



ABINGDON-ON-THAMES TOWN COUNCIL

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16 May 2017

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

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

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 24th May 2017 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 15th March 2017 (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 A14 – Drainage on Community Land – Awaiting quotation to provide suitable drainage for the Chilton Close entrance to the recreation area.

Item A30 – A bench manufactured from recycled products has been delivered and is waiting installation.

Item A43 – A new Mitsubishi L200 has been ordered and should be in service with the Town Council by the end of May 2017.

5 **Financial Report**

To receive and consider the financial report for the 2016/17 year and the report of the Treasurer.

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

To receive a verbal report from the Cemetery and Works Supervisor.

7. **New Cemetery**

This item will appear as a standard item each meeting. A submission to Part Two of the Vale of White Horse District Council's Local Plan was submitted by the Town Clerk requesting that land be reserved west of Masefield Crescent, Abingdon to be designated for a new cemetery.

8. **Play Areas**

The Council has set aside £30,000 for the improvements to play areas. This includes play surfaces, play equipment and enclosures. Members are asked to consider how this year's budget is to be allocated and instruct their officers accordingly.

Members may wish to undertake a tour of the play areas and this can be arranged with officers.

Members are asked to note that new play equipment is due to be installed in the Masefield Crescent play area at the end of this month (May 2017).

9. **Cemetery Improvements**

The Council has set aside £27,000 for cemetery improvements for 2017 /2018. Your officers have been concentrating in the past few years of upgrading the Spring Gardens cemetery and now must turn their attention to the Spring Road cemetery formerly known as the "Old" cemetery.

The Spring Road cemetery is in constant use as burials still take place there and with members of the public visiting. Within the grounds of the Spring Road cemetery there are two chapels. The Works Team use a corner of the cemetery for composting of horticultural and burial waste.

The road within the cemetery is a mixture of materials and is not built to normal road standards. The Works Team are constantly repairing the road to ensure safety within the cemetery as potholes are constantly appearing. Similar problems were experienced in the Spring Gardens cemetery before the Council refurbished the road there, with complaints received from members of the public concerning dust, puddles holes etc.

Your officers would like to suggest to Members that they consider tarmacing the road within the Old Cemetery in the same style as the Spring Garden Cemetery was a few years ago. Members may wish to add this year's funding to that of the £10,000 not utilised in 2016 / 2017 to build up a balance which could be added to in the next budget round, and to instruct their officers to report back to the committee at a future date with confirmation of costs etc.

Members are asked to discuss this proposal and instruct their officers accordingly.

10. **Purchase of New Tractor**

The New Holland agricultural tractor currently being used by the Works Team was purchased in April 2001 and, during its time, has undertaken some very arduous work.

Due to its age the tractor now requires replacement as the likely ongoing costs of properly maintaining the vehicle will exceed its value. The tractor's steering has recently failed along with the starter motor, electrics and generally needs major works including a new seat. All these items will potentially cost the Council more than the value of the vehicle.

You officers are therefore requesting that permission be sought to purchase a new tractor at a cost of approximately £28,000 including part-exchange of the current vehicle. £11,000 of the funding for the new tractor can be met from the Vehicle and equipment replacement reserve and a further £17,000 can be met from the 2016 / 2017 left over on budget 499 / 4844.

Members are asked to recommend to the Finance and General Purposes Committee that a new tractor is purchased.

11. **Tree Survey**

The Council continue to work on the Tree Survey undertaken in 2016. The Works Team and a contractor have undertaken all of the urgent work identified in the survey. Work on the rest of the survey will be undertaken in due course.

For Members information a tree survey of the Town Council's stock of trees is undertaken every four years by a professional arboriculturist.

12. **Christmas Lights**

It is not intended to purchase any new Christmas lights this year however Members may wish to take advantage of the New Year sales which normally happen around January and February and invite our contractors to the Amenities and Recreation Meeting on 7th February 2017. Members are asked to discuss and instruct their officers accordingly.

