

Parks & Recreation

Committee Meeting of Witney Town Council

Monday, 1st November, 2021 at 6.00 pm



To members of the Parks & Recreation Committee - V Gwatkin, D Butterfield, J Aitman, L Ashbourne, T Ashby, L Duncan, D Enright and A McMahon (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) 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 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 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) prior to the meeting, stating the reason for absence.

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

2. Declarations of Interest

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

3. Minutes (Pages 3 - 6)

a) To adopt and sign as a correct record the minutes of the Parks & Recreation Committee held on 6 September 2021.

b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress on any item).

4. **Participation of the Public**

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

5. **Sewer to The Leys Bowls Club** (Pages 7 - 12)

To consider the report of the Project Officer.

6. **Financial Report: Revised Revenue Budget 2021/22 and Draft Base Revenue Budget for 2022/23** (Pages 13 - 30)

To receive and consider the report of the Town Clerk/CEO and the Draft Revised Revenue Budget for 2021/22 and Draft Budget for 2022/23.

7. **Schedule of Proposed Fees & Charges 2022/23** (Pages 31 - 32)

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. Recreation Fees & Charges

8. **Revenue Growth Items, Special Revenue Projects & Capital Projects (To follow)**

To receive and consider the report of the Town Clerk/CEO with an update on the current year's work programme relating to Capital and Special Revenue Projects; as well as projects identified during the course of the year for inclusion as Revenue Growth Items or Special Revenue Projects in the Council's Revenue Budget or Capital Projects for 2022/23 and beyond.



Town Clerk

**PARKS & RECREATION COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 6 September 2021

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

Present:

Councillor V Gwatkin (Chair)

Councillors:	J Aitman	O Collins
	L Ashbourne	L Duncan
	T Ashby	D Enright
Officers:	Adam Clapton	Deputy Town Clerk
	Sharon Groth	Town Clerk
	Simon Wright	Democratic & Legal Services Officer
Others:	3 members of the public.	

PR449 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor D Butterfield who was replaced at the meeting by Councillor O Collins.

PR450 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

PR451 MINUTES

The minutes of the Parks & Recreation Committee held on 5 July 2021 were received as a correct record.

There were no matters arising.

PR452 PARTICIPATION OF THE PUBLIC

The Committee adjourned for this item.

Miss. Olivia Tollerson addressed the Committee in respect of Agenda Item No. 5 – Request for a Lido.

The Committee reconvened following public participation.

PR453 REQUEST FOR A LIDO

The Committee gave consideration to a request for the provision of an open-air lido facility in Witney.

Members indicated their support for exploring the feasibility of a facility being provided in the town. It was noted that leisure facilities and strategy fell within the remit of West Oxfordshire District Council and discussions with relevant officers at the district council could be undertaken.

Discussion ensued around funding issues and whether developer funding could be accessed and also whether grants could be available from sporting bodies or legacy funding from the 2022 Commonwealth Games.

The Council emphasised the need for education of residents about the dangers of open water swimming and that there should be an ambition that every child in Witney was able to swim.

Resolved:

1. That the feasibility of an open-air lido facility in Witney be scoped in conjunction with partner organisations;
2. That the council supports the provision of an education programme on safety issues associated with open water areas and supports the ambition that all children in Witney should be able to swim.

PR454 FOOTBALL, CRICKET, BOWLS & PARK RUN UPDATE

The Committee considered the report of the Operations & Estates Advisor updating on the current position of sports provision provided by Witney Town Council.

It was reported that a positive meeting had been held with the football clubs that hired pitches from the council. Members noted that some funding was available from the Football Association to a maximum of £25,000 and the clubs had been encouraged to apply if appropriate. A playing pitch strategy was being developed by West Oxfordshire District Council and when this was complete a number of matters such as capacity to meet demand would need consideration. It was suggested and agreed that the relevant portfolio holder be invited to attend a future meeting.

An update was given on discussions with the District Council regarding possible transfer of facilities to the Town Council and the funding and governance issues that may arise. Members expressed their support for being able to offer facilities to a diverse range of users.

Consideration was given to recommendation in the report regarding drainage and irrigation.

