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Halls, Cemeteries & Allotments
Committee Meeting of Witney Town Council



Monday, 13th March, 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 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 5 - 8)

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Minutes held on 16 January 2023;

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 9 - 26)

To receive the report of the Responsible Financial Officer.

6. **Public Halls Report** (Pages 27 - 32)

To receive the report of the Venue & Events Officer.

7. **Corn Exchange - Seating Sponsorship** (Pages 33 - 38)

To receive the report of the Project Officer.

8. **Burwell Hall Boiler** (Pages 39 - 46)

To receive the report of the Project Officer.

9. **Cemetery Regulations**

To receive a verbal update from the Chair/Deputy Town Clerk.

10. **Tower Hill Cemetery - Pedestrian Gate**

To receive the report of the Operations Manager – (To Follow)

11. **Exclusion of Press & Public**

To consider and if appropriate, to pass the following resolution:

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

12. **Property & Legal Matters** (To Follow)

To receive the confidential verbal update of the Town Clerk/C.E.O



Town Clerk

Agenda Item 3

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

Held on Monday, 16 January 2023

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

Present:

Councillor M Jones (Chair)

Councillors:	D Enright D Butterfield	O Collins J Aitman (In place of L Duncan)
Officers:	Adam Clapton Sharon Groth Derek Mackenzie	Deputy Town Clerk Town Clerk Senior Administrative Officer & Committee Clerk
Others:	None.	

H26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors P Hiles, L Duncan, V Gwatkin and T Ashby.

H27 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

H28 MINUTES

The minutes of the Halls, Cemeteries & Allotments Committee meeting held on 7 November 2022 were received.

Resolved:

That, the minutes of the Halls, Cemeteries & Allotments Committee meeting held on 7 November 2022 be approved as a correct record of the meeting and be signed by the Chair.

H29 PUBLIC PARTICIPATION

There was no public participation.

H30 FINANCE REPORT

The Committee received and considered the financial report of the Responsible Financial Officer.

Members had no questions.

Resolved:

That, the report be noted.

18:12pm Councillor J Aitman arrived during Agenda Item 6 - Public Halls Report

H31 **PUBLIC HALLS REPORT**

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

The report concerned hall usage numbers, further refurbishment updates on the Gallery Room carpet and on the purchase of a projection equipment. Members also reviewed subsidised hire for a line dancing group held in conjunction with the Council's tea dance and agreed to remove the subsidy due to the small number of attendees. If the current organiser wished to continue it would be chargeable under a one-hour hire fee.

Members were pleased to see the extensive list of events proposed and thanked the Venue & Events Officer and his team for striding forward with these now that the improvements were complete.

Resolved:

1. That, the report be noted and,
2. That, the subsidised hire for Line Dancing ceases and the Venue & Events Officer agrees a new hire fee if required.

H32 **LANGDALE HALL - WITNEY HORTICULTURAL SOCIETY SIGN REQUEST**

The Committee received and considered the report of the Communications & Community Engagement Officer.

Members had no concerns with the erection of a new noticeboard on Langdale Hall as the ICE Centre supported the plan, so were unanimous in their support.

Resolved:

1. That, the report be noted and,
2. That, agreement to the placing of a noticeboard by Witney Horticultural Society as proposed be given.

H33 **HOLY TRINITY CHURCHYARD TREE WORKS**

The Committee received and considered the report of the Operation Manager.

Members discussed the removal of three trees outlined in the report which currently fell outside the Council's tree policy and were all reluctant to remove healthy trees. However, Members could see the importance of their removal to ensure that future potential costly removal was not incurred and agreed it would be a great shame to see damage to a gravestone if this could be prevented. The planting of tree saplings to replace the trees in a more appropriate area should be considered. The Committee believed it important to communicate the removal effectively so that the church and community understood the decision taken and

that further works would only be taken when they were physically required in line with regular maintenance.

The members agreed that the responsibility for preventing wildlife entering the church lied with the church.

Resolved:

1. That, the report be noted and,
2. That, removal of the three trees as identified in the report and any additional work identified by the 2023 tree report be carried out and,
3. That, the Council confirms to Holy Trinity Church that protecting the building from wildlife was their responsibility and,
4. That, Holy Trinity Church be asked to replace the removed trees with saplings.

H34 **ALLOTMENT GATES**

The Committee received and considered the report of the Operation Manager.

Members were in favour of the replacement gates in order to improve the security of the allotments, however they were concerned that the gate, replaced in 2020, at Hailey Road was proposed to be again replaced and if this was good use of council funds. The Deputy Town Clerk confirmed that the existing gate would be repurposed at Burwell playing fields where a gate was required but members also asked that officers confirm with the Allotment Association the gate required so this didn't occur again in the future.

Members were also pleased to hear via a verbal update from the Committee Clerk that the inclusive allotment plots at Windrush Allotments, offered to both the ICE Centre and Windrush School had been taken up.

Resolved:

1. That, the report, and verbal update be noted and,
2. That, the gates are replaced as recommended by the Operations Manager and,
3. That, the selection of contractor be delegated to the Operation Manager.

H35 **NEWLAND ALLOTMENTS - ADJACENT PATH LIGHTS REQUEST**

The Committee received and considered the report of the Operation Manager.

A member gave a verbal report on the issue to say that the plan was to install three or four solar lights at ground level to provide a small amount of light, similar to that which is used in sport facilities to light pathways. Though the cost was unknown to him, he expected it to be in the minimal and would come from his councillor priority funding.

Officers advised, that on an agreement in principle, the Witney Allotment Association should be consulted out of courtesy to see what impact this may incur.

Members raised a concern but were assured by the Member that any ongoing maintenance and responsibility would lie with Oxfordshire County Council.

It was also highlighted that this path had come up as an issue in both the Local Cycling and Walking Infrastructure Plan and Thames Valley & District Council's Safer Streets' reviews.

Resolved:

1. That, the report be noted and,
2. That, the Allotment Association should be approached to seek their agreement to the installation.

The meeting closed at: 6.45 pm

Chair

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 13 March 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 January 2023.

CURRENT SITUATION

A full review of the budgetary position was undertaken during the budget-setting cycle. Most areas of interest 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 for further details.

