



Notice is hereby given of

THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

on

Wednesday 15th March 2023 at 7pm at The Harlington

All Committee members are summoned to attend.

To Councillors:

G. Chenery, K. Cottrell, P. Einchcomb, R. Fang, L. Holt, E. May, A. Oliver, R. Schofield, S. Tilley, B. Willcocks, G. Woods and P. Wildsmith.

Rochelle Halliday, Executive Officer
8th March 2023

AGENDA

1.	APOLOGIES Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.
2.	DECLARATIONS OF INTEREST Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting. Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.
3.	PRESENTATION FROM THE ENVIRONMENT AGENCY To receive a presentation from the Environment Agency regarding a proposed Flood Alleviation Scheme in Fleet, which is currently in the initial stages of development (see <i>Executive Officer's report</i>).
4.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
5.	MINUTES OF PREVIOUS MEETING To receive and approve as a correct record the main and confidential minutes of the RLA Committee held on Wednesday 21 st December 2022 (<i>copy attached</i>).

Part 1 – ITEMS FOR DECISION

6. THE CEMETERY OFFICER'S REPORT

To consider the Cemetery Clerk's Report (*copy attached & see Executive Officer's report*).

RECOMMENDATIONS

- a) To approve the additional expenditure for the maintenance work to the Cemetery paths.
- b) To consider allowing people to pay a deposit only for reserving kerb blocks in the Garden of Remembrance.
- c) To consider a recommendation to Council regarding the surplus funds in the Cemetery cost centre (details in Executive Officer's report).
- d) To note the Cemetery Clerk's report.

7. CEMETERY FEES 2023/24

To approve the proposed fees for Fleet Cemetery 2023/24 with effect from 1st April 2023. (*copy attached & see Cemetery Clerk's report*).

RECOMMENDATION

To approve the proposed fees for Fleet Cemetery 2023/24 with effect from 1st April 2023.

8. THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

To receive for noting an update on events, hiring's and operational activities of The Harlington and Ancells Farm Community Centre from the General Manager (*copy attached*).

RECOMMENDATION

To note the report of the General Manager.

9. FACILITIES AND OPEN SPACES MANAGER'S REPORT

To consider the Facilities and Open Spaces Manager's Report (*copy attached*).

RECOMMENDATIONS

- a) To note the report of the Facilities and Open Spaces Manager.
- b) To consider and agree the policy for approving major playground repairs in excess of the allocated maintenance budget.

10. STUDENT WORK PLACEMENTS

To consider and agree to the Council hosting student work placements from Farnborough College of Technology (*see Executive Officer's report*).

RECOMMENDATION

To approve the hosting of student work placements from Farnborough College of Technology.

11. TEMPORARY 4G NETWORK INSTALLATION ON CALTHORPE PARK

To consider agreeing permission in principle for the installation of a temporary 4G network in Calthorpe Park for the Coronation event (*see Executive Officer's report*).

RECOMMENDATION

To approve permission in principle for the installation of a temporary 4G network in Calthorpe Park, subject to location and design being agreed by Officers.

12. TEMPORARY INSTALLATION TO RAISE AWARENESS OF YOUTH SUICIDE

To consider and agree to affixing on The Views a temporary installation from CAHMS Hampshire to raise awareness of youth suicide (*see Executive Officer's report*).

RECOMMENDATION

To agree to the temporary installation of the youth suicide awareness sand timer on The Views.

Part 2 – ITEMS TO NOTE**13. EXECUTIVE OFFICER'S REPORT**

To receive any updates from the Executive Officer (*copy attached*).

14. FUTURE EVENTS

To note the future events taking place on Council property, as detailed below.

Annual Residents' Meeting	21st March	The Harlington
Fleet Half Marathon	26th March	Around Fleet/Calthorpe Park
Circus Wonderland	17 th – 23 rd April	The Views
Coronation Celebrations	7th May	High Street/Calthorpe Park
SCAM JAM	22 nd July	The Views
Fleet Carnival	1st July	High Street/Calthorpe Park
Summer Project (Fleet Phoenix)	27 th July – 31 st August	The Views
Lions Fireworks Fiesta	4th November	Calthorpe Park

15. DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure & Amenities Committee will be held on Wednesday 21st June 2023 at 7pm at The Harlington.

Part 3 – CONFIDENTIAL ITEMS

Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the Meeting

The following types of business will be treated as confidential:

- a. Engagement, terms of service, conduct and dismissal of employees
- b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts
- c. Receipt of professional legal advice and preparation of cases in legal proceedings
- d. The early stages of any dispute
- e. Matters of a commercial nature.

There are no confidential matters for consideration, unless a discussion is required for reviewing / approving the minutes from the last meeting.



FLEET TOWN COUNCIL

CONFIDENTIAL MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 21st December 2022 at 7pm

PRESENT

Councillors: G. Chenery, P. Einchcomb (Chairman), L. Holt, E. May, A. Oliver, R. Schofield, B. Willcocks, S. Tilley and G. Woods.

Also Present:

Rochelle Halliday – Executive Officer
Ben Crane – Facilities and Open Spaces Manager

RLA December 2022 Item 17 **GROUNDS MAINTENANCE CONTRACT RENEWAL**

Members considered extending the report regarding the current grounds maintenance contract.

Any contract renewal will be increased in line with the inflation (RPI) rate in April 2023.

RESOLVED

To recommend to Council the extension of the current grounds maintenance contract with Nigel Jeffries Landscapes Ltd for a further two years.

The Facilities and Open Spaces Manager left the meeting at 9.34pm.

RLA December 2022 Item 18 **THE HARLINGTON LEASE**

Members received an update from Cllr Schofield regarding the Harlington lease and the Civic Campus Regeneration, following a meeting with Hart District Council on 13th December.

The points from the Meeting Report were noted by the Committee:

- 1) Can the limits of the lease be extended to include the area to the side of the Harlington up to the kerb on Harlington Way?
 - a. FTC prepared to agree to transfer of land encompassing Harlington Way included in the Views transfer order of 2009 (the land swap).
- 2) The draft Heads of Terms, under Alterations, states “exterior/structural changes to be permitted with the landlord’s formal consent not to be unreasonably withheld or delayed.”
 - a. It has to be assumed that any significant structural change that impacts the appearance of the building will require planning permission. Would this be with the support of the District Council?
- 3) Will there be a continuing requirement for the Harlington to support the heating in the library?
- 4) What is the position regarding the sub-lease to the coffee shop area that is currently leased by HCC to HDC with FTC named as sub-tenants?
 - a. The current lease includes a clause requiring the separation of the two buildings on termination of the lease to re-establish the access between Gurkha Square and the Courtyard?
 - b. This lease will expire within the life of a 99 year lease.
- 5) What access, if any, will the library require at the first floor level?

- 6) Will HDC terminate the TAW Agreements and allow the remaining tenants to become sub-tenants to FTC?
- 7) Would HDC honour their commitment to relocate “the Point” for use by Fleet Phoenix if an outcome of redevelopment?
- 8) Would HDC relocate the Baptist pre-school in the same circumstances?

There was some concern raised whether agreeing to the principle of a 99 year lease effectively removed all possibility of the civic quarter regeneration.

RESOLVED

- a) To agree to the principle of a 99 year lease for The Harlington subject to the review of a detailed lease being presented to Council in due course.
- b) To note the points, listed above, from the Meeting Report on this item.

RLA December 2022 Item 19 FLEET TOWN FOOTBALL CLUB LEASE

Members received an update on the lease negotiations with Fleet Town Football Club and considered the points made in the Meeting Report.

