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Halls, Cemeteries & Allotments
Committee Meeting of Witney Town Council



Monday, 22nd January, 2024 at 6.00 pm

To members of the Halls, Cemeteries & Allotments Committee - R Crouch, D Enright, O Collins, J Aitman, D Edwards-Hughes, D Newcombe, J Treloar and R Smith (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.

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Committee Clerk derek.mackenzie@witney-tc.gov.uk in advance.

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

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

Agenda

1. **Apologies for Absence**

To consider apologies and reasons for absence.

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

Standing Order 30(d)(v) permits the appointment of substitute Councillors to a Committee whose role is 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. **Minutes** (Pages 3 - 8)

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Committees held on 6 November 2023;

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

4. **Public Participation**

The meeting will adjourn for this item

Members of the public may speak for a maximum of **five minutes** each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda.

5. **Finance Report** (Pages 9 - 24)

To receive and consider the report of the Responsible Financial Officer (R.F.O).

Public Halls

6. **Public Halls Report** (Pages 25 - 28)

To receive and consider the report of the Venue & Events Officer.

7. **Public Halls Events Report** (Pages 29 - 31)

To receive and consider the report of the Venue & Events Officer.

8. **Corn Exchange Business Plan** (Pages 32 - 54)

To receive an updated draft Business Plan for the Corn Exchange, Witney.

Cemeteries & Closed Churchyards

9. **Children's Memorial Garden** (Pages 55 - 56)

To receive and consider the report of the Project Officer.

10. **Cemetery Mapping** (Pages 57 - 58)

To receive and consider the report of the Operations Manager.



Town Clerk

Agenda Item 3

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Monday, 6 November 2023

At 6.02 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor R Crouch (Chair)

Councillors:	D Enright O Collins J Aitman D Edwards-Hughes	D Newcombe J Treloar R Smith
Officers:	Adam Clapton Sharon Groth Mark Lewis Derek Mackenzie Nigel Warner	Deputy Town Clerk Town Clerk Head of Estates & Operations Senior Administrative Officer & Committee Clerk Responsible Financial Officer
Others:	Two members of the public. Councillor Thomas Ashby	

H580 APOLOGIES FOR ABSENCE

No apologies for absence were received.

H581 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers.

Councillor D Enright joined the meeting at 6:03pm

H582 MINUTES

The minutes of the Halls, Cemeteries & Allotments Committee meeting held on 11 September 2023 were received.

Resolved:

That, the minutes of the Halls, Cemeteries & Allotments Committee meeting held on 11 September 2023 be approved as a correct record of the meeting and be signed by the Chair.

H583 **PUBLIC PARTICIPATION**

The Committee adjourned for this item.

The Committee received representations from a resident concerning a lack of signage in Tower Hill Cemetery. His concern related to the lack of signs advising individuals to keep dogs under control and to pick up dog waste. As this was not an item on the Agenda the Chair advised it would be added to the agenda for discussion at the meeting of the Committee on 22 January 2024 but Members were understanding of the request.

The Committee reconvened.

H584 **FINANCE REPORT: REVISED REVENUE BUDGET 2023/24 AND DRAFT BASE REVENUE BUDGET FOR 2024/25**

The committee received the report of the Responsible Financial Officer (RFO) who apologised for the late delivery of the report to the Committee owing to additional work commitments.

The RFO summarised his reports which outlined a general underspend on the grounds maintenance cost but included there had been a significant spend on machinery since the council took the contract back in house. Members also received an update regarding energy costs including how these should soon show a decrease for Burwell Hall following the new boiler installation; the operations team would review the performance in 3 months and review the projected budget for 2024/25 accordingly.

Costs for the Corn Exchange saw an increase; the RFO outlined this was mainly due to the recruitment of a Bar & Café Manager, however she would be looking at the reduction of costs and greater efficiency across the 1863 Café which should lead to better margins of profit.

Members expressed a concern that if there were to be increases in the cost of purchasing from the Café, that some of the loyal clientele may be put off and cease frequenting the venue, they asked that this was borne in mind as the café offered a warm and safe place to many individuals.

Recommended:

1. That, the report be noted.
2. That, the revised base revenue budget for 2023/24 and the initial estimated base revenue budgets for 2024/25, as detailed in the draft estimates be agreed, noting that they may change in the final completed budget.

H585 **REVENUE GROWTH ITEMS, SPECIAL REVENUE PROJECTS, AND CAPITAL PROJECTS**

The Committee received and considered the tabled report of the Responsible Financial Officer.

Members heard that projects to fit the new boiler at Burwell Hall and redecorate the Gallery Room and Café at the Corn Exchange had been completed. Members agreed that the project to improve the lighting up of the Corn Exchange for special events should continue to be investigated and reported back to the Committee.

Members noted the proposal to increase the closed churches budget by £5,000 to facilitate repair, this was discussed later in the meeting as Agenda Item 13.

The Town Clerk updated members on the reasoning for the upgrade of toilet facilities at Burwell Hall, which dated from the 1980's; she also explained the reasoning behind ensuring that the replacement glazing project at the Langdale Hall take place.

Recommended:

1. That, the report be noted and,
2. That, the revised capital and special revenue projects budget for 2023/24 and the proposed capital and special revenue projects budget for 2024-25 and beyond be agreed, subject to further adjustments in the final budget and,
3. That, the project to improve lighting up the Corn Exchange be costed out by officers and,
4. That, Officers continue to work on the project to replace the sanitaryware at Burwell Hall and Glazing at Langdale Hall.

The Responsible Financial Officer left the meeting at 6:42pm

H586 **SCHEDULE OF PROPOSED FEES AND CHARGES 2024/25**

The Committee received and considered the details of the 6.7% increase proposal to Halls & Cemeteries costs from April 2024.

Members discussed the increase however felt that before reaching a decision they asked for feedback from the council's staff as to whether any cost increases should be considered independently rather than a blanket increase.

Recommended:

That, the matter be deferred to the meeting of Policy, Governance & Finance on 20 November 2023 to allow Officers to provide further information if necessary.

H587 **RESIDENT SATISFACTION SURVEY COMMENTS**

The Committee received and considered the report of the Deputy Town Clerk which outlined comments listed in the resident's survey which related to the Committee.

Members were pleased to see that the majority of respondents had not made any negative comments about the Halls, Cemeteries or Allotments. Only eight comments from over two hundred responses.

Members were aware of the anti-social issues suffered at Tower Hill Cemetery however, there was agreement that CCTV at the cemetery would go against the private nature of the area and would likely be vandalised. Members asked that Thames Valley Police continue to be informed of problems as it is felt that Tower Hill was no greater effected than other similar areas.

Members asked that consideration be given to the issue of social media posts outlining the issues and how this directly affects residents, perhaps by way of short video including the residents.

