



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 20th June commencing at 7.00 p.m., for the purpose of transacting the following business

CONSTITUTION: Chair: **A Thomas**
Town Councillors: **T Marks, E Morton, T Trebble**
and **R Warwick**

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 February 2006.

4. Budget Review 2006/7

To note the current situation (attached)

5. Out-turn Budget Review 2005/6

To note the situation (attached)

6. Bevan House

To note the current situation (attached)

7. VAT

To agree to use the services of a VAT consultant (attached)

8. Information Technology

To agree to upgrade the existing I.T. facilities (attached)

9. Closure

Signed

Town Clerk

13th June 2006

Out-Turn Budget Review 2005/6

The final reports for 2005/6 are attached below. Members will note that overall a small surplus was achieved, over and above the forecast £13,900 transfer to reserves.

The Summary Income & Expenditure Report, the Balance Sheet, the Supporting Statement and the Audit Return are not available at the time of preparation of the agenda but will be issued, in time for this meeting, after approval by the Independent Internal auditor on 15th June.

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Revised Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Bud Used
<u>Town Council</u>							
<u>102 Democratic Representation</u>							
4300	Members Travel/Subsist.	0	0	600	600	600	
4301	Members Training	110	376	900	524	524	41.8 %
4302	Members Other Costs	0	20	100	80	80	20.0 %
4310	Mayoral Allowance	0	725	725	0	0	100.0 %
4311	Civic Expenses	-741	1,233	740	-493	-493	166.6 %
4400	Electoral Costs	0	8,737	8,000	-737	-737	109.2 %
	Democratic Representation:-Expenditure	-631	11,091	11,065	-26	0	100.2 %
	Net Expenditure over Income	-631	11,091	11,065	-26		
<u>105 Central Administration</u>							
4000	Salaries	10,385	95,036	84,300	-10,736	-10,736	112.7 %
4001	Employer National Insurance	1,686	10,905	11,000	95	95	99.1 %
4002	Employer Pension	2,456	18,029	16,800	-1,229	-1,229	107.3 %
4006	Training	0	991	2,000	1,009	1,009	49.5 %
4007	Recruitment	0	3,219	0	-3,219	-3,219	
4009	Clothing/Safety Equipment	0	0	150	150	150	
4010	Travel & Subsistence	582	1,499	1,800	301	301	83.3 %
4011	Hospitality	61	140	0	-140	-140	
4013	Maintenance Bevan House	190	850	0	-850	-850	
4014	Security Bevan House	0	0	500	500	500	
4015	Rent Payable	72	866	936	70	70	92.5 %
4016	Window cleaning	30	753	800	47	47	94.1 %
4020	Postage	-691	828	1,500	672	672	55.2 %
4021	Stationery	2	2,557	2,200	-357	-357	116.2 %
4022	Telephone	304	9,733	6,450	-3,283	-3,283	150.9 %
4023	Hire of Office Equipment	0	1,043	1,200	157	157	86.9 %
4025	Maintenance Office Equip.	9	102	0	-102	-102	
4027	Subscriptions	50	1,723	1,800	77	77	95.7 %
4028	Books & Journals	0	25	200	175	175	12.3 %
4029	Insurance	0	7,607	8,000	393	393	95.1 %
4030	Sundry Expenses	6	46	200	154	154	22.8 %
4031	Office Equipment	1,170	1,183	0	-1,183	-1,183	
4056	Legal & Professional	640	4,872	1,800	-3,072	-3,072	270.6 %
4057	Audit Fees	16	966	1,800	834	834	53.7 %
4059	Bank Charges	0	133	110	-23	-23	121.1 %
4080	IT Support Contracts	0	584	0	-584	-584	
4081	IT Repairs	379	921	600	-321	-321	153.6 %

