

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall and Assets Committee												
MEETING DATE AND TIME	6 th November 2025 7.00 pm	LOCATION	Congleton Town Hall										
REPORT FROM	Serena Van Schepdael - R.F.O												
AGENDA ITEM REPORT TITLE	7 Management Accounts Town Hall												
Background	Management Accounts and Variance analysis for the period to 30 th September 2025, Month 6, to accompany the attached spreadsheets in Appendix 7.1 and 7.2.												
Update	<p>These figures cover the financial period from the current financial year to 30th September 2025, month 6 which represents 50% of the budget. (Percentages in this report are rounded up /down and are based on full-year <u>budgets, column titled % Spent of Annual Budget</u>) Please refer to notes in Appendix 7.1 for comments.</p> <p>Income: No additional observations beyond those recorded in the Appendix, and as below per future bookings.</p> <p>Expenditure, as per the notes on budget lines 4041 and 4951, window/double glazing upgrades have started.</p> <p><u>Future Bookings</u></p> <p>Appendix 7.2 shows the figures for the current financial year 2025-2026. Figures including Internal Room values: (Appendix 7.2)</p> <table><tr><td>Budget</td><td>£69,500</td></tr><tr><td>Total Income to date</td><td>£ 26,037</td></tr><tr><td>Total Future bookings @ 30th September 2025</td><td>£16,092</td></tr><tr><td>CP Rental Income future</td><td>£1,752</td></tr><tr><td>Cumulative v budget</td><td>(-£25,619)</td></tr></table> <p>These figures are being presented to Finance and Policy on 20th November 2025.</p>			Budget	£69,500	Total Income to date	£ 26,037	Total Future bookings @ 30 th September 2025	£16,092	CP Rental Income future	£1,752	Cumulative v budget	(-£25,619)
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Total Future bookings @ 30 th September 2025	£16,092												
CP Rental Income future	£1,752												
Cumulative v budget	(-£25,619)												
Financial	No cost implications for this decision, noting of accounts only.												
Environmental	No implications for the decision.												
Equality and Diversity	No implications for the decision.												
Decision Request	To receive and note the Management Accounts for the Paddling Pool to 30 th September 2025.												

Congleton Town Council
Management Accounts 2025-26
TOWN HALL

Sep-25

	OK
	Monitor
	Over/Under (Exp./Income)

Month 6
Percentage 50.0%

TOWN HALL

		ANNUAL BUDGET	BUDGET TO M6	ACTUAL TO M6	£ VARIANCE OF M6 BUDGETS	% AGAINST M6 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M6 EXPECTED
4000	Staff Costs (re-allocated)	81,150	40,575	42,475	-1,900	104.7%	52.3%	2.34%
4008	Training	1,000	500	0	500	0.0%	0.0%	-50.00%
4009	Protective Clothing\H & Safety	550	275	372	-97	135.3%	67.6%	17.64%
4010	Cleaners	8,400	4,200	3,635	565	86.5%	43.3%	-6.73%
4011	Rates	25,449	12,725	14,970	-2,246	117.6%	58.8%	8.82%
4012	Water	7,875	3,938	3,821	117	97.0%	48.5%	-1.48%
4014	Electricity	33,000	16,500	9,001	7,499	54.6%	27.3%	-22.72%
4015	Gas	30,000	15,000	3,001	11,999	20.0%	10.0%	-40.00%
4016	Cleaning materials	2,250	1,125	887	238	78.8%	39.4%	-10.58%
4017	Refuse Disposal	2,350	1,175	976	199	83.1%	41.5%	-8.47%
4020	Miscellaneous Office Costs	2,500	1,250	1,325	-75	106.0%	53.0%	3.00%
4025	Insurance	14,346	7,173	14,059	-6,886	196.0%	98.0%	48.00%
4033	Marketing/Promotions	3,500	1,750	90	1,660	5.1%	2.6%	-47.43%
4040	Maintenance Contracts	9,000	4,500	7,383	-2,883	164.1%	82.0%	32.03%
4041	Property Maintenance	21,300	10,650	11,592	-942	108.8%	54.4%	4.42%
4065	Architect/Surveyor Fees	0	0	-1,645	1,645			
4068	Licences (incl PRS)	4,200	2,100	4,410	-2,310	210.0%	105.0%	55.00%
4951	Transfer from EMR	0	0	-5,000	5,000			
6000	Central Overheads Reallocated	6,522	3,261	3,835	-574	117.6%	58.8%	8.80%
	Town Hall Expenditure	253,392	126,696	115,187	11,509	90.9%	45.5%	-4.54%
3020	Catering costs	0	0	2,428	-2,428			
3021	Security Supplies	0	0	1,817	-1,817			
		0	0	4,245	4,245			
	Total Town Hall Expenditure	253,392	126,696	119,432	7,264	94.3%	47.1%	-2.87%
1009	Rent Rec'd - Museum Notional	-4500	-2250	-2250	0	100.0%	50.0%	0.00%
1010	Rent Received - 3rd Party Partnership	-1533	-767	-767	1	100.0%	50.0%	0.03%
1011	Rent Received - Internal CTC	-26517	-13259	-13259	1	100.0%	50.0%	0.00%
1013	Letting Income - Grand Hall	-30000	-15000	-13013	-1987	86.8%	43.4%	-6.62%
1014	Letting Income - Bridestones	-5000	-2500	-2090	-410	83.6%	41.8%	-8.20%
1015	Letting Income - Spencer Suite	-5000	-2500	-2950	450	118.0%	59.0%	9.00%
1018	Letting Income - Campbell Suite	0	0	0	0		0.0%	-50.00%
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-6000	-25	-5975	0.4%	0.2%	-49.79%
1021	Letting Income - Internal	-9000	-4500	-4646	146	103.2%	51.6%	1.62%
1022	Letting income - F&F	-2500	-1250	-833	-417	66.6%	33.3%	-16.68%
1023	Commission- CP	-6000	-3000	-2207	-793	73.6%	36.8%	-13.22%
1024	Letting Income- Security	0	0	-2211	2211		0.0%	-50.00%
1035	Service Charges - Brasserie	-4000	-2000	-1331	-669	66.6%	33.3%	-16.73%
1037	Service Charges - Other	-5000	-2500	-798	-1702	31.9%	16.0%	-34.04%
1038	Letting Income- Offices	0	0	-1750	1750			
1051	Catering Sales (recharges)	0	0	-3207	3207		0.0%	-50.00%
1199	Miscellaneous income	0	0	0	0			
1179	Grants Receivable- Salix Project	0	0	-7505	7505			
	Total Town Hall Income	-111050	-55525	-58842	3317	106.0%	53.0%	2.99%
	Net Expenditure over Income	142,342	71,171	60,590	10,581	85.1%	42.6%	-7.43%

NOTES

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red

Pav award settled and paid in August 2025, backdated t April 2025

Top up of uniform

Paid over 10 months rather than 12

Full year for Zurich and Critical Illness paid to date.

Paid quarterly, will be monitored by RFO

£1200 is upgrade to electricity box, £5,000 for windows upgrade see notes on budget line 4951

Salix Grant project, see below

Music License paid in full

Windows/secondary glazing upgrades, EMR set aside for this, £5,000 is within budget line 4041

Recharged to customers

Recharged to customers

Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red

Recharge to customers

Dependant on use by Commercial Partner

Dependant on use by Museum, Q 2 to be invoiced

Recharge to customers

Grant income for Surveyor fees, 24-25 c/f

Town Hall Summary 2025-2026
As at Month 4 July 25

[illegible]