The Deputy Town Clerk advised that all the points would be picked up on the "you said we did" posts that will be issued in the New Year.

Resolved:

1. That, the report be noted and,
2. That, Officers consider social media posts to highlight issues.

H588 **PUBLIC HALLS REPORT**

The Committee received and considered the report of the Venue & Events Officer.

Members welcomed the update and were intrigued to hear of the potential introduction of a screen for use in the Gallery Room which could be used for multiple purposes.

The Deputy Town Clerk advised that Officers were also looking into the hybrid meeting technology and that a further report would be forthcoming outlining the various options and costings involved.

Members also thought that the idea of Private Hirings for parties should be explored once a decision is made.

Resolved:

That, the report be noted.

H589 **PUBLIC HALLS EVENTS REPORT**

The Committee received the report of the venue & Events Officer which summarised events over the past few months.

Members were pleased to see the evidence of continued increases in the attendance of events and welcomed the greater focus on publicising of events and the news that a "What's On" with six months of events will form part of the Council's Newsletter residents issued in January 2024.

A members advised that it can something be difficult to understand it the Corn Exchange bar is open of an evening and would welcome clearer display of opening times on event and non-event nights.

Resolved:

1. That, the report be noted and,
2. That, Officers review how the display of the Corn Exchange opening hours can be improved.

H590 **CORN EXCHANGE BUSINESS PLAN**

The Committee received and considered the Business Plan prepared by the Venue & Events Officer with details of the aims for the next 3 years.

A member raised concerns that the Corn Exchange did not show an indication of making a profit. Members discussed at length the aims of the venue and agreed that the main objective was to provide facilities for local groups/organisations as well as a safe and warm space for individuals; therefore if there was a drive to make more profit this may affect the footfall of the café and have an adverse effect.

A member reminded the Committee that the Corn Exchange was not the only “financial burden on Taxpayers” by the very nature of how the Council received funds from the Precept to fund the services it operates then so were Cemeteries, Parks & Receptions and all functions of the Council.

Members felt that the Business Plan should include a Statement of Use, explaining it welcomes a broad appeal of events, arranges free community events and for the Social Value of the Corn Exchange quantified in future versions of the Business Plan.

The Committee questioned the financial projections within the report, it showed the increase in expenditure outstripped the increase in income and they would welcome greater clarification on this.

Resolved:

1. That, the report be noted and,
2. That, the Business Plan be reviewed by Officers for consideration by this committee at a future meeting and,
3. That, the future version of the report to show Social Value, clarification of the financial information and a Statement of Use for the Corn Exchange.

H591 PUBLIC HALLS SAFETY & SECURITY

The Committee received the report of the Town Clerk/C.E.O concerning the safety and security of hirers and Council staff within the public halls.

The Head of Estates & Operations advised he had received a visit from Thames Valley Police earlier in the day updating him on the process of the recent incidents at the Corn Exchange. Further updates would be provided to members as necessary.

The Committee discussed options and asked if progress had been made in respect of the town-wide radio scheme, previously known as “Pub Watch”, the Town Clerk advised that Officers would follow up with West Oxfordshire District Council who run the scheme.

Resolved:

1. That, the report be noted and,
2. That, Officers continue to explore the town wide radio watch scheme should this be suitable to join.

H592 CEMETERIES & CLOSED CHURCHYARDS 2024-25

The Committee received the report of the Operations Manager following a request from Holy Trinity Church at Woodgreen to carry out repairs to the metal arch and stone pillars.

Members agreed that as the Council has a legal obligation to maintain the closed churchyard then a discussion on an increase in budget was not required.

Members agreed to recommend the increase in budget to be agreed by the Policy, Governance & Finance Committee on 20 November 2023.

Recommended:

1. That, the report be noted and,
2. That, an increase to the Close Churchyard maintenance budget 4036/303 be increased by £5,000 to £16,000 in the 2024/25 financial year.

H593 **TOWN COUNCIL BURIALS SERVICE**

Members received and considered the report of the Senior Administrative Officer relating to the Councils burial service over the previous twelve months.

Members were pleased to receive the update and raised questions relating to the terms under which the council administrates its Exclusive Rights of Burials which were answered by the Senior Administrative Officer.

Resolved:

That, the report be noted.

H594 **EXCLUSION OF PRESS & 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.

H595 **PROPERTY & LEGAL MATTERS**

The Committee received and considered the confidential report of the Town Clerk relating to the renewal of the lease of Madley Park Hall to Madley Hall Park Trust (MPHT).

Members reported that residents had faced issues when trying to book the hall in the recent past relating to alcohol consumption on the premises. It was agreed the Town Clerk would address this in the negotiations.

The Committee also asked that the Council raise awareness with MPHT that they maximise the use of their status as a charity in obtaining grant funding which is not available to the council; this included West Oxfordshire District Council West Hive scheme as this could be a solution to financing the repairs to the internal doors.

Recommended:

1. That, the report be noted and,
2. That, a new lease be drawn up for agreement on similar terms as before.

The meeting closed at: 7.42 pm

Chair

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 22 January 2024
Title: Finance Report
Contact Officer: Responsible Financial Officer (RFO)

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. The period to which this report relates is 1 April 2023 to 31 December 2023.

CURRENT SITUATION

A full review of the budgetary position was undertaken during the budget cycle. Most areas of interest were raised at the last meeting of this committee and at the extra-ordinary meeting of the council. The RFO would refer Members to the finance/ budget reports which were approved at those meetings for further details.

Current year budget: In terms of the report presented at this meeting, the current year (2023/24) budget is that which was projected when the estimates were revised and agreed by the Council at its meeting on 8 January 2024. It should be noted that the revised estimates were produced by your officers in the autumn of 2023. This means that, with the year-end (31 March 2024) approaching, there will be some cases where the actual spend to date exceeds the revised estimates. Conversely there will be other lines where actuals will be year-end not reach the revised estimate figure. Overall, the impact on budget should be broadly neutral when the year-end accounts are produced.

Members are reminded that expenditure is not necessarily incurred evenly over the course of the year. For example, the vast majority of expenditure in relation to nominal ledger code 4025 (insurance) is incurred in April each year when the annual premium is paid. There will also be similar patterns on the income side such as football and cricket pitch hires.

Note that in relation to recharges from the office and works teams (nominal ledger codes 4892 to 4899 inclusive), these have been processed to 30 November 2023.

Estimates for 2024/25: These are shown in the report in the three columns on the right-hand side of the page.

SUMMARY FOR 2023/24

Overall, the management accounts show the following in relation to the current year:

	2023/24 Original budget- Jan. 23	2023/24 Projected estimate- Nov.23	2023/24 Year to date (Month 9)
Expenditure	£899,770	£871,083	£578,088
Less income	(£255,381)	(£365,111)	(£282,780)
Net expenditure	£644,389	£505,972	£295,308

The projected estimate for the current financial year is 21.5% below original net expenditure and therefore the Committee's services being delivered within budget.

