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Halls, Cemeteries & Allotments
Committee Meeting of Witney Town Council



Monday, 16th January, 2023 at 6.00 pm

To members of the Halls, Cemeteries & Allotments Committee - M Jones, D Enright, T Ashby, D Butterfield, O Collins, L Duncan, V Gwatkin and P Hiles (and all other Town Councillors for information).

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

Admission to Meetings

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

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Committee Clerk derek.mackenzie@witney-tc.gov.uk in advance.

Recording of Meetings

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

As a matter of courtesy, if you intend to record any part of the proceedings, please let the 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 Committee Clerk derek.mackenzie@witney-tc.gov.uk **prior to the meeting**, stating the reason for absence.

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

2. **Declarations of Interest**

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

3. **Minutes** (Pages 5 - 10)

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Minutes held on 7 November 2022.

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

4. **Public Participation**

The meeting will adjourn for this item

Members of the public may speak for a maximum of **five minutes** each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda.

5. **Finance Report** (Pages 11 - 24)

To receive the report of the Responsible Financial Officer.

Public Halls

6. **Public Halls Report** (Pages 25 - 30)

To receive the report of the Venue & Events Officer.

7. **Langdale Hall - Witney Horticultural Society Sign Request** (Pages 31 - 34)

To receive the report of the Communications & Community Engagement Officer.

Cemeteries & Closed Churchyards

8. **Holy Trinity Churchyard Tree Works** (Pages 35 - 36)

To receive the report of the Operations Manager.

Allotments

9. **Allotment Gates** (Pages 37 - 40)

To receive the report of the Operations Manager.

10. **Newland Allotments - Adjacent Path Lights Request** (Pages 41 - 42)

To receive the report of the Operations Manager.



Town Clerk

Agenda Item 3

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

Held on Monday, 7 November 2022

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

Present:

Councillor M Jones (Chair)

Councillors:	D Enright T Ashby O Collins	L Duncan P Hiles R Smith (In place of V Gwatkin)
Officers:	Adam Clapton Sharon Groth Derek Mackenzie	Deputy Town Clerk Town Clerk Senior Administrative Officer & Committee Clerk
Others:	1 members of the public.	

H554 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D Butterfield and V Gwatkin.

H555 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

H556 MINUTES

The minutes of the meeting of the committee held on 26 September 2022 were received.

Councillor R Smith confirmed that she was in attendance at the meeting.

Resolved:

1. That, the minutes be updated to show attendance of Councillor Smith and,
2. That, the minutes of the Halls, Cemeteries & Allotments committee held 26 September 2022 be approved as a correct record of the meeting and be signed by the Chair

H557 PUBLIC PARTICIPATION

The Committee adjourned for this item.

The committee heard from a representative of the Phoenix Project concerning Agenda Item 7.

The Committee reconvened

H558 **PUBLIC HALLS REPORT**

The committee received and considered the report of the Venue & Events Officer.

Members were encouraged to hear plans for an events programme and Eventbrite ticketing which would enhance the venue. They also discussed the Gallery Room flooring and were unanimously in favour of replacing the carpet. The specific carpet, along with potential redecoration of the room was referred to the Corn Exchange Working Party.

The Committee also received the public halls usage report and queries the letting hours and inclusion of the meeting room at Burwell Hall.

Resolved:

1. That, the report be noted and,
2. That, choice of replacement carpet and potential redecoration be delegated to the Corn Exchange Working Party (CEWP) and,
3. That, officers review the usage figures for both halls.

H559 **PUBLIC HALLS - REVIEW OF BOOKING TERMS & CONDITIONS**

The committee received a verbal report from the Deputy Town Clerk.

The revised booking form contained the updated conditions and information to improve the clarity of the Public Halls booking procedure and included changes on details on parking and payment terms. Also, a Hall Hire Feedback form was added so that the council could improve the public hall services.

Members discussed the amendments and requested that the form was easy to find on the Council's website and asked if it could be completed online as well as being able to be printed and completed by hand.

The Deputy Town Clerk confirmed that once the new seating is installed and the fire survey carried out, the maximum attendance figures would be updated in the document.

Resolved:

1. That, the verbal report be noted and,
2. That, the maximum attendance figures are updated as soon as available and,
3. That, the council proceed with the introduction of the new booking form.

H560 **CORN EXCHANGE - ARTS SUBSIDISED HIRE REQUEST**

The Committee received correspondence from the West Oxfordshire District Council Safer Communities Officer regarding an exhibition by the Phoenix Project.

Members considered the request for a subsidised hire of the Corn Exchange to host an exhibition to support the "16 days of Activism" between 25 November and 10 December. The

committee voted, and the decision was unanimous to allow the free use of the Corn Exchange to highlight this important issue and also the community window of the Administration office.

Resolved:

1. That, the correspondence be noted and,
2. That, the subsidised hire request to facilitate the Phoenix Project be recommended and;
3. That, the Venue & Events Officer contact the exhibition organiser to confirm arrangements.

H561 **CORN EXCHANGE - VIGIL REQUEST 20TH NOVEMBER**

The committee received a verbal report from the Deputy Town Clerk regarding a request for a vigil to be held in the curtilage outside the Corn Exchange on 20 November to highlight the transgender day of remembrance.

Members were happy to agree to the proposal providing further information was provided to officers if it was to go ahead.

Resolved:

1. That, the verbal report be noted and,
2. That, agreement be given for a vigil to mark Transgender Day of Remembrance on 20 November 2022 outside the Corn Exchange and,
3. That, it be delegated to the officers to make necessary arrangements for the vigil.

H562 **CHILDREN'S MEMORIAL GARDEN**

The committee received and considered the report of the Project Officer and a verbal update from the Deputy Town Clerk.

Members thanked the Project Officer for the clear explanation of the proposal and concept drawing. They had concerns regarding the procurement of inscribed pebbles and thought it best that the council arrange purchase of these for customers and then recharge them to ensure consistency and fairness.

Members also requested an update to the Cemetery Terms and Conditions to ensure the integrity of the garden is maintained in relation to the above garden.

Resolved:

1. That, the report be noted and,
2. That, an amendment is made to the Cemetery regulations and,
3. That, the project proceeds as proposed and,
4. That, a plaque is installed to explain the reason for the garden area

H563 **FINANCE REPORT: REVISED REVENUE BUDGET 2022/23 AND DRAFT BASE REVENUE BUDGET FOR 2023/24**

The committee received the report of the Town Clerk/CEO.

It was advised these were draft estimates based on current knowledge and final figures would be provided to the Full Council at the end of the budget-setting period.

Resolved:

That, the report be noted.

H564 **SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24**

The Committee received a verbal update from the Town Clerk/C.E.O.

Members discussed the proposed increase of 10% in line with inflation. They felt it was unfortunate that an increase of this magnitude was required however understood that a significant increase would need to be applied. However, there were too many variables to decide until the entire budget had been drafted

The Committee also discussed a potential new Public Hall Group 4 charge to cover "Local Theatre Productions" which would be charged on the days on which dress rehearsals or performance occur. Members requested further information to be prepared by the Venue & Events Officer for a decision to be made by the CEWP.

