



Tadley Town Council
2 Franklin Avenue
TADLEY
Hampshire
RG26 4ET

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26 April 2021

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

Nicki Barry, Clerk

DATE, TIME AND LOCATION: **4 May 2021 at 7.30pm via Zoom**

Meeting ID: 9999813360 Passcode: 9813360

MEMBERS: Cllrs: Atkinson, Bower, Burdett, Charlick, Flahive, Flake, Hankinson, Knight, Leeks, Lovegrove, Leliveld, Mullan, Page, Slimin, Spence 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 1 March 2021, the contents of which will be taken as correct unless there is a specific resolution otherwise.

<https://www.tadleytowncouncil.gov.uk/UserFiles/Files/Minutes/118558-010321FC.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 You Decide Working Party

8. 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 Centre	-	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
m) The Point Champions	-	1 member

9. TRUSTEES

To note representatives for the following:

- a) William Mothes/Ambrose Allen – Cllr D Leeks (21/11/23), Cllr S Mullan (18/5/23), Mr P Williams (18/5/23)
b) Allotments for the Labouring Poor - Cllr A Burdett (1/3/24), Chris Spence (18/5/23)

10. 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 (£1719)
b) National Association of Local Councils - Direct Information Service (£81)
c) Society of Local Council Clerks (£262)
d) Data Protection (£35)
e) Institute of Cemetery & Crematorium Management (£95)
f) Parish Online (£180)

11. DIRECT DEBITS & STANDING ORDERS

To approve:

Payee		Frequency
Direct Debits		
Basingstoke & Deane	Rates	Monthly
Basingstoke & Deane	Cemetery rates	Monthly
Business Credit Card		Ad hoc
Business Stream	Cemetery water	Half yearly
Castle Water	Office water	Monthly
EE	Mobiles	Monthly
Gradwell	Broadband	Monthly
Hampshire County Council	Pension	Monthly
HMRC	PAYE & NI	Monthly
Information Commission	Data Protection	Yearly
Inty Cascade	Email	Monthly
Ivideon	CCTV	Yearly

Land Registry		Ad hoc
Lloyds Bank	Account Fee	Monthly
Mainstream Digital	Telephone	Monthly
Sage	Software	Monthly
SGW Payroll Ltd	Payroll	Monthly
Southern Electric	Electric (skatepark)	Quarterly
UK Fuels		Ad hoc
Vision ICT	Website	Yearly
Standing Orders		
Chesmetalwork	Skatepark painting	4 times a year
Hanging Garden	Flower baskets	Yearly
Intratest	ND testing lights	Yearly
M&C Landscapes	Grounds maintenance	Monthly
Turbary Charity	Rent	Quarterly
Credit Card		
Adobe	Software	Yearly

12. ACCOUNTS

To receive and sign a statement of receipts & payments for the month of March and April 2021. (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 approve the 2020/21 Accounts. **Attached**

To note that the period of the elector's rights will be 14 June – 23 July 2021

13. CHAIRMAN AND VICE-CHAIRMAN'S REPORTS

To receive reports from Chairman and Vice-Chairman.

14. COMMITTEES

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

a. Highways and Planning Committee held on 29 March and 26 April

<https://www.tadleytowncouncil.gov.uk/UserFiles/Files/Minutes/120589-290321HP.pdf>

<https://www.tadleytowncouncil.gov.uk/UserFiles/Files/Minutes/123364-260421HP.pdf>

b. Recreation and Leisure Committee held on 6 April

<https://www.tadleytowncouncil.gov.uk/UserFiles/Files/Minutes/122366-060421RL.pdf>

c. Finance & General Purposes Committee held on 12 April

<https://www.tadleytowncouncil.gov.uk/UserFiles/Files/Minutes/122607-120421FGP.pdf>

Recommendation:

28/21FGP in line with Tadley Town Council's policy to refuse a request from a resident to purchase a 3-meter-wide strip of land to the side of 10 Whitedown Road.

15. REPORTS

To receive reports from the following: -

a. Hampshire County Council – Cllr Mellor

b. Basingstoke & Deane Borough Council – Cllrs Bound, Carruthers, Leeks, Lovegrove and Vaux

c. Representatives on external organisations.

