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**Halls, Cemeteries & Allotments**  
**Committee Meeting of Witney Town Council**



**Monday, 11th March, 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](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(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 4 - 7)

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments meeting held on 22 January 2024;

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 8 - 24)

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

**Public Halls**

6. **Public Halls Report** (Pages 25 - 32)

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

7. **Public Halls Business Report** (Pages 33 - 34)

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

8. **Corn Exchange Illumination Policy Review** (Pages 35 - 36)

To receive and review the policy for illuminating the interior of the Corn Exchange for local, charitable and national occasions. If agreeable, to recommend re-adoption by the Policy, Governance & Finance Committee.

**Cemeteries & Closed Churchyards**

9. **Closed Churchyards Update** (Pages 37 - 38)

To receive the report of the Operations Manager.

10. **Projects Update**

To receive a verbal update on projects at the meeting, if appropriate.



Town Clerk



# Agenda Item 3

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

Held on Monday, 22 January 2024

At 6.00 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 Zoe Henstridge  Mark Lewis Derek Mackenzie	Deputy Town Clerk Town Clerk Administrative Support - Halls & Green Spaces Head of Estates & Operations Senior Administrative Officer & Committee Clerk
Others:	No members of the public. Councillor Geoff Doughty Councillor Jane Doughty Councillor Thomas Ashby	

### H26 APOLOGIES FOR ABSENCE

No apologies for absence were received.

### H27 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or officers.

### H28 MINUTES

The minutes of the Halls, Cemeteries and Allotments Committee meeting held on 6 November 2023 were received.

H583 – The Deputy Town Clerk advised that the request for dog fouling signs at Tower Hill Cemetery was dealt with at the meeting of the Stronger Communities Committee on 13 November 2023.

### **Resolved:**

That, the minutes of the Halls, Cemeteries and Allotments Committee meeting held on 6 November 2023 be approved as a correct record of the meeting and be signed by the Chair.

H29 **PUBLIC PARTICIPATION**

There was no public participation.

H30 **FINANCE REPORT**

The Committee received and considered the report of the Responsible Financial Officer (RFO) detailing income and expenditure for budgets which are the responsibility of the committee.

There were no questions from members.

**Resolved:**

That, the report be noted.

*Cllr R Smith arrived at 6:04pm*

H31 **PUBLIC HALLS REPORT**

The Committee received and considered the report of the Venue & Events Officer along with a verbal update from the Head of Estates & Operations (HE&O).

Members welcomed the update regarding the energy and cost savings following the installation of a new efficient gas boiler at Burwell Hall.

The HE&O explained the proposed new approach to deal with maintenance in the halls and Members were in agreement that timely repairs were the best to ensure that the halls remain available to use and were maintained to a high standard.

Prior to the meeting some Members had taken part in a guided tour of the Corn Exchange which allowed them to see "behind the scenes", this included the potential locations where new storage could be placed. Members were all in agreement that this was necessary, and that Option 1 be selected as the preferred contractor to carry out the work.

Members were pleased that the Corn Exchange Blue Plaque had been restored and thanked Officers for actioning this; Officers reported that the other plaques on the Town Hall and Buttercross would also be renovated.

**Resolved:**

1. That, the report and verbal update be noted and,
2. That, George Murray Carpentry be commissioned to carry out works to increase storage capacity at the Corn Exchange for the sum of £4,690 and,
3. That, the Town Hall and Buttercross Blue Plaques be renovated.

H32 **PUBLIC HALLS EVENTS REPORT**

The Committee received the report of the Venue & Events Officer along with a verbal update from the Head of Estates & Operations (HE&O).

Members were pleased to hear details of the variety of events that had taken place over the previous months and for the financial information included in the report so that Members could see the overall viability.

Members asked that consideration be given to providing Cinema events during each of the school holidays. A Member advised of the [Into Film](#) scheme whose aim was to facilitate free access to cinematic performances for school aged children.

The Committee also asked that Officers investigate the potential for Folk evenings and events for under 18's, in particular music events.

**Resolved:**

1. That, the report and verbal update be noted and,
2. That, officers investigate the Into Film scheme along with Folk and events for under 18's.

H33 **CORN EXCHANGE BUSINESS PLAN**

The Committee received and considered the updated draft Corn Exchange Business Plan.

A Member raised their thoughts for consideration and potential inclusion in the plan; these included having a clear and concise Vision Statement, more definition in the Key Performance Indicators (KPI) so Members could see how the performance of the plan would be measured as well as seeking some clarity on some financial projections.

The Head of Estates and Operations (HE&O) responded to the points raised and explained the differences occurred due to the timing of the plan being updated and the closure of a further month of the Council's accounting figures, which the Responsible Financial Officer confirmed.

In response to the question regarding KPI's the HE&O advised that there were a number of specific measures in place however, these were managed operationally with the results being presented to the Committee via the Public Hall reports.

The HE&O advised the next review of the plan was due in May 2024. The review would see the inclusion of Burwell Hall and a Financial Appraisal of Cost Centre 103.

The Chair explained it was the Committee's responsibility to set the Strategic aims and for Officers to create from that an Operational process to best implement them. A Member also reminded the Committee that a lot had been achieved in the previous five years and for Witney to now have a diverse and well used venue was a credit to the work of so many, Members were encouraged to support the Public Halls in any way they could.

**Resolved:**

1. That, the Business Plan and verbal updates be noted and,
2. That, the review of the plan take place in May 2024 to include additional financial information for both Corn Exchange and Burwell Hall.