Expenditure to date is below the projected estimates. Some of the underspend relates to budget lines which the Council has not needed to utilise this year due to careful asset management. Ahead of the year-end your officers will be thoroughly examining the various budget lines and proposals will come forward following the financial year end (31 March 2024) for a number of these overspends to be transferred into the earmarked reserves to allow projects to continue and to provide for prudential reserves where expenditure has not been required this year but will in future years. There have also been reductions in the recharges in relation to the works team across most cost centres, compared with original budget. This is due to staffing costs being lower than originally budgeted for and this has impacted the bottom-line. Members will also be aware that energy bills, whilst higher than last year, are significantly less than what the Council budgeted for this year.

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 with regard to its facilities and services it operates.

Officers are continually assessing the environmental impact of services and assets to ensure 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 give consideration to 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 also in the attached appendices.

RECOMMENDATIONS

Members are invited to approve the report and the management accounts of the Committee's services to 31 December 2023.

Annual Budget - By Committee (Actual YTD Month 9)

Note: Halls, Cemeteries & Allotments Committee - 22 January 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Halls, Cemeteries & Allotments</u>										
102	<u>LANGDALE HALL</u>									
1050	RENT RECEIVED	20,302	20,302	20,302	15,227	20,780	0	26,007	0	0
1052	EXPENSES RECOVERED	0	203	200	97	160	0	171	0	0
1060	INSURANCE RECOVERED	605	607	650	728	728	0	764	0	0
	Total Income	20,907	21,113	21,152	16,052	21,668	0	26,942	0	0
4012	WATER RATES	0	-29	0	0	0	0	0	0	0
4021	TELEPHONE/FAX	0	203	200	135	160	0	171	0	0
4025	INSURANCE	605	696	750	818	870	0	928	0	0
4036	PROPERTY MAINTENANCE	1,000	0	1,000	1,345	2,000	0	1,000	2,000	0
4038	OTHER MAINTENANCE	1,000	0	1,000	0	1,000	0	1,000	0	0
4048	ENG.INSPEC.(VARIABLE)	450	325	450	345	345	0	368	0	0
4059	OTHER PROF FEES	2,000	450	1,000	0	1,000	0	1,000	0	0
4495	TFR FROM EARMARKED R	-1,000	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	853	70	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	174	-7	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	4,136	3,464	4,492	2,700	4,132	0	4,607	0	0
4893	C/S O'HEAD RCHG	1,148	1,133	1,294	956	1,281	0	1,304	0	0
4896	MTCE STAFF RECHARGE	0	198	1,057	227	856	0	1,039	0	0
4897	MTCE O'HEAD RECHARGE	0	30	103	41	88	0	95	0	0
4899	DEPOT REALLOCATION	0	0	110	124	184	0	189	0	0
	Overhead Expenditure	10,366	6,533	11,456	6,691	11,916	0	11,701	2,000	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Halls, Cemeteries & Allotments Committee - 22 January 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>10,541</u>	<u>14,579</u>	<u>9,696</u>	<u>9,362</u>	<u>9,752</u>		<u>15,241</u>		
103	<u>BAR/ CAFE</u>									
1000	C/EX. 1863 BAR SALES - DRINK	22,500	24,555	22,500	29,098	38,000	0	41,800	0	0
1001	C/EX. 1863 SALES - FOOD	25,050	20,717	20,000	20,710	26,050	0	28,660	0	0
1002	C/EX. 1863 BAR HIRE CHARGE	504	1,208	750	800	1,300	0	1,430	0	0
1009	CORN EX.1863 CAFE- HOT DRINKS	27,300	53,858	39,000	55,031	68,000	0	74,800	0	0
1090	BURWELL HALL BAR - DRINKS	0	0	6,000	3,567	6,000	0	6,600	0	0
1091	BURWELL HALL BAR HIRE CHARGE	0	0	150	-50	150	0	150	0	0
	Total Income	<u>75,354</u>	<u>100,339</u>	<u>88,400</u>	<u>109,157</u>	<u>139,500</u>	<u>0</u>	<u>153,440</u>	<u>0</u>	<u>0</u>
3000	BAR PURCHASES - DRINK	11,500	16,373	11,500	17,346	21,250	0	21,000	0	0
3001	BAR PURCHASES - FOOD	12,525	19,111	10,000	16,183	19,798	0	17,196	0	0
3009	CAFE PURCHASES - HOT BEVERAGES	13,650	14,105	14,000	13,497	17,680	0	19,448	0	0
	Direct Expenditure	<u>37,675</u>	<u>49,588</u>	<u>35,500</u>	<u>47,026</u>	<u>58,728</u>	<u>0</u>	<u>57,644</u>	<u>0</u>	<u>0</u>
4001	SALARIES	62,227	65,823	66,953	82,064	112,785	0	105,307	0	0
4002	ER'S NIC	5,050	2,823	7,356	3,979	4,663	0	4,566	0	0
4003	ER'S SUPERANN	6,155	2,676	3,459	3,923	4,925	0	5,124	0	0
4007	PROTECTIVE CLOTHING	450	743	750	180	750	0	750	0	0
4016	CLEANING MATERIALS	0	15	300	50	100	0	100	0	0
4038	OTHER MAINTENANCE	0	220	750	0	500	0	500	0	0
4042	EQUIPMENT	3,000	6,432	5,000	4,754	5,000	0	5,000	0	0
4059	OTHER PROF FEES	0	600	700	300	700	0	700	0	0
4099	MISCELLANEOUS	0	982	1,000	742	1,000	0	1,000	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Halls, Cemeteries & Allotments Committee - 22 January 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4892	C/S STAFF RCHG	10,339	8,661	11,229	2,700	4,131	0	4,608	0	0
4893	C/S O'HEAD RCHG	2,869	2,833	3,235	956	1,284	0	1,304	0	0
4896	MTCE STAFF RECHARGE	0	0	0	436	0	0	0	0	0
Overhead Expenditure		90,090	91,807	100,732	100,083	135,838	0	128,959	0	0
Movement to/(from) Gen Reserve		(52,411)	(41,056)	(47,832)	(37,952)	(55,066)		(33,163)		
104	<u>CORN EXCHANGE</u>									
1007	CORN EXCHNGE LETTING	35,000	40,490	38,500	51,077	53,715	0	57,314	0	0
1014	EVENTS INCOME	2,000	3,635	4,000	9,927	12,372	0	13,609	0	0
1015	TEA DANCE INCOME	1,500	1,083	1,500	1,713	2,400	0	2,400	0	0
1016	FUNCTION REFRESHMENT	250	0	0	0	0	0	0	0	0
1017	CORN EXCHANGE WEDDING LETTING	0	485	500	634	1,270	0	1,353	0	0
1049	FACILITY HIRE - EQUIP	100	0	0	0	0	0	0	0	0
1052	EXPENSES RECOVERED	0	0	0	2,070	3,261	0	3,479	0	0
Total Income		38,850	45,693	44,500	65,421	73,018	0	78,155	0	0
4001	SALARIES	67,136	44,686	61,962	39,032	68,833	0	78,384	0	0
4002	ER'S NIC	2,500	3,140	4,395	3,113	5,117	0	5,927	0	0
4003	ER'S SUPERANN	6,900	7,630	9,387	7,394	11,151	0	12,971	0	0
4007	PROTECTIVE CLOTHING	300	88	300	205	300	0	300	0	0
4008	TRAINING	850	440	1,000	789	1,000	0	1,000	0	0
4011	RATES	4,665	2,221	4,500	1,049	1,166	0	1,244	0	0
4012	WATER RATES	500	1,317	1,100	3,231	2,530	0	2,700	0	0
4014	ELECTRICITY	5,200	10,768	36,000	15,113	15,265	0	16,792	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Halls, Cemeteries & Allotments Committee - 22 January 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4015	GAS	6,300	6,761	26,250	8,726	8,170	0	8,987	0	0
4016	CLEANING MATERIALS	2,460	1,921	3,000	1,509	2,000	0	2,000	0	0
4017	CONTRACT CLEAN/WASTE	3,850	3,305	3,500	1,840	3,500	0	3,735	0	0
4018	PHOTOCOPIER COSTS	100	45	50	45	50	0	50	0	0
4021	TELEPHONE/FAX	700	944	900	998	900	0	960	0	0
4025	INSURANCE	690	795	850	937	1,032	0	1,126	0	0
4028	I.T.	1,400	1,181	1,400	2,236	3,000	0	1,400	0	0
4030	RECRUITMENT ADVT'G	1,500	0	1,000	0	0	0	1,000	0	0
4032	PUBLICITY	6,000	591	3,000	1,352	3,000	0	3,000	0	0
4036	PROPERTY MAINTENANCE	8,000	4,793	8,000	8,980	8,000	0	8,000	0	0
4038	OTHER MAINTENANCE	4,000	2,739	4,000	9,508	11,000	0	4,000	0	0
4042	EQUIPMENT	1,500	1,138	2,000	1,039	2,000	0	2,000	0	0
4043	SMALL TOOLS & EQUIPT	150	91	150	133	150	0	150	0	0
4045	LICENCES	4,000	555	4,000	2,479	2,479	0	2,500	0	0
4048	ENG.INSPEC.(VARIABLE)	300	318	350	337	337	0	373	0	0
4064	HEALTH & SAFETY	100	128	100	0	100	0	100	0	0
4141	EVENTS	8,000	3,855	10,000	10,386	7,350	0	10,000	0	0
4142	TEA DANCE COSTS	6,000	4,940	6,000	4,165	10,000	0	6,535	0	0
4143	REFRESHMENT COSTS	300	0	0	0	0	0	0	0	0
4144	FILM CLUB	0	0	0	5,415	4,200	0	4,481	0	0
4495	TFR FROM EARMARKED R	-15,950	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	3,165	3,396	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	646	947	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	20,679	17,322	22,459	5,400	8,263	0	9,215	0	0

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Note: Halls, Cemeteries & Allotments Committee - 22 January 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4893	C/S O'HEAD RCHG	5,738	5,665	6,470	1,912	2,568	0	2,607	0	0
4896	MTCE STAFF RECHARGE	0	5,645	3,922	1,266	3,176	0	3,856	0	0
4897	MTCE O'HEAD RECHARGE	0	1,003	384	122	330	0	354	0	0
4899	DEPOT REALLOCATION	0	0	410	660	688	0	703	0	0
Overhead Expenditure		157,679	138,371	226,839	139,371	187,655	0	196,450	0	0
104 Net Income over Expenditure		-118,829	-92,678	-182,339	-73,949	-114,637	0	-118,295	0	0
6000	plus Transfer from EMR	0	0	0	7,778	7,778	0	0	0	0
Movement to/(from) Gen Reserve		(118,829)	(92,678)	(182,339)	(66,172)	(106,859)		(118,295)		
105	<u>BURWELL HALL</u>									
1000	C/EX. 1863 BAR SALES - DRINK	0	5,714	0	0	0	0	0	0	0
1002	C/EX. 1863 BAR HIRE CHARGE	150	0	0	0	0	0	0	0	0
1005	BURWELL HALL LETTING	18,000	25,373	22,500	18,908	27,800	0	30,575	0	0
1052	EXPENSES RECOVERED	0	0	0	1,072	1,990	0	2,189	0	0
Total Income		18,150	31,087	22,500	19,980	29,790	0	32,764	0	0
4001	SALARIES	38,090	36,269	41,308	34,818	45,888	0	52,256	0	0
4002	ER'S NIC	3,050	2,526	2,930	2,703	3,411	0	3,951	0	0
4003	ER'S SUPERANN	4,600	5,972	6,258	5,472	7,434	0	8,647	0	0
4007	PROTECTIVE CLOTHING	0	0	300	7	300	0	300	0	0
4008	TRAINING	500	0	500	0	500	0	500	0	0
4011	RATES	1,200	1,497	3,000	707	786	0	839	0	0
4012	WATER RATES	2,100	204	1,200	371	400	0	420	0	0
4014	ELECTRICITY	2,500	2,339	11,920	2,486	3,056	0	3,362	0	0

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Note: Halls, Cemeteries & Allotments Committee - 22 January 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4015	GAS	4,000	6,445	15,000	4,010	7,788	0	8,567	0	0
4016	CLEANING MATERIALS	3,500	1,802	2,000	1,424	2,000	0	2,000	0	0
4017	CONTRACT CLEAN/WASTE	3,000	807	2,200	976	1,148	0	1,225	0	0
4021	TELEPHONE/FAX	300	222	300	150	213	0	268	0	0
4025	INSURANCE	340	516	550	585	589	0	592	0	0
4028	I.T.	1,000	601	1,000	456	1,000	0	1,000	0	0
4030	RECRUITMENT ADVT'G	200	0	0	0	0	0	0	0	0
4032	PUBLICITY	2,000	0	1,000	0	1,000	0	1,000	0	0
4036	PROPERTY MAINTENANCE	5,000	884	5,000	5,494	6,000	0	5,000	0	0
4038	OTHER MAINTENANCE	2,100	1,771	2,100	483	2,100	0	2,100	0	0
4042	EQUIPMENT	1,500	0	1,500	175	1,500	0	1,500	0	0
4045	LICENCES	750	61	750	447	447	0	477	0	0
4048	ENG.INSPEC.(VARIABLE)	160	300	325	319	319	0	340	0	0
4059	OTHER PROF FEES	150	450	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-3,650	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	15,862	778	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	3,236	-135	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	4,136	3,464	4,492	2,700	4,132	0	4,608	0	0
4893	C/S O'HEAD RCHG	1,148	1,133	1,294	956	1,281	0	1,304	0	0
4894	GROUNDS STAFF RECHARGE	0	0	0	122	0	0	0	0	0
4895	GROUNDS O'HEAD RECHARGE	0	0	0	36	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	93	19,654	7,891	15,919	0	19,324	0	0
4897	MTCE O'HEAD RECHARGE	0	14	1,924	604	1,654	0	1,773	0	0
4899	DEPOT REALLOCATION	0	0	2,054	3,177	3,450	0	3,524	0	0

