

# Public Document Pack

## Halls, Cemeteries & Allotments Advisory Committee Meeting of Witney Town Council



**Monday, 17th January, 2022 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 **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.

As an Advisory Committee of the Council this meeting will take place virtually via Zoom. All decisions of this meeting will be recommendations to Full Council.

Zoom login details: <https://us06web.zoom.us/j/86880254016?pwd=eml2NlNoaGR0MFhsTFZvQVAzcnl5Zz09>

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 3 - 6)

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Minutes held on 8 November 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.

5. **Public Halls Usage Report** (Pages 7 - 10)

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

6. **Children's Memorial Garden** (Pages 11 - 12)

To receive and consider the report of the Projects Officer.

7. **Finance/Budget Report** (Pages 13 - 44)

To consider the report of the Town Clerk.



Town Clerk

# Agenda Item 3

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

Held on Monday, 8 November 2021

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

### Present:

Councillor M Jones (Chair)

Councillors:	V Gwatkin J Aitman T Ashby	L Duncan R Smith
Officers:	Adam Clapton Sharon Groth Simon Wright	Deputy Town Clerk Town Clerk Democratic & Legal Services Officer
Others:	1 member of the public. Councillor Harry Eaglestone	

#### H556 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L Ashbourne & O Collins

#### H557 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers.

#### H558 MINUTES

The minutes of the meeting of the committee held on 13 September 2021 were received.

There were no matters arising.

#### **Resolved:**

That, the minutes of the meeting held on 13 September 2021 be approved as a correct record and signed by the Chair

#### H559 PUBLIC PARTICIPATION

The Committee adjourned for this item.

Mr Barry Jessel representing Witney Allotment Association addressed the committee in respect of Agenda Item No. 8 – Request for Gates at Hailey Road Allotments.

*The Committee reconvened following public participation*

At the request of the Chair the committee agreed to consider Agenda Items 7 & 8 before Agenda Item No. 5

H560 **LAKESIDE ALLOTMENTS - TOPOGRAPHICAL SURVEY**

Consideration was given to the report of the Project Officer regarding the results of a topographical survey around the Lakeside allotments to determine the extent of a bund required to prevent flooding to the allotments.

The committee noted the potential costs outlined in the confidential appendix to the report and that this was prohibitive. Discussion ensued regarding the site location, possible remedial works and the potential impact of development near the allotments.

**Resolved:**

That, Officers be requested to look at options for remedial works that may be possible to alleviate flooding issues.

H561 **WITNEY ALLOTMENT ASSOCIATION - REQUEST FOR GATES AT HAILEY ROAD ALLOTMENTS**

The report of Operations & Estates Advisor regarding vehicular and pedestrian access at Hailey Road allotments was received.

The committee considered options for replacement gates, site security, the layout of the site and land ownership issues. It was noted that there had been incidents of trespass on the site and that reporting to Thames Valley Police on 101 was appropriate as it informed policing priorities.

Discussion ensued regarding management of the allotment sites and it was suggested and agreed that six monthly inspections be undertaken by the council as landowner.

**Resolved:**

1. That, discussion of options for improving security of the site be undertaken between officers and Witney Allotment Association; and
2. That, regular six-month inspections of the allotment sites be instigated.

Councillor Eaglestone left the meeting at this juncture.

H562 **BURIAL TIMES**

The report of the Maintenance & Environmental Services Officer was received outlining proposed new burial times during the winter months and health and safety. The Deputy Town Clerk clarified that the proposed timings and amendments to those stated in the report.

**Resolved:**

That, the inclusion of the below burial times in the new cemetery Terms & Conditions be approved:

**November to March:**

11:00-14:00

**April to October:**

Tower Hill: Monday – Thursday 10:00-15:00, Friday 10:00-14:00

Windrush: Monday – Thursday 11:00-15:00, Friday 11:00-14:00

H563 **TOWER HILL CEMETERY - DDI AUDIT ACCESS REQUIREMENTS**

Consideration was given to the report of the Maintenance & Environmental Services Officer regarding progress with the DDI Audit Access at Tower Hill Cemetery.

The development of a site plan to be provided on site and for inclusion in the new cemeteries brochure was supported. It was further noted that works to make the parking area more usable had been undertaken.

In respect of a budget bid, it was suggested that the Town Clerk in conjunction with other officers look at this as part of the process.

**Resolved:**

1. That, the report be noted; and
2. That, the Town Clerk in conjunction with other officers considers the budget implications as part of the budget setting.

H564 **PUBLIC HALLS & 1863 CAFÉ BAR REPORT**

Consideration was given to the report of the Venue & Events Officer providing an update on activities and bookings at Council owned venues.

**Resolved:**

That, the report be noted.

H565 **BUDGET**

The Town Clerk advised that it had not been possible to finalise the budget papers as the recharges had yet to be included. In addition consideration of options for the Café bar at the Corn Exchange would also need consideration to inform the budget.

The Committee considered the draft figures and noted the present position.

**Resolved**

1. That, the report be noted; and
2. That, the revised base revenue budget for 2021/22 and estimated base revenue budgets for 2022/23 be approved.

H566 **SCHEDULE OF PROPOSED FEES & CHARGES 2022/23**

The Committee considered a schedule of proposed fees & charges for 2022/23.

It was advised that the Policy, Governance & Finance Committee had agreed that the fees and charges of the Town Council for 2022/23 should rise in line with inflation which equated, when rounded down, to a 3% rise.

**Resolved:**

That, the following Fees & Charges be approved:

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

H567 **EXCLUSION OF PRESS AND PUBLIC**

**Resolved:**

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.

H568 **1863 CAFE - BUSINESS PLAN**

The Committee considered the confidential report of the Venue & Events Officer outlining options for the development of the 1863 Café bar at the Corn Exchange.

Members discussed the role of the café bar, likely demand once the Corn Exchange refurbishment was finished, competition issues and the financial and staffing implications.

After discussion it was agreed that the Corn Exchange Working Party would be the best forum for considering the options.

**Resolved:**

That, the matter be referred to the Corn Exchange Working Party for consideration.

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The meeting closed at: 6.55 pm

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Chair

## HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

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**Date:** Monday, 17 January 2022  
**Title:** Public Halls Usage Report  
**Contact Officer:** Venue & Events Officer - Tomas Smith

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### Background

The Corn Exchange, 1863 café and Burwell Hall have had groups using the facilities throughout the winter with the Covid Pandemic still affecting the levels of footfall and confidence of some groups to return.

### Current Situation

The Corn Exchange has had most regular existing groups returning to the hall except for a few who decided not to return after the Summer. There were further cancellations from various annual hirers in the run up to Christmas due to the pandemic with others cancelling at short notice due to the current situation. The weekly Tea Dance has re-started on a trial basis and we are looking to welcome back a further regular weekly group in February.

Overall usage of the Main Hall and the Gallery room for the Corn Exchange from the beginning of September to the end of December are as follows:

**Gallery Room occupancy**      **32%**

**Main Hall occupancy**          **56%**

The Main Hall has increased its use due to the Buttercross Theatre Company using the space for both drama classes and the Pantomime which ran through December. The Venue and Events Officer would like to increase the usage in both rooms and feels that this will be attainable as the works on the Corn Exchange are completed and as we move out of the pandemic.

And at Burwell Hall the usage for the same period is as follows:

**Burwell Hall occupancy**      **85%**

All groups have returned Monday to Friday, and there was a run of party bookings (primarily children's parties) on the weekends throughout this period.

## **1863 Café Bar**

1863 has opened Monday to Friday 10am to 4pm and for evening events over the last three months, the trading figures are as follows:

### **Income**

Daytime Café takings	£7,979,62 (net)
Evening Café takings	£4,367,20 (net) from 15 openings
	<u>£12,346.82</u>

### **Expenditure**

Supply Costs	£3,962.39 (net)
Equipment Costs	£551.31 (net)
Staffing Costs (inc. NI)	£9,012.00 approx. (not including the Venue & Events Officer)
	<u>£13,525.70</u>

The staff on shift regularly open and lock up the Corn Exchange negating the need for a caretaker on these occasions which is helping to reduce the staff costs. Taking this into consideration the café is effectively breaking even.

Feedback about the café has been positive, with all patrons and hirers commenting on how good it is to offer this service in the Corn Exchange.

The evening events have proved especially successful and the relationship with groups using the facility has been much improved. This is especially true of the monthly jazz night which is as popular as ever.

Having the café open has resulted in people visiting the Corn Exchange every day and has proven a useful point of conversation about Witney Town Council its services and the halls and green spaces which come under its remit.

### **Environmental impact**

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

### **Risk**

In decision making Councillors should consider 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.

➤ See report



## **Recommendations**

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

1. To note the contents of the report.

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## HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

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**Date:** Monday, 17 January 2022  
**Title:** Children's Memorial Garden  
**Contact Officer:** Project Officer - Nicky Cayley

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### Background

The Project Officer was tasked by the Town Clerk to scope the potential for a Children's Memorial Garden following preliminary enquiries during 2021.

### Current Situation

The Project Officer began by considering a possible site for the garden. The most obvious site would be the Windrush Cemetery and she met with the Maintenance and Environment Officer to discuss a possible location. The most suitable location would be at the top area adjacent to the area for scattering ashes at the top of the ashes path (pictures attached for information). However, the cemetery may be subject to some change, partly due to the development of the Cogges Triangle area and partly for the requirement for additional internal roads and further burial plots. Caution should be taken until these decisions are made as the Council would not want to have to remove a memorial garden due to these reasons.

Whilst the cemetery is an obvious choice for a memorial garden, it is not necessarily the only place that it could be sited. The Project Officer has not found any other locations that may be suitable but Councillors may be able to offer suggestions for further investigation.

There are other options for consideration by members: -

- Is the area intended to be a memorial garden or a columbarium as well?
- Is the garden to be a "natural" area with trees and planting or something more formal akin to the new war memorial at The Leys? Options could include a willow arch or dome for a natural area?
- If there are hard landscaped areas, would the Council wish to offer the option to add memorial plaques? If there is to be a hard landscaped style memorial, the Council may need to consider employing the services of an architect or other professional specialising in such areas.
- The installation of a metal memorial tree with leaves that can be personalised? (see attached examples).

- A theme for the area? Popular themes are Forget Me Nots and Peter Pan (there are copyright issues associated with the latter but other gardens have used it successfully as a theme).
- The Project Officer could approach SANDS (Stillbirth and Neonatal Death Society) for advice if the Council so wishes – the charity has been involved in other memorials and has memorials in Banbury, Botley, Headington and Wolvercote Cemeteries.
- Budget for the project

### Links to Children’s Memorial Gardens

The Project Officer has included some links to examples of Children’s Memorial Gardens in the UK which may help members in their considerations.

Guildford: <https://www.guildford.gov.uk/article/17374/Baby-and-children-s-memorial-garden>

Surrey Sands Gardens: <http://www.surrey-sands.org.uk/garden.htm>

Bramcote: <https://bramcote.bookofremembrance.uk/products/childrens-columbarium/>

West Midlands: <https://www.externalworksindex.co.uk/entry/137583/Harrowden-Turf/Childrens-Memorial-Garden-created-in-just-3-weeks/>

Rushmoor: <https://www.rushmoor.gov.uk/memorialgarden>

### **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. There are no current environmental concerns.

### **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. There is no current risk associated at this stage of the project.

### **Financial implications**

- A potential budget of £1,500 has been suggested for this project in the 2022/23 fiscal year.

### **Recommendations**

Member are invited to note the report and consider base options for the memorial garden to start to shape a project brief, if it is to be progressed.

## HALLS CEMETERIES AND ALLOTMENTS COMMITTEE

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**Date:** Monday 17th January 2022  
**Title:** **Finance & Budget Report**  
**Contact Officer:** Town Clerk/RFO – Sharon Groth

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### BACKGROUND

Following the decision at the EOC on 5<sup>th</sup> January 2022 the purpose of this report is to provide the necessary information for Members to review the Committee’s revenue and capital expenditure [and income if appropriate] in order to identify areas for savings, as well as realistically prioritising projects to support the Council’s emerging medium term financial strategy.

### CURRENT SITUATION

The Town Clerk has extracted information from her final budget report submitted to the EOC relevant to this Committee for ease of reference.

### RECHARGE FROM THE WORKS DEPARTMENT [COST CENTRE 601] & CENTRAL SUPPORT [COST CENTRE 602]

It should be noted that the revised estimates and the estimates for next year do not include the recharges from these two cost centres; these will be calculated after the budget has been adopted.

### RECHARGE FROM AGENCY SERVICES – GROUNDS CONTRACT [COST CENTRE 503]

Similarly with regard to the Grounds Maintenance Contract – [shown as 4891- Agency Services Recharge] – Members will be aware 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 actual known 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 early in the new year when the Consultant has finalised his report.

### COMMITTEE: HALLS, CEMETERIES & ALLOTMENTS

The Committees Draft Revised Budget for 2021/22 and Estimates for 2022/23 are attached at **Appendix A** along with budget notes at **Appendix B**.

## 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 – BARS

This cost centre relates to the direct costs for the café/bar 1863 in the Corn Exchange, as well as the bar within the Burwell Hall, as well as the income derived from this operation.

Income and expenditure is based on the aspirations set out in the business plan written by the Venue & Events Officer and recently agreed by the Corn Exchange Working Party – whereby an extension to the operating days and hours for the Café were agreed as well as additional staffing and setting up to sell hot lunches. Hopefully the figures the budget is based on are realistic and achievable.

## 104 – CORN EXCHANGE.

This includes all income from hall hire, as well as the expenditure relating to the management of the building.

With the introduction of theatrical sound, lighting and seating it is hoped that it will attract more touring theatre acts and the Venue & Events Officer will be able to draw up an all-encompassing programme of events to help with income generation as well as offsetting some of the expenditure. The events budget 4141/104 has therefore been increased to £8,000 in next years budget as agreed by the Corn Exchange Working Party, as well as providing for additional caretaking staff (4001/104 + on-costs).

The Council's halls income was significantly hit in 2020-21 due to COVID which resulted in a loss of £37,000 against that budget; it continues to impact the current year although hopefully on target to reach the revised budgeted income but this is a 50% drop in previous years income.

## 105 – BURWELL HALL

This includes all income from hall hire, as well as the expenditure relating to the management of the Burwell Hall.

Similar to the Corn Exchange, income has been significantly hit due to COVID – although the hall is in line to achieve the income originally budgeted for in the current financial year.

Part of the increase in Caretaking hours has been apportioned over to cover the Burwell Hall as explained above.

Within last years budget £33,000 was set aside for the replacement of the (1) heating system (£30,000) and (2) curtains (£3,000). The status of heating replacement project is that an external report is awaited on the most efficient heating system – hopefully the Project Officer will be reporting the findings back to the committee early in the new year. **In the meantime**

**these funds are held in an Earmarked Reserve (EMR) (A/c 372) until such time as they are needed to cover the expenditure.**

#### 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.

**An Earmarked Reserve (EMR) is held (A/c 329) which currently stands at £20,980 as a contingency should anything structural go wrong with the building.**

#### 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.

Within the Cemetery there is the Cemetery Lodge which is leased by the Co-operative Funeral Company with rental income shown at budget line 1050/301. However there are also two Chapels – one is operational and occasionally used by the public for the funeral services. The other Chapel was part of the lease to the Co-operative but was handed back a few years ago when the terms of the lease was renewed.

As part of the Council's Open Spaces Strategy within the Action Plan – IS3 requires the Council to undertake a full options survey of the unused buildings at the cemeteries – scheduled to take place in April 2022 with an anticipated completion of the survey stage being November 2022. Therefore a Revenue Growth Item for professional fees has been provided at budget line 4059/301 of £5,000 – **however this is to be funded from the EMR held (A/c 362) which currently stands at £18,000.**

**An EMR for Memorial Maintenance is also held (A/c 318) this has accumulated over time whereby the Council transfers unspent budget line 4355 Memorial Maintenance into this reserve because to commissioning of the topple testing is costly but an essential requirement at set intervals. It is therefore proposed that any expenditure is funded from the EMR – there is a corresponding entry in the budget at 4495 – TFR From Earmarked Reserve in the revised budget for 2021-22 and the estimates for 2022-23.**

#### 302 – WINDRUSH CEMETERY

Income from burials and the cost of maintaining the site.

