



Tadley Town Council  
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25 October 2019

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

*Nicki Barry*, Clerk

DATE, TIME AND LOCATION: **4 November 2019 at 7.30pm in the Town Council Offices**

MEMBERS: Cllrs: Atkinson, Bower, Burdett, Charlick, Flahive, Flake, Hankinson, Leeks, Lovegrove, Mullan, Page, Slimin and Tighe

## **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 2 September 2019, the contents of which will be taken as correct unless there is a specific resolution otherwise.

**Pages 2-4**

### **4. OPEN FORUM**

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

### **5. COUNCILLOR CO-OPTION**

To receive a nomination for Tadley East: Chris Spence

### **6. VACANCIES ON COMMITTEES**

One on each: Burials (Chairman), Highways & Planning and Recreation & Leisure.

### **7. CHAIRMAN AND VICE-CHAIRMAN'S REPORTS**

To receive reports from Chairman and Vice-Chairman.

### **8. ACCOUNTS**

To receive and sign a statement of receipts and payments for the months of September and October 2019. **Pages 5-11** (October to follow)

### **9. CONCLUSION OF AUDIT**

To receive completed annual return. **Pages 12-14**

### **10. 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 30 September and 28 October (to follow) **Pages 15-17**
- b) Finance and General Purposes Committee held on 14 October **Pages 18-19**

#### **Recommendation:**

17/20FGP to award a grant of £2039 to Break For Life for running costs

### **11. REPORTS**

To receive reports from the following: -

- a. Hampshire County Council - Cllr Mellor.
- b. Basingstoke & Deane Borough Council – Cllrs Bound, Carruthers, Leeks, Lovegrove & Vaux.
- c. Representatives on external organisations.

**MINUTES OF A MEETING OF TADLEY TOWN COUNCIL HELD IN THE TOWN COUNCIL OFFICES, FRANKLIN AVENUE, TADLEY AT 7.30PM ON 2 SEPTEMBER 2019**

**Present:** Cllrs Flahive, Flake, Leeks, Page (Chairman), Slimin and Tighe

**In Attendance:** Clerk, County Cllr Mellor, Borough Cllrs Bound, Carruthers and Vaux, 1 member of the public.

**1. APOLOGIES**

Received and accepted from Cllrs Atkinson, Burdett, Charlick, Hankinson, Moss and Mullan.

**2. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS**

Cllr Flahive declared an interest in the grant application from TDCA and BPMA and Cllr Slimin declared an interest in the grant application from BPMA.

**3. MINUTES**

**36/20FC** It was

**RESOLVED (6/0/0)** to receive and confirm the accuracy of the minutes of the meeting held 1 July 2019.

**4. OPEN FORUM 7.32 – 7.35PM**

Cllr Slimin gave some back ground information on the grant application from BPMA.

**5. COUNCILLOR CO-OPTION**

A nomination for Tadley South was received: Matt Knight

**37/20FC** It was

**RESOLVED (6/0/0)** to co-opt Matt Knight (South Ward) to Tadley Town Council. Cllr Knight made his declaration of office and joined the meeting.

**6. CHAIRMAN AND VICE-CHAIRMAN'S REPORTS**

Chairman – No report.

Vice Chairman – No report.

**7. ACCOUNTS**

**38/20FC** It was

**RESOLVED (7/0/0)** to receive and sign a statement of receipts and payments for the month of July and August 2019.

**8. ENVIRONMENT WORKING GROUP**

A suggestion to create an Environment Working Group was received. Cllr Flahive gave some background information.

**39/20FC** It was

**RESOLVED (7/0/0)** to create an Environment Working Group, draft terms of reference attached.

Cllrs Flahive, Page and Slimin volunteered to join the group.

## **9. COMMITTEES**

**40/20FC** It was

**RESOLVED (7/0/0)** to receive and approve the reports of the Highways and Planning Committee held on 29 July and 27 August 2019.

**41/20FC** It was

**RESOLVED (7/0/0)** to receive and approve the reports of the Recreation and Leisure Committee held on 5 August 2019.

**42/20FC** It was

**RESOLVED (7/0/0)** to accept the recommendation **8/20FGP** to not award a grant to Tadley Air Cadets for a minibus.

**43/20FC** It was

**RESOLVED (7/0/0)** to accept the recommendation **9/20FGP** to award a grant of £300 to Victim Support for security items.