Resolved:

1. To approve Increasing verti-draining verti-quake alternate years to verti-quake annually at football pitch renovations within the new grounds contract specification currently being drawn up;
2. To approve moving Witney Town Bowls irrigation controller from inside the club house to an external wall inside a secure cabinet on that wall; and

3. That the relevant portfolio holder at West Oxfordshire District Council be invited to attend a future meeting to discuss pitch issues.

PR455 COMMITTEE WORK PLAN

The report of the Town Clerk providing an update Committee's work plan which included projects identified as part of the Council's Draft Strategic Plan and Budget Setting agreed in February 2021, as well as the Open Spaces Strategy adopted in June 2021 was received and considered. The report also requested any future/additional projects to be put forward for the budget setting cycle.

Members noted that the works at Park Road play area would not be undertaken until October at the earliest. It was suggested and agreed that an opening ceremony should be held once the facility was complete.

An update was given on the Skate Park and that Ramp Up the Leys were looking at grant funding opportunities. It was noted that council officers had also met with the group to look at a design brief for a tender process and that there may be some funding implications.

It was noted that proposals for the tennis courts and multi-use games areas would be considered as part of the budget setting process.

In respect of budget requests the committee suggested that an allocation £75,000 to complete works to the changing rooms at Burwell Hall should be included together with contingency funding for the Skate Park project. The committee suggested that use of Section 106 developer funding could be considered.

Resolved:

1. That the report and the status of the various agreed projects be noted; and
2. That Council be requested to consider an allocation £75,000 to complete works to the changing rooms at Burwell Hall together with contingency funding for the Skate Park project as part of the budget setting process.

The meeting closed at: 6.40 pm

Chair

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PARKS & RECREATION COMMITTEE

Date: Monday, 1 November 2021

Title: Sewer to The Leys Bowls Club

Contact Officer: Project Officer - Nicky Cayley

Background

The current sewer runs from Witney Town Bowls Club, across the play area, across the crazy golf course and then runs from the exit of the crazy golf, diagonally across the grass up to the top north-west corner where it joins the main sewer. The sewer was put in in the mid to late 1990s and was not buried deep enough. It was buried to 8" depth and was laid into rock with no protection surrounding it.

Current Situation

Due to the incorrect depth of burial, the sewer has been damaged several times, for example, when marquees have been erected during events and also during sports pitch renovation such as spiking and verti-draining. Currently the damage has been patched but this is not a long-term solution and it's likely that further damage will occur. If it does sustain further damage, it gives rise to the risk of sewage leaking onto The Leys.

Officers have consulted a civil engineering firm who have provided a proposal with costing. After discussion it was agreed that the best plan would be to run the pipe around the outside edge of The Leys, rather than running it diagonally across. To replace the pipe diagonally would be very disruptive – if the work is done during the summer the cricket pitch would not be usable and would mean that the field could not be used by the Carnival or Witney Feast and in the winter, it would mean that football could not take place. To re-route the sewer around the outside would reduce the impact of the works for all users of the park.

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.

If the sewer is replaced there would no longer be the risk of a sewage leak which would have a negative impact on the environment.

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.

A replacement sewer will reduce the risk of sewage leaks on The Leys.

Financial implications

A quote is attached for budgetary information. This is likely to change in line with any inflationary costs.

Recommendations

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

1. The quotation as presented, and
2. The most appropriate way forward for this project – diagonal across the Leys or around the edge, and
3. A potential budget request for 2022-23.

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PARKS AND RECREATION COMMITTEE

Date: Monday 1 November 2021

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

Contact Officer: Town Clerk & CEO – Sharon Groth

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 – [show 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 Parks & Recreation budget, the Committee's services are divided into 13 base revenue cost centres, responsibilities as follows:

<u>Cost Centre</u>	<u>Area</u>	<u>Description</u>
201	Splashpark	This shows the expenditure relating to the Splashpark at the Leys Recreation Ground
202	The Leys Recreation Ground	This includes all income from sports/ground hire and expenditure relating to the management of the Leys including the adventure play area
203	West Witney Sports Ground	This includes all income from sports, and the various tenants, as well as the expenditure relating to the management of the site, including the Clubhouse
204	Burwell (QE2) Sports Ground	This includes all income from football and the cost of maintaining the recreation ground including the play area/MUGA
205	King George V/Newland	This includes income from football and the cost of maintaining the recreation ground including the play area
207	Moorland Rd Play Area	Cost of maintaining the play area
208	Wood Green Play Area	Cost of maintaining the play area
209	Eton Close Play Area	Cost of maintaining the play area and also the newly created Tiny Forest

210	Oxlease Play Area	Cost of maintaining the play area
211	Fieldmere Play Area	Cost of maintaining the play area
212	Quarry Rd Play Area	Cost of maintaining the play area
213	Ralegh Cres Play Area	Cost of maintaining the play area – in the ownership of WODC but currently negotiating the previously agreed 25-year lease
214	Park Road Play Area	Cost of maintaining the newly refurbished play area – on a 15 year lease from Cottsway Housing

Budget Parameters – Draft Estimates 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 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.

