

FINANCE COMMITTEE

You are hereby summoned to attend the meeting of Haverhill Town Council Finance Committee to be held in The Studio, Town Hall, High Street, Haverhill, on Tuesday 2nd August commencing at 7.25 p.m., or immediately following the Full Council meeting, whichever is later, for the purpose of transacting the following business



the

CONSTITUTION: Chair: T Marks
Town Councillors: E Morton, A Thomas, T Trebble

AGENDA

1. **Apologies for Absence**

Please give any apologies to the office by 5.00 p.m. on the day of the meeting.

2. **Declaration of Interest**

For Members to declare interests in matters on the agenda.

3. **Minutes**

To approve the Minutes of Meeting held 21st June 2005.

4. **Budget Review**

To note the current situation

5. **Closure**

Signed

Town Clerk

26 July 2005

Financial Budget Comparison

Comparison between 01/04/05 and 30/06/05 inclusive.
Excludes transactions with an invoice date prior to 01/04/05

INCOME	2005/2006	Net	Balance
Finance & General Purposes			
1 Precept	£267,001.00	£297,001.00	£30,000.00
2 Grants Receivable			
2/1 Principal Councils	£38,000.00	£8,000.00	-£30,000.00
2/2 Other	£0.00	£0.00	£0.00
2 Total	£38,000.00	£8,000.00	-£30,000.00
3 Rents Receivable			
3/1 Bevan House	£3,500.00	£1,375.00	-£2,125.00
3/2 Other	£0.00	£0.00	£0.00
3 Total	£3,500.00	£1,375.00	-£2,125.00
4 Interest Receivable - 7 Day Notice	£0.00	£1,191.63	£1,191.63
6 Interest Receivable - Current	£0.00	£11.34	£11.34
7 VAT Refund	£0.00	£0.00	£0.00
8 Interest Receivable - 30 Day Notice	£0.00	£0.00	£0.00
9 Long Term Deposit Interest	£0.00	£0.00	£0.00
10 Other Income	£0.00	£5,219.41	£5,219.41
11 Interest - Payroll Account	£0.00	£73.54	£73.54
14 Agency Services	£0.00	£0.00	£0.00
15 Loan/Capital Receipts	£0.00	£0.00	£0.00
17 Sale of Assets	£0.00	£0.00	£0.00
Total Finance & General Purposes	£308,501.00	£312,871.92	£4,370.92
Leisure And Environment			
1 Precept	£0.00	£0.00	£0.00
2 General Grants Receivable			
2/1 Principal Councils	£256,000.00	£0.00	-£256,000.00
2/2 Other	£0.00	£0.00	£0.00
2 Total	£256,000.00	£0.00	-£256,000.00
10 Other Income	£0.00	£0.00	£0.00
11 Christmas Lights			
11/1 Contribution to Xmas Lights	£0.00	£0.00	£0.00
11/2 Contribution to Xmas Events	£0.00	£0.00	£0.00
11 Total	£0.00	£0.00	£0.00
12 Leisure Services			
12/1 Events			
12/1/1 Festival	£9,450.00	£0.00	-£9,450.00
12/1/2 Leisure for Pensioners	£7,180.00	£2,099.77	-£5,080.23
12/1/3 Leisure for Young People	£2,855.00	£0.00	-£2,855.00
12/1/4 Summer in Haverhill	£2,900.00	£0.00	-£2,900.00
12/1/5 Autumn Event	£1,050.00	£0.00	-£1,050.00
12/1/6 Winter in Haverhill	£1,575.00	£40.00	-£1,535.00
12/1/7 Directory	£500.00	£0.00	-£500.00
12/1/8 Children/Kids	£1,050.00	£0.00	-£1,050.00
12/1/9 Arts Development	£300.00	£0.00	-£300.00

Financial Budget Comparison

Comparison between 01/04/05 and 30/06/05 inclusive.