Resolved:

1. That the report be noted and,
2. That, the increase to fees & charges is reconsidered once the draft budget is complete and,
3. That, introduction of a new Group 4 charge be delegated to the Corn Exchange Working Party.

H565 **REVENUE GROWTH ITEMS, SPECIAL REVENUE PROJECTS AND CAPITAL PROJECTS**

The Committee received and considered the report and verbal update from the Town Clerk/CEO.

Members discussed the projects as proposed in the report and felt that refurbishment works at Burwell Hall toilets provision was potentially a priority but without knowing the urgency of the works it was difficult to judge with certainty. Given the estimated cost the Town Clerk advised that if works weren't urgent, it would be necessary to defer the project to 2024/25 to allow for additional budgeting.

Members reviewed the costs of a new projector and equipment for the Corn Exchange and asked that additional information is gathered by the Project Officer to allow a decision to be made. They were keen to proceed with the purchase of the suitable projector as soon as possible using the existing £20,000 budget. Also, members would like investigations into the use of National Theatre Encore as it was thought this may be a more cost-effective way of showing these types of performances in the future.

The committee discussed possible further projects for 2023/24 which included a new notice board at Windrush Cemetery, repainting of the Gallery Room and ceiling and replacement lights to facilitate more options for requests to light up the Corn Exchange.

Members also discussed the potential of marking the 160th Anniversary of the Corn Exchange with event(s), members delegated to the Corn Exchange Working Party to arrive at a budget for this.

Resolved:

1. That, the report be noted and,
2. That, subject to urgency, refurbishment of Burwell Hall toilets be deferred until 2024/25
3. That, a new notice board for Windrush Cemetery be funded and,
4. That, a new lighting set up is funded for the lighting up of the Corn Exchange and,
5. That, quotes be obtained for the repainting of the Gallery Room walls and ceiling and,
6. That, 160th Anniversary Celebrations be delegated to the CEWP.

The meeting closed at: 7.18 pm

Chair

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HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 16 January 2023

Title: Finance Report

Contact Officer: Responsible Financial Officer (RFO) – Nigel Warner

Should Members have any queries about this report advance notice would be appreciated, in writing, by 5pm on the Friday before the meeting to allow for a full response at the meeting.

BACKGROUND

Detailed income and expenditure statements for budgets which are the responsibility of this committee are enclosed. The period to which this report relates is, 1 April 2022 to 31 December 2022.

CURRENT SITUATION

The RFO commenced his duties in Witney earlier this month. On this occasion the RFO is not producing a detailed commentary on the management accounts during the year to date. This is because being new in post he needs to spend some time familiarising himself with the council's operations and accounts before he can provide informed comment. However, having just carried out the review as part of the budget setting cycle most areas of concern were raised at the last meeting of this committee and at the extra-ordinary meeting of the council. The RFO would refer members to the finance/ budget reports of the Town Clerk which were approved at those meetings.

Members are reminded that expenditure is not necessarily incurred evenly over the course of the year. For example, the vast majority of expenditure in relation to nominal ledger code 4025 (insurance) is incurred in April each year when the annual premium is paid. There will also be similar patterns on the income side where rents will be paid at set times and some income may be seasonal .

Note also that the various recharges of staff time and overheads only represent the period to 30 September 2022, due to lack of officer resource to do this. The RFO should now be in a position to update these.

In terms of the report presented at this meeting, the current year (2022/23) budget is that which was projected when the estimates were revised and agreed by the Council at its meeting on 4 January 2023. Members will also see on the right hand side of the report the agreed estimates for the next financial year (2023/24).

RECHARGE FROM CENTRAL SUPPORT [COST CENTRE 602], WORKS DEPOT/VEHICLES [COST CENTRE 604], GENERAL MAINTENANCE [COST CENTRE 605] AND GROUNDS MAINTENANCE [COST CENTRE 606]

It should be noted that the revised estimates and the estimates for next year do not include the recharges from these cost centres; now the budget has been set these will be calculated and input so should appear in the report during the next cycle of meetings.

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.

Officers are continually assessing the environmental impact of services and assets to ensure where possible measures are taken to support the Council's climate declaration of carbon neutrality by 2028.

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.

Members are reminded that collectively they are custodians of the public purse with most of the funding coming from the taxpayers of Witney. Therefore, Officers ensure they get best value, value for money, and comply with the Council's Standing Orders, Financial Regulations, and Procurement Policy.

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.

Annual Budget - By Committee (Actual YTD Month 9)