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Revised Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Bud Used
4082 IT Website Maintenance	0	1,060	1,100	40		40	96.4 %
Central Administration:-Expenditure	17,348	165,670	145,246	-20,425	0	-20,425	114.1 %
Net Expenditure over Income	17,348	165,670	145,246	-20,425			
108 Other Services to the Public							
1060 Other Income	0	1	0	-1			
Other Services to the Public :- Income	0	1	0	-1			
Net Expenditure over Income	0	-1	0	1			
109 Grants to Town Hall Charity							
4505 Grant to Town Hall Charity	22,689	103,113	80,424	-22,689		-22,689	128.2 %
Grants to Town Hall Charity:-Expenditure	22,689	103,113	80,424	-22,689	0	-22,689	128.2 %
Net Expenditure over Income	22,689	103,113	80,424	-22,689			
110 Grants to Arts & Leisure							
4506 Grant to Arts Centre	0	900	0	-900		-900	
4600 Festival-Grants Payable	0	1,350	0	-1,350		-1,350	
4605 Leisure Pensioners-Grants Pay	0	500	0	-500		-500	
Grants to Arts & Leisure:-Expenditure	0	2,750	0	-2,750	0	-2,750	
Net Expenditure over Income	0	2,750	0	-2,750			
115 Other Costs and Income							
4030 Sundry Expenses	0	16	0	-16		-16	
Other Costs and Income:-Expenditure	0	16	0	-16	0	-16	
1020 Rents Received Bevan House	4,125	5,500	6,500	1,000			
1050 Grants Received	709	305,882	294,000	-11,882			
1060 Other Income	0	26	0	-26			
1176 Precept Received	0	267,001	267,001	0			
1190 Interest Received	239	5,744	5,000	-744			
Other Costs and Income :- Income	5,073	584,153	572,501	-11,652			
Net Expenditure over Income	-5,073	-584,137	-572,501	11,636			
Town Council :- Expenditure	39,406	282,641	236,735	-45,906			
Income	5,073	584,155	572,501	-11,654			
Net Expenditure over Income	34,333	-301,514	-335,766	-34,253			

Arts and Leisure

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Revised Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Bud Used
<u>205</u> <u>Arts & Leisure-Events</u>							
4601 Festival Costs	300	19,932	24,250	4,319		4,319	82.2 %
4606 Leisure Pensioners Costs	650	12,726	12,450	-276		-276	102.2 %
4611 Leisure Youth Costs	500	3,257	5,355	2,098		2,098	60.8 %
4616 Summer Event Costs	0	21,786	23,000	1,214		1,214	94.7 %
4621 Autumn Event Costs	0	5,655	5,600	-55		-55	101.0 %
4626 Winter Event Costs	0	11,154	11,125	-29		-29	100.3 %
4631 Children/Kids Costs	0	2,350	2,875	525		525	81.7 %
4636 Arts Development Costs	180	2,187	3,150	963		963	69.4 %
4641 Leisure Development Costs	50	693	1,300	607		607	53.3 %
4645 Country&Western Festival Costs	3,575	5,732	5,600	-132		-132	102.4 %
Arts & Leisure-Events:-Expenditure	5,256	85,472	94,705	9,233	0	9,233	90.3 %
1600 Festival-Grant Received	0	3,850	2,500	-1,350			
1601 Festival Income	0	7,995	6,950	-1,045			
1605 Leisure Pensioners Grant Rec'd	500	1,000	0	-1,000			
1606 Leisure Pensioners Income	550	1,794	3,680	1,886			
1607 Leisure Pensioners Bus Trip	0	3,481	3,500	19			
1611 Leisure Youth Income	1,100	1,100	2,855	1,755			
1616 Summer Event Income	0	2,132	2,900	768			
1620 Autumn Event Grant Received	0	500	500	0			
1621 Autumn Event Income	0	185	550	365			
1625 Winter Event Grant Received	0	1,000	1,000	0			
1626 Winter Event Income	0	1,195	575	-620			
1631 Children/Kids Income	250	1,050	1,050	0			
1636 Arts Development Income	0	405	300	-105			
1645 Country&Western Festival Inc.	17	0	4,000	4,000			
Arts & Leisure-Events :- Income	2,417	25,687	30,360	4,673			
Net Expenditure over Income	2,838	59,785	64,345	4,560			
<u>210</u> <u>Arts & Leisure-Multi Art</u>							
4021 Stationery	800	800	800	0		0	100.0 %
4150 Artistic Programme Salaries	3,600	7,800	7,800	0		0	100.0 %
4153 Equipment	649	1,400	1,400	0		0	100.0 %
Arts & Leisure-Multi Art:-Expenditure	5,049	10,000	10,000	0	0	0	100.0 %
Net Expenditure over Income	5,049	10,000	10,000	0			
<u>211</u> <u>Arts & Leisure-Marketing</u>							
4101 Advertising	31	31	0	-31		-31	

