

# Public Document Pack

## Halls, Cemeteries & Allotments

### Committee Meeting of Witney Town Council



**Monday, 8th November, 2021 at 6.00 pm**

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

You are hereby summonsed to the above meeting to be held in the **Gallery Room, The Corn Exchange, Witney** for the transaction of the business stated in the agenda below.

#### **Admission to Meetings**

All Council meetings are open to the public and press unless otherwise stated.

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Democratic and Legal Services Officer ( [democracy@witney-tc.gov.uk](mailto:democracy@witney-tc.gov.uk) ) in advance to reserve a seat.

We will continue to observe social distancing and hand sanitiser will be available.

For further information or clarification regarding the meeting contact the Democratic and Legal Services Officer at [democracy@witney-tc.gov.uk](mailto:democracy@witney-tc.gov.uk) Tel: 01993 226071

#### **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 & Legal 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 & Legal Services Officer ( [democracy@witney-tc.gov.uk](mailto:democracy@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 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 5 - 8)**

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Minutes held on 13 September 2021;

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.

#### **Cemeteries**

##### 5. **Burial Times** (Pages 9 - 10)

To consider the report of the Maintenance & Environmental Services Officer.

##### 6. **Tower Hill Cemetery - DDI Audit Access Requirements** (Pages 11 - 12)

To consider the report of the Maintenance & Environmental Services Officer.

#### **Allotments**

##### 7. **Lakeside Allotments - Topographical Survey** (Pages 13 - 18)

To consider the report of the Project Officer.

##### 8. **Witney Allotment Association - Request for Gates at Hailey Road Allotments** (Pages 19 - 24)

To consider the report of the Operations & Estates Advisor.

#### **Public Halls**

##### 9. **Public Halls & 1863 Café Bar Report** (Pages 25 - 26)

To consider the report of the Venue & Events Officer.

#### **Budget**

##### 10. **Budget** (Pages 27 - 48)

To receive and consider the report of the Town Clerk.

##### 11. **Schedule of Proposed Fees & Charges 2022/23** (Pages 49 - 52)

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

Attached is the schedule of charges in respect of the assets and services which fall under the responsibility of this Committee.

The Committee is RECOMMENDED to approve (or amend as necessary) the:

- i. Burials Fees & Charges
- ii. Public Halls Fees & Charges

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. **1863 Cafe - Business Plan** (Pages 53 - 60)

To consider the confidential report of the Venue & Events Officer.



Town Clerk

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

**Held on Monday, 13 September 2021**

**At 6.00 pm in the Main Hall, The Corn Exchange, Witney**

**Present:**

Councillor M Jones (Chair)

Councillors:	V Gwatkin J Aitman L Ashbourne	O Collins R Smith
Officers:	Adam Clapton Sharon Groth Simon Wright	Deputy Town Clerk Town Clerk Democratic & Legal Services Officer
Others:	0 members of the public.	

H463 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors T Ashby and L Duncan.

H464 **DECLARATIONS OF INTEREST**

There were no declarations of interest from members or officers.

H465 **MINUTES**

The minutes of the meeting of the Committee held on 12 July 2021 were received.

The Town Clerk advised members that tenders were still awaited regarding the accessibility works at Tower Hill cemetery. It was further reported that a meeting had been held with Thames Valley Police regarding anti-social behaviour at Windrush cemetery and they would be undertaking more frequent patrols in the area.

**Resolved:**

That, the minutes of the Halls, Cemeteries & Allotments Committee held on 12 July 2021 be approved as a correct record of the meeting and be signed by the Chair.

There were no matters arising from the minutes.

H466 **PUBLIC PARTICIPATION**

There was no public participation.

H467 **COMMITTEE WORK PLAN**

The Committee considered the report of the Town Clerk providing an update on the committee work plan and seeking any projects to be put forward as part of the budget setting process.

In response to a query it was clarified that applicants for allotments were not means tested and previously there had been rent reductions for users in receipt of benefits.

Members indicated support for signage for the halls to be included in the budget setting and it was noted that Town Council events would also be advertised in the new reception area. Clarification was given that cinema equipment for the Corn Exchange and works to the chapel at Tower Hill were already included for consideration.

**Resolved:**

That the Committee Work Plan be noted and that signage for the halls be put forward for consideration as part of the budget setting process.

H468 **BURWELL HALL - REPLACEMENT HEATING SYSTEM**

Consideration was given to the report of the Project Officer regarding a replacement heating system at Burwell Hall.

Members expressed their support for exploring a renewable/green energy solution. The financial implications were clarified and it was explained that the consultants had been recommended through Oxfordshire County Council.

**Resolved:**

To commission ESOx to carry out a feasibility study for Burwell Hall, for a new heating/hot water system that reduces its carbon footprint and use of fossil fuels, at a cost of £1,500.

H469 **LANGDALE HALL - REQUEST FOR OUTSIDE SEATING**

The Committee considered a request from the tenants of Langdale Hall to allow the positioning of tables and chairs outside of the building. Clarification was given on the proposed location of the tables and chairs.

During discussion members considered access to the site and neighbouring properties, potential noise nuisance for nearby residents, licensing implications, health and safety, management of events if outside facilities were in place and support for the night-time economy.

Members, whilst sympathetic to the aims of the applicants, considered that further information in respect of a health and safety audit and event management plans was required before a decision could be made. In addition it was felt that if satisfactory information was received any agreement should be on a trial basis so the impact could be fully assessed.

It was proposed and agreed that the matter be delegated to the Town Clerk in conjunction with the Chair and Vice-Chair of the committee to make a decision subject to the information provided by the applicant.

**Resolved:**

1. That, the applicant be requested to provide a detailed health and safety audit and event management plan for consideration; and
2. That, the decision be delegated to the Town Clerk in conjunction with the Chair & Vice-Chair of the Committee.

H470 **PUBLIC HALLS & 1863 CAFÉ BAR REPORT**

The Committee received the report of the Venue & Events Officer regarding usage and income from The Corn Exchange, Burwell Hall and 1863 Café bar. Members noted the increasing number of bookings as organisations returned to face to face events and the encouraging income levels from the café.

In response to a question it was clarified that the Town Council did not approach organisations and all groups had equitable access to bookings. If there was an issue regarding regular clashes then discussions would be instigated by the Venue & Events Officer.

The Deputy Town Clerk explained that an approach had been made for an event which was outside the allocated budget. The John Coghlan Quo had proposed using the Corn Exchange with the Town Council paying for the event and keeping the income from ticket sales. The Committee considered that it was not affordable at this time and the offer should be declined.

The Deputy Town Clerk advised members that the current pavement licence at the Corn Exchange would expire at the end of September and the renewal for a year would cost £100. Members supported making an application and that it should include longer hours than the current licence to allow greater flexibility in the future. It was noted that the hours would not necessarily be needed and decisions around longer opening hours of the venue was a separate decision.

**Resolved:**

1. That, the current usage and income from the Town Council venues be noted;
2. That, the John Coghlan Quo event is not supported as it is outside the current allocated budget; and
3. That, an application for a new Pavement Licence, with longer hours than currently, be made for the Corn Exchange.

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The meeting closed at: 7.00 pm

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Chair

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## HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

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**Date:** Monday, 8 November 2021

**Title:** Burial Times

**Contact Officer:** Maintenance & Environmental Services Officer - Angus Whitburn

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### Background

The current cemetery burial times are as follows:

- Tower Hill 10:00 – 15:00
- Windrush Cemetary 11:00 – 15:00

These times are in place throughout the year regardless of light levels and associated weather.

### Current Situation

There are 2 issues with the current times. The first is the available time to backfill on a Friday. The second is reduced light levels and weather condition's from November through to March.

Full interments at 3 pm on a Friday are difficult to manage due to the time it requires to backfill. The maintenance team are not in a position to hurry a service along if it is overrunning and are always conscious of the mourners. This usually means the maintenance team are left with under an hour to re-setup all their equipment and start the backfill process. In this same time frame, they have to set down all their equipment and if unfinished make an open grave safe. The decision is usually made to put the legal level of soil over the grave and leave it half-finished. Monday – Thursday this can be accepted as the first thing the following morning the job would be completed. However, on a Friday, the grave has to be left open over the weekend.

There is currently no adjustment in our burials times with daylight saving and the hour lost in the afternoons means the working hours in the cemetery are equally lost. To help the booking process and management of the works team it would help with adjusted time slots from November through to the end of March.

