

Parks & Recreation

Committee Meeting of Witney Town Council

Monday, 22nd May, 2023 at 6.00 pm



To members of the Parks & Recreation Committee - J Aitman, T Ashby, O Collins, R Crouch, D Edwards-Hughes, D Newcombe, R Smith and S Simpson (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Gallery Room, The Corn Exchange, Witney** for the transaction of the business stated in the agenda below.

Admission to Meetings

All Council meetings are open to the public and press unless otherwise stated.

Any member of the public wishing to attend the meeting and speak on a particular item should contact the Committee Clerk (derek.mackenzie@witney-tc.gov.uk) in advance.

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.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Deputy Town Clerk or Committee Clerk know before the start of the meeting.

Agenda

1. **Apologies for Absence**

To consider apologies and reasons for absence.

Committee Members who are unable to attend the meeting should notify the Committee Clerk derek.mackenzie@witney-tc.gov.uk **prior** to the meeting, stating the reason for absence.

Standing Order 30(a)(v) permits the appointment of substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have confirmed to the Proper Officer **before** the meeting that they are unable to attend.

2. **Declarations of Interest**

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. **Election of Vice Chair**

To elect a Vice-Chair of the Committee for the 2023/2024 Municipal Year.

4. **Minutes** (Pages 3-6)

a) To adopt and sign as a correct record the minutes of the Parks & Recreation Committee held on 6 March 2023.

b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress on any item).

5. **Participation of the Public**

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, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda. 5

6. **Committee Terms of Reference** (Pages 7-8)

To review the Committee Terms of Reference (TOR) if appropriate. The current TOR's are attached.

7. **Committee Objectives and Work Programme for The Municipal Year** (Pages 9-10)

To receive the report of the Town Clerk/C.E.O.

8. **Open Spaces Strategy & Major/Strategic Project Update** (Pages 11-13)

To receive the report of the Town Clerk/C.E.O.

9. **Finance Report** (Pages 15-29)

To receive the report of the Responsible Financial Officer (RFO).

10. **Burwell Hall Changing Rooms** (Pages 31-39)

To receive and consider the report of the Project Officer.

11. **Exclusion of Press and Public**

To consider and if appropriate, to pass the following resolution:

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

12. **Property & Legal Matters** (Pages 41-53)

To receive the confidential report of the Town Clerk/C.E.O.

13. **Major/Strategic Project Update**

To receive a confidential verbal update from the Town Clerk/C.E.O. if appropriate.



Town Clerk

**PARKS & RECREATION COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 6 March 2023

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor V Gwatkin (Chair)

Councillors:	D Butterfield	L Duncan
	J Aitman	D Enright
	T Ashby	O Collins (In place of L Ashbourne)
Officers:	Adam Clapton	Deputy Town Clerk
	Sharon Groth	Town Clerk
	Derek Mackenzie	Senior Administrative Officer &
		Committee Clerk
Others:	None.	

PR111 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr L Ashbourne who was substituted by Cllr O Collins.

Councillor D Enright had advised he would arrive late for the meeting.

PR112 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

PR113 MINUTES

The minutes of the Parks & Recreation Committee meeting held on 9 January 2023 were received.

PR20 Smoke Free Parks. The Deputy Town Clerk advised officers would be launching an online competition for children to design smoke free signs for the parks. The winner would be chosen by the Mayor & Chair of this Committee.

Resolved:

That, the minutes of the Parks & Recreation Committee meeting held on 9 January 2023 be approved as a correct record of the meeting and be signed by the Chair.

PR114 **PARTICIPATION OF THE PUBLIC**

There was no public participation.

18:03 - Councillor D Enright arrived.

PR115 **FINANCE REPORT**

The Committee received the report of the Responsible Financial Officer (RFO).

The Town Clerk advised that the last paragraph of Page 2 of the report should have read “*for a number of these **underspends***” rather than “*overspends*”.

The Town Clerk also provided the members with an explanation regarding the difference in the table showing year to date figures and those of projected estimates.

Resolved:

That, the report and verbal update be noted.

PR116 **THE LEYS TRAFFIC CALMING**

The Committee received and considered the report of the Project Officer.

Members discussed the additional informal survey responses received from residents of the surrounding area at The Leys on an Oxfordshire County Council (OCC) designed traffic calming scheme, as requested by the town council in 2018.

Further information was required following an OCC consultation in 2022 if the town council still thought the scheme was warranted. Members felt the responses pointed more to the calming being installed for road safety, rather than the reduction of Anti-Social Behaviour, although this was still noted as an issue.

Members asked if the scheme could be redesigned to incorporate safety measures around the crossing point between the church path and the tree lined avenue across the Leys.

Members voted, the proposal to support the scheme was carried, with voting as follows:

In Favour	6
Against	0
Abstentions	1

Resolved:

1. That, the report be noted and,
2. That, a response is sent to Oxfordshire County Council advising support of the scheme with a request to re-evaluate the crossing from the Church to the Recreation Ground.

PR117 **WEST WITNEY CRICKET BOUNDARY ADVERTISING**

The Committee received the report of the Operations Manager.

Members were in support of the recommendations to purchase boundary rope and a winder and to allow Witney Swifts CC to install boundary wedges at West Witney Sports Ground. The Committee however asked that the Cricket team carries out a safety risk assessment to assess trips and falls.

Resolved:

1. That, the report be noted and,
2. That, the request to install boundary wedges by Witney Swifts CC be granted and the purchase of a boundary rope/winder is made by the Town Council and,
3. That, Witney Swift Cricket Club are asked to carry out a risk assessment for match days.

PR118 WEST WITNEY BOWLS GREEN IRRIGATION SYSTEM

The Committee received the report of the Operations Manager.

Members were in favour of the Town Council taking over the commissioning, decommissioning, and servicing of West Witney bowls green irrigation system.

Resolved:

1. That, the report be noted and,
2. That Witney Town Council take over the responsibility of the irrigation system at West Witney Bowls Green.

PR119 EXCLUSION OF PRESS AND PUBLIC

Resolved:

That in accordance with section (1(2) of the Public Bodies (admission to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

PR120 PROPERTY & LEGAL MATTERS

The Committee received the confidential report and verbal update of the Deputy Town Clerk regarding an application for modification to the Definitive Map and Statements under the Wildlife & Countryside Act 1981 (DMO).

Members were advised that Oxfordshire County Council (OCC) was investigating the application and had opened a consultation.

