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Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES
Tel: (01225) 704187

Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,
FLSCC

Melksham Town Council Extra-Ordinary Meeting

Monday 9 August 2021
At 7.00 pm at the Town Hall

SUPPLEMENTARY AGENDA

4 August 2021

7.1 Assembly Hall accounts (Pages 1 - 8)

To aid the decision-making progress regarding the Assembly Hall, accounts are attached showing the losses made in the financial years:

2018/2019 – pre-Covid

2019/2020 – pre-Covid

2020/2021 – during Covid pandemic

2021/2022 Year to date – during Covid pandemic

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Detailed Income & Expenditure by Budget Heading 31/03/2019

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Assembly Hall							
501 Assembly Hall Central Costs							
1000 Income-Assembly Hall Lettings	10,158	37,208	32,500	(4,708)			114.5%
1012 Luncheon Club	0	17,999	25,000	7,001			72.0%
1014 Pavilion: Tuck shop	0	1,005	0	(1,005)			0.0%
Assembly Hall Central Costs :- Income	10,158	56,212	57,500	1,288			97.8%
4000 Salaries ENi & Pension	9,394	116,467	120,040	3,573		3,573	97.0%
4017 Bank account fees	0	316	0	(316)		(316)	0.0%
4900 Uniforms	0	345	900	555		555	38.3%
4902 Salaries Casual staff	0	2,784	13,385	10,601		10,601	20.8%
4905 Cleaning Materials	180	1,472	1,750	278		278	84.1%
4907 Stationery/Printing/Postage	8	303	500	197		197	60.7%
4909 Licences	18	348	2,500	2,152		2,152	13.9%
4911 Electricity	0	2,789	13,750	10,961		10,961	20.3%
4912 Gas	0	6,345	1,000	(5,345)		(5,345)	634.5%
4913 Water	0	3,042	2,500	(542)		(542)	121.7%
4914 Rates	0	8,405	9,050	645		645	92.9%
4915 Equipment-Purchases	1,000	1,132	2,000	868		868	56.6%
4916 Maintenance-Equipment	240	2,927	5,500	2,573		2,573	53.2%
4917 Service Contracts	472	5,991	8,000	2,009		2,009	74.9%
4918 Maintenance-General	0	1,897	3,000	1,103		1,103	83.2%
4922 Marketing	598	7,097	8,000	903		903	88.7%
4923 Cash register/bar phone	116	1,387	1,400	13		13	99.1%
4924 Telephone: security alarms	0	191	350	159		159	54.5%
4927 Stocktaking	165	495	800	305		305	61.9%
4929 AIB and Worldpay	161	1,826	1,500	(326)		(326)	121.7%
4930 Ass Hall refurbishment	0	0	106,000	106,000		106,000	0.0%
4939 Nutcracker	995	995	0	(995)		(995)	0.0%
4949 Provision/utilise stage lights	0	1,710	1,600	(110)		(110)	106.9%
4951 Planned renovation of Ass Hall	0	0	25,000	25,000		25,000	0.0%
4958 Hall hire: security	420	2,182	2,000	(182)		(182)	109.1%
Assembly Hall Central Costs :- Indirect Expenditure	13,767	170,446	330,525	160,079	0	160,079	51.6%
Net Income over Expenditure	(3,609)	(114,235)	(273,025)	(158,790)			
510 Assembly Hall Events							
1004 Film shows	0	3,803	4,000	197			95.1%
1173 Ticket sales: Live shows	19,984	100,930	83,000	(17,930)			121.6%
Assembly Hall Events :- Income	19,984	104,733	87,000	(17,733)			120.4%

Detailed Income & Expenditure by Budget Heading 31/03/2019

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4919 Films: expenses and contract	471	2,002	4,000	1,998		1,998	50.0%
4954 Production costs: Live shows	8,479	15,717	6,000	(9,717)		(9,717)	262.0%
4960 Live entertainment: % cost	6,779	62,121	75,000	12,879		12,879	82.8%
Assembly Hall Events :- Indirect Expenditure	15,728	79,840	85,000	5,160	0	5,160	93.9%
Net Income over Expenditure	4,256	24,893	2,000	(22,893)			
<u>520 Assembly Hall Bar and Catering</u>							
1001 Income-Assembly Hall Bar	8,143	63,023	65,000	1,977			97.0%
Assembly Hall Bar and Catering :- Income	8,143	63,023	65,000	1,977			97.0%
4901 Catering / other bar sales	1,411	2,049	1,000	(1,049)		(1,049)	204.9%
4903 Assembly Hall Bar expenditure	375	21,260	29,400	8,140		8,140	72.3%
Assembly Hall Bar and Catering :- Indirect Expenditure	1,786	23,309	30,400	7,091	0	7,091	76.7%
Net Income over Expenditure	6,357	39,714	34,600	(5,114)			
Assembly Hall :- Income	38,285	223,967	209,500	(14,467)			106.9%
Expenditure	31,281	273,595	445,925	172,330	0	172,330	61.4%
Movement to/(from) Gen Reserve	7,004	(49,628)					