### 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.

Leaving graves open over the weekend doesn't present a good service level and leave's the council open to complaints. Additionally, this is not an efficient working practice and loses valuable working hours as the team are required to set up and down equipment an additional time.

Low levels of light present a heightened health & safety risk. If an incident was to occur during this period then the council would be culpable. Additional it is just not the safety of the works team but members of the public due to the heightened risk of moving plant equipment in an open cemetery.

## **Financial implications**

There are no financial implications from the recommendation below.

## **Recommendations**

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

1. The inclusion of the below burial times in the new cemetery Terms & Conditions

**November to March:**

11:00 – 14:00

**April to October:**

Monday – Thursday: 11:00 am – 15:00, Friday: 11:00 – 14:00

## HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

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**Date:** Monday, 8 November 2021

**Title:** Tower Hill Cemetery - DDI Audit Access Requirements

**Contact Officer:** Maintenance & Environmental Services Officer - Angus Whitburn

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### Background

On the 25<sup>th</sup> of January 2021, the council had an external access audit carried out at Tower Hill Cemetery. The purpose of this was to understand first to gain a better knowledge if an additional access point would improve the ease of access at Tower Hill Cemetery and secondly to find other area's where the access could be improved.

The new access path in the northwest section of tower hill has now been commissioned. On recommendation from the access audit, the path width has been increased to 1.2m to allow for easier access for wheelchair users.

### Current Situation

Discussion were held with the auditor over vehicle access and parking. From the action, it was recommended the council maintain its current policy's around parking and vehicular access. It was highlighted on the day of the audit the parking situation is not suitable. The current bays are not sufficiently marked and there are no identified disabled parking bays. These works have been programmed in and are due for completion before the end of November 2021.

It was recommended in the report to seek out the feasibility of reducing the gradient of the slope and if so programme it into future works. Due to commissioning the new entrance the cost for such works would not outweigh the benefit of reducing the gradient. This was recommended by officer's as an alternative if approval wasn't granted for the northwest entrance. Minor improvements were recommended to help with the steep slope from the kissing gate. The handrail should be made compliant in accordance with appendix 2 from the report. Additionally, the slope was icy and it had not been salted. To help alleviate this it has been agreed slating of this area will be included in Witney Town Council's Emergency plan.

From the finding's, there was a list of actions all relating to the available mapping of the cemetery for visitors. There are no notice boards with maps of the section's, benches, bins, steep slopes etc available. If a disabled user was to access the cemetery to locate a grave they had never visited they would be required to wander around aimlessly. A simple facility as a map should be available and could make a great difference.

### **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.

Without actioning certain points from the audit the council could be held liable in an accident as it had prior knowledge of certain insufficiencies.

### **Financial implications**

Described here or as stated in the report above.

The property maintenance budget from 2020-21 was rolled into the 2021 – 22 budget to help fund the improvements highlighted in the audit.

Tower hill has a glass-fronted notice board of wear a suitably designed map could be placed. It would be recommended to have the map professionally created of which there is no available budget.

### **Recommendations**

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

1. Council consider a budget for 2021-22 for a map designed for Tower Hill Cemetery. That can if needed be professionally developed.

## HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

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**Date:** Monday, 8 November 2021

**Title:** Lakeside Allotments - Topographical survey

**Contact Officer:** Project Officer - Nicky Cayley

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### **Background**

Lakeside allotments have flooded several times at periods of high rainfall, caused by Queen Emma's Dyke running alongside.

Following comments from the Allotment Association earlier in the year, the recommendation from the Halls, Cemeteries and Allotments Committee on 24 May was that Officers commission a topographical survey around the Lakeside allotments to determine the extent of a bund required to prevent flooding to the allotments.

### **Current Situation**

Officers have received the topographical survey with a proposal and a quotation for work. This is attached for member's information and consideration.

The proposal is to drive sheet piles and trench sheets to form a barrier to the flood water and raise the bank levels by 450mm. This would be 40m on the south side of the site, 60m along Queen Emma's Dyke and 100m on the north side. The location of the allotments is not ideal.

### **Environmental impact**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

The environmental impact of the proposal is mixed – whilst it would help prevent flooding to the allotments which is likely to be ever more prevalent due to climate change, it would slow drainage. Additionally, the works would require a clear 4m strip along the length of the piling, which would involve the removal of sheds and fencing, which would be extremely disruptive to allotment tenants. Additionally, access would be required for a 6-wheel tipper adjacent to the entrance – again this would be disruptive for plot holders.

### **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.

From the information received, notwithstanding the cost, full flood prevention is unlikely to be achieved, even with the scale of the proposed works. If the works were carried out, the bund would be likely to retain any floodwater meaning that the drainage from the allotments would be worse than it currently is, and it may exacerbate flooding further downstream.

There may also be some permanent loss of land.

### **Financial implications**

- A quote is attached for the work described above for budgetary purposes should the Council wish to pursue this course of action in the next financial year. This price is likely to change rapidly due to the volatile cost of steel.
- There would also be additional cost to the Council for removal of sheds and fencing.

### **Recommendations**

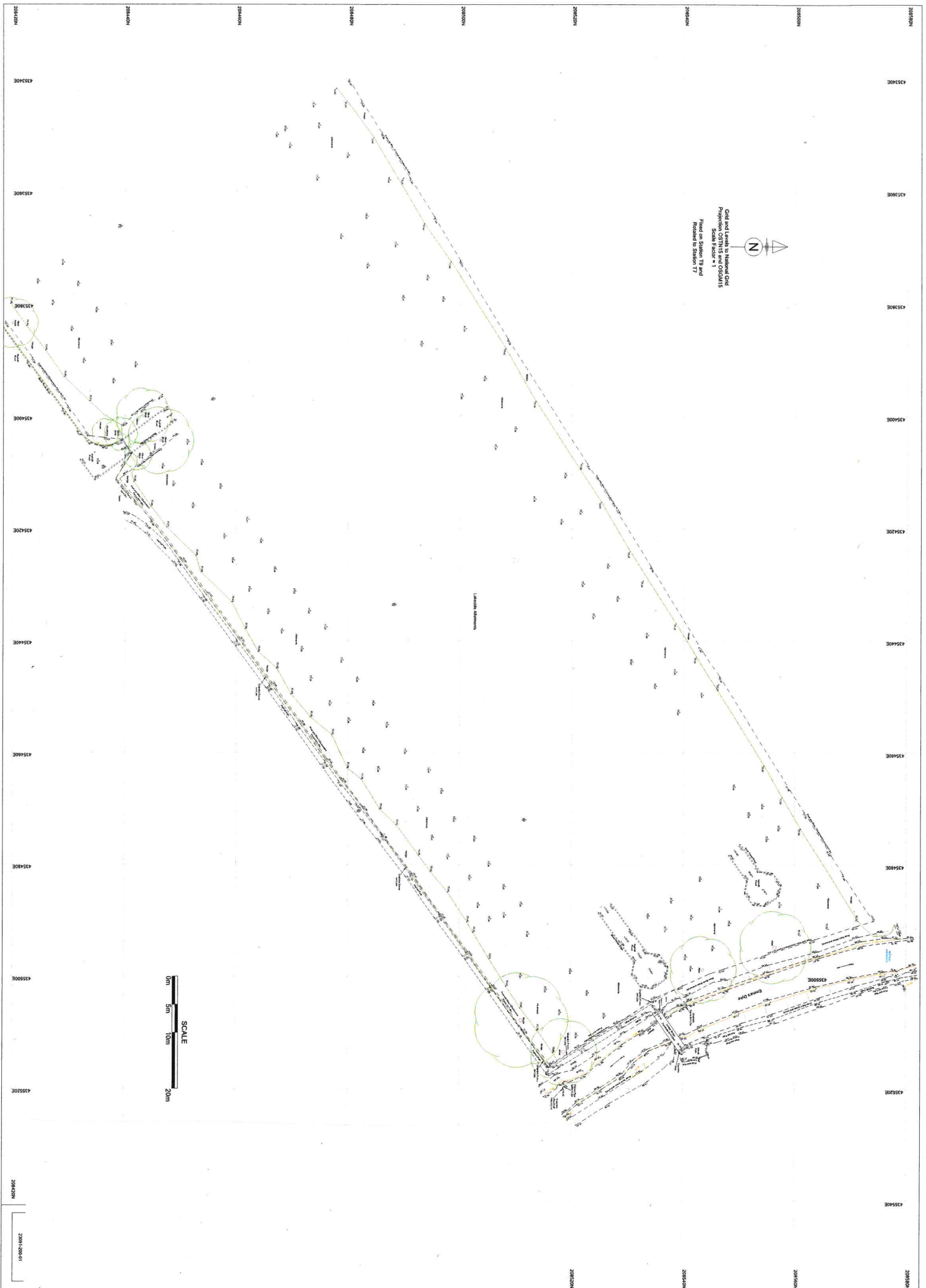
Members are invited to note the report and consider the following options:

1. Whether to proceed with the proposal for reducing flooding at lakeside allotments;  
or
2. Leave the allotment site as it currently is.