Members discussed the application which the Council had already objected to and agreed that it should encourage that a path is made, as part of the proposed Moors housing development to allow public access between Witney Road and the country park, this removing the possibility of trespassing via the lakeside allotment access road.

Resolved:

1. That, the report and verbal update be noted and,

2. That, a further comment is submitted to OCC via the consultation to request a path is requested as part of the planning application for The Moor development.

PR121 MAJOR/STRATEGIC PROJECTS UPDATE

The Committee received the confidential verbal report of the Town Clerk/C.E.O to update them on a number of projects.

Members heard an update on the Leys Masterplan, Burwell changing room refurbishment and the West Witney Sports Club project. They also heard that negotiations were in progress with respect to the lease for Witney Lawn Tennis club and that other lease arrangements would be reviewed.

The Town Clerk also advised that she was waiting to hear from West Oxfordshire District Council (WODC) in respect of the various outstanding Play Area transfers and repairs.

The council had been advised that following a recent court ruling, VAT no longer applied to sports pitch bookings so the council's Responsible Financial Officer (RFO) would report further on this to the Policy, Governance & Finance Committee on 27 March 2023.

Resolved:

That, the confidential verbal report be noted.

The meeting closed at: 6.22 pm

Chair

PARKS & RECREATION COMMITTEE

Date: Monday, 22 May 2023

Title: Committee Terms of Reference

Contact Officer: Deputy Town Clerk - Adam Clapton

Purpose of the Report

To resolve whether the current terms of reference for this town council committee should remain as they are or be updated.

Background

The terms of reference set out the remit of the Committee and are closely tied to its visions and objectives. They are reviewed annually in May (or at any other point as requested) and help structure the Council's democratic process regarding day-to-day matters which require a Council resolution or longer-term projects and aspirations.

Current Situation

The current terms of reference for the Parks & Recreation Committee are:

- a) To maintain all Recreation Grounds, Parks (including play equipment) and public open spaces and to initiate and oversee all matters of control properly associated with this recreation function;
- b) To maintain and oversee all sports activities upon any Recreation Ground or other recreational open space and building erected for such purposes thereon;
- c) To develop a sports strategy for all sports across the town;
- d) To deal with the development and investment in the Council owned play areas, ensuring they remain safe;
- e) To facilitate entertainment, community and third-party events in such parks, recreation grounds or elsewhere in the Council's management at its discretion.
- f) The Membership of the Committee shall consist of six Members plus the Town Mayor and the Leader of the Council ex officio with voting rights;
- g) The quorum of the Committee shall be four Members.

It should be noted that any Sub-Committees or Working Parties which may be created and are responsible to this Committee will have their own terms of reference presented at their first meeting.

New Councillors may like to refer to the Committee Structure provided in their induction packs for information relating to this and the other Committees of the Council.

Environmental impact

Having declared a Climate Change Emergency, Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Financial implications

There are no financial implications pertaining to the report. The budgets for each of the areas listed in the terms are covered in cost codes and centres in the accompanying report of the Responsible Financial Officer (RFO).

Recommendations

Members are invited to note the report and consider the following:

1. To agree or amend the Committee Terms of Reference.

PARKS & RECREATION COMMITTEE

Date: Monday, 22 May 2023

Title: Committee Objectives and Work Programme for The Municipal Year

Contact Officer: Town Clerk - Sharon Groth

Background

The purpose of this report is to give consideration to this Committees objectives/priorities in order for the Town Clerk to come up with a manageable programme of works, so that she can deploy the necessary resources appropriately.

The following agenda item 8 – Open Spaces Strategy and Major/Strategic Projects and agenda item 13 in confidential session may also have a bearing on the Committees objectives and priorities so Members may wish to defer this item until after considering these agenda items.

Current Situation

Due to demands on the Town Clerk's time at the time of writing this report she has not been able to update the Open Spaces Strategy and the projects funded during the budget setting cycle – these will be circulated under separate cover/tabled at the meeting in order for members to prioritise these.

In addition, there are several larger projects where funding has been accumulated over numerous years with funding set aside within the Council's Earmarked Reserves. In particular:

Skate Park Refurbishment Project: [EMR a/c 374 £90,000 + £12,000 S106] making a total of £102,000 currently available – with a further £50,000 pledged as part of the Leys Masterplan Project

Leys Masterplan Members will be receiving a presentation update from Courtside CIC prior to this meeting. The Town Council has pledged £250,000 towards the project

Burwell Sports Changing Rooms: Earmarked Reserve (A/c 368) £47,030 and S106 funding £25,000, total available £72,030* [suggest any shortfall could be met from EMR a/c 319]

Splash Park Renewal: Lifespan of facility was estimated to be 10 years from 2015, therefore a sinking fund was set up EMR a/c 361

– which currently stands at £172,500 but is also available for major repairs.

West Witney Sports Ground: Known S106 funding £310,325 + a further C£200k pledged waiting on legal agreement – also EMR a/c 319
*see below footnote

Leys Ground Sewerage/pavilion: Problems identified by the Bowls Club and the sewage problem – an EMR set up a/c 367 balance currently stands at £57,900.

Play Equipment/Renewals: An EMR set up a/c 365 balance currently stands at £33,679.

** Sports Improvement EMR (A/c 319) amounts to £156,662*

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

When considering its priorities the committee should be mindful of all resources – financial as well as human resources.

Financial implications

The financial implications are detailed above with further information to be available at the meeting.

Recommendations

Members are invited to note the report and consider its objectives/priorities for the coming municipal year.

PARKS & RECREATION COMMITTEE

Date: Monday, 22 May 2023

Title: Open Spaces Strategy & Major/Strategic Project Update

Contact Officer: Town Clerk - Sharon Groth

Background

The purpose of this report is to review the Open Spaces Strategy Action Plan for areas under the responsibility of this Committee.

Current Situation

The attached appendix details the actions under this Committees area of responsibility.

A significant action last year was bringing the grounds maintenance in house after it being contracted out for c.25 years. This does have a bearing on several of the actions – not just under this Committee’s responsibility but in other areas of the Council’s business.

Members should have regard to previous agenda item Committee Objectives/Work Programme for the municipal year.

In case the Committee needs to go consider any confidential information a later agenda items is provided at item 13. It would be suggested that those confidential discussion if necessary are postponed to the later agenda item if needed.

