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Halls, Cemeteries & Allotments
Committee Meeting of Witney Town Council



Monday, 11th November, 2024 at 6.00 pm

To members of the Halls, Cemeteries & Allotments Committee - R Crouch, D Enright, J Aitman, D Edwards-Hughes, D Newcombe, J Robertshaw, R Smith and O Collins (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 Deputy Town Clerk or Committee Clerk know before the start of the meeting.

Agenda

1. **Apologies for Absence**

To consider apologies and reasons for absence.

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

Standing Order 30(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 - 8)

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Minutes held on 16 September 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: Revised Revenue Budget 2024/25 and Draft Base Revenue Budget for 2025/26** (Pages 9 - 25)

To receive and consider the report of the Responsible Financial Officer (RFO) and the Draft Revised Revenue Budget for 2024/25 and Draft Budget for 2025/26

6. **Revenue Growth Items, Special Revenue Projects, and Capital Projects** (Pages 26 - 29)

To receive and consider the report of the Responsible Financial Officer (RFO) with an update on the current year's work programme relating to Capital and Special Revenue Projects; as well as projects identified during the course of the year for inclusion as Revenue Growth Items or Special Revenue Projects in the Council's Revenue Budget or Capital Projects for 2025/26 and beyond.

7. **Schedule of Proposed Fees and Charges 2025/26** (Pages 30 - 34)

During the Budget Setting Cycle the Council reviews its Fees and Charges for various facilities and services it operates.

Included is the schedule of charges in respect of the assets and services which fall under the responsibility of this Committee, and the Committee is requested to review and approve or amend, as necessary

Public Halls

8. **Public Halls Report** (Pages 35 - 41)

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

9. **Corn Exchange Business Report** (Pages 42 - 48)

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

Cemeteries & Closed Churchyards

10. **Closed Churchyards & St Mary's Church Updates**

To receive a verbal update from the Chair and/or officers following a meeting with Church representatives on 10 October 2024.

Allotments

11. **Witney Allotments Association**

To receive a verbal update from the Chair and Town Council Officers, as appropriate and consider a request for a subsidised let of the Corn Exchange from WAA for its Annual General Meeting.

12. **Exclusion of Press and Public**

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

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

13. **Property Matters** (Pages 49 - 54)

To receive a confidential report from the Town Clerk/CEO.



Town Clerk

Agenda Item 3

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

Held on Monday, 16 September 2024

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

Present:

Councillor R Crouch (Chair)

Councillors:	J Aitman	J Robertshaw
	D Edwards-Hughes	R Smith
	D Newcombe	O Collins
Officers:	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Thomas Davies	Deputy Venue & Events Officer
	Tomas Smith	Venue & Events Officer
	Nigel Warner	Responsible Financial Officer
	Adam Cook	Project Officer
Others:	No members of the public.	

H485 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor D Enright, Councillor G Meadows attended as a substitute.

H486 DECLARATIONS OF INTEREST

Councillor D Edwards-Hughes declared a personal, non-prejudicial interest in Agenda Item 9 by virtue of the CEO of the ICE centre being known to him as a fellow member of the West Oxfordshire Conservatives Association.

There were no other declarations from Members or Officers

(Councillor G Meadows joined the meeting at 6:04pm)

H487 MINUTES

The minutes of the Halls, Cemeteries & Allotments Committee meeting held on 8 July 2024 were received.

H372 – Members were updated that the proposed work to the church path were due to be commenced by Oxfordshire County Council soon.

H374 – Officers advised of the difficulty of obtaining the Metro Newspaper as it was only available via the Oxford Tube bus giving staff only one opportunity to collect a copy.

H385 – The replacement fencing at Newlands Allotments was complete. The Allotments Association was in contact with affected allotments holders ahead of agreeing access for the fencing to be installed at Hailey Road.

Resolved:

That, the minutes of the Halls, Cemeteries & Allotments Committee meeting held on 8 July 2024 be approved as a correct record of the meetings and be signed by the Chair.

H488 **PUBLIC PARTICIPATION**

There was no public participation.

H489 **FINANCE REPORT**

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

Members were pleased to see that with four months elapsed of the financial year income and expenditure were in line with budget projections.

In response to a Members question regarding the Councils two largest costs, Staffing and Energy, the RFO confirmed that he would prepare a summary document for presentation at a future meeting.

The Leader of the Council reminded members of the importance to consider items to be included in the 2025/26 budget as these would need to be included in the next cycle of meeting discussions.

Recommended:

1. That, the report be noted and,
2. That, the management accounts of the Halls, Cemeteries & Allotments Committee for the period 1 April to 31 July 2024 be approved and,
3. That, the RFO prepares a review of the overall position of energy and staffing costs against budgets.

H490 **RESIDENT SATISFACTION SURVEY RESULTS**

The Committee received and considered the report of the Deputy Town Clerk (DTC) which provided details of actions taken in response the residents survey conducted earlier in the year.

A Member raised the ongoing issue of dog mess and the Committee recognised the difficulty in encouraging dog owners to respect the town and its green spaces. Members understood the continued work put in by Officers to promote the issue via notices and social media. It was requested that Officers again issue a press release to the Witney Gazette for inclusion in the printed press.

Resolved:

1. That, the report be noted and,
2. That, Officers issue a press release regarding dog mess to the Witney Gazette.

H491 **CORN EXCHANGE BUSINESS REPORT**

The Committee received and considered the report along with a verbal update from the Deputy Venue & Events Officer (DVEO) concerning the recent and upcoming events in the public halls.

Members agreed with the DVEO in his assessment as to the poor attendance figures for the children's summer film showings which had previously been very well attended. Members understood the reasons that the last two screenings were cancelled.

The Committee heard that following the scaling back for the classic film club, that a new daytime film matinee screening was to be introduced with the hope it would appeal to a larger audience.

Members also received updates on the ideas to increase promotion of events, the successful summer outside music events, a wedding fayre event and also the upcoming events schedule.

Lastly, the DVEO reminded members of the arrangements for the Advent Fayre event on 1 December as their support was pivotal to the running of the event.

Resolved:

1. That, the report and verbal update be noted and,
2. That, Officers investigate the benefits of paid social media marketing.

H492 **PUBLIC HALLS REPORT**

The Committee received the report and verbal update of the Venue & Events Officer regarding requests for capital expenditure.

Members were pleased to hear the news that the Gallery Room conference equipment installation was due to be completed on 23 September as this would increase its potential for hire.

The Committee welcomed the suggestions outlined in the report which were felt would raise the profile of the Corn Exchange and illustrate the Councils commitment to reduce its carbon footprint. However, without full details of costs Members could not give a firm commitment.

Therefore, they looked forward to receiving full costings at the next meeting of the Committee and evaluate if these costs could be met from either existing budgets or should be included in the 2025/26 budget setting.

Resolved:

1. That, the report and verbal updates be noted and,
2. That, Officers explore the costs of a replacement website provider, energy saving external noticeboards, a replacement internal noticeboard, external promotional flags and replacement Kitchen Equipment and,

3. That, an update be provided to the next Committee meeting on 11 November so that costs be considered for budget purposes.

H493 **LANGDALE HALL RENOVATION & MADLEY PARK HALL PARTITION**

The Committee received the report of the Project Officer along with a verbal update.

Members heard that Officers were working closely with the tenant of Langdale Hall to explore and assist in the application for potential grant funding to finance the works that were required. Members were unanimous in agreement that the programme of works was necessary to protect the historic building, the tenancy and support a much-needed community service that the tenant provided.

The Project Officer confirmed that the works at Madley Park Hall had been successful, and they would be completed later the same week.

Resolved:

That, the report and verbal update be noted.

H494 **PUBLIC HALLS BUSINESS PLAN UPDATES**

The Committee received and considered the updated Business Plans for Burwell Hall and Café 1863 which has been prepared by the Venue & Events Officer who explained that a quarterly update would be provided in respect of the Objectives in the plans.

A Member asked that the Financial Appraisal section of the plans make it clear that the venues, particularly Burwell Hall, are a community asset and that there would always be a cost to provide them. All members were in agreement.

A Member outlined her thoughts in respect of the need to quantify the value of Café 1863 as a standalone operation, after two years of trading she felt that it was important to evaluate prices and focus on costs. It was agreed that though savings could be made via staffing it was important to not lose the level of service provided; many of the Café's customers experienced a reduced level of social contact and the café was a valuable resource to these individuals/groups.

Resolved:

1. That, the report and verbal update be noted and,
2. That, the Financial Appraisal section be updated to reflect the comments of the Committee and,
3. That, costs of the Café be reviewed and monitored by Officers and,
4. That, the next update of the Business Plans Objectives be provided to the meeting of the Committee on 20 Jan 2025.

H495 **WINDRUSH CEMETERY - MEMORIAL MONOLITH**

The Committee received and considered the report of the Operations Manager in respect to the installation of a memorial monolith within Windrush Cemetery.

Members all agreed that the proposed location of the memorial was more fitting and created an easier access to those visiting the cemetery to pay respects. Members also agreed that the cost for new plaques should remain the same and should any existing plaque require relocating, then this cost would be borne by the Council.

The Committee considered the options of Oak or Stone, a vote was taken, with 5 members in favour of Oak and 2 in favour of Stone.

Recommended:

1. That, the report be noted and
2. That, the installation of an Oak monolith be installed for the approximate sum of £850 and,
3. That, the cost of a plaque to remain at £60.50 and,
4. That, the costs of any plaques to be relocated be borne by the Council.

The meeting closed at: 7.20 pm

Chair

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE



Agenda Item: Finance Report: Revised Revenue Budget 2024/25 and Draft Base Revenue Budget for 2025/26

Meeting Date: 11 November 2024

Contact Officer: Responsible Financial Officer

Should Members have any queries about this report advance notice would be appreciated, in writing, by 12 noon on Monday 4 November to allow for a full response at the meeting.

Background

Each year the Committees of the Council review their estimate of income and expenditure so that proposals can be submitted to the Council in relation to revised revenue estimates for the current year and proposals for the next year. Consequently this report presents Members the revised budget for 2024/25 and the first draft of the revenue budget for 2025/26, in the attached document, for the cost centres which are the responsibility of this Committee.

The budget process is ongoing and there is further work to do. Therefore an updated report on all cost centres which are the responsibility of this committee will be presented later in the budget cycle.

Current Situation

For the Parks and Recreation Committee the following cost centres are in place and these are shown in the report. Cost centres, comprising three digits, typically represent a discrete service entity, to which income and expenditure is allocated against previously agreed revenue budgets.

For the Halls, Cemeteries and Allotments Committee the following cost centres are in place.

Cost centre	Service
102	Langdale Hall
103	Bars
104	Corn Exchange
105	Burwell Hall
106	Madley Park Community Centre
301	Tower Hill Cemetery
302	Windrush Cemetery
303	Closed churchyards – St Mary's/ Holy Trinity
305	Allotments

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

The format of this report is straightforward; the first two columns relate to the original budget from 2023/24 against the actual figures for last year. The middle columns relate to the current year’s original budget, actual expenditure year to date, the projected budget to 31st March 2025. The right-hand columns relates to the draft budget for 2025/26.

The Committee’s revenue budget growth items for 2023/24, and its capital/special revenue projects programme for 2023/24 and beyond are dealt with as a separate budget item.

BUDGET PARAMETERS – DRAFT ESTIMATES 2025-26

Draft budgets are prepared on current activities and patterns of income and expenditure. At this stage most of the budget lines have been kept as previously agreed unless there are known variations.

When considering the estimates the RFO examines each individual budget line, looking at the historic trends and known future developments so a flat percentage is not applied uniformly across the estimates. There has been significant inflationary pressure over recent years, peaking at 14.2% in the year to October 2022 (Retail Prices Index). However this year has seen falling inflation albeit inflation varies according to different activities. Where a cost-of-living increase has been applied, 2% has been used for 2025-26 and this has been applied to fees and charges.