H34 **CHILDREN'S MEMORIAL GARDEN**

The Committee received the report of the Project Officer with an update on the progress of the Children's Memorial Garden at Windrush Cemetery.

Members heard that following the agreement of the project in January 2022 Officers had been faced with several issues which they wanted to overcome in order to provide this space for families to reflect.

Members discussed the proposal to vire funds from the In Bloom budget, which had an underspend for 2023/24 to purchase planting and signage. Members were understanding of the difficulties suffered and were in agreement that Officers work to bring the project to completion.

**Recommended:**

1. That, the report be noted and,
2. That, an amount of up to £1,500 be requested from the Stronger Communities Committee In Bloom budget to complete the Children's Memorial Garden and,
3. That, Officers work to complete the project as soon as possible.

H35 **CEMETERY MAPPING**

The Committee received and considered the report of the Operations Manager regarding the marking out of existing and future areas of the cemetery.

Members were pleased to hear of the scheme however asked that the caps on the top of the posts be "soft" so as not to create a visual impact, however they were understanding that the post would need to be obvious to both cemetery visitors and for the purposes of grounds maintenance such as grass cutting.

Members asked that Communications be issued to inform cemetery visitors once these final stages of the installation commence.

**Resolved:**

1. That, the report be noted and,
2. That, the installation of ground markers take place at a cost of £2,500 and,
3. That, Officers investigate the options to cap the posts to suit the environment such as colour etc.

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The meeting closed at: 6.50 pm

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Chair

## HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

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**Date:** Monday, 11 March 2024  
**Title:** Finance Report  
**Contact Officer:** Responsible Financial Officer (RFO)

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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. The period to which this report relates is 1 April 2023 to 31 January 2024.

### **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 now the "Projected" column (fifth column from the right). This was agreed by the Council at its meeting on 8 January 2024. However, it should be noted that the revised estimates were produced by your officers in the autumn of 2023 and so with the year-end (31 March 2024) rapidly approaching, there will be some cases where the actual spend to date exceeds the revised estimates. Conversely there will be other lines where actuals at year-end will not now 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.

Estimates for 2024/25: These are shown in the report in the 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 10)
Expenditure	£899,770	£871,083	£672,216
Less income	(£255,381)	(£365,111)	(£306,011)
Less transfer from earmarked reserves	-	(£7,778)	(£7,778)
Net expenditure	£644,389	£498,194	£358,428

The projected estimate for the current financial year is 22.7% below original net expenditure and therefore the financial position is favourable with the Committee's services being delivered within budget.

### MATTERS TO NOTE

1. Expenditure to date is below the projected estimates. However, a portion of the underspend relates to budget lines which the Council has not needed to utilise this year due to careful asset management and also projects which are either in progress or have been delayed. 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.
2. Change in insurance costs reflect the result so the revaluation of the Council's buildings for reinstatement purposes from 1 October 2023.
3. Spend during the year to date and the revised estimates reflect energy costs being lower than budgeted for this time last year, this having a significant impact on the bottom line. The expectation is that bills will continue to fall during 2024/25 as a result of the reduction in wholesale prices, together with the results of the Council's energy saving measures, in particular the improvements resulting from the installation of the boiler servicing the Burwell Hall and adjacent changing rooms.
4. **Cost centres 102 to 106. Public Halls.** In relation to the directly managed public halls, Members the business plan for the Corn Exchange has been agreed. During 2023-24 there have been increased employee costs reflecting the increased activity in the halls. Income has also increased. It has required investment of both capital and revenue to develop the facilities. However, the accounts show that going forward the running costs of the hall are reducing, and this is reflected in the estimates

for 2024-25 which show a reduction between the original 2023-24 estimates and the 2024-25 estimates across cost centres 103 to 106.

5. In relation to **cost centre 102 the Langdale Hall**, the lease with the ICE centre provides a rent review in March 2024 and stipulates that this is based on the RPI in the previous three-year period. This results in an increase in rent from £20,302 to £26,007.
6. In relation to **cost centre 103 – bar/café**, the year-to-date direct expenditure (cost of sales) amounts to £50,359 compared with income of £119,866, i.e. 42%. Albeit unadjusted to stock, this is a considerable improvement on the previous year when cost of sales was 49%.

Note that a new income line has been created at 1003 – soft drinks, these sales were previously part of 1009 – hot drinks.

7. In relation to **cost centre 104 – Corn Exchange lettings (line 1007)**, the income to 31 January 2024 amounts to £53,935; this exceeds the revised budget for 2024-25 which amounts to £53,715.
8. With regard the **cemeteries cost centres 301 and 302** the budgets are stable. Revised income during 2023-24 at Tower Hill was set higher than budget - £42,380 compared with £31,889; Windrush was revised at £58,261, compared with original budget at £46,500. Latest indications are that the Tower Hill figure will be as per the projected budget, but Windrush may now fall back to £54,000.  
Current year expenditure at Tower Hill is estimated now at £150,435 (original £148,995); at Windrush £225,783 (original £223,981).

Expenditure was projected to rise on the cemeteries during 2024-25 but the current review in relation to the work team, one year on from the ground's maintenance work being taken inhouse, is likely to have a material impact in this regard.

In relation to the ten months to 31 January 2024, the net expenditure across this Committee's services is £358,428, which is 56% of the original estimate (£644,389) and 72% of the revised estimate (£498,194).

