

Halls, Cemeteries & Allotments Committee Meeting of Witney Town Council



Monday, 10th July, 2023 at 6.00 pm

To members of the Halls, Cemeteries & Allotments Committee - R Crouch, D Enright, O Collins, J Aitman, D Edwards-Hughes, D Newcombe, J Treloar and R Smith (and all other Town Councillors for information).

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

Admission to Meetings

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

Any member of the public wishing to attend the meeting and speak on a particular item 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 Deputy Town Clerk or Committee Clerk 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 3 - 8)

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Minutes held on 5 June 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 - 20)

To receive the report of the Responsible Financial Officer (RFO).

Public Halls

6. **Public Halls Report** (Pages 21 - 24)

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

Allotments

7. **Lakeside Allotment Gate Request** (Pages 25 - 26)

To receive and consider the report of the Operations Manager.



Town Clerk

Agenda Item 3

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

Held on Monday, 5 June 2023

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

Present:

Councillor R Crouch (Chair)

Councillors:	D Enright O Collins J Aitman D Edwards-Hughes	D Newcombe J Treloar R Smith
Officers:	Sharon Groth Mark Lewis Derek Mackenzie	Town Clerk Head of Estates & Operations Senior Administrative Officer & Committee Clerk
Others:	None.	

H269 APOLOGIES FOR ABSENCE

No apologies for absence were received.

H270 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

H271 ELECTION OF VICE CHAIR

The Chair called for nominations for the position of Vice-Chair of the Committee.

It was proposed and seconded that Councillor Duncan Enright be elected. There being no other nominations it was:

Resolved:

That, Councillor Duncan Enright be elected Vice-Chair of the Committee for the 2023/2024 municipal year.

H272 MINUTES

The minutes of the Halls, Cemeteries & Allotments Committee meeting held on 13 March 2023 were received.

P138 -The Town Clerk gave an update, advising that the meeting offered to the funeral director had been declined so the pre-sold plans would be assessed on a case-by-case basis.

P139 - The Town Clerk also updated the Committee on, additional complaints had been received about the exercising of dogs and anti-social behaviour. Officers would be installing additional signage to advise of the rules of the cemetery.

A Member spoke to say that she had received lots of positive feedback about the pedestrian gate.

Resolved:

That, the minutes of the Halls, Cemeteries & Allotments Committee meeting held on 13 March 2023 be approved as a correct record of the meeting and be signed by the Chair.

H273 **PUBLIC PARTICIPATION**

There was no public participation.

H274 **COMMITTEE TERMS OF REFERENCE**

The Committee received and considered the report of the Deputy Town Clerk along with the Committee's current terms of reference.

The Town Clerk corrected a point in the report to advise that the Council still owned the Park Road Allotment and therefore it must remain in the Terms of Reference.

Resolved:

1. That, the report be noted and,
2. That, the Committee terms of reference be agreed and published including the above amendment.

H275 **COMMITTEE OBJECTIVES AND WORK PROGRAMME FOR THE MUNICIPAL YEAR**

The Committee received and considered the report and of the Town Clerk/C.E.O along with verbal clarification, concerning its objectives and work programme for the forthcoming year.

The Town Clerk gave Members a summary of the history of Madley Park Hall including the details of the funding provided by the Council. The Lease had expired, and she was due to meet with the Chair of Madley Park Hall so would provide an update following the meeting.

The Leader of the council asked Members for items they wished to add to the Work Programme. The suggestion of Cycle Racks for St Marys, Church Green was the only request.

A Member asked why commencement of items listed in the adopted Open Spaces Strategy had lapsed. The Town Clerk advised that the other projects had received priority.

Recommended:

1. That, the report be noted and,

2. That, the current objective and work programme be agreed and,
3. That, Cycle Racks at St Marys, Church Green be added to the plan for further consideration by officers.

H276 FINANCE REPORT

The Committee received and considered the report of the Responsible Financial Officer (RFO) which summarised the budgets under its remit, along with associated costs centres and codes.

Members were pleased services were operating within budget. The Town Clerk provided clarification to the reference to Outside Services (O/S) and Central Services (C/S)

Resolved:

That, the report be noted.

H277 PUBLIC HALLS REPORT

The Committee received and considered the report of the Venue & Events Officer which provided an update on activity in the Public Halls since the last meeting.

Members expressed their thanks for all the work which had gone into the Corn Exchange. The return of groups to the halls was evidence that the feedback from the groups had been listened to and actioned.

Members discussed the proposal to paint the Gallery Room, Bar and Staircase and were unanimous in agreement for these works to proceed. The Clerk confirmed that funds were available in the Corn Exchange earmarked reserve.

Resolved:

1. That, the report be noted and,
2. That, painting of the Gallery Room, Bar Area and Staircase should proceed, funded from the Public Halls earmarked reserve.

H278 RETRACTABLE SEATING SPONSORSHIP

Members received and considered the report of the Project Officer in relation to the sponsorship of seating within the Corn Exchange.

Members discussed the possibility of a corporate membership being offered alongside that of individual. Members also discussed the potential offering of discounted tickets, a regular newsletter and a patron's survey.

The Committee also asked for the option of positioning of the plaque on the back of the seat rather than the base is explored.

It was proposed and seconded that a corporate membership be offered for £200 and the Individual for £100, each to last five years and provide two Cinema Tickets and Priority Booking. The Corporate membership would receive four free glasses of Prosecco and the Individual two glasses. A vote took place, and all members were in favour of the proposal.

Resolved:

1. That, the report be noted and,
2. That, both a corporate and individual membership be offered for a 5-year term and,
3. That, membership includes two Cinema Tickets and Priority Booking and Prosecco, four glasses for Corporate and two glasses for individual.
4. That, the option to position plaques on the back of the seat is explored by the Project Officer.