There remains uncertainty regarding gas and electricity prices and these could change depending on the unstable international circumstances. The contract placed for 2024-25 and energy efficiency improvements made by the Council mean that the revised energy budgets for 2024-25 will show savings against the original and my current judgement is that there is enough allowance within the original 2024-25 estimates to not apply an increase in 2025-26.

It is anticipated that commercial water rates will rise well ahead of inflation, perhaps as high as 18% in the Thames Water area and this is being factored in.

The pay increase has now been agreed at £1,290 across all pay grades, the equivalent of 67p per hour. In percentage terms this is equivalent to 5.76% for the lowest of the NALC (National Association of Local Councils) pay points. At the higher end of the pay scales the agreement allows for a 2.5% increase. For 2025-26 the estimates will take account of the changes to employer’s national insurance and allow for a 5% pay increase.

Finally, CPI (Consumer Prices Index) is 1.7% (September 2024) and RPI (Retail Prices Index) is 2.7% (September 2024).

REVENUE BUDGET SUMMARY

The Base Revenue Budget for this Committee is summarised on page one of the attached schedules.

On this occasion I have provided a commentary on individual budget lines by saving the report to a Word document and then adding in notes. However Members may wish to note the following general comments:

1. The actual year to date figures are for the first half year, the period April to September 2024 and include the recharges from central budgets.
2. Income - this year the café/bar and Corn Exchange will exceed budget; Burwell Hall is in line with budget. Burial income -notoriously difficult to predict – is higher at Tower Hill and lower at Windrush Cemetery; taken together cemetery income is slightly ahead of budget. I have based income budgets for 2025-26 on performance during the last year.
3. The Council is now accounting for earmarked reserve movements differently. The previous system, used by this and other councils, was to represent in-year funding from earmarked reserves as negative expenditure (4995 – transfer from earmarked reserves) and transfers to earmarked reserves as expenditure (code 4991). These fund movements are now shown in these reports as a “below the line” adjustment “Transfer from/to EMR” so they do not impact on expenditure but are correctly shown as funding. Appropriate adjustments were made in the 2023-24 accounts. The intention is also that such transfers are undertaken at or shortly after expenditure has been incurred.
4. As previously mentioned, two years on from the transfer of grounds maintenance from a contractor to an inhouse team, cost centres 605 and 606 (general and grounds maintenance teams) have been combined into a new cost centre 601. Non-staff related costs have been transferred to cost centre 604 (depot and associated). With regard to these recharges and also the central support recharges, these budgets are the responsibility of the Policy, Governance and Finance Committee, to which they will be presented later in the cycle. However an initial estimate for 601, 602 and 604 has been made and included. Note that for the works team recharges (601 and 604), the actual year to date is based on analysis of weekly timesheets, which itself has been undertaken in more detail this year. However it is more efficient at this stage to estimate the revised recharges for 2024-25 and the estimates for 2025-26 by simply applying a percentage change for each total recharge against the original estimates. This means that some individual recharge lines may look odd, with year-to-date expenditure higher than the projected year end. I intend to address this at a later

date but for now it is much safer to estimate revised 2024-25 and projected 2025-26 based on a percentage of original 2024-25.

5. Grounds maintenance costs are where possible now directly allocated to service codes rather than being apportioned from cost centre 604 (depot). As part of the budget process the corresponding budgets have been transferred to the relevant cost centres and this is indicated on the budget report. This increases direct cost centre expenditure but decreases the recharge from 604. The net impact varies from cost centre to cost centre but all things being equal there is no overall impact on the bottom line. Note though that there is significant inflationary pressure on grounds maintenance with overall costs rising above headline inflation.

Overall the budget estimates show:

Original 2024-25 revenue budget: £546,626

Revised 2024-25 revenue budget: £446,828

Proposed 2025-26 revenue budget: £547,841

Note the above figures will likely change when the works/ central budgets and earmarked reserve movements considered by the Policy, Governance and Finance Committee. The Council has major ongoing capital projects and is also taking on new facilities and this will be an important consideration in setting a balanced budget.

The bottom line on the revenue budgets for this committee appear to indicate little movement on the estimates but within the detail Members will see some significant variations line by line.

It will become clearer as the budget cycle unfolds that there are significant budgetary pressures on the Council.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – no implications directly resulting from this report.
- b) Biodiversity - no implications directly resulting from this report.
- c) Crime & Disorder - no implications directly resulting from this report.
- d) Environment & Climate Emergency - no implications directly resulting from this report.

Risk

In decision making Councillors should consider any risks to the Council and any action it can take to limit or negate its liability. The RFO has approached the budget with prudence so as accurate budget as possible can be set at this early stage, although there may be some opportunities to make savings if required to balance the budget.

The provision of regular financial reports is part of the Council's risk management system.

Social Value

Social value is the positive change the Council creates in the local community within which it operates. Social value is not quantified in the financial reports but clearly the creation of social value is dependent on setting adequate budgets to meet the Council's objectives.

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.

This report forms part of the Council's mechanisms for budgetary control, as it enables income and expenditure incurred to be reviewed and to be compared with the Council's budgets.

Recommendations

Members are invited:

Members are invited to note the report and consider the revised base revenue budget for 2024/25 and the estimated base revenue budgets for 2025/26, as detailed in the draft estimates.

WITNEY TOWN COUNCIL 2024-25

Annual Budget - By Committee (Actual YTD Month 6)

Note: Revised estimates 2024/25 and estimates 2025/26; Halls, Cemeteries and Allotments Committee 11 November 2024, agenda item 5.

		Last Year 2023-24		Current Year 2024-25			Next Year 2025-26			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Halls, Cemeteries & Allotments										
102 LANGDALE HALL										
1050	RENT RECEIVED	20,302	20,677	26,007	12,990	25,979	0	25,979	0	0
1052	EXPENSES RECOVERED	200	205	171	91	360	0	370	0	0
1060	INSURANCE RECOVERED	650	728	764	0	1,934	0	950	0	0
Total Income		21,152	21,610	26,942	13,080	28,273	0	27,299	0	0
4021	TELEPHONE/FAX	200	230	171	126	303	0	310	0	0
4025	INSURANCE	750	818	928	765	928	0	950	0	0
4036	PROPERTY MAINTENANCE	1,000	1,345	3,000	0	3,000	0	1,000	0	0
4038	OTHER MAINTENANCE	1,000	340	1,000	0	1,000	0	1,000	0	0
4048	ENG.INSPEC.(VARIABLE)	450	345	368	575	575	0	585	0	0
4059	OTHER PROF FEES	1,000	0	1,000	0	0	0	1,000	0	0
4888	O/S STAFF RECHARGE	0	0	1,039	997	984	0	1,172	0	0
4890	O/S O'HEAD RECHARGE	0	0	95	67	69	0	74	0	0
4892	C/S STAFF RCHG	4,492	4,105	4,607	2,138	4,276	0	5,386	0	0
4893	C/S O'HEAD RCHG	1,294	1,622	1,304	810	1,494	0	1,484	0	0
4896	MTCE STAFF RECHARGE	1,057	542	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	103	63	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	110	188	189	244	163	0	158	0	0
Overhead Expenditure		11,456	9,597	13,701	5,722	12,792	0	13,119	0	0
Movement to/(from) Gen Reserve		9,696	12,012	13,241	7,359	15,481		14,180		

Commented [NW1]: Rent from ICE centre - next review 2027

Commented [NW2]: Any unused sums will be transferred to earmarked reserves therefore for budgeting purposes this and similar budgets are shown as fully expended

Commented [NW3R2]: As per written report all revised 2024-25 and projected 2025-26 estimates are based on the %age allocated to the cost centre in relation to the original estimate.

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WITNEY TOWN COUNCIL 2024-25

Annual Budget - By Committee (Actual YTD Month 6)

Note: Revised estimates 2024/25 and estimates 2025/26; Halls, Cemeteries and Allotments Committee 11 November 2024, agenda item 5.

		Last Year 2023-24		Current Year 2024-25			Next Year 2025-26			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
103	BAR/ CAFE									
1000	C/EX. 1863 - SALES ALCOHOL	22,500	37,255	34,736	16,836	35,100	0	37,500	0	0
1001	C/EX. 1863 SALES - FOOD	20,000	27,405	28,660	17,799	34,000	0	35,700	0	0
1002	C/EX. 1863 BAR HIRE CHARGE	750	1,067	1,430	517	1,033	0	1,055	0	0
1003	C/EX. 1863 SALES - SOFT DRINKS	0	7,537	7,064	5,333	8,600	0	9,030	0	0
1009	CORN EX.1863 CAFE- HOT DRINKS	39,000	70,391	74,800	49,489	91,300	0	96,000	0	0
1090	BURWELL HALL BAR - ALCOHOL	6,000	3,819	6,600	1,071	2,600	0	3,200	0	0
1091	BURWELL HALL BAR HIRE CHARGE	150	0	150	0	0	0	153	0	0
	Total Income	88,400	147,473	153,440	91,045	172,633	0	182,638	0	0
3000	BAR PURCHASES - DRINK	11,500	22,782	21,000	12,980	21,300	0	22,875	0	0
3001	BAR PURCHASES - FOOD	10,000	18,970	17,196	10,800	20,400	0	21,420	0	0
3009	CAFE PURCHASES - HOT BEVERAGES	14,000	17,750	19,448	11,905	22,600	0	24,000	0	0
3010	PROMOTIONS	0	1,013	0	2,554	4,200	0	4,450	0	0
	Direct Expenditure	35,500	60,516	57,644	38,239	68,500	0	72,745	0	0
4001	SALARIES	66,953	113,788	105,307	60,696	112,400	0	107,000	0	0
4002	ER'S NIC	7,356	5,406	4,566	3,530	6,510	0	9,900	0	0
4003	ER'S SUPERANN	3,459	5,761	5,124	3,160	6,570	0	7,000	0	0
4007	PROTECTIVE CLOTHING	750	180	750	0	300	0	500	0	0
4016	CLEANING MATERIALS	300	66	100	54	100	0	100	0	0
4038	OTHER MAINTENANCE	750	495	500	0	500	0	500	0	0
4042	EQUIPMENT INC. FURNITURE	5,000	6,440	5,000	3,415	5,000	0	5,000	0	0
4059	OTHER PROF FEES	700	600	700	300	700	0	700	0	0
4099	MISCELLANEOUS	1,000	973	1,000	261	250	0	1,000	0	0
4892	C/S STAFF RCHG	11,229	5,155	4,608	4,260	4,608	0	5,387	0	0

Commented [NW4]: Burwell bar functions down on previous year; due to small number of bar functions the income will vary considerably year on year

Commented [NW5]: Projecting 17% increase for 24/25 against original estimate

Commented [NW6R5]: All purchase estimates based on fixed %age cost of sales against the relevant income line(s). Margins have improved during last year.

Commented [NW7]: Surplus (profit) after cost of sales = £109,893

Commented [NW8]: Salary figure based on estimate from halls management regarding weekly staffing requirement. Will vary according to the number of additional evening events and Burwell functions

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WITNEY TOWN COUNCIL 2024-25

Annual Budget - By Committee (Actual YTD Month 6)

Note: Revised estimates 2024/25 and estimates 2025/26; Halls, Cemeteries and Allotments Committee 11 November 2024, agenda item 5.

