

## 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 21<sup>st</sup> July 2009 commencing at 7.00 p.m., for the purpose of transacting the following business



**HAVERHILL**  
TOWN COUNCIL

**CONSTITUTION:** Chair: Town Mayor: Elaine McManus  
Town Councillors: L Ager, L Burgess, M Byrne, P Hanlon, P McManus,  
and M Marks

## **AGENDA**

1. **Election of Committee Chair**  
To elect a Chair of Committee.
2. **Election of Vice-Chair of Committee**  
To elect a Vice-Chair of Committee.
3. **Apologies for Absence**  
Please give any apologies to the office by 5.00 p.m. on the day of the meeting.
4. **Declaration of Interest**  
For Members to declare interests in matters on the agenda.
5. **Minutes of Previous Meeting**  
To approve the Minutes of Meeting held 17<sup>th</sup> March 2009.
6. **Matters Arising**  
To note actions taken as a result of, and arising from the minutes of the meeting held 17<sup>th</sup> March 2009.
7. **To Note the Financial Position As At 30<sup>th</sup> June 2009 (attached)**
8. **To Review the Democratic Representation and the Central Administration Budget Headings (attached)**  
To understand how these budgets are constructed and used.
9. **Closure**

*Signed*



Town Clerk

14<sup>th</sup> July 2009

## Haverhill Town Council

Month No : 3

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b><u>Town Council</u></b>							
<u>102 Democratic Representation</u>							
4216 Catering Cost Recharges	0	0	1,000	1,000		1,000	0.0 %
4300 Members Travel/Subsist.	0	0	350	350		350	0.0 %
4301 Members Training	150	150	1,000	850		850	15.0 %
4302 Members Other Costs	0	0	600	600		600	0.0 %
4310 Mayoral Allowance	1,225	1,225	1,225	0		0	100.0 %
4311 Civic Expenses	0	70	3,850	3,780		3,780	1.8 %
4320 Hire - External Meeting Room	0	0	300	300		300	0.0 %
4400 Electoral Costs	0	0	6,500	6,500		6,500	0.0 %
Democratic Representation:-Expenditure	<b>1,375</b>	<b>1,445</b>	<b>14,825</b>	<b>13,380</b>	<b>0</b>	<b>13,380</b>	<b>9.7 %</b>
<b>Net Expenditure over Income</b>	<b>1,375</b>	<b>1,445</b>	<b>14,825</b>	<b>13,380</b>			
<u>105 Central Administration</u>							
4000 Salaries	10,070	30,498	128,000	97,502		97,502	23.8 %
4001 Employer National Insurance	690	2,069	8,750	6,681		6,681	23.7 %
4002 Employer Pension	1,597	4,791	20,000	15,209		15,209	24.0 %
4006 Training	440	947	2,500	1,553		1,553	37.9 %
4007 Recruitment	0	0	300	300		300	0.0 %
4009 Clothing/Safety Equipment	0	0	1,200	1,200		1,200	0.0 %
4010 Travel & Subsistence	138	138	2,333	2,195		2,195	5.9 %
4011 Hospitality	27	101	300	199		199	33.6 %
4013 Bevan House - maintenance	0	0	500	500		500	0.0 %
4015 Rent Payable	84	251	1,100	849		849	22.8 %
4016 Window cleaning	90	210	850	640		640	24.7 %
4020 Postage	11	11	2,200	2,189		2,189	0.5 %
4021 Stationery	298	700	4,250	3,550		3,550	16.5 %
4022 Telephone	230	1,121	3,200	2,079		2,079	35.0 %
4023 Office - Equipment hire	388	388	1,550	1,162		1,162	25.0 %
4025 Office - Equip. maintenance	0	0	400	400		400	0.0 %
4027 Subscriptions	0	2,479	2,930	451		451	84.6 %
4028 Books & Journals	28	28	200	172		172	14.0 %
4029 Insurance	0	0	7,500	7,500		7,500	0.0 %
4030 Sundry Expenses	185	173	250	77		77	69.2 %
4032 Office - Equipment/Consumables	43	591	1,600	1,009		1,009	37.0 %
4056 Legal & Professional	320	320	2,900	2,580		2,580	11.0 %
4057 Audit Fees	0	0	3,700	3,700		3,700	0.0 %
4059 Bank Charges	113	117	250	133		133	46.7 %
4080 IT Support Contracts	0	0	2,900	2,900		2,900	0.0 %

