

MINUTES OF A MEETING OF TADLEY TOWN COUNCIL HELD IN THE TOWN COUNCIL OFFICES, FRANKLIN AVENUE, TADLEY AT 7.30PM ON 8 MAY 2018

Present: Cllrs Bower, Burdett, Flahive, Flake, Lovegrove, Moss, Mullan, Page (Chairman), Russell and Slimin

In Attendance: Clerk, County Cllr Mellor

1. APOLOGIES

Received and accepted from Cllrs Broad, Delaney, Dines, Hankinson, Leeks and Whittle, Borough Cllrs Bound, Carruthers and Richards.

2. ELECTION OF CHAIRMAN

1/19FC It was

RESOLVED (10/0/0) that Cllr Page be elected to serve as Chairman for the coming year. Cllr Page then made her Declaration of Office and took the chair.

3. ELECTION OF VICE-CHAIRMAN

2/19FC It was

RESOLVED (10/0/0) that Cllr Burdett be elected to serve as Vice-Chairman for the coming year. Cllr Burdett then made her Declaration of Office.

4. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS

There were no declarations of interest or dispensation requests.

5. MINUTES

3/19FC It was

RESOLVED (10/0/0) to receive and confirm the accuracy of the minutes of the meeting held 5 March 2018.

6. OPEN FORUM

There was no requirement for an open forum.

7. FORMATION OF COMMITTEES & ELECTION OF CHAIRMEN

4/19FC It was

RESOLVED (10/0/0) to form the following committees for the coming year:

In addition to Cllrs Burdett and Page, who are automatically members of all committees,

Cllrs Bower, Dines, Hankinson, Moss, Page, Russell and Slimin were elected to serve on the Recreation & Leisure Committee.

Cllrs Bower, Lovegrove, Moss, Mullan, Page, Russell and Slimin were elected to serve on the Highways & Planning Committee.

Cllrs Flahive, Hankinson and Mullan were elected to serve on the Personnel Committee.

Cllrs Leeks, Moss and Whittle were elected to serve on the Burials Committee.

Cllrs Flahive, Leeks and Page were elected to serve on the Christmas Tree Event Working Party.

Cllrs Burdett, Dines and Page were elected to serve on the Documents Working Party.

Cllrs Flahive, Leeks and Page were elected to serve on the Participatory Budgeting Working Party.

5/19FC It was

RESOLVED (10/0/0) to elect Chairman and Vice-Chairmen for the coming year:

Cllr Slimin as Chairman and Cllr Moss as Vice-Chairman of the Recreation & Leisure Committee.

Cllr Mullan as Chairman and Cllr Slimin as Vice-Chairman of the Highways & Planning Committee.

Cllr Hankinson as Chairman and Cllr Burdett as Vice-Chairman of the Personnel Committee.

Cllr Moss as Chairman and Cllr Burdett as Vice-Chairman of the Burials Committee.

6/19FC It was

RESOLVED (10/0/0) that in addition to Cllrs Burdett and Page, who are automatically members of all committees, Cllrs Flahive, Hankinson, Leeks, Lovegrove, Moss, Mullan and Slimin be elected to serve on the Finance & General Purposes Committee for the coming year.

7/19FC It was

RESOLVED (10/0/0) to elect Cllr Flahive as Chairman and Cllr Leeks as Vice-Chairman of the Finance & General Purposes Committee for the coming year.

8. APPOINTMENT/CONFIRMATION OF REPRESENTATIVES

8/19FC It was

RESOLVED (10/0/0) that representatives be appointed to serve on the following organisations in the coming year:

- a) Age Concern Tadley and District - Vacant
- b) AWE Local Liaison Committee - Cllrs Broad, Leeks, Mullan alternate Cllr Burdett
- c) Barlows Park Management Association - Cllr Slimin
- d) Basingstoke and District Association of Parish Councils - Chairman & Vice Chairman
- e) Hampshire Association of Local Councils - Chairman & Vice Chairman
- f) Heath End Village Hall Trust - Cllr Lovegrove
- g) Loddon Valley Day Care Centre - Cllr Page
- h) National Association of Local Councils - Chairman & Vice Chairman
- i) Pamber Forest Management Committee - Vacant
- j) Public Transport Representative - Cllr Slimin
- k) Tadley and District Community Association - Cllr Moss
- l) Tadley Citizens Advice Bureau - Cllr Slimin
- m) The Point Champions - Cllr Flake

9. TRUSTEES

- a) William Mothes/Ambrose Allen – Cllr D Leeks (21/11/19), Cllr S Mullan (18/5/19), Mr P Williams (18/5/19)
- b) Allotments for the Labouring Poor - Cllr A Burdett (1/3/19), Chris Spence (18/5/19) **Noted.**

10. SUBSCRIPTIONS

9/19FC It was

RESOLVED (10/0/0) to renew the following subscriptions at the appropriate date:

- a) Hampshire Association of Local Councils (£1550) and Local Council Review (£17)
- b) National Association of Local Councils - Direct Information Service (£90)
- c) Society of Local Council Clerks (£233)
- d) Local Council Advisory Service Subscription (£145)
- e) Data Protection (£35)
- f) Institute of Cemetery & Crematorium Management (£90)
- g) Parish Online (£168)

11. DIRECT DEBITS & STANDING ORDERS

10/19FC It was

RESOLVED (10/0/0) to approve the following direct debits and standing orders:

Payee		Frequency
Direct Debits		
Basingstoke & Deane	Rates	Monthly
Basingstoke & Deane	Cemetery rates	Monthly
Business Credit Card		Ad hoc
Castle Water	Office	Quarterly
E.On	Gas	Monthly
E.On	Electric	Monthly
Gradwell	Broadband	Monthly
Hampshire County Council	Pension	Monthly
Information Commission	Data Protection	Yearly
Land Registry		Ad hoc
Lloyds Bank	Account Fee	Monthly
Mainstream Digital	Telephone	Monthly
Orange	Mobiles	Monthly
HMRC	PAYE & NI	Monthly
SGW Payroll Ltd	Payroll	Monthly
Southern Electric	Electric (skatepark)	Quarterly
Southern Water	Cemetery	Half-Yearly
Spitfire	Internet	Monthly
UK Fuels		Ad hoc
Veolia	Waste	Monthly
Standing Orders		
Turbary Charity	Rent	Quarterly
M&C Landscapes	Grounds maintenance	Monthly
Credit Card		
Adobe	Software	Yearly
Sensr.net	CCTV	Yearly

12. CHAIRMAN AND VICE-CHAIRMAN'S REPORTS

Chairman – No report. Volunteers were requested to man a stand at the Treacle Fair on 3 June. Cllrs Moss, Page and Slimin volunteered.

Vice-Chairman – No report.

13. ACCOUNTS

11/19FC It was

RESOLVED (10/0/0) to receive and sign a statement of receipts and payments for the months of March and April 2018.

12/19FC It was

RESOLVED (10/0/0) to acknowledge responsibility for the preparation of the accounts and to approve the Annual Governance Statement in Section 1 of the Annual Return.

13/19FC It was

RESOLVED (10/0/0) to approve the Accounting Statements in Section 2 of the Annual Return.

14/19FC It was

RESOLVED (10/0/0) to approve the 2017/18 Accounts.

The Internal Auditor's interim report and subsequent proposed action plan was received.

15/19FC It was

RESOLVED (10/0/0) to note the report and take action as detailed in the attached.

14. COMMITTEES

16/19FC It was

RESOLVED (10/0/0) to receive and approve the reports of the Highways and Planning Committee held on 26 March and 30 April 2018.

17/19FC It was

RESOLVED (10/0/0) to receive and approve the reports of the Recreation and Leisure Committee held on 12 March 2018.

18/19FC It was

RESOLVED (10/0/0) to receive and approve the report of the Finance & General Purposes Committee held on the 9 April 2018.

15. REPORTS

County Cllr Mellor reported: Education – 97% of children in Hampshire are accepted by the schools of their choice. Tadley is a exception with Burnham Copse School unable to accommodate a third of their applications. There was no forecast made which is why there is a shortfall of spaces in Tadley. Home to School Transport – Children in Pamber Heath will no longer be entitled to free transport as they live 2.7 miles from The Hurst. Pot Holes – the A340 Mulfords Hill be will be surface treated in July with the work being carried out at night. Cost Savings - £140 million needs to be saved, back office functions are being shared with other councils. Care Homes – The emphasis is on keeping people at home and the first few months of this have been successful. Fly Tipping – thousands have been prosecuted for this nationally, tonnage is down but frequency is up.

Borough Cllr Bound – see attached.

Cllr Slimin reported: The Citizen Advice Volunteer Recruitment Day scheduled for March was cancelled due to lack of take up. The day has now been rescheduled for the 30 June 11 – 15.00 in the Ambrose Allen Centre.

Cllr Lovegrove reported: Heath End Village Hall's extension is now complete and in full use.

Cllr Page reported: Loddon Valley Day Care are now running at almost full capacity. Volunteers are needed.

The meeting closed at 8.15pm.

Signed:

Dated: 2 July 2018

Report from Cllr Bound:

Different groups have now put in their proposals re the ward boundary changes that will come into being ready for next May's elections when all seats will be up. Obviously there will be changes to the present warding arrangements as there are at present sixty councillors.

The Commission has asked people for their help to draw up a new pattern of wards for Basingstoke and Deane to produce a new pattern of wards to accommodate 54 councillors.

In drawing up new boundaries the Commission will aim to deliver electoral equality for voters in council elections so that each councillor represents roughly the same number of electors. The review will also aim to ensure that the new council wards reflect, as far as possible, the interests and identities of communities across Basingstoke and Deane.

The consultation ran until 7 May 2018 and is the first part of an electoral review of the borough. Public consultation on draft recommendations is scheduled to take place between August 2018 and October 2018. The Commission intends to publish final recommendations in November 2018. The changes will come into force at the borough council elections in May 2019.

Date: 03/04/2018
Time: 10:38:19

Tadley Town Council
Unreconciled Payments

Page: 1

Date From: 01/01/1980
Date To: 31/12/2019

Bank From: 1200
Bank To: 1200

Transaction From: 1
Transaction To: 99,999,999

Bank: 1200 Bank Account Name: Bank Current Account Currency: Pound Sterling

No	Type	Date	Ref	Details	Amount £
14904	BP	16/04/2018	DD	PAYE March	1,052.52
14907	PP	03/04/2018	DD	Purchase Payment	38.88
Total £					<u>1,091.40</u>

BANK RECONCILIATION		
Bank Statement Balance	PREMIUM ACCOUNT	79903.39
Bank Statement Balance	CURRENT ACCOUNT	5500.00
	Less uncleared payments	1091.40
	TRUE BANK BALANCE	84311.99
Sage Accounts	PREMIUM ACCOUNT	79903.39
Sage Accounts	CURRENT ACCOUNT	4408.60
	TOTAL ON BALANCE SHEET	84311.99

Date: 03/04/2018
 Time: 10:40:58

Tadley Town Council
Day Books: Supplier Invoices (Detailed)

Page: 1

Date From: 01/03/2018
 Date To: 31/03/2018

Supplier From:
 Supplier To: ZZZZZZZZ

Transaction From: 1
 Transaction To: 99,999,999

N/C From:
 N/C To: 99999999

Dept From: 0
 Dept To: 999

<u>Tran No.</u>	<u>Type</u>	<u>Date</u>	<u>A/C Ref</u>	<u>N/C</u>	<u>Inv Ref</u>	<u>Dept</u>	<u>Details</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>T/C</u>	<u>Gross Amount</u>	<u>V</u>	<u>B</u>
14857	PI	01/03/2018	B1	7106	5209962	0	BDBC	298.00	0.00	T0	298.00	N	-
14858	PI	01/03/2018	M4	7803	SO	0	M&C Landscapes	459.17	91.83	T1	551.00	N	-
14861	PI	02/03/2018	O1	7502	0127093	0	Orange	5.84	1.17	T1	7.01	N	-
14862	PI	02/03/2018	F5	7300	090202	0	UK Fuels	48.88	9.77	T1	58.65	N	-
14863	PI	02/03/2018	V2	7801	8801108	0	Veolia	44.50	8.90	T1	53.40	N	-
14867	PI	01/03/2018	S4	7603	325946	0	SGW Payroll	32.40	6.48	T1	38.88	N	-
14871	PI	06/03/2018	B13	7831	119	0	Berks & Hants Tree	240.00	0.00	T0	240.00	N	-
14878	PI	08/03/2018	L9	7901	2469276	0	Lloyds	5.00	0.00	T0	5.00	N	-
14879	PI	08/03/2018	M7	7502	850975	0	Mainstream	2.07	0.41	T1	2.48	N	-
14880	PI	08/03/2018	S5	7502	SBS0739	0	Spitfire	15.00	3.00	T1	18.00	N	-
14881	PI	08/03/2018	K2	7802	2975	0	Kings DIY	23.65	4.73	T1	28.38	N	-
14892	PI	14/03/2018	F5	7300	090319	0	UK Fuels	47.26	9.45	T1	56.71	N	-
14894	PI	15/03/2018	G10	7502	1230371	0	Gradwell	35.00	7.00	T1	42.00	N	-
14906	PI	16/03/2018	S4	7603	328262	0	SGW Payroll	32.40	6.48	T1	38.88	N	-
14908	PI	19/03/2018	T9	7406	3559	0	Triangle	64.00	12.80	T1	76.80	N	-
14912	PI	19/03/2018	L8	7804	88	0	Lawson	45.00	0.00	T0	45.00	N	-
14913	PI	19/03/2018	L8	7890	88	0	Lawson	15.00	0.00	T0	15.00	N	-
14914	PI	19/03/2018	L8	7803	88	0	Lawson	22.50	0.00	T0	22.50	N	-
14925	PI	22/03/2018	E3	7503	82469	0	Elmdale	8.36	1.67	T1	10.03	N	-
14927	PI	23/03/2018	M4	7890	2141	0	M&C Landscapes	500.00	100.00	T1	600.00	N	-
14928	PI	23/03/2018	M4	7890	2141B	0	M&C Landscapes	250.00	50.00	T1	300.00	N	-
14931	PI	27/03/2018	V1	7504	164310	0	Viking	246.84	4.57	T1	251.41	N	-
14934	PI	28/03/2018	N8	7803	3404	0	Nash Contract Services	990.00	198.00	T1	1,188.00	N	-
14944	PI	29/03/2018	H1	7405	2325	0	HALC	75.00	15.00	T1	90.00	N	-
14945	PI	29/03/2018	H1	8203	2334	0	HALC	40.00	8.00	T1	48.00	N	-
14953	PI	05/03/2018	C18	7102	9999962	0	Castle Water	34.33	0.00	T0	34.33	N	-
14956	PI	29/03/2018	S15	7503	A810511	0	Siemens photocopier	150.09	30.01	T1	180.10	N	-
<u>Totals</u>								<u>3,730.29</u>	<u>569.27</u>		<u>4,299.56</u>		

Date: 03/04/2018

Time: 10:40:23

Tadley Town Council
Day Books: Bank Payments (Detailed)