Income continues to be pretty stable, with no surprises. With the development of the land adjoining the Cemetery and the dialogue with the developers to provide an alternative access road off the development there maybe some significant expenditure required in the next few years to provide for the road infrastructure. The Officers continue to work on the mapping

of the burial ground in order to digitise the records as well as lay out the remaining burial plots. **An EMR is held (A/c 327) which currently stands at £93,853, with a further £25,000 budgeted to be set aside in the 22-23 budget.**

### 303 – CLOSED CHURCHYARDS ST MARY’S & HOLY TRINITY

The Council is responsible for some aspects of maintenance in these closed churchyards and therefore the costs associated to this work.

It was established several years ago that part of the Council’s responsibility was for part of the boundary wall and due to some deterioration, a condition survey was commissioned to establish what works were required under health and safety to safeguard the Council from any claims, particularly as there is a high footfall through the churchyard. The Council has therefore established a considerable budget of £25,150 shown at budget line 4036/303 which has rolled over from the two previous financial years.

**As mentioned above the Council has a significant EMR for Memorial Maintenance which currently stands at £30,301 (A/c 318) it is therefore proposed that £10,000 of this is used to offset the budget provision in next years estimates for these works to St Mary’s wall – currently the Operations & Estates Advisor is obtaining quotes for this work. The corresponding budget line is provided at 4495/303 in the 2022/23 estimates.**

### 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.

## EARMARKED RESERVES (EMR)

The Town Clerk has referred to the use of some EMR’s in the report above to suggest how expenditure can be funded, as well as some Capital and Special Revenue Projects later in this report to make the budget affordable and limit future increases in the precept/Band D Council Tax – as well as setting clear priorities to inform an emerging medium term financial strategy.

A full list of the EMRs is provided in the attached appendices for Member’s information **(Appendix C)**.

## S106/DEFERRED GRANTS

The funds which are held as deferred grants unapplied from S106 receipts that have been paid over are as follows:

<b>Deferred Unapplied Grants</b>	<b>(From)</b>	<b>31.03.22</b>
		£
Sale of Land Allotments	WODC	191996
S106 Corn Exchange	WODC	128573



S106 West Witney Sports	WODC	310325
S106 Burwell Sports	Abbeymills Homes	25000
S106 C/Ex	Abbeymills Homes	12250
S106 Skate Park	Abbeymills Homes	12250
Bus Shelters etc	Abbeymills Homes	3295
		683688

**It should be noted that further S106 funds are pledged but not yet received.**

## CAPITAL & SPECIAL REVENUE PROJECTS

As explained at the presentation on 13 December 2021 via Zoom – the first draft budget was based on all the projects identified during committee meetings in the course of the year as well as those identified via the Open Spaces Strategy. Pulling it altogether for the budget it became obvious that the list wasn't realistic/physically achievable or affordable (unless the Council wished to put up the precept by 25%).

On the 20 December 2021 the Town Clerk met with the Chairs of Committees to go through the projects to try and refine the budget and get guidance on possible % increases to the precept. The Town Clerk has done her best to interpret these instructions. To enable workload to be planned properly during the coming financial year the resultant project list is provided at **Appendix D** along with **Appendix E** which details projects in progress in the current year.

The Town Clerk would urge the Committee to scrutinise its project list and prioritise them accordingly – this may mean some are deferred to future years – but this will help inform the emerging medium term financial strategy.

## 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.

Proper and sound financial management is necessary as all Councillors are collectively responsible for the budget, particularly expenditure and ensuring it is expended lawfully and in line with the Council's Financial Regulations.

As Town Clerk, the Council's Proper Officer and Responsible Financial Officer it is her job to advise accordingly, in line with Financial Regulations and Statute. She has carried out

extensive scrutiny of the Council's income and expenditure but in line with the resolution at the EOC the figures are presented for scrutiny by the Committee in order to identify savings.

Members should note that given the uncertainty around the pandemic it would not be prudent to increase income because of the limited customer base and demand for things such as football pitches. Unless Members want to increase its fees and charges beyond the already agreed inflationary increases then the Town Clerk would advise no change to budgeted income.

## FINANCIAL IMPLICATIONS

This report forms part of the Council's due diligence and a process in line with its Financial Regulations. The financial implications are detailed above and also in the attached appendices.

## RECOMMENDATIONS

Members are invited to note the report and consider how it can reduce its revenue expenditure as well as prioritising projects to inform a medium-term financial strategy for the Council.

Annual Budget - By Committee (Actual YTD Month 9)

Note: DRAFT ~ REV 21/22 & EST 22/23 [17.01.2022] FINANCE/BUDGET REPORT

		<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

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

Note: DRAFT ~ REV 21/22 & EST 22/23 [17.01.2022] FINANCE/BUDGET REPORT

		<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	9,198	12,500	0	22,500	0	0
1001	BAR SALES - FOOD	0	38	2,000	3,632	4,000	0	25,050	0	0
1002	BAR HIRE CHARGE	0	0	0	208	167	0	504	0	0
1009	CAFE SALES - HOT DRINKS	0	0	6,000	14,601	18,000	0	27,300	0	0
<b>Total Income</b>		0	1,599	16,000	27,640	34,667	0	75,354	0	0
3000	BAR PURCHASES - DRINK	0	1,262	4,000	4,137	7,500	0	11,500	0	0
3001	BAR PURCHASES - FOOD	0	117	1,000	1,956	2,500	0	12,525	0	0
3009	CAFE PURCHASES - HOT BEVERAGES	0	171	1,000	3,134	6,000	0	13,650	0	0
<b>Direct Expenditure</b>		0	1,549	6,000	9,227	16,000	0	37,675	0	0
4001	SALARIES	0	1,229	22,912	0	33,400	0	62,227	0	0
4002	ER'S NIC	0	251	1,673	0	2,500	0	5,050	0	0
4003	ER'S SUPERANN	0	551	4,972	0	2,000	0	6,155	0	0
4042	EQUIPMENT	0	1,710	2,750	1,859	2,750	0	3,000	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	34,072	1,859	40,650	0	76,432	0	0
<b>Movement to/(from) Gen Reserve</b>		0	(15,041)	(24,072)	16,554	(21,983)		(38,753)		
<b>104</b>	<b><u>CORN EXCHANGE</u></b>									

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

Note: DRAFT ~ REV 21/22 & EST 22/23 [17.01.2022] FINANCE/BUDGET REPORT

		<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	14,135	18,000	0	35,000	0	0
1014	EVENTS INCOME	1,000	-102	1,000	801	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	213	250	0	250	0	0
1049	FACILITY HIRE - EQUIP	0	0	0	8	8	0	100	0	0
<b>Total Income</b>		<b>43,600</b>	<b>3,401</b>	<b>21,500</b>	<b>15,157</b>	<b>20,258</b>	<b>0</b>	<b>38,850</b>	<b>0</b>	<b>0</b>
4001	SALARIES	70,619	35,455	42,949	0	36,000	0	57,136	0	0
4002	ER'S NIC	4,484	2,117	2,629	0	4,576	0	2,500	0	0
4003	ER'S SUPERANN	15,325	5,407	6,264	0	6,295	0	6,900	0	0
4007	PROTECTIVE CLOTHING	300	175	300	160	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	756	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	2,220	5,200	0	5,200	0	0
4015	GAS	4,500	2,942	5,200	2,234	5,200	0	5,200	0	0
4016	CLEANING MATERIALS	2,310	839	2,310	949	2,310	0	2,310	0	0
4017	CONTRACT CLEAN/WASTE	5,500	2,481	5,500	1,653	3,000	0	3,000	0	0
4018	PHOTOCOPIER COSTS	150	123	150	82	100	0	100	0	0
4020	COPIER RENTAL	700	505	0	0	0	0	0	0	0
4021	TELEPHONE/FAX	1,200	544	600	416	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	1,113	1,400	0	1,400	0	0
4030	RECRUITMENT ADVT'G	500	0	1,000	0	1,000	0	1,000	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

