

SKEGNESS TOWN COUNCIL

Minutes of the Management Committee Meeting

Held at 7.00 pm on Wednesday, 31st March 2021

PRESENT: Councillor M Dannatt (Town Mayor) in the Chair.

Councillors P Barry, S Blackburn, B Brookes, J Brookes, T Burnham, S Claxton, R Cunnington, S Dennis, D Edginton, A Findley, D Kirk, S Kirk, G Saxon and T Tye.

Absent: Cllr P Sutton.

Officers: Town Clerk and Deputy Town Clerk

The meeting was live streamed via YouTube for public viewing.

M69. MINUTES OF THE LAST MEETING (Agenda Item 1)

It was proposed, seconded and

RESOLVED: *that the Minutes of the Management Committee held on Wednesday 17th February 2021, approved by Council on Wednesday 3rd March 2021 be noted.*

M70. TO NOTE APOLOGIES (Agenda Item 2)

Apologies were received from Councillor M Anderson, D Brookes and S Emsen. Councillors S Kirk and D Kirk had informed that they may be late to the meeting.

M71. DECLARATIONS OF INTEREST (Agenda Item 3)

Councillors T Burnham and A Findley Category B - Item 8 Committee Members.

Councillor D Kirk Category B – Item 5 relating to grass cutting of school grounds – School Governor.

Councillor B Brookes Category A – Item 5 relating to Café Dansant – Similar Business.

Councillors D Edginton, S Dennis, B Brookes, J Brookes, S Kirk, A Findley and R Cunnington informed the Committee that they would leave the meeting for the last item on Planning applications.

M72. REVEIWED PUBLIC FACING COVID RISK ASSESSMENTS (Agenda Item 4)

The Town Clerk explained that further review of the Café risk assessment may be needed before opening, especially if further government guidance is received on indoor seating.

It was proposed, seconded and

RESOLVED: *That the amended public facing risk assessments be approved.*

19:10hrs Cllrs R Cunnington and S Dennis joined the meeting.

M73. TOWN CLERK UPDATE REPORT (Agenda Item 5)

The Town Clerk gave the Committee an update on various operational matters. This included the Annual Town meeting, members for the environment and climate working group, an approved contractors list, Tower Gardens, Café Dansant and grass cutting. The Town Clerk answered questions and a lengthy discussion took place.

Cllr D Kirk declared a Category B interest in matters relating to the grass cutting of the school and did not participate or vote on this matter.

Cllr B Brookes declared a Category A interest in matters relating to Café Dansant and withdrew from the meeting for this part of the discussion and voting.

19:34hrs Cllr G Saxon joined the meeting.

19:37hrs Cllr S Kirk joined the meeting.

It was proposed, seconded and

RESOLVED: That:

- a) the update be noted.
- b) Councillors M Dannatt (Mayor) and S Claxton be appointed as members of the Environment and Climate Change Working Group.
- c) the Town Clerk be authorised to set up an approved contractor list.
- d) A budget of £2500 be authorised from the Tower Gardens and Pavilion Maintenance and Improvement Reserve for floral tubs and hanging baskets or railing planters for the bandstand.
- e) the Town Clerk be given delegated authority to work with ELDC on the welcome back fund with projects to pursue to include the Silver Band and floral displays in Tower Gardens. The Town Clerk is also to write to the Lincolnshire Coastal Destination Bid to seek support for public events including the Silver Band.
- f) no further budget be released for Café Dansant furnishings at this time, but the situation be reviewed once the café is open and operating again.
- g) the Town Clerk is to explore the options and risks around the grass cutting issued raised.

M74. GRANT POLICY (Agenda Item 6)

It was proposed, seconded and

RESOLVED: *That the amended Grant Policy be approved.*

M75. MEETING SCHEDULE 2021/22 (Agenda Item 7)

The Town Clerk presented a schedule for meetings in 2021/22. The Town Clerk informed the Committee that the Planning Meeting dates may need to change if virtual meetings are not permitted after the 7th May 2021.

