

MINUTES OF A MEETING OF TADLEY TOWN COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE HELD VIA ZOOM AT 7.30PM ON 8 FEBRUARY 2021

Present: Cllrs Burdett, Flahive (Chairman), Hankinson, Leeks, Lovegrove, Mullan (7.35pm), Page and Slimin

In Attendance: Clerk

1. APOLOGIES

There were none.

2. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS

Cllrs Flahive and Lovegrove declared an interest in the grant application from Tadley & District Community Association, Cllr Slimin declared an interest in the grant application from Citizen Advice and Cllrs Flahive and Slimin declared an interest in the grant application from Barlows Park Management Association.

3. MINUTES

14/21FGP 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 14 December 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. MODEL COUNCILLOR CODE OF CONDUCT 2020

The new model code of conduct was received:

<https://www.local.gov.uk/sites/default/files/documents/Model%20Councillor%20Code%20of%20Conduct%202020.pdf>

15/21FGP It was

RESOLVED (7/0/0) to adopt the new code.

8. ACTION PLAN

The action plan was reviewed as attached.

9. HURST SCHOOL PRIZE

The current value (£200) was reviewed.

16/21FGP It was

RESOLVED (7/0/0) to keep the value at £200.

10. TELEPHONE KIOSK HARTSHILL ROAD

A request from a resident to remove the kiosk was received. TADS had been consulted and they have no objection to the removal if it goes to a local person.

17/21FGP It was **RESOLVED (8/0/0)** to invite sealed bids for the kiosk, from Tadley parish residents only. A stipulation of sale would be that the kiosk must remain in Tadley and the kiosk cannot be sold for a period of 5 years. A contract of sale to be drawn up and circulated for approval.

11. GRANT APPLICATIONS

Grant applications were received:

Berkshire Multiple Sclerosis Therapy Centre – Running costs

18/21FGP It was **RECOMMENDED (8/0/0)** to award a grant of £600.

Tadley Scout Group – Running costs

19/21FGP It was **RECOMMENDED (5/3/0)** to not award a grant.

Hampshire & IOW Trust – Running costs

20/21FGP It was **RECOMMENDED (8/0/0)** to award a grant of £400.

TADS – Storage costs and IT costs

21/21FGP It was **RECOMMENDED (8/0/0)** to award a grant of £1500.

Cllr Slimin did not vote on the following item.

Citizen Advice Tadley – Running costs (2021/22 budget)

22/21FGP It was **RECOMMENDED (7/0/1)** to award a grant of £7870

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

TDCA – 0-19 Family Worker (2020/21 budget)

23/21FGP It was **RECOMMENDED (6/0/2)** to award a grant of £12000

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

Barlows Park Management Association – Running costs (2021/22 budget)

24/21FGP It was **RECOMMENDED (5/0/3)** to award a grant of £7500.

The meeting closed at 7.55pm.

Signed:

Dated: 12 April 2021

Name	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	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	663	2094	2008	442	2532	14934	12406	14846	12283
Memorials	521	78	156	258	129	51	468		51	366	2078	3153	4346	3122
Litter Grant		16777									16777	15954	15796	15796
Parish Funding	9689										9689	9689	9593	9593
Other Income				40	6780	25		1072	-822	114	7209	1415	7068	1715
Bank Interest	597	54	49	486	28	19	510	13	9	592	2357	1500	4260	1500
Total Income (£)	105364	18325	2733	1670	7978	93991	3072	3093	-320	3604	239510	230583	242375	230475
Street Furniture											0	2200	802	2200
Highway Signs								640			640	800	640	800
Memorial Benches											0	2000	1856	1400
Play Area Equipment								23007			23007	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	0	23647	0	0	24826	10300	19124	19500
GROSS PROFIT/LOSS (£)	105364	18325	2733	1013	7456	93991	3072	-20554	-320	3604	214684	220283	223251	210975
% Profit	100	100	100	61	93	100	100	-665	100	100	90	96	92	92
Employee Salaries	4724	4724	4724	4724	4724	5165	4798	4798	4798	4798	47979	60000	55897	60000
Employers NI	349	349	349	349	349	410	359	359	359	359	3591	4212	4142	4170
Employer Pension	702	702	702	702	702	786	716	716	716	716	7162	13745	13515	12800
Advertising											0	169		164
Rent	3001			3001			3001			3016	12019	12004	11854	11804
Giles Road Play Area Rent								152			152	155	152	152
Water Rates			172	17				157			346	515	403	500
Rates	159	157	157	157	157	157	157	157	157	157	1572	1592	1911	893
Cemetery Rates	85	87	87	87	87	87	87	87	87	87	868	657	669	638
Insurance				1340							1340	2000	1356	2000
Commercial Waste Collection				173	75	80	69				397	739	330	717
Electric	75				65		106			274	520	1000	505	1000
Gas	506			-506							0	1000	506	1000
Vehicle Fuel	217	104	159	171	117	200	109	235	118	59	1489	2290	2093	1710
Vehicle Repair & Servicing		45		425		15	250		90		825	1107	524	1075
Vehicle Tax			268								268	271	263	263
Staff Travelling											0	100	6	100
Chairmans Allowance			35			200			40		275	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	60				643	2667	1172	2590

Postage				39		32					71	100	2	100	
Office costs	21		63	148	265		118			28	643	1593	1554	1546	
Telephone	35	117	33	34	160	59	60	149	64	59	770	1606	1376	1559	
Internet	272	212	152	152	152	327	302	152	152	152	2025	1000	1278	150	
Computer Software & Maintenance	82	22	22	142	122	173	22	22	422	22	1051	1000	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	304	28		32	117	914	2000	1018	2000	
Photocopier	4	154	3	8	154	5		7	150	10	495	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	29	12	105		519	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				1050					20550	34500	34189	34500	
Section 137 Subscriptions	95								505		600	500	384	500	
Section 137 The Green Maintenance	77	154	154	154	154	154	154	154			1155	1200	1050	1200	
Section 142 Grants	7870							4500			12370	7500	7640	7500	
You Decide	9450	1800	750								12000	12000	12477	12000	
Highways Property Maintenance		450	629			250	7650				8979	1000	2010	1000	
Grounds Maintenance	709	2209	1182	285	549	638	1109	459	459	-1837	5762	7000	7992	7000	
Play Areas Maintenance		1870			852	30	987	95		2942	6776	15000	3762	10000	
Grasscutting	535	535	535	535	535	535	535	535			4280	7000	5489	5000	
Gardening	30	757	60								847	1000	734	1000	
Treeworks				1870	200	300	550	2850	2550		8320	10000	7260	5000	
Christmas Event				30							30	4500	3385	4000	
Christmas Decoration Hire							1425	1781		878	4084	4500	4217	3000	
Burials Grounds Maintenance	15		20							16	2296	2347	2000	537	2000
Burials Grounds Grasscutting	303	607	607	607	607	607	607	607	607		4552	7826	4144	7696	
Cleaning Costs				64	80	64	64	64	64	64	400	800	896	800	
Bank charges and interest	10	5	5	5	37	5	5			22	94	90	88	90	
Clothing Costs						31					31	300	517	300	
Training											0	2000	545	2000	
Total Overheads (£)	39157	28003	11099	15253	10305	21439	27857	13548	10906	14133	191701	277768	223134	258364	
NET PROFIT/LOSS (£)	66207	-9678	-8366	-14240	-2849	72552	-24785	-34102	-11226	-10529	22984	-57485	116	-47389	
% Profit	63	-53	-306	-853	-36	77	-807	-1103	3508	-292	10	-25	0	-21	

Tadley Town Council

Balance Sheet Report

To: 31 January, 2021

ASSETS

Fixed Assets

Total Fixed Assets	£0.00
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Current Assets