RESOLVED

To agree, for the purposes of clarification, that the following matters relating to the Fleet Town Football Club lease listed below were agreed at the Council meeting on 5th October 2022, subject to point 2 being amended to reflect that the tenant is liable for any repairs required as a result of the Energy Performance Certificate (EPC) survey or the Electrical Inspection Condition Report (EICR) survey:

- 1) The Council approved the delegation of responsibility for meeting current and future statutory costs in accordance with Clause 4.7 of the Standard Lease Terms.
- 2) That the Council bears the cost of meeting the initial legal requirements to have an EPC and an EICR at an estimated cost of £4,000, as a gesture of goodwill, and the tenant is liable under the existing contract for any repairs required as a result of these inspection surveys to enable the certificates to be issued.
- 3) The Council approved the content of the Particulars to the Football Club Lease as presented at the meeting and the following points:
 - a) The Use proposed:
 - All activities associated with the encouragement development and playing of football for the benefit of the community of Fleet subject to the covenants set out in the Conveyance of 4th day of June 1946.
 - b) The Rent:
 - Stated as £10,000 per annum, subject to review every 5 years based upon RPI.
 - A rent waiver to be considered at the Annual Council Meeting but limited to a minimum rent of £2,000 per annum.
 - c) The Term:
 - 25 years.

The meeting closed at 9.53pm.

Signed.....

Date:.....

Chairman

Officer Report

RLA March 2023

OFFICER: Sian Taylor
DATE: 8th March 2023
SUBJECT: Cemetery Officer's Report

The Cemetery has been quite busy during January and February and there are still 3 lots of ashes to be interred in the Garden of remembrance and 4 more memorials on order (and still to be interred). There are also 6 burials booked in the next few weeks in the main cemetery.

Cemetery Pathways

We are waiting for the programme of works however it has been pointed out that although the cost for the red section is £13,635.10 which was approved at RLA in September 2022, there is an additional hyperinflation of 11% (this was on the last quote) so therefore the cost for the red section is an additional £1,499.86 making the total £15,134.96.

Recommendation: To approve the additional spend of £1,499.86 for the red section.

Badger Sett

It has been difficult getting and ecologist to visit up to now as most of them have been fully booked, however a survey was carried out by an ecologist on the 8th March, and we are now awaiting the report and plan of action.

On her visit, the ecologist said that there shouldn't be an issue getting licence as there is strong evidence there are badgers under the graves. Closing the set can only be done between 1st July to 1st November in case there are cubs. She will send a full report, plan and costings within 2 weeks.

There may be more than one badger now as there is increased activity and digging around the cemetery, including in another grave. A bone has also been found.



Fees

A review has been made of the increases for other cemeteries in the area. The increases have been between 4 -10% for other councils that have published their fees (Yateley and Odiham).

Garden of Remembrance rationale

I have increased the Kerb blocks and the plant memorials by approx. 10% (some rounding up) as Columbaria who supply the plaque have increased their prices by around 12%. I have left the Sanctums and Rose memorials as the 2022 price, so we are still competitive with Aldershot Crematorium. I have also left the mushroom disc as these are for children.

Main cemetery rationale

I have increased these prices by approx. 5% (some rounding) to keep us competitive within the local area for those who are not residents. I did not want to raise the cost for non resident to over £4,000 especially as this covers Church Crookham where I still get issues over the double pricing. Currently we are the most expensive for resident fees out of the nearby councils.

Main cemetery area	Non resident From April 2022	Non resident From April 2023	Resident From April 2022	Resident From April 2023
New Full Burial Plot	£3,560	£3,760	£1,780	£1,880
New Cremation Plot	£1,520	£1,640	£760	£820
Memorial permit for existing grave	£360	£380	£180	£190
Additional Inscription on memorial	£150	£160	£75	£80
Reservation of fully burial plot	£2,640	£2,780	£1,320	£1,390
Reservation of Cremation Plot	£1,160	£1,260	£580	£630
Interment only – Full Burial	£920	£980	£460	£490
Interment only - Ashes	£360	£380	£180	£190
Transfer of Exclusive Rights of Burial	£300	£320	£150	£160
General administration – change name etc	£30	£40	£15	£20

Garden of Remembrance	2022	2023	2022	2023
Kerb block no ashes	£720	£780	£600	£660
Kerb block with ashes	£900	£990	£770	£850
Other – prices include VAT on memorials only				
brass plaque on memorial bench in Garden of Remembrance	£290	£310	£180	£200
Plant memorial dedication area – with 7 x 5 plaque	£660	£730	£520	£570
Plant memorial dedication area – with 6 x 4 plaque	£620	£680	£480	£530

Recommendation for item 7: to approve the new cemetery price list for 2023/24 (full price list shown in item 7 papers).

Reserving kerb block with a deposit

Up to now, reserving kerb block in the Garden of Remembrance has meant that the full amount has had to be paid by the family, despite the person possibly living for many more years and therefore using up the lease while they are alive.

Since the kerb block memorial plaque can only be cut once (unlike the Sanctum plaque which can be added to) some people have reserved 2 plots to be next to each other– there are some that have 2 names on but this is usually when both persons are already deceased and their names have gone on the memorial at the same time.

I have sold a kerb block to a lady for her late husband and she would like to reserve the next kerb along for herself when her time comes, however she doesn't want to pay the full price, only a deposit. I have explained there is no facility for a deposit at the moment and that in 10-15 years' time, the kerb would be considerably dearer. She has written to the council as she wishes to be allowed to pay a deposit only. I have redacted the name and address for the purposes of this report.

Recently my family and I have leased a kerb block within Fleet cemetery for my late husband's ashes. It has made me realize that when the time comes for my children to inter my ashes it would be fitting and correct that we were next to each other, as we have been for over 50 years. At present there are many spaces to be filled and therefore this is a good time for this request. I would really like to put things in place to do this.

I have enquired about paying a deposit to reserve the kerb stone next to my late husband, but it seems at present you do not allow this and that I would have to pay the full amount of £900.

The lease for the Kerb blocks is for 25 years, hopefully I may live another 15 -20 years and therefore the lease would have almost expired. I appreciate that the cost will most certainly have increased and would be prepared for that. However, to have to pay the whole amount up front for a lease when it is not actually being utilised seems very expensive and short sighted. If I was purchasing it of course it would be a different matter.

Would you please consider allowing me to pay a retainer for the kerb block next to my late husbands, it would mean such a lot to me knowing we would still be together.

Thank you for considering this request,

Yours

Recommendation: to consider allowing people to pay a deposit only for reserving kerb blocks in the garden of remembrance.

Fleet Cemetery Fees from April 2023

When you buy a plot - the charges are split between the "Exclusive Rights of Burial", memorial permit fee and the interment fee.

The Exclusive Rights of burial in Fleet give you the right to bury in that plot for the next 99 years (some cemeteries are shorter than this). Ashes plots can hold 2 sets of ashes. Full burial plots can hold up to 3 full burials and/or several sets of ashes.

Only the owner of the exclusive rights can decide (and must sign to agree) who and when any burials take place in that plot (the only exception to this is when the owner is interred in the plot).

The interment fee is an administration charge incurred each time the plot is opened and covers the updating of the burial records and associated work.

The memorial permit fee gives permission for the owner to erect a memorial on the plot. Only the owner can do this. The permit is to ensure all memorials conform to regulations at that time.

Main cemetery area	Fees	50% reduction in fees for Fleet Town Council resident
New Full Burial Plot (Exclusive rights, interment and memorial permit fee)	£3,760	£1,880
New Cremation Plot (Exclusive rights, interment and memorial permit fee)	£1,640	£820
Memorial permit for existing grave (Either Burial or Cremation memorial)	£380	£190
Additional Inscription on memorial (Either Burial or Cremation memorial)	£160	£80
Reservation of Full Burial plot Exclusive Rights of Burial and memorial permit, excludes interment fee)	£2,780	£1,390
Reservation of Cremation Plot Exclusive Rights of Burial and memorial permit, excludes interment fee)	£1,260	£630
Interment only – Full Burial (Exclusive Rights already purchased)	£980	£490
Interment only – Ashes (Exclusive Rights already purchased)	£380	£190
Stillborn child or child up to 12 years (Full Burial or Cremation Plot includes interment)	No Charge	No Charge
Transfer of Exclusive Rights of Burial	£320	£160
General administration – change name etc	£40	£20

On proof of the deceased being a Fleet Town Council registered elector, the fees above will be reduced by 50%

Please note VAT is charged on memorials only. No VAT is charged on interments or exclusive rights

Memorial Fees in the Garden of Remembrance

The Sanctum 2000, memorial vaults are leased for either 25 or 50 years for ashes in non-biodegradable containers. On completion of the term of the lease, the owner will have the option to extend. If the family cannot be contacted, the ashes will be removed and buried in our dedicated area. The inscription tablet will remain the property of the family. Please note VAT is charged on memorials only.