Current year budget: 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. It should be noted that the revised estimates were produced by your officers in the autumn of 2022. This means that, with the year end (31 March 2023) rapidly approaching, there will be some cases where the actual spend to date exceeds the revised estimates. Conversely there will be other lines where actuals at 31 March 2023 will not reach the projected estimate figure. Overall, the impact on budget should be broadly neutral when the year-end accounts are produced.

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 such as grants received.

Estimates for 2023/24: These are shown in the report in the three columns on the right-hand side of the page. The report of the Town Clerk to the Extraordinary Council meeting of 4 January 2023 stated that “it should be noted that the revised estimates and the estimates for next year do not include the recharges from these (*works/ central support*) cost centres; these will be calculated after the budget has been adopted.” This is standard practice and following

agreement of the budget the recharges have been processed and these are reflected in the estimates for 2023/24.

Recharges: With the cessation of the grounds maintenance contract there have been a number of changes to the cost centres (CC) and these are summarised below:

CC 503, Agency services. The cost centre ceased on 30 September 2022, with recharges being made to that date. From 1 October 2022 these costs are accounted through CC 604, Works depot (includes most property, vehicles and equipment) and CC606 Grounds maintenance (mainly staffing costs). Note that at present recharges have not been processed in “actual YTD” column although they are represented in the projected estimates for 2022/23 and the estimates for 2023/24.

CC 601, Works department – cost centre ceased 30 September 2022. These costs are now accounted through CC 604, Works depot (includes most property, vehicles and equipment) and CC605, General maintenance (mainly staffing costs). Recharges for CC605 have been made to 31 January 2023.

CC 602, Central support. This cost centre remains in place and recharges made to 31 January 2023.

YEAR-END AND EARMARKED RESERVES

Overall, the management accounts show the following in relation to the current year:

	2022/23 Year to date	2022/23 Projected estimate
Income	£247,449	£249,423
Gross Expenditure	£443,045	£721,639
Net expenditure (i.e. gross expenditure minus income)	£195,595	£472,216

Income to date compares very favourably to the projected budget, the income for ten months representing at 99% of the amount which was expected when your officers projected the estimates for the full year of £249,423, which itself was revised upwards from the original budget of £214,916.

Expenditure to date is significantly below the projected estimates. The main reason for this relates to recharges. As noted above recharges have yet to be made re the depot (dept604) and the grounds maintenance team (previously under contract). In relation to the other recharges there are also some areas where these have not been as high as anticipated. Estimates for where recharges are allocated, costs centre by cost centre, are based on historic data but within the year will depend on where staff time is spent. The latter will then be driven

by activity, projects and priorities. Taking all recharges together the amount allocated to date amounts to £189,592 compared with the projected spend of £345,119, a difference of £155,527. On a simple straight-line calculation there will also be additional expenditure of £50,690 by year end (this figure excluding recharges). These two items would result in gross expenditure increasing from £443,045 (month 10) to £649,262 (month 12), which is 90% of projected budget.

Therefore, the financial position is favourable with the Committee's services being delivered within budget.

Ahead of the year end your officers will be thoroughly examining the various budget lines and proposals will come forward to the Policy, Governance and Finance Committee on 27 March 2023 where they may be some modest proposals from your officers to allow for transfers to the earmarked reserves where specific budgets in relation to property and equipment are underspent. This would be in line with the Council's de facto policy to maintain prudential reserves where expenditure has not been required this year but will in future years.

ENVIRONMENTAL IMPACT

The Council declared a Climate Change Emergency at its 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. This extends to the procurement of goods and services.

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.

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Annual Budget - By Committee (Actual YTD Month 11)

Note: Income & Expenditure to 31 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	151	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	15,984	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	151	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	302	0	0	0	0
4890	O/S O'HEAD RCHG	160	55	174	14	96	0	0	0	0
4892	C/S STAFF RCHG	706	3,526	4,136	2,844	3,677	0	4,492	0	0
4893	C/S O'HEAD RCHG	0	1,018	1,148	914	1,037	0	1,294	0	0
4896	MTCE STAFF RECHARGE	0	0	0	198	568	0	1,057	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	30	47	0	103	0	0
4899	DEPOT REALLOCATION	0	0	0	0	60	0	110	0	0

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Annual Budget - By Committee (Actual YTD Month 11)

Note: Income & Expenditure to 31 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	13,131	0	0	0	0	0	0	0
	Overhead Expenditure	6,894	22,112	10,366	4,662	9,979	0	11,456	0	0
	Movement to/(from) Gen Reserve	14,636	(222)	10,541	11,322	11,365		9,696		
103	<u>BARS</u>									
1000	BAR SALES - DRINK	8,000	15,698	22,500	19,224	19,000	0	22,500	0	0
1001	BAR SALES - FOOD	2,000	5,233	25,050	16,511	18,000	0	20,000	0	0
1002	BAR HIRE CHARGE	0	392	504	1,025	750	0	750	0	0
1009	CAFE SALES - HOT DRINKS	6,000	22,866	27,300	43,073	39,000	0	39,000	0	0
	Total Income	16,000	44,189	75,354	79,834	76,750	0	82,250	0	0
3000	BAR PURCHASES - DRINK	4,000	7,695	11,500	14,021	11,500	0	11,500	0	0
3001	BAR PURCHASES - FOOD	1,000	3,464	12,525	14,970	10,000	0	10,000	0	0
3009	CAFE PURCHASES - HOT BEVERAGES	1,000	4,529	13,650	10,414	13,650	0	14,000	0	0
	Direct Expenditure	6,000	15,688	37,675	39,404	35,150	0	35,500	0	0
4001	SALARIES	22,912	31,328	62,227	52,699	59,493	0	66,953	0	0
4002	ER'S NIC	0	0	5,050	2,317	3,712	0	7,356	0	0
4003	ER'S SUPERANN	4,972	1,681	6,155	2,165	2,856	0	3,459	0	0
4007	PROTECTIVE CLOTHING	100	92	450	493	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	5,605	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

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Annual Budget - By Committee (Actual YTD Month 11)

