



ABINGDON-ON-THAMES TOWN COUNCIL

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Royse Court,
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7 September 2018

To: All Members of the **Amenities and Recreation Committee:**

Councillor Alice Badcock - Chairman
Councillor Helen Pighills - Vice Chairman
Councillor Dennis Garrett
Councillor Robert Hall
Councillor Jeanette Halliday
Councillor Vicky Jenkins
Councillor Lorraine Oates

The Mayor of Abingdon-on-Thames - (ex-officio)

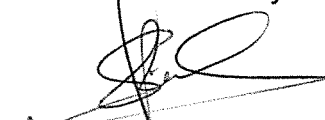
Chairman of Finance and General Purposes Committee
(ex-officio)

To: All other Town Council members for Information only.

Dear Sir/Madam

Your attendance is requested at a meeting of the Amenities & Recreation Committee to be held on **Wednesday 12th September 2018 at 7.00 pm** in the Royse Room at the Guildhall.

Yours faithfully


N. E. Warner
Town Clerk

AGENDA

1. Apologies for Absence

To receive any apologies for absence.

2. Declarations of Interest

To receive any declarations of interest from Members in relation to any items to be considered at the meeting, in accordance with the Local Code of Conduct.

3 Minutes

To sign as a correct record the minutes of the meeting held on 23rd May 2018 (previously circulated and approved by the Town Council as a report of the meeting; attached).

4 Matters Arising not covered elsewhere on the agenda

To discuss any matters arising from the previous minutes not covered elsewhere on the agenda.

Item A12– Play Areas - Awaiting the report from Safe and Sound Playgrounds in relation to the maintenance and repair of the Adult Gym equipment in Boxhill recreation ground and Ladygrove Paddock.

Item A13 – Major Works – Work has been completed on the Chilton Close entrance to the recreation ground. A new drain has been laid and the concrete drive replaced. Work to resurface 50% of the Boxhill Wood path is also complete. The laying down of a tarmac drive in Spring Road cemetery has gone out to tender and when the result of this is known delegation has been granted to the Town Clerk in consultation with the Chairman of Amenities and Recreation to proceed with the project.

Item A15 – Cemetery Mechanical Digger – Officers are evaluating quotes for a new digger and when completed delegation has been given to the Town Clerk in consultation with the Chairman of Amenities and Recreation to order the digger.

5 **Financial Report**

To receive and consider the financial report for the period 1st April 2018 to 31st August 2018 and the report of the Treasurer / Responsible Finance Officer.

6. **Cemetery and Works Supervisor's Report**

To receive a report from the Cemetery and Works Supervisor (to follow).

7. **New Cemetery**

This item will now appear on the agenda of the Finance and General Purposes Committee as it is a property matter.

9. **Exclusive Rights of Burial**

Under the Local Authorities' Cemetery Order 1977 the Town Council can grant an extension to Exclusive Rights of Burial after the initial period (75 years) has run its course. Members are requested to consider extensions to the Exclusive Rights granted and a report of the Assistant Town Clerk / Head of Services will follow.

10. **2019 / 2020 Estimates**

At the next meeting of the Amenities and Recreation Committee (26th November 2018) the Committee will need to discuss the proposed estimates for the 2019 / 2020 budget exercise. However, before that Members are asked to give notice to their officers of what the Council's commitments will be for the coming financial year.

Council Officers have undertaken an exercise in consultation with the Chairman of Amenities and Recreation to look at areas of Amenities and Recreation Committee's responsibilities and would like to propose the following to be considered:

1. Refurbishment of the fences surrounding play area equipment in:
 - Caldecott Recreation Ground
 - Chaunterell Way play area
 - Chilton Close
 - Elizabeth Avenue
 - Hill View

- River Close
2. Install new or refurbish paths at:
 - Austin Place (entrance to nursery)
 - Chilton Close
 - Hill View
 - Boxhill Wood / Road / Walk.
 3. New recycling bins.

11. **Boxhill Recreation Ground**

Complaints have been received from local residents and users of the Boxhill recreation ground. The District Council has been consulted and your officers are awaiting a reply to see if they can be of assistance in this matter.

