

Congleton Town Council

Agenda Item 6 (i)

	2020/21				2019/20
	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget Used	
Town Hall	£	£	£		£
4000 Staff Costs (re-allocated)	10,527	66,019	55,492	16%	12,057
4008 Training	0	1,000	1,000	0%	0
4009 Protective Clothing\H & Safety	0	500	500	0%	0
4010 Cleaners	788	8,000	7,212	10%	
4011 Rates	4,565	27,530	22,965	17%	4,494
4012 Water	614	6,000	5,386	10%	867
4014 Electricity	1,844	20,125	18,281	9%	3,354
4015 Gas	1,652	13,750	12,098	12%	1,940
4016 Cleaning materials	380	2,000	1,620	19%	112
4017 Refuse Disposal	517	3,000	2,483	17%	492
4020 Miscellaneous Office Costs	206	1,200	994	17%	149
4025 Insurance	1,238	8,000	6,763	15%	1,333
4033 Marketing/Promotions	180	3,500	3,320	5%	0
4040 Maintenance Contracts	1,223	6,500	5,277	19%	1,058
4041 Property Maintenance	182	15,000	14,818	1%	2,890
4064 Legal & Professional fees	0	100	100	0%	
4068 Licences (incl PRS)	583	3,500	2,917	17%	333
3020 Catering Supplies (rechargable)	0	10,000	10,000	0%	1,177
6000 Central Overheads Reallocated	1,105	6,046	4,941	18%	597
<b>Congleton Town Hall:-Expenditure</b>	<b>25,604</b>	<b>201,770</b>	<b>176,166</b>	<b>13%</b>	<b>30,854</b>
1009 Rent Rec'd - Museum Notional	750	4,500	3,750	17%	750
1010 Rent Received - 3rd Party (TIC, Partnership & rear office)	1,506	11,033	9,528	14%	1,839
1011 Rent Received - Internal CTC	2,836	17,017	14,181	17%	2,836
1013 Letting Income - Grand Hall	1,221	30,400	29,179	4%	4,590
1014 Letting Income - Bridestones	310	13,200	12,890	2%	762
1015 Letting Income -Spencer Suite	0	4,950	4,950	0%	255
1018 Letting Income - Campbell Suite	0	0	0	#DIV/0!	25
1016 Letting Income - Brasserie, Kitchen and Bar	0	15,000	15,000	0%	2,500
1021 Letting Income - Internal	0	9,000	9,000	0%	1,464
1022 Letting income - F&F	0	5,000	5,000	0%	167
1030 Service Charges - TIC	283	1,700	1,417	17%	283
1035 Service Charges - CTHEP	0	4,500	4,500	0%	833
1051 Catering Sales (recharges)	0	10,000	10,000	0%	1,158
1199 Misc Income	0	0	0	#DIV/0!	
<b>Congleton Town Hall :- Income</b>	<b>6,906</b>	<b>126,300</b>	<b>119,394</b>	<b>5%</b>	<b>17,463</b>
<b>Net Expenditure over Income</b>	<b>£18,698</b>	<b>£75,470</b>	<b>£56,772</b>	<b>25%</b>	<b>£13,392</b>

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Town Hall, Assets and Services		
<b>MEETING DATE AND TIME</b>	18/06/20 7pm	<b>LOCATION</b>	Remote via Zoom
<b>REPORT FROM</b>	Jackie Potts – Support Manager		
<b>AGENDA ITEM REPORT TITLE</b>	<b>6 (ii) Town Hall Trading account April – May 2020</b>		
<b>Background</b>	Variance analysis of the Trading Account to May 2020 to accompany the spreadsheet.		
<b>Updates</b>	<p>This trading account is for the first 2 months of 2020/21 – so 17% of the budget would be used if expenditure was regular monthly. 25% of the budget has been used – unsurprising as most of the town hall bookings had to be cancelled due to Coronavirus.</p> <p><b><u>Income</u></b></p> <ul style="list-style-type: none"><li>• The Town Hall has been largely closed since the lockdown at the end of March. NHS Blood have still been using the Grand Hall for blood donation sessions and a key worker company had a training session. As a consequence only 5% of budgeted income has been received.</li></ul> <p><b><u>Expenditure</u></b></p> <p>Largely as expected for M2 13% of the budget has been used.</p> <ul style="list-style-type: none"><li>• Gas and electricity are under budget as the weather has been warm.</li><li>• No spending yet on training and PPE</li><li>• No marketing spend to date.</li></ul>		
<b>Decision Requested</b>	To receive the Town Hall Trading Account for M2 April – May 2020		