#### **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 January 2024.

Annual Budget - By Committee (Actual YTD Month 10)

Note: Hall, Cemeteries & Allotments Committee, 11th March 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
<b>Halls, Cemeteries &amp; Allotments</b>										
<b>102</b>	<b>LANGDALE HALL</b>									
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
	<b>Total Income</b>	<b>20,907</b>	<b>21,113</b>	<b>21,152</b>	<b>16,052</b>	<b>21,668</b>	<b>0</b>	<b>26,942</b>	<b>0</b>	<b>0</b>
4012	WATER RATES	0	-29	0	0	0	0	0	0	0
4021	TELEPHONE/FAX	0	203	200	154	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	3,405	4,132	0	4,607	0	0
4893	C/S O'HEAD RCHG	1,148	1,133	1,294	1,183	1,281	0	1,304	0	0
4896	MTCE STAFF RECHARGE	0	198	1,057	395	856	0	1,039	0	0
4897	MTCE O'HEAD RECHARGE	0	30	103	49	88	0	95	0	0
4899	DEPOT REALLOCATION	0	0	110	156	184	0	189	0	0
	<b>Overhead Expenditure</b>	<b>10,366</b>	<b>6,533</b>	<b>11,456</b>	<b>7,850</b>	<b>11,916</b>	<b>0</b>	<b>11,701</b>	<b>2,000</b>	<b>0</b>

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Hall, Cemeteries & Allotments Committee, 11th March 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
<b>Movement to/(from) Gen Reserve</b>		10,541	14,579	9,696	8,202	9,752		15,241		
<b>103</b>	<b>BAR/ CAFE</b>									
1000	C/EX. 1863 - SALES ALCOHOL	22,500	24,555	22,500	30,377	38,000	0	41,800	0	0
1001	C/EX. 1863 SALES - FOOD	25,050	20,717	20,000	22,903	26,050	0	28,660	0	0
1002	C/EX. 1863 BAR HIRE CHARGE	504	1,208	750	933	1,300	0	1,430	0	0
1003	C/EX. 1863 SALES - SOFT DRINKS	0	0	0	6,300	0	0	0	0	0
1009	CORN EX.1863 CAFE- HOT DRINKS	27,300	53,858	39,000	55,836	68,000	0	74,800	0	0
1090	BURWELL HALL BAR - ALCOHOL	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
	<b>Total Income</b>	75,354	100,339	88,400	119,866	139,500	0	153,440	0	0
3000	BAR PURCHASES - DRINK	11,500	16,373	11,500	17,909	21,250	0	21,000	0	0
3001	BAR PURCHASES - FOOD	12,525	19,111	10,000	17,340	19,798	0	17,196	0	0
3009	CAFE PURCHASES - HOT BEVERAGES	13,650	14,105	14,000	15,110	17,680	0	19,448	0	0
	<b>Direct Expenditure</b>	37,675	49,588	35,500	50,359	58,728	0	57,644	0	0
4001	SALARIES	62,227	65,823	66,953	91,643	112,785	0	105,307	0	0
4002	ER'S NIC	5,050	2,823	7,356	4,383	4,663	0	4,566	0	0
4003	ER'S SUPERANN	6,155	2,676	3,459	4,584	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	52	100	0	100	0	0
4038	OTHER MAINTENANCE	0	220	750	495	500	0	500	0	0
4042	EQUIPMENT	3,000	6,432	5,000	5,564	5,000	0	5,000	0	0
4059	OTHER PROF FEES	0	600	700	600	700	0	700	0	0

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Hall, Cemeteries & Allotments Committee, 11th March 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
4099	MISCELLANEOUS	0	982	1,000	905	1,000	0	1,000	0	0
4892	C/S STAFF RCHG	10,339	8,661	11,229	3,405	4,131	0	4,608	0	0
4893	C/S O'HEAD RCHG	2,869	2,833	3,235	1,183	1,284	0	1,304	0	0
4896	MTCE STAFF RECHARGE	0	0	0	436	0	0	0	0	0
<b>Overhead Expenditure</b>		<b>90,090</b>	<b>91,807</b>	<b>100,732</b>	<b>113,430</b>	<b>135,838</b>	<b>0</b>	<b>128,959</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(52,411)</b>	<b>(41,056)</b>	<b>(47,832)</b>	<b>(43,923)</b>	<b>(55,066)</b>		<b>(33,163)</b>		
<b>104</b>	<b><u>CORN EXCHANGE</u></b>									
1007	CORN EXCHNGE LETTING	35,000	40,490	38,500	53,935	53,715	0	57,314	0	0
1014	EVENTS INCOME	2,000	3,635	4,000	10,064	12,372	0	13,609	0	0
1015	TEA DANCE INCOME	1,500	1,083	1,500	1,754	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
<b>Total Income</b>		<b>38,850</b>	<b>45,693</b>	<b>44,500</b>	<b>68,457</b>	<b>73,018</b>	<b>0</b>	<b>78,155</b>	<b>0</b>	<b>0</b>
4001	SALARIES	67,136	44,686	61,962	43,340	68,833	0	78,384	0	0
4002	ER'S NIC	2,500	3,140	4,395	3,498	5,117	0	5,927	0	0
4003	ER'S SUPERANN	6,900	7,630	9,387	8,309	11,151	0	12,971	0	0
4007	PROTECTIVE CLOTHING	300	88	300	225	300	0	300	0	0
4008	TRAINING	850	440	1,000	993	1,000	0	1,000	0	0
4011	RATES	4,665	2,221	4,500	1,166	1,166	0	1,244	0	0
4012	WATER RATES	500	1,317	1,100	3,231	2,530	0	2,700	0	0