Note: DRAFT ~ REV 21/22 & EST 22/23 [17.01.2022] FINANCE/BUDGET REPORT

		<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
4032	PUBLICITY	6,000	4,843	4,000	173	3,000	0	3,000	0	0
4036	PROPERTY MAINTENANCE	8,000	3,920	5,000	2,748	5,000	0	8,000	0	0
4038	OTHER MAINTENANCE	4,000	2,251	4,000	1,614	4,000	0	4,000	0	0
4042	EQUIPMENT	1,500	105	1,000	497	1,500	0	1,500	0	0
4043	SMALL TOOLS & EQUIPT	300	98	350	128	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
4064	HEALTH & SAFETY	0	0	0	28	50	0	100	0	0
4141	EVENTS	2,500	-704	2,000	1,338	2,000	0	8,000	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	0	0	0	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>122,168</b>	<b>16,974</b>	<b>87,552</b>	<b>0</b>	<b>127,451</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(138,045)</b>	<b>(156,287)</b>	<b>(100,668)</b>	<b>(1,817)</b>	<b>(67,294)</b>		<b>(88,601)</b>		
<b>105</b>	<b><u>BURWELL HALL</u></b>									

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

Note: DRAFT ~ REV 21/22 & EST 22/23 [17.01.2022] FINANCE/BUDGET REPORT

		<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
1002	BAR HIRE CHARGE	0	0	0	50	50	0	150	0	0
1005	BURWELL HALL LETTING	27,000	3,061	12,000	10,142	12,000	0	18,000	0	0
<b>Total Income</b>		27,000	3,061	12,000	10,192	12,050	0	18,150	0	0
4001	SALARIES	47,667	30,142	28,632	0	24,000	0	38,090	0	0
4002	ER'S NIC	3,027	2,214	1,753	0	1,650	0	3,050	0	0
4003	ER'S SUPERANN	10,344	5,865	4,176	0	4,200	0	4,600	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	509	850	0	1,200	0	0
4012	WATER RATES	1,400	628	1,000	317	1,000	0	1,500	0	0
4014	ELECTRICITY	2,700	1,622	2,700	717	2,000	0	2,500	0	0
4015	GAS	3,250	2,511	4,000	1,963	4,000	0	4,000	0	0
4016	CLEANING MATERIALS	2,000	610	2,000	132	2,000	0	2,000	0	0
4017	CONTRACT CLEAN/WASTE	3,000	1,399	3,000	758	3,000	0	3,000	0	0
4021	TELEPHONE/FAX	800	299	300	391	300	0	300	0	0
4025	INSURANCE	350	345	365	320	320	0	340	0	0
4028	I.T.	2,000	540	2,000	91	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	750	0	1,000	0	0
4036	PROPERTY MAINTENANCE	5,000	1,069	3,000	861	3,000	0	5,000	0	0
4038	OTHER MAINTENANCE	2,100	1,493	2,100	1,021	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

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

Note: DRAFT ~ REV 21/22 & EST 22/23 [17.01.2022] FINANCE/BUDGET REPORT

		<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
4045	LICENCES	500	499	500	539	539	0	750	0	0
4048	ENG.INSPEC.(VARIABLE)	100	143	160	0	160	0	160	0	0
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>6,724</b>	<b>52,369</b>	<b>0</b>	<b>72,840</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>3,468</b>	<b>(40,319)</b>		<b>(54,690)</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	0	0	0	0	0
4038	OTHER MAINTENANCE	150	0	150	0	150	0	150	0	0
4048	ENG.INSPEC.(VARIABLE)	0	654	700	0	700	0	700	0	0
4059	OTHER PROF FEES	1,000	0	1,300	0	0	0	1,500	0	0
4491	TFR TO EARMARKED RES	0	2,500	0	0	0	0	0	0	0



Annual Budget - By Committee (Actual YTD Month 9)

Note: DRAFT ~ REV 21/22 & EST 22/23 [17.01.2022] FINANCE/BUDGET REPORT

		<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
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
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>		4,890	21,504	3,585	-624	226	0	2,750	0	0
<b>Movement to/(from) Gen Reserve</b>		(4,515)	(21,098)	(3,155)	1,000	150		(2,350)		
<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	4,656	4,000	0	3,500	0	0
1101	GRANT OF RIGHTS	1,500	1,035	350	1,073	1,000	0	1,000	0	0
1102	INTERMENT OF ASHES	3,500	7,466	6,000	3,843	3,500	0	3,000	0	0
1105	MEMORIAL FEES	3,000	3,601	3,000	3,599	3,511	0	3,511	0	0
1106	MEMORIAL PLAQUES	250	389	500	0	0	0	500	0	0
1108	CHAPEL FEES	300	0	0	321	214	0	214	0	0
<b>Total Income</b>		23,745	32,110	24,925	22,194	23,765	0	23,275	0	0
4001	SALARIES	14,231	14,335	7,077	0	10,000	0	11,970	0	0
4002	ER'S NIC	1,369	1,373	580	0	820	0	1,200	0	0
4003	ER'S SUPERANN	3,088	3,111	1,536	0	2,165	0	2,600	0	0
4007	PROTECTIVE CLOTHING	100	0	100	0	100	0	100	0	0
4011	RATES	2,600	2,943	3,809	3,047	3,385	0	3,555	0	0
4012	WATER RATES	100	70	100	209	209	0	220	0	0
4014	ELECTRICITY	380	380	450	182	450	0	450	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

Note: DRAFT ~ REV 21/22 & EST 22/23 [17.01.2022] FINANCE/BUDGET REPORT

		<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
4016	CLEANING MATERIALS	30	0	30	0	30	0	30	0	0
4017	CONTRACT CLEAN/WASTE	2,560	1,360	2,560	1,050	2,560	0	2,560	0	0
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	0	100	0	100	0	0
4059	OTHER PROF FEES	0	2,480	0	0	0	0	5,000	0	0
4064	HEALTH & SAFETY	0	0	0	14	50	0	100	0	0
4110	SUBSIDIZED LETTINGS	200	0	200	0	200	0	200	0	0
4350	PLAQUES PURCHASED	500	444	500	86	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
4495	TFR FROM EARMARKED R	0	0	0	0	-2,500	0	-7,500	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	26,089	39,242	0	39,671	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>32,436</b>	<b>65,501</b>	<b>0</b>	<b>68,956</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>(10,242)</b>	<b>(41,736)</b>		<b>(45,681)</b>		
<b>302</b>	<b>WINDRUSH CEMETERY</b>									

Annual Budget - By Committee (Actual YTD Month 9)

Note: DRAFT ~ REV 21/22 & EST 22/23 [17.01.2022] FINANCE/BUDGET REPORT

		<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
1100	BURIAL FEES	20,000	21,490	16,500	11,711	9,170	0	9,630	0	0
1101	GRANT OF RIGHTS	20,000	22,894	15,000	15,417	17,000	0	17,500	0	0
1102	INTERMENT OF ASHES	5,000	3,520	5,000	2,708	5,108	0	5,250	0	0
1105	MEMORIAL FEES	5,000	6,308	3,500	5,219	5,200	0	5,500	0	0
1106	MEMORIAL PLAQUES	100	-75	100	0	100	0	100	0	0
<b>Total Income</b>		<b>50,100</b>	<b>54,136</b>	<b>40,100</b>	<b>35,054</b>	<b>36,578</b>	<b>0</b>	<b>37,980</b>	<b>0</b>	<b>0</b>
4001	SALARIES	14,232	14,335	7,077	0	10,000	0	11,970	0	0
4002	ER'S NIC	1,368	1,373	580	0	820	0	1,200	0	0
4003	ER'S SUPERANN	3,088	3,111	1,536	0	2,165	0	2,600	0	0
4007	PROTECTIVE CLOTHING	100	0	100	0	100	0	100	0	0
4011	RATES	3,660	4,151	3,136	4,296	4,773	0	5,010	0	0
4012	WATER RATES	100	80	274	161	250	0	250	0	0
4014	ELECTRICITY	1,155	2,283	1,750	875	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	355	2,000	0	2,000	0	0
4037	GROUNDS MAINTENANCE	100	0	100	0	100	0	1,600	0	0
4038	OTHER MAINTENANCE	770	701	1,350	366	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	766	1,500	0	1,500	0	0
4059	OTHER PROF FEES	0	6,680	0	3,100	6,055	0	5,000	0	0
4064	HEALTH & SAFETY	0	0	0	14	50	0	100	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

