

Public Document Pack
Halls, Cemeteries & Allotments
Committee Meeting of Witney Town Council



Monday, 20th May, 2024 at 6.00 pm

To members of the Halls, Cemeteries & Allotments Committee - R Crouch, D Enright, J Aitman, D Edwards-Hughes, D Newcombe, J Robertshaw, R Smith and O Collins (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 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(d)(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. **Election of Vice-Chair**

To elect a Vice-Chair of the Committee for the 2024/25 Municipal Year.

4. **Minutes** (Pages 4 - 7)

a) To receive and consider the minutes of the Halls, Cemeteries and Allotments Minutes held on 11 March 2024 ;

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

5. **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.

6. **Finance Report** (Pages 8 - 24)

To receive and consider the report of the R.F.O concerning the financial position of items under the remit of this Committee in 2024/25

7. **Committee Objectives & Work Programme for the Municipal Year** (Pages 25 - 29)

To receive and consider the report of the Town Clerk/C.E.O concerning the priorities of this Committee during 2024/25.

Public Halls

8. **Public Halls Report** (Pages 30 - 34)

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

9. **Corn Exchange Business Report** (Pages 35 - 38)

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

10. **Public Halls Business Plan Review** (To Follow)

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

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. **Update on Property Matters – Leases & Assets** (Pages 39 - 40)

To receive a confidential update from the Town Clerk/CEO.



Town Clerk

Agenda Item 4

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

Held on Monday, 11 March 2024

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:	Adam Clapton Sharon Groth Mark Lewis Derek Mackenzie	Deputy Town Clerk Town Clerk Head of Estates & Operations Senior Administrative Officer & Committee Clerk
Others:	None.	

H126 APOLOGIES FOR ABSENCE

No apologies for absence were received

H127 DECLARATIONS OF INTEREST

Councillor O Collins declared a personal, non-prejudicial interest Agenda Item 7 for by virtue of knowing the promoter of the "Over the Hill" festival.

H128 MINUTES

The minutes of the Halls, Cemeteries and Allotments Committee meeting held on 22 January 2024 were received.

Resolved:

That, the minutes of the Halls, Cemeteries and Allotments Committee meeting held on 22 January 2024 be approved as a correct record of the meeting and be signed by the Chair.

H129 PUBLIC PARTICIPATION

There was no public participation.

H130 **FINANCE REPORT**

The Committee received and considered the report of the Responsible Financial Officer (RFO) detailing income and expenditure for budgets which were the responsibility of the committee.

In response to a Member's question, the Town Clerk confirmed that the rent review for the lease of Langdale Hall and was set out in the terms of the lease and would be enacted accordingly

Members were pleased to see the detailed commentary in the report relating to the letting and Corn Exchange café income.

Resolved:

That, the report be noted.

H131 **PUBLIC HALLS REPORT**

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

Members were pleased to hear that improvements were being considered for a screen, projector and conferencing facilities and they welcomed the visual demonstration from the Head of Estates & Operations as to how these would be installed in the Gallery Room.

Members asked if consideration could be given to a wireless conferencing set up and that officers investigate any potential grant funding options such as those secured by the District Council for their refurbished meeting chamber. Members were all in agreement that they were happy for officers to proceed with the acquisition up to a cost of £7,500.

The Committee also looked forward to seeing the new storage solutions installed in the Corn Exchange which was due to commence on 16 April 2024.

Members then considered a request from White Feather Spiritual Events to reduce their hire period from four to three hours which fell outside of usual Council policy. Members were in agreement subject to the review conditions noted in the report.

Recommended:

1. That, the report and verbal update be noted and,
2. That, the purchase of conferencing equipment be delegated to the Head of Estates & Operations up to a maximum of £7,500, utilising funds from the General Reserve and,
3. That, wireless options are explored for the above conferring equipment and,
4. That, the request from White Feather Spiritual Events to reduce to a 3-hour hire period be agreed subject to the regular review as set out in the report.

H132 **PUBLIC HALLS BUSINESS REPORT**

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

The Committee was pleased to see the events being planned, including the direct management of the monthly comedy night at the Corn Exchange; the success of the event would be monitored in the coming months. Officers advised wedding packages would also be presented at the next Committee meeting.

Members were presented with a proposal from the promoter of the “Over the Hill” festival, which was being held on the August Bank Holiday, as noted in the report.

Members were happy to hear of alternative approaches which would potentially encourage acts and promoters to use the venue however, wanted clarification on the request of this particular ticket sales split. Members asked that Officers review it with the promoter so that the agreement was clear and speak to a previous venue that hosted the event for feedback.

All Members, excluding Councillor Collins, agreed that the decision be delegated to the Head of Estates & Operations to agree the level of remuneration the Council would receive.

A Member expressed their pride with the presentation of the Corn Exchange for the recent Civic Reception; it was shown at its best and provided a great advertisement for its use as a versatile event venue.

The Deputy Town Clerk provided details of a request from Thames Valley Police for subsidised letting to hold the launch of a new initiative “Through Their Eyes” which would educate secondary school pupils on the effects of crime on the police and community, this would be held in the Corn Exchange on 26th March 2024.

Recommended:

1. That, the report be noted and,
2. That, delegation be given to Officers to investigate the proposal for the “Over the Hill” event further and agree the level of remuneration and,
3. That, the request from Thames Valley Police be approved for the subsidised let of the Corn Exchange Main Hall for the “through their eyes” event, at a cost of £175.

H133 CORN EXCHANGE ILLUMINATION POLICY REVIEW

The Committee received and considered the Corn Exchange Illumination Policy which was due for review.

The Committee agreed the illumination generally worked well and were in favour of renewing agreements already put in place by the previous administration.

Members asked that those requesting illuminations during summer months be advised that due to the nature of the lighting system that they may not be visible until late in the evening along with any request where Officers were aware that the lighting would be delayed due to a Gallery Room booking.

All Members were in agreement with the readoption of the policy.

The Deputy Town Clerk advised of two new requests which had been received to highlight Parkinson UK and World Down Syndrome Day. Members agreed that these should be permitted.

Recommended:

1. That, the report be noted and,
2. That, the Illumination of Corn Exchange for Events Policy be readopted and,

3. That, the requests to light up the Corn Exchange for Parkinson UK and World Down Syndrome Day be approved.

H134 **CLOSED CHURCHYARDS UPDATE**

The Committee received the report of the Operations Manager updating on the progress of works in the two closed churchyards maintained by the Town Council.

The Town Clerk advised the Operations Manager would ensure the work was completed as soon as authority was received from the Diocese.

Resolved:

That, the report and verbal update be noted.

H135 **PROJECTS UPDATE**

The Committee received a verbal update from Officers on the progress of the ongoing projects.

Members were advised that there had been some delays to the smaller ongoing projects following the absence of the Project Officer however, these would now recommence.

The work to install the Mapping posts in Windrush Cemetery would take place once clarification of the final cost was received from the supplier.

Resolved:

That, the verbal report be noted.

The meeting closed at: 6.45 pm

Chair

HALLS, CEMETERIES AND ALLOTMENTS COMMITTEE

Date: 20 May 2024
Title: Finance Report
Contact Officer: Responsible Financial Officer (RFO)

Should Members have any queries about this report advance notice would be appreciated, in writing, by 5pm on Friday 17 May 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 March 2024.

