

<b>Committee</b>	<b>FINANCE COMMITTEE</b>
<b>Date</b>	<b>9 November 2020</b>
<b>Agenda Item</b>	<b>7a</b>

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

### **Income and Expenditure**

The report this month continues to show recovery in car park income but at £3750 it is about £1000 below expected income, and it appears that the new restrictions are having an effect on activity in the town. It is definitely better than during the initial lockdown. 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 December. Empire car wash resumed payment of rent in June, once it had re-opened for business. There have been 32 paying bookings at Queens Hall in October and regular hirers who can meet the government guidelines are keen to resume hiring. Some of these will be affected by the new lockdown on 5 November. There are no bookings for social clubs or parties where social distancing is not possible, but there are increased bookings from public bodies. It does look, however, as if Weightwatchers are going to make a large number of redundancies, and may reduce their use of the hall to 1 session per week. Many users of the service are now going online for their contact, as the social element of Weightwatchers has disappeared.

On the expenditure side, savings continue to be made wherever possible. Recent rationalisation of staffing and furlough payments made earlier have resulted in a saving of £7637 against budget for salaries. The whole budget of £5520 for activities has been saved, as no activities can be organised at present, and this situation is likely to continue for the rest of the financial year. 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: 29/10/2020  
Time: 09:13

Finance Committee Meeting  
Agenda Item 7a

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



From: Month 7, October 2020  
To: Month 7, October 2020

	Month 7, October 2020	Year to Date		
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<b>Income</b>				
Precept	0	191,183	191,183	0
Council Tax Coll Fund Rebate	0	2,383	2,383	0
Adminstration	30	51	0	51
Allotments	0	3,468	3,390	78
Car Park - charges	3,749	21,167	38,310	(17,143)
Car Park - permits	2,022	12,698	12,315	383
Car Park - excess charges	360	3,660	4,000	(340)
Car Park - attendant charges	685	14,383	13,698	685
Coach Outings	0	0	13,343	(13,343)
Queens Hall	1,374	4,710	8,600	(3,890)
Tenancies	3,000	13,450	17,475	(4,025)
<b>Total</b>	<b>11,219</b>	<b>267,154</b>	<b>304,697</b>	<b>(37,543)</b>
<b>Expenditure</b>				
Salaries & Wages	15,793	111,061	118,698	7,637
Activites	0	0	5,520	5,520
Adminstration	1,201	11,436	13,545	2,110
Allotments	0	4,212	1,350	(2,862)
Car Parks	2,609	13,412	12,978	(434)
Civic	0	60	900	840
Coach Outings	0	0	12,240	12,240
Courtaulds	200	5,686	4,243	(1,443)
Queens Hall & Offices	778	6,076	7,711	1,635
Empire Theatre	0	753	500	(253)
Environment	605	3,110	9,426	6,316
Public Conveniences	0	5,928	4,911	(1,017)
S137 Payments	0	0	2,000	2,000
<b>Total</b>	<b>21,186</b>	<b>161,735</b>	<b>194,022</b>	<b>32,288</b>
<b>Surplus/Deficit:</b>	<b>(9,967)</b>	<b>105,419</b>	<b>110,675</b>	<b>(5,256)</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	40,399			45,825.3	

## 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	32					
FOC	5.4	0	0	0	0	0	1	2					
<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>	<b>34</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	3	1					