycling and walking to combat global warming. We were not aware of this council policy.*
5. *And finally, Sustainable Woodstock applied for £660 and not £3000 as stated by Cllr Phillip Redpath (the same figure that we applied for last year and received £300) and this would be used solely for mowing paths and glades in the community woodland and orchard throughout the summer to maintain good access and use by the community.*

WTC207/20 MINUTES OF THE BUDGET SETTING MEETING HELD ON TUESDAY 24th NOVEMBER 2020:

The Council **resolved** that the minutes of the Budget Setting meeting held on Tuesday 24th November 2020 were a true record of the meeting with the following amendments:-

Page 101	WTC206/20	line 1 - 10, be replaced with 8 line 3 - 10, be replaced with 8 Add in Cllr E White, item 8C, she owns the property in question.
Page 101	WTC208/20	line 3 - add m, in the November
Page 101	WTC209/20	line 1 - strikethrough verbal, and replace with oral

WTC208/20 REPORT FROM THE TOWN CLERK:

There was nothing to report to Council.

WTC209/20 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr I Hudspeth was received by Council without question or comment. Cllr Ian Hudspeth had circulate his thoughts regarding the Parking Review and noted that Cllrs J Cooper and E Poskitt were attending on behalf of WTC.

Cllr P Jay expressed thanks to Cllr I Hudspeth for his comprehensive report on the matter.

The District Councillors' report was received by Council. Cllr J Cooper also reported that the planning application 20/01246/FUL at 24 Park Street, Woodstock was going to appeal and that it will go before the Planning Inspectorate in 2021. Cllr E Poskitt proposed that WTC write to a representation to reaffirm WTC objection.

RESOLVED: This motion was carried.

WTC210/20 COMMUNICATIONS:

Cllr S Parnes asked why the supporting papers for the meeting were not published online along with the Agenda and whose decision was this.

C Carruthers responded that she had taken the decision and that it was not a statutory obligation, that they available to the public. She noted that WTC are compliant under regulations inline with the Transparency Code, the Agenda and the approved Minutes.

WTC211/20 QUESTIONS:

There were no questions presented to Council.

WTC212/20 MOTIONS PRESENTED TO THE COUNCIL:

There were no motions presented to Council.

WTC213/20 PLANNING:

Council considered the following applications and their responses are shown below:-

APPLICATION NO: 20/02600/FUL – Bladon Chase Caravan Park, Bladon, Woodstock

Re-organisation and upgrade of the existing Caravan Club Site to include the removal of 92 touring caravan pitches and demolition of existing site buildings, construction of replacement facilities and maintenance/housekeeping buildings with provision of static accommodation in the form of 36 Holiday Lodges.

VOTE:	For:	7	Cllrs T Redpath, P Redpath, U Parkinson, A Grant, S Rasch, S Parnes, J Cooper
	Against:	1	Cllrs M Parkinson.
	Abstaining:	3	Cllrs L Burnham, E Poskitt, P Jay

RESOLVED: that WTC object to the above planning application regarding planning policies EH2 and EH9; in addition we would like to draw attention and refer to Pre-Application Advice Letter - containing some very important observations and OCC submissions (with extensive objections)

Ref: APPLICATION NO: 20/0307/HD – 28 Blackberry Way, Woodstock
Formation of habitable room in roof space with front and rear Velux roof lights.

RESOLVED: that WTC have no objection to this application.

Ref: APPLIATION NO: 20/03231/HD – 41 Flemings Road, Woodstock
Alterations and erection of single story rear extension.

RESOLVED: that WTC have no objection to this application.

WTC214/20 NEIGHBOURHOOD PLAN – GREEN spaces:

Cllr T Redpath provided the council with the draft report on Green Spaces prepared by Troy Planning.

RESOLVED: The council accepted and approved the report with all voting in favour.

Cllr P Jay expressed personal thanks to Cllr T Redpath for her time and efforts with this

WTC215/20 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – DECEMBER 2020:

- i. To approve the list of payments totalling £41,338.73 made in the month of November 2020 – The Council **RESOLVED** to approve the payments in December 2020.
- ii. To approve the Bank Reconciliation for November 2020 – The Council **RESOLVED** to approve the Bank Reconciliation for November 2020
- iii. To receive and consider the summary and detailed income & expenditure statements for November 2020 – The Council **NOTED** the Income and Expenditure statements without query or comment.
- iv. Budget 2021-22 and Setting of the Precept:
 - (i) To approve Additional Budget Paper for 2021-22 with the amendments from the November Budget Setting meeting. C Carruthers proposed that additional finances be made available to update the Councils IT infrastructure. The effect of this was explained to the Members and Cllr P Jay proposed the amended motion, seconded by Cllr M Parkinson.

“to approve a revised budget to include the additional £22,800 to bring the Precept demand to £122,800. This equates to £78.56 per house per annum charge an increase of £15.20 per house per annum”

VOTE: For: 9 Against: 1 Abstaining: 1

RESOLVED: the motion was carried

- (ii) To review and approve the quotations received for two new laptops, from Triumph Technologies £ 2,211.12 plus VAT and Horizon Telecom + Data Ltd @ £1,834.80.
Cllr M Parkinson proposed to approve Horizon Telecom, seconded by Cllr A Grant.

RESOLVED: To proceed with the Horizon Telecom + Data Ltd @ £1,834.80.

(iii) The following Grant Applications for 2021-22 were received and discussed with Cllr A Grant proposing the following table, seconded by Cllr P Jay.

Name	Amount Donated (£) 2020/21	Amount Requested (£) 2021/22	AGREED Amount (£) 2020/22
1. Woodstock Scouts and Guides	500.00	960.00	600.00
2. Volunteer Link	100.00	200.00	200.00
3. Woodstock Youth Club	800.00	2000.00	800.00
4. CAB West Oxfordshire	200.00	300.00	200.00
5. Sustainable Woodstock	300.00	660.00	200.00
6. Woodstock Social Club	None	1500.00	None
7. Mock Mayor	500.00	1000.00	500.00
8. Woodstock Ladies Circle	150.00	850.00	200.00
9. Woodstock Town under 15's FC	None	300.00	300.00
	2550.00	7770.00	3000.00

It was felt that Woodstock Social Club were categorised as a business and do not qualify for a community grant.

VOTE: For: 7 Cllrs A Grant, P Jay, U Parkinson, M Parkinson, L Burnham, E Poskitt, J Cooper

Against: 2 Cllrs S Parnes, S Rasch.