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4081	IT Repairs	0	0	950	950		950	0.0 %
4082	IT Website Maintenance	1,200	1,200	1,200	0		0	100.0 %
	Central Administration:-Expenditure	<b>15,952</b>	<b>46,135</b>	<b>201,813</b>	<b>155,678</b>	<b>0</b>	<b>155,678</b>	<b>22.9 %</b>
	<b>Net Expenditure over Income</b>	<b>15,952</b>	<b>46,135</b>	<b>201,813</b>	<b>155,678</b>			
<u>109</u>	<u>Grants to Town Hall Charity</u>							
4505	Rent - Town Hall Charity	0	40,000	125,000	85,000		85,000	32.0 %
	Grants to Town Hall Charity:-Expenditure	<b>0</b>	<b>40,000</b>	<b>125,000</b>	<b>85,000</b>	<b>0</b>	<b>85,000</b>	<b>32.0 %</b>
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>40,000</b>	<b>125,000</b>	<b>85,000</b>			
<u>115</u>	<u>Other Costs and Income</u>							
4003	Hartseats Rebate	6,700	6,700	6,700	0		0	100.0 %
	Other Costs and Income:-Expenditure	<b>6,700</b>	<b>6,700</b>	<b>6,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0 %</b>
1020	Rents Received Bevan House	0	0	6,500	-6,500			0.0 %
1176	Precept Received	0	600,922	600,922	0			100.0 %
1190	Interest Received	20	4,945	14,000	-9,055			35.3 %
	Other Costs and Income :- Income	<b>20</b>	<b>605,867</b>	<b>621,422</b>	<b>-15,555</b>			<b>97.5 %</b>
	<b>Net Expenditure over Income</b>	<b>6,680</b>	<b>-599,167</b>	<b>-614,722</b>	<b>-15,555</b>			
	Town Council :- Expenditure	<b>24,027</b>	<b>94,280</b>	<b>348,338</b>	<b>254,058</b>	<b>0</b>	<b>254,058</b>	<b>27.1 %</b>
	Income	<b>20</b>	<b>605,867</b>	<b>621,422</b>	<b>-15,555</b>			<b>97.5 %</b>
	<b>Net Expenditure over Income</b>	<b>24,006</b>	<b>-511,587</b>	<b>-273,084</b>	<b>238,503</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 <u>Arts &amp; Leisure-Events</u>							
4601 Festival Costs	8,627	15,572	25,000	9,428		9,428	62.3 %
4606 Leisure Pensioners Costs	2,675	5,297	13,250	7,953		7,953	40.0 %
4611 Leisure Youth Costs	0	2,024	4,000	1,976		1,976	50.6 %
4616 Summer Event Costs	3,050	3,150	26,000	22,850		22,850	12.1 %
4621 Autumn Event Costs	0	0	8,000	8,000		8,000	0.0 %
4626 Winter Event Costs	40	40	14,500	14,460		14,460	0.3 %
4631 Children/Kids Costs	0	800	3,350	2,550		2,550	23.9 %
4636 Arts Development Costs	1,122	1,912	3,150	1,238		1,238	60.7 %
4641 Leisure Development Costs	179	179	750	571		571	23.9 %
4650 Country Music Event	0	0	2,000	2,000		2,000	0.0 %
4655 Vintage Vehicle Rally Event	636	636	2,120	1,484		1,484	30.0 %
4660 Summer Food Market Event	0	0	600	600		600	0.0 %
Arts & Leisure-Events:-Expenditure	<b>16,329</b>	<b>29,610</b>	<b>102,720</b>	<b>73,110</b>	<b>0</b>	<b>73,110</b>	<b>28.8 %</b>
1600 Festival - Grant Received	0	0	2,500	-2,500			0.0 %
1601 Festival Income	3,700	3,700	5,900	-2,200			62.7 %
1606 Leisure Pensioners Income	0	0	1,600	-1,600			0.0 %
1607 Leisure Pensioners Bus Trip	126	4,363	6,000	-1,637			72.7 %
1611 Leisure Youth Income	0	0	1,600	-1,600			0.0 %
1616 Summer Event Income	0	0	3,500	-3,500			0.0 %
1621 Autumn Event Income	0	0	550	-550			0.0 %
1626 Winter Event Income	0	0	500	-500			0.0 %
1631 Children/Kids Income	400	400	1,650	-1,250			24.2 %
1636 Arts Development Income	73	125	150	-25			83.6 %
1665 Youth-Basketball Project Inc.	14,142	14,142	0	14,142			0.0 %
Arts & Leisure-Events :- Income	<b>18,441</b>	<b>22,730</b>	<b>23,950</b>	<b>-1,220</b>			<b>94.9 %</b>
<b>Net Expenditure over Income</b>	<b>-2,112</b>	<b>6,880</b>	<b>78,770</b>	<b>71,890</b>			
210 <u>Arts &amp; Leisure-Young People</u>							
4155 Mediahub costs	261	1,897	12,000	10,103		10,103	15.8 %
Arts & Leisure-Young People:-Expenditure	<b>261</b>	<b>1,897</b>	<b>12,000</b>	<b>10,103</b>	<b>0</b>	<b>10,103</b>	<b>15.8 %</b>
1055 Income - Mediahub	595	1,134	0	1,134			0.0 %
Arts & Leisure-Young People :- Income	<b>595</b>	<b>1,134</b>	<b>0</b>	<b>1,134</b>			
<b>Net Expenditure over Income</b>	<b>-334</b>	<b>763</b>	<b>12,000</b>	<b>11,237</b>			