It was proposed, seconded and

RESOLVED: *That the Schedule of Meetings for 2021/22 be approved.*

M76. MUTUAL GAIN – WORLD CAFE (Agenda Item 8)

Information on the World Café was presented, a short discussion took place.

Councillors A Findley and T Burnham declared a Category B interest and did not vote on this item.

It was proposed, seconded and

RESOLVED: *That Mutual Gain – World Café be permitted to use the hall without charge.*

M77. SPEED WATCH SCHEME (Agenda Item 9)

Information on the Speed Watch Scheme was presented, a discussion took place.

It was proposed, seconded and

RESOLVED: *That the Town Council does not participate in the Speed Watch Scheme.*

21:14hrs Cllr B Brookes, J Brookes, R Cunnington, S Dennis, S Kirk, A Findley and D Edginton left the meeting.

M78. APPLICATION S/153/00240/21 – Ms E A Thein, Brown Bottle House, 12 Roman Bank, Skegness, PE25 2RU (Agenda Item 10.1)

Proposal: Planning Permission – Change of use of existing former pharmacy to form a shop and wine bar and conversion of existing flat into 2no. flats (works already commenced).

It was proposed, seconded and

RESOLVED: *That the application be supported.*

M79. APPLICATION S/153/00061/21 – Mr A Cripsey, 77-87 Lumley Road and Price George Street, Skegness, PE25 3LS (Agenda Item 10.2)

Proposal: . Planning Permission - Change of use, conversion of, alterations to the first floor of former department store to provide a Roller Rink with soft play area, video game area, with a hot food area and seating area, to include the installation of security shutters and the removal of single existing shop front and replace with a new serving aperture. Change of use of existing detached store to provide an amusement centre Escape Room facility at Prince George Street.

It was proposed, seconded and

RESOLVED: *That the application be supported.*

M80. APPLICATION S/153/00062/21 – Mr A Cripsey, 77-87 Lumley Road and Price George Street, Skegness, PE25 3LS (Agenda Item 10.3)

Proposal: Consent to Display - 1 no. non illuminated fascia sign, 2 no. non-illuminated fascia signs (above and below serving aperture) and 2 no. non illuminated signs.

It was proposed, seconded and

RESOLVED: *That the application be supported.*

M81. APPLICATION S/153/00234/21 – Mr D Shepherd, Skegness Police Station, Park Avenue, Skegness, PE25 1BL (Agenda Item 10.4)

Proposal: Planning Permission - Erection of vehicular and pedestrian gates and security fencing to a maximum height of 3.0m to the rear and side of the existing Police Station.

It was proposed, seconded and

RESOLVED: *That the application be supported.*

M82. APPLICATION S/153/00507/21 – Mr S Green, Jubilee Clock Tower, Tower Esplanade, Skegness (Agenda Item 10.5)

Proposal: Consent to Display - 4 no. non-illuminated hoarding signs at existing roundabout.

It was proposed, seconded and

RESOLVED: *Skegness Town Council objects in the strongest terms to this planning application. The plans are not in keeping with or supporting of the historic nature of the Grade 2 listed Clock Tower which sits at the centre of the roundabout. Signs placed on the elevated grassed area would also compromise highway safety.*

M83. APPLICATION S/153/00459/21 – Mr R Longworth, 36 Prince George Street, Skegness, PE25 2BB (Agenda Item 10.6)

Proposal: Change of use of the existing former shop and printers/offices to a mixed use comprising of retail, packaging and storage, distillery, bar and gin school. (work started).

It was proposed, seconded and

RESOLVED: *That the application be supported.*

The meeting closed at 9:29pm

SKEGNESS TOWN COUNCIL

REPORT TO: MANAGEMENT COMMITTEE
21st April 2021
BY: TOWN CLERK
SUBJECT: Governance and Performance Monitoring Report

PURPOSE:

To report the fourth quarter risk and performance for 2020/21 so that the Committee can review progress, risks and finances to identify any exceptions or new controls needed.