12. **Play Areas**

The annual ROSPA (Royal Society for the Prevention of Accidents) Safety Reports have been issued and the Works Team are working with ROSPA to address all recommendations from the report. Members are asked to note this as work ongoing.

13. **Royse Court Garden**

Royse Court Garden is nearing completion and thoughts must turn to Abingdon In Bloom and street furniture for this area. Whilst the Guildhall Committee has overall responsibility for this project the Amenities and Recreation Committee can make a recommendation to them as holders of the budget for Street Furniture.

Officers will report verbally to the Amenities and Recreation Committee for onward recommendation to the Guildhall Committee

14. **Tree Planting Requests**

- Queen's Commonwealth Canopy – The MP for this constituency, Layla Moran has been donated five tree samplings (1Hazel, 2 Silver Birch and 2 Rowan) by the Woodlands Trust as part of the Queen's Commonwealth Canopy project. Ms Moran has requested that these trees be planted in the Caldecott recreation ground and would be free to attend a ceremonial planting on Friday 2nd November 2018. Members are asked to consider this request.

- Remembrance Trees - As part of the nation's commemoration of the Centenary of the Armistice of WW1, Oxfordshire County Council is partnering with The Woodlands Trust for a project of lasting remembrance. The Woodland Trust has donated young native species tree saplings (whips) and the County Council is offering a commemorative plaque to go alongside these to all town and parish councils. Members are asked to consider if they would like to take part in this project and where they would like the tree planted.

15 **Publicity**

The Committee is requested to consider any items on the agenda which would benefit from publicity.

16 **Items for Next Meeting**

Members are requested to consider items to be included on the agenda of the next meeting of the Amenities and Recreation Committee. This will enable officers to explore future items with a view to giving some guidance at future meetings.

17. **Date of Next Meeting**

The Town Council diary for 2018 / 2019 has been published and future dates for the Amenity and Recreation meetings are as follows;

- 28th November 2018
- 6th February 2019



Abingdon-on-Thames Town Council

Draft minutes of the meeting of the Amenities and Recreation Committee held in
Royse Room, Guildhall on Wednesday 23rd May 2018 at 7.00pm.

Present:

Councillor Alice Badcock	Chairman
Councillor Dennis Garrett	
Councillor Robert Hall	
Councillor Jeanette Halliday	
Councillor Vicky Jenkins	

In Attendance:

Mr Stephen Rich	Assistant Town Clerk & Head of Services (Clerk to the meeting)
Mr Timothy Badcock	Cemetery & Works Supervisor

A5. Apologies

Apologies for absence were received from Councillor Margaret Crick (Mayor of Abingdon-on-Thames), Councillor Mike Badcock, (Chairman of Finance and General Purposes Committee) and Councillor Helen Pighills.

A6. Declarations of Interest

There were no declarations of interest raised at the meeting.

A7. Minutes of the Previous Meeting

It was **resolved** the Minutes of the previous meeting on 7th February 2018 be agreed as a correct record and signed by the Chairman.

A8. Matters Arising not covered elsewhere on the agenda

Item A44 – Play Areas - Meeting informed that play equipment had now been installed at Elizabeth Avenue and Hillview play areas.

Item A46 – The planned tree work undertaken at the West End allotment site had been completed allowing for further work there to be undertaken there.

Item A48 – Ock Valley Bridge – The replacement bridge from St Helen's Court into the Ock Valley Walk had been installed and was now open to the public.

Item A60 - Benches in Cemeteries - No further information to report at this time.

A9. Financial Report

The Committee received and considered the report of the Treasurer for the period from 1st April 2016 to 31st March 2018, as circulated with the agenda. The Committee **resolved** to approve the report.

A10. Cemetery and Works Supervisor's Report

The Committee received and considered the report of the Cemetery and Works Supervisor as circulated with the agenda. It was **resolved** to accept the report.

A11. New Cemetery

There was nothing further to report on this matter.

The Chairman Cllr Alice Badcock asked that officers write to her requesting the matter to be raised with the District Council Cabinet.

