

## **MINUTES OF A MEETING OF TADLEY TOWN COUNCIL HELD AT TADLEY TOWN COUNCIL AT 7.30PM ON 9 MAY 2022**

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

**In Attendance:** Clerk, Borough Cllrs Carruthers and Frost, 1 member of the public

The Chairman congratulated Cllrs Morrow and Slimin on their recent election as Borough Cllrs.

### **1. APOLOGIES**

Received and accepted from Cllr Hankinson and County Councillor Mellor

### **2. ELECTION OF CHAIRMAN**

**1/23FC** It was

**RESOLVED (12/0/0)** that Cllr Burdett be elected to serve as Chairman for the coming year. Cllr Burdett then made her Declaration of Office and took the chair.

### **3. ELECTION OF VICE-CHAIRMAN**

**2/23FC** It was

**RESOLVED (12/0/0)** that Cllr Leeks be elected to serve as Vice-Chairman for the coming year. Cllr Leeks then made his Declaration of Office.

### **4. CO-OPTIONS**

No nominations for the Tadley Central, East and South Wards were received.

### **5. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS**

Cllrs Flake and Lovegrove declared an interest in the recommendation **23/22FGP** to enter into a formal lease agreement with 2403 (Aldermaston) Squadron.

### **6. MINUTES**

**3/23FC** It was

**RESOLVED (12/0/0)** to receive and confirm the accuracy of the minutes of the meeting held 1 March 2021.

### **7. OPEN FORUM 7.35 – 7.40PM**

A member of the public spoke about the agreement with 2403 (Aldermaston) Squadron permitting use of the car park adjacent to Barclays,

### **8. FORMATION OF COMMITTEES & ELECTION OF CHAIRMEN**

**4/23FC** It was

**RESOLVED (12/0/0)** to form the following committees for the coming year:

In addition to Cllrs Burdett and Leeks who are automatically members of all committees,

Cllrs Atkinson, Flake, Hankinson, Lovegrove, Meiszner, Morrow, Slimin and Witton were elected to serve on the Recreation & Leisure Committee.

Cllrs Lovegrove, Mullan, Slimin, Spence and Whitton were elected to serve on the Highways & Planning Committee.

Cllrs Flahive, Hankinson and Mullan were elected to serve on the Personnel Committee.

Cllrs Atkinson, Spence and Whitton were elected to serve on the Burials Committee.

Cllrs Atkinson, Flahive and Leeks were elected to serve on the Christmas Tree Event Working Party.

Cllrs Burdett, Mullan and Spence were elected to serve on the Documents Working Party.

Cllrs Atkinson, Flahive and Leeks were elected to serve on the You Decide Working Party.

**5/23FC** It was

**RESOLVED (12/0/0)** to elect Chairman and Vice-Chairmen for the coming year:

Cllr Slimin as Chairman and Cllr Flake as Vice-Chairman of the Recreation & Leisure Committee.

Cllr Mullan as Chairman and Cllr Slimin as Vice-Chairman of the Highways & Planning Committee.

Cllr Hankinson as Chairman and Cllr Burdett as Vice-Chairman of the Personnel Committee.

Cllr Leeks as Chairman and Cllr Burdett as Vice-Chairman of the Burials Committee.

**6/23FC** It was

**RESOLVED (12/0/0)** that in addition to Cllrs Burdett and Leeks, who are automatically members of all committees, Cllrs Flahive, Hankinson, Lovegrove, Meiszner, Morrow, Mullan Slimin and Spence be elected to serve on the Finance & General Purposes Committee for the coming year.

**7/23FC** It was

**RESOLVED (12/0/0)** to elect Cllr Flahive as Chairman and Cllr Leeks as Vice-Chairman of the Finance & General Purposes Committee for the coming year.

## **9. APPOINTMENT/CONFIRMATION OF REPRESENTATIVES**

Representatives were reminded to send copies of minutes of meetings to the Clerk.

**8/23FC** It was

**RESOLVED (12/0/0)** that representatives be appointed to serve on the following organisations in the coming year:

- |  |                                |
|--|--------------------------------|
| a) Age Concern Tadley and District                         | - Cllr Witton                  |
| b) AWE Local Liaison Committee                             | - Cllrs Burdett, Leeks, Mullan |
| c) Barlows Park Management Association                     | - Cllr Slimin                  |
| d) Basingstoke and District Association of Parish Councils | - Chairman & Vice Chairman     |
| e) Hampshire Association of Local Councils                 | - Chairman & Vice Chairman     |
| f) Heath End Village Hall Trust                            | - Cllr Lovegrove               |
| g) Tadley Elderly Day Care                                 | - Cllr Witton                  |
| h) National Association of Local Councils                  | - Chairman & Vice Chairman     |
| i) Pamber Forest Management Committee                      | - Cllr Mullan                  |
| j) Public Transport Representative                         | - Cllr Slimin                  |
| k) Tadley and District Community Association               | - Cllr Witton                  |
| l) Tadley Citizens Advice Bureau                           | - Cllr Slimin                  |
| m) The Point Champions                                     | - Cllr Flake                   |

## **10. TRUSTEES**

- a) William Mothes/Ambrose Allen – Cllr D Leeks (21/11/23), Cllr S Mullan (18/5/23), Mr P Williams (18/5/23)  
b) Allotments for the Labouring Poor - Cllr A Burdett (1/3/24), Chris Spence (18/5/23) **Noted.**

## 11. **SUBSCRIPTIONS**

**9/23FC** It was

**RESOLVED (12/0/0)** to renew the following subscriptions at the appropriate date:

- a) Hampshire Association of Local Councils (£1712)  
b) Society of Local Council Clerks (£270)  
c) Data Protection (£35)  
d) Institute of Cemetery & Crematorium Management (£95)  
e) Parish Online (£243)

## 12. **DIRECT DEBITS & STANDING ORDERS**

**10/23FC** It was

**RESOLVED (12/0/0)** to approve the following direct debits and standing orders:

Payee		Frequency
<b>Direct Debits</b>		
Basingstoke & Deane	Rates	Monthly
Basingstoke & Deane	Cemetery rates	Monthly
Business Credit Card		Ad hoc
Business Stream	Cemetery water	Half yearly
EE	Mobiles	Monthly
Gradwell	Broadband	Monthly
Hampshire County Council	Pension	Monthly
HMRC	PAYE & NI	Monthly
Information Commission	Data Protection	Yearly
Inty Cascade	Email	Monthly
Ivideon	CCTV	Yearly
Land Registry		Ad hoc
Lloyds Bank	Account Fee	Monthly
Mainstream Digital	Telephone	Monthly
Sage	Software	Monthly
SGW Payroll Ltd	Payroll	Monthly
Southern Electric	Electric (skatepark)	Quarterly
UK Fuels		Ad hoc
Vision ICT	Website	Yearly
<b>Standing Orders</b>		
Hanging Garden	Flower baskets	Yearly
Intratest	ND testing lights	Yearly
M&C Landscapes	Grounds maintenance	Monthly
Turbary Charity	Rent	Quarterly
<b>Credit Card</b>		
Adobe	Software	Yearly

## 13. **ACCOUNTS**

**11/23FC** It was

**RESOLVED (12/0/0)** to receive and sign a statement of receipts & payments for the month of March and April 2022.

**12/23FC** It was

**RESOLVED (12/0/0)** to acknowledge responsibility for the preparation of the accounts and to approve the Annual Governance Statement in Section 1 of the Annual Return.

**13/23FC** It was

**RESOLVED (12/0/0)** to approve the Accounting Statements in Section 2 of the Annual Return.

**14/23FC** It was  
**RESOLVED (12/0/0)** to approve the 2021/22 Accounts.

**15/23FC** It was  
**RESOLVED (12/0/0)** to note that the period of the elector's rights will be 13 June – 22 July 2021

**16/23FC** It was  
**RESOLVED (12/0/0)** to receive the internal auditors report and action plan as attached.

#### **14. CHAIRMAN AND VICE-CHAIRMAN'S REPORTS**

Chairman – No report.

Vice Chairman – No report.

#### **15. COMMITTEES**

**17/23FC** It was  
**RESOLVED (12/0/0)** to accept the recommendation **15/22HP** to agree to a request from a resident to install a bench opposite 26 Whitedown Road subject to the resident insuring and maintaining the bench.

**18/23FC** It was  
**RESOLVED (12/0/0)** to receive and approve the reports of the Highways and Planning Committee held on 21 March and 25 April 2022.

**19/23FC** It was  
**RESOLVED (12/0/0)** to accept the recommendation **22/22FGP** to accept the quotation of £980 from Nash Contract Services for vegetation clearance in Whitedown Road, Wigmore Road and Inhurst Way.

Cllrs Flake and Lovegrove did not vote on this item.

**20/23FC** It was  
**RESOLVED (10/0/0)** to accept the recommendation **23/22FGP** to enter into a formal lease agreement with 2403 (Aldermaston) Squadron permitting use of the car park adjacent to Barclays, twice a week on Monday and Wednesday evenings, occasional weekends and on other special occasions. The estimated legal fees for this will be £1320. 2403 (Aldermaston) Squadron to be advised of grant funding available.

**21/23FC** It was  
**RESOLVED (12/0/0)** to receive and approve the report of the Finance & General Purposes Committee held on the 12 April 2022.

**22/23FC** It was  
**RESOLVED (12/0/0)** to accept the recommendation **26/21RL** to accept the quotation of £15304 from Vitaplay for a replacement aerial runway.

**23/23FC** It was  
**RESOLVED (12/0/0)** to receive and approve the report of the Recreation and Leisure Committee held on 25 April 2022.

**24/23FC** It was  
**RESOLVED (12/0/0)** to accept the recommendation **11/22B** to approve expenditure of up to £30500 to CDS Group to obtain planning permission for the cemetery extension.

**25/23FC** It was

**RESOLVED (12/0/0)** to accept the recommendation **12/22B** to approve expenditure of up to £1000 for legal fees for the purchase of land.

**26/23FC** It was

**RESOLVED (12/0/0)** to receive and approve the report of the Burials Committee held on 25 April 2022.

## **16. REPORTS**

Reports were received from the following:

- a. Hampshire County Council – Cllr Mellor – see Appendix
- b. Basingstoke & Deane Borough Council – Cllrs Carruthers and Frost – see Appendix
- c. Representatives on external organisations:

Barlows Park Management Association – Cllr Slimin advised the AGM will take place on 8 June. She thanked Cllr Mellor, as the Basingstoke & Deane Borough Council representative, for his help and support.

AWE Local Liaison Committee – Cllr Leeks reported that members had been given a tour to ‘The Hub’, the apprentice school and the museum.

Tadley Environment Group – Cllr Flahive reported TEG will have a representative at the Treacle Fair on 5 June and at the Eco Fair on 16 July. He and Cllr Slimin will be meeting with Citizen Advice’s Energy Advisor next week. TEG have devices that measure where buildings are losing energy.

Heath End Village Hall – Cllr Lovegrove advised 2403 (Aldermaston) Squadron are holding a quiz at the hall on 14 May.

## **STANDING ORDER NO. 3D**

**27/23FC** It was

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

## **17. GOOD CITIZEN NOMINATION**

A nomination was received.

**28/23FC** It was

**RESOLVED (12/0/0)** to make a Good Citizen Award.

The meeting closed at 8.25pm.

Signed: .....

Dated: 4 July 2022

## **Appendix**

### **County Cllr Mellor reported:**

#### **1. Homes for Ukraine update**

The County Council continues to work with key local partners to enable the provision of immediate support and assistance to Ukrainians arriving in Hampshire under the Government's Homes for Ukraine scheme. The focus remains on conducting necessary safeguarding and wellbeing checks via home visits, distribution of financial support, in collaboration with public sector partners, and ensuring key information is shared with guests and sponsors efficiently.

The latest available figures for visas issued are that as of 3 May 2022, 45,126 visas have been issued for England, of which 1,685 are for Hampshire.

In addition to the other support available, an initial fund of £100,000 has been made available for local community and voluntary organisations working to help Ukrainian families to apply for financial support through the Leader's Community Grants - details are at <https://www.hants.gov.uk/community/grants/grants-list/leaders-community-grants>

Applications will be considered from parish and town councils and local branches of national charities (where the support being provided is delivered specifically in Hampshire) and may be for any amount up to £5,000. Applications will be assessed to ensure that the proposals are appropriate, that necessary levels of safeguarding are in place and that the activity does not unnecessarily duplicate support which is already provided through other channels.

Further details are available by following the link above or by contacting [cbsgrants@hants.gov.uk](mailto:cbsgrants@hants.gov.uk).

Useful information for anyone welcoming Ukrainian guests can be found at <https://www.gov.uk/guidance/homes-for-ukraine-scheme-frequently-asked-questions>.

Hampshire County Council has a helpful webpage at [www.hants.gov.uk/ukraine](http://www.hants.gov.uk/ukraine) which is being regularly updated. This includes a new Welcome Guide webpage <https://www.hants.gov.uk/ukraine/guests/welcome-guide>

#### **2. County councillor grant scheme**

The opening date for the County Councillor grant scheme for 2022/2023 has been brought forward and is now open for applications from Monday 9th May. This is to facilitate any grant applications associated with the forthcoming Platinum Jubilee celebrations.

#### **3. Fostering Hampshire Children nominated for award**

Hampshire County Council's 'Fostering Hampshire Children' team has been nominated for a Purpose Award for its winter 2021 'You Can Foster' campaign – which achieved a 300% increase in enquiries about fostering in Hampshire.

This will see the County Council compete with BT, Dove, Vodafone and others to have its campaign named the Best Public Awareness Cause Campaign in the 'Brand Led' category.

The Purpose Awards recognise campaigns that use creative ideas to successfully highlight positive causes. Details of the campaign can be seen at <https://www.purposeawards.co.uk/finalists/you-can-foster-winter-2021-d0003>

#### **4. Streetlighting in Hampshire**

Hampshire has 133,952 streetlights which are maintained by a company called Enerveo pursuant to Private Finance Initiative (PFI) contract which commenced in 2010 and lasts for 25 years.

The control network for the streetlights is very flexible, allowing the County Council to dim and “part-night” streetlights to reduce our energy consumption and carbon emissions and respond to a variety of requests.

Energy usage has reduced by 66% since the contract began, primarily through LED replacements, dimming and part-night lighting. At the same time, the number of reported faults has fallen to two thirds what it was in 2009. Most faults are detected automatically by the system, but you can also report faults online at <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/streetlight>

## **5. Consultation on Hampshire’s new Local Transport Plan**

The County Council is asking for views on a draft Local Transport Plan (LTP4) that aims to support the county’s economic prosperity, decarbonise the transport system, and help people in Hampshire live healthy lives.

The LTP4 will define the future of travel and transport in Hampshire to 2050. If adopted, it would guide the County Council’s transport and travel infrastructure planning and design in favour of improving travel choices for people by transforming and widening the appeal of walking, cycling and use of public transport.

The plan proposes transformational changes which:

- shift away from planning for vehicles, towards planning for people and places
- reduce reliance on private car travel
- support economic development and regeneration
- meet national priorities to decarbonise the transport system
- promote active lifestyles

The consultation runs until 26 June 2022 and people can take part at: <https://www.hants.gov.uk/localtransportplan>

Subject to the results of the consultation the new Local Transport Plan is expected to be adopted by early 2023.

## **Borough Cllr Carruthers reported:**

On May 5th Council elections took place. The turnout in Tadley and Pamber was 33.7%. The results were Jo Slimin of The Liberal Democrats (elected) with 1277 votes, Derek Mellor of The Conservative party (exiting Councillor) with 1178 votes, Richard Musson of The Green Party with 240 votes and Charlotte Bennett of Hampshire independents with 225 votes. The new make-up of the Borough Council is Conservative: 29 seats, Labour: 10 seats, Liberal Democrats: 7 seats and Independent: 8 seats.

I have been delighted to be able to help secure Councillor Community Grants for three local groups, Tadley Green Health, Tadley Men’s Shed and St Pauls Church. It was great to learn that Tadley Men’s shed used some of their grant funded, newly purchased tools to help implement more accessible access which was funded for Tadley Green Health. Showing what a great community, we have. If you know of any local groups, charities, or organisations that you think would benefit from the community grants please point them in my direction.

This coming Thursday I will attend the first full Council meeting of the new electoral year. Mayor Onnallee Cubitt will be handing over the Mayorship to Cllr Paul Miller. I am delighted to be nominating Cllr David Leeks as Deputy Mayor.

There is now an online guide on the Basingstoke and Deane website for Ukrainian people who may be residing in our Borough. It links to Hampshire County Council and Basingstoke Voluntary action and has useful information and signposts to advice and support. There is also a paper version which can be requested from the Council or via myself if anybody should require one. We do now have a small number of Ukrainian people being hosted in

both the Tadley and Pamber Heath areas (and surrounding). I have been collaborating with local residents to try and create a small, local support network.

- Applications are now open for energy efficiency home improvement grants. This will apply to residents with a low income (under £30 000 or on means tested benefits) and living in an energy inefficient property (energy rating D or lower). People fitting into this category will be able to apply for grants to make their home more energy efficient. This is Government funding available through the green homes grant local authority delivery. Basingstoke and Deane are working with Portsmouth City Council who will be sending out letters to potentially eligible households soon.

- There have not been many Council meetings over the last 6 weeks as we hit the pre-election period. However, the Development Committee has continued as always. On 20th April, an application for 210 acres worth of solar farm in Bramley/Silchester was rejected by Councillors. The company proposing the solar farm said that the farm would have produced enough energy to power 11700 homes. The application was rejected on the grounds of the public right of way and hampering exploration of the areas Roman History. We wait to see whether the company involved will appeal.

**Borough Cllr Frost reported:** It has been a relatively quiet month on the Basingstoke and Deane Council front due to purdah and campaigning for the local elections. I attended two meetings of Development Control and local Parish Council meetings. Local case work has revolved around grass and hedge cutting and emptying of black bins.



Tadley Town Council  
**Unreconciled Bank Transactions Report**

Bank: Bank Account Current (1200)

Account Balance: £3,918.65

Reconciled Balance: £5,500.00

Date	Name	Reference	Type	Payment	Receipt
18/04/2022		PAYE March	Other Payment	1,581.35	0.00
<b>TOTAL</b>				<b>£1,581.35</b>	<b>£0.00</b>
				<b>BALANCE</b>	<b>-£1,581.35</b>

BANK RECONCILIATION		
Bank Statement Balance	PREMIUM ACCOUNT	47818.15
Bank Statement Balance	CURRENT ACCOUNT	5500.00
	Less uncleared payments	1581.35
	<b>TRUE BANK BALANCE</b>	<b>51736.80</b>
Sage Accounts	PREMIUM ACCOUNT	47818.15
Sage Accounts	CURRENT ACCOUNT	3918.65
	<b>TOTAL ON BALANCE SHEET</b>	<b>51736.80</b>

From: 01/03/2022

To: 31/03/2022

Tadley Town Council  
**Receipts and Payments Day Book Report**

03 Apr 2022

16:30

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

Trx No	Type	Date	Name	Ref	Net	VAT	Total
3470	Other Receipt	02/03/2022		AWE Grant	1,500.00	0.00	1,500.00
3475	Other Receipt	04/03/2022		AA Recharge	50.00	0.00	50.00
3476	Other Receipt	09/03/2022		Interest	0.55	0.00	0.55
3473	Other Receipt	14/03/2022		M J Sly Memorial	224.00	0.00	224.00
3479	Other Receipt	16/03/2022		Ash Brook Burial	149.00	0.00	149.00
3478	Other Receipt	18/03/2022		Ash Brook Burial	149.00	0.00	149.00
3474	Other Receipt	21/03/2022		Allerton Memorial	79.00	0.00	79.00
3507	Other Receipt	22/03/2022		M J Sly Memorial	79.00	0.00	79.00
3497	Other Receipt	25/03/2022		Bench section	475.00	0.00	475.00
3500	Other Receipt	28/03/2022		Refund NALC	194.40	0.00	194.40
						<b>TOTAL</b>	<b>£2,899.95</b>

From: 01/03/2022  
To: 31/03/2022

Tadley Town Council  
**Receipts and Payments Day Book Report**

03 Apr 2022  
16:32

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

Trx No	Type	Date	Name	Ref	Net	VAT	Total
3414	Supplier Payment	01/03/2022	SGW Payroll	DD			38.88
3417	Supplier Payment	01/03/2022	M&C Landscapes	SO			551.00
3419	Supplier Payment	01/03/2022	Kings DIY	Maint cons			13.98
3415	Supplier Payment	04/03/2022	UK Fuels Ltd	DD			100.20
3431	Supplier Payment	04/03/2022	Turbary Allotment Charity	Waste recharge			205.00
3436	Supplier Payment	06/03/2022	Pest UK	Moles Cemetery & BG			144.00
3504	Other Payment	07/03/2022		Public Works Loan	8,109.00	0.00	8,109.00
3421	Supplier Payment	08/03/2022	Inty Cascade	DD			85.18
3427	Other Payment	08/03/2022		Land Registry	6.00	0.00	6.00
3508	Other Payment	08/03/2022		72 73 74/22FC Grants	2,150.00	0.00	2,150.00
3423	Supplier Payment	09/03/2022	UK Fuels Ltd	DD			79.84
3440	Supplier Payment	09/03/2022	Helping Hand Company	Litter equipment			208.94
3509	Other Payment	09/03/2022		You Decide Priory 68/22FC	1,500.00	0.00	1,500.00
3442	Supplier Payment	10/03/2022	John Stacey & Sons Ltd	Fly tipping			30.00
3425	Supplier Payment	14/03/2022	Mainstream Digital	DD			11.08
3444	Supplier Payment	14/03/2022	Helping Hand Company	Litter equipment			165.02
3447	Supplier Payment	14/03/2022	EE	DD			54.30
3449	Supplier Payment	14/03/2022	Vitaplay	Play area repairs			298.80
3370	Other Payment	21/03/2022		February PAYE	1,326.74	0.00	1,326.74
3464	Other Payment	22/03/2022		Land Registry	6.00	0.00	6.00
3467	Supplier Payment	22/03/2022	SAGE	DD			26.40
3480	Other Payment	22/03/2022		You Decide CAB 68/22FC	2,000.00	0.00	2,000.00
3463	Supplier Payment	23/03/2022	UK Fuels Ltd	DD			65.75
3481	Other Payment	24/03/2022		Test Meter Group	538.00	107.60	645.60
3483	Supplier Payment	25/03/2022	Allens of Tadley	DD			72.00
3434	Supplier Payment	28/03/2022	Lloyds Bank	DD			15.00
3456	Other Payment	28/03/2022		Wages March	4,053.57	0.00	4,053.57
3457	Other Payment	28/03/2022		Pension March	896.00	0.00	896.00
3451	Supplier Payment	30/03/2022	Gradwell	DD			43.20
3486	Supplier Payment	30/03/2022	Aldermaston Signs LLP	Litter signs			204.60
3488	Supplier Payment	31/03/2022	NBM Engraving	Bench plaque			48.00

From: 01/03/2022  
To: 31/03/2022

Tadley Town Council  
**Receipts and Payments Day Book Report**

03 Apr 2022  
16:32

3506	Supplier Payment	31/03/2022	SGW Payroll	DD	38.88
					<b>TOTAL      £23,192.96</b>

From: 01/03/2022  
To: 31/03/2022

Tadley Town Council  
**Detailed Nominal Activity: Lloyds Bank Credit Card (1260)**

03 Apr 2022  
16:45

Transaction Type: All

Trx No	Date	Invoice Number	Name	Type	Reference	Description	Debit	Credit	Running Total
Opening Balance								347.99	
3453	16/03/2022			Other Payment	Berkshire Parts & Panels			30.28	378.27 Cr
3510	21/03/2022			Other Payment	HCC Licence			35.00	413.27 Cr
3468	22/03/2022			Other Payment	Test Meter Group			645.60	1,058.87 Cr
3503	24/03/2022			Bank Transfer			1,058.87		0.00 Cr
Closing Balance								0.00	
Period Variance							347.99		

Tadley Town Council  
**Unreconciled Bank Transactions Report**

Bank: Bank Account Current (1200)

Account Balance: £4,011.04

Reconciled Balance: £5,500.00

Date	Name	Reference	Type	Payment	Receipt
23/05/2022		PAYE April	Other Payment	1,488.96	0.00
<b>TOTAL</b>				<b>£1,488.96</b>	<b>£0.00</b>
				<b>BALANCE</b>	<b>-£1,488.96</b>

BANK RECONCILIATION		
Bank Statement Balance	PREMIUM ACCOUNT	10222.16
Bank Statement Balance	CURRENT ACCOUNT	5500.00
	Less uncleared payments	1488.96
	<b>TRUE BANK BALANCE</b>	<b>14233.20</b>
Sage Accounts	PREMIUM ACCOUNT	10222.16
Sage Accounts	CURRENT ACCOUNT	4011.04
	<b>TOTAL ON BALANCE SHEET</b>	<b>14233.20</b>

From: 01/04/2022  
To: 30/04/2022

Tadley Town Council  
**Receipts and Payments Day Book Report**

30 Apr 2022  
19:42

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

Trx No	Type	Date	Name	Ref	Net	VAT	Total
3526	Other Receipt	04/04/2022		Memorial Allerton	136.00	0.00	136.00
3489	Customer Receipt	05/04/2022	Tadley Funeralcare				1,660.00
3539	Customer Receipt	08/04/2022	Miles & Daughters Funeral Directors				149.00
3566	VAT Payment	08/04/2022		VAT			1,820.22
3567	Other Receipt	11/04/2022			0.40	0.00	0.40
3542	Customer Receipt	14/04/2022	Tadley Funeralcare				74.00
3568	Other Receipt	14/04/2022		Phone Box	1,575.00	0.00	1,575.00
3569	Other Receipt	14/04/2022		M J Sly Memorial	54.00	0.00	54.00
3587	Other Receipt	19/04/2022		M J Sly	54.00	0.00	54.00
3571	Other Receipt	20/04/2022		Ash Brook burial	76.00	0.00	76.00
3574	Customer Receipt	22/04/2022	Tadley Funeralcare				76.00
3572	Other Receipt	25/04/2022		Ash Brook burial	76.00	0.00	76.00
3573	Other Receipt	28/04/2022		Ash Brook burial	152.00	0.00	152.00
3582	Other Receipt	28/04/2022		Pod Point	253.62	0.00	253.62
3579	Other Receipt	29/04/2022		M J Sly Memorial	54.00	0.00	54.00
3580	Other Receipt	29/04/2022		LAMIT Property Fund	440.81	0.00	440.81
3581	Other Receipt	29/04/2022		Ash Brook Memorial	140.00	0.00	140.00
						<b>TOTAL</b>	<b>£6,791.05</b>

Tadley Town Council  
Receipts and Payments Day Book Report

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

Trx No	Type	Date	Name	Ref	Net	VAT	Total
3511	Supplier Payment	01/04/2022	Vitaplay	Play area repairs			348.00
3513	Supplier Payment	01/04/2022	HALC	HALC & NALC fees			1,712.49
3516	Supplier Payment	01/04/2022	Basingstoke & Deane Borough Council	DD			112.70
3518	Supplier Payment	01/04/2022	Basingstoke & Deane Borough Council	DD			158.85
3520	Supplier Payment	01/04/2022	M&C Landscapes	SO			551.00
3521	Other Payment	01/04/2022		TAC Q2	3,106.50	0.00	3,106.50
3514	Supplier Payment	03/04/2022	M&C Landscapes	Wildflower planting			780.00
3523	Supplier Payment	04/04/2022	ICCM	ICCM membership			95.00
3533	Other Payment	05/04/2022		75 76 77/22 FC	27,370.00	0.00	27,370.00
3585	Supplier Payment	06/04/2022	UK Fuels Ltd	DD			135.25
3512	Supplier Payment	07/04/2022	Inty Cascade	DD			85.18
3589	Supplier Payment	11/04/2022	Intratest	NDT Lighting columns			756.00
3528	Supplier Payment	12/04/2022	Business Stream	DD			17.45
3538	Other Payment	12/04/2022		Land Registry	6.00	0.00	6.00
3531	Supplier Payment	14/04/2022	Mainstream Digital	DD			7.10
3458	Other Payment	18/04/2022		PAYE March	1,581.35	0.00	1,581.35
3525	Supplier Payment	18/04/2022	SGW Payroll	DD			38.88
3544	Supplier Payment	20/04/2022	UK Fuels Ltd	DD			101.21
3546	Supplier Payment	21/04/2022	EE	DD			78.87
3554	Supplier Payment	21/04/2022	Do the Numbers Ltd	Audit			750.00
3557	Supplier Payment	22/04/2022	Nash Contract Services Ltd	Grounds Maintenance			714.00
3562	Supplier Payment	26/04/2022	P Hiscock	Tree and grounds maint			415.00
3563	Supplier Payment	26/04/2022	P Hiscock	Treework			200.00
3559	Supplier Payment	27/04/2022	SAGE	DD			31.20
3537	Supplier Payment	28/04/2022	Lloyds Bank	DD			15.85
3548	Other Payment	28/04/2022		Net Wages April	4,131.17	0.00	4,131.17
3549	Other Payment	28/04/2022		April Pension	778.42	0.00	778.42
3575	Other Payment	29/04/2022		S Haines Newsletter	300.00	0.00	300.00
3578	Supplier Payment	29/04/2022	Elmdale Maintenance	DD			9.57
						<b>TOTAL</b>	<b>£44,387.04</b>



From: 01/04/2022  
To: 30/04/2022

Tadley Town Council  
**Cashbook Report — Lloyds Bank Credit Card (1260)**

30 Apr 2022  
19:45

Trx	Transaction Date	Date Entered	Contact	Type	Method	Currency	Reference	Money In (GBP £)	Money Out (GBP £)	Balance
Opening Balance: 01/04/2022										0.00
3564	10/04/2022	26/04/2022		Other Payment	Credit/Debit Card	GBP	Microsoft		59.99	-59.99
3555	22/04/2022	22/04/2022		Other Payment	Credit/Debit Card	GBP	HCC Licence		136.00	-195.99
TOTALS								0.00	195.99	
Closing Balance: 30/04/2022										-195.99
Movement										-195.99

# Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
  - **Sections 1 and 2** must be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2022
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2021/22

## Tadley Town Council

www.tadleytowncouncil.gov.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			Not covered
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			N/A
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

25/01/2022

21/04/2022

Name of person who carried out the internal audit

Eleanor Greene ICPA

Signature of person who carried out the internal audit

Date

21/04/2022

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Tadley Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed			
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
	✓			

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

09/05/2022

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

[www.tadleytowncouncil.gov.uk](http://www.tadleytowncouncil.gov.uk)

## Section 2 – Accounting Statements 2021/22 for

### Tadley Town Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
1. Balances brought forward	178,522	175,591	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	186,466	186,466	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	61,837	52,395	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	70,479	71,827	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	16,653	16,305	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	164,103	139,377	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	175,591	186,944	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	174,332	186,087	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	576,214	580,644	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	60,000	45,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

09/05/2022

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

09/05/2022

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

## Section 3 – External Auditor's Report and Certificate 2021/22

In respect of

Tadley Town Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2021/22

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2021/22

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

# Tadley Town Council

## Summary Income and Expenditure account for the year ended 31-Mar-22

	2021/22 £	2020/21 £
<b>Income</b>		
Precept	186,466	186,466
BDBC Litter Grant	17,143	16,777
Bank interest received	1,905	2,367
Burial Ground/Cemetery	19,810	23,994
Recharges and sundry income	3,751	9,010
Grants received	9,786	9,689
<b>Total Income</b>	<b>238,861</b>	<b>248,303</b>
<b>Revenue Expenditure</b>		
Grants made under s.137 and s.142	39,293	37,173
Burial Ground maintenance	9,125	7,357
Wages and administration	138,488	136,569
Grounds maintenance	30,820	45,309
	<b>217,727</b>	<b>226,408</b>
<b>Capital Expenditure</b>		
Other capital expenditure (see notes)	9,781	24,826
	<b>9,781</b>	<b>24,826</b>
<b>Total Expenditure</b>	<b>227,509</b>	<b>251,234</b>
Net Income / (Expenditure)	<b>11,352</b>	<b>-2,931</b>
<b>Cumulative Fund Balance</b>		
Balance brought forward at 1 April 2021	95,291	99,322
Add Total Income	238,861	248,303
Transfers from general fund	0	-1,100
Less Total Expenditure	227,509	251,234
Balance carried forward at 31 March 2022	<b>106,643</b>	<b>95,291</b>



# Tadley Town Council

## Balance sheet

as at

31-Mar-22

	31.03.22 £	31.03.21 £
<b>Current Assets</b>		
Debtors	1,968	964
VAT refund due	1,820	2,936
Bank current account	5,500	5,500
Credit card		-30
Bank deposit account	47,818	36,186
Public sector deposit account	132,769	132,676
	<u>189,875</u>	<u>178,232</u>
<b>Current Liabilities</b>		
Creditors and Accruals	2,931	2,641
	<u>2,931</u>	<u>2,641</u>
<b>NET ASSETS</b>	<u><u>186,944</u></u>	<u><u>175,591</u></u>
<b>REPRESENTED BY</b>		
General reserve	106,643	95,291
<b>Earmarked Reserves</b>		
Equipment, vehicles and tools	4,300	4,300
Election Costs	15,000	15,000
Play area refurbishment	36,000	36,000
Contingency Fund	20,000	20,000
Bus Service Subsidy	5,000	5,000
<b>TOTAL RESERVES</b>	<u><u>186,943</u></u>	<u><u>175,591</u></u>
	0	0

.....  
Chairman

.....  
Responsible Financial Officer

Date .....

Date .....

# Tadley Town Council

## Supporting statement to the Income and Expenditure Account for the year ended 31-Mar-22

### Fixed Assets

a) During the year the following capital expenditure was undertaken

	£
Highway Signs	640
Street Furniture	477
Office Equipment	272
Cemetery Extension	4,200
Memorial Benches	3,881
	<u>9,470</u>

b) As at 31 March 2022, the following assets were held

	£
<i>as per fixed asset register</i>	
Land (held at nominal value)	8
Buildings	1,500
Maintenance equipment	13,865
Fencing, gates and walls	17,533
Play areas	393,391
Street furniture	76,789
Regalia	1,601
Office equipment	8,723
Office furniture	2,834
Vehicle	14,400
CCLA Property Fund 16316 units <i>cost</i>	50,000
Total value of assets held	<u><u>580,644</u></u>

Note: Fixed assets are valued at historic cost

### Borrowings

The Council has a Public Works Loan of £150,000 repayable over 10 years.

### Leases

The Council has an opperating lease with Siemens Financial Services Ltd for a photocopier £180.10 a quarter and a lease with Basingstoke Council for speed limit reminder signs £640 per annum.

### Debts Outstanding

The council had customer invoices £964 due for payment as at 31 March 2022.

### Tenancies

Council as Landlord	none	
Council as tenant	per annum	term
Turbary Allotment Charity (office)	£3,106	quarterly renewal 2022
Giles Road open space	£157	annually renewal 2022

### S.137 Payments

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £8.41 per head of population for the benefit of the people of the area on

activities not specifically authorised by other powers.

The limit for the Council in 2021/22 was £75000, the following payments were made:

<u>Payee</u>	2021/22 <u>Amount</u>	2020/21 <u>Amount</u>
Barlows Park Management Assoc	7,500	7,500
Heath End Village Hall	0	700
British Legion	0	50
Hants & IOW Trust	400	400
Seeability	2,000	0
Tadley Community Assoc Youth	12,000	12,000
Berkshire MS	650	600
Victim Support	200	300
TADS	1,100	1,500
Disability Challengers	1,500	0
Subscriptions	560	600
Costs of running the green (net)	1,013	1,153
Tadley Citizen Advice (s.142)	12,370	12,370
	<u>39,293</u>	<u>37,173</u>

### **Contingent Liabilities**

The council has no contingent liabilities which have not been quantified and accrued for

### **Pensions**

The council operates the Hampshire County Council pension scheme for 2 employees.

The council's contributions for 2021/22 amounted to £8,596 (2020/21 £8,596)

### **Advertising and Publicity**

The following costs for advertising and publicity were incurred during the year

	2021/22	2020/21
Town publicity, newsletter and website	<u>1,887</u>	<u>926</u>
	1,887	926

.....  
Chairman

.....  
Responsible Financial Officer

Date .....

Date .....

**Action Plan - Matters Arising From Audit.**

<b>CONTROL AREA</b>	<b>MATTER ARISING</b>	<b>RECOMMENDED ACTION</b>	<b>ACTION TAKEN</b>
Electronic record keeping	The accounting software used by the council allows HMRC compliant images of invoices paid and issued to be attached to the ledger.	So long as a paper copy can be generated if requested, and electronic backups are made, paper duplicate invoices are no longer needed.	Where electronic copies can be uploaded to the accounting software, paper copies are no longer needed
Zoom advisory committees	Most committee meetings have moved to Zoom with decisions ratified at full council.	Please ensure that the full council meeting minutes clearly continue to record such.	Full council meeting minutes will continue to record recommendations received from committees
Budget spreadsheet	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.
Earmarked reserves	Several earmarked reserves are not valid. (particularly 'contingency' and 'bus subsidy' and 'elections')	Please could all reserves be reviewed with regard to the guidance at paragraph 5.31 in the JPAG Practitioners Guide.	Reserves will be reviewed with regard to the guidance at paragraph 5.31 in the JPAG Practitioners Guide.
General reserves	The general reserve of the council remains above good practice.	Once the wheel park project is complete, this should be rectified.	Reserves should be reduced once the wheel park project is complete