1 INTRODUCTION AND BACKGROUND

- 1.1 The Council have a legal responsibility to ensure that the business, finances and risks of the Council are properly governed. The Council has appointed the Town Clerk and Responsible Finance Officer to take responsibility on a day-to-day basis and has delegated the monitoring and governance function to the Management Committee. Financial Procedures originally approved in May 2016 and updated as required by the RFO, together with the Financial Regulations approved by Council in May each year, form the basis of the Internal Control mechanisms. A regular Governance Report is one of the ways in which the Committee and thereby the Council can satisfy itself that everything is in order or if not raise concerns and forms part of the system of Internal Control.
- 1.2 This report covers the fourth quarter of 2020/21.
- 1.3 The Committee which consists of all Councillors has delegated authority from Council to identify and resolve any issues or concerns. It is emphasised that it is the responsibility of Councillors to scrutinise the information and ensure appropriate action is taken.
- 1.4 The report contains several sections.

2 FINANCIAL REPORT YEAR END

- 2.1 This section contains the income and expenditure and Balance Sheet reports in **Appendix A** for the year ending 31st March 2021.
- 2.2 The Income and Expenditure report shows how actual income and expenditure compares with the budget that was set for 2020/21. This is reported to the Committee each quarter with explanations of expenditure

and income trends during the year. Whilst the reports represent the overall year end position it may be necessary to make further adjustments prior to the accounts being approved by Council. It is expected that these will be minor in nature.

- 2.2.1 Salary costs will be slightly overspent as the nationally agreed salary award was 0.25% higher than budgeted. This overspend is offset by underspends on staff training (covid), car mileage (covid) and overtime (stopped overtime early on as one of the controllable expenditures).
- 2.2.2 Town Hall Office expenses were unbudgeted as it was expected that the move would have been fully complete by 1st April 2020, but due to Covid this was not possible. This is therefore overspent and will be met from the General Reserve.
- 2.2.3 The impact on supplies and services is not as great as originally feared earlier in the year as the full lockdown closed the building with only a skeleton staff. This meant we were able to spend far less in the last quarter more than compensating for the additional costs incurred earlier.
- 2.2.4 Professional Fees are overspent partly due to extra work required on the NDP, partly due to additional external audit costs and partly due to subscriptions being greater than budgeted. Council approved the funding of the NDP costs from Ear Marked Reserves. The other overspend will be met from the General Reserve.
- 2.2.5 There was a significant saving on Community Grants. This is likely due to the usual smaller groups not operating during Covid.
- 2.2.6 Democratic and Civic is underspent as there has been no Mayor Making Dinner this year and Member allowances being lower than budgeted due to the vacancies.
- 2.2.7 Publicity and Marketing is slightly underspend partly due to the Town Crier having no expenses.
- 2.2.8 Industrial Unit is slightly underspent mainly due to Business Rates and rent being for a part year.
- 2.2.9 Allotment rents have largely recovered from the position in the latter part of the year and some new tenancies have been let. Some of the allotment expenses relating to waste are not shown here as it has been impossible to disaggregate the costs from other commercial waste disposals.
- 2.2.10 Tower Gardens and Pavilion Expenditure. The business rates costs were far lower than anticipated and this has offset higher than expected costs elsewhere. There is higher than anticipated electricity bills. The pond pumps and aeration systems have been operational this year which has improved the water quality and appearance of the pond. However, the