Abstaining: 2 Cllrs T Redpath, P Redpath.

RESOLVED: The motion was carried and the amounts in the fourth column be awarded.

WTC216/20 REVIEW OF HALL HIRE AND ROOM CHARGES:

The members had been circulated with the current price list for hiring the facilities. C Carruthers noted that she thought the prices were fairly low in comparison to neighbouring Parishes'.

It was **AGREED** that a full exercise would be carried out to compare rates against other local facilities and to ensure we are charging the correct commercial rates when applicable, in addition to this a full assessment of whether or not a price increase is economically viable.

WTC217/20 PROPERTY PORTFOLIO:

Cllr A Grant proposed the following motion, seconded by Cllr M Parkinson:

"WTC agrees that Breckon and Breckon be instructed to seek quotes for the necessary remedial works on the Community Centre Car Park with a view to the work being carried out during Spring 2021"

RESOLVED: The motion was carried

WTC218/20 POLICIES for ADOPTION:

Proposer Cllr M Parkinson, seconded by Cllr A Grant.

- (i) *“Annual Leave Policy be approved and adopted”*
- (ii) *“Flexitime Policy for the Clerks position be approved and adopted”*

RESOLVED: The motions were carried.

The meeting closed at 9:41pm

Chair:

Date:

DRAFT

Report of District Councillors for Bladon, Blenheim and Woodstock to Woodstock Town Council Tuesday January 12th 2021

This comes wishing you a happy, healthy and sociable 2021 despite the beginning of the year looking very far from being that. Let us hope everything is positive and upwards from now on with Lockdown lifted as soon as practical and never to fall again.

Report of Woodstock Parking Review.

We are very disappointed with WODC's report on the Woodstock Parking Review. After a prolonged wait, the report documents the responses to the various questions in the survey but offers more or less no comment on the significance of the findings in terms of what changes might be considered nor suggestions about possible solutions. The original motion presented at the December Cabinet meeting was to 'note' the report and forward it to OCC. Certainly OCC is responsible for on-street parking but might have preferred to have WODC's interpretation of the feasibility and usefulness of the ideas put forward by residents since WODC officers may well be better versed in the parking issues of Woodstock than some OCC officers. Apart from that, something like 20% of Woodstock's parking spaces – in Hensington Road car park - are within the remit of WODC. We raised these issues at the Cabinet meeting and pointed out that WODC, at the least, should consider what changes to the Hensington Road Car Park might improve the situation. After discussion, we managed to get Cabinet to amend the motion to include a phrase that WODC would consider the report in relation to possible changes on the land owned by WODC which could improve parking opportunities. For example, 60% of respondents thought some short stay spaces at Hensington Road might lead to greater 'churn' there, benefitting those who may come to Woodstock in the middle of the day. That is certainly worth considering further. Following the Cabinet meeting, Cllr Cooper sent a list of nine questions for Cllr Norman MacRae to answer. These covered the matters he had put to Cabinet in relation to the report. So far, he has not had answers (but Cllr MacRae was not very well over the Christmas period).

A meeting on January 18th involving OCC officers, WODC officers, Woodstock Town Clerk and representatives from Blenheim will be considering future possibilities on the Hensington Road site.

Census 2021.

A National Census will take place on March 21st 2021. This year, for the first time, the Census will be primarily digital. All households will receive a letter in early March with a unique access code, allowing them to complete the questionnaire on 21 March using computer, phone or tablet. For some of our residents completing an electronic response could be challenging. The Census team covering Oxfordshire would like to hear about communities and key groups that may need support and where there could be risks over correct completion of forms, so it can provide alternative or adjusted arrangements. It would also like to know about local community groups who already provide help to those who may have difficulty with things such as electronic forms and how Census promotion/engagement might be supported locally.

Town and parish councillors will be sent a survey very shortly to help gather this information. The Census team would value help identifying where extra focus is needed and what resources are available to help.

For further information, contact: lisa.stead58@field.census.gov.uk or 07452 942723.

Christmas Tree recycling

WODC is keen that residents recycle real Christmas trees. Residents already signed up for garden waste collections can put trees out on their next scheduled garden collection day (Garden collections begin again in the week beginning January 18th). For most of Woodstock the relevant collection date that week will be **Wednesday** January 20th. Trees should be either cut up and placed inside garden bins or, if the bin is full, left beside the bin but in pieces no more than 90cm/3 foot long. For those without a garden waste bin, tree collection points were planned (before Lockdown) for the following sites and times over the weekend of January 16th/17th:

- Saturday 16th January 1-3 pm New St Car Park Chipping Norton
- Sunday 17th January 9-11 am Witan Way Car Park G Witney

At the time of writing, we are not sure if these collection points will remain with the Lockdown.

Community 'Bring' recycling sites

After some to-ing and fro-ing between Cabinet and committees, Cabinet decided to gradually remove 'Bring' sites from towns and villages. However, as there are mixed views on the value of this, sites will not be closed until the matter has been discussed openly with each community. The sites are associated with very unsightly overflowing (often with commercial waste to avoid paying for commercial collection) and associated fly tipping. We are told bin removal in other districts has not led to increased fly tipping elsewhere in the districts. Virtually everything which can be put in the bins can now be recycled in household recycling bins. However, without these sites, communities in the north of West Oxfordshire will have considerable distances to travel if they have material which they cannot recycle in their household bins.

Removal of the Woodstock's 'Bring' site on Hensington Road Car Park would free up two to three car parking spaces.

WODC Cllrs Julian Cooper & Elizabeth Poskitt

Report by Cllr S Parnes

Resumption of Online Availability of Meeting Background Papers and Reports

To consider a report ; and a motion from Cllr S Parnes, seconded by Cllr M Parkinson

Woodstock Town Council's initiation of remote meetings under emergency legislation last year evolved to become accompanied by the Town Hall's practice of routinely posting non-confidential meeting background papers and reports online on the Town Council website (in addition to respective Agenda's) towards facilitating easy and direct access by members of the public on-demand. The practice has not continued since the December 2020 Town Council meeting, though Members have yet to consider any advantages or disadvantages of continuity in open session and the motion below is intended to facilitate such consideration and decision.