Council Committee Structure, Cost Centres, Nominal Ledger Codes and Structure Of The Financial Statements

The Council has five standing committees which have delegated powers to make decisions, including financial decisions, regarding the services which included within their terms of reference, subject to the committee having the necessary budget. The Council's coding system and management accounts reflect the committee structure.

Council financial years run from 1 April to the 31 March following. Consequently the Council is now in the 2024/25 year. However for the first meeting of the Council year the management accounts presented to each Committee are those based on 2023/24 activity but showing also 2024/25 budget.

The Council is so early in the new year that the 2024/25 income and expenditure does not as yet yield any 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 2024/25.

Within each committee, there are individual cost centres, comprising three digits, typically representing a discrete service entity, to which income and expenditure is allocated against previously agreed revenue budgets.

Within each cost centre income and expenditure is also allocated to a four-digit nominal ledger code; these codes are common across the cost centres. Nominal ledger codes further refine 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.

The report which is presented to Members has a number of columns, as follows and working from left to right:

1. 2022-23 Budgeted income and expenditure (I&E).
2. 2022-23 Actual I&E.
3. 2023-24 Total – this is the original budget as agreed in January 2023.
4. 2023-24 Actual YTD – this is the actual I&E shown in the Council’s ledger.
5. 2023-24 Projected – this is the revised I&E projection made in November 2023 and approved by the Council in January 2024.
6. 2023-24 Committed – this column is not currently used but would show committed I&E in the management accounts e.g. for an order for goods or services which has been issued but which has yet to be invoiced. However note that accruals are/will be made in the financial accounts at year end.
7. 2024-25 Agreed shows the budgets set by the Council at its meeting in January 2024.
8. This column indicates where 2024-25 expenditure is being funded from an earmarked reserve rather than precept.
9. This column is not used.

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

A full commentary on the management accounts 2023-24 was given in previous reports and there are no further items which I wish to draw to the attention of Members at this stage.

Year-end close down and preparation of final account is progressing and if there are any matters which emerge then these will be reported to Members at a future meeting.

There are a number of items though to note since the last meeting:

1. Cost centres 103 to 105. In relation to the directly managed public halls, the business plan for the Corn Exchange was agreed in 2023/24.

During 2023-24 there were increased employee costs reflecting the increased activity in the halls. Income also increased. It has required investment of both capital and revenue to develop the facilities. However the accounts show that going forward the running costs of the hall are reducing and this is reflected in the estimates for 2024-25 which show a reduction between the original 2023-24 estimates and the 2024-25 estimates across cost centres 103 to 106.

2. Cost centre 103 – Bar/Café. The value of promotions approved by the Council in relation to the hot drinks discount card (free drink after ten purchased) and “Fizzy Friday” is £1,013. The appropriate income codes have been credited and the cost of the promotions debited to code 3010.
3. In relation to cost centre 103 – bar/café, the year-to-date direct expenditure (cost of sales) amounts to £60,212 compared with income of £145,482, i.e. 41%. This takes account of the year-end stocktake and is a considerable improvement on the previous year when cost of sales was 49%.
Note that a new income line has been created at 1003 – soft drinks, these sales previously part of 1009 – hot drinks.
4. In relation to cost centre 104 – Corn Exchange lettings (line 1007), the income amounts to £62,539; this exceeds the revised budget for 2024-25 which was £53,715 and the original budget of £38,500.
5. Cost centre 305 – Allotments. The works to fencing and gates yield a year-to-date expenditure of £5,000 compared to the budget of £500.

Summary For 2023/24

Overall, the management accounts show the following in relation to 2023-24 and the estimate for 2024-25:

	2023/24 Original budget- Jan. 23	2023/24 Projected estimate- Nov.23	2023/24 Provisional outturn (pre some yearend adjustments	2024/25 Budget set Jan. 24
Expenditure	£899,770	£871,083	£823,338	£942,905
Less income	(£255,381)	(£365,111)	(£371,386)	(£398,280)
Less transfer from earmarked reserves	-	(£7,778)	(£7,778)	
Net expenditure	£644,389	£498,194	£444,174	£544,625

The provisional outturn for the current financial year is 31% below original net expenditure. However a portion of the underspend relates to budget lines which the Council has not needed to utilise this year due to careful asset management and also projects which are either in progress or have been delayed. As part of the year end process your officers are examining the various budget lines and a number of these underspends to be transferred into the earmarked reserves to allow projects to continue and to provide for prudential reserves where expenditure has not been required this year but will in future years. This will reduce the difference between original estimate and out-turn.

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 strive to 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 approve the report and the management accounts of the Committee's services to 31 March 2024.

Annual Budget - By Committee (Actual YTD Month 12)

Note: Halls, Cemeteries & Allotments Committee, 20 May 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</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	20,302	20,302	20,302	20,677	20,780	0	26,007	0	0
1052	EXPENSES RECOVERED	0	203	200	205	160	0	171	0	0
1060	INSURANCE RECOVERED	605	607	650	728	728	0	764	0	0
	Total Income	20,907	21,113	21,152	21,610	21,668	0	26,942	0	0
4012	WATER RATES	0	-29	0	0	0	0	0	0	0
4021	TELEPHONE/FAX	0	203	200	205	160	0	171	0	0
4025	INSURANCE	605	696	750	818	870	0	928	0	0
4036	PROPERTY MAINTENANCE	1,000	0	1,000	1,345	2,000	0	1,000	2,000	0
4038	OTHER MAINTENANCE	1,000	0	1,000	340	1,000	0	1,000	0	0
4048	ENG.INSPEC.(VARIABLE)	450	325	450	345	345	0	368	0	0
4059	OTHER PROF FEES	2,000	450	1,000	0	1,000	0	1,000	0	0
4495	TFR FROM EARMARKED R	-1,000	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	853	70	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	174	-7	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	4,136	3,464	4,492	4,105	4,132	0	4,607	0	0
4893	C/S O'HEAD RCHG	1,148	1,133	1,294	1,622	1,281	0	1,304	0	0
4896	MTCE STAFF RECHARGE	0	198	1,057	542	856	0	1,039	0	0
4897	MTCE O'HEAD RECHARGE	0	30	103	63	88	0	95	0	0
4899	DEPOT REALLOCATION	0	0	110	188	184	0	189	0	0
	Overhead Expenditure	10,366	6,533	11,456	9,572	11,916	0	11,701	2,000	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 12)

