



Tadley Town Council
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6 June 2022

You are summoned to attend a meeting of **Finance & General Purposes Committee** as detailed below:
Nicki Barry, Clerk

DATE, TIME AND LOCATION: **13 June 2022 at 7.30pm via Zoom**

<https://us06web.zoom.us/j/9999813360?pwd=R3htTTZneDBHT3dmTlhyd1dhMGdkdz09>
Meeting ID: 9999813360 Passcode: 9813360

MEMBERS: Cllrs: Burdett, Flahive (Chairman), Hankinson, Leeks, Lovegrove, Meiszner, Morrow, Mullan, Spence and Slimin

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS

Arising from this Agenda, Members and Officers are invited to declare any relevant interests. Notwithstanding this item, Members may subsequently declare an interest at any point during the meeting. To receive any applications made by Members for a dispensation to allow them to speak and vote on an agenda item in spite of a disclosable pecuniary interest.

3. MINUTES

To receive and confirm the accuracy of the minutes of the Finance & General Purposes Committee meeting held on 11 April 2022 the contents of which will be taken as correct unless there is a specific resolution otherwise.

<https://www.tadleytowncouncil.gov.uk/UserFiles/Files/Minutes/143279-110422FGP.pdf>

4. OPEN FORUM

The meeting will recess for not more than 15 minutes for questions and comments from members of the public.

5. BUDGET

To review the 2022/2023 budget. **Attached.**

6. BALANCE SHEET AND PROFIT & LOSS REPORTS

To review the 2022/2023 balance sheet and the profit & loss reports. **Attached.**

7. INSURANCE

To receive quotations.

8. REPORT OF THE INDEPENDENT REMUNERATION PANEL FOR BASINGSTOKE & DEANE BOROUGH COUNCIL

To receive the report. **Attached.**

9. **CODE OF CONDUCT ADOPTED BY BASINGSTOKE & DEANE BOROUGH COUNCIL**

To consider adoption.

[https://www.basingstoke.gov.uk/content/page/70496/Councillor%20Code%20of%20Conduct%20\(effective%20from%209%20May%202022\).pdf](https://www.basingstoke.gov.uk/content/page/70496/Councillor%20Code%20of%20Conduct%20(effective%20from%209%20May%202022).pdf)