Motion by Cllr S Parnes ; Seconded by Cllr M Parkinson

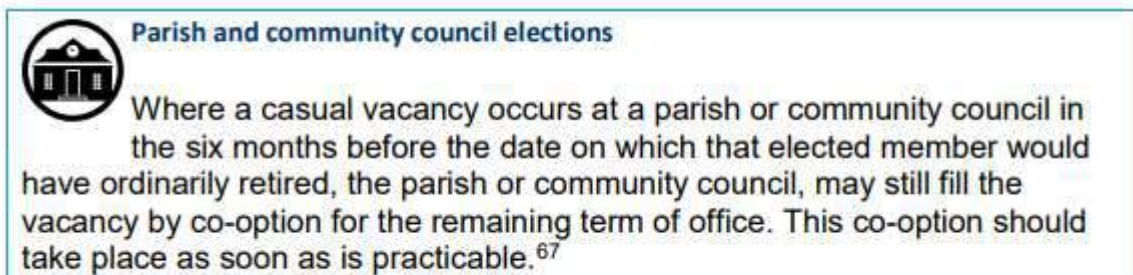
Woodstock Town Council RESOLVES that: "In view of the intensified emergency restrictions (commonly perceived as a third lockdown) imposed in January - and towards supporting enhanced public access, convenience, accessibility, timeliness, and transparency – the Town Clerk is requested to resume the Town Hall's recent practice of posting background papers and reports alongside Agendas online with the statutory three clear delays before each meeting in accordance with the prescribed time in which Council Members are expected to routinely receive these documents. The Council acknowledges with appreciation the Town Hall staff's previous efforts to facilitate the online availability of these documents and requests the practice continue until and including the beginning of the next municipal year (ie, the May Annual Town Council and May Town Council Meetings) at which time a presumed newly elected full-Council can take a view on continuity of it."

Report by Cllr S Parnes

Co-option for Current Casual Vacancies

To consider a report ; and a motion from Cllr S Parnes, seconded by Cllr M Parkinson

1. Woodstock Town Council at the time of submission of this report has two recently arising casual vacancies in its Membership.
2. Woodstock Town Council's Co-option Policy is available online at <https://woodstock-tc.gov.uk/wp-content/uploads/2020/08/Woodstock-Town-Council-Co-option-Policy.doc>).
3. Woodstock Town Council's Co-option Policy was resolved as per Minute WTC63/20 from its meeting (copied below) of 9th June 2020.
4. The Electoral Commission guidance (online at [LGEW MAY RO Part B - Planning and organisation \(electoralcommission.org.uk\)](https://www.electoralcommission.org.uk) at page 48 :



“Where a casual vacancy occurs at a parish or community council in the six months before the date on which that elected member would have ordinarily retired, the parish or community council, may still fill the vacancy by co-option for the remaining term of office. This co-option should take place as soon as is practicable. 67”

WTC63/20 INTRODUCTION OF A POLICY & PROCEDURE DOCUMENT FOR FORMALISATION & CONSISTENCY OF COUNCIL CO-OPTIONS:

After some discussion Cllr S Parnes proposed the motion below which was seconded by Cllr M Parkinson:-

that Woodstock Town Council Resolves - towards endeavouring to enhance clarity, consistency and transparency in its co-option processes and procedures - to establish its Co-Option Policy by adopting the content of the circulated example 'Nelson Town Council Appendix A' document, adapting the respective Councils' details where relevant, and including the Application Form, Eligibility Form, and Person Specification. The Council also notes, and accepts as a matter of good practice, provision of advertising the co-option for at least 21 days (excluding publication date, Saturdays and Sundays) after Electoral Services confirmation that the Council can co-opt following confirmation that a by-election will not be held.

The following amendments to the Nelson Town Council Appendix a document were agreed:-

- To remove point 6 regarding the candidates having 5 minutes to introduce themselves and giving information on their background and experience and explaining why they wish to become a member of the Council.
- Remove the requirement for a proposer and seconder within the Co-option Application Form.
- Add the option for a signed ballot to be requested into the policy.

The Mayor called for a vote on the motion, a named vote was requested.

VOTE	For:	5	Cllrs M Parkinson, L Burnham, S Rasch, S Parnes & E Poskitt
	Against:	5	Cllrs P Jay, T Redpath, P Redpath, A Grant & J Cooper
	Abstaining:	1	Cllr U Parkinson

Motion by Cllr S Parnes ; Seconded by Cllr M Parkinson

Woodstock Town Council RESOLVES: “Noting the two recently arising casual vacancies in the Town Council Membership, and the legislated and practical opportunity to co-opt in the remainder of the current 4-year term, towards heightened opportunity for wide representation the Council requests Town Hall progression of the Co-option Policy process without delay, with a view to enabling any applications to be considered in time for a new Councillor to take office for the February meeting (even if an ETC will be required for this purpose).

Christmas Lights in Woodstock

Proposal –

Woodstock Town Council resolves to formally approach Blenheim Estates and in turn their supplier of the 'Christmas Lights Trail' to discuss whether they would be able to aid in the decoration of the Town for the next festive period.

Proposed – Cllr M. Parkinson

Seconded – Cllr A. Grant

Open Air Gym –

Several residents have independently recommended the idea of an open air gym in Woodstock in order to promote exercise and aid the battle against obesity.

Many examples of such things can be seen across Europe in parks and along sea fronts. I am also reliably told that they can be found in Cambridge in small parks.



Proposal –

- 1) Woodstock Town Council investigates the initial and maintenance costs of an open air gym from (if possible) 3 companies with a view to putting this into the budget for 2022. This may come back to the council for confirmation at a later date.
- 2) Woodstock Town Council consults with WODC and other relevant parties to ascertain an appropriate location for an open air gym to be established on Town Council land. This may come back to council for confirmation at a later date.

Proposed – Cllr M.Parkinson

Seconded – Cllr A.Grant

Mrs Janine Saxton
Town Hall
Woodstock
OX20 1SL

Date: 16th December 2020
Our Ref: 20/03057/HHD
Please ask for: Sarah Hegerty
Telephone: 01993 861713
Email: sarah.hegerty@westoxon.gov.uk

Dear Mrs Janine Saxton

CONSULTATION

Deadline: Please send me your comments by: 6th January 2021.

APPLICATION NO: 20/03057/HHD
PROPOSAL: Alterations and erection of single storey rear and side extension

Town and Country Planning Act

LOCATION: 26 Banbury Road Woodstock Oxfordshire
APPLICANT: Mr Nick Harris
REGISTERED: 11th December 2020

I have received this application for permission to develop under the above act. If your council would like to comment on this application, please do so as soon as possible before the end of the consultation deadline above. You can view details of this application on the [Consultee Access](#) where you can make comments online and keep up to date with the progress of the application. Alternatively you can email your comments to planning@westoxon.gov.uk or write to Planning at the above address.