Note: Income & Expenditure to 31 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
4892	C/S STAFF RCHG	1,765	8,815	10,339	7,109	9,191	0	11,229	0	0
4893	C/S O'HEAD RCHG	0	2,546	2,869	2,285	2,592	0	3,235	0	0
Overhead Expenditure		33,199	47,859	90,090	73,997	87,944	0	100,732	0	0
Movement to/(from) Gen Reserve		(23,199)	(19,358)	(52,411)	(33,567)	(46,344)		(53,982)		
104	<u>CORN EXCHANGE</u>									
1007	CORN EXCHNGE LETTING	20,000	23,625	35,000	33,690	35,000	0	38,500	0	0
1014	EVENTS INCOME	1,000	829	2,000	908	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 - EQUP	0	8	100	0	0	0	0	0	0
Total Income		21,500	24,846	38,850	35,927	37,685	0	44,500	0	0
4001	SALARIES	42,949	24,998	67,136	36,610	54,416	0	61,962	0	0
4002	ER'S NIC	2,629	1,571	2,500	2,564	3,614	0	4,395	0	0
4003	ER'S SUPERANN	6,264	3,586	6,900	6,174	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	2,221	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	6,255	9,000	0	36,000	0	0
4015	GAS	5,200	4,022	6,300	6,296	8,750	0	26,250	0	0
4016	CLEANING MATERIALS	2,310	1,375	2,460	1,556	2,500	0	3,000	0	0

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Annual Budget - By Committee (Actual YTD Month 11)

Note: Income & Expenditure to 31 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	5,500	2,539	3,850	3,188	3,850	0	3,500	0	0
4018	PHOTOCOPIER COSTS	150	89	100	39	50	0	50	0	0
4021	TELEPHONE/FAX	600	632	700	676	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	1,117	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	438	6,000	0	3,000	0	0
4036	PROPERTY MAINTENANCE	5,000	4,677	8,000	3,546	8,000	0	8,000	0	0
4038	OTHER MAINTENANCE	4,000	3,342	4,000	1,895	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	91	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	3,464	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	3,134	1,120	0	0	0	0
4890	O/S O'HEAD RCHG	595	1,466	646	1,026	356	0	0	0	0
4892	C/S STAFF RCHG	10,910	17,629	20,679	14,218	18,382	0	22,459	0	0
4893	C/S O'HEAD RCHG	0	5,091	5,738	4,570	5,184	0	6,470	0	0
4896	MTCE STAFF RECHARGE	0	0	0	5,494	2,109	0	3,922	0	0

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Annual Budget - By Committee (Actual YTD Month 11)

Note: Income & Expenditure to 31 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
4897	MTCE O'HEAD RECHARGE	0	0	0	110	176	0	384	0	0
4899	DEPOT REALLOCATION	0	0	0	0	221	0	410	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	95,579	147,888	0	226,839	0	0
Movement to/(from) Gen Reserve		(100,318)	(125,218)	(118,829)	(59,652)	(110,203)		(182,339)		
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	22,638	22,000	0	22,500	0	0
1016	FUNCTION REFRESHMENT	0	387	0	0	0	0	0	0	0
Total Income		12,000	19,441	18,150	28,145	28,150	0	28,650	0	0
4001	SALARIES	28,632	24,730	38,090	29,045	36,277	0	41,308	0	0
4002	ER'S NIC	1,753	1,751	3,050	2,088	2,409	0	2,930	0	0
4003	ER'S SUPERANN	4,176	4,143	4,600	4,886	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	1,497	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	1,856	2,980	0	11,920	0	0
4015	GAS	4,000	3,775	4,000	4,947	6,445	0	15,000	0	0

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Annual Budget - By Committee (Actual YTD Month 11)

Note: Income & Expenditure to 31 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
4016	CLEANING MATERIALS	2,000	435	3,500	1,441	2,000	0	2,000	0	0
4017	CONTRACT CLEAN/WASTE	3,000	1,188	3,000	703	2,000	0	2,200	0	0
4021	TELEPHONE/FAX	300	199	300	165	300	0	300	0	0
4025	INSURANCE	365	320	340	516	516	0	550	0	0
4028	I.T.	2,000	538	1,000	445	1,000	0	1,000	0	0
4030	RECRUITMENT ADVT'G	200	0	200	0	0	0	0	0	0
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	1,564	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	5,615	0	0	0	0
4890	O/S O'HEAD RCHG	2,982	3,378	3,236	261	1,786	0	0	0	0
4892	C/S STAFF RCHG	9,039	3,588	4,136	2,844	3,677	0	4,492	0	0
4893	C/S O'HEAD RCHG	0	1,018	1,148	914	1,037	0	1,294	0	0
4896	MTCE STAFF RECHARGE	0	0	0	93	10,568	0	19,654	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	14	883	0	1,924	0	0
4899	DEPOT REALLOCATION	0	0	0	0	1,110	0	2,054	0	0
5199	Depreciation Charge to Service	0	4,056	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 11)

Note: Income & Expenditure to 31 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		90,500	75,672	96,772	52,227	95,218	0	128,559	0	0
Movement to/(from) Gen Reserve		(78,500)	(56,230)	(78,622)	(24,082)	(67,068)		(99,909)		
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
4038	OTHER MAINTENANCE	150	0	150	0	0	0	0	0	0
4048	ENG.INSPEC.(VATABLE)	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	4	0	0	0	0
4890	O/S O'HEAD RCHG	2	0	3	16	1	0	0	0	0
4892	C/S STAFF RCHG	0	643	827	569	735	0	898	0	0
4893	C/S O'HEAD RCHG	0	204	230	183	208	0	259	0	0
4896	MTCE STAFF RECHARGE	0	0	0	0	8	0	15	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	0	1	0	1	0	0
4899	DEPOT REALLOCATION	0	0	0	0	2	0	2	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

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Annual Budget - By Committee (Actual YTD Month 11)

Note: Income & Expenditure to 31 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		3,585	2,177	3,822	-71	2,871	0	3,815	0	0
Movement to/(from) Gen Reserve		(3,155)	(1,801)	(3,422)	483	(2,459)		(3,375)		
301	<u>TOWER HILL CEMETERY</u>									
1050	RENT RECEIVED	11,350	11,918	11,350	13,620	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	1,723	1,400	0	1,000	0	0
1102	INTERMENT OF ASHES	6,000	5,438	3,000	8,830	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
1171	DONATIONS RECEIVED	0	0	0	443	0	0	0	0	0
Total Income		24,925	31,217	23,275	34,529	35,332	0	31,889	0	0
4001	SALARIES	7,077	6,548	11,970	10,172	10,402	0	12,541	0	0
4002	ER'S NIC	580	560	1,200	853	674	0	1,103	0	0
4003	ER'S SUPERANN	1,536	1,421	2,600	2,207	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	3,892	3,892	0	4,250	0	0
4012	WATER RATES	100	209	220	187	220	0	250	0	0
4014	ELECTRICITY	450	445	450	385	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	645	2,560	0	1,000	0	0