**44/20FC** It was

**RESOLVED (7/0/0)** to accept the recommendation **10/20FGP** to award a grant of £1000 to Tadley Age Concern for running costs.

Cllr Flahive did not vote on the following item.

**45/20FC** It was

**RESOLVED (6/0/0)** to accept the recommendation **11/20FGP** to not award a grant to TDCA for an electrical distribution board.

**46/20FC** It was

**RESOLVED (7/0/0)** to accept the recommendation **12/20FGP** to award a grant of £1150 to Tadley Primary School PTA for a reading den.

**47/20FC** It was

**RESOLVED (7/0/0)** to not accept the recommendation **13/20FGP** to not award a grant of to Break For Life for running costs and to refer the application back to the Finance & General Purposes Committee.

Cllrs Flahive and Slimin did not vote on the following item.

**48/20FC** It was

**RESOLVED (5/0/0)** to accept the recommendation **14/20FGP** to award a grant of £2000 to BPMA for a replacement tractor and floodlights. However, as the meeting was now inquorate it was not possible to accept the recommendation, to be deferred to the next Full Council meeting.

**49/20FC** It was

**RESOLVED (7/0/0)** to receive and approve the report of the Finance & General Purposes Committee held on the 12 August 2019.

## **10. REPORTS**

County Cllr Mellor reported: He sits on the Cycling Working Group which met on the 25 August to discuss the County's Cycling Strategy. Hampshire County Council have already installed several cycle ways. Hampshire County Council have declared a Climate Emergency and is working towards the Government's 2050 net zero carbon target. A mini Police Forum took place on the 25

July with representatives from Tadley Town Council and Baughurst Parish Council. It was a positive meeting, although there was disappointment that the Crown Prosecution Service are reluctant to take any action against youths and their anti-social behaviour unless there is solid evidence in place. Serves on: Audit Committee, Economy, Transport and Environment Select Committee, Hampshire Pension Fund Panel and Board and Southampton Airport Committee.

Borough Cllr Bound reported: As a cyclist he has concerns regarding the large number of sunken drains in the Tadley area. It is now going to be easier to apply for Temporary Event Notices for public celebrations and small events. Basingstoke Green Week takes place 21 – 29 September. The annual electoral registration canvas is currently underway.

Borough Cllr Carruthers reported: Volunteered to join the Tadley Town Council Environment Working Group. There are lots of initiatives already going on in Tadley and it would be beneficial to build on these. The recent court case between Festival Place and Basingstoke & Deane Borough Council regarding the development of the Leisure Park had been decided in Basingstoke & Deane Borough Council's favour. The LIDL planning application is due to go to Committee at West Berkshire Council for decision. The Reading Warehouse planning application is due to go to Basingstoke & Deane Borough Council Development Control for decision in October.

Borough Cllr Vaux reported: The Community, Environment and Partnerships Committee will now be able to move forward regarding the future of Basingstoke Ice Rink. The Audit and Accounts Committee have been reviewing the annual accounts. Attended a Community, Environment and Partnerships Committee presentation on modern slavery and the work Basingstoke & Deane Borough Council does alongside other agencies. Serves on the Human Resources Committee as a reserve, Investigation and Disciplinary Committee, Licensing Committee, Scrutiny Committee as a reserve, Clinical Commissioning Group, Section 106 Task and Finish Group and TDCA Executive Committee. The CSPOs have carried out 40 patrols during the summer of the Wigmores Heath and Bishopswood Road shops areas. Requested a copy of the report that has been compiled about this. Tadley is to get a new CSPO Harry Heath. AWE are to give a briefing to Basingstoke & Deane Borough Council regarding planning in Tadley.

Borough Cllr Leeks reported: The Reading Warehouse application has been recommended for approval by officers at Basingstoke & Deane Borough Council. When the TDCA building was completed it came in under budget by around £100,000. Serves on Development Control Committee, Economic, Planning and Housing Committee, Licensing Committee(Chair), Licensing Sub-Committee, Manydown Overview Committee as reserve and Scrutiny Committee as a reserve.

Cllr Slimin (Tadley Citizen Advice) reported: Tadley and Basingstoke CA have been awarded a grant to cover any additional work caused by Brexit. Currently interviewing for a new chair of Tadley CA.

The meeting closed at 8.30pm.

Signed: .....