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Hall, Cemeteries & Allotments Committee, 11th March 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
4014	ELECTRICITY	5,200	10,768	36,000	11,534	15,265	0	16,792	0	0
4015	GAS	6,300	6,761	26,250	7,495	8,170	0	8,987	0	0
4016	CLEANING MATERIALS	2,460	1,921	3,000	1,412	2,000	0	2,000	0	0
4017	CONTRACT CLEAN/WASTE	3,850	3,305	3,500	1,965	3,500	0	3,735	0	0
4018	PHOTOCOPIER COSTS	100	45	50	51	50	0	50	0	0
4021	TELEPHONE/FAX	700	944	900	1,116	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	2,310	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	1,572	3,000	0	3,000	0	0
4036	PROPERTY MAINTENANCE	8,000	4,793	8,000	9,788	8,000	0	8,000	0	0
4038	OTHER MAINTENANCE	4,000	2,739	4,000	10,866	11,000	0	4,000	0	0
4042	EQUIPMENT	1,500	1,138	2,000	1,125	2,000	0	2,000	0	0
4043	SMALL TOOLS & EQUIPT	150	91	150	160	150	0	150	0	0
4045	LICENCES	4,000	555	4,000	2,477	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	11,740	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

Continued on next page

Annual Budget - By Committee (Actual YTD Month 10)

Note: Hall, Cemeteries & Allotments Committee, 11th March 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	20,679	17,322	22,459	6,811	8,263	0	9,215	0	0
4893	C/S O'HEAD RCHG	5,738	5,665	6,470	2,366	2,568	0	2,607	0	0
4896	MTCE STAFF RECHARGE	0	5,645	3,922	1,822	3,176	0	3,856	0	0
4897	MTCE O'HEAD RECHARGE	0	1,003	384	222	330	0	354	0	0
4899	DEPOT REALLOCATION	0	0	410	779	688	0	703	0	0
	<b>Overhead Expenditure</b>	157,679	138,371	226,839	147,227	187,655	0	196,450	0	0
	<b>104 Net Income over Expenditure</b>	-118,829	-92,678	-182,339	-78,770	-114,637	0	-118,295	0	0
6000	plus Transfer from EMR	0	0	0	7,778	7,778	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(118,829)</u>	<u>(92,678)</u>	<u>(182,339)</u>	<u>(70,993)</u>	<u>(106,859)</u>		<u>(118,295)</u>		
<b>105</b>	<b><u>BURWELL HALL</u></b>									
1000	C/EX. 1863 - SALES ALCOHOL	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	21,385	27,800	0	30,575	0	0
1052	EXPENSES RECOVERED	0	0	0	1,072	1,990	0	2,189	0	0
	<b>Total Income</b>	18,150	31,087	22,500	22,457	29,790	0	32,764	0	0
4001	SALARIES	38,090	36,269	41,308	37,963	45,888	0	52,256	0	0
4002	ER'S NIC	3,050	2,526	2,930	2,993	3,411	0	3,951	0	0
4003	ER'S SUPERANN	4,600	5,972	6,258	6,154	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	786	786	0	839	0	0
4012	WATER RATES	2,100	204	1,200	371	400	0	420	0	0

Continued on next page



Annual Budget - By Committee (Actual YTD Month 10)

Note: Hall, Cemeteries & Allotments Committee, 11th March 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
4014	ELECTRICITY	2,500	2,339	11,920	2,879	3,056	0	3,362	0	0
4015	GAS	4,000	6,445	15,000	5,619	7,788	0	8,567	0	0
4016	CLEANING MATERIALS	3,500	1,802	2,000	1,448	2,000	0	2,000	0	0
4017	CONTRACT CLEAN/WASTE	3,000	807	2,200	1,235	1,148	0	1,225	0	0
4021	TELEPHONE/FAX	300	222	300	171	213	0	268	0	0
4025	INSURANCE	340	516	550	585	589	0	592	0	0
4028	I.T.	1,000	601	1,000	513	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	5,917	6,000	0	5,000	0	0
4038	OTHER MAINTENANCE	2,100	1,771	2,100	1,489	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	3,405	4,132	0	4,608	0	0
4893	C/S O'HEAD RCHG	1,148	1,133	1,294	1,183	1,281	0	1,304	0	0
4894	GROUND STAFF RECHARGE	0	0	0	122	0	0	0	0	0
4895	GROUND O'HEAD RECHARGE	0	0	0	36	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	93	19,654	10,678	15,919	0	19,324	0	0
4897	MTCE O'HEAD RECHARGE	0	14	1,924	1,103	1,654	0	1,773	0	0

Continued on next page

Page 17

## Annual Budget - By Committee (Actual YTD Month 10)

Note: Hall, Cemeteries &amp; Allotments Committee, 11th March 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
4899	DEPOT REALLOCATION	0	0	2,054	3,769	3,450	0	3,524	0	0
	<b>Overhead Expenditure</b>	96,772	68,013	128,559	89,368	112,315	0	124,877	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(78,622)</u>	<u>(36,926)</u>	<u>(106,059)</u>	<u>(66,911)</u>	<u>(82,525)</u>		<u>(92,113)</u>		
<b>106</b>	<b><u>MADLEY PARK COMMUNITY CENTRE</u></b>									
1060	INSURANCE RECOVERED	400	412	440	494	494	0	526	0	0
	<b>Total Income</b>	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.(VATABLE)	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	681	826	0	921	0	0
4893	C/S O'HEAD RCHG	230	227	259	237	256	0	261	0	0
4896	MTCE STAFF RECHARGE	0	0	15	7	12	0	15	0	0
4897	MTCE O'HEAD RECHARGE	0	0	1	1	0	0	1	0	0
4899	DEPOT REALLOCATION	0	0	2	2	3	0	3	0	0
	<b>Overhead Expenditure</b>	3,822	6,395	3,815	1,423	3,807	0	3,974	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(3,422)</u>	<u>(5,983)</u>	<u>(3,375)</u>	<u>(929)</u>	<u>(3,313)</u>		<u>(3,448)</u>		
<b>301</b>	<b><u>TOWER HILL CEMETERY</u></b>									

Continued on next page

Annual Budget - By Committee (Actual YTD Month 10)

Note: Hall, Cemeteries & Allotments Committee, 11th March 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	1,107	2,650	0	2,828	0	0
1102	INTERMENT OF ASHES	3,000	11,933	9,000	9,028	11,550	0	12,324	0	0
1105	MEMORIAL FEES	3,511	4,622	3,500	4,842	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
<b>Total Income</b>		<b>23,275</b>	<b>42,402</b>	<b>31,889</b>	<b>34,166</b>	<b>42,380</b>	<b>0</b>	<b>44,288</b>	<b>0</b>	<b>0</b>
4001	SALARIES	11,970	12,227	12,541	9,213	13,720	0	14,639	0	0
4002	ER'S NIC	1,200	1,018	1,103	805	1,118	0	1,193	0	0
4003	ER'S SUPERANN	2,600	2,653	2,722	2,026	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	3,792	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	728	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

Continued on next page

Annual Budget - By Committee (Actual YTD Month 10)

Note: Hall, Cemeteries & Allotments Committee, 11th March 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
4042	EQUIPMENT	100	305	100	735	100	0	100	0	0
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	10,216	12,397	0	13,823	0	0
4893	C/S O'HEAD RCHG	3,443	3,399	3,882	3,549	3,843	0	3,911	0	0
4894	GROUNDS STAFF RECHARGE	0	1,993	8,416	2,914	4,881	0	8,980	0	0
4895	GROUNDS O'HEAD RECHARGE	0	1,037	3,108	3,286	3,636	0	4,260	0	0
4896	MTCE STAFF RECHARGE	0	22,293	73,017	53,613	59,143	0	71,790	0	0
4897	MTCE O'HEAD RECHARGE	0	3,380	7,146	5,450	6,145	0	6,586	0	0
4899	DEPOT REALLOCATION	0	0	7,630	10,800	11,818	0	13,092	0	0
<b>Overhead Expenditure</b>		<b>134,376</b>	<b>110,716</b>	<b>148,995</b>	<b>110,028</b>	<b>135,624</b>	<b>0</b>	<b>157,636</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(111,101)</b>	<b>(68,314)</b>	<b>(117,106)</b>	<b>(75,862)</b>	<b>(93,244)</b>		<b>(113,348)</b>		
<b>302</b>	<b>WINDRUSH CEMETERY</b>									
1100	BURIAL FEES	9,630	25,644	15,000	15,426	20,935	0	22,338	0	0
1101	GRANT OF RIGHTS	17,500	27,806	20,000	18,174	25,390	0	27,091	0	0
1102	INTERMENT OF ASHES	5,250	5,319	5,500	3,958	4,956	0	5,288	0	0

Page 20

Annual Budget - By Committee (Actual YTD Month 10)

Note: Hall, Cemeteries & Allotments Committee, 11th March 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
1105	MEMORIAL FEES	5,500	5,162	6,000	6,962	6,980	0	7,448	0	0
1106	MEMORIAL PLAQUES	100	0	0	0	0	0	0	0	0
<b>Total Income</b>		<b>37,980</b>	<b>63,930</b>	<b>46,500</b>	<b>44,519</b>	<b>58,261</b>	<b>0</b>	<b>62,165</b>	<b>0</b>	<b>0</b>
4001	SALARIES	11,970	12,227	12,541	9,213	13,720	0	14,639	0	0
4002	ER'S NIC	1,200	1,018	1,103	805	1,118	0	1,193	0	0
4003	ER'S SUPERANN	2,600	2,653	2,721	2,026	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	7,984	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	1,814	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	582	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	876	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
4099	MISCELLANEOUS	0	0	0	850	0	0	0	0	0
4350	PLAQUES PURCHASED	500	25	500	0	100	0	100	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 10)

Note: Hall, Cemeteries & Allotments Committee, 11th March 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
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
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	10,216	12,397	0	13,823	0	0
4893	C/S O'HEAD RCHG	3,443	3,399	3,882	3,549	3,843	0	3,911	0	0
4894	GROUND STAFF RECHARGE	0	1,993	8,416	2,030	4,881	0	8,980	0	0
4895	GROUND O'HEAD RECHARGE	0	1,037	3,108	1,478	3,636	0	4,260	0	0
4896	MTCE STAFF RECHARGE	0	20,695	131,269	71,566	106,327	0	129,064	0	0
4897	MTCE O'HEAD RECHARGE	0	3,080	12,848	7,922	11,049	0	11,841	0	0
4899	DEPOT REALLOCATION	0	0	13,718	19,296	22,046	0	23,539	0	0
	<b>Overhead Expenditure</b>	<b>187,444</b>	<b>112,554</b>	<b>223,981</b>	<b>142,355</b>	<b>203,246</b>	<b>0</b>	<b>236,617</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(149,464)</b>	<b>(48,625)</b>	<b>(177,481)</b>	<b>(97,836)</b>	<b>(144,985)</b>		<b>(174,452)</b>		
<b>303</b>	<b><u>CLOSED CH'YARDS ST MARYS/HOLY</u></b>									
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
	<b>Overhead Expenditure</b>	<b>4,500</b>	<b>3,333</b>	<b>13,000</b>	<b>985</b>	<b>15,500</b>	<b>0</b>	<b>18,000</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(4,500)</b>	<b>(3,333)</b>	<b>(13,000)</b>	<b>(985)</b>	<b>(15,500)</b>		<b>(18,000)</b>		