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Annual Budget - By Committee (Actual YTD Month 11)

Note: Income & Expenditure to 31 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
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	329	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	13,491	20,861	0	0	0	0
4890	O/S O'HEAD RCHG	11,080	10,438	12,023	5,682	6,635	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	8,531	11,029	0	13,475	0	0
4893	C/S O'HEAD RCHG	0	3,055	3,443	2,742	3,111	0	3,882	0	0
4894	GROUNDS STAFF RECHARGE	0	0	0	0	2,359	0	8,416	0	0
4895	GROUNDS O'HEAD RECHARGE	0	0	0	0	1,454	0	3,108	0	0
4896	MTCE STAFF RECHARGE	0	0	0	14,738	39,261	0	73,017	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	1,954	3,281	0	7,146	0	0
4899	DEPOT REALLOCATION	0	0	0	0	4,124	0	7,630	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	85,259	137,561	0	148,995	0	0

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Annual Budget - By Committee (Actual YTD Month 11)

Note: Income & Expenditure to 31 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>(115,788)</u>	<u>(106,411)</u>	<u>(111,101)</u>	<u>(50,730)</u>	<u>(102,229)</u>		<u>(117,106)</u>		
302	<u>WINDRUSH CEMETERY</u>									
1100	BURIAL FEES	16,500	15,146	9,630	20,248	19,000	0	15,000	0	0
1101	GRANT OF RIGHTS	15,000	18,495	17,500	23,743	20,000	0	20,000	0	0
1102	INTERMENT OF ASHES	5,000	3,023	5,250	4,123	5,250	0	5,500	0	0
1105	MEMORIAL FEES	3,500	6,096	5,500	4,505	5,500	0	6,000	0	0
1106	MEMORIAL PLAQUES	100	0	100	0	0	0	0	0	0
	Total Income	<u>40,100</u>	<u>42,759</u>	<u>37,980</u>	<u>52,618</u>	<u>49,750</u>	<u>0</u>	<u>46,500</u>	<u>0</u>	<u>0</u>
4001	SALARIES	7,077	9,966	11,970	10,172	10,401	0	12,541	0	0
4002	ER'S NIC	580	788	1,200	853	674	0	1,103	0	0
4003	ER'S SUPERANN	1,536	2,163	2,600	2,207	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	5,489	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	1,381	2,000	0	4,000	0	0
4016	CLEANING MATERIALS	30	0	30	0	30	0	30	0	0
4017	CONTRACT CLEAN/WASTE	1,000	815	1,000	478	1,000	0	1,000	0	0
4021	TELEPHONE/FAX	200	0	250	164	250	0	300	0	0
4025	INSURANCE	125	112	120	112	112	0	120	0	0
4036	PROPERTY MAINTENANCE	2,000	355	3,500	508	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	734	1,350	0	1,500	0	0
4041	EQUIPMENT HIRE	1,000	0	2,000	0	2,000	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 11)

Note: Income & Expenditure to 31 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
4042	EQUIPMENT	1,500	1,024	2,000	397	2,000	0	1,500	0	0
4046	SPORTS EQUIPMENT	0	0	0	29	0	0	0	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	26,462	37,502	0	0	0	0
4890	O/S O'HEAD RCHG	19,920	13,698	21,615	9,365	11,929	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	8,531	11,029	0	13,475	0	0
4893	C/S O'HEAD RCHG	0	3,055	3,443	2,742	3,111	0	3,882	0	0
4894	GROUNDS STAFF RECHARGE	0	0	0	0	2,359	0	8,416	0	0
4895	GROUNDS O'HEAD RECHARGE	0	0	0	0	1,454	0	3,108	0	0
4896	MTCE STAFF RECHARGE	0	0	0	12,136	70,583	0	131,269	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	1,517	5,899	0	12,848	0	0
4899	DEPOT REALLOCATION	0	0	0	0	7,414	0	13,718	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	85,905	189,850	0	223,981	0	0
	Movement to/(from) Gen Reserve	(133,852)	(103,001)	(149,464)	(33,287)	(140,100)		(177,481)		
303	<u>CLOSED CH'YARDS ST MARYS/HOLY</u>									
1060	INSURANCE RECOVERED	0	-1,108	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 11)

Note: Income & Expenditure to 31 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
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 ALLOTMENTS									
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	339	0	0	0	0
4890 O/S O'HEAD RCHG	180	3,355	196	911	108	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	2,133	2,757	0	3,369	0	0
4893 C/S O'HEAD RCHG	0	764	861	686	778	0	971	0	0
4896 MTCE STAFF RECHARGE	0	0	0	28	639	0	1,188	0	0
4897 MTCE O'HEAD RECHARGE	0	0	0	0	53	0	116	0	0

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Annual Budget - By Committee (Actual YTD Month 11)

Note: Income & Expenditure to 31 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
4899 DEPOT REALLOCATION	0	0	0	0	67	0	124	0	0
5198 Deferred Grants Released	0	-2,715	0	0	0	0	0	0	0
5199 Depreciation Charge to Service	0	3,664	0	0	0	0	0	0	0
Overhead Expenditure	5,781	27,125	7,604	9,576	7,352	0	6,893	0	0
Movement to/(from) Gen Reserve	(5,781)	(26,983)	(7,604)	(9,576)	(7,352)		(6,893)		
Halls, Cemeteries & Allotments - Income	136,485	183,751	214,916	247,449	249,423	0	255,381	0	0
Expenditure	594,942	636,589	730,328	443,045	721,639	0	899,770	0	0
Movement to/(from) Gen Reserve	(458,457)	(452,838)	(515,412)	(195,595)	(472,216)		(644,389)		
Total Budget Income	136,485	183,751	214,916	247,449	249,423	0	255,381	0	0
Expenditure	594,942	636,589	730,328	443,045	721,639	0	899,770	0	0
Movement to/(from) Gen Reserve	(458,457)	(452,838)	(515,412)	(195,595)	(472,216)		(644,389)		

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HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

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

Background

The Running of both Halls moves into the Spring season after the traditionally quieter months of January and February.

Current Situation

The Corn Exchange has been exceptionally busy with the regular hirers, as well as having the new carpet installed in the Gallery Room, landing and Staircase. The Hall has welcomed four live music nights in the past month, three of which were sold out, two of these were events run by Witney Town Council. Running in conjunction, the bar has proved a valuable asset for events as well as daily trade increasing month by month.

Staff in both the café as well as caretakers have all worked exceptionally well in increasing the appeal of the hall, additionally the stability of staff in the café has also allowed for more training on the basics of customer service as well as allowing the Venue and Events Officer to impart his vision as to how the café should run and the type of offer we have. There is a wedding booked in for the end of March, and by the Venue and Events Officer having the time to speak to the clients, due to the café staff stability, they are now going to use the entire hall not only for the wedding but also for the breakfast and evening reception.

Screen and projector

The Screen and projector are being installed on the 6th of March and all works should be completed by Friday 10th March. Once installed this will allow the Corn Exchange to recommence the popular film nights as well as providing a valuable asset for all hiring groups.

The Venue and Events Officer would like to explore the possibility of running a Corn Exchange Film Club, this would allow for good outreach to members and could look to include priority booking, special offers as well as discussion groups where a film could be discussed before its viewing. There could be potential to have a choice of films to be selected for an initial monthly screening with the potential to expand to more viewings if the demand was there.

Café/Bar

The Café continues to be popular, with regular customers in daily, and the comments about the service are always positive. There has been feedback made to the Venue and Events Officer about the need for better quality furniture, this is something that can be looked into when the new year's budget allows. The other regularly asked for item is a 1863 Loyalty Card, this could operate along the same lines as other coffee shops in town the easiest way of running this would be to have 'buy 9 and get your 10th free'. (Regular drink size only) The Venue and Events Officer feels that this is essential to keep up with similar offers available in town, as well as rewarding the regular customers who frequent the café every day. Costings for this offer is minimal, tea bags cost 0.02p each and a regular coffee extraction is 0.04p. Coffee needs to be run through and timed on both porta filters daily, 2 x extractions, so this could account for the occasional loyalty card reward.

Anniversary Open Day

The Corn Exchange has just held its Anniversary Opening Day to great success, lots of positive feedback and a real opportunity was taken to showcase the improvements that have been made to the hall. The day was well received and proved to be a fantastic day of celebration for all those involved over the past three years and was a true reflection of all the hard work and effort that had gone into making the venue what it is today.

Line Dancing

The Venue and Events Officer has spoken to the Tea Dancers and has found out that the people involved with running the line dancing have relocated their classes to the Masonic Hall on Church Green. The price has also increased for their sessions to £10 per hour. Therefore, it is the opinion of the Venue and Events Officer that the line dancing will not be returning to the Corn Exchange in its previous format.

Halls Usage

The Corn Exchange Main Hall is operating at 41% occupancy, which is up on last year's figure of 24%, the Gallery Room is running at 25% occupancy up on last year's 12%. The Venue and Events Officer is working on an advertising campaign to target all businesses in Witney which could potentially look to use the space for training or conferences etc.

Burwell Hall is running at 47% occupancy which is slightly up on 46% for the same period last year.

Upcoming Events

The Corn Exchange has an improved series of events planned for the coming year, currently there are 11 weekend events which are making use of the new facilities, there is also the monthly regular jazz club bringing confirmed bookings which will make use of the bar to 21.

The Venue and Events Officer is also working on bringing children's theatre and activities to the hall during the Easter and Summer holidays alongside a diverse programme of events to appeal to all potential users of the hall.

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.

- Potential for new (indoor) furniture for the café
- Loyalty Card costs – creation of and minimal cost of discount

Recommendations

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

- Introduction of loyalty cards in the café (in line with accounting practices and financial regulations of the Council)
- Commencement of a regular film club

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Week commencing	2nd Jan	9th Jan	16th Jan	23rd Jan	30th Jan	6th Feb	13th Feb	20th Feb	27th Feb	6th Mar		
CORN EX 2023												
Hours booked	17.00	42.00	28.00	29.00	34.50	25.50	32.50	48.00	34.50	54.50	345.50	Total Hrs
Usage Percentage	20.24	50.00	33.33	34.52	41.07	30.36	38.69	57.14	41.07	64.88	41.13	Average %
SAME PERIOD 2022												
CORN EXCHANGE												
Hours booked	12.00	13.00	16.00	20.00	25.50	25.50	17.00	18.00	28.50	27.00	202.50	Total Hrs
Usage Percentage	14.29	15.48	19.05	23.81	30.36	30.36	20.24	21.43	33.93	32.14	24.11	Average %
GALLERY 2023												
Hours booked	13.00	46.00	21.50	28.50	18.00	9.00	17.00	20.00	19.50	20.50	213.00	Total Hrs
Usage Percentage	15.48	54.76	25.60	33.93	21.43	10.71	20.24	23.81	23.21	24.40	25.36	Average %
SAME PERIOD 2022												
GALLERY												
Hours booked	4.00	4.00	3.00	13.50	15.50	16.50	16.50	5.00	13.50	17.00	108.50	Total Hrs
Usage Percentage	4.76	4.76	3.57	16.07	18.45	19.64	19.64	5.95	16.07	20.24	12.92	Average %
Burwell Hall												
MAIN HALL 2023												
Hours booked	24.50	40.00	37.50	42.00	39.50	46.00	31.00	42.00	45.50	49.50	397.50	Total Hrs
Usage Percentage	29.17	47.62	44.64	50.00	47.02	54.76	36.90	50.00	54.17	58.93	47.32	Average %
SAME PERIOD 2022												
MAIN HALL												
Hours booked	36.75	36.75	36.75	46.25	32.75	35.75	40.75	25.00	44.75	51.25	386.75	Total Hrs
Usage Percentage	43.75	43.75	43.75	55.06	38.99	42.56	48.51	29.76	53.27	61.01	46.04	Average %

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

w/c 9th January: Maintenance week CE

w/c 20th February: opening day prep and events CE

w/c 6th March: Henley Theatre Group CE

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HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 13 March 2023

Title: Corn Exchange - Seating Sponsorship

Contact Officer: Project Officer - Nicky Cayley

Background

Before the retractable seating was installed in the Corn Exchange, the idea of sponsoring seats was partially discussed by the Corn Exchange Working Party. Members asked for a report to be brought to the Halls, Cemeteries and Allotments Committee for further consideration.

