

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE



Agenda Item: Finance Report
Meeting Date: 20 January 2025
Contact Officer: Responsible Financial Officer

Should Members have any queries about this report advance notice would be appreciated, in writing, by 12 noon on Monday 20 January to allow for a full response at the meeting.

Background

Detailed income and expenditure statements for budgets which are the responsibility of this committee are enclosed. The period to which this report relates is 1 April to 30 November 2024.

Current Situation

For the Halls, Cemeteries and Allotments Committee the following cost centres are in place and these are shown in the report. Cost centres, comprising three digits, typically represent a discrete service entity, to which income and expenditure is allocated against previously agreed revenue budgets.

Cost centre	Service
102	Langdale Hall
103	Bars
104	Corn Exchange
105	Burwell Hall
106	Madley Park Community Centre
301	Tower Hill Cemetery
302	Windrush Cemetery
303	Closed churchyards – St Mary's/ Holy Trinity
305	Allotments

Within each cost centre income and expenditure is then allocated to a four-digit nominal ledger code; these codes are common across the cost centres. Nominal ledger codes further define the costs associated with the cost centre and correspond to a specific type of account, such as materials or staffing costs. Codes commencing with "1" are income codes; codes commencing with "4" are expenditure codes.

The Council agreed both the revised estimates for 2024-25 and the estimates for 2025-26 at its meeting of 6 January 2025. These are shown in the report.

The format of this report is as follows: the first two columns relate to the original budget from 2023/24 against the actual figures for last year. The middle columns relate to the current year's original budget, actual expenditure year to date, the projected budget to 31st March 2025. The right-hand columns relate to the draft budget for 2025/26.

REVENUE BUDGET SUMMARY

A full review of the budgetary position was undertaken during the budget cycle. Most areas of interest were raised at the last meeting of this committee and the subsequent Policy Governance and Finance Committee and full Council meetings. The RFO would refer members to the finance/ budget reports which were approved at those meetings for further details.

However there are a number of points it is worth making:

1. Current year budget: In terms of the report presented at this meeting, the current year (2024/25) budget is that which was projected when the estimates were revised and agreed by the Council at its meeting on 6 January 2025. It should be noted that the revised estimates were produced by your officers in the autumn of 2024. This means that, with the year-end (31 March 2025) approaching, there will be some cases where the actual spend to date exceeds the revised estimates. Conversely there will be other lines where actuals will be year-end not reach the revised estimate figure and overall the impact on budget should be broadly when the year-end accounts are produced.
2. The actual year to date figures are for the period April to November 2024, subject to the comments in relation to recharges of overheads (point 4, below).
3. With regard to the 1863 Bar/ Café , there have been some statements in the public domain which have misstated the net cost of the service. For clarity, the accounts show the combined net revenue expenditure for cost centre 103 (Bar/ Café) is as follows:

2023/24 actual £54,143 (£1,038 per week)

2024/25 revised budget £34,029 (£653 per week).

2025/26 estimate £28,556 (£548 per week)

4. The treatment of overheads was previously reported to Members. During the final stage of the budget process all central support and works overheads were removed from the service cost centres. There was no impact on the Council's overall budget.

The current position is:

- i. Central support overheads (nominal ledger codes 4892 and 4893) have been allocated in the current year to 30 November 2024. Estimates are now shown for the revised 2024-25 budget and the 2025-26 budget.
- ii. Works overheads (nominal ledger codes 4888, 4890 and 4899) have been allocated in the current year to 30 September 2024. Revised estimates for 2024-25 and estimates for 2025-26 are not yet allocated. The intention is that these will subsequently be allocated to service cost centres to reflect more accurately where the overhead is being incurred based on the current year. As usual there is no impact on the Council's overall budget – the size of the overhead remains the same, it is simply how it is allocated. Unfortunately, this means that the overall total expenditure for these two columns should be treated with caution as it does not include these overheads.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – no implications directly resulting from this report.
- b) Biodiversity - no implications directly resulting from this report.
- c) Crime & Disorder - no implications directly resulting from this report.
- d) Environment & Climate Emergency - no implications directly resulting from this report.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

The provision of regular financial reports is part of the Council's risk management system.

Social Value

Social value is the positive change the Council creates in the local community within which it operates. Social value is not quantified in the financial reports but clearly the creation of social value is dependent on setting adequate budgets to meet the Council's objectives.

Financial implications

This report forms part of the Council's due diligence and a process in line with its Financial Regulations. The financial implications are detailed above and also in the attached appendices.

This report forms part of the Council's mechanisms for budgetary control, as it enables income and expenditure incurred to be reviewed and to be compared with the Council's budgets.

Recommendations

Members are invited to approve the report and the management accounts of the Committee's services to 30 November 2024.