



CHIPPINGNORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

ACTING TOWN CLERK and CEO: Katherine Jang

12th November 2024

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: 18th November 2024

TIME: 6:30pm

Katherine Jang
Acting 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. 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.

2. 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.

3. Minutes

- a. To approve the minutes of the Finance and Resources Committee meeting held on 23rd September 2024.
- b. To note the minutes of the Staffing Sub-Committee held on 1st October 2024
- c. To note the minutes of the Staffing Sub-Committee held on the 25th October 2024

4. 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.

5. Committee action plan

To note the committee action plan.

6. Correspondence

To note correspondence from Chipping Norton Theatre regarding core funding projects.

7. Income and expenditure

To receive detailed current income and expenditure reports by budget heading.

8. Schedule of payments for approval

To receive the schedule of payments.

9. Forward work programme

- a. To review the following policies:
 - i. CCTV Compliance
- b. To approve the following policies:
 - i. Flexible Working Requests Policy
 - ii. Hybrid Working Policy
 - iii. Maternity Leave Policy
 - iv. Paternity Leave Policy
 - v. Shared Parental Leave Policy
 - vi. Parental Bereavement Leave Policy
 - vii. Adoption Leave Policy

10. Interim Audit Report

To receive the interim audit report from the Council's Internal Auditor.

11. Committee Budget 2025/26

To receive a report from the Responsible Finance Officer and agree committee spending priorities for 2025/26 to help inform the overall budget.

12. Draft annual budget setting for 2025/26

To receive a report regarding the budget setting for 2025/26 and send a recommended draft budget to the next Full Council meeting.

13. Date of next meeting – Monday 3rd February 2025



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Minutes of a Finance and Resources Committee meeting held on the 23rd September 2024, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Ian Finney (Chair), Dom Rickard, Sandra Coleman, Mike Cahill, Alex Keyser (substituting), Emily Weaver (entered at 18:39)

ALSO PRESENT:

Katherine Jang, Deputy Town Clerk and Estates Manager

Paolo Oliveri, General Maintenance Operative (entered at 18:49)

No members of the public were present

FR14	Apologies for absence Apologies were received from Cllrs Whitmill and Bibby.
FR15	Declaration of interests None received
FR16	Minutes a. RESOLVED: That the Chair signed and approved the minutes of the Finance and Resources Committee meeting as an accurate record held on the 8 th July 2024. b. Members noted the minutes of the Staffing Sub-Committee held on the 13 th August 2024.
FR17	Public Participation None received
FR18	Committee Action Plan Members reviewed the ongoing committee action plan.
FR19	Income and Expenditure Members received detailed current income and expenditure reports by budget heading. Members noted that the Legal and Professional Fees have been overspent, but members are aware that this is due to retaining the external health and safety consultant. 6417 – Pool Meadow: Members noted that the overspend was due to medium priority tree works undertaken. 6408 – Members queried the £15,000 budget for the Town Hall equipment and asked if there were plans to upgrade the PA system in the Upper Hall. To follow up with the



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	Facilities and Events Officer and Cllr Keyser following their recent meeting with an audio engineer.
FR20	<p>Schedule of payments for approval</p> <p>Members received the schedule of payments</p> <p>Members noted that the portion of the Guildhall rent that the Town Council pays has exceeded the budget due to the work taking place to replace the fire doors. As the Town Council has a Licence to Occupy and not a traditional lease, the Town Council is obligated to pay for a portion of any work taking place on site. This will be marked as an overspend from general reserves.</p> <p>Members noted that the £13,554.45 payment would be taken from general reserves.</p>
FR21	<p>Appointment of Internal Auditor</p> <p>Members received a report from the Responsible Finance Officer regarding the appointment of the Council's internal auditor.</p> <p>Cllrs noted that it is good practice to regularly change internal auditors, and agreed to change next year which would mark 5-years with the current auditor.</p> <p>Cllr Rickard proposed to continue with the current internal auditor for another year, seconded by Cahill. All in favour, motion carried.</p> <p>RESOLVED: That the Council chooses to appoint Auditing Solutions Ltd for the current financial year.</p>
FR22	<p>External Audit Report and Certificate</p> <p>Members received the report from the Council's external auditor and noted the statement of conclusion of audit.</p> <p>Members thanked the Responsible Finance Officer for her hard work to ensure that the audit went smoothly.</p>
FR23	<p>Retained HR Services</p> <p>Members received a recommendation from the Staffing Sub-Committee regarding retaining an external HR consultant.</p> <p>Cllr Coleman proposed to accept the quote to retain an external HR consultant (Critchley's HR Services), seconded by Cllr Cahill. All in favour, motion carried.</p> <p>RESOLVED: That the council agrees to retain Critchley's HR Services at an ongoing cost of £195 per month excluding VAT.</p>
FR24	<p>Forward Work Programme</p> <p>a. Members reviewed the following policies:</p> <p>a. Mayor's Allowances Members agreed to replace the last paragraph of the policy noting that the Mayor's allowance is not paid as a round sum. To amend the policy to align with the working practice being paid in arrears upon proof of receipt.</p> <p>b. Investment Strategy Members wanted to ensure that the funds were invested ethically and</p>



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	<p>that was reflected in the policy. To follow up with the Responsible Finance Officer with this.</p> <p>b. Members approved the following draft policy:</p> <p>a. Flag Flying Policy</p> <p>Members received a draft Flag Flying Policy.</p> <p>Cllr Keyser proposed that the Flag Flying Policy is adopted as written with one amendment to include the flag flying calendar as the second page, seconded by Cllr Rickard. All in favour, motion carried.</p> <p>RESOLVED: That the Flag Flying Policy is adopted as written and to include the flag flying calendar on the second page.</p>
FR25	<p>Grants</p> <p>a. Members received a grant application requesting £1,500 from Chipping Norton Music Festival.</p> <p>Cllr Coleman proposed that the Chipping Norton Music Festival is given £750 with the stipulation that they work with the Facilities and Events Officer to ensure that the use of the Town Hall is not impacted outside of their booked hours, seconded by Cllr Keyser. All in favour, motion carried.</p> <p>RESOLVED: That the Chipping Norton Music Festival is given £750 with a stipulation that they must work with the Facilities and Events Officer to ensure that the use of the Town Hall is not interrupted. Cllrs would also like to request an update report for next year noting how children in Chipping Norton schools have benefited from the grant funding.</p> <p>b. Members received and noted letters of thanks following the recent grant applications.</p>
FR26	<p>Date of the next meeting</p> <p>Monday 18th November 2024</p>

The Chair closed the meeting at 7:43pm.

Signed as an accurate record.....

Date.....



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Office Hours: Mon – Fri 9am – 1pm

Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Tuesday 1st October at 2:30pm**

The following members were present:

Cllr Steve Akers (Chair)
 Cllr Mike Cahill
 Cllr Sandra Coleman
 Cllr Ian Finney
 Cllr Natasha Whitmill
 Cllr Jo Graves

Also in attendance:

Luci Ashbourne, Town Clerk and CEO

SSC9	<p>Opening comments. The Chair and members thanked the Town Clerk and CEO for her dedication, professionalism, empathy and vision while she has been in post with the Council. Members wished the Town Clerk all the best in her new role.</p>
SSC10	<p>Apologies for absence. No apologies were received.</p>
SSC11	<p>Declarations of interest There were no declarations.</p>
SSC12	<p>Minutes RESOLVED: That the minutes of the meeting held on 13th August 2024 are approved as a correct record and signed by the Chair.</p>
SSC13	<p>Confidential Session RESOLVED: In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.</p>
SSC14	<p>Staffing matters Members received a confidential report regarding a transition plan following the Town Clerk's resignation. It was proposed that the Deputy Town Clerk would take on the role of Acting Town Clerk and CEO on SCP 37 and that the Admin and Customer Service Assistant work full time hours based in the Guildhall to take on administration tasks to support the Acting Town Clerk. This arrangement should start on Monday 4th November in order that there are two weeks training time before the Town Clerk leaves on 15th November 2025. It was also proposed that professional locum support should be identified on a 1 day a week basis in order to ensure the Acting Clerk and CEO has robust support in place. Cllr Cahill proposed that the above proposal be approved, Cllr Akers seconded. All in favour, motion carried. RESOLVED: That the Deputy Clerk and Estates Manager be Acting Clerk from 4th November 2025 with a temporary salary uplift to SCP 37 £45,441 commensurate with the duties required, and that the Admin and Customer Service Assistant take on temporary full-time hours based in the Guildhall to provide support for this arrangement. The Town Clerk noted that the Town Hall need to take on agency staff to help run the bar at a</p>

	<p>number of very busy commercial events.</p> <p>Cllr Finney proposed that this is approved, Cllr Cahill seconded. All in favour, motion carried.</p> <p>RESOLVED: That the Council use Berry Recruitment agency for temporary events staff where required.</p>
SSC15	<p>Date of next meeting. To be confirmed.</p>

The meeting closed at 15:35

Signed as an accurate record

Chair.....

Date.....



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Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Friday 25th October at 10:15am**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Sandra Coleman

Cllr Ian Finney

Cllr Mike Cahill

Cllr Natasha Whitmill

Cllr Jo Graves

Also in attendance:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Clerk and Estates Manager

SSC16	Apologies for absence. No apologies were received.
SSC17	Declarations of interest There were no declarations.
SSC18	Minutes RESOLVED: That the minutes of the meeting held on 1st October 2024 are approved as a correct record and signed by the Chair.
SSC19	Confidential Session RESOLVED: In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.
SSC20	Staffing matters Members discussed an update from the Town Clerk and CEO regarding handover and locum support Cllr Finney proposed that Reg Williams Consultancy be the locum support as outlined in the proposal. Cllr Cahill seconded. All in favour, motion carried. RESOLVED: That Reg Williams Consultancy provides locum support for the Council, Cllr Whitmill left the meeting at 10:42am. The Town Clerk confirmed that the Council's HR advisors had provided a template casual contract which will enable the Council to take on staff for trial shifts in the Town Hall. It was recommended that this be trialed with two staff members, and that the monthly budget does not exceed the current vacancy for the venue assistant. This should be reviewed in early 2025. Cllr Cahill proposed that the council introduce the casual contact under the terms outlined above, Cllr Coleman Seconded. All in favour, motion carried. RESOLVED: That the Council introduces a casual contract to employ staff to work at the town hall. Members received a capability policy and procedure as drafted by the HR adviser. Cllr Coleman proposed that the policy be approved, Seconded Cllr Finney. All in favour, motion

	carried.
	RESOLVED: That the Capability policy and procedure is approved.
SSC21	Date of next meeting. To be confirmed.

The meeting closed at 11:30pm

Signed as an accurate record

Chair.....

Date.....

DRAFT

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.
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 2024-25 were reviewed and amended in March 2024. Next review early 2025.
Appoint the internal auditor	CNTC		September 2024	September 2025	The internal auditor was appointed at the F&R meeting September 2024. To be reviewed September 2025.
Receive and review internal and external audit reports	CNTC/internal and external auditor	n/a	Annually	Annually	The final AGAR report was received August 2024 with nothing raised. The interim audit report to be received at this meeting.
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.
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 2024	Feb 2025	Second tranche of grants to be considered at the F&R meeting Feb 2025.
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 received August 2024. The next level of the scheme (Gold) requires a three-year business strategy plan and robust community engagement.

Chipping Norton Town Council

Initial briefing regarding request to increase regular funding to The Theatre.

This document arises out of discussions between The Theatre, Mayor Coleman, Luci Ashbourne and Katherine Jang, regarding the possibility of a reconsideration of the Town Council's funding to The Theatre from April 2026. Whilst details may change in the interim, we are happy to provide a broad overview of the programmes of work that we are hoping the Town Council might provide partial support towards.

Overall Summary

Since the pandemic, The Theatre has radically changed and increased its outreach programme, providing a wide range of culture-led activities aimed at reaching those otherwise excluded from our work, and bringing about concerted social impact within the town and its community. Working in close partnership with other charities, statutory authorities and community organisations, we have responded to the express needs of the community, and the gaps in local provision.

We are now at a stage where we seek to stabilise this programme of work, finding funding to make it sustainable into the mid-term future, rather than each programme working on a hand-to-mouth basis. We are seeking multi-year support from a number of organisations, in tandem with a multi-year grant received from West Oxfordshire District Council, to enable The Theatre to make longer-term commitments to this programme of work and the staff who deliver it.

Strands of work

The following strands of our outreach programme would be directly supported by an increase in funding from Chipping Norton Town Council:

1) Chipping Norton Theatre's 'Community Tickets' scheme.

We have developed this successful scheme over the last four years, offering free and heavily subsidised tickets to performances and events to targeted groups of individuals and families who could not otherwise attend. Community Tickets are only ever supplied via partner organisations who work with us to identify those who would most benefit from the experience. Partners include families in our free school meal programme, local schools, foodbanks, social housing providers and charities, and recipients have included recently arrived refugees and Ukrainian families, economically disadvantaged families, adults and children with learning disabilities.

2) Youth Theatre Open

Youth Theatre Open is a new strand to our much loved youth theatre programme, providing a more relaxed environment, smaller groups and greater staffing support to those who are new to theatre activities and who would benefit from a more relaxed approach. The group leaders bring specialist experience and skills in managing neurodivergence and social, emotional and mental health needs.

It provides the perfect step on the ladder of engagement to young people who might otherwise have been excluded from our activities and makes a real impact on the wellbeing and quality of life for a group of young people who are often marginalised in formal education settings.

"I have a really good time and I feel quite relaxed, and like I can just be free. I think youth theatre has made me feel more confident and more relaxed outside of youth theatre as well. It is a really good place, and it's good to share your love of acting, to talk about what's been going on in your life and just have fun. Before I joined Youth Theatre I had very little confidence and although I can still be a bit shy my self confidence has definitely improved. I find it easier now to speak out in class and read in front of people. My mummy says it has also helped me in expressing my emotions." Sienna, Youth Theatre Open Participant.

3) Youth Theatre SEND (Special Educational Needs and Disability)

A brand new strand of youth theatre tailor-made for young people with special educational needs and disabilities. Currently we support a significant number of young people with SEN, within our youth theatre, musical theatre and YT Open groups, as well as running our weekly adult learning disability theatre group. However, we would really like to meet the needs of the young people with more significant learning disabilities and support needs. We are often asked for a SEN specialist youth theatre, and would really like to support this group, who often face disadvantage and exclusion from activities that benefit their peers, and see them gain all the confidence, fun and life skills that youth theatre brings. As this a specialised, intensive programme that requires high support worker ratios, this strand would be dependent on sourcing additional funding.

4) Great Company

A much loved and depended upon Chippy Theatre institution, the Great Company is a theatre company for adults with learning disabilities. It uses theatre skills to unlock creativity, social confidence, communication skills and community engagement with others.

"It makes me feel happy and excited, and (i like) meeting new people, trying new things and getting to know new people well. That's how it makes me feel." – Matthew, Great Company Participant.

"...participating in the group is very unique and immensely enriching for everyone's emotions, creativity, and social skills. The group opens hearts and gives everyone the courage to be themselves, helping each person believe in their abilities. It's a significant and joyful experience for all of us. The support our team receives from you and the entire theatre is also incredibly valuable." –Great Company Participant Carer

5) Parent Support Groups

We offer two Parent Support Groups that see parents joining us from across the region to access community, peer support, expert advice and simple creative activities. The groups are run by trained arts practitioners alongside experts in the field. Our first group supports parents whose children are experiencing mental health challenges, and our evening group supports parents whose children have special educational needs and who are navigating the challenges of the SEN system.

In response to request, we would like to introduce a third group, which would see us working with LGBTQIA+ arts practitioners to explore identities with parents who want to learn more about how to support their young people. These groups, taken together, would benefit over 300 parents each year.

"I just wanted to say how much I appreciate and value the support and peer support provided by both parent support groups offered by the theatre (SEN and mental health). As you know, life with an SEN child can be very challenging and lonely and parental need in the area (and elsewhere) is great. I cannot thank you and the theatre enough for the great work you are doing for parents as well as everything you do in the community and with our young people." - SEN support group parent

6) Early Years: Little Limelights

A music and drama group for the under 5's and their grown ups, developing community integration, confidence building and communication skills.

7) Chippy Creative

Leading on and helping to manage the Chippy Creative group, bringing together organisations working towards creative solutions to social inequality, across the town and district.

Projects in development that might form part of this programme (dependent on additional funding):

- Dance and Movement for those living with Parkinson's
- Wheelchair Dance
- Reminiscence sessions in local care homes
- Family Play Day at the Lido
- School Mental Health groups.

Testimonials for our outreach and social impact work from users and stakeholders:

"The sessions give me a bit of hope for the day – it's basically the only thing that gets me through the day/week." Year 9 Mental Health Group Participant

"I want to give a big thanks to you and to John for that great chance for our People to be a part of the Theatre and community, to Jenn who is doing incredible work with us and to the entire Chipping Norton Theatre. The care you give our group, the wonderful atmosphere, and your strong belief in everyone's abilities make them confident people and true actors!" - The Albion Centre

"The Outreach team have come into school and worked with our year 7 and year 10 students, and supported them throughout the year, doing mental health activities and theatre work. And we are now running a Parent Support Group which focuses on parents who have children with anxiety. It's been amazing. It's all going really well and I'd like to work with the Theatre more, and offer even more support groups."