Current Situation

The Project Officer has researched seat sponsorship in other venues.

The table below gives ideas and comparisons.

VENUE	COST	TERM/BENEFITS	NUMBER OF CHARACTERS
Corn Exchange Newbury	£300	5 years	Not specified
Oxford Playhouse	£500 £5,000	5 years Life of the seats	50
Everyman Cheltenham	£500	At least 10 years	40
Watershed, Bristol	£300 £1,000	5 years Life of the seats	Not specified
Joseph Rowntree, York	£200	5 years	Not specified
King's Theatre, Southsea	£250	Not specified	Not specified
Regent's Park Open Air Theatre	£500	5 years Certificate 2 glasses of champagne on next visit	Not specified
Bloomsbury Theatre, UCL, London	£500	Minimum 5 years Certificate Warm glow of generosity	Not specified
Birmingham Rep Theatre	£250	10 years	Not specified

The Project Officer contacted Hussey Seatway Ltd who manufactured and installed the retractable seating and they could offer 10 plaques at £100 excl. VAT (aluminium 80mm x 25 mm). At the time of writing the Project officer is awaiting confirmation as to if the Council could order single plaques as needed. It's expected that this information will be available at the time of the committee meeting. The cost to purchase a plaque elsewhere varies from £15.45 incl. VAT (aluminium 80mm x 20mm) to £25.00 incl. VAT (brass 100mm x 50mm).

Fixing could either be done with screws (see attached pictures for examples) or by strong double-sided tape. Hussey Seatway Ltd has advised screwing the plaques onto the seats. They could be positioned either on the backs of the chairs, or underneath the seats.

Most theatres have a small set of terms and conditions associated with their sponsor a seat schemes. The Oxford Playhouse has the following: -

- *Naming a seat does not guarantee you'll be able to purchase a ticket for that seat for a specific performance.*
- *If choosing the 5-year option (£500), we'll offer you first refusal to extend sponsorship of your chosen seat at the end of the initial 60-month period.*
- *If choosing the lifetime option (£5,000), naming rights last for the duration of the seat's useful life. We can't specify how long this will be but as we've only recently refurbished our auditorium, we don't anticipate needing to replace the seating any time soon!*

Hillingdon's Compass Theatre has the following: Ts and Cs which may be particularly relevant as it is overseen by Hillingdon Borough Council-

- *Only seats not already sponsored by another donor may be sponsored, and the Council reserves the right to make an offer of alternative seats should your first preference seats not be available.*
- *Sponsored seats shall be allocated on a first come first served basis, according to availability.*
- *Sponsoring a particular seat does not affect the way that seat is normally sold to the public for performances, and sponsorship does not entitle the sponsor to entry to any events.*
- *The Council reserves the right to ask you to re-word your dedication if it is too long.*
- *Dedication messages may not be used to promote or advertise businesses or religious activities in a way which contravenes the Council's statutory obligations, nor carry messages that might be judged offensive, or tend to lower the reputation of the Council, and the Council retains sole discretion on such matters.*
- *Once a dedication message is agreed, the donation becomes non-refundable.*
- *Donations from this scheme will be used to improve Ickenham Hall and Compass Theatre.*

The Project Officer would recommend that the Council adopts similar Terms and Conditions if it wishes to proceed with the scheme.

A tag line such as “Take Your Seat” or “Please Be Seated” could be used to attract interest.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates. There is no environmental impact associated with this project.

Risk

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

The fixing methods could do limited damage to the seating upholstery – there is no real mitigation for this. It would be hoped that people choosing to have a plaque would choose a longer-term option.

Financial implications

The Committee is asked to consider a price point for the plaques if in favour of the scheme. The maximum cost at the current time per plaque would be £25.00 for brass. The Corn Exchange in Newbury is the closest in terms of type to the Corn Exchange in Witney so it may be worth considering its charge. A certificate and 2 glasses for prosecco on the customer’s next visit would be a nice touch with fairly minimal admin.

Most of the other theatre’s researched are reliant partly on patronage to keep going. Bearing in mind that the Corn Exchange is partly funded by the taxpayer, it is suggested that it is made clear that any money raised would go into a renewals fund for future renovation of the auditorium to ensure that the arts have a strong and healthy future in Witney for generations to come.

Recommendations

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

1. Whether to proceed with the sponsor a seat scheme and if so:-
2. Which type of plaques to order (aluminium, brass etc);
3. Fixing method (screws recommended by the seating manufacturer or strong tape);
4. Price point for selling the plaques and a term for the plaques to be in situ;
5. Whether to offer any added benefits such as a certificate and free prosecco on the patron’s next visit;
6. Terms and Conditions for the scheme.

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HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 13 March 2023
Title: Burwell Hall Heating System
Contact Officer: Project Officer - Nicky Cayley

Background

At the Full Council meeting of 13 February, the Operations Manager requested that the Council looks again at the possibility of installing a CHP boiler at Burwell Hall. Previously at the Policy, Governance & Finance Committee meeting held on 21 November 2022, the Council agreed to go ahead with replacing the current boiler with a new, efficient gas boiler, rather than the CHP boiler previously considered due to concerns about the life of the current boiler and unknown reliability of CHP.

Two contractors provided quotes, and both have indicated a new water storage heater would also be required. Therefore, the cost of a new gas boiler and water heater is effectively the same cost of the CHP boiler, approximately £20,000 and may be slightly more. As the boiler appears to be working effectively and potentially the worst of the winter is over, the Operations Manager would like to re-visit CHP boilers before anything is ordered with the agreement of the Council.

Please note, under Standing Order 23(a) a previous resolution can only be rescinded within six months by a motion moved in pursuance of the above recommendation.

Current Situation

The Project Officer has carried out further research on the Micro Fuel Cell CHP boiler in order for the Committee to make a fully informed and final recommendation to Council.

How the Micro Fuel Cell CHP Boiler Works and Carbon Reduction

The Micro Fuel Cell CHP boiler (the Vitovalor in this case) works by using natural gas from the grid. There are ways that natural gas can be more environmentally friendly though, as the Vitovalor will replace a low-efficiency heating and hot water system it will reduce consumption. Vitovalor produces electricity at a higher efficiency than a traditional gas-fired power station and does that as a by-product of heating the property. These gas-fired power stations produce the equivalent of 500-900 grams of co2 per kWh they produce. The Vitovalor produces only 220g Co2 per kWh. Until these gas power stations are all shut down the Vitovalor will save the planet at least 280g of co2 for every kWh it produces.

