

MINUTES OF A MEETING OF TADLEY TOWN COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE HELD ON ZOOM AT 7.30PM ON 12 OCTOBER 2020

Present: Cllrs Burdett, Flahive (Chairman), Leeks, Lovegrove, Mullan and Page

In Attendance: Clerk

1. APOLOGIES

Received and accepted from Cllr Hankinson.

2. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS

There were no declarations of interest or dispensation requests.

3. MINUTES

7/21FGP It was

RESOLVED (6/0/0) to receive and confirm the accuracy of the minutes of the Finance and General Purposes Committee meeting held on 10 August 2020.

4. OPEN FORUM

There was no requirement for an open forum.

5. BUDGET

The budget year to date was reviewed as attached.

6. BALANCE SHEET AND PROFIT & LOSS REPORTS

The balance sheet and the profit & loss reports were reviewed as attached.

7. MEETINGS SCHEDULE

8/21FGP It was

RESOLVED (6/0/0) to set the 2021 meeting dates as attached.

The meeting closed at 7.33pm.

Signed:

Dated: 14 December 2020

Name	Apr	May	June	Jul	Aug	Sep	Actual 20/21	Budget 20/21	Actual 19/20	Budget 19/20
Precept	93233					93233	186466	186466	186466	186466
Burials	1324	1416	2528	886	1041	633	7828	12406	14846	12283
Memorials	521	78	156	258	129	51	1193	3153	4346	3122
Litter Grant		16777					16777	15954	15796	15796
Parish Funding	9689						9689	9689	9593	9593
Other Income				40	6780	25	6845	1415	7068	1715
Bank Interest	597	54	49	486	28		1214	1500	4260	1500
Total Income (£)	105364	18325	2733	1670	7978	93942	230012	230583	242375	230475
Street Furniture							0	2200	802	2200
Highway Signs							0	800	640	800
Memorial Benches							0	2000	1856	1400
Play Area Equipment							0	1200	8077	12000
Office Equipment							0	2000	7226	1000
Litter Equipment				657	522		1179	100	523	100
Vehicle							0	1000		1000
CCTV							0	1000		1000
Total Direct Expenses (£)	0	0	0	657	522	0	1179	10300	19124	19500
GROSS PROFIT/LOSS (£)	105364	18325	2733	1013	7456	93942	228833	220283	223251	210975
% Profit	100	100	100	61	93	100	99	96	92	92
Employee Salaries	4724	4724	4724	4724	4724	5165	28787	60000	55897	60000
Employers NI	349	349	349	349	349	410	2155	4212	4142	4170
Employer Pension	702	702	702	702	702	786	4298	13745	13515	12800
Advertising							0	169		164
Rent	3001			3001			6002	12004	11854	11804
Giles Road Play Area Rent							0	155	152	152
Water Rates			172	17			189	515	403	500
Rates	159	157	157	157	157	157	944	1592	1911	893
Cemetery Rates	85	87	87	87	87	87	520	657	669	638
Insurance				1340			1340	2000	1356	2000
Commercial Waste Collection				173	75	80	328	739	330	717
Electric	75				65		140	1000	505	1000
Gas	506						506	1000	506	1000
Vehicle Fuel	217	104	159	171	117	200	968	2290	2093	1710
Vehicle Repair & Servicing		45		425		15	485	1107	524	1075
Vehicle Tax			268				268	271	263	263
Staff Travelling							0	100	6	100
Chairmans Allowance			35			200	235	200	145	200