Page: 1

Date From: 01/03/2018
Date To: 31/03/2018

Bank From: 1200
Bank To: 1200

Transaction From: 1
Transaction To: 99,999,999

N/C From:
N/C To: 99999999

Dept From: 0
Dept To: 999

Bank: 1200		Currency: Pound Sterling												
No	Type	N/C	Date	Ref	Details	Dept	Net £	Tax £	T/C	Gross £	V	B	Bank Rec. Date	
14832	BP	2210	16/03/2018	DD	PAYE Feb	0	1,052.72	0.00	T9	1,052.72	-	R	31/03/2018	
14873	BP	8210	05/03/2018	DD	Public Works Loan	0	8,805.00	0.00	T0	8,805.00	N	R	31/03/2018	
14874	BP	8290	06/03/2018	68/18FC	Loddon Valley Day	0	2,000.00	0.00	T0	2,000.00	N	R	31/03/2018	
14875	BP	8290	06/03/2018	69/18FC	Berkshire MSTC	0	450.00	0.00	T0	450.00	N	R	31/03/2018	
14876	BP	8290	06/03/2018	70/18FC	TADS	0	5,000.00	0.00	T0	5,000.00	N	R	31/03/2018	
14902	BP	2220	28/03/2018	DD	Net wages March	0	3,491.46	0.00	T9	3,491.46	-	R	31/03/2018	
14903	BP	2230	28/03/2018	DD	Pension March	0	1,165.07	0.00	T9	1,165.07	-	R	31/03/2018	
14910	BP	7504	19/03/2018	BACS	Microsoft	0	49.99	10.00	T1	59.99	N	R	31/03/2018	
14916	BP	7400	21/03/2018	BACS	South West Trains	0	19.10	0.00	T0	19.10	N	R	31/03/2018	
14933	BP	7200	27/03/2018	BACS	Turbary Charity	0	680.97	0.00	T0	680.97	N	R	31/03/2018	
14943	BP	7804	29/03/2018	36361	Realise Futures	0	739.98	148.00	T1	887.98	N	R	31/03/2018	
14955	BP	7803	12/03/2018	6456	R C Saunders	0	450.00	90.00	T1	540.00	N	R	31/03/2018	
Totals							£	<u>23,904.29</u>	<u>248.00</u>		<u>24,152.29</u>			

Date: 03/04/2018
Time: 10:41:49

Tadley Town Council
Nominal Activity

Page: 1

Date From: 01/03/2018
Date To: 31/03/2018

N/C From: 1200
N/C To: 1230

Transaction From: 1
Transaction To: 99,999,999

N/C: 1200 Name: Bank Current Account Account Balance: 4,408.60 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
14832	BP	16/03/2018	1200	DD	PAYE Feb	0	T9	1,052.72		1,052.72	-	R
14859	PP	01/03/2018	B1	DD	Purchase Payment	0	T1	298.00		298.00	-	R
14860	PP	01/03/2018	M4	SO	Purchase Payment	0	T1	551.00		551.00	-	R
14864	PP	14/03/2018	O1	DD	Purchase Payment	0	T1	7.01		7.01	-	R
14866	PP	02/03/2018	V2	DD	Purchase Payment	0	T1	53.40		53.40	-	R
14868	PP	01/03/2018	S4	DD	Purchase Payment	0	T1	38.88		38.88	-	R
14870	PP	07/03/2018	F5	dd	Purchase Payment	0	T1	58.65		58.65	-	R
14872	PP	06/03/2018	B13	BACS	Purchase Payment	0	T1	240.00		240.00	-	R
14873	BP	05/03/2018	1200	DD	Public Works Loan	0	T0	8,805.00		8,805.00	N	R
14874	BP	06/03/2018	1200	68/18FC	Loddon Valley Day Care	0	T0	2,000.00		2,000.00	N	R
14875	BP	06/03/2018	1200	69/18FC	Berkshire MSTC	0	T0	450.00		450.00	N	R
14876	BP	06/03/2018	1200	70/18FC	TADS	0	T0	5,000.00		5,000.00	N	R
14882	PP	28/03/2018	L9	DD	Purchase Payment	0	T1	5.00		5.00	-	R
14883	PP	14/03/2018	M7	DD	Purchase Payment	0	T1	2.48		2.48	-	R
14884	PP	21/03/2018	S5	DD	Purchase Payment	0	T1	18.00		18.00	-	R
14885	PP	08/03/2018	K2	BACS	Purchase Payment	0	T1	28.38		28.38	-	R
14893	PP	21/03/2018	F5	DD	Purchase Payment	0	T1	56.71		56.71	-	R
14895	PP	15/03/2018	G10	DD	Purchase Payment	0	T1	42.00		42.00	-	R
14902	BP	28/03/2018	1200	DD	Net wages March	0	T9	3,491.46		3,491.46	-	R
14903	BP	28/03/2018	1200	DD	Pension March	0	T9	1,165.07		1,165.07	-	R
14909	PP	19/03/2018	T9	BACS	Purchase Payment	0	T1	76.80		76.80	-	R
14910	BP	19/03/2018	1200	BACS	Microsoft	0	T1	59.99		59.99	N	R
14915	PP	19/03/2018	L8	BACS	Purchase Payment	0	T1	82.50		82.50	-	R
14916	BP	21/03/2018	1200	BACS	South West Trains &	0	T0	19.10		19.10	N	R
14926	PP	22/03/2018	E3	BACS	Purchase Payment	0	T1	10.03		10.03	-	R
14929	PP	23/03/2018	M4	BACS	Purchase Payment	0	T1	900.00		900.00	-	R
14932	PP	27/03/2018	V1	BACS	Purchase Payment	0	T1	251.41		251.41	-	R
14933	BP	27/03/2018	1200	BACS	Turbary Charity gas & electric	0	T0	680.97		680.97	N	R
14935	PP	28/03/2018	N8	BACS	Purchase Payment	0	T1	1,188.00		1,188.00	-	R
14943	BP	29/03/2018	1200	36361	Realise Futures 137513128	0	T1	887.98		887.98	N	R
14946	PP	29/03/2018	H1	BACS	Purchase Payment	0	T1	138.00		138.00	-	R
14947	JC	29/03/2018	1200	TRANS	Bank Transfer	0	T1	130,000.00		130,000.00	N	R
14950	JD	31/03/2018	1200	TRANS	Bank Transfer	0	T1	322,734.66	322,734.66		N	R
14951	JC	31/03/2018	1200	TRANS	Bank Transfer	0	T1	164,321.69		164,321.69	N	R
14954	PP	05/03/2018	C18	DD	Purchase Payment	0	T1	34.33		34.33	-	R
14955	BP	12/03/2018	1200	6456	R C Saunders	0	T1	540.00		540.00	N	R
14957	PP	29/03/2018	S15	DD	Purchase Payment	0	T1	180.10		180.10	-	R
Totals:									322,734.66	322,734.66		
History Balance:												