Section 1 – Annual Governance Statement 2020/21

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 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
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/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
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>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 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/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Tadley Town Council
 Summary Income and Expenditure account
 for the year ended
 31-Mar-21

	2020/21	2019/20
	£	£
Income		
Precept	186,466	186,466
BDBC Litter Grant	16,777	15,796
Bank interest received	2,367	3,260
Burial Ground/Cemetery	23,994	19,192
Recharges and sundry income	9,010	7,068
Grants received	9,689	9,593
Total Income	<u>248,303</u>	<u>241,374</u>
Revenue Expenditure		
Grants made under s.137 and s.142	37,173	47,763
Burial Ground maintenance	7,357	4,681
Wages and administration	136,569	147,581
Grounds maintenance	45,309	27,887
	<u>226,408</u>	<u>227,912</u>
Capital Expenditure		
Other capital expenditure (see notes)	24,826	19,123
	<u>24,826</u>	<u>19,123</u>
Total Expenditure	<u>251,234</u>	<u>247,036</u>
Net Income / (Expenditure)	<u><u>-2,931</u></u>	<u><u>-5,661</u></u>
Cumulative Fund Balance		
Balance brought forward at 1 April 2020	99,322	95,084
Add Total Income	<u>248,303</u>	<u>241,374</u>
Transfers from general fund	-1,100	9,900
Less Total Expenditure	<u>251,234</u>	<u>247,036</u>
Balance carried forward at 31 March 2021	<u><u>95,291</u></u>	<u><u>99,322</u></u>

Tadley Town Council

Balance sheet

as at

31-Mar-21

	31.03.21	31.03.20
	£	£
Current Assets		
Debtors	964	292
VAT refund due	2,936	2,019
Bank current account	5,500	5,500
Credit card	-30	-76
Bank deposit account	36,186	11,654
Public sector deposit account	132,676	162,355
	<u>178,232</u>	<u>181,744</u>
Current Liabilities		
Creditors and Accruals	2,641	3,222
	<u>2,641</u>	<u>3,222</u>
NET ASSETS	<u><u>175,591</u></u>	<u><u>178,522</u></u>
REPRESENTED BY		
General reserve	95,291	99,322
Earmarked Reserves		
Equipment, vehicles and tools	4,300	3,200
Election Costs	15,000	15,000
Play area refurbishment	36,000	36,000
Contingency Fund	20,000	20,000
Bus Service Subsidy	5,000	5,000
TOTAL RESERVES	<u><u>175,591</u></u>	<u><u>178,522</u></u>
	0	0

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Chairman

Date

.....
Responsible Financial Officer

Date

Tadley Town Council

Supporting statement to the Income and Expenditure Account for the year ended 31-Mar-21

Fixed Assets

a) During the year the following capital expenditure was undertaken

	£
Highway Signs	640
Play Equipment	23,007
Litter Equipment	1,179
	<u>24,826</u>

b) As at 31 March 2021, the following assets were held

<i>as per fixed asset register</i>	£
Land (held at nominal value)	8
Buildings	1,500
Maintenance equipment	13,865
Fencing, gates and walls	17,533
Play areas	393,391
Street furniture	72,631
Regalia	1,601
Office equipment	8,451
Office furniture	2,834
Vehicle	14,400
CCLA Property Fund 16316 units <i>cost</i>	50,000
Total value of assets held	<u><u>576,214</u></u>

Note: Fixed assets are valued at historic cost

Borrowings

The Council has a Public Works Loan of £150,000 repayable over 10 years.

Leases

The Council has an operating lease with Siemens Financial Services Ltd for a photocopier £180.10 a quarter and a lease with Basingstoke Council for speed limit reminder signs £640 per annum.

Debts Outstanding

The council had customer invoices £964 due for payment as at 31 March 2021.

Tenancies

Council as Landlord	none	
Council as tenant	per annum	term
Turbary Allotment Charity (office)	£3,005	quarterly renewal 2021
Giles Road open space	£152	annually renewal 2021

S.137 Payments

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £8.32 per head of population for the benefit of the people of the area on activities not specifically authorised by other powers.

The limit for the Council in 2020/21 was £9204.17 the following payments were made:

<u>Payee</u>	<u>2020/21</u> <u>Amount</u>	<u>2019/20</u> <u>Amount</u>
Barlows Park Management Assoc	7,500	9,350
Age Concern	0	1,000
Heath End Village Hall	700	0
British Legion	50	50
Tadley Band	0	1,200
Hants & IOW Trust	400	400
Hurst Community school prizes	0	150
Tadley Elderly Day Care	0	2,000
Seeability	0	2,000
Tadley Community Assoc Youth	12,000	11,000
Berkshire MS	600	550
Tadley School PTA	0	1,150
Break For Life	0	2,039
Victim Support	300	300
TADS	1,500	500
Tadley Scouts	0	2,500
Subscriptions	600	384
Costs of running the green (net)	1,153	1,050
Tadley Citizen Advice (s.142)	12,370	12,140
	<u>37,173</u>	<u>47,763</u>

Contingent Liabilities

The council has no contingent liabilities which have not been quantified and accrued for

Pensions

The council operates the Hampshire County Council pension scheme for 2 employees. The council's contributions for 2020/21 amounted to £8,596 (2019/20 £13,315)

Advertising and Publicity

The following costs for advertising and publicity were incurred during the year

	<u>2020/21</u>	<u>2019/20</u>
Town publicity, newsletter and website	<u>926</u>	<u>1,580</u>
	926	1,580

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Chairman

.....
Responsible Financial Officer

Date

Date