		Last Year 2023-24		Current Year 2024-25			Next Year 2025-26			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4893	C/S O'HEAD RCHG	3,235	1,798	1,304	873	1,494	0	1,484	0	0
4896	MTCE STAFF RECHARGE	0	436	0	0	0	0	0	0	0
Overhead Expenditure		100,732	141,099	128,959	76,549	138,432	0	138,571	0	0
Movement to/(from) Gen Reserve		(47,832)	(54,143)	(33,163)	(23,743)	(34,299)		(28,678)		
104 CORN EXCHANGE										
1007	CORN EXCHNGE LETTING	38,500	62,539	57,314	30,714	66,000	0	68,000	0	0
1014	EVENTS INCOME	4,000	12,817	13,609	3,844	7,625	0	13,881	0	0
1015	TEA DANCE INCOME	1,500	2,114	2,400	1,354	2,400	0	2,400	0	0
1017	CORN EXCHANGE WEDDING LETTING	500	859	1,353	0	1,400	0	1,400	0	0
1052	EXPENSES RECOVERED	0	2,070	3,479	0	700	0	750	0	0
Total Income		44,500	80,399	78,155	35,911	78,125	0	86,431	0	0
4001	SALARIES	61,962	53,136	78,384	35,417	61,864	0	65,544	0	0
4002	ER'S NIC	4,395	4,267	5,927	3,074	5,624	0	7,342	0	0
4003	ER'S SUPERANN	9,387	10,140	12,971	5,785	9,222	0	9,811	0	0
4007	PROTECTIVE CLOTHING	300	285	300	107	300	0	300	0	0
4008	TRAINING	1,000	993	1,000	2,542	3,000	0	1,020	0	0
4011	RATES	4,500	1,166	1,244	770	1,410	0	3,167	0	0
4012	WATER RATES	1,100	3,231	2,700	2,815	5,460	0	5,075	0	0
4014	ELECTRICITY	36,000	20,219	16,792	5,005	13,850	0	16,800	0	0
4015	GAS	26,250	14,495	8,987	2,685	8,525	0	9,000	0	0
4016	CLEANING MATERIALS	3,000	1,804	2,000	1,244	2,000	0	2,040	0	0
4017	CONTRACT CLEAN/WASTE	3,500	3,280	3,735	296	2,500	0	3,735	0	0

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Commented [NW9]: Increased usage reflected in income increase - based on October 2023-September 2024 activity

Commented [NW10]: Current year income part of 1007/104 , adjust in 2nd draft

Commented [NW11]: Relates to hirers liability insurance; previous year higher as it included income from previous accounting periods

Commented [NW12]: This is lower due to changes in allocations of halls officer time between cost centres

Commented [NW13]: Leisure & hospitality rate relief reduced from 75% to 40%

Commented [NW14]: Based on recent usage and large increases expected in water charges

Commented [NW15R14]: All energy budgets for 2025-26 held at same level as 2024-25

Commented [NW16]: Reflects the fall in energy prices between 2023-24 and 2024-25

Commented [NW17]: Note expenditure skewed to later in financial year

WITNEY TOWN COUNCIL 2024-25

Annual Budget - By Committee (Actual YTD Month 6)

Note: Revised estimates 2024/25 and estimates 2025/26; Halls, Cemeteries and Allotments Committee 11 November 2024, agenda item 5.

	Last Year 2023-24			Current Year 2024-25			Next Year 2025-26		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4018 PHOTOCOPIER COSTS	50	71	50	92	185	0	190	0	0
4021 TELEPHONE/FAX	900	1,487	960	632	1,260	0	1,260	0	0
4025 INSURANCE	850	937	1,126	930	930	0	950	0	0
4028 I.T.	1,400	2,384	1,400	1,221	1,700	0	1,500	0	0
4030 RECRUITMENT ADVT'G	1,000	0	1,000	0	1,000	0	1,000	0	0
4032 PUBLICITY	3,000	1,995	3,000	619	3,000	0	3,000	0	0
4036 PROPERTY MAINTENANCE	8,000	11,496	8,000	7,626	12,000	0	12,000	0	0
4037 GROUNDS MAINTENANCE	0	0	0	927	0	0	0	0	0
4038 OTHER MAINTENANCE	4,000	12,194	4,000	-209	3,850	0	4,000	0	0
4042 EQUIPMENT INC. FURNITURE	2,000	1,818	2,000	1,199	2,000	0	2,000	0	0
4043 SMALL TOOLS & EQUIPT	150	181	150	7	75	0	150	0	0
4045 LICENCES	4,000	2,208	2,500	2,062	2,837	0	2,900	0	0
4048 ENG.INSPEC.(VARIABLE)	350	337	373	364	364	0	370	0	0
4064 HEALTH & SAFETY	100	288	100	0	100	0	100	0	0
4141 EVENTS	10,000	13,825	10,000	5,703	10,000	0	10,000	0	0
4142 TEA DANCE COSTS	6,000	5,145	6,535	2,281	6,535	0	6,700	0	0
4144 FILM CLUB	0	6,150	4,481	2,086	4,500	0	4,600	0	0
4888 O/S STAFF RECHARGE	0	0	3,856	2,309	3,652	0	4,348	0	0
4890 O/S O'HEAD RECHARGE	0	0	354	184	258	0	275	0	0
4892 C/S STAFF RCHG	22,459	10,311	9,215	8,524	9,215	0	10,722	0	0
4893 C/S O'HEAD RCHG	6,470	3,597	2,607	1,622	2,988	0	2,967	0	0
4896 MTCE STAFF RECHARGE	3,922	2,371	0	0	0	0	0	0	0
4897 MTCE O'HEAD RECHARGE	384	274	0	0	0	0	0	0	0
4899 DEPOT REALLOCATION	410	900	703	701	608	0	717	0	0

Commented [NW18]: Increased to reflect what is considered to be necessary for the building and to allow some improvements year on year e.g. kitchen improvements, noticeboards

Commented [NW19]: Retain same figure as 24-25. Net budgeted surplus on events is £3,881; staffing time shown against 4001/2/3

Commented [NW20R19]: See previous comments on treatment of overheads

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WITNEY TOWN COUNCIL 2024-25

Annual Budget - By Committee (Actual YTD Month 6)

Note: Revised estimates 2024/25 and estimates 2025/26; Halls, Cemeteries and Allotments Committee 11 November 2024, agenda item 5.

		Last Year 2023-24		Current Year 2024-25			Next Year 2025-26			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		226,839	190,984	196,450	98,621	180,812	0	193,583	0	0
104 Net Income over Expenditure		-182,339	-110,585	-118,295	-62,710	-102,687	0	-107,152	0	0
6000	plus Transfer from EMR	0	10,632	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(182,339)	(99,954)	(118,295)	(62,710)	(102,687)		(107,152)		
105 BURWELL HALL										
1005	BURWELL HALL LETTING	22,500	26,421	30,575	14,179	30,575	0	31,200	0	0
1052	EXPENSES RECOVERED	0	1,072	2,189	0	700	0	750	0	0
Total Income		22,500	27,492	32,764	14,179	31,275	0	31,950	0	0
4001	SALARIES	41,308	44,900	52,256	28,404	54,065	0	46,804	0	0
4002	ER'S NIC	2,930	3,574	3,951	2,521	4,830	0	4,925	0	0
4003	ER'S SUPERANN	6,258	7,519	8,647	4,279	7,529	0	5,744	0	0
4007	PROTECTIVE CLOTHING	300	7	300	0	150	0	300	0	0
4008	TRAINING	500	0	500	0	500	0	500	0	0
4011	RATES	3,000	786	839	521	864	0	2,150	0	0
4012	WATER RATES	1,200	371	420	455	860	0	825	0	0
4014	ELECTRICITY	11,920	3,401	3,362	1,128	2,450	0	3,350	0	0
4015	GAS	15,000	7,088	8,567	-381	3,240	0	3,750	0	0
4016	CLEANING MATERIALS	2,000	1,839	2,000	1,125	2,000	0	2,050	0	0
4017	CONTRACT CLEAN/WASTE	2,200	1,980	1,225	1,385	2,750	0	2,800	0	0
4021	TELEPHONE/FAX	300	235	268	106	255	0	260	0	0
4025	INSURANCE	550	585	592	437	437	0	445	0	0
4028	I.T.	1,000	900	1,000	580	1,000	0	1,000	0	0

Commented [NW21]: Hirers' liability insurance - see comments on Corn Exchange

Commented [NW22]: Lower salaries reflect revised allocation of halls officer time as advised by halls management

Commented [NW23]: Reduction in rate relief from 75% to 40%

Commented [NW24]: Reduction due to large savings on gas bills mainly due to more efficient heating system but also falling energy prices

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WITNEY TOWN COUNCIL 2024-25

Annual Budget - By Committee (Actual YTD Month 6)

Note: Revised estimates 2024/25 and estimates 2025/26; Halls, Cemeteries and Allotments Committee 11 November 2024, agenda item 5.

	Last Year 2023-24		Current Year 2024-25			Next Year 2025-26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4032 PUBLICITY	1,000	0	1,000	330	1,000	0	1,000	0	0
4036 PROPERTY MAINTENANCE	5,000	5,995	5,000	3,012	5,000	0	5,000	0	0
4038 OTHER MAINTENANCE	2,100	1,696	2,100	162	1,800	0	1,825	0	0
4042 EQUIPMENT INC. FURNITURE	1,500	300	1,500	7	1,500	0	1,500	0	0
4045 LICENCES	750	447	477	475	475	0	485	0	0
4048 ENG.INSPEC.(VATABLE)	325	319	340	1,790	1,790	0	1,825	0	0
4064 HEALTH & SAFETY	0	74	0	0	0	0	0	0	0
4099 MISCELLANEOUS	0	0	0	81	200	0	200	0	0
4888 O/S STAFF RECHARGE	0	0	19,324	1,550	18,300	0	21,792	0	0
4890 O/S O'HEAD RECHARGE	0	0	1,773	118	1,294	0	1,379	0	0
4892 C/S STAFF RCHG	4,492	4,105	4,608	2,138	4,608	0	5,387	0	0
4893 C/S O'HEAD RCHG	1,294	1,622	1,304	810	1,494	0	1,484	0	0
4894 GROUNDS STAFF RECHARGE	0	122	0	0	0	0	0	0	0
4895 GROUNDS O'HEAD RECHARGE	0	36	0	0	0	0	0	0	0
4896 MTCE STAFF RECHARGE	19,654	13,425	0	0	0	0	0	0	0
4897 MTCE O'HEAD RECHARGE	1,924	1,360	0	0	0	0	0	0	0
4899 DEPOT REALLOCATION	2,054	4,380	3,524	395	3,046	0	2,950	0	0
Overhead Expenditure	128,559	107,068	124,877	51,428	121,437	0	119,730	0	0
105 Net Income over Expenditure	-106,059	-79,576	-92,113	-37,249	-90,162	0	-87,780	0	0
6000 plus Transfer from EMR	0	0	0	1,940	3,880	0	0	0	0
Movement to/(from) Gen Reserve	(106,059)	(79,576)	(92,113)	(35,309)	(86,282)		(87,780)		

Commented [NW25]: See comments on treatment of overheads in written report

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WITNEY TOWN COUNCIL 2024-25

Annual Budget - By Committee (Actual YTD Month 6)

Note: Revised estimates 2024/25 and estimates 2025/26; Halls, Cemeteries and Allotments Committee 11 November 2024, agenda item 5.