The kerb block memorials, located around the Garden of Remembrance pathways, will be leased for 25 years with the ashes buried loose behind the memorial. (The cost for this is £30 extra for a weekend.) The roses will be leased for 15 years with the ashes either buried or scattered in our dedicated area. On completion of the lease, the owner will have the option to extend. The inscription tablets remain the property of the family but will be removed and stored if the family cannot be contacted at the end of the lease.

Memorial	Fees	Reduction for FTC resident
Sanctum 2000 Memorial vault – prices include VAT for memorial only		
Lease for 25 years to include lettering up to 80 letters. Further lettering £1.90 + VAT per letter. Artwork and photo plaque cost to be confirmed. Price includes updating of burial records for one set of ashes	£2,000	£1,800
Lease for 25 years to include lettering up to 80 letters. Further lettering £1.90 + VAT per letter. Artwork and photo plaque cost to be confirmed. Price includes updating of burial records for two set of ashes going into the vault at the same time	£2,180	£1,970
Lease for 50 years to include lettering up to 80 letters. Further lettering £1.90 + VAT per letter. Artwork and photo plaque cost to be confirmed. Price includes updating of burial records for one set of ashes	£2,600	£2,400
Lease for 50 years to include lettering up to 80 letters. Further lettering £1.90 + VAT per letter. Artwork and photo plaque cost to be confirmed. Price includes updating of burial records for two set of ashes going into the vault at the same time	£2,780	£2,570
Second set of ashes at a different time, plus additional inscription (if room has been left). Artwork and photo plaque cost to be confirmed	£540	£420
Kerb block memorial around pathways – prices include VAT for memorial only		
Lease for 25 years to include lettering. Artwork Design cost to be confirmed. No ashes	£780	£660
Lease for 25 years to include lettering. Artwork Design cost to be confirmed. Single ashes. Price to include ashes interred loose behind memorial or in dedicated area.	£990	£850
Rose memorial only – prices include VAT		
Rose bush - lease/maintenance 15 years, including 6" x 4" granite plaque with inscription	£540	£420
Rose bush - lease/maintenance 15 years, including 7" x 5" granite plaque with inscription Artwork Design cost to be confirmed.	£660	£540
Standard Rose lease/maintenance for 15 years, including 6" x 4" granite plaque with inscription only	£660	£540
Standard Rose lease/maintenance for 15 years, including 7" x 5" granite plaque with inscription. Artwork Design cost to be confirmed.	£785	£660
Other – prices include VAT on memorials only		
brass plaque on memorial bench in Garden of Remembrance	£310	£200
Memorial disc on mushroom in children's area	£125	£125
Plant memorial dedication area - preparation of ground, interment of ashes and 7" x 5" granite plaque with inscription. Artwork Design cost to be confirmed. (plant from approved list supplied by family)	£730	£570
Plant memorial dedication area - preparation of ground, interment of ashes and 6" x 4" granite plaque with inscription only (plant from approved list supplied by family)	£680	£530
Interments in Garden of Remembrance		
Interment or scattering of ashes if Kerb block or rose memorials are leased. No charge for children's ashes.	£380 (50% reduction in fees for Fleet Town Council resident - £190)	

DATE: RLA meeting 15th March 2023

OFFICER: Alex Robins – General Manager

REPORT COVERING: December 2022- February 2023

1. General overview

- 2022/23 has proven to be a very unpredictable year. The entertainment and hospitality sector has taken far longer to recover and grow than was expected, and with continued worldwide issues surrounding health and financial stability, it was beginning to look like there was a long way to go yet.

For many, things are still not improving, and venues and pubs are still closing in numbers, however, there has been a marked change in people's attitudes regarding going out and enjoying themselves. It has reported as escapism from all the negativity around, but certainly in the case of The Harlington, people started buying tickets in much larger numbers towards the end of 2022 and it has continued into 2023. Not only that, but they've spent money at the bar when they've been out, and spend per head figures are on or exceeding targets.

Since November, there have been no less than 12 sold out shows at The Harlington (not including panto, which excluded most of December). This is unheard of, and with four of those being fully standing capacities, it's quite remarkable. There was a venue brochure distributed during this period which will have helped to drive those sales, but the sheer impact of it shows that public confidence has returned, at least at this time. Budgeting has allowed for distribution to some new areas and an increase from 30,000 to 40,000. Analysis of ticket buyers has proven the additional spend to be more than worthwhile and the officer will need to weigh up the future potential of continuing with the increased circulation as this will bring additional spend.

As an example, distribution through Farnborough was increased to cover all areas and there were three times as many tickets sold to Farnborough addresses than previously. In total, 48% of all ticket purchases for the two-month period surrounding the brochure drop were for new customers. There will have been various factors involved, however, awareness of The Harlington and its activities via the brochure will have been a key driver. This would appear to be an essential area for additional investment in future years.

In terms of income, the current financial year is finishing strongly and will exceed the projection by a healthy amount assuming things continue as they are. Unfortunately, the income is getting eaten up in expenditure as the costs of maintaining the building continue to grow day on day, together with utility bills which keep increasing. That said, the additional income is ensuring the burdening costs don't negatively affect the council's contribution.

RECOMMENDATION: FOR NOTING

2. Box office - Individual performance summaries

- Mainly Madness. Good sales and good bar as always. A Harlington institution.

RECOMMENDATION: FOR NOTING

- Comedy Club. After concerns in 2022 that it was struggling to recover to its pre-Covid numbers, and following a re-brand, all three shows in this period have been complete sell outs.

RECOMMENDATION: FOR NOTING

- Jazz Club. After some lower attendances, December was very close to selling out an extended capacity, the 10-year anniversary show in January did sell out and February returned to previous +100 sales. Looking back to strength again.

RECOMMENDATION: FOR NOTING

- Snow White. Audiences attended in high numbers, with 77% capacity filled across the whole run. Starburst were very pleased with the result and raised a good amount of money for charity.

RECOMMENDATION: FOR NOTING

- AC/DC UK. Barring the Covid period, this show has increased numbers year on year and sold out completely for the first time on a standing capacity. As the time drew near, it could've sold quite a few more!

RECOMMENDATION: FOR NOTING

- Stayin Alive. Having been a casualty of Covid, the show needed to be re-scheduled again at very short notice due to the demise of the Queen. It was felt the name wasn't appropriate so close to such an event. It finally took place and there were only a handful of standing tickets left.

RECOMMENDATION: FOR NOTING

- Oasish. The second visit of this band and after good sales the first time round, this was an absolute sell out at a standing capacity.

RECOMMENDATION: FOR NOTING

- Purple Zeppelin. This high-quality band have appeared at The Harlington several times and are always well received. They have also personally said it's one of their favourite gigs for the atmosphere alone. It didn't have the highest attendance amongst some big hitters in the period, but always returns a contribution and as a split ticket sales deal, never represents a financial risk.

RECOMMENDATION: FOR NOTING

- ELO Encounter. Always very popular and not surprisingly was a sell-out. They always receive very good feedback too.

RECOMMENDATION: FOR NOTING

3. Hall hire

Income was looking to finish the year ahead of target, and with hire income from shows in this period having been added, the contribution is looking far better than even projected. It will be far tougher to reach this kind of figure in the next financial year, but large hires including shows, that include many additional services can go some way to bridging the gap.