Claire Budd, Family Support Worker at Chipping Norton School

"What you're really good with is diversity. So for people that don't fit in in schools, or feel they don't fit in a particular box or aren't conforming in the way they should do you give them those opportunities to shine and to build their self-esteem, and to feel that they're accepted for who they are and what they are." Cara, Local Youth Worker

"I work with a lot of families in the community, and it's been amazing to see how a lot of those families and children have got involved with the Theatre. It gives a different element to what's on offer for those children, building in their confidence and resilience and just finding out who they are through drama and creative activities." Catherine Spring, The Branch Trust

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

October (Draft) 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	3	5,000	4,997			0.1%	
3290 Miscellaneous Income	(88)	0	0	0			0.0%	
Administration :- Income	(88)	3	5,000	4,997			0.1%	0
4100 Salaries/Superann/Nl	14,587	101,306	175,000	73,694		73,694	57.9%	
5110 Stationery	39	296	1,000	704		704	29.6%	
5120 Photocopying Costs	0	1,288	3,200	1,912		1,912	40.3%	
5200 Postage	0	3	150	147		147	1.9%	
5210 Telephone and Comms	1,288	4,691	8,400	3,709		3,709	55.8%	
5310 Office Equipment	16	528	1,000	472		472	52.8%	
5340 Website Costs	0	780	1,000	220		220	78.0%	
5360 Computer Hardware/Software	33	1,350	3,000	1,650		1,650	45.0%	
6200 Rent	0	13,554	5,500	(8,054)		(8,054)	246.4%	
6210 Rates	259	1,811	2,700	889		889	67.1%	
7100 Travel & Subsistance	24	49	200	151		151	24.5%	
7300 Staff & Councillors Training	255	1,239	3,000	1,761		1,761	41.3%	
7500 Legal & Professional Fees	8,083	22,445	10,000	(12,445)		(12,445)	224.4%	11,143
7510 Audit Fees	0	1,865	2,500	635		635	74.6%	
7600 Subscriptions	0	2,149	2,300	151		151	93.4%	
7630 Bank Charges	16	150	250	100		100	59.8%	
7650 Insurance	0	10,121	9,500	(621)		(621)	106.5%	
7710 Election Expenses	0	200	6,100	5,900		5,900	3.3%	
7720 Other Miscellaneous Expenses	0	355	1,000	645		645	35.5%	
Administration :- Indirect Expenditure	24,601	164,181	235,800	71,620	0	71,620	69.6%	11,143
Net Income over Expenditure	(24,688)	(164,178)	(230,800)	(66,622)				
6000 plus Transfer from EMR	3,900	11,143	0	(11,143)				
Movement to/(from) Gen Reserve	(20,788)	(153,034)	(230,800)	(77,766)				
<u>101 Grants</u>								
7670 Grants-Voluntary Organisations	750	8,250	16,500	8,250		8,250	50.0%	
7671 Grant Theatre C/N	0	3,000	3,000	0		0	100.0%	
7672 Grant Lido C/N	0	5,000	5,000	0		0	100.0%	
7673 Grant Museum	0	3,500	3,500	0		0	100.0%	
Grants :- Indirect Expenditure	750	19,750	28,000	8,250	0	8,250	70.5%	0
Net Expenditure	(750)	(19,750)	(28,000)	(8,250)				

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

October (Draft) Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102</u> <u>Miscellaneous</u>								
3100 Precept Income	0	375,832	375,832	0			100.0%	
3180 Interest Receivable	1,786	13,145	20,000	6,855			65.7%	
3230 Manorial Land (Pace Petroleum)	0	7,500	15,000	7,500			50.0%	
3290 Miscellaneous Income	0	7,582	0	(7,582)			0.0%	7,582
3320 S106/grant income	0	5,805	0	(5,805)			0.0%	5,805
Miscellaneous :- Income	1,786	409,864	410,832	968			99.8%	13,387
4100 Salaries/Superann/NI	1,614	11,659	20,000	8,341		8,341	58.3%	
6463 General Maintenance Supplies	10	743	750	7		7	99.1%	
6490 Trees/Flower Beds Middle Row	0	25	0	(25)		(25)	0.0%	
6498 Contingency Fund	853	3,748	7,500	3,752		3,752	50.0%	
7100 Travel & Subsistance	134	1,252	1,600	348		348	78.2%	
7720 Other Miscellaneous Expenses	0	0	1,200	1,200		1,200	0.0%	
Miscellaneous :- Indirect Expenditure	2,611	17,427	31,050	13,623	0	13,623	56.1%	0
Net Income over Expenditure	(825)	392,437	379,782	(12,655)				
6001 less Transfer to EMR	0	13,387	0	(13,387)				
Movement to/(from) Gen Reserve	(825)	379,050	379,782	732				
<u>120</u> <u>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	8	55	100	45		45	54.8%	
6400 Repairs and Maintenance	820	1,901	2,500	599		599	76.0%	
Greystones :- Indirect Expenditure	828	1,955	2,600	645	0	645	75.2%	0
Net Income over Expenditure	(828)	(1,955)	115	2,070				
<u>200</u> <u>Mayors Allowance</u>								
7200 Hospitality & Entertaining	0	0	1,500	1,500		1,500	0.0%	
7690 Mayors Allowance	42	557	1,500	943		943	37.1%	
Mayors Allowance :- Indirect Expenditure	42	557	3,000	2,443	0	2,443	18.6%	0
Net Expenditure	(42)	(557)	(3,000)	(2,443)				
FINANCE & RESOURCES :- Income	1,698	409,867	418,547	8,680			97.9%	
Expenditure	28,832	203,870	300,450	96,580	0	96,580	67.9%	
Net Income over Expenditure	(27,134)	205,997	118,097	(87,900)				
plus Transfer from EMR	3,900	11,143	0	(11,143)				
less Transfer to EMR	0	13,387	0	(13,387)				
Movement to/(from) Gen Reserve	(23,234)	203,753	118,097	(85,656)				

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

October (Draft) Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
COMMUNITY								
<u>110 Town Hall</u>								
3115 Lettings Income	793	32,333	70,000	37,667			46.2%	
3140 WODC Water Rates Contrib	0	0	100	100			0.0%	
3290 Miscellaneous Income	0	0	2,500	2,500			0.0%	
Town Hall :- Income	793	32,333	72,600	40,267			44.5%	0
4100 Salaries/Superann/NI	3,841	31,059	72,500	41,441	41,441		42.8%	
5140 Promotion	14	331	1,500	1,169	1,169		22.1%	
5210 Telephone and Comms	306	816	1,250	434	434		65.3%	
6110 Heat and Light	1,803	4,773	14,000	9,227	9,227		34.1%	
6130 Water & Sewerage	184	802	1,650	848	848		48.6%	
6210 Rates	1,029	7,205	11,500	4,295	4,295		62.7%	
6230 Window Cleaning	0	460	500	40	40		92.0%	
6240 Alarm/Fire Extinguisher Insp	0	215	1,600	1,385	1,385		13.4%	
6310 Cleaning / Sanitary Expenses	560	1,880	3,000	1,120	1,120		62.7%	
6330 Waste Disposal	372	1,178	1,000	(178)	(178)		117.8%	
6400 Repairs and Maintenance	3,400	7,875	10,000	2,125	2,125		78.7%	3,880
6402 Town Hall Restoration Fund	0	1,847	0	(1,847)	(1,847)		0.0%	1,847
6408 New Equipment	0	1,328	15,000	13,672	13,672		8.9%	
7610 Licences	0	2,158	800	(1,358)	(1,358)		269.7%	
7720 Other Miscellaneous Expenses	0	80	500	420	420		16.0%	
Town Hall :- Indirect Expenditure	11,511	62,007	134,800	72,793	0	72,793	46.0%	5,727
Net Income over Expenditure	(10,717)	(29,673)	(62,200)	(32,527)				
6000 plus Transfer from EMR	1,880	5,727	0	(5,727)				
Movement to/(from) Gen Reserve	(8,837)	(23,946)	(62,200)	(38,254)				
<u>151 Recreation</u>								
6200 Rent	0	1,125	1,000	(125)	(125)		112.5%	
6400 Repairs and Maintenance	10	1,698	4,500	2,802	2,802		37.7%	
6410 New Equipment	0	3,022	10,000	6,978	6,978		30.2%	
6420 Litter/Dog Bin Emptying	1,306	2,611	1,000	(1,611)	(1,611)		261.1%	
6465 Contract	0	1,882	5,000	3,118	3,118		37.6%	
7720 Other Miscellaneous Expenses	0	0	1,000	1,000	1,000		0.0%	
Recreation :- Indirect Expenditure	1,316	10,338	22,500	12,162	0	12,162	45.9%	0
Net Expenditure	(1,316)	(10,338)	(22,500)	(12,162)				

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

October (Draft) Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160 Events</u>								
3331 Events income	426	615	0	(615)			0.0%	
Events :- Income	<u>426</u>	<u>615</u>	<u>0</u>	<u>(615)</u>				<u>0</u>
6407 Xmas Lights/Trees	0	0	19,000	19,000		19,000	0.0%	
6414 Events	4,462	9,839	10,000	161		161	98.4%	3,007
6419 Occasional Events	0	0	1,000	1,000		1,000	0.0%	
Events :- Indirect Expenditure	<u>4,462</u>	<u>9,839</u>	<u>30,000</u>	<u>20,161</u>	<u>0</u>	<u>20,161</u>	<u>32.8%</u>	<u>3,007</u>
Net Income over Expenditure	<u>(4,036)</u>	<u>(9,224)</u>	<u>(30,000)</u>	<u>(20,776)</u>				
6000 plus Transfer from EMR	2,817	3,007	0	(3,007)				
Movement to/(from) Gen Reserve	<u>(1,219)</u>	<u>(6,218)</u>	<u>(30,000)</u>	<u>(23,782)</u>				
COMMUNITY :- Income	<u>1,219</u>	<u>32,948</u>	<u>72,600</u>	<u>39,652</u>			<u>45.4%</u>	
Expenditure	<u>17,288</u>	<u>82,184</u>	<u>187,300</u>	<u>105,116</u>	<u>0</u>	<u>105,116</u>	<u>43.9%</u>	
Net Income over Expenditure	<u>(16,069)</u>	<u>(49,236)</u>	<u>(114,700)</u>	<u>(65,464)</u>				
plus Transfer from EMR	<u>4,697</u>	<u>8,734</u>	<u>0</u>	<u>(8,734)</u>				
Movement to/(from) Gen Reserve	<u>(11,372)</u>	<u>(40,502)</u>	<u>(114,700)</u>	<u>(74,198)</u>				
STRATEGIC PLANNING								
<u>130 Cemetery</u>								
3190 Interments & Memorials	2,175	3,975	15,000	11,025			26.5%	
3191 Grave Purchase	400	1,050	4,500	3,450			23.3%	
3290 Miscellaneous Income	0	150	0	(150)			0.0%	
Cemetery :- Income	<u>2,575</u>	<u>5,175</u>	<u>19,500</u>	<u>14,325</u>			<u>26.5%</u>	<u>0</u>
6130 Water & Sewerage	7	45	100	55		55	44.6%	
6210 Rates	317	2,226	3,500	1,274		1,274	63.6%	
6400 Repairs and Maintenance	63	3,297	12,500	9,203		9,203	26.4%	
6417 Maintenance	0	28	0	(28)		(28)	0.0%	
6465 Contract	972	4,786	10,000	5,214		5,214	47.9%	
6471 Skips for cemetery	235	470	600	130		130	78.3%	
7720 Other Miscellaneous Expenses	0	856	500	(356)		(356)	171.3%	
Cemetery :- Indirect Expenditure	<u>1,594</u>	<u>11,708</u>	<u>27,200</u>	<u>15,492</u>	<u>0</u>	<u>15,492</u>	<u>43.0%</u>	<u>0</u>
Net Income over Expenditure	<u>981</u>	<u>(6,533)</u>	<u>(7,700)</u>	<u>(1,167)</u>				
<u>140 Closed Churchyard</u>								
6400 Repairs and Maintenance	0	2,100	5,000	2,900		2,900	42.0%	

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

October (Draft) Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6465 Contract	170	1,169	2,000	831		831	58.5%	
Closed Churchyard :- Indirect Expenditure	170	3,269	7,000	3,731	0	3,731	46.7%	0
Net Expenditure	(170)	(3,269)	(7,000)	(3,731)				
<u>145 StreetScene</u>								
6418 Defibrillators	0	261	500	239		239	52.2%	
6462 Grit Bins/Snow	0	0	1,000	1,000		1,000	0.0%	
6490 Trees/Flower Beds Middle Row	26	391	1,000	609		609	39.1%	
6495 Street Furniture	11,804	12,289	3,000	(9,289)		(9,289)	409.6%	6,238
StreetScene :- Indirect Expenditure	11,830	12,940	5,500	(7,440)	0	(7,440)	235.3%	6,238
Net Expenditure	(11,830)	(12,940)	(5,500)	7,440				
6000 plus Transfer from EMR	6,238	6,238	0	(6,238)				
Movement to/(from) Gen Reserve	(5,592)	(6,702)	(5,500)	1,202				
<u>180 Pool Meadow</u>								
6417 Maintenance	0	3,900	2,500	(1,400)		(1,400)	156.0%	
Pool Meadow :- Indirect Expenditure	0	3,900	2,500	(1,400)	0	(1,400)	156.0%	0
Net Expenditure	0	(3,900)	(2,500)	1,400				
<u>185 Millennium Garden</u>								
6417 Maintenance	0	0	1,200	1,200		1,200	0.0%	
6465 Contract	26	179	500	321		321	35.8%	
Millennium Garden :- Indirect Expenditure	26	179	1,700	1,521	0	1,521	10.5%	0
Net Expenditure	(26)	(179)	(1,700)	(1,521)				
<u>186 War Memorial</u>								
6470 War Memorial	2,877	2,877	5,000	2,123		2,123	57.5%	
War Memorial :- Indirect Expenditure	2,877	2,877	5,000	2,123	0	2,123	57.5%	0
Net Expenditure	(2,877)	(2,877)	(5,000)	(2,123)				
STRATEGIC PLANNING :- Income	2,575	5,175	19,500	14,325			26.5%	
Expenditure	16,497	34,873	48,900	14,027	0	14,027	71.3%	
Net Income over Expenditure	(13,922)	(29,698)	(29,400)	298				
plus Transfer from EMR	6,238	6,238	0	(6,238)				
Movement to/(from) Gen Reserve	(7,684)	(23,460)	(29,400)	(5,940)				

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

October (Draft) Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	5,492	447,990	510,647	62,657			87.7%	
Expenditure	62,617	320,927	536,650	215,723	0	215,723	59.8%	
Net Income over Expenditure	<u>(57,125)</u>	<u>127,063</u>	<u>(26,003)</u>	<u>(153,066)</u>				
plus Transfer from EMR	14,835	26,115	0	(26,115)				
less Transfer to EMR	0	13,387	0	(13,387)				
Movement to/(from) Gen Reserve	<u>(42,290)</u>	<u>139,791</u>	<u>(26,003)</u>	<u>(165,794)</u>				

Time: 19:15

Unity Trust Bank

List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/09/2024	Stow Agriculture Ltd	030924-1	724.74		Maintenance Tools
03/09/2024	Proludic Lid	030924-2	406.77		Play equipment spare parts
03/09/2024	Justin Bucknell Electrical Ltd	020924-3	23.00		VAT from 31/1/2023
03/09/2024	Adobe Systems Software Ireland	030924DD	16.64		Adobe subs 30/8 - 28/9
03/09/2024		BACS	24.48		Mileage 22/8/24
09/09/2024	British Gas	090924DD1	228.33		TH Gas 23/7-23/8
09/09/2024	Value Products Ltd	090924PPDD	423.22		Reflective roadsigns 300x450mm
10/09/2024	Multipay Card	DD	2.58		QD post-its 5/8/24
10/09/2024	Multipay Card	DD	21.99		Fosseway Gdn ctre. Ho 23/8/24
10/09/2024	Multipay Card	DD	3.00		Lloyds Card - fee
10/09/2024	West Oxfordshire District Coun	100924-1	56.35		Waste Collection GH - Sept
10/09/2024	Adobe Systems Software Ireland	100924-DD1	19.97		Adobe Subs 6/9-5/10 (HD)
11/09/2024	phs Group	110923-1	8.59		TH washroom DOC Oct24-Sep20
11/09/2024	National Association of Local	110924-2	38.93		Leaders Talk Aug 2020
11/09/2024	Gill & Co (Ironmongers) Limite	110924-3	89.50		Town hall sundries - TP
11/09/2024	McCracken & Sons Ltd	110924-4	1,508.64		Grounds Maintenance -Aug
11/09/2024		BACS	11.07		QD pens/screwdriver -reimb
11/09/2024	DJMD Events - Mr D.J. Sykes	110924-7	50.00		Dingo hosting 8/9
11/09/2024	Online Office Products Ltd	110924-8	31.66		Bankers boxes/lamin pouches
11/09/2024	First For Safety Oxfordshire L	110924-9	180.00		CPR/AED course at TH 7/9
11/09/2024	KopyRite	110924-10	66.00		Art workshops flyers/posters
11/09/2024	Pilotfish Trading	10297052	123.12		Marker pens - Art event
11/09/2024	West Oxfordshire District Coun	110924-5	1,354.00		NDR - Town Hall -Sept
12/09/2024	Graphics Direct/ GDL Supplies	120924-1	-19.20		Artgecko board pads A3
16/09/2024	Graphics Direct/ GDL Supplies	160924-1	57.79		Artgecko board pads A3
16/09/2024	GH Safety Ltd	160924-2	301.50		H&S Advice/Supprot Sept
19/09/2024	Adobe Systems Software Ireland	190924-DD1	16.64		Adobe Subs 17/9 - 16/10 (KJ)
20/09/2024	Staff Salaries	BACS	12,864.15		Staff salaries - Sept
20/09/2024	HMRC	BACS	4,405.04		Tax/NI Sept
20/09/2024	OCC Pension Fund	BACS	4,103.60		Staff Pensions Sept
23/09/2024	ICO	DD	35.00		Data Protection Fee 2024-2025
27/09/2024	Kingfisher/ Direct Water Tanks	DD PP	833.98		Anti vandal bin & fittings
30/09/2024	DJMD Events - Mr D.J. Sykes	300924-1	50.00		Bingo hosting TH 22/9/24
30/09/2024	R F Pest Control	300924-2	240.00		Pest Control Cemetery Aug/Sep
30/09/2024	James English Window Cleaning	300924-3	105.00		TH window cleaning 21/8
30/09/2024	West Oxfordshire District Coun	300924-4	13,554.45		GH Service charges 04/23-04/24
30/09/2024	Unity Trust Bank	300924-5	55.95		Bank Charges 4/6 to 3/9/24
30/09/2024	Unity Trust Bank	DD300924	1.80		Bank charges for Pay-in
Total Payments			42,018.28		

