

MINUTES OF A MEETING OF TADLEY TOWN COUNCIL HELD ON ZOOM AT 7.30PM ON 2 NOVEMBER 2020

Present: Cllrs Bower, Burdett, Flahive, Flake, Hankinson, Leeks (7.55pm), Lovegrove (7.55pm), Mullan, Page (Chairman), Slimin, Spence and Witton

In Attendance: Clerk, County Cllr Mellor, Borough Cllrs Bound and Vaux (7.55pm).

1. APOLOGIES

Received and accepted from Cllr Atkinson, Charlick and Leliveld, and Leeks and Lovegrove for lateness.

2. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS

There were no declarations of interest or dispensation requests.

3. MINUTES

23/21FC It was

RESOLVED (10/0/0) to receive and confirm the accuracy of the minutes of the meeting held 7 September 2020.

4. OPEN FORUM

There was no requirement for an open forum.

5. CHAIRMAN AND VICE-CHAIRMAN'S REPORTS

Chairman – 2/10 I and the Vice Chairman assisted in the unveiling of the refurbished plaque celebrating the USAAF presence in Tadley during WWII, on the wall of the Turbary Building. 29/10 I attended a zoom meeting with BDBC where the local plan was discussed. The Tadley Well Being Forum has been created by Mandy Atkinson and Rev. Harlow and has met a couple of times. The clerk is attending representing both Tadley Town Council and the Turbary Charity to see where we can help out.

Vice Chairman – No report.

6. ACCOUNTS

24/21FC It was

RESOLVED (10/0/0) to receive and sign a statement of receipts and payments for the months of September and October 2020.

7. CONCLUSION OF AUDIT

The completed annual return was received.

25/20FC It was

RESOLVED (10/0/0) to approve and accept the annual return as attached.

8. COMMITTEES

26/21FC It was

RESOLVED (10/0/0) to receive and approve the reports of the Highways and Planning Committee held on 28 September and 26 October 2020.

27/21FC It was

RESOLVED (10/0/0) to receive and approve the report of the Finance & General Purposes Committee held on the 12 October 2020.

9. REPORTS

County Cllr Mellor reported: Covid - Bishopswood Schools have 55 children now in isolation due to an adult at the afterschool club having Covid. The current rate in Hampshire is still very low. Household Waste Recycling Centres - will continue to operate as they have been with appointment systems. Highways - have continued to take advantage of the quieter roads and have been able to carry out increased maintenance. The introduction of some pop up cycle lanes has had a mixed response, some lanes are to be made permanent. There is a major study (Thames Valley/North Hampshire Connectivity) taking place which is looking to improve traffic conditions on the North/South roads in the area, including the A33 and the A339. Climate change - the plan is to meet the net zero carbon objective by 2050. Planning – The current White Paper out for discussion is a poor policy and Hampshire County Council will be responding accordingly. Finance – Hampshire County Council is £70 million short of funding.

Borough Cllr Bound report – see attached.

Borough Cllr Leeks reported: I have with Borough Cllr Kerri Carruthers, Chairman Jo Page and the clerk attended a Zoom meeting with officers and Borough Cllr Ruffell regarding the very nice looking and very mature oak tree nearly opposite Pinehurst in New Road. The meeting was held because a local resident has complained that it has caused damage to their property. I feel it has a great deal of amenity value to the area. I am also worried it would set a precedent for other cases as we are lucky to have lots of trees in our town. The outcome of the meeting was to consult with Tadley residents. I am attending, via Zoom, Development Control meetings, the last one started at 5.30pm and by 11pm we still hadn't got through the agenda, so we finished then. I am also attending, via Zoom, licensing appeals.

Borough Cllr Lovegrove had nothing to add to Cllr Bound's report.

Borough Cllr Vaux reported: Very pleased that the Turbary Charity had got planning approval for the lighting at the MUGA in Tadley Common Road. A replacement hospital is to be built in Basingstoke either on the existing site or near junction 7 of the M3. Winchester Hospital is to be refurbished.

Cllr Flahive (Tadley Environmental Group) reported: A small sub group has been set up which is looking at walking and cycling have come up with a list of suggestions. They will be Zoom meeting with Cllr Mellor on Wednesday. The group are continuing to meet with Lucy Martins from Basingstoke & Deane Borough Council along with representatives from Oakley, Overton, Kingsclere and Ashmansworth to discuss climate change issues. They have a meeting this week to discuss disposal of waste.

Cllr Lovegrove (Heath End Village Hall) reported: The Trust will meet this week; the hall will shut down again with the exception of the nursery. Treeworks are to be carried out on the 100 trees on site soon.

STANDING ORDER NO. 3D

28/21FC It was

RESOLVED (10/0/0) that the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the 1972 Local Government Act.

10. GOOD CITIZEN AWARDS

Cllr Flahive declared and interest in one of the nominations and did not vote.

Four nominations were received.

29/21FC It was
RESOLVED (11/0/0) to make four good citizen awards.

The meeting closed at 8.00pm.

Signed:

Dated: 4 January 2021

Report to Tadley Town Council – 2 November 2020

There was a Full Council meeting three weeks ago. Some of the main points to bring to your attention are:

- as reported at the last meeting, the Borough is suffering financially from exposure to the effects of the Covid crisis that has meant unexpected outlays, e.g. providing accommodation for the homeless but at the same time having to cope with a reduction in income. The government has assisted with around £2 million+ against a Covid deficit of £5 million+ that has to be covered by reserves and measures such as a halt in recruitment. However, there has been a new appointment of a Chief Executive, Russell O'Keefe to replace Mel Barratt who left in August to go to Nottingham. The main areas that have caused a fall-off in income are a collapse in car parking receipts, and a sharp reduction in receipts from much lower numbers of planning application coming forward
- the financial projection of the Borough, as set out in financial papers presented to Members was queried in relation to proposed payments to be made to compensate contractors in relation to their contracts to run leisure facilities in the Borough (e.g. Tadley swimming Pool), facilities that weren't operational during 'lockdown'; negotiations are ongoing!
- questions came from members of the public relating to biodiversity in the Borough (its importance is confirmed in the NPPF) and the necessity of measures to improve biodiversity being built onto the revised Local Plan that is now being worked on. The Local Plan runs until 2029 but Government legislation has required local plans to be revised every five years. *(The current Local Plan was adopted in May 2016 and covers the period 2011 to 2029. National guidance now promotes the concept of an on-going cycle of plan making and review, which is reinforced by a legal requirement to review Plans every five years. Following an initial review, which considered recent changes to national planning policy, including the introduction of a new approach for assessing local housing need, the council has taken the decision to update the current adopted Local Plan)*
- there was a motion put forward (and approved) relating to citizenship being awarded to members of the Gurkha regiment, that when they complete their signed-up period of service and having served this country they should be eligible to apply for and be accepted for citizenship
- there have been further member briefings, for instance on Vivid's (Housing Association) plan for the transformation of the old Fort Hill school site, another on the Planning White paper consultation and on another on Smarter Working at the Borough. In relation to the Planning white paper, the Borough has responded to the Government consultation process; as you would expect there are some areas that are broadly agreed with but others that received a negative response
- I have taken part in a Development Control meeting where, because of the extensive agenda and in-spite of an early start (5:30pm), items that were meant to be discussed and decided upon were not even brought forward before proceedings were closed (11.00pm); some of these will have to be discussed at a future date (11 November)
- As usual I have been involved with residents relating to their queries and problems

Cllr Michael Bound, Baughurst & Tadley North

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

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 2020, 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
	✓		

*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:

8/6/20

and recorded as minute reference:

3/21 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

Section 2 – Accounting Statements 2019/20 for

Tadley Town Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	218,668	184,184	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	51,146	54,908	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	71,519	73,554	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.
5 (-) Loan interest/capital repayments	17,349	17,001	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6 (-) All other payments	RESTATED 183,246	156,480	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	RESTATED 184,184	178,523	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	182,348	179,433	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.
9. Total fixed assets plus long term investments and assets	535,165 355,165 22/8/20	553,372	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	90,000	75,000	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 2020 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

8/6/20

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

8/6/20

as recorded in minute reference:

4/21 FC

Signed by Chairman of the meeting at which the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2019/20

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 2020; 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 2019/20

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:

The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment.

3 External auditor certificate 2019/20

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 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

16/09/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Tadley Town Council
Unreconciled Bank Transactions Report

Bank: Bank Account Current (1200)

Account Balance: £4,047.78

Reconciled Balance: £5,500.00

Date	Name	Reference	Type	Payment	Receipt
19/10/2020		September PAYE	Other Payment	1,452.22	0.00
TOTAL				£1,452.22	£0.00
				BALANCE	-£1,452.22

BANK RECONCILIATION		
Bank Statement Balance	PREMIUM ACCOUNT	109769.02
Bank Statement Balance	CURRENT ACCOUNT	5500.00
	Less uncleared payments	1452.22
	TRUE BANK BALANCE	113816.80
Sage Accounts	PREMIUM ACCOUNT	109769.02
Sage Accounts	CURRENT ACCOUNT	4047.78
	TOTAL ON BALANCE SHEET	113816.80

From: 01/09/2020

To: 30/09/2020

Tadley Town Council

Receipts and Payments Day Book Report

30 Sep 2020

18:42

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

Trx No	Type	Date	Name	Ref	Net	VAT	Total
1698	Other Payment	02/09/2020		Land Registry	3.00	0.00	3.00
1705	Other Payment	02/09/2020		26/20FGP	200.00	0.00	200.00
1716	Other Payment	07/09/2020		Public Works Loan	8,370.00	0.00	8,370.00
1717	Other Payment	07/09/2020		19/21FC	4,500.00	0.00	4,500.00
1718	Other Payment	07/09/2020		20/21FC	300.00	0.00	300.00
1719	Other Payment	08/09/2020		18/21FC	700.00	0.00	700.00
1727	Other Payment	15/09/2020		Land Registry	6.00	0.00	6.00
1770	Other Payment	16/09/2020		ICO	35.00	0.00	35.00
1741	Other Payment	17/09/2020		S Haines	300.00	0.00	300.00
1686	Other Payment	19/09/2020		PAYE August	1,257.77	0.00	1,257.77
1771	Other Payment	21/09/2020		RBL Poppy appeal	50.00	0.00	50.00
1733	Other Payment	28/09/2020		September wages	3,853.31	0.00	3,853.31
1734	Other Payment	28/09/2020		September Pension	1,054.82	0.00	1,054.82
						TOTAL	£20,629.90

From: 01/09/2020
To: 30/09/2020

Tadley Town Council
Purchase Day Book Report

30 Sep 2020
18:43

Trx No	Type	Date	Name	Invoice Number	Ref	Details	Net	VAT	Total
1688	Purchase Invoice	01/09/2020	M&C Landscapes	SO			459.17	91.83	551.00
1689	Purchase Invoice	01/09/2020	Basingstoke & Deane Borough Council	52184872			157.00	0.00	157.00
1690	Purchase Invoice	01/09/2020	Basingstoke & Deane Borough Council	52099628			87.00	0.00	87.00
1699	Purchase Invoice	01/09/2020	Vision ICT	11853			175.00	35.00	210.00
1702	Purchase Invoice	01/09/2020	Inty Cascade	237367			80.86	16.17	97.03
1691	Purchase Invoice	02/09/2020	UK Fuels Ltd	5631899			63.98	12.80	76.78
1706	Purchase Invoice	02/09/2020	Triangle Cleaning Services	4747			64.00	12.80	76.80
1709	Purchase Invoice	03/09/2020	Lloyds Bank	317401687			5.00	0.00	5.00
1711	Purchase Invoice	03/09/2020	M&C Landscapes	2771			1,295.61	259.12	1,554.73
1714	Purchase Invoice	07/09/2020	Profile Print & Copy	9211			141.50	28.30	169.80
1720	Purchase Invoice	08/09/2020	Mainstream Digital	980816			4.65	0.93	5.58
1692	Purchase Invoice	09/09/2020	SGW Payroll	396905			32.40	6.48	38.88
1722	Purchase Invoice	10/09/2020	UK Fuels Ltd	5712504			136.40	27.28	163.68
1725	Purchase Invoice	10/09/2020	Serco	91711782			79.64	15.93	95.57
1728	Purchase Invoice	14/09/2020	EE	1793334436			53.92	10.78	64.70
1730	Purchase Invoice	15/09/2020	Gradwell	1334858			71.00	14.20	85.20
1737	Purchase Invoice	16/09/2020	Personalised Print	20003			283.00	0.00	283.00
1739	Purchase Invoice	17/09/2020	GeoXphere/Parish Online	24ub044-0003			180.00	36.00	216.00
1743	Purchase Invoice	18/09/2020	PFK Littlejohn	SB20200991			600.00	120.00	720.00
1745	Purchase Invoice	22/09/2020	Martin Dobson	557N41			300.00	60.00	360.00
1747	Purchase Invoice	23/09/2020	SAGE	697807			22.00	4.40	26.40
1749	Purchase Invoice	23/09/2020	Elmdale Maintenance	93563			75.00	15.00	90.00
1751	Purchase Invoice	24/09/2020	John Lawson	69			120.00	0.00	120.00
1753	Purchase Invoice	24/09/2020	Elmdale Maintenance	93584			5.07	1.01	6.08
1756	Purchase Invoice	28/09/2020	PS Electrical	1292			88.86	0.00	88.86
1758	Purchase Invoice	29/09/2020	Tadley Tyre Services	134306			15.00	3.00	18.00
1759	Purchase Invoice	29/09/2020	Arco Wessex	939346705			31.31	6.26	37.57
1760	Purchase Invoice	29/09/2020	Hampshire County Council	3611269427			250.00	0.00	250.00
TOTAL							£4,877.37	£777.29	£5,654.66