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Note: Halls, Cemeteries & Allotments Committee - 22 January 2024

	<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	96,772	68,013	128,559	76,569	112,315	0	124,877	0	0
Movement to/(from) Gen Reserve	(78,622)	(36,926)	(106,059)	(56,589)	(82,525)		(92,113)		
<u>106 MADLEY PARK COMMUNITY CENTRE</u>									
1060 INSURANCE RECOVERED	400	412	440	494	494	0	526	0	0
Total Income	400	412	440	494	494	0	526	0	0
4025 INSURANCE	400	412	440	494	510	0	526	0	0
4038 OTHER MAINTENANCE	150	0	0	0	0	0	0	0	0
4048 ENG.INSPEC.(VARIABLE)	700	0	700	0	700	0	747	0	0
4059 OTHER PROF FEES	2,800	0	1,500	0	1,500	0	1,500	0	0
4164 MADLEY PARK TRUST GRANT	0	5,000	0	0	0	0	0	0	0
4495 TFR FROM EARMARKED R	-1,300	0	0	0	0	0	0	0	0
4888 O/S STAFF RCHG (TO 30/09/23)	12	49	0	0	0	0	0	0	0
4890 O/S O'HEAD RCHG (TO 30/09/22)	3	14	0	0	0	0	0	0	0
4892 C/S STAFF RCHG	827	693	898	540	826	0	921	0	0
4893 C/S O'HEAD RCHG	230	227	259	191	256	0	261	0	0
4896 MTCE STAFF RECHARGE	0	0	15	4	12	0	15	0	0
4897 MTCE O'HEAD RECHARGE	0	0	1	0	0	0	1	0	0
4899 DEPOT REALLOCATION	0	0	2	2	3	0	3	0	0
Overhead Expenditure	3,822	6,395	3,815	1,233	3,807	0	3,974	0	0
Movement to/(from) Gen Reserve	(3,422)	(5,983)	(3,375)	(738)	(3,313)		(3,448)		
<u>301 TOWER HILL CEMETERY</u>									

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Note: Halls, Cemeteries & Allotments Committee - 22 January 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1050	RENT RECEIVED	11,350	13,620	13,620	13,620	13,260	0	13,260	0	0
1060	INSURANCE RECOVERED	200	208	225	249	222	0	194	0	0
1100	BURIAL FEES	3,500	8,447	4,000	4,914	8,700	0	9,283	0	0
1101	GRANT OF RIGHTS	1,000	2,407	1,000	1,067	2,650	0	2,828	0	0
1102	INTERMENT OF ASHES	3,000	11,933	9,000	7,359	11,550	0	12,324	0	0
1105	MEMORIAL FEES	3,511	4,622	3,500	4,215	5,335	0	5,692	0	0
1106	MEMORIAL PLAQUES	500	505	330	165	303	0	323	0	0
1108	CHAPEL FEES	214	217	214	242	360	0	384	0	0
1171	DONATIONS RECEIVED	0	443	0	0	0	0	0	0	0
Total Income		23,275	42,402	31,889	31,831	42,380	0	44,288	0	0
4001	SALARIES	11,970	12,227	12,541	8,071	13,720	0	14,639	0	0
4002	ER'S NIC	1,200	1,018	1,103	707	1,118	0	1,193	0	0
4003	ER'S SUPERANN	2,600	2,653	2,722	1,778	2,977	0	3,177	0	0
4007	PROTECTIVE CLOTHING	100	32	0	0	0	0	0	0	0
4011	RATES	3,555	3,892	4,250	3,413	3,792	0	4,046	0	0
4012	WATER RATES	220	187	250	540	342	0	365	0	0
4014	ELECTRICITY	450	717	1,000	617	1,016	0	1,118	0	0
4016	CLEANING MATERIALS	30	0	30	0	30	0	30	0	0
4017	CONTRACT CLEAN/WASTE	2,560	860	1,000	675	1,125	0	1,000	0	0
4025	INSURANCE	200	208	225	249	343	0	435	0	0
4036	PROPERTY MAINTENANCE	6,000	3,289	6,000	392	6,000	0	6,000	0	0
4038	OTHER MAINTENANCE	0	50	0	0	0	0	0	0	0
4041	EQUIPMENT HIRE	0	0	0	125	125	0	0	0	0
4042	EQUIPMENT	100	305	100	0	100	0	100	0	0

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Note: Halls, Cemeteries & Allotments Committee - 22 January 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4059	OTHER PROF FEES	5,000	0	0	0	0	0	0	0	0
4064	HEALTH & SAFETY	100	18	100	0	100	0	100	0	0
4110	SUBSIDIZED LETTINGS	200	0	200	0	200	0	200	0	0
4350	PLAQUES PURCHASED	0	354	300	263	273	0	291	0	0
4355	MEMORIAL MAINTENANCE	2,500	350	2,500	655	2,500	0	2,500	0	0
4495	TFR FROM EARMARKED R	-7,500	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	58,930	19,561	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	12,023	4,210	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	18,288	18,288	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	12,407	10,393	13,475	8,099	12,397	0	13,823	0	0
4893	C/S O'HEAD RCHG	3,443	3,399	3,882	2,868	3,843	0	3,911	0	0
4894	GROUNDS STAFF RECHARGE	0	1,993	8,416	2,180	4,881	0	8,980	0	0
4895	GROUNDS O'HEAD RECHARGE	0	1,037	3,108	3,190	3,636	0	4,260	0	0
4896	MTCE STAFF RECHARGE	0	22,293	73,017	43,260	59,143	0	71,790	0	0
4897	MTCE O'HEAD RECHARGE	0	3,380	7,146	3,598	6,145	0	6,586	0	0
4899	DEPOT REALLOCATION	0	0	7,630	8,601	11,818	0	13,092	0	0
	Overhead Expenditure	134,376	110,716	148,995	89,283	135,624	0	157,636	0	0
	Movement to/(from) Gen Reserve	(111,101)	(68,314)	(117,106)	(57,452)	(93,244)		(113,348)		
302	<u>WINDRUSH CEMETERY</u>									
1100	BURIAL FEES	9,630	25,644	15,000	12,728	20,935	0	22,338	0	0
1101	GRANT OF RIGHTS	17,500	27,806	20,000	16,362	25,390	0	27,091	0	0
1102	INTERMENT OF ASHES	5,250	5,319	5,500	3,794	4,956	0	5,288	0	0
1105	MEMORIAL FEES	5,500	5,162	6,000	6,962	6,980	0	7,448	0	0