Name	Apr	May	Actual 22/23	Budget 22/23	Actual 21/22	Budget 21/22
Precept		93233	93233	186466	186466	186466
Burials	601	158	759	7000	12261	15000
Memorials	438	405	843	3000	7549	3153
Litter Grant		18278	18278	17300	17143	16945
Parish Funding		9884	9884	9786	9786	9689
Other Income	1829		1829	865	3750	1420
Bank Interest	494		494	1000	1871	1000
Total Income (£)	3362	121958	125320	225417	238826	233673
Street Furniture			0	2200	477	2200
Highway Signs			0	800	640	800
Memorial Benches			0	2000	3881	2000
Play Area Equipment				10000		12000
Skateboard Park						
Office Equipment			0	1000	272	2000
Cemetery Extension			0	5000	4200	
Litter Equipment			0	1000	312	1000
Vehicle			0	1000	0	1000
CCTV			0	1000	0	1000
Total Direct Expenses (£)	0	0	0	24000	9782	22000
GROSS PROFIT/LOSS (£)	3362	121958	125320	201417	229044	211673
% Profit	100	100	100	89	96	91
Employee Salaries	4978	4978	9956	60000	58680	60000
Employers NI	407	407	814	4532	4436	4400
Employer Pension	597	597	1194	9033	8709	8770
Rent	3107		3107	12426	12155	12064
Giles Road Play Area Rent			0	159	157	154
Water Rates	15		15	536	248	525
Rates	159	157	316	1648	1572	1600
Cemetery Rates	113	115	228	912	998	885
Insurance			0	1000	1649	1600
Commercial Waste			0	600	382	600
Electric & Gas	494		494	1200	1174	500
Vehicle Fuel	284	173	457	2000	2026	2000
Vehicle Repair & Servicing		193	193	1163	1164	1129
Vehicle Tax			0	285	278	277
Misc Vehicle Expenses			0	618	176	
Staff Travelling			0	100	0	100
Councillor Travelling				200		
Chairmans Allowance			0	250	89	250
Councillors Training			0	1000	565	1200
Public Works Loan			0	23000	16305	17000
Printing & Distribution	300	318	618	1236	1887	1200
Postage			0	100	41	100
Office costs		413	413	1500	397	1500
Telephone	75	253	328	1000	1233	1000
Internet	107	107	214	2500	1593	2000
Computer Software & Maintenance	76	26	102	2100	1911	1000
Legal Fees			0	2500	0	2500
Audit & Accountancy Fees	750		750	1500	1350	1500
Consultancy & Professional Fees	6	97	103	1500	1442	1500
Photocopier	8	150	158	1000	717	1000
Equipment Hire			0	200	394	200
Equipment Maintenance & Repair			0	100	0	100
Property Maintenance			0	1000	150	1000
Maintenance Consumables		18	18	1000	1405	1000
Election Costs			0	8000	0	15000
Subscriptions NALC/HALC		165	165	1850	1719	1850
Section 137 Grants	19500		19500	20000	25350	34500
Section 137 Subscriptions	1807		1807	600	560	500
Section 137 The Green Maintenance		86	86	1200	1014	1200
Section 142 Grants	7870		7870	12500	12370	12500
Environmental Improvements			0	3000	1729	3000
You Decide			0	12000	3500	12000
Highways Property Maintenance	766	-21	745	1000	2003	1000
Grounds Maintenance	965	230	1195	7000	7818	7000
Play Areas Maintenance	290		290	15000	7484	15000
Grasscutting		996	996	5500	4272	5500
Gardening	650	786	1436	1000	786	1000
Treeworks	475		475	9000	7055	9000
Christmas Event		40	40	4000	4058	4000
Christmas Decoration Hire			0	4000	5324	4000
Burials Grounds Maintenance	254	1120	1374	2000	4206	2000
Burials Grounds Grasscutting		338	338	7900	4922	7900
Cleaning Costs			0	800	0	800
Bank charges and interest	16	15	31	150	212	90
Clothing Costs			0	300	67	300
Training			0	2000	0	2000
Total Overheads (£)	44069	11757	55826	256697	217731	268794
NET PROFIT/LOSS (£)	-40707	110201	69494	-55280	11313	-57121
% Profit	-1211	90	55	-25	5	-24

Tadley Town Council

Profit and Loss Report

01 April, 2022 - 31 March, 2023

Sales		
4000 - Precept	93,233.00	
4001 - Burials	759.00	
4002 - Memorials	843.00	
4100 - Litter Grant	18,278.00	
4110 - Grass Cutting Grant	9,883.86	
4900 - Other income	1,828.62	
4950 - Bank Interest	494.81	
	Total Sales	£125,320.29
Direct Expenses		
	Total Direct Expenses	£0.00
	GROSS PROFIT / LOSS	£125,320.29
Overheads		
7000 - Employee Wages and Salaries	9,955.76	
7020 - Employers NI	813.86	
7030 - Employer's Pension	1,194.14	
7100 - Rent	3,106.50	
7110 - Water Rates	32.94	
7120 - General Rates	472.85	
7125 - Cemetery Rates	342.70	
7200 - Electricity & Gas	493.56	
7300 - Vehicle Fuel	456.93	
7310 - Vehicle Repair and Servicing	193.09	
7500 - Printing & Distribution	618.00	
7520 - Office Stationery	413.15	

7530 - Telephone	327.76	
7540 - Internet Charges	284.94	
7550 - Computer & Software	101.99	
7610 - Accountancy Fees	750.00	
7620 - Consultancy & Professional Fees	103.20	
7630 - Photocopier	158.05	
7701 - Maintenance Consumables	58.76	
7702 - Subscriptions HALC/NALC	165.00	
7703 - Section 137 Grants	19,500.00	
7704 - Section 137 Subscriptions	1,807.49	
7705 - Section 137 The Green Maintenance	85.50	
7706 - Section 142 Grants	7,870.00	
7710 - Highways Property Maintenance	745.00	
7720 - Grounds Maintenance	1,423.74	
7721 - Play Areas Maintenance	663.00	
7722 - Grasscutting	995.90	
7723 - Gardening	1,436.00	
7724 - Treeworks	475.00	
7725 - Christmas Event	40.00	
7730 - Burials Grounds Maintenance	1,602.74	
7731 - Burials Grounds Grasscutting	338.00	
7900 - Bank Charges and Interest	30.85	
	
