

RECREATION AND PROPERTIES **COMMITTEE**

You are summonsed to attend a special meeting of the Recreation & Properties Committee at the following, place and date.

Date: 20 June 2023

Time: Immediately following Planning Committee

Venue: The Council Chambers, Town Hall, St John's Street, Devizes

Enquiries: 01380 723333

The Town Mayor: Councillor Stevens

Chairman: Councillor Brown

Councillors:	Britten	Brown	Corbett
	East	Giraud-Saunders	Greenwood
	Hopkins	Ormerod	Pennington
	Wallis	Wooldridge	

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the meeting held on 23 May 2023 which have been circulated alongside the agenda.

2. APOLOGIES FOR ABSENCE

3. DISCLOSURES OF INTEREST

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4. PUBLIC PARTICIPATION

At the Chairman's discretion, members of the public attending the meeting will be allowed to ask questions, make a statement or address the Council upon a matter of concern to that person which is relevant to the Council. A time limit of 5 minutes per person will be permitted, but this may be extended at the Chairman's discretion and a maximum period of 20 minutes has been allocated by the Council for this item of business

5. REPORT FOR INFORMATION – PARK CAFÉ PERFORMANCE

With improvements in the weather, income has started to rise in the café and officers are hopeful for a pleasant and prolonged summer which will support café income

PARK CAFÉ 2023/24													06c-571
	APR	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	YTD TOTAL
INCOME													
1183 ACTUAL INCOME	4093	6527											10620
1167 EVENTS INCOME	489	206											695
TOTAL INCOME	4582	6733	0	0	0	0	0	0	0	0	0	0	11315
BUDGETED INCOME	4050	4275	4275	6120	7290	4365	3555	1710	1350	1845	3330	2835	45000
EXPENDITURE													
4122 PURCHASE OF STOCK	2053	1589											3642
OPENING STOCK	2319	1916	0	0	0	0	0	0	0	0	0	0	4235
(LESS) CLOSING STOCK	-1916	-2462											-4378
TOTAL COST OF SALES	2456	1043	0	0	0	0	0	0	0	0	0	0	3499
4451 EVENTS EXPENDITURE													0
CONSUMABLES													0
TOTAL DIRECT COSTS	2456	1043	0	0	0	0	0	0	0	0	0	0	3499
GROSS PROFIT	2126	5690	0	0	0	0	0	0	0	0	0	0	7816
51.9%			87.2%										
OVERHEADS													
4014 UTILITIES													0
4223 BANK CHARGES	106	406											512
4021 PHONE	63	62											125
4038 MAINTENANCE													0
4000 PAYROLL	4227	4179											8406
TOTAL OVERHEADS	4396	4647	0	0	0	0	0	0	0	0	0	0	9043
NET PROFIT/(LOSS)	-2270	1043	0	0	0	0	0	0	0	0	0	0	-1227
		ACTUAL DATA											
		PROJECTED DATA											

6. REPORT FOR INFORMATION – VENUES INCOME PERFORMANCE

In the absence of the Finance Manager, figures are only available until the end of April 2023.

The figures show a slow start to the year with bookings being down on previous years. It was agreed by the venues working party to start to analyse the data behind the revenue figures, but it would appear that later releases to the software used to keep track of the venues bookings has made the reporting options more complicated than they need to be and reduced its functionality. Officers are trying to work with the software supplier to gain the information needed.