4. Ticket Sales

Financial successes (over £1,000) Dec/Jan/Feb (based on net ticket sales v performance costs)

Comedy Club x 3 - £4,000 contribution
Jazz Club x 3 - £4,000 contribution
AC/DC UK - £2,600 contribution
Oasish - £2,600 contribution
Mainly Madness - £1,600 contribution
ELO Encounter x 2 - £1,400 contribution
Stayin Alive - £1,200 contribution

Financial losses Sept/Oct/Nov (based on net ticket sales v performance costs)

None

5. Bars

- As ticket sales have grown, so have bar sales. Management accounts show above projected figures for all three months and the officer is projecting a further £6k on top of budget at year end. Spend per head totals continue to hit target and exceed in some cases.

6. Ancillary sales (Confectionery, Ices, Snacks, Merchandise)

- With a strong quarter, including the important Christmas period, ancillary sales have performed very strongly and are set to slightly improve on the current projected figures.

7. Coffee shop

- No coffee shop sales across the year. The area has been used for vaccinations and is held until the end of March.

8. Ancells Farm Community Centre

- The centre is performing well for hall hire and should be expected to exceed the projection at year end.

In terms of expenditure, most areas are running to target, with the maintenance of the building costing slightly more, together with utilities, which can't be controlled at this time. However, bottom line is expected to be met.

RECOMMENDATION: FOR NOTING

Monthly Performance Totals (net of VAT)

April	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
Ultimate Elton	£ -	£ 2,943.06	80%	£ 1,750.00	£ 1,193.06	£ 1,680.24	£ 674.54	£ 1,005.70	£ 278.30	£ 4,623.30	£ 2,702.84	£ 1,920.46
Rock For Heroes	£ -	£ 2,010.89	45%	£ 1,368.31	£ 642.58	£ 1,128.65	£ 452.74	£ 675.91	£ 191.48	£ 3,139.54	£ 2,012.53	£ 1,127.01
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 193.07	£ 77.34	£ 115.73	£ -	£ 393.07	£ 77.34	£ 315.73
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 441.07	£ 184.83	£ 256.24	£ 68.63	£ 686.07	£ 253.46	£ 432.61
Gig 4 Ukraine	£ -	£ 4,477.78	100%	£ 4,477.78	£ -	£ 1,231.74	£ 498.40	£ 733.34	£ 355.06	£ 5,709.52	£ 5,331.24	£ 378.28
Gig 4 Ukraine Livestream	£ -	£ 559.23	n/a	£ 559.23	£ -	£ -	£ -	£ -	£ -	£ 559.23	£ 559.23	£ -
Comedy Club	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Jazz Club	£ -	£ 1,682.22	67%	£ 1,102.41	£ 579.81	£ 515.15	£ 206.82	£ 308.33	£ 45.26	£ 2,197.37	£ 1,354.49	£ 842.88
James Taylor Quartet	£ -	£ 1,479.05	34%	£ 2,250.00	£ 770.95	£ 583.65	£ 233.38	£ 350.27	£ 171.11	£ 2,062.70	£ 2,654.49	£ 591.79
Roller Disco drop in session	£ 200.00	£ -	n/a	£ -	£ -	£ 162.16	£ 67.23	£ 94.93	£ 31.95	£ 362.16	£ 99.18	£ 262.98
Rock Choir x 1	£ 100.00	£ -	n/a	£ -	£ -	£ 21.16	£ 8.46	£ 12.70	£ -	£ 121.16	£ 8.46	£ 112.70
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 378.66	£ 151.57	£ 227.09	£ 44.64	£ 1,517.86	£ 196.21	£ 1,321.65
TOTALS FOR APRIL	£ 1,884.20	£ 13,152.23		£ 11,507.73	£ 1,644.50	£ 6,335.55	£ 2,555.31	£ 3,780.24	£ 1,186.43	£ 21,371.98	£ 15,249.47	£ 6,122.51
May	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
Paul Zerdin	£ -	£ 4,132.22	78%	£ 3,139.95	£ 992.27	£ 949.48	£ 386.29	£ 563.19	£ 196.26	£ 5,081.70	£ 3,722.50	£ 1,359.20
Stayin Alive	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 305.48	£ 122.47	£ 183.01	£ -	£ 505.48	£ 122.47	£ 383.01
90's Rewind	£ -	£ 4,406.67	57%	£ 2,250.00	£ 2,156.67	£ 3,873.82	£ 1,550.06	£ 2,323.76	£ 359.74	£ 8,280.49	£ 4,159.80	£ 4,120.69
Comedy Club	£ -	£ 972.50	40%	£ 700.00	£ 272.50	£ 831.32	£ 334.28	£ 497.04	£ 190.47	£ 1,803.82	£ 1,224.75	£ 579.07
Jazz Cub	£ -	£ 775.00	32%	£ 1,033.44	£ 258.44	£ 337.74	£ 135.78	£ 201.96	£ 26.63	£ 1,112.74	£ 1,195.85	£ 83.11
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 507.00	£ 213.58	£ 293.42	£ 42.60	£ 752.00	£ 256.18	£ 495.82
Jon Bovi	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Rock Choir x 4	£ 400.00	£ -	n/a	£ -	£ -	£ 76.66	£ 30.66	£ 46.00	£ -	£ 476.66	£ 30.66	£ 446.00
Ceroc x 3	£ 854.40	£ -	n/a	£ -	£ -	£ 209.24	£ 84.08	£ 125.16	£ -	£ 1,063.64	£ 84.08	£ 979.56
TOTALS FOR MAY	£ 1,699.40	£ 10,286.39		£ 7,123.39	£ 3,163.00	£ 7,090.74	£ 2,857.20	£ 4,233.54	£ 815.70	£ 19,076.53	£ 10,796.29	£ 8,280.24
June	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
Lions Jubilee Event	£ 606.00	£ -	n/a	£ -	£ -	£ 811.09	£ 324.43	£ 486.66	£ 222.78	£ 1,417.09	£ 547.21	£ 869.88
Los Pacaminos	£ -	£ 3,572.22	60%	£ 2,314.21	£ 1,258.01	£ 1,784.92	£ 715.02	£ 1,069.90	£ 245.67	£ 5,357.14	£ 3,274.90	£ 2,082.24
Money For Nothing	£ -	£ 2,903.94	76%	£ 2,000.00	£ 903.94	£ 1,292.82	£ 518.89	£ 773.93	£ 212.42	£ 4,196.76	£ 2,731.31	£ 1,465.45
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 163.23	£ 65.71	£ 97.52	£ 40.11	£ 363.23	£ 105.82	£ 257.41
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 306.16	£ 127.23	£ 178.93	£ 37.27	£ 551.16	£ 164.50	£ 386.66
Comedy Club	£ -	£ 1,005.00	39%	£ 700.00	£ 305.00	£ 865.40	£ 348.20	£ 517.20	£ 212.01	£ 1,870.40	£ 1,260.21	£ 610.19
Jazz Club	£ -	£ 1,267.78	63%	£ 902.63	£ 365.15	£ 576.32	£ 235.83	£ 340.49	£ 31.95	£ 1,844.10	£ 1,170.41	£ 673.69
T Rextasy	£ -	£ 3,346.45	76%	£ 3,050.00	£ 296.45	£ 1,222.99	£ 490.59	£ 732.40	£ 238.62	£ 4,569.44	£ 3,779.21	£ 790.23
Dr Feelgood	£ -	£ 1,302.22	23%	£ 2,200.00	£ 897.78	£ 618.57	£ 248.24	£ 370.33	£ 135.61	£ 1,920.79	£ 2,583.85	£ 663.06
Funtime Dance Show	£ 693.00	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ 693.00	£ -	£ 693.00
Rock Choir x 5	£ 500.00	£ -	n/a	£ -	£ -	£ 252.91	£ 103.92	£ 148.99	£ -	£ 752.91	£ 103.92	£ 648.99
Ceroc x 5	£ 1,424.00	£ -	n/a	£ -	£ -	£ 428.41	£ 171.69	£ 256.72	£ -	£ 1,852.41	£ 171.69	£ 1,680.72
TOTALS FOR JUNE	£ 3,668.00	£ 13,397.61		£ 11,166.84	£ 2,230.77	£ 8,322.82	£ 3,349.75	£ 4,973.07	£ 1,376.44	£ 25,388.43	£ 15,893.03	£ 9,495.40
July	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
Legends of Music	£ 3,119.88	£ -	61%	£ -	£ -	£ 2,556.12	£ 1,037.92	£ 1,518.20	£ 729.60	£ 5,676.00	£ 1,767.52	£ 3,908.48
Absolute Bowie	£ -	£ 2,279.00	35%	£ 1,565.17	£ 713.83	£ 855.32	£ 342.90	£ 512.42	£ 285.61	£ 3,134.32	£ 2,193.68	£ 940.64
Jazz Club	£ -	£ 1,325.28	54%	£ 833.92	£ 491.36	£ 327.74	£ 131.26	£ 196.48	£ 31.95	£ 1,653.02	£ 997.13	£ 655.89
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 402.67	£ 166.72	£ 235.95	£ 36.02	£ 647.67	£ 202.74	£ 444.93
Ceroc x 3	£ 854.40	£ -	n/a	£ -	£ -	£ 311.00	£ 124.40	£ 186.60	£ 47.43	£ 1,165.40	£ 171.83	£ 993.57
TOTALS FOR JULY	£ 4,219.28	£ 3,604.28		£ 2,399.09	£ 1,205.19	£ 4,452.85	£ 1,803.20	£ 2,649.65	£ 1,130.61	£ 12,276.41	£ 5,332.90	£ 6,943.51