09/07/2009

## Haverhill Town Council

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Detailed Income &amp; Expenditure by Budget Heading 30/06/2009

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Month No : 3

## Committee Report

		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 %
	Arts & Leisure-Marketing:-Expenditure	0	0	2,000	2,000	0	2,000	
	<b>Net Expenditure over Income</b>	0	0	2,000	2,000			
215	Arts & Leisure-Other Costs/Inc							
4120	Arts & Leisure Equipment	0	0	2,250	2,250		2,250	0.0 %
	Arts & Leisure-Other Costs/Inc:-Expenditure	0	0	2,250	2,250	0	2,250	
	<b>Net Expenditure over Income</b>	0	0	2,250	2,250			
	Arts and Leisure :- Expenditure	16,591	31,508	118,970	87,462	0	87,462	26.5 %
	Income	19,036	23,865	23,950	-85			99.6 %
	<b>Net Expenditure over Income</b>	-2,446	7,643	95,020	87,377			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>The Arts Centre</b>								
301	Arts Centre-Cinema & Theatre							
1000	Ticket Sales - Cinema	1,041	4,879	17,500	-12,621			27.9 %
1001	Ticket Sales - Theatre	3,187	16,589	67,500	-50,911			24.6 %
1002	Ticket Sales - Agency	825	2,908	0	2,908			0.0 %
1004	Ticket Sales - Postage	9	36	240	-204			15.1 %
1060	Other Income	5	5	0	5			0.0 %
1103	Income - Film advertising	0	220	0	220			0.0 %
	Arts Centre-Cinema & Theatre :- Income	<b>5,067</b>	<b>24,637</b>	<b>85,240</b>	<b>-60,603</b>			<b>28.9 %</b>
	<b>Net Expenditure over Income</b>	<b>-5,067</b>	<b>-24,637</b>	<b>-85,240</b>	<b>-60,603</b>			
302	Arts Centre-Lettings							
1010	Lettings - Main Hall	1,482	4,135	18,000	-13,865			23.0 %
1011	Lettings - Studio	784	1,105	6,150	-5,045			18.0 %
1012	Lettings - Other Areas	351	401	0	401			0.0 %
1013	Lettings - Catering	-17	-22	0	-22			0.0 %
	Arts Centre-Lettings :- Income	<b>2,600</b>	<b>5,620</b>	<b>24,150</b>	<b>-18,530</b>			<b>23.3 %</b>
	<b>Net Expenditure over Income</b>	<b>-2,600</b>	<b>-5,620</b>	<b>-24,150</b>	<b>-18,530</b>			
311	Arts Centre-Marketing							
4020	Postage	446	1,692	11,400	9,708		9,708	14.8 %
4100	Printing & Design	789	4,319	13,780	9,461		9,461	31.3 %
4101	Advertising	511	1,949	14,875	12,926		12,926	13.1 %
4102	Marketing Development	31	764	2,500	1,736		1,736	30.6 %
	Arts Centre-Marketing:-Expenditure	<b>1,777</b>	<b>8,725</b>	<b>42,555</b>	<b>33,830</b>	<b>0</b>	<b>33,830</b>	<b>20.5 %</b>
	<b>Net Expenditure over Income</b>	<b>1,777</b>	<b>8,725</b>	<b>42,555</b>	<b>33,830</b>			
312	Arts Centre-Films and Artistes							
4200	Licence Costs	0	0	500	500		500	0.0 %
4210	Film Hire	641	2,244	9,000	6,756		6,756	24.9 %
4211	Film Booking Fees	533	1,600	6,750	5,150		5,150	23.7 %
4212	Film Delivery Charges	128	509	1,620	1,111		1,111	31.4 %
4213	Theatre Artiste Charges	3,430	7,393	58,800	51,407		51,407	12.6 %
4214	Artistes Accommodation	0	140	460	320		320	30.4 %
4215	Artistes Hospitality	68	221	1,200	979		979	18.4 %
4225	Door Security	0	280	1,500	1,220		1,220	18.7 %
4230	PRS Fees	0	832	3,700	2,868		2,868	22.5 %
	Arts Centre-Films and Artistes:-Expenditure	<b>4,800</b>	<b>13,219</b>	<b>83,530</b>	<b>70,311</b>	<b>0</b>	<b>70,311</b>	<b>15.8 %</b>
	<b>Net Expenditure over Income</b>	<b>4,800</b>	<b>13,219</b>	<b>83,530</b>	<b>70,311</b>			