VENUES CUMULATIVE INCOME 2023-24												
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
TH Weighted Average Budget	6,230.00	15,455.00	24,265.00	28,485.00	32,065.00	36,820.00	43,430.00	50,365.00	56,910.00	61,170.00	66,330.00	71,300.00
TH Income 2022-23	3,341.29	8,174.08	12,453.02	16,492.86	20,703.86	28,207.86	39,804.86	44,348.86	50,240.86	54,574.86	59,557.86	66,075.86
TH Income Cum. 2023-24	3,615.00	3,615.00	3,615.00	3,615.00	3,615.00	3,615.00	3,615.00	3,615.00	3,615.00	3,615.00	3,615.00	3,615.00
CE Weighted Average Budget	10,440.28	25,470.74	40,411.12	47,836.27	53,911.42	62,056.61	73,486.87	86,042.08	96,707.41	103,997.59	112,997.79	121,503.00
CE Income 2022-23	9,106.27	18,287.36	31,599.12	38,681.71	43,790.70	58,908.70	70,313.70	82,814.70	94,905.70	100,570.70	111,019.70	120,092.70
CE Income Cum. 2023-24	5,322.00	5,322.00	5,322.00	5,322.00	5,322.00	5,322.00	5,322.00	5,322.00	5,322.00	5,322.00	5,322.00	5,322.00
Total Weighted Average Budget	16,670.28	40,925.74	64,676.12	76,321.27	85,976.42	98,876.61	116,916.87	136,407.08	153,617.41	165,167.59	179,327.79	192,803.00
Total Income 2022-23	12,447.56	26,461.44	44,052.14	55,174.57	64,494.56	87,116.56	110,118.56	127,163.56	145,146.56	155,145.56	170,577.56	186,168.56
Total Income Cum. 2023-24	8,937.00	8,937.00	8,937.00	8,937.00	8,937.00	8,937.00	8,937.00	8,937.00	8,937.00	8,937.00	8,937.00	8,937.00

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TOWN HALL INCOME 1 APRIL 2023 TO 31 MARCH 2024												
MONTHLY INCOME BREAKDOWN												
	April	May	June	July	August	September	October	November	December	January	February	March
Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Room Hire	3,600.00	4,500.00	5,400.00	3,150.00	2,250.00	3,150.00	4,500.00	5,850.00	3,150.00	2,700.00	3,600.00	3,150.00
Catering	1,000.00	1,800.00	1,300.00	400.00	500.00	600.00	800.00	400.00	1,300.00	600.00	600.00	700.00
Bar	1,200.00	2,160.00	1,560.00	480.00	600.00	720.00	960.00	480.00	1,560.00	720.00	720.00	840.00
Wedding Licences	30.00	45.00	30.00	30.00	30.00	45.00	30.00	45.00	15.00			
Sundry Income	400.00	720.00	520.00	160.00	200.00	240.00	320.00	160.00	520.00	240.00	240.00	280.00
Total Monthly	6,230.00	9,225.00	8,810.00	4,220.00	3,580.00	4,755.00	6,610.00	6,935.00	6,545.00	4,260.00	5,160.00	4,970.00
Total To Date Cumulative	6,230.00	15,455.00	24,265.00	28,485.00	32,065.00	36,820.00	43,430.00	50,365.00	56,910.00	61,170.00	66,330.00	71,300.00
	April	May	June	July	August	September	October	November	December	January	February	March
Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income
Room Hire	3,175.00											
Catering	193.00											
Bar	80.00											
Wedding Licences												
Sundry Income	167.00											
Total Monthly	3,615.00											
Total To Date Cumulative	3,615.00	3,615.00	3,615.00	3,615.00	3,615.00	3,615.00	3,615.00	3,615.00	3,615.00	3,615.00	3,615.00	3,615.00
CUMULATIVE INCOME TO DATE												
	April	May	June	July	August	September	October	November	December	January	February	March
Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Room Hire	3,600.00	8,100.00	13,500.00	16,650.00	18,900.00	22,050.00	26,550.00	32,400.00	35,550.00	38,250.00	41,850.00	45,000.00
Catering	1,000.00	2,800.00	4,100.00	4,500.00	5,000.00	5,600.00	6,400.00	6,800.00	8,100.00	8,700.00	9,300.00	10,000.00
Bar	1,200.00	3,360.00	4,920.00	5,400.00	6,000.00	6,720.00	7,680.00	8,160.00	9,720.00	10,440.00	11,160.00	12,000.00
Wedding Licences	30.00	75.00	105.00	135.00	165.00	210.00	240.00	285.00	300.00	300.00	300.00	300.00
Sundry Income	400.00	1,120.00	1,640.00	1,800.00	2,000.00	2,240.00	2,560.00	2,720.00	3,240.00	3,480.00	3,720.00	4,000.00
	April	May	June	July	August	September	October	November	December	January	February	March
Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income
Room Hire	3,175.00	3,175.00	3,175.00	3,175.00	3,175.00	3,175.00	3,175.00	3,175.00	3,175.00	3,175.00	3,175.00	3,175.00
Catering	193.00	193.00	193.00	193.00	193.00	193.00	193.00	193.00	193.00	193.00	193.00	193.00
Bar	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00
Wedding Licences												
Sundry Income	167.00	167.00	3,782.00	3,782.00	3,782.00	3,782.00	3,782.00	3,782.00	3,782.00	3,782.00	3,782.00	3,782.00

RECREATION & PROPERTIES COMMITTEE
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12/06/2023		Devizes Town Council		Page 1
11:37		Detailed Profit and Loss Account - By Cost Centre		
Month 1 Date 12/06/2023				
Centre	Description	Month Actual	YTD Actual	
214 TOWN HALL				
<u>Account</u>	<u>Sales/Income</u>			
1000	TOWN HALL ROOM INCOME	3,175	3,175	
1002	TOWN HALL BAR INCOME	80	80	
1003	TOWN HALL SUNDRY INCOME	167	167	
1005	CATERING AT THE TOWN HALL	193	193	
Total Sales/Income		3,614	3,614	
<u>Account</u>	<u>Indirect/Overhead Expenditure</u>			
4000	SALARIES	6,262	6,262	
4011	COMMERCIAL RATES	1,822	1,822	
4014	ELECTRICITY	868	868	
4015	GAS	1,021	1,021	
4016	GENERAL STORES	382	382	
4021	TELEPHONE	366	366	
4038	MAINTENANCE CONTRACTS	474	474	
4040	Catering Control	10	10	
4082	WASTE MANAGEMENT	196	196	
4101	TABLE AND SLIP CLOTHS	110	110	
4601	SUPPORT SERVICES RECHARGE	700	700	
4603	SUPPORT SERVICES SALARIES RECI	304	304	
Total Indirect/Overhead Expenditure		12,517	12,517	
Profit before Other Costs & Income		(8,902)	(8,902)	
% Profit before Other Costs & Income		-246.32%	-246.32%	

