

Date of Meeting: 29<sup>th</sup> October 2020

## Budget Review – Income and Expenditure

### 1. Purpose of Report

To note the review of this year's accounts as of 30 October 2020.

### 2. Introduction

The report includes as appendices:

Appendix 1 – Expenditure and income incurred to 30 October 2020 (Actual year to date) and agreed budget 2020/21.

Appendix 2 – October 2020 Bank / Cash Reconciliation.

(Note: Figures within the Appendices are as of 30 October 2020).

### 3. Background

The Town Council has received regular monthly reports on income and expenditure for 2020/21. Given the current pandemic members have agreed to continue to act with caution and refrain from unnecessary expenditure.

### 4. Current quarter actuals

#### Expenditure

As advised previously each of the cost centres listed within the attached report provide a summary of total income and expenditure under that cost centre. Within each cost centre are cost codes which hold individual budget headings within the overall budget of the cost centre.

The spreadsheet shows that expenditure as of 30 October 2020 was £565,984 a difference of £77,998 from 31 September 2020. In comparing the spend for the same period for last year of £817,126 with careful management the town council has been able to save **£251,142**.

The main areas of savings to date have come from the following cost centres:

**Town Centre Management** – A budget of £68,723 with a current spend of £11,857.

**Grants** – A budget of £13,200 with a current spend of £700

**Contributions** – A budget of £73,450 with a current spend of £12,369.

**Civic & Elections** – A budget of £22,100 with a current spend of £2,427.

**Events** – A budget of £70,038 with a current spend of £19,253

**Civic Hall** – A budget of £377,593 with a current spend of £184,320

## **Income**

Overall, the total amount of income received as of 30 October 2020 is £857,137, with most of this coming from the precept of £673,005. In addition, there has been £75,744 received through the Government Job Retention Scheme, £11,619 from allotment rents and £48,279 from market rents. In the same period last year, a total of £1,095,065 had been received including the precept, a difference of **£237,928**.

## **5. Considerations**

Based on the income and expenditure reported above the town council has been able to make savings on expenditure equal to the loss of income compared to the same period last year, as highlighted in the above figures.

The Current Job Retention Scheme ended on 31<sup>st</sup> October, but due to the most recent government restrictions has now been extended until March 2021 with up to 80% of employees' salaries covered by the scheme for the hours not worked.

Based in current Government guidance it is not currently financially viable to re-introduce events to the Civic Hall which will have an impact in income particularly over the Christmas period. It is unlikely that there will be any events until 2021, which is common with many theatres around the country.

A request has been made by NHS England to hire the main hall of the Civic Hall for several months in order to administer the approved vaccines which is likely to be from early December. The hire would be for seven days per week, from 8am-8pm. Whilst there are a few issues to overcome including the start of contractors on site to build the extension and future events that may be booked and permitted to take place, it is important that the Town Council aid in the national vaccination programme. Members are asked to consider a suitable fee which will be fare to the NHS but will also cover the overhead costs of the Town Council.

The standard non-commercial fee for the hire of the main hall is:

Monday – Thursday at £340 per day

Friday - £825

Saturday - £865

Sunday - £750

Total weekly hire Monday – Sunday from 8am to 8pm £3800.

To calculate a calendar monthly charge: £3800 x 52 weeks divided by 12 months which gives £16,466 per month.

Whilst the NHS recognises the need to cover overheads it has requested that consideration is given to a reduced fee due to the national expense of the programme.

The Clerk believes that they are hoping for up to 50% discount. If members were to consider this request an element of the discount could be off-set from the £8,000 Civic Hall grants budget. In addition, members need to consider that at present the Civic Hall is making very little income from room hire due to the restrictions, so this income could benefit the Town Councils finances.

There is likely to be a need to bring in staff who are currently furloughed, meaning a claim for the hours they work could not be made to the Job Retention Scheme.

## **6. Decisions Required**

Members are asked to consider the report and:

6.1 Note and approve the review of income and expenditure and the bank reconciliation as of 30 October 2020.

6.2 Approve the recommendation to act with caution and refrain from unnecessary expenditure.

6.3 Agree a monthly fee for the use of the Civic Hall by the NHS.