		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
314	Arts Centre-Technical							
4024	Technical - Equip/Consumables	228	243	3,675	3,432		3,432	6.6 %
4026	Technical - Equip maintenance	0	0	1,100	1,100		1,100	0.0 %
4220	Technical - Hire	1,122	2,072	4,000	1,928		1,928	51.8 %
	Arts Centre-Technical:-Expenditure	<b>1,350</b>	<b>2,315</b>	<b>8,775</b>	<b>6,460</b>	<b>0</b>	<b>6,460</b>	<b>26.4 %</b>
1075	Income - Technical Equipment	0	0	200	-200			0.0 %
1076	Income - Technical Staff	0	196	0	196			0.0 %
	Arts Centre-Technical :- Income	<b>0</b>	<b>196</b>	<b>200</b>	<b>-4</b>			<b>97.8 %</b>
	<b>Net Expenditure over Income</b>	<b>1,350</b>	<b>2,120</b>	<b>8,575</b>	<b>6,455</b>			
315	Arts Centre-Other Costs/Income							
4000	Salaries	13,839	41,009	167,000	125,991		125,991	24.6 %
4001	Employer National Insurance	738	2,317	10,500	8,183		8,183	22.1 %
4002	Employer Pension	1,470	4,411	21,250	16,839		16,839	20.8 %
4006	Training	1,275	3,222	4,000	778		778	80.6 %
4009	Clothing/Safety Equipment	0	40	0	-40		-40	0.0 %
4010	Travel & Subsistence	27	160	1,000	840		840	16.0 %
4021	Stationery	0	571	2,000	1,429		1,429	28.5 %
4022	Telephone	0	0	3,500	3,500		3,500	0.0 %
4023	Office - Equipment hire	7	7	0	-7		-7	0.0 %
4025	Office - Equip. maintenance	0	0	2,000	2,000		2,000	0.0 %
4027	Subscriptions	0	0	60	60		60	0.0 %
4030	Sundry Expenses	0	0	600	600		600	0.0 %
4032	Office - Equipment/Consumables	74	468	2,000	1,532		1,532	23.4 %
4061	Visa Handling Charges	189	597	3,000	2,403		2,403	19.9 %
4080	IT Support Contracts	553	553	1,500	947		947	36.9 %
4082	IT Website Maintenance	0	0	900	900		900	0.0 %
	Arts Centre-Other Costs/Income:-Expenditure	<b>18,173</b>	<b>53,354</b>	<b>219,310</b>	<b>165,956</b>	<b>0</b>	<b>165,956</b>	<b>24.3 %</b>
1050	Grants Received	0	115,656	231,311	-115,656			50.0 %
1060	Other Income	0	0	500	-500			0.0 %
1070	Income - Booking Fees	0	22	180	-158			12.1 %
1071	Income - Sale of Merchandise	23	27	250	-223			10.6 %
	Arts Centre-Other Costs/Income :- Income	<b>23</b>	<b>115,704</b>	<b>232,241</b>	<b>-116,537</b>			<b>49.8 %</b>
	<b>Net Expenditure over Income</b>	<b>18,150</b>	<b>-62,350</b>	<b>-12,931</b>	<b>49,419</b>			
	The Arts Centre :- Expenditure	<b>26,100</b>	<b>77,613</b>	<b>354,170</b>	<b>276,557</b>	<b>0</b>	<b>276,557</b>	<b>21.9 %</b>
	Income	<b>7,690</b>	<b>146,156</b>	<b>341,831</b>	<b>-195,675</b>			<b>42.8 %</b>
	<b>Net Expenditure over Income</b>	<b>18,410</b>	<b>-68,543</b>	<b>12,339</b>	<b>80,882</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	4,000	8,000	11,350	3,350		3,350	70.5 %
4454	Litter bin emptying	0	0	2,600	2,600		2,600	0.0 %
4455	Street Furniture	0	0	1,000	1,000		1,000	0.0 %
4459	Payphone sponsorship - C'stone	-200	-200	500	700		700	-40.0 %
4460	Christmas Lights	0	0	39,500	39,500		39,500	0.0 %
4461	Shopmobility	0	0	2,000	2,000		2,000	0.0 %
4500	Grants to Local Organisations	5,000	9,936	13,000	3,064		3,064	76.4 %
4501	Grant - Summer Fun Play Scheme	0	5,000	5,000	0		0	100.0 %
4502	Grant - Detached Youth Worker	0	6,150	6,150	0		0	100.0 %
4503	Grant - Youth Project	0	4,050	12,075	8,025		8,025	33.5 %
4506	Grant - AGMS	0	50	2,500	2,450		2,450	2.0 %
4507	Grant - H&D Volunteer Bureau	0	1,000	1,000	0		0	100.0 %
4508	Grant - Suffolk Youth Games	0	2,000	2,000	0		0	100.0 %
4510	Grant - Town Twinning	0	1,000	1,000	0		0	100.0 %
4511	Grant - 3CT	0	2,750	2,750	0		0	100.0 %
4512	Grant - Opportunity Fund	0	0	20,000	20,000		20,000	0.0 %
	Community First:-Expenditure	<b>8,800</b>	<b>39,736</b>	<b>122,425</b>	<b>82,689</b>	<b>0</b>	<b>82,689</b>	<b>32.5 %</b>
1069	Income - Xmas Lights	0	0	10,000	-10,000			0.0 %
	Community First :- Income	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>-10,000</b>			<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>8,800</b>	<b>39,736</b>	<b>112,425</b>	<b>72,689</b>			
	Community First :- Expenditure	<b>8,800</b>	<b>39,736</b>	<b>122,425</b>	<b>82,689</b>	<b>0</b>	<b>82,689</b>	<b>32.5 %</b>
	Income	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>-10,000</b>			<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>8,800</b>	<b>39,736</b>	<b>112,425</b>	<b>72,689</b>			



