

	FULL COUNCIL
Date	17 April 2023
Agenda Item	7a

Finance Report on March for April

Final report on the whole financial year

Income and Expenditure

The average number of bookings at Queens Hall per month has increased significantly over the year, from 38 to 47, which has meant that the caretakers have been extremely busy. Bookings are largely for public services such as the NHS, offering therapy classes for different conditions, for yoga and seated exercise, for U3A, various social group evenings, and a few children's parties. This pattern is now very stable and likely to continue.

One success we should be proud of is the very low rate of sickness absence now achieved. This year the average is 4 days per month, and this would have been lower, but for the fact that members of staff had covid over 4 periods in this financial year, and several members of staff were off sick with covid last April. Six years ago, it was not unusual to have more than 20 days per month of sickness absence.

The car parks have this financial year done extremely well, since customers now have no excuse for not paying. The numbers paying by card and phone are slowly increasing. At some point in the future it would be worth considering removing the option to pay by cash, as this involves extra time and expense for the Council. Car park attendants spend an average of 2 hours per week counting money, and office staff 1 hour per week checking and bagging up for the bank, and 1 hour per fortnight is taken up while car park attendants take the money to the bank, for which mileage is paid.

On the expenditure side, the salaries expenditure is £8500 higher than budget due to the salary award across the board, which was higher than budgeted for. All other areas are significantly below the relevant budget, apart from Queens hall, where necessary refurbishment was carried out after 5 years of use, to reseal the floor, improve the electrics, and redecorate.

The planned and expected surplus for this financial year, which is already allocated to Earmarked reserves for future projects was £45,388. The predicted surplus for the financial year is now £70,435. This may not yet be the final figure as there is still income for the year to come in and bills to pay, but it is close to the final figure.

As a number of unexpected expenses have arisen which were not budgeted for in 22/23 or 23/24, it is suggested that the unpredicted surplus is used to cover these items. It has not yet been clarified whether the opening by BDC at the Public Gardens will continue. It is at present part of an operator's job, and not paid for separately. It would be prudent to set aside the funds for that in case BDC do not carry on paying for it. The figures below include the costs of closing the gates. Paying out for these items would still leave an unallocated surplus of £10,000.

Closing the Public Gardens(as yet not confirmed)	£6871 for 10 months (£8246 p.a)
Rosemary Lane gates to prevent ASB	£1298
Electrical work at Queens Hall to enable the electrics to be certificated	£2240
Twinning gift	£100
Rialtas accounts package	£3725
Bowling Green petrol cylinder mower	£1649
Total	£15883

This expenditure is explained in further detail in the later financial reports.

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HALSTEAD TOWN COUNCIL

GENERAL FUND

INCOME AND EXPENDITURE

From: Month 12, March 2023
To: Month 12, March 2023

	<u>Period</u>			<u>Year to Date</u>		
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Income						
Precept	0	0	0	212,599	212,600	(1)
Activities	3	0	3	739	0	739
Allotments	403	354	49	2,013	4,242	(2,229)
Car Park - charges	7,282	5,583	1,699	78,118	67,000	11,118
Car Park - permits	1,782	1,333	448	16,169	16,000	169
Car Park - excess charges	630	542	88	6,120	6,500	(380)
Car Park - attendant charges	2,558	2,397	161	27,629	28,766	(1,137)
Coach Outings	0	0	0	12,396	13,000	(604)
Council Offices	0	0	0	20	0	20
Queens Hall	1,757	1,167	591	18,418	14,000	4,418
Tenancies	5,188	2,658	2,530	32,124	31,900	224
Mayors Charity Donations	(15,000)	0	(15,000)	0	0	0
Total	<u>4,603</u>	<u>14,034</u>	<u>(9,431)</u>	<u>406,345</u>	<u>394,008</u>	<u>12,337</u>
Expenditure						
Salaries & Wages	17,188	15,327	(1,860)	192,415	183,927	(8,488)
Activities	0	178	178	18,672	24,370	5,698
Administration	3,128	2,792	(336)	27,862	35,000	7,138
Allotments	(48)	242	289	517	2,900	2,383
Car Parks	571	2,742	2,170	28,808	32,900	4,092
Civic	32	58	26	2,363	2,200	(163)
Coach Outings	0	0	0	9,669	13,000	3,331
Courtaulds	258	367	109	3,078	4,400	1,322
Queens Hall & Offices	3,216	1,375	(1,841)	20,256	16,500	(3,756)
Empire Theatre	0	167	167	2,320	2,000	(320)
Environment	469	1,383	915	14,947	16,600	1,653
Public Conveniences	733	883	151	8,853	10,600	1,747
S137 Payments	1,000	0	(1,000)	6,000	6,000	0
Tenancies	0	0	0	150	0	(150)
Total	<u>26,546</u>	<u>25,514</u>	<u>(1,032)</u>	<u>335,910</u>	<u>350,397</u>	<u>14,487</u>
Other Expenditure						
Earmarked Reserves	(15,000)	0	15,000	0	0	0
Fixed Asset Write Off	(2,461)	0	2,461	0	0	0
Total	<u>(17,461)</u>	<u>0</u>	<u>17,461</u>	<u>0</u>	<u>0</u>	<u>0</u>
Surplus/deficit	(4,482)	(11,480)	6,998	70,435	43,611	26,824

Earmarked Reserves

- No expenditure from Earmarked reserves so far this financial year.

Capital Reserves

- A trolley for transporting chairs was recently bought for the Queens Hall, and a new bodycam for the carpark attendant as his stopped working.
- The new outfield mower was bought in December 2022
- The new hedgecutter was bought in February 2023 as planned
- The new chairs for Queens Hall were also bought in February as planned

Reserves Account Summary

Earmarked Reserves			Capital Reserves		
Opening balance at 31/3/22	122,178		Opening balance at 31/3/22	33,047	
			Receipts to date		
Expenditure to date			Expenditure to date		
Essex and Suffolk Roofing	15,000		Trolley for chairs	124.00	
			Bodycam	250.80	
			Outfield Mower	15,300	
			Hedgecutter	800.00	
			Chairs for Queens Hall	1915.55	
Balance	107,178			14,657	

Recommendation : That council notes this report .

Cllr J Atkinson
Lead member for Finance

Sarah Greatorex
Town Clerk and RFO

Queens Hall Bookings

Bookings so far													
	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Average 22/23
QH (naving)	46	49	38	39	26	41	45	49	32	43	48	59	34
FOC	2	3	5	6	5	7	9	2	7	5	1	6	4
Total	48	52	43	45	31	48	54	51	39	48	49	65	47

Sickness

	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Av 22/23
Days	21 (covid)	2	0	0	5 covid	0	5 Covid	0	5	1	4 covid	0	4