From: 01/09/2020
To: 30/09/2020

Tadley Town Council Nominal Activity Report

30 Sep 2020
19:24

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	1,041.00 Dr			1,041.00 Dr
1200	Bank Account Current	Bank	5,500.00 Dr	26,434.46	26,434.46	5,500.00 Dr
1220	Bank Account Savings	Bank	42,226.12 Dr	93,947.36	26,404.46	109,769.02 Dr
1230	Public Sector Deposit Fund	Bank	162,602.83 Dr			162,602.83 Dr
1260	Lloyds Bank Credit Card	Bank	808.77 Cr	149.90	310.57	969.44 Cr
2100	Trade Creditors	Current Liability	0.00 Cr	5,654.66	5,693.54	38.88 Cr
2110	Accruals	Current Liability	600.00 Cr	600.00		0.00 Cr
2200	VAT on Sales	Current Liability	0.00 Cr		5.00	5.00 Cr
2201	VAT on Purchases	Current Liability	1,689.97 Dr	830.11		2,520.08 Dr
2210	PAYE to pay to HMRC	Current Liability	1,257.77 Cr	1,257.77	1,452.22	1,452.22 Cr
2250	Net Wages	Current Liability	0.00 Cr	3,853.31	3,853.31	0.00 Cr
2260	Pension	Current Liability	0.00 Cr	1,054.82	1,054.82	0.00 Cr
3200	Reserves	Equity	189,468.32 Cr			189,468.32 Cr
3202	Play Areas Refurbishment	Equity	36,000.00 Cr			36,000.00 Cr
3203	Contingency Fund	Equity	20,000.00 Cr			20,000.00 Cr
3204	Bus Service Subsidy	Equity	5,000.00 Cr			5,000.00 Cr
3205	Equipment, vehicles and tools	Equity	3,200.00 Cr			3,200.00 Cr
3207	Election Costs	Equity	15,000.00 Cr			15,000.00 Cr
4000	Precept	Sales	279,699.00 Cr		93,233.00	372,932.00 Cr
4001	Burials	Sales	22,041.00 Cr		663.00	22,704.00 Cr
4002	Memorials	Sales	5,488.00 Cr		51.00	5,539.00 Cr
4100	Litter Grant	Other Income	32,573.28 Cr			32,573.28 Cr
4110	Grass Cutting Grant	Other Income	19,282.00 Cr			19,282.00 Cr

From: 01/09/2020
To: 30/09/2020

Tadley Town Council Nominal Activity Report

30 Sep 2020
19:24

4900	Other income	Other Income	13,888.01 Cr	25.00	13,913.01 Cr
4950	Bank Interest	Other Income	4,474.44 Cr	0.36	4,474.80 Cr
5010	Street Furniture	Direct Expenses	801.68 Dr		801.68 Dr
5020	Highway Signs	Direct Expenses	640.00 Dr		640.00 Dr
5030	Play Area Equipment	Direct Expenses	8,077.06 Dr		8,077.06 Dr
5040	Office Equipment	Direct Expenses	7,225.99 Dr		7,225.99 Dr
5060	Litter Equipment	Direct Expenses	1,701.79 Dr		1,701.79 Dr
5080	Memorial benches	Direct Expenses	1,856.00 Dr		1,856.00 Dr
7000	Employee Wages and Salaries	Overheads	79,518.86 Dr	5,164.90	84,683.76 Dr
7020	Employers NI	Overheads	5,886.40 Dr	409.71	6,296.11 Dr
7030	Employer's Pension	Overheads	17,028.05 Dr	785.74	17,813.79 Dr
7100	Rent	Overheads	17,856.00 Dr		17,856.00 Dr
7101	Giles Road Play Area Rent	Overheads	152.00 Dr		152.00 Dr
7110	Water Rates	Overheads	591.46 Dr		591.46 Dr
7120	General Rates	Overheads	2,697.47 Dr	157.00	2,854.47 Dr
7125	Cemetery Rates	Overheads	1,101.58 Dr	87.00	1,188.58 Dr
7130	Premises Insurance	Overheads	1,616.40 Dr		1,616.40 Dr
7140	Commercial Waste Collection	Overheads	577.61 Dr	79.64	657.25 Dr
7200	Electricity	Overheads	642.36 Dr		642.36 Dr
7210	Gas & Oil	Overheads	506.05 Dr		506.05 Dr
7300	Vehicle Fuel	Overheads	2,862.14 Dr	200.38	3,062.52 Dr
7310	Vehicle Repair and Servicing	Overheads	993.84 Dr	15.00	1,008.84 Dr
7320	Vehicle Licences	Overheads	530.00 Dr		530.00 Dr
7330	Vehicle Insurance	Overheads	1,079.08 Dr		1,079.08 Dr
7400	Travelling	Overheads	5.90 Dr		5.90 Dr
7430	Chairmans Allowance	Overheads	179.98 Dr	200.00	379.98 Dr

