



Tadley Town Council
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TADLEY
Hampshire
RG26 4ET

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31 May 2019

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

Nicki Barry, Clerk

DATE, TIME AND LOCATION: **10 June 2019 at 7.15pm in the Town Council Offices**

MEMBERS: Cllrs: Atkinson, Bower, Burdett, Charlick, Flahive, Flake, Hankinson, Leeks, Lovegrove, Moss, Mullan, Page 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 Full Council held on 13 May 2019, the contents of which will be taken as correct unless there is a specific resolution otherwise. **Pages 2-7**

4. OPEN FORUM

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

5. ACCOUNTS

To receive and sign a statement of receipts & payments for the month of May 2019. (To follow)

To acknowledge responsibility for the preparation of the accounts and to approve the Annual Governance Statement in Section 1. **Page 8**

To approve the Accounting Statements in Section 2 of the Annual Return. **Page 9**

To approve the 2018/19 Accounts. **Pages 10-14**

To receive the Internal Auditor's report and subsequent proposed action plan. **Page 15**

6. GOOD CITIZEN AWARD

To receive two nominations.

MINUTES OF A MEETING OF TADLEY TOWN COUNCIL HELD IN THE TOWN COUNCIL OFFICES, FRANKLIN AVENUE, TADLEY AT 7.30PM ON 13 MAY 2019

Present: Cllrs Atkinson, Bower, Burdett, Charlick, Flahive, Flake, Lovegrove, Mullan, Page (Chairman) and Slimin.

In Attendance: Clerk, County Cllr Mellor (until 8.10pm)

1. APOLOGIES

Received and accepted from Cllrs Hankinson, Leeks and Moss and Borough Cllrs Carruthers and Vaux.

2. ELECTION OF CHAIRMAN

1/20FC 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

2/20FC It was

RESOLVED (7/3/0) 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

3/20FC It was

RESOLVED (10/0/0) to grant all Councillors serving on Tadley Town Council an indefinite dispensation to both speak and vote on the budget and setting of the precept, for their term of office.

5. MINUTES

4/20FC It was

RESOLVED (10/0/0) to receive and confirm the accuracy of the minutes of the meeting held 4 March 2019.

6. OPEN FORUM 7.31 – 7.32PM

Cllr Charlick raised the need for more signage regarding litter and dog fouling.

7. FORMATION OF COMMITTEES & ELECTION OF CHAIRMEN

5/20FC 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 Atkinson, Bower, Charlick, Flake, Hankinson, Moss and Slimin were elected to serve on the Recreation & Leisure Committee.

Cllrs Bower, Charlick, Lovegrove, Moss, Mullan 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 Atkinson, Leeks and Moss 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 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.

6/20FC 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.

7/20FC 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.

8/20FC 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

9/20FC 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 | - Cllr Charlick |
| b) AWE Local Liaison Committee | - Cllrs Burdett, Leeks, Mullan alternate Cllr |
| 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) Tadley Elderly Day Care | - Cllr Page |
| h) National Association of Local Councils | - Chairman & Vice Chairman |
| i) Pamber Forest Management Committee | - Cllr Charlick |
| 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 (21/11/23), Cllr S Mullan (18/5/23), Mr P Williams (18/5/23)
 b) Allotments for the Labouring Poor - Cllr A Burdett (1/3/20), Chris Spence (18/5/23) **Noted.**

10. SUBSCRIPTIONS

10/20FC 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

11/20FC 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
Chesmetalwork Skatepark painting	3 times a year
Gradwell Broadband	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 Telephone	Monthly
Orange Mobiles	Monthly
Sage Software	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
Vision ICT Website	Yearly
Standing Orders	
Turbary Charity Rent	Quarterly
M&C Landscapes Grounds maintenance	Monthly
Credit Card	
Adobe Software	Yearly

12. CHAIRMAN AND VICE-CHAIRMAN'S REPORTS

Chairman – On the 6 April we held the Annual Town Meeting along with the You Decide voting day in the Ambrose Allen Centre. The event was very well attended both by the groups bidding for the

grants and by the residents who came along to vote. On the 25 April I attended Tadley School and had the great pleasure in opening the water feature addition to their outside learning space.

Vice-Chairman – Thanked the Clerk and Amanda Leeks for their work at the You Decide event.

13. ACCOUNTS

12/20FC It was

RESOLVED (/0/0) to receive and sign a statement of receipts and payments for the months of March and April 2019.

