

Annex A - Comparison of Q1 Budget Monitoring

	Q1 position		
	Current Budget	Actual Exp	Variance (under) / over spend
	£	£	£
Democratic Services			
DRM001-Democratic Representation	84,898	83,232	(1,666)
DRM002-Support To Elected Bodies	120,504	108,787	(11,717)
ELE001-Registration of Electors	18,300	8,480	(9,820)
ELE002-District Elections	37,525	68,039	30,514
SUP001-Administration	121,751	121,934	183
Total - Democratic Services	382,978	403,531	20,554

ELE002 - the overspend is due to an overspend in the production and posting out of poll cards and postal voting packs, the cost of which all falls in Q1.

	Q1 position		
	Current Budget	Actual Exp	Variance (under) / over spend
	£	£	£
Environmental & Regulatory Services			
BUC001-Building Control - Fee Earning Work	6,441	(583)	(7,024)
BUC002-Building Control - Non Fee Earning Work	886	882	(3)
EMP001-Emergency Planning	3,591	4,004	413
ESM001-Environment - Service Mgmt & Supp Serv	27,050	26,952	(98)
PSH002-Private Sector Housing-Condition of Dwellings	750	0	(750)
REG001-Environmental Health General	0	(4,649)	(4,649)
REG002-Licensing	9,080	12,028	2,948
REG009-Environmental Protection	58,286	57,956	(330)
REG011-Authorised Process	(3,000)	(9,057)	(6,057)
REG013-Pollution Control	31,599	40,320	8,721
REG016-Food Safety	37,861	37,531	(330)
REG021-Statutory Burials	1,250	(50)	(1,300)
STC011 - Abandoned Vehicles	0	(537)	(537)
TAC309-Other Trading Services - Markets	3,963	7,212	3,249
Total - Environmental & Regulatory Services	177,757	172,009	(5,748)

Finance, Human Resources & Procurement

Q1 position			
Current Budget	Actual Exp	Variance (under) / over spend	
£	£	£	
SUP003-Human Resources	50,418	49,147	(1,271)
HLD319 - New Initiatives	0	0	0
SUP009-Accountancy	97,637	96,268	(1,370)
SUP010-Internal Audit	32,069	32,844	775
SUP011-Creditors	11,040	10,088	(952)
SUP012-Debtors	15,483	13,905	(1,578)
SUP013-Payroll	14,858	14,141	(717)
SUP019-Health & Safety	9,056	9,229	173
SUP020-Training & Development	7,868	7,840	(29)
SUP033-Central Purchasing	10,303	10,266	(37)
SUP035-Insurances	2,642	2,633	(10)

Total - Finance, Human Resources & Procurement

1,022,924	1,017,910	(5,014)
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ICT, Change & Customer Services

Q1 position			
Current Budget	Actual Exp	Variance (under) / over spend	
£	£	£	
SUP002-Consultation, Policy & Research	43,619	42,526	(1,092)
SUP005-ICT	491,341	461,510	(29,831)
SUP006-Telephones	0	(1,001)	(1,001)
SUP008-Reception/Customer Services	159,210	159,572	362
TMR002-Street Furniture & Equipment	(4,316)	(4,337)	(21)
TOU002-Tourist/Visitor Information Centre	0	1,900	1,900

Total - ICT, Change & Customer Services

1,609,978	1,580,294	(29,684)
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SUP005 -expenditure on software licences and maintenance is below budget in Q1, but is spread across the financial year, so the expectation is that this budget will be fully exhausted in 2024/25.

Q1 position		
Current Budget	Actual Exp	Variance (under) / over spend
£	£	£

Land, Legal & Property

ADB301-3 Welch Way (Town Centre Shop)	15,977	9,517	(6,460)
ADB302-Guildhall	2,544	(2,385)	(4,929)
ADB303-Woodgreen	124,195	129,377	5,181
ADB304-Elmfield	22,591	106,954	84,363
ADB305-Corporate Buildings	161,932	168,952	7,020
ADB306-Depot	(78,583)	(52,816)	25,767
FIE346-Marriotts	(194,120)	(198,117)	(3,997)
LLC001-Local Land Charges	(16,580)	(12,523)	4,057
SUP004-Legal	36,784	30,449	(6,335)
TAC303-Swain Court & Newman Court Ind Est Witney	(7,309)	(15,196)	(7,887)

Total - Land, Legal & Property

67,431	164,212	96,781
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ADB304 - the overspend is due to the Business Rates liability for the year being charged in April. The budget is based on a tenant occupying the building in Q2 and therefore the business rates liability would pass to them. The timing of the tenancy has slipped due to ongoing discussions about the level of work required to bring the building up to a letting standard.

ADB306 - there is a £26k overspend on reactive maintenance which does not meet the criteria to be classed as capital expenditure.

Q1 position		
Current Budget	Actual Exp	Variance (under) / over spend
£	£	£

Leisure & Communities

CCR001-Community Safety (Crime Reduction)	(5,786)	(4,018)	1,768
CCR002-Building Safer Communities	(1,686)	3,688	5,374
CCR301 - Communities Revenue Grant	51,826	32,500	(19,326)
CCT001-CCTV	23,880	20,569	(3,311)
CSM001-Cultural Strategy	23,197	22,036	(1,160)
CUL001-Arts Development	12,088	4,401	(7,687)
ECD001-Economic Development	41,511	39,661	(1,850)
ECD010 – SPF Community and Place	(1,032,895)	(1,032,895)	0
REC001-Sports Development	17,081	14,405	(2,677)
REC002-Recreational Facilities Development	14,639	14,641	3
REC003-Play	53,504	57,952	4,448
REC301-Village Halls	3,919	3,905	(14)
REC302-Contract Management	(469,502)	(474,984)	(5,482)
SUP016-Finance - Performance Review	29,306	29,200	(106)
TOU001-Tourism Strategy and Promotion	44,949	43,138	(1,811)

Total - Leisure & Communities

(1,193,969)	(1,225,801)	(31,832)
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CCR301 - the allocation of grants falls predominantly in Q2 & Q3

Q1 position		
Current Budget	Actual Exp	Variance (under) / over spend
£	£	£

Environmental Services

CCC001-Climate Change	71,521	68,734	(2,787)
COR301-Policy Initiatives - Shopmobility	4,335	4,320	(16)
CPK001-Car Parks - Off Street	132,626	126,742	(4,974)
ENI002-Grounds Maintenance	162,628	167,266	4,638
ENI303-Landscape Maintenance	19,987	21,112	1,125
FLD001-Flood Defence and Land Drainage	51,540	65,465	13,925
REG004-Dog Warden	12,593	21,001	8,408
REG018-Pest Control	0	0	0
REG019-Public Conveniences	27,031	25,695	(1,336)
REG023-Environmental Strategy	21,546	21,148	(398)
RYC001-Recycling	655,766	716,350	60,584
RYC002-Green Waste	(1,342,026)	(1,240,359)	101,667
RYC003-Food Waste	259,870	264,020	4,150
STC001-Street Cleansing	0	0	0
STC004-Environmental Cleansing	264,806	273,154	8,348
TRW001-Trade Waste	(295,391)	(242,735)	52,656
TRW002-Clinical Waste	(125)	0	125
WST001-Household Waste	488,884	497,856	8,973
WST004-Bulky Household Waste	3,476	4,479	1,002
WST301-Env. Services Depot, Downs Rd, Witney	3,875	13,464	9,589

Total - Environmental Services

542,942	807,712	265,680
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FLD001 - Unbudgeted for ditch clearance works amounts to £13k in Q1.

RYC001 - the Suez contract is £30k overspent and recycling credits are £11k behind budget. The Suez contract expires at the end of Q2, savings from the new contract will offset current year overspends.

RYC002 - income is £95k behind target and is unlikely to improve significantly in the rest of the year, due to the seasonal nature of demand.

TRW001 - £29k of expenditure on bins is not budgeted for in 2024/25 and there is a £25k shortfall of income.

Q1 position		
Current Budget	Actual Exp	Variance (under) / over spend
£	£	£

Planning & Strategic Housing

DEV001-Development Control - Applications	(119,429)	(50,574)	68,855
DEV002-Development Control - Appeals	67,493	33,848	(33,645)
DEV003-Development Control - Enforcement	45,816	45,649	(166)
ENA001-Housing Enabling	28,865	30,761	1,895
ENI301-Landscape Initiatives	15,815	21,101	5,285
HLD315-Growth Board Project (Planning)	62,452	64,846	2,394
PLP001-Planning Policy	152,060	148,552	(3,508)
PLP003-Implementation	0	0	0
PLP004-Conservation	28,524	28,240	(284)
PSM001-Planning Service Mgmt & Support Serv	31,623	23,383	(8,240)

Total - Planning & Strategic Housing

313,220	345,806	32,587
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DEV001 - fee income is £76k behind target, continuing the trend seen in 2023/24. It was hoped that the increase in Planning Fees introduced in December 2023 would improve the income position but this has not been the case year to date.

DEV002 - additional budget was provided in 2024/25 for the legal costs associated with Planning Appeals. It is not possible to predict the timing of Planning appeals but it is forecast that this budget will be fully utilised during the course of the year.

Q1 position		
Current Budget	Actual Exp	Variance (under) / over spend
£	£	£

Retained Services

COR002-Chief Executive	89,900	82,262	(7,638)
COR003-Corporate Policy Making	19,582	19,319	(263)
COR004-Public Relations	5,869	(1,396)	(7,265)
COR005-Corporate Finance	136,235	134,276	(1,959)
COR006-Treasury Management	6,675	0	(6,675)
COR007-External Audit Fees	27,926	27,926	(0)
COR008-Bank Charges	19,625	33,252	13,627
COR012 - Publica Review	15,296	15,296	(0)
COR302-Publica Group	74,893	69,060	(5,832)
FIE341-Town Centre Properties	(102,013)	(109,565)	(7,552)
FIE342-Miscellaneous Properties	(91,732)	(87,394)	4,338
FIE343-Talisman	(322,059)	(331,605)	(9,546)
FIE344-Des Roches Square	(107,873)	(101,830)	6,042
FIE345-Gables at Elmfield	(12,534)	(14,475)	(1,941)
NDC001-Non Distributed Costs	191,500	202,749	11,249
TAC304-Witney Industrial Estate	(42,855)	(45,206)	(2,351)
TAC305-Carterton Industrial Estate	27,587	35,944	8,357
TAC306-Greystones Industrial Estate	(964)	(8,773)	(7,809)
TAC308-Other Trading Services - Fairs	(719)	0	719
Total - Retained Services	(65,661)	(80,162)	(14,500)

COR008 - the new contract charging mechanism came into force in May 2024 after protracted discussions with the supplier. Charges for the remainder of the year are forecast to be within budget.

Q1 position		
Current Budget	Actual Exp	Variance (under) / over spend
£	£	£

Revenues & Housing Support

HBP001-Rent Allowances	99,208	88,897	(10,312)
HBP003-Local Housing Allowance	0	1	1
HBP005-Benefit Fraud Investigation	1,549	1,554	5
HOM001-Homelessness	111,016	106,336	(4,680)
HOM004-Refugees	0	0	0
HOM005-Homelessness Hostel Accomodation	(1,622)	(5,742)	(4,119)
HOM006 - The Old Court	20,762	18,224	(2,539)
HOM007-Afghan Resettlement Programme	56,331	56,331	(0)
HOM008-Homes for Ukraine	9,969	9,969	(0)
LTC001-Council Tax Collection	100,577	101,429	852
LTC002-Council Tax Support Administration	1,877	2,611	735
LTC011-NNDR Collection	29,693	31,111	1,419
PSH001-Private Sector Housing Grants	13,416	13,343	(74)
PSH004-Home Improvement Service	22,552	19,441	(3,110)

Total - Revenues & Housing Support

465,328	443,505	(21,823)
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