

HALLS CEMETERIES AND ALLOTMENTS COMMITTEE

Date: Monday 5 June 2023

Title: **Committee Objectives and Work Programme for the Municipal Year**

Contact Officer: Town Clerk/CEO – Sharon Groth

BACKGROUND

The purpose of this report is to consider this Committee's objectives/priorities. This will enable the Town Clerk and her Officers to draw up a manageable programme of works, which will ensure the necessary resources are available and can be deployed appropriately.

She has also taken the opportunity to update Councillors on the Open Spaces Strategy Action Plan for areas under the responsibility of this Committee.

CURRENT SITUATION

There are several larger projects where funding has been accumulated over numerous years with funding set aside within the Council's Earmarked Reserves. In particular:

Memorial maintenance	The Council has an obligation to carry out 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.
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.
Public Halls	Following the completion of phase 2 works to the Corn Exchange the EMR 328 now stands at £32,292. EMR 363 stands at £41,831 for the replacement Lift in the Corn Exchange and decorating following the damp works completed May 2022.
Madley Park Hall	The Madley Park Hall was built in 2010/11, and the Council set up the Madley Park Hall Trust to run it. The MPHT received the last of its grant funding in 2022, which was agreed when they took on the running of the hall. A contingency for repairs under the Landlords obligations is provided for in EMR 329 which now

stands at £15,980. The lease needs to be renegotiated, and there is a major issue with the dividing wall/doors which Officers are currently looking into.

Towerhill Cemetery

Being an old Victorian cemetery with two Chapels, 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.

Burwell Hall

Currently there is a balance of £45,000 on EMR 372 for the heating £30,000, £3,000 for curtains and £12,000 for the refurbishment of the toilets.

[There is a separate EMR for the Burwell Recreation Ground changing rooms at a/c 368].

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 at St Mary's Closed Churchyard. The funds currently stand at £35,000. Officers are currently waiting on a faculty from the Diocese to progress phase 1 of these works.

OPEN SPACES STRATEGY ACTION PLAN

Appendix A provides an extract from the adopted OSS relating to this Committees responsibilities.

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 about its facilities and services it operates.

RISK

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

When considering its priorities, the committee should be mindful of all resources – financial as well as human resources – and the competing demands from other Committees. There needs to be a clear programme of works to ensure that the council is realistic in what it can achieve in the next 12 months. Failure to have a plan could result in wasted resources and undeliverable projects.

FINANCIAL IMPLICATIONS

The financial implications are detailed above.

RECOMMENDATIONS

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