Please note that your comments are not confidential and will be made public on our website. For further guidance on commenting on planning applications, see our website www.westoxon.gov.uk/planning.

Yours faithfully

Sarah Hegerty

Planner

Mrs Janine Saxton
Town Hall
Woodstock
OX20 1SL

Date: 11th December 2020
Our Ref: 20/03223/HHD
Please ask for: Sarah Hegerty
Telephone: 01993 861713
Email: sarah.hegerty@westoxon.gov.uk

Dear Mrs Janine Saxton

CONSULTATION

Deadline: Please send me your comments by: 1st January 2021.

APPLICATION NO: 20/03223/HHD

PROPOSAL: Two storey side extension and alterations to existing building.

Town and Country Planning Act

LOCATION: 34 Westland Way Woodstock Oxfordshire

APPLICANT: Dan & Victoria Woodcock

REGISTERED: 21st November 2020

I have received this application for permission to develop under the above act. If your council would like to comment on this application, please do so as soon as possible before the end of the consultation deadline above. You can view details of this application on the [Consultee Access](#) where you can make comments online and keep up to date with the progress of the application. Alternatively you can email your comments to planning@westoxon.gov.uk or write to Planning at the above address.

Please note that your comments are not confidential and will be made public on our website. For further guidance on commenting on planning applications, see our website www.westoxon.gov.uk/planning.

Yours faithfully

Sarah Hegerty

Planner

Unity Trust Bank

Payments made between 01/12/2020 and 23/12/2020

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/12/2020	WODC	DD	54.00			4400	201	54.00	Rates - 8th of 8
10/12/2020	Lloyds bank CC	DD	17.39			204		17.39	CC mthly statment
14/12/2020	A Grant	BACS	40.98			4060	101	40.98	Flowers for Cherie
14/12/2020	N R Prickett	BACS	1,395.60		232.60	4401	201	650.00	Cut back and top Hedges - Nov
						4410	201	154.50	Side up + top leylandii - Nov
						4410	201	154.50	Cut shrubs and tree canopy
						4412	201	134.00	Cut back veg + branches
						4412	201	70.00	Clear overhang
14/12/2020	Chubb Fire & Security Ltd	BACS	424.63		70.77	4200	301	117.95	Fire Safety Contract - 4mth
						110		235.91	Fire safety-TH-Apr- Nov 21
14/12/2020	M Hinkley	BACS	150.00			503		150.00	Inv 6121- DD Return
14/12/2020	Triumph Technologies Ltd	BACS	499.16		83.19	4070	101	112.00	Offsite back up - Jan
						4070	101	135.00	Email hosting - Jan
						4070	101	150.00	Network support - Jan
						4070	101	18.97	IT Support - 2 wks of Jan
14/12/2020	CDWA	BACS	2,000.00			506		1,525.00	Legal fees - CDWA Donation
						4056	101	475.00	Legal fees - CDWA Donation
14/12/2020	South East Employers	BACS	264.00		44.00	4026	101	220.00	Associate Membership 2020- 21
14/12/2020	WODC	DD	1,036.00			4211	301	1,036.00	Rates - 8th of 10
17/12/2020	R Johnson	BACS	26.00			4003	101	26.00	Home office - Dec - RJ
17/12/2020	A Hibberd	BACS	126.96			4000	401	30.00	December payroll - AH
						4000	301	48.48	December payroll - AH
						4000	305	48.48	December payroll - AH
17/12/2020	C I nker	BACS	986.35			4000	101	986.35	December payroll - CI
17/12/2020	HM Customs & Revenue	BACS	986.78			4000	301	32.53	December PAYE - AH
						4000	305	32.53	December PAYE - AH
						4000	101	82.69	December PAYE - CI
Subtotal Carried Forward:			8,007.85	0.00	430.56			6,738.26	

Unity Trust Bank

Payments made between 01/12/2020 and 23/12/2020

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
						4000	101	33.14	December PAYE - RJ
						4000	101	281.49	December PAYE - JS
						4000	101	524.40	December PAYE - CC
17/12/2020	I Watkins	BACS	324.45			4000	301	74.62	December payroll - IW
						4000	305	74.62	December payroll - IW
						4000	101	19.47	December payroll - IW
						4000	201	155.74	December payroll - IW
17/12/2020	C Carruthers	BACS	1,117.88			4000	101	1,117.88	December payroll - CC
17/12/2020	R Johnson	BACS	799.38			4000	101	799.38	December payroll - RJ
17/12/2020	OCC re Pension Contributions	BACS	1,673.25			4000	101	89.15	December Pension - JS
						4001	101	333.52	December Pension - JS
						4000	101	59.43	December Pension - CI
						4001	101	234.44	December Pension - CI
						4000	101	47.41	December Pension - RJ
						4001	101	187.05	December Pension - RJ
						4000	101	93.63	December Pension - CC
						4001	101	350.28	December Pension - CC
						4000	301	29.35	December Pension - AH
						4000	305	29.36	December Pension - AH
						4001	301	109.81	December Pension - AH
						4001	305	109.82	December Pension - AH
17/12/2020	J Saxton	BACS	1,277.45			4000	101	1,277.45	December payroll - JS
17/12/2020	Thames Valley Copiers	BACS	19.61		3.27	4022	101	16.34	Nov Photocopy
17/12/2020	Moore Stephens	BACS	720.00		120.00	4057	101	600.00	External Audit 2019/20
17/12/2020	P E Mitchell	BACS	150.00			503		150.00	Inv 6150 - DD
Subtotal Carried Forward:			14,089.87	0.00	553.83			13,386.04	