Annual Budget - By Committee (Actual YTD Month 10)

Note: Hall, Cemeteries & Allotments Committee, 11th March 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
<b>305</b>	<b><u>ALLOTMENTS</u></b>									
4013	RENT PAID	0	0	125	-5	125	0	125	0	0
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	2,554	3,099	0	3,456	0	0
4893	C/S O'HEAD RCHG	861	850	971	887	961	0	978	0	0
4896	MTCE STAFF RECHARGE	0	554	1,188	526	962	0	1,168	0	0
4897	MTCE O'HEAD RECHARGE	0	85	116	56	99	0	107	0	0
4899	DEPOT REALLOCATION	0	0	124	176	208	0	213	0	0
	<b>Overhead Expenditure</b>	<b>7,604</b>	<b>10,799</b>	<b>6,893</b>	<b>9,193</b>	<b>6,454</b>	<b>0</b>	<b>7,047</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(7,604)</b>	<b>(10,799)</b>	<b>(6,893)</b>	<b>(9,193)</b>	<b>(6,454)</b>		<b>(7,047)</b>		
<b>Halls, Cemeteries &amp; Allotments - Income</b>		214,916	304,974	255,381	306,011	365,111	0	398,280	0	0
<b>Expenditure</b>		730,328	598,109	899,770	672,216	871,083	0	942,905	2,000	0
<b>Net Income over Expenditure</b>		<b>-515,412</b>	<b>-293,135</b>	<b>-644,389</b>	<b>-366,205</b>	<b>-505,972</b>	<b>0</b>	<b>-544,625</b>	<b>-2,000</b>	<b>0</b>
plus Transfer from EMR		0	0	0	7,778	7,778	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<b>(515,412)</b>	<b>(293,135)</b>	<b>(644,389)</b>	<b>(358,428)</b>	<b>(498,194)</b>		<b>(544,625)</b>		

Annual Budget - By Committee (Actual YTD Month 10)

Note: Hall, Cemeteries & Allotments Committee, 11th March 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
<b>Total Budget Income</b>	214,916	304,974	255,381	306,011	365,111	0	398,280	0	0
<b>Expenditure</b>	730,328	598,109	899,770	672,216	871,083	0	942,905	2,000	0
<b>Net Income over Expenditure</b>	<u>-515,412</u>	<u>-293,135</u>	<u>-644,389</u>	<u>-366,205</u>	<u>-505,972</u>	<u>0</u>	<u>-544,625</u>	<u>-2,000</u>	<u>0</u>
plus Transfer from EMR	0	0	0	7,778	7,778	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(515,412)</u>	<u>(293,135)</u>	<u>(644,389)</u>	<u>(358,428)</u>	<u>(498,194)</u>		<u>(544,625)</u>		



## HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

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**Date:** Monday 11<sup>th</sup> March 2024

**Title:** Public Halls Report

**Contact Officer:** Venue & Events Officer

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### Background

The Corn Exchange

The Corn Exchange recently hosted an event to a company where the main hall was used for both physical attendance of over 100 employees with other nationwide staff joining via WebEx to view the content on the main screen. Excellent feedback received from the hiring company that aligns very well with the business plan.

### Gallery Room Conferencing Equipment

Officers have been researching to improve the IT facilities in the Gallery Room to improve the experience for existing internal and external customer and increase future hiring opportunities.

Historically the option has been to use a pop-up projector screen and portable projector which would be set up by request for any group who wished to use it. Officers felt that this is an outdated way of operating, acknowledging the needs of the modern businesses and the requirement for the Corn Exchange to be viewed as a modern multipurpose venue. Officers have researched the best use of the budget available to get the maximum return in both aesthetic and functionality and having reviewed multiple options have concluded that the most practical, responsible and sensible way to proceed is to use the projector screen that was replaced in the Main Hall and the existing Epsom projector. The projector would be ceiling mounted and integrated into the new infrastructure, and the projector screen would be situated on the left-hand wall of the Gallery Room as you enter.

Please refer to **Appendix 1** for details of the lowest quotation obtained that includes supply and installation of all equipment, setup and configuration, plus 6 months support which can be extended. Soundbar, web camera and microphones would be provided which will allow for easy use and can be marketed to businesses and other hirers as a valuable addition to the functionality of the Corn Exchange as a multipurpose hall.

The equipment has the added benefit of enabling hybrid/live streaming of Council meetings, a recommendation of the Council in 2021. The Policy, Governance and Finance Committee were in favour of supplying the equipment and delegated the decision on purchase to the Democratic Services Officer. Since that time, the landscape has changed, and the Government has reached a decision to not allow Councils to hold virtual meetings; this equipment meets the criteria to provide this option in the future.

