

**MINUTES OF A MEETING OF TADLEY TOWN COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE HELD AT TADLEY TOWN COUNCIL AT 7.30PM ON 9 AUGUST 2021**

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

**In Attendance:** Clerk, no members of the public

**1. APOLOGIES**

Received and accepted from Cllrs Burdett and Mullan.

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

There were no declarations of interest or dispensation requests.

**3. MINUTES**

**1/22FGP** It was

**RESOLVED (4/0/0)** to receive and confirm the accuracy of the minutes of the Finance and General Purposes Committee meeting held on 12 April 2021.

**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. INTERNAL AUDITOR'S REPORT**

The audit report was received.

**2/22FGP** It was

**RESOLVED (4/0/0)** to accept the report as attached.

**8. TREWORK**

Two quotations for tree work as identified in the annual tree inspection report were received.

**3/22FGP** It was

**RESOLVED (4/0/0)** to accept the quotation of £4640 from GBArb.

**9. GRANT APPLICATIONS**

To receive grant applications:

Victim Support – Security items

**4/22FGP** It was

**RECOMMENDED (4/0/0)** to award a grant of £200.

Seeability - Physiotherapy programme

**5/22FGP** It was  
**RECOMMENDED (3/0/1)** to award a grant of £2000. (Cllr Leeks abstained)

Challengers - Basingstoke Junior Youth and Youth Schemes

**6/22FGP** It was  
**RECOMMENDED (4/0/0)** to award a grant of £1500.

The meeting closed at 7.45pm.

Signed: .....

Dated: 11 October 2021

Name	Apr	May	June	Jul	Actual 21/22	Budget 21/22	Actual 20/21	Budget 20/21
Precept	93233				93233	186466	186466	186466
Burials	819	148	446	148	1561	15000	21076	12406
Memorials	530	590	346	1133	2599	3153	2918	3153
Litter Grant	17143				17143	16945	16777	15954
Parish Funding	9786				9786	9689	9689	9689
Other Income		219			219	1420	9010	1415
Bank Interest	477	4	4		485	1000	2367	1500
Total Income (£)	121988	961	796	1281	125026	233673	248303	230583
Street Furniture					0	2200		2200
Highway Signs					0	800	640	800
Memorial Benches				1917	1917	2000		2000
Play Area Equipment					0	12000	23007	1200
Street Furniture								2000
Office Equipment					0	2000		2000
Litter Equipment						1000	1179	100
Vehicle					0	1000		1000
CCTV					0	1000		1000
Total Direct Expenses (£)	0	0	0	1917	1917	22000	24826	12300
GROSS PROFIT/LOSS (£)	121988	961	796	-636	123109	211673	10	5
% Profit	100	100	100	-50	98	91	0	0
Employee Salaries	4842	4842	4842	4842	19368	60000	57574	60000
Employers NI	363	363	363	363	1452	4400	4309	4212
Employer Pension	770	770	770	770	3080	8770	8596	13745
Advertising					0		0	169
Rent	3016			3016	6032	12064	12019	12004
Giles Road Play Area Rent					0	154	152	155
Water Rates	18	146		42	206	525	360	515
Rates	159	157	157	157	630	1600	1572	1592
Cemetery Rates	98	100	100	100	398	885	868	657
Insurance			1649		1649	1600	1340	2000
Commercial Waste			25	103	128	600	396	739
Electric & Gas	150			314	464	500		2000
Vehicle Fuel	189	198	194	66	647	2000	1974	2290
Vehicle Repair & Servicing		355	30	46	431	1129	825	1107
Vehicle Tax			278		278	277	267	271
Staff Travelling					0	100		100
Chairmans Allowance					0	250	275	200
Medical Costs					0			40
Councillors Training & Travelling				143	143	1200	560	1000
Public Works Loan					0	17000	16653	17784
Printing & Distribution	300	329	300		929	1200	926	2667
Postage	41				41	100	72	100
Office costs	43		162	42	247	1500	644	1593
Telephone	65	150	62	78	355	1000	982	1606
Internet	151	206	128	113	598	2000	2327	1000
Computer Software & Maintenance	82	351	22	22	477	1000	1095	1000
Legal Fees					0	2500	40	2500
Audit & Accountancy Fees		750			750	1500	1350	1500
Consultancy & Professional Fees	68	65	8	38	179	1500	1042	2000
Photocopier	13	156	7		176	1000	705	1126
Equipment Hire			395		395	200		400
Equipment Maintenance & Repair					0	100	94	130
Property Maintenance					0	1000	108	1000
Maintenance Consumables	8	345	375	29	757	1000	555	2000
Election Costs					0	15000		15000
Environmental Improvements	268	20			288	3000	379	3000
Subscriptions NALC/HALC	1719				1719	1850	1692	1850
Section 137 Grants		19500			19500	34500	23050	34500
Section 137 Subscriptions	95	160			255	500	600	500
Section 137 The Green Maintenance		156	78	156	390	1200	1153	1200
Section 142 Grants		7870			7870	12500	12370	7500
You Decide					0	12000	12000	12000
Highways Property Maintenance					0	1000	9579	1000
Grounds Maintenance	1730	280	230	230	2470	7000	7067	7000
Play Areas Maintenance	1325		800		2125	15000	14661	15000
Grasscutting	375	543	499	543	1960	5500	4280	7000
Gardening			786		786	1000	857	1000
Treeworks		65	1350		1415	9000	8320	10000
Christmas Event				35	35	4000	30	4500
Christmas Decoration Hire					0	4000	4084	4500
Burials Grounds Maintenance	230	994	499	230	1953	2000	2806	2000
Burials Grounds Grasscutting	308	615	615	923	2461	7900	4551	7826
Cleaning Costs					0	800	480	800
Bank charges and interest	15	15	15	15	60	90	124	90
Clothing Costs	41				41	300	64	300
Training			140		140	2000	75	2000
Total Overheads (£)	16482	39501	14879	12416	83278	268794	225902	277768
NET PROFIT/LOSS (£)	105506	-38540	-14083	-13052	39831	-57121	-201076	-265468
% Profit	86	-4010	-1769	-1019	32	-24	-81	-115