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Revised Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Bud Used
4106 Directory Costs	4,500	4,500	4,500	0		0	100.0 %
Arts & Leisure-Marketing:-Expenditure	4,531	4,531	4,500	-31	0	-31	100.7 %
Net Expenditure over Income	4,531	4,531	4,500	-31			
215 Arts & Leisure-Other Costs/Inc							
4032 Equipment / Consumables	0	339	0	-339		-339	
Arts & Leisure-Other Costs/Inc:-Expenditure	0	339	0	-339	0	-339	
1061 Income - Directory	0	0	500	500			
Arts & Leisure-Other Costs/Inc :- Income	0	0	500	500			
Net Expenditure over Income	0	339	-500	-839			
Arts and Leisure :- Expenditure	14,835	100,342	109,205	8,863			
Income	2,417	25,687	30,860	5,173			
Net Expenditure over Income	12,418	74,655	78,345	3,690			

The Arts Centre

301 Arts Centre-Cinema & Theatre							
4101 Advertising	0	0	0	0		0	
Arts Centre-Cinema & Theatre:-Expenditure	0	0	0	0	0	0	0.0 %
1000 Ticket Sales-Cinema	1,112	38,918	25,000	-13,918			
1001 Ticket Sales-Theatre	1,323	63,950	65,744	1,794			
1002 Ticket Sales-Agency	-3,853	5,572	0	-5,572			
1004 Ticket Sales-Postage	11	169	240	71			
Arts Centre-Cinema & Theatre :- Income	-1,407	108,609	90,984	-17,625			
Net Expenditure over Income	1,407	-108,609	-90,984	17,625			
302 Arts Centre-Lettings							
1010 Lettings-Main Hall	2,452	13,919	10,000	-3,919			
1011 Lettings-Studio	1,037	7,084	2,748	-4,336			
1012 Lettings-Other Areas	0	289	0	-289			
Arts Centre-Lettings :- Income	3,489	21,292	12,748	-8,544			
Net Expenditure over Income	-3,489	-21,292	-12,748	8,544			
305 Arts Centre-Events							
4225 Door Security	0	0	400	400		400	
Arts Centre-Events:-Expenditure	0	0	400	400	0	400	0.0 %
Net Expenditure over Income	0	0	400	400			