Tadley Town Council
Nominal Activity

N/C: 1210 Name: Bank Deposit Account Account Balance: 79,903.39 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
14869	SR	02/03/2018	G1		Sales Receipt	0	T1	348.00	348.00		-	R
14877	BR	08/03/2018	1210	500340	Memorial Peace	0	T0	48.00	48.00		N	R
14886	BR	12/03/2018	1210	500341	Burial Wilks	0	T0	774.00	774.00		N	R
14887	BR	13/03/2018	1210	500342	Burial Hughes	0	T0	1,536.00	1,536.00		N	R
14888	BR	14/03/2018	1210		AA recharge	0	T0	371.05	371.05		N	R
14889	BR	14/03/2018	1210		ALP recharge	0	T0	100.00	100.00		N	R
14890	BR	14/03/2018	1210		TAC recharge	0	T0	400.00	400.00		N	R
14891	BR	14/03/2018	1210		Moths recharge	0	T0	50.00	50.00		N	R
14905	BR	16/03/2018	1210	500343	Memorial Stack	0	T0	73.00	73.00		N	R
14911	BR	19/03/2018	1210	500344	Burial Cooper	0	T0	278.00	278.00		N	R
14917	BR	09/03/2018	1210		Bank Interest	0	T0	9.33	9.33		N	R
14918	BR	19/03/2018	1210		CAB recharge	0	T0	504.26	504.26		N	R
14930	BR	27/03/2018	1210		Recharge stamps	0	T0	112.00	112.00		N	R
14949	JC	31/03/2018	1210	TRANS	Bank Transfer	0	T1	322,734.66		322,734.66	N	R
14952	JD	31/03/2018	1210	TRANS	Bank Transfer	0	T1	164,321.69	164,321.69		N	R
Totals:									168,925.33	322,734.66		
History Balance:										153,809.33		

N/C: 1220 Name: Investment Account Account Balance: 50,000.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
**** No Transactions ***												

N/C: 1221 Name: Public Sector Deposit Fund Account Balance: 130,000.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
14948	JD	29/03/2018	1221	TRANS	Bank Transfer	0	T1	130,000.00	130,000.00		N	N
Totals:									130,000.00			
History Balance:									130,000.00			

N/C: 1230 Name: Credit Card Account Balance: 0.00

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
**** No Transactions ***												

Date: 01/05/2018
Time: 11:28:33

Tadley Town Council
Unreconciled Payments

Page: 1

Date From: 01/01/1980
Date To: 31/12/2019

Bank From: 1200
Bank To: 1200

Transaction From: 1
Transaction To: 99,999,999

Bank: 1200 Bank Account Name: Bank Current Account Currency: Pound Sterling

No	Type	Date	Ref	Details	Amount £
15014	BP	21/05/2018	DD	PAYE April	1,051.55
15021	PP	16/04/2018	DD	Purchase Payment	38.88
Total £					<u>1,090.43</u>

BANK RECONCILIATION		
Bank Statement Balance	PREMIUM ACCOUNT	161773.91
Bank Statement Balance	CURRENT ACCOUNT	5500.00
	Less uncleared payments	1090.43
	TRUE BANK BALANCE	166183.48
Sage Accounts	PREMIUM ACCOUNT	161773.91
Sage Accounts	CURRENT ACCOUNT	4409.57
	TOTAL ON BALANCE SHEET	166183.48

Date: 01/05/2018
 Time: 11:32:48

Tadley Town Council
Day Books: Supplier Invoices (Detailed)