14. GENERAL POWER OF COMPETENCE

The general power of competence is a power which enables local authorities to do anything an individual can do providing it is within the law and providing the authority meets the eligibility criteria. Local councils must meet the following set criteria for eligibility: two thirds of councillors must have stood for election and the clerk must be qualified.

13/20FC It was

RESOLVED (10/0/0) that the eligibility criteria to use the general power of competence has been met by Tadley Town Council.

15. COMMITTEES

14/20FC It was

RESOLVED (10/0/0) to receive and approve the reports of the Highways and Planning Committee held on 25 March and 29 April 2019.

15/19FC It was

RESOLVED (10/0/0) to accept the recommendation **35/19FGP** to accept the quotation of £8224 from 4SquareIT for 16 Ipads and associated set up costs. Training to be organised.

16/19FC It was

RESOLVED (10/0/0) to accept the recommendation **36/19FGP** to accept the quotation of £962 from 4SquareIT to change from the Gmail platform to Office 365 mailboxes. (Annual cost of £612 a year with set up costs of £350.)

17/20FC It was

RESOLVED (10/0/0) to receive and approve the report of the Finance & General Purposes Committee held on the 8 April 2019.

16. REPORTS

County Cllr Mellor report attached.

Borough Cllr Carruthers has sent a written report attached.

Borough Cllr Vaux has sent a written report attached.

Cllr Slimin (Barlows Park Management Association) reported: Clarified that the new lease is with Barlow Park Environmental Trust and not the football club.

Cllr Burdett (Allotments for the Labouring Poor) reported: Greenhealth Tadley is running a project at the Rowan Road site which is educating people in traditional and modern horticulture.

They have erected a poly tunnel, Tadley Medical Partnership can now refer patients for this type of therapy.

17. GOOD CITIZEN AWARD

Three good citizen nominations were received.

18/20FC It was
RESOLVED (10/0/0) to award three good citizen awards.

The meeting closed at 8.15pm.

Signed:

Dated: 1 July 2019

County Cllr Mellor Report:

1. The reason for the recent chronic delays on the A340 were due to Thames Water replacing a fire hydrant BUT not arranging and supervising the removal of the temporary traffic lights. Thames Water will be penalised for this and hopefully the newly introduced permit system that will apply to all 60 or so companies who need to have access to Hampshire County Council roads will preclude any future problems. Of course the main issue as ever is safety.

2. Progress towards arranging a meeting with the Police in June has been made; Hampshire Constabulary have concurred although their manpower switches have not helped. Dates have been sought from Baughurst and meshed with those from Tadley Town Council, the agenda will focus on ASB. It is hoped to firm things up in the next two weeks. The Inspector has assured that in future there will be quarterly representation at Tadley Town Council meetings by a PCSO.

3. The Tadley Transport Working group which ceased to function in 2015 had two outstanding issues which were highlighted in September 2017; one was the proposed cycle path alongside the Memorial Garden at New Road; monies are now available in this financial year for this to be done, which will provide a circuitous route for smaller bikes (Bike and Stride/Bikeability group focus). The only outstanding matter is a query re the link on to and across New Road. Highways Engineering are to review/redesign that element. Plans for go ahead are expected very soon and will be sent to Tadley Town Council.

4. With regard to Hampshire County Councils recent introduction of residential areas' lights being switched off between 0100 and 0400 for energy saving and cost reductions, in response to a Town Councillor advising that some residents do not like the introduction, it was repeated that if there were good safety reasons then street by street it could be reviewed.

5. Hampshire County Council have made comments on the major planning applications in the area: McCarthy Stone/Retail outlet development at New Road; the Lidl application to West Berks District Council with its effect on the A340 and Silchester Road and the various applications at Bishopswood Golf Club. The views of the public and Tadley Town Council on these applications have been noted.

6. From May 17th, the Leader of the Hampshire Council will be the current Deputy Keith Mans as Roy Perry is stepping down.

Borough Cllr Carruthers Report:

I would like to report that I am delighted to have been re-elected by the residents of Tadley South. I enter into this next year keenly and excitedly and with a little more experience and knowledge under my belt than after my initial election. I am looking forward to continuing to serve the people of Tadley. I would like to pay tribute to Jonathan Richards, who has been a hardworking and dedicated Councillor for Tadley central. And to welcome Warwick Lovegrove and Jenny Vaux to their new roles.

Due to Purdah the Borough offices have been a little quiet of late, although it is about to get very busy and I will update at the next Full Council meeting. We're still waiting for a recommendation to be made on the Reading Warehouses site planning application and I am in regular contact with the Planning Officer, I expect to have an update in the next few weeks. Locally, I dealt with some very upset residents over the traffic lights that were placed on The Main Road/Tadley Hill around 1st May. These lights caused significant problems for residents of Winston Avenue as well as anybody travelling along the Main Road itself. I worked with Hampshire County Council and Derek Mellor and the matter was eventually resolved and is being taken very seriously.