A12. Play Areas

Officers had not received any specific requests from Members regarding Town Council play areas in respect to the 2018 / 2019 budget and were content with the officers' recommendation that necessary repairs and maintain of the outdoor gym equipment in Boxhill and Chaunterell recreation areas take place.

It was **resolved** that the suggested works to the outdoor gym equipment be commissioned.

A13. Major Works

Members were informed that there were three areas where major works were required: upgrading the entrance and roadways in the Spring Road Cemetery, the path in Boxhill Wood and the entrance to Chilton Close Play area.

Preliminary quotes in relation to the works suggested that the cost would require formal tenders and therefore a surveyor will be required in order to draw up the necessary technical specifications. The estimates also suggested that the current year budgets in relation to cemetery improvements and footpaths would not be sufficient to fund all the proposed works. It was therefore recommended to the Town Council, through the Finance and General Purposes Committee, that funding be released from the relevant earmarked reserves for this project.

As noted above the project is subject to a formal tender process and if approved the Amenities and Recreation Committee delegated authority to the Town Clerk in consultation with the Chairman of the Amenities and Recreation Committee to agree the successful tender and commission the work.

A14. **Boxhill Recreation Ground**

The Committee were informed that complaints had been received from residents local to the Boxhill Recreation ground that dog owners were allowing dogs off their lead and fouling from the area. Members were also informed that signage had either been removed or defaced when placed in the area.

The Committee were concerned to hear of this and asked that the District Council be contacted to reply to officers request for their Dog Wardens to assist in this matter.

The Committee asked that this be placed on the agenda for the next meeting.

A15. **Cemetery Mechanical Digger**

The Committee considered that the mechanical digger at the cemetery should be replaced, the budget estimate being £18,000. The Committee recommended to the Cthe Finance and General Purposes Committee that this replacement should be funded.

It was noted that the project was subject to obtaining quotes and it was resolved, subject to funding being approved, that authority be delegated authority to the Town Clerk in consultation with the Chairman of the Amenities and Recreation Committee to agree the successful quote and purchase the digger.

A16. **Publicity**

The Committee requested that publicity be given to the new bridge over the River Ock any new works that take place.

A17. **Items for Next Meeting**

Members had no items at this stage for the next agenda of the Amenities and Recreation Committee. The Chairman, Cllr Alice Badcock, asked Members to inform officers, in writing, in advance of the next meeting if they wanted to request an agenda item to be added.

A18. **Date of next Meeting**

Members were reminded that the Amenities and Recreation meeting dates for the civic year 2018 / 2019 had been agreed as:

- Wednesday 12th September;
- Wednesday 28th November;
- Wednesday 6th February 2019.

The meeting rose at 7.30pm.

Signed Date
Chairman

Amenities and Recreation Committee

Wednesday 12th September 2018

Agenda item 5: Report of the Treasurer / Responsible Financial Officer

Introduction

1.1 Please find attached the Committee's draft management accounts for the year to date (APPENDIX A)

1.2 The report shows the actual income and expenditure for the period 1st April to 31st July 2018 (Actual YTD). The full year budget for 2018/19 is also shown in column 3.

1.3 For comparison purposes the actual income and expenditure for 2017/18 is also included.

General commentary

2.1 Total expenditure to date is £98,124. This represents 20.1% of the annual budget (£487,885). Total income received to date is £30,562 which is 31.3% of the annual budget (£97,622). There are no significant variances which require Members' attention. [Please note that the negative values¹ in the last column of the appendix relate to income and expenditure outstanding for 2017/18 which will be covered by a carry-forward from last year's budget and will not impact on the current year spend].

Decisions

3.1 Members are requested to adopt this report (this will be a resolved matter for this Committee).

Susan Whipp
Treasurer / Responsible Financial Officer
28th August 2018

¹ 203/4114 – pest control charges; 211/4014 – electricity charges; 211/1030 – income due for water recharges. All were accrued for in 2017-18 financial statements and the actual income and expenditure subsequently received / paid in 2018-19 does not impact on the current year budget. These accruals appear as negative entries in the management accounts.