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Revised Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Bud Used
311 <u>Arts Centre-Marketing</u>							
4020 Postage	198	5,860	5,700	-160		-160	102.8 %
4100 Printing & Design	0	12,131	11,000	-1,131		-1,131	110.3 %
4101 Advertising	2,448	13,301	12,800	-501		-501	103.9 %
4102 Marketing Development	1,500	1,500	0	-1,500		-1,500	
Arts Centre-Marketing:-Expenditure	4,146	32,792	29,500	-3,292	0	-3,292	111.2 %
Net Expenditure over Income	4,146	32,792	29,500	-3,292			
312 <u>Arts Centre-Films and Artistes</u>							
4200 Cinema/Theatre Licence Costs	0	683	0	-683		-683	
4210 Film Hire	1,364	13,463	14,000	537		537	96.2 %
4211 Film Booking Fees	500	6,000	6,000	0		0	100.0 %
4212 Film Delivery Charges	132	1,711	2,000	289		289	85.6 %
4213 Theatre Artiste Charges	2,878	64,519	71,696	7,177		7,177	90.0 %
4214 Artistes Accommodation	0	589	0	-589		-589	
4215 Artistes Hospitality	-92	868	0	-868		-868	
4216 Catering Cost Recharges	282	382	0	-382		-382	
4220 Hire of Equip/Technicians	401	8,955	11,000	2,045		2,045	81.4 %
4225 Door Security	0	1,287	0	-1,287		-1,287	
4230 PRS Fees	1,951	4,340	2,800	-1,540		-1,540	155.0 %
Arts Centre-Films and Artistes:-Expenditure	7,417	102,798	107,496	4,698	0	4,698	95.6 %
Net Expenditure over Income	7,417	102,798	107,496	4,698			
315 <u>Arts Centre-Other Costs/Income</u>							
4000 Salaries	14,771	127,681	127,137	-544		-544	100.4 %
4001 Employer National Insurance	602	6,777	7,200	423		423	94.1 %
4002 Employer Pension	940	13,707	15,000	1,293		1,293	91.4 %
4006 Training	336	2,135	0	-2,135		-2,135	
4009 Clothing/Safety Equipment	1,076	1,123	0	-1,123		-1,123	
4010 Travel & Subsistence	1	48	0	-48		-48	
4011 Hospitality	0	79	0	-79		-79	
4020 Postage	0	1,500	0	-1,500		-1,500	
4021 Stationery	4	323	0	-323		-323	
4024 Hire of Technical Equipment	848	848	0	-848		-848	
4026 Maintenance Technical Equip.	140	1,415	750	-665		-665	188.6 %
4030 Sundry Expenses	50	217	0	-217		-217	
4031 Office Equipment	0	20	0	-20		-20	
4032 Equipment / Consumables	169	178	0	-178		-178	
4061 Visa Handling Charges	442	2,717	2,700	-17		-17	100.6 %

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Revised Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Bud Used
4080 IT Support Contracts	-836	457	0	-457		-457	
Arts Centre-Other Costs/Income:-Expenditure	18,544	159,225	152,787	-6,438	0	-6,438	104.2 %
1050 Grants Received	0	900	0	-900			
1060 Other Income	42	57	0	-57			
1070 Income - Booking Fees	0	79	0	-79			
1071 Income - Sale of Merchandise	0	233	500	267			
1075 Income - Technical Equipment	85	335	1,000	665			
1076 Income - Technical Staff	128	264	0	-264			
Arts Centre-Other Costs/Income :- Income	255	1,868	1,500	-368			
Net Expenditure over Income	18,289	157,357	151,287	-6,070			
The Arts Centre :- Expenditure	30,106	294,814	290,183	-4,631			
Income	2,337	131,769	105,232	-26,537			
Net Expenditure over Income	27,769	163,045	184,951	21,906			

Community First**401 Community First**

4450 Environment	0	8,548	9,750	1,202		1,202	87.7 %
4455 Street Furniture	0	383	200	-183		-183	191.3 %
4460 Christmas Lights	5,992	30,345	18,000	-12,345		-12,345	168.6 %
4500 Grants to Local Organisations	0	11,514	12,460	946		946	92.4 %
4501 Grant-Summer Fun Play Scheme	0	2,000	2,000	0		0	100.0 %
4502 Grant-Detached Youth Worker	0	2,160	2,160	0		0	100.0 %
4503 Grant-Youth Project	0	8,000	15,000	7,000		7,000	53.3 %
Community First:-Expenditure	5,992	62,950	59,570	-3,380	0	-3,380	105.7 %
1068 Income - Hanging Baskets	0	1,004	1,000	-4			
1069 Income - Xmas Lights	0	12,345	0	-12,345			
Community First :- Income	0	13,349	1,000	-12,349			
Net Expenditure over Income	5,992	49,600	58,570	8,970			
Community First :- Expenditure	5,992	62,950	59,570	-3,380			
Income	0	13,349	1,000	-12,349			
Net Expenditure over Income	5,992	49,600	58,570	8,970			