H279 **BURWELL HALL HEATING SYSTEM UPDATE**

The Committee received the report of the Project Officer and a verbal update from the Head of Operations who explained the reasons for suggesting the decision to proceed with the Fuel Cell Boiler be rescinded.

Members were dispirited to hear the Council would not be proceeding with the more climate friendly option, however Members understood why the more reliable option of a replacement Gas boiler needed to be sought. That, along with a control module and remote access the council would significantly reduce its gas consumption.

All members were in favour of rescinding the decision to purchase the Fuel Cell boiler and agreeing to the purchase of a new gas boiler to be delegated to officers.

Resolved:

1. That, the report and verbal update be noted and,
2. That, Standing Orders be adjourned to rescind the decision to purchase and install the Micro Fuel Cell CHP Boiler and,
3. That, purchase of a new gas boiler with modern control and remote access be agreed and delegated to officers.

H280 **SUBSIDED HALL HIRE - VOLUNTEER LINK UP**

The Committee received and considered the subsidised hall hire request from Volunteer Link Up (VLU).

All members agreed that VLU did an amazing job and were very happy to support their 40th Birthday celebrations by way of a subsidised rental of the Corn Exchange to the value of £147.

Recommended:

That, the subsidised hall hire request from Volunteer Link Up be granted (Value £147).

H281 **CEMETERY OF THE YEAR AWARDS**

The Committee received a verbal report from the Committee Clerk.

Members were keen to enter this annual competition and welcomed feedback from the Cemetery of the Year Awards judging to improve the services provided in Windrush Cemetery.

Resolved:

1. That, the verbal report be noted and,
2. That, Windrush Cemetery is entered into the Cemetery of the Year competition for 2023.

H282 COMMONWEALTH WAR GRAVE SIGN

The Committee received the report of the Deputy Town Clerk regarding the proposed installation of a sign to identify Commonwealth War Graves which are located in Tower Hill Cemetery.

Members were very keen to proceed, a member believed that there was also a grave in Holy Trinity churchyard and asked that officers investigate this, and if correct request that a sign is installed there also.

Members asked that the standard sized sign is installed (430mm x 230mm) to ensure it is visible and that information is prepared on the war graves and made available to visitors to the cemetery.

Resolved:

1. That, the report be noted and,
2. That, an application be made for installation of a sign at Tower Hill Cemetery and,
3. That, officers investigate if a sign at Holy Trinity is required and,
4. That, officers produce information for noticeboard of the graves in Tower Hill.

H283 HOLY TRINITY BOUNDARY WALL RAILINGS

The Committee received the report of the Operations Manager.

Members were concerned about the quality of finish which might be carried out by the Probation team who had approached the Church about decoration and maintenance to the railings here, particularly as the work was not currently required and these were untrained individuals working at such a sensitive site. A vote was taken, and seven members were in favour of refusing the request, there was one abstention.

All members agreed that the decision to paint the railing should be deferred to 2024/25

A member suggested that there may be alternative work that the probation team could carry out. The Chair will investigate if this is a possibility.

Resolved:

1. That, the report be noted and,
2. That, the request from Holy Trinity Church for the probation service to carry out work be refused and,
3. That, the Chair investigates alternative options for work.

H284 EXCLUSION OF PRESS & PUBLIC

Resolved:

That in accordance with section (1(2) of the Public Bodies (admission 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.

H285 **CORN EXCHANGE BUSINESS PLAN**

The Committee received the report of the Venue & Events Officer outlining the plan for the Corn Exchange.

Members discussed the current mission statement for the Corn Exchange and requested only a change from “create” to “maintain” a small community arts facility.

Members were pleased to see the detailed plan. The Leader of the Council encouraged members to provide feedback and ideas of how the Council proceeds with the business plan.

Members were also encouraged to see the variety of events and that groups returning to the Corn Exchange providing a better offering. Members would like to see more art displays in the café area, folk nights and open mic events. They also noted the desire to seek grant funding to support the venue and look forward with interest to seeing the progressed profit margins as mentioned in the plan.

The Committee asked that an earmark reserve for technology replacement is arranged to ensure the significant investment is protected.

Resolved:

1. That, the report be noted and,
2. That, that the mission statement be amended to read “maintain” and,
3. That, the point made and referred to are incorporated into the final business plan and,
4. That, a technology earmarked reserve be established.

The meeting closed at: 7.18 pm

Chair

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday 10 July 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; these are the management accounts for this committee. The period to which this report relates is 1 April 2023 to 31 May 2023.

For the Halls, Cemeteries and Allotments Committee the following cost centres are in place. Cost centres, comprising three digits, typically representing a discrete service entity, to which income and expenditure is allocated against previously agreed revenue budgets.

Cost centre	Service
102	Langdale Hall
103	Bars
104	Corn Exchange
105	Burwell Hall
106	Madley Park Community Centre
301	Tower Hill Cemetery
302	Windrush Cemetery
303	Closed churchyards – St Mary's/ Holy Trinity
305	Allotments

Within each cost centre income and expenditure is then allocated to a four-digit nominal ledger code; these codes are common across the cost centres. Nominal ledger codes further define the costs associated with the cost centre and correspond to a specific type of account, such as materials or staffing costs. Codes commencing with “1” are income codes; codes commencing with “4” are expenditure codes.

A report is submitted to every ordinary meeting of the standing committees and previous reports are available on the relevant committee section of the website.

CURRENT SITUATION

Council financial years run from 1 April to 31 March following. Consequently, the management accounts to 31 May represent only the first two months of the 2023/24 year. Being so early in the new

financial year means that the reports do not as yet yield much meaningful information but if there were significant variances against the agreed budgets these would be reported even at this early stage; as yet there are no such variances for this committee for 2023/24.