Dated: 4 November 2019

Tadley Town Council  
**Unreconciled Bank Transactions Report**

Bank: Bank Account Current (1200)

Account Balance: £4,366.52

Reconciled Balance: £5,500.00

Date	Name	Reference	Type	Payment	Receipt
18/10/2019		PAYE	Other Payment	1,133.48	0.00
<b>TOTAL</b>				<b>£1,133.48</b>	<b>£0.00</b>
				<b>BALANCE</b>	<b>-£1,133.48</b>

BANK RECONCILIATION		
Bank Statement Balance	PREMIUM ACCOUNT	109234.87
Bank Statement Balance	CURRENT ACCOUNT	5500.00
	Less uncleared payments	1133.48
	<b>TRUE BANK BALANCE</b>	<b>113601.39</b>
Sage Accounts	PREMIUM ACCOUNT	109234.87
Sage Accounts	CURRENT ACCOUNT	4366.52
	<b>TOTAL ON BALANCE SHEET</b>	<b>113601.39</b>

Tadley Town Council  
**Receipts and Payments Day Book Report**

Receipt/Payment: Payments, Account: Bank Account Current (1200), Type: Other Payment

Trx No	Type	Date	Name	Ref	Net	VAT	Total
517	Other Payment	03/09/2019		Land Registry	3.00	0.00	3.00
525	Other Payment	03/09/2019		43/20FC	2,450.00	0.00	2,450.00
552	Other Payment	05/09/2019		PWL	8,544.00	0.00	8,544.00
544	Other Payment	09/09/2019		Hurst Prize Giving	150.00	0.00	150.00
613	Other Payment	11/09/2019		Cllr Tighe	35.20	0.00	35.20
518	Other Payment	13/09/2019		ICO	35.00	0.00	35.00
505	Other Payment	19/09/2019		PAYE August	1,133.68	0.00	1,133.68
583	Other Payment	19/09/2019		Cllr Charlick	25.20	0.00	25.20
617	Other Payment	27/09/2019		Wages Sept	3,640.49	0.00	3,640.49
618	Other Payment	27/09/2019		Pension Sept	1,355.56	0.00	1,355.56
						<b>TOTAL</b>	<b>£17,372.13</b>

Tadley Town Council  
Purchase Day Book Report

Trx No	Type	Date	Name	Invoice Number	Ref	Details	Net	VAT	Total
507	Purchase Invoice	02/09/2019	M&C Landscapes	SO			459.17	91.83	551.00
508	Purchase Invoice	02/09/2019	Basingstoke & Deane Borough Council	52099628			74.00	0.00	74.00
510	Purchase Invoice	02/09/2019	SGW Payroll	369503			32.40	6.48	38.88
511	Purchase Invoice	02/09/2019	EE	12844998274			7.50	1.50	9.00
519	Purchase Invoice	03/09/2019	Inty Cascade	157030			63.52	12.70	76.22
521	Purchase Invoice	03/09/2019	Veolia	8801151582			24.60	4.92	29.52
523	Purchase Invoice	03/09/2019	Vision ICT	10095			175.00	35.00	210.00
527	Purchase Invoice	03/09/2019	Triangle Cleaning Services	4430			80.00	16.00	96.00
530	Purchase Invoice	04/09/2019	HALC	3571			95.00	19.00	114.00
532	Purchase Invoice	04/09/2019	UK Fuels Ltd	1068569			133.26	26.65	159.91
534	Purchase Invoice	05/09/2019	Castle Water	2173783			6.02	0.00	6.02
537	Purchase Invoice	06/09/2019	SAGE	267977 243125 219656 197250	170914		77.00	15.40	92.40
540	Purchase Invoice	09/09/2019	M&C Landscapes	02550			1,304.00	260.80	1,564.80
541	Purchase Invoice	09/09/2019	John Lawson	41			140.00	0.00	140.00
545	Purchase Invoice	09/09/2019	Mainstream Digital	933078			150.84	30.17	181.01
548	Purchase Invoice	10/09/2019	PFK Littlejohn	20191883			600.00	120.00	720.00
550	Purchase Invoice	10/09/2019	Allens of Tadley	19295			37.97	7.59	45.56
554	Purchase Invoice	11/09/2019	Castle Water	2172959			23.12	0.00	23.12
560	Purchase Invoice	12/09/2019	SGW Payroll	371636			32.40	6.48	38.88
609	Purchase Invoice	15/09/2019	Gradwell	1297627			35.00	7.00	42.00
564	Purchase Invoice	17/09/2019	Parish Online	24ub044-0002			180.00	36.00	216.00

From: 01/09/2019

To: 30/09/2019

**Tadley Town Council  
Purchase Day Book Report**

01 Oct 2019

11:11

567	Purchase Invoice	17/09/2019	EE	V01668616292	34.06	6.81	40.87
569	Purchase Invoice	18/09/2019	GB Hedges & Gardens	146	2,450.00	0.00	2,450.00
575	Purchase Invoice	18/09/2019	HALC	3581	60.00	12.00	72.00
577	Purchase Invoice	18/09/2019	UK Fuels Ltd	3869220	64.77	12.95	77.72
587	Purchase Invoice	23/09/2019	SAGE	293900	22.00	4.40	26.40
591	Purchase Invoice	25/09/2019	Elmdale Maintenance	89099	12.64	2.53	15.17
594	Purchase Invoice	26/09/2019	John Lawson	43	125.00	0.00	125.00
596	Purchase Invoice	27/09/2019	GB Arb Ltd	147 148	850.00	0.00	850.00
598	Purchase Invoice	30/09/2019	Vitaplay	2268	2,984.62	596.92	3,581.54
601	Purchase Invoice	30/09/2019	IBS Business Solutions	1027	49.63	9.93	59.56
611	Purchase Invoice	30/09/2019	Siemens Financial Services	A8105110	150.09	30.01	180.10
<b>TOTAL</b>					<b>£10,533.61</b>	<b>£1,373.07</b>	<b>£11,906.68</b>



# Tadley Town Council Nominal Activity Report

Category: All, Ledger Account: All

Nominal Code	Ledger Name	Category	Opening Balance	Total Debits this period	Total Credits this period	Closing Balance
1100	Trade Debtors	Current Assets	989.00 Dr	952.00	989.00	952.00 Dr
1200	Bank Account Current	Bank	5,500.00 Dr	37,264.48	37,264.48	5,500.00 Dr
1220	Bank Account Savings	Bank	43,367.45 Dr	103,131.90	37,264.48	109,234.87 Dr
1230	Public Sector Deposit Fund	Bank	161,375.40 Dr			161,375.40 Dr
1260	Lloyds Bank Credit Card	Bank	64.69 Cr	64.69	504.05	504.05 Cr
2100	Trade Creditors	Current Liability	47.97 Cr	11,942.66	11,906.68	11.99 Cr
2110	Accruals	Current Liability	1,350.00 Cr			1,350.00 Cr
2201	VAT on Purchases	Current Liability	1,211.55 Dr	1,373.07		2,584.62 Dr
2210	PAYE to pay to HMRC	Current Liability	1,133.68 Cr	1,133.68	1,133.48	1,133.48 Cr
2250	Net Wages	Current Liability	0.00 Cr	3,640.49	3,640.49	0.00 Cr
2260	Pension	Current Liability	0.00 Cr	1,355.56	1,355.56	0.00 Cr
4000	Precept	Sales	93,233.00 Cr		93,233.00	186,466.00 Cr
4001	Burials	Sales	8,037.00 Cr		1,024.00	9,061.00 Cr
4002	Memorials	Sales	1,065.00 Cr		891.00	1,956.00 Cr
4100	Litter Grant	Other Income	15,796.00 Cr			15,796.00 Cr
4110	Grass Cutting Grant	Other Income	9,593.00 Cr			9,593.00 Cr
4900	Other income	Other Income	4,259.58 Cr		60.00	4,319.58 Cr
4950	Bank Interest	Other Income	1,207.28 Cr		1.90	1,209.18 Cr
5010	Street Furniture	Direct Expenses	331.68 Dr			331.68 Dr
5030	Play Area Equipment	Direct Expenses	0.00 Cr	2,984.62		2,984.62 Dr
5040	Office Equipment	Direct Expenses	6,443.99 Dr			6,443.99 Dr