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Note: Halls, Cemeteries & Allotments Committee - 22 January 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1106	MEMORIAL PLAQUES	100	0	0	0	0	0	0	0	0
Total Income		37,980	63,930	46,500	39,845	58,261	0	62,165	0	0
4001	SALARIES	11,970	12,227	12,541	8,071	13,720	0	14,639	0	0
4002	ER'S NIC	1,200	1,018	1,103	707	1,118	0	1,193	0	0
4003	ER'S SUPERANN	2,600	2,653	2,721	1,778	2,977	0	3,177	0	0
4007	PROTECTIVE CLOTHING	100	0	0	0	0	0	0	0	0
4011	RATES	5,010	5,489	6,050	7,186	7,984	0	8,519	0	0
4012	WATER RATES	250	78	300	191	222	0	237	0	0
4014	ELECTRICITY	2,000	2,224	4,000	1,499	3,211	0	3,532	0	0
4016	CLEANING MATERIALS	30	0	30	0	30	0	30	0	0
4017	CONTRACT CLEAN/WASTE	1,000	660	1,000	728	728	0	777	0	0
4021	TELEPHONE/FAX	250	222	300	21	251	0	268	0	0
4025	INSURANCE	120	112	120	125	126	0	127	0	0
4036	PROPERTY MAINTENANCE	3,500	508	2,000	400	2,000	0	2,000	0	0
4037	GROUNDS MAINTENANCE	1,600	692	500	221	500	0	500	0	0
4038	OTHER MAINTENANCE	1,350	1,031	1,500	416	1,500	0	1,500	0	0
4041	EQUIPMENT HIRE	2,000	0	0	0	0	0	0	0	0
4042	EQUIPMENT	2,000	864	1,500	518	1,500	0	1,500	0	0
4046	SPORTS EQUIPMENT	0	29	0	0	0	0	0	0	0
4059	OTHER PROF FEES	8,000	1,650	1,000	0	1,000	0	1,000	0	0
4064	HEALTH & SAFETY	100	18	100	0	100	0	100	0	0
4350	PLAQUES PURCHASED	500	25	500	0	100	0	100	0	0
4355	MEMORIAL MAINTENANCE	2,000	0	2,000	343	2,000	0	2,000	0	0
4495	TFR FROM EARMARKED R	-8,000	0	0	0	0	0	0	0	0

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Note: Halls, Cemeteries & Allotments Committee - 22 January 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4888	O/S STAFF RCHG (TO 30/09/23)	105,943	29,283	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	21,615	6,718	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	6,456	6,456	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	12,407	10,393	13,475	8,099	12,397	0	13,823	0	0
4893	C/S O'HEAD RCHG	3,443	3,399	3,882	2,868	3,843	0	3,911	0	0
4894	GROUNDSTAFF RECHARGE	0	1,993	8,416	1,296	4,881	0	8,980	0	0
4895	GROUNDSTAFF O'HEAD RECHARGE	0	1,037	3,108	1,382	3,636	0	4,260	0	0
4896	MTCE STAFF RECHARGE	0	20,695	131,269	52,953	106,327	0	129,064	0	0
4897	MTCE O'HEAD RECHARGE	0	3,080	12,848	4,441	11,049	0	11,841	0	0
4899	DEPOT REALLOCATION	0	0	13,718	15,340	22,046	0	23,539	0	0
	Overhead Expenditure	187,444	112,554	223,981	108,583	203,246	0	236,617	0	0
	Movement to/(from) Gen Reserve	(149,464)	(48,625)	(177,481)	(68,738)	(144,985)		(174,452)		
303	<u>CLOSED CH'YARDS ST MARYS/HOLY</u>									
4036	PROPERTY MAINTENANCE	11,000	7	11,000	985	13,500	0	16,000	0	0
4040	ARBORICULTURE	2,000	0	1,000	0	1,000	0	1,000	0	0
4059	OTHER PROF FEES	5,000	0	1,000	0	1,000	0	1,000	0	0
4355	MEMORIAL MAINTENANCE	0	3,326	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-13,500	0	0	0	0	0	0	0	0
	Overhead Expenditure	4,500	3,333	13,000	985	15,500	0	18,000	0	0
	Movement to/(from) Gen Reserve	(4,500)	(3,333)	(13,000)	(985)	(15,500)		(18,000)		
305	<u>ALLOTMENTS</u>									
4013	RENT PAID	0	0	125	0	125	0	125	0	0

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	<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4036 PROPERTY MAINTENANCE	500	363	500	5,000	500	0	500	0	0
4037 GROUNDS MAINTENANCE	500	0	500	0	500	0	500	0	0
4888 O/S STAFF RCHG (TO 30/09/23)	959	3,976	0	0	0	0	0	0	0
4890 O/S O'HEAD RCHG (TO 30/09/22)	196	887	0	0	0	0	0	0	0
4891 AGENCY R/C (TO 30/09/22)	1,486	1,486	0	0	0	0	0	0	0
4892 C/S STAFF RCHG	3,102	2,598	3,369	2,025	3,099	0	3,456	0	0
4893 C/S O'HEAD RCHG	861	850	971	717	961	0	978	0	0
4896 MTCE STAFF RECHARGE	0	554	1,188	359	962	0	1,168	0	0
4897 MTCE O'HEAD RECHARGE	0	85	116	26	99	0	107	0	0
4899 DEPOT REALLOCATION	0	0	124	140	208	0	213	0	0
Overhead Expenditure	7,604	10,799	6,893	8,266	6,454	0	7,047	0	0
Movement to/(from) Gen Reserve	(7,604)	(10,799)	(6,893)	(8,266)	(6,454)		(7,047)		
Halls, Cemeteries & Allotments - Income	214,916	304,974	255,381	282,780	365,111	0	398,280	0	0
Expenditure	730,328	598,109	899,770	578,088	871,083	0	942,905	2,000	0
Net Income over Expenditure	-515,412	-293,135	-644,389	-295,308	-505,972	0	-544,625	-2,000	0
plus Transfer from EMR	0	0	0	7,778	7,778	0	0	0	0
Movement to/(from) Gen Reserve	(515,412)	(293,135)	(644,389)	(287,531)	(498,194)		(544,625)		
Total Budget Income	214,916	304,974	255,381	282,780	365,111	0	398,280	0	0
Expenditure	730,328	598,109	899,770	578,088	871,083	0	942,905	2,000	0
Net Income over Expenditure	-515,412	-293,135	-644,389	-295,308	-505,972	0	-544,625	-2,000	0
plus Transfer from EMR	0	0	0	7,778	7,778	0	0	0	0

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Note: Halls, Cemeteries & Allotments Committee - 22 January 2024

	<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(515,412)</u>	<u>(293,135)</u>	<u>(644,389)</u>	<u>(287,531)</u>	<u>(498,194)</u>		<u>(544,625)</u>		

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday 22 January 2024
Title: Public Halls Report
Contact Officer: Venue & Events Officer - Tomas Smith

Background

The Christmas season has finished, the Halls are continuing to be operated in a way which best suits the needs of the Council. Burwell Hall and the Corn Exchange have welcomed back all their regular hirers who have finished their Christmas break.

Current Situation

The Corn Exchange and Burwell Hall are both entering the New Year on the back of busy Festive season, January presents a good opportunity to get on top of any necessary operational maintenance work that requires to be undertaken before the hall traditionally gets busier in February. Having discussed the impact of a shut down in the Hall the Venue and Events Officer and the Head of Estates and Operations have proposed that any Maintenance in future should be completed on an ad-hoc basis to prevent any disruption to hirers and loss of income for the hall.

Burwell Hall maintenance is regularly scheduled for August when there are less groups using the hall, although the idea is for Burwell Hall to come in line with the Corn Exchange and not have a shutdown and any maintenance being undertaken on an ad-hoc basis.

The new heating and hot water system at Burwell Hall continues to save on energy usage.

Period	Reduction in gas (kWh's)	Reduction in CO2	Savings on gas bill
Oct 23 to Dec 23	1,146	210	£2,165.94

Maintenance week

The Corn Exchange is closed for a week for maintenance to be undertaken, this is work that is essential to maintain the standards of the building and work is programmed into a detailed jobs list for the works team to action throughout the week.

1863 Maintenance

1863 was closed for 2 days which allowed essential decoration, mostly the work was focussed on behind the scenes work which will benefit the smooth running of the café, the café staff have also given the café a deep clean, had the coffee machine serviced and organised the kitchens to optimise efficiency when open. New shelving was installed to help with storage and new shutters were painted and installed at the front of the café.

Café staff have been trained on company procedure during the shutdown with best working practise being the focus, as well as bringing the team together and agreeing on the goals for the café.

The Corn Exchange Maintenance

Work has been completed decorating the rear wall of the seating to give the entrance to the Main Hall a finished look, the events team feel that this will enhance the user experience in the hall and give a complete look to the tiered seating. Other works to be undertaken are the repainting of the bannisters and general repairs in toilets and green rooms.



Cost implication

The shutdown week does impact the Corn Exchanges revenue streams and rough cost for loss of hirers is as follows:

- 1863 – two days trading (average £450, less operating margin) £540.00
- Hall Hire: Not including WTC meetings this week would have been £579.75
- **Total: £1119.75 loss of projected earnings.**

Officers are looking at how we can reduce or even avoid any losses for future maintenance.

Storage

The storage of tables and chairs has always proved to be a problem in the Corn Exchange. When not in use these are placed at various locations around the Corn Exchange which can be considered unsightly, mark and damage walls and increase the risk to health and safety. Officers have reviewed options to resolve this issue and identified 3 areas that can be adapted to be suitable for storage.

Local contractors were approached to survey and provide quotations which are detailed in the table below.

Contractor	Stage Storage	Hall Passageway Storage	Understairs	TOTAL	Variance to lowest Quote
Option 1	£2,350	£1,145	£1,195	£4,690	£0
Option 2	£2,581	£1,184	£1,541	£5,306	£616
Option 3	£2,955	£1,717	£1,421	£6,093	£1,403

Our recommendation is to issue instruction to Option 1 to adapt areas behind one side of the stage, the hall passageway and under the stairs.

Blue Plaque

The Plaque on the corner of the Corn Exchange has been refurbished.



Staffing

A new caretaker has been recruited and replaces the one who retired in October. This brings the caretaker staff up to their full complement and allows for greater flexibility from an operational perspective.

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 regarding 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

Described here or as stated in the report above.

- Cost of the shutdown period and loss of revenue from 1863 during this period.

Recommendations

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

1. To approve instruction to be issued for the contractor to proceed in providing storage areas in the Corn Exchange.

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 22 January 2024

Title: Public Halls Events Report

Contact Officer: Venue & Events Officer

Background

The Venue and Events Officer and the Venue and Events Assistant work to put on events which are run by Witney Town Council. Third party events are also put on and supported and facilitated by Witney Town Council Staff, these will contribute to approximately 60% of events with the Council run events making up the other 40%.

Current Situation

The Venue & Event staff are currently working on expanding the event program of the venue for 2024, after a busy festive period.

The past couple of months have seen a variety of popular events including:

- **Advent Fayre** – A very successful event this year, using a revised format and introducing booking slots which was well received by all in attendance. The feedback was very positive with some of the quotes received listed below.
 - Well organised and very kind people helping the children
 - This was such a special event for us. My three year old son, who has special needs, was able to meet Santa for the first time without getting upset due to the amazing and very understanding volunteers. Santa's flashing gloves were a great touch. Thanks from the bottom of our hearts.
 - Everything it was absolutely brilliant. My Daughter and her friend loved it and want to go again next year.
 - Face painting and wand making were excellent. Volunteers were friendly and helpful.
 - Such an improvement to previous years, the volunteers were absolutely lovely.
 - The variety of crafts, suitable for all ages and Santa.
 - It wasn't too crowded, there was lots to do and a lovely atmosphere.
 - We were able to do all the activities without the tables being full, the noise level was low which was great for my son who has sensory issues
 - Much better with the pre booked slots
 - I liked the idea of pre booked slots this year as it wasn't too busy
 - Well organised ticketing system. Plenty of craft materials. Friendly
 - The opportunity for the children to see Father Christmas. Most experiences like this are locked into an event cost with organisers charging £100+ so this aspect was great.

- **Pantomime** – This is a popular yearly traditional event for the Corn Exchange attracting local residents to enjoy a professional show. Buttercross theatre provided a total of 14 shows in December and reported a successful run of every show, and have again booked 14 shows for Christmas 2024.

- **Christmas Holidays Cinema** – The Corn Exchange screened The Grinch (animated version) during the school holidays, which again proved to be popular amongst local families. A total of 83 people were in attendance for this screening.

The following table breaks down the income and expenditure of our recent cinema screenings.