Major/Strategic Projects

Without duplicating the last agenda item – the other major projects which fall under the management of this committee include:

Windrush Place Pavilion and football pitches – this is provided as part of a section 106 developer contribution. The Council has expressed its desire to WODC to take this facility on – but this is yet to be confirmed. The Town Clerk attends a regular monthly meeting relating to sports in Witney with the officers of WODC and Publica. She has been advised at this stage that within the legal agreement the facility will either be transferred to a management company or WODC. In April, a presentation was received from the developers on the layout of the facility ready for submitting the planning application to WODC. However, it is now unlikely that the pavilion will be ready in time for the new season. If the pavilion is to come to the Town Council’s ownership, it will need to establish how this facility will be managed and run. Whether that will be on a lease to a football club or committee or if the Council

should in fact run it themselves as a hall and bar facility. A further report will come to a future meeting.

Windrush Place - Adventure/Destination Play – provision within the section 106 funding has been made for a significant play area. However, the Town Clerk understands that WODC were surveying the land to establish where the utilities are so that the extent of the play area can then be mapped out. There was also the desire to bury the overhead cables underground.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

When considering its priorities, the Committee should be mindful of all resources – financial as well as human resources and work capacity.

The Town Clerk will be working with the leadership team and Chairs of the Committees in order to establish a strategic plan for this term of office of 4 years.

Financial implications

There are no direct financial implications arising from this report

Recommendations

Members are invited to note the report and review the Open Spaces Strategy Action Plan for this Committees areas of responsibility as well as considering the major projects and any other further projects for the term of this administration.

PARKS & OPEN SPACES STRATEGY – ACTION PLAN AT 21ST MAY 2023

Key Themes:		Committees:		AGENDA ITEM 8	
PO	Modernising and upgrading our parks and open spaces	CBP	Climate, Biodiversity & Planning		
SP	Improving and investing in our sporting provision	HC&A	Halls, Cemeteries & Allotments		
LP	Improving and investing in our leisure provision	P&R	Parks & Recreation		
IS	Improving and investing in our infrastructure provision	PGF/PSC	Policy, Governance & Finance		
EE	Working in the most effective and efficient manner	SC	Stronger Communities		

Reference	Action	Responsible Committee	Who Involved?	Commencement?	Completion?
PARKS & RECREATION COMMITTEE					
PO 6	Draw up long term management plans for each of the main Parks and Open Spaces (to be undertaken post other actions taking place at individual sites)	P&R	WTC Staff / Cllrs / Clubs	Dependent upon individual site decisions taken	On-going
SP 2	Enquire of landowners to try to seek out opportunities to provide additional pitches where required, including making enquiries to access existing third party owned facilities	P&R	WTC Staff / WODC / OCC / Clubs / Associations	On-going	On-going
SP 1	Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	P&R	WTC Staff / Clubs/ Associations	Jun-21	WODC Playing Pitch Strategy Adopted Dec 2022 - COMPLETE
SP 5	Undertake a comprehensive condition survey of the WWSSC, then prepare and adopt a maintenance and management plan accordingly to secure the short-term useability of the facility	P&R	Appointed Consultants	Jul-21	Agreed refurbishment to clubhouse March 2023 - COMPLETE
SP 7	Undertake a comprehensive condition survey of the The Leys pavilion, then prepare and adopt a maintenance and management plan accordingly to secure the short-term useability of the facility	P&R	Appointed Consultants	Jul-21	Leys Masterplan agreed October 2022 - COMPLETE
IS 6	Undertake a condition survey of existing pavilions and toilet facilities and draw up an improvement and upgrade plan accordingly	P&R	Appointed Consultants	Sep-21	On-going
IS 1	Undertake a condition survey of children's play areas, then prepare and adopt a planned improvement and upgrade plan	P&R	WTC Staff	Oct-21	Survey complete; Action Plan in place for rolling programme of refurbishments - COMPLETE
IS 2	Undertake a condition survey of skateparks, MUGA's and other youth provision, then prepare and adopt a planned improvement and upgrade plan	P&R	WTC Staff	Oct-21	Mar-24
LP 2	Identify possible opportunities to provide more, and better fitness trails, cycle routes, park run routes etc, some in conjunction with WODC and OCC	P&R	WTC Staff / Cllrs / WODC/OCC	Nov-21	Active Travel Plan adopted - works on-going with other stakeholders
IS 7	Undertake a needs assessment and, where required, invest in pavilion and toilet provision where none are provided currently [King Georges Playing Field]	P&R	Appointed Consultants	Nov-21	May-2022 (Plan Stage) consulted FA/Planning re King Georges but no viable option for new facilities on site
SP 6	Using KKP as project managers, undertake a long-term master plan exercise at the West Witney sports ground in conjunction with stakeholders	P&R	WTC Staff / Cllrs / Club	Dec-21	Oct-22 (Plan Stage) Works aborted March 2023 due to construction costs. Refurb clubhouse agreed. - COMPLETE
SP 8	Undertake a long-term master plan exercise at the The Leys recreation ground in conjunction with stakeholders	P&R	WTC Staff / Cllrs / Club	Dec-21	Working in partnership with Courtside CIC - plans for activity area agreed
SP 3	Assess shortcomings in pitch maintenance and identify solutions	P&R	WTC Staff / Clubs	Jan-22	Grounds Maint brought in house October 22. Working with FA guidelines
PO 2	Consider seeking to attain Green Flag status for relevant Parks and Open Space locations	P&R	WTC Staff / Cllrs	Sep-22	Mar-23
SP 9	Undertake a feasibility and cost analysis study into the provision of a further 3G pitch in the Town, subject to discussions with both WODC and OCC	P&R	WTC Staff / Cllrs / OFA / WODC / OCC	Apr-23	Outcome of WODC PPS - West Witney Sports Ground no feasible - WODC plan facility elsewhere

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PARKS AND RECREATION COMMITTEE

Date: Monday 22 May 2023

Title: Finance Report

Contact Officer: Responsible Financial Officer (RFO) – Nigel Warner

Should Members have any queries about this report advance notice would be appreciated, in writing, by 5pm on the Friday before the meeting to allow for a full response at the meeting.

BACKGROUND

Detailed income and expenditure statements for budgets which are the responsibility of this committee are enclosed; these are the management accounts for this committee. The period to which this report relates is 1 April 2022 to 31 March 2023.

COUNCIL COMMITTEE STRUCTURE, COST CENTRES, NOMINAL LEDGER CODES AND STRUCTURE OF THE FINANCIAL STATEMENTS

The Council has appointed five standing committees which have delegated powers to make decisions, including financial decisions, regarding the services included within their terms of reference, subject to the committee having the necessary budget. The Council's coding system and management accounts reflect the committee structure.