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Assembly Hall						
501 Assembly Hall Central Costs						
1000 Income-Assembly Hall Lettings	3,275	44,306	35,000	(9,306)		
1014 Pavilion: Tuck shop	0	3,065	0	(3,065)		
Assembly Hall Central Costs :- Income	3,275	47,370	35,000	(12,370)		
4000 Salaries ENi & Pension	11,279	118,118	117,000	(1,118)		(1,118)
4900 Uniforms	187	711	900	189		189
4902 Salaries Casual staff	0	4,473	10,000	5,527		5,527
4905 Cleaning Materials	0	1,366	1,750	384		384
4907 Stationery/Printing/Postage	15	277	500	223		223
4909 Licences	0	3,478	2,750	(728)		(728)
4911 Electricity	1,189	13,180	13,750	570		570
4912 Gas	0	335	1,000	665		665
4913 Water	0	3,000	2,500	(500)		(500)
4914 Rates	0	8,480	9,300	820		820
4915 Equipment-Purchases	0	1,391	2,000	609		609
4916 Maintenance-Equipment	1,576	2,870	5,500	2,630		2,630
4917 Service Contracts	983	8,244	8,000	(244)		(244)
4918 Maintenance-General	0	202	3,000	2,798		2,798
4922 Marketing	1,234	9,415	8,000	(1,415)		(1,415)
4923 Cash register/bar phone	157	1,173	1,400	227		227
4924 Telephone: security alarms	0	508	350	(158)		(158)
4927 Stocktaking	0	495	800	305		305
4929 AIB and Worldpay	131	1,597	1,500	(97)		(97)
4949 Provision/utilise stage lights	0	0	2,400	2,400		2,400
4958 Hall hire: security	0	2,816	2,000	(816)		(816)
Assembly Hall Central Costs :- Indirect Expenditure	16,752	182,132	194,400	12,268	0	12,268
Net Income over Expenditure	(13,477)	(134,762)	(159,400)	(24,638)		
510 Assembly Hall Events						
1004 Film shows	0	330	4,000	3,670		
1173 Ticket sales: Live shows	7,189	77,152	84,000	6,848		
Assembly Hall Events :- Income	7,189	77,482	88,000	10,518		
4919 Films: expenses and contract	(100)	150	4,000	3,850		3,850
4954 Production costs: Live shows	(628)	10,634	6,000	(4,634)		(4,634)
4960 Live entertainment: % cost	4,193	56,631	75,000	18,369		18,369
Assembly Hall Events :- Indirect Expenditure	3,464	67,416	85,000	17,584	0	17,584
Net Income over Expenditure	3,724	10,066	3,000	(7,066)		

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Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
520 Assembly Hall Bar and Catering						
1001 Income-Assembly Hall Bar	3,894	58,397	65,000	6,603		
Assembly Hall Bar and Catering :- Income	3,894	58,397	65,000	6,603		
4901 Catering / other bar sales	2,141	20,158	1,000	(19,158)		(19,158)
4903 Assembly Hall Bar expenditure	0	5,081	26,000	20,919		20,919
Assembly Hall Bar and Catering :- Indirect Expenditure	2,141	25,239	27,000	1,761	0	1,761
Net Income over Expenditure	1,753	33,159	38,000	4,841		
Assembly Hall :- Income	14,358	183,250	188,000	4,750		
Expenditure	22,358	274,787	306,400	31,613	0	31,613
Movement to/(from) Gen Reserve	(8,000)	(91,537)				

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

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Assembly Hall							
501 Assembly Hall Central Costs							
1000 Income-Assembly Hall Lettings	(1,128)	2,272	40,000	37,728			5.7%
1050 Grants Received	14,393	16,643	0	(16,643)			0.0%
Assembly Hall Central Costs :- Income	13,265	18,916	40,000	21,084			47.3%
4000 Salaries ENI & Pension	8,694	119,999	125,300	5,301	5,301		95.8%
4900 Uniforms	0	0	900	900	900		0.0%
4902 Salaries Casual staff	0	0	6,000	6,000	6,000		0.0%
4905 Cleaning Materials	0	670	1,600	930	930		41.9%
4907 Stationery/Printing/Postage	8	78	350	272	272		22.4%
4909 Licences	0	2,607	1,000	(1,607)	(1,607)		260.7%
4911 Electricity	0	13,651	6,000	(7,651)	(7,651)		227.5%
4912 Gas	10	138	8,000	7,862	7,862		1.7%
4913 Water	0	2,136	3,300	1,164	1,164		64.7%
4914 Rates	0	8,608	9,000	392	392		95.6%
4915 Equipment-Purchases	0	2,883	2,000	(883)	(883)		144.1%
4916 Maintenance-Equipment	0	3,432	3,500	68	68		98.1%
4917 Service Contracts	732	7,314	7,000	(314)	(314)		104.5%
4918 Maintenance-General	0	8,789	1,000	(7,789)	(7,789)		878.9%
4922 Publicity and Marketing	0	126	8,500	8,374	8,374		1.5%
4923 Cash register/bar phone	90	1,122	1,400	278	278		80.1%
4924 Telephone: security alarms	0	0	350	350	350		0.0%
4927 Stocktaking	165	165	600	435	435		27.5%
4929 AIB and Worldpay	75	831	1,600	769	769		51.9%
4949 Provision/utilise stage lights	0	0	1,500	1,500	1,500		0.0%
4958 Hall hire: security	0	0	2,000	2,000	2,000		0.0%
Assembly Hall Central Costs :- Indirect Expenditure	9,775	172,546	190,900	18,354	0	18,354	90.4%
Net Income over Expenditure	3,490	(153,631)	(150,900)	2,731			
510 Assembly Hall Events							
1004 Film shows	0	396	2,000	1,604			19.8%
1173 Live Entertainment	0	804	84,000	83,196			1.0%
Assembly Hall Events :- Income	0	1,200	86,000	84,800			1.4%
4919 Films: expenses and contract	0	280	2,000	1,720	1,720		14.0%
4954 Production costs: Live shows	0	589	6,000	5,411	5,411		9.8%
4960 Live entertainment:	0	2,671	75,000	72,129	72,129		3.8%
Assembly Hall Events :- Indirect Expenditure	0	3,740	83,000	79,260	0	79,260	4.5%
Net Income over Expenditure	0	(2,540)	3,000	5,540			