Borough Cllr Vaux Report:

I was delighted to be elected as Tadley Central's representative at Basingstoke & Deane Borough Council in the local elections on the 2nd of May. It is a huge honour and privilege, and I will do everything in my power to achieve the best outcomes for Tadley in borough meetings and activities. Unfortunately, May's Tadley Town Council meeting clashes with the Annual Borough Conservative Group meeting, where a new group and council leader will be elected, together with consideration of committee positions. It is therefore imperative that in order to represent Tadley Central residents effectively I should attend this Group meeting. I fully intend to attend Tadley Town Council meetings in the future. In the meantime, the Town Clerk has my contact details - please do not hesitate to contact me if I can be of any assistance.

Section 1 – Annual Governance Statement 2018/19

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 2019, 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 should 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

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2018/19 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
			<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 salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</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 2019 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-19

	2018/19 £	2017/18 £
Income		
Precept	186,466	186,466
BDBC Litter Grant	15,065	14,430
Bank interest received	3,289	2,368
Burial Ground/Cemetery	16,069	22,514
Recharges and sundry income	2,834	2,044
Grants received	13,907	18,971
Total Income	<u>237,630</u>	<u>246,793</u>
Revenue Expenditure		
Grants made under s.137 and s.142	34,002	27,526
Youth Project	0	11,500
Burial Ground maintenance	5,885	7,725
Wages and administration	140,821	135,150
Grounds maintenance	56,353	38,563
	<u>237,062</u>	<u>220,464</u>
Capital Expenditure		
Other capital expenditure (see notes)	<u>35,085</u>	<u>21,817</u>
	35,085	21,817
Total Expenditure	<u>272,147</u>	<u>242,281</u>
Net Income / (Expenditure)	<u><u>-34,516</u></u>	<u><u>4,511</u></u>
Cumulative Fund Balance		
Balance brought forward at 1 April 2018	<u>133,668</u>	<u>131,157</u>
Add Total Income	237,630	246,793
Transfers from general fund	-4,100	-2,000
Less Total Expenditure	<u>272,147</u>	<u>242,281</u>
Balance carried forward at 31 March 2019	<u><u>95,052</u></u>	<u><u>133,668</u></u>

Tadley Town Council

Balance sheet

as at

31-Mar-19

	31.03.19 £	31.03.18 £
Current Assets		
Debtors	1,289	0
VAT refund due	2,939	5,706
Bank current account	5,500	5,500
Credit card	-213	0
Bank deposit account	5,917	79,903
Public sector deposit account	171,144	130,000
	<u>186,576</u>	<u>221,110</u>
Current Liabilities		
Creditors and Accruals	2,425	2,441
	<u>2,425</u>	<u>2,441</u>
NET ASSETS	<u>184,152</u>	<u>218,668</u>
REPRESENTED BY		
General reserve	95,052	133,668
Earmarked Reserves		
Equipment, vehicles and tools	2,100	15,000
Election Costs	15,000	15,000
Play area refurbishment	36,000	55,000
Contingency Fund	20,000	0
Bus Service Subsidy	5,000	0
IT Equipment (Councillors)	11,000	0
TOTAL RESERVES	<u>184,152</u>	<u>218,668</u>
	0	0

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Chairman

.....
Responsible Financial Officer

Date

Date

Tadley Town Council

Supporting statement to the Income and Expenditure Account for the year ended 31-Mar-19

Fixed Assets

a) During the year the following capital expenditure was undertaken

	£
Highway Signs	640
Benches	7,345
Play Equipment	12,108
Vehicle	14,400
Litter Equipment	382
Office Equipment	210
	<u>35,085</u>

b) As at 31 March 2019, the following assets were held
as per fixed asset register

	£
Land (held at nominal value)	8
Buildings	1,500
Maintenance equipment	6,892
Fencing, gates and walls	18,515
Play areas	362,307
Street furniture	73,085
Regalia	1,601
Office equipment	3,388
Office furniture	3,469
Vehicle	14,400
CCLA Property Fund 16316 units cost	50,000
Total value of assets held	<u>535,165</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 £1289 due for payment as at 31 March 2019.