- systems are quite expensive to run. The Pavilion electricity has also been higher, but this might be accounted for by the doors having to be opened in response to Covid and therefore heat loss from the building. Overall, though, taking into consideration that the commercial waste budget is held centrally this account is very much where expected.
- 2.2.11 All Kiosk rents were collected.
- 2.2.12 The income from Scarborough Avenue car park is even lower than predicted earlier in the year. There was virtually no income during the winter quarter.
- 2.2.13 It was anticipated earlier in the year that Cemetery income would be well below expected levels. However, the winter quarter has seen an exceptionally high number of funerals. It is not clear whether this is a direct impact of Covid. As a result, almost £8500 will be returned to the General Reserve. (**N.B.** this will be referred to in the Services Section of this report).
- 2.2.14 The Public Property underspend appears larger than is the case. £12,000 contingency is reserved into the Public Property Ear Marked Reserve. The balance of the underspend will help fund those areas that are overspent.
- 2.3 The balance sheet shows a statement of the Council's assets and liabilities at the 31st December 2020.
- 2.3.1 The Council decided to close the Cemetery Reserve and move the funds to the General Reserve at its meeting in January. Together with the movement as set out in 2.2.14 above this leaves the General Reserve at £176,623
- 2.4 Copies of the bank reconciliations up until the end of March are included for approval.

3 CAFÉ AND HALL PERFORMANCE

- 3.1 Covid-19 had a major impact on the performance of the café which opened the second week of July and has forced closure since the end of October.
- 3.2 It was always expected during the first full year of operation that getting to the budgeted break-even point would be difficult. As with all hospitality and leisure businesses, the Government restrictions made operating very difficult. Cleaning and other costs of operating have been higher than would usually be the case due to the extra safety measures that have had to be put in place. The café when open, operated with far fewer tables than planned, to support the 2m rule. This meant at the few busy times the café had every table occupied but perhaps by only one or two people.

- 3.3 Since Skegness was in higher tier lockdown, the Council has been able to claim the tier business support grant for the café. The trading account summary below sets out the position as at 31st March 2021.

	Year Ended 31.03.2021	
	£	£
Sales		
Turnover (excl VAT)	27,613	
Eat Out to Help Out Scheme	3,210	
Grant Funding	13,290	
Total Sales		44,113
Cost of Sales		
Stock Purchases: Food & Drink	7,981	
Stock Purchases: Packaging & Consumables	856	
Opening Stock Value	-	
Closing Stock Value	(1,518.00)	
Total Cost of Sales		7,319
Gross Profit/(Loss)		36,794
Overheads		
Employee Costs	34,308	
Business Rates	565	
Electricity	422	
Gas	36	
Waste Disposal	240	
	-	
Repairs and Renewals	515	
Cleaning	581	
Cafe Equipment	12	
Workwear	307	
	-	
Café Licences & Subscriptions	312	

Card Transaction Fees	117
Sundry Expenses	113
Total Oveheads	37,528
Net Profit/(Loss)	-734

3.4 Over the year the Café made a loss of £734. Overheads are apportioned on floor area, but some costs relating to the seating area are classified as general building costs as they exist whether the café operates or not. The small loss is a better situation than was previously thought and is in a large part due to Government Support Grants.

3.5 Furlough of staff continued until the end of March although the Café Manager came in occasionally to undertake stock checks and was paid salary for this time. Non-Café staff undertook the required fridge and freezer checks as required.

4 RISK MANAGEMENT

4.1 The Council is required to assess the effectiveness of its systems of Internal Control at least annually and the Council has decided this should be done on a quarterly basis. The Management Committee reviews the Council's risks at the end of each quarter and subsequently takes action to remedy any issues.

4.2 The revised Risk Register is attached as **Appendix B**.

4.3 The Risk Register shows three types of risks.

4.3.1 Strategic Risks:

- Compliance with the law and regulations
- Prioritisation and use of resources
- Communication and Reputation
- Council finances
- HR
- Management of assets
- Health and safety

4.3.2 Operational Risks:

- Significant risks occurring through routine activities

4.3.3 Project Risks:

- Significant risks that occur as a consequence of undertaking a specific non-recurring project or activity.

5 OUTSTANDING ACTIONS

- 5.1 The revised Task list is attached as **Appendix C** with changes highlighted.

6 OPERATIONAL REPORT (for the third quarter and up to the time of writing the report)

6.1 Castleton Boulevard

- 6.1.1 Flowers for the planters will be ordered in the spring.