Council financial years run from 1 April to 31 March following. Consequently, the Council is almost seven weeks in to the 2023/24 year. For the first meeting of the Council year the management accounts presented to each Committee are those based on 2022/23 activity but also showing 2023/24 budget. The Council is so early in the new year that the 2023/24 income and expenditure does not as yet yield any meaningful information but if there were significant variances against the agreed budgets these would be reported even at this early stage as yet there are no such variances for this committee for 2023/24.

Within each committee, there are individual cost centres, comprising three digits, typically representing a discrete service entity, to which income and expenditure is allocated against previously agreed revenue budgets.

For the Parks and Recreation Committee the following cost centres are in place:

Cost centre	Service
201	Splash Park at the Leys Recreation Ground
202	The Leys Recreation Ground
203	West Witney Sports Ground
204	Burwell (Queen Elizabeth 2) Sports Ground
205	King George V/ Newland Recreation Ground
207	Moorland Road Play Area
208	Woodgreen/ Play Area

209	Eton Close Play Area
210	Oxlease Play Area
211	Fieldmere Play Area
212	Quarry Road Play Area
213	Raleigh Crescent Play Area
214	Park Road Play Area

Within each cost centre income and expenditure is then allocated to a four-digit nominal ledger code; these codes are common across the cost centres. Nominal ledger codes further define the costs associated with the cost centre and correspond to a specific type of account, such as materials or staffing costs. Codes commencing with “1” are income codes; codes commencing with “4” are expenditure codes.

The report, which is presented to Members has several columns, as follows and working from left to right:

1. 2021-22 Budgeted income and expenditure (I&E).
2. 2021-22 Actual I&E.
3. 2022-23 Total – this is the original budget as agreed in January 2022.
4. 2022-23 Actual YTD – this is the actual I&E shown in the Council’s ledger.
5. 2022-23 Projected – this is the revised I&E projection made in November 2022 and approved by the Council in January 2023.
6. 2022-23 Committed – this column is not currently used but would show committed I&E in the management accounts e.g. for an order for goods or services which has been issued but which has yet to be invoiced. However, note that accruals are made in the financial accounts at year end.
7. 2023-24 Agreed shows the budgets set by the Council at its meeting in January 2023.
8. and 9. These two columns are not currently used but could be if the Council set aside budgets to fund services/ projects from 2024/25 onwards.

A report is submitted to every ordinary meeting of the standing committees and previous reports are available via the relevant committee section of the website.

CURRENT SITUATION

Overall, the summary of the management accounts in relation to 2022/23 and 2023/24 are as follows:

	2022/23 Original budget	2022/23 Provisional outturn*	2022/23 Projected estimate	2023/24 This year’s budget set in January 2023
Expenditure	£316,286	£311,721	£351,806	£365,008
Less income	(£65,412)	(-£70,784)	(-£64,012)	(£80,471)
Net expenditure	£250,874	£240,937	£287,794	£284,537

*Note that work in relation to the final accounts for 2022/23 is ongoing. This means that the outturn figure shown is subject to some variation in relation to any additional accruals identified or earmarked reserve movements; more detail in this regard will be given to the meeting of the Policy, Governance and Finance Committee.

With regard to the table above overall the Committee's services, based on provisional outturn were operated within the agreed original budget: expenditure at 98.5% of original and income at 108.2% resulting in net expenditure at 96.0% of budget.

ENVIRONMENTAL IMPACT

The Council declared a Climate Change Emergency at its meeting on 26 June 2019; with this in mind Councillors should have due regard to the environmental impact of any decisions they make regarding the facilities and services it operates.

Officers are continually assessing the environmental impact of services and assets to ensure that where possible measures are taken to support the Council's climate declaration of carbon neutrality by 2028. This extends to the procurement of goods and services.

RISK

In decision making Councillors should consider any risks to the Council and any action it can take to limit or negate its liability.

Members are reminded that collectively they are custodians of the public purse with most of the funding coming from the taxpayers of Witney. Therefore, Officers ensure they get best value, value for money, and comply with the Council's Standing Orders, Financial Regulations, and Procurement Policy.

FINANCIAL IMPLICATIONS

This report forms part of the Council's due diligence and a process in line with its Financial Regulations. The financial implications are detailed above and in the attached appendices.

RECOMMENDATION

Members are invited to note the report.

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Annual Budget - By Committee (Actual YTD Month 12)

Note: Management accounts - Parks and Recreation Committee 22 May 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Parks & Recreation</u>										
<u>201</u>	<u>SPLASHPARK</u>									
4012	WATER RATES	12,000	3,797	12,000	10,196	12,000	0	12,000	0	0
4016	CLEANING MATERIALS	300	368	275	174	275	0	300	0	0
4036	PROPERTY MAINTENANCE	5,000	2,827	5,000	1,311	5,000	0	5,000	0	0
4047	PLAY EQUIP MAINTENCE	2,500	0	2,500	13	2,500	0	2,500	0	0
4048	ENG.INSPEC.(VATABLE)	500	454	500	434	434	0	500	0	0
4491	TFR TO EARMARKED RES	0	4,500	0	5,500	0	0	0	0	0
4888	O/S STAFF RCHG	7,962	1,715	7,646	6,298	2,707	0	0	0	0
4890	O/S O'HEAD RCHG	1,437	403	1,560	1,457	670	0	0	0	0
4891	AGENCY SERVICES RECHARGE	13,274	0	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	0	2,224	5,094	0	9,474	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	220	426	0	927	0	0
4899	DEPOT REALLOCATION	0	0	0	0	535	0	990	0	0
5198	Deferred Grants Released	0	-25,082	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	68,207	0	0	0	0	0	0	0
Overhead Expenditure		42,973	57,190	29,481	27,826	29,641	0	31,691	0	0
Movement to/(from) Gen Reserve		(42,973)	(57,190)	(29,481)	(27,826)	(29,641)		(31,691)		
<u>202</u>	<u>THE LEYS RECREATION GROUND</u>									
1020	SPORTS - FOOTBALL	1,000	2,331	1,000	1,143	750	0	2,000	0	0
1021	SPORTS - CRICKET	500	0	0	0	0	0	0	0	0
1043	GREEN FEES - WTBC	4,485	4,485	4,620	4,620	4,620	0	5,080	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