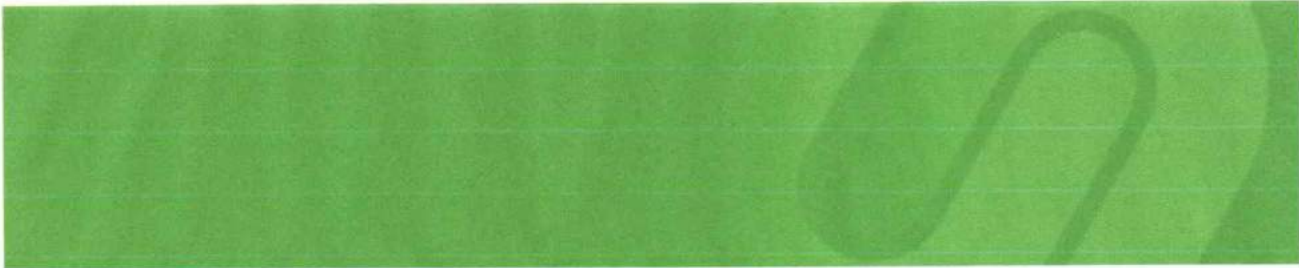
Unity Trust Bank

Payments made between 01/12/2020 and 23/12/2020

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
									refund
17/12/2020	WODC	BACS	834.04		139.01	4410	201	300.46	Playground inspect - Sept
						4412	201	185.31	Playground inspect - Sept
						4411	201	125.11	Playground inspect - Sept
						4420	201	84.15	Inspections - Sept
17/12/2020	WODC	BACS	742.56		123.76	4410	201	277.86	Playground Inspect - Oct
						4412	201	163.90	Playground Inspect - Oct
						4411	201	109.72	Playground Inspect - Oct
						4420	201	67.32	Inspections - Oct
17/12/2020	WODC	BACS	758.94		126.49	4410	201	286.04	Playground Inspect - Nov
						4412	201	155.21	Playground Inspect - Nov
						4411	201	107.05	Playground Inspect - Nov
						4420	201	84.15	Inspections - Nov
17/12/2020	Green Thumb	BACS	17.50		2.91	4445	201	14.59	Winter weed spray
17/12/2020	Viking Direct	BACS	103.86		17.31	4022	101	86.55	Ink, Env, Scissors
17/12/2020	Triumph Technologies Ltd	BACS	58.80		9.80	4070	101	49.00	Broadband - Nov
17/12/2020	K Southgate	BACS	150.00				503	150.00	Inv 6154 - DD refund
17/12/2020	H Barrett	BACS	90.00			1000	401	90.00	Inv 6114 - deposit refund
17/12/2020	A Hibberd	S/O	800.00			4000	301	400.00	December payroll - AH
						4000	305	400.00	December payroll - AH
Total Payments:			17,645.57	0.00	973.11			16,672.46	

**Bank Reconciliation Statement as at 23/12/2020
for Cashbook 3 - Unity Trust Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank	23/12/2020	1	133,864.75
			<hr/> 133,864.75
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			133,864.75
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			133,864.75
		Balance per Cash Book is :-	133,864.75
		Difference is :-	0.00



Transactions

Customer details

Customer: Woodstock Town Council
Account: 20346388 - Unity Current Account T2
Owner: Woodstock Town Council
Currency: GBP

Below you will find a list of transactions for the selected account.

List of Transactions						
Date	Description	Serial No	Debits	Credits	Balance	
23Dec2020	REEVES MEM CO LT A			65.00	133,864.75	

Page Generated at 10:52 on 23 Dec 2020

Summary Income & Expenditure by Budget Heading 23/12/2020

Month No: 9

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
101	General & Administration									
	Income	4	10	6	145,765	145,163	(602)	145,240		
	Expenditure	8,462	5,950	(2,512)	56,752	52,318	(4,434)	88,864		32,112
	Movement to/(from) Gen Reserve	(8,458)			89,013					
120	Donations and Grants									
	Expenditure	0	0	0	2,500	2,500	0	3,000		500
201	Environment									
	Income	65	500	435	20,120	13,567	(6,553)	15,067		
	Expenditure	3,334	2,138	(1,196)	27,638	28,432	794	71,491		43,853
	Movement to/(from) Gen Reserve	(3,269)			(7,519)					
301	Town Hall									
	Income	228	364	136	11,112	14,122	3,010	15,221		
	Expenditure	1,849	2,846	997	21,533	27,880	6,347	36,386		14,853
	Movement to/(from) Gen Reserve	(1,621)			(10,421)					
305	Community Centre									
	Income	4,570	583	(3,987)	18,373	18,500	127	29,836		
	Expenditure	695	1,991	1,296	11,897	18,099	6,202	27,756		15,859
	Movement to/(from) Gen Reserve	3,875			6,477					
310	Corporate Property									
	Income	0	10,375	10,375	46,740	54,739	7,999	84,193		
	Expenditure	(518)	1,333	1,851	17,060	15,328	(1,732)	27,579		10,519
	Movement to/(from) Gen Reserve	518			29,680					
401	Weddings									
	Income	110	375	265	8,130	3,375	(4,755)	4,500		
	Expenditure	30	30	0	330	240	(90)	450		120
	Movement to/(from) Gen Reserve	80			7,800					
601	Capital Projects									
	Expenditure	0	0	0	43,357	43,358	1	137,260		93,903
	less Transfer to Reserves	0			0					
	Movement to/(from) Gen Reserve	<u>0</u>			<u>(43,357)</u>					

Summary Income & Expenditure by Budget Heading 23/12/2020

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
Grand Totals:- Income	4,977	12,207	7,230	250,239	249,466	(773)	294,057		
Expenditure	13,851	14,288	437	181,067	188,155	7,088	392,786	0	211,719
Net Income over Expenditure	<u>(8,874)</u>	<u>(2,081)</u>	<u>6,793</u>	<u>69,172</u>	<u>61,311</u>	<u>(7,861)</u>	<u>(98,729)</u>		
less Transfer to Reserves	0			0					
Movement to/(from) Gen Reserve	<u>(8,874)</u>			<u>69,172</u>					

Detailed Income & Expenditure by Phased Budget Heading 23/12/2020

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>101 General & Administration</u>									
1140 Public Works Loan Drawdown	0	0	0	44,975	45,000	25	45,000		0
1200 Interest Received	4	10	6	152	163	11	240		0
1275 Precept Received	0	0	0	98,842	98,842	0	98,842		0
1276 Council Tax Support Grant	0	0	0	1,158	1,158	0	1,158		0
1277 S106 Money	0	0	0	638	0	(638)	0		0
General & Administration :- Income	4	10	6	145,765	145,163	(602)	145,240		
4000 Staff Costs	5,412	3,500	(1,912)	34,524	31,500	(3,024)	42,000		7,476
4001 Pension Costs	1,105	750	(355)	7,094	6,750	(344)	9,000		1,906
4002 Temporary Holiday cover	0	0	0	0	0	0	100		100
4003 Working from home allowance	26	0	(26)	350	260	(90)	260		(90)
4007 Travel (Clerk & Councillors)	0	0	0	0	0	0	100		100
4008 Training	0	0	0	0	0	0	500		500
4020 Telephone	0	0	0	1,178	1,380	202	1,800		622
4021 Postage	0	92	92	204	297	93	400		196
4022 Office equipment + Stationery	115	300	185	1,312	2,248	936	3,000		1,688
4023 Supplies purchased re: covid	0	0	0	628	0	(628)	0		(628)
4025 Insurance	0	0	0	2,586	2,586	0	2,586		0
4026 Memberships / Subscriptions	220	220	0	978	1,020	42	1,200		222
4031 Staff Advertising	0	0	0	1,320	0	(1,320)	0		(1,320)
4056 Legal Fees	475	475	0	475	475	0	2,000		1,525
4057 Audit	600	0	(600)	0	0	0	1,220		1,220
4059 Bank Charges	3	53	50	107	174	67	300		193