Note: Halls, Cemeteries & Allotments Committee, 20 May 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		10,541	14,579	9,696	12,037	9,752		15,241		
103	BAR/ CAFE									
1000	C/EX. 1863 - SALES ALCOHOL	22,500	24,555	22,500	36,613	38,000	0	41,800	0	0
1001	C/EX. 1863 SALES - FOOD	25,050	20,717	20,000	27,254	26,050	0	28,660	0	0
1002	C/EX. 1863 BAR HIRE CHARGE	504	1,208	750	1,117	1,300	0	1,430	0	0
1003	C/EX. 1863 SALES - SOFT DRINKS	0	0	0	7,391	0	0	0	0	0
1009	CORN EX.1863 CAFE- HOT DRINKS	27,300	53,858	39,000	69,339	68,000	0	74,800	0	0
1090	BURWELL HALL BAR - ALCOHOL	0	0	6,000	3,819	6,000	0	6,600	0	0
1091	BURWELL HALL BAR HIRE CHARGE	0	0	150	-50	150	0	150	0	0
	Total Income	75,354	100,339	88,400	145,482	139,500	0	153,440	0	0
3000	BAR PURCHASES - DRINK	11,500	16,373	11,500	22,478	21,250	0	21,000	0	0
3001	BAR PURCHASES - FOOD	12,525	19,111	10,000	18,970	19,798	0	17,196	0	0
3009	CAFE PURCHASES - HOT BEVERAGES	13,650	14,105	14,000	17,750	17,680	0	19,448	0	0
3010	PROMOTIONS	0	0	0	1,013	0	0	0	0	0
	Direct Expenditure	37,675	49,588	35,500	60,212	58,728	0	57,644	0	0
4001	SALARIES	62,227	65,823	66,953	110,977	112,785	0	105,307	0	0
4002	ER'S NIC	5,050	2,823	7,356	5,406	4,663	0	4,566	0	0
4003	ER'S SUPERANN	6,155	2,676	3,459	5,761	4,925	0	5,124	0	0
4007	PROTECTIVE CLOTHING	450	743	750	180	750	0	750	0	0
4016	CLEANING MATERIALS	0	15	300	66	100	0	100	0	0
4038	OTHER MAINTENANCE	0	220	750	495	500	0	500	0	0
4042	EQUIPMENT	3,000	6,432	5,000	6,440	5,000	0	5,000	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 12)

Note: Halls, Cemeteries & Allotments Committee, 20 May 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4059	OTHER PROF FEES	0	600	700	600	700	0	700	0	0
4099	MISCELLANEOUS	0	982	1,000	973	1,000	0	1,000	0	0
4892	C/S STAFF RCHG	10,339	8,661	11,229	5,155	4,131	0	4,608	0	0
4893	C/S O'HEAD RCHG	2,869	2,833	3,235	1,798	1,284	0	1,304	0	0
4896	MTCE STAFF RECHARGE	0	0	0	436	0	0	0	0	0
Overhead Expenditure		90,090	91,807	100,732	138,288	135,838	0	128,959	0	0
Movement to/(from) Gen Reserve		(52,411)	(41,056)	(47,832)	(53,018)	(55,066)		(33,163)		
104	<u>CORN EXCHANGE</u>									
1007	CORN EXCHNGE LETTING	35,000	40,490	38,500	62,539	53,715	0	57,314	0	0
1014	EVENTS INCOME	2,000	3,635	4,000	12,778	12,372	0	13,609	0	0
1015	TEA DANCE INCOME	1,500	1,083	1,500	2,078	2,400	0	2,400	0	0
1016	FUNCTION REFRESHMENT	250	0	0	0	0	0	0	0	0
1017	CORN EXCHANGE WEDDING LETTING	0	485	500	859	1,270	0	1,353	0	0
1049	FACILITY HIRE - EQUIP	100	0	0	0	0	0	0	0	0
1052	EXPENSES RECOVERED	0	0	0	2,070	3,261	0	3,479	0	0
Total Income		38,850	45,693	44,500	80,325	73,018	0	78,155	0	0
4001	SALARIES	67,136	44,686	61,962	52,488	68,833	0	78,384	0	0
4002	ER'S NIC	2,500	3,140	4,395	4,267	5,117	0	5,927	0	0
4003	ER'S SUPERANN	6,900	7,630	9,387	10,140	11,151	0	12,971	0	0
4007	PROTECTIVE CLOTHING	300	88	300	285	300	0	300	0	0
4008	TRAINING	850	440	1,000	993	1,000	0	1,000	0	0
4011	RATES	4,665	2,221	4,500	1,166	1,166	0	1,244	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 12)

Note: Halls, Cemeteries & Allotments Committee, 20 May 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4012	WATER RATES	500	1,317	1,100	3,231	2,530	0	2,700	0	0
4014	ELECTRICITY	5,200	10,768	36,000	18,367	15,265	0	16,792	0	0
4015	GAS	6,300	6,761	26,250	13,159	8,170	0	8,987	0	0
4016	CLEANING MATERIALS	2,460	1,921	3,000	1,804	2,000	0	2,000	0	0
4017	CONTRACT CLEAN/WASTE	3,850	3,305	3,500	2,675	3,500	0	3,735	0	0
4018	PHOTOCOPIER COSTS	100	45	50	71	50	0	50	0	0
4021	TELEPHONE/FAX	700	944	900	1,361	900	0	960	0	0
4025	INSURANCE	690	795	850	937	1,032	0	1,126	0	0
4028	I.T.	1,400	1,181	1,400	2,458	3,000	0	1,400	0	0
4030	RECRUITMENT ADVT'G	1,500	0	1,000	0	0	0	1,000	0	0
4032	PUBLICITY	6,000	591	3,000	1,995	3,000	0	3,000	0	0
4036	PROPERTY MAINTENANCE	8,000	4,793	8,000	10,854	8,000	0	8,000	0	0
4038	OTHER MAINTENANCE	4,000	2,739	4,000	11,858	11,000	0	4,000	0	0
4042	EQUIPMENT	1,500	1,138	2,000	1,818	2,000	0	2,000	0	0
4043	SMALL TOOLS & EQUIPT	150	91	150	181	150	0	150	0	0
4045	LICENCES	4,000	555	4,000	2,477	2,479	0	2,500	0	0
4048	ENG.INSPEC.(VARIABLE)	300	318	350	337	337	0	373	0	0
4064	HEALTH & SAFETY	100	128	100	288	100	0	100	0	0
4141	EVENTS	8,000	3,855	10,000	13,825	7,350	0	10,000	0	0
4142	TEA DANCE COSTS	6,000	4,940	6,000	5,145	10,000	0	6,535	0	0
4143	REFRESHMENT COSTS	300	0	0	0	0	0	0	0	0
4144	FILM CLUB	0	0	0	6,150	4,200	0	4,481	0	0
4495	TFR FROM EARMARKED R	-15,950	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	3,165	3,396	0	0	0	0	0	0	0

Continued on next page

Page 15

Annual Budget - By Committee (Actual YTD Month 12)

Note: Halls, Cemeteries & Allotments Committee, 20 May 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4890	O/S O'HEAD RCHG (TO 30/09/22)	646	947	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	20,679	17,322	22,459	10,311	8,263	0	9,215	0	0
4893	C/S O'HEAD RCHG	5,738	5,665	6,470	3,597	2,568	0	2,607	0	0
4896	MTCE STAFF RECHARGE	0	5,645	3,922	2,371	3,176	0	3,856	0	0
4897	MTCE O'HEAD RECHARGE	0	1,003	384	274	330	0	354	0	0
4899	DEPOT REALLOCATION	0	0	410	900	688	0	703	0	0
Overhead Expenditure		157,679	138,371	226,839	185,783	187,655	0	196,450	0	0
104 Net Income over Expenditure		-118,829	-92,678	-182,339	-105,458	-114,637	0	-118,295	0	0
6000	plus Transfer from EMR	0	0	0	7,778	7,778	0	0	0	0
Movement to/(from) Gen Reserve		(118,829)	(92,678)	(182,339)	(97,681)	(106,859)		(118,295)		
105	<u>BURWELL HALL</u>									
1000	C/EX. 1863 - SALES ALCOHOL	0	5,714	0	0	0	0	0	0	0
1002	C/EX. 1863 BAR HIRE CHARGE	150	0	0	0	0	0	0	0	0
1005	BURWELL HALL LETTING	18,000	25,373	22,500	26,421	27,800	0	30,575	0	0
1052	EXPENSES RECOVERED	0	0	0	1,072	1,990	0	2,189	0	0
Total Income		18,150	31,087	22,500	27,492	29,790	0	32,764	0	0
4001	SALARIES	38,090	36,269	41,308	44,252	45,888	0	52,256	0	0
4002	ER'S NIC	3,050	2,526	2,930	3,574	3,411	0	3,951	0	0
4003	ER'S SUPERANN	4,600	5,972	6,258	7,519	7,434	0	8,647	0	0
4007	PROTECTIVE CLOTHING	0	0	300	7	300	0	300	0	0
4008	TRAINING	500	0	500	0	500	0	500	0	0
4011	RATES	1,200	1,497	3,000	786	786	0	839	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 12)

