

## 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 17<sup>th</sup> March 2009 commencing at 7.00 p.m., for the purpose of transacting the following business



**HAVERHILL**  
TOWN COUNCIL

**CONSTITUTION:** Chair: Town Mayor: Les Ager  
Town Councillors: M Byrne, P Hanlon, P McManus, M Marks, G Price

## 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 of Previous Meeting**  
To approve the Minutes of Meeting held 27<sup>th</sup> January 2009.
4. **Matters Arising**  
To note actions taken as a result of, and arising from the minutes of the meeting held 27<sup>th</sup> January 2009.
5. **To Note the Financial Position As At 28<sup>th</sup> February 2009 (attached)**
6. **To Understand The Sources of the Council's Income (attached)**  
To understand the sources of the Council's income.
7. **Closure**

**Signed**

A handwritten signature in black ink, appearing to read "Gordon Mott", is written over a white rectangular stamp.

**Town Clerk**

**10<sup>th</sup> March 2009**

## Sources of Income

The Town Council has five distinct sources of income; ticket sales/room hire fees, rent of Bevan House, interest on monies in the bank, grants and the Council Tax.

For 2009/10 the total projected income from these sources is:-

Theatre ticket sales – £65,850 (achieved to date 2008/9 - £65,365)

Cinema ticket sales - £19,500 (achieved to date 2008/9 - £30,500)

Pensioners Bus Ticket Sales - £6,000 (achieved to date in 2008/9 - £6,305)

Other Event Ticket Sales - £15,300 (achieved to date in 2008/9 - £14,000)

Arts Centre Room Hire - £23,185 (achieved to date 2008/9 - £24,937)

Rent of Bevan House - £6,500 (in 2008/9 - £6,500)

Interest on Monies in the Bank - £14,000 (achieved to date 2008/9 - £29,368)

Grants for Arts Centre - £231,311 (in 2008/9 £243,185)

Grants for Christmas Lights - £10,000 (in 2008/9 £10,000)

Grants for MediaHub Project Work - £0 (achieved to date 2008/9 - £8,723)

Grants for Haverhill Festival - £2,500 (in 2008/9 - £2,500)

Council Tax - £600,922 (in 2008/9 - £579,331)

A rise of 5% on ticket/hire prices increases income by (only) £6,491 (assuming the same number of tickets are sold).

A rise of 5% on the Council Tax increases income by £30,046.

## Haverhill Town Council

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>Town Council</b>								
102	<u>Democratic Representation</u>							
4300	Members Travel/Subsist.	0	160	350	190		190	45.7 %
4301	Members Training	0	359	2,000	1,641		1,641	18.0 %
4302	Members Other Costs	0	35	600	565		565	5.8 %
4310	Mayoral Allowance	0	1,155	1,155	0		0	100.0 %
4311	Civic Expenses	14	4,458	3,500	-958		-958	127.4 %
4400	Electoral Costs	0	45	11,000	10,955		10,955	0.4 %
	Democratic Representation:-Expenditure	<b>14</b>	<b>6,213</b>	<b>18,605</b>	<b>12,392</b>	<b>0</b>	<b>12,392</b>	<b>33.4 %</b>
	<b>Net Expenditure over Income</b>	<b>14</b>	<b>6,213</b>	<b>18,605</b>	<b>12,392</b>			
105	<u>Central Administration</u>							
4000	Salaries	9,896	109,563	119,150	9,587		9,587	92.0 %
4001	Employer National Insurance	694	7,550	8,180	630		630	92.3 %
4002	Employer Pension	1,512	16,644	18,410	1,766		1,766	90.4 %
4005	Staff Welfare	0	3	0	-3		-3	0.0 %
4006	Training	0	2,198	4,640	2,442		2,442	47.4 %
4007	Recruitment	0	1,182	300	-882		-882	393.9 %
4009	Clothing/Safety Equipment	0	158	3,512	3,354		3,354	4.5 %
4010	Travel & Subsistence	0	1,257	2,333	1,076		1,076	53.9 %
4011	Hospitality	43	281	300	19		19	93.7 %
4013	Bevan House - maintenance	0	250	1,200	950		950	20.8 %
4015	Rent Payable	79	876	1,080	204		204	81.1 %
4016	Window cleaning	60	705	850	145		145	82.9 %
4020	Postage	136	1,961	2,200	239		239	89.1 %
4021	Stationery	546	3,133	4,000	867		867	78.3 %
4022	Telephone	237	2,572	4,000	1,428		1,428	64.3 %
4023	Office - Equipment hire	0	1,551	1,500	-51		-51	103.4 %
4025	Office - Equip. maintenance	0	75	300	225		225	25.0 %
4027	Subscriptions	0	2,750	2,930	180		180	93.9 %
4028	Books & Journals	0	25	200	175		175	12.3 %
4029	Insurance	0	6,573	7,000	427		427	93.9 %
4030	Sundry Expenses	78	403	250	-153		-153	161.1 %
4032	Office - Equipment/Consumables	0	199	600	401		401	33.1 %
4056	Legal & Professional	160	2,566	2,900	334		334	88.5 %
4057	Audit Fees	0	2,500	6,000	3,500		3,500	41.7 %
4059	Bank Charges	0	-167	250	417		417	-66.9 %
4080	IT Support Contracts	0	2,606	2,500	-106		-106	104.2 %
4081	IT Repairs	0	6	600	594		594	1.0 %