Detailed Income & Expenditure by Phased Budget Heading 23/12/2020

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4060 Civic	41	41	0	274	274	0	3,000		2,726
4062 PWLB Loan Interest	0	0	0	0	0	0	482		482
4063 Public Works Loan Repayt	0	0	0	0	0	0	4,500		4,500
4065 Licence for Marriage	0	0	0	683	683	(0)	683		(0)
4066 Town Pictorial Maps+plan +Feas	0	0	0	0	0	0	5,500		5,500
4070 Computer System/IT Support	465	519	54	5,038	4,671	(367)	6,233		1,195
4091 Covid -19 Support	0	0	0	0	0	0	2,000		2,000
4496 Communications	0	0	0	0	0	0	2,000		2,000
General & Administration :- Indirect Expenditure	8,462	5,950	(2,512)	56,752	52,318	(4,434)	88,864	0	32,112
Net Income over Expenditure	(8,458)	(5,940)	2,518	89,013	92,845	3,832	56,376		

Detailed Income & Expenditure by Phased Budget Heading 23/12/2020

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>120 Donations and Grants</u>									
4500 Grant-Sustainable Woodstock	0	0	0	300	300	0	300		0
4501 Grant-Old Woodstock Mock Mayor	0	0	0	0	0	0	500		500
4502 Grant-Ladies Circle	0	0	0	150	150	0	150		0
4503 Grant-Citizens Advice	0	0	0	200	200	0	200		0
4512 Grant - Wdsk Exhibition Founda	0	0	0	200	200	0	200		0
4513 Grant-Memorial Garden	0	0	0	150	150	0	150		0
4514 Grant-Oxfordshire Assn for the	0	0	0	100	100	0	100		0
4525 Grant-Youth Club	0	0	0	800	800	0	800		0
4536 Woodstock Guide/Scout Hut	0	0	0	500	500	0	500		0
4537 Volunteer Link-Up	0	0	0	100	100	0	100		0
Donations and Grants :- Indirect Expenditure	0	0	0	2,500	2,500	0	3,000	0	500
Net Expenditure	0	0	0	(2,500)	(2,500)	0	(3,000)		

Detailed Income & Expenditure by Phased Budget Heading 23/12/2020

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>201 Environment</u>									
1151 Cemetery Income	65	500	435	10,395	4,500	(5,895)	6,000		0
1160 WB & T Club Rent	0	0	0	1,875	1,652	(223)	1,652		0
1180 Grant -Designated Green Spaces	0	0	0	7,415	7,415	0	7,415		0
1501 P.Richardson Legacy	0	0	0	435	0	(435)	0		0
Environment :- Income	65	500	435	20,120	13,567	(6,553)	15,067		
4000 Staff Costs	156	83	(73)	769	747	(22)	1,000		231
4400 Hensington Rd Cemetery	54	250	196	2,395	2,250	(145)	3,000		605
4401 Lawn Cemetery	650	333	(317)	3,359	2,997	(362)	4,463		1,104
4402 Churchyard	0	58	58	690	522	(168)	700		10
4403 Lawn Cemetery - Extension	0	0	0	0	0	0	7,218		7,218
4409 Old Wdstk Twn FC Grass Cut	0	0	0	0	0	0	750		750
4410 Recreation Ground-New Road	1,173	375	(798)	2,795	3,375	580	4,500		1,705
4411 Recreation Ground-OW	342	167	(175)	1,207	1,503	296	2,000		793
4412 Recreation Ground-Budds Close	708	250	(458)	1,849	2,250	401	3,000		1,151
4420 Watermeadows Maintenance	236	524	288	5,630	6,000	370	15,500		9,870
4425 Millstream Bank Repairs	0	0	0	0	0	0	5,000		5,000
4427 OWL Maintenance	0	83	83	302	747	445	1,000		698
4430 Legal Liability for Mill Strea	0	0	0	0	0	0	600		600
4440 Street Furniture	0	0	0	17	20	3	200		183
4442 Bus Shelters	0	0	0	0	0	0	200		200
4445 War Memorial	15	15	0	443	445	2	1,000		557
4455 Allotments	0	0	0	400	0	(400)	0		(400)

Detailed Income & Expenditure by Phased Budget Heading 23/12/2020

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4460 Waste collection	0	0	0	1,403	1,240	(163)	1,240		(163)
4471 Weed Clearance	0	0	0	1,315	1,275	(40)	1,275		(40)
4472 Winter Maintenance	0	0	0	19	19	0	200		181
4473 Green Spaces Grant Expenditure	0	0	0	3,970	3,970	0	7,415		3,445
4480 Christmas Lights	0	0	0	98	98	(0)	7,500		7,402
4485 Town in Bloom	0	0	0	594	594	(0)	1,500		906
4487 Church Clock	0	0	0	234	230	(4)	230		(4)
4495 Noticeboards	0	0	0	150	150	0	2,000		1,850
Environment :- Indirect Expenditure	3,334	2,138	(1,196)	27,638	28,432	794	71,491	0	43,853
Net Income over Expenditure	(3,269)	(1,638)	1,631	(7,519)	(14,865)	(7,346)	(56,424)		