**Tadley Town Council**  
**Nominal Activity Report**

7000	Employee Wages and Salaries	Overheads	23,290.40 Dr	4,658.08	27,948.48 Dr
7020	Employers NI	Overheads	1,725.75 Dr	345.15	2,070.90 Dr
7030	Employer's Pension	Overheads	5,631.50 Dr	1,126.30	6,757.80 Dr
7100	Rent	Overheads	5,902.00 Dr		5,902.00 Dr
7110	Water Rates	Overheads	186.98 Dr	29.14	216.12 Dr
7120	General Rates	Overheads	74.00 Dr	289.97	363.97 Dr
7125	Cemetery Rates	Overheads	298.75 Dr	74.00	372.75 Dr
7130	Premises Insurance	Overheads	801.79 Dr		801.79 Dr
7140	Commercial Waste Collection	Overheads	280.71 Dr	24.60	305.31 Dr
7200	Electricity	Overheads	174.51 Dr		174.51 Dr
7300	Vehicle Fuel	Overheads	866.83 Dr	198.03	1,064.86 Dr
7310	Vehicle Repair and Servicing	Overheads	393.39 Dr	37.97	431.36 Dr
7320	Vehicle Licences	Overheads	262.50 Dr		262.50 Dr
7330	Vehicle Insurance	Overheads	554.00 Dr		554.00 Dr
7400	Travelling	Overheads	5.90 Dr		5.90 Dr
7430	Chairmans Allowance	Overheads	70.99 Dr		70.99 Dr
7450	Councillors Training & Expenses	Overheads	149.90 Dr	120.40	270.30 Dr
7460	Public Works Loan	Overheads	0.00 Cr	8,544.00	8,544.00 Dr
7500	Printing & Distribution	Overheads	300.00 Dr		300.00 Dr
7520	Office Stationery	Overheads	744.79 Dr	49.63	794.42 Dr
7530	Telephone	Overheads	224.05 Dr	204.38	428.43 Dr
7540	Internet Charges	Overheads	520.35 Dr	273.52	793.87 Dr
7550	Computer & Software	Overheads	399.99 Dr	280.10	680.09 Dr
7600	Legal Fees	Overheads	771.00 Dr		771.00 Dr
7610	Accountancy Fees	Overheads	750.00 Dr	600.00	1,350.00 Dr
7620	Consultancy & Professional Fees	Overheads	441.00 Dr	247.80	688.80 Dr
7630	Photocopier	Overheads	269.87 Dr	162.73	432.60 Dr

From: 01/09/2019  
To: 30/09/2019

Tadley Town Council  
**Nominal Activity Report**

01 Oct 2019  
11:12

7701	Maintenance Consumables	Overheads	92.12 Dr		92.12 Dr
7702	Subscriptions HALC/NALC	Overheads	1,787.00 Dr		1,787.00 Dr
7703	Section 137 Grants	Overheads	18,400.00 Dr	2,600.00	21,000.00 Dr
7704	Section 137 Subscriptions	Overheads	95.00 Dr	35.00	130.00 Dr
7705	Section 137 The Green Maintenance	Overheads	600.00 Dr	150.00	750.00 Dr
7706	Section 142 Grants	Overheads	7,640.00 Dr		7,640.00 Dr
7707	You Decide	Overheads	10,979.20 Dr		10,979.20 Dr
7710	Highways Property Maintenance	Overheads	1,900.00 Dr	110.00	2,010.00 Dr
7720	Grounds Maintenance	Overheads	3,043.30 Dr	584.17	3,627.47 Dr
7721	Play Areas Maintenance	Overheads	1,555.10 Dr	30.00	1,585.10 Dr
7722	Grasscutting	Overheads	3,803.00 Dr	562.00	4,365.00 Dr
7723	Gardening	Overheads	734.00 Dr		734.00 Dr
7724	Treeworks	Overheads	2,000.00 Dr	3,300.00	5,300.00 Dr
7725	Christmas Event	Overheads	25.00 Dr	21.00	46.00 Dr
7731	Burials Grounds Grasscutting	Overheads	2,368.00 Dr	592.00	2,960.00 Dr
7810	Cleaning	Overheads	368.00 Dr	80.00	448.00 Dr
7900	Bank Charges and Interest	Overheads	26.03 Dr		26.03 Dr
8220	Clothing Costs	Overheads	105.42 Dr		105.42 Dr
8230	Training Costs	Overheads	140.00 Dr	95.00	235.00 Dr
9998	Opening Balances	Overheads	184,183.99 Cr		184,183.99 Cr

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

ENT Tadley Town COUNCIL

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*	
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:

10/6/19

and recorded as minute reference:

MINUTE REFERENCE  
22/20 FC

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

Chairman

Clerk

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

www.tadleytowncouncil.gov.uk AUTHORITY WEBSITE ADDRESS



## Section 2 – Accounting Statements 2018/19 for

### ENTADLEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	214,157	218,668	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.  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.
2. (+) Precept or Rates and Levies	186,466	186,466	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	60,327	51,164	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	68,509	71,519	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.
5. (-) Loan interest/capital repayments	17,697	17,349	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	156,076	183,278	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	218,668	184,152	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	215,403	182,348	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	512,413	535,165	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.
10. Total borrowings	105,000	90,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

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

Date

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

10/6/19

as recorded in minute reference:

MINUTE 23/20 FC

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

### Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Tadley Town Council – HA0256**

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

#### 3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

**08/09/2019**

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



**MINUTES OF A MEETING OF TADLEY TOWN COUNCIL HIGHWAYS AND PLANNING COMMITTEE HELD IN THE TOWN COUNCIL OFFICES AT 7.30PM ON 30 SEPTEMBER 2019**

**Present:** Cllrs Charlick, Lovegrove, Mullan (Chairman), Page and Tighe

**In Attendance:** Clerk, 2 members of the public

**1. APOLOGIES**

Received and accepted from Cllrs Bower, Burdett, Moss, Borough Cllrs Bound and Vaux.

**2. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**

Cllr Mullan declared an interest in 19/02296/LDEU Rear of 44-46 Heath End Road.

**3. MINUTES**

**5/20HP** It was

**RESOLVED (5/0/0)** to receive and confirm the accuracy of the minutes of the Highways and Planning Committee Meeting held on 27 August 2019.

Cllr Mullan left the meeting at 7.32pm returning at 7.48pm.

**4. OPEN FORUM 7.32PM – 7.42PM**

Two residents spoke about their objection to 19/02296/LDEU Rear of 44-46 Heath End Road.

**5. CURRENT PLANNING APPLICATIONS**

**19/02296/LDEU      Rear of 44-46 Heath End Road**

Ms G Mullan

**Proposal:** Certificate of Lawfulness for the existing use of the premises for vehicle servicing and repairs including bodywork repairs with ancillary storage

<https://pad.basingstoke.gov.uk/DocumentViewer/?DocumentClassCode=DC&Folder1Reference=19/02296/LDEU>

**Comment (3/0/0):** Object. The site has only been used for vehicle servicing and repairs including bodywork repairs for the last 18 months not 10 years as stated in the application. This is a residential area and it is totally inappropriate for a business of this nature to be located on this site. The fumes from the business have had an impact on neighbouring properties, as have the burning of tyres in skips and anti-social hours of business i.e. up to until 22.30. Basingstoke & Deane Borough Council have previously been notified of the change of use on the site and an Environmental Health Officer has carried out a site visit. The business has been parking cars on the pavement in Pinks Lane (where there are 2 care homes) which makes it difficult to use for those in mobility vehicles.

**19/02333/FUL      6-12 Gravelly Close**

Vivid Homes

**Proposal:** Replacement of existing windows and doors with new Upvc windows and doors

<https://pad.basingstoke.gov.uk/DocumentViewer/?DocumentClassCode=DC&Folder1Reference=19/02333/FUL>

**Comment (4/0/0):** No objection.

**19/02327/OUT            8A and 10 Silchester Road**

Mrs S Saul and Mr S Stacey

**Proposal:** Outline planning application for the erection of 2 no. semi-detached dwelling houses and 7 no. flats including access, layout and scale

<https://pad.basingstoke.gov.uk/DocumentViewer/?DocumentClassCode=DC&Folder1Reference=19/02327/OUT>

**Comment (4/0/0):** No objection.

**19/02334/FUL            Bishopswood Court, Hangar Road**

Vivid Homes

**Proposal:** Replacement of existing windows and doors to new Upvc brown windows and doors

<https://pad.basingstoke.gov.uk/DocumentViewer/?DocumentClassCode=DC&Folder1Reference=19/02334/FUL>

**Comment (4/0/0):** No objection.

**19/02391/FUL            74-76 Franklin Avenue**

Leightons

**Proposal:** Change of use from D1 (dental surgery) to A1 (opticians)

<https://pad.basingstoke.gov.uk/DocumentViewer/?DocumentClassCode=DC&Folder1Reference=19/02391/FUL>