The Vitovalor is highly optimised so will run at 85% net total efficiency for heat and hot water as well as producing up to 6000kw/h of local generated electricity per year on top.

The Vitovalor works by taking the natural gas and splitting it into hydrogen and carbon dioxide molecules. The hydrogen reacts with oxygen in the fuel cell and this chemical reaction produces electricity. Waste heat is created during this process which is used within the hot water heating system. The chemical reaction is far more energy efficient than burning natural gas and the waste it produces is used rather than lost. The fact that it uses a chemical reaction also causes less pollution than combustion (burning gas).

Control of the system

The Vitovalor PT2 model offers a touch screen control which is very user friendly. Additionally, the unit has an online portal and can be controlled by an app called ViCare which the installer will help set up after the installation. This also has the generation of power on graphs and the gas usage so it can be analysed post installation.

In summary

The Micro Fuel Cell CHP boiler is the greenest option if the Council is not going to install a Ground Source Heat Pump (previously considered but the cost is prohibitive). It is a slightly riskier and more expensive option than installing a new gas boiler and water heater, but the carbon reduction benefit is substantial, especially if the Town Council is to achieve its aim of carbon neutrality by 2028.

An information sheet is attached to this report. Please note that it refers to household – as a small community hall (rather than a large building such as a school or hospital), the installers have recommended the Vitovalor PT2 as the appropriate unit.

As spring approaches, in theory the current boiler is under less pressure, but the last service indicated that it is badly corroded inside and should be replaced as soon as possible.

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 chemical reaction that takes in the Fuel Cell CHP boiler is far more energy efficient than burning natural gas and the waste it produces is used rather than lost. The fact that it uses a chemical reaction also causes less pollution than combustion (burning gas).

As the Town Council has a green gas contract, which uses sources such as anaerobic digestion, the carbon footprint should be reduced to almost nothing.

There are still further energy reduction measures which could be considered at Burwell Hall, including insulating the building – this can happen regardless of which scheme is supported.

Risk

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

The risk if this option is taken is that the technology is still fairly new (at least to the UK market) and the lifeline of the unit beyond 10 years is not guaranteed.

Members should note that the hall will be out of use for around a week to accommodate the installation. There would also be disruption if a regular gas boiler and water heater were to be installed.

Financial implications

The cost of the unit and installation is £19,000 (no VAT on this). The costs of a new gas boiler and water heater is £16,993.56 excluding VAT. Both are under budget (£30,000).

Member should note that gas is cheaper than electricity so if the Vitovalor is using gas to produce electricity, there will be a financial benefit. The gas consumption will obviously increase – and this is estimated to be 6 – 8% more costly than if a new gas boiler is installed. The information from the ESOx Feasibility Report commissioned last year suggests that the hall's annual electricity usage is 10130kWh so the Vitovalor should cut the electricity usage from the grid significantly.

Viessmann have a service plan which is around £150 per year, the cell will need a major service on year 5 which is around £600 and there is an optional overhaul on year 9/10 for about £1,000 which restores the output to "as new". They also have a callout built into the warranty which is free as long as the maintenance is kept up.

There are no current grant schemes available to facilitate a Ground Source Heat Pump.

Recommendations

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

1. Whether to proceed with the Micro Fuel Cell CHP boiler or;
2. Whether to proceed with a new gas boiler and water heater.

Officers will progress this as soon as Council has ratified the Committee's recommendation.

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GAS CONDENSING TECHNOLOGY

Fuel cell heating device
VITOTALOR PT2



VITOTALOR PT2

- Heat and power generation for your home
- 220 litre integrated DHW cylinder
- Energy efficiency class:
A++ Heating
A+ DHW

Fuel cell heating device

Fuel cell heating device with peak load boiler and DHW cylinder

0.75 kW_{el}, 0.9 to 30.8 kW_{th}

Innovative technology for electricity and heat generation



10 Year Warranty

on all stainless steel heat exchangers for gas condensing boilers up to 150 kW

With the expansion of its thermal output up to 30.8 kW, the new generation of the Vitovalor PT2 fuel cell heating device offers greater flexibility and more applications, and with its compact design it requires a floor space of just 0.72 square meters.

The front mounted controls along with pre-installed components for the energy manager complete this unit. The new 7-inch colour touchscreen display considerably simplifies operation. The unit also features an integrated 220 litre stainless steel DHW cylinder.

Ideal for detached and semi-detached homes

Up to a heat demand of 35,000 kWh per year and an annual electricity demand of 6200 kWh, the Vitovalor PT2 offers enough power for detached and semi-detached homes. The 18 kWh maximum electrical energy generated during the course of the day is sufficient to cover a household's basic demand. The Vitovalor PT2 generates electricity for up to 45.5 hours without interruption. Following this, the fuel cell renews itself for 2.5 hours and is then again available for electricity generation.

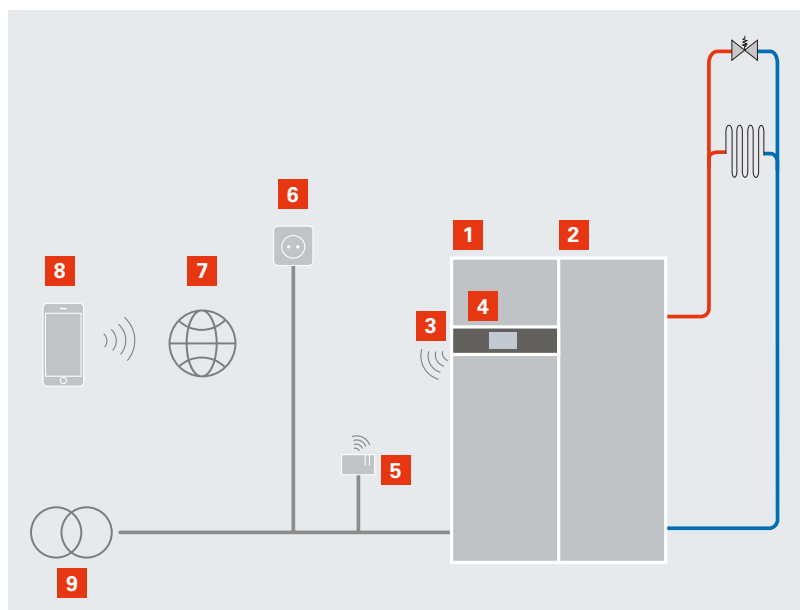
The integrated gas condensing boiler automatically switches on if the heat from the fuel cell module is insufficient, for example during peak times or if there is a high demand for DHW within a short period.