6.2 Play Areas

- 6.2.1 The play areas are now open. There has been an incident of fly tipping in Alma Avenue Play Park. We have a broken piece of equipment at Winthorpe Play Park and Tower Gardens Play Area and some issues with the fence at Alma Avenue Park.

6.3 Lumley Road Baskets

- 6.3.1 At this stage it is planned that baskets will return in June, but this will depend on resources.

6.4 Allotments

- 6.4.1 There was a large amount of fly tipping in the last quarter which has been removed.

6.5 Cemetery

- 6.5.1 There has been a large increase in the number of burials and this is putting the grounds team under considerable pressure when combined with long term sickness in the team. A part time member of the team has been asked to work some additional hours to cover the work. This will have cost implications, but to a significant extent this will be offset by additional fee income. On this basis so that additional hours can continue, Committee are asked to recommend to Council that the Overtime budget for 2021/22, that was reduced in budget setting to only £800, is increased in line with the additional cemetery income received by £8,500. This can be used to cover the long term sickness and recover from the backlog of tasks which has occurred during the period when the extra burials were accommodated.

6.6 Parish Paths

- 6.6.1 Nothing to report.

6.7 Amenity and Verge Grass Cutting

- 6.7.1 The team are back and are reporting a large increase in littering.

6.8 Tower Gardens Pavilion

6.8.1 The Office is now open and the team are working both in the office and from home to keep Covid risks low.

6.9 Tower Gardens

6.9.1 A picnic bench was vandalised.

7 OTHER OPERATIONAL ACTIVITIES

7.1 Street Collection Licenses

7.1.1 No new street collection licenses have been issued.

6.2 Jolly Fisherman permission to use image

6.1.1 The BBC were given permission to use the image in relation to a programme they were developing about Skegness.

8 COMMUNICATIONS

8.1 The annual website figures have shown a small decrease. Figures for social media have remained relatively static with increases in some areas and decreases in others.

8.2 YouTube figures have been broadened to include further statistics as requested last quarter. Overall there has been a large increase in views. Other stats will be

8.3 Café Dansant has its own website for basic information and its own social media pages. At the current time it is still too early to consider what statistics might be recorded or reported and this will not be reported until the café is open and running for at least 6 continuous months.

01/01/2021 to 31/03/2021			
Media	Previous Quarter	Statistic This Quarter	Measurement (12 month unless otherwise stated)
Website	166,273	160,379	Annual page impressions
Twitter	539	556	Followers
Twitter	9	7	Average monthly tweets by Council
Twitter	45,355	34,026	Twitter Impressions
Facebook	1,156	1,407	Followers
Facebook	142	55	Average number of unique users who have seen content each day over period Jan-Mar
Facebook	206	107	Daily average number of page impressions seen of any associated content over period Jan-Mar
Facebook	10	8	Daily average number who engage with page (like, comment, repost etc) Jan-Mar
Instagram	634	672	Number of followers

YouTube – 1st January to 31st March 2021

861	Views up from 392 in previous quarter
167	Total watch hours (new)
9	New subscribers (new)
6,013	Impressions (new)

9 RECOMMENDATIONS

9.1 The Management Committee is recommended to:-

- a) Receive and approve the report for the final quarter of 2020/21
- b) Approve the Bank Reconciliations for the quarter.
- c) Note the Income and Expenditure and Balance Sheet in Appendix A.
- d) Review and approve the Risk Register Appendix B and identify any actions or issues.
- e) Note the movements on the Task List Appendix C and identify any actions.
- f) Review the Operational Information and identify any actions or issues.
- g) Recommend to Council that the Overtime Budget for 2021/22 is increased by £8500 as set out in 6.5.1

h) Identify any other matters that should be sent to Council.