Note: Management accounts - Parks and Recreation Committee 22 May 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1050	RENT RECEIVED	1,000	1,000	3,080	1,000	1,000	0	1,000	0	0
1051	GROUND HIRE	18,520	11,338	11,175	18,017	17,979	0	15,000	0	0
1052	EXPENSES RECOVERED	500	60	150	977	120	0	150	0	0
1058	WATER RECOVERED	175	175	150	175	150	0	150	0	0
1059	ELECTRICITY RECOVER	0	0	0	0	4,500	0	20,000	0	0
1099	MISCELLANEOUS INCOME	0	1,000	0	0	0	0	0	0	0
Total Income		26,180	20,388	20,175	25,933	29,119	0	43,380	0	0
4001	SALARIES	0	0	0	0	0	0	0	0	0
4002	ER'S NIC	0	0	0	0	0	0	0	0	0
4003	ER'S SUPERANN	0	0	0	0	0	0	0	0	0
4012	WATER RATES	4,000	0	3,000	6,687	0	0	0	0	0
4014	ELECTRICITY	0	43	7,000	8,755	15,890	0	24,800	0	0
4016	CLEANING MATERIALS	150	0	0	0	0	0	0	0	0
4017	CONTRACT CLEAN/WASTE	16,500	10,415	9,500	10,265	9,500	0	10,000	0	0
4021	TELEPHONE/FAX	0	0	0	18	0	0	0	0	0
4025	INSURANCE	250	224	240	224	224	0	240	0	0
4036	PROPERTY MAINTENANCE	10,000	6,220	7,500	1,401	7,500	0	7,500	0	0
4037	GROUNDS MAINTENANCE	5,000	144	5,000	4,588	5,000	0	5,000	0	0
4038	OTHER MAINTENANCE	2,500	0	4,000	142	2,500	0	2,500	0	0
4046	SPORTS EQUIPMENT	2,000	73	4,000	3,425	4,000	0	4,000	0	0
4047	PLAY EQUIP MAINTENCE	6,500	0	5,000	475	5,000	0	5,000	0	0
4048	ENG.INSPEC.(VATABLE)	430	398	430	499	499	0	550	0	0
4049	PLAY RISK ASSESSMENT	1,750	123	1,000	126	126	0	500	0	0
4059	OTHER PROF FEES	0	0	10,000	0	10,000	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

Note: Management accounts - Parks and Recreation Committee 22 May 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4099	MISCELLANEOUS	0	320	0	0	0	0	0	0	0
4110	SUBSIDIZED LETTINGS	10,000	0	10,000	5,343	6,000	0	10,000	0	0
4215	IN BLOOM - INC SCHOOLS CHALLENGE	1,000	0	1,000	0	1,000	0	1,000	0	0
4491	TFR TO EARMARKED RES	0	6,500	0	17,000	0	0	0	0	0
4495	TFR FROM EARMARKED R	-2,750	-2,750	-3,500	-3,500	-3,500	0	0	0	0
4888	O/S STAFF RCHG	35,073	45,860	33,680	10,964	11,922	0	0	0	0
4890	O/S O'HEAD RCHG	6,332	9,685	6,872	3,237	2,951	0	0	0	0
4891	AGENCY SERVICES RECHARGE	44,046	87,664	34,101	34,101	34,101	0	0	0	0
4892	C/S STAFF RCHG	12,675	14,103	16,543	13,858	14,706	0	17,967	0	0
4893	C/S O'HEAD RCHG	0	4,073	4,590	4,532	4,147	0	5,176	0	0
4894	GROUNDS STAFF RECHARGE	0	0	0	5,580	6,604	0	23,566	0	0
4895	GROUNDS O'HEAD RECHARGE	0	0	0	2,905	4,070	0	8,701	0	0
4896	MTCE STAFF RECHARGE	0	0	0	14,369	22,439	0	41,731	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	2,064	1,875	0	4,084	0	0
4899	DEPOT REALLOCATION	0	0	0	0	2,357	0	4,361	0	0
Overhead Expenditure		155,456	183,097	159,956	147,057	168,911	0	176,676	0	0
Movement to/(from) Gen Reserve		(129,276)	(162,708)	(139,781)	(121,124)	(139,792)		(133,296)		
203	<u>WEST WITNEY SPORTS GROUND</u>									
1020	SPORTS - FOOTBALL	3,000	5,141	3,000	7,024	6,500	0	6,500	0	0
1021	SPORTS - CRICKET	525	1,507	1,751	1,464	1,464	0	1,500	0	0
1041	RENTAL - TENNIS CLUB	4,325	4,390	4,520	4,520	4,520	0	4,970	0	0
1042	RENTAL- PROJ.RANGE	2,530	2,570	2,650	2,650	2,650	0	2,915	0	0
1044	GREEN FEES - WMBC	2,650	2,690	2,770	2,770	2,770	0	3,050	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

Note: Management accounts - Parks and Recreation Committee 22 May 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1045	GREEN FEES - WWBC	2,650	2,690	2,770	2,770	2,770	0	3,050	0	0
1050	RENT RECEIVED	10,300	17,491	21,820	15,268	9,850	0	9,850	0	0
1052	EXPENSES RECOVERED	0	0	0	929	0	0	0	0	0
1054	EASEMENTS/WAYLEAVES	6	6	6	6	6	0	6	0	0
1058	WATER RECOVERED	500	0	500	0	0	0	0	0	0
1060	INSURANCE RECOVERED	375	331	350	363	363	0	400	0	0
Total Income		26,861	36,816	40,137	37,763	30,893	0	32,241	0	0
4012	WATER RATES	1,250	0	750	0	0	0	0	0	0
4017	CONTRACT CLEAN/WASTE	200	4,566	0	0	0	0	0	0	0
4025	INSURANCE	610	555	590	676	676	0	725	0	0
4036	PROPERTY MAINTENANCE	500	1,693	1,500	891	1,500	0	1,500	0	0
4037	GROUNDS MAINTENANCE	1,500	3,151	2,500	806	2,500	0	2,500	0	0
4046	SPORTS EQUIPMENT	0	73	1,000	2,462	0	0	0	0	0
4048	ENG.INSPEC.(VATABLE)	175	159	175	175	175	0	200	0	0
4059	OTHER PROF FEES	5,000	460	7,000	250	7,000	0	2,000	0	0
4491	TFR TO EARMARKED RES	0	2,000	0	7,000	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-2,000	-2,000	0	0	0	0	0
4888	O/S STAFF RCHG	10,666	13,158	10,242	5,528	3,626	0	0	0	0
4890	O/S O'HEAD RCHG	1,925	3,019	2,090	1,496	897	0	0	0	0
4891	AGENCY SERVICES RECHARGE	51,542	55,441	26,486	26,486	26,486	0	0	0	0
4894	GROUNDS STAFF RECHARGE	0	0	0	5,580	6,604	0	23,566	0	0
4895	GROUNDS O'HEAD RECHARGE	0	0	0	2,905	4,071	0	8,701	0	0
4896	MTCE STAFF RECHARGE	0	0	0	10,560	6,824	0	12,690	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	1,444	570	0	1,242	0	0