Abingdon-on-Thames Town Council

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Detailed Income & Expenditure by Budget Heading 17/08/2018

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Amenities and Recreation Committee Management Accounts up to 31st July 2018

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
<u>Amenities & Recreation Cttee</u>								
201 OPEN SPACES/ RECREATION								
4003	AGENCY SERVICE AGREEMENTS	4,633	0	4,451	4,451	4,451	0.0 %	
4017	REFUSE DISPOSAL	5,557	1,321	5,291	3,970	3,970	25.0 %	
4041	GROUNDS MNT MATERIALS	580	532	1,590	1,058	1,058	33.5 %	
4044	EQUIPMENT HIRE	0	0	1,039	1,039	1,039	0.0 %	
4046	EQUIPMENT	2,131	577	869	292	292	66.4 %	
4060	SNOW CLEAR/ WINTER BUDGET	0	0	500	500	500	0.0 %	
4153	ARBORICULTURE	5,813	6,844	20,000	13,156	13,156	34.2 %	
4858	SMALL PROJECTS	226	0	4,500	4,500	4,500	0.0 %	
4905	WKS SALARY RECHARGE	39,855	14,543	36,873	22,330	22,330	39.4 %	
4906	WKS O'HEAD RECHARGE	9,000	2,954	6,877	3,923	3,923	43.0 %	
4907	AGENCY RECHARGES	3,509	976	5,425	4,449	4,449	18.0 %	
4991	TFR TO EARMARKED RSV	4,274	0	0	0	0	0.0 %	
4992	TFR FR EARMARKED RSV	-6,000	0	0	0	0	0.0 %	
	OPEN SPACES/ RECREATION :- Expenditure	69,577	27,747	87,415	59,668	0	59,668	31.7 %
	RENTAL INCOME	14,708	5,542	13,300	-7,758			41.7 %
	MISCELLANEOUS INCOME	811	0	55	-55			0.0 %
	OPEN SPACES/ RECREATION :- Income	15,519	5,542	13,355	-7,813			41.5 %
	Net Expenditure over Income	54,058	22,205	74,060	51,855			
202 ABINGDON IN BLOOM/FLORAL								
4040	PROPERTY/ EQUIPMENT	111	0	200	200	200	0.0 %	
4044	EQUIPMENT HIRE	1,333	390	1,455	1,065	1,065	26.8 %	
4045	HORTICULTURAL SUPPL	17,297	13,677	25,192	11,515	11,515	54.3 %	
4905	WKS SALARY RECHARGE	14,017	9,284	14,085	4,801	4,801	65.9 %	
4906	WKS O'HEAD RECHARGE	3,007	1,783	2,913	1,130	1,130	61.2 %	
4907	AGENCY RECHARGES	1,893	966	2,291	1,325	1,325	42.1 %	
4992	TFR FR EARMARKED RSV	0	0	-2,750	-2,750	-2,750	0.0 %	

Abingdon-on-Thames Town Council

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Amenities and Recreation Committee Management Accounts up to 31st July 2018

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
ABINGDON IN BLOOM/FLORAL :- Expenditure	37,659	26,100	43,386	17,286	0	17,286	60.2 %
Net Expenditure over Income	37,659	26,100	43,386	17,286			
<u>203 ALLOTMENTS</u>							
4906 WKS O'HEAD RECHARGE	33	8	210	202		202	3.7 %
4907 AGENCY RECHARGES	4	4	29	25		25	12.2 %
ALLOTMENTS :- Expenditure	3,170	-154	4,699	4,853	0	4,853	-3.3 %
1004 RENTAL INCOME	1,530	888	1,775	-887			50.0 %
4013 RENT	1,500	0	1,500	1,500		1,500	0.0 %
4041 GROUNDS MNT MATERIALS	0	0	1,000	1,000		1,000	0.0 %
4114 PEST CONTROL	1,486	-217	1,287	1,504		1,504	-16.8 %
4905 WKS SALARY RECHARGE	147	51	673	622		622	7.6 %
Continued on Page No 2							
ALLOTMENTS :- Income	1,530	888	1,775	-887			50.0 %
Net Expenditure over Income	1,640	-1,042	2,924	3,966			
<u>204 PLAY AREAS</u>							
4047 PLAY EQUIPT REPAIRS	2,165	316	1,600	1,284		1,284	19.8 %
4080 PLAY AREA INSPECTIONS	3,019	3,195	3,136	-59		-59	101.9 %
4905 WKS SALARY RECHARGE	7,396	1,743	9,641	7,898		7,898	18.1 %
4906 WKS O'HEAD RECHARGE	1,522	351	2,093	1,742		1,742	16.8 %
4907 AGENCY RECHARGES	736	144	1,391	1,248		1,248	10.3 %