However, the following should be noted:

- Page 1 – Langdale Hall (102) rent received (1050) – quarterly invoicing on 24 June 2023 is not reflected in this report but will show in the next committee report.
- Page 1 – Bars (103). At present adjustment to cost of bar sales – drinks (nominal ledger code 3000) to account for stock held is made at 31 March each year but following the quarterly stock take due on 10 July the adjustment will be made every three months.
- Page 2 – Corn Exchange (104) Other maintenance (4038) – expenditure £8,184, annual budget £4,000. The major expenditure this year relates to renewal of pigeon deterrent measures, amounting to £7,778. This will be funded from earmarked reserves, reducing the in-year spend to £406.
- Page 3 – Burwell Hall (105) Bar sales (1000). It is helpful to know the bar sales relating to the Burwell Hall and these are shown in this line. However, the cost of sales accrues to cost centre 103. Your officers are considering the best way to align revenue with costs, and this will be reflected in future reports.
- Page 6 -Windrush Cemetery (302) Burial fees (1100). Income £0; budget £15,000. Unusually the first burial of the financial year in the Windrush Cemetery was not until 25 May and consequently no income will show against this line until next set of management accounts. Income against burial fees can be difficult to predict year on year and will change according to mortality rates, cultural trends regarding interments (over 70% of people are now cremated rather than buried) and the local options and charges for interments.
- Report generally – from 1 October 2022 works recharges are across four nominal ledger codes,
 - a. Maintenance recharges are from cost centre 605, which is a cost centre under the responsibility of the Policy, Finance and Governance Committee. This includes the costs relating to the Town Council works team who were in post prior to the ground's maintenance contract being brought in-house on 1 October 2022. There are two recharge nominal ledger codes from this cost centre: 4896 – maintenance staff recharge and 4897 – maintenance overhead recharge, this being the non-staffing overhead/ running costs relating to the staff.
 - b. Grounds maintenance recharges are from cost centre 606, which is a cost centre under the responsibility of the Policy, Finance and Governance Committee. This includes the costs relating to the staff who were transferred to the Town Council from the previous ground's maintenance contractor on 1 October 2022. There are two recharge nominal ledger codes from this cost centre: 4894 – grounds maintenance staff recharge and 4895 –grounds maintenance overhead recharge, this being the non-staffing overhead/ running costs relating to the staff. As yet no recharges have been made during 2023-24 for cost centre 606 but this will be reflected in the report to the next meeting.

Note also:

1. There will always be an inevitable “lag” between expenditure being incurred and being shown in the accounts. However, with the introduction of the computerised purchase order system later in the summer this will mean that committed expenditure will be shown on future reports, improving the timeliness of financial information.

2. Expenditure is not necessarily incurred evenly over the course of the year. For example, most expenditure in relation to nominal ledger code 4025 (insurance) is incurred when the annual premium is paid. There will also be similar patterns on the income side such as football and cricket fees paid, which are seasonal.

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 regarding the facilities and services it operates.

Officers are continually assessing the environmental impact of services and assets to ensure that 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 consider 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 in the attached appendices.

RECOMMENDATION

Members are invited to note the report.

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15:24 Detailed Income & Expenditure by Budget Heading Management accounts to 31/05/2023