11:40

Summary Income & Expenditure by Budget Heading 31/03/2006

Month No : 12

Committee Report

		Actual Current Mth	Actual Year To Date	Revised Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Bud Used
<u>Town Council</u>								
102 Democratic Representation	Expenditure	-631	11,091	11,065	-26	0	-26	100.2 %
105 Central Administration	Expenditure	17,348	165,670	145,246	-20,424	0	-20,424	114.1 %
108 Other Services to the Public	Income	0	1	0	-1			
109 Grants to Town Hall Charity	Expenditure	22,689	103,113	80,424	-22,689	0	-22,689	128.2 %
110 Grants to Arts & Leisure	Expenditure	0	2,750	0	-2,750	0	-2,750	0.0 %
115 Other Costs and Income	Expenditure	0	16	0	-16	0	-16	0.0 %
	Income	5,073	584,153	572,501	-11,652			
	Town Council Expenditure	39,406	282,641	236,735	-45,906	0	-45,906	119.4 %
	Income	5,073	584,155	572,501	-11,654			
	Net Expenditure over Income	34,333	-301,514	-335,766	-34,253			
<u>Arts and Leisure</u>								
205 Arts & Leisure-Events	Expenditure	5,256	85,472	94,705	9,233	0	9,233	90.3 %
	Income	2,417	25,687	30,360	4,673			
210 Arts & Leisure-Multi Art	Expenditure	109	5,060	10,000	4,940	0	4,940	50.6 %
	Income	0	500	0	-500			
211 Arts & Leisure-Marketing	Expenditure	31	31	4,500	4,469	0	4,469	0.7 %
215 Arts & Leisure-Other Costs/Inc	Expenditure	0	339	0	-339	0	-339	0.0 %
	Income	0	0	500	500			
	Arts and Leisure Expenditure	5,395	90,902	109,205	18,303	0	18,303	83.2 %
	Income	2,417	26,187	30,860	4,673			
	Net Expenditure over Income	2,978	64,715	78,345	13,630			
<u>The Arts Centre</u>								
301 Arts Centre-Cinema & Theatre	Expenditure	0	0	0	0	0	0	0.0 %
	Income	-1,407	108,609	90,984	-17,625			
302 Arts Centre-Lettings	Income	3,489	21,292	12,748	-8,544			
305 Arts Centre-Events	Expenditure	0	0	400	400	0	400	0.0 %
311 Arts Centre-Marketing	Expenditure	4,146	32,792	29,500	-3,292	0	-3,292	111.2 %
312 Arts Centre-Films and Artistes	Expenditure	7,417	102,798	107,496	4,698	0	4,698	95.6 %
315 Arts Centre-Other Costs/Income	Expenditure	18,544	159,225	152,787	-6,438	0	-6,438	104.2 %
	Income	255	1,868	1,500	-368			

Summary Income & Expenditure by Budget Heading 31/03/2006

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Revised Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Bud Used
The Arts Centre Expenditure	30,106	294,814	290,183	-4,631	0	-4,631	101.6 %
Income	2,337	131,769	105,232	-26,537			
Net Expenditure over Income	27,769	163,045	184,951	21,906			

Community First

401 Community First Expenditure	463	57,421	59,570	2,149	0	2,149	110.9 %
Income	0	13,349	1,000	-12,349			
Community First Expenditure	463	57,421	59,570	2,149	0	2,149	110.9 %
Income	0	13,349	1,000	-12,349			
Net Expenditure over Income	463	44,071	58,570	14,499			

<u>INCOME - EXPENDITURE TOTALS</u> Expenditure	75,370	725,778	695,693	-30,085	0	-30,085	105.4 %
Income	9,828	755,460	709,593	-45,867			
Net Expenditure over Income	65,543	-29,682	-13,900	15,782			

Time :- 11:41

Detailed Income & Expenditure by Account 31/03/2006**Month No : 12****Account Code Report**