Note: DRAFT ~ REV 21/22 & EST 22/23 [17.01.2022] FINANCE/BUDGET REPORT

		<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
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	-2,000	0	-2,000	0	0
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	9,210	14,458	0	14,616	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>	<b>121,913</b>	<b>147,686</b>	<b>173,952</b>	<b>19,765</b>	<b>48,213</b>	<b>0</b>	<b>52,196</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(71,813)</b>	<b>(93,550)</b>	<b>(133,852)</b>	<b>15,289</b>	<b>(11,635)</b>		<b>(14,216)</b>		
<b>303</b>	<b><u>CLOSED CH'YARDS ST MARYS/HOLY</u></b>									
1060	INSURANCE RECOVERED	0	0	0	4,144	4,144	0	0	0	0
1085	INSURANCE CLAIMS RECEIVED	0	5,252	0	-5,252	-5,252	0	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>5,252</b>	<b>0</b>	<b>-1,108</b>	<b>-1,108</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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	-10,000	0	0
	<b>Overhead Expenditure</b>	<b>19,000</b>	<b>25,561</b>	<b>12,500</b>	<b>-16,000</b>	<b>12,500</b>	<b>0</b>	<b>4,500</b>	<b>0</b>	<b>0</b>

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

Note: DRAFT ~ REV 21/22 & EST 22/23 [17.01.2022] FINANCE/BUDGET REPORT

		<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>Movement to/(from) Gen Reserve</b>		<u>(19,000)</u>	<u>(20,309)</u>	<u>(12,500)</u>	<u>14,892</u>	<u>(13,608)</u>		<u>(4,500)</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
4013	RENT PAID	5	5	5	5	5	0	0	0	0
4036	PROPERTY MAINTENANCE	0	0	500	536	536	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	2,119	4,131	0	4,176	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>	<u>10,119</u>	<u>8,056</u>	<u>5,781</u>	<u>2,660</u>	<u>5,172</u>	<u>0</u>	<u>5,176</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>(10,119)</u>	<u>(8,056)</u>	<u>(5,781)</u>	<u>(2,518)</u>	<u>(5,030)</u>		<u>(5,176)</u>		
<b>Halls, Cemeteries &amp; Allotments - Income</b>		166,320	130,394	136,485	125,448	148,505	0	214,916	0	0
<b>Expenditure</b>		632,061	636,204	596,615	74,202	333,088	0	452,031	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(465,741)</u>	<u>(505,810)</u>	<u>(460,130)</u>	<u>51,246</u>	<u>(184,583)</u>		<u>(237,115)</u>		

Annual Budget - By Committee (Actual YTD Month 9)

Note: DRAFT ~ REV 21/22 & EST 22/23 [17.01.2022] FINANCE/BUDGET REPORT

	<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 Budget Income</b>	166,320	130,394	136,485	125,448	148,505	0	214,916	0	0
<b>Expenditure</b>	632,061	636,204	596,615	74,202	333,088	0	452,031	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(465,741)</u>	<u>(505,810)</u>	<u>(460,130)</u>	<u>51,246</u>	<u>(184,583)</u>		<u>(237,115)</u>		

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1050	RENT RECEIVED	102	LANGDALE HALL	Lease to ICE from March 2018 - Next rent review due 01/03/2024 [every 3 yrs]
1058	WATER RECOVERED	102	LANGDALE HALL	See 4012/102 Water charges + Recharged utilities since occupation
1059	ELECTRICITY RECOVER	102	LANGDALE HALL	Recharged utilities since occupation
1060	INSURANCE RECOVERED	102	LANGDALE HALL	Recharge buildings insurance to tenant ref 4025/102
4012	WATER RATES	102	LANGDALE HALL	Recharge to ICE - lease from March 2018
4021	TELEPHONE/FAX	102	LANGDALE HALL	Alarm lines (x2) continue to be be connected until ICE take on hall ?? ->> Need to check this out!
4025	INSURANCE	102	LANGDALE HALL	Buildings Insurance - recharge to tenant
4036	PROPERTY MAINTENANCE	102	LANGDALE HALL	Line Marking in LD Car Park/Parking Order
4038	OTHER MAINTENANCE	102	LANGDALE HALL	Alarm company/Gas checks - lease to ICE from March 2018 - Landlord responsibilities
4059	OTHER PROF FEES	102	LANGDALE HALL	Lease to ICE fr March'18 - Sols/agents fees for lease negos + 19/20 carpark enforcement WODC
4888	O/S STAFF RCHG	102	LANGDALE HALL	Works Salaries for recommissioning works
4890	O/S O'HEAD RCHG	102	LANGDALE HALL	Works Salaries for recommissioning works
4892	C/S STAFF RCHG	102	LANGDALE HALL	Salaries for recommissioning works
4893	C/S O'HEAD RCHG	102	LANGDALE HALL	Salaries for recommissioning works
1000	BAR SALES - DRINK	103	BARS	50% Profit margin per Venue Manager Bar Functions/Jazz/Parties/Weddings etc
1001	BAR SALES - FOOD	103	BARS	50% Profit margin per Venue Manager Hot lunches 22-23 per Business Plan adopted by CEWP
1009	CAFE SALES - HOT DRINKS	103	BARS	50% Profit margin per Venue Manager per Business Plan adaopted by CEWP
4001	SALARIES	103	BARS	Rev based on actual + est last qtr/22-23 increased operating hours per Business Plan adopt CEWP
4002	ER'S NIC	103	BARS	Rev based on actual + est last qtr/22-23 new structure
4003	ER'S SUPERANN	103	BARS	Rev based on actual + est last qtr/22-23 new structure
4042	EQUIPMENT	103	BARS	Cafe Equip £1557 pa x4 yrs from Sept20/Till £648 pa etc on lease other equipmt fund EMR
1007	CORN EXCHNGE LETTING	104	CORN EXCHANGE	Forecast income based on actuals for 2021/22 as at 30 Sept 21
1015	TEA DANCE INCOME	104	CORN EXCHANGE	Tea Dance to resume November 2021 @ £2.50
1019	OTHER EQUIPMENT HIRE	104	CORN EXCHANGE	? do we intend to charge for other stuff like flip charts, retractable seating, lighting etc
1049	FACILITY HIRE - EQUP	104	CORN EXCHANGE	Projector
4001	SALARIES	104	CORN EXCHANGE	Real Living Wage £9.50 21/22 + 3% COST OF LIVING RISE + INCREMENTS WHERE