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## HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

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**Date:** Monday, 8 November 2021

**Title:** Hailey Road Allotments Vehicular/Pedestrian Gates

**Contact Officer:** Operations & Estates Advisor - John Hickman

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### **Background**

The purpose of this report is to update councillors regarding the new allotment fencing and a renewed request for new vehicular and pedestrian access gates on the Hailey Road entrance.

### **Current Situation**

New fences along the Eastern and Southern Boundaries of Hailey Road allotments have been installed and an email has been received on behalf of the Witney Allotment Association (WAA) to say how pleased they are with the outcome.

There is, however, still an issue with individuals walking through the site and climbing over the gate from the Hailey Road entrance and WAA are requesting that two areas of the old fence are removed by the works team. The WAA would also like new 2m high gates fitted in replacement for the 5-bar pedestrian and vehicular gates currently fitted.

The current wooden 5-bar gates are lockable, as was requested by the WAA at the time but there appears to be an issue with a minority of allotment holders leaving them open. It is then unclear to the public that access is not permitted, and school children use the route through the allotments as a shortcut to Woodgreen School.

Previously requested, the resolution made by this committee in May 2021 was to concentrate on the fencing at the site before consideration was given to changing the gates which were fitted in 2019, at a shared cost to the Town Council and WAA.

### **Environmental impact**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make regarding its facilities and services it operates.

Members should consider that disposal of sound wooden gates to be replaced with metal (would not necessarily solve the issue) would have an environmental impact by creating unnecessary waste. The manufacturing process for metal gates would increase the Council's carbon footprint.

## **Risk**

In decision making Councillors should consider any risks to the Council and any action it can take to limit or negate its liability.

If fitted, 2m high steel gates would be over 300mm higher than the boundary fences either side. Members of the public would still be able to scale these gates by using the boundary wall to the neighbouring property and it may meet with objection from residents.

There is a reputational risk, if agreed, as gates only 3 years old would be discarded – this could be mitigated if another suitable location could be sought.

## **Financial implications**

- There will be an associated cost implication to replace the existing gates and would need to be taken from the allotment's renewal fund.

## **Recommendations**

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

1. If replacing the gates as requested would be an appropriate response to the issues raised by the Witney Allotment Association; and/or
2. That further dialogue takes place between the Town Council and Witney Allotment Association on the best way of securing the site.

Associated estimated cost of new 2m high gates to the allotments

1 x Twin Mesh pedestrian gate 2m high 1.2m wide.

1 x Digital gate lock + secure keep.

1 x Twin Mesh single leaf gate L/H 2m high 3m wide.

£1,124.23 + Delivery and Vat

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## HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

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**Date:** Monday, 8 November 2021

**Title:** Public Halls & 1863 Café Bar Report

**Contact Officer:** Venue & Events Officer - Tomas Smith

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### **Background**

The Corn Exchange and Burwell Hall are open as normal, and both have welcomed back all the groups who were here pre pandemic. 1863 continues to open and has a dedicated group of regular customers as well as being open and offering a great service to the groups hiring the hall.

All staff are working well and are at the forefront of what the Town Council offer in terms of commitment and customer service.

### **Current Situation**

#### **1863**

The café continues to open Monday to Friday 10:00 – 16:00 and has become a popular destination for our regular customer who use the facility daily. The outdoor tables are still out every day and represent good advertising for the Halls as well as a pleasant area in which to enjoy a drink. Staffing continues the same as the previous report with two part time staff covering the opening and closing of 1863. Standards are consistently high, and feedback is consistently positive. The opening of a coffee shop two doors down has slightly impacted takings, since they provide a full lunch selection as well as opening 08:00 – 18:00 Monday to Saturday and 09:00 – 17:00 on a Sunday.

In addition, all groups hiring the Corn Exchange are using the café instead of using urns/hot water from the kitchen.

#### **Corn Exchange**

The Corn Exchange has welcomed back 95% percent of pre-pandemic groups and has potentially got a new English Literature group who will be starting. Buttercross Theatre Company continue to be in four days a week and have started rehearsals in earnest for the December Pantomime. Work is scheduled to start by Henley Theatre Services on the infrastructure for installation of the lighting and sound upgrade on the week commencing 8<sup>th</sup> November. This has been communicated to all hiring groups to minimise any disruption that might occur during the works.

## **Burwell Hall**

Burwell Hall continues to be busy every day with all groups now back in. The last to return was the Probus Club, and they have had a successful first meeting since lockdown. Weekends have been busy with children's parties, looking forward there are Christmas Parties lined up starting from the end of November.

## **Environmental impact**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

## **Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

## **Financial implications**

Described here or as stated in the report above.

- Ongoing operation of the café and importance of groups in both halls.

## **Recommendations**

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

1. Members are invited to note the Public Halls report.

## PARKS AND RECREATION COMMITTEE

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**Date:** Monday 8 November 2021

**Title:** **Budget:** Financial Report: Revised Budget 2021/22 and Proposed Budget 2022/23

**Contact Officer:** Town Clerk & CEO – Sharon Groth

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### Background

Financial Regulation 3.2 requires *each committee through the actions of the Policy, Governance & Finance Committee, to review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposal for revising the forecast.*

The purpose of this report is to present to Members the revised budget for 2021/22 and the first draft revenue budget for 2022/23 – in the attached document.

However, the Town Clerk would point out that, unfortunately, the RFO left the Council's employment on 21 October, following a period of absence, and therefore she has had to resume the role of RFO and begin the budget process as a matter of urgency. At this stage she has only been able to pull together some limited information regarding the revenue budget and is therefore not able to provide a full written report explaining each budget line as she did last year. The Town Clerk plans to do a full presentation in early December in order to make sure Members are fully abreast of the financial situation of the Council when she has had the opportunity to fully review and scrutinise the spending to date and accounted for new aspirations. She has therefore just covered a few key points below for information and a reminder.

### Recharge from Works Department and Central Support

In order to get a true cost of its services, the Council recharges the total cost of its Works Department (Cost Centre 601) and Central Support (Cost Centre 602) across it. For the Works Department this is done based on the weekly time sheets, and for the Central Support is based on the apportionment of responsibilities of the Officers.

It should be noted when reviewing the accounts that the recharge from the Works Department and Central Support are yet to be made in this financial year and as the Town Clerk is using system generated reports it has not been possible to exclude these accounts from this summary. Only when the budget for both these departments have been agreed by the Policy, Governance & Finance Committee will the Town Clerk be in the position to calculate the revised recharges and the estimates for 2022/23.

Similarly with regard to the Grounds Maintenance Contract – [shown as 4891- Agency Services Recharge] – Members will note that the present contract has been extended to end on 30 September 2022 and a new specification is currently being drawn up to take account of the outcomes from the Open Spaces Strategy - so for the purposes of this report the current years figures have been retained with a 5% inflationary increase applied, in order to be able to make comparison on a like for like basis across the two years. It is hoped that the Council will be able to make a decision on the future of its Grounds Maintenance Service in December.

Members should also remember that with regard to patterns of income and expenditure, there will always be some variations over the course of the year and for that reason the Council works to annual budgets rather than monthly or quarterly.

Obviously, the ongoing situation around the pandemic gives some cause for uncertainty and concern around budget setting for the Council’s various services. A prudent approach has therefore been taken to not set unachievable targets for income. Gradually Officers are seeing confidence in group gatherings, but the future is still very unpredictable at this stage.