	Actual Current Mnth	Actual Year to Date	Revised Annual Bud	Budget Variance	Committed Expenditure	Funds Available
<u>Other Income/Expenditure Detail</u>						
5000 Transfer to Reserves	15,469	15,469	0	-15,469		-15,469
Total Other	15,469	15,469	0	-15,469	0	-15,469
<u>Expenditure Detail</u>						
4000 Salaries	25,155	222,718	211,437	-11,281		-11,281
4001 Employer National Insurance	2,288	17,682	18,200	518		518
4002 Employer Pension	3,396	31,736	31,800	64		64
4006 Training	336	3,126	2,000	-1,126		-1,126
4007 Recruitment	0	3,219	0	-3,219		-3,219
4009 Clothing/Safety Equipment	1,076	1,123	150	-973		-973
4010 Travel & Subsistence	584	1,547	1,800	253		253
4011 Hospitality	61	219	0	-219		-219
4013 Maintenance Bevan House	190	850	0	-850		-850
4014 Security Bevan House	0	0	500	500		500
4015 Rent Payable	72	866	936	70		70
4016 Window cleaning	30	753	800	47		47
4020 Postage	-493	8,188	7,200	-988		-988
4021 Stationery	6	2,880	3,000	120		120
4022 Telephone	304	9,733	6,450	-3,283		-3,283
4023 Hire of Office Equipment	0	1,043	1,200	157		157
4024 Hire of Technical Equipment	848	848	0	-848		-848
4025 Maintenance Office Equip.	9	102	0	-102		-102
4026 Maintenance Technical Equip.	140	1,415	750	-665		-665
4027 Subscriptions	50	1,723	1,800	77		77
4028 Books & Journals	0	25	200	175		175
4029 Insurance	0	7,607	8,000	393		393
4030 Sundry Expenses	57	279	200	-79		-79
4031 Office Equipment	1,170	1,203	0	-1,203		-1,203
4032 Equipment / Consumables	169	517	0	-517		-517
4056 Legal & Professional	640	4,872	1,800	-3,072		-3,072
4057 Audit Fees	16	966	1,800	834		834
4059 Bank Charges	0	133	110	-23		-23
4061 Visa Handling Charges	442	2,717	2,700	-17		-17
4080 IT Support Contracts	-836	1,041	0	-1,041		-1,041
4081 IT Repairs	379	921	600	-321		-321
4082 IT Website Maintenance	0	1,060	1,100	40		40
4100 Printing & Design	0	12,131	11,000	-1,131		-1,131
4101 Advertising	2,479	13,332	12,800	-532		-532
4102 Marketing Development	1,500	1,500	0	-1,500		-1,500
4106 Directory Costs	0	0	4,500	4,500		4,500