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
				APPLICABLE Salaried Staff
4002	ER'S NIC	104	CORN EXCHANGE	Real Living Wage £9.50 21/22 + 3% COST OF LIVING RISE + INCREMENTS WHERE APPLICABLE Salaried Staff
4003	ER'S SUPERANN	104	CORN EXCHANGE	Real Living Wage £9.50 21/22 + 3% COST OF LIVING RISE + INCREMENTS WHERE APPLICABLE Salaried Staff
4007	PROTECTIVE CLOTHING	104	CORN EXCHANGE	Caretakers uniform - increase to £300 = one full set
4011	RATES	104	CORN EXCHANGE	Allow 5%
4012	WATER RATES	104	CORN EXCHANGE	Plan an 5% price increase year on year/actual
4014	ELECTRICITY	104	CORN EXCHANGE	New Green Energy Contract in place
4015	GAS	104	CORN EXCHANGE	New Green Energy Contract in place
4017	CONTRACT CLEAN/WASTE	104	CORN EXCHANGE	Window Cleaner, Sanitary Bins, Recycling/Commercial Waste charges + carpet cleaning
4018	PHOTOCOPIER COSTS	104	CORN EXCHANGE	Photocopier relocated to Admin Office - printing costs only
4020	COPIER RENTAL	104	CORN EXCHANGE	vire budget to Admin Support Office where copier has moved to
4028	I.T.	104	CORN EXCHANGE	Broadband + £420 ANNUAL HOSTING FOR C/EX WEBSITE
4030	RECRUITMENT ADVT'G	104	CORN EXCHANGE	Caretakers/Venue Mgr
4032	PUBLICITY	104	CORN EXCHANGE	Marketing budget
4036	PROPERTY MAINTENANCE	104	CORN EXCHANGE	Unspect Budget Tfr to EMR
4038	OTHER MAINTENANCE	104	CORN EXCHANGE	annual inspects - lift, gas, heating, avishock(needs repairs AW 26/10/21), alarms + key holding
4043	SMALL TOOLS & EQUIPT	104	CORN EXCHANGE	Proposed budget for painting equipment and other small tools
4045	LICENCES	104	CORN EXCHANGE	PRS/PPL/Alcohol Licences - based on actual 18/19 [+ Wedding Licence £2150- renew in 2022/23]
4059	OTHER PROF FEES	104	CORN EXCHANGE	Professional fees for Phase 2 Project
4141	EVENTS	104	CORN EXCHANGE	? Venue Officer to put 1 event on per mth? 22/23
4142	TEA DANCE COSTS	104	CORN EXCHANGE	Hall hire and refreshments re-srtd Nov 2021 subject to COVID
4250	BAD DEBTS	104	CORN EXCHANGE	W/Off
4491	TFR TO EARMARKED RES	104	CORN EXCHANGE	Transfer to new E/M Reserve [a/c 363] replacement lift 2017-2020 £10k pa & £10k damp works
4888	O/S STAFF RCHG	104	CORN EXCHANGE	60%/40% split with Burwell Hall
4890	O/S O'HEAD RCHG	104	CORN EXCHANGE	60%/40% split with Burwell Hall
4892	C/S STAFF RCHG	104	CORN EXCHANGE	60%/40% split with Burwell Hall
4893	C/S O'HEAD RCHG	104	CORN EXCHANGE	60%/40% split with Burwell Hall



## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1005	BURWELL HALL LETTING	105	BURWELL HALL	Forecast income based on actuals for 2021/22 as at 30 September 2021
4001	SALARIES	105	BURWELL HALL	Real Living Wage £9.50 21/22 + 3% COST OF LIVING RISE + INCREMENTS WHERE APPLICABLE Salaried Staff
4002	ER'S NIC	105	BURWELL HALL	Caretaking/Cleaning Salaries for Compliance checks and basic day to day maintenance.
4003	ER'S SUPERANN	105	BURWELL HALL	Caretaking/Cleaning Salaries for Compliance checks and basic day to day maintenance.
4007	PROTECTIVE CLOTHING	105	BURWELL HALL	Caretakers uniform - increase to £300 = one full set
4008	TRAINING	105	BURWELL HALL	Share 50:50 with Corn Exchange
4009	TRAVELLING	105	BURWELL HALL	Share 50:50 with Corn Exchange
4011	RATES	105	BURWELL HALL	Allow 5%
4012	WATER RATES	105	BURWELL HALL	Plan an 5% price increase
4014	ELECTRICITY	105	BURWELL HALL	New Green Energy Contract in place
4015	GAS	105	BURWELL HALL	New Green Energy Contract in place
4016	CLEANING MATERIALS	105	BURWELL HALL	Increased for 19/20 due to actual expenditure - Venue Manager to review suppliers
4017	CONTRACT CLEAN/WASTE	105	BURWELL HALL	Window Cleaner, Sanitary Bins, Recycling/Commercial Waste charges + carpet cleaning.
4021	TELEPHONE/FAX	105	BURWELL HALL	? additional charge for broadband should be charged to 4028/105
4025	INSURANCE	105	BURWELL HALL	Set for 2017-2020
4028	I.T.	105	BURWELL HALL	Put Wifi into Burwell Hall?
4030	RECRUITMENT ADVT'G	105	BURWELL HALL	Caretakers/Venue Mgr
4032	PUBLICITY	105	BURWELL HALL	Equalise budget with CE?
4036	PROPERTY MAINTENANCE	105	BURWELL HALL	To/from EMR if not spent
4038	OTHER MAINTENANCE	105	BURWELL HALL	Keyholding, Gas Safety Checks, Alarm maint
4042	EQUIPMENT	105	BURWELL HALL	Tfr to earmark reserve if unspent
4045	LICENCES	105	BURWELL HALL	PRS and bar - based on actual 18/19
4048	ENG.INSPEC.(VATABLE)	105	BURWELL HALL	Zurich Boiler Inspection
4888	O/S STAFF RCHG	105	BURWELL HALL	Halls staffing 50% spilt Corn Exchange and Burwell
4890	O/S O'HEAD RCHG	105	BURWELL HALL	Halls staffing 50% spilt Corn Exchange and Burwell
4892	C/S STAFF RCHG	105	BURWELL HALL	Halls staffing 50% spilt Corn Exchange and Burwell
4893	C/S O'HEAD RCHG	105	BURWELL HALL	Halls staffing 50% spilt Corn Exchange and Burwell
1060	INSURANCE RECOVERED	106	MADLEY PARK COMMUNITY	Recharge 4025/106 to MPHTrust annually
4025	INSURANCE	106	MADLEY PARK COMMUNITY	Revised budget = actual.Set for 2017-2020

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**Budget Notes**


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<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
<b>4036</b>	PROPERTY MAINTENANCE	<b>106</b>	MADLEY PARK COMMUNITY	EMR held
<b>4038</b>	OTHER MAINTENANCE	<b>106</b>	MADLEY PARK COMMUNITY	Landlords Gas Safety inspection
<b>4059</b>	OTHER PROF FEES	<b>106</b>	MADLEY PARK COMMUNITY	Legal Fees for lease renewal due June 2018
<b>4888</b>	O/S STAFF RCHG	<b>106</b>	MADLEY PARK COMMUNITY	Maintenance Staffing costs - have budgeted minimal sum for 2016 onwards
<b>4890</b>	O/S O'HEAD RCHG	<b>106</b>	MADLEY PARK COMMUNITY	Maintenance Staffing costs - have budgeted minimal sum for 2016 onwards
<b>4892</b>	C/S STAFF RCHG	<b>106</b>	MADLEY PARK COMMUNITY	Maintenance Staffing costs - have budgeted minimal sum for 2016 onwards
<b>4893</b>	C/S O'HEAD RCHG	<b>106</b>	MADLEY PARK COMMUNITY	Maintenance Staffing costs - have budgeted minimal sum for 2016 onwards

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1050	RENT RECEIVED	301	TOWER HILL CEMETERY	As set by lease for Mid Counties - CO-OP
1060	INSURANCE RECOVERED	301	TOWER HILL CEMETERY	To invoice Co-op - 1.5% increase assumed
1100	BURIAL FEES	301	TOWER HILL CEMETERY	Forecast income based on actuals - only Reserved Graves now
1101	GRANT OF RIGHTS	301	TOWER HILL CEMETERY	Forecast income based on actuals - only Reserved Graves now
1102	INTERMENT OF ASHES	301	TOWER HILL CEMETERY	Forecast income based on actuals - only Reserved Graves now
1105	MEMORIAL FEES	301	TOWER HILL CEMETERY	Forecast income based on actuals - only Reserved Graves now
1106	MEMORIAL PLAQUES	301	TOWER HILL CEMETERY	Forecast income based on actuals - only Reserved Graves now
1108	CHAPEL FEES	301	TOWER HILL CEMETERY	Forecast income based on actuals
4001	SALARIES	301	TOWER HILL CEMETERY	INCLUDES 2% COST OF LIVING RISE + INCREMENTS WHERE APPLICABLE
4007	PROTECTIVE CLOTHING	301	TOWER HILL CEMETERY	Disposal Suits
4011	RATES	301	TOWER HILL CEMETERY	Allow 5%
4014	ELECTRICITY	301	TOWER HILL CEMETERY	New Green Energy Contract in place
4016	CLEANING MATERIALS	301	TOWER HILL CEMETERY	Hand sanitiser
4017	CONTRACT CLEAN/WASTE	301	TOWER HILL CEMETERY	12 skips per annum at £180 each from 2016
4025	INSURANCE	301	TOWER HILL CEMETERY	Recharge to Co-op 1060/301
4036	PROPERTY MAINTENANCE	301	TOWER HILL CEMETERY	To EMR if unspent/Additional £2k each for Chapel and Lodge to be put into EMR if unspent
4040	ARBORICULTURE	301	TOWER HILL CEMETERY	Budget is on C C 402 virement required to cover spending.
4059	OTHER PROF FEES	301	TOWER HILL CEMETERY	For Full Option Survey unused Cem Bldgs 2022/23
4110	SUBSIDIZED LETTINGS	301	TOWER HILL CEMETERY	Hall hire Friends of Cemetery
4350	PLAQUES PURCHASED	301	TOWER HILL CEMETERY	Increased income to offset expenditure
4355	MEMORIAL MAINTENANCE	301	TOWER HILL CEMETERY	Trf EMR if unspent/4495 301
4495	TFR FROM EARMARKED R	301	TOWER HILL CEMETERY	Memorial Testing 4355/Unused Bldgs Survey report 4059/301 £5k EMR 362
4888	O/S STAFF RCHG	301	TOWER HILL CEMETERY	Recharged from timesheets
4890	O/S O'HEAD RCHG	301	TOWER HILL CEMETERY	Recharged on actual spend
4891	AGENCY SERVICES RECHARGE	301	TOWER HILL CEMETERY	Recharged - monthly apportioned across all recreation areas and amenity areas
4892	C/S STAFF RCHG	301	TOWER HILL CEMETERY	Fixed % recharge
4893	C/S O'HEAD RCHG	301	TOWER HILL CEMETERY	Fixed % recharge
1100	BURIAL FEES	302	WINDRUSH CEMETERY	Forecast income based on actuals as at 30.9.21
1101	GRANT OF RIGHTS	302	WINDRUSH CEMETERY	Forecast income based on actuals as at 30.9.21
1102	INTERMENT OF ASHES	302	WINDRUSH CEMETERY	Forecast income based on actuals as at 30.9.21