13. **Fisheries**

The 2017 / 2018 fishing season will commence on the 16th June and Members are requested to review the charges for fishing on the Abingdon Corporate Waters. The Current charges were reviewed in 2016 /2017 and it is your officers suggestion that Members retain the current charges for this financial year. The current charges are as follows:

<i>Permit</i>	<i>2017 / 2018 CHARGES</i>
Visitors' Day Permit	£10
Concessions Visitors' Day Permit Child 5 to 16 years of age Senior over age of 60	£5
Family Day Permit Max. 2 Adults & 2 Children	£20
Season Permit	£25
Concessions Season Ticket Child 5 to 16 years of age Senior over age of 60	£15
Matches no more than 30 pegs without prior agreement and review of charges	£50 + £5 per peg Visiting Clubs by arrangement and charged at Visitors Day Permit rates.

The District Council have recently undertaken a review of signage along the Abingdon stretch of the River Thames. Your officers suggested to the District Council that fisheries information should be included on any new signage and that the Town Council may be able to make a financial contribution towards this. Your officers are waiting to hear from the District Council.

There is new signage required at the extremities of the corporate fisheries to denote where the fisheries start and end and what is required under statute. Members are requested to delegate this to the Town Clerk and Chairman of the Amenities and Recreation Committee so that the signage is installed early in the season.

For Members information a tree survey of the Town Council's stock of trees is undertaken every four years by a professional arboriculturist.

14 **Publicity**

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

15 **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.

16. **Date of Next Meeting**

The Amenities and Recreation Committee will meet on the following dates during the 2017 / 2018 civic year:

- Wednesday 6th September 2017
- Wednesday 8th November 2017
- Wednesday 7th February 2018

17 **Exclusion of the public, including the Press**

The Chairman will move:

That in accordance with section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960 (as extended by Section 100 of the Local Government Act 1972), the public (including the press) be excluded from the meeting because of the confidential nature of the business to be transacted.

Items for Discussion: None.

Abingdon-on-Thames Town Council

Minutes of the meeting of the Amenities and Recreation Committee held in Royse Court on Wednesday 15th March 2017 at 7.00pm.

Present:

Councillor Sandy Lovatt	Chairman
Councillor Robert Hall	Vice Chairman
Councillor Dennis Garrett	
Councillor Vicky Jenkins	
Councillor Jan Morter	
Councillor Lorraine Oates	
Councillor Helen Pighills	

In Attendance:

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

A36. **Apologies**

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

A37. **Declarations of Interest**

There were no declarations of interest raised at the meeting.

A38. **Minutes of the Previous Meeting**

It was **resolved** the Minutes of the previous meeting on 7th December 2016 be accepted as a correct record.

A39. **Matters Arising not covered elsewhere on the agenda**

Minute A14 – Drainage on Community Land – Awaiting quotation to provide suitable drainage for the Chilton Close entrance to the recreation area.

Minute A30 – A bench manufactured from recycled materials has been ordered to replace the one vandalised in Caldecott Road.

A40 Financial Report

The Committee received and considered the report of the Treasurer for the period from 1st April 2016 to 31st January 2017, as circulated with the agenda. The Committee **resolved** to approve the report.

A41 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.

A42. New Cemetery

Members were informed that there was nothing to report since the last meeting.

A43 Purchase of New Works Team Vehicle

It was proposed by Councillor Jan Morter and seconded by Councillor Dennis Garrett and carried unanimously that a **recommendation** be made to the Finance and General Purposes Committee for the purchase of a new vehicle and part-exchanging the Mitsubishi L200 registration OV 61 TVN in line with Council policy for the replacement of vehicles.

A44 Abingdon In Bloom

Members considered a request from a resident in Wilsham Road for the installation of floral display barrier baskets along that stretch of the riverside and the possibility of community involvement. The Committee requested further information from officers and, reluctantly agreed not to expand the Abingdon in Bloom scheme this year but to look towards 2018 when all the information was to hand.

A45 Items for Next Agenda

Arrange dates for new Committee to view allotments and play areas.

A46 Publicity

It was Resolved that a photographer be hired to take photographs of the floral displays in 2017 for the website, local press and other media that may wish to use them.

A47 Date of next Meeting

Members would be notified of the date of the next meeting once the new civic calendar had been agreed by Town Council at its next meeting. The Chairman requested that

the proposed date of the next meeting on 31st May be amended to 24th May 2017 due to other commitments. The Committee **recommended** to Council that the date for the May meeting for the Amenities and Recreation Committee be amended to 24th May 2017.

The meeting rose at 7.58pm.