Time: 19:09

Unity Trust Bank

List of Payments made between 01/10/2024 and 31/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/10/2024	Adobe Systems Software Ireland	021024DD1	16.64		Adobe Subs 29/9-29/10 (LA)
02/10/2024	STL Communications Ltd (FOCUS)	021024DD2	889.92		Telephone/IT/Broadband
02/10/2024	King of Flash Ltd T/A Ink Guru	021024DDPP	16.95		Canon ink cartridges -TH
03/10/2024		BACS	24.48		Mileage (Mayors chain)
03/10/2024		BACS	20.99		Adblue 20/9 MFG - hire veh
04/10/2024		BACS	23.99		Banquet roll - Amazon
04/10/2024		BACS	9.48		Reimbures QD Misc
04/10/2024	C/N Music Festival	BACS	750.00		Grant Award CN Music Festival
04/10/2024	Gill & Co (Ironmongers) Limite	041024-1	63.60		Maintenance accessories
04/10/2024	H.G. Heath & Sons Farmers & Ag	041024-2	30.00		Design/fabricate iron frame
04/10/2024	McCracken & Sons Ltd	041024-3	1,508.64		Grounds Maintenance - Sept
04/10/2024	Garry Whichello	041024-4	100.00		Paino background @awards - TH
04/10/2024	West Oxfordshire District Coun	041024-5	1,960.19		Waste/Recycling TH Oct
04/10/2024	Selectrics Electrical Contract	041024-6	2,256.00		Outdoor socket & cabling TH
04/10/2024	Drain Docior Plumbing	041024-7	983.12		Clear/patch drain Greystones
04/10/2024	KM Cleaning -	041024-8	272.50		TH Cleaning - 6,20,7th Sept
04/10/2024	KopyRite	041024-9	80.40		A1 & A4 posters (Art event)
04/10/2024	Thames Valley Water Services L	041024-10	52.80		Monthly water monitor. TI I Sept
04/10/2024	Luke Embden	041024-11	2,750.00		Delivery Public Art Proj. 50%
04/10/2024	Viking	041024-12	46.73		Archive Boxes
04/10/2024	Externiture Ltd	041024-13	7,485.34		Bus shelter replacement
04/10/2024	BSG Ecology Ltd	041024-14	1,485.00		Pool Meadow Pro fees
04/10/2024	Avant Garde Drinks Ltd	041024DDPP	528.91		TH Bar stock
08/10/2024	DJMD Events - Mr D.J. Sykes	081024-1	50.00		Bingo hosting 6/10/24 TH
08/10/2024	ESPO	081024-2	76.38		Cleaning products GH&TH
08/10/2024	Shot By Jude (Malexxa Ltd)	081024-3	270.00		Community Awards phtcos
08/10/2024	KopyRite	081024-4	105.60		Programme/Table cards/plans
08/10/2024	C M Worsley Stonemason	081024-5	2,876.80		Repair to War Memorial
08/10/2024	Deacon & Son (Swindon) Lrd	081024-6	1,910.00		Mount mayor chain on velvet
08/10/2024	Castle Water Limited	081024-7	139.58		Water TH - 1/9-30/9
09/10/2024	Adobe Systems Software Ireland	091024DD1	19.97		Adobe subs 6/10-5/11 (3)
09/10/2024	British Gas	091024DD2	351.68		Gas TH 23-8-23/9/24
10/10/2024	Multipay Card	LLDD	30.00		Parker Bell 27/8 PAT course
10/10/2024	Multipay Card	LLDD	11.39		Sainsburys 11/9
10/10/2024	Multipay Card	LLDD	110.00		Witney 22- phone repair 5/9
10/10/2024	Multipay Card	LLDD	3.00		Bank Card fee
14/10/2024	TSP Kar Hire Ltd (T/a Robinson	141024-1	1,003.60		Vito/Tipper hire (PO) Sept
14/10/2024	Hook Norton Brewery Co Ltd	141024-2	157.10		TH Bar - beer/cider
14/10/2024	Oxfordshire Association of Loc	141024-3	276.00		Staff Training (AM) KJ & AP
14/10/2024	Castle Water Limited	141024-4	7.38		Water - Cemetery 1/9-30/9
14/10/2024	K J Millard - Skip Hire	141024-5	282.00		6yd skip hire - cemetery
14/10/2024	West Oxfordshire District Coun	141024-6	1,354.00		NDR Oct - Cemtery
14/10/2024	Berry Recruitment Limited	141024-7	290.56		TH Agency Staff 4&5 Oct
15/10/2024	GI I Safety Ltd	151024-SO1	301.50		I I&S Advice/Support -October
18/10/2024	Staff Salaries	BACS	12,186.69		Staff Salaries - Oct
18/10/2024	HMRC	BACS	4,096.72		Staff Tax/NI Oct
18/10/2024	OCC Pension Fund	BACS	3,875.59		Staff Pensions Oct

List of Payments made between 01/10/2024 and 31/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/10/2024	Adobe Systems Software Ireland	211024DD1	16.64		Adobe Subs 17/10-16/11 (2)
22/10/2024	██████████	BACS	27.37		Reim. QD misc 27/9
24/10/2024	CN Methodist Church	BACS	50.00		Christmas Trees x 2
24/10/2024	██████████	BACS	20.50		Reimburse Hire van fuel (MFG)
24/10/2024	Cherwell Industrial Doors Ltd	241024-1	1,824.00		TH interior window (50%)
24/10/2024	phs Group	241024-2	285.79		Sanitary waste TH 11/24 -11/25
24/10/2024	West Oxfordshire District Coun	241024-3	5,500.00		CCTV Contribution
24/10/2024	SSE Southern Electric	241024-4	1,762.05		TH Electric 21/2-30/9 (reaccl)
25/10/2024	WODC	BACS	151.75		Road Closure -Xmas market 8/12
25/10/2024	RW Consultancy Services	241024-5	1,500.00		Grounds Maint. review (phase 2
29/10/2024	██████████	BACS	24.13		Reimb.QD Motown tablecloths
29/10/2024	██████████	BACS	24.07		Reimb. lidl - refreshments
29/10/2024	██████████	BACS	1.85		Reimb. Sainsbury 12/10
29/10/2024	██████████	BACS	20.00		Reimb. Witney Laundrette 21/10
29/10/2024	STL Communications Ltd (FOCUS)	291024DD1	889.27		Telephone/IT/Broadband
29/10/2024	KM Cleaning - ██████████	291024-1	220.00		TH cleaning 11th & 25th Oct
29/10/2024	Critchleys LLP	291024-2	2,808.00		HR Advice 16/10/24-15/10/25
29/10/2024	Deaumont Rivers Ltd	291024-3	2,000.00		Pool Mead. Flow control design
29/10/2024	DJMD Events - Mr D.J. Sykes	291024-4	50.00		Bingo hosting TH 27/10
29/10/2024	██████████	BACS	20.00		Mobile phone Sept & Oct
29/10/2024	FarmED CIC	DDPP	20.00		Farms talk (Mayor)
31/10/2024	Unity Trust Bank	BACS	12.90		Bank Charges - Sept
Total Payments			69,249.54		



**Chipping
Norton**
Town Council

CCTV Compliance Policy

1. Introduction

This policy governs the operation of the closed circuit television (CCTV) systems operated by Chipping Norton Town Council as data controllers to assist in carrying out enforcement, public safety and other functions.

The policy sets out the principles to be observed by each Council, its members, employees, contractors, and any other parties or organisations involved in the operation, management and administration of relevant CCTV systems. It is also intended to inform members of the public of the purposes for which CCTV is operated, and of the standards which will be met in relation to it. In this way, each Council can be held accountable for its compliance with the policy.

A list of key definitions and acronyms is set out at section 13 of this policy.

2. Purpose

Compliance with this policy and with the detailed arrangements which sit under it ensures that each Council's use of Closed Circuit Television Cameras reflects a proportionate response to identified problems, which is operated with due regard to the privacy rights of individuals.

3. Background

In recent years there has been a substantial increase in the number of CCTV cameras, driven in part by a reduction in the costs of installing and operating this type of equipment. This increase has coincided with heightened privacy concerns, which have resulted in laws, regulations and codes of practice designed to ensure that the use of cameras is legitimate, proportionate to the intended purpose and respectful of legitimate privacy expectations. Article 8 of the Human Rights Convention recognises the right to a private and family life. Where CCTV captures images of people which comprise personal data, there is potential for this to infringe on the privacy of individuals. Accordingly, there is an obligation for CCTV installations and handling practices to comply with the 3rd Data Protection Principle (data minimisation) as well as the 6th Principle (Appropriate technical and organisational security) as set out in the Data Protection Act and General Data Protection Regulations.

CCTV systems are operated by the Council only as a proportionate response to identified problems, this in so far as it is considered necessary in a democratic society in the interests of public safety, for the prevention and detection of crime and disorder and for the protection of

the rights and freedoms of others. The Information Commissioner's Office ('the ICO') has enforcement powers which include the power to issue directives to remove or modify CCTV installations. The ICO is supported by the Surveillance Camera Commissioner, which was established under the Protection of Freedoms Act 2012 and has issued codes of practice for the use of these cameras, which include the guiding principles set out below.

4. CCTV

Within the scope of this policy the Council acts as data controller for the CCTV systems it operates for the purposes of preventing and detecting crime and for ensuring public safety, including that of attendees at its public venues.. For the avoidance of doubt it does not include CCTV for which third parties are the data controllers e.g. the Police.

5. General Principles/ Guidelines

The Council's use of CCTV accords with the requirements and the principles of the Human Rights Act 1998, the General Data Protection Regulation ((EU) 2016/679), the Data Protection Act 2018 and the Protection of Freedoms Act 2012. This policy recognises the need for formal authorisation of any covert 'directed' surveillance as required by the Regulation of Investigatory Powers Act 2000, and provides that CCTV shall be operated fairly, within the law and only for the purposes for which it was established or which are subsequently agreed in accordance with the Code.

CCTV shall be operated with due regard to the principle that everyone has the right to respect for his or her private and family life and home. Public interest in the operation of CCTV will be recognised by ensuring the security and integrity of operational procedures which sit underneath it, and which balance the objectives of the CCTV usage with the need to safeguard the individual's rights.

Transparent: This policy ensures that CCTV used by or on behalf of the Council is transparent. Wherever possible, the presence of CCTV, the purpose for it and contact details for the Controller of it should be clearly displayed to the public. There are strict laws around the use of covert surveillance cameras and these should only be implemented where necessary for a criminal enforcement purpose where the Council has the necessary statutory authority and under the oversight of the Senior Information Risk Owner (SIRO).

For a Legitimate and Specified Purpose: prior to establishing any CCTV installation, it is necessary to establish a legitimate purpose for it. The appropriate balance between the necessity of the CCTV and the privacy rights of individuals can only be assessed in light of this intended purpose. the usage of CCTV cameras, including the field of vision and whether they can be controlled remotely, has to be proportionate to the identified need. For example, installation of a camera for the purpose of public safety would be unlikely to be proportionate in an area with no particular history of incidents. CCTV will not be installed unless found to be proportionate following a Data Privacy Impact Assessment.

6. Surveillance Camera Code of Practice

Each Council will operate all CCTV implementations in line with the principles set out in the Surveillance Camera Commissioner Code of Conduct:

- Use of a CCTV system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
- The use of a CCTV system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- There must be as much transparency in the use of a CCTV system as possible, including a published contact point for access to information and complaints. There must be clear

responsibility and accountability for all CCTV system activities including images and information collected, held and used.

- Wherever a CCTV system is used, these must be communicated to all who need to comply with them.
- No more images and information should be stored than that which is strictly required for the stated purpose of a CCTV system, and such images and information should be deleted once their purposes have been discharged.
- Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted.
- The disclosure of images and information should only take place when it is necessary and proportionate for such a purpose or for law enforcement purposes. CCTV system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
- CCTV system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
- There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
- When the use of a CCTV system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
- Any information used to support a CCTV system which compares against a reference database for matching purposes should be accurate and kept up to date.

7. Privacy Risk Assessed

All existing and proposed CCTV installations should be subject to a Data Privacy Risk Assessment to identify what risks to privacy they pose and what controls can be applied to minimise them. Copies of the Assessment should be held by the Council Senior Information Risk Owner (SIRO).

All proposals to install new or additional CCTV must be approved by the Town Clerk and CEO. Where the privacy assessment indicates a high risk to privacy, then the approval of the SIRO is required prior to the procurement of CCTV equipment.

As CCTV recordings contain personal (and sometimes special category) data, there is a legal obligation to ensure that access is limited to those with a genuine need and that any data held meets technical standards for information security. In the event of a data breach, then prompt steps will be taken in accordance with each Council's procedures to mitigate the breach and to notify relevant parties.

Subject to clear operational procedures which are binding on staff and contractors: all Council departments operating CCTV are required to ensure that there are procedures in place which regulate where cameras can be installed, where they should point, under what circumstances data can be accessed or removed from the devices and under what circumstances it can be disclosed to other parties.

Auditable: All staff actions which affect the operation of CCTV equipment should be captured in audit logs held on the devices or in controlling applications. This includes any actions which change the field of vision, any downloads of footage and any deletion of footage. All CCTV equipment must

be specified so as to provide accurate time and date stamping, and all CCTV installations will be recorded on the CCTV Register.

CCTV systems operated by the Council shall normally retain footage for no longer than 30 days. Where footage is required for the purposes of prosecution of an offence or to defend legal claims, a copy should be made and stored securely.

8. Cameras and Area Coverage

Care should be taken to ensure that cameras are sited so they are clearly visible. No hidden cameras will be used, nor shall cameras be directed in such a way as to amount to surveillance which is intrusive.

Clear signage will normally be placed within the area which is being monitored in order to ensure that both the public are aware when they are in a monitored area and also that the maximum deterrent value is achieved. Where this is not possible – as in the case of body worn cameras, and signage on vehicles – then the cameras themselves will be clearly signed. The Council's CCTV systems do not record audio.

Camera positions will be reviewed annually to ensure that they remain proportionate to their purpose. Where the purpose can no longer be justified against the intrusion on personal privacy, they will be removed or switched off. All viewing and recording equipment shall only be operated by trained and authorised users.

9. Roles and Responsibilities

All staff members with operational access to CCTV equipment are responsible for following the specific operational procedures established for its use. This includes checking the equipment and reporting to management where it is found to deviate from the agreed specification or appears to have been interfered with. Staff and other relevant persons shall only be permitted access to images obtained via CCTV on a 'need to know' basis. Information Asset Owners are accountable for identifying a legitimate need for CCTV installations where one exists (and for reviewing the same), for ensuring that data privacy impact assessments are conducted and an action plan generated and progressed and for making sure that risk controls are established where needed to protect personal privacy.

The SIRO is responsible for setting the risk appetite for CCTV installations for the Council and assessing high risk proposals. The Data Protection Officer (DPO) is responsible for assessing proposed CCTV installations posing a high risk to privacy, rights and freedoms and for making recommendations to the SIRO.

In cases of a serious breach involving CCTV data, the DPO is responsible for reporting the matter to the ICO. The Town Clerk and CEO is responsible for maintaining the CCTV Register, drawing up Data Privacy Impact Assessments and participating in the investigation of breaches.

10. Training Requirements

All individuals with a need for operational access to CCTV systems or for access to images captured via CCTV shall be trained to a proficient level which meets appropriate safeguards before they are permitted access. All relevant individuals are furthermore required to have read the Surveillance Camera Code of Conduct and to have had sufficient training in the specific equipment they operate.

11. Data Protection and subject access rights

The public have the following rights with regard to CCTV footage captured by the Council's cameras:

- A right to request through subject access, a copy of footage in which they are captured, subject to exemptions within the Data Protection Act 2018 and also balanced against the rights and freedoms of others who may appear in that footage. All requests for CCTV images should be made in writing to the Town Clerk and CEO.
- A right to object to processing where they believe that the field of vision or the siting of the camera is disproportionate to the stated purpose of the camera. Where a resident objects to processing, the Council will consider the objection and decide whether a lawful basis for processing can still be justified. A written response will be provided outlining the outcome.

12. Data Retention & sharing

The police, social services, environmental health and/or other authorised agencies or bodies may apply for access to data collected via CCTV in order to carry out their statutory functions. All requests will be reviewed by the Council's Data Protection Officer and determined according to a process which ensures compliance with the law.

All Council CCTV Cameras automatically over-write footage after 30 days after it is captured. Where authorised bodies are granted access to data collected via CCTV in order to carry out their statutory functions, then copies of the data may be made and provided securely for this purpose.

Any data downloaded for the purpose of criminal investigation, subject access request or Council investigation will be retained for 3 months.

13. Key Definitions

CCTV – Closed Circuit Television

Data Protection Officer (DPO) – A statutory role set out under the Data Protection Act with responsibility for ensuring that organisations are compliant with personal privacy rights. Any resident can report a personal privacy concern about the Council to the Data Protection Officer.

General Data Protection Regulation (GDPR) - A Regulation establishing data protection principles and privacy rights for people whose data is processed in the European Union. It is supplemented in British law by the Data Protection Act 2018 which enshrines its rights and principles.

Information Asset Owner – A role held by the Business Managers, to ensure that information systems operated by their teams have appropriate data quality, auditability and access controls.

Senior Information Risk Owner (SIRO) – A role established under International Information Security Standard ISO27001 to ensure that appropriate processes for information risk and the treatment of that risk are established and maintained. At the Council, the role is held by the Business Manager - Corporate Responsibility

14. Review of this Policy

This policy will be reviewed annually.

15. Related Policies

Data Protection Policy

Chipping Norton Town Council

Flexible Working Requests Policy

Introduction

We believe that flexible working can increase staff motivation, promote work-life balance, enrich employee wellbeing and improve performance and productivity.

This policy sets out our approach to flexible working requests under the statutory procedure.

This policy does not form part of your contract of employment and we reserve the right to amend or withdraw it at any time.

Scope

This policy applies to employees employed by us. It does not apply to workers, contractors, consultants or any self-employed individuals working for the Council.

Eligible employees

All employees have the statutory right to request flexible working. Under the statutory procedure, you can make two requests in every 12-month period. If you have submitted a flexible working request, you must wait until that one has been considered and any appeal has been dealt with, before submitting another.

However, we recognise the importance of providing flexible working for all employees. Therefore, if you are not eligible to make a formal request for flexible working under the statutory procedure, you may submit an informal request and we will consider this on an informal basis.

Our commitment to you

We are passionate about creating an inclusive culture that supports a good work-life balance. We care about your health and wellbeing and want to invest in an environment where everyone can thrive.

Types of flexible working

We will consider requests for any type of flexible working with an open mind. Examples of flexible working include:

- hybrid working, where staff split their time between attending the workplace and working remotely;
- part-time working;
- homeworking;
- flexible hours (for example flexible start and finish times); and
- compressed hours (for example a four-day working week or nine-day fortnight).

Hybrid working

We have a separate hybrid working policy, which sets out our approach to hybrid working. Hybrid working is already available for the following roles:

- The Town Clerk and CEO
- The Deputy Clerk and Estates Manager
- The Facilities and Events Officer

If we do not currently offer you hybrid working but you would like to request it, you should make a request under this policy.

Making a request for flexible working

All requests must be made in writing by email or letter for submitting a flexible working request. This should be submitted to your line manager.

Any request made under this policy must include:

- the date of the request;
- the changes that you are seeking to your terms and conditions of employment;
- the date on which you would like the change to come into effect;
- a statement that this is a statutory request;
- if and when you have made a previous application for flexible working; and
- if you have made a previous request, when you made that application.

If your request does not contain all the required information, you will be asked to resubmit it with the necessary additional information. Any request that is incomplete or contains errors will not be automatically rejected.