# Tadley Town Council

## Balance Sheet Report

To: 31 July, 2021

### ASSETS

#### Fixed Assets

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<b>Total Fixed Assets</b>	<b>£0.00</b>
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#### Current Assets

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1100 - Trade Debtors	710.00
1200 - Bank Account Current	5,500.00
1220 - Bank Account Savings	79,624.27
1230 - Public Sector Deposit Fund	132,687.83

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<b>Total Current Assets</b>	<b>£218,522.10</b>
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<b>TOTAL ASSETS</b>	<b>£218,522.10</b>
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### LIABILITIES

#### Current Liabilities

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1260 - Lloyds Bank Credit Card	259.84
2100 - Trade Creditors	82.35
2110 - Accruals	1,350.00
2210 - PAYE to pay to HMRC	1,312.34
VAT	-953.90
2201 - VAT on Purchases	-953.90

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<b>Total Current Liabilities</b>	<b>£2,050.63</b>
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#### Future Liabilities

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Total Future Liabilities	£0.00
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<b>TOTAL LIABILITIES</b>	<b>£2,050.63</b>
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<b>TOTAL NET ASSETS</b>	<b>£216,471.47</b>
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## EQUITY

3200 - Reserves	188,368.32
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	4,300.00
3207 - Election Costs	15,000.00
Net Profit / Loss	-52,196.85
<i>Net Profit / Loss (prior year(s))</i>	-93,077.09
<i>Net Profit / Loss (current year)</i>	40,880.24

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<b>TOTAL EQUITY</b>	<b>£216,471.47</b>
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# Tadley Town Council

## Profit and Loss Report

01 April, 2021 - 31 March, 2022

Sales		
4000 - Precept	93,233.00	
4001 - Burials	1,859.00	
4002 - Memorials	2,703.00	
4100 - Litter Grant	17,142.84	
4110 - Grass Cutting Grant	9,786.00	
4900 - Other income	579.00	
4950 - Bank Interest	938.59	
	<b>Total Sales</b>	<b>£126,241.43</b>
Direct Expenses		
5080 - Memorial benches	1,917.00	
	<b>Total Direct Expenses</b>	<b>£1,917.00</b>
		<b>GROSS PROFIT / LOSS</b>
		<b>£124,324.43</b>
Overheads		
7000 - Employee Wages and Salaries	19,368.04	
7020 - Employers NI	1,452.32	
7030 - Employer's Pension	3,080.80	
7100 - Rent	6,032.00	
7110 - Water Rates	205.74	
7120 - General Rates	786.85	
7125 - Cemetery Rates	498.00	
7130 - Premises Insurance	826.83	
7140 - Commercial Waste Collection	127.20	
7200 - Electricity & Gas	464.26	

