

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Town Hall and Assets Committee</b>												
<b>MEETING DATE AND TIME</b>	<b>9<sup>th</sup> April 2026 7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>										
<b>REPORT FROM</b>	<b>Serena Van Schepdael - R.F.O</b>												
<b>AGENDA ITEM REPORT TITLE</b>	<b>7 Management Accounts Town Hall</b>												
<b>Background</b>	Management Accounts and Variance analysis for the period to 28 <sup>th</sup> February 2026, Month 11, to accompany the attached spreadsheets in Appendix 7.1 and 7.2.												
<b>Update</b>	<p>These figures are for the end of month 11, which represents 91.6% of the budget. Please refer to notes in Appendix 7.1 and 7.2 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 are now completed.</p> <p><b><u>Future Bookings</u></b></p> <p>Appendix 7.2 shows final figures for the current financial year 2025-2026 (Bookings are invoiced one ahead). Figures including Internal Room values: (Appendix 7.2) Please note that at the last meeting, it was requested that Internal Bookings be removed from the summary.</p> <table border="1" data-bbox="539 1263 1321 1630"><tr><td>Budget</td><td>£60,500</td></tr><tr><td>Total Income to date</td><td>£49,782</td></tr><tr><td>Total Future bookings</td><td>£0</td></tr><tr><td>CP Rental Income future</td><td>£0</td></tr><tr><td>Cumulative v budget</td><td>(-£10,718)</td></tr></table>			Budget	£60,500	Total Income to date	£49,782	Total Future bookings	£0	CP Rental Income future	£0	Cumulative v budget	(-£10,718)
Budget	£60,500												
Total Income to date	£49,782												
Total Future bookings	£0												
CP Rental Income future	£0												
Cumulative v budget	(-£10,718)												
<b>Financial</b>	No cost implications for this decision, noting of accounts only.												
<b>Environmental</b>	No implications for the decision.												
<b>Equality and Diversity</b>	No implications for the decision.												
<b>Decision Request</b>	To receive and note the Management Accounts for the Town Hall to 28 <sup>th</sup> February 2026.												

Congleton Town Council  
Management Accounts 2025-26  
TOWN HALL

Feb-26

	OK
	Monitor
	Over/Under (Exp./Income)

Month 11  
Percentage 91.6%

TOWN HALL

		ANNUAL BUDGET	BUDGET TO M11	ACTUAL TO M11	£ VARIANCE OF M11 BUDGETS	% AGAINST M11 BUDGETS	% OF ANNUAL BUDGET	% VARIANCE AGAINST M11 EXPECTED
4000	Staff Costs (re-allocated)	81,150	74,388	78,587	-4,200	105.6%	96.8%	5.24%
4008	Training	1,000	917	0	917	0.0%	0.0%	-91.60%
4009	Protective Clothing\H & Safety	550	504	372	132	73.8%	67.6%	-23.96%
4010	Cleaners	8,400	7,700	6,643	1,057	86.3%	79.1%	-12.52%
4011	Rates	25,449	23,328	24,950	-1,622	107.0%	98.0%	6.44%
4012	Water	7,875	7,219	8,420	-1,201	116.6%	106.9%	15.32%
4014	Electricity	33,000	30,250	20,743	9,507	68.6%	62.9%	-28.74%
4015	Gas	30,000	27,500	13,508	13,992	49.1%	45.0%	-46.57%
4016	Cleaning materials	2,250	2,063	1,914	149	92.8%	85.1%	-6.53%
4017	Refuse Disposal	2,350	2,154	2,934	-780	136.2%	124.9%	33.25%
4020	Miscellaneous Office Costs	2,500	2,292	2,434	-142	106.2%	97.4%	5.76%
4025	Insurance	14,346	13,151	14,127	-977	107.4%	98.5%	6.87%
4033	Marketing/Promotions	3,500	3,208	90	3,118	2.8%	2.6%	-89.03%
4040	Maintenance Contracts	9,000	8,250	10,413	-2,163	126.2%	115.7%	24.10%
4041	Property Maintenance	21,300	19,525	39,593	-20,068	202.8%	185.9%	94.28%
4065	Architect/Surveyor Fees	0	0	-1,645	1,645			
4068	Licences (incl PRS)	4,200	3,850	4,410	-560	114.5%	105.0%	13.40%
4951	Transfer from EMR	0	0	-24,868	24,868			
6000	Central Overheads Reallocated	6,522	5,979	5,730	249	95.8%	87.9%	-3.74%
	Town Hall Expenditure	253,392	232,276	208,355	23,921	89.7%	82.2%	-9.37%
3020	Catering costs	0	0	5,925	-5,925			
3021	Security Supplies	0	0	1,582	-1,582			
		0	0	7,507	7,507			
	Total Town Hall Expenditure	253,392	232,276	215,862	16,414	92.9%	85.2%	-6.41%
1009	Rent Rec'd - Museum Notional	-4500	-4125	-4125	0	100.0%	91.7%	0.07%
1010	Rent Received - 3rd Party Partnership	-1533	-1405	-1405	-0	100.0%	91.7%	0.05%
1011	Rent Received - Internal CTC	-26517	-24307	-24307	-0	100.0%	91.7%	0.07%
1013	Letting Income - Grand Hall	-30000	-27500	-25574	-1926	93.0%	85.2%	-6.35%
1014	Letting Income - Bridestones	-5000	-4583	-2843	-1740	62.0%	56.9%	-34.74%
1015	Letting Income - Spencer Suite	-5000	-4583	-3949	-634	86.2%	79.0%	-12.62%
1018	Letting Income - Campbell Suite	0	0	0	0		0.0%	-91.60%
1016	Letting Income - Brasserie, Kitchen and Bar	-12000	-11000	-98	-10902	0.9%	0.8%	-90.78%
1021	Letting Income - Internal	-9000	-8250	-9506	1256	115.2%	105.6%	14.02%
1022	Letting income - F&F	-2500	-2292	-1500	-792	65.5%	60.0%	-31.60%
1023	Commission- CP	-6000	-5500	-4277	-1223	77.8%	71.3%	-20.32%
1024	Letting Income- Security	0	0	-2706	2706		0.0%	-91.60%
1035	Service Charges - Brasserie	-4000	-3667	-2590	-1077	70.6%	64.8%	-26.85%
1037	Service Charges - Other	-5000	-4583	-2420	-2163	52.8%	48.4%	-43.20%
1038	Letting Income- Offices	0	0	-3208	3208			
1051	Catering Sales (recharges)	0	0	-7174	7174		0.0%	-91.60%
1199	Miscellaneous income	0	0	-208	208			
1179	Grants Receivable- Salix Project	0	0	-7505	7505			
	Total Town Hall Income	-111050	-101796	-103395	1599	101.6%	93.1%	1.51%
	Net Expenditure over Income	142,342	130,480	112,467	18,013	86.2%	79.0%	-12.59%

NOTES

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

Higher charges than budget estimation.  
Billed up to JAN26  
Billed up to JAN26

Previous supplier costs increased in excess of 40%, new supplier in place from JAN26

Full year for Zurich and Critical Illness paid to date.

£1,666 relates to previous years o/s invoices due.  
Less £24,868 used from EMR:Actual revenue soend £14,725 75.46%  
Salix Grant project, see below  
Music License paid in full £3,290  
Windows/secondary glazing upgrades and boiler repair

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/ff

INTERNAL £9000 REMOVED	12 mth	APR	Actual	MAY	Actual	JUN	Actual	JUL	Actual	AUG	Actual	SEP	Actual	E.O.Y DIFF
	Budget													
Letting Income - Grand Hall	30,000	2,500	1,464	5,000	3,306	7,500	5,679	10,000	9,598	12,500	11,743	15,000	13,013	
Letting Income - Bridestones	5,000	417	332	833	431	1,250	770	1,667	858	2,083	1,413	2,500	2,090	
Letting Income -Spencer Suite	5,000	417	445	833	983	1,250	1,950	1,667	2,065	2,083	2,165	2,500	2,950	
Commissions	6,000	500	-	1,000	-	1,500	-	2,000	-	2,500	-	3,000	2,207	
Lighting /equip	2,500	208	-	417	167	625	167	833	667	1,042	833	1,250	833	
Lettings Income- Campbell	-	-	-	-	-	-	-	-	-	-	-	-	-	
Brasserie Income	12,000	1,000	-	2,000	25	3,000	25	4,000	25	5,000	25	6,000	25	
Letting Income- Offices	-	-	-	-	583	-	875	-	1,167	-	1,458	-	1,750	
<b>Totals</b>	<b>60,500</b>	<b>5,042</b>	<b>2,241</b>	<b>10,083</b>	<b>5,495</b>	<b>15,125</b>	<b>9,466</b>	<b>20,167</b>	<b>14,380</b>	<b>25,208</b>	<b>17,637</b>	<b>30,250</b>	<b>22,868</b>	
Variance			- 2,801		- 4,588		- 5,659		- 5,787		- 7,571		- 7,382	
Current bookings value Confirmed														
Cp rental income														
Current bookings value Provisional														
<b>Total future bookings</b>			-		-		-		-		-		-	
<b>Cumulative (Includes CP Rent)</b>			- 2,801		- 4,588		- 5,659		- 5,787		- 7,571		- 7,382	
INTERNAL £9000 REMOVED	12 mth	OCT	Actual	NOV	Actual	DEC	Actual	JAN	Actual	FEB	Actual	MAR	Actual	E.O.Y DIFF
Budget														
Letting Income - Grand Hall	30,000	17,500	16,119	20,000	17,352	22,500	20,094	25,000	22,058	27,500	25,246	30,000	29,596	-404
Letting Income - Bridestones	5,000	2,917	2,148	3,333	2,318	3,750	2,455	4,167	2,673	4,583	2,843	5,000	3,511	-1,489
Letting Income -Spencer Suite	5,000	2,917	3,450	3,333	3,599	3,750	3,704	4,167	3,819	4,583	3,949	5,000	4,079	-921
Commissions	6,000	3,500	2,207	4,000	4,277	4,500	4,277	5,000	4,277	5,500	4,277	6,000	7,498	1,498
Lighting /equip	2,500	1,458	833	1,667	833	1,875	1,167	2,083	1,167	2,292	1,500	2,500	1,500	-1,000
Lettings Income- Campbell	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Brasserie Income	12,000	7,000	98	8,000	98	9,000	98	10,000	98	11,000	98	12,000	98	-11,902
Letting Income- Offices	-	-	2,042	-	2,333	-	2,625	-	2,917	-	3,208	-	3,500	3,500
<b>Totals</b>	<b>60,500</b>	<b>35,292</b>	<b>26,897</b>	<b>40,333</b>	<b>30,810</b>	<b>45,375</b>	<b>34,420</b>	<b>50,417</b>	<b>37,009</b>	<b>55,458</b>	<b>41,121</b>	<b>60,500</b>	<b>49,782</b>	-10,718
Variance			14,490		9,449		4,407		- 635	1,000	- 5,676		- 10,718	
Current bookings value Confirmed														
Cp rental income														
Current bookings value Provisional														
<b>Total future bookings</b>			-		-		-		-		-		-	- Future
<b>Cumulative (Includes CP Rent)</b>			14,490		9,449		4,407		- 635		- 5,676		- 10,718	-10,718 Variance