Month No: 2 Halls, Cemeteries and Allotments Ctte 10 July 2023

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Halls, Cemeteries & Allotments								
102 LANGDALE HALL								
1050 RENT RECEIVED	20,302	(5,076)	20,302	25,378			(25.0%)	
1052 EXPENSES RECOVERED	203	0	200	200			0.0%	
1060 INSURANCE RECOVERED	607	0	650	650			0.0%	
LANGDALE HALL :- Income	21,113	(5,076)	21,152	26,228			(24.0%)	0
4012 WATER RATES	(29)	0	0	0	0	0	0.0%	
4021 TELEPHONE/FAX	203	19	200	181	181	181	9.5%	
4025 INSURANCE	696	0	750	750	750	750	0.0%	
4036 PROPERTY MAINTENANCE	0	0	1,000	1,000	1,000	1,000	0.0%	
4038 OTHER MAINTENANCE	0	0	1,000	1,000	1,000	1,000	0.0%	
4048 ENG.INSPEC.(VATABLE)	325	0	450	450	450	450	0.0%	
4059 OTHER PROF FEES	450	0	1,000	1,000	1,000	1,000	0.0%	
4491 TFR TO EARMARKED RES	2,000	0	0	0	0	0	0.0%	
4495 TFR FROM EARMARKED R	(1,000)	0	0	0	0	0	0.0%	
4888 O/S STAFF RCHG	70	0	0	0	0	0	0.0%	
4890 O/S O'HEAD RCHG	(7)	0	0	0	0	0	0.0%	
4892 C/S STAFF RCHG	3,464	625	4,492	3,867	3,867	3,867	13.9%	
4893 C/S O'HEAD RCHG	1,133	448	1,294	846	846	846	34.7%	
4896 MTCE STAFF RECHARGE	198	0	1,057	1,057	1,057	1,057	0.0%	
4897 MTCE O'HEAD RECHARGE	30	0	103	103	103	103	0.0%	
4899 DEPOT REALLOCATION	0	0	110	110	110	110	0.0%	
5199 Depreciation Charge to Service	10,453	0	0	0	0	0	0.0%	
LANGDALE HALL :- Indirect Expenditure	17,986	1,092	11,456	10,364	0	10,364	9.5%	0
Net Income over Expenditure	3,126	(6,168)	9,696	15,864				
103 BARS								
1000 BAR SALES - DRINK	24,555	7,389	22,500	15,111			32.8%	
1001 BAR SALES - FOOD	20,717	3,155	20,000	16,845			15.8%	
1002 BAR HIRE CHARGE	1,208	308	750	442			41.1%	
1009 CAFE SALES - HOT DRINKS	53,858	8,312	39,000	30,688			21.3%	
BARS :- Income	100,339	19,165	82,250	63,085			23.3%	0
3000 BAR PURCHASES - DRINK	16,373	4,901	11,500	6,599	6,599	6,599	42.6%	
3001 BAR PURCHASES - FOOD	19,111	2,987	10,000	7,013	7,013	7,013	29.9%	
3009 CAFE PURCHASES - HOT BEVERAGES	14,105	2,271	14,000	11,729	11,729	11,729	16.2%	
BARS :- Direct Expenditure	49,588	10,159	35,500	25,341	0	25,341	28.6%	0
4001 SALARIES	65,823	12,108	66,953	54,845	54,845	54,845	18.1%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4002 ER'S NIC	2,823	569	7,356	6,787		6,787	7.7%	
4003 ER'S SUPERANN	2,676	524	3,459	2,935		2,935	15.1%	
4007 PROTECTIVE CLOTHING	743	0	750	750		750	0.0%	
4016 CLEANING MATERIALS	15	15	300	286		286	4.8%	
4038 OTHER MAINTENANCE	220	0	750	750		750	0.0%	
4042 EQUIPMENT	6,432	856	5,000	4,144		4,144	17.1%	
4059 OTHER PROF FEES	600	150	700	550		550	21.4%	
4099 MISCELLANEOUS	982	59	1,000	941		941	5.9%	
4491 TFR TO EARMARKED RES	3,000	0	0	0		0	0.0%	
4892 C/S STAFF RCHG	8,661	1,562	11,229	9,667		9,667	13.9%	
4893 C/S O'HEAD RCHG	2,833	1,121	3,235	2,114		2,114	34.7%	
BARS :- Indirect Expenditure	94,807	16,963	100,732	83,769	0	83,769	16.8%	0
Net Income over Expenditure	(44,056)	(7,958)	(53,982)	(46,025)				
<u>104 CORN EXCHANGE</u>								
1007 CORN EXCHNGE LETTING	40,490	8,254	38,500	30,246			21.4%	
1014 EVENTS INCOME	3,635	1,700	4,000	2,300			42.5%	
1015 TEA DANCE INCOME	1,083	446	1,500	1,054			29.7%	
1017 CORN EXCHANGE WEDDING LETTING	485	205	500	295			40.9%	
CORN EXCHANGE :- Income	45,693	10,605	44,500	33,895			23.8%	0
4001 SALARIES	44,686	8,400	61,962	53,562		53,562	13.6%	
4002 ER'S NIC	3,140	624	4,395	3,771		3,771	14.2%	
4003 ER'S SUPERANN	7,630	1,503	9,387	7,884		7,884	16.0%	
4007 PROTECTIVE CLOTHING	88	0	300	300		300	0.0%	
4008 TRAINING	440	0	1,000	1,000		1,000	0.0%	
4011 RATES	2,221	230	4,500	4,270		4,270	5.1%	
4012 WATER RATES	1,317	0	1,100	1,100		1,100	0.0%	
4014 ELECTRICITY	10,768	1,220	36,000	34,780		34,780	3.4%	
4015 GAS	6,761	931	26,250	25,319		25,319	3.5%	
4016 CLEANING MATERIALS	1,921	406	3,000	2,594		2,594	13.5%	
4017 CONTRACT CLEAN/WASTE	3,305	40	3,500	3,460		3,460	1.1%	
4018 PHOTOCOPIER COSTS	45	5	50	45		45	10.5%	
4021 TELEPHONE/FAX	944	99	900	801		801	11.0%	
4025 INSURANCE	795	0	850	850		850	0.0%	
4028 I.T.	1,181	212	1,400	1,188		1,188	15.2%	
4030 RECRUITMENT ADVT'G	0	0	1,000	1,000		1,000	0.0%	
4032 PUBLICITY	591	292	3,000	2,708		2,708	9.7%	
4036 PROPERTY MAINTENANCE	4,793	1,348	8,000	6,652		6,652	16.9%	
4038 OTHER MAINTENANCE	2,739	8,184	4,000	(4,184)		(4,184)	204.6%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4042 EQUIPMENT	1,138	603	2,000	1,397		1,397	30.2%	
4043 SMALL TOOLS & EQUIPT	91	9	150	141		141	6.1%	
4045 LICENCES	555	0	4,000	4,000		4,000	0.0%	
4048 ENG.INSPEC.(VARIABLE)	318	0	350	350		350	0.0%	
4064 HEALTH & SAFETY	128	0	100	100		100	0.0%	
4141 EVENTS	3,855	488	10,000	9,512		9,512	4.9%	
4142 TEA DANCE COSTS	4,940	1,053	6,000	4,948		4,948	17.5%	
4491 TFR TO EARMARKED RES	16,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(15,950)	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	3,396	0	0	0		0	0.0%	
4890 O/S O'HEAD RCHG	947	0	0	0		0	0.0%	
4892 C/S STAFF RCHG	17,322	3,124	22,459	19,335		19,335	13.9%	
4893 C/S O'HEAD RCHG	5,665	2,242	6,470	4,228		4,228	34.7%	
4896 MTCE STAFF RECHARGE	5,645	0	3,922	3,922		3,922	0.0%	
4897 MTCE O'HEAD RECHARGE	1,003	0	384	384		384	0.0%	
4899 DEPOT REALLOCATION	0	0	410	410		410	0.0%	
5198 Deferred Grants Released	(22,302)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	64,484	0	0	0		0	0.0%	
CORN EXCHANGE :- Indirect Expenditure	180,603	31,014	226,839	195,825	0	195,825	13.7%	0
Net Income over Expenditure	(134,910)	(20,409)	(182,339)	(161,930)				
105 BURWELL HALL								
1000 BAR SALES - DRINK	5,714	1,799	6,000	4,201			30.0%	
1002 BAR HIRE CHARGE	0	(50)	150	200			(33.3%)	
1005 BURWELL HALL LETTING	25,373	4,049	22,500	18,451			18.0%	
BURWELL HALL :- Income	31,087	5,798	28,650	22,852			20.2%	0
4001 SALARIES	36,269	8,149	41,308	33,159		33,159	19.7%	
4002 ER'S NIC	2,526	550	2,930	2,380		2,380	18.8%	
4003 ER'S SUPERANN	5,972	1,106	6,258	5,152		5,152	17.7%	
4007 PROTECTIVE CLOTHING	0	0	300	300		300	0.0%	
4008 TRAINING	0	0	500	500		500	0.0%	
4011 RATES	1,497	154	3,000	2,846		2,846	5.1%	
4012 WATER RATES	204	161	1,200	1,039		1,039	13.4%	
4014 ELECTRICITY	2,339	246	11,920	11,674		11,674	2.1%	
4015 GAS	6,445	1,010	15,000	13,990		13,990	6.7%	
4016 CLEANING MATERIALS	1,802	385	2,000	1,615		1,615	19.3%	
4017 CONTRACT CLEAN/WASTE	807	33	2,200	2,167		2,167	1.5%	
4021 TELEPHONE/FAX	222	21	300	279		279	7.0%	
4025 INSURANCE	516	0	550	550		550	0.0%	