Note: Income & Expenditure Report - 10th January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Halls, Cemeteries & Allotments</u>										
102	<u>LANGDALE HALL</u>									
1050	RENT RECEIVED	20,000	20,302	20,302	15,227	20,302	0	20,302	0	0
1052	EXPENSES RECOVERED	0	217	0	100	435	0	200	0	0
1058	WATER RECOVERED	900	795	0	0	0	0	0	0	0
1060	INSURANCE RECOVERED	630	575	605	607	607	0	650	0	0
	Total Income	21,530	21,889	20,907	15,934	21,344	0	21,152	0	0
4012	WATER RATES	900	296	0	-29	-29	0	0	0	0
4021	TELEPHONE/FAX	160	179	0	117	200	0	200	0	0
4025	INSURANCE	630	555	605	696	696	0	750	0	0
4036	PROPERTY MAINTENANCE	1,000	690	1,000	0	1,000	0	1,000	0	0
4038	OTHER MAINTENANCE	1,000	0	1,000	0	1,000	0	1,000	0	0
4048	ENG.INSPEC.(VARIABLE)	450	429	450	325	325	0	450	0	0
4059	OTHER PROF FEES	1,000	0	2,000	450	2,000	0	1,000	0	0
4491	TFR TO EARMARKED RES	0	2,000	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-1,000	-1,000	-1,000	0	0	0	0
4888	O/S STAFF RCHG	888	234	853	70	0	0	0	0	0
4890	O/S O'HEAD RCHG	160	55	174	14	0	0	0	0	0
4892	C/S STAFF RCHG	706	3,526	4,136	1,603	0	0	0	0	0
4893	C/S O'HEAD RCHG	0	1,018	1,148	399	0	0	0	0	0
5199	Depreciation Charge to Service	0	13,131	0	0	0	0	0	0	0
	Overhead Expenditure	6,894	22,112	10,366	2,645	4,192	0	4,400	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Income & Expenditure Report - 10th January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		14,636	(222)	10,541	13,289	17,152		16,752		
103	BARS									
1000	BAR SALES - DRINK	8,000	15,698	22,500	14,575	19,000	0	22,500	0	0
1001	BAR SALES - FOOD	2,000	5,233	25,050	12,633	18,000	0	20,000	0	0
1002	BAR HIRE CHARGE	0	392	504	608	750	0	750	0	0
1009	CAFE SALES - HOT DRINKS	6,000	22,866	27,300	33,767	39,000	0	39,000	0	0
Total Income		16,000	44,189	75,354	61,583	76,750	0	82,250	0	0
3000	BAR PURCHASES - DRINK	4,000	7,695	11,500	12,344	11,500	0	11,500	0	0
3001	BAR PURCHASES - FOOD	1,000	3,464	12,525	11,734	10,000	0	10,000	0	0
3009	CAFE PURCHASES - HOT BEVERAGES	1,000	4,529	13,650	8,097	13,650	0	14,000	0	0
Direct Expenditure		6,000	15,688	37,675	32,176	35,150	0	35,500	0	0
4001	SALARIES	22,912	31,328	62,227	28,835	59,493	0	66,953	0	0
4002	ER'S NIC	0	0	5,050	1,289	3,712	0	7,356	0	0
4003	ER'S SUPERANN	4,972	1,681	6,155	1,078	2,856	0	3,459	0	0
4007	PROTECTIVE CLOTHING	100	92	450	486	750	0	750	0	0
4016	CLEANING MATERIALS	0	0	0	15	250	0	300	0	0
4038	OTHER MAINTENANCE	0	0	0	220	500	0	750	0	0
4042	EQUIPMENT	3,450	3,399	3,000	5,101	7,000	0	5,000	0	0
4059	OTHER PROF FEES	0	0	0	450	600	0	700	0	0
4099	MISCELLANEOUS	0	0	0	639	1,000	0	1,000	0	0
4892	C/S STAFF RCHG	1,765	8,815	10,339	4,009	0	0	0	0	0
4893	C/S O'HEAD RCHG	0	2,546	2,869	997	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Income & Expenditure Report - 10th January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		33,199	47,859	90,090	43,118	76,161	0	86,268	0	0
Movement to/(from) Gen Reserve		(23,199)	(19,358)	(52,411)	(13,710)	(34,561)		(39,518)		
104	<u>CORN EXCHANGE</u>									
1007	CORN EXCHNGE LETTING	20,000	23,625	35,000	29,587	35,000	0	38,500	0	0
1014	EVENTS INCOME	1,000	829	2,000	833	1,000	0	4,000	0	0
1015	TEA DANCE INCOME	0	171	1,500	844	1,200	0	1,500	0	0
1016	FUNCTION REFRESHMENT	500	213	250	0	0	0	0	0	0
1017	CORN EXCHANGE WEDDING LETTING	0	0	0	485	485	0	500	0	0
1049	FACILITY HIRE - EQUIP	0	8	100	0	0	0	0	0	0
Total Income		21,500	24,846	38,850	31,749	37,685	0	44,500	0	0
4001	SALARIES	42,949	24,998	67,136	19,498	54,416	0	61,962	0	0
4002	ER'S NIC	2,629	1,571	2,500	1,285	3,614	0	4,395	0	0
4003	ER'S SUPERANN	6,264	3,586	6,900	3,116	8,122	0	9,387	0	0
4007	PROTECTIVE CLOTHING	200	160	300	88	300	0	300	0	0
4008	TRAINING	500	150	850	125	850	0	1,000	0	0
4011	RATES	4,665	1,134	4,665	1,999	2,225	0	4,500	0	0
4012	WATER RATES	500	300	500	1,317	1,000	0	1,100	0	0
4014	ELECTRICITY	5,200	4,826	5,200	4,791	9,000	0	36,000	0	0
4015	GAS	5,200	4,022	6,300	4,182	8,750	0	26,250	0	0
4016	CLEANING MATERIALS	2,310	1,375	2,460	1,217	2,500	0	3,000	0	0
4017	CONTRACT CLEAN/WASTE	5,500	2,539	3,850	3,148	3,850	0	3,500	0	0
4018	PHOTOCOPIER COSTS	150	89	100	34	50	0	50	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Income & Expenditure Report - 10th January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4021	TELEPHONE/FAX	600	632	700	509	850	0	900	0	0
4025	INSURANCE	650	651	690	795	795	0	850	0	0
4028	I.T.	1,400	1,296	1,400	988	1,400	0	1,400	0	0
4030	RECRUITMENT ADVT'G	1,000	0	1,500	0	500	0	1,000	0	0
4032	PUBLICITY	4,000	228	6,000	367	6,000	0	3,000	0	0
4036	PROPERTY MAINTENANCE	5,000	4,677	8,000	3,271	8,000	0	8,000	0	0
4038	OTHER MAINTENANCE	4,000	3,342	4,000	1,731	4,000	0	4,000	0	0
4042	EQUIPMENT	750	741	1,500	587	1,500	0	2,000	0	0
4043	SMALL TOOLS & EQUIPT	350	194	150	58	150	0	150	0	0
4045	LICENCES	2,300	1,977	4,000	405	4,000	0	4,000	0	0
4048	ENG.INSPEC.(VARIABLE)	300	290	300	318	318	0	350	0	0
4064	HEALTH & SAFETY	0	28	100	7	100	0	100	0	0
4141	EVENTS	2,000	1,338	8,000	750	8,000	0	10,000	0	0
4142	TEA DANCE COSTS	0	0	6,000	3,204	6,000	0	6,000	0	0
4143	REFRESHMENT COSTS	300	0	300	0	0	0	0	0	0
4491	TFR TO EARMARKED RES	10,000	15,950	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,700	-1,700	-15,950	-15,950	-15,950	0	0	0	0
4888	O/S STAFF RCHG	3,296	6,455	3,165	3,396	0	0	0	0	0
4890	O/S O'HEAD RCHG	595	1,466	646	1,026	0	0	0	0	0
4892	C/S STAFF RCHG	10,910	17,629	20,679	8,017	0	0	0	0	0
4893	C/S O'HEAD RCHG	0	5,091	5,738	1,993	0	0	0	0	0
5198	Deferred Grants Released	0	-8,422	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	53,451	0	0	0	0	0	0	0
Overhead Expenditure		121,818	150,063	157,679	52,271	120,340	0	193,194	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Income & Expenditure Report - 10th January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(100,318)</u>	<u>(125,218)</u>	<u>(118,829)</u>	<u>(20,522)</u>	<u>(82,655)</u>		<u>(148,694)</u>		
105	<u>BURWELL HALL</u>									
1000	BAR SALES - DRINK	0	0	0	5,507	6,000	0	6,000	0	0
1002	BAR HIRE CHARGE	0	50	150	0	150	0	150	0	0
1005	BURWELL HALL LETTING	12,000	19,004	18,000	17,146	22,000	0	22,500	0	0
1016	FUNCTION REFRESHMENT	0	387	0	0	0	0	0	0	0
	Total Income	<u>12,000</u>	<u>19,441</u>	<u>18,150</u>	<u>22,654</u>	<u>28,150</u>	<u>0</u>	<u>28,650</u>	<u>0</u>	<u>0</u>
4001	SALARIES	28,632	24,730	38,090	15,627	36,277	0	41,308	0	0
4002	ER'S NIC	1,753	1,751	3,050	1,110	2,409	0	2,930	0	0
4003	ER'S SUPERANN	4,176	4,143	4,600	2,598	5,415	0	6,258	0	0
4007	PROTECTIVE CLOTHING	300	0	0	0	0	0	300	0	0
4008	TRAINING	250	0	500	0	500	0	500	0	0
4009	TRAVELLING	125	0	0	0	0	0	0	0	0
4011	RATES	3,150	764	1,200	1,347	1,500	0	3,000	0	0
4012	WATER RATES	1,000	317	2,100	204	1,000	0	1,200	0	0
4014	ELECTRICITY	2,700	1,120	2,500	1,536	2,980	0	11,920	0	0
4015	GAS	4,000	3,775	4,000	3,263	6,445	0	15,000	0	0
4016	CLEANING MATERIALS	2,000	435	3,500	1,102	2,000	0	2,000	0	0
4017	CONTRACT CLEAN/WASTE	3,000	1,188	3,000	687	2,000	0	2,200	0	0
4021	TELEPHONE/FAX	300	199	300	128	300	0	300	0	0
4025	INSURANCE	365	320	340	516	516	0	550	0	0
4028	I.T.	2,000	538	1,000	346	1,000	0	1,000	0	0
