

Public Document Pack

Halls, Cemeteries & Allotments

Committee Meeting of Witney Town Council



Monday, 14th September, 2020 at 6.00 pm

To members of the Halls, Cemeteries & Allotments Committee - M Jones, J Aitman, L Ashbourne, T Ashby, O Collins, L Duncan, V Gwatkin and J King (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Virtual Meeting Room via Zoom** 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.

Admission to this meeting will be online by virtue of The Local Authorities & Police & Crime Panels (Coronavirus)(Flexibility of Local Authority & Police & Crime Panels Meetings)(England & Wales) Regulations 2020.

Zoom login details of this meeting will be published on the Council's website prior to the meeting.

Recording of Meetings

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

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

Agenda

1. Apologies for Absence

To consider apologies and reasons for absence.

Committee Members who are unable to attend the meeting should notify the Democratic Services Officer (nicky.cayley@witney-tc.gov.uk) **prior to the meeting**, stating the reason for absence.

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

2. Declarations of Interest

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. Minutes (Pages 3 - 6)

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Minutes held on 29 June 2020;

b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of 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. **Operational Report** (Pages 7 - 8)

To receive and consider the report of the Operations and Estates Officer.

6. **Public Halls Report** (Pages 9 - 10)

To receive and consider the report of the Venue Manager.

7. **Tower Hill & Windrush Cemeteries, St Mary's Closed Churchyard** (Pages 11 - 26)

To receive and consider the report of the Operations & Estates Officer

8. **Allotments** (Pages 27 - 28)

To receive and consider the report of the Operations and Estates Officer.

9. **Renewable Energy Sources Follow Up** (Pages 29 - 32)

To receive and consider the report of the Compliance and Environment Officer.

10. **Finance Report** (Pages 33 - 42)

To receive and consider the report of the Town Clerk/RFO

11. **Minutes of the Corn Exchange Working Party** (Pages 43 - 46)

To receive and consider the minutes of the Corn Exchange Working Party held on 7 September 2020.

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. **Park Road Allotment Gardens**

To receive a confidential update from the Town Clerk on the status of the Park Road Allotment Gardens



Town Clerk

Agenda Item 3

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

Held on Monday, 29 June 2020

At 6.00 pm in the VIRTUAL MEETING VIA ZOOM - Virtual Meeting

Present:

Councillor M Jones (Chair)

Councillors:	J Aitman L Ashbourne T Ashby O Collins	L Duncan V Gwatkin J King
Officers:	Adam Clapton Sharon Groth John Hickman Tomas Smith	Office Manager Town Clerk Operations & Estates Officer Venue Manager
Others:	None.	

H155 APOLOGIES FOR ABSENCE

There were no apologies for absence.

H156 DECLARATIONS OF INTEREST

There were no declarations of interest in matters to be discussed at the meeting.

H157 ELECTION OF VICE CHAIR

RESOLVED: that Cllr Gwatkin be elected Vice Chair for the municipal year.

H158 MINUTES

RESOLVED: that the Minutes of the Halls & Green Spaces Committee meeting held on 9 March 2020 be agreed and signed by the Chair as a correct record, alongside the Chair of the Sport & Play Committee as the work for the municipal year had been split over two new Committees accordingly.

There were no matters arising.

H159 PUBLIC PARTICIPATION

There were no members of the public present for this item.

H160 **COMMITTEE TERMS OF REFERENCE, VISION AND OBJECTIVES FOR THE MUNICIPAL YEAR**

Members received and considered draft terms of reference for the Committee. A member asked if Windrush Place Allotments could be included.

RESOLVED: that the terms of reference as presented be accepted with the addition of Windrush Place allotments.

H161 **OPERATIONAL REPORT - PROGRESS ON IMPROVEMENTS AND REPAIRS SINCE THE LAST MEETING**

Members received and considered the report of the Operations and Estates Officer. He advised that there was no evidence of bats in the cedar of Lebanon tree according to the survey and the tree surgeon was now resurveying the tree with a view to it being removed in the near future.

A member asked how far the Council had got with rebuilding the arch and the wall at St. Mary's Churchyard. The Officer advised that the faculties had now been applied for and the PCC had given permission. He was awaiting additional information from the stone mason to add to the faculty applications.

A member asked for communication to be put out before the tree was finally taken down. The Communications and Events Officer would be asked to do so.

RESOLVED: that the report be noted.

H162 **RENEWABLE ENERGY**

The Committee received and considered the report of the Compliance and Environment Officer. A member commended the report and the fact that it looked into the most modern ways of mitigating the Council's carbon footprint.

Another member wondered whether it would be worth commissioning for example the Energy Saving Trust to offer detailed advice. The Leader agreed with this and wondered if the Trust might do a project looking across the Council, including vehicles etc. She thought this might help with future budget setting.

RESOLVED:

1. that the report be noted;
2. that the Energy Saving Trust be asked to look into energy saving across the Council.

H163 **ALLOTMENTS**

The Operations and Estates Officer reported that he had not been able to complete Planning applications for oversized polytunnels as he had been shielding. He would be able to go out soon. The Allotment Association had now come back with recommendations for siting some composting tumblers and daleks and the type it favoured. The Association had also asked for concrete block bases and block walls at Lakeside and the new West Witney Allotments and had requested that the Town Council "turns" the amount of green waste on both of those sites for a

year. These recommendations from the Association had only just been received. The Council had agreed to provide some assistance as it no longer provided skips. The costs of the requested items were less than the skips would have cost.

A member expressed concerns that the items might fill up quickly and then the Association would be asking for more.

RECOMMENDED:

1. that the report be noted;
2. to agree to the Allotment Association's requests for the tumblers, daleks and Town Council assistance at Lakeside and West Witney on the condition that the exact requirements and services offered by the Town Council were specified in writing;
3. that the Operations and Estates Officer does further research into the cost of hard standing bases at Lakeside and West Witney Allotments and this is brought back to a future meeting.

H164 WINDRUSH CEMETERY RISK ASSESSMENTS & CAPACITY

The Committee received and considered the report of the Operations and Estates Officer. The Council had been expecting high numbers of burials due to the pandemic and although numbers had spiked initially, they had dropped to a normal level again. The Environment Agency permitted 50 burials per year and there was a requirement for a groundwater risk assessment. This had been done alongside a pandemic risk assessment which the Council should also have had. The results had shown that the Windrush Cemetery could have 100 burials per year without causing any adverse effects. 150 burials per year might also be possible and the cemetery had been approved as suitable for a pandemic burial site if needed in future. There was still some work to be done on a procedural level.