Timescales

Once you submit your flexible working request, it will be dealt with as soon as possible. However, all requests will be dealt with within two months, from receipt of the request to notification of any appeal decision.

The timescales within this policy may be extended where this is mutually agreed.

Consultation meeting

Your line manager will arrange a consultation meeting to discuss your flexible working request. The consultation meeting will be held within seven days of receiving your request. However, if this is not possible, you will be informed of the reason for any delay.

You may, if you wish, ask a fellow worker or a trade union official to attend the meeting with you.

The consultation meeting is an opportunity for you to explain how the proposed working arrangements would benefit you and for us to consider and discuss any alternative flexible working options that may be available and suitable for you and the Council.

At the consultation meeting, we urge you to be as open as possible about your needs so that we are able to engage in a constructive discussion about what is feasible.

Considering your request

After the meeting, your line manager will consider your proposed flexible working arrangements carefully, weighing up:

- the potential benefits to both you and the Council; and
- any adverse impact of implementing the changes.

Each request will be considered on a case-by-case basis - agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to their working patterns.

Notifying you of the decision

Your line manager will inform you in writing, usually within seven days after the consultation meeting, of their decision and why.

Where your request is granted

Your request may be granted in full or in part. For example:

- we may propose a modified version of your request;
- your request may be granted on a temporary basis; or
- you may be asked to try the flexible working arrangement for a trial period.

Where your request is granted in full or in part, your line manager will meet with you to discuss how and when the changes might be implemented.

Any changes to your terms and conditions of employment, whether permanent or temporary, will be put in writing and sent to you as an amendment to your contract of employment.

Reasons for rejecting a request

While we are committed to encouraging flexible working patterns, we need to remain realistic. In some cases, it may not be possible for us to accommodate a request because of:

- the burden of additional costs;
- an inability to reorganise work among existing staff;
- an inability to recruit additional staff;
- a detrimental impact on quality;
- a detrimental impact on performance;
- a detrimental effect on ability to meet customer demand;
- insufficient work for the periods the employee proposes to work; and
- a planned structural change to the business.

We will not reject your request for any other reason.

Your right to appeal

You have the right to appeal if your request for flexible working is rejected or only agreed in part.

Your appeal should be sent in writing to The Town Clerk & CEO within seven days of receiving our decision. Your letter should set out the grounds on which you are appealing. An appeal meeting, where possible with a member of the staffing sub-committee who did not make the original decision, will be held within seven days of you lodging your appeal.

You may, if you wish, ask a fellow worker or a trade union official to attend the appeal meeting with you.

Following the appeal meeting, the relevant manager will inform you in writing, usually within seven working days, of the outcome. The outcome of the appeal is final.

Treating your application as withdrawn

If you fail to attend, without good reason, both the first and second meeting to discuss your application, or both the first and second meeting to discuss your appeal, we will treat your application as withdrawn.

Data protection

When managing your flexible working request, we process personal data collected in accordance with our data protection policy. Data collected from the point at which we receive a flexible working request is held securely and accessed by, and disclosed to, individuals only for the purposes of managing their request for flexible working.

Chipping Norton Town Council - Hybrid Working Policy

Introduction

This policy sets out the Council's approach to hybrid working, which allows you to split your time between attending the office and working remotely. Hybrid working is an important element of both the Council's:

- strategy for adapting to, and thriving in, the new working environment following the coronavirus pandemic; and
- commitment to supporting a positive work-life balance for our employees.

The policy does not form part of your contract of employment and the Council reserve the right to amend it at any time.

Scope

This policy applies to employees employed by us. It does not apply to workers, contractors, consultants or any self-employed individuals working for the Council.

Who is covered by hybrid working

Hybrid working is available for the following roles:

- Town Clerk and CEO
- Deputy Clerk and Estates Manager
- Facilities and Events Officer

Hybrid working is not currently suitable for the following roles:

- The Admin and Customer Service Assistant – because a key part of the role requires the staff member to cover the public drop in desk in the Guildhall.
- The Town Hall Keeper – because all of the core tasks require being on site, such as opening the building, meeting with users, portering etc.
- The Venue Assistant - because all of the core tasks require being on site, such as opening the building, meeting with users, portering etc.
- The maintenance and grounds team – because the grounds and maintenance work has to be delivered on site.

Split between attending work and working remotely

Expected level of attendance at the office

We expect most employees to spend 80% of their working time at the office. Your contract of employment sets out the days on which you are expected to attend the office and the days on which you are expected to work remotely.

The number of days per week each employee spends attending the office compared with working remotely will vary, depending on:

- their individual circumstances;
- the nature of their role;
- what is happening within their role and team at any particular time; and

- the needs of the Council, including covering leave.

Taking individual circumstances into account

The Council recognises the benefits of being flexible and that this schedule could be difficult for some employees to follow. For example, you could:

- live a significant distance from the office and it would be more efficient for you to spend more time working remotely; or
- have challenges with your working environment at home that mean that remote working is difficult for you and you would like to attend the office more often than this.

Please speak to your line manager if you think that you would benefit from departing from the expectation that you spend 80% of your working time at the office. Your line manager's agreement is required to depart from this norm. Depending on the nature of the additional flexibility that you are seeking, we may ask you to make a formal flexible working request - see Requesting flexible working below.

Our workforce's need to be flexible

Given the degree of flexibility that our hybrid working arrangements provide, we expect our workforce to be flexible.

You may be required to attend work on particular days at the request of your line manager, for example for in-person training and for meetings that your line manager has determined are best conducted in person.

Similarly, there may be circumstances in which we ask you to work remotely, or to work from such other place as we may reasonably require, when you would otherwise expect to attend the office, for instance:

- for operational needs, if we have too many employees attending the office on specific days. For example, covering the Guildhall (public office) from 9.00am-1.00pm Monday to Friday and the Town Hall while Barclays bank are on site from Monday, Tuesday, Wednesday and Friday 9.00am to 4:30pm, or;
- for coronavirus-related reasons, for example in the event of a lockdown/government guidance that employees should work from home if they can.

In such cases, you will be given as much notice as possible.

Arrangements while attending the office

Working hours

For days on which you are attending the office, your normal hours of work are set out in your contract of employment.

Workspaces

Our employees are provided with their own permanent workstation. At the end of each day on which you are attending work, please ensure that the door to the Chippy Larder area is locked, all internal doors are shut, and that the alarm is set and external doors locked.

Safe-working measures

Your safety is our priority and we have put in place the following safeguards in our office:

- Lone working only when unavoidable
- The door to the Guildhall be locked when anyone is working alone
- CCTV
- A lone working risk assessment is carried out by all staff
- Use of Teams for staff to check in and out of work with one another
- The Little Green Button

We encourage our workforce to let us know if they have any concerns, have identified any potential risks, or have any suggestions for further adaptations we can make. You can do this by raising concerns or making suggestions to your line manager.

You have a role to play in ensuring our staff can work in a safe environment and you must follow our safe-working instructions. A failure to do so may be a disciplinary offence and dealt with in accordance with our disciplinary procedure.

Arrangements while working remotely

Working hours

While working remotely, you must be available and working during your normal hours of work, as set out in your contract of employment.

We ask you to be mindful that you are not overworking - "downtime" from work is essential. To help maintain your wellbeing, please make sure that you take adequate rest breaks:

- Take at least 30 minutes off for lunch each day.
- Even if you are busy, it is essential that you find the time to take a break of at least 20 minutes during each working day that lasts more than six hours.
- Ensure the time period between stopping work one day and beginning the next is not less than 11 hours.

Please be as clear as possible with your line manager about your hours of work for days on which you are working remotely. Making use of tools such as shared calendars and out-of-office messaging can help colleagues to be aware of your availability on these days.

Sickness

When working remotely, you should not work if you are unwell. If you are sick and unable to work, our sickness absence policy applies.

You should notify your line manager by telephone as soon as reasonably practicable, preferably before you are due to start work and in any event no later than one hour after you are due to begin work.

Technology and equipment

To assist you to work remotely, you are provided with:

- a laptop computer;

- a mobile phone;
- a desk chair to use at home (optional)
- A second screen (optional)
- Any items identified in a DSE workstation assessment

You must take care of any equipment we provide you with and notify your line manager of any faults with the equipment. If you need any equipment, you should notify your line manager.

Financial assistance

Employees may be able to claim tax relief for any household expenses incurred as a result of working from home, provided the expenses are solely work related. If you wish to benefit from this tax relief, see the Government's guide on claiming tax relief for your job expenses at www.gov.uk/tax-relief-for-employees/working-at-home.

Health and safety

You should liaise with your line manager to ensure that your remote working set-up is appropriate and that you are working in a safe manner. However, you must also take responsibility for your own health and safety and that of anyone else who is affected by your work (for example others in your household when you are working from home).

You must notify your line manager if:

- you feel any discomfort due to working remotely (such as back pain); or
- you believe that there are any work-related health and safety hazards;
- any work-related accidents occur in your home.

Your line manager will escalate the matter to the Council's health and safety consultant to look into what action can be taken.

Data protection

Employees who are working remotely are responsible for keeping information associated with the Council secure at all times. Specifically, remote workers are under a duty to:

- practise good computer security, including using a unique password for your work laptop and any other devices you use for work;
- keep all hard copies of work-related documentation secure, including keeping documents locked away at all times except when in use; and
- ensure that work-related information is safeguarded when working in public spaces, for example by:
 - positioning your laptop so that others cannot see the screen;
 - not leaving your laptop unattended; and
 - not having confidential/business-sensitive conversations in public spaces.

In addition, the laptop and other equipment provided by us must be used for work-related purposes only and must not be used by any other member of your household or third party at any time or for any purpose.

Requesting flexible working

This policy focuses on how the Council operates hybrid working, but there are many other forms of flexible working. Examples of other types of flexible working that can be requested are:

- reducing the number of hours that you are working;
- changing your start and finish times;
- compressing your working hours into fewer days (for example moving to a nine-day fortnight); and
- working flexitime.

If you would like to request another form of flexible working, or if we do not currently offer you hybrid working but you would like to request it, you can make a formal request under our policy on employees requesting flexible working.

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Chipping Norton Town Council Maternity Leave Policy

Introduction

This policy sets out the rights of employees who are pregnant or have recently given birth, including time off for antenatal appointments and entitlement to maternity leave and pay.

The following definitions are used in this policy:

"Expected week of childbirth" means the week, starting on a Sunday, when your doctor or midwife expects you to give birth.

"Qualifying week" means the 15th week before your expected week of childbirth.

The policy does not form part of your contract of employment and we reserve the right to amend it at any time.

Scope

This policy applies to employees employed by us. It does not apply to workers, contractors, consultants or any self-employed individuals working for the Council.

Entitlement to ordinary and additional maternity leave

All pregnant employees are entitled to take 26 weeks' ordinary maternity leave followed immediately by 26 weeks' additional maternity leave.

You can decide how much maternity leave you wish to take. However, you must take at least two weeks of compulsory maternity leave immediately after your child is born.

To exercise your right to take maternity leave, you must comply with the notification procedure set out below.

Ideally, you should notify your line manager as soon as you feel comfortable that you are pregnant so that you may take paid time off to attend your antenatal appointments. This will also help us to ensure that we are able to address any health and safety concerns in a timely manner.

Time off for antenatal appointments

Once you have told us that you are pregnant, you will be entitled to reasonable paid time off work to attend your antenatal appointments. This may include relaxation and parent craft classes that your doctor, midwife or nurse has advised you to attend, in addition to medical examinations, screening tests and any midwife appointments.

After your first appointment, we may ask you to provide proof of your further antenatal appointments such as an appointment card or an equivalent document confirming your booking.

You should give your line manager as much notice as possible of your antenatal appointments and, wherever possible, try to arrange them outside your core hours or as near to the start or end of the working day.

Any individual who has a qualifying relationship with you (which includes your spouse, civil partner and the father of your expected child), has a statutory right to unpaid time off to accompany you to up to two antenatal appointments. They would need to contact their employer to request time off in these circumstances.

Health and safety

We have a duty to take care of the health and safety of all our employees.

We will also carry out an individual risk assessment as soon as we receive written notice that an employee is pregnant, has given birth in the last six months or is breastfeeding.

Where we carry out an individual risk assessment, we will inform you of any risks that we have identified and the steps that we propose to take to eliminate or reduce them. This may mean altering your working hours, changing your working conditions, or offering you suitable alternative work.

In certain cases, we may have to suspend you from work until the risk to you or your baby has been removed. If you are suspended, your employment will continue during any period of suspension. You will also be entitled to your normal salary and contractual benefits, unless you have unreasonably refused an offer of suitable alternative employment.

Sickness absence

If you are absent from work due to a pregnancy-related illness, you will receive statutory or contractual sick pay in the same way as you would during any other sickness absence.

However, if you are absent from work due to a pregnancy-related illness in the four weeks immediately before your expected week of childbirth, your maternity leave will start automatically. You must notify your line manager as soon as reasonably practicable that you are absent for a pregnancy-related illness and the date that your absence began.

Notice to take maternity leave

You can start your maternity leave at any time from the Sunday at the beginning of the 11th week before your expected week of childbirth.

To take maternity leave, you need to give your line manager notice in writing by the end of the qualifying week, or as soon as possible afterwards, of:

- the fact that you are pregnant;
- your expected week of childbirth; and
- the date on which you wish your maternity leave to start.

You will also have to provide your line manager with your MAT B1 form, which is a certificate from your doctor or midwife confirming your expected week of childbirth.

Failure to give the required notice and provide us with your MAT B1 form may affect your entitlement to maternity leave and pay.

We will write to you within 28 of receipt of your notice confirming the date on which you are expected to return to work if you take your full 52-week entitlement to maternity leave.

Changing your maternity leave start date

If you wish to bring forward your maternity leave start date, you must inform your line manager in writing at least 28 days before the new start date or, if that is not possible, as soon as reasonably practicable.

The date that you select as your maternity leave start date cannot be before the Sunday at the beginning of the 11th week before your expected week of childbirth.

If you wish to postpone your maternity leave start date, you must inform your line manager in writing at least 28 days before the original proposed start date or, if that is not possible, as soon as reasonably practicable.

If you change your maternity leave start date, we will write to you within 28 days of the start of your maternity leave confirming the revised date that you must return to work if you take your full 52-week entitlement to maternity leave.

Starting your maternity leave

Your maternity leave will usually start on the date that you have chosen, unless:

- your child is born before your chosen maternity leave start date, in which case your maternity leave will start on the day after you give birth; or
- you are absent for a pregnancy-related reason (for example, if you are off sick for a pregnancy-related illness or suspended on health and safety grounds) in the four weeks before your expected week of childbirth, in which case your maternity leave will start on the day after your first day of absence.

If you give birth before your intended maternity leave start date, you must notify your line manager in writing of the date that you have given birth as soon as reasonably practicable.

Maternity pay

Option 1 - statutory maternity pay

Statutory maternity pay is payable for up to 39 weeks of your maternity leave.

The first six weeks is payable at 90% of your average weekly earnings. The remaining 33 weeks is payable at a rate set by the Government for the relevant tax year, or at 90% of your average weekly earnings (whichever is lower).

You will qualify for statutory maternity pay if:

- you have been continuously employed for at least 26 weeks at the end of your qualifying week;
- you are still pregnant 11 weeks before the start of your expected week of childbirth (or have already given birth);
- you have provided us with a MAT B1 form confirming your expected week of childbirth;
- you have stopped working; and
- your average weekly earnings are not less than the lower earnings limit for national insurance contributions.

If you become eligible for a pay rise between the start of the original calculation period and the end of your maternity leave, your statutory maternity pay will be recalculated to take account of your pay rise, regardless of whether statutory maternity pay has already been paid. This means that your statutory maternity pay will be recalculated and increased retrospectively, or that you may qualify for statutory maternity pay if you did not previously. In these circumstances, you will be paid a lump sum to make up any difference between statutory maternity pay already paid and the amount payable as a result of the pay rise.

Statutory maternity pay is treated as earnings and is therefore subject to PAYE and national insurance deductions.

Option 2 - enhanced maternity pay

Enhanced maternity pay is payable for up to 12 weeks of your maternity leave.

This is paid at your normal rate of pay.

You will qualify for enhanced maternity pay if:

- you have one year's continuous service at the end of your qualifying week;
- by 11 weeks before your expected week of childbirth, you are still pregnant or have already given birth.
- you have provided us with a MAT B1 form confirming your expected week of childbirth;
- you have stopped working; and
- you undertake to return to work for a minimum period of 12 months after the end of your maternity leave. If you do not return to work for this minimum period, you will be required to repay any enhanced maternity pay, excluding statutory maternity pay, that you have received.

Payment of enhanced maternity pay includes any entitlement to statutory maternity pay that may be due to you for the same period.

Maternity allowance

If you are not entitled to statutory maternity pay, you may qualify for maternity allowance from the Government. If this is the case, we will provide you with an SMP1 form so that you are able to pursue a claim for maternity allowance.

Your rights during maternity leave

During ordinary maternity leave and additional maternity leave, all the terms and conditions of your contract except normal pay will continue. Your pay will be replaced with **statutory maternity/enhanced maternity** pay if you are eligible for it. However, other benefits such as holiday entitlement and pension contributions will continue as set out below.

Holiday entitlement

You will continue to accrue your holiday entitlement during your maternity leave.

You should make every effort to take any outstanding holiday entitlement before commencing maternity leave or immediately after your maternity leave has ended. Any **statutory** holiday entitlement that has not been taken because of maternity leave can be carried over into the next holiday year.

Pension contributions

We will continue to make pension contributions based on your normal pay during ordinary maternity leave and any period of paid additional maternity leave. The contributions that you make will be based on the actual pay that you receive during your maternity leave.

The Council's pension contributions will cease during any period of unpaid additional maternity leave.

Contact during maternity leave

We reserve the right to maintain reasonable contact with you during your maternity leave. This may be to discuss your plans for returning to work, to discuss any special arrangements to be made or training to be given to ease your return to work, or to update you on developments at work during your absence.

Keeping-in-touch days during maternity leave

You can agree to work (or attend training) for up to 10 days during your maternity leave without that work bringing your maternity leave or statutory maternity pay to an end. These are known as "keeping-in-touch" days. Any work carried out on a keeping-in-touch day will count as a whole working day and you will be paid your normal rate of pay.

We have no right to require you to carry out any work and you have no right to undertake any work during your maternity leave. Any work undertaken on keeping-in-touch days is entirely a matter for agreement between you and your line manager.

Notice for ending maternity leave

You may take your full period of maternity leave entitlement and return to work at the end of the additional leave period without having to provide notice.

If you wish to return to work earlier than the end of your additional maternity leave period, you must give at least eight weeks' notice in writing to your line manager confirming the date on which you intend to return.