The Committee’s revenue budget growth items for 2022/23, and its capital/special revenue projects programme for 2022/23 and beyond are dealt with as a separate budget item.

Revenue Budget Summary

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

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 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.

Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Parks & Recreation 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
<u>Parks & Recreation</u>										
<u>201</u>	<u>SPLASHPARK</u>									
	Overhead Expenditure	91,121	99,457	67,973	3,143	49,574	0	59,275	0	0
	Movement to/(from) Gen Reserve	<u>(91,121)</u>	<u>(99,457)</u>	<u>(67,973)</u>	<u>(3,143)</u>	<u>(49,574)</u>		<u>(59,275)</u>		
<u>202</u>	<u>THE LEYS RECREATION GROUND</u>									
	Total Income	27,620	6,701	26,180	17,381	17,595	0	18,095	0	0
	Overhead Expenditure	141,934	140,107	155,456	43,946	87,200	0	110,920	0	0
	Movement to/(from) Gen Reserve	<u>(114,314)</u>	<u>(133,406)</u>	<u>(129,276)</u>	<u>(26,565)</u>	<u>(69,605)</u>		<u>(92,825)</u>		
<u>203</u>	<u>WEST WITNEY SPORTS GROUND</u>									
	Total Income	32,411	26,703	26,861	29,109	33,158	0	28,617	0	0
	Overhead Expenditure	74,111	76,470	73,368	29,610	72,022	0	74,715	0	0
	Movement to/(from) Gen Reserve	<u>(41,700)</u>	<u>(49,768)</u>	<u>(46,507)</u>	<u>(501)</u>	<u>(38,864)</u>		<u>(46,098)</u>		
<u>204</u>	<u>BURWELL (QE2) SPORTS GROUND</u>									
	Total Income	3,000	875	1,500	2,189	3,000	0	3,500	0	0
	Overhead Expenditure	36,803	27,816	31,899	11,032	28,148	0	29,825	0	0
	Movement to/(from) Gen Reserve	<u>(33,803)</u>	<u>(26,941)</u>	<u>(30,399)</u>	<u>(8,844)</u>	<u>(25,148)</u>		<u>(26,325)</u>		
<u>205</u>	<u>KING GEORGE V / NEWLAND</u>									
	Total Income	1,000	212	250	645	1,000	0	1,600	0	0
	Overhead Expenditure	17,086	18,539	24,837	4,743	15,494	0	16,150	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Parks & Recreation 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
	Movement to/(from) Gen Reserve	(16,086)	(18,327)	(24,587)	(4,098)	(14,494)		(14,550)		
207	<u>MOORLAND ROAD PLAY AREA</u>									
	Overhead Expenditure	2,393	2,559	4,504	62	812	0	850	0	0
	Movement to/(from) Gen Reserve	(2,393)	(2,559)	(4,504)	(62)	(812)		(850)		
208	<u>WOOD GREEN PLAY AREA</u>									
	Overhead Expenditure	5,309	2,655	7,309	62	3,093	0	3,260	0	0
	Movement to/(from) Gen Reserve	(5,309)	(2,655)	(7,309)	(62)	(3,093)		(3,260)		
209	<u>ETON CLOSE PLAY AREA</u>									
	Overhead Expenditure	1,250	1,488	1,575	62	637	0	675	0	0
	Movement to/(from) Gen Reserve	(1,250)	(1,488)	(1,575)	(62)	(637)		(675)		
210	<u>OXLEASE PLAY AREA</u>									
	Overhead Expenditure	11,237	3,568	20,412	62	14,578	0	15,300	0	0
	Movement to/(from) Gen Reserve	(11,237)	(3,568)	(20,412)	(62)	(14,578)		(15,300)		
211	<u>FIELDMERE PLAY AREA</u>									
	Overhead Expenditure	2,247	3,289	6,378	62	587	0	625	0	0
	Movement to/(from) Gen Reserve	(2,247)	(3,289)	(6,378)	(62)	(587)		(625)		
212	<u>QUARRY ROAD PLAY AREA</u>									
	Overhead Expenditure	1,346	1,461	1,693	62	537	0	575	0	0
	Movement to/(from) Gen Reserve	(1,346)	(1,461)	(1,693)	(62)	(537)		(575)		