		Last Year 2023-24		Current Year 2024-25			Next Year 2025-26			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
106	MADLEY PARK COMMUNITY CENTRE									
1060	INSURANCE RECOVERED	440	494	526	0	519	0	530	0	0
	Total Income	440	494	526	0	519	0	530	0	0
4025	INSURANCE	440	494	526	519	519	0	530	0	0
4036	PROPERTY MAINTENANCE	0	0	0	7,617	7,617	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	700	0	747	0	747	0	760	0	0
4059	OTHER PROF FEES	1,500	0	1,500	0	1,500	0	1,500	0	0
4888	O/S STAFF RECHARGE	0	0	15	0	14	0	17	0	0
4890	O/S O'HEAD RECHARGE	0	0	1	0	1	0	1	0	0
4892	C/S STAFF RCHG	898	821	921	425	921	0	1,077	0	0
4893	C/S O'HEAD RCHG	259	324	261	100	299	0	297	0	0
4896	MTCE STAFF RECHARGE	15	10	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	1	1	1	0	0	0	1	0	0
4899	DEPOT REALLOCATION	2	3	3	0	3	0	3	0	0
	Overhead Expenditure	3,815	1,654	3,975	8,661	11,621	0	4,186	0	0
	106 Net Income over Expenditure	-3,375	-1,160	-3,449	-8,661	-11,102	0	-3,656	0	0
6000	plus Transfer from EMR	0	0	0	7,617	15,234	0	0	0	0
	Movement to/(from) Gen Reserve	(3,375)	(1,160)	(3,449)	(1,044)	4,132		(3,656)		
301	TOWER HILL CEMETERY									
1050	RENT RECEIVED	13,620	13,620	13,260	10,215	13,620	0	13,620	0	0
1060	INSURANCE RECOVERED	225	249	194	0	194	0	200	0	0
1099	MISCELLANEOUS INCOME	0	850	0	122	244	0	0	0	0
1100	BURIAL FEES	4,000	7,627	9,283	4,624	8,700	0	8,850	0	0
1101	GRANT OF RIGHTS	1,000	1,387	2,828	593	1,200	0	1,200	0	0

Commented [NW26]: This relates to the agreed work to partitions - drawn from Earmarked reserve

Commented [NW27]: Cemetery lodge (Co-op Funeral services)

Commented [NW28]: See comments in written report. Burial fees at Tower Hill will decrease year on year as the Council is only burying in the remaining reserved plots

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WITNEY TOWN COUNCIL 2024-25

Annual Budget - By Committee (Actual YTD Month 6)

Note: Revised estimates 2024/25 and estimates 2025/26; Halls, Cemeteries and Allotments Committee 11 November 2024, agenda item 5.

	Last Year 2023-24			Current Year 2024-25			Next Year 2025-26		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1102 INTERMENT OF ASHES	9,000	10,754	12,324	12,612	17,600	0	13,000	0	0
1105 MEMORIAL FEES	3,500	5,285	5,692	3,704	6,500	0	6,500	0	0
1106 MEMORIAL PLAQUES	330	165	323	308	500	0	500	0	0
1108 CHAPEL FEES	214	363	384	250	450	0	450	0	0
Total Income	31,889	40,299	44,288	32,426	49,008	0	44,320	0	0
4001 SALARIES	12,541	11,496	14,639	6,966	14,621	0	15,602	0	0
4002 ER'S NIC	1,103	1,002	1,193	606	1,306	0	1,915	0	0
4003 ER'S SUPERANN	2,722	2,521	3,177	1,511	3,173	0	3,385	0	0
4011 RATES	4,250	3,792	4,046	2,276	3,792	0	3,850	0	0
4012 WATER RATES	250	540	365	640	800	0	850	0	0
4014 ELECTRICITY	1,000	1,160	1,118	385	1,118	0	1,118	0	0
4016 CLEANING MATERIALS	30	0	30	0	15	0	30	0	0
4017 CONTRACT CLEAN/WASTE	1,000	1,350	1,000	650	1,300	0	1,500	0	0
4025 INSURANCE	225	249	435	0	435	0	445	0	0
4036 PROPERTY MAINTENANCE	6,000	500	6,000	256	6,000	0	6,000	0	0
4038 OTHER MAINTENANCE	0	67	0	0	0	0	0	0	0
4041 EQUIPMENT HIRE	0	125	0	0	0	0	400	0	0
4042 EQUIPMENT INC. FURNITURE	100	735	100	46	100	0	100	0	0
4059 OTHER PROF FEES	0	0	0	0	0	0	100	0	0
4064 HEALTH & SAFETY	100	0	100	0	50	0	102	0	0
4099 MISCELLANEOUS	0	0	0	172	200	0	200	0	0
4110 SUBSIDIZED LETTINGS	200	0	200	0	100	0	200	0	0
4350 PLAQUES PURCHASED	300	263	291	157	300	0	605	0	0
4355 MEMORIAL MAINTENANCE	2,500	905	2,500	980	2,500	0	2,500	0	0

Commented [NW29]: Much higher this year than last

Commented [NW30]: Note fees and charges based on 2% - there are proposals in the agenda to increase charges in relation to some fees by a higher %age to recover more cost - if agreed the income for both cemeteries will be revised

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WITNEY TOWN COUNCIL 2024-25

Annual Budget - By Committee (Actual YTD Month 6)

Note: Revised estimates 2024/25 and estimates 2025/26; Halls, Cemeteries and Allotments Committee 11 November 2024, agenda item 5.

	<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>			<u>Next Year 2025-26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4888 O/S STAFF RECHARGE	0	0	80,770	44,178	76,489	0	91,084	0	0
4890 O/S O'HEAD RECHARGE	0	0	10,846	3,598	7,918	0	8,438	0	0
4892 C/S STAFF RCHG	13,475	12,316	13,823	6,415	13,823	0	16,159	0	0
4893 C/S O'HEAD RCHG	3,882	4,867	3,911	2,431	4,482	0	4,451	0	0
4894 GROUNDS STAFF RECHARGE	8,416	3,495	0	0	0	0	0	0	0
4895 GROUNDS O'HEAD RECHARGE	3,108	3,439	0	0	0	0	0	0	0
4896 MTCE STAFF RECHARGE	73,017	63,818	0	0	0	0	0	0	0
4897 MTCE O'HEAD RECHARGE	7,146	6,405	0	0	0	0	0	0	0
4899 DEPOT REALLOCATION	7,630	13,070	13,092	12,909	11,318	0	10,958	0	0
Overhead Expenditure	148,995	132,116	157,636	84,176	149,840	0	169,992	0	0
Movement to/(from) Gen Reserve	(117,106)	(91,817)	(113,348)	(51,750)	(100,832)		(125,672)		
302 WINDRUSH CEMETERY									
1100 BURIAL FEES	15,000	19,066	22,338	10,703	22,400	0	22,785	0	0
1101 GRANT OF RIGHTS	20,000	23,204	27,091	9,349	25,000	0	27,633	0	0
1102 INTERMENT OF ASHES	5,500	4,781	5,288	1,485	4,000	0	5,394	0	0
1105 MEMORIAL FEES	6,000	8,634	7,448	3,474	7,500	0	7,597	0	0
1106 MEMORIAL PLAQUES	0	0	0	121	200	0	0	0	0
Total Income	46,500	55,684	62,165	25,131	59,100	0	63,409	0	0
4001 SALARIES	12,541	11,496	14,639	6,966	14,621	0	14,932	0	0
4002 ER'S NIC	1,103	1,002	1,193	606	1,306	0	1,217	0	0
4003 ER'S SUPERANN	2,721	2,521	3,177	1,511	3,173	0	3,241	0	0
4011 RATES	6,050	7,984	8,519	4,792	7,984	0	8,689	0	0

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Commented [NW31]: Review in 2nd draft

WITNEY TOWN COUNCIL 2024-25

Annual Budget - By Committee (Actual YTD Month 6)

Note: Revised estimates 2024/25 and estimates 2025/26; Halls, Cemeteries and Allotments Committee 11 November 2024, agenda item 5.

	Last Year 2023-24			Current Year 2024-25		Next Year 2025-26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4012 WATER RATES	300	191	237	205	300	0	242	0	0
4014 ELECTRICITY	4,000	3,620	3,532	1,188	3,532	0	3,603	0	0
4016 CLEANING MATERIALS	30	0	30	0	0	0	31	0	0
4017 CONTRACT CLEAN/WASTE	1,000	952	777	765	1,600	0	793	0	0
4021 TELEPHONE/FAX	300	21	268	0	100	0	273	0	0
4025 INSURANCE	120	125	127	131	131	0	130	0	0
4036 PROPERTY MAINTENANCE	2,000	682	2,000	7,436	8,500	0	2,040	0	0
4037 GROUNDS MAINTENANCE	500	379	500	584	800	0	510	0	0
4038 OTHER MAINTENANCE	1,500	985	1,500	127	1,500	0	1,530	0	0
4042 EQUIPMENT INC. FURNITURE	1,500	1,018	1,500	6	1,500	0	1,530	0	0
4059 OTHER PROF FEES	1,000	0	1,000	0	1,000	0	1,020	0	0
4064 HEALTH & SAFETY	100	0	100	0	0	0	102	0	0
4099 MISCELLANEOUS	0	850	0	172	200	0	0	0	0
4350 PLAQUES PURCHASED	500	0	100	68	100	0	102	0	0
4355 MEMORIAL MAINTENANCE	2,000	1,133	2,000	0	2,000	0	2,040	0	0
4888 O/S STAFF RECHARGE	0	0	138,044	35,547	130,728	0	155,672	0	0
4890 O/S O'HEAD RECHARGE	0	0	16,101	2,674	11,754	0	12,527	0	0
4892 C/S STAFF RCHG	13,475	12,316	13,823	6,415	13,823	0	16,159	0	0
4893 C/S O'HEAD RCHG	3,882	4,867	3,911	2,431	4,482	0	4,451	0	0
4894 GROUNDS STAFF RECHARGE	8,416	2,611	0	0	0	0	0	0	0
4895 GROUNDS O'HEAD RECHARGE	3,108	1,631	0	0	0	0	0	0	0
4896 MTCE STAFF RECHARGE	131,269	89,914	0	0	0	0	0	0	0
4897 MTCE O'HEAD RECHARGE	12,848	9,641	0	0	0	0	0	0	0
4899 DEPOT REALLOCATION	13,718	23,375	23,539	10,995	20,349	0	19,702	0	0

Commented [NW32]: Includes agreed expenditure of £6,215 on markers and posts

Commented [NW33]: See main report re. treatment of overheads

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WITNEY TOWN COUNCIL 2024-25

Annual Budget - By Committee (Actual YTD Month 6)

Note: Revised estimates 2024/25 and estimates 2025/26; Halls, Cemeteries and Allotments Committee 11 November 2024, agenda item 5.

