

MINUTES OF A MEETING OF TADLEY TOWN COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE HELD VIA ZOOM AT 7.30PM ON 14 FEBRUARY 2022

Present: Cllrs Burdett, Flahive (Chairman), Hankinson, Leeks, Lovegrove (7.40pm), Meiszner, Mullan and Slimin

In Attendance: Clerk, no members of the public

1. APOLOGIES

There were no apologies.

2. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS

Cllrs Flahive, Leeks 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, Cllrs Flahive and Slimin declared an interest in the grant application from Barlows Park Management Association and Cllr Mullan declared an interest in the grant application from Hampshire & IOW Trust.

3. MINUTES

13/22FGP 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 13 December 2021.

4. OPEN FORUM 7.34 – 7.35PM

Cllr Slimin spoke about the BPMA grant application.

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. INTERIM AUDIT REPORT

The interim audit report and action plan was reviewed as attached.

8. ACTION PLAN

The action plan was reviewed as attached.

9. ANNUAL TREE SURVEY

A quotation for the annual tree survey was received.

14/22FGP It was

RECOMMENDED (7/0/0) to accept the quotation of £1400 from Martin Dobson Associates.

10. HURST SCHOOL PRIZE

The current value (£200) was reviewed. It was agreed to keep the value at £200.

11. GRANT APPLICATIONS

Grant applications were received:

Berkshire Multiple Sclerosis Therapy Centre – Running costs

15/22FGP It was
RECOMMENDED (8/0/0) to award a grant of £650.

Cllr Mullan did not vote on the following item.

Hampshire & IOW Trust – Running costs £400

16/22FGP It was
RECOMMENDED (7/0/0) to award a grant of £400.

TADS – Running costs

17/22FGP It was
RECOMMENDED (8/0/0) to award a grant of £1100.

Cllr Slimin did not vote on the following item.

Tadley Citizen Advice – Running costs £7870 (2022/23 budget)

18/22FGP It was
RECOMMENDED (7/0/0) to award a grant of £7870

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

TDCA – Youth worker £12000 (2022/23 budget)

19/22FGP It was
RECOMMENDED (5/0/0) to award a grant of £12000

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

BPMA – Running costs £7500 (2022/23 budget)

20/22FGP It was
RECOMMENDED (5/0/1) to award a grant of £7500.

The meeting closed at 7.50pm.

Signed:

Dated: 11 April 2022

Name	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Actual 21/22	Budget 21/22	Actual 20/21	Budget 20/21	
Precept	93233					93233					186466	186466	186466	186466	
Burials	819	148	446	446	2719	567	1620	297	1281	518	8861	15000	21076	12406	
Memorials	530	590	346	1237	455	319		824	939	314	5554	3153	2918	3153	
Litter Grant	17143										17143	16945	16777	15954	
Parish Funding	9786										9786	9689	9689	9689	
Other income		219		360		30	106	976	1111		2802	1420	9010	1415	
Bank Interest	477	4	4	457	3	3	429	4	1	455	1837	1000	2367	1500	
Total Income (£)	121988	961	796	2500	3177	94152	2155	2101	3332	1287	232449	233673	248303	230563	
Street Furniture									477		477	2200		2200	
Highway Signs											0	800	640	800	
Memorial Benches				1917					1964		3881	2000		2000	
Play Area Equipment											0	12000	23007	1200	
Street Furniture														2000	
Office Equipment						272					272	2000		2000	
Cemetery Extension							4200				4200				
Litter Equipment												1000	1179	100	
Vehicle											0	1000		1000	
CCTV											0	1000		1000	
Total Direct Expenses (£)	0	0	0	1917	0	272	4200	1964	477	0	8830	22000	24826	12300	
GROSS PROFIT/LOSS (£)	121988	961	796	583	3177	93880	-2045	137	2855	1287	223619	211673	10	5	
% Profit	100	100	100	23	100	100	-95	7	86	100	96	91	0	0	
Employee Salaries	4842	4842	4842	4842	4842	4842	4842	4842	4842	4842	48420	60000	57574	60000	
Employers NI	363	363	363	363	363	363	363	363	363	363	3630	4400	4309	4212	
Employer Pension	770	770	770	770	770	770	770	770	770	770	7485	8770	8596	13745	
Advertising											0		0	169	
Rent	3016			3016			3016			3107	12155	12064	12019	12004	
Giles Road Play Area Rent									157		157	154	152	155	
Water Rates	18	146		42				14		27	248	525	360	515	
Rates	159	157	157	157	157	157	157	157	157	157	1572	1600	1572	1592	
Cemetery Rates	98	100	100	100	100	100	100	100	100	100	998	885	868	657	
Insurance			1649								1649	1600	1340	2000	
Commercial Waste			25	102	25				25		177	600	396	739	
Electric & Gas	150			314		247			371	92	1174	500		2000	
Vehicle Fuel	189	198	194	135	152	129	126	154	248	221	1746	2000	1974	2290	
Vehicle Repair & Servicing		355				389	345			15	1104	1129	825	1107	
Vehicle Tax			278								278	277	267	271	
Misc Vehicle Expenses			30	46		75					151				
Staff Travelling											0	100		100	
Chairmans Allowance								44			44	250	275	200	
Medical Costs											0			40	
Councillors Training & Travelling				143	194				138		475	1200	560	1000	
Public Works Loan						8196					8196	17000	16653	17784	
Printing & Distribution	300	329	300					329	300		1558	1200	926	2667	
Postage	41										41	100	72	100	
Office costs	43		162	42	-108	66		89		20	314	1500	644	1593	
Telephone	65	150	62	78	179	46	52	271	57	48	1008	1000	982	1606	
Internet	151	206	128	113	175	97	110	107	143	107	1337	2000	2327	1000	
Computer Software & Maintenance	82	351	22	142	22	239	372	22	542	73	1867	1000	1095	1000	
Legal Fees											0	2500	40	2500	
Audit & Accountancy Fees		750				600					1350	1500	1350	1500	
Consultancy & Professional Fees	68	65	8	38	165	381	88	41	68	439	1362	1500	1042	2000	
Photocopier	13	156	7		150	5		156		11	497	1000	705	1126	
Equipment Hire			394								394	200		400	
Equipment Maintenance & Repair											0	100	94	130	
Property Maintenance									150		150	1000	108	1000	
Maintenance Consumables	8	345	375	29	26	33		68	59		943	1000	555	2000	
Election Costs											0	15000		15000	
Subscriptions NALC/HALC	1719										1719	1850	1692	1850	
Section 137 Grants		19500				3700					23200	34500	23050	34500	
Section 137 Subscriptions	95	160				35		270			560	500	600	500	
Section 137 The Green Maintenance		156	78	156	156	156	156	156			1014	1200	1153	1200	
Section 142 Grants		7870			4500						12370	12500	12370	7500	
Environmental Improvements	267	20						20		175	482	3000	379	3000	
You Decide											0	12000	12000	12000	
Highways Property Maintenance											0	1000	9579	1000	
Grounds Maintenance	1730	280	230	230	230	1985	230	535	1105	770	7323	7000	7067	7000	
Play Areas Maintenance	1325		800			2934	280	379	143	1374	7235	15000	14661	15000	
Grasscutting	374	543	499	543	643	543	563	563			4272	5500	4280	7000	
Gardening			786								786	1000	857	1000	
Treeworks		65	1350					3680	1160	800	7055	9000	8320	10000	
Christmas Event				35			25			60	25	4058	4000	30	4500
Christmas Decoration Hire								1881		2063	1380	5324	4000	4084	4500
Burials Grounds Maintenance	230	994	499	230	280	230	230	230	270		3511	2000	2806	2000	
Burials Grounds Grasscutting	308	615	615	923	615	615	615	615			4922	7900	4551	7826	
Cleaning Costs											0	800	480	800	
Bank charges and interest	15	15	15	15	15	47	15	15	15	15	182	90	124	90	
Clothing Costs	41										67	300	64	300	
Training			140		-140						0	2000	75	2000	
Total Overheads (£)	16480	39501	14878	12604	14111	26405	14698	18129	12769	14984	184559	268794	225902	277768	
NET PROFIT/LOSS (£)	105508	-38540	-14082	-12021	-10934	67475	-16744	-17992	-9913	-13697	39060	-67121	-201076	-265468	
% Profit	86	-4010	-1769	-481	-344	72	-777	-856	-297	-1064	17	-24	-81	-115	

Tadley Town Council

Balance Sheet Report

To: 31 January, 2022

ASSETS

Fixed Assets

Total Fixed Assets	£0.00
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Current Assets

1100 - Trade Debtors	998.00
1200 - Bank Account Current	5,500.00
1220 - Bank Account Savings	78,134.55
1230 - Public Sector Deposit Fund	132,701.82

Total Current Assets	£217,334.37
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TOTAL ASSETS	£217,334.37
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LIABILITIES

Current Liabilities

1260 - Lloyds Bank Credit Card	603.00
2100 - Trade Creditors	264.96
2110 - Accruals	1,350.00
2210 - PAYE to pay to HMRC	1,326.74
VAT	-865.78
2201 - VAT on Purchases	-865.78

Total Current Liabilities	£2,678.92
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Future Liabilities

Total Future Liabilities	£0.00
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TOTAL LIABILITIES	£2,678.92
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TOTAL NET ASSETS	£214,655.45
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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	-54,012.87
<i>Net Profit / Loss (prior year(s))</i>	-93,077.09
<i>Net Profit / Loss (current year)</i>	39,064.22

TOTAL EQUITY	£214,655.45
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Tadley Town Council

Profit and Loss Report

01 April, 2021 - 31 January, 2022

Sales		
4000 - Precept	186,466.00	
4001 - Burials	8,861.00	
4002 - Memorials	5,554.00	
4100 - Litter Grant	17,142.84	
4110 - Grass Cutting Grant	9,786.00	
4900 - Other income	2,802.44	
4950 - Bank Interest	1,837.42	
	Total Sales	£232,449.70
Direct Expenses		
5010 - Street Furniture	476.58	
5040 - Office Equipment	272.24	
5070 - Cemetery Extension	4,200.00	
5080 - Memorial benches	3,881.00	
	Total Direct Expenses	£8,829.82
	GROSS PROFIT / LOSS	£223,619.88
Overheads		
7000 - Employee Wages and Salaries	48,420.10	
7020 - Employers NI	3,630.80	
7030 - Employer's Pension	7,485.79	
7100 - Rent	12,154.50	
7101 - Giles Road Play Area Rent	157.00	
7110 - Water Rates	247.50	
7120 - General Rates	1,571.85	

7125 - Cemetery Rates	998.00
7130 - Premises Insurance	826.83
7140 - Commercial Waste Collection	177.20
7200 - Electricity & Gas	1,173.97
7300 - Vehicle Fuel	1,746.96
7310 - Vehicle Repair and Servicing	1,104.73
7320 - Vehicle Licences	277.50
7330 - Vehicle Insurance	822.04
7340 - Miscellaneous Vehicle Expenses	150.78
7430 - Chairmans Allowance	43.99
7450 - Councillors Training & Expenses	474.89
7460 - Public Works Loan	8,196.00
7500 - Printing & Distribution	1,558.00
7510 - Postage and Carriage	40.78
7520 - Office Stationery	313.71
7530 - Telephone	1,007.44
7540 - Internet Charges	1,337.47
7550 - Computer & Software	1,866.63
7610 - Accountancy Fees	1,350.00
7620 - Consultancy & Professional Fees	1,361.30
7630 - Photocopier	497.51
7640 - Equipment Hire	394.40
7700 - Property Maintenance	150.00
7701 - Maintenance Consumables	943.86
7702 - Subscriptions HALC/NALC	1,719.10
7703 - Section 137 Grants	23,200.00
7704 - Section 137 Subscriptions	560.00
7705 - Section 137 The Green Maintenance	1,013.48
7706 - Section 142 Grants	12,370.00

7708 - Environmental Improvements	482.28	
7720 - Grounds Maintenance	7,321.63	
7721 - Play Areas Maintenance	7,235.24	
7722 - Grasscutting	4,269.80	
7723 - Gardening	786.00	
7724 - Treeworks	7,055.00	
7725 - Christmas Event	4,057.65	
7726 - Christmas Decoration Hire	5,323.90	
7730 - Burials Grounds Maintenance	3,508.80	
7731 - Burials Grounds Grasscutting	4,922.40	
7900 - Bank Charges and Interest	182.00	
8220 - Clothing Costs	66.85	
	Total Overheads	£184,555.66
	NET PROFIT / LOSS	£39,064.22

Action Plan - Matters Arising From Audit.

CONTROL AREA	ISSUE	RECOMMENDED ACTION	ACTION TAKEN
Earmarked and general reserves	Several of the earmarked reserves identified by the council do not meet the criteria or guidance (particularly 'contingency' and 'bus subsidy' and 'elections') The general reserves of the council are higher than the current guidance. (also raised last four 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 and the replacement skatepark
Credit card payments	At present credit card receipts are not routinely attached to the statement when it is approved for payment.	Supporting evidence for all payments should either be in the physical file, or attached to the online ledger entries in the accounting software.	Supporting evidence will be filed with the statement rather than within the general accounts file
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.

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 any litter picking initiatives .	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 to be replaced . 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 to be replaced . 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	

H - High, M - Medium, L - Low

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