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Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Parks & Recreation 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
213	<u>RALEIGH CRESCENT PLAY AREA</u>									
	Overhead Expenditure	2,349	5,142	5,920	5	605	0	605	0	0
	Movement to/(from) Gen Reserve	<u>(2,349)</u>	<u>(5,142)</u>	<u>(5,920)</u>	<u>(5)</u>	<u>(605)</u>		<u>(605)</u>		
214	<u>PARK ROAD PLAY AREA</u>									
	Overhead Expenditure	0	0	0	0	625	0	975	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(625)</u>		<u>(975)</u>		
	Parks & Recreation - Income	64,031	34,491	54,791	49,324	54,753	0	51,812	0	0
	Expenditure	387,186	382,551	401,324	92,849	273,912	0	313,750	0	0
	Movement to/(from) Gen Reserve	<u>(323,155)</u>	<u>(348,060)</u>	<u>(346,533)</u>	<u>(43,525)</u>	<u>(219,159)</u>		<u>(261,938)</u>		
	Total Budget Income	64,031	34,491	54,791	49,324	54,753	0	51,812	0	0
	Expenditure	387,186	382,551	401,324	92,849	273,912	0	313,750	0	0
	Movement to/(from) Gen Reserve	<u>(323,155)</u>	<u>(348,060)</u>	<u>(346,533)</u>	<u>(43,525)</u>	<u>(219,159)</u>		<u>(261,938)</u>		