Page: 1

Date From: 01/04/2018
 Date To: 30/04/2018

Supplier From:
 Supplier To: ZZZZZZZZ

Transaction From: 1
 Transaction To: 99,999,999

N/C From:
 N/C To: 99999999

Dept From: 0
 Dept To: 999

<u>Tran No.</u>	<u>Type</u>	<u>Date</u>	<u>A/C Ref</u>	<u>N/C</u>	<u>Inv Ref</u>	<u>Dept</u>	<u>Details</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>T/C</u>	<u>Gross Amount</u>	<u>V</u>	<u>B</u>
14961	PI	03/04/2018	H1	8201	2549	0	HALC	1,550.00	0.00	T0	1,550.00	N	-
14964	PI	03/04/2018	M4	7803	SO	0	M&C Landscapes	459.17	91.83	T1	551.00	N	-
14966	PI	03/04/2018	O1	7502	0127208	0	Orange	10.75	2.15	T1	12.90	N	-
14967	PI	03/04/2018	B1	7106	5517838	0	BDBC	66.05	0.00	T0	66.05	N	-
14968	PI	03/04/2018	F5	7300	90449	0	UK Fuels	46.50	9.30	T1	55.80	N	-
14969	PI	12/04/2018	S1	7200	3179094	0	SSE skate park	58.49	2.92	T3	61.41	N	-
14974	PI	03/04/2018	H1	7602	2650	0	HALC	150.00	30.00	T1	180.00	N	-
14980	PI	05/04/2018	V2	7801	8801110	0	Veolia	71.96	14.39	T1	86.35	N	-
14984	PI	05/04/2018	K2	7802	2998	0	Kings DIY	14.98	3.00	T1	17.98	N	-
14985	PI	05/04/2018	I5	8291	4529/20	0	ICCM	90.00	0.00	T0	90.00	N	-
14989	PI	06/04/2018	C17	7504	1023513	0	Copyit	37.49	7.50	T1	44.99	N	-
14991	PI	06/04/2018	F6	7803	174820/	0	Flagmakers	108.44	21.69	T1	130.13	N	-
14993	PI	09/04/2018	L8	7890	93	0	Lawson	22.50	0.00	T0	22.50	N	-
14994	PI	09/04/2018	L8	7804	93	0	Lawson	187.50	0.00	T0	187.50	N	-
14996	PI	10/04/2018	M7	7502	2161868	0	Mainstream	2.99	0.60	T1	3.59	N	-
14998	PI	10/04/2018	L9	7901	2492477	0	Lloyds	5.00	0.00	T0	5.00	N	-
15000	PI	10/04/2018	S5	7502	0745849	0	Spitfire	15.00	3.00	T1	18.00	N	-
15005	PI	11/04/2018	T9	7406	3589	0	Triangle	64.00	12.80	T1	76.80	N	-
15007	PI	12/04/2018	F5	7300	090568	0	UK Fuels	46.71	9.34	T1	56.05	N	-
15010	PI	12/04/2018	C17	7504	1023538	0	CopyIT	76.04	15.21	T1	91.25	N	-
15015	PI	13/04/2018	I6	7860	449	0	Intratest	450.00	90.00	T1	540.00	N	-
15018	PI	16/04/2018	G10	7502	1236274	0	Gradwell	35.00	7.00	T1	42.00	N	-
15019	PI	16/04/2018	S4	7603	328802	0	SGW Payroll	32.40	6.48	T1	38.88	N	-
15022	PI	18/04/2018	F5	7300	90624	0	UK Fuels	46.26	9.25	T1	55.51	N	-
15024	PI	20/04/2018	A5	8202	9327908	0	Arco	34.94	6.99	T1	41.93	N	-
15026	PI	23/04/2018	W4	7804	800922	0	Wicksteed	196.39	39.28	T1	235.67	N	-
15028	PI	24/04/2018	E3	7503	82818	0	Elmdale Maintenance	6.40	1.28	T1	7.68	N	-
15030	PI	26/04/2018	L8	7804	96	0	Lawson	154.50	0.00	T0	154.50	N	-
15035	PI	30/04/2018	R9	7803	6476	0	Richard Saunders	255.00	51.00	T1	306.00	N	-
15049	PI	15/04/2018	C18	7102	9999626	0	Castle Water	1.33	0.00	T0	1.33	N	-
<u>Totals</u>								<u>4,295.79</u>	<u>435.01</u>		<u>4,730.80</u>		

Date: 01/05/2018
 Time: 11:35:05

Tadley Town Council
Day Books: Bank Payments (Detailed)

Page: 1

Date From: 01/04/2018
 Date To: 30/04/2018

Bank From: 1200
 Bank To: 1200

Transaction From: 1
 Transaction To: 99,999,999

N/C From:
 N/C To: 99999999

Dept From: 0
 Dept To: 999

Bank: 1200		Currency: Pound Sterling												Bank Rec.
No	Type	N/C	Date	Ref	Details	Dept	Net £	Tax £	T/C	Gross £	V	B	Date	
14904	BP	2210	16/04/2018	DD	PAYE March	0	1,052.52	0.00	T9	1,052.52	-	R	30/04/2018	
14963	BP	7100	03/04/2018	SO	TAC Rent Q2	0	2,887.50	0.00	T0	2,887.50	N	R	30/04/2018	
14976	BP	8290	03/04/2018		TDCA Youth	0	11,000.00	0.00	T0	11,000.00	N	R	30/04/2018	
14977	BP	8290	03/04/2018		CA Tadley &	0	7,420.00	0.00	T0	7,420.00	N	R	30/04/2018	
14978	BP	8290	03/04/2018		Barlows Park	0	7,000.00	0.00	T0	7,000.00	N	R	30/04/2018	
14979	BP	8290	03/04/2018		Hurst Leisure	0	500.00	0.00	T0	500.00	N	R	30/04/2018	
15002	BP	8209	10/04/2018	42/18FGP	Seeability	0	2,000.00	0.00	T0	2,000.00	N	R	30/04/2018	
15003	BP	8209	11/04/2018	39/18FGP	Tadley CA	0	1,926.00	0.00	T0	1,926.00	N	R	30/04/2018	
15004	BP	8209	11/04/2018	40/18FGP	Tadley Calleva	0	1,500.00	0.00	T0	1,500.00	N	R	30/04/2018	
15012	BP	2220	27/04/2018	DD	Net wages April	0	3,556.80	0.00	T9	3,556.80	-	R	30/04/2018	
15013	BP	2230	27/04/2018	DD	Pension April	0	1,248.88	0.00	T9	1,248.88	-	R	30/04/2018	
15033	BP	7500	27/04/2018		S Haines	0	300.00	0.00	T0	300.00	N	R	30/04/2018	
15048	BP	8209	23/04/2018	38/18FGP	Age Concern	0	2,000.00	0.00	T0	2,000.00	N	R	30/04/2018	
Totals							£	<u>42,391.70</u>	<u>0.00</u>		<u>42,391.70</u>			

Date: 01/05/2018

Time: 11:35:57

Tadley Town Council
Day Books: Cash Payments (Detailed)