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

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
520 Assembly Hall Bar and Catering							
1001 income-Assembly Hall Bar	0	87	50,000	49,913			0.2%
Assembly Hall Bar and Catering :- Income	<u>0</u>	<u>87</u>	<u>50,000</u>	<u>49,913</u>			<u>0.2%</u>
4901 Catering / other bar sales	0	1,247	1,000	(247)		(247)	124.7%
4903 Assembly Hall Bar expenditure	1,112	1,460	20,000	18,540		18,540	7.3%
Assembly Hall Bar and Catering :- Indirect Expenditure	<u>1,112</u>	<u>2,707</u>	<u>21,000</u>	<u>18,293</u>	<u>0</u>	<u>18,293</u>	<u>12.9%</u>
Net Income over Expenditure	<u>(1,112)</u>	<u>(2,620)</u>	<u>29,000</u>	<u>31,620</u>			
Assembly Hall :- Income	13,265	20,202	176,000	155,798			11.5%
Expenditure	10,887	178,993	294,900	115,907	0	115,907	60.7%
Movement to/(from) Gen Reserve	<u>2,378</u>	<u>(158,791)</u>					

Detailed Income & Expenditure by Budget Heading 30.6.2021

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Assembly Hall							
501 Assembly Hall Central Costs							
1000 Income-Assembly Hall Lettings	834	834	20,000	19,166			4.2%
1050 Grants Received	2,389	6,420	0	(6,420)			0.0%
Assembly Hall Central Costs :- Income	3,223	7,254	20,000	12,746			36.3%
4000 Salaries ENI & Pension	8,216	24,649	103,000	78,351	78,351		23.9%
4900 Uniforms	0	0	500	500	500		0.0%
4905 Cleaning Materials	0	166	1,500	1,334	1,334		11.0%
4909 Licences	180	180	3,500	3,320	3,320		5.1%
4911 Electricity	0	0	12,000	12,000	12,000		0.0%
4912 Gas	9	29	500	471	471		5.8%
4913 Water	842	842	2,000	1,158	1,158		42.1%
4914 Rates	861	2,581	9,000	6,419	6,419		28.7%
4916 Maintenance-Equipment	0	0	3,000	3,000	3,000		0.0%
4917 Service Contracts	540	980	7,000	6,020	6,020		14.0%
4918 Maintenance-General	0	25	500	475	475		5.1%
4922 Publicity and Marketing	0	0	2,000	2,000	2,000		0.0%
4923 Cash register/bar phone	111	291	1,400	1,109	1,109		20.8%
4927 Stocktaking	0	0	600	600	600		0.0%
4929 AIB and Worldpay	74	221	1,000	779	779		22.1%
Assembly Hall Central Costs :- Indirect Expenditure	10,835	29,964	147,500	117,536	0	117,536	20.3%
Net Income over Expenditure	(7,612)	(22,710)	(127,500)	(104,790)			
510 Assembly Hall Events							
1004 Film shows	0	0	500	500			0.0%
Assembly Hall Events :- Income	0	0	500	500			0.0%
4919 Films: expenses and contract	0	0	500	500		500	0.0%
Assembly Hall Events :- Indirect Expenditure	0	0	500	500	0	500	0.0%
Net Income over Expenditure	0	0	0	0			
520 Assembly Hall Bar and Catering							
1001 Income-Assembly Hall Bar	0	0	20,000	20,000			0.0%
Assembly Hall Bar and Catering :- Income	0	0	20,000	20,000			0.0%
4903 Assembly Hall Bar expenditure	0	0	10,000	10,000		10,000	0.0%
Assembly Hall Bar and Catering :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%
Net Income over Expenditure	0	0	10,000	10,000			

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Detailed Income & Expenditure by Budget Heading 30.6.2021

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Assembly Hall :- Income	3,223	7,254	40,500	33,246			17.9%
Expenditure	10,835	29,964	158,000	128,036	0	128,036	19.0%
Movement to/(from) Gen Reserve	(7,612)	(22,710)					