

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday 7th November 2022

Title: **Budget:** Revenue Growth Items, Special Revenue Projects, and Capital Projects

Contact Officer: Town Clerk & CEO – Sharon Groth

Background

The purpose of this report is to update Members on any revenue growth items, special revenue or capital projects in the current year or the forward plan.

Provided in the attached appendices is the Capital spending/budgets for all the projects currently underway.

At this stage the Town Clerk highlights the following:

Corn Exchange Cinema Equipment

Extracted from the update to Full Council 10th October 2022: The Project Officer requested a quote from Henley Theatre Services for cinema equipment capable of showing National Theatre Live (as requested by Council). It was almost double the budget and she therefore asked for a stripped back version. The quote is £35,461.33 excluding VAT. This is still over the £20,000 budget but anything of a lower specification will not be able to show NT Live as they have certain minimum requirements. The Project Officer continues to look for grants towards this but it is hard to make a compelling argument for need as Witney is already served by Cineworld which shows NT Live. If the Council is minded not to commit to NT live, further costs savings could be made to provide a functional cinema system.

Burwell Hall Toilets Upgrade

Extracted from the update to Full Council 10th October 2022: The Project Officer was tasked with looking into refurbishing the ladies and men's toilets at Burwell Hall which has become increasingly urgent. This is proving complex as the majority of companies will provide the panelling, sanitary ware etc but will not carry out plumbing, meaning that the Council will need to employ a plumbing company to carry this out. There is also the question of flooring. The Project Officer is in the process of obtaining quotations, but it is looking as though the total cost will be in the region of £30,000 - £35,000.

Revenue Growth Items – 2023/24 recurrent

Corn Exchange – Maintenance of new facilities:

Having installed the sound and lighting system into the Corn Exchange, this now needs an annual installation check for compliance and the Project Officer has got a quotation from the company who installed it which is just under £1,000 for the next year.

Similarly, the seating installation will also need an annual maintenance check for safety and this has been quoted at £600 per annum.

The Town Clerk will therefore need to increase the revenue budgets by £1,600 for 2023/24 and thereafter.

Special Revenue & Capital Projects 2023/24

Members may wish to consider the following for next year's budget:

1. Corn Exchange – better lighting scheme for lighting up the buildings
2. Corn Exchange – 160th Anniversary
3. Windrush Cemetery – new noticeboard

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.

If sufficient funding isn't available, then projects cannot proceed. Given the increased costs Members will need to decide if these projects should proceed fully funded, remembering that they are charged with the responsibility of the public purse.

The Council also needs to ensure that sufficient funds are available to meet its obligations in regard to safety and compliance checks on the lighting, sound and seating. If these assets are not correctly maintained and checked this may result in a liability claim if a member of the public was injured.

Financial implications

This report forms part of the Council's mechanisms for budgetary control, due diligence and good governance.

The Cinema Equipment is currently funded partly by the Halls Earmarked Reserve/S106 (£10,000) and £10,000 from the Capital.

Recommendations

Members are invited to note the report and consider

1. if to agree a supplementary budget for the Corn Exchange Cinema Projector & equipment and the Burwell Hall Toilet upgrade.
2. agree the ongoing maintenance costs for annual compliance and service of the sound, lighting, and tiered seating – increasing the maintenance budget by £1,600.
3. Consider any projects for next year and beyond.