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1105	MEMORIAL FEES	302	WINDRUSH CEMETERY	Forecast income based on actuals as at 30.9.21
1106	MEMORIAL PLAQUES	302	WINDRUSH CEMETERY	Forecast income based on actuals as at 30.9.21
4001	SALARIES	302	WINDRUSH CEMETERY	INCLUDES 2% COST OF LIVING RISE + INCREMENTS WHERE APPLICABLE
4007	PROTECTIVE CLOTHING	302	WINDRUSH CEMETERY	Disposable protective clothing
4011	RATES	302	WINDRUSH CEMETERY	Allow 3%
4014	ELECTRICITY	302	WINDRUSH CEMETERY	New Green Energy Contract in place
4016	CLEANING MATERIALS	302	WINDRUSH CEMETERY	Hand sanitizer
4017	CONTRACT CLEAN/WASTE	302	WINDRUSH CEMETERY	1 skips for ashes path/annual one/CESSPIT INCREASE DISPOSAL COVID
4025	INSURANCE	302	WINDRUSH CEMETERY	Revised based on known actual/ 2022 +6% inflation
4036	PROPERTY MAINTENANCE	302	WINDRUSH CEMETERY	To EMR if unspent
4037	GROUNDS MAINTENANCE	302	WINDRUSH CEMETERY	Includes £1500 for Childrens Memorial Garden
4038	OTHER MAINTENANCE	302	WINDRUSH CEMETERY	Alarm annual maint & Key holder/1.5% increase assumed on 19/20 actual
4041	EQUIPMENT HIRE	302	WINDRUSH CEMETERY	Additional dumper/tractor due to COVID operating 2 works teams
4042	EQUIPMENT	302	WINDRUSH CEMETERY	Tfr EMR if unspent - Wooden Shuttering
4059	OTHER PROF FEES	302	WINDRUSH CEMETERY	Cemetery Mapping/Grave Space + Datum Markers Poss Land Drain Survey
4350	PLAQUES PURCHASED	302	WINDRUSH CEMETERY	Tree guards
4355	MEMORIAL MAINTENANCE	302	WINDRUSH CEMETERY	TFR EMR if unspent/4495 302
4495	TFR FROM EARMARKED R	302	WINDRUSH CEMETERY	Memorial Testing 4355 fund from EMR
4888	O/S STAFF RCHG	302	WINDRUSH CEMETERY	Recharges based on timesheets
4890	O/S O'HEAD RCHG	302	WINDRUSH CEMETERY	Recharges based on actual spend
4891	AGENCY SERVICES RECHARGE	302	WINDRUSH CEMETERY	Recharged - monthly apportioned across all recreation areas and amenity areas
4892	C/S STAFF RCHG	302	WINDRUSH CEMETERY	Fixed percentage recharges
4893	C/S O'HEAD RCHG	302	WINDRUSH CEMETERY	Fixed percentage recharges
4036	PROPERTY MAINTENANCE	303	CLOSED CH'YARDS ST	To EMR if unspent/includes £10k 18/19 & 19/20 towards St Mary's Boundary Wall repairs/making safe
4040	ARBORICULTURE	303	CLOSED CH'YARDS ST	CEDAR OF LEBANON TREE ST MARY'S CH/YARD/BAT SURVEY AGRD 18/19
4059	OTHER PROF FEES	303	CLOSED CH'YARDS ST	structural survey - wall & tree survey cedar of lebanon tree
4495	TFR FROM EARMARKED R	303	CLOSED CH'YARDS ST	EMR 4036/303 St Mary's Wall
1050	RENT RECEIVED	305	ALLOTMENTS	under managment of Allotment Association Se Note 4013/305 PARK ROAD LEASE - ENDS 2013 ???

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
<b>1052</b>	EXPENSES RECOVERED	<b>305</b>	ALLOTMENTS	Recharge 50% cont WAA for gate Hailey Rd Allotments
<b>4013</b>	RENT PAID	<b>305</b>	ALLOTMENTS	PARK ROAD LEASE - ENDS 2013 ???still awaiting new lease from Cottsway
<b>4037</b>	GROUNDS MAINTENANCE	<b>305</b>	ALLOTMENTS	See Note 4013 PARK ROAD LEASE - ENDED 2013 - still awaiting new lease from Cottsway
<b>4888</b>	O/S STAFF RCHG	<b>305</b>	ALLOTMENTS	Recharges based on timesheets
<b>4890</b>	O/S O'HEAD RCHG	<b>305</b>	ALLOTMENTS	Recharges based on actual spend
<b>4891</b>	AGENCY SERVICES RECHARGE	<b>305</b>	ALLOTMENTS	Recharged - monthly apportioned across all recreation areas and amenity areas
<b>4892</b>	C/S STAFF RCHG	<b>305</b>	ALLOTMENTS	Fixed % recharge
<b>4893</b>	C/S O'HEAD RCHG	<b>305</b>	ALLOTMENTS	Fixed % recharge

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## Earmarked Reserves

Appendix C

310	GENERAL FUND	694519	
315	ROLLING CAPITAL FUND	510772	
	<b>ALLOTMENTS</b>	<b>191996</b>	<b>Cannot spend on anything else other than allotments</b>
<b>322</b>	<b>AMENITY LANDS</b>	<b>60469</b>	<b>Cant spend - historic commuted sum/meant to draw down interest to use for GM</b>
<b>324</b>	<b>ELECTION FUND</b>	<b>9291</b>	<b>For May 2023 elections</b>
<b>364</b>	<b>YOUTH COUNCIL</b>	<b>473</b>	<b>Water Fountain - YC fundraising so far</b>
Act			
318	MEMORIAL MAINTENANCE	30301	Divert £10k to St Mary's Church wall/£9k Memorial testing 21/22 & 22/23
362	TOWERHILL CEMETERY CHAPEL	18000	Use £5k for full options survey on Unused Cemetery Buildings
327	CEMETERY ACCESS ROAD	93853	Internal road layout - Cogges Triangle dev provide new access
319	SPORTS (WWSG CONTGCV)	148012	Could fund the colour coating Tennis Courts?/S106 £310,325 +£195k
367	LEYS PAVILION	32900	for Sewerage issues + new pavilion/masterplan
368	BURWELL CHANGING ROOMS	50000	+£25k S106
365	PLAY EQUIPMENT/RENEWALS	18800	For next refurb
361	SPLASHPARK	155000	Maybe consider not setting next years transfer
373	LEYS TRAFFIC CALMING	5000	Match funding OCC - is it still relevant?
374	SKATE PARK	40000	+ £12k S106
375	CCTV LEYS & BURWELL REC	10000	CCTV Camera installed on Leys by TVP/WODC <b>To be re-purposed?</b>
320	RENEWALS FUND	136270	For Vans, Computers Equipment - within Fixed Asset Reg
370	ELECTRIC VEHICLES	14200	Planned expenditure
366	CLIMATE/BIODIVERSITY	13050	Bank Erosion/Biodiversity works at Lake
321	TOWN HALL MAINTENANCE	71799	Lease obligations windows & exterior painting
325	BUTTERCROSS	75000	For Roof repairs/Re-roof £80k+
323	BLDG REPAIR GEN	12997	<b>To be re-purposed for Energy Efficiencies?</b>
363	C/Ex LIFT & DAMP WORKS	50000	Will need a new lift/damp works JH getting quotes
328	PUBLIC HALLS	61639	Could use to fund Burwell toilets
329	MADLEY PARK	20980	Landlord obligations/contingency
372	BURWELL HALL HEATING/CURTAINS	33000	Agreed to Heating - report waited on solution
369	INFRASTRUCTURE	17630	Bins, Benches, Salt Bins, Bus Shelters, Defib, Welch Way Planters
371	OSS CONTINGENCY	66845	GM contract contingency for 2022/23
		1437505	