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Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Parks & Recreation 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
<u>Parks & Recreation</u>										
<u>201</u>	<u>SPLASHPARK</u>									
4012	WATER RATES	15,000	2,599	12,000	820	3,000	0	12,000	0	0
4016	CLEANING MATERIALS	275	0	300	0	300	0	275	0	0
4036	PROPERTY MAINTENANCE	8,000	2,047	5,000	2,322	5,000	0	5,000	0	0
4037	GROUPS MAINTENANCE	9,000	0	0	0	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	2,500	7	2,500	0	2,500	0	2,500	0	0
4048	ENG.INSPEC.(VATABLE)	500	500	500	0	500	0	500	0	0
4491	TFR TO EARMARKED RES	25,000	42,500	25,000	0	25,000	0	25,000	0	0
4888	O/S STAFF RCHG	14,122	3,171	7,962	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	2,594	1,117	1,437	0	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	14,130	0	13,274	0	13,274	0	14,000	0	0
5198	Deferred Grants Released	0	-19,286	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	66,802	0	0	0	0	0	0	0
Overhead Expenditure		91,121	99,457	67,973	3,143	49,574	0	59,275	0	0
Movement to/(from) Gen Reserve		(91,121)	(99,457)	(67,973)	(3,143)	(49,574)		(59,275)		
<u>202</u>	<u>THE LEYS RECREATION GROUND</u>									
1020	SPORTS - FOOTBALL	1,000	661	1,000	486	700	0	1,000	0	0
1021	SPORTS - CRICKET	1,500	57	500	0	0	0	0	0	0
1043	GREEN FEES - WTBC	4,420	4,420	4,485	4,485	4,485	0	4,620	0	0
1050	RENT RECEIVED	1,000	1,000	1,000	1,000	1,000	0	1,000	0	0
1051	GROUND HIRE	18,520	13	18,520	11,175	11,175	0	11,175	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Parks & Recreation 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
1052	EXPENSES RECOVERED	1,000	375	500	60	60	0	150	0	0
1058	WATER RECOVERED	180	175	175	175	175	0	150	0	0
Total Income		27,620	6,701	26,180	17,381	17,595	0	18,095	0	0
4001	SALARIES	0	4,669	0	0	0	0	0	0	0
4002	ER'S NIC	0	108	0	0	0	0	0	0	0
4003	ER'S SUPERANN	0	272	0	0	0	0	0	0	0
4012	WATER RATES	3,500	2,626	4,000	0	3,000	0	3,000	0	0
4016	CLEANING MATERIALS	150	0	150	0	0	0	0	0	0
4017	CONTRACT CLEAN/WASTE	3,750	5,971	16,500	6,206	16,500	0	14,000	0	0
4025	INSURANCE	300	224	250	224	224	0	240	0	0
4036	PROPERTY MAINTENANCE	10,000	1,756	10,000	2,267	10,000	0	10,000	0	0
4037	GROUPS MAINTENANCE	5,000	98	5,000	144	1,000	0	5,000	0	0
4038	OTHER MAINTENANCE	0	0	2,500	0	2,500	0	2,500	0	0
4040	ARBORICULTURE	2,300	2,300	0	0	0	0	0	0	0
4046	SPORTS EQUIPMENT	2,000	481	2,000	73	2,000	0	2,000	0	0
4047	PLAY EQUIP MAINTENCE	6,500	118	6,500	0	6,500	0	6,500	0	0
4048	ENG.INSPEC.(VATABLE)	5,000	398	430	5,024	430	0	430	0	0
4049	PLAY RISK ASSESSMENT	1,750	62	1,750	123	1,750	0	1,000	0	0
4099	MISCELLANEOUS	0	0	0	320	1,000	0	0	0	0
4110	SUBSIDIZED LETTINGS	10,000	0	10,000	0	0	0	10,000	0	0
4215	IN BLOOM - INC SCHOOLS CHALLENGE	0	0	1,000	0	1,000	0	10,000	0	0
4491	TFR TO EARMARKED RES	0	14,650	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-2,750	-2,750	-2,750	0	0	0	0
4888	O/S STAFF RCHG	37,826	24,741	35,073	0	0	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Parks & Recreation 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	6,949	4,884	6,332	0	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	37,679	67,061	44,046	32,315	44,046	0	46,250	0	0
4892	C/S STAFF RCHG	5,940	5,782	12,675	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	3,290	3,906	0	0	0	0	0	0	0
Overhead Expenditure		141,934	140,107	155,456	43,946	87,200	0	110,920	0	0
Movement to/(from) Gen Reserve		(114,314)	(133,406)	(129,276)	(26,565)	(69,605)		(92,825)		
203	<u>WEST WITNEY SPORTS GROUND</u>									
1020	SPORTS - FOOTBALL	5,150	2,890	3,000	1,392	3,000	0	3,000	0	0
1021	SPORTS - CRICKET	1,500	514	525	1,681	1,681	0	1,751	0	0
1041	RENTAL - TENNIS CLUB	4,325	4,325	4,325	4,390	4,390	0	4,520	0	0
1042	RENTAL- PROJ.RANGE	2,530	2,530	2,530	2,570	2,570	0	2,650	0	0
1044	GREEN FEES - WMBC	2,650	2,650	2,650	2,690	2,690	0	2,770	0	0
1045	GREEN FEES - WWBC	2,650	2,650	2,650	2,690	2,690	0	2,770	0	0
1050	RENT RECEIVED	11,000	10,300	10,300	13,359	15,300	0	10,300	0	0
1052	EXPENSES RECOVERED	1,000	0	0	0	0	0	0	0	0
1054	EASEMENTS/WAYLEAVES	6	6	6	6	6	0	6	0	0
1058	WATER RECOVERED	1,000	481	500	0	500	0	500	0	0
1060	INSURANCE RECOVERED	600	358	375	331	331	0	350	0	0
Total Income		32,411	26,703	26,861	29,109	33,158	0	28,617	0	0
4012	WATER RATES	1,250	504	1,250	0	750	0	750	0	0
