

## PARKS AND RECREATION COMMITTEE



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**Agenda Item:** Finance Report

**Meeting Date:** Monday 1 September 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 10am on the day of the meeting to allow for a full response at the meeting. E-mail [nigel.warner@witney-tc.gov.uk](mailto:nigel.warner@witney-tc.gov.uk) and copy in [townclerk@witney-tc.gov.uk](mailto:townclerk@witney-tc.gov.uk)***

### 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 2025 to 30 June 2025, the first quarter of the financial year.

For the Parks and Recreation Committee the following cost centres are in place. 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

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

define the costs associated with the cost centre and correspond to a specific type of account, such as materials or staffing costs. Codes commencing with “1” are income codes; codes commencing with “4” are expenditure codes.

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

## **Current Situation**

Members may wish to note the following matters in relation to the management accounts:

1. Income. As is the Council’s practice, invoices are raised in relation to annual rentals/fees/charges in relation to codes 1043/202, 1050/202, 1042/203, 1044/203, 1045/203, 1050/203 and 1060/203 in September 2025 so will not as yet show in the accounts.
2. Income - note the seasonal nature of the income in relation to sports facilities, with cricket skewed to the April – September period when income from football is much lower.
3. Code 4110/202 Subsidised lettings the Leys. The expenditure of £3,953 in the year to date is in relation to the use of the Leys in relation to the Witney Pride and Witney Music Festival and Witney Carnival. The income code 1051 – ground hire, is credited with the same amount.
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. 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. For the year to date this is the case for Code 4047/210 play equipment maintenance Oxlease where spend of £1,714 exceeds the £500 annual budget and Code 4047/211 play equipment maintenance Fieldmere Play Area where spend of £1,457 exceeds the £250 annual budget.
5. There are a number of cost centres relating to facilities which are in the process of being transferred from West Oxfordshire District Council where expenditure to date is much lower than the budget set. The largest is Windrush Place where a budget has been set of £83,397 for when the area is transferred but no expenditure to date.
6. I have not provided any detailed commentary on individual budget lines; this will be done as part of the budget process so if Members have any queries please e-mail as per the above.

Note also the following comments relating to the management accounts across the Council:

1. There will always be an inevitable “lag” between expenditure being incurred and being shown in the accounts.
2. Expenditure is not necessarily incurred evenly over the course of the year. For example, most expenditure in relation to nominal ledger code 4025 (insurance) is

incurred when the annual premium is paid in April. The Splashpark expenditure (cost centre 201) is concentrated in the summer months. There are also similar patterns on the income as noted for football and cricket fees paid and for some annual charges for rentals etc.

3. A grant of £6,986 was received from the Football Foundation in relation to pitch renovations at West Witney (code 1170/203). This has been transferred to earmarked reserves but will be utilised this year.
4. At 31 March 2025 a number of unspent but committed sums were transferred to the earmarked reserves. During 2025-26 these sums are now reflected as additional sums available in the "current annual budget." The financial software does not show these figures separately in the management account report for this meeting but will show in a separate column in the differently formatted budget report when this is presented in the budget cycle.

Note that the sums themselves remain in the earmarked reserves until they are actually spent.

The summary for the period is:

	Budget	Months 1 to 3 actual
Expenditure	£564,698	£120,488
Income	(£66,218)	(£18,720)
Net expenditure	£498,480	£101,768
Transfer to earmarked reserves	-	(£6,986)
Movement from general reserve	£498,480	£108,754 (21.8%)

Subject to and based on the above there are no matters of significant variance which I would draw to the attention of Members.

#### REVENUE BUDGET 2026-27 AND CAPITAL & SPECIAL REVENUE PROJECTS 2026-27 AND BEYOND

In line with normal Council procedures, the RFO will shortly be commencing the annual review of all the Committees to prepare the revenue budget for 2026-27.

Draft budgets are prepared based upon current activities and patterns of income and expenditure. Any additional revenue expenditure is considered separately as Revenue Growth Items.

It is also normal practice that during the budget cycle the Council considers the Capital and Special Revenue budget to identify which projects or schemes are to be implemented and undertaken during the next financial year.

In drafting budgets your officers will have due regard to the draft Strategic Plan and the medium term-financial strategy.

Members will be aware that the Council have a number of major projects in motion, the largest of which is the West Witney Project. There are also facilities due to be transferred from the District Council. This means that the budget round promises to be challenging.

Therefore, Members are requested to consider items to be included in next year's budget and any other adjustments in the context of the Council's existing and upcoming service commitments. This will enable Officers to obtain costings and the RFO to draft as accurate budget estimates as possible.

## **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 – whilst a sufficient budget is necessary for the Council to meet its obligations and objectives, there are no implications directly resulting from this report.
- b) Biodiversity – whilst a sufficient budget is necessary for the Council to meet its obligations and objectives, there are no implications directly resulting from this report.
- c) Crime & Disorder – whilst a sufficient budget is necessary for the Council to meet its obligations and objectives, there are no implications directly resulting from this report.
- d) Environment & Climate Emergency – whilst a sufficient budget is necessary for the Council to meet its obligations and objectives, there are 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.

## **Recommendations**

Members are invited:

1. To note and approve the report and the management accounts of the Parks & Recreation Committee for the period 1 April to 30 June 2025.
2. Consider items to be included in next year's revenue and capital/special revenue item budgets, noting that approval of such items will be for the Council to consider in the budget cycle of meetings.