### **Maintenance update**

In April George Murray Carpentry will commence work on the new storage solutions in the Corn Exchange. Work will be focused on three areas listed below and will run consecutively to minimise disruption to the hall and its hirers. Works and benefit are as follows:

- **Understairs:** Work will be undertaken to create a lockable cupboard which will serve to store the summer POS and the 'A Frames' used to advertise the events, this will keep signs out the way in the evening and will make the area under the stairs look clearer and more presentable for people visiting the venue.
- **Hall Passageway Storage:** The area directly to the right when you walk into the Main Hall has become a default storage area for the café outdoor furniture, including parasols, as well as the logical place to store the round banquet tables used for events including the Civic Reception, weddings, and seated music events. By installing a lockable doorway across the corridor this equipment can be shut away and the rear of the seating will be smart and presentable to the public when entering the Main Hall. The door will be painted to match the rest of the corridor and a snap frame will be fixed to it allowing for additional advertising. The access to the kitchen will not be impaired and there will be no disruption for any group using the hall.
- **Stage Storage:** As you enter the Main Hall, behind the doorway on the lefthand side of the hall leading to the green rooms, the stairwell is going to be converted into a hall storage area. The Main Hall has approximately 80 loose chairs and 25 trestle tables which are currently stored at behind the wing curtains and main curtain at the back of the hall. This is not recommended as hirers need these areas clear to access and use, as well as becoming a health and safety risk as stored items are not visible behind the curtains. The new storage area will comfortably store all the equipment and when being built the Venue Officer will look at the possibility of future proofing the build if there was any way to adapt for additional levels of storage. The door leading out of the Main Hall will be re-hung so that it won't open into the storage area, the stairs on that side of the stage will be removed and a stud wall will be installed to run to the ceiling behind the stage and finished to a standard which will blend in to the existing décor. This side is not designated a fire escape route, so this will not affect any fire escape routes or impact the capacity of the Hall for seated or standing events.

## **Reduced Hall Hire Request**

The Council has a schedule of fees and charges for Hall hirers which are agreed annually during budget-setting, usually for 4-hour hire slots. As policy, these charges are set by the Council and are therefore upheld other than minor movement, including temporary introductory charges and 2-hour fees (where the other 2-hours can be let).

A request has been received from White Feather Spiritual Events to reduce from a 4-hour slot to a 3-hour slot for its regular fortnightly weekday evening booking in the Gallery Room at the Corn Exchange. The Bookings Office has calculated a 3-hour 2024/25 charge at £53.40, a reduction from the 2024/25 4-hour charge of £69.00.

The hirer has been a regular customer at the Corn Exchange for approximately ten years and has therefore provided a regular income stream for the Council throughout that time. The request does, however, not fall within agreed guidelines and if the Committee were agreeable, it could set a precedent. If the Committee is not favourable, there is a risk that if the hirer were to leave, the council may not be able to fill the position with a replacement, although the Venue staff would work to ensure this vacancy would be filled as soon as possible. Recommendations following later in this document.

## **Staffing**

All staff continue to work well and strive to uphold the reputation of the Town Council and hirers using the halls. No recent change of personnel.

## **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.

- Loss of earning by reducing set hours for room hire
- This could be offset, or income increased by a greater number of bookings for smaller slots

## **Financial implications**

Described here or as stated in the report above.

No historical data collated at present however using experience and knowledge operating a flexible booking system would attract more potential customers.

A budget of £5,000 was set aside in 2021 to enable the Council to hold hybrid/virtual meetings. Following the Government decision on this, the budget was added back to the general reserve/rolling capital fund. A supplementary estimate would be required for the purchase of the equipment.

As the quote contains a specialist offer of equipment, equipment, training and support on hybrid meeting technology this is the only quote obtained by officers.

### **Recommendations**

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

1. That, the request from White Feather Spiritualist Group be permitted from 1<sup>st</sup> April 2024 and revisited if a request is received from a new regular hirer prepared to pay the full 4-hour slot for the session is received and/or at six monthly intervals.
2. That, members support the attached quote for the upgraded conferencing system/hybrid meeting technology in the Gallery Room at the Corn Exchange.

Document is Restricted

## HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

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**Date:** Monday, 11 March 2024  
**Title:** Public Halls Business Report  
**Contact Officer:** Venue & Events Officer

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### 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 continuing to expand on the event program of the venue for 2024/25.

The past couple of months have seen a variety of popular in house and third-party events including:

- **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 hosted a successful Elton John tribute show in February this year. Soundbite UK unfortunately had to cancel another show at late notice in February due to illness in the band they had booked. This is an unfortunate part of the live performance industry and was an unavoidable situation. However, it has raised concern and the venue and event staff will be looking into updating our cancellation policy to better protect our loss of earnings from late cancellations.

Our first in-house promotion of 2024 was hosted on 23 February with live music from UK touring band Thrill Collins, supported by local artist, Torrin. The event was a success financially and performatively, with great verbal feedback from attendees on the night. This event followed the trend of previous live music standing events by seeing a good return on bar sales as shown in the table below.

Event & Date	Tickets Sold	Ticket Revenue	Event Cost	Bar Revenue
Thrill Collins 23/02/24	116	£1,624	£1472 (tbc)	£1209.50

- **Comedy** – Following the success of live comedy shows hosted by Soundbite UK in 2023, the market for live comedy in Witney had become more saturated with other venues picking this up and putting on similar calibre comedians. After discussion with the promoter, we have decided to take over the relationship with the booking agent, to provide a higher standard of comedians for the venue, to attempt to set ourselves apart from the other comedy nights happening locally. The first night is on Saturday 9 March featuring Live at The Apollo act Paul McCaffery as headline. Sales for this show got off to a fast start but have slowed down a little more than anticipated, which we expect to be due to unfortunate circumstances leading to the staff member responsible for marking events absent during an important phase of

marketing this event. We have a second comedy night lined up for May and will be focusing our attention on making this one as close to a sell out as possible and will evaluate the success from there.