From: 01/09/2020
To: 30/09/2020

Tadley Town Council
Nominal Activity Report

30 Sep 2020
19:24

7450	Councillors Training & Expenses	Overheads	975.50 Dr			975.50 Dr
7460	Public Works Loan	Overheads	17,001.00 Dr	8,370.00		25,371.00 Dr
7500	Printing & Distribution	Overheads	1,172.00 Dr	583.00		1,755.00 Dr
7510	Postage and Carriage	Overheads	40.90 Dr	32.50		73.40 Dr
7520	Office Stationery	Overheads	2,051.79 Dr			2,051.79 Dr
7530	Telephone	Overheads	1,754.84 Dr	58.57		1,813.41 Dr
7540	Internet Charges	Overheads	2,217.19 Dr	326.86		2,544.05 Dr
7550	Computer & Software	Overheads	2,121.98 Dr	172.92		2,294.90 Dr
7600	Legal Fees	Overheads	811.00 Dr			811.00 Dr
7610	Accountancy Fees	Overheads	1,350.00 Dr	600.00	600.00	1,350.00 Dr
7620	Consultancy & Professional Fees	Overheads	1,411.72 Dr	363.80		1,775.52 Dr
7630	Photocopier	Overheads	1,575.06 Dr	5.07		1,580.13 Dr
7640	Equipment Hire	Overheads	156.00 Dr			156.00 Dr
7650	Equipment Maintenance & Repair	Overheads	93.81 Dr			93.81 Dr
7700	Property Maintenance	Overheads	150.94 Dr			150.94 Dr
7701	Maintenance Consumables	Overheads	932.52 Dr	80.81		1,013.33 Dr
7702	Subscriptions HALC/NALC	Overheads	3,478.90 Dr			3,478.90 Dr
7703	Section 137 Grants	Overheads	53,689.00 Dr	5,550.00		59,239.00 Dr
7704	Section 137 Subscriptions	Overheads	479.00 Dr			479.00 Dr
7705	Section 137 The Green Maintenance	Overheads	1,741.92 Dr	153.76		1,895.68 Dr
7706	Section 142 Grants	Overheads	20,010.00 Dr			20,010.00 Dr
7707	You Decide	Overheads	24,477.21 Dr			24,477.21 Dr
7708	Environmental Improvements	Overheads	516.82 Dr	141.50		658.32 Dr
7710	Highways Property Maintenance	Overheads	3,088.63 Dr	250.00		3,338.63 Dr
7720	Grounds Maintenance	Overheads	12,926.84 Dr	638.03		13,564.87 Dr
7721	Play Areas Maintenance	Overheads	6,483.81 Dr	30.00		6,513.81 Dr

From: 01/09/2020
To: 30/09/2020

Tadley Town Council
Nominal Activity Report

30 Sep 2020
19:24

7722	Grasscutting	Overheads	8,164.25 Dr	535.05	8,699.30 Dr
7723	Gardening	Overheads	1,581.00 Dr		1,581.00 Dr
7724	Treeworks	Overheads	9,330.00 Dr	300.00	9,630.00 Dr
7725	Christmas Event	Overheads	3,414.70 Dr		3,414.70 Dr
7726	Christmas Decoration Hire	Overheads	4,216.40 Dr		4,216.40 Dr
7730	Burials Grounds Maintenance	Overheads	572.00 Dr		572.00 Dr
7731	Burials Grounds Grasscutting	Overheads	6,874.60 Dr	606.80	7,481.40 Dr
7810	Cleaning	Overheads	1,040.00 Dr	64.00	1,104.00 Dr
7900	Bank Charges and Interest	Overheads	145.03 Dr	5.00	150.03 Dr
8220	Clothing Costs	Overheads	517.28 Dr	31.31	548.59 Dr
8230	Training Costs	Overheads	545.00 Dr		545.00 Dr
9998	Opening Balances	Overheads	84,484.33 Dr		84,484.33 Dr

Tadley Town Council
Unreconciled Bank Transactions Report

Bank: Bank Account Current (1200)