If you have notified the Council of an early return date, but subsequently change your mind about returning to work on this date, you must give notice in writing to your line manager at least eight weeks before the earlier of the date on which you intend to return and the date on which you had previously given notice to return.

Returning to work after maternity leave

You have the right to resume working in the same job and on the same terms and conditions if returning to work from a period of ordinary maternity leave. If you have taken a period of additional maternity leave, you have the right to return to the same job wherever possible. However, if this is not reasonably practicable, we will offer you a suitable alternative job on terms and conditions that are no less favourable.

We will write to you as the end of your maternity leave approaches to remind you of your expected date of return and the arrangements for your first day back.

We recognise that returning to work from maternity leave after a significant period of time away from work can be challenging. We will take steps to ensure that your return to work is as smooth as possible and work will be handed back to you on a gradual basis.

If you decide that you do not wish to return to work, you must give written notice of resignation as soon as possible in accordance with the terms of your contract of employment.

Requests for flexible working

If, following a period of maternity leave, you feel that you would benefit from a change to your working arrangement, you should make a request for flexible working in accordance with our flexible working requests policy. Although we will take all reasonable steps to accommodate a request for flexible working, the full range of flexible working options will not be appropriate for all jobs across all areas of the Council.

Shared parental leave

If you and your partner meet the eligibility and notice requirements, you may choose to end your maternity leave and pay early and take shared parental leave instead. This will enable you and your partner to take it in turns to have periods of leave to care for your child, return to work while your partner takes leave, or take leave at the same time as each other.

Further information can be found in our shared parental leave policy.

Data protection

When dealing with maternity leave and pay, we will process any personal data collected in accordance with our data protection policy. In particular, we will record only the personal information required and keep the information only for as long as necessary.

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Chipping Norton Town Council

Paternity Leave Policy

Introduction

This policy sets out the rights of employees to paternity leave and pay.

The following definitions are used in this policy:

"Adopter" means the person with whom the child has been or is to be placed for adoption, or where two people have been matched jointly, whoever has elected to be the child's adopter for the purposes of adoption leave.

"Expected week of childbirth" means the week, starting on a Sunday, during which the mother's doctor or midwife expects them to give birth.

"Matched for adoption" means an adoption agency deciding that a person would be a suitable adoptive parent for a child either individually or jointly with another person. A person is notified of having been "matched for adoption" with a child on the date on which the person receives notification of the adoption agency's decision.

"Official notification" means written notification, issued by or on behalf of the relevant domestic authority, that it is prepared to issue, or has already issued, a certificate to the overseas authority concerned with the adoption of the child, confirming that the adopter is eligible to adopt and has been assessed and approved as being a suitable adoptive parent.

"Partner" includes someone, of whatever sex, who lives with the mother, expectant mother or adopter of the child in an enduring family relationship but who is not the mother's or adopter's child, parent, grandchild, grandparent, sibling, aunt, uncle, niece or nephew.

"Placed for adoption" means placed for adoption under UK adoption laws, including placement with a local authority foster parent who is also a prospective adopter ("foster to adopt").

The policy does not form part of your contract of employment and we reserve the right to amend it at any time.

Scope

This policy applies to employees employed by us. It does not apply to workers, contractors, consultants or any self-employed individuals working for the Council.

Entitlement to paternity leave (birth)

You can take paternity leave for the purpose of caring for the child or supporting the child's mother if:

- you have at least 26 weeks' continuous employment with us at the end of the 15th week before the expected week of childbirth;
- you are the child's biological father and have or expect to have responsibility for the child's upbringing; or
- you are the spouse, civil partner, or partner of the child's mother and have or expect to have the main responsibility (apart from the mother) for the child's upbringing.

To exercise your right to take paternity leave in a birth situation, you must comply with the notification procedure set out below (see Notice to take paternity leave (birth)).

Entitlement to paternity leave (adoption)

You can take paternity leave for the purpose of caring for the adopted child or supporting the child's adopter if:

- you have at least 26 weeks' continuous employment with us at the end of the week in which the child's adopter is notified of being matched for adoption (or received the official notification for adoptions from overseas); and
- you are the spouse, civil partner, or partner of the child's adopter, and have or expect to have the main responsibility (apart from the adopter) for the child's upbringing.

If you are one of a couple jointly adopting a child, only one of you will be entitled to take adoption leave and the other parent may elect to take a period of paternity leave, provided that the relevant qualifying conditions are met.

You are not entitled to take paternity leave if you have taken paid time off to attend an adoption appointment in respect of the same child.

To exercise your right to take paternity leave in an adoption situation, you must comply with the notification procedure set out below (see Notice to take paternity leave (adoption in the UK) or Notice to take paternity leave (adoption from overseas)).

Amount of paternity leave you can take

You can take up to two weeks' paternity leave. You do not have to take your leave in one single period, but the leave must be booked in blocks of at least one week.

This means that you can take the leave in one single block of one week, one single block of two weeks, or two separate blocks of a week each.

A week of paternity leave is the same duration as your normal working week, meaning that if you are a full-time employee, one week is [five] days. If you are contracted to work four days per week, one week is four days and so on.

You can take only two weeks' paternity leave per pregnancy or adoption, even if more than one child is born as a result of the pregnancy or more than one child is placed under the same adoption arrangement.

Timing of paternity leave

You can start your paternity leave on any day from the child's birth, but it must end within 52 weeks of the birth (or the expected week of childbirth if the child is born early).

In the case of an adopted child, the 52-week period runs from the date on which the child was placed for adoption with the adopter (or the child's entry into Great Britain for adoptions from overseas).

If you wish to take shared parental leave, you must take your paternity leave first. You cannot take paternity leave if you have already taken a period of shared parental leave in relation to the same child.

Notice to take paternity leave (birth)

Notice of entitlement (birth)

Before you can take paternity leave, you will need to give your line manager notice in writing, at least 15 weeks before the expected week of childbirth, of:

- the expected week of childbirth; and
- your declaration confirming that you meet the eligibility requirements to take paternity leave.

You should submit your notice and declaration using **Form? (ask Critchley's)** to provide notice of entitlement to paternity leave (birth) available from The Town Clerk.

Period of leave notice (birth)

For each occasion that you wish to take a period of paternity leave, you must give your line manager further notice in writing of:

- when you want to start your leave (you can choose to take this in one single block or two separate blocks);
- whether you wish to take one or two weeks' leave; and
- your declaration that the purpose of the leave is to care for the child or support the child's mother.

You have three options for when to start a period of paternity leave:

- **On the date of your child's birth:** Your period of leave notice should be received by us at least 28 days before the first day of the expected week of childbirth.
- **A set number of days after your child's birth:** Your period of leave notice should be received by us at least 28 days before the date falling that set number of days counted from the first day of the expected week of childbirth.
- **On a predetermined date (which has to be no earlier than the first day of the expected week of childbirth):** Your period of leave notice should be received by us at least 28 days before that predetermined date.

You should submit your notice of leave and declaration using Form to provide period of leave notice to take paternity leave (birth) available from [X department/intranet](#).

Notice to take paternity leave (adoption within the UK)

Notice of entitlement (adoption within the UK)

Before you can take paternity leave, you will need to give your line manager notice in writing, within seven days after the date on which the child's adopter is notified that they have been matched for adoption, of:

- the date on which the adopter was notified that they have been matched for adoption;
- the date on which the child is expected to be placed for adoption with the adopter (or, if they have already been placed for adoption, the date of the placement); and
- your declaration confirming that you meet the eligibility requirements to take paternity leave.

You should submit your notice and declaration using Form to provide notice of entitlement to paternity leave (adoption within UK) available from [X department/intranet](#).

Period of leave notice (adoption within the UK)

For each occasion that you wish to take a period of paternity leave, you must give your line manager further notice in writing within seven days after the date on which the child's adopter is notified of having been matched for adoption, of:

- when you want to start your leave (you can choose to take this in one single block or two separate blocks);
- whether you wish to take one or two weeks' leave; and
- your declaration that the purpose of the leave is to care for the child or support the child's adopter.

You have three options for when to start a period of paternity leave. You can start the leave:

- on the date on which the child is placed for adoption;
- a set number of days after the child is placed for adoption; or
- on a predetermined date, which has to be no earlier than the first day of the child's placement for adoption.

You should submit your notice of leave and declaration using Form to provide period of leave notice to take paternity leave (adoption within UK) available from [X department/intranet](#).

Notice to take paternity leave (adoption from overseas)

Notice of entitlement (adoptions from overseas)

Before you can take paternity leave, you will need to give your line manager notice in writing within 28 days after the date on which the child's adopter receives the official notification (or the date on which you complete 26 weeks' continuous employment with us if that is later), of:

- the date on which the adopter received the official notification;
- the date on which the child is expected to enter Great Britain (or, if they have already entered Great Britain, the date of entry); and
- your declaration confirming that you meet the eligibility requirements to take paternity leave and that the child's adopter has received the official notification.

You should submit your notice using Form to provide notice of entitlement to paternity leave (adoption from overseas) available from [X department/intranet](#).

Period of leave notice (adoption from overseas)

For each occasion that you wish to take a period of paternity leave, you must give your line manager further notice in writing of:

- when you want the leave to start (you can choose to take this in one single block or two separate blocks);
- whether you wish to take one or two weeks' leave; and
- your declaration that the purpose of the leave is to care for the child or support the child's adopter.

You have two options for when to start a period of paternity leave:

- **On the date of your child's entry into Great Britain:** Your period of leave notice should be received by us at least 28 days before the date on which the child is expected to enter Great Britain.
- **On a predetermined date (which has to be no earlier than the date of your child's entry into Great Britain):** Your period of leave notice should be received by us at least 28 days before that predetermined date.

You should submit your notice of leave using Form to provide period of leave notice to take paternity leave (adoption from overseas). This form contains a declaration that will need to be signed by you.

You must also give your line manager written notice of the date your child entered Great Britain within 28 days of entry, or written notice that the child will not be entering Great Britain as soon as possible after you become aware of this fact.

Late notice

If extenuating circumstances mean that it is not possible for you to meet the deadlines for giving notice as set out in this policy, we will accept later notice than this. Examples of extenuating circumstances include if you have been absent from work on sick leave or if a pregnancy is discovered very late.

In these circumstances, you should let us know that you would like to take paternity leave as soon as you reasonably can.

If there are no extenuating circumstances, you will be unable to take paternity leave. However, we will discuss other options with you, including you and your partner switching to shared parental leave, you taking annual leave, or you taking unpaid ordinary parental leave.

Changing your paternity leave plans

If you have submitted a period of leave notice but wish to cancel or vary the timing of your paternity leave, you must inform your line manager at least 28 days before the original date stated in your period of leave notice, or the revised start date, whichever is earlier.

Paternity pay

Option 1 - statutory paternity pay

Statutory paternity pay is payable during your paternity leave period, provided that you are entitled to it.

The rate of statutory paternity pay is set by the Government for the relevant tax year, or at 90% of your average weekly earnings (whichever is lower).

You will qualify for statutory paternity pay if:

- you are entitled to take paternity leave;
- your average weekly earnings are not less than the lower earnings limit for national insurance contributions.
- you remain in continuous employment with us on the date the child is born (in a birth situation), is placed for adoption (for adoptions within the UK) or entered Great Britain (for adoptions from overseas);
- you have complied with the relevant notice and evidential requirements and are able to provide the declarations as set out in this policy; and
- you confirm when you wish to start receiving statutory paternity pay within the relevant Form to provide period of leave notice to take paternity leave.

Option 2 - enhanced paternity pay

You will continue to be paid your normal rate of pay while taking paternity leave provided:

- you are entitled to take paternity leave;
- you remain in continuous employment with us on the date the child is born (in a birth situation), is placed for adoption (for adoptions within the UK) or entered Great Britain (for adoptions from overseas); and

- you have complied with the notice and evidential requirements and are able to provide the declarations as set out in this policy.

Further information

We may ask you to confirm the date of the child's birth, placement for adoption or entry into Great Britain if you have not already provided this information. You must respond to our request within 28 days, or as soon as is reasonably practicable.

Your rights during paternity leave

During paternity leave, all the terms and conditions of your contract except normal pay will continue. Your pay will be replaced with **statutory paternity pay/enhanced paternity** pay if you are eligible for it. However, other benefits such as holiday entitlement will continue to accrue and pension contributions will continue to be paid.

Returning to work after paternity leave

Following your paternity leave, you generally have the right to resume working in the same job as before on terms and conditions that are no less favourable than the terms that would have applied had you not been absent. Your continuity of employment is not affected.

Time off for antenatal appointments

If you have a qualifying relationship with a person who is pregnant, you have a statutory right to take unpaid time off to accompany that person at up to two antenatal appointments.

This could be you if you are the spouse or civil partner of the pregnant person, or you could be living with the pregnant person in an enduring family relationship (and you are not their parent, grandparent, sister, brother, aunt or uncle). In addition, you will be eligible for the time off if you are the biological parent of the expected child.

To make a request for time off to accompany someone to an antenatal appointment, you will need to complete Form to request time off to accompany pregnant individual to antenatal appointment and give this to your line manager.

The antenatal appointment must be made on the advice of a registered medical practitioner, midwife or nurse. The right to time off work is limited to a maximum of six-and-a-half hours for each appointment.

You should give your line manager as much notice as possible of when you need the time off for the antenatal appointments and, wherever possible, try to arrange them outside your core hours or as near to the start or end of the working day.

Time off to attend adoption appointments

If you are adopting a child jointly, one of you can elect to take paid time off to attend up to five adoption appointments. The other adoptive parent is entitled to take unpaid time off to attend up to two adoption appointments.

The parent who takes paid time off is not entitled, later on, to take paternity leave in respect of the child.

To make a request for time off to attend an adoption appointment, you will need to complete Form for joint adopter to request time off to attend adoption appointment and give this to your line manager.

The appointment must have been arranged by or at the request of the adoption agency. The right to time off work is limited to a maximum of six-and-a-half hours for each appointment.

You should give your line manager as much notice as possible of when you need the time off for the adoption appointment and, wherever possible, arrange them as near to the start or end of the working day as possible.

Data protection

When dealing with paternity leave and pay, we will process any personal data collected in accordance with our data protection policy. In particular, we will record only the personal information required and keep the information only for as long as necessary.

Chipping Norton Town Council

Shared Parental Leave Policy (Birth)

Introduction

This policy sets out the rights of employees to shared parental leave and pay following the birth of their child. If you are adopting a child, please refer to our Shared parental leave policy (adoption).

Shared parental leave should not be confused with ordinary parental leave, which is the separate entitlement to up to 18 weeks' unpaid leave. For further details, please refer to our Ordinary parental leave policy.

The following definitions are used in this policy:

"Mother" means the mother or expectant mother of the child.

"Partner" means the father of the child, or the person who, at the date of the child's birth, is married to, the civil partner of, or the partner of the mother. This includes someone, of whatever sex, who lives with the mother and the child in an enduring family relationship but who is not the mother's child, parent, grandchild, grandparent, sibling, aunt, uncle, niece or nephew.

"Expected week of childbirth" means the week, starting on a Sunday, during which the mother's doctor or midwife expects them to give birth.

"Qualifying week" means the 15th week before the expected week of childbirth.

The policy does not form part of your contract of employment and we reserve the right to amend it at any time.

Scope

This policy applies to all employees employed by us, whether they are the mother or the partner. It does not apply to workers, contractors, volunteers or interns working for the Council.

How does shared parental leave work?

Shared parental leave enables a mother to end their maternity leave early and share the remaining weeks of leave with a partner. It is aimed at giving parents more flexibility over how they share childcare between them during the first year of their child's life.

Shared parental leave can be taken at the same time as an eligible mother/partner or separately.

Leave must be taken in blocks of at least one week.

You can request to take shared parental leave in one continuous block, in which case we must accept your request as long as you are entitled to shared parental leave and meet the notice requirements. Alternatively, you can request to take shared parental leave in a number of discontinuous blocks of leave, separated by periods of work, in which case you may need our agreement.

Entitlement to shared parental leave if you are the mother

If you are a mother, you are entitled to shared parental leave if:

- you have at least 26 weeks' continuous employment with us at the end of the qualifying week;
- you remain in continuous employment with us until the week before any period of shared parental leave that you take;
- you have main responsibility for the care of the child at the date of the child's birth (apart from the partner);
- you are entitled to statutory maternity leave in respect of the child;
- you have brought your statutory maternity leave to an end by giving a maternity leave curtailment notice (or returned to work before the end of your statutory maternity leave period); and
- you have complied with the relevant notice and evidential requirements set out in this policy.

In addition, the partner must:

- have been employed or been a self-employed earner for at least 26 of the 66 weeks immediately preceding the expected week of childbirth;
- have average weekly earnings of at least the maternity allowance threshold currently £30 in any 13 of those 66 weeks; and
- have main responsibility for the care of the child at the date of the child's birth (apart from the mother).

Entitlement to shared parental leave if you are the partner

If you are a partner, you are entitled to shared parental leave if:

- you have at least 26 weeks' continuous employment with us at the end of the qualifying week;
- you remain in continuous employment with us until the week before any period of shared parental leave that you take;
- you have main responsibility for the care of the child at the date of the child's birth (apart from the mother); and
- you have complied with the relevant notice and evidential requirements set out in this policy.

In addition, the mother must:

- have been employed or been a self-employed earner for at least 26 of the 66 weeks immediately preceding the expected week of childbirth;
- have average weekly earnings of at least the maternity allowance threshold currently £30 in any 13 of those 66 weeks;
- have main responsibility for the care of the child at the date of the child's birth (apart from the partner);
- be entitled to statutory maternity leave, statutory maternity pay or maternity allowance in respect of the child; and
- have brought their statutory maternity leave to an end by giving a maternity leave curtailment notice (or returned to work before the end of their statutory maternity leave period).

Amount of shared parental leave available

The amount of shared parental leave that you can split between you is 52 weeks, minus the amount of maternity leave taken by the mother.

If you are a mother, you must take compulsory maternity leave immediately after the child is born. This means that you cannot start your shared parental leave until two weeks after the birth of your child.

If you are a partner, you can begin a period of shared parental leave at any time from the date of the child's birth. However, you are entitled to take up to two weeks' paternity leave following the birth of your child, which you will lose if shared parental leave is taken first.

All shared parental leave must be taken within the first 52 weeks following the birth of the child.

Notice requirements

If you wish to take shared parental leave, you must ensure that you submit the required notices to your line manager within the timescales set out in this policy. The notices are:

- maternity leave curtailment notice (if you are the mother);
- notice of entitlement and intention; and
- period of leave notice.