RESOLVED: that the report be noted.

H165 ST MARY'S CLOSED CHURCH YARD - CEDAR OF LEBANON TREE BAT SURVEY

The Committee received and considered the report of the Operations and Estates Officer. As the subject had been discussed earlier, there was no further debate.

RESOLVED: that the report be noted.

H166 PUBLIC HALLS - COVID 19 LOCKDOWN

The Committee received and considered the report of the Office Manager. The report was for information and an update on how much income the public halls had lost due to lockdown. A member asked if the drop in income would affect the budget for the Corn Exchange upgrade. The Office Manager advised that it would not as the majority of the money was from Section 106 contributions.

Another member asked how the loss would be made up, the Town Clerk having confirmed that the income would have been spent on running costs. The Town Clerk would revise the budget later in the year to reflect the pandemic's impact.

The Chair of the Corn exchange Working Party gave an update on the meeting held earlier that evening. He updated on the 1863 bar, retractable seating and bench seating. The Working Party had also discussed furniture for the bar/café. There would also be a new logo.

A member asked about opening times. The Venue Manager advised that he envisaged Monday – Saturday, 10am – 3pm. The bar would be a bonus for use in the evening for hirers or in-house events.

A member thanked the Venue Manager for welcoming the Community Fridge into the Corn Exchange and another member thanked Officers for the use of Burwell Hall by the Land Army early in the lockdown.

The Office Manager advised that the halls would not be open from 4 July as Officers were still working to achieve government guidelines.

RESOLVED:

1. that the report be noted;
2. that the verbal update from the Corn Exchange Working Party meeting held prior to this meeting be noted and the recommendations contained therein be agreed.

The meeting closed at: 6.56 pm

Chair

HALLS, CEMETERIES AND ALLOTMENTS COMMITTEE

Date: Monday 14 September 2020

Title: Operational Report - Progress on improvements & repairs since last meeting

Contact Officer: Operations and Estates Officer - John Hickman

Background

The purpose of this report is to update Members on the progress of improvements and repairs carried out by the Council's own workforce and contractors, since the last meeting.

Current Situation

Town Hall & 51 Market Square

The works team have replaced one pane of glass, removed the non-operational storage heaters, and cleared all the debris from the former opticians.

The Fixed Wire Testing remedial works have been completed, by the Council's electrical contractor.

Works team have fitted a new door guard to the office managers door and archive room door in the Town Hall.

Corn Exchange

Works team have carried out PAT testing to electrical equipment for the new bar; purchased materials and made replacement legs for the stage.

Burwell Hall

Works team has carried out repairs to fire door seals as required.

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

There are no financial implications arising directly from this report.

Recommendations

Member are invited to note the report.

HALLS, CEMETERIES & ALLOTMENTS

Date: Monday 14 September 2020
Title: Public Halls Report
Contact Officer: Venue Manager – Tomas Smith

Background

The purpose of this report is to update Members on the operational aspects of the Council's public halls since the last meeting of this Committee.

Current Situation

Corn Exchange Refurbishment Works

The new '1863' café and bar has been installed in the lobby of the Corn Exchange since the last meeting of this committee and offers a warm and welcoming entrance to the building. It will be opening for events only at the moment with the view to open every day as soon as is deemed safe due to the current pandemic. It will offer tea and coffee as well as being fully licenced for alcohol sales.

The Corn Exchange Working Party is looking at retractable seating in the Main Hall, and will be tendering this in line with the Council's Financial Regulations. Alongside this the addition of lighting and sound for the Corn Exchange is also being researched, the seating will affect the acoustics in the main hall, so the recommended works timeframe would be to install the seating first, followed by the rest of the infrastructure. *Members are referred to the separate agenda item of the Minutes of the Corn Exchange Working Party meeting held on 7 September 2020.*

Covid-19 Mitigation

Through the work of officers, both the Corn Exchange and Burwell Hall have been designated secure works and event spaces, and as such have the following protocols in place: Contact tracing, hand sanitizer on entry to hall, clear directional tape, 2-meter tape in front of Venue Manager and Booking Administrator's desk and clear signage on entry requesting face masks to be worn. Each event organiser also must provide a clear risk assessment of their event which is considered by the Venue Manager and Compliance and Environment Officer.

The halls are open for business, but with much reduced numbers and altered setups as previously advised.

Bookings Update

From August, Mynt Image Craft Fayre returned to their monthly Saturday bookings in the Main Hall of the Corn Exchange. White Feather Spiritualists also made a return.

September welcomes back following regular hirers:

- Witney Jazz Club: Corn Exchange - 4th
- Oxford Sport & Traditional Martial Arts: Burwell Hall -10th
- Tumble Tots: Burwell Hall - 11th
- Dancemania: Burwell Hall - 14th
- Monkey Music: Burwell Hall - 15th
- St Mary's Art Group: Corn Exchange - 21st
- Sarah Moncrieff Paintings: Corn Exchange - 30th
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In addition to this, a new group has been welcomed – K9 Dreamers Dog Training School who will be hiring the Main Hall at Burwell every Friday afternoon.

From October, we look to reinstate the following bookings:

- Life Carers: Corn Exchange - 8th
- M.S. Society: Burwell Hall – date yet to be confirmed.
- Redeemed Church of God – Burwell Hall, date yet to be confirmed.

Lighting Up of the Corn Exchange for National Events

Officers are currently investigating the best possible way of installing lighting to mark local/national events and occasions with Cllr Ashbourne per the resolution of the Policy, Governance & Finance committee on 13th July 2020. A draft policy on this issue will be presented to the next meeting of that committee on 28th September.

Current requests have been received to light up the Corn Exchange to mark Baby Loss Awareness Week, 15th October and Polio Awareness Week, 31st October. The first of these was provisionally given the go-ahead regardless of whether lights have been installed in the building, or if previously borrowed lights are once again used.

Environmental impact

Councillors should have due regard to the environmental impact of any decisions they make regarding its facilities and services it operates.

Risk

There are no perceived risks resulting from items in this report.

Financial implications

There are no perceived cost implications resulting from items in this report. The return to income into the Public Halls is welcome from returning hirers and from the Café/Bar.

Recommendations

Members are invited to note the report.