Signed Date

DRAFT

**ABINGDON-ON-THAMES TOWN COUNCIL
AMENITIES AND RECREATION COMMITTEE**

WEDNESDAY 24th MAY 2017

REPORT OF THE TREASURER / RESPONSIBLE FINANCIAL OFFICER

Agenda Item 5: Financial report

1. Introduction

1.1 The purpose of this report is to approve the management accounts for the full year 2016-17.

2. Management Accounts

2.1 Please find attached the draft revenue management accounts for the full year 2016-17 (**Appendix A**). The report shows the actual income and expenditure for the year compared to budget. For comparison purposes the budgets and actuals for the full year 2015/16 are shown in columns 1 and 2.

2.2 Total net expenditure for the year was £347,072. This compares to the original budget of £374,038 and means an underspend of £26,966 (7.2% of budget).

2.3 Expenditure for the year was under budget by £32,367 (£439,772 actual .v. £472,139 budget). The main areas where the budget was underspent were:

- 201 Open spaces / recreation £12,591 underspend
- 211 Cemeteries £ 5,977 underspend
- 304 Christmas Lights £13,276 underspend

2.4 Income for the year was £92,701 (£5,400 less than the budget of £98,101 (5.5%)). The main area where income was less than budget was 211 Cemeteries.

2.5 Members are requested to approve the management accounts for the period 2016-17.

3. Budget 2017/18

3.1 The new year budget was approved at the Full Council meeting in March 2017. Total net expenditure budget for 2017/18 has been set at £386,150 (see **Appendix A**). This means a 3.2% increase compared to 2016/17 budget.

Susan Whipp
Treasurer / Responsible Financial Officer
18th May 2017

Note : Amenities & Recreation Committee Full Year 2016-17

	<u>2015-16</u>		<u>2016-17</u>		<u>2017-18</u>	
	Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
<u>Amenities & Recreation Ctee</u>						
201	<u>OPEN SPACES/ RECREATION</u>					
4003	6,475	15,711	6,475	4,116	4,200	4,284
4017	1,699	5,383	5,000	5,090	5,092	5,194
4041	1,500	653	1,500	1,558	1,500	1,530
4046	1,800	1,528	1,800	2,281	1,800	1,836
4060	2,500	525	2,500	0	2,500	1,500
4152	1,500	0	0	0	0	0
4153	12,800	6,340	16,800	18,448	20,000	20,000
4858	4,500	0	4,500	0	4,500	4,500
4905	36,350	29,436	39,088	29,072	28,138	30,331
4906	6,811	5,179	7,591	4,918	4,597	5,098
4907	0	0	0	2,681	2,075	0
4991	0	0	0	4,500	0	0
	OverHead Expenditure	64,756	85,254	72,663	74,402	74,273
1004	13,300	13,300	13,300	13,300	13,300	13,300
1099	0	55	0	55	0	0
	Total Income	13,355	13,300	13,355	13,300	13,300
201	Net Expenditure	51,401	71,954	59,308	61,102	60,973

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APPENDIX A

Note : Amenities & Recreation Committee Full Year 2016-17

	<u>2015-16</u>		<u>2016-17</u>		<u>2017-18</u>	
	Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
202	<u>ABINGDON IN BLOOM/FLORAL</u>					
4012	3,000	0	0	0	0	0
4014	0	25	0	0	0	0
4040	200	5	200	120	200	200
4044	1,600	1,256	1,600	1,215	1,600	1,632
4045	17,000	17,153	20,000	17,135	20,000	20,400
4905	13,129	10,724	11,065	12,738	13,113	14,135
4906	2,024	1,937	2,260	2,514	2,391	2,698
4907	0	0	0	1,531	2,409	0
	OverHead Expenditure	31,100	35,125	35,254	39,713	39,065
1020	GRANTS REC'D GENERAL	75	0	0	0	0
	Total Income	75	0	0	0	0
	202 Net Expenditure	31,025	35,125	35,254	39,713	39,065
203	<u>ALLOTMENTS</u>					
4013	RENT	1,500	1,500	1,500	1,500	1,500
4020	MISC. ESTABLISH COST	0	0	0	0	0
4041	GROUNDNS MNT MATERIALS	1,000	0	1,000	1,000	1,000
4114	PEST CONTROL	1,000	1,546	1,000	1,208	1,232