Abingdon-on-Thames Town Council

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Detailed Income & Expenditure by Budget Heading 17/08/2018

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Amenities and Recreation Committee Management Accounts up to 31st July 2018

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
PLAY AREAS :- Expenditure	14,838	5,749	17,861	12,112	0	12,112	32.2 %
Net Expenditure over Income	14,838	5,749	17,861	12,112			
<u>211 CEMETERIES/CLOSED C'YARD</u>							
RATES	2,333	861	2,605	1,744		1,744	33.1 %
WATER RATES	1,902	1,831	1,777	-54		-54	103.0 %
ELECTRICITY & GAS	677	-644	1,570	2,214		2,214	-41.0 %
PROPERTY/ EQUIPMENT	5,031	1,230	5,000	3,770		3,770	24.6 %
GROUND MNT MATERIALS	666	362	1,418	1,056		1,056	25.5 %
BAD DEBTS W/OFF	105	0	0	0		0	0.0 %
S2000 Plaques	1,537	348	1,060	712		712	32.8 %
CEMETERY IMPROVEMENT	0	0	27,000	27,000		27,000	0.0 %
WKS SALARY RECHARGE	71,826	25,145	79,885	54,740		54,740	31.5 %
WKS O'HEAD RECHARGE	15,706	5,097	16,437	11,340		11,340	31.0 %
AGENCY RECHARGES	6,236	1,652	11,739	10,087		10,087	14.1 %
TFR TO EARMARKED RSV	27,000	0	0	0		0	0.0 %
CEMETERIES/CLOSED C'YARD :- Expenditure	133,018	35,882	148,491	112,609	0	112,609	24.2 %
ROOM HIRES	573	218	348	-130			62.7 %
RENTAL INCOME	10,371	4,046	10,514	-6,468			38.5 %
RECHARGES	280	-156	520	-676			-29.9 %
INTERMENT FEES	35,824	10,135	33,613	-23,478			30.2 %
GRANT OF RIGHTS	2,131	525	1,731	-1,206			30.3 %
INTERMENT OF ASHES	3,630	1,600	3,381	-1,781			47.3 %
MEMORIAL FEES	8,412	3,675	8,061	-4,386			45.6 %
SANCTUM 2000 ASHES VAULTS	10,411	2,534	8,321	-5,787			30.5 %
CEMETERIES/CLOSED C'YARD :- Income	71,633	22,578	66,489	-43,911			34.0 %
	61,385	13,304	82,002	68,698			

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Amenities and Recreation Committee Management Accounts up to 31st July 2018

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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Net Expenditure over Income

Continued on Page No 3

299 AMENITIES CAPITAL/ REV PROJ

	122,191	404	122,500	122,096	0	122,096	0.3 %
	122,191	404	122,500	122,096			
4155 FOOTPATHS	0	0	6,500	6,500		6,500	0.0 %
4161 ALLOTMENTS	5,691	404	6,000	5,596		5,596	6.7 %
4163 PLAY AREA IMPROVEMENTS	41,495	0	30,000	30,000		30,000	0.0 %
4845 CAP NEW STREET FURNITURE	0	0	5,000	5,000		5,000	0.0 %
4866 NEW CEMETERY FUND	0	0	75,000	75,000		75,000	0.0 %
4991 TFR TO EARMARKED RSV	92,000	0	0	0		0	0.0 %
4992 TFR FR EARMARKED RSV	-16,995	0	0	0		0	0.0 %