HALLS, CEMETERIES AND ALLOTMENTS COMMITTEE

Date: Monday 14 September 2020

Title: Tower Hill and Windrush Cemeteries, and St Mary's Closed Churchyard - Update

Contact Officer: Operations and Estates Officer – John Hickman

Background

The purpose of this report is to update Members on the progress of improvements and repairs since the last meeting.

Current Situation

Burials

Numbers of full interments at Windrush and Tower Hill Cemeteries are currently running at approximately normal levels.

Ground Water Risk Assessment – Windrush Cemetery

The Operations and Estates Officer has yet to fully review the ground water risk assessment provided by CDS due to time constraints. He will make the required adjustments to the burial procedures at Windrush Cemetery once the Risk Assessment has been fully reviewed and the current procedures evaluated for where changes are required.

Windrush Cemetery Meadow Burial Area

Grounds Contractors will be cutting and collecting the Meadow burial area at Windrush Cemetery shortly they will be removing approx. 50% of the grass over approx. 200sqm of the area and then seeding with yellow rattle to start the process of developing a wildflower meadow burial area.

Tower Hill Cemetery additional pedestrian access from Smiths Estate.

The Chair has requested that the additional pedestrian access via Smiths Estate be looked at again after she received another request from an elderly resident of Smiths Estate.

This was previously discussed in September 2019 with the Operations and Estates Officer gaining 2 x quotes for associated footpath works of approx. £9,000 and £13,000, [copy report attached] there would also be additional costs to open a space in the Cemetery dry stone boundary wall sufficiently large enough to take a disabled gate.

Councillors also met with the Operations and Estates Officer on site to consider the previous request.

Tower Hill Cemetery

For information only - One of the mature Beech Trees along the middle path way was badly damaged in one of the storms recently, a very large bow split out of the tree on one side, the resulting damage made the remaining tree unsafe and the tree had to be cut down to ground level. Two large pieces of the trunk have been retained at the Cemetery and laid on their side to form seating. The Operations and Estates Officer has been planting Beech Trees in this area in previous years in preparation for the loss of these trees in years to come. A further Beech tree will be planted in WTC annual tree planting in an area close to the original tree to compensate for the loss of the Beech.

Tower Hill lower area section 9, the works team have started to clear this area in preparation for it to be prepared for ashes interments.

The works team have removed all the Ivy and overgrown shrubs to the boundary wall of Tower Hill Cemetery.

Closed Church Yards

For information only - Cedar of Lebanon T583 the faculty has now been provided by the Diocese to fell this tree, the Operations and Estates Officer is currently setting a date for the works with the tree surgeons.

The faculty for the wall, arch and pillars repairs is still to be provided by the Diocese – and therefore the entrance remains fenced in order to protect the general public using this entrance to access the footpath.

The Operations and Estates Officer has still to fully review the Condition Survey of St Mary's boundary wall due to time constraints, to form the program of works required and bring the recommendations for repairs and maintenance to council.

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.

Obviously, the loss of trees is regrettable, however the Council did have the foresight to plant Beech trees in Tower Hill Cemetery for the eventual replacement of some of the older trees which were either decaying or could become unstable in high winds.

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

Works undertaken in this report have been covered within existing budgets already agreed.

With regard to the additional pedestrian access this would need to be budgeted for in the next financial year if these works are agreed, because there is no budget currently set for this project.

Recommendations

Members are invited to note the report, and consider the situation regarding the additional pedestrian access via Smiths Estate to the Tower Hill Cemetery.

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Halls and Green Spaces Committee

Date: Monday 9 September 2019

Title: Tower Hill Cemetery – Additional Pedestrian Entrance

Contact Officer: Operations & Estates Officer - John Hickman

Background

A request has been received from Cllr Andrew Coles regarding a 99-year-old resident on Smiths Estate who is requesting if it is possible for Witney Town Council to make a pedestrian access from Smiths Estate into Tower Hill Cemetery. This gentle man has been helped before by Cllr Laura Price when Cllr Price funded a handrail up the hill from the kissing gate on Tower Hill to the top section of Tower Hill Cemetery.

Action Taken

The Operations and Estates Officer has previously investigated making an entrance from Smiths Estate into Tower Hill Cemetery when considering disabled access into the cemetery for the Halls and Green Spaces Committee on 1st July 2019.

Current situation

It is possible to make an entrance through the wall at the far top corner of Tower Hill Cemetery onto the existing path that leads along the back of the cemetery wall from Fieldmere Close to the Rowing Machine public house. Permissions would need to be gained from the footpath owners.

It would be possible to make a gateway within the wall, there is a gap between the final graves on section 13 and the Cemetery boundary wall and again between the graves on section 13 and section 9 although there is no footpath approx. distance 70m. A footpath of some form would need to be constructed for pedestrians to use this access and would also need to be DDA compliant. There is also a memorial bench that would need to be relocated in order to give enough width for the path.

This could also cause issues on Smiths Estate with people parking on street in order to use this gate to access the cemetery when the cemetery vehicle gates are closed. This may reduce some of the access gained to the cemetery over this wall however it will not prevent it all as the main access of this type is further along the top of the cemetery in the area of the Black Brick memorial wall.

There would most likely be a large increase in pedestrians using the route through the cemetery as a shortcut to Town. It may also be found that not all pedestrians follow the footpath but cut diagonally across the graves in order to shorten their route.

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

There are no financial implications at this time.

Recommendations

Member are invited to note the report and consider Officers carrying out further research and costings associated to constructing an access gateway and footpath from Smiths Estate into Tower Hill Cemetery.

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HALLS CEMETERIES AND ALLOTMENTS COMMITTEE

Date: Monday 14 September 2020
Title: Allotments Update
Contact Officer: Operation and Estates Officer – John Hickman

Background

The purpose of this report is to update members on the current position regarding Allotments.

Current Situation

Hailey Road Allotments

The Operations and Estates Officer has not been able to process the application for retrospect permission for a large poly tunnel in excess of the 2.5m x 3m agreed max size has been received due to time constraints.

Lakeside Allotments

The Operation and Estates Officer has not been able to process a number of applications for retrospect permission that have been received for structures in excess of the agreed 2.5m x 3m at this site.

Lakeside allotment association representatives have requested the trees to the boundary with the Oxford Witney Hotel and the Lakeside flats are reduced, these are mostly willow that require to be pollarding every few years. This is quite a difficult operation as the trees are outside the allotment boundary fence between the fence and a storm ditch. The only access is across two of the corner allotments cutting through the fence all materials must be moved by hand as vehicle access is not possible along the ditch line.

