

## 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](mailto: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](mailto: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<br>J Aitman<br>T Ashby            | L Duncan<br>D Enright<br>O Collins (In place of L Ashbourne)                          |
| Officers:    | Adam Clapton<br>Sharon Groth<br>Derek Mackenzie | Deputy Town Clerk<br>Town Clerk<br>Senior Administrative Officer &<br>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.

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The meeting closed at: 6.22 pm

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Chair

## PARKS & RECREATION COMMITTEE

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**Date:** Monday, 22 May 2023  
**Title:** Committee Terms of Reference  
**Contact Officer:** Deputy Town Clerk - Adam Clapton

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### **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

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**Date:** Monday, 22 May 2023

**Title:** Committee Objectives and Work Programme for The Municipal Year

**Contact Officer:** Town Clerk - Sharon Groth

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### 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

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**Date:** Monday, 22 May 2023

**Title:** Open Spaces Strategy & Major/Strategic Project Update

**Contact Officer:** Town Clerk - Sharon Groth

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### 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 AT 21ST MAY 2023**

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

| Reference                                      | Action  | Responsible Committee | Who Involved?                                 | Commencement?                                  | Completion?  |
|--|---|-----------------------|---|--|--|
| <b><u>PARKS &amp; RECREATION COMMITTEE</u></b> |   |                       |   |  |  |
| 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 - <b>COMPLETE</b>   |
| 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 - <b>COMPLETE</b>   |
| 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 - <b>COMPLETE</b>  |
| 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 - <b>COMPLETE</b>                    |
| 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 <b>on-going</b> 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. - <b>COMPLETE</b> |
| 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

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**Date:** Monday 22 May 2023  
**Title:** Finance Report  
**Contact Officer:** Responsible Financial Officer (RFO) – Nigel Warner

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***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<br>Original<br>budget | 2022/23<br>Provisional<br>outturn* | 2022/23<br>Projected estimate | 2023/24<br>This year’s budget<br>set in January<br>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 |
| <b><u>Parks &amp; Recreation</u></b> |  |                          |                 |                             |                 |                 |           |                          |          |                 |
| <b><u>201</u></b>                    | <b><u>SPLASHPARK</u></b>                 |                          |                 |                             |                 |                 |           |                          |          |                 |
| 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.(VARIABLE)                    | 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               |
|                                      | <b>Overhead Expenditure</b>              | <b>42,973</b>            | <b>57,190</b>   | <b>29,481</b>               | <b>27,826</b>   | <b>29,641</b>   | <b>0</b>  | <b>31,691</b>            | <b>0</b> | <b>0</b>        |
|                                      | <b>Movement to/(from) Gen Reserve</b>    | <b>(42,973)</b>          | <b>(57,190)</b> | <b>(29,481)</b>             | <b>(27,826)</b> | <b>(29,641)</b> |           | <b>(31,691)</b>          |          |                 |
| <b><u>202</u></b>                    | <b><u>THE LEYS RECREATION GROUND</u></b> |                          |                 |                             |                 |                 |           |                          |          |                 |
| 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               |
| <b>Total Income</b> |                      | <b>26,180</b>            | <b>20,388</b> | <b>20,175</b>               | <b>25,933</b> | <b>29,119</b> | <b>0</b>  | <b>43,380</b>            | <b>0</b> | <b>0</b>        |
| 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               |
| <b>Overhead Expenditure</b>           |   | <b>155,456</b>           | <b>183,097</b>   | <b>159,956</b>              | <b>147,057</b>   | <b>168,911</b>   | <b>0</b>  | <b>176,676</b>           | <b>0</b> | <b>0</b>        |
| <b>Movement to/(from) Gen Reserve</b> |   | <b>(129,276)</b>         | <b>(162,708)</b> | <b>(139,781)</b>            | <b>(121,124)</b> | <b>(139,792)</b> |           | <b>(133,296)</b>         |          |                 |
| <b>203</b>                            | <b><u>WEST WITNEY SPORTS GROUND</u></b> |                          |                  |                             |                  |                  |           |                          |          |                 |
| 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               |