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Detailed Income & Expenditure by Budget Heading Management accounts to 31/05/2023

Month No: 2

Halls, Cemeteries and Allotments Ctte 10 July 2023

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4028 I.T.	601	57	1,000	943		943	5.7%	
4032 PUBLICITY	0	0	1,000	1,000		1,000	0.0%	
4036 PROPERTY MAINTENANCE	884	1,693	5,000	3,308		3,308	33.9%	
4038 OTHER MAINTENANCE	1,771	33	2,100	2,067		2,067	1.6%	
4042 EQUIPMENT	0	0	1,500	1,500		1,500	0.0%	
4045 LICENCES	61	267	750	483		483	35.7%	
4048 ENG.INSPEC.(VARIABLE)	300	0	325	325		325	0.0%	
4059 OTHER PROF FEES	450	0	0	0		0	0.0%	
4491 TFR TO EARMARKED RES	5,500	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(3,650)	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	778	0	0	0		0	0.0%	
4890 O/S O'HEAD RCHG	(135)	0	0	0		0	0.0%	
4892 C/S STAFF RCHG	3,464	625	4,492	3,867		3,867	13.9%	
4893 C/S O'HEAD RCHG	1,133	448	1,294	846		846	34.7%	
4896 MTCE STAFF RECHARGE	93	62	19,654	19,592		19,592	0.3%	
4897 MTCE O'HEAD RECHARGE	14	9	1,924	1,915		1,915	0.5%	
4899 DEPOT REALLOCATION	0	0	2,054	2,054		2,054	0.0%	
5199 Depreciation Charge to Service	3,779	0	0	0		0	0.0%	
BURWELL HALL :- Indirect Expenditure	73,642	15,009	128,559	113,550	0	113,550	11.7%	0
Net Income over Expenditure	(42,555)	(9,211)	(99,909)	(90,698)				
106 MADLEY PARK COMMUNITY CENTRE								
1060 INSURANCE RECOVERED	412	0	440	440			0.0%	
MADLEY PARK COMMUNITY CENTRE :- Income	412	0	440	440			0.0%	0
4025 INSURANCE	412	0	440	440		440	0.0%	
4048 ENG.INSPEC.(VARIABLE)	0	0	700	700		700	0.0%	
4059 OTHER PROF FEES	0	0	1,500	1,500		1,500	0.0%	
4164 MADLEY PARK TRUST GRANT	5,000	0	0	0		0	0.0%	
4491 TFR TO EARMARKED RES	2,800	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(6,300)	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	49	0	0	0		0	0.0%	
4890 O/S O'HEAD RCHG	14	0	0	0		0	0.0%	
4892 C/S STAFF RCHG	693	125	898	773		773	13.9%	
4893 C/S O'HEAD RCHG	227	90	259	169		169	34.6%	
4896 MTCE STAFF RECHARGE	0	0	15	15		15	0.0%	
4897 MTCE O'HEAD RECHARGE	0	0	1	1		1	0.0%	
4899 DEPOT REALLOCATION	0	0	2	2		2	0.0%	
5198 Deferred Grants Released	(16,189)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	16,189	0	0	0		0	0.0%	
MADLEY PARK COMMUNITY CENTRE :- Indirect Expenditure	2,895	215	3,815	3,600	0	3,600	5.6%	0
Net Income over Expenditure	(2,483)	(215)	(3,375)	(3,160)				

15:24 Detailed Income & Expenditure by Budget Heading Management accounts to 31/05/2023