Medical Costs							0	40		40
Councillors Training & Travelling	560						560	1000	415	1200
Public Works Loan						8370	8370	17784	17001	17784
Printing & Distribution						583	583	2667	1172	2590
Postage			39			32	71	100	2	100
Office costs	21		63	148	265		497	1593	1554	1546
Telephone	35	117	33	34	160	59	438	1606	1376	1559
Internet	272	212	152	152	152	327	1267	1000	1278	150
Computer Software & Maintenance	82	22	22	142	122	173	563		1732	
Legal Fees			40				40	2500	771	2500
Audit & Accountancy Fees		750				600	1350	1500	1350	1500
Consultancy & Professional Fees	32	192	71	71	66	364	797	2000	1018	2000
Photocopier	4	154	3	8	154	5	328	1126	1252	1093
Equipment Hire							0	400	156	400
Equipment Maintenance & Repair			94				94	130		280
Property Maintenance				108			108	1000	43	1000
Maintenance Consumables	46		26	124	96	81	373	2000	640	2000
Election Costs							0	15000		15000
Environmental Improvements				237		141	378	3000		2000
Subscriptions NALC/HALC	1692						1692	1850	1787	1850
Section 137 Grants	7500	12000				5550	25050	34500	34189	34500
Section 137 Subscriptions	95						95	500	384	500
Section 137 The Green Maintenance	77	154	154	154	154	154	847	1200	1050	1200
Section 142 Grants	7870						7870	7500	7640	7500
You Decide	9450	1800	750				12000	12000	12477	12000
Highways Property Maintenance		450	629			250	1329	1000	2010	1000
Grounds Maintenance	709	2209	1182	285	549	638	5572	7000	7992	7000
Play Areas Maintenance		1870				852	30	2752	15000	3762
Grasscutting	535	535	535	535	535	535	3210	7000	5489	5000
Gardening	30	757	60				847	1000	734	1000
Treeworks				1870	200	300	2370	10000	7260	5000
Christmas Event			30				30	4500	3385	4000
Christmas Decoration Hire							0	4500	4217	3000
Burials Grounds Maintenance	15		20				35	2000	537	2000
Burials Grounds Grasscutting	303	607	607	607	607	607	3338	7826	4144	7696
Cleaning Costs				64	80	64	208	800	896	800
Bank charges and interest	5	5	5	5	37	5	62	90	88	90
Clothing Costs						31	31	300	517	300
Training							0	2000	545	2000
Total Overheads (£)	39152	28003	11099	15759	10305	25999	130318	276768	223134	258364
NET PROFIT/LOSS (£)	66212	-9678	-8366	-14746	-2849	67943	98516	-56485	116	-47389
% Profit	63	-53	-306	-883	-36	72	43	-24	0	-21

Tadley Town Council

Profit and Loss Report

01 April, 2020 - 30 September, 2020

Sales		
4000 - Precept	186,466.00	
4001 - Burials	7,858.00	
4002 - Memorials	1,193.00	
4100 - Litter Grant	16,777.28	
4110 - Grass Cutting Grant	9,689.00	
4900 - Other income	6,845.45	
4950 - Bank Interest	1,215.08	
	Total Sales	£230,043.81
Direct Expenses		
5060 - Litter Equipment	1,179.05	
	Total Direct Expenses	£1,179.05
		GROSS PROFIT / LOSS
		£228,864.76
Overheads		
7000 - Employee Wages and Salaries	28,786.80	
7020 - Employers NI	2,154.31	
7030 - Employer's Pension	4,298.19	
7100 - Rent	6,002.00	
7110 - Water Rates	188.86	
7120 - General Rates	943.85	
7125 - Cemetery Rates	519.83	
7130 - Premises Insurance	814.61	
7140 - Commercial Waste Collection	326.94	
7200 - Electricity	137.80	

7300 - Vehicle Fuel	969.26
7310 - Vehicle Repair and Servicing	485.00
7320 - Vehicle Licences	267.50
7330 - Vehicle Insurance	525.08
7430 - Chairmans Allowance	235.00
7450 - Councillors Training & Expenses	560.00
7460 - Public Works Loan	8,370.00
7500 - Printing & Distribution	583.00
7510 - Postage and Carriage	71.50
7520 - Office Stationery	497.51
7530 - Telephone	437.55
7540 - Internet Charges	1,266.16
7550 - Computer & Software	562.81
7600 - Legal Fees	40.00
7610 - Accountancy Fees	600.00
7620 - Consultancy & Professional Fees	724.92
7630 - Photocopier	327.70
7650 - Equipment Maintenance & Repair	93.81
7700 - Property Maintenance	108.44
7701 - Maintenance Consumables	373.39
7702 - Subscriptions HALC/NALC	1,691.90
7703 - Section 137 Grants	20,550.00
7704 - Section 137 Subscriptions	95.00
7705 - Section 137 The Green Maintenance	845.68
7706 - Section 142 Grants	12,370.00
7707 - You Decide	12,000.00
7708 - Environmental Improvements	379.00
7710 - Highways Property Maintenance	1,328.63
7720 - Grounds Maintenance	5,572.38

7721 - Play Areas Maintenance	2,752.04	
7722 - Grasscutting	3,210.30	
7723 - Gardening	847.00	
7724 - Treeworks	2,370.00	
7725 - Christmas Event	30.00	
7730 - Burials Grounds Maintenance	35.00	
7731 - Burials Grounds Grasscutting	3,337.40	
7810 - Cleaning	208.00	
7900 - Bank Charges and Interest	62.00	
8220 - Clothing Costs	31.31	
	Total Overheads	£128,987.46
	NET PROFIT / LOSS	£99,877.30