4013	RENT PAID	5	0	0	0	0	0	0	0	0
4017	CONTRACT CLEAN/WASTE	200	0	200	4,566	10,000	0	10,000	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Parks & Recreation 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	600	582	610	555	555	0	590	0	0
4030	RECRUITMENT ADVT'G	0	-1	0	0	0	0	0	0	0
4036	PROPERTY MAINTENANCE	500	959	500	781	1,500	0	1,500	0	0
4037	GROUNDS MAINTENANCE	1,500	448	1,500	2,439	2,500	0	2,500	0	0
4040	ARBORICULTURE	4,795	4,795	0	0	0	0	0	0	0
4046	SPORTS EQUIPMENT	0	80	0	73	0	0	0	0	0
4048	ENG.INSPEC.(VATABLE)	0	159	175	0	175	0	175	0	0
4049	PLAY RISK ASSESSMENT	100	0	0	0	0	0	0	0	0
4059	OTHER PROF FEES	0	445	5,000	460	5,000	0	5,000	0	0
4100	GRANTS GENERAL	0	12,091	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-3,995	-3,995	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	12,073	10,692	10,666	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	2,218	2,463	1,925	0	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	54,865	47,247	51,542	20,736	51,542	0	54,200	0	0
Overhead Expenditure		74,111	76,470	73,368	29,610	72,022	0	74,715	0	0
Movement to/(from) Gen Reserve		(41,700)	(49,768)	(46,507)	(501)	(38,864)		(46,098)		
204	<u>BURWELL (QE2) SPORTS GROUND</u>									
1020	SPORTS - FOOTBALL	3,000	875	1,500	2,189	3,000	0	3,500	0	0
Total Income		3,000	875	1,500	2,189	3,000	0	3,500	0	0
4001	SALARIES	0	190	0	0	0	0	0	0	0
4002	ER'S NIC	0	2	0	0	0	0	0	0	0
4036	PROPERTY MAINTENANCE	1,130	1,153	1,000	762	1,000	0	1,000	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Parks & Recreation 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
4037	GROUNDS MAINTENANCE	2,000	0	0	540	540	0	1,000	0	0
4046	SPORTS EQUIPMENT	0	80	0	0	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	1,000	1,534	2,000	0	2,000	0	2,000	0	0
4048	ENG.INSPEC.(VATABLE)	0	456	475	0	475	0	475	0	0
4049	PLAY RISK ASSESSMENT	1,200	62	1,200	62	100	0	100	0	0
4491	TFR TO EARMARKED RES	0	1,000	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-880	-880	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	5,720	1,882	2,703	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	1,051	307	488	0	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	25,582	22,030	24,033	9,669	24,033	0	25,250	0	0
Overhead Expenditure		36,803	27,816	31,899	11,032	28,148	0	29,825	0	0
Movement to/(from) Gen Reserve		(33,803)	(26,941)	(30,399)	(8,844)	(25,148)		(26,325)		
205	<u>KING GEORGE V / NEWLAND</u>									
1020	SPORTS - FOOTBALL	1,000	212	250	645	1,000	0	1,600	0	0
Total Income		1,000	212	250	645	1,000	0	1,600	0	0
4001	SALARIES	0	190	0	0	0	0	0	0	0
4002	ER'S NIC	0	2	0	0	0	0	0	0	0
4036	PROPERTY MAINTENANCE	0	43	500	6	500	0	500	0	0
4037	GROUNDS MAINTENANCE	0	0	0	36	2,000	0	2,000	0	0
4046	SPORTS EQUIPMENT	0	80	0	0	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	0	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	0	376	400	0	400	0	400	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Parks & Recreation 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
4049	PLAY RISK ASSESSMENT	1,000	62	1,000	62	62	0	100	0	0
4100	GRANTS GENERAL	500	500	500	0	500	0	500	0	0
4491	TFR TO EARMARKED RES	0	900	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	2,797	5,229	8,814	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	514	585	1,591	0	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	12,275	10,571	11,532	4,639	11,532	0	12,150	0	0
Overhead Expenditure		17,086	18,539	24,837	4,743	15,494	0	16,150	0	0
Movement to/(from) Gen Reserve		<u>(16,086)</u>	<u>(18,327)</u>	<u>(24,587)</u>	<u>(4,098)</u>	<u>(14,494)</u>		<u>(14,550)</u>		
207	<u>MOORLAND ROAD PLAY AREA</u>									
4001	SALARIES	0	190	0	0	0	0	0	0	0
4002	ER'S NIC	0	2	0	0	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	500	122	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	0	218	250	0	250	0	250	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	1,000	62	62	0	100	0	0
4491	TFR TO EARMARKED RES	0	900	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	754	919	2,333	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	139	146	421	0	0	0	0	0	0
Overhead Expenditure		2,393	2,559	4,504	62	812	0	850	0	0
Movement to/(from) Gen Reserve		<u>(2,393)</u>	<u>(2,559)</u>	<u>(4,504)</u>	<u>(62)</u>	<u>(812)</u>		<u>(850)</u>		