For information relating to this report please contact The Town Clerk, Tower Gardens Pavilion, Skegness or email info@skegnesscouncil.org.uk
Background papers – none

FOR DECISION

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Employee Costs						
4000 Salaries & Wages	272,628	271,726	(902)		(902)	100.3%
4001 Overtime	2,383	5,000	2,617		2,617	47.7%
4005 Employers NI	20,675	20,392	(283)		(283)	101.4%
4006 Employer's Superannuation	56,821	55,411	(1,410)		(1,410)	102.5%
4010 Car User Allowance & Mileage	1,593	3,000	1,407		1,407	53.1%
4020 Staff Training	730	1,500	770		770	48.7%
Employee Costs :- Indirect Expenditure	354,829	357,029	2,200	0	2,200	99.4%
Net Expenditure	(354,829)	(357,029)	(2,200)			
111 Town Hall Offices						
4051 Service Charge	257	0	(257)		(257)	0.0%
4111 Telephone & Broadband	55	0	(55)		(55)	0.0%
Town Hall Offices :- Indirect Expenditure	313	0	(313)	0	(313)	
Net Expenditure	(313)	0	313			
121 Supplies and Services						
4070 Insurance	7,180	9,700	2,520		2,520	74.0%
4100 Office Equipment	423	500	77		77	84.5%
4101 IT Equipment	1,084	1,500	416		416	72.3%
4105 Printing & Stationery	351	1,000	649		649	35.1%
4110 Photocopier Lease	416	1,400	984		984	29.7%
4111 Telephone & Broadband	1,183	1,563	380		380	75.7%
4112 Postage	472	400	(72)		(72)	117.9%
4113 Bank Charges	678	1,000	322		322	67.8%
4115 Website	723	700	(23)		(23)	103.3%
4125 Software Support	3,727	5,700	1,973		1,973	65.4%
4999 Miscellaneous Expenses	123	0	(123)		(123)	0.0%
Supplies and Services :- Indirect Expenditure	16,361	23,463	7,102	0	7,102	69.7%
Net Expenditure	(16,361)	(23,463)	(7,102)			
131 Professional Fees						
4151 External Audit	2,400	2,000	(400)		(400)	120.0%
4159 Neighbourhood Development Plan	12,000	12,000	0		0	100.0%
4160 Legal Fees	2,392	1,500	(892)		(892)	159.5%
4161 Professional Fees	1,345	1,571	226		226	85.6%
4165 Subscriptions	5,005	4,000	(1,005)		(1,005)	125.1%
4999 Miscellaneous Expenses	13	0	(13)		(13)	0.0%
Professional Fees :- Indirect Expenditure	23,155	21,071	(2,084)	0	(2,084)	109.9%
Net Expenditure	(23,155)	(21,071)	2,084			

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>141 Grants and Donations</u>						
4203 Community Grants	100	4,500	4,400		4,400	2.2%
Grants and Donations :- Indirect Expenditure	100	4,500	4,400	0	4,400	2.2%
Net Expenditure	(100)	(4,500)	(4,400)			
<u>151 Democratic and Civic</u>						
1999 Miscellaneous Income	26	0	(26)			0.0%
Democratic and Civic :- Income	26	0	(26)			
4250 Members Allowances	9,908	10,500	592		592	94.4%
4251 Members Expenses	0	350	350		350	0.0%
4252 Civic Events	0	2,400	2,400		2,400	0.0%
4255 Mayor's Allowance	2,880	2,880	0		0	100.0%
4260 Members Training	55	250	195		195	22.0%
4265 Civic Costs	0	250	250		250	0.0%
4999 Miscellaneous Expenses	402	0	(402)		(402)	0.0%
Democratic and Civic :- Indirect Expenditure	13,245	16,630	3,385	0	3,385	79.6%
Net Income over Expenditure	(13,219)	(16,630)	(3,411)			
<u>161 Publicity and Marketing</u>						
4061 Electricity	180	0	(180)		(180)	0.0%
4304 Town Crier	0	250	250		250	0.0%
4315 Christmas Illuminations	17,753	18,550	797		797	95.7%
Publicity and Marketing :- Indirect Expenditure	17,933	18,800	867	0	867	95.4%
Net Expenditure	(17,933)	(18,800)	(867)			
<u>201 Industrial Unit</u>						
4050 Rent	13,284	14,000	716		716	94.9%
4052 Rates	5,507	6,800	1,293		1,293	81.0%
4060 Water	935	1,000	65		65	93.5%
4061 Electricity	923	300	(623)		(623)	307.7%
4508 Commercial Waste	0	300	300		300	0.0%
Industrial Unit :- Indirect Expenditure	20,648	22,400	1,752	0	1,752	92.2%
Net Expenditure	(20,648)	(22,400)	(1,752)			
<u>211 Allotments</u>						
1130 Allotment Rents	3,082	3,150	68			97.8%
Allotments :- Income	3,082	3,150	68			97.8%