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Note: Management accounts - Parks and Recreation Committee 22 May 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4899	DEPOT REALLOCATION	0	0	0	0	717	0	1,326	0	0
5199	Depreciation Charge to Service	0	584	0	0	0	0	0	0	0
Overhead Expenditure		73,368	84,861	50,333	64,259	61,646	0	54,450	0	0
Movement to/(from) Gen Reserve		(46,507)	(48,045)	(10,196)	(26,496)	(30,753)		(22,209)		
204	<u>BURWELL (QE2) SPORTS GROUND</u>									
1020	SPORTS - FOOTBALL	1,500	5,690	3,500	5,982	3,500	0	3,850	0	0
Total Income		1,500	5,690	3,500	5,982	3,500	0	3,850	0	0
4036	PROPERTY MAINTENANCE	1,000	762	1,000	13	1,000	0	1,000	0	0
4037	GROUNDS MAINTENANCE	0	1,214	1,000	0	1,000	0	0	0	0
4046	SPORTS EQUIPMENT	0	0	2,000	1,431	3,000	0	3,000	0	0
4047	PLAY EQUIP MAINTENCE	2,000	768	2,000	160	2,000	0	2,000	0	0
4048	ENG.INSPEC.(VATABLE)	475	456	475	499	499	0	550	0	0
4049	PLAY RISK ASSESSMENT	1,200	62	100	63	63	0	100	0	0
4491	TFR TO EARMARKED RES	0	0	0	2,000	0	0	0	0	0
4888	O/S STAFF RCHG	2,703	7,985	2,596	3,843	919	0	0	0	0
4890	O/S O'HEAD RCHG	488	1,948	530	981	227	0	0	0	0
4891	AGENCY SERVICES RECHARGE	24,033	25,851	12,350	12,350	12,350	0	0	0	0
4894	GROUNDS STAFF RECHARGE	0	0	0	3,985	4,717	0	16,833	0	0
4895	GROUNDS O'HEAD RECHARGE	0	0	0	2,075	2,908	0	6,215	0	0
4896	MTCE STAFF RECHARGE	0	0	0	5,298	1,730	0	3,217	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	788	145	0	315	0	0
4899	DEPOT REALLOCATION	0	0	0	0	182	0	336	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

Note: Management accounts - Parks and Recreation Committee 22 May 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		31,899	39,046	22,051	33,484	30,740	0	33,566	0	0
Movement to/(from) Gen Reserve		(30,399)	(33,356)	(18,551)	(27,502)	(27,240)		(29,716)		
205	<u>KING GEORGE V / NEWLAND</u>									
1020	SPORTS - FOOTBALL	250	1,747	1,600	1,106	500	0	1,000	0	0
Total Income		250	1,747	1,600	1,106	500	0	1,000	0	0
4036	PROPERTY MAINTENANCE	500	6	500	0	500	0	500	0	0
4037	GROUNDS MAINTENANCE	0	36	2,000	0	2,000	0	2,000	0	0
4047	PLAY EQUIP MAINTENANCE	500	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	400	376	400	412	412	0	450	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	100	63	63	0	100	0	0
4100	GRANTS GENERAL	500	0	1,000	0	500	0	500	0	0
4491	TFR TO EARMARKED RES	0	1,000	0	3,000	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-500	-500	-500	0	0	0	0
4888	O/S STAFF RCHG	8,814	788	8,464	1,246	2,996	0	0	0	0
4890	O/S O'HEAD RCHG	1,591	198	1,727	191	742	0	0	0	0
4891	AGENCY SERVICES RECHARGE	11,532	12,404	5,926	5,926	5,926	0	0	0	0
4894	GROUNDS STAFF RECHARGE	0	0	0	1,196	1,415	0	5,050	0	0
4895	GROUNDS O'HEAD RECHARGE	0	0	0	622	872	0	1,865	0	0
4896	MTCE STAFF RECHARGE	0	0	0	631	5,639	0	10,487	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	92	471	0	1,026	0	0
4899	DEPOT REALLOCATION	0	0	0	0	592	0	1,096	0	0
Overhead Expenditure		24,837	14,870	20,117	12,880	22,128	0	23,574	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

Note: Management accounts - Parks and Recreation Committee 22 May 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(24,587)</u>	<u>(13,123)</u>	<u>(18,517)</u>	<u>(11,774)</u>	<u>(21,628)</u>		<u>(22,574)</u>		
207	<u>MOORLAND ROAD PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	500	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	250	218	250	239	239	0	275	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	100	63	63	0	100	0	0
4491	TFR TO EARMARKED RES	0	500	0	500	0	0	0	0	0
4888	O/S STAFF RCHG	2,333	522	2,240	0	793	0	0	0	0
4890	O/S O'HEAD RCHG	421	106	457	-56	196	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	0	0	1,492	0	2,775	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	0	125	0	272	0	0
4899	DEPOT REALLOCATION	0	0	0	0	157	0	290	0	0
Overhead Expenditure		<u>4,504</u>	<u>1,408</u>	<u>3,547</u>	<u>746</u>	<u>3,565</u>	<u>0</u>	<u>4,212</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(4,504)</u>	<u>(1,408)</u>	<u>(3,547)</u>	<u>(746)</u>	<u>(3,565)</u>		<u>(4,212)</u>		
208	<u>WOOD GREEN PITCHES/PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	500	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	260	238	260	260	260	0	300	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	100	63	63	0	100	0	0
4491	TFR TO EARMARKED RES	0	500	0	500	0	0	0	0	0
4888	O/S STAFF RCHG	2,777	182	2,667	61	944	0	0	0	0
4890	O/S O'HEAD RCHG	501	52	544	-45	234	0	0	0	0
4891	AGENCY SERVICES RECHARGE	2,271	0	1,167	1,167	1,167	0	0	0	0
4894	GROUNDS STAFF RECHARGE	0	0	0	1,196	1,415	0	5,050	0	0

