

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	13 th January 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael - Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	7 Town Hall Trading Account		
Background	Variance analysis of the Trading Account to 30 th November 2021 to accompany the spreadsheet in Appendix 7.1.		
Updates	<p>This trading account is for 8 months of 2021/22 – so 66.7% of the budget would be used if expenditure was regular monthly.</p> <p><u>Income</u></p> <ul style="list-style-type: none">• 43% of income received as of 30th November 2021.• The Grand Hall income is 94% of the budget due to the NHS vaccine bookings and there have been some room bookings.• Other room bookings have increased due to a number of private bookings.• There remains no commercial partner. <p>(Please note previous figures noted at the November meeting for income line 1016 (Brasserie) were actually for Internal Lettings income, correct in this report, there is no income for line 1016 Letting Income - Brasserie, Kitchen and Bar)</p> <p><u>Expenditure</u></p> <p>Overall, 55% of budget used</p> <ul style="list-style-type: none">• Most budget codes as expected. The Legal and Professional fees spend is for the energy certificate which was not budgeted for. Central overheads at 72%.		
Decision Requested	To receive the Town Hall Trading Account for Month 8 to 30 th November 2021.		

Congleton Town Council
Town Hall Monthly Accounts

Nov-21

Expected spending for M8 is 66.7%

Appendix 7.1

		2021/22				2020/21
		Actual Year To Date to 30NOV21	Current Annual Bud	Variance Annual Total	% of Budget Used	
Town Hall		£	£	£		£
4000	Staff Costs (re-allocated)	44,102	66,784	22,682	66%	64,833
4008	Training	0	1,000	1,000	0%	375
4009	Protective Clothing\H & Safety	19	500	481	4%	0
4010	Cleaners	4,225	8,000	3,775	53%	5,988
4011	Rates	18,261	27,692	9,431	66%	27,392
4012	Water	1,280	6,000	4,720	21%	7,203
4014	Electricity	8,354	20,125	11,771	42%	13,042
4015	Gas	4,180	13,750	9,570	30%	10,546
4016	Cleaning materials	986	2,000	1,014	49%	2,162
4017	Refuse Disposal	1,926	3,100	1,174	62%	3,005
4020	Miscellaneous Office Costs	692	1,300	608	53%	998
4025	Insurance	4,899	8,000	3,101	61%	7,551
4033	Marketing/Promotions	534	3,500	2,966	15%	1,828
4040	Maintenance Contracts	5,160	7,400	2,240	70%	7,416
4041	Property Maintenance	10,609	15,000	4,391	71%	14,719
4064	Legal & Professional fees	340	100	240	340%	595
4068	Licences (incl PRS)	1,192	3,500	2,308	34%	877
3020	Catering costs (rechargeable)	957	10,000	10,000	10%	0
6000	Central Overheads Reallocated	4,129	5,699	1,570	72%	5,001
Congleton Town Hall:-Expenditure		111,846	203,450	92,561	55%	173,531
* Journal input of £564.70 to move to cost centre						
1009	Rent Rec'd - Museum Notional	3,000	4,500	1,500	67%	4,500
1010	Rent Received - 3rd Party Partnership	1,022	1,533	511	67%	9,033
1011	Rent Received - Internal CTC	17,678	26,517	8,839	67%	17,017
1013	Letting Income - Grand Hall	23,840	25,400	1,560	94%	30,002
1014	Letting Income - Bridestones	660	13,200	12,540	5%	1,240
1015	Letting Income -Spencer Suite	215	4,950	4,735	4%	919
1018	Letting Income - Campbell Suite	0	0	0	#DIV/0!	0
1016	Letting Income - Brasserie, Kitchen and Bar	0	15,000	15,000	0%	0
1021	Letting Income - Internal	2,684	9,000	6,316	30%	1,749
1022	Letting income - F&F	0	3,000	3,000	0%	0
1035	Service Charges - Brasserie	0	4,500	4,500	0%	1,608
1051	Catering Sales (recharges)	871	10,000	9,129	9%	0
1199	Misc Income	292	0	292	#DIV/0!	292
Congleton Town Hall :- Income		50,262	117,600	67,338	43%	66,360
Net Expenditure over Income		£61,584	£85,850	£25,223	72%	£107,171