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               |
| <b>Total Income</b> |                          | <b>26,861</b>            | <b>36,816</b> | <b>40,137</b>               | <b>37,763</b> | <b>30,893</b> | <b>0</b>  | <b>32,241</b>            | <b>0</b> | <b>0</b>        |
| 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.(VARIABLE)    | 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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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 |
| 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               |
| <b>Overhead Expenditure</b>           |   | <b>73,368</b>            | <b>84,861</b>   | <b>50,333</b>               | <b>64,259</b>   | <b>61,646</b>   | <b>0</b>  | <b>54,450</b>            | <b>0</b> | <b>0</b>        |
| <b>Movement to/(from) Gen Reserve</b> |   | <b>(46,507)</b>          | <b>(48,045)</b> | <b>(10,196)</b>             | <b>(26,496)</b> | <b>(30,753)</b> |           | <b>(22,209)</b>          |          |                 |
| <b>204</b>                            | <b><u>BURWELL (QE2) SPORTS GROUND</u></b> |                          |                 |                             |                 |                 |           |                          |          |                 |
| 1020                                  | SPORTS - FOOTBALL                         | 1,500                    | 5,690           | 3,500                       | 5,982           | 3,500           | 0         | 3,850                    | 0        | 0               |
| <b>Total Income</b>                   |   | <b>1,500</b>             | <b>5,690</b>    | <b>3,500</b>                | <b>5,982</b>    | <b>3,500</b>    | <b>0</b>  | <b>3,850</b>             | <b>0</b> | <b>0</b>        |
| 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 |
| <b>Overhead Expenditure</b>           |                                       | 31,899                   | 39,046   | 22,051                      | 33,484     | 30,740    | 0         | 33,566                   | 0   | 0               |
| <b>Movement to/(from) Gen Reserve</b> |                                       | (30,399)                 | (33,356) | (18,551)                    | (27,502)   | (27,240)  |           | (29,716)                 |     |                 |
| <b>205</b>                            | <b><u>KING GEORGE V / NEWLAND</u></b> |                          |          |                             |            |           |           |                          |     |                 |
| 1020                                  | SPORTS - FOOTBALL                     | 250                      | 1,747    | 1,600                       | 1,106      | 500       | 0         | 1,000                    | 0   | 0               |
| <b>Total Income</b>                   |                                       | 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               |
| <b>Overhead Expenditure</b>           |                                       | 24,837                   | 14,870   | 20,117                      | 12,880     | 22,128    | 0         | 23,574                   | 0   | 0               |

Continued on next page

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 |
| <b>Movement to/(from) Gen Reserve</b> |  | <u>(24,587)</u>          | <u>(13,123)</u> | <u>(18,517)</u>             | <u>(11,774)</u> | <u>(21,628)</u> |           | <u>(22,574)</u>          |          |                 |
| <b>207</b>                            | <b><u>MOORLAND ROAD PLAY AREA</u></b>      |                          |                 |                             |                 |                 |           |                          |          |                 |
| 4047                                  | PLAY EQUIP MAINTENCE                       | 500                      | 0               | 500                         | 0               | 500             | 0         | 500                      | 0        | 0               |
| 4048                                  | ENG.INSPEC.(VARIABLE)                      | 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               |
| <b>Overhead Expenditure</b>           |  | <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>        |
| <b>Movement to/(from) Gen Reserve</b> |  | <u>(4,504)</u>           | <u>(1,408)</u>  | <u>(3,547)</u>              | <u>(746)</u>    | <u>(3,565)</u>  |           | <u>(4,212)</u>           |          |                 |
| <b>208</b>                            | <b><u>WOOD GREEN PITCHES/PLAY AREA</u></b> |                          |                 |                             |                 |                 |           |                          |          |                 |
| 4047                                  | PLAY EQUIP MAINTENCE                       | 500                      | 0               | 500                         | 0               | 500             | 0         | 500                      | 0        | 0               |
| 4048                                  | ENG.INSPEC.(VARIABLE)                      | 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               |