Note: Halls, Cemeteries & Allotments Committee, 20 May 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4012	WATER RATES	2,100	204	1,200	371	400	0	420	0	0
4014	ELECTRICITY	2,500	2,339	11,920	3,130	3,056	0	3,362	0	0
4015	GAS	4,000	6,445	15,000	5,746	7,788	0	8,567	0	0
4016	CLEANING MATERIALS	3,500	1,802	2,000	1,839	2,000	0	2,000	0	0
4017	CONTRACT CLEAN/WASTE	3,000	807	2,200	1,743	1,148	0	1,225	0	0
4021	TELEPHONE/FAX	300	222	300	213	213	0	268	0	0
4025	INSURANCE	340	516	550	585	589	0	592	0	0
4028	I.T.	1,000	601	1,000	900	1,000	0	1,000	0	0
4030	RECRUITMENT ADVT'G	200	0	0	0	0	0	0	0	0
4032	PUBLICITY	2,000	0	1,000	0	1,000	0	1,000	0	0
4036	PROPERTY MAINTENANCE	5,000	884	5,000	5,995	6,000	0	5,000	0	0
4038	OTHER MAINTENANCE	2,100	1,771	2,100	1,696	2,100	0	2,100	0	0
4042	EQUIPMENT	1,500	0	1,500	300	1,500	0	1,500	0	0
4045	LICENCES	750	61	750	447	447	0	477	0	0
4048	ENG.INSPEC.(VATABLE)	160	300	325	319	319	0	340	0	0
4059	OTHER PROF FEES	150	450	0	0	0	0	0	0	0
4064	HEALTH & SAFETY	0	0	0	74	0	0	0	0	0
4495	TFR FROM EARMARKED R	-3,650	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	15,862	778	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	3,236	-135	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	4,136	3,464	4,492	4,105	4,132	0	4,608	0	0
4893	C/S O'HEAD RCHG	1,148	1,133	1,294	1,622	1,281	0	1,304	0	0
4894	GROUNDS STAFF RECHARGE	0	0	0	122	0	0	0	0	0
4895	GROUNDS O'HEAD RECHARGE	0	0	0	36	0	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 12)

Note: Halls, Cemeteries & Allotments Committee, 20 May 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4896	MTCE STAFF RECHARGE	0	93	19,654	13,425	15,919	0	19,324	0	0
4897	MTCE O'HEAD RECHARGE	0	14	1,924	1,360	1,654	0	1,773	0	0
4899	DEPOT REALLOCATION	0	0	2,054	4,380	3,450	0	3,524	0	0
Overhead Expenditure		96,772	68,013	128,559	104,549	112,315	0	124,877	0	0
Movement to/(from) Gen Reserve		(78,622)	(36,926)	(106,059)	(77,056)	(82,525)		(92,113)		
106	<u>MADLEY PARK COMMUNITY CENTRE</u>									
1060	INSURANCE RECOVERED	400	412	440	494	494	0	526	0	0
Total Income		400	412	440	494	494	0	526	0	0
4025	INSURANCE	400	412	440	494	510	0	526	0	0
4038	OTHER MAINTENANCE	150	0	0	0	0	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	700	0	700	0	700	0	747	0	0
4059	OTHER PROF FEES	2,800	0	1,500	0	1,500	0	1,500	0	0
4164	MADLEY PARK TRUST GRANT	0	5,000	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,300	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	12	49	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	3	14	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	827	693	898	821	826	0	921	0	0
4893	C/S O'HEAD RCHG	230	227	259	324	256	0	261	0	0
4896	MTCE STAFF RECHARGE	0	0	15	10	12	0	15	0	0
4897	MTCE O'HEAD RECHARGE	0	0	1	1	0	0	1	0	0
4899	DEPOT REALLOCATION	0	0	2	3	3	0	3	0	0
Overhead Expenditure		3,822	6,395	3,815	1,654	3,807	0	3,974	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 12)

Note: Halls, Cemeteries & Allotments Committee, 20 May 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(3,422)</u>	<u>(5,983)</u>	<u>(3,375)</u>	<u>(1,160)</u>	<u>(3,313)</u>		<u>(3,448)</u>		
301	<u>TOWER HILL CEMETERY</u>									
1050	RENT RECEIVED	11,350	13,620	13,620	13,620	13,260	0	13,260	0	0
1060	INSURANCE RECOVERED	200	208	225	249	222	0	194	0	0
1099	MISCELLANEOUS INCOME	0	0	0	850	0	0	0	0	0
1100	BURIAL FEES	3,500	8,447	4,000	7,627	8,700	0	9,283	0	0
1101	GRANT OF RIGHTS	1,000	2,407	1,000	1,387	2,650	0	2,828	0	0
1102	INTERMENT OF ASHES	3,000	11,933	9,000	10,754	11,550	0	12,324	0	0
1105	MEMORIAL FEES	3,511	4,622	3,500	5,285	5,335	0	5,692	0	0
1106	MEMORIAL PLAQUES	500	505	330	165	303	0	323	0	0
1108	CHAPEL FEES	214	217	214	363	360	0	384	0	0
1171	DONATIONS RECEIVED	0	443	0	0	0	0	0	0	0
	Total Income	<u>23,275</u>	<u>42,402</u>	<u>31,889</u>	<u>40,299</u>	<u>42,380</u>	<u>0</u>	<u>44,288</u>	<u>0</u>	<u>0</u>
3000	BAR PURCHASES - DRINK	0	0	0	304	0	0	0	0	0
	Direct Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>304</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4001	SALARIES	11,970	12,227	12,541	11,496	13,720	0	14,639	0	0
4002	ER'S NIC	1,200	1,018	1,103	1,002	1,118	0	1,193	0	0
4003	ER'S SUPERANN	2,600	2,653	2,722	2,521	2,977	0	3,177	0	0
4007	PROTECTIVE CLOTHING	100	32	0	0	0	0	0	0	0
4011	RATES	3,555	3,892	4,250	3,792	3,792	0	4,046	0	0
4012	WATER RATES	220	187	250	540	342	0	365	0	0
4014	ELECTRICITY	450	717	1,000	1,043	1,016	0	1,118	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 12)

Note: Halls, Cemeteries & Allotments Committee, 20 May 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4016	CLEANING MATERIALS	30	0	30	0	30	0	30	0	0
4017	CONTRACT CLEAN/WASTE	2,560	860	1,000	1,350	1,125	0	1,000	0	0
4025	INSURANCE	200	208	225	249	343	0	435	0	0
4036	PROPERTY MAINTENANCE	6,000	3,289	6,000	500	6,000	0	6,000	0	0
4038	OTHER MAINTENANCE	0	50	0	67	0	0	0	0	0
4041	EQUIPMENT HIRE	0	0	0	125	125	0	0	0	0
4042	EQUIPMENT	100	305	100	735	100	0	100	0	0
4059	OTHER PROF FEES	5,000	0	0	0	0	0	0	0	0
4064	HEALTH & SAFETY	100	18	100	0	100	0	100	0	0
4110	SUBSIDIZED LETTINGS	200	0	200	0	200	0	200	0	0
4350	PLAQUES PURCHASED	0	354	300	263	273	0	291	0	0
4355	MEMORIAL MAINTENANCE	2,500	350	2,500	655	2,500	0	2,500	0	0
4495	TFR FROM EARMARKED R	-7,500	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	58,930	19,561	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	12,023	4,210	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	18,288	18,288	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	12,407	10,393	13,475	12,316	12,397	0	13,823	0	0
4893	C/S O'HEAD RCHG	3,443	3,399	3,882	4,867	3,843	0	3,911	0	0
4894	GROUNDS STAFF RECHARGE	0	1,993	8,416	3,495	4,881	0	8,980	0	0
4895	GROUNDS O'HEAD RECHARGE	0	1,037	3,108	3,439	3,636	0	4,260	0	0
4896	MTCE STAFF RECHARGE	0	22,293	73,017	63,818	59,143	0	71,790	0	0
4897	MTCE O'HEAD RECHARGE	0	3,380	7,146	6,405	6,145	0	6,586	0	0
4899	DEPOT REALLOCATION	0	0	7,630	13,070	11,818	0	13,092	0	0
Overhead Expenditure		134,376	110,716	148,995	131,749	135,624	0	157,636	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 12)

Note: Halls, Cemeteries & Allotments Committee, 20 May 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(111,101)</u>	<u>(68,314)</u>	<u>(117,106)</u>	<u>(91,755)</u>	<u>(93,244)</u>		<u>(113,348)</u>		
302	<u>WINDRUSH CEMETERY</u>									
1100	BURIAL FEES	9,630	25,644	15,000	19,066	20,935	0	22,338	0	0
1101	GRANT OF RIGHTS	17,500	27,806	20,000	23,204	25,390	0	27,091	0	0
1102	INTERMENT OF ASHES	5,250	5,319	5,500	4,781	4,956	0	5,288	0	0
1105	MEMORIAL FEES	5,500	5,162	6,000	8,634	6,980	0	7,448	0	0
1106	MEMORIAL PLAQUES	100	0	0	0	0	0	0	0	0
	Total Income	<u>37,980</u>	<u>63,930</u>	<u>46,500</u>	<u>55,684</u>	<u>58,261</u>	<u>0</u>	<u>62,165</u>	<u>0</u>	<u>0</u>
4001	SALARIES	11,970	12,227	12,541	11,496	13,720	0	14,639	0	0
4002	ER'S NIC	1,200	1,018	1,103	1,002	1,118	0	1,193	0	0
4003	ER'S SUPERANN	2,600	2,653	2,721	2,521	2,977	0	3,177	0	0
4007	PROTECTIVE CLOTHING	100	0	0	0	0	0	0	0	0
4011	RATES	5,010	5,489	6,050	7,984	7,984	0	8,519	0	0
4012	WATER RATES	250	78	300	191	222	0	237	0	0
4014	ELECTRICITY	2,000	2,224	4,000	3,215	3,211	0	3,532	0	0
4016	CLEANING MATERIALS	30	0	30	0	30	0	30	0	0
4017	CONTRACT CLEAN/WASTE	1,000	660	1,000	1,110	728	0	777	0	0
4021	TELEPHONE/FAX	250	222	300	21	251	0	268	0	0
4025	INSURANCE	120	112	120	125	126	0	127	0	0
4036	PROPERTY MAINTENANCE	3,500	508	2,000	682	2,000	0	2,000	0	0
4037	GROUNDS MAINTENANCE	1,600	692	500	379	500	0	500	0	0
4038	OTHER MAINTENANCE	1,350	1,031	1,500	985	1,500	0	1,500	0	0
4041	EQUIPMENT HIRE	2,000	0	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 12)

Note: Halls, Cemeteries & Allotments Committee, 20 May 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4042	EQUIPMENT	2,000	864	1,500	1,018	1,500	0	1,500	0	0
4046	SPORTS EQUIPMENT	0	29	0	0	0	0	0	0	0
4059	OTHER PROF FEES	8,000	1,650	1,000	0	1,000	0	1,000	0	0
4064	HEALTH & SAFETY	100	18	100	0	100	0	100	0	0
4099	MISCELLANEOUS	0	0	0	850	0	0	0	0	0
4350	PLAQUES PURCHASED	500	25	500	0	100	0	100	0	0
4355	MEMORIAL MAINTENANCE	2,000	0	2,000	343	2,000	0	2,000	0	0
4495	TFR FROM EARMARKED R	-8,000	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	105,943	29,283	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	21,615	6,718	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	6,456	6,456	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	12,407	10,393	13,475	12,316	12,397	0	13,823	0	0
4893	C/S O'HEAD RCHG	3,443	3,399	3,882	4,867	3,843	0	3,911	0	0
4894	GROUNDSTAFF RECHARGE	0	1,993	8,416	2,611	4,881	0	8,980	0	0
4895	GROUNDSTAFF O'HEAD RECHARGE	0	1,037	3,108	1,631	3,636	0	4,260	0	0
4896	MTCE STAFF RECHARGE	0	20,695	131,269	89,914	106,327	0	129,064	0	0
4897	MTCE O'HEAD RECHARGE	0	3,080	12,848	9,641	11,049	0	11,841	0	0
4899	DEPOT REALLOCATION	0	0	13,718	23,375	22,046	0	23,539	0	0
	Overhead Expenditure	187,444	112,554	223,981	176,277	203,246	0	236,617	0	0
	Movement to/(from) Gen Reserve	(149,464)	(48,625)	(177,481)	(120,593)	(144,985)		(174,452)		
303	<u>CLOSED CH'YARDS ST MARYS/HOLY</u>									
4036	PROPERTY MAINTENANCE	11,000	7	11,000	4,925	13,500	0	16,000	0	0
4040	ARBORICULTURE	2,000	0	1,000	0	1,000	0	1,000	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 12)

Note: Halls, Cemeteries & Allotments Committee, 20 May 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4059	OTHER PROF FEES	5,000	0	1,000	0	1,000	0	1,000	0	0
4355	MEMORIAL MAINTENANCE	0	3,326	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-13,500	0	0	0	0	0	0	0	0
Overhead Expenditure		4,500	3,333	13,000	4,925	15,500	0	18,000	0	0
Movement to/(from) Gen Reserve		(4,500)	(3,333)	(13,000)	(4,925)	(15,500)		(18,000)		
305	<u>ALLOTMENTS</u>									
4013	RENT PAID	0	0	125	-5	125	0	125	0	0
4036	PROPERTY MAINTENANCE	500	363	500	5,000	500	0	500	0	0
4037	GROUNDS MAINTENANCE	500	0	500	0	500	0	500	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	959	3,976	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	196	887	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	1,486	1,486	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	3,102	2,598	3,369	3,078	3,099	0	3,456	0	0
4893	C/S O'HEAD RCHG	861	850	971	974	961	0	978	0	0
4896	MTCE STAFF RECHARGE	0	554	1,188	693	962	0	1,168	0	0
4897	MTCE O'HEAD RECHARGE	0	85	116	72	99	0	107	0	0
4899	DEPOT REALLOCATION	0	0	124	213	208	0	213	0	0
Overhead Expenditure		7,604	10,799	6,893	10,024	6,454	0	7,047	0	0
Movement to/(from) Gen Reserve		(7,604)	(10,799)	(6,893)	(10,024)	(6,454)		(7,047)		