The notice periods set out in this policy are the minimum required by law. However, the earlier you inform us of your intentions, the more likely it is that we will be able to accommodate your wishes, particularly if you want to take periods of discontinuous leave.

If you have already decided the pattern of shared parental leave that you would like to take, you can provide more than one type of notice at the same time.

Maternity leave curtailment notice

If you are the mother who is employed by us, you must give your line manager a maternity leave curtailment notice (unless you have already returned to work from maternity leave). This is for you to confirm the date on which you intend to end your maternity leave.

Your notice must be received by us at least eight weeks before you or your partner intend to start the first period of shared parental leave.

You should submit your notice using Form for mother to curtail maternity leave.

Additionally, you must at the same time submit either:

- Form for mother to provide notice of entitlement and intention to take shared parental leave - if you intend to take the first period of shared parental leave, or you and the partner intend to take it together (see Notice of entitlement and intention below); or
- Form for mother to provide declaration of consent and entitlement - if your partner will be taking the first period of shared parental leave alone.

If you are the partner who is employed by us, you cannot take shared parental leave until the mother has given a maternity leave curtailment notice to their own employer or returned to work before the end of their statutory maternity leave period.

Revoking your maternity leave curtailment notice

We urge you to think carefully before submitting your maternity leave curtailment notice.

Once a maternity leave curtailment notice is submitted, you can only revoke it if:

- you discover that neither you nor the partner are entitled to shared parental leave or statutory shared parental pay and you withdraw your notice in writing within eight weeks of the date on which it was submitted;
- notice was given before the birth of the child and you withdraw your notice in writing within six weeks of the child's birth; or
- the partner has died.

If you wish to revoke your notice, you will need to complete Form for mother to revoke notice curtailing their maternity leave for purpose of shared parental leave and give this to your line manager.

Notice of entitlement and intention

Before you can book a period of shared parental leave, you must give your line manager a notice of entitlement and intention. This is for you to declare that you are entitled to shared parental leave and confirm that you intend to take it.

Your notice must be received by us at least eight weeks before you intend to start the first period of leave.

If you are the mother who is employed by us, you should submit your notice using Form for mother to provide notice of entitlement and intention to take shared parental leave.

If you are the partner who is employed by us, you should submit your notice using Form for partner to provide notice of entitlement and intention to take shared parental leave.

These forms contain declarations that will need to be signed by both the mother and the partner.

Varying or cancelling the dates in your notice of entitlement and intention

You can vary or cancel the proposed shared parental leave dates set out in your notice of entitlement and intention by providing us with written notice.

To do this, you will need to complete Form for employee to vary notice of entitlement and intention to take shared parental leave and give this to your line manager.

Limit on number of variations in the notice of entitlement and intention

There is no limit on the number of variations that you can make as a notice of entitlement and intention is non-binding until you submit a period of leave notice.

Period of leave notice

Once you have provided a notice of entitlement and intention, you must also provide your line manager with a period of leave notice. This is for you to book each period of shared parental leave that you wish to take.

Your notice must be received by us at least eight weeks before you start the first period of leave. It may be given at the same time as your notice of entitlement and intention.

You should submit your notice using Form for employee to provide period of leave notice to take shared parental leave.

Your period of leave notice may state the start and end dates for each period of leave that you wish to take. Alternatively, if your child has not been born yet, your notice may state that you would like your shared parental leave to start either on the day on which your child is born, or a specified number of days after the child's birth.

Shared parental leave must be booked in blocks of at least one week. You can book one continuous period of leave, in which case we must accept your request as long as you are entitled to shared parental leave and meet the notice requirements. Alternatively, you can book discontinuous periods of leave, separated by periods of work, in which case we will consider your request but reserve the right to refuse it (see Booking discontinuous leave below).

Varying or cancelling the dates in your period of leave notice

You can vary or cancel the shared parental leave dates in your period of leave notice by providing us with notice at least eight weeks before any period of leave varied or cancelled is due to start.

To do this, you will need to complete Form for employee to vary period of leave notice to take shared parental leave and give this to your line manager.

Limit on number of period of leave notices

You can submit three period of leave notices per pregnancy. However, any notice to vary or cancel the dates in your period of leave notice will count towards this total.

Booking continuous leave

If you submit a period of leave notice requesting a continuous period of leave, we must accept your request as long as you are entitled to shared parental leave and meet the notice requirements.

Booking discontinuous leave

If you submit a period of leave notice requesting discontinuous periods of leave, separated by periods of work, we will consider your request but reserve the right to refuse it.

In such cases, your line manager will start a two-week discussion period with you.

Your line manager may agree to your request, refuse your request or propose alternative dates.

If agreement cannot be reached within that two-week period, you may take the leave as one continuous period of leave on:

- the start date given in your original period of leave notice; or
- a new start date that is at least eight weeks after the start date given in your original period of leave notice (in which case you must notify your line manager of that new start date within five days of the end of the two-week discussion period).

Alternatively, if you withdraw your period of leave notice on or before the 15th day after the notice was submitted, it will not count towards the limit on the number of period of leave notices that you are entitled to submit and you may submit a new period of leave notice.

Request for further information

We may, within 14 days of receiving your notice of entitlement and intention, ask you to provide:

- a copy of the child's birth certificate (or a signed declaration stating the date and place of birth if the birth certificate is not available); and

- the name and address of the mother or partner's employer (or a declaration that they have no employer).

You must provide this information within 14 days of our request.

Shared parental pay

Option 1 - statutory shared parental pay

Statutory shared parental pay is available for an eligible mother and partner to share between them while on shared parental leave.

The number of weeks' statutory shared parental pay available will depend on how much statutory maternity pay or maternity allowance the mother has been paid when their maternity leave or pay period ends.

A total of 39 weeks' statutory maternity pay or maternity allowance is available to the mother. There is compulsory maternity leave period of two weeks [or four weeks for factory workers]. This means that a mother who ends their maternity leave at the earliest opportunity could share up to 37 weeks' statutory shared parental pay with a partner.

Any statutory shared parental pay due during shared parental leave will be paid at a rate set by the Government for the relevant tax year, or at 90% of your average weekly earnings (whichever is lower).

It is up to the mother and partner as to who is paid the statutory shared parental pay and how it is allocated between them. If you intend to receive statutory shared parental pay, you should give notice at the same time that you submit your notice of entitlement and intention.

Option 2 - enhanced shared parental pay

Enhanced shared parental pay is payable for up to [insert number] weeks of your shared parental leave, unless you have already benefited from enhanced maternity pay in relation to the same child. If you take a period of maternity leave followed by one or more periods of shared parental leave, you are entitled to a maximum of [insert number] weeks' enhanced pay, when any periods of enhanced maternity and shared parental pay are combined.

This is paid at your normal rate of pay.

[OR]

This is paid at [your normal] pay during the first [insert number] weeks followed by [half] pay for the following [insert number] weeks.]

You will qualify for enhanced shared parental pay if [list the eligibility requirements that are suitable for your organisation - these are examples only]:

- [you have [one year's] continuous service [at the end of your qualifying week];
- you undertake to return to work for a minimum period of [insert number] months after the end of your shared parental leave. If you do not return to work for this minimum period, you will be required to repay any enhanced shared parental pay, excluding statutory shared parental pay, that you have received.]

Payment of enhanced shared parental pay includes any entitlement to statutory shared parental pay that may be due to you for the same period.

Entitlement to shared parental pay if you are the mother

If you are a mother, you are entitled to shared parental pay if:

- you have at least 26 weeks' continuous employment with us at the end of the qualifying week;
- you remain in continuous employment with us until the week before any period of shared parental pay begins;
- your average weekly earnings for a period of eight weeks ending with the qualifying week are not less than the lower earnings limit for national insurance contributions;
- you have main responsibility for the care of the child at the date of the child's birth (apart from the partner);
- you are absent from work and intend to care for the child during each week in which you receive statutory shared parental pay; and
- you are entitled to statutory maternity pay in respect of the child, but the maternity pay period has been reduced; and
- you have complied with the relevant notice and evidential requirements set out in this policy.

In addition, the partner must:

- have been employed or been a self-employed earner for at least 26 of the 66 weeks immediately preceding the expected week of childbirth;
- have average weekly earnings of at least the maternity allowance threshold currently £30 in any 13 of those 66 weeks; and
- have main responsibility for the care of the child at the date of the child's birth (apart from the mother).

Entitlement to shared parental pay if you are the partner

If you are a partner, you are entitled to shared parental pay if:

- you have at least 26 weeks' continuous employment with us at the end of the qualifying week;
- you remain in continuous employment with us until the week before any period of shared parental pay begins;
- your average weekly earnings for a period of eight weeks ending with the qualifying week are not less than the lower earnings limit for national insurance contributions;

- you have main responsibility for the care of the child at the date of the child's birth (apart from the mother);
- you are absent from work and intend to care for the child during each week in which you receive statutory shared parental pay; and
- you have complied with the relevant notice and evidential requirements set out in this policy.

In addition, the mother must:

- have been employed or been a self-employed earner for at least 26 of the 66 weeks immediately preceding the expected week of childbirth;
- have average weekly earnings of at least the maternity allowance threshold currently £30 in any 13 of those 66 weeks;
- have main responsibility for the care of the child at the date of the child's birth (apart from the partner); and
- be entitled to statutory maternity pay or maternity allowance in respect of the child, but the maternity pay period or maternity allowance period has been reduced.

Your rights during shared parental leave

During shared parental leave, all the terms and conditions of your contract except normal pay will continue. Your pay will be replaced with **statutory shared parental/enhanced shared parental** pay if you are eligible for it. However, other benefits such as holiday entitlement and pension contributions will continue as set out below.

Holiday entitlement

You will continue to accrue your holiday entitlement during your shared parental leave.

You should make every effort to take any outstanding holiday entitlement before commencing shared parental leave or immediately after your shared parental leave has ended. Any **statutory** holiday entitlement that has not been taken because of shared parental leave can be carried over into the next holiday year.

Pension contributions

We will continue to make pension contributions based on your normal pay during any period of paid shared parental leave. The contributions that you make will be based on the actual pay that you receive during your shared parental leave.

The Council's pension contributions will cease during any period of unpaid shared parental leave.

Contact during shared parental leave

We reserve the right to maintain reasonable contact with you during your shared parental leave. This may be to discuss your plans for returning to work, to discuss any special

arrangements to be made or training to be given to ease your return to work, or to update you on developments at work during your absence.

Shared parental leave in touch days

You can agree to work (or attend training) for up to 20 days during shared parental leave without that work bringing your shared parental leave period or statutory shared parental pay to an end. These are known as "shared-parental-leave-in-touch" (SPLIT) days.

SPLIT days, are in addition to the 10 keeping-in-touch days available to a mother during maternity leave. Any work carried out on a SPLIT day will count as a whole working day and you will be paid your normal rate of pay.

We have no right to require you to carry out any work and you have no right to undertake any work during your shared parental leave. Any work undertaken on SPLIT days is entirely a matter for agreement between you and your line manager.

Returning to work following shared parental leave

You have the right to resume working in the same job and on the same terms and conditions when returning to work from shared parental leave if the period of leave when added to any other period of shared parental leave, statutory maternity or paternity leave taken by you in relation to the child is 26 weeks or less.

You have the right to return to the same job, wherever possible, if you have taken shared parental leave and the period of leave taken is more than 26 weeks when added to any other period of shared parental leave, statutory maternity or paternity leave taken by you in relation to the child. However, if this is not reasonably practicable, we will offer you a suitable alternative job on terms and conditions that are no less favourable.

If you decide that you do not wish to return to work, you must give written notice of resignation as soon as possible in accordance with the terms of your contract of employment.

Data protection

When dealing with shared parental leave and pay, we will process any personal data collected in accordance with our data protection policy. In particular, we will record only the personal information required and keep the information only for as long as necessary.

Chipping Norton Town Council

Parental Bereavement Leave Policy

Introduction

We recognise that, while dealing with any bereavement is difficult, the death of a child is among the most devastating events that an employee can ever face.

This policy sets out our commitment to supporting bereaved parents through their grief by ensuring they can take parental bereavement leave.

The policy applies to employees who suffer the loss of a child under the age of 18. This includes parents who suffer a stillbirth after 24 weeks of pregnancy.

The policy does not form part of your contract of employment and we reserve the right to amend it at any time.

Scope

This policy applies to employees employed by us. It does not apply to workers, contractors, consultants or any self-employed individuals working for the Council.

Who can take parental bereavement leave

Whatever your length of service, you can take this type of leave if you are the parent of the child who has passed away, or the partner of the child's parent. In general, you can take this type of leave if you have parental responsibility for the child. This includes adoptive parents.

If you have suffered a bereavement, but are unsure if you are entitled to parental bereavement leave, please contact The Town Clerk for clarification.

What leave a bereaved parent can take

You can take two weeks of parental bereavement leave. You can take the leave as:

- a single block of two weeks; or
- two separate blocks of one week at different times.

You cannot take the leave as individual days.

You can take the leave at the time(s) you choose within the 56 weeks after your bereavement. You might choose, for example, to take it at a particularly difficult time such as your child's birthday.

If you have lost more than one child, you have a separate entitlement to bereavement leave for each child who has passed away.

Notice to take parental bereavement leave

If you need to take parental bereavement leave within the first 56 days after your bereavement, you can take the leave straight away. You do not have to provide any notice. Please let your line manager know no later than when you are due to start work on the first day on which you wish to take leave or, if that is not feasible, as soon as you can.

To take leave more than 56 days after your bereavement, please give your line manager at least one week's notice.

Changing your mind about taking parental bereavement leave

You can cancel your planned leave and take it at a different time (within the 56 weeks after your bereavement). Where your planned leave was due to begin during the first 56 days after your bereavement, please let your line manager know you no longer wish to take it before your normal start time on the first day of the planned leave.

Where your leave was due to begin more than 56 days after your bereavement, please let your line manager know at least one week in advance that you wish to cancel it.

You cannot cancel any week of parental bereavement leave that has already begun.

Pay during parental bereavement leave

Option 1 - employer pays parental bereavement pay at the statutory minimum rate

To receive statutory parental bereavement pay, you must have:

- at least 26 weeks' continuous employment with us by the week before the one in which your child passed away (and still be employed by us on the date of the bereavement); and
- normal weekly earnings in the eight weeks up to the week before your bereavement of at least the lower earnings limit for national insurance contribution purposes.

If you are unsure if you are entitled to statutory parental bereavement pay, please contact name of individual, who will be able to advise you.

If you qualify for statutory parental bereavement pay, you will be paid during your leave at the rate set by the Government, or at 90% of your average weekly earnings where this figure is lower. If you are not eligible, your leave will be unpaid.

You need to give us notice of the weeks for which you wish to claim statutory parental bereavement pay, via a form that your line manager will ask you to sign.

You must normally sign and return the form to your line manager within 28 days of the first day for which you are claiming. However, if that is not possible, please sign and return the form as soon as you can.

Option 2 - employer offers enhanced parental bereavement pay

We recognise the need to provide bereaved parents with as much support as possible, and we will [continue to pay normal pay during your leave].

Rights during parental bereavement leave

During your leave, all the terms and conditions of your contract [except normal pay] will continue. Salary will be replaced by statutory parental bereavement pay if you are eligible for it.

This means that [, while sums payable by way of salary will cease, all other/all] benefits will remain in place. For example, holiday entitlement continues to accrue. Pension contributions will continue to be paid.

Returning to work after parental bereavement leave

When you return to work after some time on parental bereavement leave, you generally have the right to return to the same job.

However, a slightly different rule applies if you return from time on bereavement leave that follows on immediately from some maternity, adoption, paternity leave or shared parental leave (taken in relation to the child who has passed away), and your total time on leave is more than 26 weeks.

In these circumstances, you have the right to return to the same job, unless this is not reasonably practical - in which case you have the right to return to a suitable and appropriate job on the same terms and conditions.

This rule also applies if your leave includes more than four weeks of ordinary parental leave (taken in relation to any child), regardless of the total length of the leave.

If you are taking parental bereavement leave, but are unsure where you stand on your return, please contact The Town Clerk for clarification.

Data protection

When dealing with parental bereavement leave, we will process any personal data collected in accordance with our data protection policy. In particular, we will record only the personal information required and keep the information only for as long as necessary.

Chipping Norton Town Council - Adoption Leave Policy (within UK)

Introduction

This policy sets out the rights of employees who are adopting a child through an approved UK adoption agency, including time off for appointments and entitlement to adoption leave and pay.

Statutory adoption leave and other rights are also available to employees who are local authority foster parents in a "foster to adopt" situation, or employees who expect to become the legal parents of a child born under a surrogacy arrangement.

If you are one of a couple jointly adopting a child, only one of you will be entitled to take adoption leave. The other parent may have the option to take a period of paternity leave, provided that the relevant qualifying conditions are met.

If you are adopting a child from overseas, please refer to our adoption leave policy (adoption from overseas).

The policy does not form part of your contract of employment and we reserve the right to amend it at any time.

Scope

This policy applies to all employees employed by us. It does not apply to workers, contractors, volunteers or interns working for the Council.

Entitlement to ordinary and additional adoption leave (adoption)

There is no qualifying service requirement to be eligible for statutory adoption leave.

You are entitled to 26 weeks' ordinary adoption leave followed immediately by 26 weeks' additional adoption leave, provided that you have:

- been matched with a child for adoption (this includes the situation where a local authority places a child with you in a "foster to adopt" arrangement); and
- notified the adoption agency that you agree that the child should be placed with you for adoption and on the date of placement.

You can decide how much adoption leave you wish to take.

To exercise your right to take adoption leave, you must comply with the notification procedure below (see Notice to take adoption leave (adoption)).

Entitlement to ordinary and additional adoption leave (surrogacy)

There is no qualifying service requirement to be eligible for statutory adoption leave.

If you are having a child through a surrogacy arrangement, you are entitled to 26 weeks' ordinary adoption leave followed immediately by 26 weeks' additional adoption leave, provided that:

- you adopt the child; or
- you intend to apply for a parental order within six months of the child's birth and expect the order to be granted.

You can decide how much adoption leave you wish to take.

To exercise your right to take adoption leave, you must comply with the correct notification procedure below (see Notice to take adoption leave (surrogacy)).

Time off for adoption or antenatal appointments

Once you have told us that you are adopting a child, you will be entitled to time off work to attend your adoption appointments.

The right to time off work is limited to a maximum of six-and-a-half hours for each appointment.

If you are adopting a child alone, you are entitled to take paid time off to attend up to five adoption appointments. If you are adopting a child jointly, one of you can elect to take paid time off to attend up to five adoption appointments. The other adoptive parent is entitled to take unpaid time off to attend up to two adoption appointments.

The parent who takes paid time off is not entitled, later on, to take paternity leave in respect of the child.