Excludes transactions with an invoice date prior to 01/04/05

12/1/10	Leisure Development	£0.00	£0.00	£0.00
12/1	Total	£26,860.00	£2,139.77	-£24,720.23
12/2	Advertising	£0.00	£0.00	£0.00
12/3	Grants	£0.00	£0.00	£0.00
12/4	Sponsorship	£0.00	£0.00	£0.00
12/5	Equipment	£0.00	£0.00	£0.00
12/6	Multiarts Project			
12/6/1	Local Authority Grants	£0.00	£0.00	£0.00
12/6/2	Private Income	£0.00	£0.00	£0.00
12/6/3	Earned Income	£0.00	£0.00	£0.00
12/6/4	Eastern Arts Board Grant	£0.00	£0.00	£0.00
12/6	Total	£0.00	£0.00	£0.00
12/7	Face of 2000	£0.00	£0.00	£0.00
12/8	Country & Western Festival	£3,400.00	£544.68	-£2,855.32
12/9	Town Hall Arts Centre			
12/9/1	Ticket Sales			
12/9/1/1	Cinema	£45,795.00	£5,692.28	-£40,102.72
12/9/1/2	Theatre	£84,343.00	£17,446.21	-£66,896.79
12/9/1/3	For Other Venues	£0.00	£8,562.80	£8,562.80
12/9/1	Total	£130,138.00	£31,701.29	-£98,436.71
12/9/2	Lettings and Hirings			
12/9/2/1	Main Hall	£2,600.00	£3,384.46	£784.46
12/9/2/2	Studio	£10,148.00	£969.80	-£9,178.20
12/9/2/3	Other Areas	£0.00	£0.00	£0.00
12/9/2/4	Hire of Equipment	£0.00	£0.00	£0.00
12/9/2	Total	£12,748.00	£4,354.26	-£8,393.74
12/9/3	Miscellaneous			
12/9/3/1	Booking Fees for Other Events	£0.00	£15.00	£15.00
12/9/3/2	Sale of Merchandise	£500.00	£41.70	-£458.30
12/9/3/3	Technical Time Recharged	£1,000.00	£0.00	-£1,000.00
12/9/3/4	Other	£0.00	£3.06	£3.06
12/9/3	Total	£1,500.00	£59.76	-£1,440.24
12/9	Total	£144,386.00	£36,115.31	-£108,270.69
12/10	Christmas Lights	£0.00	£0.00	£0.00
12	Total	£174,646.00	£38,799.76	-£135,846.24
14	Agency Services	£0.00	£0.00	£0.00
15	Loan/Capital Receipts	£0.00	£0.00	£0.00
Total Leisure And Environment		£430,646.00	£38,799.76	-£391,846.24
Community First				
1	Committee Total			
1/1	Hanging Basket Sales	£1,000.00	£1,180.00	£180.00
1	Total	£1,000.00	£1,180.00	£180.00
Total Community First		£1,000.00	£1,180.00	£180.00
Total Income		£740,147.00	£352,851.68	-£387,295.32

Financial Budget Comparison

Comparison between 01/04/05 and 30/06/05 inclusive.
Excludes transactions with an invoice date prior to 01/04/05

EXPENDITURE	2005/2006	Net	Balance	
Finance & General Purposes				
100	Staff			
100/1	Net Pay	£77,800.00	£4,997.07	£72,802.93
100/2	PAYE and NIC	£17,500.00	£10,249.56	£7,250.44
100/3	Expenses	£1,800.00	£237.56	£1,562.44
100/4	Staff Contractors	£0.00	£0.00	£0.00
100/5	Training	£2,000.00	£574.38	£1,425.62
100/6	Welfare	£0.00	£0.00	£0.00
100/7	Pensions	£13,000.00	£6,596.98	£6,403.02
100/8	Staff Clothing & Protective Equipment	£150.00	£47.02	£102.98
100/9	Unison Fees	£0.00	£70.40	-£70.40
100	Total	£112,250.00	£22,772.97	£89,477.03
101	Buildings			
101/1	Maintenance of Building Fabric	£0.00	£0.00	£0.00
101/2	Cleaning of Interior of Buildings	£0.00	£0.00	£0.00
101/3	Maintenance of Grounds	£0.00	£0.00	£0.00
101/4	Buildings - Alterations & Extensions	£0.00	£0.00	£0.00
101/5	Rents	£936.00	£216.49	£719.51
101/6	Security	£500.00	£0.00	£500.00
101/7	Fixtures and Fittings	£0.00	£0.00	£0.00
101	Total	£1,436.00	£216.49	£1,219.51
102	Services			
102/1	Water	£0.00	£0.00	£0.00
102/2	Rates	£0.00	£0.00	£0.00
102/3	Heat, Light & Power	£0.00	£0.00	£0.00
102/4	Waste Disposal	£0.00	£0.00	£0.00
102	Total	£0.00	£0.00	£0.00
103	Office Costs			
103/1	Postage	£1,500.00	£1,005.22	£494.78
103/2	Stationery	£2,200.00	£745.68	£1,454.32
103/3	Telephones			
103/3/1	Rental	£2,000.00	£323.45	£1,676.55
103/3/2	Call Charges	£350.00	£229.56	£120.44
103/3	Total	£2,350.00	£553.01	£1,796.99
103/4	Equipment - Hire & Maintenance	£1,200.00	£471.61	£728.39
103	Total	£7,250.00	£2,775.52	£4,474.48
104	Information Technology			
104/1	Support Contracts	£250.00	£1,310.00	-£1,060.00
104/2	Repairs	£600.00	£0.00	£600.00
104/3	Website	£1,100.00	£0.00	£1,100.00
104	Total	£1,950.00	£1,310.00	£640.00
105	Other Administrative Costs			
105/1	Contractors other than Staff	£1,800.00	£150.00	£1,650.00
105/2	Membership Subscriptions	£1,800.00	£1,059.00	£741.00

Financial Budget Comparison

Comparison between 01/04/05 and 30/06/05 inclusive.