Page: 1

Date From: 01/04/2018
Date To: 30/04/2018

Bank From: 1230
Bank To: 1230

Transaction From: 1
Transaction To: 99,999,999

N/C From:
N/C To: 99999999

Dept From: 0
Dept To: 999

Bank: 1230 Currency: Pound Sterling

No	Type	N/C	Date	Ref	Details	Dept	Net £	Tax £	T/C	Gross £	V	B	Bank Rec. Date
15017	CP	7504	12/04/2018	CC	Microsoft	0	49.99	10.00	T1	59.99	N	N	
Totals						£	<u>49.99</u>	<u>10.00</u>		<u>59.99</u>			

Date: 01/05/2018
Time: 11:45:45

Tadley Town Council
Nominal Activity

Page: 1

Date From: 01/04/2018
Date To: 30/04/2018

N/C From: 1200
N/C To: 1230

Transaction From: 1
Transaction To: 99,999,999

N/C: 1200 Name: Bank Current Account Account Balance: 4,409.57 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B	
14904	BP	16/04/2018	1200	DD	PAYE March	0	T9	1,052.52		1,052.52	-	R	
14907	PP	03/04/2018	S4	DD	Purchase Payment	0	T1	38.88		38.88	-	R	
14962	PP	03/04/2018	H1	BACS	Purchase Payment	0	T1	1,550.00		1,550.00	-	R	
14963	BP	03/04/2018	1200	SO	TAC Rent Q2	0	T0	2,887.50		2,887.50	N	R	
14965	PP	03/04/2018	M4	SO	Purchase Payment	0	T1	551.00		551.00	-	R	
14970	PP	16/04/2018	O1	DD	Purchase Payment	0	T1	12.90		12.90	-	R	
14971	PP	03/04/2018	B1	DD	Purchase Payment	0	T1	66.05		66.05	-	R	
14972	PP	04/04/2018	F5	DD	Purchase Payment	0	T1	55.80		55.80	-	R	
14973	PP	12/04/2018	S1	DD	Purchase Payment	0	T1	61.41		61.41	-	R	
14975	PP	03/04/2018	H1	BACS	Purchase Payment	0	T1	180.00		180.00	-	R	
14976	BP	03/04/2018	1200	BACS	TDCA Youth	0	T0	11,000.00		11,000.00	N	R	
14977	BP	03/04/2018	1200	BACS	CA Tadley & District	0	T0	7,420.00		7,420.00	N	R	
14978	BP	03/04/2018	1200	BACS	Barlows Park Management Ass	0	T0	7,000.00		7,000.00	N	R	
14979	BP	03/04/2018	1200	BACS	Hurst Leisure Centre	0	T0	500.00		500.00	N	R	
14981	PP	28/04/2018	V2	DD	Purchase Payment	0	T1	86.35		86.35	-	R	
14986	PP	05/04/2018	K2	BACS	Purchase Payment	0	T1	17.98		17.98	-	R	
14987	PP	05/04/2018	I5	BACS	Purchase Payment	0	T1	90.00		90.00	-	R	
14990	PP	06/04/2018	C17	BACS	Purchase Payment	0	T1	44.99		44.99	-	R	
14992	PP	06/04/2018	F6	BACS	Purchase Payment	0	T1	130.13		130.13	-	R	
14995	PP	09/04/2018	L8	BACS	Purchase Payment	0	T1	210.00		210.00	-	R	
14997	PP	16/04/2018	M7	DD	Purchase Payment	0	T1	3.59		3.59	-	R	
14999	PP	26/04/2018	L9	DD	Purchase Payment	0	T1	5.00		5.00	-	R	
15001	PP	23/04/2018	S5	DD	Purchase Payment	0	T1	18.00		18.00	-	R	
15002	BP	10/04/2018	1200	42/18FGP	Seeability	0	T0	2,000.00		2,000.00	N	R	
15003	BP	11/04/2018	1200	39/18FGP	Tadley CA	0	T0	1,926.00		1,926.00	N	R	
15004	BP	11/04/2018	1200	40/18FGP	Tadley Calleva Centurions	0	T0	1,500.00		1,500.00	N	R	
15006	PP	11/04/2018	T9	BACS	Purchase Payment	0	T1	76.80		76.80	-	R	
15008	PP	18/04/2018	F5	DD	Purchase Payment	0	T1	56.05		56.05	-	R	
15011	PP	12/04/2018	C17	BACS	Purchase Payment	0	T1	91.25		91.25	-	R	
15012	BP	27/04/2018	1200	DD	Net wages April	0	T9	3,556.80		3,556.80	-	R	
15013	BP	27/04/2018	1200	DD	Pension April	0	T9	1,248.88		1,248.88	-	R	
15016	PP	13/04/2018	I6	BACS	Purchase Payment	0	T1	540.00		540.00	-	R	
15020	PP	16/04/2018	G10	DD	Purchase Payment	0	T1	42.00		42.00	-	R	
15021	PP	16/04/2018	S4	DD	Purchase Payment	0	T1	38.88		38.88	-	N	
15023	PP	25/04/2018	F5	DD	Purchase Payment	0	T1	55.51		55.51	-	R	
15025	PP	23/04/2018	A5	BACS	Purchase Payment	0	T1	41.93		41.93	-	R	
15027	PP	23/04/2018	W4	BACS	Purchase Payment	0	T1	235.67		235.67	-	R	
15029	PP	24/04/2018	E3	BACS	Purchase Payment	0	T1	7.68		7.68	-	R	
15031	PP	26/04/2018	L8	BACS	Purchase Payment	0	T1	154.50		154.50	-	R	
15033	BP	27/04/2018	1200	BACS	S Haines	0	T0	300.00		300.00	N	R	
15036	PP	30/04/2018	R9	BACS	Purchase Payment	0	T1	306.00		306.00	-	R	
15047	JD	30/04/2018	1200	TRANS	Bank Transfer	0	T1	47,122.50	47,122.50			N R	
15048	BP	23/04/2018	1200	38/18FGP	Age Concern 38/18FGP	0	T0	2,000.00		2,000.00	N	R	
15050	PP	15/04/2018	C18	DD	Purchase Payment	0	T1	1.33		1.33	-	R	
Totals:									47,122.50	47,161.38			
History Balance:											38.88		

