

<b>Committee</b>	<b>FINANCE COMMITTEE</b>
<b>Date</b>	<b>12 October 2020</b>
<b>Agenda Item</b>	<b>7a</b>

## **Finance Report on September for October meeting**

### **Income and Expenditure**

The report this month continues to show recovery in car park income and in bookings for Queens Hall. This month for the first time since lockdown, income from car park charges has reached a level normal before the pandemic, at £4969 for the month of September. We expect car park income to now remain at these levels. Income from tenancies remains below budget as the Empire Theatre is still on a rent holiday, but is expected to pay rent as soon as activities resume in October. Empire car wash resumed payment of rent in June, once it had re-opened for business. There have been 28 paying bookings at Queens Hall in September and regular hirers who can meet the government guidelines are keen to resume hiring. There are no bookings for social clubs or parties where social distancing is not possible, but there are increased bookings from public bodies. Car park permits and allotment fees have been invoiced, and payments are coming in every day at present.

On the expenditure side, savings continue to be made wherever possible. Since we have one fewer car park attendant, and we have received furlough payments for 6 months for the caretaker, there is currently a surplus against budgeted amount for salaries of £6057. The expenditure on allotments shows the payment for the magnificent ramp which was recently finished. The large expenditure on the environment is accounted for by the £18,805 for the wall repair, and £1119 for the notice of closure of the footpath. The increased expenditure at the toilets is due to the repeated blockages we have experienced above and below ground, which we believe have been caused largely through the toilets being used for daily washing, and have necessitated numerous call-outs to plumbers and drain companies. Wherever possible in all aspects of managing the Council, we are seeking particularly in this financial year to avoid unnecessary expenditure, and this is shown clearly by the fact that expenditure remains significantly under budget overall.

Date: 05/10/2020  
 Time: 14:36

Finance Committee Meeting  
 Agenda Item 7a

**HALSTEAD TOWN COUNCIL**  
**GENERAL FUND**  
**INCOME AND EXPENDITURE**



From: Month 6, September 2020  
 To: Month 6, September 2020

	Month 6, September 2020	Year to Date		
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<b>Income</b>				
Precept	95,591	191,183	191,183	0
Council Tax Coll Fund Rebate	0	2,383	2,383	0
Adminstration	21	21	0	21
Allotments	2,576	2,730	3,330	(600)
Car Park - charges	4,969	17,354	32,710	(15,356)
Car Park - permits	1,077	9,928	11,872	(1,944)
Car Park - excess charges	150	3,180	3,400	(220)
Car Park - attendant charges	0	13,698	13,698	0
Coach Outings	0	0	13,343	(13,343)
Queens Hall	757	3,743	7,400	(3,657)
Tenancies	450	10,450	15,950	(5,500)
<b>Total</b>	<b>105,591</b>	<b>254,671</b>	<b>295,269</b>	<b>(40,598)</b>
<b>Expenditure</b>				
Salaries & Wages	17,068	95,269	101,326	6,057
Activites	0	0	4,870	4,870
Adminstration	907	10,206	12,307	2,101
Allotments	3,592	4,201	1,150	(3,051)
Car Parks	1,657	10,795	10,921	126
Civic	50	60	850	790
Coach Outings	0	0	9,792	9,792
Courtaulds	1,139	5,330	3,960	(1,370)
Queens Hall & Offices	1,482	5,287	6,543	1,256
Empire Theatre	0	753	500	(253)
Environment	40	2,505	8,413	5,908
Public Conveniences	1,819	5,338	4,311	(1,027)
S137 Payments	0	0	2,000	2,000
<b>Total</b>	<b>27,754</b>	<b>139,742</b>	<b>166,943</b>	<b>27,201</b>
<b>Surplus/Deficit:</b>	<b>77,838</b>	<b>114,929</b>	<b>128,326</b>	<b>(13,398)</b>

## Earmarked Reserves

- The repair to the Holy Trinity churchyard wall was paid out of earmarked reserves set aside for that purpose.

## Capital Reserves

- CCTV has now been installed at Butler Road car park. The total including installation was £3281.70
- The mower for the bowls green was bought for £2999, discounted through part exchange of the old mower.

**Recommendation** : That the Finance committee notes this report .

**Cllr. Peter Claydon**  
Chair of Finance

**Sarah Greatorex**  
Town Clerk and RFO

## Reserves Account Summary

Earmarked Reserves			Capital Reserves		
Opening balance at 31/3/20	64,504		Opening balance at 31/3/20	52,106	
Receipts to date			Receipts to date		
Expenditure to date			Expenditure to date		
Car park resurfacing	4181		CCTV Butler road car park	3281.70	
Repair to Holy Trinity wall	18,805		Bowls green mower	2999	
Notice for closure of footpath	1119				
Balance	<b>40,399</b>			<b>45,825.3</b>	

## Queens Hall Bookings

	19/20 Av	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
QH (paying)	32	0	0	0	4	17	28						
FOC	5.4	0	0	0	0	0	1						
<b>Total</b>	<b>37.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>17</b>	<b>29</b>						

## Sickness

	19/20 Av	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Days	1.9	0	0	3.5	1	4	0						