**Format of the Council’s Base Revenue Budget**

With regard to the Halls, Cemeteries and Allotments budget, the Committee’s services are divided into 12 base revenue cost centres, responsibilities as follows:

<u>Cost Centre</u>	<u>Area</u>	<u>Description</u>
102	Langdale Hall	This cost centre relates to the property currently leased to the ICE Centre. This includes costs incurred under landlords responsibilities as well as recharges made to the tenant.
103	Corn Exchange: Café/Bar	This is a new cost centre which includes the direct costs for the café/bar as well as the income derived from this operation.
104	Corn Exchange	This includes all income from hall hire, as well as the expenditure relating to the management of the building.
105	Burwell Hall	This includes all income from hall hire, as well as the expenditure relating to the management of the building.
106	Madley Park Community Centre	This cost centre relates to the property currently leased to the Madley Park Trust. This includes costs incurred under landlords responsibilities as well as recharges made to the tenant.

301	Tower Hill Cemetery	This cemetery is now primarily closed to new reservations for burials as it is potentially full, although there is still some space for the burial of ashes – and pre-existing reservations. However, there are substantial running costs of maintaining the Cemetery despite it being closed.
302	Windrush Cemetery	Income from burials and the cost of maintaining the site.
303	Closed Churchyards St Marys & Holy Trinity	The Council is responsible for some aspects of maintenance in these closed churchyards and therefore the costs associated to this work.
305	Allotments	Three allotment sites are under the management of the Witney Allotments Association. With the fourth – the new Windrush Allotments about to be incorporated and management transferred in the new lease.

### **Budget Parameters – Draft Estimates 2022-23**

The format of this report is quite straightforward; the first two columns relate to the original budget from 2020/21 against the actual figures for last year. The middle section of three columns relate to the current years original budget, actual expenditure year to date, the projected budget to 31st March 2022. The remaining section of the report relates to the draft budget for 2022/23.

Draft budgets are prepared on current activities and patterns of income and expenditure – in a normal year! Obviously COVID-19 has impacted on the generation of income from the Council’s facilities significantly due to the lockdown earlier in the financial year and continues to be affected due to a rise in COVID cases. In some areas additional expenditure has also has to be incurred.

The Committee’s revenue budget growth items for 2022/23, and its capital/special revenue projects programme for 2022/23 and beyond will be dealt with via a separate report, if time permits, if not it will be referred to PGF, based on current requests.

### **Public Halls Service**

The Council’s Public Halls service is evolving with the earlier addition of the Bar 1863, as well as the additional facilities being installed in the Corn Exchange such as the sound and lighting and the retractable seating. Inevitably this is going to change the Council’s business model for running the Corn Exchange, widening its offer to certain clientele, as well as maybe limited

the opportunities of other current users. The Town Clerk had asked the Venue & Events Officer for his input into the budget and forward plan – and at a later agenda item he has provided a business plan specifically for the Café/Bar 1863. However more thought needs to be given to how the Council wishes to run the venues and what an events programme could look like – so that the Town Clerk can then budget accordingly.

### **Revenue Budget Summary**

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

***For reasons outlined in this report the budget papers attached are very limited until a clear direction can be given to calculate as accurate budget as possible.***

At this stage it is pointless summarising the end result due to the above as we are not comparing like for like, as well as several unknowns. The reports give the detail and Members will be able to ask questions either ahead or at the meeting.

### **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.

All the Council's Committees receive financial reports in order to carry out its checks and balances. The Town Clerk has approached the budget with prudence so as accurate budget as possible can be set. Obviously the impact of losing the RFO is being assessed and the Town Clerk is doing her best in order to present information to Committees at an early stage in the budget setting cycle – but hopes to be in a position to do a full presentation in early December to ensure all Members fully understand the financial position of the Council and its aspirations for the coming financial year, and the impact it has on the Council Tax Payers of Witney.

The Council Officers continue to keep under review the guidance and regulations relating to COVID-19 in order to safeguard staff and the public from contracting the virus – this may result in additional unplanned expenditure.

### **Financial implications**

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

1. Consider the business plan for the Café/Bar 1863 provided at a later agenda item in order to give the Town Clerk a steer on how she should budget for this facility as well as the operation of the Corn Exchange with the additional facilities.
2. Consider the revised base revenue budget for 2021/22 and the estimated base revenue budgets for 2022/23, as detailed in the draft estimates be approved – subject to any further adjustments necessary.

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## Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Halls, Cemeteries &amp; Allotments Committee - DRAFT ~ REV 21/22 &amp; EST 22/23

	<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
<b><u>Halls, Cemeteries &amp; Allotments</u></b>										
<b><u>102</u></b>	<b><u>LANGDALE HALL</u></b>									
	Total Income	21,500	30,429	21,530	15,801	21,777	0	20,907	0	0
	Overhead Expenditure	11,255	22,168	6,894	1,181	4,905	0	4,055	0	0
	Movement to/(from) Gen Reserve	<u>10,245</u>	<u>8,261</u>	<u>14,636</u>	<u>14,621</u>	<u>16,872</u>		<u>16,852</u>		
<b><u>103</u></b>	<b><u>BARS</u></b>									
	Total Income	0	1,599	16,000	20,035	0	0	0	0	0
	Direct Expenditure	0	1,549	6,000	5,870	0	0	0	0	0
	Overhead Expenditure	0	15,091	33,572	1,378	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(15,041)</u>	<u>(23,572)</u>	<u>12,787</u>	<u>0</u>		<u>0</u>		
<b><u>104</u></b>	<b><u>CORN EXCHANGE</u></b>									
	Total Income	43,600	3,401	21,500	9,960	20,250	0	38,750	0	0
	Overhead Expenditure	181,645	159,688	123,368	14,670	53,105	0	77,520	0	0
	Movement to/(from) Gen Reserve	<u>(138,045)</u>	<u>(156,287)</u>	<u>(101,868)</u>	<u>(4,710)</u>	<u>(32,855)</u>		<u>(38,770)</u>		
<b><u>105</u></b>	<b><u>BURWELL HALL</u></b>									
	Total Income	27,000	3,061	12,000	6,329	12,050	0	18,000	0	0
	Overhead Expenditure	106,661	87,023	90,950	4,868	22,119	0	28,400	0	0
	Movement to/(from) Gen Reserve	<u>(79,661)</u>	<u>(83,962)</u>	<u>(78,950)</u>	<u>1,461</u>	<u>(10,069)</u>		<u>(10,400)</u>		
<b><u>106</u></b>	<b><u>MADLEY PARK COMMUNITY CENTRE</u></b>									
	Total Income	375	406	430	376	376	0	400	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Halls, Cemeteries & Allotments Committee - DRAFT ~ REV 21/22 & EST 22/23

	<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	4,890	21,504	3,585	-624	3,526	0	4,750	0	0
Movement to/(from) Gen Reserve	(4,515)	(21,098)	(3,155)	1,000	(3,150)		(4,350)		
<b>301 TOWER HILL CEMETERY</b>									
Total Income	23,745	32,110	24,925	17,234	21,185	0	23,100	0	0
Overhead Expenditure	176,578	147,878	140,713	19,309	51,203	0	53,220	0	0
Movement to/(from) Gen Reserve	(152,833)	(115,768)	(115,788)	(2,075)	(30,018)		(30,120)		
<b>302 WINDRUSH CEMETERY</b>									
Total Income	50,100	54,136	40,100	19,473	26,630	0	33,030	0	0
Overhead Expenditure	121,913	147,686	173,952	10,966	29,228	0	30,410	0	0
Movement to/(from) Gen Reserve	(71,813)	(93,550)	(133,852)	8,506	(2,598)		2,620		
<b>303 CLOSED CH'YARDS ST MARYS/HOLY</b>									
Total Income	0	5,252	0	-5,252	-5,252	0	0	0	0
Overhead Expenditure	19,000	25,561	12,500	-16,000	12,500	0	14,500	0	0
Movement to/(from) Gen Reserve	(19,000)	(20,309)	(12,500)	10,748	(17,752)		(14,500)		
<b>305 ALLOTMENTS</b>									
Total Income	0	0	0	142	142	0	0	0	0
Overhead Expenditure	10,119	8,056	5,781	2,640	3,896	0	4,050	0	0
Movement to/(from) Gen Reserve	(10,119)	(8,056)	(5,781)	(2,497)	(3,754)		(4,050)		

Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Halls, Cemeteries & Allotments Committee - DRAFT ~ REV 21/22 & EST 22/23