Self-learning energy manager

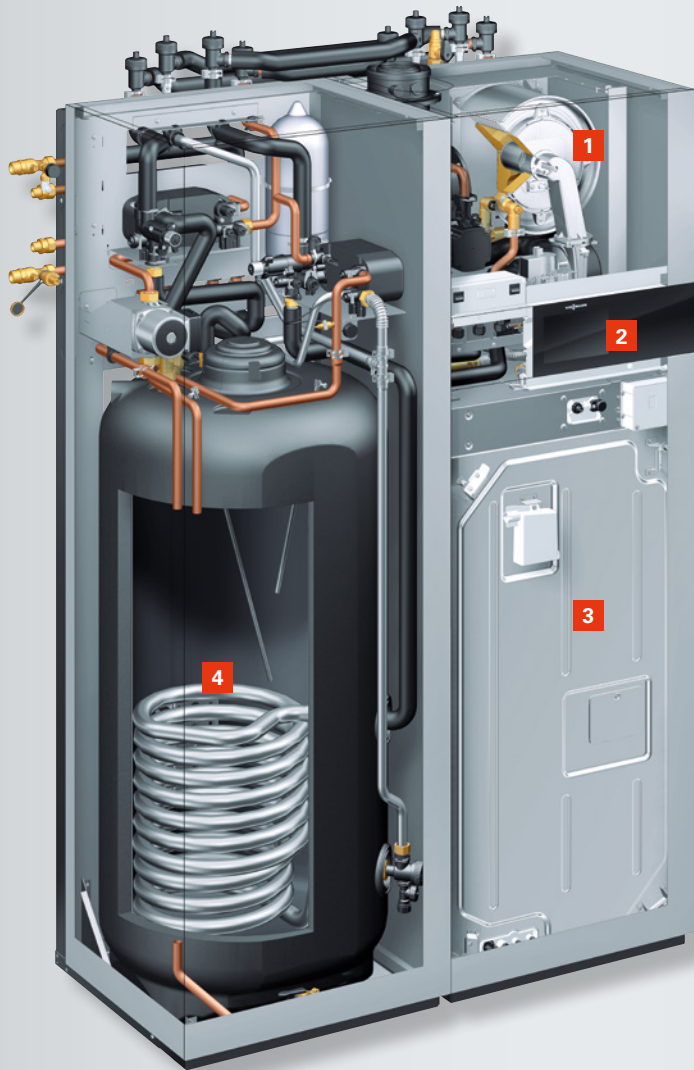
The energy manager can react to your household's personal needs. The fuel cell heater is temperature controlled and optimized for power. This means the fuel cell is only activated when sufficiently long run times are expected, so that electricity generation corresponds to the anticipated use of self generated electricity.

Reliable and durable

As with all innovations from Viessmann, reliability and durability are the highest priority for the new Vitovalor PT2. Maintenance of the fuel cell is only required every five years, whilst the stack is designed for a lifespan of twelve years.



- 1 Base unit with fuel cell module and gas condensing boiler
- 2 Storage tower
- 3 Communications interface
- 4 Integrated net electricity meter
- 5 Router
- 6 Domestic power grid
- 7 Internet
- 8 ViCare app
- 9 Public power grid



Vitovalor PT2

- 1 Gas condensing boiler to cover peak loads
- 2 Energy management control with large colour touchscreen display
- 3 Fuel cell module
- 4 Stainless steel DHW cylinder with 220 litre capacity

Vitovalor PT2 fuel cell heating device



Large colour touchscreen display for a central source of information

Benefit from these advantages

- Fuel cell: 0.75 kW_{el}, 1.1 kW_{th}
- Peak load boiler: 11.4/19.0/24.5/30.8 kW_{th}
- Innovative future-proof technology
- Environmentally friendly – up to 30% CO₂ savings compared to separate electricity and heat generation
- Ideally suited for use in new buildings and existing detached and semi-detached homes
- Parallel generation of electricity and heat to minimize electricity costs
- Simple installation and short assembly times through completely integrated hydraulics (similar to gas condensing boilers), only an exhaust system is required
- Integrated system separation with plate-type heat exchanger and coiled tube ensures safe and robust operation
- Integrated electricity, gas and heat quantity determination (for settling government electricity subsidies and the energy tax refund)



"This project has received funding from the Fuel Cells and Hydrogen 2 Joint Undertaking under grant agreement No 700339. This Joint Undertaking receives support from the European Union's Horizon 2020 research and innovation programme and Hydrogen Europe and N.ERGHY."

Specifications Vitovalor PT2



Type		E11T	E19T	E25T	E32T
Rated heat output (60/40 °C)	kW_{th}	0.9 – 11.4	0.9 – 19.0	0.9 – 24.5	0.9 – 30.8
Electrical output of fuel cell	W_{el}^*	750	750	750	750
Thermal output of fuel cell	kW_{th}	1.1	1.1	1.1	1.1
Frequency	Hz				50
Sound emission	dB(A)	48	49	50	51
Electrical degree of efficiency of fuel cell	%				37
Overall efficiency of fuel cell	%				up to 92 (H ₂)
Thermal degree of efficiency of peak load boiler	%				up to 98 (H _s)
Stainless steel DHW cylinder	l				220
Fuel				Natural gas E(H)/LL(L)	
Dimensions					
Length (depth) x width x height					
– Complete unit	mm		595	1200	1800
– Basic device	mm		595	600	1800
– Storage tower	mm		595	600	1800
Minimum room height required (with exhaust system package)					
	mm				1800
Weight					
– Complete unit	kg				326
– Basic device	kg				197
– Storage tower	kg				129
Space required					
	m ²				0.72
Energy efficiency category					
– Heating					A++
– DHW generation, tap profile XL					A+

* Output information: Rated values according to DIN EN 50465

Your trade partner: