

## Parks & Recreation Committee Meeting of Witney Town Council



**Monday, 10th March, 2025 at 6.00 pm**

To members of the Parks & Recreation Committee - D Newcombe, R Smith, R Crouch, J Aitman, S Simpson, J Treloar, T Ashby 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](mailto: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](mailto: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. Minutes (Pages 3 - 7)**

a) To adopt and sign as a correct record the minutes of the Parks & Recreation Committee held on 13 January 2025 ;

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

4. **Participation of the Public**

The meeting will adjourn for this item.

Members of the public may speak for a maximum of five minutes each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda. 5

5. **Finance Report** (Pages 8 - 25)

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 and the upcoming 2025/26 period.

**Recreation**

6. **Major Projects Update** (Pages 26 - 34)

To receive and consider the report of the Project.

7. **Exclusion of Press and 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.

8. **Property Matters** (Pages 35 - 43)

To receive and consider the confidential report of the Head of Estates and Operations.



Town Clerk

# Agenda Item 3

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

Held on Monday, 13 January 2025

At 6.02 pm in the Gallery Room, The Corn Exchange, Witney

### Present:

Councillor R Smith (Vice-Chair, in the Chair)

Councillors:	R Crouch J Aitman S Simpson J Treloar	T Ashby O Collins G Meadows (In place of D Newcombe)
Officers:	Sharon Groth Adam Clapton Derek Mackenzie  Angus Whitburn Mark Lewis	Town Clerk Deputy Town Clerk Senior Administrative Officer & Committee Clerk Operations Manager Head of Estates & Operations
Others:	Seven members of the public.	

### PR15 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor D Newcombe, Councillor G Meadows attended as a substitute.

### PR16 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers.

### PR17 MINUTES

The minutes of the Parks & Recreation Committee meeting held on 4 November 2024 were received.

#### **Resolved:**

That, the minutes of the Parks & Recreation Committee meeting held on 4 November 2024 be approved as a correct record of the meetings and be signed by the Chair.

### PR18 PARTICIPATION OF THE PUBLIC

*The Committee adjourned for this item.*

The committee received representations from members of Spartan Rangers Football Club concerning Agenda Item 8.

*The Committee reconvened.*

*An additional member of the public arrived at 6:14pm*

**PR19 THE LEYS EVENT FIELD USE**

With the permission of the Chair, this item was moved up the agenda so that members of public could hear the discussion and outcome.

The Committee received and considered the report of the Operations Manager as well as responses from him which clarified items in the report and questions raised by Members of the public during their participation.

The most recent STRI (formerly the Sports Turf Research Institute) showed the east side of the Leys, which had been reported as unsafe to play organised sport on several years ago due to compaction had recovered and was now safe to use. This area of the Leys had been used for more events during the summer since football had ceased and these would still need to occur if football returned. It was unknown at this point how long the ground would accommodate both co-existing recreational activities but due to the lack of 11x11 football pitches across Witney, it was now an option to try. Football pitch hire would have to fit in with annual events and the Council would review the August 2025 ground reports to assess the current position.

Members were advised the STRI reports which assessed the adequacy of the sports pitches were carried out during August in order for the ground to provide a result following any remedial work. Had inspections been carried out as suggested immediately after the end of the playing season it would most likely show a greater compaction level.

The Committee also heard that since the grounds maintenance contract had been brought back in house by the Town Council in October 2023, the team had been able to bring the quality of the pitches up to a much higher standard as was evident by the report's findings.

It was proposed by Cllr Aitman, seconded by Cllr Treloar to recommence the use of the 11 v 11 pitch at The Leys conditional on the need to make use of the area for event purposes. A vote was taken with all Members unanimous in favour.

**Resolved:**

1. That, the report and verbal update be noted and,
2. That, use of the 11 v 11 football pitch at The Leys recommences.

*Six members of the public, along with the Operations Manager left the meeting at 6:34pm – One member of the public remained.*

*Councillor J Treloar left the meeting at 6:34pm and rejoined at 6:36pm*

**PR20 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.

**Resolved:**

That, the report be noted.

**PR21 KING GEORGE'S FOOTPATH UPDATE**

The Committee received and considered the report of the Head of Estates & Operations which provided an update on the proposed footpath to cross King George V Field.

Members heard that Officers had engaged with Oxfordshire Country Council, and this would be explored in greater depth. Members asked that consideration be given to the choice of lighting to ensure that there was limited impact on wildlife however understood that sufficient lighting was necessary to ensure that users felt safe in using the path outside of daylight hours.

In response to questions, the Committee were assured the footpath would not impact negatively on the proposed community orchard and existing sports and play facilities at the recreational field.

All Members were unanimous in agreement with the project proceeding however, it would have to be driven by OCC, overseen by their Officers, this was due to Town Council Officers being engaged in larger project deliveries for the town during 2025/26. It was hoped this would be the case as OCC should be keen to fulfil a target set by them in the Local Cycling and Walking Infrastructure Plan.

**Resolved:**

1. That, the report and update be noted and,
2. That, OCC be advised that they are to take the lead on the project.

**PR22 UNTERHACHING PARK LIGHTING**

The Committee received and considered the report of the Head of Estates & Operations which provided the financial details requested at an earlier meeting as to the cost of lighting at Unterhaching Park.

Members heard that moving forward costs would be reduced by the move to an alternative energy provider and when required any replacement of bulbs would be energy saving LED's.

Officers would be including lighting as part of the Play Park Review and were mindful of future acquisitions of play parks such as the two for Waterford Lane and Cedar Drive which were currently in the pipeline to ensure that sufficient commuted sums were included as part of the agreement.

**Resolved:**

1. That, the report be noted and,
2. That, a review of lighting is included in the upcoming Play Park Review.

*During the discussions of Agenda Item 9 – Major Project Update*

*Councillor O Collins left the meeting at 7:06pm and rejoined at 7:09pm*

*The remaining member of the public left at 7:07pm*

*Councillor T Ashby left the meeting at 7:16pm*

**PR23 MAJOR PROJECTS UPDATE**

The Committee received and considered the updates from the Project Officer on the various ongoing works.

Members were disappointed to hear of the lack of engagement from Oxfordshire County Council in respect of the enforcement of the proposed Traffic Regulation Order (TRO) at The Leys, it was agreed that Cllr R Crouch would press along with OCC Councillors to further the discussions as it was imperative this was in place before the Town Council made the TRO application.

The Committee were pleased to hear the tender had been issued for the Raleigh Crescent sports and social park and looked forward to hearing further from Officers when the evaluation had taken place.

Members heard additional details on the plans for the Splash Pad from the Head of Estates & Operations. Officer's concerns regarding the drainage of wastewater were being addressed and Officers were confident that delivery of the project could be made in time for the summer period.

The Committee was unanimous in agreement to retain the Portaloo at West Witney Sports & Social Ground and understood that the maintenance of the facility would need to be passed to the individual sports clubs that wished to make use of it.

**Resolved:**

That, the report be noted.

**PR24 EXCLUSION OF PRESS AND 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.

**PR25 WITNEY SWIFTS CRICKET CLUB AGREEMENT**

The Committee received and considered the report of the Head of Estates & Operations outlining the initial details of the agreement with Witney Swifts.

Members discussed the proposed terms that had been forwarded by Witney Swifts and were grateful of the update. They asked that Officers consider all users of West Witney Sports Grounds particularly in relation to the relinquishment of control of the maintenance of the field.

There were contrary opinions expressed on the level of subsidy provided from the agreement and its length, but the Committee asked that talks with the club continue to ensure that a mutually suitable agreement can be reached.

**Resolved:**

That, the report be noted.

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The meeting closed at: 7.25 pm

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Chair

## PARKS AND RECREATION COMMITTEE



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**Agenda Item:** Finance Report  
**Meeting Date:** 10 March 2025  
**Contact Officer:** Responsible Financial Officer

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***Should Members have any queries about this report advance notice would be appreciated, in writing, by 12 noon on Friday 7 March to allow for a full response at the meeting.***

### Background

Detailed income and expenditure statements for budgets which are the responsibility of this committee are enclosed. The period to which this report relates is 1 April 2024 to 31 January 2025.

### Current Situation

#### Management accounts

The Council has appointed five standing committees which have delegated powers to make decisions, including financial decisions, regarding the services which are 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.

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.

The cost centres for which this committee has **responsibility** are:

### Current Situation

For the Parks and Recreation Committee the following cost centres are in place and these are shown in the report. Cost centres, comprising three digits, typically represent a discrete service entity, to which income and expenditure is allocated against previously agreed revenue budgets.

Cost centre	Service
201	Splash Park at the Leys Recreation Ground
202	The Leys Recreation Ground
203	West Witney Sports Ground
204	Burwell (Queen Elizabeth 2) Sports Ground
205	King George V/ Newland Recreation Ground
207	Moorland Road Play Area



208	Woodgreen/ Play Area
209	Eton Close Play Area
210	Oxlease Play Area
211	Fieldmere Play Area
212	Quarry Road Play Area
213	Raleigh Crescent Play Area
214	Park Road Play Area
215	Cedar Drive Play Area
216	Unterhaching Play Area
217	Waterford Lane Play Area
218	Windrush Place
219	Deer Park Sports Pitches
299	P & R Unallocated Works Overhead (not used)

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 “3” or “4” are expenditure codes.

The format of this report is as follows:

- (i) Last year 2023-24 - the first two columns relate to the original budget from 2023-24 against the actual figures for last year.
- (ii) Current year 2023-24. (a) Brought forward – sums brought forward from last year against specific codes. (b) Net virement – this represents in year transfers between budget lines. (c) Agreed budget – estimate agreed by the Council in January 2024. (d) EMR – budgeted use of earmarked reserves. (e) Total – this is the total amount approved in the current year budget, the total of columns (a) to (e) inclusive. (f) Actual year to date spend.
- (iii) Next year 2025-26. The three columns show, respectively, the agreed budget to be funded from precept, the contribution to or from earmarked reserves and any sums which are budgeted to be carried forward.

The Omega financial programme has a number of different report formats, and this is the first time that I have chosen to present this one to this Committee. This format has been chosen because it shows much more clearly the use of earmarked reserves by including columns showing the earmarked reserve movements. The downside is that this report format does not show the revised 2024-25 estimates agreed in January 2025 and for these I would refer Members to the report submitted to the meeting of 6 January 2025.

A full review of the budgetary position was undertaken during the budget cycle. Most areas of interest were raised at the last meeting of this committee and the subsequent Policy Governance and Finance Committee and full Council meetings. The RFO would refer

members to the finance/ budget reports which were approved at those meetings for further details.

However, there are a number of points it is worth emphasising:

1. Current year budget: In terms of the report presented at this meeting, the current year (2024/25) budget is that originally agreed in January 2024 ahead of the 2024/25 year – see comments above.
2. The actual year to date figures are for the period 1 April 2024 to 31 January 2025, subject to the comments in relation to recharges of overheads (point 3, below).
3. The treatment of overheads was previously reported to Members. Central support overheads (nominal ledger codes 4892 and 4893) have been allocated in the current year to 30 November 2024. Works overheads (nominal ledger codes 4888, 4890 and 4899) have been allocated in the current year to 30 September 2024.

During the final stage of the budget process all central support and works overheads were removed from the service cost centres in relation to the revised 2024/25 estimates and the 2025/26 estimates . There was no impact on the Council's overall budget. I have now transferred these overheads back to the individual cost centres based on updated estimates of staff time allocations. Again, there is no impact on the bottom line – as the transfers are agreed the net cost of the cost centres 601,602 and 604 are reduced by the same amount as the increases to the service cost centres.

4. All codes 4047 – play equipment maintenance. As previously advised a budget is allocated to each of the play areas on an annual basis. This is not always required and so at the year-end any underspend is transferred to the appropriate earmarked reserve. However, when spending is required, it will sometimes exceed the annual budget amount allocated to the relevant site for that year and so the difference is funded either through the earmarked reserve or from a virement from underspent budgets on other sites. To address this issue the RFO will consolidate budgets from 2025-26 under a “holding” cost centre from which allocations are then made to individual play areas when expenditure is incurred; this will be a feature of future reports.
5. Grounds maintenance costs are where possible directly allocated to service codes such as cost centre 202 (the Leys) rather than being apportioned from cost centre 604 (depot). As part of the budget process the corresponding budgets were transferred to the relevant cost centres. This increases direct cost centre expenditure but decreases the recharge from 604. The net impact varies from cost centre to cost centre but all things being equal there is no overall impact on the bottom line. Note though that there is significant inflationary pressure on grounds maintenance with overall costs rising above headline inflation.

6. The commuted sum in relation to Raleigh Crescent Play Area, amounting to £74,999 was received in November 2024 and was immediately transferred to the earmarked reserves, as is usual practice for such sums which are intended to assist in meeting expenditure, usually for capital expenditure, in future years.

## **Impact Assessments**

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – no implications directly resulting from this report.
- b) Biodiversity - no implications directly resulting from this report.
- c) Crime & Disorder - no implications directly resulting from this report.
- d) Environment & Climate Emergency - no implications directly resulting from this report.

## **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 provision of regular financial reports is part of the Council's risk management system.

## **Social Value**

Social value is the positive change the Council creates in the local community within which it operates. Social value is not quantified in the financial reports but clearly the creation of social value is dependent on setting adequate budgets to meet the Council's objectives.

## **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.

This report forms part of the Council's mechanisms for budgetary control, as it enables income and expenditure incurred to be reviewed and to be compared with the Council's budgets.

## **Recommendations**

Members are invited to approve the report and the management accounts of the Committee's services to 31 January 2025.

Annual Budget - By Committee (Actual YTD Month 10)

Note: Parks & Recreation Committee - management accounts to 31 January 2025

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>						<u>Next Year 2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Parks &amp; Recreation</b>												
<b>201</b>	<b><u>SPLASHPARK</u></b>											
1052	EXPENSES RECOVERED	0	12,988	0	0	0	0	0	0	0	0	0
	<b>Total Income</b>	0	12,988	0	0	0	0	0	0	0	0	0
4012	WATER RATES	12,000	35,996	0	0	12,000	0	12,000	18,782	15,000	0	0
4014	ELECTRICITY	0	1,576	0	0	0	0	0	0	0	0	0
4016	CLEANING MATERIALS	300	348	0	0	300	0	300	0	305	0	0
4036	PROPERTY MAINTENANCE	5,000	180	0	0	5,000	651	5,651	5,651	5,100	0	0
4047	PLAY EQUIP MAINTENCE	2,500	0	0	0	2,668	0	2,668	0	2,500	0	0
4048	ENG.INSPEC.(VATABLE)	500	432	0	0	500	0	500	0	510	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	51	0	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	9,315	0	9,315	2,913	7,500	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	854	0	854	244	488	0	0
4896	MTCE STAFF RECHARGE	9,474	5,283	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	927	628	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	990	1,799	0	0	1,699	0	1,699	988	1,067	0	0
	<b>Overhead Expenditure</b>	31,691	46,241	0	0	32,336	651	32,987	28,629	32,470	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(31,691)</u>	<u>(33,253)</u>			<u>(32,336)</u>		<u>(32,987)</u>	<u>(28,629)</u>	<u>(32,470)</u>		
<b>202</b>	<b><u>THE LEYS RECREATION GROUND</u></b>											
1020	SPORTS - FOOTBALL	2,000	2,436	0	0	3,400	0	3,400	2,110	2,600	0	0
1043	GREEN FEES - WTBC	5,080	5,080	0	0	5,420	0	5,420	5,420	5,500	0	0
1050	RENT RECEIVED	1,000	1,000	0	0	1,000	0	1,000	1,000	1,000	0	0

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Parks & Recreation Committee - management accounts to 31 January 2025

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>						<u>Next Year 2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1051	GROUND HIRE	15,000	15,534	0	0	16,038	0	16,038	15,991	17,650	0	0
1052	EXPENSES RECOVERED	150	60	0	0	160	0	160	1,228	165	0	0
1054	EASEMENTS/WAYLEAVES	0	0	0	0	0	0	0	6	6	0	0
1058	WATER RECOVERED	150	175	0	0	190	0	190	190	195	0	0
1059	ELECTRICITY RECOVER	20,000	6,162	0	0	0	0	0	0	0	0	0
<b>Total Income</b>		<b>43,380</b>	<b>30,448</b>	<b>0</b>	<b>0</b>	<b>26,208</b>	<b>0</b>	<b>26,208</b>	<b>25,945</b>	<b>27,116</b>	<b>0</b>	<b>0</b>
4012	WATER RATES	0	1,269	0	0	3,000	0	3,000	7,882	1,350	0	0
4014	ELECTRICITY	24,800	19,422	0	0	5,202	0	5,202	1,328	3,600	0	0
4017	CONTRACT CLEAN/WASTE	10,000	10,185	0	-13,191	13,800	0	609	869	425	0	0
4025	INSURANCE	240	224	0	0	256	0	256	112	120	0	0
4036	PROPERTY MAINTENANCE	7,500	1,422	0	0	7,500	0	7,500	5,312	5,000	0	0
4037	GROUNDS MAINTENANCE	5,000	850	0	3,120	5,000	0	8,120	8,118	5,000	0	0
4038	OTHER MAINTENANCE	2,500	0	0	0	2,500	0	2,500	0	0	0	0
4046	SPORTS EQUIPMENT	4,000	0	0	0	4,000	0	4,000	717	2,000	0	0
4047	PLAY EQUIP MAINTENCE	5,000	1,050	0	0	5,000	0	5,000	1,716	5,000	0	0
4048	ENG.INSPEC.(VARIABLE)	550	989	0	0	1,055	0	1,055	1,043	1,060	0	0
4049	PLAY RISK ASSESSMENT	500	135	0	0	144	0	144	70	140	0	0
4062	SPORTS PITCH MATERIALS	0	934	0	0	0	0	0	0	0	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	8	0	0	0
4110	SUBSIDIZED LETTINGS	10,000	4,545	0	0	10,000	0	10,000	4,855	5,500	0	0
4215	IN BLOOM - INC SCHOOLS CHALLENGE	1,000	0	0	0	1,000	0	1,000	0	1,000	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	66,175	0	66,175	31,752	80,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	15,690	0	15,690	2,541	5,210	0	0
4892	C/S STAFF RCHG	17,967	16,422	0	0	18,431	0	18,431	11,868	21,358	0	0

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Parks & Recreation Committee - management accounts to 31 January 2025

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>						<u>Next Year 2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4893	C/S O'HEAD RCHG	5,176	6,491	0	0	5,214	0	5,214	4,090	5,650	0	0
4894	GROUNDS STAFF RECHARGE	23,566	8,257	0	0	0	0	0	0	0	0	0
4895	GROUNDS O'HEAD RECHARGE	8,701	6,121	0	0	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	41,731	34,538	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	4,084	3,842	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	4,361	11,331	0	0	7,483	0	7,483	9,414	11,376	0	0
	<b>Overhead Expenditure</b>	<b>176,676</b>	<b>128,027</b>	<b>0</b>	<b>-10,071</b>	<b>171,450</b>	<b>0</b>	<b>161,379</b>	<b>91,695</b>	<b>153,789</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(133,296)</b>	<b>(97,579)</b>			<b>(145,242)</b>		<b>(135,171)</b>	<b>(65,749)</b>	<b>(126,673)</b>		
<b>203</b>	<b>WEST WITNEY SPORTS GROUND</b>											
1020	SPORTS - FOOTBALL	6,500	6,597	0	0	8,536	0	8,536	7,137	8,050	0	0
1021	SPORTS - CRICKET	1,500	1,374	0	0	1,500	0	1,500	1,470	1,500	0	0
1041	RENTAL - TENNIS CLUB	4,970	0	0	0	0	0	0	4,970	0	0	0
1042	RENTAL- PROJ.RANGE	2,915	2,915	0	0	3,110	0	3,110	3,110	3,175	0	0
1044	GREEN FEES - WMBC	3,050	3,050	0	0	3,254	0	3,254	3,250	3,325	0	0
1045	GREEN FEES - WWBC	3,050	3,050	0	0	3,254	0	3,254	3,250	3,325	0	0
1050	RENT RECEIVED	9,850	10,350	0	0	10,366	0	10,366	8,170	10,366	0	0
1052	EXPENSES RECOVERED	0	1,429	0	0	0	0	0	0	0	0	0
1054	EASEMENTS/WAYLEAVES	6	6	0	0	6	0	6	0	6	0	0
1060	INSURANCE RECOVERED	400	435	0	0	427	0	427	0	455	0	0
	<b>Total Income</b>	<b>32,241</b>	<b>29,206</b>	<b>0</b>	<b>0</b>	<b>30,453</b>	<b>0</b>	<b>30,453</b>	<b>31,357</b>	<b>30,202</b>	<b>0</b>	<b>0</b>
4025	INSURANCE	725	749	0	0	774	0	774	681	695	0	0
4036	PROPERTY MAINTENANCE	1,500	4,012	0	0	1,500	0	1,500	2,424	3,300	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 10)

Note: Parks & Recreation Committee - management accounts to 31 January 2025

Page 15

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>						<u>Next Year 2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4037	GROUNDS MAINTENANCE	2,500	1,531	0	9,000	2,500	0	11,500	11,374	11,600	0	0
4046	SPORTS EQUIPMENT	0	1,354	0	0	1,000	0	1,000	156	1,000	0	0
4047	PLAY EQUIP MAINTENANCE	0	17	0	0	0	0	0	0	0	0	0
4048	ENG.INSPEC.(VATABLE)	200	185	0	0	213	0	213	207	210	0	0
4059	OTHER PROF FEES	2,000	1,745	0	0	2,000	0	2,000	0	2,000	0	0
4062	SPORTS PITCH MATERIALS	0	900	0	0	0	0	0	1,665	1,285	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	8	0	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	37,622	0	37,622	32,776	70,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	13,071	0	13,071	2,585	4,559	0	0
4894	GROUNDS STAFF RECHARGE	23,566	10,234	0	0	0	0	0	0	0	0	0
4895	GROUNDS O'HEAD RECHARGE	8,701	7,477	0	0	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	12,690	18,257	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	1,242	1,927	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	1,326	6,293	0	0	2,275	0	2,275	10,362	9,954	0	0
	<b>Overhead Expenditure</b>	<b>54,450</b>	<b>54,681</b>	<b>0</b>	<b>9,000</b>	<b>60,955</b>	<b>0</b>	<b>69,955</b>	<b>62,239</b>	<b>104,603</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(22,209)</b>	<b>(25,475)</b>			<b>(30,502)</b>		<b>(39,502)</b>	<b>(30,882)</b>	<b>(74,401)</b>		
<b>204</b>	<b><u>BURWELL (QE2) SPORTS GROUND</u></b>											
1020	SPORTS - FOOTBALL	3,850	6,378	0	0	8,000	0	8,000	4,869	7,150	0	0
	<b>Total Income</b>	<b>3,850</b>	<b>6,378</b>	<b>0</b>	<b>0</b>	<b>8,000</b>	<b>0</b>	<b>8,000</b>	<b>4,869</b>	<b>7,150</b>	<b>0</b>	<b>0</b>
4017	CONTRACT CLEAN/WASTE	0	0	0	0	0	0	0	700	0	0	0
4036	PROPERTY MAINTENANCE	1,000	0	0	0	1,000	0	1,000	1,626	1,000	0	0
4037	GROUNDS MAINTENANCE	0	420	0	9,745	0	0	9,745	9,745	9,950	0	0

Annual Budget - By Committee (Actual YTD Month 10)

Note: Parks & Recreation Committee - management accounts to 31 January 2025

Page 16

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>						<u>Next Year 2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4046	SPORTS EQUIPMENT	3,000	0	0	0	2,000	0	2,000	0	1,000	0	0
4047	PLAY EQUIP MAINTENCE	2,000	251	0	0	2,000	0	2,000	2,047	2,000	0	0
4048	ENG.INSPEC.(VARIABLE)	550	529	0	0	587	0	587	546	560	0	0
4049	PLAY RISK ASSESSMENT	100	68	0	0	100	0	100	70	75	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	21,124	0	21,124	19,065	35,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	8,809	0	8,809	1,636	2,279	0	0
4894	GROUNDS STAFF RECHARGE	16,833	5,422	0	0	0	0	0	0	0	0	0
4895	GROUNDS O'HEAD RECHARGE	6,215	3,727	0	0	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	3,217	7,066	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	315	736	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	336	2,230	0	0	577	0	577	5,425	4,977	0	0
<b>Overhead Expenditure</b>		<b>33,566</b>	<b>20,449</b>	<b>0</b>	<b>9,745</b>	<b>36,197</b>	<b>0</b>	<b>45,942</b>	<b>40,860</b>	<b>56,841</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(29,716)</b>	<b>(14,072)</b>			<b>(28,197)</b>		<b>(37,942)</b>	<b>(35,991)</b>	<b>(49,691)</b>		
<b>205</b>	<b><u>KING GEORGE V / NEWLAND</u></b>											
1020	SPORTS - FOOTBALL	1,000	1,582	0	0	1,700	0	1,700	1,149	1,750	0	0
<b>Total Income</b>		<b>1,000</b>	<b>1,582</b>	<b>0</b>	<b>0</b>	<b>1,700</b>	<b>0</b>	<b>1,700</b>	<b>1,149</b>	<b>1,750</b>	<b>0</b>	<b>0</b>
4036	PROPERTY MAINTENANCE	500	0	0	0	534	0	534	0	0	0	0
4037	GROUNDS MAINTENANCE	2,000	140	0	2,003	2,000	0	4,003	4,003	5,700	0	0
4047	PLAY EQUIP MAINTENCE	500	893	0	0	500	0	500	32	500	0	0
4048	ENG.INSPEC.(VARIABLE)	450	437	0	0	480	0	480	472	480	0	0
4049	PLAY RISK ASSESSMENT	100	68	0	0	100	0	100	70	75	0	0
4100	GRANTS GENERAL	500	0	0	0	500	0	500	0	500	0	0



Annual Budget - By Committee (Actual YTD Month 10)

Note: Parks & Recreation Committee - management accounts to 31 January 2025

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>						<u>Next Year 2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4888	O/S STAFF RECHARGE	0	0	0	0	15,699	0	15,699	6,021	20,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	3,502	0	3,502	521	1,303	0	0
4894	GROUNDS STAFF RECHARGE	5,050	1,659	0	0	0	0	0	0	0	0	0
4895	GROUNDS O'HEAD RECHARGE	1,865	1,319	0	0	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	10,487	7,023	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	1,026	788	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	1,096	2,383	0	0	1,881	0	1,881	1,786	2,844	0	0
<b>Overhead Expenditure</b>		<b>23,574</b>	<b>14,710</b>	<b>0</b>	<b>2,003</b>	<b>25,196</b>	<b>0</b>	<b>27,199</b>	<b>12,905</b>	<b>31,402</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(22,574)</b>	<b>(13,129)</b>			<b>(23,496)</b>		<b>(25,499)</b>	<b>(11,756)</b>	<b>(29,652)</b>		
<b>207</b>	<b><u>MOORLAND ROAD PLAY AREA</u></b>											
4036	PROPERTY MAINTENANCE	0	30	0	0	0	0	0	60	0	0	0
4047	PLAY EQUIP MAINTENCE	500	251	0	0	500	0	500	905	500	0	0
4048	ENG.INSPEC.(VARIABLE)	275	253	0	0	293	0	293	273	280	0	0
4049	PLAY RISK ASSESSMENT	100	68	0	0	100	0	100	70	75	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	20	0	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	2,728	0	2,728	3,679	7,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	251	0	251	310	456	0	0
4896	MTCE STAFF RECHARGE	2,775	1,428	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	272	167	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	290	497	0	0	498	0	498	1,045	995	0	0
<b>Overhead Expenditure</b>		<b>4,212</b>	<b>2,694</b>	<b>0</b>	<b>0</b>	<b>4,370</b>	<b>0</b>	<b>4,370</b>	<b>6,363</b>	<b>9,306</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(4,212)</b>	<b>(2,694)</b>			<b>(4,370)</b>		<b>(4,370)</b>	<b>(6,363)</b>	<b>(9,306)</b>		

Annual Budget - By Committee (Actual YTD Month 10)

Note: Parks & Recreation Committee - management accounts to 31 January 2025

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>						<u>Next Year 2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>208</b>	<b><u>WOOD GREEN/PLAY AREA</u></b>											
4047	PLAY EQUIP MAINTENCE	500	354	0	0	500	0	500	574	500	0	0
4048	ENG.INSPEC.(VARIABLE)	300	276	0	0	300	0	300	298	305	0	0
4049	PLAY RISK ASSESSMENT	100	68	0	0	100	0	100	70	75	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	20	0	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	8,637	0	8,637	2,329	5,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	2,854	0	2,854	200	326	0	0
4894	GROUNDS STAFF RECHARGE	5,050	1,274	0	0	0	0	0	0	0	0	0
4895	GROUNDS O'HEAD RECHARGE	1,865	421	0	0	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	3,305	1,699	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	323	199	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	345	591	0	0	592	0	592	682	711	0	0
	<b>Overhead Expenditure</b>	<b>11,788</b>	<b>4,882</b>	<b>0</b>	<b>0</b>	<b>12,983</b>	<b>0</b>	<b>12,983</b>	<b>4,174</b>	<b>6,917</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(11,788)</b>	<b>(4,882)</b>			<b>(12,983)</b>		<b>(12,983)</b>	<b>(4,174)</b>	<b>(6,917)</b>		
<b>209</b>	<b><u>ETON CLOSE PLAY AREA</u></b>											
4047	PLAY EQUIP MAINTENCE	250	0	0	0	250	0	250	32	250	0	0
4048	ENG.INSPEC.(VARIABLE)	200	184	0	0	200	0	200	199	205	0	0
4049	PLAY RISK ASSESSMENT	100	68	0	0	100	0	100	70	100	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	20	0	0	0
4222	TINY FOREST EXPENSES	150	0	0	0	150	0	150	0	150	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	0	0	0	3,058	6,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	0	0	0	286	391	0	0
4899	DEPOT REALLOCATION	0	0	0	0	0	0	0	890	853	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 10)

Note: Parks & Recreation Committee - management accounts to 31 January 2025

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>						<u>Next Year 2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	<b>Overhead Expenditure</b>	700	252	0	0	700	0	700	4,555	7,949	0	0
	<b>Movement to/(from) Gen Reserve</b>	(700)	(252)			(700)		(700)	(4,555)	(7,949)		
<b>210</b>	<b><u>OXLEASE PLAY AREA</u></b>											
4047	PLAY EQUIP MAINTENCE	500	306	0	0	500	0	500	97	500	0	0
4048	ENG.INSPEC.(VARIABLE)	550	575	0	0	614	0	614	621	635	0	0
4049	PLAY RISK ASSESSMENT	100	68	0	0	100	0	100	70	75	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	20	0	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	10,240	0	10,240	3,318	7,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	3,001	0	3,001	295	456	0	0
4894	GROUNDS STAFF RECHARGE	5,050	1,274	0	0	0	0	0	0	0	0	0
4895	GROUNDS O'HEAD RECHARGE	1,865	421	0	0	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	4,935	2,541	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	483	298	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	516	884	0	0	885	0	885	993	995	0	0
	<b>Overhead Expenditure</b>	13,999	6,366	0	0	15,340	0	15,340	5,414	9,661	0	0
	<b>Movement to/(from) Gen Reserve</b>	(13,999)	(6,366)			(15,340)		(15,340)	(5,414)	(9,661)		
<b>211</b>	<b><u>FIELDMERE PLAY AREA</u></b>											
4047	PLAY EQUIP MAINTENCE	250	262	0	0	250	0	250	2,312	250	0	0
4048	ENG.INSPEC.(VARIABLE)	300	276	0	0	300	0	300	298	305	0	0
4049	PLAY RISK ASSESSMENT	100	68	0	0	100	0	100	70	75	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	20	0	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	4,810	0	4,810	1,885	4,000	0	0

Continued on next page

Page 19

Annual Budget - By Committee (Actual YTD Month 10)

Note: Parks & Recreation Committee - management accounts to 31 January 2025

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>						<u>Next Year 2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4890	O/S O'HEAD RECHARGE	0	0	0	0	441	0	441	159	261	0	0
4896	MTCE STAFF RECHARGE	4,892	2,516	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	479	295	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	511	875	0	0	877	0	877	561	569	0	0
<b>Overhead Expenditure</b>		<b>6,532</b>	<b>4,292</b>	<b>0</b>	<b>0</b>	<b>6,778</b>	<b>0</b>	<b>6,778</b>	<b>5,305</b>	<b>5,460</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(6,532)</b>	<b>(4,292)</b>			<b>(6,778)</b>		<b>(6,778)</b>	<b>(5,305)</b>	<b>(5,460)</b>		
<b>212</b>	<b><u>QUARRY ROAD PLAY AREA</u></b>											
4036	PROPERTY MAINTENANCE	0	0	0	0	0	0	0	47	0	0	0
4047	PLAY EQUIP MAINTENCE	250	1,798	0	0	250	0	250	66	250	0	0
4048	ENG.INSPEC.(VATABLE)	250	230	0	0	250	0	250	323	250	0	0
4049	PLAY RISK ASSESSMENT	100	68	0	0	100	0	100	70	75	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	20	0	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	217	0	217	1,879	4,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	20	0	20	156	261	0	0
4896	MTCE STAFF RECHARGE	221	113	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	22	13	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	23	39	0	0	39	0	39	590	569	0	0
<b>Overhead Expenditure</b>		<b>866</b>	<b>2,261</b>	<b>0</b>	<b>0</b>	<b>876</b>	<b>0</b>	<b>876</b>	<b>3,151</b>	<b>5,405</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(866)</b>	<b>(2,261)</b>			<b>(876)</b>		<b>(876)</b>	<b>(3,151)</b>	<b>(5,405)</b>		
<b>213</b>	<b><u>RALEGH CRESCENT PLAY AREA</u></b>											
1201	COMMUTED SUMS	0	0	0	0	0	0	0	74,999	0	0	0
<b>Total Income</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>74,999</b>	<b>0</b>	<b>0</b>	<b>0</b>

Continued on next page

Annual Budget - By Committee (Actual YTD Month 10)

Note: Parks & Recreation Committee - management accounts to 31 January 2025

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>						<u>Next Year 2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4013	RENT PAID	5	0	0	0	5	0	5	0	5	0	0
4037	GROUNDS MAINTENANCE	0	0	0	0	0	0	0	0	4,625	0	0
4047	PLAY EQUIP MAINTENCE	500	0	0	0	500	0	500	32	500	0	0
4048	ENG.INSPEC.(VARIABLE)	0	0	0	0	500	0	500	0	500	0	0
4049	PLAY RISK ASSESSMENT	100	0	0	0	100	0	100	70	75	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	20	0	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	4,374	0	4,374	0	10,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	401	0	401	0	651	0	0
4896	MTCE STAFF RECHARGE	4,449	2,289	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	435	268	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	465	796	0	0	798	0	798	0	1,422	0	0
	<b>Overhead Expenditure</b>	<b>5,954</b>	<b>3,354</b>	<b>0</b>	<b>0</b>	<b>6,678</b>	<b>0</b>	<b>6,678</b>	<b>122</b>	<b>17,778</b>	<b>0</b>	<b>0</b>
	<b>213 Net Income over Expenditure</b>	<b>-5,954</b>	<b>-3,354</b>	<b>0</b>	<b>0</b>	<b>-6,678</b>	<b>0</b>	<b>-6,678</b>	<b>74,877</b>	<b>-17,778</b>	<b>0</b>	<b>0</b>
6001	less Transfer to EMR	0	0	0	0	0	0	0	74,999	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(5,954)</b>	<b>(3,354)</b>			<b>(6,678)</b>		<b>(6,678)</b>	<b>(122)</b>	<b>(17,778)</b>		
<b>214</b>	<b><u>PARK ROAD PLAY AREA</u></b>											
4013	RENT PAID	125	0	0	0	125	0	125	0	125	0	0
4047	PLAY EQUIP MAINTENCE	500	251	0	0	500	0	500	32	500	0	0
4048	ENG.INSPEC.(VARIABLE)	275	0	0	0	275	0	275	0	275	0	0
4049	PLAY RISK ASSESSMENT	100	68	0	0	100	0	100	70	75	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	20	0	0	0
	<b>Overhead Expenditure</b>	<b>1,000</b>	<b>319</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>122</b>	<b>975</b>	<b>0</b>	<b>0</b>

Continued on next page

Annual Budget - By Committee (Actual YTD Month 10)

Note: Parks & Recreation Committee - management accounts to 31 January 2025

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>						<u>Next Year 2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>(1,000)</u>	<u>(319)</u>			<u>(1,000)</u>		<u>(1,000)</u>	<u>(122)</u>	<u>(975)</u>		
<b>215</b>	<b><u>CEDAR DRIVE PLAY AREA</u></b>											
4047	PLAY EQUIP MAINTENCE	0	0	0	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	0	0	0	0	500	0	500	0	500	0	0
4049	PLAY RISK ASSESSMENT	0	0	0	0	100	0	100	0	100	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	20	0	0	0
	<b>Overhead Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,100</u>	<u>0</u>	<u>1,100</u>	<u>20</u>	<u>1,100</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>0</u>	<u>0</u>			<u>(1,100)</u>		<u>(1,100)</u>	<u>(20)</u>	<u>(1,100)</u>		
<b>216</b>	<b><u>UNTERHACHING PLAY AREA</u></b>											
1201	COMMUTED SUMS	0	30,000	0	0	0	0	0	0	0	0	0
	<b>Total Income</b>	<u>0</u>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4014	ELECTRICITY	0	0	0	0	0	0	0	2,472	2,100	0	0
4047	PLAY EQUIP MAINTENCE	0	0	0	0	500	0	500	53	500	0	0
4048	ENG.INSPEC.(VARIABLE)	0	0	0	0	500	0	500	0	500	0	0
4049	PLAY RISK ASSESSMENT	0	0	0	0	100	0	100	70	100	0	0
4056	LEGAL EXPENSES	0	1,609	0	0	0	0	0	0	0	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	1,572	0	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	0	0	0	1,887	0	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	0	0	0	161	0	0	0
4899	DEPOT REALLOCATION	0	0	0	0	0	0	0	562	0	0	0
	<b>Overhead Expenditure</b>	<u>0</u>	<u>1,609</u>	<u>0</u>	<u>0</u>	<u>1,100</u>	<u>0</u>	<u>1,100</u>	<u>6,776</u>	<u>3,200</u>	<u>0</u>	<u>0</u>

Continued on next page

Annual Budget - By Committee (Actual YTD Month 10)

Note: Parks & Recreation Committee - management accounts to 31 January 2025

	<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>						<u>Next Year 2025-26</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>216 Net Income over Expenditure</b>	0	28,392	0	0	-1,100	0	-1,100	-6,776	-3,200	0	0
6000 plus Transfer from EMR	0	0	0	0	0	0	0	1,551	0	0	0
6001 less Transfer to EMR	0	30,000	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>(1,608)</u>			<u>(1,100)</u>		<u>(1,100)</u>	<u>(5,225)</u>	<u>(3,200)</u>		
<b>217 WATERFORD LANE PLAY AREA</b>											
4047 PLAY EQUIP MAINTENCE	0	0	0	0	500	0	500	0	510	0	0
4048 ENG.INSPEC.(VARIABLE)	0	0	0	0	500	0	500	0	510	0	0
4049 PLAY RISK ASSESSMENT	0	0	0	0	100	0	100	0	102	0	0
<b>Overhead Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,100</u>	<u>0</u>	<u>1,100</u>	<u>0</u>	<u>1,122</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>			<u>(1,100)</u>		<u>(1,100)</u>	<u>0</u>	<u>(1,122)</u>		
<b>218 WINDRUSH PLACE</b>											
4037 GROUNDS MAINTENANCE	0	0	0	0	0	0	0	0	9,250	0	0
4098 NET COSTS - PAVILION	0	0	0	0	0	0	0	0	50,000	0	0
4888 O/S STAFF RECHARGE	0	0	0	0	0	0	0	0	20,000	0	0
4890 O/S O'HEAD RECHARGE	0	0	0	0	0	0	0	0	1,303	0	0
4899 DEPOT REALLOCATION	0	0	0	0	0	0	0	0	2,844	0	0
<b>Overhead Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>83,397</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>(83,397)</u>		
<b>219 DEER PARK SPORTS PITCHES</b>											
4037 GROUNDS MAINTENANCE	0	0	0	0	0	0	0	0	4,625	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 10)

Note: Parks & Recreation Committee - management accounts to 31 January 2025

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>						<u>Next Year 2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4888	O/S STAFF RECHARGE	0	0	0	0	0	0	0	0	10,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	0	0	0	0	651	0	0
4899	DEPOT REALLOCATION	0	0	0	0	0	0	0	0	1,422	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	0	0	0	0	16,698	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			0		0	0	(16,698)		
<b>299</b>	<b><u>P&amp;R UN ALLOC. WORKS OVERHEAD</u></b>											
4888	O/S STAFF RECHARGE	0	0	0	0	0	0	0	0	0	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	0	0	0	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			0		0	0	0		
	<b>Parks &amp; Recreation - Income</b>	80,471	110,601	0	0	66,361	0	66,361	138,319	66,218	0	0
	<b>Expenditure</b>	365,008	290,135	0	10,677	378,159	651	389,487	272,330	548,073	0	0
	<b>Net Income over Expenditure</b>	<u>-284,537</u>	<u>-179,535</u>	0	-10,677	-311,798	-651	-323,126	-134,011	-481,855	0	0
	plus Transfer from EMR	0	0	0	0	0	0	0	1,551	0	0	0
	less Transfer to EMR	0	30,000	0	0	0	0	0	74,999	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(284,537)</u>	<u>(209,535)</u>			<u>(311,798)</u>		<u>(323,126)</u>	<u>(207,458)</u>	<u>(481,855)</u>		

Page 24



Annual Budget - By Committee (Actual YTD Month 10)

Note: Parks & Recreation Committee - management accounts to 31 January 2025

	<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>						<u>Next Year 2025-26</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Total Budget Income</b>	80,471	110,601	0	0	66,361	0	66,361	138,319	66,218	0	0
<b>Expenditure</b>	365,008	290,135	0	10,677	378,159	651	389,487	272,330	548,073	0	0
<b>Net Income over Expenditure</b>	<u>-284,537</u>	<u>-179,535</u>	<u>0</u>	<u>-10,677</u>	<u>-311,798</u>	<u>-651</u>	<u>-323,126</u>	<u>-134,011</u>	<u>-481,855</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	0	0	0	0	0	0	1,551	0	0	0
less Transfer to EMR	0	30,000	0	0	0	0	0	74,999	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(284,537)</u>	<u>(209,535)</u>			<u>(311,798)</u>		<u>(323,126)</u>	<u>(207,458)</u>	<u>(481,855)</u>		

## PARKS & RECREATION COMMITTEE



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**Agenda Item:** Major Projects Update

**Meeting Date:** 10 March 2025

**Contact Officer:** Project Officer

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The purpose of this report is to provide members with an update regarding the major projects that are currently in flight.

### **Background**

As you are aware, Witney Town Council's Open Spaces Strategy cited five themes to deliver improvements for our community: Parks, Sport, Leisure, Infrastructure & Effectiveness.