August	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 553.74	£ 221.80	£ 331.94	£ 162.67	£ 1,692.94	£ 384.47	£ 1,308.47
TOTALS FOR AUGUST	£ 1,139.20	£ -		£ -	£ -	£ 553.74	£ 221.80	£ 331.94	£ 162.67	£ 1,692.94	£ 384.47	£ 1,308.47
September	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
Northsyde & Friends	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Bootleg Blondie	£ -	£ 4,087.96	80%	£ 1,000.00	£ 3,087.96	£ 2,527.73	£ 1,012.95	£ 1,514.78	£ 359.50	£ 6,615.69	£ 2,372.45	£ 4,243.24
Stayin Alive	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Vision Of Elvis	£ -	£ 2,953.33	64%	£ 2,500.00	£ 453.33	£ 901.74	£ 363.18	£ 538.56	£ 201.47	£ 3,855.07	£ 3,064.65	£ 790.42
The Stumble	£ -	£ 1,063.33	42%	£ 600.00	£ 463.33	£ 531.57	£ 214.30	£ 317.27	£ 94.68	£ 1,594.90	£ 908.98	£ 685.92
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 193.33	£ 78.16	£ 115.17	£ 26.91	£ 393.33	£ 105.07	£ 288.26
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 665.40	£ 277.16	£ 388.24	£ 68.63	£ 910.40	£ 345.79	£ 564.61
Comedy Club	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Connor Selby	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Jazz Club	£ -	£ 841.67	44%	£ 720.00	£ 121.67	£ 318.16	£ 127.72	£ 190.44	£ 82.17	£ 1,159.83	£ 929.89	£ 229.94
Terry Alderton	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
The Doors Alive	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Rock Choir x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 36.25	£ 14.50	£ 21.75	£ -	£ 236.25	£ 14.50	£ 221.75
Ceroc x 5	£ 1,424.00	£ -	n/a	£ -	£ -	£ 550.49	£ 221.27	£ 329.22	£ 216.69	£ 1,974.49	£ 437.96	£ 1,536.53
TOTALS FOR SEPTEMBER	£ 2,069.00	£ 8,946.29		£ 4,820.00	£ 4,126.29	£ 5,724.67	£ 2,309.24	£ 3,415.43	£ 1,050.05	£ 16,739.96	£ 8,179.29	£ 8,560.67
October	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
Black Sabbitch	£ -	£ 2,223.00	34%	£ 1,250.00	£ 973.00	£ 1,241.66	£ 496.84	£ 744.82	£ 197.25	£ 3,464.66	£ 1,944.09	£ 1,520.57
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 189.74	£ 76.00	£ 113.74	£ 31.96	£ 389.74	£ 107.96	£ 281.78
Rod Stewart Songbook	£ -	£ 1,817.56	48%	£ 1,173.19	£ 644.37	£ 734.57	£ 295.17	£ 439.40	£ 192.50	£ 2,552.13	£ 1,660.86	£ 891.27
Jazz Club	£ -	£ 704.17	29%	£ 720.00	£ -15.83	£ 264.58	£ 106.36	£ 158.22	£ 79.87	£ 968.75	£ 906.23	£ 62.52
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 779.91	£ 325.24	£ 454.67	£ 63.30	£ 1,024.91	£ 388.54	£ 636.37
Comedy Club	£ -	£ 1,912.50	75%	£ 1,210.75	£ 701.75	£ 1,676.99	£ 673.63	£ 1,003.36	£ 182.78	£ 3,589.49	£ 2,067.16	£ 1,522.33
Dom Martin	£ -	£ 2,480.00	81%	£ 1,435.21	£ 1,044.79	£ 1,056.24	£ 425.55	£ 630.69	£ 208.13	£ 3,536.24	£ 2,068.89	£ 1,467.35
RU40	£ -	£ 1,383.75	45%	£ 800.00	£ 583.75	£ 840.58	£ 337.28	£ 503.30	£ 157.15	£ 2,224.33	£ 1,294.43	£ 929.90
Rollin Stoned	£ -	£ 2,094.33	60%	£ 1,451.74	£ 642.59	£ 1,223.41	£ 490.30	£ 733.11	£ 186.37	£ 3,317.74	£ 2,128.41	£ 1,189.33
Rock Choir x 3	£ 300.00	£ -	n/a	£ -	£ -	£ 217.41	£ 89.24	£ 128.17	£ -	£ 517.41	£ 89.24	£ 428.17
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 619.75	£ 248.08	£ 371.67	£ 161.13	£ 1,758.95	£ 409.21	£ 1,349.74
TOTALS FOR OCTOBER	£ 1,884.20	£ 12,615.31		£ 8,040.89	£ 4,574.42	£ 8,844.84	£ 3,563.69	£ 5,281.15	£ 1,460.44	£ 23,344.35	£ 13,065.02	£ 10,279.33
November	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
The Jam'd	£ -	£ 3,216.00	48%	£ 1,500.00	£ 1,716.00	£ 2,640.83	£ 1,058.62	£ 1,582.21	£ 204.64	£ 5,856.83	£ 2,763.26	£ 3,093.57
The Mentulls	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
The Bohemians	£ -	£ 4,694.44	100%	£ 3,267.70	£ 1,426.74	£ 2,339.66	£ 938.38	£ 1,401.28	£ 249.34	£ 7,034.10	£ 4,455.42	£ 2,578.68
Comedy Club	£ -	£ 1,550.00	58%	£ 965.23	£ 584.77	£ 1,245.99	£ 501.86	£ 744.13	£ 169.46	£ 2,795.99	£ 1,636.55	£ 1,159.44
Jazz Club	£ -	£ 2,012.50	83%	£ 1,067.12	£ 945.38	£ 703.08	£ 282.88	£ 420.20	£ 76.85	£ 2,715.58	£ 1,426.85	£ 1,288.73
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 238.00	£ 95.32	£ 142.68	£ 22.32	£ 438.00	£ 117.64	£ 320.36
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 696.40	£ 292.87	£ 403.53	£ 68.63	£ 941.40	£ 361.50	£ 579.90
Bad Manners	£ 1,471.20	£ -	n/a	£ -	£ -	£ 4,163.32	£ 1,669.61	£ 2,493.71	£ 379.90	£ 5,634.52	£ 2,049.51	£ 3,585.01
Ian Parker	£ -	£ 1,665.83	57%	£ 700.00	£ 965.83	£ 871.65	£ 351.80	£ 519.85	£ 96.07	£ 2,537.48	£ 1,147.87	£ 1,389.61
80's Rewind x 2	£ -	£ 15,232.22	100%	£ 5,900.00	£ 9,332.22	£ 10,816.89	£ 4,329.74	£ 6,487.15	£ 960.39	£ 26,049.11	£ 11,190.13	£ 14,858.98
Light switch on	£ -	£ -	n/a	£ -	£ -	£ 163.57	£ 66.12	£ 97.45	£ 47.43	£ 163.57	£ 113.55	£ 50.02
Elles Bailey	£ -	£ 3,692.50	100%	£ 2,178.87	£ 1,513.63	£ 1,043.91	£ 424.74	£ 619.17	£ 290.00	£ 4,736.41	£ 2,893.61	£ 1,842.80
Rock Choir x 3	£ 300.00	£ -	n/a	£ -	£ -	£ 108.83	£ 43.53	£ 65.30	£ -	£ 408.83	£ 43.53	£ 365.30
Ceroc x 3	£ 854.40	£ -	n/a	£ -	£ -	£ 353.33	£ 142.11	£ 211.22	£ 92.07	£ 1,207.73	£ 234.18	£ 973.55
TOTALS FOR NOVEMBER	£ 3,070.60	£ 32,063.49		£ 15,578.92	£ 16,484.57	£ 25,385.46	£ 10,197.58	£ 15,187.88	£ 2,657.10	£ 60,519.55	£ 28,433.60	£ 32,085.95
December	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution

Mainly Madness	£	-	£ 5,050.00	70%	£ 3,436.35	£ 1,613.65	£ 3,744.99	£ 1,500.38	£ 2,244.61	£ 335.51	£ 8,794.99	£ 5,272.24	£ 3,522.75
Comedy Club	£	-	£ 3,800.00	100%	£ 1,701.74	£ 2,098.26	£ 2,445.99	£ 985.17	£ 1,460.82	£ 342.83	£ 6,245.99	£ 3,029.74	£ 3,216.25
Jazz Club	£	-	£ 3,009.17	100%	£ 1,705.15	£ 1,304.02	£ 701.99	£ 282.80	£ 419.19	£ 77.22	£ 3,711.16	£ 2,065.17	£ 1,645.99
Panto	£	12,536.04	£ -	77%	£ -	£ -	£ 13,037.57	£ 5,743.88	£ 7,293.69	£ 3,761.39	£ 25,573.61	£ 9,505.27	£ 16,068.34
Ceroc x 1	£	284.80	£ -	n/a	£ -	£ -	£ 276.25	£ 110.50	£ 165.75	£ -	£ 561.05	£ 110.50	£ 450.55
TOTALS FOR DECEMBER	£	12,820.84	£ 11,859.17		£ 6,843.24	£ 5,015.93	£ 20,206.79	£ 8,622.73	£ 11,584.06	£ 4,516.95	£ 44,886.80	£ 19,982.92	£ 24,903.88
January	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution	
Film Club x 2	£	200.00	£ -	n/a	£ -	£ -	£ 206.32	£ 83.02	£ 123.30	£ 29.93	£ 406.32	£ 112.95	£ 293.37
Jazz Club	£	-	£ 3,395.83	100%	£ 1,492.97	£ 1,902.86	£ 863.74	£ 348.32	£ 515.42	£ 95.86	£ 4,259.57	£ 1,937.15	£ 2,322.42
Roller Disco	£	245.00	£ -	n/a	£ -	£ -	£ 822.74	£ 350.88	£ 471.86	£ 85.20	£ 1,067.74	£ 436.08	£ 631.66
Comedy Club	£	-	£ 2,725.00	100%	£ 1,759.38	£ 965.62	£ 1,986.41	£ 801.45	£ 1,184.96	£ 222.01	£ 4,711.41	£ 2,782.84	£ 1,928.57
AC/DC UK	£	-	£ 7,125.00	100%	£ 4,477.41	£ 2,647.59	£ 3,872.07	£ 1,554.96	£ 2,317.11	£ 302.47	£ 10,997.07	£ 6,334.84	£ 4,662.23
Rock Choir x 3	£	300.00	£ -	n/a	£ -	£ -	£ 109.08	£ 43.63	£ 65.45	£ -	£ 409.08	£ 43.63	£ 365.45
Ceroc x 4	£	1,139.20	£ -	n/a	£ -	£ -	£ 387.74	£ 155.85	£ 231.89	£ 191.72	£ 1,526.94	£ 347.57	£ 1,179.37
TOTALS FOR JANUARY	£	1,884.20	£ 13,245.83		£ 7,729.76	£ 5,516.07	£ 8,248.10	£ 3,338.11	£ 4,909.99	£ 927.19	£ 23,378.13	£ 11,995.06	£ 11,383.07
February	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution	
Stayin Alive	£	-	£ 3,212.22	83%	£ 2,000.00	£ 1,212.22	£ 1,345.31	£ 540.37	£ 804.94	£ 183.35	£ 4,557.53	£ 2,723.72	£ 1,833.81
Oasish	£	-	£ 7,172.50	100%	£ 4,575.16	£ 2,597.34	£ 4,431.50	£ 1,774.13	£ 2,657.37	£ 194.25	£ 11,604.00	£ 6,543.54	£ 5,060.46
Purple Zeppelin	£	-	£ 2,130.00	55%	£ 1,347.00	£ 783.00	£ 1,116.98	£ 447.91	£ 669.07	£ 178.22	£ 3,246.98	£ 1,973.13	£ 1,273.85
Film Club x 2	£	200.00	£ -	n/a	£ -	£ -	£ 219.32	£ 88.05	£ 131.27	£ 10.65	£ 419.32	£ 98.70	£ 320.62
Jazz Club	£	-	£ 1,704.17	69%	£ 953.57	£ 750.60	£ 512.58	£ 208.24	£ 304.34	£ 74.56	£ 2,216.75	£ 1,236.37	£ 980.38
Roller Disco drop in session	£	202.50	£ -	n/a	£ -	£ -	£ 238.41	£ 106.55	£ 131.86	£ 71.89	£ 440.91	£ 178.44	£ 262.47
Roller Disco	£	245.00	£ -	n/a	£ -	£ -	£ 557.41	£ 239.19	£ 318.22	£ 77.21	£ 802.41	£ 316.40	£ 486.01
Comedy Club	£	-	£ 2,750.00	100%	£ 1,761.83	£ 988.17	£ 2,060.40	£ 831.96	£ 1,228.44	£ 235.16	£ 4,810.40	£ 2,828.95	£ 1,981.45
ELO Encounter	£	-	£ 4,083.33	100%	£ 2,663.22	£ 1,420.11	£ 1,849.74	£ 740.39	£ 1,109.35	£ 183.29	£ 5,933.07	£ 3,586.90	£ 2,346.17
Rock Choir x 3	£	300.00	£ -	n/a	£ -	£ -	£ 69.75	£ 27.90	£ 41.85	£ -	£ 369.75	£ 27.90	£ 341.85
Ceroc x 4	£	1,139.20	£ -	n/a	£ -	£ -	£ 399.32	£ 159.95	£ 239.37	£ 95.86	£ 1,538.52	£ 255.81	£ 1,282.71
TOTALS FOR FEBRUARY	£	2,086.70	£ 21,052.22		£ 13,300.78	£ 7,751.44	£ 12,800.72	£ 5,164.64	£ 7,636.08	£ 1,304.44	£ 35,939.64	£ 19,769.86	£ 16,169.78
TOTALS	£	36,425.62	£ 140,222.82		£ 88,510.64	£ 51,712.18	£ 107,966.28	£ 43,983.25	£ 63,983.03	£ 16,588.02	£ 284,614.72	£ 149,081.91	£ 135,532.81