1100 - Trade Debtors	888.00
1200 - Bank Account Current	5,500.00
1220 - Bank Account Savings	33,941.29
1230 - Public Sector Deposit Fund	162,659.69

Total Current Assets	£202,988.98
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TOTAL ASSETS	£202,988.98
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LIABILITIES

Current Liabilities

1260 - Lloyds Bank Credit Card	33.20
2210 - PAYE to pay to HMRC	1,290.51
VAT	-976.81
2201 - VAT on Purchases	-976.81

Total Current Liabilities	£346.90
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Future Liabilities

Total Future Liabilities	£0.00
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	TOTAL LIABILITIES	£346.90
	TOTAL NET ASSETS	£202,642.08
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	-66,026.24	
<i>Net Profit / Loss (prior year(s))</i>	-90,145.83	
<i>Net Profit / Loss (current year)</i>	24,119.59	
	TOTAL EQUITY	£202,642.08

Tadley Town Council

Profit and Loss Report

01 April, 2020 - 31 January, 2021

Sales		
4000 - Precept	186,466.00	
4001 - Burials	14,934.00	
4002 - Memorials	2,078.00	
4100 - Litter Grant	16,777.28	
4110 - Grass Cutting Grant	9,689.00	
4900 - Other income	7,209.17	
4950 - Bank Interest	2,356.99	
	Total Sales	£239,510.44
Direct Expenses		
5020 - Highway Signs	640.00	
5030 - Play Area Equipment	23,007.07	
5060 - Litter Equipment	1,179.05	
	Total Direct Expenses	£24,826.12
GROSS PROFIT / LOSS		£214,684.32
Overheads		
7000 - Employee Wages and Salaries	47,978.00	
7020 - Employers NI	3,590.51	
7030 - Employer's Pension	7,163.63	
7100 - Rent	12,019.00	
7101 - Giles Road Play Area Rent	152.00	
7110 - Water Rates	345.77	
7120 - General Rates	1,571.85	
7125 - Cemetery Rates	867.83	

7130 - Premises Insurance	814.61
7140 - Commercial Waste Collection	395.58
7200 - Electricity	517.63
7300 - Vehicle Fuel	1,604.99
7310 - Vehicle Repair and Servicing	825.00
7320 - Vehicle Licences	267.50
7330 - Vehicle Insurance	525.08
7430 - Chairmans Allowance	275.00
7450 - Councillors Training & Expenses	560.00
7460 - Public Works Loan	8,370.00
7500 - Printing & Distribution	643.00
7510 - Postage and Carriage	71.50
7520 - Office Stationery	643.61
7530 - Telephone	769.79
7540 - Internet Charges	2,023.60
7550 - Computer & Software	1,050.81
7600 - Legal Fees	40.00
7620 - Consultancy & Professional Fees	935.52
7630 - Photocopier	495.31
7650 - Equipment Maintenance & Repair	93.81
7700 - Property Maintenance	108.44
7701 - Maintenance Consumables	519.10
7702 - Subscriptions HALC/NALC	1,691.90
7703 - Section 137 Grants	20,550.00
7704 - Section 137 Subscriptions	600.00
7705 - Section 137 The Green Maintenance	1,153.20
7706 - Section 142 Grants	12,370.00
7707 - You Decide	12,000.00
7708 - Environmental Improvements	379.00

7710 - Highways Property Maintenance	8,978.63	
7720 - Grounds Maintenance	5,763.21	
7721 - Play Areas Maintenance	6,776.35	
7722 - Grasscutting	4,280.40	
7723 - Gardening	847.00	
7724 - Treeworks	8,320.00	
7725 - Christmas Event	30.00	
7726 - Christmas Decoration Hire	4,083.80	
7730 - Burials Grounds Maintenance	2,346.46	
7731 - Burials Grounds Grasscutting	4,551.00	
7810 - Cleaning	480.00	
7900 - Bank Charges and Interest	94.00	
8220 - Clothing Costs	31.31	
	Total Overheads	£190,564.73
	NET PROFIT / LOSS	£24,119.59

