

This report will be made  
Public on 19 November 2021

# Hythe Town Council

[www.Hythe-tc.gov.uk](http://www.Hythe-tc.gov.uk)

Report number F&GP **16/21**

To Hythe Town Council  
Date 18 September 2021  
Status **Non Exempt**  
Responsible officer **Town Clerk**

Subject **BUDGET MONITORING REPORT F&GP 16/21**

**SUMMARY:** This report gives September's budget monitoring information, includes the bank reconciliation for September and recommends the Chairman of the Committee to sign the bank statements in accordance with good practice.

## **REASON FOR RECOMMENDATION:**

The Committee is asked to agree the recommendations set out below because:-

- a) The Council is committed to control and manage its financial affairs in accordance with The National Association of Local Councils (NALC) guidelines.

## **RECOMMENDATIONS:**

- 1. To receive and note the report F&GP/16/21**
- 2. To authorise the Chairman of the Committee to sign the bank reconciliation detailed in the report**

## **INTRODUCTION**

One of the key statutory tasks and an essential element of good governance for the council is the monitoring of an annual budget. It gives the officers of the council authority to spend in line with council decisions. Local councils are responsible for public money and must take care not to put it at risk.

The Council has to consider how efficient it is in providing its services. It has to prioritise its objectives and this is what drives the budget process.

The Council will evaluate the costs each month and ensure that contractors and suppliers are providing services that are termed as 'Best value'.

Any variances are highlighted each month for the Council to monitor.

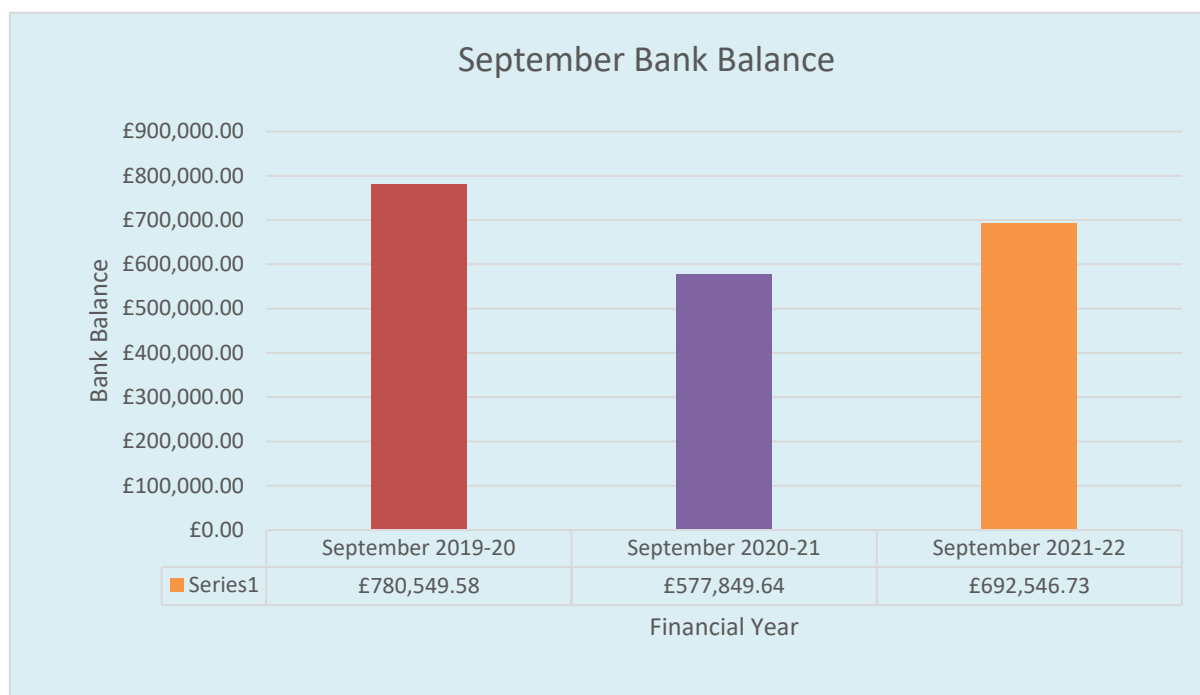
## As of 30 September 2021;

September shows a healthy growth of income received from Sports revenue, Pavilion function room and Car Park revenue.

## Banking;

Total of all bank accounts and cash held as it stands is at £692,546.73. £114,697 more than September 2020, with £321,424 held in reserves for allocated purposes.

The table below shows a three-year comparison of the total bank balances for the last three years in September.



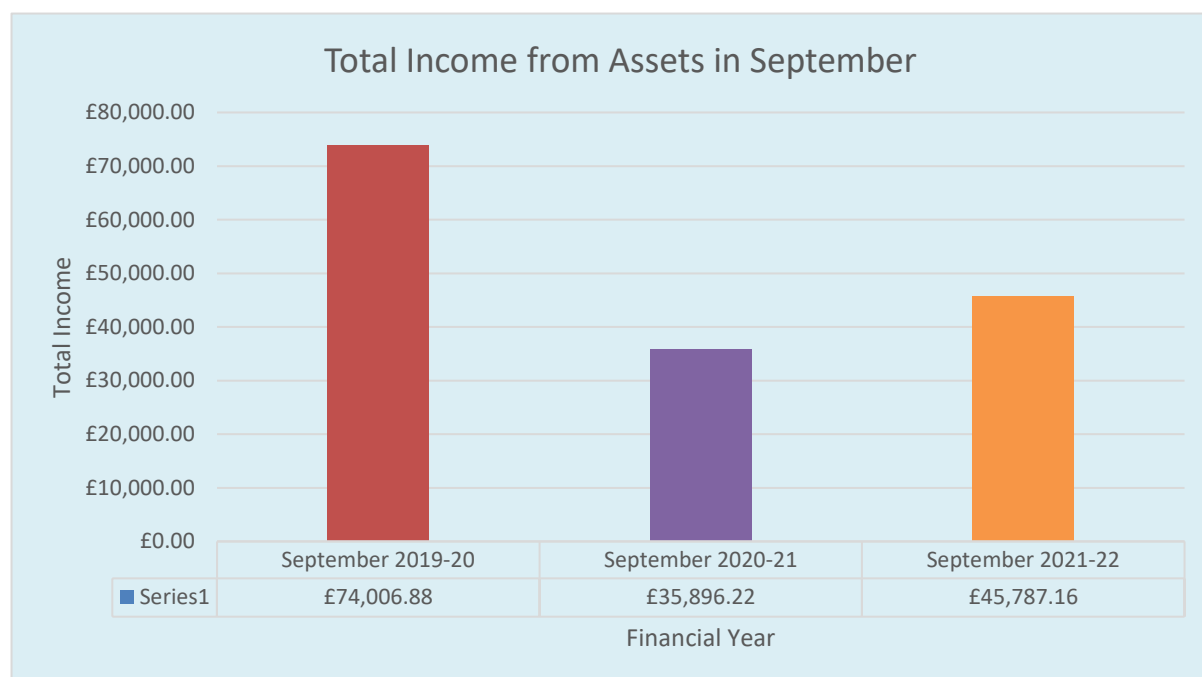
## Income;

We have received income from assets total of £45,787. Our biggest asset income, other than allotments and rental of HTC properties, is from sports revenue total of £7,169 to date. We have also seen a stable increase in income from Pavilion bookings as new and regular classes are making use of the venue with a new wi-fi connection recently set up.

Sports revenue has gradually increased with the football season commencing in September. However, tennis & bowls season has now finished and it is anticipated for only football bookings to increase sports revenue without the income support of tennis & bowls.

Anticipated income from HMRC for the VAT will be a rebate of £3,238 for the end of the second financial quarter. Boot Fair events at the Green has also ended. The second half of the precept for £179,501 has now been received.

The table below shows a three-year comparison of the income received from assets in September. The impact of the pandemic will still have an affect on the 2021.22 income budget figures at the end of the financial year.



## Expenditure;

The budget agreed expenditure figure stands at £442,981 with £191,311 costs already incurred, the remaining budget for the year is £251,670.

Equipment hire cost incurred to date of £1,694 is close to the budget set of £1,700. The cost is mostly for the lease of photocopier. Cost is expected to go over budget through the continuation of lease charged quarterly months.