	<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Halls, Cemeteries &amp; Allotments - Income</b>	166,320	130,394	136,485	84,099	97,158	0	134,187	0	0
<b>Expenditure</b>	632,061	636,204	597,315	44,258	180,482	0	216,905	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(465,741)</u>	<u>(505,810)</u>	<u>(460,830)</u>	<u>39,841</u>	<u>(83,324)</u>		<u>(82,718)</u>		
<b>Total Budget Income</b>	166,320	130,394	136,485	84,099	97,158	0	134,187	0	0
<b>Expenditure</b>	632,061	636,204	597,315	44,258	180,482	0	216,905	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(465,741)</u>	<u>(505,810)</u>	<u>(460,830)</u>	<u>39,841</u>	<u>(83,324)</u>		<u>(82,718)</u>		

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Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Halls, Cemeteries & Allotments Committee - DRAFT ~ REV 21/22 & EST 22/23

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Halls, Cemeteries &amp; Allotments</u></b>										
<b><u>102</u></b>	<b><u>LANGDALE HALL</u></b>									
1050	RENT RECEIVED	20,000	20,000	20,000	15,227	20,302	0	20,302	0	0
1052	EXPENSES RECOVERED	0	304	0	0	0	0	0	0	0
1058	WATER RECOVERED	900	2,014	900	0	900	0	0	0	0
1059	ELECTRICITY RECOVER	0	7,512	0	0	0	0	0	0	0
1060	INSURANCE RECOVERED	600	598	630	575	575	0	605	0	0
	<b>Total Income</b>	<b>21,500</b>	<b>30,429</b>	<b>21,530</b>	<b>15,801</b>	<b>21,777</b>	<b>0</b>	<b>20,907</b>	<b>0</b>	<b>0</b>
4012	WATER RATES	900	900	900	394	900	0	0	0	0
4015	GAS	0	-381	0	0	0	0	0	0	0
4021	TELEPHONE/FAX	160	142	160	0	0	0	0	0	0
4025	INSURANCE	600	598	630	555	555	0	605	0	0
4036	PROPERTY MAINTENANCE	1,000	1,230	1,000	232	1,000	0	1,000	0	0
4038	OTHER MAINTENANCE	1,000	370	1,000	0	1,000	0	1,000	0	0
4048	ENG.INSPEC.(VATABLE)	0	429	450	0	450	0	450	0	0
4059	OTHER PROF FEES	3,000	3,003	1,000	0	1,000	0	1,000	0	0
4491	TFR TO EARMARKED RES	0	600	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,500	-1,500	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	4,250	1,231	888	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	781	234	160	0	0	0	0	0	0
4892	C/S STAFF RCHG	881	840	706	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	183	218	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	14,253	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Halls, Cemeteries & Allotments Committee - DRAFT ~ REV 21/22 & EST 22/23

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	<b>Overhead Expenditure</b>	11,255	22,168	6,894	1,181	4,905	0	4,055	0	0
	<b>Movement to/(from) Gen Reserve</b>	10,245	8,261	14,636	14,621	16,872		16,852		
<b>103</b>	<b><u>BARS</u></b>									
1000	BAR SALES - DRINK	0	1,561	8,000	6,797	0	0	0	0	0
1001	BAR SALES - FOOD	0	38	2,000	2,501	0	0	0	0	0
1002	BAR HIRE CHARGE	0	0	0	83	0	0	0	0	0
1009	CAFE SALES - HOT DRINKS	0	0	6,000	10,653	0	0	0	0	0
	<b>Total Income</b>	0	1,599	16,000	20,035	0	0	0	0	0
3000	BAR PURCHASES - DRINK	0	1,262	4,000	3,040	0	0	0	0	0
3001	BAR PURCHASES - FOOD	0	117	1,000	1,529	0	0	0	0	0
3009	CAFE PURCHASES - HOT BEVERAGES	0	171	1,000	1,301	0	0	0	0	0
	<b>Direct Expenditure</b>	0	1,549	6,000	5,870	0	0	0	0	0
4001	SALARIES	0	1,229	22,912	0	0	0	0	0	0
4002	ER'S NIC	0	251	1,673	0	0	0	0	0	0
4003	ER'S SUPERANN	0	551	4,972	0	0	0	0	0	0
4042	EQUIPMENT	0	1,710	2,250	1,378	0	0	0	0	0
4491	TFR TO EARMARKED RES	0	11,350	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	0	0	1,765	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	0	15,091	33,572	1,378	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	(15,041)	(23,572)	12,787	0		0		
<b>104</b>	<b><u>CORN EXCHANGE</u></b>									

Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Halls, Cemeteries & Allotments Committee - DRAFT ~ REV 21/22 & EST 22/23

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1007	CORN EXCHNGE LETTING	40,000	3,503	20,000	9,096	18,000	0	35,000	0	0
1014	EVENTS INCOME	1,000	-102	1,000	751	1,000	0	2,000	0	0
1015	TEA DANCE INCOME	2,500	0	0	0	1,000	0	1,500	0	0
1016	FUNCTION REFRESHMENT	100	0	500	113	250	0	250	0	0
<b>Total Income</b>		<b>43,600</b>	<b>3,401</b>	<b>21,500</b>	<b>9,960</b>	<b>20,250</b>	<b>0</b>	<b>38,750</b>	<b>0</b>	<b>0</b>
4001	SALARIES	70,619	35,455	42,949	0	0	0	0	0	0
4002	ER'S NIC	4,484	2,117	2,629	0	0	0	0	0	0
4003	ER'S SUPERANN	15,325	5,407	6,264	0	0	0	10,305	0	0
4007	PROTECTIVE CLOTHING	300	175	300	73	300	0	300	0	0
4008	TRAINING	500	25	500	0	500	0	500	0	0
4009	TRAVELLING	125	0	0	0	0	0	0	0	0
4011	RATES	4,582	0	4,665	504	1,260	0	4,665	0	0
4012	WATER RATES	400	435	500	-63	500	0	500	0	0
4014	ELECTRICITY	5,000	4,219	5,200	1,655	5,200	0	5,200	0	0
4015	GAS	4,500	2,942	5,200	1,382	5,200	0	5,200	0	0
4016	CLEANING MATERIALS	2,310	839	2,310	764	2,310	0	2,310	0	0
4017	CONTRACT CLEAN/WASTE	5,500	2,481	5,500	1,573	5,500	0	5,500	0	0
4018	PHOTOCOPIER COSTS	150	123	150	74	74	0	0	0	0
4020	COPIER RENTAL	700	505	700	0	0	0	0	0	0
4021	TELEPHONE/FAX	1,200	544	600	309	660	0	700	0	0
4025	INSURANCE	650	702	650	651	651	0	690	0	0
4028	I.T.	1,400	1,142	1,400	1,021	1,400	0	1,400	0	0
4030	RECRUITMENT ADVT'G	500	0	1,000	0	1,000	0	1,000	0	0
4032	PUBLICITY	6,000	4,843	4,000	65	3,000	0	3,000	0	0

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## Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Halls, Cemeteries &amp; Allotments Committee - DRAFT ~ REV 21/22 &amp; EST 22/23

	<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
4036	PROPERTY MAINTENANCE	8,000	3,920	5,000	2,914	5,000	0	8,000	0	0
4038	OTHER MAINTENANCE	4,000	2,251	4,000	1,530	4,000	0	4,000	0	0
4042	EQUIPMENT	1,500	105	1,500	520	1,500	0	1,500	0	0
4043	SMALL TOOLS & EQUIPT	300	98	350	83	350	0	150	0	0
4044	FUEL	25	0	0	0	0	0	0	0	0
4045	LICENCES	1,500	3,069	2,300	1,977	2,300	0	4,000	0	0
4048	ENG.INSPEC.(VARIABLE)	0	290	300	0	300	0	300	0	0
4141	EVENTS	2,500	-704	2,000	1,338	2,000	0	2,000	0	0
4142	TEA DANCE COSTS	5,850	0	0	0	1,500	0	6,000	0	0
4143	REFRESHMENT COSTS	300	7	300	0	300	0	300	0	0
4250	BAD DEBTS	0	-82	0	0	0	0	0	0	0
4400	COVID-19 EXPENDITURE	0	298	0	0	0	0	0	0	0
4491	TFR TO EARMARKED RES	10,000	42,595	10,000	0	10,000	0	10,000	0	0
4495	TFR FROM EARMARKED R	-3,000	-3,000	-1,700	-1,700	-1,700	0	0	0	0
4888	O/S STAFF RCHG	11,358	3,734	3,296	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	2,086	616	595	0	0	0	0	0	0
4892	C/S STAFF RCHG	9,691	9,287	10,910	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	3,290	3,906	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	31,343	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>181,645</b>	<b>159,688</b>	<b>123,368</b>	<b>14,670</b>	<b>53,105</b>	<b>0</b>	<b>77,520</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(138,045)</b>	<b>(156,287)</b>	<b>(101,868)</b>	<b>(4,710)</b>	<b>(32,855)</b>		<b>(38,770)</b>		
<b>105</b>	<b>BURWELL HALL</b>									
1002	BAR HIRE CHARGE	0	0	0	50	50	0	0	0	0
1005	BURWELL HALL LETTING	27,000	3,061	12,000	6,279	12,000	0	18,000	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Halls, Cemeteries & Allotments Committee - DRAFT ~ REV 21/22 & EST 22/23