Excludes transactions with an invoice date prior to 01/04/05

105/3	Legal & Professional Fees	£0.00	£320.00	-£320.00
105/4	Accountancy & Audit Fees	£1,800.00	£0.00	£1,800.00
105/5	Bank Charges/Interest	£200.00	£25.56	£174.44
105/6	Books & Journals	£200.00	£17.70	£182.30
105/7	Sundry Expenses	£200.00	£42.27	£157.73
105/8	Electoral Costs	£8,000.00	£2,600.00	£5,400.00
105/9	Recruitment Costs	£0.00	£1,843.36	-£1,843.36
105	Total	£14,000.00	£6,057.89	£7,942.11
106	Insurances	£8,000.00	£0.00	£8,000.00
107	Member Costs			
107/1	Travel & Subsistence	£600.00	£0.00	£600.00
107/2	Training	£900.00	£0.00	£900.00
107/3	Other Costs	£0.00	£0.00	£0.00
107	Total	£1,500.00	£0.00	£1,500.00
108	Public Relations			
108/1	Mayoral Allowance	£750.00	£725.00	£25.00
108/2	Civic Expenses	£4,450.00	£0.00	£4,450.00
108	Total	£5,200.00	£725.00	£4,475.00
109	Bank Charges Payroll Account	£0.00	£0.00	£0.00
110	Relocation Costs	£0.00	£0.00	£0.00
112	Suspense	£0.00	£0.00	£0.00
113	Capital Expenditure			
113/1	Buildings	£0.00	£0.00	£0.00
113/2	Computers	£0.00	£541.98	-£541.98
113/3	Office Equipment	£0.00	£0.00	£0.00
113/4	Office Furniture	£0.00	£0.00	£0.00
113	Total	£0.00	£541.98	-£541.98
114	Agency Work			
114/1	Healthcheck	£0.00	£0.00	£0.00
114	Total	£0.00	£0.00	£0.00
115	VAT Due	£0.00	£0.00	£0.00
Total Finance & General Purposes		£151,586.00	£34,399.85	-£117,186.15
Leisure And Environment				
109	Leisure Services			
109/1	Events			
109/1/1	Festival	£24,250.00	£1,438.00	£22,812.00
109/1/2	Leisure for Pensioners	£12,450.00	£2,110.00	£10,340.00
109/1/3	Leisure for Young People	£5,355.00	£0.00	£5,355.00
109/1/4	Summer in Haverhill	£23,000.00	£0.00	£23,000.00
109/1/5	Autumn Event	£5,600.00	£0.00	£5,600.00
109/1/6	Winter in Haverhill	£11,125.00	£0.00	£11,125.00
109/1/7	Bandstand	£0.00	£0.00	£0.00
109/1/8	Environment	£0.00	£0.00	£0.00
109/1/9	Children	£2,875.00	£0.00	£2,875.00
109/1/10	Arts Development	£3,150.00	£737.63	£2,412.37