	Total Overheads	£57,056.40
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	NET PROFIT / LOSS	£68,263.89
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Tadley Town Council

Balance Sheet Report

To: 03 June, 2022

ASSETS

Fixed Assets

Total Fixed Assets £0.00

Current Assets

1200 - Bank Account Current 4,725.49

1220 - Bank Account Savings 119,308.95

1230 - Public Sector Deposit Fund 132,821.86

Total Current Assets £256,856.30

TOTAL ASSETS £256,856.30

LIABILITIES

Current Liabilities

1260 - Lloyds Bank Credit Card 98.09

2100 - Trade Creditors 965.46

2110 - Accruals 1,350.00

2210 - PAYE to pay to HMRC 1,405.96

2250 - Net Wages -333.47

VAT -1,837.24

2201 - VAT on Purchases -1,837.24

Total Current Liabilities £1,648.80

Future Liabilities

Total Future Liabilities £0.00

TOTAL LIABILITIES	£1,648.80
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TOTAL NET ASSETS	£255,207.50
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EQUITY

3200 - Reserves	188,368.32
3202 - Play Areas Refurbishment	36,000.00
3203 - Contingency Fund	20,000.00
3204 - Bus Service Subsidy	5,000.00
3205 - Equipment, vehicles and tools	4,300.00
3207 - Election Costs	15,000.00
Net Profit / Loss	-13,460.82
<i>Net Profit / Loss (prior year(s))</i>	-81,724.71
<i>Net Profit / Loss (current year)</i>	68,263.89

TOTAL EQUITY	£255,207.50
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Basingstoke
and Deane

REPORT OF THE INDEPENDENT REMUNERATION PANEL

FOR

BASINGSTOKE AND DEANE BOROUGH PARISH AND TOWN COUNCILS

FEBRUARY 2022

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Report from the Parish and Town Councils Independent Remuneration Panel February 2022

1. Introduction

The Parish Remuneration Panel was convened by Basingstoke and Deane Borough Council as the 'Responsible Authority' so required by the 2003 Regulations:

The Local Authorities (Members Allowances) (England) Regulations 2003
Statutory Instrument 2003 No. 1021 and the amendment – Statutory Instrument 2003 No. 1692

The Guidance issued on these regulations for Parish Allowances/ or Members of Parish Council is:

"91. Parish councils may choose to pay their members an allowance, known as 'parish basic allowance', to recognise the time and effort they put into their parish duties. There is no obligation on parish councils to pay such allowances. Each parish council may make an allowance available to its chair only, or to each of its members. Where all members receive an allowance, the amount payable to the chair may be different to that paid to other members, but otherwise the amount paid to each member must be the same. Parish basic allowance is a discretionary allowance. It may be paid in a lump sum, or at intervals throughout the year.

92. If a parish council wishes to pay a basic allowance, it should have regard to a recommendation from its parish remuneration panel. This is a panel set up to make recommendations to parishes in its area. The membership of a parish remuneration panel will be the same as the independent remuneration panel of the district or county council within whose area the parish is situated. The panel will make a recommendation as to whom basic allowance should be paid, and the level of the allowance."

(New Council Constitutions: Guidance on Regulation for Local Authority Allowances, DCLG, 2003)

2. Terms of Reference

The Panel was asked to consider and make recommendations to Parish Councils regarding:

- Basic Allowance
- Chair's Allowance
- Travel and Subsistence Allowance
- Indexation

The Parish Independent Remuneration Panel

The Parish Independent Remuneration Panel comprised of the same membership as the Independent Remuneration Panel which met on **25th and 26th January 2022** to review the allowances for Basingstoke and Deane Borough Council and the members of the panel are set out below:

The Panel comprised the following members:

- Gordon Manickam, Civil Servant
- Dennis Frost, Former Local Government Officer
- Mark Palmer, Development Director, South East Employers, Chair

The Panel met virtually via MS Teams. The Panel meeting was held in private session.