4030	RECRUITMENT ADVT'G	200	0	200	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Income & Expenditure Report - 10th January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4032	PUBLICITY	1,850	0	2,000	0	2,000	0	1,000	0	0
4036	PROPERTY MAINTENANCE	3,000	1,084	5,000	804	5,000	0	5,000	0	0
4038	OTHER MAINTENANCE	2,100	2,831	2,100	1,392	2,100	0	2,100	0	0
4042	EQUIPMENT	1,050	725	1,500	0	1,500	0	1,500	0	0
4043	SMALL TOOLS & EQUIPT	100	1	0	0	0	0	0	0	0
4045	LICENCES	500	539	750	61	500	0	750	0	0
4048	ENG.INSPEC.(VARIABLE)	160	143	160	300	300	0	325	0	0
4059	OTHER PROF FEES	150	6	150	450	450	0	0	0	0
4491	TFR TO EARMARKED RES	0	5,650	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-900	-900	-3,650	-3,650	-3,650	0	0	0	0
4888	O/S STAFF RCHG	16,518	14,274	15,862	778	0	0	0	0	0
4890	O/S O'HEAD RCHG	2,982	3,378	3,236	261	0	0	0	0	0
4892	C/S STAFF RCHG	9,039	3,588	4,136	1,603	0	0	0	0	0
4893	C/S O'HEAD RCHG	0	1,018	1,148	399	0	0	0	0	0
5199	Depreciation Charge to Service	0	4,056	0	0	0	0	0	0	0
	Overhead Expenditure	90,500	75,672	96,772	30,862	70,542	0	99,141	0	0
	Movement to/(from) Gen Reserve	(78,500)	(56,230)	(78,622)	(8,209)	(42,392)		(70,491)		
106	<u>MADLEY PARK COMMUNITY CENTRE</u>									
1060	INSURANCE RECOVERED	430	376	400	412	412	0	440	0	0
	Total Income	430	376	400	412	412	0	440	0	0
4025	INSURANCE	420	376	400	412	412	0	440	0	0
4036	PROPERTY MAINTENANCE	2,000	0	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Income & Expenditure Report - 10th January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4038	OTHER MAINTENANCE	150	0	150	0	0	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	700	654	700	0	0	0	700	0	0
4059	OTHER PROF FEES	1,300	0	2,800	0	2,800	0	1,500	0	0
4164	MADLEY PARK TRUST GRANT	0	0	0	5,000	5,000	0	0	0	0
4491	TFR TO EARMARKED RES	0	1,300	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,000	-1,000	-1,300	-6,300	-6,300	0	0	0	0
4888	O/S STAFF RCHG	13	0	12	49	0	0	0	0	0
4890	O/S O'HEAD RCHG	2	0	3	16	0	0	0	0	0
4892	C/S STAFF RCHG	0	643	827	321	0	0	0	0	0
4893	C/S O'HEAD RCHG	0	204	230	80	0	0	0	0	0
5198	Deferred Grants Released	0	-16,189	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	16,189	0	0	0	0	0	0	0
Overhead Expenditure		3,585	2,177	3,822	-422	1,912	0	2,640	0	0
Movement to/(from) Gen Reserve		(3,155)	(1,801)	(3,422)	834	(1,500)		(2,200)		
301	<u>TOWER HILL CEMETERY</u>									
1050	RENT RECEIVED	11,350	11,918	11,350	10,215	13,620	0	13,620	0	0
1060	INSURANCE RECOVERED	225	190	200	0	400	0	225	0	0
1100	BURIAL FEES	3,500	6,721	3,500	5,468	6,475	0	4,000	0	0
1101	GRANT OF RIGHTS	350	1,391	1,000	1,686	1,400	0	1,000	0	0
1102	INTERMENT OF ASHES	6,000	5,438	3,000	7,785	9,000	0	9,000	0	0
1105	MEMORIAL FEES	3,000	4,927	3,511	3,908	4,000	0	3,500	0	0
1106	MEMORIAL PLAQUES	500	205	500	430	330	0	330	0	0
1108	CHAPEL FEES	0	428	214	107	107	0	214	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Income & Expenditure Report - 10th January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1171	DONATIONS RECEIVED	0	0	0	443	0	0	0	0	0
Total Income		24,925	31,217	23,275	30,042	35,332	0	31,889	0	0
4001	SALARIES	7,077	6,548	11,970	5,870	10,402	0	12,541	0	0
4002	ER'S NIC	580	560	1,200	490	674	0	1,103	0	0
4003	ER'S SUPERANN	1,536	1,421	2,600	1,274	2,258	0	2,722	0	0
4007	PROTECTIVE CLOTHING	100	0	100	32	0	0	0	0	0
4011	RATES	3,809	3,385	3,555	3,503	3,892	0	4,250	0	0
4012	WATER RATES	100	209	220	187	220	0	250	0	0
4014	ELECTRICITY	450	445	450	179	450	0	1,000	0	0
4016	CLEANING MATERIALS	30	0	30	0	30	0	30	0	0
4017	CONTRACT CLEAN/WASTE	2,560	1,605	2,560	430	2,560	0	1,000	0	0
4025	INSURANCE	250	190	200	208	208	0	225	0	0
4036	PROPERTY MAINTENANCE	6,000	2,197	6,000	322	6,000	0	6,000	0	0
4038	OTHER MAINTENANCE	0	52	0	0	0	0	0	0	0
4040	ARBORICULTURE	0	450	0	0	0	0	0	0	0
4042	EQUIPMENT	100	0	100	251	100	0	100	0	0
4059	OTHER PROF FEES	0	0	5,000	0	5,000	0	0	0	0
4064	HEALTH & SAFETY	0	14	100	0	100	0	100	0	0
4110	SUBSIDIZED LETTINGS	200	0	200	0	0	0	200	0	0
4350	PLAQUES PURCHASED	500	194	0	289	264	0	300	0	0
4355	MEMORIAL MAINTENANCE	2,500	550	2,500	350	2,500	0	2,500	0	0
4491	TFR TO EARMARKED RES	0	5,500	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-7,500	0	-7,500	0	0	0	0
4888	O/S STAFF RCHG	61,368	48,080	58,930	19,561	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Income & Expenditure Report - 10th January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4890	O/S O'HEAD RCHG	11,080	10,438	12,023	5,682	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	35,588	38,281	18,288	18,288	18,288	0	0	0	0
4892	C/S STAFF RCHG	6,885	10,577	12,407	4,810	0	0	0	0	0
4893	C/S O'HEAD RCHG	0	3,055	3,443	1,196	0	0	0	0	0
5199	Depreciation Charge to Service	0	3,877	0	0	0	0	0	0	0
Overhead Expenditure		140,713	137,627	134,376	62,922	45,446	0	32,321	0	0
Movement to/(from) Gen Reserve		(115,788)	(106,411)	(111,101)	(32,880)	(10,114)		(432)		
302	<u>WINDRUSH CEMETERY</u>									
1100	BURIAL FEES	16,500	15,146	9,630	18,716	19,000	0	15,000	0	0
1101	GRANT OF RIGHTS	15,000	18,495	17,500	22,596	20,000	0	20,000	0	0
1102	INTERMENT OF ASHES	5,000	3,023	5,250	3,824	5,250	0	5,500	0	0
1105	MEMORIAL FEES	3,500	6,096	5,500	4,361	5,500	0	6,000	0	0
1106	MEMORIAL PLAQUES	100	0	100	0	0	0	0	0	0
Total Income		40,100	42,759	37,980	49,497	49,750	0	46,500	0	0
4001	SALARIES	7,077	9,966	11,970	5,870	10,401	0	12,541	0	0
4002	ER'S NIC	580	788	1,200	490	674	0	1,103	0	0
4003	ER'S SUPERANN	1,536	2,163	2,600	1,274	2,257	0	2,721	0	0
4007	PROTECTIVE CLOTHING	100	0	100	0	0	0	0	0	0
4011	RATES	3,136	4,773	5,010	4,940	5,490	0	6,050	0	0
4012	WATER RATES	274	161	250	78	250	0	300	0	0
4014	ELECTRICITY	1,750	1,820	2,000	821	2,000	0	4,000	0	0
4016	CLEANING MATERIALS	30	0	30	0	30	0	30	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Income & Expenditure Report - 10th January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4017	CONTRACT CLEAN/WASTE	1,000	815	1,000	478	1,000	0	1,000	0	0
4021	TELEPHONE/FAX	200	0	250	128	250	0	300	0	0
4025	INSURANCE	125	112	120	112	112	0	120	0	0
4036	PROPERTY MAINTENANCE	2,000	355	3,500	95	3,500	0	2,000	0	0
4037	GROUNDS MAINTENANCE	100	0	1,600	416	1,600	0	500	0	0
4038	OTHER MAINTENANCE	1,350	1,339	1,350	685	1,350	0	1,500	0	0
4041	EQUIPMENT HIRE	1,000	0	2,000	0	2,000	0	0	0	0
4042	EQUIPMENT	1,500	1,024	2,000	317	2,000	0	1,500	0	0
4059	OTHER PROF FEES	0	3,100	8,000	1,650	5,000	0	1,000	0	0
4064	HEALTH & SAFETY	0	14	100	0	100	0	100	0	0
4350	PLAQUES PURCHASED	500	0	500	25	100	0	500	0	0
4355	MEMORIAL MAINTENANCE	2,000	0	2,000	0	2,000	0	2,000	0	0
4491	TFR TO EARMARKED RES	0	8,000	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-8,000	-6,000	-8,000	0	0	0	0
4888	O/S STAFF RCHG	110,326	65,509	105,943	29,283	0	0	0	0	0
4890	O/S O'HEAD RCHG	19,920	13,698	21,615	9,365	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	12,563	13,513	6,456	6,456	6,456	0	0	0	0
4892	C/S STAFF RCHG	6,885	10,577	12,407	4,810	0	0	0	0	0
4893	C/S O'HEAD RCHG	0	3,055	3,443	1,196	0	0	0	0	0
5199	Depreciation Charge to Service	0	4,978	0	0	0	0	0	0	0
	Overhead Expenditure	173,952	145,760	187,444	62,490	38,570	0	37,265	0	0
	Movement to/(from) Gen Reserve	(133,852)	(103,001)	(149,464)	(12,993)	11,180		9,235		
303	<u>CLOSED CH'YARDS ST MARYS/HOLY</u>									