**2020/21**

Actual Year	Current	Variance	% of
To Date	Annual Budget	Annual Total	Budget

**Streetscape - Agenda Item 7 (i)**

Staff Costs	67,338	438,814	371,476	15%
Agency Staff	0	6,000	6,000	0%
Training	0	3,000	3,000	0%
Protective Clothing\H & Safety	56	4,500	4,444	1%
Office rent	511	3,067	2,556	17%
Cleaning Materials	680	5,000	4,320	14%
Telephones	109	700	591	16%
Insurance	928	6,000	5,072	15%
Property maintenance	0	1,200	1,200	0%
Horticultural etc Supplies	1,599	18,000	16,401	9%
Winter Bedding	0	1,000	1,000	0%
Vehicle maintenance/Serv etc	457	10,000	9,543	5%
Vehicle fuel and oil	1,237	13,000	11,763	10%
Vehicle rental charges	5,714	39,000	33,286	15%
Street Cleansing	41	3,500	3,459	1%
General expenditure	10	4,000	3,990	0%
Central Overheads Reallocated	7,347	40,188	32,841	18%
Rechargable expenses	250	0	250	#DIV/0!

Streetscape Expenditure	<b>86,277</b>	<b>596,969</b>	<b>510,692</b>	14%
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CEC - Income	-61,117	-366,702	-305,585	17%
External work income	-90	-15,000	-14,910	1%
Other income	-209	0	209	#DIV/0!
Astbury Mere Income	-150	-900	-750	17%

	0	-61,566	-382,602	-321,036	16%
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Net Expenditure over Income	0	24,711	214,367	189,656	12%
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<b>COMMITTEE:</b>	Town Hall, Assets and Services		
<b>MEETING DATE AND TIME</b>	18/06/20 7pm	<b>LOCATION</b>	Remote via Zoom
<b>REPORT FROM</b>	Jackie Potts – Support Manager		
<b>AGENDA ITEM REPORT TITLE</b>	<b>7 (ii) Streetscape Trading account April – May 2020</b>		
<b>Background</b>	Variance analysis of the Trading Account to May 2020 to accompany the spreadsheet.		
<b>Updates</b>	<p>This trading account is for the first 2 months of 2020/21 – so 17% of the budget would be used if expenditure was regular monthly. 14% of the budget has been used to 31/05/20.</p> <p><b><u>Income</u></b></p> <p>The income for Streetscape is largely fixed by the SLA payment that is received from CEC £366,702. The external work is budgeted to bring in £15,000. This was stopped during April and May due to Coronavirus but is starting up again from June so should not have a significant effect on the income by the end of the financial year.</p> <p><b><u>Expenditure</u></b></p> <p>Largely as expected for M2 14% of the budget has been used, so a slight underspend to date.</p> <ul style="list-style-type: none"><li>• No expenditure on Agency staff as they are taken on in June for the busy period</li><li>• No expenditure on training to date</li><li>• Very little expenditure on PPE to date.</li></ul>		
<b>Decision Requested</b>	To receive the Streetscape Trading Account for M2 April – May 2020		

## **Business Support Working Group**

### **Terms of reference**

The Covid 19 pandemic constitutes an unprecedented challenge with very severe socio-economic consequences. Congleton Town Council has convened this business working group to coordinate a comprehensive strategy to help support our local business community. The strategy will combine short, medium and long-term initiatives, taking into account the views of our community whilst keeping in focus the historic nature of our town. The group will work collaboratively with East Cheshire Chamber of Commerce, along with Cheshire East Council to help mitigate the impact of Covid 19 on our business community.

Objectives.

Short-term;

1. CTC Website to support links to UK Government business grant information.
2. CTC to provide direction for support and guidance to business owners on how to complete grant submissions through the development of an Advisory Group. This will consist of local Accountants, Solicitors and Business Advisors, offering an initial free consultation.

Medium;

1. Consideration of activity to improve the Town Centres physical appearance, namely shop fronts
2. Lobby for investment to enable an increase in new start up business activity and ongoing business support funding within the Town to improve business confidence.

Long-term;

1. Development of the Congleton Town Centre to include an integrated approach to residential and commercial activity, to enable Congleton residents to enjoy leisure activities in conjunction with local business goals.