Item	Play Park Remedial Works 2022	Risk	Repair Cost
Ancells Farm - Matting			
Flat Disc Grass Matting		Medium	£1,098.85
	Removal and disposal of approx. 13m2 existing grass matting		
	Level ground		
	Supply and installation of approx. 13m2 stabilisation mesh		
	Supply and installation of approx. 13m2 grass matting		
Junior Unit Grass Matting		Medium	£1,476.10
	Removal and disposal of approx. 18m2 existing grass matting		
	Level ground		
	Supply and installation of approx. 18m2 stabilisation mesh		
	Supply and installation of approx. 18m2 grass matting		
Senior Unit Grass Matting			
	Removal and disposal of approx. 8m2 existing grass matting	Medium	£621.60
	Level ground		
	Supply and installation of approx. 8m2 stabilisation mesh		
	Supply and installation of approx. 8m2 grass matting		
Flat Seat Swings Grass Matting		Medium	£1,730.45
	Removal and disposal of approx. 21m2 existing grass matting		
	Level ground		
	Supply and installation of approx. 21m2 stabilisation mesh		
	Supply and installation of approx. 21m2 grass matting		
Cone Climber Grass Matting			
	Removal and disposal of approx. 21m2 existing grass matting	Medium	£1,730.45
	Level ground		
	Supply and installation of approx. 21m2 stabilisation mesh		
	Supply and installation of approx. 21m2 grass matting		
Total for all Grass Matting as one works order			
	Combination of all of the above as one order		£6,657.45
Ancells Farm Park			
Trail Replacement Top Bar		High	£205.28
	Prepare timber for installation of new top bar		
	Supply and installation of 1no replacement top bar – 6” round x 3m		
Aerial Runway - Zip Wire Inspection		Medium	£275.00
	Including the following		
	Replace brake block and finger guards		
	Grease bearings in runner		
	Full check of runway cable and cable grips		
	Tightening of cable where necessary		
	A full report will be provided		
Zip Wire Replacement Chain Cover			
	Supply and installation of Set comprising new seat, chains & Cover	Medium	£182.95
Tighten fixings and Supply Missing Caps			£220.67
	Basket Swing - tighten bolts	Medium	
	Multiplay Senior – tighten bolts		
	Multiplay Senior – Wrap rope with exposed wires in heat shrink tape		
	Flat Seat Swings – Tighten all loose bolts		
	Pedestrian Gate – Fit buffer		
	Pedestrian Gate – Adjust gate closing mechanism		
	Springer – tighten loose handle (This may need replacing)		
	Trail item – wrap rope with exposed wires n heat shrink tape	High	
	Trail item – replace missing cap (5mm round)	High	
Total for all works as one works order			
	Combination of all of the above as one order		£883.90
Basingbourne Park - Edge Repairs			
Junior Unit		Medium	£1,747.36
Total for all edge repairs as one works order			
	Combination of all of the above as one order		£1,747.36
Basingbourne Park			
Junior Multiplay Unit Platforms			£743.20
	Removal and disposal of 3no rotten & rusted platforms	Medium	
	Supply and installation 3no anti-slip steel platforms 76cm x 76cm		
Total			£743.20
Calthorpe Park			
Basket Swing Service			£148.50
Aerial Runway x 2			£550.00
	Replace brake block and finger guards	High	
	Grease bearings in runner		
	Full check of runway cable and cable grips		

	Tighten cable		
	A full report will be provided		
Aerial Runway Seats			
	Replace seat, chains & cover x1	Medium	£120.50
	Supply and installation of 300mm coloured wear pad around trampoline		
	Trampoline is 1.5m – wear pad totals 1.8m		
DDA Roundabout Service			£125.00
	Inspection of mechanical moving parts	Medium	
	Grease bearings		
	Check gap between roundabout and side plate, adjusting if required		
	Full report provided		
All works total			£944.00
Oakley Park - Surfacing			
Twin Cradle			
	Cut back edge of EPDM approx 50mm	Medium	£747.00
	Supply and install black EPDM edge repair, approx. 200mm x 18 linear metres		
	Chase cut 18 linear metres to roll edges of EPDM into the ground		
Ark Spring Rider			
	Cut back edge of EPDM approx 50mm	Medium	£456.50
	Supply and install black EPDM edge repair, approx. 200mm x 11 linear metres		
	Chase cut 11 linear metres to roll edges of EPDM into the ground		
Oakley Carousel Rotator Pole			
	Removal and disposal of existing carousel rotator pole bearing, supply and installation 1no carousel rotator pole and fixings, reassemble carousel rotator pole and test for free movement, leaving the rotator pole in perfect working order.	Medium	£845.45
Total			£2,048.95
Total Spend on Remedial Works			£13,024.86

Officer Report**RLA Committee****Wednesday 15th March 2023****OFFICER: Facilities & Open Spaces Manager (FOSM)****DATE: 2nd March 2023****SUBJECT: General Report.****1. ROSPA Playground Reports**

- Following the RoSPA reports, remedial works have been carried out on medium and high-risk items, and a few selected low risk items.
- RoSPA reports available to view in FTC office.
- Please see the attached Appendix 1 for details of the recent works that have been carried out following the last RoSPA inspections, as discussed at the last meeting.
- Members are to consider the policy going forward for reviewing and approving major repairs in excess of the allocated maintenance budget. This may include making an assessment of whether a like for like replacement still suitable, given new technology, the ground conditions and environmental considerations.

2. Ancells Farm Community Centre

- Repairs have been made to the main hall fire exit doors.
- Multiple plumbing issues have been resolved such as faulty toilet flushers and a major blockage in the underground pipework connecting to the kitchen sink. A full jetting had to be arranged to clear the blockage.

3. Ancells Play Park

- A meeting with a second Green Gym Supplier has taken place. This was required in order to apply for S106 funding which is currently in process.

4. Ancells Farm General

- Costs are being obtained for new/replacement bollards at the rear of the Faulkners Arms, around the open green space. This would be a reduced number of bollards to the original quote provided in the December 2022 FOSM report. This is to prevent vehicle access from the rear of the pub however will not secure the entire green space as access can still be gained from the road (Chestnut Close).
- On Saturday 7th January 2023, it was reported to the FOSM, that there was a leak in the Pavilion from the ceiling. It was later discovered that a water pipe from the main water tank had burst. An emergency plumber and electrician had to be called to switch off the mains water and to isolate the electrical system.
- To date, the burst pipe has been isolated and the mains water restored. However, the electrical system is still non-operational.
- Zurich insurance sent a surveyor on the 28th Feb to assess the damage and make a recommendation for repairs which FOSM is awaiting.

5. Basingbourne

- Minor electrical repairs have been carried in the pavilion to gain an up to date EIC.
- Dec Report 2022 report- *Clearance works have taken place at the rear of Wickham place and green waste left within the woodland. Vivid, who are the owners of the block of flats within Wickham place, have been contacted to resolve the problem* – UPDATE Mar 2023 –

So far Vivid has not responded with any information about the works carried out. Follow up emails have been sent. FOSM to continue following up.

6. Calthorpe Park General

- Men's Shed were approached to see if they can repair the Wooden Swans head, after it was broken off, unfortunately, it was deemed to be beyond repair. Although the main structure is safe for use at present, it was not viable to resecure the swans head to the main body.
- One of the cableways has been taken out of action due to a damaged cable. Repairs will be looked at in April to reinstate the seat and cable.

7. Calthorpe Park Pavilion

- Options are being looked into to prevent further flooding of the pavilion. One option may be to increase the size of the soakaway and create an overflow.
- This is an unbudgeted item and would be an approx. cost of £3525 + VAT

8. Edenbrook

- The fence at The Sorrells Play Park has been removed as it had rotted and fallen over. This is due to be replaced shortly.

9. Harlington

- The heating and ventilation control system has had its full annual service.
- The flooring in the Auditorium, is in urgent need of re-sealing, quotes have been obtained of around £13,000.
- Christmas decorations have been removed following this year's festivities and Christmas Panto. The decoration received fantastic feedback from guests in the building. It was requested that the decorations be left up a little longer for a Ukrainian Christmas Party held in December.
- Alterations have been made to electrical supplies which feed the water heaters and hand dryers in the ground floor toilets to stop them from tripping.
- Various plumbing repairs have been made around the building.