Annual Budget - By Committee (Actual YTD Month 9)

Note: Income & Expenditure Report - 10th January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1060	INSURANCE RECOVERED	0	-1,108	0	0	0	0	0	0	0
	Total Income	0	-1,108	0	0	0	0	0	0	0
4036	PROPERTY MAINTENANCE	25,150	157	11,000	7	11,000	0	11,000	0	0
4040	ARBORICULTURE	1,000	0	2,000	0	2,000	0	1,000	0	0
4059	OTHER PROF FEES	2,500	0	5,000	0	5,000	0	1,000	0	0
4355	MEMORIAL MAINTENANCE	0	0	0	3,326	3,326	0	0	0	0
4491	TFR TO EARMARKED RES	0	28,500	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-16,150	-16,150	-13,500	-6,826	-13,500	0	0	0	0
	Overhead Expenditure	12,500	12,507	4,500	-3,493	7,826	0	13,000	0	0
	Movement to/(from) Gen Reserve	(12,500)	(13,615)	(4,500)	3,493	(7,826)		(13,000)		
305	<u>ALLOTMENTS</u>									
1052	EXPENSES RECOVERED	0	142	0	0	0	0	0	0	0
	Total Income	0	142	0	0	0	0	0	0	0
4013	RENT PAID	5	5	0	0	125	0	125	0	0
4036	PROPERTY MAINTENANCE	500	622	500	357	500	0	500	0	0
4037	GROUNDS MAINTENANCE	500	329	500	0	500	0	500	0	0
4888	O/S STAFF RCHG	999	15,346	959	3,976	0	0	0	0	0
4890	O/S O'HEAD RCHG	180	3,355	196	911	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	2,891	3,110	1,486	1,486	1,486	0	0	0	0
4892	C/S STAFF RCHG	706	2,644	3,102	1,203	0	0	0	0	0
4893	C/S O'HEAD RCHG	0	764	861	299	0	0	0	0	0
5198	Deferred Grants Released	0	-2,715	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Income & Expenditure Report - 10th January 2023