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CORN EXCHANGE INCOME 1 APRIL 2023 TO 31 MARCH 2024												
MONTHLY INCOME BREAKDOWN												
	April	May	June	July	August	September	October	November	December	January	February	March
Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Room Hire	6,840.00	8,550.00	10,260.00	5,985.00	4,275.00	5,985.00	8,550.00	11,115.00	5,985.00	5,130.00	6,840.00	5,985.00
Catering	500.00	900.00	650.00	200.00	250.00	300.00	400.00	200.00	650.00	300.00	300.00	350.00
Bar	2,500.00	4,500.00	3,250.00	1,000.00	1,250.00	1,500.00	2,000.00	1,000.00	3,250.00	1,500.00	1,500.00	1,750.00
Sundry Income	600.00	1,080.00	780.00	240.00	300.00	360.00	480.00	240.00	780.00	360.00	360.00	420.00
Total Monthly	10,440.28	15,030.46	14,940.38	7,425.15	6,075.15	8,145.19	11,430.26	12,555.21	10,665.33	7,290.18	9,000.20	8,505.21
Total To Date Cumulative	10,440.28	25,470.74	40,411.12	47,836.27	53,911.42	62,056.61	73,486.87	86,042.08	96,707.41	103,997.59	112,997.79	121,503.00
	April	May	June	July	August	September	October	November	December	January	February	March
Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income
Room Hire	2,944.00											
Catering	228.00											
Bar	2,000.00											
Sundry Income	150.00											
Total Monthly	5,322.00											
Total To Date Cumulative	5,322.00	5,322.00	5,322.00	5,322.00	5,322.00	5,322.00	5,322.00	5,322.00	5,322.00	5,322.00	5,322.00	5,322.00
CUMULATIVE INCOME TO DATE												
	April	May	June	July	August	September	October	November	December	January	February	March
Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Room Hire	6,840.00	15,390.00	25,650.00	31,635.00	35,910.00	41,895.00	50,445.00	61,560.00	67,545.00	72,675.00	79,515.00	85,500.00
Catering	500.00	1,400.00	2,050.00	2,250.00	2,500.00	2,800.00	3,200.00	3,400.00	4,050.00	4,350.00	4,650.00	5,000.00
Bar	2,500.00	7,000.00	10,250.00	11,250.00	12,500.00	14,000.00	16,000.00	17,000.00	20,250.00	21,750.00	23,250.00	25,000.00
Sundry Income	600.00	1,680.00	2,460.00	2,700.00	3,000.00	3,360.00	3,840.00	4,080.00	4,860.00	5,220.00	5,580.00	6,000.00
	April	May	June	July	August	September	October	November	December	January	February	March
Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income
Room Hire	2,944.00	2,944.00	2,944.00	2,944.00	2,944.00	2,944.00	2,944.00	2,944.00	2,944.00	2,944.00	2,944.00	2,944.00
Catering	228.00	228.00	228.00	228.00	228.00	228.00	228.00	228.00	228.00	228.00	228.00	228.00
Bar	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Sundry Income	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00

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12/06/2023		Devizes Town Council		Page 1
11:37		Detailed Profit and Loss Account - By Cost Centre		
Month 1 Date 12/06/2023				
Centre	Description	Month Actual	YTD Actual	
215	CORN EXCHANGE			
<u>Account</u>	<u>Sales/Income</u>			
1001	CORN EXCHANGE ROOM INCOME	2,944	2,944	
1004	C/EXCHANGE SUNDRY INCOME	150	150	
1005	CATERING AT THE TOWN HALL	50	50	
1006	CATERING AT THE CORN EXCHANGE	228	228	
1007	CORN EXCHANGE BAR INCOME	2,000	2,000	
	Total Sales/Income	5,371	5,371	
<u>Account</u>	<u>Indirect/Overhead Expenditure</u>			
4000	SALARIES	6,262	6,262	
4011	COMMERCIAL RATES	873	873	
4016	GENERAL STORES	183	183	
4021	TELEPHONE	148	148	
4038	MAINTENANCE CONTRACTS	2,464	2,464	
4040	Catering Control	1,372	1,372	
4052	MAINTENANCE	124	124	
4082	WASTE MANAGEMENT	164	164	
4101	TABLE AND SLIP CLOTHS	110	110	
4601	SUPPORT SERVICES RECHARGE	700	700	
4603	SUPPORT SERVICES SALARIES RECI	304	304	
	Total Indirect/Overhead Expenditure	12,705	12,705	
	Profit before Other Costs & Income	(7,334)	(7,334)	
	% Profit before Other Costs & Income	-136.53%	-136.53%	

7. EXEMPT REPORT FOR INFORMATION – RELATING TO COMMERCIAL PROPERTIES

Review of matters relating to the commercial property portfolio.

8. QUESTION TIME

A short time is allowed at the discretion of the Chairman for councillors to ask questions on matters which are not on the current agenda but which are related to matters which have been previously discussed on an agenda relevant to the committee.

At least 24 hours' notice must be given to Officers of the intended question. All other matters should be raised on an agenda and the request should be submitted through the Town Clerk.

TOWN CLERK