Month No: 2 Halls, Cemeteries and Allotments Ctte 10 July 2023

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 TOWER HILL CEMETERY								
1050 RENT RECEIVED	13,620	3,405	13,620	10,215			25.0%	
1060 INSURANCE RECOVERED	208	(208)	225	433			(92.4%)	
1100 BURIAL FEES	8,447	546	4,000	3,454			13.7%	
1101 GRANT OF RIGHTS	2,407	(183)	1,000	1,183			(18.3%)	
1102 INTERMENT OF ASHES	11,933	780	9,000	8,220			8.7%	
1105 MEMORIAL FEES	4,622	381	3,500	3,120			10.9%	
1106 MEMORIAL PLAQUES	505	0	330	330			0.0%	
1108 CHAPEL FEES	217	121	214	93			56.5%	
1171 DONATIONS RECEIVED	443	0	0	0			0.0%	
TOWER HILL CEMETERY :- Income	42,402	4,842	31,889	27,047			15.2%	0
4001 SALARIES	12,227	1,459	12,541	11,082		11,082	11.6%	
4002 ER'S NIC	1,018	119	1,103	984		984	10.8%	
4003 ER'S SUPERANN	2,653	317	2,722	2,405		2,405	11.6%	
4007 PROTECTIVE CLOTHING	32	0	0	0		0	0.0%	
4011 RATES	3,892	760	4,250	3,490		3,490	17.9%	
4012 WATER RATES	187	171	250	79		79	68.5%	
4014 ELECTRICITY	717	134	1,000	866		866	13.4%	
4016 CLEANING MATERIALS	0	0	30	30		30	0.0%	
4017 CONTRACT CLEAN/WASTE	860	225	1,000	775		775	22.5%	
4025 INSURANCE	208	0	225	225		225	0.0%	
4036 PROPERTY MAINTENANCE	3,289	0	6,000	6,000		6,000	0.0%	
4038 OTHER MAINTENANCE	50	0	0	0		0	0.0%	
4041 EQUIPMENT HIRE	0	125	0	(125)		(125)	0.0%	
4042 EQUIPMENT	305	0	100	100		100	0.0%	
4064 HEALTH & SAFETY	18	0	100	100		100	0.0%	
4110 SUBSIDIZED LETTINGS	0	0	200	200		200	0.0%	
4350 PLAQUES PURCHASED	354	192	300	108		108	64.1%	
4355 MEMORIAL MAINTENANCE	350	205	2,500	2,295		2,295	8.2%	
4491 TFR TO EARMARKED RES	9,000	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	19,561	0	0	0		0	0.0%	
4890 O/S O'HEAD RCHG	4,210	0	0	0		0	0.0%	
4891 AGENCY SERVICES RECHARGE	18,288	0	0	0		0	0.0%	
4892 C/S STAFF RCHG	10,393	1,874	13,475	11,601		11,601	13.9%	
4893 C/S O'HEAD RCHG	3,399	1,345	3,882	2,537		2,537	34.7%	
4894 GROUNDS STAFF RECHARGE	1,993	0	8,416	8,416		8,416	0.0%	
4895 GROUNDS O'HEAD RECHARGE	1,037	0	3,108	3,108		3,108	0.0%	
4896 MTCE STAFF RECHARGE	22,293	12,166	73,017	60,851		60,851	16.7%	
4897 MTCE O'HEAD RECHARGE	3,380	1,219	7,146	5,927		5,927	17.1%	
4899 DEPOT REALLOCATION	0	0	7,630	7,630		7,630	0.0%	

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15:24 Detailed Income & Expenditure by Budget Heading Management accounts to 31/05/2023

Month No: 2 Halls, Cemeteries and Allotments Ctte 10 July 2023

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5199 Depreciation Charge to Service	3,717	0	0	0		0	0.0%	
TOWER HILL CEMETERY :- Indirect Expenditure	123,433	20,312	148,995	128,683	0	128,683	13.6%	0
Net Income over Expenditure	(81,031)	(15,470)	(117,106)	(101,636)				
302 WINDRUSH CEMETERY								
1100 BURIAL FEES	25,644	0	15,000	15,000			0.0%	
1101 GRANT OF RIGHTS	27,806	1,547	20,000	18,453			7.7%	
1102 INTERMENT OF ASHES	5,319	150	5,500	5,351			2.7%	
1105 MEMORIAL FEES	5,162	762	6,000	5,238			12.7%	
WINDRUSH CEMETERY :- Income	63,930	2,459	46,500	44,042			5.3%	0
4001 SALARIES	12,227	1,459	12,541	11,082	11,082	11,082	11.6%	
4002 ER'S NIC	1,018	119	1,103	984	984	984	10.8%	
4003 ER'S SUPERANN	2,653	317	2,721	2,404	2,404	2,404	11.6%	
4011 RATES	5,489	1,600	6,050	4,450	4,450	4,450	26.4%	
4012 WATER RATES	78	111	300	189	189	189	37.1%	
4014 ELECTRICITY	2,224	316	4,000	3,684	3,684	3,684	7.9%	
4016 CLEANING MATERIALS	0	0	30	30	30	30	0.0%	
4017 CONTRACT CLEAN/WASTE	660	182	1,000	818	818	818	18.2%	
4021 TELEPHONE/FAX	222	21	300	279	279	279	7.0%	
4025 INSURANCE	112	0	120	120	120	120	0.0%	
4036 PROPERTY MAINTENANCE	508	0	2,000	2,000	2,000	2,000	0.0%	
4037 GROUNDS MAINTENANCE	692	146	500	354	354	354	29.2%	
4038 OTHER MAINTENANCE	1,031	0	1,500	1,500	1,500	1,500	0.0%	
4042 EQUIPMENT	864	0	1,500	1,500	1,500	1,500	0.0%	
4046 SPORTS EQUIPMENT	29	0	0	0	0	0	0.0%	
4059 OTHER PROF FEES	1,650	0	1,000	1,000	1,000	1,000	0.0%	
4064 HEALTH & SAFETY	18	0	100	100	100	100	0.0%	
4350 PLAQUES PURCHASED	25	0	500	500	500	500	0.0%	
4355 MEMORIAL MAINTENANCE	0	205	2,000	1,795	1,795	1,795	10.3%	
4491 TFR TO EARMARKED RES	15,000	0	0	0	0	0	0.0%	
4495 TFR FROM EARMARKED R	(6,000)	0	0	0	0	0	0.0%	
4888 O/S STAFF RCHG	29,283	0	0	0	0	0	0.0%	
4890 O/S O'HEAD RCHG	6,718	0	0	0	0	0	0.0%	
4891 AGENCY SERVICES RECHARGE	6,456	0	0	0	0	0	0.0%	
4892 C/S STAFF RCHG	10,393	1,874	13,475	11,601	11,601	11,601	13.9%	
4893 C/S O'HEAD RCHG	3,399	1,345	3,882	2,537	2,537	2,537	34.7%	
4894 GROUNDS STAFF RECHARGE	1,993	0	8,416	8,416	8,416	8,416	0.0%	
4895 GROUNDS O'HEAD RECHARGE	1,037	0	3,108	3,108	3,108	3,108	0.0%	
4896 MTCE STAFF RECHARGE	20,695	5,912	131,269	125,357	125,357	125,357	4.5%	