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4060 Water	245	250	5		5	97.9%
4400 Repairs & Maintenance	0	100	100		100	0.0%
4508 Commercial Waste	43	400	357		357	10.7%
4999 Miscellaneous Expenses	35	0	(35)		(35)	0.0%
Allotments :- Indirect Expenditure	322	750	428	0	428	43.0%
Net Income over Expenditure	2,760	2,400	(360)			
225 Tower Gardens Park & Buildings						
1160 Kiosk Rent	50,500	50,500	0			100.0%
1170 Community Hall Hire	1,353	1,250	(103)			108.2%
Tower Gardens Park & Buildings :- Income	51,853	51,750	(103)			100.2%
4052 Rates	9,945	24,000	14,055		14,055	41.4%
4060 Water	3,500	3,500	0		0	100.0%
4061 Electricity	10,941	3,500	(7,441)		(7,441)	312.6%
4062 Gas	624	0	(624)		(624)	0.0%
4402 Building Repairs & Maintenance	3,741	2,600	(1,141)		(1,141)	143.9%
4403 Grounds Repairs & Maintenance	5,661	3,500	(2,161)		(2,161)	161.7%
4404 Cleaning & Hygiene	647	0	(647)		(647)	0.0%
4508 Commercial Waste	3,599	0	(3,599)		(3,599)	0.0%
4999 Miscellaneous Expenses	855	0	(855)		(855)	0.0%
Tower Gardens Park & Buildings :- Indirect Expenditure	39,513	37,100	(2,413)	0	(2,413)	106.5%
Net Income over Expenditure	12,340	14,650	2,310			
226 Cafe Dansant						
1165 Cafe Dansant Income	27,613	0	(27,613)			0.0%
1999 Miscellaneous Income	16,500	0	(16,500)			0.0%
Cafe Dansant :- Income	44,113	0	(44,113)			
4000 Salaries & Wages	28,716	0	(28,716)		(28,716)	0.0%
4005 Employers NI	2,009	0	(2,009)		(2,009)	0.0%
4006 Employer's Superannuation	3,583	0	(3,583)		(3,583)	0.0%
4400 Repairs & Maintenance	420	0	(420)		(420)	0.0%
4404 Cleaning & Hygiene	581	0	(581)		(581)	0.0%
4600 Cafe Stock Purchases	6,961	0	(6,961)		(6,961)	0.0%
4610 Cafe Consumables	358	0	(358)		(358)	0.0%
4620 Cafe Licences and Subscription	312	0	(312)		(312)	0.0%
4630 Cafe Equipment	12	0	(12)		(12)	0.0%
4640 Cafe Repairs and Renewals	95	0	(95)		(95)	0.0%

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4650 Cafe Workwear	307	0	(307)		(307)	0.0%
4660 Card Transaction Fees	117	0	(117)		(117)	0.0%
4999 Miscellaneous Expenses	113	0	(113)		(113)	0.0%
Cafe Dansant :- Indirect Expenditure	43,584	0	(43,584)	0	(43,584)	
Net Income over Expenditure	529	0	(529)			
235 Scarbrough Avenue Car Park						
1150 Car Park Fees	14,013	26,500	12,487			52.9%
Scarbrough Avenue Car Park :- Income	14,013	26,500	12,487			52.9%
4052 Rates	2,021	2,000	(21)		(21)	101.0%
4061 Electricity	800	800	0		0	100.0%
4106 Parking Consumables	165	1,500	1,335		1,335	11.0%
4401 Parking Machine Maintenance	808	1,000	192		192	80.8%
4999 Miscellaneous Expenses	0	1,500	1,500		1,500	0.0%
Scarbrough Avenue Car Park :- Indirect Expenditure	3,794	6,800	3,006	0	3,006	55.8%
Net Income over Expenditure	10,219	19,700	9,481			
241 Burial Grounds and Cemeteries						
1100 Burial Fees	5,880	5,250	(630)			112.0%
1105 Sale of Graves	18,440	15,000	(3,440)			122.9%
1110 Grave Digging Fees	16,550	13,500	(3,050)			122.6%
1115 Memorial Fees	9,810	8,500	(1,310)			115.4%
1120 Churchyard Service Fees	4,000	4,000	0			100.0%
Burial Grounds and Cemeteries :- Income	54,680	46,250	(8,430)			118.2%
4405 Pest Control	100	0	(100)		(100)	0.0%
Burial Grounds and Cemeteries :- Indirect Expenditure	100	0	(100)	0	(100)	
Net Income over Expenditure	54,580	46,250	(8,330)			
251 Public Property						
4052 Rates	0	3,000	3,000		3,000	0.0%
4061 Electricity	63	50	(13)		(13)	125.2%
4400 Repairs & Maintenance	70	0	(70)		(70)	0.0%
4421 Plants	430	2,500	2,070		2,070	17.2%
4450 Play Area Inspections	1,240	4,500	3,260		3,260	27.6%
4470 Cemetery Bins	2,587	0	(2,587)		(2,587)	0.0%

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4500 Public Property Materials	4,322	4,000	(322)		(322)	108.0%
4501 Equipment Repairs	5,083	4,000	(1,083)		(1,083)	127.1%
4504 Ransome Mower Lease	7,653	8,400	747		747	91.1%
4505 Tools and Equipment	753	4,000	3,247		3,247	18.8%
4506 Property Team Vehicle	9,414	10,500	1,086		1,086	89.7%
4508 Commercial Waste	868	10,200	9,332		9,332	8.5%
4509 Tree Work	6,167	10,000	3,833		3,833	61.7%
4510 CCTV	5,525	5,525	0		0	100.0%
4512 Workwear	1,461	1,500	39		39	97.4%
4525 Contingency - Public Property	0	12,000	12,000		12,000	0.0%
4999 Miscellaneous Expenses	18	0	(18)		(18)	0.0%
Public Property :- Indirect Expenditure	45,655	80,175	34,520	0	34,520	56.9%
Net Expenditure	(45,655)	(80,175)	(34,520)			
<u>265 Capital Projects</u>						
4528 PWLB Finance Costs	66,090	66,500	410		410	99.4%
4530 Set Up Costs	10,768	10,000	(768)		(768)	107.7%
4531 Construction Costs	24,135	0	(24,135)		(24,135)	0.0%
Capital Projects :- Indirect Expenditure	100,992	76,500	(24,492)	0	(24,492)	132.0%
Net Expenditure	(100,992)	(76,500)	24,492			
<u>501 Precept</u>						
1076 Precept	498,037	498,037	0			100.0%
Precept :- Income	498,037	498,037	0			100.0%
Net Income	498,037	498,037	0			
<u>511 General Income</u>						
1090 Interest Received	157	650	493			24.1%
1125 Amenity Grass Cutting	9,812	9,811	(1)			100.0%
1999 Miscellaneous Income	70	0	(70)			0.0%
General Income :- Income	10,039	10,461	422			96.0%
Net Income	10,039	10,461	422			
Grand Totals:- Income	675,842	636,148	(39,694)			106.2%
Expenditure	680,544	665,218	(15,326)	0	(15,326)	102.3%
Net Income over Expenditure	(4,702)	(29,070)	(24,368)			
Movement to/(from) Gen Reserve	(4,702)					