The appointment must have been arranged by or at the request of the adoption agency. The time off must be taken before the date on which the child is placed with you for adoption.

The purpose of the adoption appointment is to enable you to have contact with the child (for example, to bond with them before the placement) and for any other reason connected with the adoption (for example, to meet with the professionals involved in the care of the child).

We may ask you to provide proof, such as a letter or email from the adoption agency confirming the date and time of the appointment and that the appointment has been arranged by, or at the request of, the adoption agency. In the case of joint adopters, we may also ask you to sign a declaration confirming your decision to take either paid or unpaid time off.

If you intend to apply for a parental order and expect to become the child's legal parent in a surrogacy arrangement, you are entitled to unpaid time off work to accompany the surrogate at up to two antenatal appointments.

You should give The Town Clerk and CEO as much notice as possible of your adoption or antenatal appointments and, wherever possible, try to arrange them outside your core hours or as near to the start or end of the working day.

Notice to take adoption leave (adoption)

You need to give The Town Clerk and CEO notice in writing within seven days of being matched with a child, or as soon as possible afterwards, of:

- your intention to take adoption leave;
- the date on which the child is expected to be placed with you; and
- the date on which you wish your adoption leave to start.

We will write to you within 28 days of receipt of your notice confirming the date on which you are expected to return to work if you take your full 52-week entitlement to adoption leave.

We may ask you to provide evidence in the form of one or more documents issued by the adoption agency confirming the name and address of the agency, the date on which you were notified that you had been matched with the child, and the expected date of placement.

Notice to take adoption leave (surrogacy)

In the case of a surrogacy arrangement, you need to give The Town Clerk and CEO notice in writing by no later than the 15th week before the expected week of childbirth, or as soon as possible afterwards, of:

- your intention to take adoption leave; and
- the expected week of childbirth.

We may ask you to provide a statutory declaration confirming that you intend to apply for a parental order within six months of the child's birth and expect the order to be granted.

We will write to you within 28 days of receipt of your notice confirming the date on which you are expected to return to work if you take your full 52-week entitlement to adoption leave.

You must give The Town Clerk and CEO further notice, as soon as reasonably practicable, of the child's date of birth.

Starting your adoption leave

You can choose to start your adoption leave on the day the child is placed with you for adoption or on a fixed date up to 14 days before this date.

If you are having a child through a surrogacy arrangement, your adoption leave will start on the day on which the baby is born or the day after if you are at work on that day.

Changing your adoption leave start date

If you are adopting a child and you wish to bring forward your adoption leave start date, you must inform The Town Clerk and CEO in writing at least 28 days before the new start date or, if that is not possible, as soon as reasonably practicable.

If you are adopting a child and you wish to postpone your adoption leave start date, you must inform The Town Clerk and CEO in writing at least 28 days before the original proposed start date or, if that is not possible, as soon as reasonably practicable.

If you change your adoption leave start date, we will write to you within 28 days of the start of your adoption leave confirming the revised date on which you must return to work if you take your full 52-week entitlement to adoption leave.

If you are having a child through a surrogacy arrangement you cannot change your adoption leave start date.

Adoption pay

Option 1 - statutory adoption pay

Statutory adoption pay is payable for up to 39 weeks of your adoption leave.

The first six weeks is payable at 90% of your average weekly earnings. The remaining 33 weeks is payable at a rate set by the Government for the relevant tax year, or at 90% of your average weekly earnings (whichever is lower).

You will qualify for statutory adoption pay if:

- you have been continuously employed for at least 26 weeks at the end of the week in which you were notified of being matched with the child for adoption (or in a surrogacy arrangement, at the end of the 15th week before the expected week of childbirth);
- you have chosen to receive statutory adoption pay rather than statutory paternity pay;
- you have given the correct notice;
- you have stopped working; and
- your average weekly earnings are not less than the lower earnings limit for national insurance contributions.

If you become eligible for a pay rise between the start of the original calculation period and the end of your adoption leave, your statutory adoption pay will be recalculated to take account of your pay rise, regardless of whether statutory adoption pay has already been paid. This means that your statutory adoption pay will be recalculated and increased retrospectively, or that you may qualify for statutory adoption pay if you did not previously. In these

circumstances, you will be paid a lump sum to make up any difference between statutory adoption pay already paid and the amount payable as a result of the pay rise.

Statutory adoption pay is treated as earnings and is therefore subject to PAYE and national insurance deductions.

Option 2 - enhanced adoption pay

Enhanced adoption pay is payable for up to [insert number] weeks of your adoption leave.

This is paid at your normal rate of pay.

[OR

This is paid at [your normal] rate of pay during the first [insert number] weeks followed by [half] pay for the following [insert number] weeks.]

You will qualify for enhanced adoption pay if [list the eligibility requirements that are suitable for your organisation - these are examples only]:

- [you have [one year's] continuous service [at the end of the week in which you were notified of being matched with the child for adoption (or in a surrogacy arrangement, at the end of the 15th week before the expected week of childbirth)];
- you have stopped working; and
- you undertake to return to work for a minimum period of [insert number] months after the end of your adoption leave. If you do not return to work for this minimum period, you will be required to repay any enhanced adoption pay, excluding statutory maternity pay, that you have received.]

Payment of enhanced adoption pay includes any entitlement to statutory adoption pay that may be due to you for the same period.

Your rights during adoption leave

During ordinary adoption leave and additional adoption leave, all the terms and conditions of your contract except normal pay will continue. Your pay will be replaced with **statutory adoption/enhanced adoption** pay if you are eligible for it. However, other benefits such as holiday entitlement and pension contributions will continue as set out below.

Holiday entitlement

You will continue to accrue your holiday entitlement during your adoption leave.

You should make every effort to take any outstanding holiday entitlement before commencing adoption leave or immediately after your adoption leave has ended. Any **statutory** holiday entitlement that has not been taken because of adoption leave can be carried over into the next holiday year.

Pension contributions

We will continue to make pension contributions based on your normal pay during ordinary adoption leave and any period of paid additional adoption leave. The contributions that you make will be based on the actual pay that you receive during your adoption leave.

The the Council's pension contributions will cease during any period of unpaid additional adoption leave.

Contact during adoption leave

We reserve the right to maintain reasonable contact with you during your adoption leave. This may be to discuss your plans for returning to work, to discuss any special arrangements to be made or training to be given to ease your return to work, or to update you on developments at work during your absence.

Keeping-in-touch days during adoption leave

You can agree to work (or attend training) for up to 10 days during your adoption leave without that work bringing your adoption leave or statutory adoption pay to an end. These are known as "keeping-in-touch" days. **Any work carried out on a keeping-in-touch day will count as a whole working day and you will be paid your normal rate of pay.**

We have no right to require you to carry out any work and you have no right to undertake any work during your adoption leave. Any work undertaken on keeping-in-touch days is entirely a matter for agreement between you and The Town Clerk and CEO

Notice for ending adoption leave

You may take your full period of adoption leave entitlement and return to work at the end of the additional leave period without having to provide notice.

If you wish to return to work earlier than the end of your additional adoption leave period, you must give at least eight weeks' notice in writing to The Town Clerk and CEO confirming the date on which you intend to return.

If you have notified the Council of an early return date, but subsequently change your mind about returning to work on this date, you must give notice in writing to The Town Clerk and CEO at least eight weeks before the earlier of the date on which you intend to return and the date on which you had previously given notice to return.

Returning to work after adoption leave

You have the right to resume working in the same job and on the same terms and conditions if returning to work from a period of ordinary adoption leave. If you have taken a period of additional adoption leave, you have the right to return to the same job wherever possible. However, if this is not reasonably practicable, we will offer you a suitable alternative job on terms and conditions that are no less favourable.

We will write to you as the end of your adoption leave approaches to remind you of your expected date of return and the arrangements for your first day back.

We recognise that returning to work from adoption leave after a significant period of time away from work can be challenging. We will take steps to ensure that your return to work is as smooth as possible and work will be handed back to you on a gradual basis.

If you decide that you do not wish to return to work, you must give written notice of resignation as soon as possible in accordance with the terms of your contract of employment.

Requests for flexible working

If, following a period of adoption leave, you feel that you would benefit from a change to your working arrangement, you should make a request for flexible working in accordance with our flexible working requests policy. Although we will take all reasonable steps to accommodate a request for flexible working, the full range of flexible working options will not be appropriate for all jobs across all areas of the Council.

Shared parental leave

If you and your partner meet the eligibility and notice requirements, you may choose to end your adoption leave and pay early and take shared parental leave instead. This will enable you and your partner to take it in turns to have

periods of leave to care for your child, return to work while your partner takes leave, or take leave at the same time as each other.

Further information can be found in our shared parental leave policy (adoption).

Data protection

When dealing with adoption leave and pay, we will process any personal data collected in accordance with our data protection policy. In particular, we will record only the personal information required and keep the information only for as long as necessary.

Chipping Norton Town Council

Internal Audit Report: Interim 2024-25

Adrian Shepherd-Roberts

Auditing Solutions Ltd

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance & Accountability Return (AGAR). Auditing Solutions Ltd has provided this service to Chipping Norton Town Council since 2018-19.

This report sets out the work undertaken in relation to the 2024-25 financial year to date which was completed by 12th November 2024.. We wish to thank all the staff who assisted us in the process, providing all necessary additional documentation. We have ensured governance and financial controls remain effective.

Internal Audit Approach

In conducting our initial review for 2024-25, we have had regard to the materiality of transactions and their susceptibility to potential mis recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover, as applied to all clients, is designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's AGAR, which requires independent assurance over several internal control objectives.

Overall Conclusion

The work undertaken this year, to date, on the Council's accounting and other records is set out in the following detailed report.

We have concluded that, on the basis of the programme of work undertaken this year to date, the Council has again maintained more than adequate and effective internal control arrangements. We again compliment the Finance Officer and staff for the quality of their work and thank them for their assistance.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in the cashbooks and financial ledgers maintained in-house by the Accounts Officer. The Council's records are maintained using the RBS Omega software, which is a market leader and used by many our clients across the country.

One bank account is in use with Unity Bank. A further cashbook is also in use to record all petty cash account transactions.

To assess the adequacy, accuracy and appropriateness of transactions for 2024-25, we have:

- Ensured the accurate carry forward of the prior year closing balances, as reported in the year's AGAR, as opening balances in the accounting software for 2024-25;
- Ensured that an appropriate coding structure is in place to facilitate reporting of budgetary performance throughout the year;
- Ensured that the Omega ledgers remain in balance at the financial year-end;
- Checked and agreed transactions on the Current account for April 2024 and September 2024 by reference to supporting bank statements; and
- Verified the accuracy of bank reconciliations on the Current, and Petty Cash accounts as at 30th April and 30th September 2024;

Conclusions

We are pleased to report that no significant issues have been identified in this area of our review process. We will undertake further work at our final update review.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and Financial Regulations (FRs) and that, as far as we are reasonably able to ascertain, given that we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation. We also aim to ensure that appropriate policies, procedures and protocols are in place to prevent and provide a reasonable assurance of the detection of any fraudulent or corrupt activity.

We note that SOs and Financial Regulations (FRs) are in place, being further reviewed and adopted by Council at their meeting in 13th May 2024.

We have reviewed the minutes of the full Council and standing committees for the year to date to determine whether any issues exist that may have an adverse effect on the Council's future financial stability, either in the short, medium or longer term with no such issues apparent.

Conclusions

The Council has reviewed both the Financial Regulations and the Standing Orders. We will continue to monitor the Council's approach to governance at our final review.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

In order to confirm the effectiveness of the control and governance arrangements over payments, we have selected a sample of individual payments processed during the financial year to date.

We also note that VAT returns continue to be completed in a timely and accurate manner, with electronic "on-line" submission now in place, in line with HMRC requirements. We have examined the quarterly reclaims to September 2024 confirming that the detail correlates to that in the VAT control account.

Conclusions

We are pleased to record that no issues have been identified in this area. We will undertake further work at our final review.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

We are pleased to note the existence of a register of potential risks facing the Council, also noting it has been approved by Full Council at its May 2024 meeting.

We have examined the Council's 2024-25 insurance policy schedule with Clear Councils underwritten by Aviva, noting that Employer's, Public Liability cover are in place at £10 million respectively, together with Fidelity Guarantee (FG) cover currently at £500K.

Conclusions

No issues arise in this area warranting formal comment or recommendation. We will undertake further work at our final review.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

The Council will commence consideration of the 2025-26 budgetary requirements later this year and we shall consider the action taken and outcomes, together with the approved level of precept at a future review.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2025-26 later in the financial year. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.

Review of Income

The Council receives income primarily by way of the annual precept, together with burial and associated fees, room hire fees at the Town Hall, rent and access rights at Greystones, receivable interest and VAT recoveries, together with other miscellaneous receipts. We have noted

- That the schedules of Council's fees and charges were reviewed for the Cemetery, for 2024-25 and applicable from April 2024.
- As noted elsewhere in this report, we have tested a sample of cashbook receipts from Omega records to relevant bank statements for nine months;
- We have reviewed a sample of the burial records and relevant nominal ledger and consider that the records are maintained in a very satisfactory manner;
- Examined the "Aged debtors schedule" generated by the accounting software and are pleased to record that there are no significant long-standing debts exist of which officers and members are unaware

Conclusions

We have reviewed the Cemetery receipts and burial records at this initial review. A review of the Town Hall facilities will be undertaken later in the year. Further work will also be undertaken at our final review in relation to the year end figures together with the income reported in the Annual Return.

Petty Cash Account

Our aim in this area is to ensure that appropriate controls are in place; that all expenditure incurred is adequately supported by trade invoices or till receipts; that the expenditure is appropriate for the Council's requirements; that VAT has been separately identified for periodic recovery and that cheque encashments from the main cashbooks are properly recorded.

We have not checked the cash but have reviewed the holdings from the information that we have been provided. As we are working remotely, we suggested that where possible an independent check is undertaken to confirm that the cash has been checked and the account balances. We note that this continues to be undertaken.

Conclusions

We are pleased to record that no issues arise in this area this year.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that salaries are paid in line with the Council approved pay rates and that extant legislation is being appropriately observed as regards adherence to the requirements of HMRC legislation in relation to the deduction and payment over of income tax and NI contributions.

We note that the Council's payroll is managed in-house agreeing detail of the gross and net salaries paid to them by reference to the establishment list and the September 2024 payslips.

We have also checked the accuracy of tax, NI and pension deductions to each for September 2024 by reference to relevant HMRC and Pension Fund Administrators deduction tables with no issues arising.

Conclusions

We are pleased to report that no issues arise in this area warranting formal comment or recommendation.

Investments and Loans

The Council has no long-term investments, surplus funds being held currently with the CCLA.

The Council has no loans in place either repayable by itself or to it from external bodies: consequently, nil values will be reported in the relevant boxes of Section 2 of the year's AGAR.

Conclusions

No issues arise in this area. We will undertake further work at our final review.

Agenda item 10 – Committee budget 2025-2026

Attached is a draft committee budget for 2025/26. This has been informed by previous spend, as well as current projects that the Committee are working on or responsible for. A significant addition to this budget is the introduction of the in-house grounds maintenance.

- The precept income is based on this year's as we have not yet received the tax base for 2025-26 from West Oxfordshire District Council.
- Salary estimates include known and predicted Local Government salary increases.
- The recommendation is that the election expense pot is an Ear marked reserve to be used when required rather than in the annual budget.

Recommendation:

As part of the budget setting process, the committee should agree a draft budget for 2025/26 to help inform the final draft budget for this committee to agree, and then for Full Council to approve. It is important to note that this will be subject to change during the next agenda item depending on the overall picture.

31st March 2024

31st Oct 2024

Current Assets			
0	Holding Deposit	47	
45,172	Unity Trust Bank	154,162	
435,000	CCLA Deposit Fund	435,000	
5	Petty Cash	9	
121	Town Hall Float	121	
1,365	Prepayments	0	
3,634	VAT Control	8,929	
13,376	Debtors	9,414	
1,544	Events Stock	1,544	
500,216			609,226
500,216	Total Assets		609,226
Current Liabilities			
181	Holding Deposit	0	
15,218	Trade Creditors	0	
2,654	Receipts in Advance	0	
18,053			0
482,163	Total Assets Less Current Liabilities		609,226
Represented By			
246,373	General Reserves		386,164
35,000	EMR Skate Park Fund		35,000
25,000	EMR Pool Meadow Project		17,973
909	EMR Defibrillators		2,425
169,694	EMR TH Restoration/repairs		163,967
757	EMR Street Scene Projects		757
226	EM Recreation Equipment/Repair		226
4,204	EMR Professional Fees		88
0	EMR Bus Shelter		(172)
0	EMR Public Art Project		2,798
482,163			609,226

12/11/2024

Chipping Norton Town Council Current Year

19:31

Balance Sheet as at 31/10/2024 DRAFT

31st March 2024

31st Oct 2024

The above statement represents fairly the financial position of the authority as at 31/10/2024 DRAFT and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial
Officer

_____ Date : _____

FINANCE & RESOURCES

2023/2024

2024/2025

2025/2026

	Budget	Actual	Agreed	Total	Actual YTD	PROPOSED
100 Administration						
3210 Admin Charges	9000	9756	5000	5000	3	9600
3290 Miscellaneous Income	0	25	0	0	88	0
Total Income	9000	9781	5000	5000	90	9600
4100 Salaries/Superann/Nl	150000	154627	175000	175000	86718	194000
5110 Stationery	600	800	1000	1000	257	1000
5120 Photocopying Costs	2300	2446	3200	3200	1288	3200
5200 Postage	300	96	150	150	3	100
5210 Telephone and Comms	6000	7572	8400	8400	3403	8500
5310 Office Equipment	1000	1107	1000	1000	512	500
5340 Website Costs	500	924	1000	1000	780	1000
5360 Computer Hardware/Software	3000	2623	3000	3000	1317	3000
6200 Rent	2500	7584	5500	5500	13554	8000
6210 Rates	2700	2623	2700	2700	1552	3200
7100 Travel & Subsistance	200	177	200	200	24	200
7300 Staff & Councillors Training	2000	2435	3000	3000	984	2500
7500 Legal & Professional Fees	14000	17573	10000	10000	14362	5000
7510 Audit Fees	2700	2030	2500	2500	1865	2500
7600 Subscriptions	2000	2017	2300	2300	2149	2500
7630 Bank Charges	300	277	250	250	133	300
7650 Insurance	1800	1623	9500	9500	10121	11500
7710 Election Expenses	6100	6100	6100	6100	200	0
7720 Other Miscellaneous Expenses	1000	1288	1000	1000	355	750
Total Expenditure						247750
101 Grants						
7670 Grants-Voluntary Organisations	28000	41422	16500	16500	7500	16500