208	<u>WOOD GREEN PLAY AREA</u>									
4001	SALARIES	0	190	0	0	0	0	0	0	0
4002	ER'S NIC	0	2	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Parks & Recreation 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
4047	PLAY EQUIP MAINTENCE	500	28	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	0	238	260	0	260	0	260	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	1,000	62	62	0	100	0	0
4491	TFR TO EARMARKED RES	0	900	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	1,175	1,093	2,777	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	216	142	501	0	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	2,418	0	2,271	0	2,271	0	2,400	0	0
Overhead Expenditure		5,309	2,655	7,309	62	3,093	0	3,260	0	0
Movement to/(from) Gen Reserve		(5,309)	(2,655)	(7,309)	(62)	(3,093)		(3,260)		
209	<u>ETON CLOSE PLAY AREA</u>									
4001	SALARIES	0	190	0	0	0	0	0	0	0
4002	ER'S NIC	0	2	0	0	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	250	28	250	0	250	0	250	0	0
4048	ENG.INSPEC.(VATABLE)	0	159	175	0	175	0	175	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	1,000	62	62	0	100	0	0
4222	TINY FOREST EXPENSES	0	147	150	0	150	0	150	0	0
4491	TFR TO EARMARKED RES	0	900	0	0	0	0	0	0	0
Overhead Expenditure		1,250	1,488	1,575	62	637	0	675	0	0
Movement to/(from) Gen Reserve		(1,250)	(1,488)	(1,575)	(62)	(637)		(675)		
210	<u>OXLEASE PLAY AREA</u>									
4001	SALARIES	0	190	0	0	0	0	0	0	0
4002	ER'S NIC	0	2	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Parks & Recreation 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
4047	PLAY EQUIP MAINTENCE	500	28	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	0	436	450	0	450	0	450	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	1,000	62	62	0	100	0	0
4491	TFR TO EARMARKED RES	0	900	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	3,905	1,729	4,148	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	717	221	748	0	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	5,115	0	13,566	0	13,566	0	14,250	0	0
Overhead Expenditure		11,237	3,568	20,412	62	14,578	0	15,300	0	0
Movement to/(from) Gen Reserve		(11,237)	(3,568)	(20,412)	(62)	(14,578)		(15,300)		
211	<u>FIELDMERE PLAY AREA</u>									
4001	SALARIES	0	190	0	0	0	0	0	0	0
4002	ER'S NIC	0	2	0	0	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	250	28	250	0	250	0	250	0	0
4048	ENG.INSPEC.(VATABLE)	0	258	275	0	275	0	275	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	1,000	62	62	0	100	0	0
4491	TFR TO EARMARKED RES	0	900	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	842	1,614	4,111	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	155	234	742	0	0	0	0	0	0
Overhead Expenditure		2,247	3,289	6,378	62	587	0	625	0	0
Movement to/(from) Gen Reserve		(2,247)	(3,289)	(6,378)	(62)	(587)		(625)		
212	<u>QUARRY ROAD PLAY AREA</u>									
4001	SALARIES	0	190	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Parks & Recreation 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
4002	ER'S NIC	0	2	0	0	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	250	28	250	0	250	0	250	0	0
4048	ENG.INSPEC.(VATABLE)	0	198	225	0	225	0	225	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	1,000	62	62	0	100	0	0
4491	TFR TO EARMARKED RES	0	900	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	81	66	185	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	15	15	33	0	0	0	0	0	0
Overhead Expenditure		1,346	1,461	1,693	62	537	0	575	0	0
Movement to/(from) Gen Reserve		(1,346)	(1,461)	(1,693)	(62)	(537)		(575)		
213	<u>RALEIGH CRESCENT PLAY AREA</u>									
4013	RENT PAID	5	5	5	5	5	0	5	0	0
4036	PROPERTY MAINTENANCE	0	361	0	0	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	500	141	500	0	500	0	500	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	1,000	0	100	0	100	0	0
4888	O/S STAFF RCHG	713	3,928	3,740	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	131	645	675	0	0	0	0	0	0
Overhead Expenditure		2,349	5,142	5,920	5	605	0	605	0	0
Movement to/(from) Gen Reserve		(2,349)	(5,142)	(5,920)	(5)	(605)		(605)		
214	<u>PARK ROAD PLAY AREA</u>									
4013	RENT PAID	0	0	0	0	125	0	125	0	0
4047	PLAY EQUIP MAINTENCE	0	0	0	0	0	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	0	0	0	0	0	0	250	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 7)