Account Balance: £4,209.49

Reconciled Balance: £5,500.00

Date	Name	Reference	Type	Payment	Receipt
19/11/2020		PAYE October	Other Payment	1,290.51	0.00
TOTAL				£1,290.51	£0.00
				BALANCE	-£1,290.51

BANK RECONCILIATION		
Bank Statement Balance	PREMIUM ACCOUNT	87199.78
Bank Statement Balance	CURRENT ACCOUNT	5500.00
	Less uncleared payments	1290.51
	TRUE BANK BALANCE	91409.27
Sage Accounts	PREMIUM ACCOUNT	87199.78
Sage Accounts	CURRENT ACCOUNT	4209.49
	TOTAL ON BALANCE SHEET	91409.27

From: 01/10/2020

To: 31/10/2020

Tadley Town Council
Receipts and Payments Day Book Report

30 Oct 2020

19:15

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

Trx No	Type	Date	Name	Ref	Net	VAT	Total
1863	Other Payment	01/10/2020		TAC Rent Q4	3,001.00	0.00	3,001.00
1816	Other Payment	13/10/2020		Land Registry	3.00	0.00	3.00
1735	Other Payment	19/10/2020		September PAYE	1,452.22	0.00	1,452.22
1842	Other Payment	20/10/2020		Land Registry	3.00	0.00	3.00
1870	Other Payment	26/10/2020		CAB Grant	4,500.00	0.00	4,500.00
1831	Other Payment	28/10/2020		Wages October	3,630.45	0.00	3,630.45
1864	Other Payment	28/10/2020		Pension October	952.25	0.00	952.25
						TOTAL	£13,541.92

From: 01/10/2020
To: 31/10/2020

Tadley Town Council
Purchase Day Book Report

30 Oct 2020
19:16

Trx No	Type	Date	Name	Invoice Number	Ref	Details	Net	VAT	Total
1773	Purchase Invoice	01/10/2020	M&C Landscapes	SO			459.17	91.83	551.00
1774	Purchase Invoice	01/10/2020	Basingstoke & Deane Borough Council	52099628			87.00	0.00	87.00
1777	Purchase Invoice	01/10/2020	Basingstoke & Deane Borough Council	52184872			157.00	0.00	157.00
1783	Purchase Invoice	01/10/2020	UK Fuels Ltd	5822530			56.00	11.20	67.20
1788	Purchase Invoice	01/10/2020	Southern Electricity	3179094014			105.65	5.28	110.93
1790	Purchase Invoice	01/10/2020	4squareit (Tadley Computers)	779			150.00	0.00	150.00
1792	Purchase Invoice	02/10/2020	Inty Cascade	248214			80.86	16.17	97.03
1794	Purchase Invoice	02/10/2020	Serco	91718362			68.64	13.73	82.37
1797	Purchase Invoice	02/10/2020	Kings DIY	3745 3756			28.78	3.00	31.78
1800	Purchase Invoice	06/10/2020	Mainstream Digital	984417			5.93	1.19	7.12
1802	Purchase Invoice	06/10/2020	Vision ICT	12047			50.00	10.00	60.00
1804	Purchase Invoice	06/10/2020	Lamps & Tubes Illuminations Ltd	69803			1,425.00	285.00	1,710.00
1806	Purchase Invoice	07/10/2020	GB Arb Ltd	56			500.00	0.00	500.00
1810	Purchase Invoice	08/10/2020	Lloyds Bank	320087584			5.00	0.00	5.00
1812	Purchase Invoice	08/10/2020	Surrey Surfacing	8084			7,650.00	1,530.00	9,180.00
1814	Purchase Invoice	09/10/2020	Triangle Cleaning Services	4763			64.00	12.80	76.80
1818	Purchase Invoice	10/10/2020	M&C Landscapes	2771			1,295.61	259.12	1,554.73
1820	Purchase Invoice	12/10/2020	IBS Business Solutions	1028893 1028889			37.35	7.47	44.82
1822	Purchase Invoice	14/10/2020	EE	179397416			53.92	10.78	64.70
1824	Purchase Invoice	14/10/2020	M&C Landscapes	2770			50.00	10.00	60.00
1827	Purchase Invoice	14/10/2020	UK Fuels Ltd	5898607			58.73	11.75	70.48
1836	Purchase Invoice	15/10/2020	Vitaplay	2636			987.09	197.41	1,184.50
1844	Purchase Invoice	21/10/2020	Autobody	10581/82			250.00	543.87	793.87
1847	Purchase Invoice	21/10/2020	UK Fuels Ltd	5822530			58.19	11.63	69.82
1849	Purchase Invoice	22/10/2020	M&C Landscapes	2807			350.00	70.00	420.00
1851	Purchase Invoice	23/10/2020	SAGE	721076			22.00	4.40	26.40
1854	Purchase Invoice	28/10/2020	M&C Landscapes	2685			300.00	60.00	360.00
1865	Purchase Invoice	28/10/2020	Gradwell	1338158			71.00	14.20	85.20
TOTAL							£14,426.92	£3,180.83	£17,607.75