Continued on next page

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 |
| 4895                                  | GROUNDS 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               |
| <b>Overhead Expenditure</b>           |                                    | <b>7,309</b>             | <b>1,033</b>   | <b>5,238</b>                | <b>4,235</b>   | <b>7,567</b>   | <b>0</b>  | <b>11,788</b>            | <b>0</b> | <b>0</b>        |
| <b>Movement to/(from) Gen Reserve</b> |                                    | <b>(7,309)</b>           | <b>(1,033)</b> | <b>(5,238)</b>              | <b>(4,235)</b> | <b>(7,567)</b> |           | <b>(11,788)</b>          |          |                 |
| <b>209</b>                            | <b><u>ETON CLOSE PLAY AREA</u></b> |                          |                |                             |                |                |           |                          |          |                 |
| 4047                                  | PLAY EQUIP MAINTENCE               | 250                      | 0              | 250                         | 0              | 250            | 0         | 250                      | 0        | 0               |
| 4048                                  | ENG.INSPEC.(VARIABLE)              | 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               |
| <b>Overhead Expenditure</b>           |                                    | <b>1,575</b>             | <b>470</b>     | <b>675</b>                  | <b>487</b>     | <b>637</b>     | <b>0</b>  | <b>700</b>               | <b>0</b> | <b>0</b>        |
| <b>Movement to/(from) Gen Reserve</b> |                                    | <b>(1,575)</b>           | <b>(470)</b>   | <b>(675)</b>                | <b>(487)</b>   | <b>(637)</b>   |           | <b>(700)</b>             |          |                 |
| <b>210</b>                            | <b><u>OXLEASE PLAY AREA</u></b>    |                          |                |                             |                |                |           |                          |          |                 |
| 4047                                  | PLAY EQUIP MAINTENCE               | 500                      | 1,536          | 500                         | 478            | 500            | 0         | 500                      | 0        | 0               |
| 4048                                  | ENG.INSPEC.(VARIABLE)              | 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                                  | GROUNDS STAFF RECHARGE             | 0                        | 0              | 0                           | 1,196          | 1,415          | 0         | 5,050                    | 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 |
| 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               |
| <b>Overhead Expenditure</b>           |                                     | <b>20,412</b>            | <b>9,272</b>   | <b>12,817</b>               | <b>14,692</b>   | <b>15,256</b>   | <b>0</b>  | <b>13,999</b>            | <b>0</b> | <b>0</b>        |
| <b>Movement to/(from) Gen Reserve</b> |                                     | <b>(20,412)</b>          | <b>(9,272)</b> | <b>(12,817)</b>             | <b>(14,692)</b> | <b>(15,256)</b> |           | <b>(13,999)</b>          |          |                 |
| <b>211</b>                            | <b><u>FIELDMERE PLAY AREA</u></b>   |                          |                |                             |                 |                 |           |                          |          |                 |
| 4047                                  | PLAY EQUIP MAINTENANCE              | 250                      | 768            | 250                         | 12              | 250             | 0         | 250                      | 0        | 0               |
| 4048                                  | ENG.INSPEC.(VARIABLE)               | 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               |
| <b>Overhead Expenditure</b>           |                                     | <b>6,378</b>             | <b>1,177</b>   | <b>5,378</b>                | <b>320</b>      | <b>5,443</b>    | <b>0</b>  | <b>6,532</b>             | <b>0</b> | <b>0</b>        |
| <b>Movement to/(from) Gen Reserve</b> |                                     | <b>(6,378)</b>           | <b>(1,177)</b> | <b>(5,378)</b>              | <b>(320)</b>    | <b>(5,443)</b>  |           | <b>(6,532)</b>           |          |                 |
| <b>212</b>                            | <b><u>QUARRY ROAD PLAY AREA</u></b> |                          |                |                             |                 |                 |           |                          |          |                 |
| 4047                                  | PLAY EQUIP MAINTENANCE              | 250                      | 0              | 250                         | 0               | 150             | 0         | 250                      | 0        | 0               |
| 4048                                  | ENG.INSPEC.(VARIABLE)               | 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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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 |
| 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               |
| <b>Overhead Expenditure</b>           |   | <b>1,693</b>             | <b>914</b>   | <b>789</b>                  | <b>3,709</b>   | <b>650</b>     | <b>0</b>  | <b>866</b>               | <b>0</b> | <b>0</b>        |
| <b>Movement to/(from) Gen Reserve</b> |   | <b>(1,693)</b>           | <b>(914)</b> | <b>(789)</b>                | <b>(3,709)</b> | <b>(650)</b>   |           | <b>(866)</b>             |          |                 |
| <b>213</b>                            | <b><u>RALEGH CRESCENT PLAY AREA</u></b> |                          |              |                             |                |                |           |                          |          |                 |
| 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               |
| <b>Overhead Expenditure</b>           |   | <b>5,920</b>             | <b>564</b>   | <b>4,929</b>                | <b>161</b>     | <b>4,934</b>   | <b>0</b>  | <b>5,954</b>             | <b>0</b> | <b>0</b>        |
| <b>Movement to/(from) Gen Reserve</b> |   | <b>(5,920)</b>           | <b>(564)</b> | <b>(4,929)</b>              | <b>(161)</b>   | <b>(4,934)</b> |           | <b>(5,954)</b>           |          |                 |
| <b>214</b>                            | <b><u>PARK ROAD PLAY AREA</u></b>       |                          |              |                             |                |                |           |                          |          |                 |
| 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.(VARIABLE) | 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               |
| <b>Overhead Expenditure</b>            |                       | 0                        | 1,644     | 975                         | 1,866      | 688       | 0         | 1,000                    | 0   | 0               |
| <b>Movement to/(from) Gen Reserve</b>  |                       | 0                        | (1,644)   | (975)                       | (1,866)    | (688)     |           | (1,000)                  |     |                 |
| <b>Parks &amp; Recreation - Income</b> |                       | 54,791                   | 64,641    | 65,412                      | 70,784     | 64,012    | 0         | 80,471                   | 0   | 0               |
| <b>Expenditure</b>                     |                       | 376,324                  | 395,545   | 316,286                     | 311,721    | 351,806   | 0         | 365,008                  | 0   | 0               |
| <b>Movement to/(from) Gen Reserve</b>  |                       | (321,533)                | (330,904) | (250,874)                   | (240,937)  | (287,794) |           | (284,537)                |     |                 |
| <b>Total Budget Income</b>             |                       | 54,791                   | 64,641    | 65,412                      | 70,784     | 64,012    | 0         | 80,471                   | 0   | 0               |
| <b>Expenditure</b>                     |                       | 376,324                  | 395,545   | 316,286                     | 311,721    | 351,806   | 0         | 365,008                  | 0   | 0               |
| <b>Movement to/(from) Gen Reserve</b>  |                       | (321,533)                | (330,904) | (250,874)                   | (240,937)  | (287,794) |           | (284,537)                |     |                 |

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## PARKS & RECREATION COMMITTEE

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

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### **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

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## 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

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| 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**



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