	<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5199 Depreciation Charge to Service	0	3,664	0	0	0	0	0	0	0
Overhead Expenditure	5,781	27,125	7,604	8,232	2,611	0	1,125	0	0
Movement to/(from) Gen Reserve	<u>(5,781)</u>	<u>(26,983)</u>	<u>(7,604)</u>	<u>(8,232)</u>	<u>(2,611)</u>		<u>(1,125)</u>		
Halls, Cemeteries & Allotments - Income	136,485	183,751	214,916	211,871	249,423	0	255,381	0	0
Expenditure	594,942	636,589	730,328	290,799	402,750	0	504,854	0	0
Movement to/(from) Gen Reserve	<u>(458,457)</u>	<u>(452,838)</u>	<u>(515,412)</u>	<u>(78,928)</u>	<u>(153,327)</u>		<u>(249,473)</u>		
Total Budget Income	136,485	183,751	214,916	211,871	249,423	0	255,381	0	0
Expenditure	594,942	636,589	730,328	290,799	402,750	0	504,854	0	0
Movement to/(from) Gen Reserve	<u>(458,457)</u>	<u>(452,838)</u>	<u>(515,412)</u>	<u>(78,928)</u>	<u>(153,327)</u>		<u>(249,473)</u>		

Week commencing	5th Sept	12th Sept	19th Sept	26th Sept	3rd Oct	10th Oct	17th Oct	24th Oct	31st Oct	7th Nov	14th Nov	21st Nov	28th Nov	5th Dec	12th Dec	19th Dec	26th Dec			
CORN EX 2022																				
Hours booked	57.30	33.25	12.75	20.25	29.50	22.50	24.00	15.98	25.50	29.00	27.48	42.98	36.50	0.00	48.00	23.00	15.00	462.99	Total Hrs	
Usage Percentage	68.21	39.58	15.18	24.11	35.12	26.79	28.57	19.02	30.36	34.52	32.71	51.17	43.45	0.00	57.14	27.38	17.86	32.06	Average %	
SAME PERIOD 2021																				
CORN EXCHANGE																				
Hours booked	23.73	35.48	20.48	39.23	20.00	27.00	15.00	0.00	37.50	31.00	25.00	37.25	23.25	20.98	48.50	9.50	48.47	462.37	Total Hrs	
Usage Percentage	28.25	42.24	24.38	46.71	23.81	32.14	17.86	0.00	44.64	36.90	29.76	44.35	27.68	24.98	57.74	11.31	57.70	28.48	Average %	
GALLERY 2022																				
Hours booked	23.00	11.50	25.75	31.00	27.50	23.00	20.00	6.00	19.50	16.75	25.75	14.00	29.50	23.00	2.00	0.00	15.00	313.25	Total Hrs	
Usage Percentage	27.38	13.69	30.65	36.90	32.74	27.38	23.81	7.14	23.21	19.94	30.65	16.67	35.12	27.38	2.38	0.00	17.86	23.23	Average %	
SAME PERIOD 2021																				
GALLERY																				
Hours booked	15.00	14.50	14.00	17.50	18.00	22.00	20.00	5.00	27.98	12.50	24.75	21.50	20.00	6.75	6.00	7.00	0.00	252.48	Total Hrs	
Usage Percentage	17.86	17.26	16.67	20.83	21.43	26.19	23.81	5.95	33.31	14.88	29.46	25.60	23.81	8.04	7.14	8.33	0.00	19.79	Average %	
Burwell Hall																				
MAIN HALL 2022																				
Hours booked	44.00	33.50	45.98	45.00	41.50	46.00	48.50	39.48	38.00	45.48	45.98	42.00	48.00	44.00	35.00	18.50	2.00	662.92	Total Hrs	
Usage Percentage	52.38	39.88	54.74	53.57	49.40	54.76	57.74	47.00	45.24	54.15	54.74	50.00	57.14	52.38	41.67	22.02	2.38	47.91	Average %	
SAME PERIOD 2021																				
MAIN HALL																				
Hours booked	12.75	30.25	42.25	39.25	46.08	49.25	38.75	25.50	34.75	47.25	37.25	53.25	36.25	42.25	22.50	0.00	20.98	578.56	Total Hrs	
Usage Percentage	15.18	36.01	50.30	46.73	54.86	58.63	46.13	30.36	41.37	56.25	44.35	63.39	43.15	50.30	26.79	0.00	24.98	41.91	Average %	

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

w/c 10th October - CE Main Hall - Electrical work

w/c 24th October - half-term

w/c 5th December - CE Main Hall - seating installation

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HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday 16th January 2023
Title: Public Halls Report
Contact Officer: Venue & Events Officer - Tomas Smith

Background

Both the Corn Exchange and Burwell Hall are now back open with regular hirers after the Christmas period.

Current Situation

As the new year starts it is hoped that with the addition of the new facilities in the Corn Exchange there will be an uptick in the number of bookings in the hall and general people using the hall. Burwell is welcoming back all the term time groups as well as continuing with its destination of choice for children's parties at weekends. It is worth noting that the recently installed retractable seating in the Main Hall of the Corn Exchange and has already been used with excellent feedback by the Christmas Pantomime. Burwell is open as usual for all its regular hirers.

Following the last meeting of the Corn Exchange Working Party, a new carpet is being progressed in the Gallery Room, landing, and stairs and a 2023 logo for the Corn Exchange is now being used in publications to highlight the 160th anniversary of the building.

Screen and projector

The Screen and projector have been ordered and there is an installation date of Monday 27th February. The installation will take one week and will not interfere with any hirer's bookings in the hall. The addition of the projector and screen will allow for cinema nights to be reintroduced to the Corn Exchange, as well as providing a professional projector for other groups to use in their bookings.

Line Dancing

This subsidised booking has been running in the main hall of the Corn Exchange on Wednesdays for the last 3 months per this Committees agreement. They have been getting free use of the hall by using the first hour of the Witney Town Council Tea Dance booking (12:00 – 13:00) with the Tea Dance starting at 13:30 – 15:30. The Venue and Events Officer has noted that at every line dance session there is a maximum of 7 people who don't stay for the Tea Dance. The 7 people who attend pay £5.00 which goes directly to the line dancing hirer towards the cost of the line dance teacher.

It is the opinion of the Venue and Events Office that this is not a viable endeavour to continue with. There is a definite benefit of the line dancing and exercise that it promotes within the community, but the Venue and Events Officer suggests that the booking should be independent of the Tea Dance and booked independently by the hirer if they would like to continue with it.

Halls Usage

Both halls have been busy, but there is always room for improvement. The previous months' usage figures, compiled by the Bookings Administrator, are attached as Appendix 1. Burwell Hall is running at approximately 50% occupancy while the Corn Exchange is running lower – with the introduction of the new facilities, this is expected to rise significantly over the next 12 months as it will automatically attract and be able to host a significant number of different events to increase overall usage. There have been periods when the hall has been out of action due to the installation of the seating and the Christmas period when there was only the pantomime in the Main Hall, as well as other occasions where Town Council meeting have held precedent over other groups looking to book the Gallery Room. With the refurbishments drawing to a close, hopefully we will be looking at a different picture in 12 months when both venues have been effectively marketed to a professional standard.