7300 - Vehicle Fuel	716.01
7310 - Vehicle Repair and Servicing	355.41
7320 - Vehicle Licences	277.50
7330 - Vehicle Insurance	822.04
7340 - Miscellaneous Vehicle Expenses	75.78
7450 - Councillors Training & Expenses	143.15
7500 - Printing & Distribution	929.00
7510 - Postage and Carriage	40.78
7520 - Office Stationery	232.77
7530 - Telephone	354.57
7540 - Internet Charges	596.86
7550 - Computer & Software	596.89
7610 - Accountancy Fees	750.00
7620 - Consultancy & Professional Fees	179.00
7630 - Photocopier	175.64
7640 - Equipment Hire	394.40
7701 - Maintenance Consumables	757.24
7702 - Subscriptions HALC/NALC	1,719.10
7703 - Section 137 Grants	19,500.00
7704 - Section 137 Subscriptions	255.00
7705 - Section 137 The Green Maintenance	389.80
7706 - Section 142 Grants	7,870.00
7708 - Environmental Improvements	287.48
7720 - Grounds Maintenance	2,697.90
7721 - Play Areas Maintenance	2,125.00
7722 - Grasscutting	1,958.10
7723 - Gardening	786.00
7724 - Treeworks	1,415.00
7725 - Christmas Event	35.00

7730 - Burials Grounds Maintenance	2,180.90	
7731 - Burials Grounds Grasscutting	2,461.20	
7900 - Bank Charges and Interest	60.00	
8220 - Clothing Costs	40.79	
8230 - Training Costs	140.00	
	<b>Total Overheads</b>	<b>£84,160.35</b>
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	<b>NET PROFIT / LOSS</b>	<b>£40,164.08</b>
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**Action Plan - Matters Arising From Audit.**

<b>CONTROL AREA</b>	<b>ISSUE</b>	<b>RECOMMENDED ACTION</b>	<b>ACTION TAKEN</b>
Attendance at meetings	Due to technical and lockdown issues, some councillors have not attended many meetings recently.	The 6 month rule is set in law and should be appropriately applied from now on.	The 6 month rule will be applied from now (9 August 2021).
Members DPI forms	Not all of the forms for current members are listed on the Borough website. Some members have included the Turbary Charity as a DPI when it is not.	Please could all members review their DPI forms and update where necessary.	All members reminded to check their form is on the Borough website and to not include Turbary Charity as a DPI
Earmarked and general reserves	Several of the earmarked reserves identified by the council do not meet the criteria or guidance (particularly 'contingency', 'bus subsidy' and 'elections') The general reserves of the council are higher than the current guidance. (also raised last three years)	Please could all reserves be reviewed with regard to the guidance at paragraph 5.31 in the JPAG Practitioners Guide. Appropriate uses of funds collected from residents should be found without delay.	Reserves will be used towards the planned extension to Tadley Cemetery
District and Borough councillor reports	The clerk is currently taking detailed minutes of reports that would be better provided in writing within the agenda pack and then only matters arising be recorded at the meeting.	All Basingstoke & Deane Borough Council and Hampshire County Council members should be asked to provide their reports in advance in writing – if nothing else to avoid duplication.	All Basingstoke & Deane Borough Council and Hampshire County Council members asked to provide their reports in advance
Budget reporting	The accounting software used by the council has no capacity for budgeting, budget comparisons or forward budgeting. The budget is therefore based on a spreadsheet. (also raised last year)	The council should look at 'add ons' that will allow proper budget functionality to be linked to the live accounting data.	The council will look at 'add ons' that will allow proper budget functionality to be linked to the live accounting data. To date no suitable 'add ons' have been found.