- **Over the Hill Festival 26<sup>th</sup> August (Bank Holiday):** An external promoter has been organising a dual-venue event (Corn Exchange and Fat Lils) showcasing top quality roots and americana music. The previous event, held at Cogges Farm, saw a great turnout of people from all over the UK. The promoter has requested that we run this event as a 70/30 ticket revenue split (Town Council receiving 30%) rather than a straight hiring fee and the venue & events officer would recommend that the Council support this proposal.
- **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 drafted a collection of wedding packages to modernise and develop what we can offer, in the aim of increasing the number of weddings hosted at the venue. These packages will be finalised and submitted at the next HC&A committee meeting on 28 May.

### **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.

- **Marketing:** The venue and event staff will be developing a stronger marketing strategy as a priority for events and the venue as a whole. This will aim to boost hall usage, café custom and event attendances.
- **Programming:** The venue and event staff will be continuing to focus on the development of the events program and have noted previous suggestions of Folk music and events suited for under 18s and will build those into the offering. We are in communication with the management of Fat Lils, Langdale Hall and The Green Rooms Studio 7 to ensure a wide range of programming and no date clashes to help promote the success of all venues in the town

The Venue & Event staff are aiming to provide a wide variety of events at The Corn Exchange, to take it 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 Events are 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 and consider the external promoter request for a ticket share for the Over the Hill event over the August Bank Holiday.



### Policy Document

#### Illumination of Corn Exchange for Events

Witney Town Council welcomes engagement within the Community and will consider all reasonable requests to illuminate the interior of the Corn Exchange a certain colour (1863 Cafe & Gallery Room windows) to help mark local or national commemorations/campaigns. The procedures and criteria for handling these requests so they can be dealt with in a consistent and fair manner, are as follows:

1. The Council will light up the interior of the Corn Exchange, in a particular colour, where practicably possible, in response to requests from organisations, charitable or other groups where the requests are deemed eligible (see point No 2).
2. Requests for lighting up the interior of the Corn Exchange for the following purposes will be deemed as eligible:
  - a) To raise awareness of charities nominated by the Mayor
  - b) To mark events directly organised or financially supported by the Council\*
  - c) To mark events not directly organised by the Council but which may be held wholly or in part of Witney and be regarded as of significant benefit to the town from a tourism or promotional perspective\*
  - d) Charitable, community or other non-profit making organisations based in, with a significant connection to, or from a resident of Witney and which are celebrating a significant anniversary or occasion\*

\*Illumination will only be considered following a formal written request.

3. Any requests which are judged to be of a political or potentially controversial nature, or do not meet the above criteria, will be decided through consultation between the Town Clerk, The Leader and Mayor of Witney Town Council. The decision taken by the Council is final.
4. Illumination of the Corn Exchange will usually only take effect on the day/night which corresponds to the campaign or commemoration for approximately 24 hours (dependent on appropriate staffing and events already on in the hall – for example, if an event is being held until late in the evening, the lights will not be viewable until it has finished).
5. Requests for annual illumination on a particular date need to be made in writing and considered by the Council. If the date of an annual event falls on a different day each year, it is the requestors responsibility to inform the Council.
6. Requests should be received at least eight weeks in advance of the date on which the buildings are to be illuminated, to allow suitable time for the request to be considered. The Town Council cannot guarantee requests for illumination on dates within eight weeks of the proposed date.



7. Where a request has been made for the same date by more than one group or organisation, illumination will be allocated on a first come, first serve basis.
8. The Town Council will only publicise the illumination of the building for events directly organised by the Town Hall or within the sphere of the Council's influence. All other requestors should carry out their own publicity, if they wish to do so, following agreement of illumination.

Requests for illumination of the interior of the Corn Exchange need to be made in writing to:

The Town Clerk

Town Hall, Market Square, Witney, OX28 6AG

e-mail: [info@witney-tc.gov.uk](mailto:info@witney-tc.gov.uk)

## HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

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**Date:** Monday, 11 March 2024  
**Title:** Closed Churchyards Update  
**Contact Officer:** Operations Manager - Angus Whitburn

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### **Background**

There are currently two series of works underway in the closed churchyards. The first is repairs to a 40-metre section of the west boundary wall, running alongside the glebe of St Mary's Church. The second is repairs to the entrance arch and pillars of Holy Trinity Church. The purpose of this report is to update the Council on the progress of these works.

### **Current Situation**

#### **St Marys Boundary Wall**

The works to St Mary's boundary wall requires a faculty, the application for which has been ongoing since the 21 December 2022. It is now entering its final stage of faculty approval. The 28-day public notice period has been posted and once complete it will pass to the Chancellor to make his determination for final approval.

#### **Holy Trinity Arch Repairs**

The Parochial Church Council (PCC) of Holy Trinity need to make final approval on these works for Witney Town Council to make final submission. A full series of works has been issued to Holy Trinity's PCC once minutes and approval are submitted Witney Town Council will then submit for the Archdeacon's determination.

### **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.

### **Financial implications**

Described here or as stated in the report above.

- Council approved the budget increase to £16,000, 4036/303 for closed churchyard, property maintenance at the Hall Cemeteries & Allotments meeting on the 6 November 2023. This budget was increased to cover the works at Holy Trinity.
- £10,000 from the budget 4036/303 is rolled into a fund to cover the works at St Mary's boundary Wall.

### **Recommendations**

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