3. Approach

All Parish and Town Councils were invited to provide views through a questionnaire and the opportunity to speak to the Panel in respect of the Parish Basic Allowance, the Chair's Allowance, Travel and Subsistence and Indexation. Thirteen Parish and Town Council responded to the questionnaire, no Parish or Town Council met the Panel as part of the review. The questionnaire responses are attached as Appendix 1.

The Panel thanks the thirteen Councils who responded to the questionnaire. The Panel also paid close attention to the Government Guidance.

4. Arriving at the Recommendations

The Panel was of the view that whilst parish councillors did not stand for office for any financial reward, an allowance could actively support someone in the councillor role and that it was essential to be able to attract parish councillors from a wide range of backgrounds. Councillors should also not be out of pocket for undertaking the role.

5. Recommendations

Basic Allowance

The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No. 1021 state the basic allowance recommended by a Parish Independent Remuneration Panel can be for any amount up to 100 per cent of the basic allowance paid by Basingstoke and Deane Borough Council.

The Panel therefore recommends that those parishes who feel that a basic allowance would be appropriate should be able to pay an amount up to 5% of the Basic Allowance for Basingstoke and Deane Borough Council.

The recommended Basic Allowance for Basingstoke and Deane Borough Council for 2022/23 is £7,445; 5% of this is **£372**. This should only be paid to Members who are elected not those co-opted.

Chair's Allowance.

The Chair's allowance that can be recommended by the Parish Independent Remuneration Panel and can be for any amount up to 100 percent of the Basic Allowance paid by Basingstoke and Deane Borough Council. The Panel is of the view that any decision regarding the payment of a Chair's Allowance and the level of that allowance should be left entirely to the discretion of individual parish councils, considering individual local circumstances, whilst adhering to the recommended maximum allowance.

The Panel therefore recommends the Chair's Allowance should be up to 10% of Basingstoke and Deane Borough Council's recommended Basic Allowance. The recommended Basic Allowance is £7,445; 10% of this is £745. The Chair's allowance can be in addition to the Basic Allowance, or not, if no Basic Allowance is paid.

Travel and Subsistence.

The Panel recommended that travel and subsistence for Parish and Town Councils should be at the same rates paid to Basingstoke and Deane Borough Council Members. **The Panel recommends that the Parish Councils should pay a mileage allowance of 45p per mile (for a car) which is in line with the HMRC recommendations. Subsistence rates should be paid in line with Basingstoke and Deane Borough Councillors.**

Indexation of Allowances

The indexation of the allowances paid to Members of the parish and town councils should be in line with the indexation applied to Members Allowances at Basingstoke and Deane Borough Council, namely linked to staff salary increases of Basingstoke and Deane Borough Council employees.

Withdrawal of Allowances

The Panel recommends that where a member is suspended or partially suspended, all or part of their allowance should be withheld. This would also apply to Travel and Subsistence allowances.

Forgoing Allowances

A parish/town councillor may choose not to receive all or part of any allowance to which they would otherwise be entitled. To do so they must give written notice to the proper officer of the parish/town council.

Publicity

Regarding the allowances, the Panel recommends that the Parish Councils act in accordance with the following guidance (Section 5, Paragraph 30 of the Regulations (SI2003 No. 1021):

“Parish councils are required to publicise their allowances in a notice or notices conspicuous in their area. These notices must remain in place for at least 14 days. In addition, they must make a record of the allowances they have paid available for inspection at reasonable notice. They must provide copies of this record on request and may charge a reasonable fee for this. Parishes must also publish details of the parish remuneration panel reports. Again, these are minimum requirements, and parish councils may wish to go further in making local people aware of their allowances scheme and payment levels. For example, they may wish to circulate details of their allowances in the parish newsletter, if they have one, place them on a website, or publish them in one or more local newspapers.”

Publication

The Panel recommends that the Parish Clerk should publicise the allowances scheme to all Parish Councillors and the public.

Implementation

The Panel recommends the changes to the Basic Allowance and Chair’s Allowance should be implemented from May 2022.

**Mark Palmer
Chair of the Independent Remuneration Panel
February 2022**