Date :- 09/07/2009

Haverhill Town Council

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## Detailed Balance Sheet (Excluding Stock Movement)

Month No: 3      30 June 2009

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	Debtors	34,481	
110	Prepayments	1,970	
201	Lloyds - Combined Curr+30day	87,444	
202	Lloyds - Payroll Account	6,737	
203	Scot Widows - Tr. Tracker a/c	456,691	
204	Lloyds - Treasury Deposit	500,000	
205	Daily takings	1,954	
210	Petty Cash	73	
<b>Total Current Assets</b>			<b>1,089,349</b>
<u>Current Liabilities</u>			
501	Creditors	20,534	
502	Other Creditors	40,577	
505	Vat Control	-6,811	
510	Accruals	10,036	
560	Receipts in Advance	20	
565	Cinema Gift Voucher Issued	189	
566	Theatre Gift Voucher Issued	339	
<b>Total Current Liabilities</b>			<b>64,884</b>
<b>Net Current Assets</b>			<b>1,024,465</b>
<b>Total Assets less Current Liabilities</b>			<b>1,024,465</b>
<u>Represented By :-</u>			
301	Current Year Fund	532,752	
310	General Reserve	259,085	
320	Earmarked Reserves	232,628	
<b>Total Equity</b>			<b>1,024,465</b>