	<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>	27,000	3,061	12,000	6,329	12,050	0	18,000	0	0
4001 SALARIES	47,667	30,142	28,632	0	0	0	0	0	0
4002 ER'S NIC	3,027	2,214	1,753	0	0	0	0	0	0
4003 ER'S SUPERANN	10,344	5,865	4,176	0	0	0	0	0	0
4007 PROTECTIVE CLOTHING	300	0	300	0	300	0	150	0	0
4008 TRAINING	250	25	250	0	250	0	250	0	0
4009 TRAVELLING	125	0	125	0	0	0	0	0	0
4011 RATES	3,100	0	3,150	339	850	0	3,500	0	0
4012 WATER RATES	1,400	628	1,000	288	1,000	0	1,500	0	0
4014 ELECTRICITY	2,700	1,622	2,700	507	2,000	0	2,500	0	0
4015 GAS	3,250	2,511	4,000	1,270	4,000	0	4,000	0	0
4016 CLEANING MATERIALS	2,000	610	2,000	0	2,000	0	2,000	0	0
4017 CONTRACT CLEAN/WASTE	3,000	1,399	3,000	692	1,500	0	2,000	0	0
4021 TELEPHONE/FAX	800	299	300	357	300	0	300	0	0
4025 INSURANCE	350	345	365	320	320	0	340	0	0
4028 I.T.	2,000	540	2,000	0	1,000	0	1,000	0	0
4030 RECRUITMENT ADVT'G	200	0	200	0	200	0	200	0	0
4032 PUBLICITY	950	48	1,850	0	1,850	0	1,000	0	0
4036 PROPERTY MAINTENANCE	5,000	1,069	3,000	1,290	3,000	0	5,000	0	0
4038 OTHER MAINTENANCE	2,100	1,493	2,100	160	2,100	0	2,100	0	0
4042 EQUIPMENT	2,000	48	1,500	0	1,500	0	1,500	0	0
4043 SMALL TOOLS & EQUIPT	100	78	100	0	0	0	0	0	0
4045 LICENCES	500	499	500	539	539	0	750	0	0
4048 ENG.INSPEC.(VARIABLE)	100	143	160	0	160	0	160	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Halls, Cemeteries & Allotments Committee - DRAFT ~ REV 21/22 & EST 22/23

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4059	OTHER PROF FEES	150	0	150	6	150	0	150	0	0
4400	COVID-19 EXPENDITURE	0	21	0	0	0	0	0	0	0
4491	TFR TO EARMARKED RES	0	14,800	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,450	-1,450	-900	-900	-900	0	0	0	0
4888	O/S STAFF RCHG	6,319	9,443	16,518	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	1,161	1,473	2,982	0	0	0	0	0	0
4892	C/S STAFF RCHG	6,872	6,594	9,039	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	2,346	2,786	0	0	0	0	0	0	0
5198	Deferred Grants Released	0	-280	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	4,058	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		<b>106,661</b>	<b>87,023</b>	<b>90,950</b>	<b>4,868</b>	<b>22,119</b>	<b>0</b>	<b>28,400</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(79,661)</b>	<b>(83,962)</b>	<b>(78,950)</b>	<b>1,461</b>	<b>(10,069)</b>		<b>(10,400)</b>		
<b>106</b>	<b><u>MADLEY PARK COMMUNITY CENTRE</u></b>									
1060	INSURANCE RECOVERED	375	406	430	376	376	0	400	0	0
<b>Total Income</b>		<b>375</b>	<b>406</b>	<b>430</b>	<b>376</b>	<b>376</b>	<b>0</b>	<b>400</b>	<b>0</b>	<b>0</b>
4025	INSURANCE	375	406	420	376	376	0	400	0	0
4036	PROPERTY MAINTENANCE	2,000	370	2,000	0	2,000	0	2,000	0	0
4038	OTHER MAINTENANCE	150	0	150	0	150	0	150	0	0
4048	ENG.INSPEC.(VATABLE)	0	654	700	0	700	0	700	0	0
4059	OTHER PROF FEES	1,000	0	1,300	0	1,300	0	1,500	0	0
4491	TFR TO EARMARKED RES	0	2,500	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-1,000	-1,000	-1,000	0	0	0	0
4888	O/S STAFF RCHG	1,153	0	13	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Halls, Cemeteries & Allotments Committee - DRAFT ~ REV 21/22 & EST 22/23

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4890	O/S O'HEAD RCHG	212	0	2	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	17,574	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		<b>4,890</b>	<b>21,504</b>	<b>3,585</b>	<b>-624</b>	<b>3,526</b>	<b>0</b>	<b>4,750</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(4,515)</b>	<b>(21,098)</b>	<b>(3,155)</b>	<b>1,000</b>	<b>(3,150)</b>		<b>(4,350)</b>		
<b>301</b>	<b><u>TOWER HILL CEMETERY</u></b>									
1050	RENT RECEIVED	11,350	11,350	11,350	8,513	11,350	0	11,350	0	0
1060	INSURANCE RECOVERED	345	205	225	190	190	0	200	0	0
1100	BURIAL FEES	3,500	8,065	3,500	3,037	3,500	0	3,500	0	0
1101	GRANT OF RIGHTS	1,500	1,035	350	538	538	0	550	0	0
1102	INTERMENT OF ASHES	3,500	7,466	6,000	2,683	3,000	0	3,000	0	0
1105	MEMORIAL FEES	3,000	3,601	3,000	2,167	2,500	0	3,000	0	0
1106	MEMORIAL PLAQUES	250	389	500	0	0	0	500	0	0
1108	CHAPEL FEES	300	0	0	107	107	0	1,000	0	0
<b>Total Income</b>		<b>23,745</b>	<b>32,110</b>	<b>24,925</b>	<b>17,234</b>	<b>21,185</b>	<b>0</b>	<b>23,100</b>	<b>0</b>	<b>0</b>
4001	SALARIES	14,231	14,335	7,077	0	0	0	0	0	0
4002	ER'S NIC	1,369	1,373	580	0	0	0	0	0	0
4003	ER'S SUPERANN	3,088	3,111	1,536	0	0	0	0	0	0
4007	PROTECTIVE CLOTHING	100	0	100	0	100	0	100	0	0
4011	RATES	2,600	2,943	3,809	2,371	3,385	0	3,555	0	0
4012	WATER RATES	100	70	100	54	100	0	125	0	0
4014	ELECTRICITY	380	380	450	94	450	0	450	0	0
4016	CLEANING MATERIALS	30	0	30	0	30	0	30	0	0
4017	CONTRACT CLEAN/WASTE	2,560	1,360	2,560	700	2,560	0	2,560	0	0

Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Halls, Cemeteries & Allotments Committee - DRAFT ~ REV 21/22 & EST 22/23

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4025	INSURANCE	345	205	250	190	190	0	200	0	0
4036	PROPERTY MAINTENANCE	6,000	385	6,000	1,019	6,000	0	6,000	0	0
4038	OTHER MAINTENANCE	0	1,259	0	0	0	0	0	0	0
4040	ARBORICULTURE	3,500	3,500	0	0	0	0	0	0	0
4041	EQUIPMENT HIRE	0	495	0	0	0	0	0	0	0
4042	EQUIPMENT	100	0	100	14	100	0	100	0	0
4059	OTHER PROF FEES	0	2,480	0	0	0	0	0	0	0
4110	SUBSIDIZED LETTINGS	200	0	200	0	200	0	200	0	0
4350	PLAQUES PURCHASED	500	444	500	0	0	0	0	0	0
4355	MEMORIAL MAINTENANCE	2,500	430	2,500	550	2,500	0	2,500	0	0
4491	TFR TO EARMARKED RES	0	7,000	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	80,811	57,025	61,368	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	14,845	9,512	11,080	0	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	37,882	32,623	35,588	14,317	35,588	0	37,400	0	0
4892	C/S STAFF RCHG	3,650	3,521	6,885	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	1,787	2,122	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	3,305	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>176,578</b>	<b>147,878</b>	<b>140,713</b>	<b>19,309</b>	<b>51,203</b>	<b>0</b>	<b>53,220</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(152,833)</b>	<b>(115,768)</b>	<b>(115,788)</b>	<b>(2,075)</b>	<b>(30,018)</b>		<b>(30,120)</b>		
<b>302</b>	<b><u>WINDRUSH CEMETERY</u></b>									
1100	BURIAL FEES	20,000	21,490	16,500	5,240	9,170	0	9,630	0	0
1101	GRANT OF RIGHTS	20,000	22,894	15,000	8,959	12,160	0	12,800	0	0
1102	INTERMENT OF ASHES	5,000	3,520	5,000	1,813	0	0	5,000	0	0
1105	MEMORIAL FEES	5,000	6,308	3,500	3,462	5,200	0	5,500	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Halls, Cemeteries & Allotments Committee - DRAFT ~ REV 21/22 & EST 22/23