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	<u>2015-16</u>		<u>2016-17</u>		<u>2017-18</u>	
	Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
4905 WKS SALARY RECHARGE	219	356	1,420	980	470	507
4906 WKS O'HEAD RECHARGE	32	93	354	287	87	112
4907 AGENCY RECHARGES	0	0	0	142	222	0
4992 TFR FR EARMARKED RSV	0	-546	0	0	0	0
OverHead Expenditure	3,751	2,949	5,274	4,147	4,487	4,351
1004 RENTAL INCOME	1,500	1,500	1,500	1,500	1,500	1,530
Total Income	1,500	1,500	1,500	1,500	1,500	1,530
203 Net Expenditure	2,251	1,449	3,774	2,647	2,987	2,821
<u>204 PLAY AREAS</u>						
4047 PLAY EQUIPT REPAIRS	1,600	521	1,600	1,069	1,600	1,600
4080 PLAY AREA INSPECTIONS	2,300	2,155	2,300	2,817	2,817	2,873
4905 WKS SALARY RECHARGE	11,096	14,239	12,506	11,451	14,617	15,756
4906 WKS O'HEAD RECHARGE	2,140	2,511	2,611	2,294	2,442	2,719
4907 AGENCY RECHARGES	0	0	0	890	726	0
OverHead Expenditure	17,136	19,426	19,017	18,521	22,202	22,948
204 Net Expenditure	17,136	19,426	19,017	18,521	22,202	22,948

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Note : Amenities & Recreation Committee Full Year 2016-17

	<u>2015-16</u>		<u>2016-17</u>		<u>2017-18</u>	
	Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
211	<u>CEMETERIES/CLOSED C'YARD</u>					
4011	RATES	2,169	2,160	2,178	2,178	7,706
4012	WATER RATES	700	1,307	1,500	2,150	2,040
4014	ELECTRICITY & GAS	343	1,005	359	646	1,730
4026	SUBSCRIPTIONS	290	180	290	180	0
4040	PROPERTY/ EQUIPMENT	1,500	1,225	1,500	1,814	3,060
4041	GROUNDS MNT MATERIALS	1,500	792	1,500	1,671	1,530
4046	EQUIPMENT	1,500	730	1,500	1,746	0
4145	S2000 Plaques	1,000	385	1,000	1,550	1,020
4146	Tree plaques	0	0	0	360	0
4156	CEMETERY IMPROVEMENT	27,000	22,179	27,000	16,288	27,000
4905	WKS SALARY RECHARGE	83,820	81,353	93,204	80,888	99,696
4906	WKS O'HEAD RECHARGE	15,852	14,038	18,978	15,393	17,084
4907	AGENCY RECHARGES	0	0	0	7,457	0
4991	TFR TO EARMARKED RSV	0	0	0	10,712	0
	OverHead Expenditure	135,674	125,353	149,009	143,032	160,866
1001	ROOM HIRES	700	863	770	622	630
1004	RENTAL INCOME	9,054	9,054	9,054	7,355	9,235
1030	RECHARGES	307	538	492	482	500

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	<u>2015-16</u>		<u>2016-17</u>		<u>2017-18</u>	
	Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
1040 INTERMENT FEES	36,000	26,473	33,000	31,706	33,000	34,650
1041 GRANT OF RIGHTS	2,500	1,379	1,100	1,363	1,100	1,155
1042 INTERMENT OF ASHES	5,300	5,294	5,500	2,625	2,000	2,100
1043 MEMORIAL FEES	9,300	10,160	9,900	8,041	9,000	9,450
1045 SANCTUM 2000 ASHES VAULTS	7,000	2,647	7,000	6,630	5,000	5,000
1046 Tree plaque income	0	0	0	2,333	0	0
Total Income	70,161	56,409	66,816	61,158	60,390	62,720
211 Net Expenditure	65,513	68,944	82,193	81,874	91,027	98,146
299 AMENITIES CAPITAL/ REV PROJ						
4155 FOOTPATHS	6,500	0	6,500	0	8,000	6,500
4161 ALLOTMENTS	6,000	3,741	6,000	2,900	6,000	6,000
4163 PLAY AREA IMPROVEMENTS	30,000	42,297	30,000	1,126	30,000	30,000
4845 CAP NEW STREET FURNITURE	5,000	0	5,000	0	5,000	5,000
4866 NEW CEMETERY FUND	75,000	0	75,000	0	0	75,000
4991 TFR TO EARMARKED RSV	0	75,000	0	118,474	75,000	0
4992 TFR FR EARMARKED RSV	0	-12,297	0	0	-1,500	0
OverHead Expenditure	122,500	108,741	122,500	122,500	122,500	122,500
Total Income	0	0	0	0	0	0
299 Net Expenditure	122,500	108,741	122,500	122,500	122,500	122,500

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Note : Amenities & Recreation Committee Full Year 2016-17

	2015-16		2016-17		2017-18	
	Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
304 CHRISTMAS LIGHTS						
4167 NEW CHRISTMAS LIGHTS	8,000	3,708	8,000	0	8,000	8,000
4181 INSTALL, MAINTAIN & REMOVE	22,000	18,131	22,000	17,486	22,000	22,440
4183 STORAGE	2,000	1,553	2,000	1,484	1,796	1,832
4905 WKS SALARY RECHARGE	690	310	462	295	328	354
4906 WKS O'HEAD RECHARGE	125	24	124	39	120	35
4907 AGENCY RECHARGES	0	0	0	32	0	0
OverHead Expenditure	32,815	23,727	32,586	19,335	32,244	32,661
1020 GRANTS REC'D GENERAL	125	0	125	0	0	0
1099 MISCELLANEOUS INCOME	0	150	0	150	0	0
Total Income	125	150	125	150	0	0
304 Net Expenditure	32,690	23,577	32,461	19,185	32,244	32,661
305 FAIRS						
4001 SALARIES & WAGES	0	331	0	0	0	0
4005 HEALTH & SAFETY	1,698	4,276	1,698	7,766	7,766	7,921
4020 MISC. ESTABLISH COST	5,800	5,532	5,800	2,034	1,738	1,773
4905 WKS SALARY RECHARGE	5,734	5,812	9,180	6,634	5,579	6,014
4906 WKS O'HEAD RECHARGE	568	1,143	1,101	913	976	1,261

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	<u>2015-16</u>		<u>2016-17</u>		<u>2017-18</u>	
	Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
4907 AGENCY RECHARGES	0	0	0	565	200	0
OverHead Expenditure	13,800	17,094	17,779	17,912	16,259	16,969
1004 RENTAL INCOME	14,100	14,627	14,100	14,100	14,100	14,100
Total Income	14,100	14,627	14,100	14,100	14,100	14,100
305 Net Expenditure	-300	2,467	3,679	3,812	2,159	2,869
<u>308 FISHERIES</u>						
4020 MISC. ESTABLISH COST	100	0	1,000	29	1,000	1,000
4905 WKS SALARY RECHARGE	165	2,474	2,084	2,567	2,604	2,807
4906 WKS O'HEAD RECHARGE	40	423	494	555	433	560
4907 AGENCY RECHARGES	0	0	0	222	159	0
OverHead Expenditure	305	2,897	3,578	3,373	4,196	4,367
1005 FIXTURES/PERMITS	800	730	1,000	1,268	1,200	1,200
Total Income	800	730	1,000	1,268	1,200	1,200
308 Net Expenditure	-495	2,167	2,578	2,105	2,996	3,167
<u>309 STREET FURNITURE</u>						
4046 EQUIPMENT	1,000	169	1,000	611	1,000	1,000

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	<u>2015-16</u>		<u>2016-17</u>		<u>2017-18</u>	
	Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
4905 WKS SALARY RECHARGE	1,360	456	879	1,781	0	0
4906 WKS O'HEAD RECHARGE	208	67	138	423	0	0
4907 AGENCY RECHARGES	0	0	0	220	0	0
OverHead Expenditure	2,568	692	2,017	3,034	1,000	1,000
1004 RENTAL INCOME	1,260	1,260	1,260	1,170	1,260	0
1099 MISCELLANEOUS INCOME	0	10	0	0	0	0
Total Income	1,260	1,270	1,260	1,170	1,260	0
309 Net Expenditure	1,308	-578	757	1,864	-260	1,000
Amenities & Recreation Cttee - Expenditure	441,437	396,734	472,139	439,772	468,420	479,000
Income	101,246	88,116	98,101	92,701	91,750	92,850
Net Expenditure	340,191	308,618	374,038	347,072	376,670	386,150
Total Budget Expenditure	441,437	396,734	472,139	439,772	468,420	479,000
Income	101,246	88,116	98,101	92,701	91,750	92,850
Net Expenditure	340,191	308,618	374,038	347,072	376,670	386,150

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