		Last Year 2023-24		Current Year 2024-25			Next Year 2025-26			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	223,981	177,313	236,617	82,619	229,483	0	250,536	0	0
	302 Net Income over Expenditure	-177,481	-121,629	-174,452	-57,488	-170,383	0	-187,127	0	0
6000	plus Transfer from EMR	0	0	0	6,215	12,430	0	0	0	0
	Movement to/(from) Gen Reserve	(177,481)	(121,629)	(174,452)	(51,273)	(157,953)		(187,127)		
303	CLOSED CH'YARDS ST MARYS/HOLY									
4036	PROPERTY MAINTENANCE	11,000	4,925	16,000	31,438	36,438	0	11,000	0	0
4040	ARBORICULTURE	1,000	0	1,000	0	1,000	0	1,000	0	0
4059	OTHER PROF FEES	1,000	0	1,000	0	1,000	0	1,000	0	0
	Overhead Expenditure	13,000	4,925	18,000	31,438	38,438	0	13,000	0	0
6000	plus Transfer from EMR	0	0	0	31,060	62,120	0	0	0	0
	Movement to/(from) Gen Reserve	(13,000)	(4,925)	(18,000)	(378)	23,682		(13,000)		
305	ALLOTMENTS									
4013	RENT PAID	125	120	125	-125	125	0	125	0	0
4036	PROPERTY MAINTENANCE	500	5,000	500	775	1,500	0	1,600	0	0
4037	GROUNDS MAINTENANCE	500	0	500	0	500	0	500	0	0
4888	O/S STAFF RECHARGE	0	0	1,168	2,331	1,106	0	1,317	0	0
4890	O/S O'HEAD RECHARGE	0	0	107	193	78	0	83	0	0
4892	C/S STAFF RCHG	3,369	3,078	3,456	1,609	3,456	0	4,040	0	0
4893	C/S O'HEAD RCHG	971	974	978	609	1,121	0	1,113	0	0
4896	MTCE STAFF RECHARGE	1,188	693	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	116	72	0	0	0	0	0	0	0

Commented [NW34]: Includes work to the boundary walls of the closed cemetery, funded from earmarked reserve

Commented [NW35]: Allow for £5,000 Holy Trinity closed churchyard (entrance archway)

Commented [NW36]: Reduce back to previous level as previously discussed

Commented [NW37]: Reflects increased work undertaken on allotments this year - see written report re. treatment of overheads

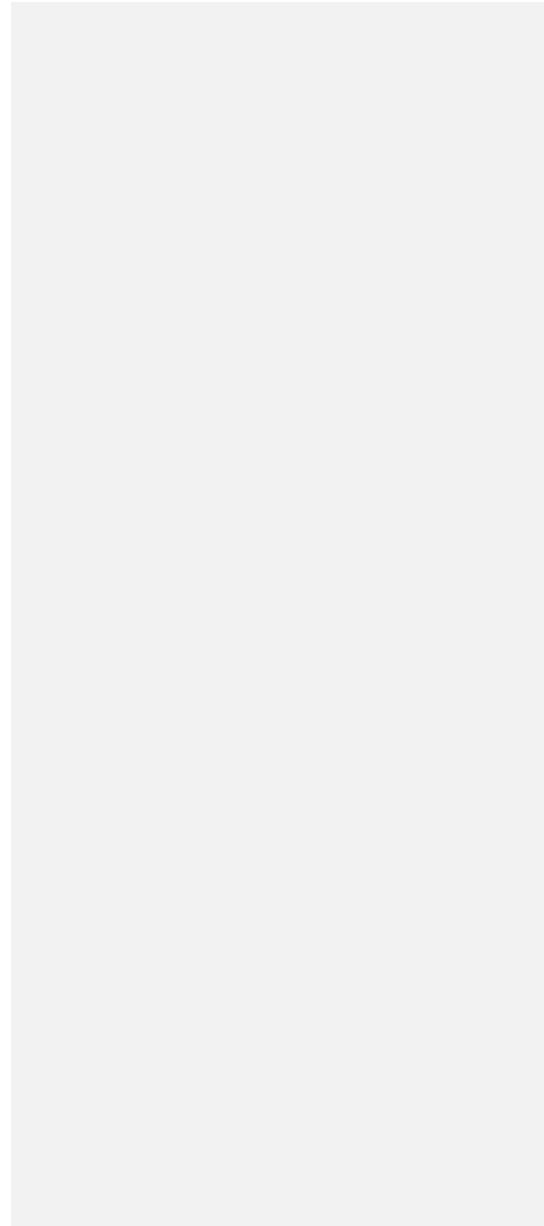
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WITNEY TOWN COUNCIL 2024-25

Annual Budget - By Committee (Actual YTD Month 6)

Note: Revised estimates 2024/25 and estimates 2025/26; Halls, Cemeteries and Allotments Committee 11 November 2024, agenda item 5.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>			<u>Next Year 2025-26</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4899	DEPOT REALLOCATION	124	213	213	912	184	0	178	0	0
	Overhead Expenditure	6,893	10,149	7,047	6,304	8,070	0	8,956	0	0
	Movement to/(from) Gen Reserve	(6,893)	(10,149)	(7,047)	(6,304)	(8,070)		(8,956)		
	Halls, Cemeteries & Allotments - Income	255,381	373,451	398,280	211,772	418,933	0	436,577	0	0
	Expenditure	899,770	835,423	944,906	483,758	959,425	0	984,418	0	0
	Net Income over Expenditure	-644,389	-461,972	-546,626	-271,986	-540,492	0	-547,841	0	0
	plus Transfer from EMR	0	10,632	0	46,832	93,664	0	0	0	0
	Movement to/(from) Gen Reserve	(644,389)	(451,340)	(546,626)	(225,154)	(446,828)		(547,841)		
	Total Budget Income	255,381	373,451	398,280	211,772	418,933	0	436,577	0	0
	Expenditure	899,770	835,423	944,906	483,758	959,425	0	984,418	0	0
	Net Income over Expenditure	-644,389	-461,972	-546,626	-271,986	-540,492	0	-547,841	0	0
	plus Transfer from EMR	0	10,632	0	46,832	93,664	0	0	0	0
	Movement to/(from) Gen Reserve	(644,389)	(451,340)	(546,626)	(225,154)	(446,828)		(547,841)		



PARKS AND RECREATION COMMITTEE



Agenda Item: Finance Report: Revenue Growth Items, Special Revenue Projects, and Capital Projects

Meeting Date: 11 November 2024

Contact Officer: Responsible Financial Officer

Should Members have any queries about this report advance notice would be appreciated, in writing, by 12 noon on Monday 11 November to allow for a full response at the meeting.

Background

In line with the Council's Financial Regulations the purpose of this report is to present to Members the current position relating to capital and special revenue projects for 2024/25 and provide proposed works and projects discussed over the course of the year for consideration for 2025/26 and beyond.

Note that these matters are brought to this Committee for consideration but that revenue growth and capital projects are matters for recommendation by the Policy, Governance and Finance Committee at its meeting on 25 November 2024. It will be for the Policy, Governance and Finance Committee to prioritise projects and recommend on funding.

Current Situation

Members are requested to consider the attached reports in relation to projects associated with this Committee.

1. **Revenue Growth Items.** Having due regard to pressures on the budget most of these items are accommodated within the existing budgets.

2. **Capital and special revenue projects 2023-2026.**

This spreadsheet provides a summary financial review in relation to the existing capital programme, with some explanatory notes.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – no implications directly resulting from this report.
- b) Biodiversity - no implications directly resulting from this report.
- c) Crime & Disorder - no implications directly resulting from this report.
- d) Environment & Climate Emergency - no implications directly resulting from this report.

Risk

In decision making Councillors should consider any risks to the Council and any action it can take to limit or negate its liability. The RFO has approached the budget with prudence so as accurate budget as possible can be set at this early stage, although there may be some opportunities to make savings if required to balance the budget.

The provision of regular financial reports is part of the Council's risk management system.

Social Value

Social value is the positive change the Council creates in the local community within which it operates. Social value is not quantified in the financial reports but clearly the creation of social value is dependent on setting adequate budgets to meet the Council's objectives.

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.

This report forms part of the Council's mechanisms for budgetary control, as it enables income and expenditure incurred to be reviewed and to be compared with the Council's budgets.

Recommendations

Members are invited to note the report and consider the revenue growth items for 2025/26 and the revised capital and special revenue projects budget for 2023-2026, subject to any further adjustments necessary during the budget process, and make a recommendation to the Policy, Governance and Finance Committee, the latter committee being responsible for budget bids and capital projects.

Capital and special revenue projects 2023-2026

		Expenditure				Funding							TOTAL	
		2023-24	2024-25	2025-26	Total	Revenue 2023-24	Revenue 2024-25	Revenue 2025-26	EM reserve 2023-24	EM reserve 2024-25	Tenant contribution 2024/25	Grant 2023-24	Grant 2024-25	
EXISTING PROJECTS														
HCA1	Burwell changing rooms & hall heating	£29,333			£29,333				£29,333				£29,333	
HCA2	Corn Exchange decoration	£4,992			£4,992				£4,992				£4,992	
HCA3	Corn Exchange - building lighting imprvts		£5,000		£5,000					£5,000			£5,000	
HCA4	Burwell Hall toilets upgrade	£12,000			£12,000				£12,000				£12,000	
HCA5	Langdale Hall replacement glazing		£20,000		£20,000					£10,000		£10,000	£20,000	
HCA6	Corn Exchange business plan financial implication	To be costed												
		£46,325	£25,000	£0	£71,325	£0	£0	£0	£46,325	£15,000	£0	£0	£10,000	£71,325

Notes

Refer to officer reports for more details, the purpose of this paper is simply to report the financial position.

- HCA1 Completed
- HCA2 Completed
- HCA3 Not commenced
- HCA4 Completed
- HCA5 Subject to further current discussion
- HCA6 Elements shown in growth paper & also being accommodated within existing budget resource.

FIRST DRAFT - Revenue growth & new capital items items - Halls, Cemeteries & Allotments Committee

Cost centre		Cost	Additional budget recommended for 2025-26	Cost certainty	Status	Notes
HCA	External marketing - Public Halls	£0	£0	Uncosted	HCA agreed to consider in budget	Accommodate within existing budget; review November 2025
HCA	Replacement web-provider -public halls	£500 - £1,000	£0	Venue and Events Officer (VEO)	Ditto	Accommodate within existing budget; review November 2025
HCA	Energy Savinf external noticeboards - public halls	£1,000	£0	VEO	Ditto	Accommodate within existing budget; review November 2025
HCA	Inernal noticeboards -public halls	£200	£0	VEO	Ditto	Accommodate within existing budget; review November 2025
HCA	External promotional flags - Corn Exchange	£304	£0	VEO	Ditto	Accommodate within existing budget; review November 2025
HCA	Furniture - 1863 café/bar	£5,000 to £10,000	£0	Uncosted	Halls Management	Requires further consideration; accommodate within existing budget
HCA	Kitchen refurbishment	£12,000 to £19,000	£0	VEO	HCA agreed to consider in budget	See report of the Venue and Events Officer: "... has investigated the costs of renovating and updating the larger kitchen in the Corn Exchange, for a complete refit the cost would be in the region between £12 & £19k. Due to this, the recommendation is to continue using the current facilities and update and renew as and when required. It is worth nothing that, in the opinion of the Venue & Events Officer, the kitchens should look to be modernised and updated to reflect the higher usage now experienced. To satisfy FSA requirements, if we are to ever looking to expand our range of offer, we would have to make significant improvements to the existing set ups. Officers can look at the requirements and present a fully costed project plan with operational timeline if this was to be progressed further.
HCA	Replacement lighting - Corn Exchange Main Hall	<£15,000	£15,000	Operations Manager	Operations Manager	Recommended that main hall lightning now be replaced as towards end of life
HCA	Property maintenance - revenue line 4036/104	Increase budget from £8,000 to £12,000 per year	£4,000 additional	Budget figure	Officer budget recommendation - already included in draft budget	Officers consider that the current budget is no longer sufficient for the demands being placed on it. An increased budget would also allow some limited scope to fund the above works, noting that there may also be a case to vire between 4036 and 4042 (equipment) during the year. Note: this has already been accommodated in the base revenue budget due to savings elsewhere in the cost centre
HCA	Windrush cemetery - path	£0	£0	Uncosted	To note as potential future budget	Related to Windrush cemetery access road, there will be a need to commission a new pathway; at this stage to note as potential future budget
HCA	Burial fees - changes			Budget figure	Recommendation from Operations Manager and Subject to decision by Council	Refer to item 7: Operations Manager reports: "Our current charges for a double-depth burial including the purchase of the exclusive rights of burial are £1436. The cost to excavate and prep the grave cost the council around £1665, this cost is calculated from labour, fuel and materials. With large increases to wood, wages and fuel it has meant the council's costs over the last few years have risen above what we are charging for burials. These costs do not factor in the depreciation of machinery and the maintenance of graves. To help balance the financial loss from each burial it is recommended that we increase the cost of all our EROB's by 15% and our 2 most labour-intensive burials by 10%. This will still mean the council is not covering its cost but the increase is more subtle and a further increase could be made in 2026-27. A review of our charges against other published council charges shows that we are still below the average charges. (This latter detail is shown at item 7)
		£38,004-£50,504	£19,000			