Detailed Income & Expenditure by Phased Budget Heading 23/12/2020

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>301</u> <u>Town Hall</u>									
1005 Daily/Commercial Lettings	228	364	136	256	3,276	3,020	4,375		0
1010 Rent 24 Market Place	0	0	0	10,856	10,846	(10)	10,846		0
Town Hall :- Income	228	364	136	11,112	14,122	3,010	15,221		
4000 Staff Costs	585	750	165	5,857	6,750	893	9,000		3,143
4001 Pension Costs	110	145	35	1,056	1,305	249	1,736		680
4200 Routine Maintenance	118	333	215	764	2,997	2,233	4,000		3,236
4202 Gutter Maintenance	0	0	0	0	0	0	650		650
4203 Alarm (Fire,Security BT)	0	0	0	610	642	32	1,000		390
4210 Operating Costs	0	583	583	2,388	5,256	2,868	7,000		4,612
4211 Insurance and Rates	1,036	1,035	(1)	10,858	10,855	(3)	12,925		2,067
4220 Caretakers' Telephone	0	0	0	0	75	75	75		75
Town Hall :- Indirect Expenditure	1,849	2,846	997	21,533	27,880	6,347	36,386	0	14,853
Net Income over Expenditure	(1,621)	(2,482)	(861)	(10,421)	(13,758)	(3,337)	(21,165)		

Detailed Income & Expenditure by Phased Budget Heading 23/12/2020

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>305 Community Centre</u>									
1005 Daily/Commercial Lettings	270	583	313	321	5,247	4,926	7,000		0
1050 Commercial Office Rents	0	0	0	12,131	12,132	1	20,710		0
1051 CC Service Charges	0	0	0	895	895	(0)	1,900		0
1052 CC Office Insurance	0	0	0	226	226	(0)	226		0
1502 Blenheim Legacy	0	0	0	500	0	(500)	0		0
1504 CC bequeath receipt	4,300	0	(4,300)	4,300	0	(4,300)	0		0
Community Centre :- Income	4,570	583	(3,987)	18,373	18,500	127	29,836		
4000 Staff Costs	585	833	248	5,838	7,497	1,659	10,000		4,162
4001 Pension Costs	110	158	48	1,056	1,422	366	1,900		844
4200 Routine Maintenance	0	500	500	2,121	3,200	1,079	5,000		2,879
4203 Alarm (Fire,Security BT)	0	0	0	623	624	1	1,000		377
4210 Operating Costs	0	500	500	1,478	4,500	3,022	6,000		4,522
4211 Insurance and Rates	0	0	0	780	781	1	781		1
4220 Caretakers' Telephone	0	0	0	0	75	75	75		75
4256 Fees Commercial Lease	0	0	0	0	0	0	3,000		3,000
Community Centre :- Indirect Expenditure	695	1,991	1,296	11,897	18,099	6,202	27,756	0	15,859
Net Income over Expenditure	3,875	(1,408)	(5,283)	6,477	401	(6,076)	2,080		

Detailed Income & Expenditure by Phased Budget Heading 23/12/2020

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>310 Corporate Property</u>									
1100 Rent 2 Market Street	0	1,833	1,833	3,117	3,819	702	9,320		0
1105 Rent 4 Market Street	0	0	0	8,740	8,740	0	17,328		0
1110 Rent 2 Park Street	0	5,125	5,125	10,154	15,949	5,795	21,074		0
1115 Rent 4 Park Street	0	1,250	1,250	10,000	11,250	1,250	15,000		0
1120 Rent 6 Park Street	0	1,167	1,167	5,979	5,981	2	9,471		0
1125 Rent 8 Park Street	0	1,000	1,000	8,000	9,000	1,000	12,000		0
1135 La Galleria: Cobbles	0	0	0	750	0	(750)	0		0
Corporate Property :- Income	0	10,375	10,375	46,740	54,739	7,999	84,193		
4300 Insurance 2 Market Street	0	0	0	152	153	1	153		1
4301 Maintenance 2 Market Street	0	0	0	1,226	0	(1,226)	0		(1,226)
4303 Fees - 2 Market st	(518)	0	518	319	0	(319)	0		(319)
4305 Insurance 4 Market Street	0	0	0	152	153	1	153		1
4310 Insurance 2 Park Street	0	0	0	574	574	0	574		0
4315 Insurance 4 Park Street	0	0	0	225	225	(0)	225		(0)
4316 Maintenance 4 Park Street	0	0	0	85	0	(85)	0		(85)
4320 Insurance 6 Park Street	0	0	0	135	135	(0)	135		(0)
4321 Maintenance 6 Park Street	0	0	0	414	0	(414)	0		(414)
4322 Fees 6 Park Street	0	0	0	3,582	0	(3,582)	0		(3,582)
4325 Insurance 8 Park Street	0	0	0	191	192	1	192		1
4326 Maintenance 8 Park Street	0	0	0	85	0	(85)	0		(85)
4334 Provision for Zero Tenancy	0	0	0	0	0	0	1,200		1,200
4335 24 Market Place insurance	0	0	0	46	47	1	47		1

Detailed Income & Expenditure by Phased Budget Heading 23/12/2020

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4342 Unspecified Property Repairs	0	0	0	0	0	0	4,000		4,000
4343 Unspecified Lease Fees	0	0	0	0	1,852	1,852	4,000		4,000
4344 Breckon & Breckon CP Mgt	0	1,333	1,333	9,872	11,997	2,125	16,000		6,128
4346 CP Fixed wiring checks	0	0	0	0	0	0	900		900
Corporate Property :- Indirect Expenditure	(518)	1,333	1,851	17,060	15,328	(1,732)	27,579	0	10,519
Net Income over Expenditure	518	9,042	8,524	29,680	39,411	9,731	56,614		

Detailed Income & Expenditure by Phased Budget Heading 23/12/2020

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>401 Weddings</u>									
1000 Wedding Income	110	375	265	8,130	3,375	(4,755)	4,500		0
Weddings :- Income	110	375	265	8,130	3,375	(4,755)	4,500		
4000 Staff Costs	30	30	0	330	240	(90)	450		120
Weddings :- Indirect Expenditure	30	30	0	330	240	(90)	450	0	120
Net Income over Expenditure	80	345	265	7,800	3,135	(4,665)	4,050		

Detailed Income & Expenditure by Phased Budget Heading 23/12/2020

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>601 Capital Projects</u>									
4929 PA - Outdoor events	0	0	0	0	0	0	300		300
4938 2 Market Street Upgrade	0	0	0	29,428	29,429	1	40,661		11,233
4939 4 Market Street works	0	0	0	12,999	12,999	(0)	12,999		(0)
4963 Lawn Cemetery Ext Works	0	0	0	0	0	0	45,000		45,000
4970 T/H & C/C Marketing	0	0	0	0	0	0	400		400
4977 New Boiler at TH	0	0	0	0	0	0	10,000		10,000
4980 TH - Disabled Access + Toilets	0	0	0	0	0	0	26,500		26,500
4981 Website Upgrade	0	0	0	930	930	0	1,400		470
Capital Projects :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>43,357</u>	<u>43,358</u>	<u>1</u>	<u>137,260</u>	<u>0</u>	<u>93,903</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(43,357)</u>	<u>(43,358)</u>	<u>(1)</u>	<u>(137,260)</u>		
Grand Totals:- Income	4,977	12,207	7,230	250,239	249,466	(773)	294,057		
Expenditure	13,851	14,288	437	181,067	188,155	7,088	392,786	0	211,719
Net Income over Expenditure	<u>(8,874)</u>	<u>(2,081)</u>	<u>6,793</u>	<u>69,172</u>	<u>61,311</u>	<u>(7,861)</u>	<u>(98,729)</u>		
Movement to/(from) Gen Reserve	<u>(8,874)</u>			<u>69,172</u>					