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15:24 Detailed Income & Expenditure by Budget Heading Management accounts to 31/05/2023

Month No: 2 Halls, Cemeteries and Allotments Ctte 10 July 2023

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4897 MTCE O'HEAD RECHARGE	3,080	656	12,848	12,192		12,192	5.1%	
4899 DEPOT REALLOCATION	0	0	13,718	13,718		13,718	0.0%	
5199 Depreciation Charge to Service	4,745	0	0	0		0	0.0%	
WINDRUSH CEMETERY :- Indirect Expenditure	126,299	14,264	223,981	209,717	0	209,717	6.4%	0
Net Income over Expenditure	(62,370)	(11,806)	(177,481)	(165,675)				
303 CLOSED CH'YARDS ST MARYS/HOLY								
4036 PROPERTY MAINTENANCE	7	0	11,000	11,000		11,000	0.0%	
4040 ARBORICULTURE	0	0	1,000	1,000		1,000	0.0%	
4059 OTHER PROF FEES	0	0	1,000	1,000		1,000	0.0%	
4355 MEMORIAL MAINTENANCE	3,326	0	0	0		0	0.0%	
4491 TFR TO EARMARKED RES	18,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(6,826)	0	0	0		0	0.0%	
CLOSED CH'YARDS ST MARYS/HOLY :- Indirect Expenditure	14,507	0	13,000	13,000	0	13,000	0.0%	0
Net Expenditure	(14,507)	0	(13,000)	(13,000)				
305 ALLOTMENTS								
4013 RENT PAID	0	0	125	125		125	0.0%	
4036 PROPERTY MAINTENANCE	363	374	500	126		126	74.8%	
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%	
4888 O/S STAFF RCHG	3,976	0	0	0		0	0.0%	
4890 O/S O'HEAD RCHG	887	0	0	0		0	0.0%	
4891 AGENCY SERVICES RECHARGE	1,486	0	0	0		0	0.0%	
4892 C/S STAFF RCHG	2,598	469	3,369	2,900		2,900	13.9%	
4893 C/S O'HEAD RCHG	850	336	971	635		635	34.6%	
4896 MTCE STAFF RECHARGE	554	0	1,188	1,188		1,188	0.0%	
4897 MTCE O'HEAD RECHARGE	85	0	116	116		116	0.0%	
4899 DEPOT REALLOCATION	0	0	124	124		124	0.0%	
5198 Deferred Grants Released	(2,715)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	3,664	0	0	0		0	0.0%	
ALLOTMENTS :- Indirect Expenditure	11,748	1,179	6,893	5,714	0	5,714	17.1%	0
Net Expenditure	(11,748)	(1,179)	(6,893)	(5,714)				
Halls, Cemeteries & Allotments :- Income	304,974	37,793	255,381	217,588			14.8%	
Expenditure	695,508	110,208	899,770	789,562	0	789,562	12.2%	
Movement to/(from) Gen Reserve	(390,534)	(72,415)						

Detailed Income & Expenditure by Budget Heading Management accounts to 31/05/2023

Month No: 2

Halls, Cemeteries and Allotments Ctte 10 July 2023

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	304,974	37,793	255,381	217,588			14.8%	
Expenditure	695,508	110,208	899,770	789,562	0	789,562	12.2%	
Net Income over Expenditure	<u>(390,534)</u>	<u>(72,415)</u>	<u>(644,389)</u>	<u>(571,974)</u>				
Movement to/(from) Gen Reserve	<u>(390,534)</u>	<u>(72,415)</u>						

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 10 July 2023
Title: Public Halls Report
Contact Officer: Venue & Events Officer - Tomas Smith

Background

The Corn Exchange and Burwell Hall are both busy at this time of year with groups entering the last few weeks before some will break up for the summer holidays. This will affect term time groups, however there are some groups that add additional summer bookings and some that carry on throughout the year ensuring that there is still usage in both halls. It is at this time of year that both halls pick up summer bookings which are one offs which help boost usage.

Current Situation

The Venue and Events Officer and the Venue and Events Assistant are currently working on a What's On guide which will give customers and hirers the opportunity to see what events have been programmed in for the next 12 months. There is also the potential to have sponsorship for the guide, this is currently being researched by the Venue and Events Officer.

The Venue and Events Officer has approached three local Painting companies for quotes to decorate the Gallery Room, Staircase and parts of the bar in the Corn Exchange. None have come back in time for this report.

Cool Spaces

It has been suggested that the Corn Exchange should be a designated 'Cool Space' during the warm weather, offering shelter to those who need it. The Venue and Events Officer has instructed the café staff in 1863 to put out jug/s of water and glasses every day with a small blackboard stating that people can help themselves. The Corn Exchange does not have air conditioning, instead relying on fans to keep staff and customers cool. There is one floor fan in the hall and the recommendation would be to purchase another one. Locally, costs are £49.99 at a regular Council supplier.

Another approach would be to purchase a portable air conditioning unit for use in the summer. Due to the size of the café (approximately 50m²) the requirement would be for two units and the Venue and Events Officer has found suitable options all around £300 per unit.

Witney Churches Summer Voucher Scheme

Witney Community Church based at Burwell Hall, has approached Witney Town Council to support an initiative with Home School link and various Witney Churches to contribute to 60 voucher packs to offer something to those who otherwise wouldn't be able to afford any treats throughout the summer. The proposal is for a voucher for a piece of cake and a tea, coffee or soft drink per person be created for use in 1863 café bar. This has been agreed in principle by the Policy, Governance and Finance Committee.

1863 Café Bar

1863 has welcomed its first act in the live music on the square series which was successfully attended. It provides a wonderful opportunity for people to stop, purchase a drink at the bar and enjoy top quality music on the square at no additional cost. All feedback gathered from those on the night was overwhelmingly positive.

Staffing in 1863 is vital, and although we have lost some great team members as they have returned to university, we have also gained some wonderful new café assistants who are able to deliver the level of customer service which is essential for any hospitality business to thrive.

The position of Café and Bar Manager will shortly be filled allowing for the café to always grow as a business with more structure and direction from a regular management presence on the floor.

Environmental impact

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

Risk

In decision making Councillors should 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.

- The cost of providing the voucher for Home Start (provisionally agreed from the discretionary grants budget, up to the value of £300)
- Whether to purchase new floor fan or air conditioning unit to enhance a Cool Spaces offering. These could be funded from the property maintenance budget 4036/104

Recommendations

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

1. To purchase additional floor fan or air conditioning units for the Corn Exchange in line with the cool space's initiative.

Week commencing	10th Apr	17th Apr	24th Apr	1st May	8th May	15th May	22nd May	29th May	5th June	12th June	19th June	26th June	3rd July	10th July		
CORN EX 2023																
Hours booked	47.50	19.50	45.48	55.00	32.48	45.50	46.00	41.00	39.50	33.50	30.00	33.98	65.00	42.50	576.94	Total Hrs
Usage Percentage	56.55	23.21	54.14	65.48	38.67	54.17	54.76	48.81	47.02	39.88	35.71	40.46	84.42	50.60	45.95	Average %
SAME PERIOD 2022																
CORN EXCHANGE																
Hours booked	12.50	14.00	10.50	47.00	25.50	36.25	17.00	18.00	46.50	33.48	23.00	13.00	11.00	34.50	375.23	Total Hrs
Usage Percentage	14.88	16.67	12.50	55.95	30.36	43.15	20.24	21.43	55.36	39.86	27.38	15.48	13.10	41.07	41.32	Average %
GALLERY 2023																
Hours booked	11.50	18.50	17.50	20.50	22.50	17.50	27.00	4.00	31.50	14.50	17.50	42.25	16.50	35.50	296.75	Total Hrs
Usage Percentage	13.69	22.02	20.83	24.40	26.79	20.83	32.14	4.76	37.50	17.26	20.83	50.30	19.64	42.26	22.21	Average %
SAME PERIOD 2022																
GALLERY																
Hours booked	3.00	10.50	12.50	22.25	25.75	24.50	20.00	23.00	22.00	15.00	18.50	45.50	31.00	37.50	311.00	Total Hrs
Usage Percentage	3.57	12.50	14.88	26.49	30.65	29.17	23.81	27.38	26.19	17.86	22.02	54.17	36.90	44.64	23.26	Average %
Burwell Hall																
MAIN HALL 2023																
Hours booked	37.00	51.00	42.55	57.55	35.55	53.55	39.05	25.00	54.55	31.03	48.00	40.50	37.50	40.50	593.33	Total Hrs
Usage Percentage	44.05	60.71	50.65	68.51	42.32	63.75	46.49	29.76	64.94	36.94	57.14	48.21	44.64	48.21	47.01	Average %
SAME PERIOD 2022																
MAIN HALL																
Hours booked	28.48	24.50	43.25	44.50	47.25	57.23	37.25	13.00	48.75	33.25	34.25	53.75	31.75	38.25	535.46	Total Hrs
Usage Percentage	33.90	29.17	51.49	52.98	56.25	68.13	44.35	15.48	58.04	39.58	40.77	63.99	37.50	45.54	42.26	Average %

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

Points To Note:

w/c 1st May the Elections (4th May) and the Coronation weekend

w/c 22nd May - Murmuration of Starlings Theatre Production

w/c 29th May - half-term, including a bank holiday Monday

w/c 3rd July - WODC event Friday 7th July and Wargaming weekend.

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HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 10 July 2023
Title: Lakeside Allotment Gate Request
Contact Officer: Operations Manager - Angus Whitburn

Background

The Witney Allotment Association have requested that the field gate installed at lakeside allotments is replaced with a more user-friendly option. The WAA have raised concern that many of its members are not able to operate the lock and pull the spring latch back.

Current Situation

A field gate was installed on the entrance road leading down to lakeside allotments in April 2022. This was installed to control access down the private road which leads to the allotments.

As the field gate is hard to open for certain users it has meant it has been getting left open. The latch on the field gate requires the user to pull back a strong spring. Furthermore, the lock required on the gate needs to have a shackle, meaning it can be hard to thread the lock through the locking point.

The solution would be to install a more standard 1.8m security mesh gate that is a standard installation across Witney Town Council estate. The design of these units is more user-friendly as they have sliding latch bolts, larger locking points and the pedestrian gate can be installed with code locks.

The installation would be made up of a configuration that best suits the width of the road, ideally, this would be a double-leaf gate with separate pedestrian access, if this isn't possible to install it would be just a double-leaf vehicle gate. The security mesh gate would be at a 1.8m height so would increase the security of the private access road.

Environmental impact

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

As raised in the report the current field gate was installed in April 2022 so is a waste of materials to remove it. However, if wide enough it could be reutilised on the access road to the lake running beside the substation.

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 main vehicle gate would still require a padlock so it doesn't address the issue of using a lock and the same concerns with the gate being left open are still valid.

Financial implications

Described here or as stated in the report above.

- The earmarked reserve for allotment sites would cover the installation of the gate at Lakeside allotments, approximate cost £3,000.
- The WAA have minimal reserves which wouldn't cover the works.

Recommendations

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

1. Replace the entrance road field gate with a 1.8m single/double leaf vehicle gate with a pedestrian access gate alongside.