WITNEY TOWN COUNCIL

SCHEDULE OF PUBLIC HALL CHARGES

Effective from 1st April 2025

	ACTUAL 2024/25	PROPOSED 2025/26 - 2% UPLIFT WITH ROUNDING AS APPROPRIATE
	£	£
CORN EXCHANGE (Vatable)		
THE MAIN HALL - WEEKDAY	157.00	160
GROUP 1 - CHARITY OR LOCAL ORGANISATION		
GROUP 2 - NON-CHARITABLE EVENTS	231.00	235
GROUP 3 COMMERCIAL AND SALES	368.00	375
THE MAIN HALL - WEEKEND		
GROUP 1 - CHARITY OR LOCAL ORGANISATION	199.50	205
GROUP 2 - NON-CHARITABLE EVENTS	300.50	310
GROUP 3 COMMERCIAL AND SALES	476.00	490
THE GALLERY ROOM - WEEKDAY		
GROUP 1 - CHARITY OR LOCAL ORGANISATION	69.00	70
GROUP 2 - NON-CHARITABLE EVENTS	101.00	103
GROUP 3 COMMERCIAL AND SALES	153.50	160
THE GALLERY ROOM - WEEKEND		
GROUP 1 - CHARITY OR LOCAL ORGANISATION	95.00	97
GROUP 2 - NON-CHARITABLE EVENTS	132.50	136
GROUP 3 COMMERCIAL AND SALES	175.00	180
BURWELL HALL (Not Vatable)		
THE MAIN HALL - WEEKDAY		
GROUP 1 - CHARITY OR LOCAL ORGANISATION	56.50	58
GROUP 2 - NON-CHARITABLE EVENTS	88.50	91
GROUP 3 COMMERCIAL AND SALES	113.50	116
THE MAIN HALL - WEEKEND		
GROUP 1 - CHARITY OR LOCAL ORGANISATION	81.50	84
GROUP 2 - NON-CHARITABLE EVENTS	125.50	130
GROUP 3 COMMERCIAL AND SALES	162.50	170
THE MEETING ROOM - WEEKDAY		
GROUP 1 - CHARITY OR LOCAL ORGANISATION	37.50	39
GROUP 2 - NON-CHARITABLE EVENTS	50.50	52
GROUP 3 COMMERCIAL AND SALES	63.00	64
THE MEETING ROOM - WEEKEND		
GROUP 1 - CHARITY OR LOCAL ORGANISATION	50.50	52
GROUP 2 - NON-CHARITABLE EVENTS	69.50	71
GROUP 3 COMMERCIAL AND SALES	94.00	96
REFUNDABLE DAMAGE DEPOSIT FROM £50 - £200		
WEDDING CHARGES - CORN EXCHANGE ONLY		
THE GALLERY ROOM (CEREMONY - 2 HOURS)	288.00	295
THE MAIN HALL (CEREMONY - 2 HOURS)	395.00	405
THE GALLERY ROOM (EXCLUSIVE USE OF BUILDING - 2 HOURS)	494.50	505
THE MAIN HALL (EXCLUSIVE USE OF BUILDING - 2 HOURS)	494.50	505
EXCLUSIVE USE OF BUILDING (ALL DAY)	1227.00	1255
EQUIPMENT HIRE - PER SESSION		
PROJECTOR AND SCREEN	12.50	14
FLIPCHART	6.00	7
MOVING/EXTENDING STAGE	36.50	38
KITCHEN USE	12.50	14
ADDITIONAL HIRE CHARGE FOR RUNNING OVER SESSION TIME (PER HOUR)	30.50	32

(IF OVER 2 HOURS A FULL 4 HOUR ADDITIONAL SESSION CHARGE WILL BE APPLIED)

WITNEY TOWN COUNCIL

SCHEDULE OF PUBLIC HALL CHARGES

Effective from 1st April 2025

ACTUAL 2024/25

PROPOSED 2025/26 -
MIN. 2% UPLIFT WITH
ROUNDING UP TO
NEAREST £5

CORN EXCHANGE (Vatable)

THE MAIN HALL - GROUP 4 SHOW CHARGE

£150

£155

GROUP 4 ½ TECH & DRESS REHEARSAL (UP TO 5-HOURS)

£300

£310

GROUP 4 FULL TECH & DRESS REHEARSAL (UP TO 12-HOURS)

GROUP 4 ½ PERFORMANCE (UP TO 5-HOURS)

£300

£310

GROUP 4 FULL PERFORMANCE (UP TO 12-HOURS)

£600

£620

The performance charge includes use of all facilities including the bar at no additional cost.

WITNEY TOWN COUNCIL

SCHEDULE OF BURIAL CHARGES For Tower Hill and Windrush Cemetery Effective from 1st April 2025

All charges shown are for residents of Witney. Interments and Purchase of EROB are doubled in the case

	2024-25	2025-25 Proposed based on 2% but see footnote
of non-residents		
1. Interments - Charges apply to late cancellations.		£
a) Foetal remains pre 24 weeks gestation	no charge	
b) Baby in baby plot	£269.50	£275.00
c) Under 18 yrs if using Child Size grave double depth	£399.00	£407.00
d) Under 18 yrs Second burial in existing double depth Child Size grave	£251.50	£257.00
e) Double depth grave Adult Size grave	£791.50	£807.00
f) Second burial in existing double depth grave Adult Size grave	£503.00	£553.00
g) Interment of ashes for person	£175.50	£179.00
h) Burial in single depth grave at Tower Hill Cemetery	£582.50	£640.00
2. Purchase of Exclusive Right of Burial (EROB)		
LEASE PERIOD: ADULT 30 YEARS: CHILD 90 YEARS		
a) Exclusive right of burial for a baby	£ 218.50	£ 251.00
b) Exclusive right of burial for child under 18 years of age	£ 321.50	£ 370.00
c) Exclusive right of burial for person over age of 18 years	£ 644.50	£ 741.00
d) Exclusive right of burial for family ashes plot (Tower Hill)	£ 423.00	£ 486.00
e) Exclusive right of burial for ashes plots	£ 233.50	£ 269.00
3. Use of Tower Hill Chapel (Includes VAT)	£ 129.00	£ 132.00
4. Memorials and Memorial Inscriptions		
a) For the right to erect an approved memorial - baby	£ 68.00	£ 69.00
b) For the right to erect an approved memorial	£ 196.00	£ 200.00
c) For the right to place a desk tablet 18" x 18" (Windrush Cemetery)	£ 169.00	£ 172.00
d) For each additional inscription (to include moving of headstone if required)	£ 81.00	£ 83.00
e) For the replacement of an existing memorial	no charge	
5. Memorial Plaques on Wall of Remembrance at Tower Hill Cemetery		
a) Reservation of plaque space on memorial wall	£30.50	£31.00
b) Small/large plaque including fixing	£60.50/£82.50	£62/£84
6. Transfer of Exclusive Right of Burial Deed	£42.50	£43.00
7. Charge for Late Arrival at Cemetery	£166.50	£170.00
	Per hour, charged in 15 minute increment's	
8. Administration Charge for Burial Searches	£30.50	£31.00

Some of the charges listed above are subject to The Children’s Funeral Fund for England and can be reclaimed

Some additional charges may apply for example graves over 28” wide, removal of spoil or cancellations.

We will advise if these apply

Note from Operations Manager : Our current charges for a double-depth burial including the purchase of the exclusive rights of burial are £1436.00. The cost to excavate and prep the grave cost the council around £1665.00, this cost is calculated from labour, fuel and materials. With large increases to wood, wages and fuel it has meant the council's costs over the last few years have risen above what we are charging for burials. These costs do not factor in the depreciation of machinery and the maintenance of graves.

To help balance the financial loss from each burial it is recommended that we increase the cost of all our EROB’s by 15% and our 2 most labour-intensive burials by 10%. This will still mean the council is not covering its cost but the increase is more subtle and a further increase could be made in 2026-27. A quick review of our charges against other published council charges shows that we are still below the average charges.

Council	Burial Fee	EROB purchase
Warwick District Council	£1,515	£600
Reading Borough Council	£954	£1,215
Oxford city council	£640	£1,050

WITNEY TOWN COUNCIL

SCHEDULE OF ADDITIONAL CHARGES For Tower Hill and Windrush Cemetery Effective from 1st April 2025

	2024/25	2025/26 proposed
1. Oversized Graves		
a) Single depth	£363.00	£370.00
b) Double depth	£533.50	£544.00
2. Removal of Spoil		
a) Single depth	£373.50	£381.00
b) double depth	£560.00	£571.00
Based on extra labour time to move the spoil from the graveside and return it after interment.		
3. Weekend Charges		
a) Ashes interment - Saturday	£120.00	£122.00

Cancellations made once the plot has been dug would result in a charge of the full burial fee, which would be chargeable again once the burial is rebooked.

Additional charges are based on materials cost, loss of timber shoring, machinery hire and additional labour costs.
Therefore subject to change at any time.

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE



Agenda Item: Public Halls Report
Meeting Date: 11 November 2024
Contact Officer: Venue & Events Officer

The purpose of this report is an update to the Committee on activities of the Council's Public Halls

Background

The Public Halls move into the traditionally busier period in the run up to Christmas, no works are scheduled in either hall for the remainder of the financial year. Officers have been working on projects to enhance the visibility and standard of the halls, while keeping any improvement in line with the existing business plans.

Current Situation

Corn Exchange Gallery Room Conferencing Equipment

The conferencing equipment has been installed in the Gallery Room by Cloudy IT, this includes the Logitech Rally bar which is mounted on the wall, 4 x microphone pods and 6 months full back-office support. Additionally, WTC has purchased a new projector and screen which are installed and linked allowing for virtual meeting to be conducted, Council meetings to be recorded and allows independent hirers to just use the projector while utilising the Rally bar as a speaker for training, films, or background music if required.



As mentioned in the previous HC&A report, the new projector and screen have been installed and calibrated by the works team and halls officers. Halls officers and caretakers will be trained to set up the conferencing system which will make the experience user friendly and accessible for anybody wishing to hire the room and its facilities.

Corn Exchange Website

Officers have been researching the possibility of a new website host for the Corn Exchange as not currently happy with the autonomy permitted with the current provider Rumbi Ltd, with simple tasks including page layout and colour changes having to be requested to the provider which we are then charged for.

WTC have had to pay the annual website hosting charge of £480 ex VAT (£40 per month) but the Venue and Events Officer can confirm that we are able to cancel our contract at any point due to being out of a fixed term contract, and now on a rolling monthly term. Any outstanding amount of the annual hosting fee would be refunded to the Council if the contract was cancelled.

The options for a different website do vary with a primary concern being the amount of time officers can spend on actual website work. The main tasks required is managing the diary of events, ensuring all links to ticketing engines are correct and a professional level of content is updated and managed.

To build a new website from scratch via a provider like 'WIX' or 'GoDaddy' would potentially take weeks of dedicated work to get the site to a standard to maintain reputation as well as maximising the potential the site can provide, average costs listed below.

Website Options	Domain Hosting Fee	Monthly Cost	Time to build/test
IONOS	£15	£15	1 month
WIX	£15	£25	1 month

After researching **ionos** or **Wix** would be the simplest way to bring the website in house and allow officers to manage, update and design the best-looking website for the halls. The monthly cost is cheaper than sticking with Rumbi Ltd, however there is more initial work associated for officers with the design and maintenance of the site.

The costs associated with employing an entirely new website developer differ between local suppliers with costs ranging from £500 - £1000 for the initial build and launch. This doesn't include additional monthly hosting. This option would allow officers to be certain that they would choose the correct provider to allow them to work on the website with as much freedom as required.

Flags

Along the side of the Corn Exchange are 4 x flagpole holders that are used for hanging baskets and currently for Christmas Trees when they come down the alleyway looks bare.