AMENITIES CAPITAL/ REV PROJ :- Expenditure

Net Expenditure over Income

<u>304</u>	CHRISTMAS LIGHTS						
4167	NEW CHRISTMAS LIGHTS	3,466	0	8,000	8,000	8,000	0.0 %
4181	INSTALL, MAINTAIN & REMOVE	19,438	0	23,315	23,315	23,315	0.0 %
4183	STORAGE	1,547	442	1,866	1,424	1,424	23.7 %
4905	WKS SALARY RECHARGE	0	0	327	327	327	0.0 %
4906	WKS O'HEAD RECHARGE	0	0	43	43	43	0.0 %
4907	AGENCY RECHARGES	0	0	46	46	46	0.0 %

Abingdon-on-Thames Town Council

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Amenities and Recreation Committee Management Accounts up to 31st July 2018

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
CHRISTMAS LIGHTS :- Expenditure	24,451	442	33,597	33,155	0	33,155	1.3 %
Net Expenditure over Income	24,451	442	33,597	33,155			
<u>305 FAIRS</u>							
4005 HEALTH & SAFETY	0	0	6,130	6,130		6,130	0.0 %
4018 Direct non-staff costs	7,232	0	0	0		0	0.0 %
4020 MISC. ESTABLISH COST	0	0	4,200	4,200		4,200	0.0 %
4905 WKS SALARY RECHARGE	7,338	0	8,225	8,225		8,225	0.0 %
4906 WKS O'HEAD RECHARGE	2,717	0	1,089	1,089		1,089	0.0 %
4907 AGENCY RECHARGES	1,070	0	748	748		748	0.0 %
FAIRS :- Expenditure	18,356	0	20,392	20,392	0	20,392	0.0 %
1004 RENTAL INCOME	14,887	689	14,756	-14,067			4.7 %
FAIRS :- Income	14,887	689	14,756	-14,067			4.7 %
Net Expenditure over Income	3,469	-689	5,636	6,325			
<u>308 FISHERIES</u>							
4020 MISC. ESTABLISH COST	1,051	0	1,000	1,000		1,000	0.0 %
4905 WKS SALARY RECHARGE	2,941	806	3,083	2,277		2,277	26.2 %
4906 WKS O'HEAD RECHARGE	617	177	625	448		448	28.4 %

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28/08/2018		Actual Last	Actual Year	Current	Variance	Committed	Funds	% of	
Abingdon-on-Thames Town Council									
11:44		Year	To Date	Annual Bud	Annual Total	Expenditure	Available	Budget	
Month No		Detailed Income & Expenditure by Budget Heading 17/08/2018							Page No 6
1907	AGENCY RECHARGES	227	64	422	359		359	15.0 %	
Amenities and Recreation Committee Management Accounts up to 31st July 2018									
FISHERIES :- Expenditure		4,847	1,047	5,131	4,084	0	4,084	20.4 %	
1005	FIXTURES/PERMITS	1,496	866	1,247	-381			69.4 %	
FISHERIES :- Income		1,496	866	1,247	-381				
Net Expenditure over Income		3,351	181	3,884	3,703				
309	<u>STREET FURNITURE</u>								
4046	EQUIPMENT	489	0	1,000	1,000		1,000	0.0 %	
4905	WKS SALARY RECHARGE	2,429	708	2,530	1,822		1,822	28.0 %	
4906	WKS O'HEAD RECHARGE	403	155	518	363		363	29.9 %	
4907	AGENCY RECHARGES	118	44	365	321		321	12.2 %	
STREET FURNITURE :- Expenditure		3,438	907	4,413	3,506	0	3,506	20.6 %	
1004	RENTAL INCOME	815	0	0	0			0.0 %	
STREET FURNITURE :- Income		815	0	0	0				
Net Expenditure over Income		2,623	907	4,413	3,506				
Amenities & Recreation Cttee :- Expenditure		431,543	98,124	487,885	389,761	0	389,761	20.1 %	
Income		105,880	30,562	97,622	-67,060			31.3 %	
Net Expenditure over Income		325,663	67,562	390,263	322,701				