Annual Budget - By Committee (Actual YTD Month 12)

Note: Halls, Cemeteries & Allotments Committee, 20 May 2024

	<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Halls, Cemeteries & Allotments - Income	214,916	304,974	255,381	371,386	365,111	0	398,280	0	0
Expenditure	730,328	598,109	899,770	823,338	871,083	0	942,905	2,000	0
Net Income over Expenditure	<u>-515,412</u>	<u>-293,135</u>	<u>-644,389</u>	<u>-451,952</u>	<u>-505,972</u>	<u>0</u>	<u>-544,625</u>	<u>-2,000</u>	<u>0</u>
plus Transfer from EMR	0	0	0	7,778	7,778	0	0	0	0
Movement to/(from) Gen Reserve	<u>(515,412)</u>	<u>(293,135)</u>	<u>(644,389)</u>	<u>(444,174)</u>	<u>(498,194)</u>		<u>(544,625)</u>		
Total Budget Income	214,916	304,974	255,381	371,386	365,111	0	398,280	0	0
Expenditure	730,328	598,109	899,770	823,338	871,083	0	942,905	2,000	0
Net Income over Expenditure	<u>-515,412</u>	<u>-293,135</u>	<u>-644,389</u>	<u>-451,952</u>	<u>-505,972</u>	<u>0</u>	<u>-544,625</u>	<u>-2,000</u>	<u>0</u>
plus Transfer from EMR	0	0	0	7,778	7,778	0	0	0	0
Movement to/(from) Gen Reserve	<u>(515,412)</u>	<u>(293,135)</u>	<u>(644,389)</u>	<u>(444,174)</u>	<u>(498,194)</u>		<u>(544,625)</u>		

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date:	Monday, 20 May 2024
Title:	Committee Objectives & Work Programme for the Municipal Year
Contact Officer:	Town Clerk - Sharon Groth

Background

The purpose of this report is to give consideration to this Committees objectives/priorities in order for the Town Clerk ensure there is a manageable programme of works, to deploy the necessary resources appropriately [also taking into consideration the work programme of other Committees].

Current Situation

Members are referred to the attached appendices where the Committees projects are detailed in the following categories: completed; in progress; preparation pool/part or unfunded; along with an update on the Open Spaces Strategy objectives from the work programme 2021.

This Committee has several complex projects in progress, along with some further projects planned.

The budget cycle is the opportunity to put forward further projects for consideration in to future work programmes to ensure there is the appropriate budget provision made at the time.

The Corn Exchange has seen a considerable investment in the past 4 years to establish the venue as an arts centre. Now with a comprehensive business plan setting out the future growth of the venue, Officers remain committed to realising the Council's long-term vision.

The Town Clerk will be condensing these projects and aspirations into the emerging strategic plan for adoption shortly.

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.

When considering its priorities, Members should be mindful of all resources – financial as well as human resources, and the competing demands from other Committees too.

Expectations also need to be managed on the timely delivery of these projects, in order not to jeopardise the Town Council's reputation.

Financial Implications

The financial implications are detailed in the attached appendices.

Recommendations

Members are invited to note the report and consider its objectives/priorities for the coming municipal year and beyond.

Halls, Cemeteries & Allotments, 20th May 2024, Current Committee Projects & Priorities 2024/25 and beyond

Completed Projects:

Corn Exchange	Internal decoration - Gallery Room, Café/Bar & stairs costing £4,993
Corn Exchange	Additional storage cupboards recently created to try and accommodate furniture such as tables and chairs and move them from view
Burwell Hall	Heating system upgraded – final cost £31,729
Burwell Hall	Blinds installed in the hall costing £2,250
Burwell Hall	Ladies & Gents toilets refurbished costing £13,152

Projects In Progress:

St Mary’s Church Wall	As a Closed Churchyard the Town Council has some maintenance responsibilities. EMR 376 has been set up to provide for the health & safety works required on the perimeter dry stone wall. The funds currently stand at £35,000. Officers are currently waiting on a faculty from the Diocese to progress phase 1 of these works.
Memorial maintenance	The Council has an obligation to carry out periodic inspections in the cemeteries and closed churchyard and sets aside funds each year in an EMR 318. The current balance as of 31 st March 2023 was £20,974. Historically the testing has been contracted out, however the Operations Manager is keen to do this using the inhouse team who have undergone the specialist training.
Corn Exchange	Door Entry system agreed by full Council – Officers just refreshing the quote to include linking to the fire alarm.

Projects in Preparation Pool/Part or Unfunded:

Cemetery Access Rd	This relates to Windrush Cemetery and setting aside funds to be able to provide for an internal road when/if the entrance off Cogges Estate is agreed as part of the Witney East development. EMR A/c 327 currently stands at £120,853.
Madley Park Hall	A contingency for repairs under the Landlord obligations is provided for in EMR 329 which now stands at £15,980. The lease is in the process of being renegotiated; there is a major issue with the dividing wall/doors which Officers are currently looking into.
Tower Hill Cemetery	Being an old Victorian cemetery with two Chapels a EMR 362 £21,500 is set aside to keep these historic buildings in good order, stop them falling into disrepair. £5,000 of which was agreed to appoint professionals to come up with an options appraisal. This has not been progressed yet.
Corn Exchange	An EMR 363 £41,831 is held for the replacement of the Lift in the Corn Exchange as and when it fails/needs replacing.
Langdale Hall	Budgeted £10k for external repairs under landlord responsibilities and to improve energy efficiency rating
Burwell Hall	Officers are currently obtaining quotes for the installation of CCTV and updating the intruder alarm system.
[There is a separate EMR for the Burwell Recreation Ground changing rooms at a/c 368 – under the management of the Parks & Recreation Committee].	

PARKS & OPEN SPACES STRATEGY – ACTION PLAN AS AT 20TH MAY 2024

Key Themes:

PO	Modernising and upgrading our parks and open spaces
SP	Improving and investing in our sporting provision
LP	Improving and investing in our leisure provision
IS	Improving and investing in our infrastructure provision
EE	Working in the most effective and efficient manner

Reference	Action	Responsible Committee	Who Involved?	Completion?
<u>HALL, CEMETERIES & ALLOTMENTS COMMITTEE</u>				
IS 4	Seek out a possible solution report to the access and parking issues at the cemeteries (audit received in 2021)	HC&A	Appointed Consultants	Apr- 21 (audit report stage) Officers assessing what is feasible
IS 3	Undertake a full options survey of the unused buildings at the cemeteries	HC&A	Appointed Consultants	£10,000 budget set for survey - to be commissioned
LP 1	Seek out options to increase allotment capacity issues should the additional new plots at Windrush not prove to be sufficient	HC&A	WTC Staff / Association/WODC/OCC	[On-going] Requested land for allotments in the North Witney & East Witney developments

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday 20th May 2024
Title: Public Halls Report
Contact Officer: Venue & Events Officer - Tomas Smith

Background

The Corn Exchange and Burwell Hall are heading into the summer season and with that there comes the opportunity to expand our café offer and look to bring in different types of bookings in the halls.