Note: Witney Town Council - Parks & Recreation 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
4049	PLAY RISK ASSESSMENT	0	0	0	0	500	0	100	0	0
	Overhead Expenditure	0	0	0	0	625	0	975	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	(625)		(975)		
	Parks & Recreation - Income	64,031	34,491	54,791	49,324	54,753	0	51,812	0	0
	Expenditure	387,186	382,551	401,324	92,849	273,912	0	313,750	0	0
	Movement to/(from) Gen Reserve	(323,155)	(348,060)	(346,533)	(43,525)	(219,159)		(261,938)		
	Total Budget Income	64,031	34,491	54,791	49,324	54,753	0	51,812	0	0
	Expenditure	387,186	382,551	401,324	92,849	273,912	0	313,750	0	0
	Movement to/(from) Gen Reserve	(323,155)	(348,060)	(346,533)	(43,525)	(219,159)		(261,938)		

WITNEY TOWN COUNCIL

SCHEDULE OF RECREATIONAL CHARGES

EFFECTIVE FROM 1ST APRIL 2022

	2021-22 INC VAT	2022-23 3% rounded
CRICKET		
ADULTS	£ 69.50	£ 71.50
JUNIOR TEAMS (UNDER 16)	£ 35.50	£ 36.50
BOWLS		
GREEN FEES PER HOUR PER PERSON	£ 5.50	£ 5.50
WOODS - HIRE OF PAIR PER HOUR	£ 3.00	£ 3.00
SEASON TICKETS	£ 90.50	£ 93.00
TENNIS - Premier Tennis		
MINI GOLF - Premier Tennis		
PAVILLION HIRE - Premier Tennis		
CHANGING ROOMS - The Leys	£ 37.50	£ 38.50
FOOTBALL		
ADULTS/OVER 16'S	£ 64.50	£ 66.50
JUNIOR TEAMS (UNDER 16)	£ 32.25	£ 33.00
MINI TEAMS (UNDER 10) SMALL PITCHES ONLY	£ 21.80	£ 22.50
HARDCOURT PLAY AREA - BURWELL - LIGHTING CHANGE	£ 26.90	£ 27.50
DEPOSIT FOR HIRE OF EQUIPMENT	£ 10.15	£ 10.50

THESE CHARGES WILL BE REVIEWED FOR THE 2022/23 SEASON

WITNEY TOWN COUNCIL

SCHEDULE OF RECREATIONAL CHARGES

EFFECTIVE FROM 1ST APRIL 2022

CLUBS AND COMMERCIAL USE

WEST WITNEY TENNIS CLUB	£ 4,390.00	£ 4,520.00
WEST WITNEY BOWLS CLUB (3 RINKS)	£ 2,690.00	£ 2,770.00
WITNEY MILLS BOWLS CLUB (3 RINKS)	£ 2,690.00	£ 2,770.00
PROJECTILE RANGE CONSORTIUM	£ 2,570.00	£ 2,650.00
WITNEY TOWN BOWLS CLUB (5 RINKS)	£ 4,485.00	£ 4,620.00

MINOR FAIRS

CIRCUS AND SIMILAR PERFORMANCES	by negotiation	by negotiation
HORSE SHOWS AND GYMKHANAS		
WITNEY FEAST		

PARK HIRE - PER ACRE (FOOTBALL PITCH SIZE) FOR COMMUNITY AND REGISTERED CHARITY

The Leys -EVENTS - SMALLER AREAS PRO RATA	£ 162.50	£ 167.50
All other areas - EVENTS - SMALLER AREAS PRO RATA	£ 72.50	£ 74.50

WITNEY LAKE - FISHING RIGHTS (WITNEY ANGLING SOCIETY)	£	800.00	£	824.00
WINDRUSH RIVER - FISHING RIGHTS (NEWLAND ANGLING CLUB)	£	600.00	£	618.00
ALLOTMENTS (EXCLUDING WATER AND VAT) - PARK ROAD	£	15.50	£	16.00