Tadley Town Council

Balance Sheet Report

To: 30 September, 2020

ASSETS

Fixed Assets

Total Fixed Assets **£0.00**

Current Assets

1100 - Trade Debtors	1,041.00
1200 - Bank Account Current	5,500.00
1220 - Bank Account Savings	109,769.02
1230 - Public Sector Deposit Fund	162,602.83

Total Current Assets **£278,912.85**

TOTAL ASSETS **£278,912.85**

LIABILITIES

Current Liabilities

1260 - Lloyds Bank Credit Card	969.44
2210 - PAYE to pay to HMRC	1,452.22
VAT	-2,508.60
2200 - VAT on Sales	5.00
2201 - VAT on Purchases	-2,513.60

Total Current Liabilities **-£86.94**

Future Liabilities

Total Future Liabilities **£0.00**

		TOTAL LIABILITIES	-£86.94
		TOTAL NET ASSETS	£278,999.79
EQUITY			
3200 - Reserves		189,468.32	
3202 - Play Areas Refurbishment		36,000.00	
3203 - Contingency Fund		20,000.00	
3204 - Bus Service Subsidy		5,000.00	
3205 - Equipment, vehicles and tools		3,200.00	
3207 - Election Costs		15,000.00	
Net Profit / Loss		10,331.47	
<i>Net Profit / Loss (prior year(s))</i>		-90,145.83	
<i>Net Profit / Loss (current year)</i>		100,477.30	
		TOTAL EQUITY	£278,999.79

2021	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec												
Thu				1			1																	
Fri	1	BH		2	BH		2			1														
Sat	2			3	1		3			2														
Sun	3			4	2		4	1		3														
Mon	4	FC	1	TAC RL	1	FC	5	BH	3	BH	5	FC	2	TAC RL	4	TAC RL	1	PC	FC					
Tue	5		2		2	6	TAC RL	4	FC	1	6	3		5		2								
Wed	6		3		3	7		5	2	7	4		1	6		3				1				
Thu	7		4		4	8		6	3	8	5		2	7		4				2				
Fri	8		5		5	9		7	4	9	6		3	8		5				3				
Sat	9		6		6	ATM	10		8	5	10	7		4		9		6		4				
Sun	10		7		7		11		9	6	11	8		5		10		7		5				
Mon	11		8	FGP	8		12	FGP	10	7	TAC RL	12	9	FGP	6	FC	11	FGP	8		6	TAC RL		
Tue	12		9		9		13		11	8		13	10		7		12		9	7				
Wed	13		10		10		14		12	9		14	11		8		13		10	8				
Thu	14		11		11		15		13	10		15	12		9		14		11	9				
Fri	15		12		12		16		14	11		16	13		10		15		12	10				
Sat	16		13		13		17		15	12		17	14		11		16		13	11				
Sun	17		14		14		18		16	13		18	15		12		17		14	12				
Mon	18		15		15		19		17	14	FGP	19	16		13		18		15	13	FGP			
Tue	19		16		16		20		18	15		20	17		14		19		16	14				
Wed	20		17		17		21		19	16		21	18		15		20		17	15				
Thu	21		18		18		22		20	17		22	19		16		21		18	16				
Fri	22		19		19		23		21	18		23	20		17		22		19	17				
Sat	23		20		20		24		22	19		24	21		18		23		20	18				
Sun	24		21		21		25		23	20		25	22		19		24		21	19				
Mon	25	HP	22	HP	22		26	HP	24	HP	21		26	HP	23	HP	20		25	HP	22		20	HP
Tue	26		23		23		27		25	22		27	24		21		26		23	21				
Wed	27		24		24		28		26	23		28	25		22		27		24	22				
Thu	28		25		25		29		27	24		29	26		23		28		25	23				
Fri	29		26		26		30		28	25		30	27		24		29		26	XT		24		
Sat	30		27		27				29	26		31	28		25		30		27	25				
Sun	31		28		28				30	BH	27		29		26		31		28	26				
Mon					29	HP			31		28	HP		30	BH	27	HP		29	BC & HP	27			
Tue					30					29			31		28				30	28	BH			
Wed					31					30					29				30	29	BH			
Thu															30					30				
																					31			

- FC Full Council
- FGP Finance & General Purposes Committee
- RL Recreation & Leisure Committee
- HP Highways & Planning Committee
- PC Personnel Committee
- BC Burial Committee
- ATM Annual Town Meeting
- XT Christmas Tree event
- BH Bank Holiday
- TAC Turbary Allotment Charity