ACTION PLAN

Issue	Proposed Action	Lead	Support	Priority	Feasible	Timescale	Resource Implications
Play areas	To carry out repairs identified in the weekly play area inspection report and to continually audit equipment and replace where necessary. Add additional equipment where possible.	TTC		H	Y	Ongoing	TTC budget
TTC land	To carry out grass cutting, hedge cutting, gardening and tree maintenance. To make enhancements where possible.	TTC		H	Y	Ongoing	TTC budget
Trees on TTC land	Carry out annual tree inspection	TTC		H	Y	Annually	TTC budget
Local organisations	To make grants, increase publicity, seek out new organisations. Run Participatory Budgeting initiative.	TTC		H	Y	Ongoing	TTC budget
Litter	To empty all litter bins in the town on a regular basis. To carry out litter picks as necessary. To encourage residents to take part in Spring Clean Week.	TTC	BDBC	H	Y	Ongoing	BDBC/TTC budget
Evening bus service to and from Basingstoke	Support and promotion for continued service	BDBC	TTC	H	Y	Ongoing	BDBC budget
Burglary	Police priority	TP	BDBC/TTC	H	Y	Ongoing	TP action
Antisocial behaviour	Police priority	TP	BDBC/TTC	H	Y	Ongoing	TP action
Road traffic offences	Police priority. SIDS deployed by BDBC/TTC.	TP	BDBC/TTC	H	Y	Ongoing	TP action/TTC budget
Bishopswood Stream	Twice yearly maintenance	EA	TTC	H	Y	Ongoing	EA/TTC budget
Shared ownership	Planning obligations	BDBC	TTC	H	Y	Ongoing	BDBC action
Affordable housing	Planning obligations	BDBC	TTC	H	Y	Ongoing	BDBC action
Priority to local people	Planning obligations	BDBC	TTC	H	Y	Ongoing	BDBC action
Parked cars on pavements	Education & enforcement	HCC	BDBC	M	Y	Ongoing	HCC/BDBC action
Local transport improvements	TTC to suggest new schemes and promote use of electric vehicles and reduction of carbon emissions	HCC	TTC	M	Y	Ongoing	HCC action
Green waste	Discussed by Eco WP BDBC HCC. Looking unlikely.	HCC	BDBC/TTC	M	?		
Improved recycling	BDBC now do glass kerbside recycling.	BDBC		M	Y	Ongoing	BDBC budget
Nursing homes	Support for providers		TTC	M	?		TTC action
Affordable sheltered accommodation	Support for providers		TTC	M	?		TTC action
Eco buildings	Planning obligations	BDBC	TTC	M	Y	Ongoing	BDBC action
Additional facilities requested shops, cinema, restaurants, youth facilities	Support for cinema at TDCA. Support for The Point.	TDCA	TTC	M	Y	Ongoing	TTC budget
Extend cemetery provision	Seek to extend existing facility	TTC	BDBC	M	Y	2025	TTC budget BDBC action
After School activities (Hurst) Facilities requested in order of popularity were cinema, bowling alley, indoor sports centre, outdoor sports centre, larger skateboard park.	MUGA installed and refurbished. Skatepark refurbished. Support for The Point.	TTC		M	Y	Ongoing	TTC budget

ACTION PLAN

After School activities (primary) Facilities requested in order of popularity were bowling alley, larger skateboard park, indoor sports centre, cinema, outdoor sports centre.	MUGA installed and refurbished. Skatepark refurbished. Support for The Point.	TTC		M	Y	Ongoing	TTC budget
Car sharing	Vision survey result: minimal support.		TEG	L		Ongoing	
Reduced traffic	Vision survey result: a third saw traffic as a problem.		TEG	L		Ongoing	

TTC - Tadley Town Council, BDBC - Basingstoke & Deane Borough Council, HCC - Hampshire County Council, TP - Tadley Police, PC - Point Champions, TEG - Tadley Environmental Group
EA - Environment Agency