Film / Date	Tickets Sold	Ticket Revenue	Bar Revenue	Event Cost (License and staff)
The Shining 31/10/23	55	£344	£260.30	£104
Elf 05/12/23	22	£138.23	£38	£104
The Grinch 21/12/23	83	£294	N/a due to general café opening	£104

- **Live Music** – Monthly Jazz Club continues to be a popular show, selling out every month. Soundbite UK have also continued to provide well attended music tributes and comedy shows for The Corn Exchange and have already booked in a handful of shows for 2024. The Corn Exchange also hosted 2 of our own Live Music promotions in November and December, to coincide with the third-party promotions taking place.
 - Shadowing Hank on 10th November, a seated show featuring a tribute to Hank Marvin and a very impressive lights show. 126 people attended.
 - Lucile & The Lightning Soul Train on 9th December, a standing/dancefloor show featuring popular local funk/soul/disco band. 125 people in attendance.

The following table breaks down the income and expenditure of each of these events. It is recognised that; events of certain audience demographic require a greater profit margin to make up for the lack of income via bar sales. These 2 events are a clear example of the variation of bar income at events with an almost identical ticket price and audience turnout.

Event & Date	Tickets Sold	Ticket Revenue	Bar Revenue	Event Cost (License and staff)
Shadowing Hank 10/11/23	126	£1855	£266	£1261
Lucile & The Lightning Soul Train 09/12/23	125	£1833	£1632.30	£1813

- **Private Functions & Weddings** – The Corn Exchange has recently hosted some private functions and Weddings (ceremonies and evening receptions). The venue team work hard to present the venue for a variety of occasions and have had great feedback from hirers. The Venue & Events staff have begun work to define our offering to include clear “Wedding Packages”, giving hirers a clearer breakdown of the services that the venue can provide, and to will review hire charges accordingly.

Going forward:

Since returning from the festive break, the Venue & Event staff have continued to work on expanding the events program of The Corn Exchange for 2024 in line with the business plan.

- **Re-launch of “Classic Film Club and family cinema”** – The Venue & Event staff recognise the need to increase attendance of the Cinema and have been working on strategies to do this. The Classic Film Club will now be running regularly on 2nd and 4th Tuesday every month from 7:30pm, in order to generate regularity. The Venue & Events Assistant has created a public

Facebook group, to gather a community of classic film fans to help promote these screenings and bring people together. The group will be used alongside the mailing list already in place and will provide an opportunity for members of the public to be involved and have a say on the films they'd like to see and to discuss the upcoming screenings. The team are planning which films to show during the school holidays that provides an affordable outing for families with excellent customer feedback.

- **Return of 2023's Favourites** – The Venue & Event staff are delighted to confirm the return of two popular shows from last year, Thrill Collins and West End Magic taking place in February and April of this year. Both of which feature, top quality performers in their field touring nationally.
- **Third-Party Events** – The Venue & Event staff continues to work closely with existing third-party event organisers, as well as new hirers to help fill out the diary for 2024.
- **50th Anniversary** – Officers are working together to plan a series of themed events to celebrate the 50th anniversary of Witney Town Council

The Venue & Event staff are aiming to provide a wide variety of events at The Corn Exchange, to take advantage of the venue's multi-purpose nature. Events will include tiered seating, table seating and standing settings.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 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 implication

The Corn Exchange is operating to budget with no forecasted risk of annual overspend.

Recommendations

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

1. Members are invited to note the report.

Document is Restricted

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 22 January 2024
Title: Children's Memorial Garden
Contact Officer: Project Officer

Background

In January 2022, the Council agreed to create a Childrens Memorial Garden for the community with a budget of £1,000 via this Committee. A picturesque location was identified in Windrush Cemetery that had archaeological restrictions reducing risk of burial spaces being impacted. The budget only allowed for a small number of features, namely Bench, Metal Archway and Pebble Pond. The Council also planted an attractive plant to grow over the arch, sadly this died due to poor soil condition.



Current Situation

- Due to the budget constraint the garden was delivered the best it could be, but the Council always felt more could be done. Officers have recently identified an opportunity to improve the garden by potentially utilising an a "Britain in Bloom" budget underspend

from the current financial year, which will help promote the garden and enable the community to visit and benefit from it. The additional funds would provide the changes described below, with no change to the current structures.

- The soil quality and archaeological restrictions, prevent the Council from installing fencing and plants/flowers as preferred. Therefore, officers are currently researching plants and vegetation that are suitable for the land to improve the appearance of the garden and mark its area which can be maintained easily.
- The Council has previously created a process for the community to purchase (at cost) a personalised, engraved pebble through the council and have it installed in the Pebble Pond. This will be promoted when the Garden improvements have been completed.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 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.

- This report is an update of progress with this project and risks associated with delivery will be managed by Council Officers.
- There is a reputational risk should the garden not be completed to a standard expected by residents by funds already expended.

Social Value

- The memorial garden provides a reflective place which enables parents to remember loved ones.

Financial implication

- Cost of improving the area with planting – currently being explored.
- The request to vire funds from the In Bloom underspend will be a decision for the Stronger Communities Committee (parent Committee for In Bloom) at its meeting on 29th January.

Recommendations

This is a project update however any feedback is always appreciated.

1. Members are invited to note the report and future plans to ‘complete’ the memorial garden.

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 22 January 2024

Title: Cemetery Mapping

Contact Officer: Operations Manager

Background

In 2022 Witney Town Council commissioned Cemetery Design Services (CDS) to update the mapping of Windrush Cemetery and provide a plan for future burials. This mapping was to be accurate to GPS points and be digitally available for implementation into our burial administration software through Pear technologies.

This mapping is all now complete discounting a few final grave number adjustments. It will be passed to PEAR Mapping for input into the Council's mapping software.

Current Situation

The final stage of this work is to physically mark out the future and current burial plots at Windrush Cemetery. This will be achieved via drilling into the ground using a drilling rig and installing steel marker posts. The drilling would remove the need for any excess excavation or concreting of posts. The posts would stand around 250mm above the surface with colour tops and engraved with unique ID tags over a rust-proof layer.

The current process of marking out requires officers to physically mark out each new section of the cemetery with pins. This process has worked; however, its accuracy has caused minor issues with grave placement. Due to the ground conditions at the cemetery, they are notoriously hard to locate and clearly identify correct burial locations. There is the potential for mistakes for placement which creates future issues for future staff and burial plot owners.

With all identified in the report above it is important for councillors to understand this marking system is something that will be used through the lifespan of Windrush Cemetery.

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.

These steel markers will be visible to cemetery visitors and could cause criticism due to their appearance. After burial sections are filled they can be removed but this could take many years.

As the burial authority, Witney Town council has a requirement under the Local Authorities' Cemeteries Order 1977 to be able to identify any buried person.

Financial implications

Described here or as stated in the report above.

- The cost to mark out the burial sections with steel posts was previously quoted in the region of £2,500.00 ex Vat. A renewed quote will be supplied for the meeting on the 22nd of January 2024.
- There is an earmarked reserve for the internal layout of Windrush Cemetery with a balance of £93,853.

Recommendations

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

1. To agree to commissioning the datum marking of Windrush Cemetery.