The Venue & Events Officer has explored the costs associated with angled building flags and can confirm that the price for angled building flags to suit is **£76.00** each (**inc VAT**). Four flagpoles to suit would cost **£50.00** each (**inc VAT**).

The recommendation is to purchase four flags and four flagpoles with the Corn Exchange Logo on them to be a visual promotion of the hall. The flags could then be changed to showcase different events happening in and around the hall.

A good example would be for the Arts week flags or the Witney Music Festival flags to be hung leading up to the events, it would add visibility of the event for the hirer and be instantly recognisable for people looking at the hall from the market square. Building up the visibility and presence on the high street is of the highest importance, with the addition of these flags, the Corn Exchange would look professional and allow for additional advertising in a manner which is low impact but still powerful.



These flags could be interchanged with specific events, which could be purchased by a hirer and WTC could put flags up for a surcharge. This will be discussed and presented at the next HC&A meeting. This is a practise already used in different arts centres and would be in keeping with the look and use of the building. The flags purchased by WTC would be all weather durable and easily flown from the building with support from two members of staff.

Digital Notice Boards

The Venue & Events Officer has researched the most practical digital display options available to mount inside the existing notice board frames at the front of the Corn Exchange. The main benefit of these boards is that there will be no need for any paper posters or flyers for any upcoming events in the hall.

The boards would be able to be updated with all the different groups posters, internal shows or café menus and the boards can display them in a slideshow, or simply keep changing at a preset time interval. Officers would be able to use them for WTC official communication as well as advertising all the event coming into the hall. Timers can be set so that the displays switch off at a predetermined time in the evening and come on at a predetermined time in the morning.

The best option that has been found is a slimline board that would fit into the frame, at a cost of **£343 ex VAT**. The preference would be to purchase two of these boards, however one would be sufficient to start displaying the upcoming events with the additional board added at a later date.



This picture is for visual reference only to show intended location for digital display boards.

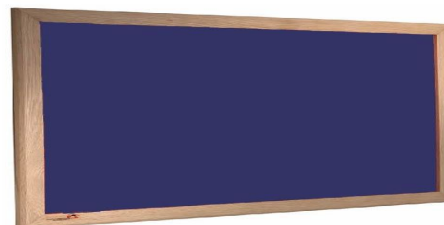
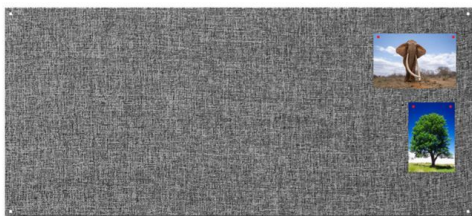
Outsourcing Marketing

Officers have decided to utilise in house experience of staff members to maximise the effect and reach of the marketing strategy implemented for the halls by the Town Council. With additional support from the WTC admin team, Officers feel there can be a concerted effort to push the marketing and visibility of the halls to better levels in and around West Oxfordshire.

Internal Notice Board

The Venue and Events Officer has researched the options and costs associated with changing the old internal noticeboard located at the bottom of the stairs opposite the disabled toilet.

If a lockable notice board was required, then options are limited, and the recommendation would be to stay with the existing board. However, the board is no longer in keeping with the rest of the Corn Exchange design and now looks old fashioned and out of place. The Venue and Events Officer would recommend that there is no need for a lockable board internally, and WTC could look to bring in a smart modern board, still in keeping with the hall aesthetic.



This style of board on the left costs **£131 ex VAT** and is approximately the same dimensions as the existing notice board, the style of board on the right features a wooden frame and is available in different colours and costs **£187 ex VAT**. The recommendation for either board to be grey to match the carpet on the stairs.

Corn Exchange 1863 kitchen Facilities

The Venue and Events Officer has investigated the costs of renovating and updating the larger kitchen in the Corn Exchange, for a complete refit the cost would be in the region between £12,000 & £19,000. Due to this, the recommendation is to continue using the current facilities and update and renew as and when required. It is worth noting that, in the opinion of the Venue & Events Officer, the kitchens should look to be modernised and updated to reflect the higher usage now experienced. To satisfy FSA requirements, if we are to ever looking to expand our range of offer, we would have to make significant improvements to the existing set ups. Officers can look at the requirements and present a fully costed project plan with operational timeline if this was to be progressed further.

6 Month Review of Cancellation Policy

The new cancellation policy was agreed by the Policy, Governance & Finance Committee (Refer: Minute F161 -PG&F 25.03.2024) and has been in place for 6 months. In that time, there has been no feedback from hirers about the new policy (below in table). All existing hirers were informed before implementation and are now adhering to this policy. Primarily it is a deterrent to larger groups looking to cancel at short notice with the Council then looking at taking potential financial hit on staffing, room set up etc.

Venue Officers are happy to keep this new policy active and set up a review in a further 12 months.

Booking Type	Booking Deposit	50% Cancellation Fee	75% Cancellation Fee	100% Cancellation Fee
Standard Hall/Room Hire (Group1/2)	Zero	N/A	N/A	Less than 72 hours notice
Commercial and Sales (Group 3)	25% at point of booking	Less than 14 days notice	N/A	Less than 7 days notice
Party / Function	25% at point of booking	Less than 14 days notice	N/A	Less than 7 days notice
Show (group 4)	25% at point of booking	Less than 28 days notice	Less than 21 days notice	Less than 14 days notice
Weddings	25% at point of booking	Less than 2 months notice	Less than 1 month notice	Less than 14 days notice

Propeller Student Enterprise

We have been approached by Witney & Abingdon College asking if we would allow some of their students to run a charity table outside the Corn Exchange for one day. Propeller (name of the enterprise) supports adults with learning difficulties. These students make crafts and sell their own grown plants.

This is an important social opportunity for these individuals, and it has been suggested this will be well attended by parents and friends who in turn will be pointed in the direction of the café to purchase drinks, snacks etc. Profits go into the continued funding of the enterprise.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality -
- b) Biodiversity -
- c) Crime & Disorder -
- d) Environment & Climate Emergency -

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.

- Risk of event sales due to website in development
- Risk of vandalism to the new digital notice boards
- Risk of missed business opportunity due to ineffective marketing strategy

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

Financial implications

Members are invited to note the report and make a recommendation to Policy, Governance and Finance Committee for consideration in the 2025/26 budget setting for the purchase of:

- The different costs associated with changes to Website hosting.
- Four flags for the exterior of the building are purchased at a cost of £304
- Four flagpoles for the exterior of the building are purchased at a cost of £200
- Two digital notice boards for the front of the Corn Exchange are purchased at a cost of £683
- A replacement notice board for the lobby area of the Corn Exchange is purchased at a cost of between £131 and £187

Recommendations

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

1. Changes to the website hosting of the Corn Exchange website.
2. That four flags and poles are purchased to use on the exterior of the building
3. That new digital notice boards are purchased for the front of the Corn Exchange
4. That a replacement notice board is purchased for the lobby area of the Corn Exchange
5. That the option to update the kitchen in the Corn Exchange are explored and costed in detail
6. If the Committee is agreeable that the items above are referred to the Policy, Governance & Finance Committee for consideration in the 2025/26 Budget.
7. That the cancellation policy be readopted after this review and considered again in 12 months

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE



Agenda Item: Corn Exchange Business Report

Meeting Date: 11 November 2024

Contact Officer: Deputy Venue & Events Officer

The purpose of this report is to provide an update on the events that have taken place since the last committee meeting and report on forthcoming events in the diary.

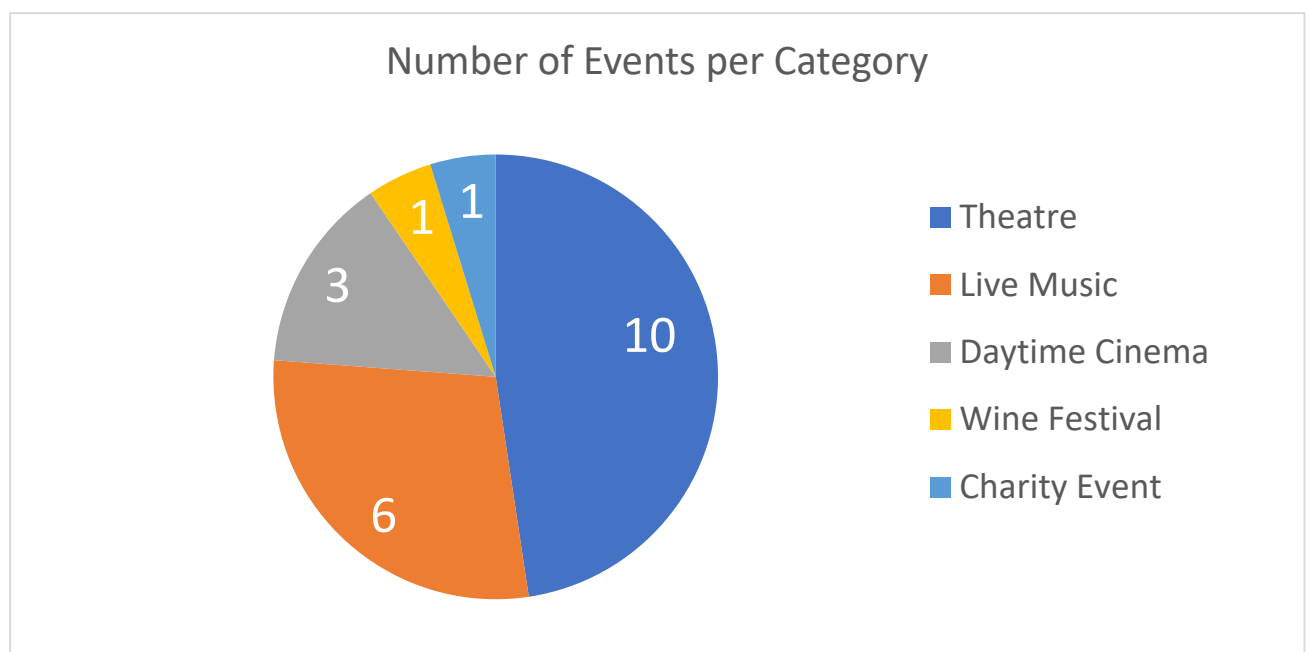
Background

Witney Town Council has an obligation and objectives to provide an affordable, sustainable, inclusive and community arts facility that is valued and supported by the people of Witney and West Oxfordshire.