Newland Allotments

Newland allotment association representatives have requested the works team to reduce the size of the hedge that abuts Woodgreen School boundary fence, the works team will deal with this where possible in the autumn.

Composting

The Allotment Association has been informed of council's decision to provide Newland and Hailey Road Allotments Mantis compost tumblers at a cost off £399 each along with 2 x composting Daleks at a cost of £21.50 each. But has yet to hear back from the allotment

association. The Operations and Estates has yet to access the costs associated to constructing 3 times costing bays at Lakeside and West Witney.

West Witney Allotments

Transfer of the allotment land is progressing and the associated fencing, parking, footpath etc. works are due to start soon.

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

There are no financial implications arising directly from this report.

Recommendations

Member are invited to note the report.

HALLS, CEMETERIES AND ALLOTMENTS COMMITTEE

Date: Monday 14 September 2020

Title: Renewable Energy Sources Follow Up

Contact Officer: Compliance and Environment Officer – Angus Whitburn

Background

The last renewable energy report presented to the halls meeting explored the opportunity to install different forms of renewable energy production across WTC buildings and lands. The purpose of this report is to move forward with that progress and directly apply it to our buildings.

Current Situation

Burwell Hall and Electric Heating solutions

Burwell Hall is one of only 2 buildings WTC runs that are supplied by mains Gas. The current gas boiler is almost at the end of its serviceable life, with parts now not manufactured and hard to source. With the council's target of becoming carbon neutral by 2028 the aim of this building is to remove it from mains gas. Part of the current plans drawn up from research would involve replacing the heating with electric Infrared panel heaters. Electricity per Kw is significantly more expensive than gas so it is in interest to use the most efficient technology's when it come in the form of electric heating. IR panel heater use 25% of the energy required from electric oil radiators.

IR panel heaters differ to traditional electric heating method in that they heat physical objects and do not waste energy heating the air. The IR panels are suitable for Burwell as they can quickly heat the room ready for sessions and not waste heat aiming to keep the room at a set temperature.

To trial the effectiveness of the IR panel heaters and possible further rollout, it would be proposed that one of the offices in the town hall have them installed. This would be at a cost of around £500 (not including installation), this would include 2 x IR panel heaters and a thermostat.

The Leys Depot

From a primary assessment and preliminary research, the Leys Depot is the most feasible building to become carbon neutral. The building is supplied entirely by electricity with minimal usage. The exception to this would be the use of excavation equipment and fuel supplied power tools.

The first stage to achieve this is to make the depot more thermally efficient and reduce its energy usage. This would be done through the following methods.

- Installing secondary glazing units around the depot office, staff room and toilet.
- Changing all heating to more energy efficient systems.
- Convert the changing room into a drying room by replacing the radiator with a timed de-humidifier.
- Install motion sensors across the depot.

The second stage would be to introduce renewable energy production to cover the usage of the depot. To do this a survey from a chosen installer would be commissioned with the remit to install a solar carport and small wind turbine.

The final stage of the project would be to convert the fleet of van's and flatbeds to electric. These vehicles being charged from the energy produced from the solar car port and wind turbine. A solution has been research as an alternative option to the expensive electric van options on offer. The fleet of vehicles would instead be replaced by electric utility vehicles. The specification of these vehicles makes them suitable replacements for the work duties the maintenance team carry out.

Gas Energy Provider

WTC recently switched its electricity provider over to a 100% green energy provider (Green Energy UK). Our gas supplier Crown Gas and Power is due to expire in November, with a one-month notice of cancelation required the process to switch will have to be started in October. Would the council prefer to switch this supplier onto a greener supplier for 2 years or alternatively seek out the cheapest possible tariff per kwh.

As gas production can never be carbon neutral a cheaper option may be financially a better option to save on energy cost's and reinvest. Alternatively, the uniformity of having both supplies from a green supplier is better advertising for the council and the gas supplied is from greener methods.

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

In this year's Capital budget, there is provision of £15,000 towards the 'new boiler' for Burwell Hall.

The Town Hall has a set budget for property maintenance currently sitting at £2,500. The purchase and installation of the infrared panel heater would come from this.

The Leys Depot property maintenance budget of which the improvement would be made is significantly less than that of the town hall offices. In order to modernise and extend the serviceable life of the Leys Depot additional funds would be required.

There is a budget of £10,000 for climate and biodiversity where renewable energy projects would be drawn from. The cost would cover potential survey cost and small installations but would not be substantial enough to cover the cost of renewable energy installations.

Recommendations

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

1. Installation of an infrared heater in one of the offices in the town hall.
2. Agree to an increased budget toward energy improvement works at the Leys Depot.
3. To choose between a cheaper or a green gas supplier for the renewal

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HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday 14 September 2020
Title: Finance Report
Contact Officer: Town Clerk/RFO – Sharon Groth

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 reports relates is Period 4, 1 April 2020 to 31 July 2020.

Unfortunately, due to time constraints, the financial reports do not include the recharges from the Works, Agency or Central Support departments, nor does it include the salary information where this is directly attributable. The Town Clerk/RFO hopes to be able to calculate this information when she carries out the review of the annual budges in October 2020.

Additionally, it has not been possible to provide a full written report, however at this stage in the financial year budgets are not expected to be overspent – but members are reminded that expenditure isn't necessarily incurred evenly over the course of the year.

COVID-19 – Additional Costs

Officers have worked hard to get facilities open when government guidance has allowed. Obviously, Cemeteries continued to operate, and did see an increase in burials although very few were in fact COVID related. Hirer's are slowly returning to the halls as restrictions are relaxed – and the Compliance Officer has worked with the Venue Manager on COVID-19 Risk Assessments as needed. This has significantly hit the Council's income and additional expense has been incurred with increased cleaning regimes, equipment etc.

Revenue Budget 2021/22 and Capital & Special Revenue Projects 2021/22

In line with normal Council procedures, the Town Clerk will shortly be commencing the annual review of all the Committees in order to prepare the revenue budget for 2021/22. Draft budgets are prepared based upon current activities and patterns of income and expenditure. Any additional revenue expenditure is considered separately as Revenue Growth items.

It is also normal practice that in the course of the budget cycle the council considers the Capital and Special Revenue budget to identify which projects or scheme are to be implemented and undertaken during the next financial year.

