

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	20 th October 2022 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael- Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	7 Town Hall Trading Account		
Background	Variance analysis of the Trading Account to 31 st August 2022 to accompany the spreadsheet shown as Appendix 7.1		
Updates	<p>This trading account is for 5 months of 2022/23, which equates to 41.6% of the budget. Please refer to notes on the account sheets, other points as below:</p> <p><u>Income</u> 41.2%</p> <ul style="list-style-type: none">○ Grand Hall is at 53.4%, this is due to a mixture of both Corporate and a number of private bookings.○ Spencer Suite is at 48.4%, which includes contributions from Citizens Advice Bureau (CAB) room hire.○ Commercial Partner Commission has now started to be invoiced for events from end of April 2022 <p><u>Expenditure</u> 38.8%</p> <ul style="list-style-type: none">○ Insurance showing as 100.85%, this is due to both insurances being paid in full.○ Property Maintenance currently at 54%, there is due to be more moved onto this budget line, so this will update on the next report. There has been work completed in the Bluey's area, a repair to the boiler and work to the external windows. There is also extra unexpected repairs to the boilers due in, this will be updated next time.○ Maintenance Contracts currently at 71%, % due to whole year invoices and first and second quarter invoices being received.		
Decision Requested	To receive the Town Hall Trading Account for Month 5 to 31 st August 2022.		

Congleton Town Council
Management Accounts 2022-23

Appendix 7.1

TOWN HALL
Aug-22

Month	5		BUDGET TO	Actual Spend	£	% Of Budget	Variance	
Percentage	41.7%	ANNUAL	M5	to M5	VARIANCE	spent @ M5	%	NOTES
		BUDGET			AT M5			
TOWN HALL								
4000	Staff Costs (re-allocated)	69,219	28,841	23,771	5,070	34.3%	7.4%	MW Paddling Pool hours moved out
4008	Training	1,000	417	0	417	0.0%	41.7%	
4009	Protective Clothing/H & Safety	500	208	514	-306	102.8%	-61.1%	New staff uniform, event security
4010	Cleaners	6,500	2,708	2,448	260	37.7%	4.0%	
4011	Rates	29,078	12,116	13,697	-1,581	47.1%	-5.4%	Paid over 10 months not 12
4012	Water	6,150	2,563	1,133	1,430	18.4%	23.3%	Invoiced to July
4014	Electricity	24,125	10,052	3,422	6,630	14.2%	27.5%	Invoiced to July, £4,244 less re-charge out of £823
4015	Gas	16,500	6,875	4,386	2,489	26.6%	15.1%	Invoiced to July
4016	Cleaning materials	2,000	833	557	276	27.9%	13.9%	
4017	Refuse Disposal	3,000	1,250	553	697	18.4%	23.3%	
4020	Miscellaneous Office Costs	1,500	625	685	-60	45.7%	-4.0%	
4025	Insurance	9,800	4,083	9,874	-5,791	100.8%	-59.1%	Insurances paid in full for the year
4033	Marketing/Promotions	3,500	1,458	0	1,458	0.0%	41.7%	
4040	Maintenance Contracts	7,750	3,229	5,503	-2,274	71.0%	-29.3%	Start of 1st & 2nd quarter invoices
4041	Property Maintenance	15,000	6,250	8,095	-1,845	54.0%	-12.3%	
4064	Legal & Professional fees	100	42	0	42	0.0%	41.7%	
4068	Licences (incl PRS)	3,500	1,458	2,808	-1,350	80.2%	-38.5%	
4168	Other Expenditure	0	0	1,140	-1,140	#DIV/0!	#DIV/0!	Memorial plaques in foyer
4951	Tfr From EMR	0	0	1,140	1,140	#DIV/0!	#DIV/0!	Transfer from Cenotaph EMR for plaques
6000	Central Overheads Reallocated	5,935	2,473	2,070	403	34.9%	6.8%	
	Town Hall Expenditure	205,157	85,482	79,516	5,966	38.8%	2.9%	
3020	Catering costs (rechargeable)	0	0	1,323	-1,323	#DIV/0!	#DIV/0!	No budget set to calculate %
	Total Town Hall Expenditure	205,157	85,482	80,839	4,643	39.4%	2.3%	
1009	Rent Rec'd - Museum Notional	-4500	-1875	-1875	0	41.7%	0.0%	
1010	Rent Received - 3rd Party Partnership	-1533	-639	-639	0	41.7%	0.0%	
1011	Rent Received - Internal CTC	-26517	-11049	-11049	0	41.7%	0.0%	
1013	Letting Income - Grand Hall	-25400	-10583	-13560	2977	53.4%	-11.7%	
1014	Letting Income - Bridestones	-13200	-5500	-3757	-1743	28.5%	13.2%	
1015	Letting Income - Spencer Suite	-4950	-2063	-2398	336	48.4%	-6.7%	
1018	Letting Income - Campbell Suite	0	0	0	0	#DIV/0!	#DIV/0!	No budget set to calculate %
1016	Letting Income - Brasserie, Kitchen and Bar	-15000	-6250	0	-6250	0.0%	41.7%	
1021	Letting Income - Internal	-9000	-3750	-4761	1011	52.9%	-11.2%	
1022	Letting income - F&F	-1000	-417	-700	283	70.0%	-28.3%	
1023	Commission- CP	0	0	-1994	1994	#DIV/0!	#DIV/0!	No budget set to calculate %
1035	Service Charges - Brasserie	0	0	0	0	#DIV/0!	#DIV/0!	No budget set to calculate %
1051	Catering Sales (recharges)	0	0	-919	919	#DIV/0!	#DIV/0!	No budget set to calculate %
1199	Miscellaneous Income	0	0	0	0	#DIV/0!	#DIV/0!	No budget set to calculate %
	Total Town Hall Income	-101100	-42125	-41652	-473	41.2%	0.5%	
	Net Expenditure over Income	104,057	43,357	39,187	4,170	37.7%	4.0%	