7671 Grant Theatre C/N	0	0	3000	3000	3000	3000
7672 Grant Lido C/N	0	0	5000	5000	5000	5000
7673 Grant Museum	0	0	3500	3500	3500	3500
Total Expenditure						28000
102 Miscellaneous						
3100 Precept Income	344684	344684	375832	375832	375832	375832
3180 Interest Receivable	3600	24335	20000	20000	11359	25000
3230 Manorial Land (Pace Petroleum)	15000	15000	15000	15000	7500	15000
3290 Miscellaneous Income	0	200	0	0	7582	0
3292 Christmas Market Income	2500	0	0	0	0	0
3320 S106/grant income	0	40101	0	0	5805	0
Total Income	365784	424320	410832	410832	408078	415832
4100 Salaries/Superann/Nl						
6407 (Xmas Lights/Trees)	18000	20835	20000	20000	10045	0
6418 (Defibrillators)	15000	19698	19000	0	0	0
6460 Streetscene	500	191	500	0	0	0
6462 (Grit Bins/Snow)	10000	8954	0	0	0	0
6463 General Maintenance Supplies	2000	0	1000	0	0	0
6490 (Trees/Flower Beds Middle Row)	0	0	750	750	733	750
6495 (Street Furniture)	0	640	1000	0	25	0
6498 Contingency Fund	0	3066	3000	0	0	0
7100 Travel & Subsistance	10000	0	7500	7500	2894	7500
7720 Other Miscellaneous Expenses	1600	1915	1600	1600	1118	0
new code CCTV contribution	1200	175	1200	1200	0	0
new code HR retained service						2500
new code H&S						2500
Total Expenditure						15750
145 Grounds Maintenance & Streetscene						
6418 Defibrillators	0	0	0	500	261	500
6462 Grit Bins/Snow	0	0	0	1000	0	0

6490	Trees/Flower Beds (<i>title adjusted</i>)	0	0	0	1000	365	1000
6495	Street Furniture	0	0	0	3000	485	1500
4100	Salaries/Superann/Ni						94000
6200	Rent/lease (depot)						21500
new code	Insurance (contribution)						915
new code	Service charges (access road)						1445
6210	Rates for depot						13000
	Heat/light						2000
5210	Telephone & Comms						500
	Alarm/fire						2500
6130	Water & sewage						1500
new code	Plants and sundries						2500
6400	Repairs and Maintenance						500
6330	Waste disposal						2000
new code	Vehicle hire						8500
new code	Vehicle insurance						1200
new code	Fuel						1200
new code	Machinery hire						10000
new code	Equipment (tools resources)						200
new code	PPE						1500
	Total Expenditure						167960
104	Youth						
5322	Expenses	0	6405	0	0	0	0
	Total Expenditure						0
120	Greystones						
3110	Rents Receivable	2040	2342	2540	2540	0	2540
3111	Rugby Club Right Of Access	175	175	175	175	0	175
	Total Income	2215	2517	2715	2715	0	2715
6210	Rates	375	95	100	100	47	100
6400	Repairs and Maintenance	2500	9229	2500	2500	1081	1000
7650	Insurance	300	250	0	0	0	0

Agenda item 11 – Draft annual budget for 2025/26

Draft Budget

Attached is the draft budget for 25/26. It is important to note that we have not received the tax base from West Oxfordshire District Council. This is expected to arrive before the 1st December.

Therefore the only sensible way to work through this draft budget is to assume the tax base (which is the number of Council tax-paying households) will be the same as last year. As soon as the figures come in, the reports can be updated for the Full Council meeting in order that a fully informed decision can be made on the final budget and precept that will be set.

Based on the last year's tax base of **2879.71**, the current precept income is **£375,832**.

Community and Strategic Planning Committee have put forward their budgets, which have been incorporated into the overall picture. This budget has also been informed by previous expenditure and income, and expectations over the coming year, and the following major projects:

- The decision to bring the grounds maintenance in house
- The decision to lease Glyme Hall – it should be noted that while the Glyme Hall cost centre has staffing costs allocated to it, these are split out from the current Town Hall salaries budget and no increased expenditure on staffing is expected.

We have streamlined the budget as much as possible.

Salaries have been calculated taking into account this year's National Joint Council pay agreement, room for a possible new pay agreement next year, current pay scales, and on-costs including pension and national insurance contributions.

This budget will need to be considered by Committee and a final draft sent to Full Council for formal approval and precept setting.

The balance sheet, which includes the Council's earmarked and general reserves, has been included to help inform decision-making.

The Council has a current general reserve of £386,164. It is sensible for the Council to keep at least 3 months net expenditure in general reserves, which based on this draft budget would be £120,000. We also expect to spend approximately £160,000 before the end of this year through general Council expenditure.

Therefore approximate General Reserves for the purpose of precept setting is £106,164.

It should be noted that the setting up of the depot, and kit the new grounds maintenance team will be coming from general reserves before the start of the new financial year, and there is a currently unknown cost to repair the damage in the closed Churchyard. Therefore the recommendation would be to safeguard the Council's current general reserves as much as possible.

Earmarked reserves.

The current earmarked reserves are attached.

It is recommended that the current unspent elections expenses budget of £6000 be an earmarked reserve instead of in the annual budget. This is because Town Council elections are only definitely going to happen once every four years. If a by-election is called, then the Council can use the EMR and replenish the following year.

Precept setting

The Council will need to declare next year's precept at an upcoming Full Council meeting. The precept is the part of the overall Council Tax bill that comes to the Town Council. This is currently £130.51 per band D property per annum.

It is important to note that the Council were expecting the budget to increase by around £100,000 following the decision to bring the grounds maintenance in house.

On the draft budget at present using current precepted income there is a difference between projected income and expenditure of
-£125,534

A possibility for amending the budget to reduce the overall projected expenditure.

- The decision by community committee to put £20,000 in the town hall maintenance line could be taken from the restoration and repairs EMR instead.

It may also be that when the tax base is declared there may an increase, which will bring that figure down more. At the moment we are relying on the figures we have to hand.

In order to balance this budget the Council will need to use either or a combination of:

- Use of General Reserves
- Increase in precept

The table below demonstrates how this could look in practice – using the an increase of £105,523 if the committee accept the recommendation re town hall maintenance.

An annual increase per band D property of:	equals a weekly increase per band D of:	Total annual cost per band D property	Total annual precept income	General reserves required to balance the budget	Balance of available reserves
£10.00	£0.19	£140.51	£404,628.05	-76,725.95	29,438
£15.00	£0.29	£145.51	£419,026.60	-62,327.40	43,837
£20.00	£0.38	£150.51	£433,425.15	-47,928.85	58,235
£25.00	£0.48	£155.51	£447,823.70	-33,530.30	72,634
£30.00	£0.58	£160.51	£462,222.25	-19,131.75	87,032
£35.00	£0.67	£165.51	£476,620.80	-4,733.20	101,431
£40.00	£0.77	£170.51	£491,019.35	9,665.35	115,829
£45.00	£0.87	£175.51	£505,417.90	24,063.90	130,228
£50.00	£0.96	£180.51	£519,816.45	38,462.45	144,626

Recommendation

- That the Committee review and approve a final draft budget
- The Committee review the Earmarked Reserves for 2025-26
- That the Committee make a recommendation for precept setting in principle, with the understanding that the tax base (and therefore the exact precept calculations) has not been received yet.

Any agreements will need to be finalised and resolved at the upcoming Full Council meeting.

FINANCE & RESOURCES	2023/2024		2024/2025		2025/2026	
	Budget	Actual	Agreed	Total	Actual YTD	Proposed
100 Administration						
3210 Admin Charges	9000	9756	5000	5000	3	9600
3290 Miscellaneous Income	0	25	0	0	88	0
Total Income	9000	9781	5000	5000	90	9600
4100 Salaries/Superann/Nl	150000	154627	175000	175000	86718	194000
5110 Stationery	600	800	1000	1000	257	1000
5120 Photocopying Costs	2300	2446	3200	3200	1288	3200
5200 Postage	300	96	150	150	3	100
5210 Telephone and Comms	6000	7572	8400	8400	3403	8500
5310 Office Equipment	1000	1107	1000	1000	512	500
5340 Website Costs	500	924	1000	1000	780	1000
5360 Computer Hardware/Software	3000	2623	3000	3000	1317	3000
6200 Rent	2500	7584	5500	5500	13554	8000
6210 Rates	2700	2623	2700	2700	1552	3200
7100 Travel & Subsistance	200	177	200	200	24	200
7300 Staff & Councillors Training	2000	2435	3000	3000	984	2500
7500 Legal & Professional Fees	14000	17573	10000	10000	14362	5000
7510 Audit Fees	2700	2030	2500	2500	1865	2500
7600 Subscriptions	2000	2017	2300	2300	2149	2500
7630 Bank Charges	300	277	250	250	133	300
7650 Insurance	1800	1623	9500	9500	10121	11500
7710 Election Expenses	6100	6100	6100	6100	200	0
7720 Other Miscellaneous Expenses	1000	1288	1000	1000	355	750
Total Expenditure						247750
101 Grants						
7670 Grants-Voluntary Organisations	28000	41422	16500	16500	7500	16500
7671 Grant Theatre C/N	0	0	3000	3000	3000	3000
7672 Grant Lido C/N	0	0	5000	5000	5000	5000
7673 Grant Museum	0	0	3500	3500	3500	3500

Total Expenditure**28000****102 Miscellaneous**

3100 Precept Income	344684	344684	375832	375832	375832	375832
3180 Interest Receivable	3600	24335	20000	20000	11359	25000
3230 Manorial Land (Pace Petroleum)	15000	15000	15000	15000	7500	15000
3290 Miscellaneous Income	0	200	0	0	7582	0
3292 Christmas Market Income	2500	0	0	0	0	0
3320 S106/grant income	0	40101	0	0	5805	0
Total Income	365784	424320	410832	410832	408078	415832

4100 Salaries/Superann/NI

4100 Salaries/Superann/NI	18000	20835	20000	20000	10045	0
6407 (Xmas Lights/Trees)	15000	19698	19000	0	0	0
6418 (Defibrillators)	500	191	500	0	0	0
6460 Streetscene	10000	8954	0	0	0	0
6462 (Grit Bins/Snow)	2000	0	1000	0	0	0
6463 General Maintenance Supplies	0	0	750	750	733	750
6490 (Trees/Flower Beds Middle Row)	1000	640	1000	0	25	0
6495 (Street Furniture)	0	3066	3000	0	0	0
6498 Contingency Fund	10000	0	7500	7500	2894	7500
7100 Travel & Subsistance	1600	1915	1600	1600	1118	0
7720 Other Miscellaneous Expenses	1200	175	1200	1200	0	0
new code CCTV contribution						2500
new code HR retained service						2500
new code H&S						2500
Total Expenditure						15750

145 Grounds Maintenance & Streetscene

6418 Defibrillators	0	0	0	500	261	500
6462 Grit Bins/Snow	0	0	0	1000	0	0
6490 Trees/Flower Beds (title adjusted)	0	0	0	1000	365	1000
6495 Street Furniture	0	0	0	3000	485	1500
4100 Salaries/Superann/NI						94000
6200 Rent/lease (depot)						21500
new code Insurance (contribution)						915
new code Service charges (access road)						1445

6210 Rates for depot							13000
Heat/light							2000
5210 Telephone & Comms							500
Alarm/fire							2500
6130 Water & sewage							1500
new code Plants and sundries							2500
6400 Repairs and Maintenance							500
6330 Waste disposal							2000
new code Vehicle hire							8500
new code Vehicle insurance							1200
new code Fuel							1200
new code Machinery hire							10000
new code Equipment (tools resources)							200
new code PPE							1500
Total Expenditure							167960

104 Youth

5322 Expenses	0	6405	0	0	0	0	0
Total Expenditure							0

120 Greystones

3110 Rents Receivable	2040	2342	2540	2540	0	2540
3111 Rugby Club Right Of Access	175	175	175	175	0	175
Total Income	2215	2517	2715	2715	0	2715

6210 Rates	375	95	100	100	47	100
6400 Repairs and Maintenance	2500	9229	2500	2500	1081	1000
7650 Insurance	300	250	0	0	0	0
Total Expenditure						1100

200 Mayors Allowance

7200 Hospitality & Entertaining	1500	770	1500	1500	0	0
7690 Mayors Allowance	1500	1150	1500	1500	515	1500
Total Expenditure						1500

TOTAL INCOME

428147

TOTAL EXPENDITURE

462060

NET INCOME OVER EXPENDITURE

-268060

COMMUNITY	2023/2024		2024/2025			
110 Town Hall						
3115 Lettings Income	30000	47172	70000	70000	30432	80000
3140 WODC Water Rates Contrib	100	178	100	100	0	100
3290 Miscellaneous Income	0	0	2500	2500	0	0
Total Income	30100	47350	72600	72600	30432	80100
4100 Salaries/Superann/NI	42000	53279	72500	72500	27217	57375
5140 Promotion	1500	753	1500	1500	317	750
5210 Telephone and Comms	1000	1322	1250	1250	510	1250
6110 Heat and Light	7000	10970	14000	14000	2969	9000
6130 Water & Sewerage	1500	1489	1650	1650	618	1150
6210 Rates	10230	10979	11500	11500	6176	13000
6230 Window Cleaning	500	325	500	500	460	600
6240 Alarm/Fire Extinguisher Insp	1600	1428	1600	1600	215	250
6310 Cleaning / Sanitary Expenses	1800	4145	3000	3000	1320	3000
6330 Waste Disposal	600	437	1000	1000	806	1800
6400 Repairs and Maintenance	10000	8499	10000	10000	4475	2000
6402 Town Hall Restoration Fund	250000	75656	0	0	1847	20000
6408 New Equipment	2500	4494	2500	15000	1328	5000
6417 Maintenance	0	6	0	0	0	0
7610 Licences	800	891	800	800	2158	2500
7650 Insurance	3000	2309	0	0	0	0
7720 Other Miscellaneous Expenses	500	153	500	500	80	500
Total Expenditure						118175
New code Glyme Hall						
3115 Bookings income				0	0	45000
Total Income						45000
4100 Salaries/Superann/NI				0	0	19125
6200 Rent/lease				0	0	4500

5140 Promotion				0	0	750
5210 Telephone and Comms				0	0	750
6110 Heat & light				0	0	6000
6130 Water & Sewerage				0	0	600
6210 (Rates)						15000
6230 Window Cleaning				0	0	250
6240 Alarm/Fire Extinguisher Insp				0	0	250
6310 Cleaning / Sanitary Expenses				0	0	2000
6330 Waste Disposal				0	0	1000
6400 Repairs and Maintenance				0	0	1500
6408 New Equipment				0	0	500
7610 Licences				0	0	1000
7650 Insurance (payable to OCC)						700
7720 Misc				0	0	250
Total Expenditure						54175

151 Recreation

6200 Rent	1000	1125	1000	1000	1125	1150
6400 Repairs and Maintenance	4500	8438	4500	4500	1688	2000
6410 New Equipment	70000	63467	10000	10000	2327	2500
6413 Sports Awards	500	0	0	0	0	0
6420 Litter/Dog Bin Emptying	3500	1959	1000	1000	1306	2700
6465 Contract	5000	3675	5000	5000	1882	0
7650 Insurance	2500	3829	0	0	0	0
7720 Other Miscellaneous Expenses	1000	468	1000	1000	0	0
Annual inspections				0	0	700
Total Expenditure						9050

160 Events

3331 Events income	0	3665	0	0	614	3000
Total Income	0	3665	0	0	614	3000

6407 Xmas Lights/Trees	0	0	0	19000	0	19000
6414 Events	10000	11352	10000	10000	5377	8000
6415 Mowing (151 Repairs)	0	10	0	0	0	0
6419 Occasional Events	0	0	1000	1000	0	0

Agency staff	1000
Total Expenditure	28000

Community Committee	
Total Income	128100
Total Expenditure	209400
Net income over expenditure	-81300

STRATEGIC PLANNING

	2023/2024	2024/2025				
	Budget	Actual	Agreed	Total	Actual YTD	Proposed

130 Cemetery

3190 Interments & Memorials	14000	7034	15000	15000	1800	7000
3191 Grave Purchase	4000	645	4500	4500	650	1000
3290 Miscellaneous Income	0	75	0	0	150	0
Total Income	18000	7754	19500	19500	2600	8000

6130 Water & Sewerage	100	85	100	100	37	100
6210 Rates	1500	3458	3500	3500	1909	2000
6400 Repairs and Maintenance	10000	9982	12500	12500	3234	10000
6417 Maintenance	0	57	0	0	28	0
6465 Contract	10000	7447	10000	10000	3814	0
6471 Skips for cemetery	600	635	600	600	235	700
7650 Insurance	500	374	0	0	0	0
new code Pest Control						1500
7720 Other Miscellaneous Expenses	500	1565	500	500	856	250
Total Expenditure						14550

140 Closed Churchyard

6400 Repairs and Maintenance	3000	5013	5000	5000	2100	2500
6417 Maintenance	0	1560	0	0	0	0
6465 Contract	2000	1950	2000	2000	999	0
Total Expenditure						2500

180 Pool Meadow						
6417 Maintenance	5000	0	2500	2500	3900	500
6430 Restoration Project	25000	0	0	0	0	0
Total Expenditure						500

185 Millennium Garden						
6417 Maintenance	1000	1144	1200	1200	0	250
6465 Contract	500	300	500	500	153	0
Total Expenditure						250

186 War Memorial						
6417 Maintenance	0	32	0	0	0	0
6470 War Memorial	2500	0	5000	5000	0	500
Total Expenditure						500

Strategic Planning Committee

Total Income						8000
Total Expenditure						18300
Net Income over Expenditure						-10300

Overall Council budget

TOTAL INCOME						564247
TOTAL EXPENDITURE						689760
NET INCOME OVER EXPENDITURE						-125513

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
2135 EMR Skate Park Fund	35,000.00		35,000.00
2138 EMR Pool Meadow Project	25,000.00	-7,027.50	17,972.50
2139 EMR Defibrillators	908.55	1,516.00	2,424.55
2142 EMR TH Restoration/repairs	169,694.03	-5,727.11	163,966.92
2148 EMR Street Scene Projects	757.48		757.48
2149 EM Recreation Equipment/Repair	226.37		226.37
2152 EMR Professional Fees	4,203.50	-4,115.95	87.55
2156 EMR Bus Shelter	0.00	-172.00	-172.00
2157 EMR Public Art Project	0.00	2,798.24	2,798.24
	<u>235,789.93</u>	<u>-12,728.32</u>	<u>223,061.61</u>