This report aims to provide you with an update on the major projects linked to Parks and Recreation, which are: 'Courtside Hub at the Leys (inc. Parking Restrictions)', 'Raleigh Crescent Sports & Social Area', 'Splashpad Renovation' and 'Portaloos at West Witney Sports Ground'

### **Courtside Hub at the Leys**



### **Current Situation**

- Grounds work has been completed, and steel structures are being erected.
- Regular updates from contractor regarding progress (see confidential Appendix A)
- Larger, temporary access gates (by the public toilets) installed to make vehicular access easier and improve pedestrian safety.
- Provisional project completion date remains early Summer 2025

## **Impact Assessments**

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – n/a
- b) Biodiversity – the project plans to achieve over 100% improvement in BNG
- c) Crime & Disorder – contractor is now on site, which ensure site security and reduces risk of trespassing, vandalism and anti-social behaviour
- d) Environment & Climate Emergency – building construction consists of environmentally friendly materials, which will also improve thermal efficiency and reduce energy consumption.

## **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.

- Witney Town Council have received a small number of complaints from Fernleigh residents regarding the height and loss of view. Officers are working with Courtside to ensure any complaints are being managed correctly.
- Officers intend to phase the council's £250,000 contribution to Courtside at set milestones that are weighted towards the end of the project, to minimise the risk of any financial loss.

## **Social Value**

Social value is the positive change the Council creates in the local community within which it operates.

- Courtside philosophy is to serve the community, providing a social and welcoming space for Witney's residents and visitors
- Increased variety of sports will encourage Witney's residents to exercise and feel the physical and social benefits
- The completion of the Courtside Hub, coupled with new skatepark, mini-golf, splashpad and excellent play area, establishes the Leys as a destination park for the area.

## **Financial implications**

- Witney Town Council's contribution of £250,000 will be segmented and phased in accordance with project milestones and acceptable level of risk.
- Work is underway to renegotiate the lease between the Council and Courtside.

## **Recommendations**

This is a project update however any feedback is always appreciated.

## **Raleigh Crescent Sports and Social Park**



### **Current Situation**

- After successful consultation, officers have clarity on what the community want from the park
- Witney Town Council continue to work with WODC to procure this project utilising S106 monies.
- Procurement tender has been written and issued to WODC for review and distribution through their procurement channels.

### **Impact Assessments**

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – inclusivity and accessibility to everyone are important design features of this park, which are highlighted in tender and subsequent evaluation process.
- b) Biodiversity – the project plans to deliver above the minimal uplift in BNG
- c) Crime & Disorder – location is an area subjected to occasional anti-social behaviour, which was raised at consultation events. We have asked for this issue to be addressed within the design through lighting and seating innovations.
- d) Environment & Climate Emergency – building construction consists of environmentally friendly materials and lighting will be energy efficient. MUGA specification includes soundproof materials to reduce the sound of ball strikes.

### **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.

- Differences in Town Council and District Council protocol, processes and cultures could present challenges agreeing tender specifications and transferring ownership to Witney Town Council. We are managing risk by learning from previous experience with Play Park and effective comms through robust procurement process and project management.

## **Social Value**

Social value is the positive change the Council creates in the local community within which it operates.

- A key objective of the park is to encourage exercise through fun activities, which attracts users from every segment of the community to encourage social, generational, cultural and physical integration.
- Another key objective is making a safe and fun area for girls to socialise and participate in sporting activities.
- The park will address a growing concern of anti-social behaviour in the existing park, due to its covered seating areas, which are poorly lit.

## **Financial implications**

- The project budget is reliant on S106 monies from District Council, which means the town council must work in partnership to deliver project. Robust processes need to be in place to ensure robust contracts are in place and smooth transfer of ownership is achieved.

## **Recommendations**

This is a project update however any feedback is always appreciated.

## **Splashpad at the Leys Play Area**



### **Current Situation**

- Council agreed to procure Splash Park renovation work through KCS local authority framework at the meeting of the Policy, Governance and Finance Committee on 3 Feb 2025 (Minute F65 refers).
- Contract awarded to Ustigate Ltd formally on 14 February and delivery date agreed.
- Online survey asking community to vote on design has been concluded and the above design won by a significant 60% compared to other two designs.
- Officers are working with Ustigate and sub-contractors on a construction programme of works that achieve delivery of project at end of May. Courtside have been engaged to highlight any project overlaps and potential risks/impacts.

### **Impact Assessments**

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – WTC aim to ensure that all children, regardless of their background or abilities, have access to safe, inclusive, and engaging play environments with good accessibility, diverse equipment, safe spaces that are welcoming and enjoyable for everyone, helping to break down barriers and promote social equality from a young age.
- b) Biodiversity – Integrating biodiversity into playground design not only enriches the play experience but also fosters a deeper connection between children and the natural world. WTC aim to incorporate natural elements like trees, shrubs, and wildflower meadows, which help support local wildlife and create more engaging environments for children.
- c) Crime & Disorder – consideration is given to equipment that can withstand vandalism and reduce risk of anti-social behaviour. Efforts will be made revitalise spaces leading to

improved community relations and a reduction in crime and disorder, ultimately enhancing the quality of life for residents.

- d) Environment & Climate Emergency – consideration is given to ensuring equipment is manufactured from sustainable and recycled materials for equipment and surfaces. This reduces the carbon footprint and promotes eco-friendly practices.

## **Risk**

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

- The Splash Park has been at the receiving end of some poor feedback from the community, which has prompted this project. This highlights a reputational risk that officers will carefully manage with effective communication throughout the planning and construction phases, whilst delivering the project in time for the warmer weather.

## **Social Value**

Social value is the positive change the Council creates in the local community within which it operates.

- A key objective of the play areas review is to identify parks that can be improved to encourage exercise through fun activities to attract users from every segment of the community which encourages social, generational, cultural and physical integration.

## **Financial implications**

- We have an earmarked reserve budget of £172,500.

## **Recommendations**

This is a project update however any feedback is always appreciated.

## Portaloos at West Witney Sports & Social Club



### **Current Situation**

- Council agreed that the Portaloos should be offered to clubs for them to manage between themselves until the Social Club renovation project complete.
- Despite all clubs confirming the Portaloos were useful during early consultation, no clubs accepted the offer to take responsibility for them by the deadline date.
- As a result, Officers have locked the Portaloos and are currently making arrangements for their removal.

### **Impact Assessments**

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- e) Equality – n/a
- f) Biodiversity – n/a
- g) Crime & Disorder – n/a
- h) Environment & Climate Emergency – n/a

### **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.

- There is a risk of reputational damage as the Portaloos have been the subject to one complaint. The complainant has escalated this to the local MP.

### **Social Value**

Social value is the positive change the Council creates in the local community within which it operates.

- n/a



## **Financial implications**

- no financial implications

## **Recommendations**

This is a project update however any feedback is always appreciated.

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