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1106	MEMORIAL PLAQUES	100	-75	100	0	100	0	100	0	0
	<b>Total Income</b>	50,100	54,136	40,100	19,473	26,630	0	33,030	0	0
4001	SALARIES	14,232	14,335	7,077	0	0	0	0	0	0
4002	ER'S NIC	1,368	1,373	580	0	0	0	0	0	0
4003	ER'S SUPERANN	3,088	3,111	1,536	0	0	0	0	0	0
4007	PROTECTIVE CLOTHING	100	0	100	0	100	0	100	0	0
4011	RATES	3,660	4,151	3,136	3,342	4,773	0	5,010	0	0
4012	WATER RATES	100	80	274	130	250	0	250	0	0
4014	ELECTRICITY	1,155	2,283	1,750	563	1,750	0	2,000	0	0
4016	CLEANING MATERIALS	30	0	30	0	30	0	30	0	0
4017	CONTRACT CLEAN/WASTE	375	1,134	1,000	510	1,000	0	1,000	0	0
4021	TELEPHONE/FAX	200	149	200	0	200	0	250	0	0
4025	INSURANCE	120	112	125	112	112	0	120	0	0
4036	PROPERTY MAINTENANCE	2,700	613	2,000	325	2,000	0	2,000	0	0
4037	GROUNDS MAINTENANCE	100	0	100	0	100	0	100	0	0
4038	OTHER MAINTENANCE	770	701	1,350	251	1,350	0	1,350	0	0
4041	EQUIPMENT HIRE	0	848	1,000	0	1,000	0	1,000	0	0
4042	EQUIPMENT	1,500	90	1,500	680	1,500	0	1,500	0	0
4059	OTHER PROF FEES	0	6,680	0	0	0	0	0	0	0
4350	PLAQUES PURCHASED	500	0	500	0	500	0	500	0	0
4355	MEMORIAL MAINTENANCE	2,000	0	2,000	0	2,000	0	2,000	0	0
4400	COVID-19 EXPENDITURE	0	119	0	0	0	0	0	0	0
4491	TFR TO EARMARKED RES	0	2,000	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-700	-700	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Halls, Cemeteries & Allotments Committee - DRAFT ~ REV 21/22 & EST 22/23

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4888	O/S STAFF RCHG	60,641	74,489	110,326	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	11,140	13,971	19,920	0	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	13,372	11,516	12,563	5,054	12,563	0	13,200	0	0
4892	C/S STAFF RCHG	3,675	3,521	6,885	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	1,787	2,122	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	4,988	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		121,913	147,686	173,952	10,966	29,228	0	30,410	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(71,813)</u>	<u>(93,550)</u>	<u>(133,852)</u>	<u>8,506</u>	<u>(2,598)</u>		<u>2,620</u>		
<b>303</b>	<b><u>CLOSED CH'YARDS ST MARYS/HOLY</u></b>									
1085	INSURANCE CLAIMS RECEIVED	0	5,252	0	-5,252	-5,252	0	0	0	0
<b>Total Income</b>		0	5,252	0	-5,252	-5,252	0	0	0	0
4036	PROPERTY MAINTENANCE	18,983	8,404	25,150	150	25,150	0	11,000	0	0
4040	ARBORICULTURE	8,000	7,000	1,000	0	1,000	0	1,000	0	0
4059	OTHER PROF FEES	2,017	4,007	2,500	0	2,500	0	2,500	0	0
4491	TFR TO EARMARKED RES	0	16,150	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-10,000	-10,000	-16,150	-16,150	-16,150	0	0	0	0
<b>Overhead Expenditure</b>		19,000	25,561	12,500	-16,000	12,500	0	14,500	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(19,000)</u>	<u>(20,309)</u>	<u>(12,500)</u>	<u>10,748</u>	<u>(17,752)</u>		<u>(14,500)</u>		
<b>305</b>	<b><u>ALLOTMENTS</u></b>									
1052	EXPENSES RECOVERED	0	0	0	142	142	0	0	0	0
<b>Total Income</b>		0	0	0	142	142	0	0	0	0

Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Halls, Cemeteries & Allotments Committee - DRAFT ~ REV 21/22 & EST 22/23

	<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4013 RENT PAID	5	5	5	5	5	0	0	0	0
4036 PROPERTY MAINTENANCE	0	0	500	1,472	500	0	500	0	0
4037 GROUNDS MAINTENANCE	500	0	500	0	500	0	500	0	0
4888 O/S STAFF RCHG	4,624	727	999	0	0	0	0	0	0
4890 O/S O'HEAD RCHG	849	91	180	0	0	0	0	0	0
4891 AGENCY SERVICES RECHARGE	3,077	2,650	2,891	1,163	2,891	0	3,050	0	0
4892 C/S STAFF RCHG	881	840	706	0	0	0	0	0	0
4893 C/S O'HEAD RCHG	183	218	0	0	0	0	0	0	0
5199 Depreciation Charge to Service	0	3,525	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>10,119</b>	<b>8,056</b>	<b>5,781</b>	<b>2,640</b>	<b>3,896</b>	<b>0</b>	<b>4,050</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(10,119)</b>	<b>(8,056)</b>	<b>(5,781)</b>	<b>(2,497)</b>	<b>(3,754)</b>		<b>(4,050)</b>		
<b>Halls, Cemeteries &amp; Allotments - Income</b>	<b>166,320</b>	<b>130,394</b>	<b>136,485</b>	<b>84,099</b>	<b>97,158</b>	<b>0</b>	<b>134,187</b>	<b>0</b>	<b>0</b>
<b>Expenditure</b>	<b>632,061</b>	<b>636,204</b>	<b>597,315</b>	<b>44,258</b>	<b>180,482</b>	<b>0</b>	<b>216,905</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(465,741)</b>	<b>(505,810)</b>	<b>(460,830)</b>	<b>39,841</b>	<b>(83,324)</b>		<b>(82,718)</b>		
<b>Total Budget Income</b>	<b>166,320</b>	<b>130,394</b>	<b>136,485</b>	<b>84,099</b>	<b>97,158</b>	<b>0</b>	<b>134,187</b>	<b>0</b>	<b>0</b>
<b>Expenditure</b>	<b>632,061</b>	<b>636,204</b>	<b>597,315</b>	<b>44,258</b>	<b>180,482</b>	<b>0</b>	<b>216,905</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(465,741)</b>	<b>(505,810)</b>	<b>(460,830)</b>	<b>39,841</b>	<b>(83,324)</b>		<b>(82,718)</b>		

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## WITNEY TOWN COUNCIL

### SCHEDULE OF BURIAL CHARGES

*SOME OF THE CHARGES LISTED BELOW ARE SUBJECT TO THE CHILDREN'S FUNERAL FUND FOR ENGLAND AND CAN BE RECLAIMED ACCORDINGLY*

#### **1. Internments**

- a) Foetal remains pre 24 weeks gestation
- b) Baby in baby plot
- c) Under 18 yrs if using Child size Grave Double depth
- d) Under 18 yrs Second burial in existing double depth Child size grave
- e) Double depth grave Adult size grave
- f) Second burial in existing double depth grave Adult size grave
- g) Internment of ashes for person
- h) Burial in single depth grave at Tower Hill Cemetery

#### **2. Purchase of Exclusive Right of Burial**

(75 years at Tower Hill/50 years in Windrush Cemetery)