Gallery Room Conferencing Equipment

Officers have been looking to install the updated conferencing equipment into the Gallery Room, the plan is to use the existing projector screen which used to be in the Main Hall, this will be supplemented with the addition of a new projector which will be ceiling mounted as well as a conferencing sound bar which will also be wall mounted.

The works team are in the process of mounting the projector screen and will also help install the projector. Officers have been researching the options of wireless microphones as requested by the Council which are to be used in conjunction with the new system. Officers have approached suppliers and can confirm that they usually recommend wired microphones as these are an industry standard. To get wired microphones to a similar standard there is more cost incurred.

Wireless microphones cost £438 per microphone with 6 being recommended for a room the Gallery Rooms size, additionally there will need to be a wireless interface to link costing £2,225. Total **£4,853**.

The wired microphone option is £349 per microphone, total £2,094 and the interface is £1,396 with a total of **£3,490**. This is a difference of £1,363.

The Venue and Events Officer has spoken to one of the contacted suppliers of the conferencing system, Cloudy IT who explained their reasoning for using wired microphones:

- **Battery life:** Most wireless microphones rely on batteries for power, and these batteries will need to be replaced or recharged on a regular basis. This can be a minor inconvenience, however something to keep in mind if planning on using the microphone for extended periods of time.
- **Reliability and Fidelity.** A wired mic is making a direct connection, so it should be (and almost always is) more reliable than wireless . Wired mics will sound better than their

wireless counterparts using an equivalent quality mic, because wireless technology uses a process called companding to squeeze the audio signal into wireless audio's limited bandwidth.

- **Setup issues.** This is pretty much exclusive to wireless. The transmitter needs to see the receiver antenna for best results, the batteries must have the correct voltage, receivers shouldn't be adjacent to digital devices (computers, DVD players, digital reverbs, etc.) whose radiation can interfere with your wireless setup. If there are multiple, interfering wireless devices within range such as smart phones, tablets, and laptops, most devices—from computer modems, to headphones, to TVs to phones—work better with wired connections, this is the same for AV and audio equipment.
- **Logitech right sound 2.** Logitech have always used an industry leading advanced noise filtering process called right sound; in recent weeks this has been further improved with the launch of right sound 2, this has introduced the use of AI algorithms to give best in class noise filtering and audio pick-up, this requires computing power that cannot be delivered wirelessly, simply put, there isn't a wireless mic option that can deliver anything close to the quality delivered by right sound and right sound 2.

The conferencing system need to be of the highest standards, so the Venue and Events Officer believes it is worth considering the opinion of the company who specialise in providing conferencing support for Councils and are partners with both NALC and SLCC.

Storage in the Corn Exchange

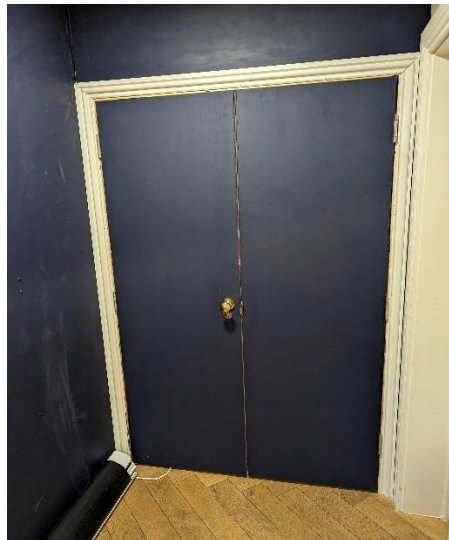
George Murray, has completed the work converting three areas of the Corn Exchange which were dead space into practical and usable storage solutions which will help with the smooth and professional appearance that Officers want to deliver to hall users.

This works ensures that these areas look tidy and professional.

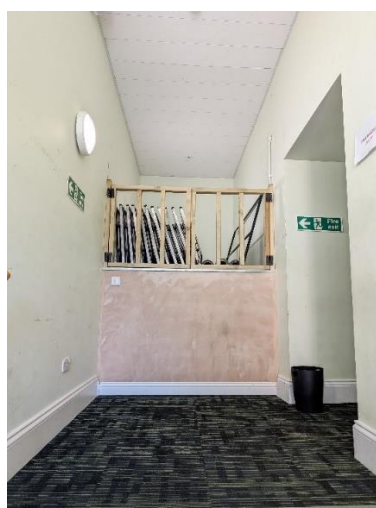
- **Understairs:** Work has been completed to create a cupboard which will serve to store the Banners and the 'A Frames' used to advertise events, this will keep signs out of the way in the evening when the café is closed, as well as looking more presentable for people visiting the venue.



- **Behind seating Main Hall Storage:** The area behind the seating has now been transformed into a practical and highly useful lockable storage area. This will house both the banquet tables as well as exterior café tables when not being used. As a secondary benefit, this now enables the control panel for the retractable seating to be safely locked away and reduces the risk of it being tampered with.



- **Stage Storage:** Further work took place in the hallway leading to the green rooms. This area has been converted into a storage room complete with emergency lighting and infrastructure to install a smoke detector which will be linked to the fire alarm. The door has been rehung to open into the hall allowing for more usable space in the room. Additionally, the top of the room has been utilised to allow for additional storage, safety rails have been installed to prevent equipment falling out and the bare walls will be decorated by the caretakers to make it look in keeping with the other parts of the hall.



1863

The café has been busy with the nice weather having offered us the opportunity to bring out the outdoor seating and double the amount of covers we can accommodate; the popular Fizzy Friday offer will be back from the beginning of June and will run to the end of the school holidays. This will mean that the café will offer 1 x bottle of prosecco for £12.50 or 4 x 330ml beers for £10.00. Margin is held at 40% for the prosecco and 70% for the beers. The opening hours will change on the Friday to 08:30 – 22:00.

Additionally, the events team are looking at having regular music on the square (all within licencing conditions) to help boost footfall on these evenings. The events team will market the event with digital and physical event promo material. It is hoped that when 1863 is open later it will be an opportunity to maximise marketing for the other upcoming events that will be held in the hall. This high street visibility is the main reason that the pavement licence was applied for, it allows advertising of the hall just by being open, visibility is strong from the bus stops, attracting people to the Market Square throughout the summer months is great for the hall, as well as offering something different for local residents and visitors.



Burwell Hall

The Venue and Events Officer is meeting with contractors to get quotes to repair the 5 outside lights on the hall. These have been vandalised over the years and have never been replaced. For security reasons Officers feel that this is a necessary investment to help with evening security.

Staffing

All staff continue to work well and strive to uphold the reputation of the Town Council and hirers using the halls. There have been no recent change of personnel.

Environmental impact

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

Risk

In decision making Councillors should 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.

- Extended opening of 1863 for the Frizzy Friday offer. Additional staffing of 10 hours per week. This will be covered by the additional bar takings during the offer.

Recommendations

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

1. That members note and decide on the style of microphone to be used in the Gallery Room for the updated conferencing system.
2. That the café can restart the Fizzy Friday offer from Friday 7th June.

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday 20 May 2024

Title: Public Halls Business Report

Contact Officer: Deputy Venue & Events Officer

Background

Witney Town Council has an obligation and objectives to provide an affordable, sustainable, inclusive and community arts facility that is valued and supported by the people of Witney and West Oxfordshire.