Tenancies

Council as Landlord	per annum	term
none		
Council as tenant		

Turbary Allotment Charity (office)
Giles Road open space

£2,888 quarterly renewal 2021
£149 annually renewal 2019

S.137 Payments

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £7.86 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 2018/19 was £71046, the following payments were made:

<u>Payee</u>	<u>2019 Amount</u>	<u>2018 Amount</u>
Barlows Park Management Assoc	7,000	7,000
Age Concern	0	1,000
Tadley Community Assoc	4,000	0
British Legion	50	50
Hurst Community Leisure Centre	0	500
Hants & IOW Trust	450	350
Hurst Community school prizes	150	150
Loddon Valley Day Care	0	2,000
Seeability	0	1,000
Tadley Community Assoc Youth	11,000	0
Berkshire MS	500	450
Tadley School PTA	1,500	0
St Mary's Church Hall	0	1,272
Victim Support	0	300
TADS	0	5,000
Friends of Burnham Copse	500	0
Subscriptions	514	491
Costs of running the green (net)	918	963
CAB (s.142)	7,420	7,000
	<u>34,002</u>	<u>27,526</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 2018/19 amounted to £12,428 (2017/18 £11,352)

Advertising and Publicity

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

	<u>2019</u>	<u>2018</u>
Town publicity, newsletter and website	1,586	1,989
	<u>1,586</u>	<u>1,989</u>

.....
Chairman

.....
Responsible Financial Officer

Date Page No. 4 Date

Tadley Town Council
Annual Return
for the Year ended 31 March 2019
Section 1 - Analytical Review

Box No	Description	Year ending 31-Mar-18	31-Mar-19	Change	Comment
1	Brought Forward	214,157	218,668	2.06%	
2	Annual Precept	186,466	186,466	0.00%	
3	Total other receipts	60,327	51,164	-17.91%	Reduction in grant funding from Basingstoke & Deane Borough Council and less receipts from burials.
4	Staff costs	68,509	71,519	4.21%	
5	Loan Interest	17,697	17,349	-2.01%	
6	Other Payments	156,076	183,278	14.84%	Purchase of new vehicle £14400, re-tarmac footway £15966
7	Balance carried forward	218,668	184,152	-18.74%	See 6
8	Cash and investments	215,403	182,348	-18.13%	See 6
9	Total fixed assets	512,413	535,165	4.25%	
10	Total borrowings	105,000	90,000	-16.67%	10 Year EIP Loan

Difference between balance carried forward and Cash Balances

Carried Forward	218,668	184,152	-18.74%	See 6
VAT & Debtors	5,706	4,228	-34.95%	Higher VAT reclaim 31/3/18
Accruals	2,441	2,425	-0.69%	
Cash and investments represented by	215,403	182,348	-18.13%	See 6
Bank Current Account	5,500	5,500		
Credit card	0	-213		
Bank Deposit Account	79,903	5,917		
Public Sector Deposit Fund	130,000	171,144		
Bank Reconciliation	215,403	182,348	-18.13%	See 6
	0	0		

Action Plan - Matters Arising From Audit.

CONTROL AREA	ISSUE	RECOMMENDED ACTION	ACTION TAKEN
Earmarked Reserves	The current guidance is clear that all earmarked reserves should have a specific location, a defined completion date a minuted total final cost , after which the reserve is zero. "Contingency" is what the general reserve covers.	The council has reviewed its reserves, but the completion dates for many of the projects are still not shown. Please ensure that reserves meet the requirements on page 45 here: https://www.pkf-littlejohn.com/sites/default/files/media/documents/practitioners-guide-2019.pdf	Members have confirmed end dates for reserves.
Agenda Links	Where possible, agendas and minutes should link directly to source documents produced by external bodies.	When planning minutes are uploaded, links to the planning portal could be embedded into the PDF	Links to the planning portal will be embedded into the minutes.
Agenda Papers	At present the agenda is not retained on the website so any decision papers not included within the minutes are not being published as per the transparency code.	The council should look at how best to ensure that all agenda papers remain published on the web.	Agendas will be retained on the web.
Grant Making	It appears that the council plans to use "the Good Exchange" to offer its grants, however it is unclear how this would comply with the requirements of Parish spending.	Grant applicants might wish to match fund externally while keeping parish grant decisions as they currently are would be a better fit with the regulations.	Grant applicants to be advised to contact The Good Exchange direct.
Minutes/GDPR	Members of the public have been named in the minutes when they ask questions or make comments. GDPR gives the 'right to be forgotten' but council minutes cannot be amended at a later date.	Minutes of meetings should not include the names of electors unless it is essential to understanding the decision.	Minutes of meetings will not include the names of electors unless it is essential to understanding the decision.