- a) Exclusive right of burial for baby
- b) Exclusive right of burial for child under 18 years of age
- c) Exclusive right of burial for person over 18 years of age
- d) Exclusive right of burial for family ashes plot (Tower Hill only)
- e) Exclusive right of burial for ashes plot

#### **3. Use of Tower Hill Chapel (Includes VAT)**

#### **4. Memorials and Memorial Inscriptions**

- a) For the right to erect an approved memorial - baby
- b) For the right to erect an approved memorial
- c) For the right to place a desk tablet 18' x 18' only (Windrush Cemetery)
- d) For each additional inscription (to include moving of headstone if required)
- e) For the replacement of an existing memorial

#### **5. Memorial Plaques on Wall of Remembrance at Tower Hill Cemetery**

- a) Reservation of plaque space on memorial wall
- b) Single/Double plaque including fixing

#### **6. Transfer of Exclusive Right of Burial Deed**

#### **7. Charge for Late Arrival at Cemetery** (Per hour or part thereof)

#### **8. Administration Charge for Burial Searches**

	2021-22	2022-23 3% rounded
	no charge	no charge
	£ 223.00	£ 229.50
	£ 330.00	£ 340.00
	£ 208.00	£ 214.00
	£ 655.00	£ 674.50
	£ 416.00	£ 428.50
	£ 145.00	£ 149.50
	£ 482.00	£ 496.50
	£ 181.00	£ 186.50
	£ 266.00	£ 274.00
	£ 533.00	£ 549.00
	£ 350.00	£ 360.50
	£ 193.00	£ 199.00
	£ 107.00	£ 110.00
	£ 56.00	£ 57.50
	£ 162.00	£ 167.00
	£ 140.00	£ 144.00
	£ 67.00	£ 69.00
	no charge	no charge
	£ 25.00	£ 26.00
	£ 35.50	£ 36.50
	£ 107.00	£ 110.00
	£ 25.00	£ 26.00

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# WITNEY TOWN COUNCIL

## SCHEDULE OF PUBLIC HALL CHARGES

### Corn Exchange (Vatable)

#### The Main Hall - Weekday

Group 1 - Charity or local Organisation	£ 129.50	£ 133.50
Group 2 - Non-Charitable Events	£ 191.50	£ 197.00
Group 3 - Commercial and Sales	£ 304.50	£ 313.50

#### The Main Hall - Weekend

Group 1 - Charity or local Organisation	£ 165.00	£ 170.00
Group 2 - Non-Charitable Events	£ 248.50	£ 256.00
Group 3 - Commercial and Sales	£ 393.50	£ 405.50

#### The Gallery Room - Weekday

Group 1 - Charity or local Organisation	£ 57.00	£ 58.50
Group 2 - Non-Charitable Events	£ 83.50	£ 86.00
Group 3 - Commercial and Sales	£ 127.00	£ 131.00

#### The Gallery Room - Weekend

Group 1 - Charity or local Organisation	£ 78.50	£ 81.00
Group 2 - Non-Charitable Events	£ 109.00	£ 112.50
Group 3 - Commercial and Sales	£ 144.50	£ 149.00

### Refundable Damage Deposit from £50 to £300

### Burwell Hall (Not Vatable)

#### The Main Hall - Weekday

Group 1 - Charity or local Organisation	£ 46.50	£ 48.00
Group 2 - Non-Charitable Events	£ 73.50	£ 75.50
Group 3 - Commercial and Sales	£ 94.00	£ 97.00

#### The Main Hall - Weekend

Group 1 - Charity or local Organisation	£ 67.50	£ 69.50
Group 2 - Non-Charitable Events	£ 104.00	£ 107.00
Group 3 - Commercial and Sales	£ 134.50	£ 138.50

#### The Meeting Room - Weekday

Group 1 - Charity or local Organisation	£ 31.00	£ 32.00
Group 2 - Non-Charitable Events	£ 41.50	£ 43.00
Group 3 - Commercial and Sales	£ 52.00	£ 53.50

#### The Meeting Room - Weekend

Group 1 - Charity or local Organisation	£ 41.50	£ 43.00
Group 2 - Non-Charitable Events	£ 57.00	£ 59.00
Group 3 - Commercial and Sales	£ 77.50	£ 80.00

### Refundable Damage Deposit from £50 to £250

### Wedding Charges - Corn Exchange Only

The Gallery Room (Ceremony - 2 hours)	£ 238.50	£ 245.50
The Main Hall (Ceremony - 2 hours)	£ 326.00	£ 336.50

The Gallery Room (Exclusive Use of building - 2 hours)	£ 409.00	£ 421.50
The Main Hall (Exclusive Use of building - 2 hours)	£ 409.00	£ 421.50

All day (Exclusive Use of building)	£ 1,015.00	£ 1,045.50
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### Equipment Hire (Per Session)

Projector & Screen	£ 10.00	£ 10.50
Flipchart	£ 5.00	£ 5.00
Moving/Extending Stage	£ 30.00	£ 31.00
Kitchen Use	£ 10.00	£ 10.50
Additional hire for running over session time (per hour) (if over 2 hours a full 4 hour session charge will be applied)	£ 25.00	£ 26.00

	2021-22	2022-23 3% rounded
<b>Corn Exchange (Vatable)</b>		
<b>The Main Hall - Weekday</b>		
Group 1 - Charity or local Organisation	£ 129.50	£ 133.50
Group 2 - Non-Charitable Events	£ 191.50	£ 197.00
Group 3 - Commercial and Sales	£ 304.50	£ 313.50
<b>The Main Hall - Weekend</b>		
Group 1 - Charity or local Organisation	£ 165.00	£ 170.00
Group 2 - Non-Charitable Events	£ 248.50	£ 256.00
Group 3 - Commercial and Sales	£ 393.50	£ 405.50
<b>The Gallery Room - Weekday</b>		
Group 1 - Charity or local Organisation	£ 57.00	£ 58.50
Group 2 - Non-Charitable Events	£ 83.50	£ 86.00
Group 3 - Commercial and Sales	£ 127.00	£ 131.00
<b>The Gallery Room - Weekend</b>		
Group 1 - Charity or local Organisation	£ 78.50	£ 81.00
Group 2 - Non-Charitable Events	£ 109.00	£ 112.50
Group 3 - Commercial and Sales	£ 144.50	£ 149.00
<b>Refundable Damage Deposit from £50 to £300</b>		
<b>Burwell Hall (Not Vatable)</b>		
<b>The Main Hall - Weekday</b>		
Group 1 - Charity or local Organisation	£ 46.50	£ 48.00
Group 2 - Non-Charitable Events	£ 73.50	£ 75.50
Group 3 - Commercial and Sales	£ 94.00	£ 97.00
<b>The Main Hall - Weekend</b>		
Group 1 - Charity or local Organisation	£ 67.50	£ 69.50
Group 2 - Non-Charitable Events	£ 104.00	£ 107.00
Group 3 - Commercial and Sales	£ 134.50	£ 138.50
<b>The Meeting Room - Weekday</b>		
Group 1 - Charity or local Organisation	£ 31.00	£ 32.00
Group 2 - Non-Charitable Events	£ 41.50	£ 43.00
Group 3 - Commercial and Sales	£ 52.00	£ 53.50
<b>The Meeting Room - Weekend</b>		
Group 1 - Charity or local Organisation	£ 41.50	£ 43.00
Group 2 - Non-Charitable Events	£ 57.00	£ 59.00
Group 3 - Commercial and Sales	£ 77.50	£ 80.00
<b>Refundable Damage Deposit from £50 to £250</b>		
<b>Wedding Charges - Corn Exchange Only</b>		
The Gallery Room (Ceremony - 2 hours)	£ 238.50	£ 245.50
The Main Hall (Ceremony - 2 hours)	£ 326.00	£ 336.50
The Gallery Room (Exclusive Use of building - 2 hours)	£ 409.00	£ 421.50
The Main Hall (Exclusive Use of building - 2 hours)	£ 409.00	£ 421.50
All day (Exclusive Use of building)	£ 1,015.00	£ 1,045.50
<b>Equipment Hire (Per Session)</b>		
Projector & Screen	£ 10.00	£ 10.50
Flipchart	£ 5.00	£ 5.00
Moving/Extending Stage	£ 30.00	£ 31.00
Kitchen Use	£ 10.00	£ 10.50
Additional hire for running over session time (per hour) (if over 2 hours a full 4 hour session charge will be applied)	£ 25.00	£ 26.00

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