Committee	**FINANCE COMMITTEE**
Date	**15 February 2021**
Agenda Item	**7a**

Finance Report on January for February meeting

Income and Expenditure

The report this month shows the continuing effect of lockdown restrictions on shopping, and car park use. The car park income has this month been roughly half of what it would normally have been without the effects of the pandemic. Bookings at Queens Hall in January have suffered due to the new lockdown for January. There are no bookings for social clubs or parties where social distancing is not possible, but there are some bookings from public bodies. Income from Queens Hall and from tenancies will continue to suffer in the new extended lockdown.

On the expenditure side, savings continue to be made wherever possible. There is a continuing saving against budget for salaries. An application has been made for further furlough payments to cover parts of roles, where that part cannot be carried out during lockdown. 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, and has compensated for the significant loss of income. It is recommended that the Council should proceed with caution, and incur expenditure only where necessary, until the lockdown is lifted, and until the usual level of activity can be resumed.

Date: 04/02/2021
Time: 12:09

Finance Committee Meeting
Agenda Item 7a

HALSTEAD TOWN COUNCIL

GENERAL FUND

INCOME AND EXPENDITURE

From: **Month 10, January 2021**
To: **Month 10, January 2021**

	Month 10, January 2021	Year to Date		
	Actual	**Actual**	**Budget**	**Variance**
Income				
Precept	0	191,183	191,183	0
Council Tax Coll Fund Rebate	0	2,383	2,383	0
Adminstration	(87)	195	0	195
Allotments	52	4,414	3,770	644
Car Park - charges	2,481	31,307	54,200	(22,893)
Car Park - permits	883	15,887	14,089	1,798
Car Park - excess charges	300	5,610	5,800	(190)
Car Park - attendant charges	2,787	24,362	21,231	3,130
Queens Hall	0	6,499	11,620	(5,121)
Tenancies	(458)	18,050	26,950	(8,900)
Total	**5,957**	**299,889**	**331,226**	**(31,337)**
Expenditure				
Salaries & Wages	15,513	161,653	170,215	8,562
Activites	5,791	12,275	20,790	8,515
Adminstration	979	16,055	22,244	6,189
Allotments	63	4,866	1,950	(2,916)
Car Parks	1,680	18,586	19,399	813
Civic	0	1,140	2,050	910
Courtaulds	33	6,297	6,043	(254)
Queens Hall & Offices	849	10,326	12,565	2,239
Empire Theatre	0	4,566	1,000	(3,566)
Environment	60	4,113	11,831	7,718
Public Conveniences	885	8,859	7,161	(1,698)
S137 Payments	0	0	2,000	2,000
Total	**25,852**	**248,736**	**277,249**	**28,512**
Surplus/Deficit:	**(19,895)**	**51,153**	**53,977**	**(2,825)**

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	13	13	2		
FOC	5.4	0	0	0	0	0	1	2	3	2	1		
Total	**37.5**	**0**	**0**	**0**	**4**	**17**	**29**	**34**	**16**	**15**	**3**		

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	0	5		