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Capital & Special Revenue Projects 2022/23							Appendix D
Project	Original 2022/23	Capital 2022/23	EMR 2022/23	Original 2022/23	Revenue 2022/23	EMR 2022/23	Comments
<b>Halls, Cemeteries &amp; Allotments</b>							
Childrens memorial garden - Windrush				1500	1500		
Cemetery unused buildings - Full options survey				5000	0	5000	Professional Fees 4059/302 EMR (362) £18k
St Mary's Church Boundary Wall Works -				10000	0	10000	Rolling Prog of repairs EMR 318 Memorial Maint divert
TH Cem Access/Signage	2000	2000					
Windrush Cemetery internal layout/roadway	25000	25000					Trf into EMR
Burwell Hall - Refurb toilets	12000	0	12000				EMR (328)
Corn Exchange - Cinema Equipment	20000	10000	10000				Part fund EMR 328/S106
<b>Energy Efficiency</b>		20000					<b>low priority</b>
Energy Efficiency - Burwell Hall	30000	0					Recommendation from Climate, Biodiversity & Planning
Energy Efficiency - Corn Exchange	50000	0					Recommendation from Climate, Biodiversity & Planning
Energy Efficiency - Langdale Hall	50000	0					Recommendation from Climate, Biodiversity & Planning
Energy Efficiency - Madley Hall	20000	0					Recommendation from Climate, Biodiversity & Planning
Energy Efficiency - Towerhill Cemetery Lodge & Chapel	50000	0					Recommendation from Climate, Biodiversity & Planning
	259000	57000	22000	16500	1500	15000	
<b>Unfunded</b>							
Art Centre + Community Hub							Confidential report to PGF 22/11/21

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Annual Budget - By Centre (Actual YTD Month 9)

Note: DRAFT ~ REV 21/22 & EST 22/23 [17.01.2022] FINANCE/BUDGET REPORT

		<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>800</b>	<b><u>CAPITAL PROJECTS</u></b>									
1170	GRANTS RECEIVED	0	410	0	0	0	0	0	0	0
	<b>Total Income</b>	0	410	0	0	0	0	0	0	0
4489	TFR TO ROLLING CAPITAL FUND	0	3,500	0	0	0	0	0	0	0
4490	CAP EXP FUNDED FROM RCP	0	-35,117	0	-26,350	-31,530	0	-165,095	0	0
4491	TFR TO EARMARKED RES	0	0	25,000	259,469	234,469	0	79,500	0	0
4492	TFR TO RENEWALS FUND	10,000	7,171	14,292	8,169	8,169	0	3,595	0	0
4493	TFR FROM RENEWALS FD	0	-1,816	0	-6,097	-6,097	0	0	0	0
4495	TFR FROM EARMARKED R	0	-33,835	0	-16,689	-16,688	0	-42,000	0	0
4498	TFR TO TOWN HALL RESERVE	5,000	0	5,000	40,000	40,000	0	0	0	0
4902	CAP: REFURB C/EXCHANGE	0	5,664	0	73,716	12,145	0	0	0	0
4903	CAP: BURWELL HALL	28,000	0	0	0	0	0	12,000	0	0
4907	CAP: C/EX CINEMA EQPT	0	0	0	0	0	0	20,000	0	0
4911	CAP: PLAY AREA S/SURFACING	0	5,378	0	0	0	0	0	0	0
4914	CAP: TH CEM ACCESS ROAD/SIGNAG	0	0	15,000	0	0	0	2,000	0	0
4918	CAP: BLDGS ENERGY EFFICIENCY	0	0	0	0	0	0	20,000	0	0
4919	CAP:LAKE & CNTRY PRK	0	0	0	0	0	0	5,000	0	0
4921	CAP:WWSG TENNIS COURTS	0	0	0	0	0	0	10,000	0	0
4922	CAP: LEYS - PAVILION WORKS	0	0	25,000	0	0	0	0	0	0
4923	CAP: LEYS TRAFFIC CALMING	5,000	0	0	0	0	0	0	0	0
4924	CAP: SKATE PARK REFURB	0	0	0	0	0	0	50,000	0	0
4928	CAP:FIELDMERE CL PLAYAREA	0	0	0	0	0	0	0	0	0
4929	CAP:PARK RD PLAY AREA	5,000	0	5,000	28,850	28,850	0	0	0	0
4930	CAP:KING G 5 INFRASTRUCTURE	0	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: DRAFT ~ REV 21/22 & EST 22/23 [17.01.2022] FINANCE/BUDGET REPORT

		<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
4931	CAP:STREET FURNITURE	3,500	0	3,500	0	0	0	0	0	0
4933	CAP: BUS SHELTERS	6,000	0	0	5,470	5,470	0	0	0	0
4935	CAP: DIGITAL SIGNS	6,000	0	0	0	0	0	0	0	0
4937	CAP: KING GEORGE PLAY EQMT	0	0	0	0	0	0	0	0	0
4938	CAP:QURY RD PLAY EQUI 6-12 YR	0	0	5,000	0	0	0	5,000	0	0
4943	CAP: BURWELL CHANGING ROOMS	25,000	0	0	0	0	0	0	0	0
4960	CAP:WINDRUSH CEMETERY	0	0	25,000	0	0	0	0	0	0
4962	CAP:COMPUTER/OFFICE EQUIP	0	2,049	0	6,097	11,097	0	0	0	0
4971	CAP: NEW VEHICLES	5,000	0	5,000	0	0	0	0	0	0
4975	CAP:TOWN HALL WORKS	30,000	0	0	0	0	0	0	0	0
4976	CAP: WAR MEMORIAL WORKS	4,000	225	0	0	0	0	0	0	0
4977	CAP: PLANTERS WELCH WAY	2,000	0	2,000	0	0	0	0	0	0
4978	CAP: BUTTERCROSS	12,500	0	12,500	0	0	0	0	0	0
4979	CAP:ALLOTMENTS	0	0	0	130,912	130,912	0	0	0	0
4991	CAP: WEST WITNEY SPORTS GROUND	0	6,500	0	11,219	11,218	0	0	0	0
4996	ASSETS FUNDED FROM GRANTS	0	-11,562	0	-145,557	-145,557	0	0	0	0
4998	Assets Capitalised	0	75,830	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	147,000	23,987	142,292	369,209	282,458	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(147,000)</u>	<u>(23,577)</u>	<u>(142,292)</u>	<u>(369,209)</u>	<u>(282,458)</u>		<u>0</u>		
	<b>Total Budget Income</b>	0	410	0	0	0	0	0	0	0
	<b>Expenditure</b>	147,000	23,987	142,292	369,209	282,458	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(147,000)</u>	<u>(23,577)</u>	<u>(142,292)</u>	<u>(369,209)</u>	<u>(282,458)</u>		<u>0</u>		