10. The Views

- Planned Sensory Garden works have been completed.
- The visual / scented area has received attention from local youths with some scrubs being damaged, however nothing major.
- All 6 Blossom trees have now got protective cages around them.
- The Orchard area is completed with all fruit trees installed.
- 5 Blossom trees have been planted along the footpath heading into the Views from Victoria Road.
- One of the walkway trees has been damaged. However, it is hoped that the tree may recover.
- Officers continue to receive comments from residents expressing their delight with the new areas.



11. Oakley Park

- Remedial works to play equipment, following the RoSPA report, have begun.
- The new Trim Trail has been installed and is receiving positive feedback.
- During the trim trails installation, adjustments had to be made on the positioning of the equipment due to the underground culvert which runs across the park linking the two water courses.



12. Additional

Leawood Road – amenity land

- Emergency tree works have been carried out to remove falling limbs.

Open Spaces

- FTC have entered the South & South East in Bloom Awards 2023
- Judging is due to take place in July 2023, the parks entered this year will be;
- Fleet Cemetery
- Basingbourne Conservation Area
- Basingbourne Park
- Calthorpe Park
- Oakley Park
- Oakley Park Conservation Area
- The Views Meadow (New Entry)

Electrical Safety

- Electrical Safety Certificate Reports (EICR) have been carried out on all Pavilions, and orders for remedial works have been placed where needed. These are mainly minor works and preventative measure.
- Electrical Safety Certificate Reports (EICR) have been carried out on all leased buildings. Reports have been sent to representatives of the buildings.
- Majority of the leased buildings have had works completed and have received an up to date EIC (Electrical Installation Certificate).
- An update of the status works required to receive a valid EIC will be given at the March RLA meeting.
- All leased buildings now have a valid Energy Performance Certificate (EPC).

PROPERTY	EIC Status
Fleet Town Cricket Club	Passed
Fleet Town Football Club	Awaiting Remedials & in progress
Basingbourne Guides	Passed
Basingbourne Scouts	Awaiting Remedials & in progress
Basingbourne Lions	Passed
Calthorpe Park Scouts	Passed

Lengthsman Scheme

- Based on suggestions from Members, cleaning has been carried out under the Lengthsman Scheme on all Highstreet Bin and Street Signs.
- Officers has applied for 2023/24 Lengthsman Scheme Funding.

Annual Tree Survey

- The annual Tree Survey Priority 2 works have been completed, with priority 3 works due to be ordered in April 2023.

RECOMMENDATIONS

- a) To note the report of the Facilities and Open Spaces Manager.
- b) To consider and agree the policy for approving major playground repairs in excess of the allocated maintenance budget.



OFFICER: Rochelle Halliday, Executive Officer
DATE: 9th March 2023
MEETING: Recreation, Leisure and Amenities Committee – 15th March 2023
SUBJECT: Item 13 - Executive Officer's Report

1. Presentation from the Environment Agency (Item 3.)

A short presentation is to take place at the start of the meeting from two representatives of the Environment Agency's Surrey and North Hampshire Partner & Strategic Overview Team on a proposed Flood Alleviation Scheme in Fleet.

I received the email below from the EA on the matter:

You should be aware the Environment Agency is in the process of developing a project to reduce the risk of flooding across Fleet Town. Our remit is to review possible options, to reduce the impact of flood water on residential property and infrastructure and includes developing environmental solutions. To identify the best option, we work with all stakeholders, professional partners and voluntary groups through consultation who we think have an interest in our project and may be able to help with developing solutions.

The objective of the scheme is to assess what property is impacted by flooding and then develop options to manage flood flows. The main watercourses we are focusing on are Fleet Brook and tributaries and Sandy Lane Ditch, as well as considering the impact of surface water. We are now in the process of collecting information on possible solutions for a business case, so we can justify the benefits. I would stress that any decisions about the options has yet to be made. Some of the proposed options we have identified are located on land managed by Fleet Town Council, such as Oakley Park and Basingbourne Park.

I am now in a position to confirm to council members, details about how this project may progress. If this project is successful in gaining approval, each option with a positive benefits can move forward to design and construction phase. I would like to arrange a meeting with the council to explain the process we have to follow and get some feedback on possible options. Following this meeting, we propose to consult with the other stakeholders and resident groups in the various locations to explain what we have done so far, highlight some of the ideas and discuss how to take any proposals forward involving these groups.

2. The Cemetery Officer's Report (Item 6.)

Members are asked to consider a recommendation to the Council whether any surplus funds in the Cemetery cost centre for this financial year and next year should be transferred into an earmarked reserve for future maintenance.

Last year, the higher than expected surplus from the Cemetery contributed to reducing the overall in year deficit.

This year the projected surplus for the Cemetery cost centre is £36.8k, versus a budgeted surplus of £21.9k. If the £36.8k was to be ringfenced into a future maintenance fund at the year end, the overall projected deficit (currently £20.2k) would increase by £14.9k, with all other things being equal.

RECOMMENDATION

To consider a recommendation to Council regarding the surplus funds in the Cemetery cost centre for the current financial year and next financial year.

3. Student Work Placements (Item 10.)

Cllr Richmond set up a meeting with Farnborough College of Technology, Cllr Einchcomb and myself to see if we could take on some work placement students (aged 17+). The meeting was positive and the Council has been invited to do a presentation to students on 22nd March.

It is hoped that we can get two students to help map out a new website, redesign the newsletter and do some market research for the weekly market. This is a great opportunity to get some new and dynamic ideas to help with developing the Council's approach to communication.

The placements are for a period of 45 days and are likely to take place in May. The Council's employer's liability insurance will cover these placements. There will be some safeguarding processes we will need to put in place, but the College will support this.

RECOMMENDATION

To approve the hosting of student work placements from Farnborough College of Technology.

4. Temporary 4G Network Installation on Calthorpe Park (Item 11.)

The Coronation Committee would like to explore the installation of a temporary 4G cellular network on Calthorpe Park to assist with the Coronation event on 7th May, and potentially future events. This would primarily for taking card payments over a 4G device. Currently the 4G signal is very poor in the Park.

At this stage, the details are unknown, but it would be useful for the Committee to decide whether it agrees to the principle of the installation. It may be that, in the future, the Council is asked to consider a permanent solution to help facilitate the various events that take place on the Park.

RECOMMENDATION

To approve the permission in principle for the installation of a temporary 4G network in Calthorpe Park, subject to location and design being approved by Officers.

5. Temporary Installation to Raise Awareness of Youth Suicide (Item 12.)

The Council received information from Hampshire Child and Adolescent Mental Health Service regarding a sand timer that is being toured around Hampshire to raise awareness of youth suicide.

The 6ft sand timer revolves every 40 seconds to reflect that every 40 seconds across the world someone will end their life by suicide. Coloured balls pass through the timer to reflect on average how many young people end their life by suicide each year (see images below). There is also an information board detailing where people can get help.

It is proposed that the installation is placed on The Views, as it needs a power supply. I have pencilled in 11th September to 9th October to host the installation, subject to the Council's approval. The installation is for a four week period.



RECOMMENDATION

To agree to the temporary installation of the youth suicide awareness sand timer on The Views.

6. Friends of Ancells Farm Donation

The Council has received a donation of £5,000 from the Friends of Ancells Farm towards the installation of a new path on Ancells Farm Park.

As the cost of the path now exceeds the original quote and the amount approved by the Council, further consideration will be required before this work can be undertaken.

7. Upgrade to Mobile Network – Fleet Road / A327 Junction

A consultation letter has been received regarding the upgrading of a mobile phone base station at the roundabout junction of the A3013 Fleet Road, A327 and B3014. The upgrade does not appear to significantly alter the appearance of the current installation, although additional dishes are to be affixed.

If Members would like further details, I can circulate the consultation letter.

8. NJL Contract

The renewed grounds maintenance contract with Nigel Jeffries Ltd is due to start on 1st April 2023. A contract review meeting is to take place with the contractor prior to the start date.

If Members have any comments they would like me to put forward during this meeting, do let me know.