

## **PARKS AND RECREATION COMMITTEE**

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<b>Date:</b>	Monday 31st October 2022
<b>Title:</b>	Finance Report: Revised Revenue Budget 2022/23 and Draft Base Revenue Budget 2023/24
<b>Contact Officer:</b>	Town Clerk & CEO – Sharon Groth

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### **Background**

Financial Regulation 3.2 requires *each committee through the actions of the Policy, Governance & Finance Committee, to review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposal for revising the forecast.*

The purpose of this report is to present to Members the revised budget for 2022/23 and the first draft revenue budget for 2023/24 – in the attached document.

However, the Town Clerk, at this stage she has only been able to pull together some limited information regarding the revenue budget and is therefore not able to provide a full written report explaining each budget line as she has done in previous years.

Later in the budget cycle, the Town Clerk will probably do a full presentation to make sure Members are fully abreast of the financial situation of the Council when she has had the opportunity to scrutinise the spending to date and account for new aspirations. She has therefore just covered a few key points below for information and a reminder.

### **Recharge from Works Department and Central Support**

In order to get a true cost of its services, the Council recharges the total cost of its Works Department (Cost Centre 601) and Central Support (Cost Centre 602) across it. For the Works Department this is done based on the weekly time sheets, and for the Central Support is based on the apportionment of responsibilities of the Officers.

As Members are aware the Council has brought its grounds maintenance in house with effect from 1st October 2022 – and the accounts are in the process of being re-profiled in order to ensure the service is accounted for correctly. There may be some change to the format of the accounts in due course.

It should be noted when reviewing the accounts that the recharge from the Works Department and Central Support are yet to be made in this financial year and as the Town Clerk is using system generated reports it has not been possible to exclude these accounts from this summary. Only when the budget for both these departments have been agreed by the Policy, Governance & Finance Committee will the Town Clerk be in the position to calculate the revised recharges and the estimates for 2023/24.

Members should also remember that with regard to patterns of income and expenditure, there will always be some variations over the course of the year and for that reason the Council works to annual budgets rather than monthly or quarterly.

### **Format of the Council's Base Revenue Budget**

With regard to the Parks & Recreation budget, the Committee's services are divided into 13 base revenue cost centres, responsibilities as follows:

<u>Cost Centre</u>	<u>Area</u>	<u>Description</u>
201	Splashpark	This shows the expenditure relating to the Splashpark at the Leys Recreation Ground
202	The Leys Recreation Ground	This includes all income from sports/ground hire and expenditure relating to the management of the Leys including the adventure play area
203	West Witney Sports Ground	This includes all income from sports, and the various tenants, as well as the expenditure relating to the management of the site, including the Clubhouse
204	Burwell (QE2) Sports Ground	This includes all income from football and the cost of maintaining the recreation ground including the play area/MUGA
205	King George V/Newland	This includes income from football and the cost of maintaining the recreation ground including the play area
207	Moorland Rd Play Area	Cost of maintaining the play area
208	Wood Green Play Area	Cost of maintaining the play area
209	Eton Close Play Area	Cost of maintaining the play area and the Tiny Forest

210	Oxlease Play Area	Cost of maintaining the play area
211	Fieldmere Play Area	Cost of maintaining the play area
212	Quarry Rd Play Area	Cost of maintaining the play area
213	Raleigh Cres Play Area	Cost of maintaining the play area – in the ownership of WODC but currently negotiating the freehold
214	Park Road Play Area	Cost of maintaining the newly refurbished play area – on a 15 year lease from Cottsway Housing

### **Budget Parameters – Draft Estimates 2022-23**

Draft budgets are prepared on current activities and patterns of income and expenditure. The Council is still experiencing some impact from the aftermath of COVID, which is reflected in the revised budgets. At this stage most of the budget lines have been kept as previously agreed unless there are known variations.

The format of this report is quite straightforward; the first two columns relate to the original budget from 2021/22 against the actual figures for last year. The middle section of three columns relate to the current years original budget, actual expenditure year to date, the projected budget to 31st March 2022. The remaining section of the report relates to the draft budget for 2023/24.

The Committee’s revenue budget growth items for 2023/24, and its capital/special revenue projects programme for 2023/24 and beyond are dealt with as a separate budget item.

### **Revenue Budget Summary**

The Base Revenue Budget for this Committee is summarised on page one of the attached schedules.

At this stage it is pointless summarising the end result due to the above as we are not comparing like for like, as well as several unknowns. The reports give the detail and Members will be able to ask questions either ahead or at the meeting.

### **Cost Centre 202 – The Leys Recreation Ground**

1050 – Rent Received – Members may recall that the Council had an enquiry from someone wanting to sell doughnuts at the Leys Recreation Ground, the income was therefore included in the budget. However the vendor found out that unfortunately this needed a street trading licence so he decided not to pursue the pitch to trade. This has therefore resulted in a drop to the Council’s income stream.

1051 – Ground Hire – the out-turn of this budget line has generated £6,804 more income from the fact that two circuses used the site, as well as the Witney Music Festival and Carnival going ahead. The latter two events income is in fact covered by an internal adjustment to account for the subsidized let [4110/202].

## **Cost Centre 203 – West Witney Sports Ground**

1050 – Rent Received – Members will be aware from previous reports the situation relating to the catering van located at this site. Unfortunately, this has resulted in a reduction in rent in the region of nearly £12,000.

Whilst it was agreed at the previous meeting to relet this ‘pitch’, having spoken to the new Sports & Social Club Committee they have requested that they be allowed to install their own kitchen facility in the glass house adjoining the clubhouse – currently used for storage. As a tenant the Council should be supporting them with their initiatives to ensure the continue to run a viable business. Members are requested to give consideration to this request.

### **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.

All the Council’s Committees receive financial reports in order to carry out its checks and balances. The Town Clerk has approached the budget with prudence so as accurate budget as possible can be set at this early stage, although there may be some opportunities to make savings if required to balance the budget.

### **Financial implications**

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 note the report and consider the revised base revenue budget for 2022/23 and the estimated base revenue budgets for 2023/24, as detailed in the draft estimates.

Members are also requested to consider the request of West Witney Sports & Social Club to be able to install their own kitchen facilities in the glass house adjoining the clubhouse so that they can provide catering to the user groups – rather than an external food vendor.