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Note: Management accounts - Parks and Recreation Committee 22 May 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4895	GROUND'S O'HEAD RECHARGE	0	0	0	622	872	0	1,865	0	0
4896	MTCE STAFF RECHARGE	0	0	0	356	1,777	0	3,305	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	54	148	0	323	0	0
4899	DEPOT REALLOCATION	0	0	0	0	187	0	345	0	0
Overhead Expenditure		7,309	1,033	5,238	4,235	7,567	0	11,788	0	0
Movement to/(from) Gen Reserve		(7,309)	(1,033)	(5,238)	(4,235)	(7,567)		(11,788)		
209	<u>ETON CLOSE PLAY AREA</u>									
4047	PLAY EQUIP MAINTENANCE	250	0	250	0	250	0	250	0	0
4048	ENG.INSPEC.(VATABLE)	175	159	175	174	174	0	200	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	100	63	63	0	100	0	0
4222	TINY FOREST EXPENSES	150	0	150	0	150	0	150	0	0
4491	TFR TO EARMARKED RES	0	250	0	250	0	0	0	0	0
Overhead Expenditure		1,575	470	675	487	637	0	700	0	0
Movement to/(from) Gen Reserve		(1,575)	(470)	(675)	(487)	(637)		(700)		
210	<u>OXLEASE PLAY AREA</u>									
4047	PLAY EQUIP MAINTENANCE	500	1,536	500	478	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	450	436	450	521	521	0	550	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	100	63	63	0	100	0	0
4888	O/S STAFF RCHG	4,148	5,874	3,983	3,645	1,410	0	0	0	0
4890	O/S O'HEAD RCHG	748	1,365	813	1,022	349	0	0	0	0
4891	AGENCY SERVICES RECHARGE	13,566	0	6,971	6,971	6,971	0	0	0	0
4894	GROUND'S STAFF RECHARGE	0	0	0	1,196	1,415	0	5,050	0	0

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Note: Management accounts - Parks and Recreation Committee 22 May 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4895	GROUND'S O'HEAD RECHARGE	0	0	0	622	872	0	1,865	0	0
4896	MTCE STAFF RECHARGE	0	0	0	149	2,654	0	4,935	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	25	222	0	483	0	0
4899	DEPOT REALLOCATION	0	0	0	0	279	0	516	0	0
Overhead Expenditure		20,412	9,272	12,817	14,692	15,256	0	13,999	0	0
Movement to/(from) Gen Reserve		(20,412)	(9,272)	(12,817)	(14,692)	(15,256)		(13,999)		
211	<u>FIELDMERE PLAY AREA</u>									
4047	PLAY EQUIP MAINTENANCE	250	768	250	12	250	0	250	0	0
4048	ENG.INSPEC.(VATABLE)	275	258	275	260	260	0	300	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	100	63	63	0	100	0	0
4888	O/S STAFF RCHG	4,111	75	3,948	61	1,398	0	0	0	0
4890	O/S O'HEAD RCHG	742	15	805	-77	346	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	0	0	2,630	0	4,892	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	0	220	0	479	0	0
4899	DEPOT REALLOCATION	0	0	0	0	276	0	511	0	0
Overhead Expenditure		6,378	1,177	5,378	320	5,443	0	6,532	0	0
Movement to/(from) Gen Reserve		(6,378)	(1,177)	(5,378)	(320)	(5,443)		(6,532)		
212	<u>QUARRY ROAD PLAY AREA</u>									
4047	PLAY EQUIP MAINTENANCE	250	0	250	0	150	0	250	0	0
4048	ENG.INSPEC.(VATABLE)	225	198	225	217	217	0	250	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	100	63	63	0	100	0	0
4491	TFR TO EARMARKED RES	0	250	0	250	0	0	0	0	0

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Note: Management accounts - Parks and Recreation Committee 22 May 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4888	O/S STAFF RCHG	185	323	178	1,227	63	0	0	0	0
4890	O/S O'HEAD RCHG	33	81	36	656	16	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	0	1,123	119	0	221	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	173	10	0	22	0	0
4899	DEPOT REALLOCATION	0	0	0	0	12	0	23	0	0
Overhead Expenditure		1,693	914	789	3,709	650	0	866	0	0
Movement to/(from) Gen Reserve		(1,693)	(914)	(789)	(3,709)	(650)		(866)		
213	<u>RALEGH CRESCENT PLAY AREA</u>									
4013	RENT PAID	5	5	5	0	5	0	5	0	0
4047	PLAY EQUIP MAINTENCE	500	0	500	0	500	0	500	0	0
4049	PLAY RISK ASSESSMENT	1,000	0	100	0	0	0	100	0	0
4491	TFR TO EARMARKED RES	0	500	0	250	0	0	0	0	0
4888	O/S STAFF RCHG	3,740	51	3,591	0	1,271	0	0	0	0
4890	O/S O'HEAD RCHG	675	8	733	-89	315	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	0	0	2,392	0	4,449	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	0	200	0	435	0	0
4899	DEPOT REALLOCATION	0	0	0	0	251	0	465	0	0
Overhead Expenditure		5,920	564	4,929	161	4,934	0	5,954	0	0
Movement to/(from) Gen Reserve		(5,920)	(564)	(4,929)	(161)	(4,934)		(5,954)		
214	<u>PARK ROAD PLAY AREA</u>									
4013	RENT PAID	0	0	125	0	125	0	125	0	0
4047	PLAY EQUIP MAINTENCE	0	0	500	0	500	0	500	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

Note: Management accounts - Parks and Recreation Committee 22 May 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4048	ENG.INSPEC.(VATABLE)	0	159	250	0	0	0	275	0	0
4049	PLAY RISK ASSESSMENT	0	0	100	63	63	0	100	0	0
4491	TFR TO EARMARKED RES	0	0	0	500	0	0	0	0	0
4888	O/S STAFF RCHG	0	1,221	0	187	0	0	0	0	0
4890	O/S O'HEAD RCHG	0	264	0	37	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	0	931	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	148	0	0	0	0	0
Overhead Expenditure		0	1,644	975	1,866	688	0	1,000	0	0
Movement to/(from) Gen Reserve		0	(1,644)	(975)	(1,866)	(688)		(1,000)		
Parks & Recreation - Income		54,791	64,641	65,412	70,784	64,012	0	80,471	0	0
Expenditure		376,324	395,545	316,286	311,721	351,806	0	365,008	0	0
Movement to/(from) Gen Reserve		(321,533)	(330,904)	(250,874)	(240,937)	(287,794)		(284,537)		
Total Budget Income		54,791	64,641	65,412	70,784	64,012	0	80,471	0	0
Expenditure		376,324	395,545	316,286	311,721	351,806	0	365,008	0	0
Movement to/(from) Gen Reserve		(321,533)	(330,904)	(250,874)	(240,937)	(287,794)		(284,537)		

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PARKS & RECREATION COMMITTEE

Date: Monday, 22 May 2023
Title: Burwell Hall Changing Rooms
Contact Officer: Project Officer - Nicky Cayley

Background

The former Council administration wished to see an extension of the changing rooms to include two extra changing rooms that were F.A complaint and would increase capacity at the site. Unfortunately, the cost was prohibitive and therefore it was decided that a complete refurbishment, to include new tiling to walls and floor, new showers in terms of plumbing and shower heads and new sanitaryware, would be the preferred option.

