



Tadley Town Council
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28 April 2024

You are summoned to attend a meeting of Full **Council** as detailed below:

Nicki Barry, Clerk

DATE, TIME AND LOCATION: **6 May 2025 at 7.30pm at Tadley Town Council**

MEMBERS: Cllrs: Atkinson, Burdett (Chairman), Flahive, Hankinson, Leeks, Lovegrove, A Morrow, K Morrow, Mullan, Neilson, Rowden, Slimin, Spence, Waterfield, Wilson-Thomas and Witton

AGENDA

1. APOLOGIES

2. ELECTION OF CHAIRMAN

To elect a Chairman to serve for the coming year. Chairman to make Declaration of Office.

3. ELECTION OF VICE-CHAIRMAN

To elect a Vice-Chairman to serve for the coming year. Vice-Chairman to make Declaration of Office.

4. 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.

5. MINUTES

To receive and confirm the accuracy of the minutes of Full Council held on 3 March 2025, the contents of which will be taken as correct unless there is a specific resolution otherwise.

<https://www.tadleytowncouncil.gov.uk/UserFiles/Files/Minutes/194293-030325FC.pdf>

6. OPEN FORUM

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

7. FORMATION OF COMMITTEES & ELECTION OF CHAIRMEN

a) To elect members to the following Committees:

i) **Recreation & Leisure** - 8 Members plus Chairman and Vice Chairman of the Council

ii) **Highways & Planning** - 7 Members plus Chairman and Vice Chairman of the Council

iii) **Personnel** – 3 Members plus Chairman and Vice Chairman of the Council

iv) **Burials** - 3/4 Members plus Chairman and Vice Chairman of the Council

b) To elect a Chairman and Vice-Chairman for each of the Committees listed under a) above.

c) **Finance & General Purposes** - 4 Members plus Chairman and Vice-Chairman of the Council, Chairmen of Highways and Planning, Recreation and Leisure, Personnel and Burials Committee.

- d) To elect a Chairman and Vice-Chairman of the Finance & General Purposes Committee.
- e) To elect members of the Christmas Event Working Party
- f) To elect members of the Documents Working Party
- g) To elect members of the Youth Council Working Party

9. APPOINTMENT/CONFIRMATION OF REPRESENTATIVES

To appoint/confirm representatives for the following:

- | | | |
|--|---|-----------|
| a) Age Concern Tadley and District | - | 1 member |
| b) AWE Local Liaison Committee | - | 3 members |
| c) Barlows Park Management Association | - | 1 member |
| d) Basingstoke and District Association of Parish Councils | - | 2 members |
| e) Hampshire Association of Local Councils | - | 2 members |
| f) Heath End Village Hall Trust | - | 1 member |
| g) Tadley Elderly Day Care | - | 1 member |
| h) National Association of Local Councils | - | 2 members |
| i) Pamber Forest Management Committee | - | 1 member |
| j) Public Transport Representative | - | 1 member |
| k) Tadley and District Community Association | - | 1 member |
| l) Tadley Citizens Advice | - | 1 member |

10. TRUSTEES

To note representatives for the following:

- a) William Mothes/Ambrose Allen – Cllr D Leeks (21/11/27), Cllr S Mullan (15/5/27), Mr P Williams (15/5/27)
- b) Allotments for the Labouring Poor - Cllr A Burdett (1/3/27), Chris Spence (15/5/27)

11. SUBSCRIPTIONS

To confirm renewal of the following subscriptions at the appropriate date. ***(The figures in brackets are the amounts paid on the last occasion on which subscriptions were due - for information)***

- a) Hampshire Association of Local Councils/NALC (£1857)
- b) Society of Local Council Clerks (£300)
- c) Data Protection (£35)
- d) Institute of Cemetery & Crematorium Management (£100)
- e) Parish Online (£270)

12. DIRECT DEBITS & STANDING ORDERS

To approve:

Payee		Frequency
Direct Debits		
Basingstoke & Deane	Rates	Monthly
Basingstoke & Deane	Cemetery rates	Monthly
Business Credit Card		Ad hoc
EE	Mobiles	Monthly
Hampshire County Council	Pension	Monthly
HMRC	PAYE & NI	Monthly
Information Commission	Data Protection	Yearly
Ivideon	CCTV	Yearly
Land Registry		Ad hoc
Lloyds Bank	Account Fee	Monthly

Mainstream Digital	Phone/Broadband	Monthly
Sage	Software	Monthly
SGW Payroll Ltd	Payroll	Monthly
Valda Energy	Electric (skatepark)	Quarterly
UK Fuels		Ad hoc
Vision ICT	Website	Yearly
Standing Orders		
Tactical Facilities	Flower baskets	Yearly
Intratest	ND testing lights	Yearly
M&C Landscapes	Grounds maintenance	Monthly
Turbary Charity	Rent	Annually
Credit Card		
Adobe	Software	Yearly
Microsoft	Software	Monthly
Hampshire County Council Licences		Ad hoc

13. ACCOUNTS

To receive and sign a statement of receipts & payments for the month of March and April 2025.
(Previously circulated by email)

To acknowledge responsibility for the preparation of the accounts and to approve the Annual Governance Statement in Section 1 of the Annual Return. **Attached**

To approve the Accounting Statements in Section 2 of the Annual Return. **Attached**

To note that the period of the elector's rights will be 3 June – 14 July 2025

To receive the internal auditors report. **To follow.**

To confirm there are no conflicts of interest with the external auditor BDP LLP.

14. CHAIRMAN AND VICE-CHAIRMAN'S REPORTS

To receive reports from Chairman and Vice-Chairman.

15. BOLLARDS HUNTS MOOR ROAD

To receive a request from a resident for the permanent removal of the retractable bollards.

16. TREES WHITEDOWN ROAD

To receive a request from a resident to crown reduce trees adjacent to their property.

17. COMMITTEE

To receive the reports and any recommendations of the following Committee and to receive any items for report from the Chairman:--

Highways and Planning Committee held on 24 March and 28 April

<https://www.tadleytowncouncil.gov.uk/UserFiles/Files/Minutes/194977-240325HP.pdf>

<https://www.tadleytowncouncil.gov.uk/UserFiles/Files/Minutes/196142-280425HP.pdf>

18. REPORTS

To receive reports from the following: -

a. Hampshire County Council – Cllr Mellor

b. Basingstoke & Deane Borough Council – Cllrs Bound, Chatburn, Conquest, Johnstone, K Morrow and Slimin

c. Representatives on external organisations
Youth Council Working Party

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED