

MINUTES OF A MEETING OF TADLEY TOWN COUNCIL HELD AT TADLEY TOWN COUNCIL AT 7.30PM ON 7 MARCH 2022

Present: Cllrs Atkinson, Burdett (Chairman), Flake, Hankinson, Leeks, Lovegrove, Morrow, Mullan, Slimin, Spence and Witton

In Attendance: Clerk, County Cllr Mellor, Borough Cllrs Carruthers and Frost, one member of the public, one member of the press (7.40pm)

Cllr Slimin said a few words about former Councillor Chris Curtis who sadly passed away on 20 January 2022. A minute's silence was held.

1. APOLOGIES

Received and accepted from Cllrs Flahive and Meiszner

2. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS

Cllrs Atkinson, Leeks and Lovegrove declared an interest in the grant application from TDCA, Cllr Slimin declared an interest in the grant applications from Tadley Citizen Advice and Barlows Park Management Association and the You Decide grant application from Tadley Citizen Advice.

3. MINUTES

64/22FC It was

RESOLVED (11/0/0) to receive and confirm the accuracy of the minutes of the meeting held 4 January 2022.

4. OPEN FORUM

There was no requirement for an open forum.

5. ACCOUNTS

65/22FC It was

RESOLVED (11/0/0) to receive and sign a statement of receipts and payments for the months of January and February 2022.

6. STANDING ORDERS, POLICY DOCUMENT, FINANCIAL REGULATIONS, REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT, FINANCIAL RISK MANAGEMENT RECORD AND COMMUNITY EMERGENCY PLAN

The report of the Documents Working Party was received, and the above documents were reviewed.

66/22FC It was

RESOLVED (11/0/0) to amend the documents as attached.

7. EARMARKED RESERVES

Earmarked reserves were reviewed.

67/22FC It was

RESOLVED (11/0/0) to accept the review as attached.

8. CHAIRMAN AND VICE-CHAIRMAN'S REPORTS

Chairman reported: Firstly, please can I congratulate Cllr David Leeks on his appointment as Deputy Mayor of Basingstoke & Deane for the coming year. Cllr Leeks and I attended a webinar on Personal Safety for Councillors. The slides have been circulated and if you haven't had a look at them yet, please do. There are some really good tips. For instance, I didn't know that in an emergency you can save precious time by dialling 112 instead of 999 from your mobile. This passes your call via the nearest tower, regardless of your provider. Really good if you are in a dead spot for your own provider.

I was delighted to make 2 Good Citizen Awards, both to couples. Firstly, to Vicky and Alan Braseby for their work with the Lunch Club and secondly to Ron and Maureen Andrews for many years of dedicated litter picking, this was done at a party celebrating both their 80th birthdays and their 60th wedding anniversary.

I have attended meetings to progress both the new skatepark and an extension to our cemetery.

I'd like to thank the teams responsible for the beautiful display of spring bulbs around Tadley and the newly planted trees and hedges.

Vice Chairman reported: Urged Cllrs to read the Personal Safety for Councillors presentation.

9. YOU DECIDE

A report from the working party was received.

Cllr Slimin did not vote on the following item.

68/22FC It was

RESOLVED (10/0/1) to make payments of £1500 to Priory School PTA and £2000 to Tadley Citizen Advice.

10. COMMITTEES

Cllr Leeks did not vote on the following item.

69/22FC It was

RESOLVED (10/0/1) to accept the recommendation **12/22HP** to accept the quotation of £1220 from M&C Landscapes for a bench and fence

70/22FC It was

RESOLVED (11/0/0) to receive and approve the reports of the Highways and Planning Committee held on 31 January and 28 February 2022.

71/22FC It was

RESOLVED (11/0/0) to accept the recommendation **14/22FGP** to accept the quotation of £1400 from Martin Dobson Associates for the annual tree survey.

72/22FC It was

RESOLVED (11/0/0) to accept the recommendation **15/22FGP** to award a grant of £650 to Berkshire Multiple Sclerosis Therapy Centre for running costs

73/22FC It was

RESOLVED (11/0/0) to accept the recommendation **16/22FGP** to award a grant of £400 to Hampshire & IOW Trust for running costs

74/22FC It was

RESOLVED (11/0/0) to accept the recommendation **17/22FGP** to award a grant of £1100 to TADS for storage and IT costs

Cllr Slimin did not vote on the following item.

75/22FC It was

RESOLVED (10/0/1) to accept the recommendation **18/22FGP** to award a grant of £7870 to Citizen Advice Tadley for running costs (2022/23 budget)

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

76/22FC It was

RESOLVED (8/0/3) to accept the recommendation **19/22FGP** to award a grant of £12000 to TDCA for Family and Youth Workers (2022/23 budget)

Cllr Slimin did not vote on the following item. Cllrs Burdett and Mullan abstained.

77/22FC It was

RESOLVED (8/0/3) to accept the recommendation **20/22FGP** to award a grant of £7500 to Barlows Park Management Association for running costs (2022/23 budget)

78/22FC It was

RESOLVED (11/0/0) to receive and approve the report of the Finance & General Purposes Committee held on 14 February 2022.

9. REPORTS

Reports were received from the following:

- a. Hampshire County Council – Cllr Mellor – see Appendix
- b. Basingstoke & Deane Borough Council – Cllr Carruthers – see Appendix
- c. Representatives on external organisations:
 - Tadley Environment Group – see Appendix
 - Heath End Village Hall – Cllr Lovegrove gave an update regarding tree work carried out, purchase of a new projector and Ukrainian collection.
 - BDAPTC – Cllr Slimin reported attendance, slides will be circulated in due course.

The meeting closed at 8.15pm.

Signed:

Dated: 9 May 2022

Appendix

County Cllr Mellor reported: The past month has been exceptionally busy in HCC with the following highlights;

1. Budget for 22/3 was passed last week albeit with a shortfall of c.£80M primarily due to short funding on statutory monies for Health and Adult Social Care. Social Care is now an extension of the Health funding; quite simply the NHS has been awarded several billion additional funds for post COVID and catch up work at the front line yet failed as yet to confirm that it will be passing on the appropriate share to Tier 1 Local Authorities for the work undertaken with hospital discharges etc. Care home costs and the HCC contribution has increased enormously in the past years with minimum wage increases under the present government; costs of COVID; recruitment problems and agency costs. Although, as the records show, HCC has performed excellently in this area, vav all other Counties and continues to meet its obligations with high quality care in our own homes as well as supporting the private sector with new technology replacing worker shortage in some areas, it is a national problem. Adult Social Care costs the County £1Billion + per annum.

In respect of the all-important Children's Services, be it the Schools and/or Homes we run or supervise, the costs exceed £700M; thankfully the 5 schools in Tadley continue to be rated as a minimum as Good in all aspects and represent very good value for money. At secondary level, some 92% of children get their first choice and c98% get their first or

second choice and that is now confirmed for next September. We now have SEN children from the area attending the fantastic Austin Academy, more or less satisfying the demand and eradicating the problem we had for the past 4 years. A new school will be starting construction later this year to meet the demand from the expanding population from the Manydown development. There are no budget issues on Education. The HCC 'connect4communities' programme introduced at the outset of COVID has continued to support families still struggling, with grants/meals for the children during holidays. In my ward the free school meals levels are very low fortunately but still help with such items as the 'Pantries' in areas where the Foodbanks are not in evidence are offering good support. All on the HCC website.

2. Highways/Economy, Transport and the Environment

Two major activities are now being worked on, firstly, a review as to whether there is any justification for extending 20mph limits by a reduction from 30mph in specific areas. A Task and Finish group starts its work this week on the project which of course will be evidence based with use of statistical data; it will also be using evidence on or forecasting for electric vehicles relevant as it is equal to the road safety issue; emissions/pollution will be part of the groups' work. No two towns in the County are the same so the components of the group of 8 have not only been geographically selected but all have a key role in the Environment. Of course, it is a review, in the same manner in which we have had two reviews in 2015/18 but with a Climate Change difference.

Simultaneously there will be a group working on Parking Management. Whilst there is an admin and enforcement focus on such areas across the County where parking permits/charges are applied by the local (B&D) authority, there are some operational issues that need to be 'sorted'. Parking on pavements and open green areas may well be a local issue; the forthcoming off street/on street electrical vehicle charging points where HCC is currently undergoing varying trials could well have an effect on how we look at kerbside parking; the forecast drop in car usage etc. strived for up to 2050 under our Climate Change Emergency plans is also a consideration. Also, on the subject of transport, the 'Bus Back Better' plans are in their embryo stage as is the Bus Service Improvement Plan. Near to the County border, it is hard to see where we can improve the service although HCC still open to re-introduction of Community Transport if necessary. A full bus service has been almost restored but usage growth is limited as is the footfall in Basingstoke.!

The monthly report from Highways has been sent to the Clerk (circulated to members of the Highways & Planning Committee); highlight is not the length of road resurfacing achieved in the month but, fortunately, the amount of gullies cleaned in Jan/February. The storms of the past two weeks, Eunice and the unfortunately named for Tadley, Franklin led to little flooding in the area although clearance of debris still goes on. Thankfully, there was only one street/pavement obstruction still in place 48 hours after the storm s had passed; some residents were still in shock after near misses with fallen trees. There are still some isolated water/drainage problems as nearly all TTRO's now seem to be for Thames/Southern Water and Openreach problems. To the future, as I mentioned the budgets in previous paragraphs, we have secured an additional £8M in Govt support for road maintenance; how far this will go is dubious as inflation on the cost of the products and staffing seems set to erode much of this. We are now using our own HCC recycled road materials for some repairs. Despite the budget issues, HCC still has over £300M of ongoing investment on such matters as the new Brighton Hill roundabout project in B&D, following the Chineham A33 improvements, the Thorneycroft A339/340 work and many others such as the M271 and A34 upgrades. Of note the B&D consultant looking at the future of Basingstoke Town Centre/regeneration stated that the infrastructure around Basingstoke was excellent.

3. Climate Change

133 pages on the website reflect not just the 'Emergency' nature of the matter but also HCC commitment. Of course, the COP 26 was in some ways a disappointment as the likes of the US, China, Russia, India continue to not cede anything in terms of market/trading dominance or bother about their image on CC; suffice to say, solarization of public buildings such as schools, development of hydrogen or electric transport in the County; leading the way on electrical vehicle charging points trials is at a pace. Perhaps the weather extremes we have endured reflect the need.

There has been some "pressure" imposed on the Pension Fund in respect of investing in energy. HCC is a signatory to most ESG matters and in the top 6 pension funds for this. There is a small element, about 1.6%, that is linked to the fossil fuel of oil and this has been reduced. The fund, with many members in the North of the County is valued at around £10Bn, considerably ahead of its liabilities. On most months the Pension Board will have the usual Extinction Rebellion, Dirty Money and other activist's making deputations to ensure our commercial decisions have their principles in mind.

Borough Cllr Carruthers reported:

Ukrainian flag - The Civic Offices are currently flying the Ukrainian flag as a mark of solidarity with the Ukrainian people.

New leader and deputy leader and changes to cabinet - At the beginning to February Cllr Ken Rhatigan unexpectedly stood down from his role as Council Leader for family reasons. At this stage Deputy, Cllr Simon Bound, became acting Leader. At a meeting on 28TH February Cllr Simon Bound was officially voted in as the new leader. He has selected Cllr John Izett as his Deputy. Cllr Bound made a speech at full Council on the 28th: "I am proud to be heading up the council and to be at the helm of a strong team at a key time for the future of the borough and the services that we provide that people rely on every day. I have been elected as leader on the same night that we agreed a budget that invests in frontline services, including street cleaning and an extra waste collection crew. We have committed to up the pace of our drive to achieve our challenging climate change targets and enhance biodiversity. As we emerge from the pandemic, we are keen to support our amazing communities who have shown such resilience and empathy for others and to ensure this remains a thriving place with good jobs and great places to live. We will be focusing on taking action on the things that people have told us will make the most difference to their lives and are most important to them. We've done lots of listening and consulting and it is now time to get on and deliver. We need to take the right decisions and get things moving forward."

Changes to the Cabinet are as follows: Cabinet Member for Finance and Property- Cllr John Izett, Cabinet Member for Health, Wellbeing and Leisure – Cllr Rebecca Bean, Cabinet Member for Recycling, Waste and Regulatory Services - Cllr Hayley Eachus, Cabinet Member for Homes and Economy - Cllr Tristan Robinson, Cabinet Member for Natural Environment and Climate – Cllr Mark Ruffell, Cabinet Member for Planning and Infrastructure- Cllr Jay Ganesh, Cabinet Member for Community Development- Cllr Jenny Vaux.

The last two positions listed are held by Councillors that are new to the cabinet. Cllr Jenny Vaux was previously a Tadley Councillor. I would like to acknowledge Ken's hard work and dedication to our Borough during his time as Leader and I look forward to continuing to work with him as a fellow Tadley Councillor.

Fly-tipping campaign update - The community safety patrol team continue to tackle fly-tipping around the borough with their *Let's tackle this together* campaign. The team is working in partnership with the council's street cleansing team and using community engagement to encourage residents to report fly-tipping as well as to collect information on any particular

areas of concern. The next stage of the campaign will focus on the dumping of green waste and the impact that this has on our natural environment.

Food Waste Action Week - Following its success last March, the second edition of Love Food Hate Waste's Food Waste Action Week starts on Monday, asking people to consider how they can reduce household food waste to help address climate change. Research shows residents throw away a third of their food – worth around £700 a year. The energy, water and packaging that goes into producing it means wasted food is bad for the planet too, making up between 8% and 10% of global carbon emissions. Throughout next week the council will be sharing tips and information to help residents reduce their food waste. For more information about the campaign, visit [the Love Food Hate Waste website](#).

EPH/local Plan update - I attended a meeting last week whereby we considered how we, as a Council, may approach our request to reduce the housing numbers given to us by The Government, which we all agree, are too high. An independent report informs us that we will need to use the approach of 'exceptional circumstances' and we discussed what these circumstances in our Borough may be. All sorts of things were discussed including sewage, water quality, rivers and AONB. Tadley is one of these circumstances as we have a large area on which we cannot build. Officers are continuing to look at this. Basingstoke and Deane have historically built very high numbers of housing within the Southeast compared to other areas but Councillors do not feel that it is sustainable to continue to build at these levels. However, we are up against many other local authorities with the same challenges. We are meeting again this week to review the policies which underpin the local Plan update.

Elections - Now that we have a system of election by thirds, we are approaching the annual elections which will be held on May 5th.

Lidl - I have been in touch with my contacts at Lidl and they are currently working through the conditions placed upon them to ensure that they have ticked all the right boxes before building commences. This takes a little time. However, they are still very much planning on starting work as soon as they are in a position to do so and will update me once they get closer to getting a spade in the ground.


Work to Southdown Park - Work is currently taking place to expand and improve Southdown Park. It is currently closed to the public but should be open later this week.

Borough Cllr Leeks reported:

20mph Speed Limits - Cllr Dillow presented a motion to Full Council to reduce the speed of 30 mph to 20 mph in certain areas, he said: "reducing speeds not only reduces injuries, but cuts traffic pollution and noise." Council supported the motion.

Basingstoke & Deane Borough Council Budget - The budget was approved; it was nice to see that Tadley doesn't have the highest precept.

Deputy Mayor - Finally, I shall be deputy mayor from May this year.

<p>1</p> 	<p>Carbon Footprint Report: Tadley Civil parish https://impact-tool.org.uk/</p>	
	<p>The Centre for Sustainable Energy has produced a carbon footprint report which shows our territorial and consumption footprints – see Appendix 1</p> <p>Territorial footprints consider the emissions produced within a geographical boundary – such as from heating buildings, transport, industry, and agriculture – regardless of whether the residents within the community are engaged in or demand those activities.</p> <p>A consumption footprint captures all the emissions produced as a result of the activities that the area’s residents engage in, regardless of where geographically they occur</p> <p>This will help to focus our resources to reduce our carbon emissions</p>	
	<p>2 One area that I think that we should be focusing on is Energy (Transport & Home) reduction. This is, as you know, currently having a high impact on all residents (not to mention businesses and other organisations). This affects us all!</p> <p>Therefore we need to engage with our community to help them reduce their home energy bills whilst still maintaining decent living standards. There are several tangible ways to do this:</p> <p>Provide monitoring equipment for residents to help them identify heat loss from their homes and also monitor their energy usage to identify potential energy savings.</p> <p>We have identified suitable devices for this and have just received news that AWE will fund them (£1500), therefore we will be purchasing these. Citizens Advice are planning to employ an energy advisor who may be able to help with the issue and control of these devices.</p> <p>Without going into details here, we should also inform residents of sources of detailed information on how to save energy e.g. Tadley Town Council website which among other things provides a link to the Basingstoke & Deane toolkit which I would highly recommend that everyone looks at. There are also many organisations which provide useful advice e.g. The Energy Saving Trust. Insulating the home is a key priority.</p> <p>TEG is planning to have a stall at the St Paul’s Eco Fair on The Green, Saturday 16th July, and the Tadley Treacle Fair on 5th June to help spread the message.</p>	
	<p>3 Example of recent TEG activities:</p> <p>A meeting of TEG members was held on 17th January – minutes can be found on the TTC website.</p> <p>Saturday 19 Feb, tree planting adjacent to the Calleva roundabout, organised by Warwick – thank you Warwick! Previous to that trees and hedging were planted on the Green.</p> <p>Sunday 20 Feb, Litter picking throughout Tadley organised by Tadley United Reformed Church members (11) with some help from TEG.</p>	
	<p>4 Figures published by Climate Emergency UK have shown that the climate change action plan for Basingstoke and Deane Borough Council is ranked above the national average and scored second highest in the county.</p> <p>Setting out a series of actions for addressing the climate emergency, the council’s plan was assessed along with the plans from a total of 409 local authorities in the country and scored 54%, with the average for UK councils being 46%. In Hampshire, only Fareham Borough Council’s plan scored more with 61%.</p> <p>Climate Emergency UK is a not-for-profit cooperative that has been working with councils and residents since 2019 to share best practice about what councils can do to tackle the climate and ecological emergency and to encourage effective action.</p> <p>The Council Climate Plan Scorecards are the first assessment of all the climate action plans produced by first and second tier local authorities in the UK. Climate action plans set out what a local authority plans to do to reduce climate emissions and reverse biodiversity loss in line with</p>	

its climate emergency declaration. The questions asked of councils were based on the climate action plan checklist, developed by Climate Emergency UK with help from Friends of the Earth, the Centre for Alternative Technology, climate change charity Ashden, the Association for Public Service Excellence (APSE) and with feedback from councillors and council staff.

<http://www.climateemergency.uk> see **Appendix 2**

Appendix 1 Territorial and Consumption Footprint for Tadley

2. Your Community's Consumption Footprint

Your whole footprint

This figure shows the annual carbon emissions (measured in tonnes CO₂e²) emitted as a result of the different activities that residents within your parish's boundary engage in – from heating to eating.



Impact Report - Tadley

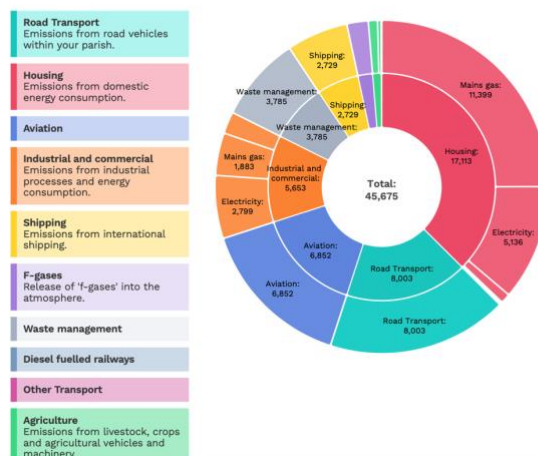
26/02/2022, 09:40

3. Territorial Footprint

Your whole footprint

This figure shows the annual carbon emissions (measured in tonnes) emitted as a result of activities taking place within your parish's boundary.

While these figures should give you a reasonable indication of the major sources of emissions within your parish's boundary, they should be taken with a small pinch of salt, as some sectors are difficult to apportion territorially. For example, emissions from international shipping are calculated for the whole country and apportioned to each parish based on its population. For more information, see the [Impact methodology paper](#).



Tadley's residents' use of energy in their homes results in annual carbon emissions per household of 3.6 t CO₂e. This compares with 3.9 t CO₂e at the district level and 3.5 t CO₂e at the national level. In the average UK home, 64% of energy is used for space heating, 17% for heating water, 16% for lighting and appliances, and 3% for cooking. As such a large proportion of household energy is used for heating, the type of heating system (i.e. is it low carbon?), and how well the home retains heat, are critical factors shaping the scale of a home's emissions. How well a home retains heat depends on a number of factors, including: when and how it was built; how much insulation has been installed; how draughty the home is; the efficiency of the windows; and the behaviour of the residents.

Appendix 2 Climate Emergency UK Scorecard example

	TOTAL SCORE	Governance, development and funding	Mitigation and Adaptation	Commitment and Integration	Community engagement and communications	Measuring and setting emissions targets	Co-benefits	Diverse Social
COUNCIL NAME	43% avg	9/21 avg	8/18 avg	4/7 avg	5/9 avg	3/5 avg	2/4 avg	
Sevenoaks District Council	54%	10/21	14/18	5/7	6/9	2/5	4/4	
West Lindsey District Council	54%	14/21	12/18	3/7	7/9	3/5	3/4	
Adur District Council	54%	13/21	12/18	2/7	5/9	3/5	3/4	
Basingstoke and Deane Borough Council	54%	13/21	8/18	6/7	5/9	4/5	2/4	
Carlisle City Council	54%	14/21	5/18	5/7	6/9	5/5	3/4	
West Lancashire Borough Council	54%	13/21	9/18	6/7	5/9	5/5	2/4	
Worthing Borough Council	53%	13/21	12/18	2/7	5/9	3/5	3/4	
St Albans City and District Council	53%	12/21	12/18	3/7	7/9	3/5	2/4	
Warwick District Council	53%	19/21	10/18	3/7	6/9	4/5	2/4	
Colchester Borough Council	52%	10/21	5/18	6/7	6/9	3/5	4/4	

Unreconciled Bank Transactions Report

Bank: Bank Account Current (1200)

Account Balance: £4,173.26

Reconciled Balance: £5,500.00

Date	Name	Reference	Type	Payment	Receipt
21/02/2022		PAYE January	Other Payment	1,326.74	0.00
TOTAL				£1,326.74	£0.00
				BALANCE	-£1,326.74

BANK RECONCILIATION		
Bank Statement Balance	PREMIUM ACCOUNT	78134.55
Bank Statement Balance	CURRENT ACCOUNT	5500.00
	Less uncleared payments	1326.74
	TRUE BANK BALANCE	82307.81
Sage Accounts	PREMIUM ACCOUNT	78134.55
Sage Accounts	CURRENT ACCOUNT	4173.26
	TOTAL ON BALANCE SHEET	82307.81

Receipts and Payments Day Book Report

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

Trx No	Type	Date	Name	Ref	Net	VAT	Total
3314	Supplier Payment	01/01/2022	Southern Electricity	DD			389.53
3245	Supplier Payment	04/01/2022	Basingstoke & Deane Borough Council	DD			257.00
3247	Supplier Payment	04/01/2022	M&C Landscapes	SO			551.00
3328	Other Payment	04/01/2022	Turbary Rent Q1		3,106.50	0.00	3,106.50
3332	Supplier Payment	04/01/2022	Gradwell	DD			43.20
3243	Supplier Payment	06/01/2022	Business Stream	DD			15.35
3256	Supplier Payment	07/01/2022	Allens of Tadley	Wiper blades			17.98
3249	Supplier Payment	10/01/2022	Inty Cascade	DD			85.18
3260	Supplier Payment	11/01/2022	John Stacey & Sons Ltd	Cemetery waste			30.00
3252	Supplier Payment	12/01/2022	UK Fuels Ltd	DD			85.99
3262	Supplier Payment	12/01/2022	4squareit (Tadley Computers)	ESET Internet Security			50.99
3264	Supplier Payment	12/01/2022	Elmdale Maintenance	Photocopier			12.72
3266	Supplier Payment	12/01/2022	John Lawson	Play area and ground main			112.50
3270	Supplier Payment	13/01/2022	GB Arb Ltd	Treework			480.00
3254	Supplier Payment	14/01/2022	Mainstream Digital	DD			3.06
3274	Supplier Payment	14/01/2022	EE	DD			54.30
3272	Other Payment	18/01/2022	Land Registry		3.00	0.00	3.00
3288	Supplier Payment	18/01/2022	Aldermaston Signs LLP	Christmas Banner			30.00
3179	Other Payment	19/01/2022	PAYE December		1,315.14	0.00	1,315.14
3258	Supplier Payment	19/01/2022	Castle Water	DD			14.56
3292	Supplier Payment	20/01/2022	Lamps & Tubes Illuminations Ltd	Christmas Illuminations			1,656.48
3303	Supplier Payment	24/01/2022	Playdale	Repair to zipline			1,549.72
3307	Supplier Payment	24/01/2022	P Hiscock	Grounds maintenance			325.00
3290	Supplier Payment	26/01/2022	UK Fuels Ltd	DD			93.16
3336	Supplier Payment	26/01/2022	M&C Landscapes	3064			240.00
3299	Supplier Payment	27/01/2022	SAGE	DD			26.40
3268	Supplier Payment	28/01/2022	Lloyds Bank	DD			15.00
3277	Other Payment	28/01/2022	Wages January		3,700.09	0.00	3,700.09
3278	Other Payment	28/01/2022	Pension January		732.25	0.00	732.25

From: 01/01/2022

To: 31/01/2022

Tadley Town Council
Receipts and Payments Day Book Report

01 Feb 2022

17:26

3313	Supplier Payment	28/01/2022	GB Arb Ltd	Tree works	400.00
3330	Supplier Payment	28/01/2022	Gradwell	DD	43.20
TOTAL					£15,439.30

From: 01/01/2022

To: 31/01/2022

Tadley Town Council
Receipts and Payments Day Book Report

01 Feb 2022

17:08

Receipt/Payment: Receipts, Account: Bank Account Savings (1220)

Trx No	Type	Date	Name	Ref	Net	VAT	Total
3319	Other Receipt	05/01/2022		M J Sly	79.00	0.00	79.00
3318	VAT Payment	07/01/2022					5,265.85
3320	Other Receipt	10/01/2022		Bank Interest	0.79	0.00	0.79
3321	Other Receipt	11/01/2022		M J Sly	52.00	0.00	52.00
3317	Customer Receipt	18/01/2022	Allerton Memorials				79.00
3316	Customer Receipt	24/01/2022	Miles & Daughters Funeral Directors				74.00
3322	Other Receipt	25/01/2022		M J Sly	52.00	0.00	52.00
3323	Other Receipt	25/01/2022		M J Sly	52.00	0.00	52.00
3324	Other Receipt	31/01/2022		LAMIT Property Fund	454.50	0.00	454.50
						TOTAL	£6,109.14

Tadley Town Council
Unreconciled Bank Transactions Report

Bank: Bank Account Current (1200)

Account Balance: £4,173.26

Reconciled Balance: £5,500.00

Date	Name	Reference	Type	Payment	Receipt
21/03/2022		February PAYE	Other Payment	1,326.74	0.00
TOTAL				£1,326.74	£0.00
				BALANCE	-£1,326.74

BANK RECONCILIATION		
Bank Statement Balance	PREMIUM ACCOUNT	69020.03
Bank Statement Balance	CURRENT ACCOUNT	5500.00
	Less uncleared payments	1326.74
	TRUE BANK BALANCE	73193.29
Sage Accounts	PREMIUM ACCOUNT	69020.03
Sage Accounts	CURRENT ACCOUNT	4173.26
	TOTAL ON BALANCE SHEET	73193.29

From: 01/02/2022
To: 28/02/2022

Tadley Town Council
Receipts and Payments Day Book Report

01 Mar 2022
10:00

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

Trx No	Type	Date	Name	Ref	Net	VAT	Total
3339	Supplier Payment	01/02/2022	M&C Landscapes	SO			551.00
3342	Supplier Payment	01/02/2022	Kings DIY	Maint Consumables			14.96
3410	Supplier Payment	01/02/2022	SGW Payroll	DD			38.88
3346	Supplier Payment	02/02/2022	Basingstoke & Deane Borough Council	Speed Limit Remind signs			640.00
3344	Supplier Payment	04/02/2022	UK Fuels Ltd	DD			86.46
3343	Supplier Payment	07/02/2022	Inty Cascade	DD			85.18
3357	Supplier Payment	10/02/2022	John Stacey & Sons Ltd	Cemetery & BG waste			30.00
3362	Supplier Payment	13/02/2022	John Stacey & Sons Ltd	Cemetery waste			30.00
3348	Supplier Payment	14/02/2022	Mainstream Digital	DD			244.70
3358	Other Payment	14/02/2022		Land Registry	3.00	0.00	3.00
3366	Supplier Payment	14/02/2022	EE	DD			54.30
3373	Other Payment	14/02/2022		Pod Point refund to TAC	471.16	0.00	471.16
3411	Supplier Payment	14/02/2022	Southern Electricity	DD			96.42
3377	Supplier Payment	15/02/2022	Hampshire County Council	14/21FC			2,003.04
3413	Supplier Payment	15/02/2022	Helping Hand Company	Litter equipment			525.50
3354	Supplier Payment	16/02/2022	UK Fuels Ltd	DD			91.08
3388	Supplier Payment	18/02/2022	IBS Business Solutions	Office supplies			99.66
3390	Supplier Payment	20/02/2022	Personalised Print	Newsletter			329.00
3279	Other Payment	21/02/2022		PAYE January	1,326.74	0.00	1,326.74
3393	Supplier Payment	25/02/2022	SAGE	DD			26.40
3364	Supplier Payment	28/02/2022	Lloyds Bank	DD			15.00
3368	Other Payment	28/02/2022		February Wages	3,700.09	0.00	3,700.09
3369	Other Payment	28/02/2022		February Pension	732.25	0.00	732.25
3397	Supplier Payment	28/02/2022	Elmdale Maintenance	DD			12.08
3398	Supplier Payment	28/02/2022	Gradwell	DD			43.20
3400	Supplier Payment	28/02/2022	Siemens Financial Services	DD			252.10
						TOTAL	£11,502.20

From: 01/02/2022

To: 28/02/2022

Tadley Town Council
Receipts and Payments Day Book Report

01 Mar 2022

10:02

Receipt/Payment: Receipts, Account: Bank Account Savings (1220)

Trx No	Type	Date	Name	Ref	Net	VAT	Total
3382	Customer Receipt	02/02/2022	Tadley Funeralcare				148.00
3406	Other Receipt	03/02/2022		Burial	298.00	0.00	298.00
3394	Customer Receipt	04/02/2022	Fareham Funeralcare				554.00
3408	Other Receipt	07/02/2022		Section of bench	475.00	0.00	475.00
3383	Other Receipt	09/02/2022		Interest	0.68	0.00	0.68
3404	Other Receipt	10/02/2022		Memorial	52.00	0.00	52.00
3405	Other Receipt	17/02/2022		Memorial	136.00	0.00	136.00
3380	Customer Receipt	18/02/2022	Tadley Funeralcare				148.00
3402	Customer Receipt	18/02/2022	Tadley Funeralcare				148.00
						TOTAL	£1,959.68



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REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

1.0 Overview

- 1.1 The Local Audit and Accountability Act 2014 imposes a duty on local councils to "maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control."
- 1.2 Internal audit is a key component of the system of internal control. The purpose of internal audit is to review whether the systems of financial and other controls over a council's activities and operating procedures are effective.
- 1.3 Local councils are required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of internal audit. The council is required to sign the annual governance statement (on the annual return submitted to the external auditor) to evidence that this review has been undertaken.

2.0 Review of effectiveness of internal audit

- 2.1 Do The Numbers, formerly HALC Internal Audit Service and Eleanor Greene ICPA, has acted as the Town Council's internal auditor for the last ~~eight~~teen years. Their work as internal auditor is done on a paid basis and they have indicated that they are prepared to continue to act as the Council's internal auditor for 2022/23.
- 2.2 For internal audit to be considered effective, the following criteria must be satisfied:
- that the internal auditor is independent of the other financial controls and procedures of the council which are subject of review;
 - that they are competent to carry out the role in a way that will meet the business needs of the council;
 - that consideration is made to how many times in a year the systems and records should be subject to internal audit;
 - that the scope of internal audit is sufficient;
 - that any internal audit report is considered in full by a meeting of the Town Council and that appropriate action is taken on any recommendations in the internal audit report;
 - the council must also satisfy itself that the quality of delivery of the internal audit service provides reliable assurance about the council's internal controls and its management of risk.

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- 3.0 Considering these requirements for internal audit for Tadley Town Council:

3.1 Independence

Do The Numbers has no involvement in the Council's financial controls, procedures or decision making. The members of the service are not related to, nor associated with, any member of the Council or the Clerk. The internal auditor has direct access to the Council should they think this necessary.

3.2 Competence

Do The Numbers has extensive experience of carrying out audit work for parish councils and other voluntary organisations. It has built up substantial knowledge of local council finance

POLICY DOCUMENT

Prior to capital expenditure being set aside in the budget all capital projects must be fully discussed at relevant committees, be fully costed and have detailed time scales. All capital projects must then be approved by Full Council.

2.2 DELEGATED POWERS

2.2.1 NEIGHBOURHOOD WATCH

It was resolved (134/96FC) to authorise the Clerk to pay grants, to a maximum of £30 upon production of a receipt for hall hire for initial meetings.

2.2.2 BRITISH LEGION ANNUAL POPPY DAY APPEAL

It was resolved (152/96FC) to authorise the Clerk to purchase the annual Poppy Day Wreath without reference to Full Council.

2.2.3 ACTION IN EVENT OF DEATH OF A MEMBER OF THE ROYAL FAMILY/PROMINENT PERSONAGE

In the event of the death of a member of the Royal Family or prominent personage, the Clerk will liaise with BDBC to ensure that any action to be taken is in accordance with protocol (138/98FC). To purchase flowers/photographs if appropriate (140/98FC).

2.2.4 ACTION IN THE EVENT OF THE CELEBRATION OF A 100th BIRTHDAY BY A RESIDENT OF TADLEY

TTC will present a suitable gift and a birthday card to known Tadley residents celebrating a 100th birthday. These will be purchased by the Chairman/Clerk within a limit of £50 (To be reviewed periodically).

2.2.6 NO COLD CALLING ZONES

It was resolved (28/11 FGP) to authorise the Clerk to pay for a maximum of 10 signs per annum,

2.3 GRANTS AND DONATIONS

All grant applications will be considered at the August and February meetings of the Finance & General Purposes Committee meeting after receipt. Grant applications are to be submitted on the standard form, copies of which are available from the clerk and on the Council's website.

Grants are usually only given to organisations benefiting persons living in the town. Grants are not given to commercial enterprises.

The Finance & General Purposes Committee, when considering grant applications, is empowered only to make recommendations to the Full Council for resolution.

When providing additional facilities in Tadley, the Council will, if appropriate, seek grants from other bodies, e.g.; BDBC,

Applicants for grants will be invited, to attend the meeting at which their application is to be discussed. Applicants present at a meeting of the Finance & General Purposes Committee would be asked to give background on the aims of the organisation, the purpose of the grant and to clarify any points.

Only where a request for grant is more than £200 will the applicant be required to submit full accounts. In the case of requests for less than £200, an income and expenditure statement, with opening and closing cash and at bank balances, will be required.

Deleted: 2.2.5 OFFICE CLOSURE OVER CHRISTMAS/NEW YEAR

The offices of TTC will be closed to the public over the Christmas/New Year period from midday on 24 December, if that is a working day until 1 January inclusive each year. Staff wishing to work over the Christmas/New Year period may do so, by prior arrangement with the Town Clerk, as this will have the advantage of providing a skeleton service at this time.

3.6 USE OF LAND

3.6.1 Introduction

Tadley Town Council maintains several pieces of land for use by the community for purposes including relaxation and exercise. This policy covers the general principles and provisions associated with the land including The Green, Tadley Common and other areas.

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3.6.2 Principle of provision

Wherever possible Tadley Town Council shall promote free and open access to the land for all users for the purposes of improvement of health and enjoyment. There will however be times when the council is required to place restrictions, for example to undertake works.

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3.6.3 Responsibilities

Whilst Tadley Town Council shall seek to maintain the land in a safe and useable condition there will be times when this is beyond our control. All persons using the facilities do so at their own risk.

3.6.4 Organised groups

The provisions here are not to prevent ad hoc groups of friends or family congregating but to cover large or more frequent groups. In general, Tadley Town Council shall not unreasonably withhold permission, but may ask that safeguards are put in place so as to avoid disruption to other users.

3.6.5 Frequency and size

Prior to promoting or commencing an event, permission must be sought for any groups which are either: over 30 participants, groups under 30 where the intention is that it is held more than twice within an 8-week period or where participants are being asked to make any form of payment or it relates to a commercial activity.

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3.6.6 Conditions of permission

Tadley Town Council shall require that groups granted permission shall:
Indemnify the town council against all claims, demands, costs, actions or proceedings caused by or to any person linked to the group.
Ensure that good and adequate provision is made for the appropriate level of:
Risk Assessments.
Insurance
First aid provision
Safeguarding and provisions relating to vulnerable people
Protection against discrimination (equality and diversity)
Other such legal permissions as may need to be required.
Agree to reinstate the land after use to the council's satisfaction.
Make payment or provide a deposit if deemed appropriate.

3.6.7 Charging policy

The Council shall make an individual assessment of each application and reserves the right to impose a charge for the use of the land or to require a deposit. The cost to repair or make good any damage to land incurred during use must be met by the person or group/organisation making the application.

Membership comprises: three or four members plus the Chairman and Vice Chairman of the Council a total of five or six members.

The Burials Committee will meet when required. [The local undertakers and clergy will be invited to meetings where appropriate]. The Burials Committee will determine all matters relating to the Burial Ground and the Cemetery within the Council's Policy, and make recommendations, where there is no agreed policy, to the Council for determination.

5.1. **BURIAL GROUND**

The TTC Burial Ground adjacent to St Peter's Churchyard on Church Road is laid out as a lawned cemetery. The Council pursues a policy of making this a pleasant, peaceful area. Memorial trees may be considered for planting and a memorial rose garden has been planted and will be maintained in good order as part of the Council's policy. Replacement of memorial trees/bushes will be the responsibility of the person to whom exclusive burial rights have been given.

5.2. **CEMETERY**

The TTC Cemetery opposite St Peter's Church in Church Road is laid out as a lawned cemetery.

5.2.1 **SEATS**

A 1800mm bench will have 3 plaques and a 2400mm will have 4. The types of seat to be used are the Cavendish seats from Streetmaster. Only one section of a seat or tree is permitted per deceased person. Sections of seats cannot be reserved in advance of installation. The fee charged for the section of a seat will be for the life of the seat.

Deleted: 11 locations for seats have been identified.

5.2.2 **TREES**

Requests for trees will be determined by the Burials Committee. Planting is to take place during the planting season for trees (October – December). Small plaques will be permitted adjacent to planted trees. The of trees will be the responsibility of the person who is requesting the tree. Only one tree or one proportion seat is permitted per deceased person.

Deleted: 12 locations for trees have been identified. Species to be planted are Cypress oak, Darwyk beech and Field Maple. ...

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Deleted: Trees cannot be reserved in advance.

Note proportions of seats and trees can be purchased by Tadley residents who do not have a relative interred in the cemetery (e.g. have had their ashes scattered elsewhere) provided they have proof of residency and provide a copy of the death certificate.

The purchase of a proportion of a seat or tree is only secured once payment is received and wording for the plaque is agreed.

The size of the plaque is 150mm by 70mm and is gold Formica.

5.2.3 **GRAVE PLOTS**

The grave plot size is 2.44 metres by 1.22 metres and a cremation plot is 43cm square. Plots cannot be reserved and will be dug next in line.

Interment of ashes in burials plots - in addition to two full burials or one full burial in a plot, two sets of ashes may also be interred in the plot (full ashes fee applies). In the case where a burial plot is purchased for the interment of ashes (full burial fee applies), a further five ashes may be interred in the plot (full ashes fee applies). Note only one memorial is permitted on a burial plot.

Children's graves (Cemetery) – The area is to be divided into two areas: one for infants and one for older children. Plots are to be in rows.

5.2.4 **MEMORIALS**

5/3/20

The permitted dimensions:

Headstones: The overall height must not exceed 760mm, standing on a base not exceeding 760mm wide by 460mm deep. The single sub-base/ foundation must be below the level of the ground and must not exceed 910mm wide by 460mm deep by 76mm high.

Cremation Tablets: Not to exceed 380mm x 380mm by 100mm high. The single sub-base foundation must be below the level of the ground and must not exceed 430mm square by 50mm high.

Memorial applications within the above permitted dimensions will be given preliminary approval upon receipt. Final approval will only be given once the finished memorial is brought to the office and the measurements are checked.

Any memorial erected in the Cemetery remains the property and responsibility of the Exclusive Rights Holder and therefore, remains in the Cemetery at the sole risk of, and must be kept in a good state of repair by, the said owner. Tadley Town Council shall not be held responsible for any damage or breakage which may occur to any monument or memorial through any cause whatsoever.

All memorials must be erected and fixed to National Association of Memorial Masons (NAMM) specifications. All masons to be registered under the TTCs Memorial Mason Scheme.

Memorial safety testing will be carried out once a year in the Burial Ground. Testing will be done by hand by the appointed contractor. A record will be kept that testing has been carried out.

During testing, if a memorial is found to be unsafe, the following action will be taken:

- If the memorial requires attention to make it safe, but is not in imminent danger of falling down, the Council will write to the last known Exclusive Rights Holder advising them of what is required to have the memorial fixed and made safe. The grave will be taped off and safety notices placed.
- If the memorial is extremely unsafe and thought to be at risk of falling down, the memorial will be laid down flat or removed, and the last known Exclusive Rights Holder will be written to advising them of the action that has been taken and what is required of them if they wish to have the memorial fixed and re-erected. The grave will be taped off and safety notices placed.

The Council will make every effort to trace the last known Exclusive Rights Holder, however this may not always be possible for several reasons (the person may have died or moved and the Council has not been informed of the change of address.)

The Council will not usually pay to have unsafe memorials repaired or re-erected if the next of kin cannot be traced.

Tributes - The only items permitted on graves are floral tributes.

Temporary Wooden Crosses: On burial plots the height must not exceed 760mm and the width must not exceed 460mm. On cremation plots the overall height must not exceed 300mm and the width must not exceed 230mm.

5.2.5 BURIAL OF RESIDENTS

Eligibility checks are to be made as per the Burials Procedure Chart. (See Appendix)

5.2.6 BURIAL OF NON-RESIDENTS

The burial of non-residents will only be permitted where the deceased has a strong local connection. The Clerk will refer any requests to the Burials Committee and the majority response will be accepted. [\(See](#)

5/3/20

Appendix: For long term Tadley residents who have had to move from Tadley into a care home the fee charged will be for resident.

5.2.7 ASHES PLOT FEES

Requests for ashes to be scattered in conjunction with the purchase of an ashes plot will be charged the interment of ashes fee.

Requests for the interment of two sets of ashes to take place together in the same plot will be charged one interment of ashes fee.

SECTION 6: PERSONNEL COMMITTEE

Membership comprises: three members plus the Chairman and Vice Chairman of the Council a total of five members.

The Personnel Committee will meet when required to review staff contracts and salaries, to replace staff and to deal with personnel matters, The Personnel Committee is empowered to resolve matters of pay, conditions of service, or contracts of employment within policy guidelines. The requirement for a new staff position will be agreed at Full Council.

6.1 STAFF

6.1.1 APPOINTMENTS

Recruitment of all staff will be approved by Full Council, by means of an Appointment Panel, appointed for each vacancy. Such Panels will be given the power to advertise, short list, interview, and appoint. These Panels will normally comprise three members, one of whom will be the Chairman (or Vice if unavailable) and 2 others who will usually be members of the Personnel Committee, but Full Council may determine that that may be varied:

[i] Where the vacant post predominantly serves a particular Committee, the Chairman of that Committee may be included in the Panel.

[ii] Where a Member has particular expertise which may assist the Panel in the selection process. The Town Clerk will attend interviews as an observer and to provide supplementary information, if required.

Vacancies are to be advertised as soon as possible after notice of resignation received. References, if required, will be taken up if the position is offered. The advertisement is to include the wording: In promoting equal opportunities, we welcome applications from all sections of the community. An Equal Opportunities Monitoring Form is to be sent out with all application forms.

6.1.2 SALARIES

The salary of the Town Clerk is based on NALC guidelines.

All other staff salaries are reviewed at the Personnel Committee held in November. Following the review, staff are to be notified of decisions concerning their salary in writing. Any changes to salaries apply from 1 April.

6.1.3 COMPASSIONATE LEAVE

At the discretion of the Chairman, up to a maximum of five days compassionate leave can be given to staff in the event of death or serious accident/illness to an immediate member of the family which includes; Spouse/Partner, Parents, Spouse/Partner's Parents, Children, Siblings or any other person at the specific discretion of the Chairman. Should domestic circumstances necessitate it, other leave may be requested, and further unpaid leave may be agreed at the discretion of the Chairman.

6.2 MANUAL WORK

5/3/20

LOCUM CLERK PROCEDURE

Locums can be used for holiday, sickness absence, maternity/paternity leave or in between one Clerk leaving, and another being appointed.

Hampshire Association of Local Councils (HALC) website provides a list of locum clerks available, the user name is xxx and the password is xxx

http://www.hampshire-alc.gov.uk/Advice_Information/Locum_Clerk_Service.aspx

Contracts are between the individual and council, and the Hampshire ALC has no power to intervene. Note - inclusion of a Clerk on the list on the website is not an endorsement or recommendation from the HALC, however it would expect the clerk to be competent; preferably through the CILCA qualification or by successful experience at parish councils.

The Society of Local Council Clerks (SLCC) can also provide locums. They maintain a register of qualified and experienced locums who can provide cover for the Clerk on a short or long term basis.

The SLCC website <http://consultancy.slcc.co.uk/get-a-locum.php> provides an interactive map showing where their locums are based and a summary of their qualifications and experience. Councils can contact them directly and make appropriate arrangements. If you book a locum who is on the SLCC register a fee will be payable (as at January 2022) of a minimum of £25 per hour.

A model contract of employment is available:

http://consultancy.slcc.co.uk/userfiles/locum_documents/SLCC_MODEL_CONTRACT_OF_EMPLOYMENT_FOR_LOCUM_SERVICES.pdf

with guidance available:

http://consultancy.slcc.co.uk/userfiles/locum_documents/SLCC_Locum_Service_Guidance.pdf

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Council Gross Budgeted Income*

Less than £10,000 pa £10,000 - £250,000 pa More than £250,000 pa

Duration of Employment - 5 days or less £25 £30

£80

Between 5 and 20 days £35 £80 £100

More than 20 days £50 £100 £150

EQUALITY AND DIVERSITY POLICY

Tadley Town Council is firmly committed to promoting equality and diversity in all areas of our work.

The overall aim of this policy is to:

- Eliminate unlawful discrimination.

5/3/20

GRANTS POLICY

Who can apply?

Applications must be from a properly formed group, club, committee or charity, which benefits the residents of Tadley. The organisation must have:

- A constitution/set of rules
- A bank account
- Public liability insurance

The grant can be for new projects or continued services.

Who can't apply?

- Any group whose aims the Council considers to be working within a business or profit-making remit
- Individuals
- Applications where those benefiting do not live in Tadley
- Projects that have already been completed or items already purchased
- Activities the Council considers to be the responsibility of a Statutory Authority.

How is an application considered?

The Finance & General Purposes Committee will consider applications on the following basis:

- How well the grant will meet the needs of the community
- How effectively the group will use the grant
- Whether the costs are appropriate and realistic
- Level of contributions raised locally
- Whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source
- How the group is managed
- How the grant positively benefits Tadley residents

Applicants are expected to attend the meeting to provide any additional supporting information and answer any questions the Committee might have.

Applications will be considered twice a year (August & February) by the Finance & General Purposes Committee:

Deadline for Submission	Consideration of Application
Friday 21 January 2022	Monday 14 February 2022
Friday 22 July 2022	Monday 15 August 2022

In exceptional circumstances grant applications may be considered at other times.

Grants to successful applicants will be paid electronically.

Recognition of the grant from Tadley Town Council must be made in any publicity.

How to apply?

Applications for funding must be made on the grants application form, accompanied by copies of the organisation's governing document, latest accounts, annual report and AGM minutes. Only one application per financial year can be submitted by an organisation and similar applications for more than two financial years will not be looked on favourably.

ANNUAL LEAVE POLICY

1. Scope

This policy applies to all Tadley Town Council ("the Organisation") employees.

5/3/20

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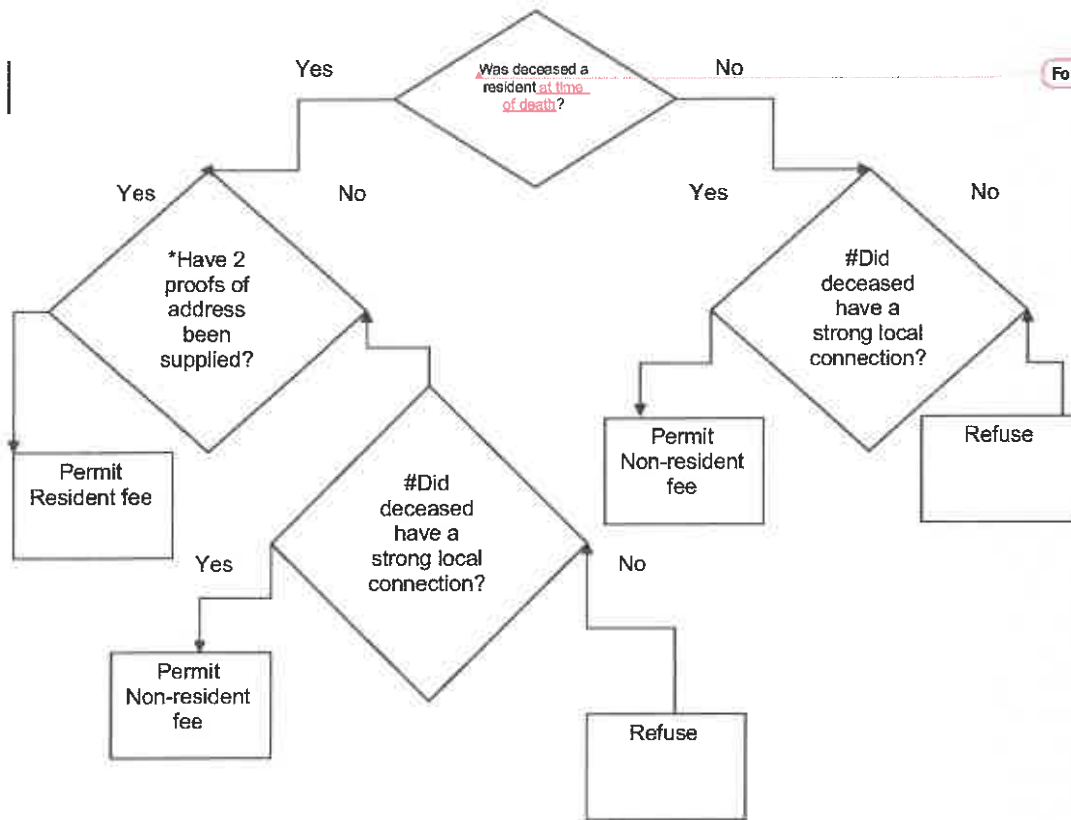
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BURIALS FLOWCHART



Full burials of residents of the parish of Baughurst who reside in the ecclesiastical parish of Tadley i.e. Woodlands Road and all tributaries, Hazel Green, Momington Close, Wildwood Drive, Wellington Crescent, Douro Close, Lakelands, Old Forge, Heathlands, Heath End Road and Heath Court are permitted but will pay non-resident fees.

*Examples of acceptable evidence are a current or recent: driving licence, electricity, gas, telephone (land line) or water bill, payslip, where your address is included, council tax bill, bank or credit card statement, correspondence from the Inland Revenue, Benefits Agency or mortgage lender or a letter from a government department or local council confirming a right to state benefits such as a pension, Council Tax Benefit or Housing Benefit.

#Refer details to Burials Committee for determination.

5/3/20

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 Basinstoke	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
Bishopwood 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)	MUGA installed and refurbished. Skatepark to be replaced . Support for The Point.	TTC		M	Y	Ongoing	TTC budget
Facilities requested in order of popularity were cinema, bowling alley, indoor sports centre, outdoor sports centre, larger skateboard park.							

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

FINANCIAL REGS

having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations. Once approved by the Full Council the Annual Return will be sent to the external auditor.

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the internal audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - not be involved in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

- 6.11. Where a computer requires use of a password(s), for access to the council's records on that computer, a note shall be made of the passwords and ~~these~~ shall be ~~shared~~ with the Chairman of Council.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not usually be used.
- 6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

~~Deleted:~~ personal identification number (PIN) or other

~~Deleted:~~ PIN and

~~Deleted:~~ handed to and retained by

~~Deleted:~~ in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments....

7. PAYMENT OF SALARIES

- ii. for specialist services, such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations³.
 - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The [Public Contract Regulations 2015](#).
 - d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
 - e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be instructed to return a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
 - g. Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
 - h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced

Deleted: set by the Public Contracts Directive 2014/24/EU (which may change from time to time)*.

³ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

EMERGENCY PLAN

Distribution List

1. County Emergency Planning Officer
2. Borough Emergency Planning Liaison Officer
3. Town Councillors
4. Tadley Police Station
5. Tadley Fire Station
6. AWE Emergency Planning Department
7. Baughurst Parish Council
8. Pamber Parish Council
9. Aldermaston Parish Council
10. The Link
11. Hurst Leisure Centre
12. Library
13. Swimming Pool
14. Holmwood & Morland Health Centres
15. _____

Deleted: First Responders

Aim and Objectives

Aim of the plan:

To enable community support, self-help and resilience when faced with an emergency situation.

Objectives of the plan:

1. Conduct a risk assessment, identify hazards and possible mitigation
2. Identify vulnerable groups within the community
3. Identify key contacts
4. Identify a community emergency management team
5. Identify resources available to the community in the event of an emergency

Incident at AWE	• Threat to life	• AWE emergency plan in place		B
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*Dependent on the availability of resources

Community Resources

Contact Details:

Emergency Rest Centres

Premises	Key Holder	Contact No
Tadley & District Community Centre	Mandy Atkinson Adrian Noad Larry Pegg	07768 004003 0118 9814538 Work 07766 016640 0118 9819281 Home 07888 998849 0118 9813270
Hurst Leisure Centre	Stephen Moore	07957656421

Deleted: Lee Beetham

Deleted: 7743442999

Medical / First Aid

In the event of injury or illness within the community assistance of professional medical support should be sought e.g. Ambulance, Doctor, Paramedic, First Responder, Qualified First Aiders.

Name	Contact No
Holmwood Health Centre	0118 9814166
Morland Surgery	0118 9816661
Hantsdoc	0118 9365592
St John Ambulance	01962 863366
Basingstoke Hospital	01256 473202
Holmwood Pharmacy	0118 9811984
Morland Pharmacy	0118 9820157

Transport

The following local transport businesses can be called upon to transport people, essential equipment or provisions in the event of an Emergency.

Buses / Taxis / 4x4s/ Tractors Name	Contact Details	Capacity
Hampshire & Berkshire 4x4 Responders	http://www.hampshire4x4response.co.uk/ 07010033301	

Note the Town Council cannot provide any insurance cover for vehicles it requests to be used. Vehicles are used at the owners' own risk and discretion and should be taxed and insured.

AWE	0118 9814111	www.awe.co.uk
Town Clerk	0118 9813360	www.tadleytowncouncil.gov.uk
St Paul's & St Peter's Church	0118 9814860	
St Mary's Church	0118 9814435	
St Michael's Church	0118 9814572	
Methodist Church	0118 9816762	
United Reform Church	0118 9813239	
Salvation Army	0118 9815013	tadley@salvationarmy.org.uk
Community Church	0118 9817257	
Bishopswood Infants School	0118 9812836	adminoffice@bishopswood-inf.hants.sch.uk,
Bishopswood Junior School	0118 9812738	adminoffice@bishopswood-jun.hants.sch.uk,
Burnham Copse School	0118 9814498	adminoffice@bcp.hants.sch.uk,
Tadley School	0118 9813805	adminoffice@tadley.hants.sch.uk
Hurst Community College	0118 9817474	theheadteacher@hurst.hants.sch.uk,
The Breeze	01256 694000	
Newbury Weekly News	01635 564526	
Basingstoke Observer	01256 694127	
BBC Radio Berkshire	0118 9464200	
Basingstoke Gazette	01256 337444	
BBC South Today	023 80226201	
ITV Meridian	0844 881 2000	

Deleted: Tadley & District Chamber of Trade

Log Sheet

Date	Time	Information / Decisions / Actions	Initials
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REVIEW OF RESERVES MARCH 2022

	Current reserves	Total cost	Location	Completion date	Reason for precepting	Proposed reserves
Earmarked Reserves						
Equipment, vehicles and tools	4300	24000	Office and garage	Laptop every 3 years 2023, 16 iPads every 3 years 2023, vehicle every 10 years 2028	Forward planning	8000
Play area refurbishment	12000	100000	Play areas x 3, and equipment at the Common	March 2030	Forward planning	12000
Cemetery extension	30000	70000	Cemetery	March 2024	Forward planning	40000
Election costs	15000	15000		March 2024	Forward planning	15000
Contingency	10000	10000		March 2024	Emergencies	10000
Bus service subsidy	5000	5000		March 2024	Forward planning	5000

6 months running costs 93233
Total Earmarked Reserves 183233