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	1,041.00 Dr	1,650.00	1,041.00	1,650.00 Dr
1200	Bank Account Current	Bank	5,500.00 Dr	32,029.02	32,029.02	5,500.00 Dr
1220	Bank Account Savings	Bank	109,769.02 Dr	9,459.78	32,029.02	87,199.78 Dr
1230	Public Sector Deposit Fund	Bank	162,621.25 Dr			162,621.25 Dr
1260	Lloyds Bank Credit Card	Bank	969.44 Cr	840.47	29.93	158.90 Cr
2100	Trade Creditors	Current Liability	38.88 Cr	17,646.63	17,607.75	0.00 Cr
2201	VAT on Purchases	Current Liability	0.00 Cr	3,185.82		3,185.82 Dr
2202	VAT Liability	Current Liability	2,515.08 Dr		2,515.08	0.00 Cr
2210	PAYE to pay to HMRC	Current Liability	1,452.22 Cr	1,452.22	1,290.51	1,290.51 Cr
2250	Net Wages	Current Liability	0.00 Cr	3,630.45	3,630.45	0.00 Cr
2260	Pension	Current Liability	0.00 Cr	952.25	952.25	0.00 Cr
3200	Reserves	Equity	189,468.32 Cr			189,468.32 Cr
3202	Play Areas Refurbishment	Equity	36,000.00 Cr			36,000.00 Cr
3203	Contingency Fund	Equity	20,000.00 Cr			20,000.00 Cr
3204	Bus Service Subsidy	Equity	5,000.00 Cr			5,000.00 Cr
3205	Equipment, vehicles and tools	Equity	3,200.00 Cr			3,200.00 Cr
3207	Election Costs	Equity	15,000.00 Cr			15,000.00 Cr
4000	Precept	Sales	372,932.00 Cr			372,932.00 Cr
4001	Burials	Sales	22,704.00 Cr		2,094.00	24,798.00 Cr
4002	Memorials	Sales	5,539.00 Cr		468.00	6,007.00 Cr
4100	Litter Grant	Other Income	32,573.28 Cr			32,573.28 Cr
4110	Grass Cutting Grant	Other Income	19,282.00 Cr			19,282.00 Cr
4900	Other income	Other Income	13,913.01 Cr	4,500.00	4,500.00	13,913.01 Cr

From: 01/10/2020
To: 31/10/2020

Tadley Town Council Nominal Activity Report

30 Oct 2020
19:18

4950	Bank Interest	Other Income	4,493.22 Cr	491.70	4,984.92 Cr
5010	Street Furniture	Direct Expenses	801.68 Dr		801.68 Dr
5020	Highway Signs	Direct Expenses	640.00 Dr		640.00 Dr
5030	Play Area Equipment	Direct Expenses	8,077.06 Dr		8,077.06 Dr
5040	Office Equipment	Direct Expenses	7,225.99 Dr		7,225.99 Dr
5060	Litter Equipment	Direct Expenses	1,701.79 Dr		1,701.79 Dr
5080	Memorial benches	Direct Expenses	1,856.00 Dr		1,856.00 Dr
7000	Employee Wages and Salaries	Overheads	84,683.76 Dr	4,797.80	89,481.56 Dr
7020	Employers NI	Overheads	6,296.11 Dr	359.05	6,655.16 Dr
7030	Employer's Pension	Overheads	17,813.79 Dr	716.36	18,530.15 Dr
7100	Rent	Overheads	17,856.00 Dr	3,001.00	20,857.00 Dr
7101	Giles Road Play Area Rent	Overheads	152.00 Dr		152.00 Dr
7110	Water Rates	Overheads	591.46 Dr		591.46 Dr
7120	General Rates	Overheads	2,854.47 Dr	157.00	3,011.47 Dr
7125	Cemetery Rates	Overheads	1,188.58 Dr	87.00	1,275.58 Dr
7130	Premises Insurance	Overheads	1,616.40 Dr		1,616.40 Dr
7140	Commercial Waste Collection	Overheads	657.25 Dr	68.64	725.89 Dr
7200	Electricity	Overheads	642.36 Dr	105.65	748.01 Dr
7210	Gas & Oil	Overheads	506.05 Dr		506.05 Dr
7300	Vehicle Fuel	Overheads	3,062.52 Dr	172.92	3,235.44 Dr
7310	Vehicle Repair and Servicing	Overheads	1,008.84 Dr	250.00	1,258.84 Dr
7320	Vehicle Licences	Overheads	530.00 Dr		530.00 Dr
7330	Vehicle Insurance	Overheads	1,079.08 Dr		1,079.08 Dr
7400	Travelling	Overheads	5.90 Dr		5.90 Dr
7430	Chairmans Allowance	Overheads	379.98 Dr		379.98 Dr
7450	Councillors Training & Expenses	Overheads	975.50 Dr		975.50 Dr