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109/1/11	Country & Western Festival	£5,000.00	£2,426.85	£2,573.15
109/1/60	VE/VJ/Trafalgar	£1,500.00	£0.00	£1,500.00
109/1	Total	£94,305.00	£6,712.48	£87,592.52
109/2	Publications & Expenses			
109/2/1	Whats On	£2,400.00	£0.00	£2,400.00
109/2/2	Directory	£6,275.00	£0.00	£6,275.00
109/2	Total	£8,675.00	£0.00	£8,675.00
109/3	Other			
109/3/1	Leisure Development	£1,300.00	£0.00	£1,300.00
109/3/2	Equipment	£450.00	£0.00	£450.00
109/3/3	The Face of 2000	£0.00	£0.00	£0.00
109/3/4	Multiarts Project			
109/3/4/1	Artistic Programme Salaries	£9,000.00	£0.00	£9,000.00
109/3/4/2	Artistic Programme Materials	£800.00	£0.00	£800.00
109/3/4/3	Marketing	£0.00	£0.00	£0.00
109/3/4/4	Telephone	£0.00	£116.45	-£116.45
109/3/4/5	Stationery & Copying	£0.00	£0.00	£0.00
109/3/4/6	Postage	£0.00	£0.00	£0.00
109/3/4/7	Transport	£0.00	£0.00	£0.00
109/3/4/8	Insurance	£0.00	£0.00	£0.00
109/3/4/9	Security/Furniture	£0.00	£0.00	£0.00
109/3/4/10	Project Equipment	£200.00	£0.00	£200.00
109/3/4/11	Miscellaneous	£0.00	£0.00	£0.00
109/3/4	Total	£10,000.00	£116.45	£9,883.55
109/3	Total	£11,750.00	£116.45	£11,633.55
109/4	Arts Centre			
109/4/1	Employee Costs			
109/4/1/1	Salaries & Wages	£177,137.00	£37,423.86	£139,713.14
109/4/1/2	Training/Course Fees	£250.00	£340.00	-£90.00
109/4/1	Total	£177,387.00	£37,763.86	£139,623.14
109/4/2	Arts Centre Admin Running Costs			
109/4/2/1	Furniture & Equipment	£6,500.00	£654.98	£5,845.02
109/4/2/2	Office Sundries	£840.00	£70,045.00	-£69,205.00
109/4/2/3	VISA Handling Charges	£3,000.00	£460.99	£2,539.01
109/4/2/4	Telephones & Computers	£5,000.00	£2,441.54	£2,558.46
109/4/2/5	Cinema/Theatre Licence Costs	£4,000.00	£85.63	£3,914.37
109/4/2	Total	£19,340.00	£73,688.14	-£54,348.14
109/4/3	Advertising and Marketing			
109/4/3/1	Postage	£5,700.00	£3,162.35	£2,537.65
109/4/3/2	Printing/Stationery	£11,000.00	£2,925.50	£8,074.50
109/4/3/3	Advertising	£12,800.00	£6,545.16	£6,254.84
109/4/3	Total	£29,500.00	£12,633.01	£16,866.99
109/4/4	Films & Artistes			
109/4/4/1	Film Hire	£23,183.00	£2,762.59	£20,420.41
109/4/4/2	Film Booking Fees	£6,000.00	£0.00	£6,000.00

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109/4/4/3	Film Delivery Charges	£2,000.00	£1,401.44	£598.56
109/4/4/4	Payments to Theatre Artistes	£92,160.00	£21,596.32	£70,563.68
109/4/4/5	Theatre Technical Costs	£12,650.00	£1,148.81	£11,501.19
109/4/4/6	Door Security	£2,000.00	£292.50	£1,707.50
109/4/4/7	PRS Fees	£800.00	£698.53	£101.47
109/4/4/8	PPL Fees	£100.00	£0.00	£100.00
109/4/4/9	Artistes Accommodation	£0.00	£55.32	-£55.32
109/4/4/10	Hospitality	£0.00	£22.37	-£22.37
109/4/4/11	Bar Subsidy	£0.00	£0.00	£0.00
109/4/4/12	Catering Charges Recharged in Hire Fees	£600.00	£0.00	£600.00
109/4/4	Total	£139,493.00	£27,977.88	£111,515.12
109/4/6	Ticket Sales For Other Venues	£0.00	£5,888.00	-£5,888.00
109/4	Total	£365,720.00	£157,950.89	£207,769.11
109	Total	£480,450.00	£164,779.82	£315,670.18
111	Xmas Lights	£0.00	£0.00	£0.00
113	Capital Expenditure			
113/1	Buildings	£0.00	£0.00	£0.00
113/2	Computers	£0.00	£0.00	£0.00
113/3	Office Equipment	£0.00	£0.00	£0.00
113/4	Office Furniture	£0.00	£0.00	£0.00
113/5	Meeting Room	£0.00	£0.00	£0.00
113/6	Other	£0.00	£0.00	£0.00
113/7	Joint	£0.00	£0.00	£0.00
113	Total	£0.00	£0.00	£0.00
Total Leisure And Environment		£480,450.00	£164,779.82	-£315,670.18
Community First				
119	Total Committee			
119/1	Environment	£9,750.00	£3,097.50	£6,652.50
119/2	Street Furniture	£200.00	£3,112.52	-£2,912.52
119/3	Grants to Organisations	£12,460.00	£8,162.00	£4,298.00
119/4	Grants to Summer Fun Playscheme	£2,000.00	£2,000.00	£0.00
119/5	Grant for Detached Youth Workers	£2,160.00	£2,160.00	£0.00
119/6	Christmas Lights	£18,000.00	£0.00	£18,000.00
119/7	Haverhill in Bloom	£1,000.00	£0.00	£1,000.00
119/8	Youth Projects	£15,000.00	£0.00	£15,000.00
119	Total	£60,570.00	£18,532.02	£42,037.98
Total Community First		£60,570.00	£18,532.02	-£42,037.98
Total Expenditure		£692,606.00	£217,711.69	£474,894.31
Total Income		£740,147.00	£352,851.68	£387,295.32
Total Expenditure		£692,606.00	£217,711.69	£474,894.31
Total Net Balance		£47,541.00	£135,139.99	