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4082	IT Website Maintenance	0	1,060	1,200	140		140	88.3 %
	Central Administration:-Expenditure	<b>13,443</b>	<b>168,479</b>	<b>196,385</b>	<b>27,906</b>	<b>0</b>	<b>27,906</b>	<b>85.8 %</b>
1060	Other Income	17	17	0	17			0.0 %
	Central Administration :- Income	<b>17</b>	<b>17</b>	<b>0</b>	<b>17</b>			
	<b>Net Expenditure over Income</b>	<b>13,425</b>	<b>168,462</b>	<b>196,385</b>	<b>27,923</b>			
<u>109</u>	<u>Grants to Town Hall Charity</u>							
4505	Rent - Town Hall Charity	1,650	126,650	126,650	0		0	100.0 %
	Grants to Town Hall Charity:-Expenditure	<b>1,650</b>	<b>126,650</b>	<b>126,650</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0 %</b>
	<b>Net Expenditure over Income</b>	<b>1,650</b>	<b>126,650</b>	<b>126,650</b>	<b>0</b>			
<u>115</u>	<u>Other Costs and Income</u>							
4003	Hartseats Rebate	0	6,500	6,500	0		0	100.0 %
	Other Costs and Income:-Expenditure	<b>0</b>	<b>6,500</b>	<b>6,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0 %</b>
1020	Rents Received Bevan House	0	6,500	6,500	0			100.0 %
1176	Precept Received	0	579,331	579,331	0			100.0 %
1190	Interest Received	5	29,368	20,000	9,368			146.8 %
	Other Costs and Income :- Income	<b>5</b>	<b>615,199</b>	<b>605,831</b>	<b>9,368</b>			<b>101.5 %</b>
	<b>Net Expenditure over Income</b>	<b>-5</b>	<b>-608,699</b>	<b>-599,331</b>	<b>9,368</b>			
	Town Council :- Expenditure	<b>15,106</b>	<b>307,842</b>	<b>348,140</b>	<b>40,298</b>	<b>0</b>	<b>40,298</b>	<b>88.4 %</b>
	Income	<b>23</b>	<b>615,216</b>	<b>605,831</b>	<b>9,385</b>			<b>101.5 %</b>
	<b>Net Expenditure over Income</b>	<b>15,084</b>	<b>-307,375</b>	<b>-257,691</b>	<b>49,684</b>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>Arts and Leisure</b>							
205 Arts & Leisure-Events							
4601 Festival Costs	0	24,066	24,500	434		434	98.2 %
4606 Leisure Pensioners Costs	62	11,241	12,450	1,209		1,209	90.3 %
4611 Leisure Youth Costs	970	2,865	6,500	3,635		3,635	44.1 %
4616 Summer Event Costs	0	22,794	24,450	1,656		1,656	93.2 %
4621 Autumn Event Costs	0	9,464	7,200	-2,264		-2,264	131.4 %
4626 Winter Event Costs	0	13,894	12,000	-1,894		-1,894	115.8 %
4631 Children/Kids Costs	0	3,150	3,200	50		50	98.4 %
4636 Arts Development Costs	1,100	3,317	3,000	-317		-317	110.6 %
4641 Leisure Development Costs	0	1,525	750	-775		-775	203.3 %
4645 Country&Western Festival Costs	0	6,352	6,300	-52		-52	100.8 %
Arts & Leisure-Events:-Expenditure	<b>2,132</b>	<b>98,668</b>	<b>100,350</b>	<b>1,682</b>	<b>0</b>	<b>1,682</b>	<b>98.3 %</b>
1600 Festival - Grant Received	0	0	2,500	-2,500			0.0 %
1601 Festival Income	0	5,024	5,250	-226			95.7 %
1606 Leisure Pensioners Income	0	1,150	1,600	-450			71.9 %
1607 Leisure Pensioners Bus Trip	0	6,305	5,400	905			116.8 %
1611 Leisure Youth Income	1,150	1,150	3,000	-1,850			38.3 %
1615 Summer Event Grant Received	0	500	0	500			0.0 %
1616 Summer Event Income	0	2,511	2,200	311			114.1 %
1621 Autumn Event Income	0	0	650	-650			0.0 %
1626 Winter Event Income	0	559	1,600	-1,042			34.9 %
1631 Children/Kids Income	0	1,500	1,600	-100			93.8 %
1636 Arts Development Income	0	0	150	-150			0.0 %
1645 Country&Western Festival Inc.	0	1,607	3,200	-1,593			50.2 %
Arts & Leisure-Events :- Income	<b>1,150</b>	<b>20,305</b>	<b>27,150</b>	<b>-6,845</b>			<b>74.8 %</b>
<b>Net Expenditure over Income</b>	<b>982</b>	<b>78,363</b>	<b>73,200</b>	<b>-5,163</b>			
210 Arts & Leisure-Young People							
4020 Postage	0	4	0	-4		-4	0.0 %
4150 Artistic Programme	0	0	6,000	6,000		6,000	0.0 %
4151 Programme Costs	0	0	6,000	6,000		6,000	0.0 %
4155 Mediahub costs	1,656	15,355	0	-15,355		-15,355	0.0 %
Arts & Leisure-Young People:-Expenditure	<b>1,656</b>	<b>15,359</b>	<b>12,000</b>	<b>-3,359</b>	<b>0</b>	<b>-3,359</b>	<b>128.0 %</b>
1055 Income - Mediahub	0	3,283	0	3,283			0.0 %
1056 Income - Young People	0	5,440	0	5,440			0.0 %
Arts & Leisure-Young People :- Income	<b>0</b>	<b>8,723</b>	<b>0</b>	<b>8,723</b>			
<b>Net Expenditure over Income</b>	<b>1,656</b>	<b>6,637</b>	<b>12,000</b>	<b>5,363</b>			



		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
211	Arts & Leisure-Marketing							
4102	Marketing Development	0	0	2,000	2,000		2,000	0.0 %
4106	Directory Costs	0	0	6,500	6,500		6,500	0.0 %
	Arts & Leisure-Marketing:-Expenditure	0	0	8,500	8,500	0	8,500	
	<b>Net Expenditure over Income</b>	0	0	8,500	8,500			
215	Arts & Leisure-Other Costs/Inc							
4120	Arts & Leisure Equipment	0	111	2,250	2,139		2,139	4.9 %
	Arts & Leisure-Other Costs/Inc:-Expenditure	0	111	2,250	2,139	0	2,139	4.9 %
1077	Income - Other Staff	0	50	0	50			0.0 %
	Arts & Leisure-Other Costs/Inc :- Income	0	50	0	50			
	<b>Net Expenditure over Income</b>	0	61	2,250	2,189			
	Arts and Leisure :- Expenditure	3,788	114,139	123,100	8,961	0	8,961	92.7 %
	Income	1,150	29,078	27,150	1,928			107.1 %
	<b>Net Expenditure over Income</b>	2,638	85,061	95,950	10,889			

**The Arts Centre**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>301 Arts Centre-Cinema &amp; Theatre</b>								
1000	Ticket Sales - Cinema	2,800	28,724	19,500	9,224			147.3 %
1001	Ticket Sales - Theatre	3,596	65,365	65,850	-485			99.3 %
1002	Ticket Sales - Agency	-7,013	3,168	0	3,168			0.0 %
1004	Ticket Sales - Postage	17	194	240	-46			81.0 %
1103	Income - Film advertising	0	1,776	0	1,776			0.0 %
	Arts Centre-Cinema & Theatre :- Income	<b>-600</b>	<b>99,228</b>	<b>85,590</b>	<b>13,638</b>			<b>115.9 %</b>
	<b>Net Expenditure over Income</b>	<b>600</b>	<b>-99,228</b>	<b>-85,590</b>	<b>13,638</b>			
<b>302 Arts Centre-Lettings</b>								
1010	Lettings - Main Hall	1,738	17,191	17,135	56			100.3 %
1011	Lettings - Studio	701	6,836	6,050	786			113.0 %
1012	Lettings - Other Areas	9	910	0	910			0.0 %
1013	Lettings - Catering	-250	148	0	148			0.0 %
	Arts Centre-Lettings :- Income	<b>2,199</b>	<b>25,086</b>	<b>23,185</b>	<b>1,901</b>			<b>108.2 %</b>
	<b>Net Expenditure over Income</b>	<b>-2,199</b>	<b>-25,086</b>	<b>-23,185</b>	<b>1,901</b>			
<b>311 Arts Centre-Marketing</b>								
4020	Postage	472	9,494	11,400	1,906		1,906	83.3 %
4100	Printing & Design	1,218	13,964	13,125	-839		-839	106.4 %
4101	Advertising	1,789	13,782	14,305	523		523	96.3 %
4102	Marketing Development	0	998	4,000	3,002		3,002	25.0 %
	Arts Centre-Marketing:-Expenditure	<b>3,478</b>	<b>38,238</b>	<b>42,830</b>	<b>4,592</b>	<b>0</b>	<b>4,592</b>	<b>89.3 %</b>
	<b>Net Expenditure over Income</b>	<b>3,478</b>	<b>38,238</b>	<b>42,830</b>	<b>4,592</b>			
<b>312 Arts Centre-Films and Artistes</b>								
4200	Licence Costs	0	180	500	320		320	36.0 %
4210	Film Hire	465	8,914	10,500	1,586		1,586	84.9 %
4211	Film Booking Fees	0	5,413	6,750	1,337		1,337	80.2 %
4212	Film Delivery Charges	128	1,792	1,850	58		58	96.9 %
4213	Theatre Artiste Charges	5,383	46,676	56,000	9,324		9,324	83.4 %
4214	Artistes Accommodation	0	456	440	-16		-16	103.7 %
4215	Artistes Hospitality	0	1,001	1,000	-1		-1	100.1 %
4225	Door Security	0	1,057	1,500	444		444	70.4 %
4230	PRS Fees	617	2,864	3,700	836		836	77.4 %
4231	PPL Fees	0	199	0	-199		-199	0.0 %
	Arts Centre-Films and Artistes:-Expenditure	<b>6,593</b>	<b>68,553</b>	<b>82,240</b>	<b>13,687</b>	<b>0</b>	<b>13,687</b>	<b>83.4 %</b>
	<b>Net Expenditure over Income</b>	<b>6,593</b>	<b>68,553</b>	<b>82,240</b>	<b>13,687</b>			

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>314</b>	<b>Arts Centre-Technical</b>							
4024	Technical - Equip/Consumables	257	3,585	3,500	-85		-85	102.4 %
4026	Technical - Equip maintenance	0	956	1,000	44		44	95.6 %
4220	Technical - Hire	0	3,066	4,000	934		934	76.6 %
	Arts Centre-Technical:-Expenditure	<b>257</b>	<b>7,607</b>	<b>8,500</b>	<b>893</b>	<b>0</b>	<b>893</b>	<b>89.5 %</b>
1075	Income - Technical Equipment	74	256	200	56			128.0 %
1076	Income - Technical Staff	348	762	0	762			0.0 %
	Arts Centre-Technical :- Income	<b>422</b>	<b>1,018</b>	<b>200</b>	<b>818</b>			<b>508.8 %</b>
	<b>Net Expenditure over Income</b>	<b>-165</b>	<b>6,589</b>	<b>8,300</b>	<b>1,711</b>			
<b>315</b>	<b>Arts Centre-Other Costs/Income</b>							
4000	Salaries	13,040	148,947	161,243	12,296		12,296	92.4 %
4001	Employer National Insurance	892	9,187	10,012	825		825	91.8 %
4002	Employer Pension	1,588	17,714	21,019	3,305		3,305	84.3 %
4006	Training	0	331	4,000	3,669		3,669	8.3 %
4009	Clothing/Safety Equipment	0	55	0	-55		-55	0.0 %
4010	Travel & Subsistence	63	603	1,000	397		397	60.3 %
4021	Stationery	0	1,670	2,000	330		330	83.5 %
4022	Telephone	0	1,500	3,500	2,000		2,000	42.9 %
4025	Office - Equip. maintenance	0	0	2,000	2,000		2,000	0.0 %
4027	Subscriptions	0	36	60	24		24	60.3 %
4030	Sundry Expenses	2	642	600	-42		-42	106.9 %
4032	Office - Equipment/Consumables	422	526	2,000	1,474		1,474	26.3 %
4061	Visa Handling Charges	275	2,439	3,000	561		561	81.3 %
4080	IT Support Contracts	0	2,308	1,500	-808		-808	153.9 %
4082	IT Website Maintenance	0	0	900	900		900	0.0 %
	Arts Centre-Other Costs/Income:-Expenditure	<b>16,282</b>	<b>185,958</b>	<b>212,834</b>	<b>26,876</b>	<b>0</b>	<b>26,876</b>	<b>87.4 %</b>
1050	Grants Received	0	243,485	243,185	300			100.1 %
1060	Other Income	12	103	500	-397			20.6 %
1070	Income - Booking Fees	87	335	180	155			186.2 %
1071	Income - Sale of Merchandise	4	313	250	63			125.3 %
	Arts Centre-Other Costs/Income :- Income	<b>103</b>	<b>244,236</b>	<b>244,115</b>	<b>121</b>			<b>100.0 %</b>
	<b>Net Expenditure over Income</b>	<b>16,178</b>	<b>-58,278</b>	<b>-31,281</b>	<b>26,997</b>			
	The Arts Centre :- Expenditure	<b>26,610</b>	<b>300,355</b>	<b>346,404</b>	<b>46,049</b>	<b>0</b>	<b>46,049</b>	<b>86.7 %</b>
	Income	<b>2,124</b>	<b>369,567</b>	<b>353,090</b>	<b>16,477</b>			<b>104.7 %</b>
	<b>Net Expenditure over Income</b>	<b>24,486</b>	<b>-69,212</b>	<b>-6,686</b>	<b>62,526</b>			



		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>Community First</b>								
401	Community First							
4450	Environment	0	10,758	13,517	2,759		2,759	79.6 %
4455	Street Furniture	0	1,163	4,500	3,337		3,337	25.8 %
4457	Street Furniture Maintenance	0	0	1,000	1,000		1,000	0.0 %
4458	Bus Shelters	0	0	3,500	3,500		3,500	0.0 %
4459	Payphone sponsorship - C'stone	0	500	0	-500		-500	0.0 %
4460	Christmas Lights	0	37,609	39,500	1,891		1,891	95.2 %
4470	Winter Crisis Project - equip.	375	485	0	-485		-485	0.0 %
4471	Winter Crisis Project - food	18	118	0	-118		-118	0.0 %
4500	Grants to Local Organisations	0	11,376	13,000	1,624		1,624	87.5 %
4501	Grant - Summer Fun Play Scheme	0	2,750	2,750	0		0	100.0 %
4502	Grant - Detached Youth Worker	0	5,835	5,835	0		0	100.0 %
4503	Grant - Youth Project	0	6,527	13,800	7,273		7,273	47.3 %
4506	Grant - AGMS	145	798	2,500	1,702		1,702	31.9 %
4507	Grant - H&D Volunteer Bureau	0	1,000	1,000	0		0	100.0 %
4508	Grant - Youth Games	0	2,000	0	-2,000		-2,000	0.0 %
4510	Grant - Town Twinning	0	1,000	1,000	0		0	100.0 %
4511	Grant - 3CT	0	2,625	2,625	0		0	100.0 %
4512	Grant - Opportunity Fund	0	0	16,500	16,500		16,500	0.0 %
	Community First:-Expenditure	<b>537</b>	<b>84,545</b>	<b>121,027</b>	<b>36,482</b>	<b>0</b>	<b>36,482</b>	<b>69.9 %</b>
1069	Income - Xmas Lights	0	10,000	10,000	0			100.0 %
1470	Income - Winter Crisis Project	774	774	0	774			0.0 %
	Community First :- Income	<b>774</b>	<b>10,774</b>	<b>10,000</b>	<b>774</b>			<b>107.7 %</b>
	<b>Net Expenditure over Income</b>	<b>-236</b>	<b>73,771</b>	<b>111,027</b>	<b>37,256</b>			
	Community First :- Expenditure	<b>537</b>	<b>84,545</b>	<b>121,027</b>	<b>36,482</b>	<b>0</b>	<b>36,482</b>	<b>69.9 %</b>
	Income	<b>774</b>	<b>10,774</b>	<b>10,000</b>	<b>774</b>			<b>107.7 %</b>
	<b>Net Expenditure over Income</b>	<b>-236</b>	<b>73,771</b>	<b>111,027</b>	<b>37,256</b>			

Date :- 09/03/2009

## Haverhill Town Council

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## Detailed Balance Sheet (Excluding Stock Movement)

Month No: 11 28 February 2009

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>
<u>Current Assets</u>		
101	Debtors	27,962
110	Prepayments	1,209
201	Lloyds - Combined Curr+30day	35,256
202	Lloyds - Payroll Account	3,691
203	Scot Widows - Tr. Tracker a/c	305,998
204	Lloyds - Treasury Deposit	250,000
205	Daily takings	3,152
210	Petty Cash	303
<b>Total Current Assets</b>		<b>627,570</b>
<u>Current Liabilities</u>		
501	Creditors	3,919
502	Other Creditors	17,953
505	Vat Control	-568
510	Accruals	12,663
520	Wages Control	80
560	Receipts in Advance	3,114
565	Cinema Gift Voucher Issued	146
566	Theatre Gift Voucher Issued	210
<b>Total Current Liabilities</b>		<b>37,518</b>
<b>Net Current Assets</b>		<b>590,052</b>
<b>Total Assets less Current Liabilities</b>		<b>590,052</b>
<u>Represented By :-</u>		
301	Current Year Fund	217,755
310	General Reserve	177,672
320	Earmarked Reserves	194,625
<b>Total Equity</b>		<b>590,052</b>