

<b>Committee</b>	<b>FINANCE COMMITTEE</b>
<b>Date</b>	<b>14 December 2020</b>
<b>Agenda Item</b>	<b>7a</b>

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

### **Income and Expenditure**

The report this month shows the effect of the second lockdown on car park income at £3476. It is expected that the urge to do Christmas shopping will boost income in December. Income from tenancies is deceptive, as payments have been received on time from the library and for the Cellnet mast, which have masked the non payment by the Empire and the carwash in December. Bookings at Queens Hall in November have suffered due to 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 is expected that, if there are no further complete lockdowns, the income from car parks, hall bookings and tenancies will gradually recover.

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 against budget for salaries. 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: 01/12/2020  
Time: 14:11

Finance Committee Meeting  
Agenda Item 7a

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



From: Month 8, November 2020  
To: Month 8, November 2020

	Month 8, November 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	42	119	0	119
Allotments	0	4,202	3,570	632
Car Park - charges	3,476	25,881	43,230	(17,349)
Car Park - permits	248	13,417	13,122	294
Car Park - excess charges	360	4,320	4,600	(280)
Car Park - attendant charges	0	21,575	13,698	7,876
Coach Outings	0	0	13,343	(13,343)
Queens Hall	(135)	5,300	10,100	(4,800)
Tenancies	4,601	19,398	18,325	1,073
<b>Total</b>	<b>8,593</b>	<b>287,777</b>	<b>313,554</b>	<b>(25,777)</b>
<b>Expenditure</b>				
Salaries & Wages	15,530	129,367	135,770	6,403
Activites	6,342	6,342	12,130	5,788
Adminstration	1,197	13,570	19,898	6,328
Allotments	499	4,711	1,550	(3,161)
Car Parks	1,682	15,199	14,985	(215)
Civic	1,084	1,144	2,000	856
Coach Outings	0	0	12,240	12,240
Courtaulds	42	5,797	5,376	(421)
Queens Hall & Offices	463	7,099	9,179	2,080
Empire Theatre	0	5,681	750	(4,931)
Environment	657	3,823	10,154	6,331
Public Conveniences	0	6,545	5,511	(1,034)
S137 Payments	0	0	2,000	2,000
<b>Total</b>	<b>27,496</b>	<b>199,279</b>	<b>231,544</b>	<b>32,265</b>
<b>Surplus/Deficit:</b>	<b>(18,903)</b>	<b>88,498</b>	<b>82,011</b>	<b>6,487</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	32	13				
FOC	5.4	0	0	0	0	0	1	2	3				
<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>	<b>16</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	0				