Whilst Members are encouraged to give consideration and put forward items to be included in next year's budget (and beyond), so that Officers can obtain costings accordingly, the Town Clerk would caution that given the current circumstances she will be looking to make savings in order to try and balance the current year's budget.

Furthermore, with COVID-19, Officers have not been able to progress many of the projects identified and budgeted for during the last budget setting cycle, these will be reassessed and possibly put into the preparation pool for further consideration at a later date.

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.

The Committee receives financial reports in order to carry out its checks and balances, but ultimately the Council's Policy, Governance & Finance Committee has overall scrutiny of the Council's finances through Officer reports. This coupled with internal and external audits provides the Council with its assurances.

Financial implications

There are no financial implications arising directly from this report.

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

Recommendations

Members are invited to note the report and give consideration to any capital or special revenue projects for 2021/22 budget.

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Detailed Income & Expenditure by Budget Heading 31 July 2020

Month No: 4

Income & Expenditure Report, 14 September 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Halls, Cemeteries & Allotments</u>								
<u>102 LANGDALE HALL</u>								
1050 RENT RECEIVED	17,678	0	20,000	20,000			0.0%	
1052 EXPENSES RECOVERED	77	0	0	0			0.0%	
1058 WATER RECOVERED	0	0	900	900			0.0%	
1060 INSURANCE RECOVERED	1,031	0	600	600			0.0%	
LANGDALE HALL :- Income	18,785	0	21,500	21,500			0.0%	0
4012 WATER RATES	844	400	900	500		500	44.5%	
4021 TELEPHONE/FAX	356	39	160	121		121	24.3%	
4025 INSURANCE	523	0	600	600		600	0.0%	
4036 PROPERTY MAINTENANCE	(1,001)	0	1,000	1,000		1,000	0.0%	
4038 OTHER MAINTENANCE	1,996	0	1,000	1,000		1,000	0.0%	
4059 OTHER PROF FEES	4,526	500	3,000	2,500		2,500	16.7%	
4491 TFR TO EARMARKED RES	2,777	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(1,500)	(1,500)	0		0	100.0%	
4888 O/S STAFF RCHG	2,718	0	4,250	4,250		4,250	0.0%	
4890 O/S O'HEAD RCHG	507	0	781	781		781	0.0%	
4892 C/S STAFF RCHG	818	0	881	881		881	0.0%	
4893 C/S O'HEAD RCHG	177	0	183	183		183	0.0%	
5199 Depreciation Charge to Service	14,252	0	0	0		0	0.0%	
LANGDALE HALL :- Indirect Expenditure	28,493	(561)	11,255	11,816	0	11,816	(5.0%)	0
Net Income over Expenditure	(9,707)	561	10,245	9,684				
<u>104 CORN EXCHANGE</u>								
1007 CORN EXCHNGE LETTING	41,432	578	40,000	39,422			1.4%	
1014 EVENTS INCOME	2,304	0	1,000	1,000			0.0%	
1015 TEA DANCE INCOME	3,008	0	2,500	2,500			0.0%	
1016 FUNCTION REFRESHMENT	47	0	100	100			0.0%	
1019 OTHER EQUIPMENT HIRE	0	0	0	0			0.0%	
CORN EXCHANGE :- Income	46,792	578	43,600	43,022			1.3%	0
4001 SALARIES	44,506	0	70,619	70,619		70,619	0.0%	
4002 ER'S NIC	2,490	0	4,484	4,484		4,484	0.0%	
4003 ER'S SUPERANN	5,954	0	15,325	15,325		15,325	0.0%	
4007 PROTECTIVE CLOTHING	380	0	300	300		300	0.0%	
4008 TRAINING	480	0	500	500		500	0.0%	
4009 TRAVELLING	20	0	125	125		125	0.0%	
4011 RATES	4,370	0	4,582	4,582		4,582	0.0%	

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Detailed Income & Expenditure by Budget Heading 31 July 2020

Month No: 4

Income & Expenditure Report, 14 September 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 WATER RATES	398	216	400	184		184	53.9%	
4014 ELECTRICITY	5,261	440	5,000	4,560		4,560	8.8%	
4015 GAS	3,438	358	4,500	4,142		4,142	8.0%	
4016 CLEANING MATERIALS	1,971	473	2,310	1,837		1,837	20.5%	
4017 CONTRACT CLEAN/WASTE	2,440	1,642	5,500	3,858		3,858	29.9%	
4018 PHOTOCOPIER COSTS	216	201	150	(51)		(51)	134.2%	
4020 COPIER RENTAL	739	175	700	525		525	25.0%	
4021 TELEPHONE/FAX	883	135	1,200	1,065		1,065	11.3%	
4025 INSURANCE	613	0	650	650		650	0.0%	
4028 I.T.	974	569	1,400	831		831	40.6%	
4030 RECRUITMENT ADVT'G	154	0	500	500		500	0.0%	
4032 PUBLICITY	1,347	2,203	6,000	3,798		3,798	36.7%	
4036 PROPERTY MAINTENANCE	(14,390)	1,839	8,000	6,161		6,161	23.0%	
4038 OTHER MAINTENANCE	4,229	545	4,000	3,455		3,455	13.6%	
4042 EQUIPMENT	1,786	0	1,500	1,500		1,500	0.0%	
4043 SMALL TOOLS & EQUIPT	410	0	300	300		300	0.0%	
4044 FUEL	7	0	25	25		25	0.0%	
4045 LICENCES	3,432	180	1,500	1,320		1,320	12.0%	
4050 VEHICLE MAINTENANCE	68	0	0	0		0	0.0%	
4059 OTHER PROF FEES	450	0	0	0		0	0.0%	
4141 EVENTS	262	1,447	2,500	1,053		1,053	57.9%	
4142 TEA DANCE COSTS	4,669	0	5,850	5,850		5,850	0.0%	
4143 REFRESHMENT COSTS	62	0	300	300		300	0.0%	
4250 BAD DEBTS	82	(82)	0	82		82	0.0%	
4400 COVID-19 EXPENDITURE	0	298	0	(298)		(298)	0.0%	
4491 TFR TO EARMARKED RES	57,971	0	10,000	10,000		10,000	0.0%	
4495 TFR FROM EARMARKED R	(3,500)	(3,000)	(3,000)	0		0	100.0%	
4888 O/S STAFF RCHG	7,483	0	11,358	11,358		11,358	0.0%	
4890 O/S O'HEAD RCHG	1,386	0	2,086	2,086		2,086	0.0%	
4892 C/S STAFF RCHG	8,767	0	9,691	9,691		9,691	0.0%	
4893 C/S O'HEAD RCHG	3,170	0	3,290	3,290		3,290	0.0%	
5199 Depreciation Charge to Service	26,718	0	0	0		0	0.0%	
CORN EXCHANGE :- Indirect Expenditure	179,694	7,638	181,645	174,007	0	174,007	4.2%	0
Net Income over Expenditure	(132,902)	(7,060)	(138,045)	(130,985)				
105 BURWELL HALL								
1005 BURWELL HALL LETTING	21,743	110	27,000	26,890			0.4%	
1016 FUNCTION REFRESHMENT	21	0	0	0			0.0%	
1052 EXPENSES RECOVERED	250	0	0	0			0.0%	
1060 INSURANCE RECOVERED	23,930	0	0	0			0.0%	
BURWELL HALL :- Income	45,944	110	27,000	26,890			0.4%	0