Date: 01/05/2018
Time: 11:45:45

Tadley Town Council
Nominal Activity

Page: 2

N/C: 1210 Name: Bank Deposit Account Account Balance: 161,773.91 DR

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Ref</u>	<u>Details</u>	<u>Dept</u>	<u>T/C</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>	<u>V</u>	<u>B</u>
15009	BR	12/04/2018	1210	500345	Memorials Jose and Crone	0	T0	199.00	199.00		N	R
15032	BR	27/04/2018	1210	500346	Memorial Paice	0	T0	78.00	78.00		N	R
15034	BR	30/04/2018	1210	500347	Burial Norris	0	T0	140.00	140.00		N	R
15037	SR	05/04/2018	CASH		Sales Receipt	0	T1	100.00	100.00		-	R
15038	BR	06/04/2018	1210		NALC Refund	0	T0	34.00	34.00		N	R
15039	BR	09/04/2018	1210		Bank Interest	0	T0	6.56	6.56		N	R
15040	BR	10/04/2018	1210	174210338	VAT Refund	0	T1	5,706.33	5,706.33		N	R
15041	BR	23/04/2018	1210		BDBC	0	T0	15,065.00	15,065.00		N	R
15042	BR	30/04/2018	1210		LAMIT Property Fund	0	T0	524.13	524.13		N	R
15043	BR	30/04/2018	1210		BDBC Precept	0	T0	93,233.00	93,233.00		N	R
15044	BR	30/04/2018	1210		BDBC Parish funding	0	T0	9,498.00	9,498.00		N	R
15045	BR	30/04/2018	1210		BDBC Council Tax Support	0	T0	4,409.00	4,409.00		N	R
15046	JC	30/04/2018	1210	TRANS	Bank Transfer	0	T1	47,122.50		47,122.50	N	R
Totals:									128,993.02	47,122.50		
History Balance:									81,870.52			

N/C: 1220 Name: Investment Account Account Balance: 50,000.00 DR

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Ref</u>	<u>Details</u>	<u>Dept</u>	<u>T/C</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>	<u>V</u>	<u>B</u>
**** No Transactions ***												

N/C: 1221 Name: Public Sector Deposit Fund Account Balance: 130,000.00 DR

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Ref</u>	<u>Details</u>	<u>Dept</u>	<u>T/C</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>	<u>V</u>	<u>B</u>
**** No Transactions ***												

N/C: 1230 Name: Credit Card Account Balance: 59.99 CR

<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Ref</u>	<u>Details</u>	<u>Dept</u>	<u>T/C</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>	<u>V</u>	<u>B</u>
15017	CP	12/04/2018	1230	CC	Microsoft 639237322	0	T1	59.99		59.99	N	N
Totals:										59.99		
History Balance:										59.99		

Action Plan - Matters Arising From Audit.

CONTROL AREA	ISSUE	RECOMMENDED ACTION	ACTION TAKEN
Reserves	The current guidance – that will be used by the new external auditors – is clear that all earmarked reserves should have a location, completion date and planned final cost after which the reserve drops to zero.	Before the year end, members should review the validity of all earmarked reserves and then bring projects forward to make use of taxpayer funds.	Members have reviewed the validity of all earmarked reserves.
VAT	There has been a historic difference on the VAT control account relating to parking permit income. All non VAT transactions (wages, transfers, precept, grants) need to be coded correctly to exclude them from the VAT records.	Now that the VAT return on the Sage system links directly to the HMRC site and the process is clearer, returns should use the available programme, minimising the risk of errors.	When each VAT return is submitted the control accounts will be reconciled to the return.
Deposit Accounts	The council currently has the bulk of its reserves in an instant access account which earns interest at 0.003% and is linked to the current account which increases risk	The council may wish to move more of their reserves into accounts such as the CCLA deposit or the Cambridge and Counties which have a return around 0.3% and no direct link to the current account.	The council has moved the bulk of their reserves into a CCLA deposit account.
Members Interests	All members should include their home address (they have an interest in it no matter what the tenure) to prevent accusations of bias.	Please could all members review and update their forms every year so that particularly planning decisions are always transparent.	Members are reminded to review and update their forms.
Member Attendance	At a recent meeting, ten members of the council gave apologies. This is not good for democracy. With the parish unlikely to have significant future house building, it may be worth reducing the number of members to three per ward to increase the chance of regaining GPC.	Members may wish to consult with the District Council and the electorate to reduce membership to reduce vacancies and improve accountability.	Await auditor's final report.
MUGA	It would appear that usage of the MUGA is lower than similar facilities operated by other councils. This is a loss of both revenue and engagement for the council.	It may be worth looking into getting multi use lines painted on the facility to encourage both formal and informal users.	Multi use lines painted on the facility.