From: 01/10/2020
To: 31/10/2020

Tadley Town Council
Nominal Activity Report

30 Oct 2020
19:18

7460	Public Works Loan	Overheads	25,371.00 Dr			25,371.00 Dr
7500	Printing & Distribution	Overheads	1,755.00 Dr	60.00		1,815.00 Dr
7510	Postage and Carriage	Overheads	73.40 Dr			73.40 Dr
7520	Office Stationery	Overheads	2,051.79 Dr	62.29		2,114.08 Dr
7530	Telephone	Overheads	1,813.41 Dr	59.85		1,873.26 Dr
7540	Internet Charges	Overheads	2,544.05 Dr	301.86		2,845.91 Dr
7550	Computer & Software	Overheads	2,294.90 Dr	22.00		2,316.90 Dr
7600	Legal Fees	Overheads	811.00 Dr			811.00 Dr
7610	Accountancy Fees	Overheads	1,350.00 Dr			1,350.00 Dr
7620	Consultancy & Professional Fees	Overheads	1,775.52 Dr	56.00	60.00	1,771.52 Dr
7630	Photocopier	Overheads	1,580.13 Dr			1,580.13 Dr
7640	Equipment Hire	Overheads	156.00 Dr			156.00 Dr
7650	Equipment Maintenance & Repair	Overheads	93.81 Dr			93.81 Dr
7700	Property Maintenance	Overheads	150.94 Dr			150.94 Dr
7701	Maintenance Consumables	Overheads	1,013.33 Dr	28.78		1,042.11 Dr
7702	Subscriptions HALC/NALC	Overheads	3,478.90 Dr			3,478.90 Dr
7703	Section 137 Grants	Overheads	54,739.00 Dr			54,739.00 Dr
7704	Section 137 Subscriptions	Overheads	479.00 Dr			479.00 Dr
7705	Section 137 The Green Maintenance	Overheads	1,895.68 Dr	153.76		2,049.44 Dr
7706	Section 142 Grants	Overheads	24,510.00 Dr	4,500.00	4,500.00	24,510.00 Dr
7707	You Decide	Overheads	24,477.21 Dr			24,477.21 Dr
7708	Environmental Improvements	Overheads	658.32 Dr			658.32 Dr
7710	Highways Property Maintenance	Overheads	3,338.63 Dr	7,650.00		10,988.63 Dr
7720	Grounds Maintenance	Overheads	13,564.87 Dr	1,109.17		14,674.04 Dr
7721	Play Areas Maintenance	Overheads	6,513.81 Dr	987.09		7,500.90 Dr
7722	Grasscutting	Overheads	8,699.30 Dr	535.05		9,234.35 Dr

From: 01/10/2020
To: 31/10/2020

Tadley Town Council
Nominal Activity Report

30 Oct 2020
19:18

7723	Gardening	Overheads	1,581.00 Dr		1,581.00 Dr
7724	Treeworks	Overheads	9,630.00 Dr	550.00	10,180.00 Dr
7725	Christmas Event	Overheads	3,414.70 Dr		3,414.70 Dr
7726	Christmas Decoration Hire	Overheads	4,216.40 Dr	1,425.00	5,641.40 Dr
7730	Burials Grounds Maintenance	Overheads	572.00 Dr		572.00 Dr
7731	Burials Grounds Grasscutting	Overheads	7,481.40 Dr	606.80	8,088.20 Dr
7810	Cleaning	Overheads	1,104.00 Dr	64.00	1,168.00 Dr
7900	Bank Charges and Interest	Overheads	150.03 Dr	5.00	155.03 Dr
8220	Clothing Costs	Overheads	548.59 Dr		548.59 Dr
8230	Training Costs	Overheads	545.00 Dr		545.00 Dr
9998	Opening Balances	Overheads	84,484.33 Dr		84,484.33 Dr