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Detailed Income & Expenditure by Budget Heading 31 July 2020

Month No: 4

Income & Expenditure Report, 14 September 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 SALARIES	39,451	0	47,667	47,667		47,667	0.0%	
4002 ER'S NIC	2,240	0	3,027	3,027		3,027	0.0%	
4003 ER'S SUPERANN	5,954	0	10,344	10,344		10,344	0.0%	
4007 PROTECTIVE CLOTHING	464	0	300	300		300	0.0%	
4008 TRAINING	240	0	250	250		250	0.0%	
4009 TRAVELLING	31	0	125	125		125	0.0%	
4011 RATES	2,946	0	3,100	3,100		3,100	0.0%	
4012 WATER RATES	551	309	1,400	1,091		1,091	22.1%	
4014 ELECTRICITY	1,476	229	2,700	2,471		2,471	8.5%	
4015 GAS	3,551	887	3,250	2,363		2,363	27.3%	
4016 CLEANING MATERIALS	1,636	299	2,000	1,701		1,701	15.0%	
4017 CONTRACT CLEAN/WASTE	1,476	1,023	3,000	1,977		1,977	34.1%	
4021 TELEPHONE/FAX	326	42	800	758		758	5.2%	
4025 INSURANCE	302	0	350	350		350	0.0%	
4028 I.T.	0	148	2,000	1,852		1,852	7.4%	
4030 RECRUITMENT ADVT'G	154	0	200	200		200	0.0%	
4032 PUBLICITY	48	48	950	903		903	5.0%	
4036 PROPERTY MAINTENANCE	2,249	353	5,000	4,647		4,647	7.1%	
4038 OTHER MAINTENANCE	2,028	99	2,100	2,001		2,001	4.7%	
4042 EQUIPMENT	216	48	2,000	1,952		1,952	2.4%	
4043 SMALL TOOLS & EQUIPT	0	78	100	22		22	78.3%	
4045 LICENCES	466	180	500	320		320	36.0%	
4048 ENG.INSPEC.(VARIABLE)	0	0	100	100		100	0.0%	
4059 OTHER PROF FEES	0	0	150	150		150	0.0%	
4250 BAD DEBTS	104	0	0	0		0	0.0%	
4491 TFR TO EARMARKED RES	32,130	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(4,500)	(1,450)	(1,450)	0		0	100.0%	
4888 O/S STAFF RCHG	4,876	0	6,319	6,319		6,319	0.0%	
4890 O/S O'HEAD RCHG	806	0	1,161	1,161		1,161	0.0%	
4892 C/S STAFF RCHG	6,229	0	6,872	6,872		6,872	0.0%	
4893 C/S O'HEAD RCHG	2,261	0	2,346	2,346		2,346	0.0%	
5198 Deferred Grants Released	(280)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	4,058	0	0	0		0	0.0%	
BURWELL HALL :- Indirect Expenditure	111,487	2,292	106,661	104,369	0	104,369	2.1%	0
Net Income over Expenditure	(65,542)	(2,182)	(79,661)	(77,479)				
<u>106 MADLEY PARK COMMUNITY CENTRE</u>								
1060 INSURANCE RECOVERED	355	0	375	375			0.0%	
MADLEY PARK COMMUNITY CENTRE :- Income	355	0	375	375			0.0%	0

Detailed Income & Expenditure by Budget Heading 31 July 2020

Month No: 4

Income & Expenditure Report, 14 September 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4025 INSURANCE	355	0	375	375		375	0.0%	
4036 PROPERTY MAINTENANCE	0	0	2,000	2,000		2,000	0.0%	
4038 OTHER MAINTENANCE	120	10,000	150	(9,850)		(9,850)	6666.7%	
4059 OTHER PROF FEES	0	0	1,000	1,000		1,000	0.0%	
4491 TFR TO EARMARKED RES	2,000	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	312	0	1,153	1,153		1,153	0.0%	
4890 O/S O'HEAD RCHG	138	0	212	212		212	0.0%	
5199 Depreciation Charge to Service	19,290	0	0	0		0	0.0%	
LEY PARK COMMUNITY CENTRE :- Indirect Expenditure	22,214	10,000	4,890	(5,110)	0	(5,110)	204.5%	0
Net Income over Expenditure	(21,859)	(10,000)	(4,515)	5,485				
301 TOWER HILL CEMETERY								
1050 RENT RECEIVED	11,350	5,675	11,350	5,675			50.0%	
1060 INSURANCE RECOVERED	207	0	345	345			0.0%	
1100 BURIAL FEES	8,370	1,425	3,500	2,075			40.7%	
1101 GRANT OF RIGHTS	2,725	(50)	1,500	1,550			(3.3%)	
1102 INTERMENT OF ASHES	6,100	488	3,500	3,013			13.9%	
1105 MEMORIAL FEES	4,485	1,242	3,000	1,758			41.4%	
1106 MEMORIAL PLAQUES	(20)	35	250	215			14.0%	
1108 CHAPEL FEES	500	0	300	300			0.0%	
TOWER HILL CEMETERY :- Income	33,717	8,815	23,745	14,931			37.1%	0
4001 SALARIES	13,953	0	14,231	14,231		14,231	0.0%	
4002 ER'S NIC	1,333	0	1,369	1,369		1,369	0.0%	
4003 ER'S SUPERANN	3,028	0	3,088	3,088		3,088	0.0%	
4007 PROTECTIVE CLOTHING	115	0	100	100		100	0.0%	
4011 RATES	2,519	882	2,600	1,718		1,718	33.9%	
4012 WATER RATES	60	34	100	66		66	34.1%	
4014 ELECTRICITY	472	61	380	319		319	16.2%	
4016 CLEANING MATERIALS	14	0	30	30		30	0.0%	
4017 CONTRACT CLEAN/WASTE	1,160	510	2,560	2,050		2,050	19.9%	
4025 INSURANCE	207	0	345	345		345	0.0%	
4036 PROPERTY MAINTENANCE	652	0	6,000	6,000		6,000	0.0%	
4038 OTHER MAINTENANCE	7	15	0	(15)		(15)	0.0%	
4040 ARBORICULTURE	0	3,500	0	(3,500)		(3,500)	0.0%	
4042 EQUIPMENT	17	0	100	100		100	0.0%	
4043 SMALL TOOLS & EQUIPT	25	0	0	0		0	0.0%	
4044 FUEL	50	0	0	0		0	0.0%	
4059 OTHER PROF FEES	1,361	0	0	0		0	0.0%	
4110 SUBSIDIZED LETTINGS	0	0	200	200		200	0.0%	