## Democratic Representation - 102

Code	Description & Purpose	Typical Spend 2008/9	Total Spend 2008/9	Budget 2009/10
4300	<b>Members Travel/Subsistence</b> To provide for the travel/subsistence costs of Councillors attending conferences as a representative of Haverhill Town Council	Claimed by 3 Councillors - £21, £106 and £100	£227	£350
4301	<b>Members Training</b> To provide for the cost of Councillor training and any expenses incurred by Councillors attending the training	SLCC conference £116, Chairing/Leadership Skills Training £253, Newly-Formed Councils Conference £80, Future Planning Workshop £375	£824	£1,000
4302	<b>Members Other Costs</b> To cover any other costs associated with meetings or the democratic process	£35 – hire of Chalkstone Community Centre re Post Office closure		£600
4310	<b>Mayoral Allowance</b> To provide an allowance to be spent at will by the Town Mayor (includes £250 which can only be claimed if the Town Mayor travels on the overseas Town Twinning event)	£1,155		£1,225
4311	<b>Civic Expenses</b> To provide for new, or repairs/cleaning of, ceremonial robes and regalia, an annual Mayoral event (of the Mayor's choosing to raise funds for a Charity), a Mayor's "At Home" event, Remembrance Day wreath, Christmas Cards, Mayoral photograph, Carol Service refreshments	Charity Dance £1,549, Photographs £50, Repairs to Mayoral Chain £51, Carol Service £655, Christmas Cards £127, Wreath £18, Mayor's "At Home" £1,009. Plus for 2008/9 only Past Mayor's event £2,068	£5,528	£3,850
4400	<b>Electoral Costs</b> To provide for all costs of any elections called.	£45 – Publication of Notice of Election	£45	£6,500



## Central Administration - 105

Code	Description & Purpose	Typical Spend 2008/9	Total Spend 2008/9	Budget 2009/10
4006	<b>Training</b> To provide for staff training course and expenses incurred attending	SLCC Larger Councils Conference 2008 £410, prepayment SLCC Larger Councils Conference 2009 £410, VAT Seminar £95, NALC Larger Councils Conference £300, Internal Staff Training Day £314, SALC AGM £12, Independent Cinema Conference £160, Working at Heights Training £850, Festival Managers Conference £250, travel/subsistence £817	£3,618	£2,500
4007	<b>Recruitment</b> To provide for costs of recruitment to full-time vacancies.	Advertisement in Haverhill Echo and Cambridge Evening News Event Officer vacancy £1,181	£1,181	£300
4009	<b>Clothing/Safety Equipment</b> To provide for essential safety clothing and equipment plus any necessary signage.	Safety signs £42, Helmet £37, harnesses £80, Arts Centre polo shirts £770	£929	£1,200
4010	<b>Travel &amp; Subsistence (including car parking)</b> To provide for costs of travel to/from meetings outside of Haverhill, plus car parking charges for key staff	4 car park season tickets £450, travel £930	£1,380	£2,333
4011	<b>Hospitality</b> To cover the costs of teas/coffees provided by the bistro to official visitors (including Councillors)	£316	£316	£300
4013	<b>Bevan House Insurance</b> To provide for buildings insurance cover on Bevan House	£250	£250	£500



4015	<b>Rent Payable</b> To provide for the rent of three garages from Havebury Housing to store Town Council event equipment (barriers etc)	£955	£955	£1,100
4016	<b>Window Cleaning</b> To provide for the cleaning of all the main entrance door glasses each week	£780	£780	£850
4020	<b>Postage</b> To provide for the costs of mailing letters, agendas, minutes, and servicing of franking machine	£2,017	£4,539 (includes £2,522 for which refund is due)	£2,200
4021	<b>Stationery</b> To provide for all paper, envelopes, sellotape, glue, pins, staples, paperclips, toner cartridges, developer cartridges, CD discs, and photocopier charges	Photocopier charges £632, toner cartridges £1,165, printing of Annual Report £174, miscellaneous stationery £1,713	£3,684	£4,250
4022	<b>Telephone</b> To provide for broadband connection, telephone line rentals and calls, Redcare alarm rental.	Calls £1,861, Broadband (x2) £660, Recare £236	£2,757	£3,200
4023	<b>Office Equipment Hire</b> To provide for the hire of office equipment	£1,551 photocopier hire	£1,551	£1,550
4025	<b>Office Equipment Maintenance</b> To provide for maintenance of office equipment	Service of safe £75, service contract on telephone £220	£295	£400
4026	<b>Subscriptions</b> Annual subscriptions to organisations providing support/information to the Council	SALC £1,777, Suffolk ACRE £25, SAFE £30, Community Matters £179, National Drama Festivals Association £30, National Outdoor Events Association £175, Haverhill Chamber of Commerce £185, SLCC £253, Arts Weekly £96	£2,750	£2,930

4028	<b>Books and Journals</b> To provide for the purchase of essential books/journals	Means of Escape £25	£25	£200
4030	<b>Sundry Expenses</b> To provide for adhoc office expenses, and coffee/tea/sugar	Coffee £78, polish/cleaning materials £74, keys/locks £47, medical report £50, safety signs £178	£427	£250
4032	<b>Office Equipment/Consumables</b> To provide for office equipment	New keyboard and printer £62, cigarette bin £88, toner cartridge £136	£286	£1,600
4056	<b>Legal and Professional</b> To provide for legal and professional fees, including HR support.	HR support £1,920, Information Commissioner £35, Quality Town Council Assessment £230, Risk Assessment £600	£2,785	£2,900
4057	<b>Audit Fees</b> To pay for costs of internal and external audit	External audit £2,100, internal audit £500	£2,600	£3,700
4059	<b>Bank Charges</b> To provide for charges incurred at the bank	Nil	£0	£250
4080	<b>IT Support Contracts</b> To provide for IT support for the network and key software	Network support £1,114, Anti-virus £269, Accounts Package £275, Email hosting £204, Multimedia Website Hosting £265, Face of 2000 website £93, other £386	£2,606	£2,900
4081	<b>IT Repairs</b> To provide for costs of ongoing repairs to IT equipment	Mouse (x2) £6	£6	£950
4082	<b>IT Website Maintenance</b> To maintain the Town Council's website	£1,060	£1,060	£1200



## Arts & Leisure - Events

Code	Description & Purpose	Typical Spend 2008/9	Total Spend 2008/9	Budget 2009/10
4601	<b>Festival Costs</b> To provide for the costs of a two week festival of events, both indoor and in the Arts Centre	Advertising and publicity £2,089, payments to artistes and entertainers £20,406, artistes accommodation and catering £730, Guides for Walk £150, Security £375, van hire £72, Piano hire £145, and Specialist sound services £100	£24,066	£25,000
4606	<b>Leisure for Pensioners</b> To provide for the costs of coaches and for Arts Centre events targeted at pensioners	Coach hire £9,620, Line Dance Tuition £1,180, Artistes fees £546	£11,346	£13,250
4611	<b>Leisure for Youth</b> To provide for the costs of staging events aimed specifically at young people	Payments to artistes £970, Security £1,116, Specialist sound services £1,159, band drinks for Rock Competition £101	£3,346	£4,000
4616	<b>Summer Event Costs</b> To provide for the costs of staging the Big Day Out, Big Bash, Shakespeare in the Churchyard, a theatre production in East Town Park, and Market Square events	Advertising and publicity £2,220, payments to artistes and entertainers £15,839, Security £180, Van Hire £119, Stage and Outside Electrics £3,938, First Aid Cover £216, Refuse Collection £243, Refreshments for artistes £40	£22,793	£26,000
4621	<b>Autumn Event Costs</b> To provide for costs of autumn half-term workshops and Halloween Event	Payments to artistes and entertainers £6,470, Specialised Sound and Outside Electrics £2,926, Van Hire £68	£9,464	£8,000
4626	<b>Winter Event Costs</b> To provide for the costs of Family Christmas Night, Fireworks and Winter Market	Payments to artistes and performers £4,520, Artistes accommodation £120, Stewarding £135, Van Hire £205, Fireworks £4,998, First Aid Cover £255,	£14,029	£14,500

		Advertising & publicity £1,646		
4631	<b>Childrens/Kids Costs</b> To provide for the costs of providing shows targeted at young children in the Arts Centre	Payments to artistes and performers £3,150	£3,150	£3,350
4636	<b>Arts Development Costs</b> To provide funds for arts activities that may need development or would not be sustainable otherwise	Drama Festival £1,417, DanceEast £1,100, Outdoor Theatre £800	£3,316	£3,150
4641	<b>Leisure development Costs</b> To provide support for innovation in leisure	Public Entertainment Licence £210, Photography Project £1,265, Roof Top Photography £50, plus (2008/9 only) Support for administration IT system £1,440	£3,034	£750
4120	<b>Arts &amp; Leisure Equipment</b> To provide for the costs of equipment required to support outside events	Barriers and Fencing £248, Batteries £7, Display Covers £1,002	£1,338	£2,250