Report to Woodstock Town Council**12th January 2021****PROJECTED BUDGET OUTTURN 2020/21**

This report provides an estimate of the final expenditure for 2020/21 relative to the council's revised budget for 2020/21 agreed in September 2020. The expected end of year position is based on the actual income and expenditure as of 8th December 2020 and predictions for the last 4 months of the financial year. A summary is shown in the table below based on the cost centre net budgets. That is expenditure less income.

Cost Centre	Revised Budget 2020/21 (Exp.less Income)	Est.Outturn	Under / Over Spend
General Admin*	£56,376 credit	£65,704 credit	£9,328 underspend
Grants	£3,000	£2,500	£500 underspend
Environment	£56,424	£34,306	£22,118 underspend
Town Hall	£21,165	£19,689	£1,476 underspend
Community Centre	£2,080 credit	£2,971 Credit	£891 underspend
Corporate Property	£56,614 credit	£52,934 credit	£3,680 overspend
Capital Projects	£137,260	£93,060	£44,200 underspend
Weddings	£4,050 credit	£4,340 credit	£290 underspend
TOTAL	£98,729	£23,606	£75,123 underspend

Notes on above table:

(* The General Admin expenditure less income figure includes the precept)

This predicted underspend increases the predicted Cash in bank carried forward to next financial year from £44,736 to £119,859

The underspend this financial year is mainly due to a lot of the projects not being able to be progressed due to the Pandemic and it being a year like no other. Hopefully a lot of the projects can be progressed next financial year, if we are able to carry the expenditure into the 2021/22 Budget, following the year end analysis in May 2021.

The main areas that make up the underspend are shown in the table below and then discussed in more detail in the notes following

Summary of Underspend		
	Amount of under spend	Reason for underspend
Town Pictorial Maps	£5,500	No progress due to Pandemic
Communications - Newsletters	£2,000	No newsletters this year due to pandemic
Lawn Cemetery – Extension – Loan repayments	£4,982	Loan repayments start April 2021
Water meadows - additional £5000 carried forward from last financial year	£5,000	Maintenance at WM not progressed
Mill steam Bank Repairs	£5,000	Not progressed
Legal Liability - Millstream	£600	Contingency only
Noticeboards	£1,850	No replacements required
Capital Projects	£44,200	Underspend mainly due to Disabled access and toilet refurb postponed and new boiler not required

General Admin - £9,328 underspend

Income – only £88 down on budget due to reduction in interest received on investments

Expenditure – £9,416 underspend predicted - mainly due to the following areas:

£5,500 not spent on the Town Pictorial maps and community plans,

£500 not spent on training,

£2,000 not spent on Communications as no newsletters this year,

£4,982 not spent on the Loan cemetery loan, repayments start in April 2021

There is predicted to be an over spend on the Staff costs, approximately £3,800, due to Clerk overtime and payroll overlap of the new and outgoing Clerk.

Environment - £22,118 underspend

Income – £6,553 predicted increase - £6,330 predicted increase to Cemetery Income plus £223 increase to the WB & T Club annual rent.

Expenditure – £15,565 predicted underspend mainly due to the following areas:

£5,500 at the Water meadows - £5,000 carried forward from last year for additional environmental work not predicted to be spent

£5,000 – Millstream bank repairs – no expenditure this year predicted

£500 – New Road play area contingency for extra grass cuts etc not predicted to be spent

£500 – Budds close play area contingency not predicted to be spent

£200 – Bus shelters not spent

£600 – Legal Liability for Millstream – contingency budget

£1,850 – Noticeboards – no expenditure planned

Town Hall - £1,476 underspend

Income - predicted to be down by £3,609 due to the Pandemic and loss of lettings income

Expenditure - predicted to be down by £5,085 mainly due to the following areas:

£2,000 – Routine maintenance underspend – unpredictable expenditure and Town hall empty a lot of the year and not used for classes

£1,300 underspent on staff costs due to minimum lettings

£1,000 – Operating costs underspend – due to reduced usage of Town hall

Community Centre - £891 underspend

Income - predicted to be £6,233 down due to the pandemic and loss of lettings income

Expenditure - predicted to be down by £7,124 mainly due to the following areas:

£2,600 – predicted underspend on staff costs due to minimum lettings

£2,000 – Operating costs underspend – due to reduced usage of Community Centre

£2,000 – Routine maintenance underspend - unpredictable expenditure and Community Centre empty a lot of the year and not used for classes.

Corporate Property - £3,680 overspend

Income - predicted to be £1,653 down

One of the corporate properties still remains unlet and so is predicted to be £4,588 down on budget in this financial year. One property will be £1,175 up on rental income due to a rent rise. The prediction is for £1,500 income from the Cobbles this year (2 x rental of £750)

Expenditure - predicted to be up by £2,027 to be spent on property maintenance that was not budgeted for.

Capital Projects - £44,200 underspend

Due to:

£300 not spent on PA for outdoor events

£10,000 not spent on new boiler –as not required in this financial year

£7,000 estimated underspend on Market Street upgrade

£400 not spent on TH marketing as not needed due to Pandemic

£26,500 not spent on TH Disabled Access and Toilets due to pandemic

Rachel Johnson – Responsible Financial Officer – 23rd December 2020

Property Report January 2021

2 Market Street Retail Unit

The new tenant has agreed the heads of terms but are now deciding what names should be put on the leases as it is a business partnership, it is hoped this will soon be confirmed.

4 Market Street

The new tenant moved into the flat on the 1st January 2021.

2&4 Market Street

The Sub Water Meters will be fitted to mid January to these properties.

Community Centre Car Park

Breckons will obtain quotes for the work on the Car Park and hopefully work will commence in early spring

Nothing further to report on all other properties

AG 05.01.21