This includes providing availability to and encourage involvement from the entire community through offering a diverse range of music, arts and cultural events in the Corn Exchange.

The Council will provide a professional, well-maintained and run hireable space for private events including parties, weddings and conferences.

Current Situation

The Venue & Events staff are continuing to expand on the event program of the venue for 2024/25.

Please see below a table summary of WTC ticketed events since the last report.

Date	Event	Tickets Sold	Ticket revenue	Bar Revenue	Event Cost excluding labour and overheads	Comments
12/04/2024	West End Magic	125	1,771.00	333.40	1,306.98	The show was extremely well received on the night by a vast demographic of audience members, and we look forward to booking them again next year for matinee and evening show to maximise ticket sales and income.
11/05/2024	Comedy Club	31	446.00	N/A	N/A	Decision made to cancel due to poor tickets sales due to market saturation of comedy events in Witney.

West End Magic

The Venue & Event Officers were delighted to host a sold out audience on 12th April for a live theatrical magic show. We received 30% of the NET ticket revenue after VAT which equated to £531.50.

The show was extremely well received on the night by a vast demographic of audience members, and we are looking forward to booking them in for next year for a matinee and evening show to maximise ticket sales and income.

The Deputy Venue & Events Officer looked after sound and lighting ques, which can open the door to more touring companies who require an in-house tech. For live music, which is a more advanced job when it comes to sound engineering, we hire in a sound engineer for our own shows, however we can save on this cost for less demanding theatre shows that the Deputy Venue & Events Officer can manage sound and lights for.

Comedy

Our planned Comedy nights did not receive the interest and ticket sales which we had anticipated, and for that reason we decided to cancel the one on Saturday 11th May, to prevent a loss of earnings by running the show with little ticket sales. The Venue & Events officers made the informed decision to cancel the show on 30th April, based on the unlikelihood of enough tickets being sold in the following 2 weeks to break even on the event.

Having evaluated this unsuccessful event, we believe that the lack of demand is largely due to market saturation of comedy events in Witney. Fat Lils host a monthly comedy club and Green Rooms Studios have started hosting their own as well, both of which are at a cheaper price point (£7.50 at Fat Lils and £15 at Green Rooms), as the comedians are less well known than the acts booked for the Corn Exchange. Kingsley café on the A40 at Eynsham have also started their own comedy nights which adds to the saturation. The problem that arose from taking on these comedians with a greater following, is that these shows were not being promoted by them to their audience. This effectively meant that the extra money we were due to pay for comedians with a large following, was pointless as their followers were not being informed about our show. Officers addressed this with the booking agent, however the issue was not resolved which led to the decision to cancel the show. The Deputy Venue & Events Officer has also researched current ticket purchasing trends. According to research carried out by Tixel and Bolster, 25% of live event attendees are purchasing tickets later than previous years. The Deputy Venue & Events Officer is continuing research into how to adjust our offering to account for this shift in behaviour.

The council were not liable for any cancellation fees to the booking agent or comedians, meaning that this decision has prevented us from losing potentially up to £1,000 had we still ran the event. We have made the decision to park comedy nights for the foreseeable future, and instead focus on more live music and theatre based shows that have been more popular.

Over the Hill Festival

In the last report, the promoter had requested a ticket split agreement of 70/30, however it was not clear at the time that this intended as a split of the event profit and not ticket revenue. Officers

therefore informed them that we could not agree to that proposal, the promoter was happy to pay the Group 4 hall hiring fees instead.

The Deputy Venue & Events officer has recently met organisers of the event to explain in further detail the excellent sound and lighting equipment available at The Corn Exchange. We are looking forward to what should be a fantastic event in August.

Civic Reception & Citizen of The Year Award

As many members will be aware, The Corn Exchange hosted the Civic Reception and Citizen of The Year Award in March this year. This year's event was another fantastic celebration of some amazing people and organisations within our town. The event ran smoothly thanks to an effort from the wider team of WTC staff. This year, we teamed up with Bride & Beautiful Events to provide venue décor for the event. Officers are currently in discussions with this local company on developing The Corn Exchange wedding offering (more detail of this can be found later in this report).

Going Forward:

University of Gloucestershire Student Project

The Deputy Venue & Events Officer was approached by a course leader at The University of Gloucestershire, from which he graduated in 2022, asking if we would be interested in being involved in a spring term student project. The project involves a group of students acting as consultants for a "problem or area of improvement" we have identified in our work. Officers saw this as a great opportunity to have some insight from a group of students studying within the live music and entertainment industry, to provide us with some research and resources that we can use to help develop our programming and marketing strategy.

To summarise; The Deputy Venue & Events Officer has provided two groups of students with two-part brief for their project. This brief has asked them to draw up a marketing strategy accompanied with visual assets for the Classic Film Club, and to propose a 2-month event program with a variety of audience demographics to ensure we have something for everyone in our community. The Deputy Venue & Event Officer has so far had two 30-minute meetings with each group for updates on their work which is coming along very promisingly.

We have permission but no obligation to use any work that they come up with.

Weddings

Officers have been in discussion with Bride & Beautiful Events to help develop our wedding offering. We have discussed potential tiered packages and the opportunity for Bride & Beautiful to offer wedding co-ordination, as other wedding planners will be entitled to that will limit Officers participation and time. Having an individual who knows the venue will be very helpful and will free up a lot of time for Officers who currently deal with couples and wedding co-ordinators who do not know the venue. The packages and options are still to be finalised in the coming weeks.

We have also teamed up with Bride & Beautiful Events to run our own Wedding Fayre at The Corn Exchange on Saturday 31st August. Press for this event will be going out imminently once the final few details are agreed. We hope to welcome up to 30 stall holders, as well as having the opportunity to promote the Corn Exchange as a wedding venue.

Live Music Outdoors

Officers are working on a live music program for 1863 Café & Bar outdoor seating area this summer. We have allocated a budget of £150 for a musician to perform for 2 hours on a Friday evening from 20:00-22:00 and provide their own PA system. A range of musicians are being contacted for consideration with a potential for performances to be run weekly. The success and income generated from these events will be monitored and reported.

Officers have ensured that we have the relevant licensing for this to happen, see below from Gov.uk:

Whether a licence is needed for music entertainment will depend on the circumstances. A licence is not required to stage a performance of live music, or the playing of recorded music if:

- *it takes place between 8AM and 11PM; and*
- *it takes place at an alcohol on-licensed premises; and*
- *the audience is no more than 500 people*

Officers are also researching local mobile caterers who may be available to provide a food option to help entice people into the bar. Previous events have used a mobile pizza or burger van which has been popular.

The obvious risk with this is that we are not blessed with the most consistent summer weather in England. Therefore, measures will be in place to ensure that the music can take place inside the bar if the weather is not on our side.

This will be finalised within the next couple of weeks, looking to start the music by 14th June.

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. The council will encourage people to walk or cycle to these events and noise levels will be kept to a level where not to cause annoyance to neighbouring businesses and residential.

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. Noise disturbance will be managed, alternative indoor arrangement for poor weather conditions.

Financial implications

The Corn Exchange is operating to budget with no forecasted risk of annual overspend. All events will be monitored to ensure any risks associated with financial loss are immediately identified to enable to action to be taken.

Recommendations

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

1. Members are invited to note the report.

Document is Restricted