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Detailed Income & Expenditure by Budget Heading 31 July 2020

Month No: 4

Income & Expenditure Report, 14 September 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4350 PLAQUES PURCHASED	201	103	500	397		397	20.6%	
4355 MEMORIAL MAINTENANCE	0	0	2,500	2,500		2,500	0.0%	
4491 TFR TO EARMARKED RES	15,500	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(8,000)	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	51,704	0	80,811	80,811		80,811	0.0%	
4890 O/S O'HEAD RCHG	10,675	0	14,845	14,845		14,845	0.0%	
4891 AGENCY SERVICES RECHARGE	34,704	11,863	37,882	26,019		26,019	31.3%	
4892 C/S STAFF RCHG	3,311	0	3,650	3,650		3,650	0.0%	
4893 C/S O'HEAD RCHG	1,722	0	1,787	1,787		1,787	0.0%	
5199 Depreciation Charge to Service	3,305	0	0	0		0	0.0%	
TOWER HILL CEMETERY :- Indirect Expenditure	138,091	16,968	173,078	156,110	0	156,110	9.8%	0
Net Income over Expenditure	(104,374)	(8,154)	(149,333)	(141,179)				
302 WINDRUSH CEMETERY								
1100 BURIAL FEES	19,010	10,200	20,000	9,800			51.0%	
1101 GRANT OF RIGHTS	24,404	7,145	20,000	12,855			35.7%	
1102 INTERMENT OF ASHES	3,410	855	5,000	4,145			17.1%	
1105 MEMORIAL FEES	5,100	2,050	5,000	2,950			41.0%	
1106 MEMORIAL PLAQUES	(5)	0	100	100			0.0%	
WINDRUSH CEMETERY :- Income	51,919	20,250	50,100	29,850			40.4%	0
4001 SALARIES	13,953	0	14,232	14,232		14,232	0.0%	
4002 ER'S NIC	1,333	0	1,368	1,368		1,368	0.0%	
4003 ER'S SUPERANN	3,028	0	3,088	3,088		3,088	0.0%	
4007 PROTECTIVE CLOTHING	67	0	100	100		100	0.0%	
4011 RATES	3,552	1,245	3,660	2,415		2,415	34.0%	
4012 WATER RATES	69	37	100	63		63	37.0%	
4014 ELECTRICITY	1,789	402	1,155	753		753	34.8%	
4016 CLEANING MATERIALS	14	0	30	30		30	0.0%	
4017 CONTRACT CLEAN/WASTE	474	324	375	51		51	86.4%	
4021 TELEPHONE/FAX	384	39	200	161		161	19.4%	
4025 INSURANCE	112	0	120	120		120	0.0%	
4036 PROPERTY MAINTENANCE	1,294	5,474	2,700	(2,774)		(2,774)	202.7%	
4037 GROUNDS MAINTENANCE	84	0	100	100		100	0.0%	
4038 OTHER MAINTENANCE	1,121	60	770	710		710	7.8%	
4040 ARBORICULTURE	350	0	0	0		0	0.0%	
4041 EQUIPMENT HIRE	144	848	0	(848)		(848)	0.0%	
4042 EQUIPMENT	1,948	0	1,500	1,500		1,500	0.0%	
4043 SMALL TOOLS & EQUIPT	11	63	0	(63)		(63)	0.0%	
4044 FUEL	50	0	0	0		0	0.0%	

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Detailed Income & Expenditure by Budget Heading 31 July 2020

Month No: 4

Income & Expenditure Report, 14 September 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4059 OTHER PROF FEES	0	4,200	0	(4,200)		(4,200)	0.0%	
4350 PLAQUES PURCHASED	0	0	500	500		500	0.0%	
4355 MEMORIAL MAINTENANCE	0	0	2,000	2,000		2,000	0.0%	
4400 COVID-19 EXPENDITURE	0	119	0	(119)		(119)	0.0%	
4491 TFR TO EARMARKED RES	2,700	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(700)	(700)	0		0	100.0%	
4888 O/S STAFF RCHG	48,502	0	60,641	60,641		60,641	0.0%	
4890 O/S O'HEAD RCHG	9,383	0	11,140	11,140		11,140	0.0%	
4891 AGENCY SERVICES RECHARGE	12,251	4,188	13,372	9,184		9,184	31.3%	
4892 C/S STAFF RCHG	3,311	0	3,675	3,675		3,675	0.0%	
4893 C/S O'HEAD RCHG	1,722	0	1,787	1,787		1,787	0.0%	
5199 Depreciation Charge to Service	4,988	0	0	0		0	0.0%	
WINDRUSH CEMETERY :- Indirect Expenditure	112,633	16,298	121,913	105,615	0	105,615	13.4%	0
Net Income over Expenditure	(60,714)	3,952	(71,813)	(75,765)				
303 CLOSED CH'YARDS ST MARYS/HOLY								
4036 PROPERTY MAINTENANCE	356	0	21,000	21,000		21,000	0.0%	
4040 ARBORICULTURE	0	0	8,000	8,000		8,000	0.0%	
4059 OTHER PROF FEES	0	4,007	0	(4,007)		(4,007)	0.0%	
4491 TFR TO EARMARKED RES	10,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(10,000)	(10,000)	0		0	100.0%	
4801 INS.CLAIM PENDING	1,622	0	0	0		0	0.0%	
SED CH'YARDS ST MARYS/HOLY :- Indirect Expenditure	11,978	(5,993)	19,000	24,993	0	24,993	(31.5%)	0
Net Expenditure	(11,978)	5,993	(19,000)	(24,993)				
305 ALLOTMENTS								
1052 EXPENSES RECOVERED	362	0	0	0			0.0%	
ALLOTMENTS :- Income	362	0	0	0				0
4013 RENT PAID	5	5	5	0		0	100.0%	
4036 PROPERTY MAINTENANCE	(5)	0	0	0		0	0.0%	
4037 GROUNDS MAINTENANCE	4,222	0	500	500		500	0.0%	
4888 O/S STAFF RCHG	2,537	0	4,624	4,624		4,624	0.0%	
4890 O/S O'HEAD RCHG	592	0	849	849		849	0.0%	
4891 AGENCY SERVICES RECHARGE	2,819	964	3,077	2,113		2,113	31.3%	
4892 C/S STAFF RCHG	818	0	881	881		881	0.0%	
4893 C/S O'HEAD RCHG	177	0	183	183		183	0.0%	
5199 Depreciation Charge to Service	3,525	0	0	0		0	0.0%	
ALLOTMENTS :- Indirect Expenditure	14,690	969	10,119	9,150	0	9,150	9.6%	0
Net Income over Expenditure	(14,328)	(969)	(10,119)	(9,150)				

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Month No: 4

Income & Expenditure Report, 14 September 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Halls, Cemeteries & Allotments :- Income	197,874	29,753	166,320	136,567			17.9%	
Expenditure	619,278	47,611	628,561	580,950	0	580,950	7.6%	
Movement to/(from) Gen Reserve	(421,404)	(17,858)						
Grand Totals:- Income	197,874	29,753	166,320	136,567			17.9%	
Expenditure	619,278	47,611	628,561	580,950	0	580,950	7.6%	
Net Income over Expenditure	(421,404)	(17,858)	(462,241)	(444,383)				
Movement to/(from) Gen Reserve	(421,404)	(17,858)						

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**CORN EXCHANGE WORKING PARTY MEETING OF
WITNEY TOWN COUNCIL**

Held on Monday, 7 September 2020

At 5.00 pm in the VIRTUAL MEETING VIA ZOOM – Virtual Meeting

Present:

Councillor O Collins (Chair)

Councillors:	L Ashbourne	L Duncan
Officers:	Sharon Groth John Hickman Tomas Smith Nicky Cayley	Town Clerk Operations and Estates Officer Venue Manager Democratic Services Officer
Others:	No members of the public.	

1. APOLOGIES FOR ABSENCE

Apologies for their absences were received from Cllrs Aitman and Harvey.

2. DECLARATIONS OF INTEREST

There were no declarations of interest in matters to be discussed at the meeting.

3. MINUTES OF THE MEETING HELD ON 29 JUNE 2020

The Working Party received and considered the minute of the meeting held on 29 June 2020.

RECOMMENDED: that the minutes of the Corn Exchange Working Party held on 29 June 2020 are an accurate account and should be signed by the Chair.

There were no matters arising.

4. 1863 CAFÉ/BAR

Members received and considered the report of the Venue Manager, which provided an update on the newly installed bar area.

A pavement licence had been applied for but currently could not be utilised as it was not yet safe to open the bar to the wider public due to Covid-19. Members felt strongly that this should be utilised when it was safe to do so.

Officers advised that there could be storage issues and members wondered if the small kitchen might provide some storage. Officers pointed out that this was already full of

stock for the bar – and the current stock was at a minimum level. Members asked if it would be possible to speak to WODC about putting a storage unit adjacent to the side of the Corn Exchange again.

In terms of storing additional furniture at the back of the building, the Operations and Estates Officer felt that it would be a lot of work for the caretakers and may even damage the back area of the building.

RECOMMENDED:

1. that the report be noted;
 2. that the 1863 Café/Bar should utilise the agreed Pavement License to trade on Market Square at an unspecified date in the future subject to Officers being satisfied with meeting the obligations of the license and COVID-19 safety;
 3. to purchase 6 tables as specified in the report in grey and to ask WODC if alternative chairs would be acceptable as it had indicated that it wished all furniture in Market Square to be uniform;
 4. that this be funded from the Rolling Capital Fund.
5. **FURTHER CORN EXCHANGE REFURBISHMENT**

The Working Party received and considered the report of the Venue Manager on further options for developing the Corn Exchange. Officers had researched the cost of a sprung floor and in light of this, members agreed that it would not be of benefit to enough customers to warrant this level of expenditure.

The Working Party was keen to progress the retractable seating and put this out to tender, in line with the Council's Financial Regulations. The Venue Manager would re-engage with Oxford Arts Consultants for assistance in writing a specification and also for their wider views on the venue. It was not felt that visits to other venues were necessary at this time, as the Corn Exchange should be developed along tailor made lines, rather than copying other venues.

Members noted that the installation of seating would be an issue for access from the large kitchen and therefore it was requested that a quote for a serving hatch be sought.

At this point it was decided to return to the issue of the Green Rooms at a later date.

RECOMMENDED:

1. that the report be noted;
2. that the retractable seating should be put out to tender – for individual seats and not benches – and this should include provision of a vomitorium; the Venue Manager would write a specification assisted by Oxford Arts Consultants;
3. that costs associated with putting in a serving hatch would be explored;
4. that a sprung floor would not be installed;

5. that the Working Party looks at the Green Rooms at a later date.

6. FINANCIAL UPDATE

The Committee received and considered the financial balance sheet for the Corn Exchange Phase 2 refurbishment from the Office Manager. It was agreed that the Venue Manager and Officer Manager should put forward an application for the West Oxfordshire District Council's Community Facilities Grant. Both Officers were currently on leave, returning on 14 September, which was the deadline for submission, and the Working Party acknowledged that therefore this may not be possible.

RECOMMENDED:

1. that the report be noted;
2. that Officers apply for the West Oxfordshire District Council's Community Facilities Grant on 14 September – the closing date. If this was not possible this could be done in the next round of funding.

The meeting closed at: 6 pm

Chair

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