Power cut continuity plan

There has been a communication circulated about the possibility of power cuts over the winter and the problems this might cause for hirers in both the Corn Exchange and Burwell Hall. Both halls have emergency back up lights which come on in the case of a power cut, these are battery powered and charge while there is normal power in the halls. When there is a power cut, they will provide 3 hours of light before the battery is spent. Officers have drawn up a plan which means any power cut in the Main Hall would result in an emergency evacuation while the Venue staff ascertained the length of any potential loss of power. Ultimately it will be down to discretion and communication with the hiring group as to whether to cancel or wait for the power to come back on. All groups will have been spoken to on point of arrival and contact numbers will be provided in case of emergency.

Event and Venue Ideas

The Venue and Events Officer, assisted by the Venue & Events Assistant, has been looking at the type of events that he feels would work well in the Corn Exchange over the next year. This list is not conclusive or set and can certainly be added to provide a full and varied series of events throughout the year. In addition, officers are still working to provide an official opening event following refurbishment, but this is proving difficult to accommodate before the end of March.

Progressing the professionalism of the hall, Officers will work on a 'What's on' guide to be published twice a year, this can be used to promote upcoming events, advertise the Town Council's facilities, and look to bring in revenue by selling advertising space in the guide. It would be good to also consider sponsorship of different events where suitable to offset any costs incurred.

- **Table-top market – Fortnightly Saturdays:** Ideally alternating between craft market and antique sales. Run by the Town Council and only having tables in the Main Hall increasing footfall and café revenue.
- **Cinema Nights** – Classic films with interval, bar, online doodle polls for film ideas, suggestion box to get an idea of what people would like to see, costing approximately £200 to hire film for 5 x showings. Tickets £10 Every other week/ once a month, could theme (for example) Great Gatsby with fancy dress etc, BTTF with 80's fancy dress etc
- **Bingo in hall** – weekly or bi-weekly on Tuesday? Community bingo 10:00am – 12:00pm perhaps evening bingo if market is there 19:00pm – 21:00 pm
- **Regular Quiz night** – Using the café if quiet, Main Hall if busy. 3rd Thursday every month? Could donate admission fee to mayors' charity?
- **Children's Holiday Events:** workshops, theatre etc during summer holidays
- **Theatre in the Main Hall:** Handlebards booked for August, look to book more touring companies to utilise main hall, wide range of possibilities
- **Live music in bar** – twice a month on Friday night starting in March. Budget £150 per night for live performer. Strategic bookings to build up reputation as a live music bar by the time summer comes.
- **Live music on square:** Performer outside the café on C/E owned space, seats on the square.
- **Evening Bar Opening:** Thursday, Friday, Saturday in summer, busier in town and we can maximise the use of the outdoor seating
- **Local band night** - Popular local headliner, accompanied with some local support bands. Promoting original music.
- **Marketing venue for Weddings:** Need to get carpet completed and venue professionally photographed then the Venue can be properly advertised.
- **Marketing Venue for Business use:** Approach local businesses and showcase the Venue for conferencing
- **Bowie tribute:** David Bowie tribute, could get a support act to complement
- **60's, 70's & 80's nights:** Cover band or similar
- **Elvis Tribute:** Maybe a Las Vegas casino on arrival then the main event?
- **OXMAT:** Showcase? Open Day? Promotes local youth music

- **Fashion Shows:** working in collaboration with businesses in town, making use of the main hall
- **Street Food Market:** Potentially look to use market square as well as the C/E, pop up food of the world, maybe music in the evening in the Main Hall
- **Open Mic: already established, and running on the 1st Thursday of the month.**
- **Witney Music Festival Collaboration Event:** 3rd June booked, event ideas being discussed with Stuart Foster
- **Murder mystery Night:** A black tie event using café, main hall and Gallery Room, bar open. Would hire in company to run the evening.

These prospective events will be factored into a revised business plan for the hall, with a marketing strategy alluded to earlier in the report. The Venue & Events Officer will present this to a future meeting of this committee.

Environmental impact

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

Risk

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

Financial implications

Described here or as stated in the report above.

- Ongoing running costs of 1863 and the Public Halls
- Events expenditure for the coming year. A full cost analysis of programmed events will be included in the reviewed business plan.

Recommendations

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

1. The continuation/cessation of the subsidised Line Dancing on Wednesdays,
2. The general agreement on the type of events outlined in the report.

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 16 January 2023

Title: Langdale Hall - Witney Horticultural Society Sign Request

Contact Officer: Communications & Community Engagement Officer - Polly Inness

Background

Witney Horticultural Society have successfully created a community garden as part of the Council's In Bloom initiative in the flower bed that joins Langdale Hall to Langdale Court. The bed is popular with passers-by and enjoyed by residents and visitors alike.

The group is keen to use notices to identify plants, describe their projects and highlight their group and the work they are doing.

Current Situation

The subject of laminated posters came up on the In Bloom Judging day in July and following this, the secretary of Witney Horticultural Society made a request to the In Bloom lead officer via email on 6th September to install a more permanent noticeboard on the wall of Langdale Hall.

The In Bloom officer has requested details of the sort of noticeboard – size and materials etc. She advised that as the Langdale Hall is currently being run by The Ice Centre, that they be notified and asked for any concerns about a noticeboard being sited there as a courtesy, but that as owners of the building, ultimately, the Town Council would need to give permission.

The Ice Centre were consulted by the Horticultural Society, and this was confirmed in an email dated 12 Dec 22.

'Hi Polly. We have now found a cheaper option for our notice board. ICE centre are happy. Can we go ahead please?'

Diana

The In Bloom Officer mentioned the request in a Stronger Communities report and it was agreed in principle, but it was suggested that it should go through as a Halls, Cemeteries and allotments agenda item too.

Pictures of the type of board and the proposed location wall are in Appendix 1

Environmental impact

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

The fact that the noticeboard will negate the use of laminated signs which do not decompose and add damaging plastic to the environment would support the argument to give permission for the noticeboard to be installed.