Time :- 11:41

Detailed Income & Expenditure by Account 31/03/2006

Month No : 12

Account Code Report

	Actual Current Mnth	Actual Year to Date	Revised Annual Bud	Budget Variance	Committed Expenditure	Funds Available
4150 Artistic Programme Salaries	0	4,200	7,800	3,600		3,600
4153 Equipment	109	860	1,400	540		540
4200 Cinema/Theatre Licence Costs	0	683	0	-683		-683
4210 Film Hire	1,364	13,463	14,000	537		537
4211 Film Booking Fees	500	6,000	6,000	0		0
4212 Film Delivery Charges	132	1,711	2,000	289		289
4213 Theatre Artiste Charges	2,878	64,519	71,696	7,177		7,177
4214 Artistes Accommodation	0	589	0	-589		-589
4215 Artistes Hospitality	-92	868	0	-868		-868
4216 Catering Cost Recharges	282	382	0	-382		-382
4220 Hire of Equip/Technicians	401	8,955	11,000	2,045		2,045
4225 Door Security	0	1,287	400	-887		-887
4230 PRS Fees	1,951	4,340	2,800	-1,540		-1,540
4300 Members Travel/Subsist.	0	0	600	600		600
4301 Members Training	110	376	900	524		524
4302 Members Other Costs	0	20	100	80		80
4310 Mayoral Allowance	0	725	725	0		0
4311 Civic Expenses	-741	1,233	740	-493		-493
4400 Electoral Costs	0	8,737	8,000	-737		-737
4450 Environment	0	8,548	9,750	1,202		1,202
4455 Street Furniture	0	383	200	-183		-183
4460 Christmas Lights	463	24,816	18,000	-6,816		-6,816
4500 Grants to Local Organisations	0	11,514	12,460	946		946
4501 Grant-Summer Fun Play Scheme	0	2,000	2,000	0		0
4502 Grant-Detached Youth Worker	0	2,160	2,160	0		0
4503 Grant-Youth Project	0	8,000	15,000	7,000		7,000
4505 Grant to Town Hall Charity	22,689	103,113	80,424	-22,689		-22,689
4506 Grant to Arts Centre	0	900	0	-900		-900
4600 Festival-Grants Payable	0	1,350	0	-1,350		-1,350
4601 Festival Costs	300	19,932	24,250	4,319		4,319
4605 Leisure Pensioners-Grants Pay	0	500	0	-500		-500
4606 Leisure Pensioners Costs	650	12,726	12,450	-276		-276
4611 Leisure Youth Costs	500	3,257	5,355	2,098		2,098
4616 Summer Event Costs	0	21,786	23,000	1,214		1,214
4621 Autumn Event Costs	0	5,655	5,600	-55		-55
4626 Winter Event Costs	0	11,154	11,125	-29		-29
4631 Children/Kids Costs	0	2,350	2,875	525		525
4636 Arts Development Costs	180	2,187	3,150	963		963
4641 Leisure Development Costs	50	693	1,300	607		607
4645 Country&Western Festival Costs	3,575	5,732	5,600	-132		-132

Time :- 11:41

Detailed Income & Expenditure by Account 31/03/2006

Month No : 12

Account Code Report

	Actual Current Mnth	Actual Year to Date	Revised Annual Bud	Budget Variance	Committed Expenditure	Funds Available
Total OverHead	75,370	725,778	695,693	-30,085	0	-30,085
<u>Income Detail</u>						
1000 Ticket Sales-Cinema	1,112	38,918	25,000	-13,918		
1001 Ticket Sales-Theatre	1,323	63,950	65,744	1,794		
1002 Ticket Sales-Agency	-3,853	5,572	0	-5,572		
1004 Ticket Sales-Postage	11	169	240	71		
1010 Lettings-Main Hall	2,452	13,919	10,000	-3,919		
1011 Lettings-Studio	1,037	7,084	2,748	-4,336		
1012 Lettings-Other Areas	0	289	0	-289		
1020 Rents Received Bevan House	4,125	5,500	6,500	1,000		
1050 Grants Received	709	306,782	294,000	-12,782		
1060 Other Income	42	84	0	-84		
1061 Income - Directory	0	0	500	500		
1064 Income - Projects	0	500	0	-500		
1068 Income - Hanging Baskets	0	1,004	1,000	-4		
1069 Income - Xmas Lights	0	12,345	0	-12,345		
1070 Income - Booking Fees	0	79	0	-79		
1071 Income - Sale of Merchandise	0	233	500	267		
1075 Income - Technical Equipment	85	335	1,000	665		
1076 Income - Technical Staff	128	264	0	-264		
1176 Precept Received	0	267,001	267,001	0		
1190 Interest Received	239	5,744	5,000	-744		
1600 Festival-Grant Received	0	3,850	2,500	-1,350		
1601 Festival Income	0	7,995	6,950	-1,045		
1605 Leisure Pensioners Grant Rec'd	500	1,000	0	-1,000		
1606 Leisure Pensioners Income	550	1,794	3,680	1,886		
1607 Leisure Pensioners Bus Trip	0	3,481	3,500	19		
1611 Leisure Youth Income	1,100	1,100	2,855	1,755		
1616 Summer Event Income	0	2,132	2,900	768		
1620 Autumn Event Grant Received	0	500	500	0		
1621 Autumn Event Income	0	185	550	365		
1625 Winter Event Grant Received	0	1,000	1,000	0		
1626 Winter Event Income	0	1,195	575	-620		
1631 Children/Kids Income	250	1,050	1,050	0		
1636 Arts Development Income	0	405	300	-105		
1645 Country&Western Festival Inc.	17	0	4,000	4,000		
Total Income	9,828	755,460	709,593	-45,867		

Detailed Income & Expenditure by Account 31/03/2006

Month No : 12

Account Code Report

	Actual Current Mnth	Actual Year to Date	Revised Annual Bud	Budget Variance	Committed Expenditure	Funds Available
Total Expenditure	90,839	741,247	695,693	-45,554	0	-45,554
Total Income	9,828	755,460	709,593	-45,867		
Net Income over Expenditure	81,012	-14,213	-13,900	313		

Bevan House

The Town Council agreed, initially to let on licence, and then to lease, Bevan House to the British Red Cross. As part of the lease arrangements the Red Cross undertook a survey of the premises which identified issues with the sewer pipes. These have now been repaired. As a consequence the anticipated income from the lease for 2005/6 will not have been paid until retrospectively in 2006/7, whilst there have been unbudgeted costs incurred in repairing the broken pipes. The lease has now been signed.

This item is for information only.

VAT

The Town Council is able to recover VAT on all its expenditure, and has to pay over VAT on all its ticketed income. However the VAT situation is constantly changing, and whilst the Town Council has complied with the guidance from HM Customs and Excise there may be a number of ways in which the Council's VAT liability can be reduced; these include reviewing the use of the "cultural exemption" and confirming the definition of "education" in relation to (say) dance classes.

Following the recent changes to the Accounts & Audit (Amendment) (England) Regulations 2006 as reported at the last Full Council meeting, some of the budgeted expenditure for professional advice and audit fees is not now required. Approval is therefore sought to spend a maximum of £1,500 on professional VAT advice with a view to reducing the Council's overall liability.

Recommended: That, from the sums set aside for audit fees in the 2006/7 budget, a maximum of £1,500 be made available for a VAT audit.

Review of I.T. Facilities

The Town Council's principal I.T. facilities date from December 1999, and comprise a central server, and four workstations, together with one (originally two) colour inkjet printer, a scanner and one Xerox laser printer. On moving to the Arts Centre the Art Centre network was "bolted on"; this comprises three workstations (one of which acts as a server), a scanner and a Hewlett Packard laser printer and dates in the main from about 2002.

Further recent additions have included the networking of the existing photocopier to act as a network printer, and the purchase of a second-hand PC to service the plasma display screen. During the move to the Arts Centre sufficient suitable cabling was installed to enable I.T. equipment to be used throughout the building.

Whilst the system works there have been, and still are, a number of issues which prevent efficient working:-

- a) different versions of windows between the Town Council system and the Arts Centre system
- b) the Box Office system is not available to all users and is not on the server
- c) additional memory is required on some machines, particularly those dealing with production of leaflets etc involving use of photographs
- d) only one PC can read from or write to DVD (DVD's are used to supply film clips and still images)
- e) back-up, particularly to provide an off-site copy, is cumbersome
- f) the Xerox laser printer has been broken since December and spare parts seem to be unobtainable
- g) two of the original monitors have been the subject of a failure involving a fire
- h) the Arts Centre scanner was configured in a language other than English
- i) any occasions which require use of a laptop (e.g. a presentation in the main hall) requires the use of a staff member's personal laptop
- j) the inkjet printer is not suitable for long runs of colour material
- k) there is no available PC for use in the main hall or projection box
- l) the existing monitors do not comply with current guidance regarding height adjustment

A survey undertaken in July 2005 indicated that the cost of replacing the existing equipment, and reconfiguring the network, would be in the region of £4,400. In addition to supply a colour laser printer (to replace the Xerox) and a new laptop would cost a further £950. Given current trends in I.T. pricing it is likely that these prices could be bettered now.

It is recommended: that from the sum set aside for long-term maintenance and replacement issues, the sum of £5,350 be used to upgrade the Town Council's I.T. network.