**Comment (4/0/0):** No objection but regret the loss of an NHS dentist.

**19/02483/LDPO            9 Ramptons Meadow**

Mr & Mrs Crouch

**Proposal:** Certificate of Lawfulness for the proposed erection of a single storey side extension to replace existing

<https://pad.basingstoke.gov.uk/DocumentViewer/?DocumentClassCode=DC&Folder1Reference=19/02483/LDPO>

**Noted but unable to comment due to lack of information.**

**19/02500/HSE            7 Pamber Heath Road**

Mr & Mrs D Lane

**Proposal:** Erection of single and two storey rear extension with side windows to bathroom and utility room

<https://pad.basingstoke.gov.uk/DocumentViewer/?DocumentClassCode=DC&Folder1Reference=19/02500/HSE>

**Comment (4/0/0):** No objection but concerned about the impact on the neighbours during the construction period.

**19/02520/LDPO            23 Brookside Walk**

Ms K Hunsdon

**Proposal:** Certificate of Lawfulness for the proposed erection of a single storey rear extension

<https://pad.basingstoke.gov.uk/DocumentViewer/?DocumentClassCode=DC&Folder1Reference=19/02520/LDPO>

**Noted but unable to comment due to lack of information.**



**19/02592/FUL                      3 Silverdale Road**

Mr D Patel

**Proposal:** Erection of first floor side and rear extension and change of use from C4 small House in Multiple Occupation (HMO) to large HMO for 8 people (Sui Generis)

<https://pad.basingstoke.gov.uk/DocumentViewer/?DocumentClassCode=DC&Folder1Reference=19/02592/FUL>

**Comment (4/0/0):** Object – overdevelopment of the site and inadequate parking provision.

**19/02519/FUL                      Ione, Baughurst Road**

Mr Englefield

**Proposal:** Erection of 2 no. 3 bed dwellings with associated parking and creation of new access

<https://pad.basingstoke.gov.uk/DocumentViewer/?DocumentClassCode=DC&Folder1Reference=19/02519/FUL>

**Noted.**

The meeting closed at 8.05pm.

Signed: .....

Dated: 28 October 2019

**MINUTES OF A MEETING OF TADLEY TOWN COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE HELD IN THE TOWN COUNCIL OFFICES AT 7.30PM ON 14 OCTOBER 2019**

**Present:** Cllrs Flahive (Chairman), Hankinson, Leeks, Lovegrove, Page, Slimin and Tighe

**In Attendance:** Clerk, 1 member of the public

**1. APOLOGIES**

Were received and accepted from Cllrs Burdett, Moss and Mullan.

**2. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS**

There were no declarations of interest or dispensation requests.

**3. MINUTES**

**15/20FGP** It was

**RESOLVED (7/0/0)** to receive and confirm the accuracy of the minutes of the Finance and General Purposes Committee meeting held on 12 August 2019.

**4. OPEN FORUM**

Spencer Whatmore from Break For Life gave some background information in support of his grant application.

**STANDING ORDER 10 a vi**

**16/20FGP** It was

**RESOLVED (7/0/0)** to alter the order of business.

**9. GRANT APPLICATION**

Break For Life – Running costs £2039 (referred back from Full Council 2 September)

**17/20FGP** It was

**RECOMMENDED (7/0/0)** to make a grant of £2039.

**5. BUDGET**

The budget year to date was reviewed as attached.

**6. MEETINGS SCHEDULE**

**18/20FGP** It was

**RESOLVED (7/0/0)** to set the meeting dates for 2020 as attached.

**7. IPADS TERMS OF USE**

**19/20FGP** It was

**RESOLVED (7/0/0)** to agree terms of use as attached.

**8. TADLEY ENVIRONMENT GROUP**

Cllr Flahive gave an update: The group met on the 7 October with Cllrs Flahive, Lovegrove and Slimin and Borough Cllr Carruthers in attendance. Items discussed included air monitoring, clean air zones at schools, cycle routes, website links, publicity, tree planting, electric vehicle charging points

and litter picking. The group felt they had made an encouraging start. The next meeting will take place on 11 November at 7.30pm in the Council Offices.

The meeting closed at 8.02pm.

Signed: ..... Dated: 9 December 2019