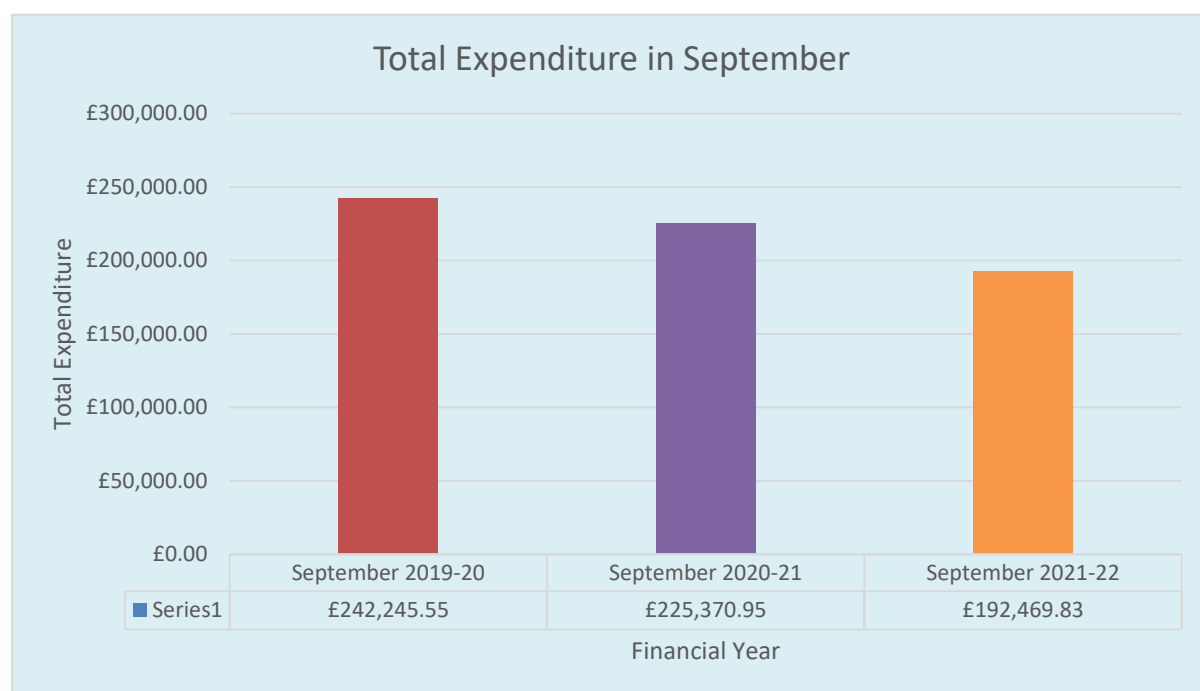
Grounds Maintenance costs have now been invoiced by the district council.

Salary costs will decline over the next few months as seasonal staff end their contracts.

Subscription costs have increased in August due to the one off payments made for the new Scribe Booking and Accounting system that is being implemented over the coming months.

Premises expenses are high due to increase in classes at the pavilion and increase of use of hand towels, gloves, hand sanitisers etc.

The table below shows a three-year comparison of the total expenditure in the last three years of September.



Enquires are being made to review the need for a new bank account that is required to transfer excess funds from Unity Trust each time the precept is received, and to keep the balance at £85k. A report to the Finance and General Purposes Committee will follow.

The Mayors Charity fund will increase once bank statements have been received to confirm the amount held in the account. This account is not part of the Council's accounts and 100% of funds collected will be dispersed by the Town Mayor to her chosen charities, people and organisations at the end of the civic year.

Electric energy costs for EDF - the Skate Park and the Garden Store Shed (Bunker at Oaklands) have yet to be transferred over to BULB.

Asana – is a work management software package that enables staff to track projects and tasks and provides the Town Clerk with timelines and reports. This is based on £9.49 per month per staff member, £56.94 per month, £683.28 and has proven to be invaluable to the efficiency and management of the team.

Flood insurance cover for the Pavilion, South Road was taken out in September after the full council meeting on the 2 September. The Town Clerk investigated many options for flood risk cover but did not manage to procure a suitable comparative quote and therefore insured the Pavilion as per the recommendation of the insurance broker, Came and Co. to prevent further delays in cover.

The emergency repairs to the Town Hall roof were dealt with speed to avoid closure of the building during the 'Origins Untold' event. The contractor erected a mobile single storey scaffolding tower and safely repaired the hole which was at the highest point of the building.

## SUMMARY

The Town Clerk will continue to monitor expenditure over the forthcoming months.

## RISK MANAGEMENT

A summary of the perceived risk follows;

**Perceived Risk** Council does not set a robust budget.

**Risk** High

**Likelihood** Low

**Preventative Action** Town Clerk and Responsible Financial Officer to draw up and monitor performance against the budget.

## CONTACT OFFICER

If you have any queries about this report, please contact The Town Clerk and the Responsible Financial Officer of the Council

Tel: 01303 266152 or email [clerk@hythe-tc.gov.uk](mailto:clerk@hythe-tc.gov.uk) prior to the meeting.