

ASHBOURNE TOWN COUNCIL

Minutes of the Finance, Town Hall & HR Committee Meeting held on Monday 11 November 2024 in the Council Chamber, Town Hall, Ashbourne.

Present: Councillors: Mrs D Brown; Mr E Brown; Mr P Chell; Dr G Clark; Mrs C Cooper; Mr R Currie; Ms J Keyne; Ms B Michalek; Ms S Moore; Mr M Spencer and Mrs S Spencer

In attendance: Carole Dean; Town Clerk; Samantha Higton; Assistant Clerk

F/24/1675 Apologies for absence

None received

F/24/1676 Variation of order of Business

None received

F/24/1677 Declaration of Members Interests

None received

F/24/1678 To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest

None received

Public Speaking

CLlr Mrs Spencer thanked those who attended the Remembrance Parade

F/24/1679 Finance

a) Clerks report on bank balances at 31st October 2024 and draft net position for receipts and payments at 30th September 2024

Current Account	£100.00
Business Reserve	£218,018.83
35 Day Liquidity Account	£104,097.33
95 Day Account	<u>£101,959.55</u>
Total	£ 424,175.71

c) Chair to sign off the bank reconciliation for October

It was RESOLVED that the bank reconciliation for October be signed by the Chair

F/24/1680 Update from the Town Council's Insurance company regarding Members decision to request an increase of insurance value to £5m for the Town Hall

The Clerk advised that following Members decision to increase the insurance value of the Town Hall; the Insurance company had stated that this would not be possible until a valuation had been undertaken. It was RESOLVED that the quotations to carry out the reinstatement valuation of the Town Hall be added to the Council agenda for the meeting on Tuesday 19 November

F/24/1681 Update on the cloak room toilet off the Anteroom in the Town Hall

The Clerk advised that a de-humidifier had been hired to clear any excess moisture and the 'sump' pump had been replaced to remove the water under the floor.

The Clerk further advised that the roofer was waiting for the scaffolding to arrive before a survey could be carried out.

It was RESOLVED to ask the contractor to perform general roof survey at the same time

F/24/1682 Clerk's Report following the Electrical fixed wired inspection. Members to make a decision based on the report

Members RESOLVED to have the remedial works carried out at a cost of £1,061.00 +VAT

F/24/1683 Cllr Mrs Brown – Members to consider writing to Ashbourne Arts regarding the possible early removal of the 'Our Town' Project in the Historical Centre

Cllr Mrs Brown stated that the 'Our Town' project took up a considerable amount of room in the Historical Centre and asked that a letter be sent asking if it could be removed early.

The Assistant Clerk stated that the agreement relating to the funding Ashbourne Arts received was that the project was on display for three years; she further advised that if the display was removed after the Easter (school) holidays and prior to the May Elections, this would be approximately two months short of the three years.

Members RESOLVED that a letter be sent to Ashbourne Arts asking that the display be removed between Monday 28th April and Saturday 3rd May 2025

F/24/1684 Members to consider and decide on a request for use of the Marion Abbott room at no cost for a workshop and focus group relating to the Cooper's Mill project to be held on Saturday morning(s) in January 2025

It was RESOLVED not to allow the use of the Marion Abbott room at no financial cost

F/24/1685 For information – Receipt by DDDC of 'Community Right to Bid Nomination' for Empire Ballroom

Members agreed to note the information

F/24/1686 Chair to sign the Minutes (Previously approved and ratified)

It was RESOLVED that the Minutes be signed by the Chair

The meeting closed at 8.17pm

Chairman.....

Date.....

Ashbourne Town Council

5 November 2024 (2024-2025)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/09/2024)

Donations S137 and Other

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8000 S137 Donations		1,600.00	1,600.00	7,500.00	3,892.00	3,608.00	5,208.00 (69%)
8001 Other Donations				7,500.00		7,500.00	7,500.00 (100%)
8002 Donation Community Coordinatc				2,400.00	3,600.00	-1,200.00	-1,200.00 (-50%)
SUB TOTAL		1,600.00	1,600.00	17,400.00	7,492.00	9,908.00	11,508.00 (66%)

Administration Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7201 Printing & Stationery				2,400.00	739.72	1,660.28	1,660.28 (69%)
7202 Postage				650.00	450.00	200.00	200.00 (30%)
7203 Telephone & Broadband				3,000.00	981.78	2,018.22	2,018.22 (67%)
7204 IT Hosting and Programs				7,460.00	1,720.32	5,739.68	5,739.68 (76%)
7205 Computer Hardware				2,000.00		2,000.00	2,000.00 (100%)
7206 Publications				90.00		90.00	90.00 (100%)
7207 Subscriptions & Licences				3,450.00	1,701.03	1,748.97	1,748.97 (50%)
7211 Insurance				4,000.00		4,000.00	4,000.00 (100%)
7212 Office Furniture				2,000.00	963.32	1,036.68	1,036.68 (51%)
7213 Historical Centre stationery & Eq				1,000.00	300.00	700.00	700.00 (70%)
SUB TOTAL				26,050.00	6,856.17	19,193.83	19,193.83 (73%)

Amenities

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7701 Grit Refills				750.00		750.00	750.00 (100%)
7703 Bus Shelters				500.00	123.84	376.16	376.16 (75%)
7704 Victoria Square Lighting				270.00	157.59	112.41	112.41 (41%)
7705 Bradley Wood				1,000.00		1,000.00	1,000.00 (100%)
7706 Heritage Boards					15.00	-15.00	-15.00 (N/A)
SUB TOTAL				2,520.00	296.43	2,223.57	2,223.57 (88%)

Bank Interest and Charges

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7501 Bank Interest							(N/A)
7502 Bank Charges				500.00	288.34	211.66	211.66 (42%)
SUB TOTAL				500.00	288.34	211.66	211.66 (42%)

Ashbourne Town Council

5 November 2024 (2024-2025)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/09/2024)

Employee Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7001 Net Pay				90,091.00	45,405.45	44,685.55	44,685.55 (49%)
7002 PAYE				14,977.00	6,007.47	8,969.53	8,969.53 (59%)
7003 Pension				21,583.00	11,426.04	10,156.96	10,156.96 (47%)
SUB TOTAL				126,651.00	62,838.96	63,812.04	63,812.04 (50%)

Mayoral Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7050 Mayors Allowance				1,750.00	517.60	1,232.40	1,232.40 (70%)
7051 Civic Service				1,200.00		1,200.00	1,200.00 (100%)
7052 Regalia Repairs				250.00		250.00	250.00 (100%)
SUB TOTAL				3,200.00	517.60	2,682.40	2,682.40 (83%)

Professional Fees

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7801 Solicitor Fees				4,000.00		4,000.00	4,000.00 (100%)
7802 Architect Fees				4,000.00	636.33	3,363.67	3,363.67 (84%)
7803 Consultancy Fees				4,000.00		4,000.00	4,000.00 (100%)
7804 Audit Fees				1,200.00	1,069.60	130.40	130.40 (10%)
SUB TOTAL				13,200.00	1,705.93	11,494.07	11,494.07 (87%)

Publicity Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7301 Website				500.00	550.00	-50.00	-50.00 (-10%)
7302 Newsletter				500.00		500.00	500.00 (100%)
7303 Advertising				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL				2,000.00	550.00	1,450.00	1,450.00 (72%)

Receipts and Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4000 Precept	325,060.00	325,060.00					(0%)
4001 Hanging Baskets	5,000.00	1,920.00	-3,080.00				-3,080.00 (-61%)
4002 Christmas Events	1,750.00	50.00	-1,700.00				-1,700.00 (-97%)
4003 Fireworks							(N/A)
4004 Bank Interest Received	3,000.00	5,815.24	2,815.24				2,815.24 (93%)
4005 Insurance Claims							(N/A)
4006 Town Hall Rents Received							(N/A)

Ashbourne Town Council

5 November 2024 (2024-2025)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/09/2024)

Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4007	Town Hall Room Hire	11,000.00	6,754.54	-4,245.46	22.00	-22.00	-4,267.46 (-38%)	(N/A)
4008	Community Event							
4009	Historical Centre Donations	600.00	435.00	-165.00			-165.00 (-27%)	
4010	Miscellaneous Income		42.50	42.50			42.50 (N/A)	
4011	VAT Refund		8,716.76	8,716.76			8,716.76 (N/A)	
SUB TOTAL		346,410.00	348,794.04	2,384.04	22.00	-22.00	2,362.04 (0%)	

Regular Events and Attraction

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7601	Fireworks Event				6,000.00		6,000.00	6,000.00 (100%)
7602	Christmas Spectacular		25.00	25.00	10,000.00	113.15	9,886.85	9,911.85 (99%)
7603	Christmas Lights Switch On				7,000.00	381.84	6,618.16	6,618.16 (94%)
7604	Christmas Lights				45,000.00		45,000.00	45,000.00 (100%)
7605	Christmas Trees				3,000.00		3,000.00	3,000.00 (100%)
7606	Floral Scheme		90.00	90.00	14,000.00	10,884.91	3,115.09	3,205.09 (22%)
7607	Community Events					465.16	-465.16	-465.16 (N/A)
7608	Millennium Square Maintenance				3,000.00		3,000.00	3,000.00 (100%)
7609	Regeneration Funding		10,000.00	10,000.00	5,000.00		5,000.00	15,000.00 (300%)
7610	Misc Hospitality				600.00	36.85	563.15	563.15 (93%)
SUB TOTAL			10,115.00	10,115.00	93,600.00	11,881.91	81,718.09	91,833.09 (98%)

Special Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9001	Election Costs				5,000.00		5,000.00	5,000.00 (100%)
9002	Millennium Square				72,000.00	36,499.98	35,500.02	35,500.02 (49%)
9003	Beacon Construction							(N/A)
9004	Greenman Gantry & Head				4,000.00		4,000.00	4,000.00 (100%)
9005	Town Hall Modernisation Program				35,000.00		35,000.00	35,000.00 (100%)
9006	Administration							(N/A)
9007	SIDS				10,000.00		10,000.00	10,000.00 (100%)
9008	Coronation Event							(N/A)
9009	Wright Memorial				500.00		500.00	500.00 (100%)
SUB TOTAL					126,500.00	36,499.98	90,000.02	90,000.02 (71%)

Town Hall Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7101	Non Domestic Rates				18,214.00	10,929.50	7,284.50	7,284.50 (39%)
7102	Heat & Light				15,000.00	4,279.70	10,720.30	10,720.30 (71%)
7103	Water & Sewerage				1,210.00	461.53	748.47	748.47 (61%)
7104	Waste Collection				2,200.00	289.35	1,910.65	1,910.65 (86%)
7105	Cleaning Materials				715.00	420.85	294.15	294.15 (41%)
7106	Routine Repairs & Renewals				16,000.00	4,089.82	11,910.18	11,910.18 (74%)
7108	Uniform				300.00		300.00	300.00 (100%)
7109	Clocks Town Hall and Millennium				500.00		500.00	500.00 (100%)

Ashbourne Town Council

5 November 2024 (2024-2025)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/09/2024)

9010 Election Costs							(N/A)
SUB TOTAL				54,139.00	20,470.75	33,668.25	33,668.25 (62%)

Training and Development

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7401 Staff Training				1,000.00		1,000.00	1,000.00 (100%)
7402 Staff Training Expenses				100.00		100.00	100.00 (100%)
7403 Cllr Training				500.00	60.00	440.00	440.00 (88%)
7404 Cllr Training Expenses				50.00	14.40	35.60	35.60 (71%)
SUB TOTAL				1,650.00	74.40	1,575.60	1,575.60 (95%)

Summary

NET TOTAL	346,410.00	360,509.04	14,099.04	467,410.00	149,494.47	317,915.53	332,014.57 (40%)
V.A.T.					12,553.18		
GROSS TOTAL		360,509.04			162,047.65		