Risk

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

Financial implications

There is no financial implication for the council as the Horticultural Society are planning to purchase the noticeboard themselves

Recommendations

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

1. That the committee agree to permit the placing of an A2 size noticeboard on the wall of Langdale Hall.



Material	Aluminium, Plastic, Polycarbonate
Colour	Silver
Brand	Red17
Size	A2
Shape	Rectangular

About this item

- Outdoor Lockable Poster Cases
- 11 Stock Colours Available
- A0 - (1189 x 841mm) | A1 - (841 x 594mm) | A2 - (594 x 420mm) | A3 - (420 x 297mm) | A4 - (297 x 210mm) | A5 - (210 x 148mm) | 30" x 20" - (508 x 762mm) | 40" x 30" - (762 x 1016mm) | 60" x 40" - (1016 x 1524mm)
- A0 - 9.4kg | A1 - 5.6kg | A2 - 3.1kg | A3 - 2.1kg | A4 - 1.6kg | 30" x 20" - 4.5kg | 40" x 30" - 6.9kg | 60" x 40" - 15.5kg
- Poster Case Notice Boards - Outdoor Lockable - Silver - A2



HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 16 January 2023

Title: Holy Trinity Churchyard Tree Works

Contact Officer: Operations Manager - Angus Whitburn

Background

Holy Trinity Church has requested that the council reviews the trees in the churchyard for recommended works to help improve the view of the church and alleviate issues caused by squirrels.

In early November an onsite meeting was held with church representatives, District Council officers and Town Council officers. As the area is within the conservation zone the Town Council needs approval from the District to conduct any work.

Current Situation

The council's tree policy only covers works on trees which present a safety issue (to people, buildings and roads) or to improve the health of the tree. The work the church is asking the council to do is outside of this policy. The only exception to that may be the issue caused by squirrels.

Squirrels entering the church are not a problem caused by the trees, they are issues with the security of the church. This was explained to representatives of the church and as the same with any property neighbouring a tree, it is their responsibility to secure any way squirrels may be entering the building.

The District tree officers submitted a list of works to the Town Council they would approve, these works were limited to pruning of tree limbs and removal of epicormic growth. Multiple mature trees were drastically pruned a few years ago and it wouldn't be to the benefit of any trees in the church yard to be pruned any further, nor without their complete removal would it improve the view of the church. Additionally, the District tree officer has said the felling of any trees would need to be supported with technical arboriculture advice that felling was the only solution in repose to identified structural problems.

Witney Town Council officers identified the following works, these works would improve the view of the church and also aid its maintenance of the churchyard. So, in completing these works the council are not needlessly removing tree or tree limbs but managing a future issue with the added benefit of improving the view of the church.

- Fell & stump grind - T857 – Laburnum, engulfed with ivy and growing very close to the church wall.
- Fell & stump grind - T859 – Taxus – small conifer that is growing into an early 1900's headstone
- Fell & stump grind - T2107 – Taxus - smaller conifer growing just behind and only around 1.2m in height.

These works have been approved by the District tree officer, should the council wish to proceed with them.

The annual tree survey for 2022-23 is still due so this may raise further recommendations. The standard process is to complete all works outlined in the inspections, however, it may identify no recommended works.

Environmental impact

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

The Council should be making all efforts to maintain its tree stock, especially when it comes to mature trees. The church has made an offer to plant new trees for any felled but it was raised that the replacement of young saplings for mature trees isn't a solution.

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.

Any work in the churchyard with the sole aim of increasing the view of the church would be against the council's adopted tree policy and may start a precedent.

Financial implications

Described here or as stated in the report above.

- There is sufficient funds in the tree maintenance budget to cover the suggested works.

Recommendations

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

1. Complete the works outlined in this report by Town Council Officers and continue with the standard process of completing any works identified in the annual tree report due early 2023.

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 16 January 2023
Title: Allotment Gates
Contact Officer: Operations Manager - Angus Whitburn

Background

The Witney Allotment Association have made a request that the Town Council installs new vehicle gates at Lakeside and Hailey Road allotment sites. The gate at Lakeside is in a poor condition and likely dates to the early 90s. And the gate at Hailey Road allotment isn't a sufficient installation to prevent unauthorised access. To bring more uniformity over the council's allotment sites, improve security and for continued improvement the operations manager got contractors to also quote on a new gate a Newland allotment and reinstate the pedestrian gate for the allotments at Lakeside.

In 2021 the council installed new fencing and a pedestrian gate around the south end of Hailey Road allotments. Additionally, in 2020 the council installed a new wooden 5-bar gate over the entrance to the east of the allotment site. However, this gate hasn't prevented unauthorised access and is still a big problem for allotment holders.

Current Situation

The specification below is what contractors have quoted on across the three sites.

Allotment Gate Specification on all sites

- RAL: Green
- 1.8m Height
- Security Mesh Fencing
- Code locks on all pedestrian gates
- Drop bolts and latches on all vehicle gates

Lake Side Allotments

- Dual leaf vehicles gates for the northeast end
- Pedestrian Gate for southwest end with fencing to secure each side

Hayley Road Allotments

- Single leaf vehicles gate with smaller separate pedestrian gate

Newland Allotments

- Single pedestrian gate from Kingsfield crescent

To complement the new gates and help with council branding officers would also look at installing new signs on each gate welcoming users to the allotments with The allotments associations and Witney town council's wording.

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.

A new wooden 5-bar gate was installed at Hailey Road allotments in 2020 at the allotment association's request. Replacing it so early isn't a good use of council funds.

Financial implications

Described here or as stated in the report above.

- Contractor 1 quoted: £7,035.00
 - Contractor 1 has missed the quotation for the pedestrian gate at lakeside allotments.
- Contractor 2 quoted: £10,552.00
- The earmarked reserve for the allotments would cover all the specified work.
- The allotment association have minimal reserves which wouldn't cover the works.

Recommendations

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

1. Consider the replacement of all gates and,
2. Delegate to the Operations Manager to select a contractor for the works.

Lakeside Alotments



Newland Allotments



Curbridge Road



HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 16 January 2023

Title: Newland Allotments - Adjacent Path Lights Request

Contact Officer: Operations Manager - Angus Whitburn

Background

Officers attended a meeting with representatives from Oxfordshire County Council regarding the installation of some form of solar lighting along the path which runs along Madley Brook from Oxford Hill to Madley Park. The path has been highlighted as requiring some kind of lighting as part of several County Council-initiatives. The lights would be powered or installed within the allotment site that the Town council owns.

Newland allotment doesn't have any connection to electric utilities so the lighting would have to be powered by solar, which has been suggested or another appropriate form. There are also no definitive plans on the number of lights or systems that need to be installed.

Current Situation

As this was a preliminary scoping meeting, the proposal has yet to be passed onto the Witney Allotment Association for consideration. There are sheds and compost piles that may have to be moved and also hedging that could have to be cut out. A full plan will need to be drawn up by Oxfordshire County Council so the town council and allotment association can understand what the impact could be.

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.

It is unclear at the moment if bat surveys or other wildlife surveys may have to be conducted where lighting could have an impact.

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.

It is unknown at this time that if the lighting was to fail and cause a health and safety or security issue, if the town council could be held responsible.

Financial implications

Described here or as stated in the report above.

- The project has no cost implications to Witney Town Council. Future repair and maintenance would need to be clarified.

Recommendations

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

1. Agreement in principle to the installation of a form of solar lighting at Newland allotments, subject to further information being provided ahead of discussion with Witney Allotment Association.