The user clubs also wished to see external lockers provided.

Current Situation

Attached is the project brief document and some photographs of the current changing facilities.

The Project Officer has contacted the representatives of clubs using the facilities, although no replies have been received to date.

Ideally the project would be completed prior to the new football season but this will depend upon the availability of contractors.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates. The direct environmental impact of this project is that all of the waste will go to landfill.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability. There should not be any significant risk associated with this project.

Financial implications

The budget for this project is a maximum of £75,000.00. The Project Officer is discussing the possibility of a grant of £25,000.00 from the Football Association with the Business and Facility Development Manager from the Oxfordshire Football Association. This will depend upon whether the changing rooms are eligible as they are not fully F.A complaint.

Recommendations

Members are invited to note the report and consider the following:

1. That, the project brief be agreed and;
2. That, the works be delegated to officers in line with the briefing document and agreed budget to expediate the project during the summer.

Project Brief

Project Details

Project: Burwell Hall Changing Rooms Upgrade

Project Sponsor: Witney Town Council

Project Manager: Nicky Cayley

Start Date: TBC

Completion Date: Start of Season – August 2023 (even if just lockers)?

Document Details

Version	Modifications	Author	Date
1		Nicky Cayley	02.05.23

Approvals

This document requires the following approvals:

Name	Role	Signature	Date	Version
Adam Clapton	Deputy Town Clerk	A. Clapton	17/05/23	1

Distribution

This document has been distributed to:

Name	Role	Date of Issue	Version
Adam Clapton	Deputy Town Clerk	19/05/23	1
Angus Whitburn	Operations Officer	19/05/23	1
Tom Smith	Venue and Events Officer	19/05/23	1
Mark Lewis	Head of Estates and Operation	19/05/23	1

Project Definition

Background

The Town Council is unable to fund a changing room extension at the current time. Therefore, the Council has decided to refurbish the existing changing rooms. NOTE: the existing changing rooms cannot be made F.A compliant (no shower and toilet for ref, not large enough, no DDA compliancy for showers/toilets, only 2 shower head per changing room).

Objectives

To provide refurbished changing rooms and lockable storage facilities for the teams which use the Burwell Recreation Ground football pitches.

Project Scope

Project will include removal of tiling to walls and floor by works team or contractor, hire of skip, re-tiling of wall by external contractors, new flooring (tiles or non-slip flooring), installation of new showers. Installation of lockers (coin operated) externally (possibly with canopy?). Installation of new sanitary ware in changing rooms (1 toilet per changing room and sink) and re-tiling of referee's room. New tiling to walls and floor in entrance areas and repainting of all non-tiled areas,

Outcomes

Easy to clean, tiled changing rooms with new sanitary ware, showers, and lockable storage.

Constraints

Budget – max budget of £75,000.

Assumptions

Availability/capability of Works Team – to

Business Case

Changing rooms are dated and dirty and there is no storage. As there is no possibility of providing new facilities this is the best option for all.

Project Management Team Structure and Role Descriptions

Name	Role	Role Description	Email	Number
Nicky Cayley	Project Co Ordinator	Co Ordinating delivery of the project	nicky.cayley@witney-tc.gov.uk	
Angus Whitburn	Operations Officer	Commissioning the works team to remove tiles, assist with locker provision and overseeing suitability of products	angus.whitburn@witney-tc.gov.uk	
Mark Lewis	Head of Estates and Operations	Project Officer reports to HEO.	mark.lewis@witney-tc.gov.uk	
Works Team	Tile removal/Prep		works@witney-tc.gov.uk	
Tom Smith	Venue and Events Officer	Assisting with access to building	tomas.smith@witney-tc.gov.uk	

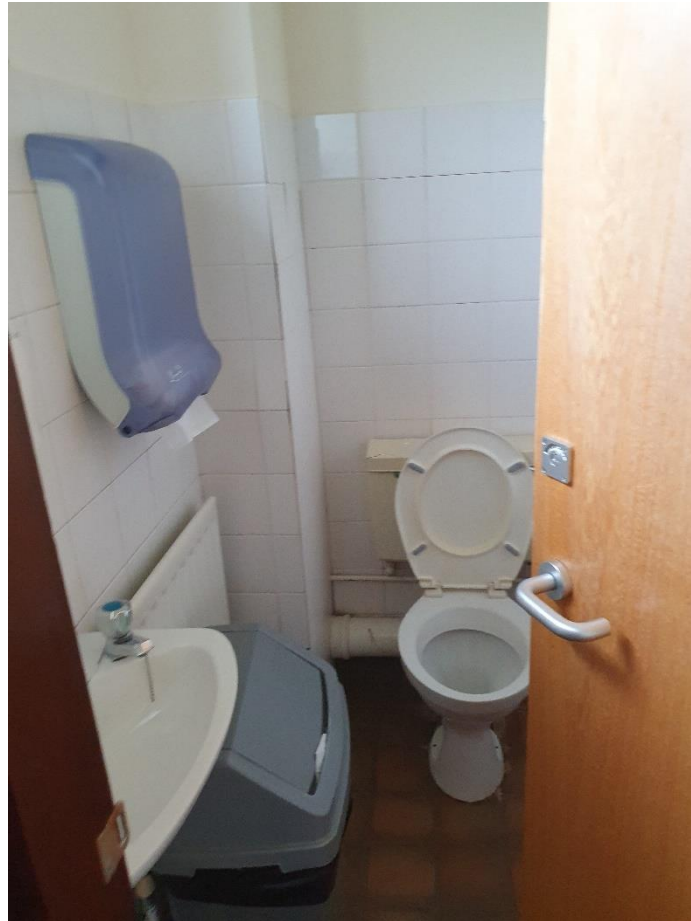
Burwell Hall Changing Rooms – May 2023



Burwell Hall Changing Rooms – May 2023



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