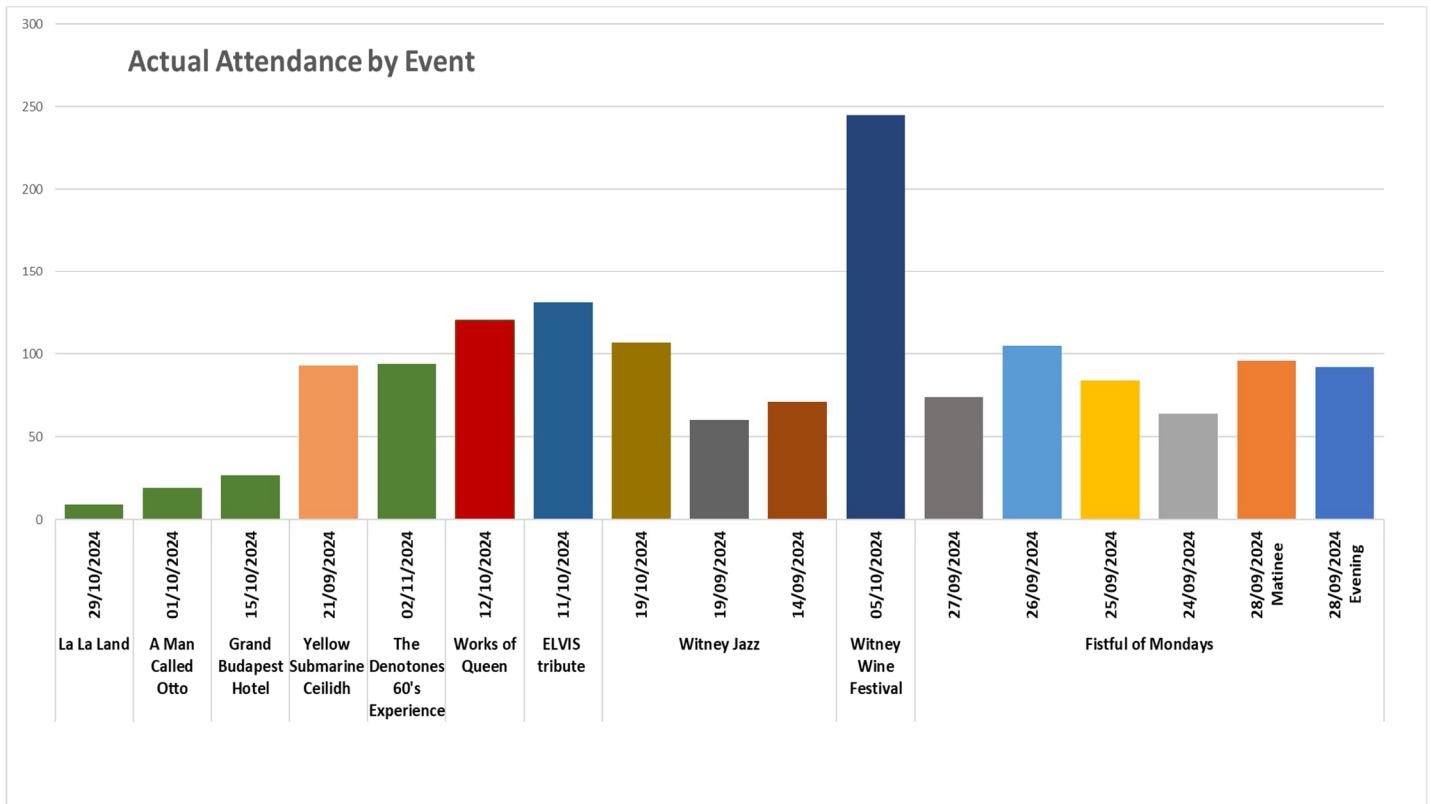
This includes providing availability to and encourage involvement from the entire community through offering a diverse range of music, arts and cultural events in the Corn Exchange. The Council will provide a professional, well-maintained and run hireable space for private events including parties, weddings and conferences.

Current Situation

The graph below shows the number of events hosted by category, since the last report in September.



The table below shows attendance figures for each event at The Corn Exchange since the last report. This includes figures from Council run (in green) and third-party hirer events. Please note there are 4 events not included where figures have not yet been provided by the hirer.



Recent events

The number of Events in the Corn Exchange have increased as expected after the previous period where year on year the demand for hiring of halls and indoor events falls during the school holidays.

Disco Inferno

Regular hirers and local drama group Buttercross Theatre Productions presented “Disco Inferno”, a 70’s hit musical, as their annual September show at The Corn Exchange this year. The show featured four performances between Thursday 5th – Saturday 6th September.

Fistful of Mondays

Balancing Act, another local theatre production company hosted a country and western themed original show, “A Fistful of Mondays”, between 24th – 28th September. The show received great feedback from attendees and staff, and we are delighted to have them back next year for the sequel. We are pleased to be able to showcase local performing artists and writer with this show.

Eynsham Cellars - Witney Wine Festival

Returning for its second year, we were pleased to welcome back Eynsham Cellars hosting Witney Wine Festival on Saturday 5th October. This unique event offered plenty of Wine tasting opportunities, live music, and pizza. We received some great feedback from the organisers of the event who were extremely happy with the venue and staff support and are looking forward to coming back next year.

Witney Jazz

Usually, the first Friday of every month, Witney Jazz have had some date changes and additions over the last couple of months leading to some concern over attendance, however they still managed to attract 60-80 customers for these events. They are now booked in for their regular dates and we look forward to welcoming them every month. These events always draw a crowd and offers a unique cabaret style set up in the venue which adds to our versatile event offering.

Yellow Submarine Ceilidh

Local charity (also one of the Mayor's chosen charities), Yellow Submarine, hosted a fundraising Ceilidh event on Saturday 21st September. The organisers have reported that the event was well attended and offered some positive feedback towards the venue and staff.

Daytime Cinema

As presented in the last report, officers have been working on a Daytime Cinema series, to replace the struggling Classic Film Club previously held on Tuesday evenings. Screenings begun in October, and we have hosted three so far with varying turnouts (19, 27 and 9). However, feedback has been largely positive, and we have set a target to reach a regular attendance figure of 30 per screening by the end of January.

To help promote these screenings, we have been collecting votes for a choice of Christmas film to be shown on 10th December. This scheme has generated some interaction in the café as well as at the screenings and we are hoping this will help increase the attendances.

Soundbite UK - Elvis Tribute

Soundbite UK presented Paul Thorpe's Elvis tribute for the second year running after a popular debut in 2023. This event sold out, as expected after a wealth of positive feedback from last year's show.

Soundbite UK- Works of Queen

A second Soundbite UK promotion saw the debut of Works of Queen at The Corn Exchange. Another popular event that was very close to a sell-out (final figure tbc by the organisers).

Both Soundbite UK shows received some great audience feedback online and we are looking forward to booking in some 2025 dates soon.

Denotones 60's Experience

Returning after a popular show last year, The Denotones put on another great show on Saturday 2nd November. This was a WTC operated show, working on a 70/30 ticket split with the artist as per previous shows. 94 tickets were sold in total, and feedback on the night was largely positive. One issue raised was that the band's opening song was very loud, this was resolved by a quick conversation with the sound engineer and the Deputy Venue & Events Officer who was in charge on the night.

To generate more bar revenue pre-show, officers advertised "Bar Open 18:30" (an hour before doors) - as a result we noticed some attendees turning up earlier to get a drink, which helped slightly increase revenue and generate a nice pre-show atmosphere in the bar. This is something we will do going forward, and we will suggest it to hirers who are hosting shows that we feel this would work for.

Upcoming Events

Advent Fayre - Sunday 1st December

The event will run as two sessions with a one-hour break, 10:00 – 13:00 and 14:00 – 17:00. We still only have a few Members who have volunteered assistance which is vital to ensure this popular community event is delivered successfully.

Also, the Corn Exchange continues a busy calendar of events heading into the Christmas period. A list of upcoming events for the rest of 2024 is attached below:

- Open Mic – First Thursday Every Month
- Witney Jazz – First Friday Every Month
- Daytime Cinema – Every other Tuesday
- Age UK – Older Adult Exercise Classes – Every Monday
- “Six” Teen Edition from BTP – 8th/9th November
- Witney Food Revolution Fundraiser – 15th November
- Wellness Event – 16th November
- Witney Town Band – 17th November
- Mayor’s Charity Quiz – 24th November
- Xmas Light switch on (Join us in 1863 Bar for Live Music and Drinks after the lights) – 29th November
- Advent Fayre – 1st December
- Bee Gee’s Disco – 14th December
- BTP Pantomime, Puss in Boots – 19th – 24th & 28th-31st December

A look forward to 2025:

Officers are working on expanding the number of live shows at The Corn Exchange in 2025 and have already booked in some popular shows to return next year, such as West End Magic and Shadowing Hank.

Also, the WTC Decades Disco will be held on 22 February to celebrate the Councils 50 years.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council’s Climate Emergency declaration in 2019.

- a) Equality - The concept of equality when reporting on events is very important to the council, as it ensures fair and impartial coverage of all events and social groups within the community to reflect fairness, representation, and inclusivity.
- b) Biodiversity – Officers focus on the broader context of their actions when organising event to maintain the Council’s environmental and conservation efforts.
- c) Crime & Disorder – Council policies and operational processes adhered to by Officers include a multi-faceted approach that integrates crowd control, prevention of criminal

activity, security planning, and compliance with relevant laws and regulations. Officers assess the risks relating to events ensuring the necessary due diligence, reviews, sign off and monitoring is completed. Post event analysis data is used to review opportunities for continuous improvement.

- d) Environment & Climate Emergency – Careful consideration is given to the environmental and climate impacts to reduce negative effects and promote sustainability. Many aspects of event planning by the Council include venue location, transportation, recycling, local produce, and energy usage. By incorporating sustainable practices into every stage of event planning, the Council aims to reduce the environmental impact, create a positive attendee experience, and help lead the way for more responsible event management in the future.

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.

Managing risks for Council events is a crucial aspect of event planning and requires careful thought to ensure the safety and success of all events. The Council's risk management control measures for events covers legal considerations, safety protocols, insurance, and other key factors ensure these are delivered successfully.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

Two local organisations, the Buttercross Theatre and Balancing Act held successful events giving new and experienced actors the opportunity to demonstrate their skills and art.

The daytime cinema is beginning to attract more people providing accessibility for those on a budget and a noticeable elderly audience who may not get to experience this otherwise.

An event by the Yellow Submarine charity which supports young people and adults with learning disabilities and autism celebrated their 15th anniversary in the Corn Exchange supported by the Council's Group 1 hire charge for local groups and Charities.

Financial implications

The Corn Exchange is operating and aligned with the 2024/2025 budget with no forecasted risk of annual overspend.

All events are evaluated from the planning stage to post event analysis to manage financial risk and maximise income.

Recommendations

Members are invited to note the report and

1. Members are requested to confirm whether they are available to assist with Advent Fayre on Sunday 1st December at any point between 10:00 and 17:00.

Week commencing	23rd Sept	30th Sept	7th Oct	14th Oct	21st Oct	28th Oct	4th Nov	11th Nov	18th Nov		
CORN EX 2024											
Hours booked	55.00	39.00	35.00	40.00	31.00	38.48	54.00	51.25	47.50	391.23	Total Hrs
Usage Percentage	65.48	46.43	41.67	47.62	36.90	45.81	64.29	61.01	56.55	33.27	Average %
SAME PERIOD 2023											
CORN EXCHANGE											
Hours booked	36.50	37.50	42.25	59.48	34.00	47.50	25.50	65.50	41.00	389.23	Total Hrs
Usage Percentage	43.45	44.64	50.30	70.81	40.48	56.55	30.36	77.98	48.81	31.17	Average %
GALLERY 2024											
Hours booked	37.50	43.00	20.00	26.00	42.25	15.50	19.00	30.75	48.00	282.00	Total Hrs
Usage Percentage	44.64	51.19	23.81	30.95	50.30	18.45	22.62	36.61	57.14	23.98	Average %
SAME PERIOD 2023											
GALLERY											
Hours booked	32.50	31.50	22.00	26.00	13.50	23.50	34.50	22.50	21.50	227.50	Total Hrs
Usage Percentage	38.69	37.50	26.19	30.95	16.07	27.98	41.07	26.79	25.60	19.35	Average %
Burwell Hall											
MAIN HALL 2024											
Hours booked	43.75	36.00	41.00	47.98	38.00	37.50	38.00	40.00	46.00	368.23	Total Hrs
Usage Percentage	52.08	42.86	48.81	57.12	45.24	44.64	45.24	47.62	54.76	31.31	Average %
SAME PERIOD 2023											
MAIN HALL											
Hours booked	42.00	52.48	44.50	49.00	29.50	34.50	54.50	49.48	31.50	387.46	Total Hrs
Usage Percentage	50.00	62.48	52.98	58.33	35.12	41.07	64.88	58.90	37.50	32.95	Average %

*based on x3 4-hour sessions per day; 12 hours total per day - 84 hours per week.

* w/c 28th October - half-term.

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