

MINUTES OF A MEETING OF TADLEY TOWN COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE HELD VIA ZOOM AT 7.30PM ON 17 OCTOBER 2022

Present: Cllrs Burdett, Hankinson, Leeks (Chairman), Lovegrove, Meiszner, Mullan, Spence and Slimin

In Attendance: Clerk

1. APOLOGIES

Received and accepted from Cllrs Flahive and Morrow

2. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS

There were no declarations of interest or dispensation requests.

3. MINUTES

5/23FGP It was

RESOLVED (7/0/0) to receive and confirm the accuracy of the minutes of the Finance and General Purposes Committee meeting held on 15 August 2022.

4. OPEN FORUM

There was no requirement for an open forum.

5. BUDGET

The budget year to date was reviewed as attached.

6. BALANCE SHEET AND RECEIPTS & PAYMENTS REPORTS

The balance sheet and the receipts & payments reports were reviewed as attached.

7. MEETING DATES

The meeting schedule for 2023 was agreed as attached.

The meeting closed at 7.38pm.

Signed:

Dated: 12 December 2022

| Name | Apr | May | June | Jul | Aug | Sep | Actual 22/23 | Budget 22/23 | Actual 21/22 | Budget 21/22 |
|-----------------------------------|---------------|---------------|--------------|--------------|---------------|--------------|-----------------|-----------------|-----------------|-----------------|
| Precept | | 93233 | | | | 93233 | 186466 | 186466 | 186466 | 186466 |
| Burials | 601 | 158 | 4561 | 458 | 2236 | 456 | 8470 | 7000 | 12261 | 15000 |
| Memorials | 438 | 405 | 329 | 221 | 796 | 108 | 2297 | 3000 | 7549 | 3153 |
| Litter Grant | | 18278 | | | | | 18278 | 17300 | 17143 | 16945 |
| Parish Funding | | 9884 | | | | | 9884 | 9786 | 9786 | 9689 |
| Other Income | 1829 | | 119 | 30009 | 20 | 5 | 31982 | 865 | 3750 | 1420 |
| Bank Interest | 494 | 68 | 97 | 452 | 125 | 5 | 1241 | 1000 | 1871 | 1000 |
| Total Income (£) | 3362 | 122026 | 5106 | 31140 | 3177 | 93807 | 258618 | 225417 | 238826 | 233673 |
| Street Furniture | | | | | | | 0 | 2200 | 477 | 2200 |
| Highway Signs | | | | | | | 0 | 800 | 640 | 800 |
| Memorial Benches | | | | | | | 0 | 2000 | 3881 | 2000 |
| Play Area Equipment | | | | | | 15304 | 15304 | 10000 | | 12000 |
| Skateboard Park | | | | | | | 0 | | | |
| Office Equipment | | | | | | | 0 | 1000 | 272 | 2000 |
| Cemetery Extension | | | 2375 | 3700 | 3600 | 16862 | 26537 | 5000 | 4200 | |
| Litter Equipment | | | 148 | | | | 148 | 1000 | 312 | 1000 |
| Vehicle | | | | | | | 0 | 1000 | 0 | 1000 |
| CCTV | | | | | | | 0 | 1000 | 0 | 1000 |
| Total Direct Expenses (£) | 0 | 0 | 2523 | 3700 | 3600 | 32166 | 41989 | 24000 | 9782 | 22000 |
| GROSS PROFIT/LOSS (£) | 3362 | 122026 | 2583 | 27440 | -423 | 61641 | 216629 | 201417 | 229044 | 211673 |
| % Profit | 100 | 100 | 51 | 88 | -13 | 66 | 84 | 89 | 96 | 91 |
| Employee Salaries | 4978 | 4978 | 4978 | 4978 | 4978 | 4978 | 29868 | 60000 | 58680 | 60000 |
| Employers NI | 407 | 407 | 407 | 407 | 407 | 407 | 2442 | 4532 | 4436 | 4400 |
| Employer Pension | 597 | 597 | 597 | 597 | 597 | 597 | 3582 | 9033 | 8709 | 8770 |
| Rent | 3107 | | | 3107 | | | 6214 | 12426 | 12155 | 12064 |
| Giles Road Play Area Rent | | | | | | | 0 | 159 | 157 | 154 |
| Water Rates | 15 | | 49 | 61 | | | 125 | 536 | 248 | 525 |
| Rates | 159 | 157 | 157 | 157 | 157 | 157 | 944 | 1648 | 1572 | 1600 |
| Cemetery Rates | 113 | 115 | 115 | 115 | 115 | 115 | 688 | 912 | 998 | 885 |
| Insurance | | | | 1492 | | | 1492 | 1000 | 1649 | 1600 |
| Commercial Waste | | | | | | | 0 | 600 | 382 | 600 |
| Electric & Gas | 494 | | | | 503 | 220 | 1217 | 1200 | 1174 | 500 |
| Vehicle Fuel | 284 | 173 | 95 | 293 | 99 | 236 | 1180 | 2000 | 2026 | 2000 |
| Vehicle Repair & Servicing | | 193 | | 20 | | 30 | 243 | 1163 | 1164 | 1129 |
| Vehicle Tax | | | 290 | | | | 290 | 285 | 278 | 277 |
| Misc Vehicle Expenses | | | | | | | 0 | 618 | 176 | |
| Staff Travelling | | | | | | | 0 | 100 | 0 | 100 |
| Councillor Travelling | | | | | | | 0 | 200 | | |
| Chairmans Allowance | | | | 45 | | | 45 | 250 | 89 | 250 |
| Councillors Training | | | | | | | 0 | 1000 | 565 | 1200 |
| Public Works Loan | | | | | | 8022 | 8022 | 23000 | 16305 | 17000 |
| Printing & Distribution | 300 | 318 | | 300 | | | 918 | 1236 | 1887 | 1200 |
| Postage | | | | | 16 | | 16 | 100 | 41 | 100 |
| Office costs | | 413 | | | 140 | 53 | 606 | 1500 | 397 | 1500 |
| Telephone | 75 | 253 | 40 | 47 | 166 | 69 | 650 | 1000 | 1233 | 1000 |
| Internet | 107 | 107 | 109 | 109 | 111 | 111 | 654 | 2500 | 1593 | 2000 |
| Computer Software & Maintenance | 76 | 26 | 26 | 401 | 26 | 177 | 732 | 2100 | 1911 | 1000 |
| Legal Fees | | | | | | | 0 | 2500 | 0 | 2500 |
| Audit & Accountancy Fees | 750 | | | | 600 | | 1350 | 1500 | 1350 | 1500 |
| Consultancy & Professional Fees | 6 | 97 | 331 | 56 | 65 | 296 | 851 | 1500 | 1442 | 1500 |
| Photocopier | 8 | 150 | | 53 | 150 | 10 | 371 | 1000 | 717 | 1000 |
| Equipment Hire | | | | | | | 0 | 200 | 394 | 200 |
| Equipment Maintenance & Repair | | | | | | | 0 | 100 | 0 | 100 |
| Property Maintenance | | | | | | | 0 | 1000 | 150 | 1000 |
| Maintenance Consumables | | 18 | 40 | 186 | 51 | 5 | 300 | 1000 | 1405 | 1000 |
| Election Costs | | | | | | | 0 | 8000 | 0 | 15000 |
| Subscriptions NALC/HALC | | 165 | | | 1712 | | 1877 | 1850 | 1719 | 1850 |
| Section 137 Grants | 19500 | | | | | 200 | 19700 | 20000 | 25350 | 34500 |
| Section 137 Subscriptions | 1807 | | | -1712 | | 40 | 135 | 600 | 560 | 500 |
| Section 137 The Green Maintenance | | 86 | 171 | 171 | 171 | 85 | 684 | 1200 | 1014 | 1200 |
| Section 142 Grants | 7870 | | | | | | 7870 | 12500 | 12370 | 12500 |
| Environmental Improvements | | | | 786 | | | 786 | 3000 | 1729 | 3000 |
| You Decide | | | | | | | 0 | 12000 | 3500 | 12000 |
| Highways Property Maintenance | 766 | -21 | | | | | 745 | 1000 | 2003 | 1000 |
| Grounds Maintenance | 965 | 230 | 1285 | 2825 | 1630 | 944 | 7879 | 7000 | 7818 | 7000 |
| Play Areas Maintenance | 290 | | 400 | 921 | | 2457 | 4068 | 15000 | 7484 | 15000 |
| Grasscutting | | 996 | 525 | 595 | 595 | 595 | 3306 | 5500 | 4272 | 5500 |
| Gardening | 650 | 786 | | -650 | | | 786 | 1000 | 786 | 1000 |
| Treeworks | 475 | | 730 | | 580 | 520 | 2305 | 9000 | 7055 | 9000 |
| Christmas Event | | 40 | 127 | | | | 167 | 4000 | 4058 | 4000 |
| Christmas Decoration Hire | | | | | | | 0 | 4000 | 5324 | 4000 |
| Burials Grounds Maintenance | 254 | 1120 | 408 | 364 | 230 | 880 | 3256 | 2000 | 4206 | 2000 |
| Burials Grounds Grasscutting | | 338 | 1014 | 1014 | 676 | 338 | 3380 | 7900 | 4922 | 7900 |
| Cleaning Costs | | | | | | | 0 | 800 | 0 | 800 |
| Bank charges and interest | 16 | 15 | 15 | 15 | 15 | 15 | 91 | 150 | 212 | 90 |
| Clothing Costs | | | 52 | | | | 29 | 81 | 300 | 67 |
| Training | | | | | | | 0 | 2000 | 0 | 2000 |
| Total Overheads (£) | 44069 | 11757 | 11961 | 16753 | 13790 | 21586 | 119916 | 256697 | 217731 | 268794 |
| NET PROFIT/LOSS (£) | -40707 | 110269 | -9378 | 10687 | -14213 | 40055 | 96713 | -55280 | 11313 | -57121 |
| % Profit | -1211 | 90 | -184 | 34 | -447 | 43 | 37 | -25 | 5 | -24 |

Tadley Town Council

Balance Sheet Report

To: 06 October, 2022

ASSETS

Fixed Assets

Total Fixed Assets £0.00

Current Assets

1200 - Bank Account Current 2,907.42

1220 - Bank Account Savings 186,549.62

1230 - Public Sector Deposit Fund 83,394.46

Total Current Assets £272,851.50

TOTAL ASSETS £272,851.50

LIABILITIES

Current Liabilities

1260 - Lloyds Bank Credit Card 251.42

2100 - Trade Creditors 354.28

2110 - Accruals -1,350.00

2210 - PAYE to pay to HMRC 1,376.15

VAT -11,845.22

2201 - VAT on Purchases -404.20

2202 - VAT Liability -11,441.02

Total Current Liabilities -£11,213.37

Future Liabilities

Total Future Liabilities £0.00

| | |
|--------------------------|--------------------|
| TOTAL LIABILITIES | -£11,213.37 |
|--------------------------|--------------------|

| | |
|-------------------------|--------------------|
| TOTAL NET ASSETS | £284,064.87 |
|-------------------------|--------------------|

EQUITY

| | |
|--|------------|
| 3200 - Reserves | 178,668.32 |
| 3202 - Play Areas Refurbishment | 12,000.00 |
| 3203 - Contingency Fund | 10,000.00 |
| 3204 - Bus Service Subsidy | 5,000.00 |
| 3205 - Equipment, vehicles and tools | 8,000.00 |
| 3206 - Cemetery Extension | 40,000.00 |
| 3207 - Election Costs | 15,000.00 |
| Net Profit / Loss | 15,396.55 |
| <i>Net Profit / Loss (prior year(s))</i> | -80,374.71 |
| <i>Net Profit / Loss (current year)</i> | 95,771.26 |

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|---------------------|--------------------|
| TOTAL EQUITY | £284,064.87 |
|---------------------|--------------------|

Tadley Town Council

Receipts and Payments Report

01 April, 2022 - 31 March, 2023

| Sales | | |
|------------------------------------|------------------------------|--------------------|
| 4000 - Precept | 186,466.00 | |
| 4001 - Burials | 8,622.00 | |
| 4002 - Memorials | 2,486.00 | |
| 4100 - Litter Grant | 18,278.00 | |
| 4110 - Grass Cutting Grant | 9,883.86 | |
| 4900 - Other income | 32,006.69 | |
| 4950 - Bank Interest | 1,424.39 | |
| | Total Sales | £259,166.94 |
| Direct Expenses | | |
| 5030 - Play Area Equipment | 15,304.00 | |
| 5060 - Litter Equipment | 148.00 | |
| 5070 - Cemetery Extension | 26,537.00 | |
| | Total Direct Expenses | £41,989.00 |
| | GROSS PROFIT / LOSS | £217,177.94 |
| Overheads | | |
| 7000 - Employee Wages and Salaries | 29,867.28 | |
| 7020 - Employers NI | 2,441.58 | |
| 7030 - Employer's Pension | 3,582.42 | |
| 7100 - Rent | 6,213.00 | |
| 7110 - Water Rates | 141.92 | |
| 7120 - General Rates | 1,100.85 | |
| 7125 - Cemetery Rates | 802.70 | |
| 7130 - Premises Insurance | 893.39 | |
| 7200 - Electricity & Gas | 1,216.58 | |
| 7300 - Vehicle Fuel | 1,266.51 | |

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| 7310 - Vehicle Repair and Servicing | 243.09 |
| 7320 - Vehicle Licences | 290.00 |
| 7330 - Vehicle Insurance | 598.92 |
| 7430 - Chairmans Allowance | 45.00 |
| 7460 - Public Works Loan | 8,022.00 |
| 7500 - Printing & Distribution | 918.00 |
| 7510 - Postage and Carriage | 16.32 |
| 7520 - Office Stationery | 608.27 |
| 7530 - Telephone | 683.82 |
| 7540 - Internet Charges | 726.20 |
| 7550 - Computer & Software | 731.83 |
| 7620 - Consultancy & Professional Fees | 851.41 |
| 7630 - Photocopier | 378.85 |
| 7701 - Maintenance Consumables | 311.28 |
| 7702 - Subscriptions HALC/NALC | 1,877.49 |
| 7703 - Section 137 Grants | 19,750.00 |
| 7704 - Section 137 Subscriptions | 130.00 |
| 7705 - Section 137 The Green Maintenance | 769.50 |
| 7706 - Section 142 Grants | 7,870.00 |
| 7708 - Environmental Improvements | 786.00 |
| 7710 - Highways Property Maintenance | 745.00 |
| 7720 - Grounds Maintenance | 8,106.77 |
| 7721 - Play Areas Maintenance | 4,067.99 |
| 7722 - Grasscutting | 3,901.20 |
| 7723 - Gardening | 786.00 |
| 7724 - Treeworks | 2,755.00 |
| 7725 - Christmas Event | 166.65 |
| 7730 - Burials Grounds Maintenance | 3,483.96 |
| 7731 - Burials Grounds Grasscutting | 4,056.00 |
| 7900 - Bank Charges and Interest | 122.85 |
| 8220 - Clothing Costs | 81.05 |

Total Overheads

£121,406.68

NET PROFIT / LOSS

£95,771.26

| | Jan | Feb | Mar | April | May | June | July | Aug | Sep | Oct | Nov | Dec | | | | | | | | | | |
|-----|-----|-----|-----|-------|-----|--------|------|-----|-----|-------|-----|--------|----|----|----|----|----|-----|----|-------|-----|-----|
| Sat | | | | 1 | | | 1 | | | | | | | | | | | | | | | |
| Sun | 1 | | | 2 | | | 2 | | | 1 | | | | | | | | | | | | |
| Mon | 2 | BH | | 3 | 1 | BH | 3 | FC | | 2 | TAC | | | | | | | | | | | |
| Tue | 3 | FC | | 4 | 2 | | 4 | 1 | | 3 | | | | | | | | | | | | |
| Wed | 4 | 1 | 1 | 5 | 3 | | 5 | 2 | | 4 | 1 | | | | | | | | | | | |
| Thu | 5 | 2 | 2 | 6 | 4 | 1 | 6 | 3 | | 5 | 2 | | | | | | | | | | | |
| Fri | 6 | 3 | 3 | 7 | BH | 5 | 7 | 4 | 1 | 6 | 3 | 1 | | | | | | | | | | |
| Sat | 7 | 4 | 4 | 8 | 6 | 3 | 8 | 5 | 2 | 7 | 4 | 2 | | | | | | | | | | |
| Sun | 8 | 5 | 5 | 9 | 7 | 4 | 9 | 6 | 3 | 8 | 5 | 3 | | | | | | | | | | |
| Mon | 9 | RL | 6 | TAC | 6 | ATM FC | 10 | BH | 8 | 5 | TAC | 10 | RL | 7 | 4 | FC | 9 | 6 | FC | 4 | TAC | |
| Tue | 10 | 7 | 7 | 11 | TAC | 9 | 6 | 11 | 8 | 5 | 10 | 7 | 5 | | | | | | | | | |
| Wed | 11 | 8 | 8 | 12 | 10 | 7 | 12 | 9 | 6 | 11 | 8 | 6 | | | | | | | | | | |
| Thu | 12 | 9 | 9 | 13 | 11 | 8 | 13 | 10 | 7 | 12 | 9 | 7 | | | | | | | | | | |
| Fri | 13 | 10 | 10 | 14 | 12 | 9 | 14 | 11 | 8 | 13 | 10 | 8 | | | | | | | | | | |
| Sat | 14 | 11 | 11 | 15 | 13 | 10 | 15 | 12 | 9 | 14 | 11 | 9 | | | | | | | | | | |
| Sun | 15 | 12 | 12 | 16 | 14 | 11 | 16 | 13 | 10 | 15 | 12 | 10 | | | | | | | | | | |
| Mon | 16 | HP | 13 | FGP | 13 | RL | 17 | FGP | 15 | RL FC | 12 | FGP | 17 | 14 | 11 | RL | 16 | FGP | 13 | PC RL | 11 | FGP |
| Tue | 17 | 14 | 14 | 18 | 16 | 13 | 18 | 15 | 12 | 17 | 14 | 12 | | | | | | | | | | |
| Wed | 18 | 15 | 15 | 19 | 17 | 14 | 19 | 16 | 13 | 18 | 15 | 13 | | | | | | | | | | |
| Thu | 19 | 16 | 16 | 20 | 18 | 15 | 20 | 17 | 14 | 19 | 16 | 14 | | | | | | | | | | |
| Fri | 20 | 17 | 17 | 21 | 19 | 16 | 21 | 18 | 15 | 20 | 17 | 15 | | | | | | | | | | |
| Sat | 21 | 18 | 18 | 22 | 20 | 17 | 22 | 19 | 16 | 21 | 18 | 16 | | | | | | | | | | |
| Sun | 22 | 19 | 19 | 23 | 21 | 18 | 23 | 20 | 17 | 22 | 19 | 17 | | | | | | | | | | |
| Mon | 23 | 20 | 20 | 24 | HP | 22 | HP | 19 | 24 | 21 | HP | 18 | 23 | 20 | 18 | HP | | | | | | |
| Tue | 24 | 21 | 21 | 25 | 23 | 20 | 25 | 22 | 19 | 24 | 21 | 19 | | | | | | | | | | |
| Wed | 25 | 22 | 22 | 26 | 24 | 21 | 26 | 23 | 20 | 25 | 22 | 20 | | | | | | | | | | |
| Thu | 26 | 23 | 23 | 27 | 25 | 22 | 27 | 24 | 21 | 26 | 23 | 21 | | | | | | | | | | |
| Fri | 27 | 24 | 24 | 28 | 26 | 23 | 28 | 25 | 22 | 27 | 24 | 22 | | | | | | | | | | |
| Sat | 28 | 25 | 25 | 29 | 27 | 24 | 29 | 26 | 23 | 28 | 25 | 23 | | | | | | | | | | |
| Sun | 29 | 26 | 26 | 30 | 28 | 25 | 30 | 27 | 24 | 29 | 26 | 24 | | | | | | | | | | |
| Mon | 30 | 27 | HP | 27 | HP | | 29 | BH | 26 | HP | 31 | HP FGP | 28 | BH | 25 | HP | 30 | HP | 27 | BC HP | 25 | BH |
| Tue | 31 | 28 | 28 | | 30 | BH | 27 | | 29 | 26 | 31 | HP | 28 | | | | | | | | | |
| Wed | | | 29 | | 31 | | 28 | | 30 | 27 | | 29 | | | | | | | | | | |
| Thu | | | 30 | | | | 29 | | 31 | 28 | | 30 | | | | | | | | | | |
| Fri | | | 31 | | | | 30 | | | 29 | | 30 | | | | | | | | | | |
| Sat | | | | | | | | | | 30 | | | | | | | | | | | | |
| Sun | | | | | | | | | | | | | | | | | | | | | | |

- FC Full Council
- FGP Finance & General Purposes Committee
- RL Recreation & Leisure Committee
- HP Highways & Planning Committee
- PC Personnel Committee
- BC Burial Committee
- ATM Annual Town Meeting
- XT Christmas Tree event
- BH Bank Holiday
- TAC Turbary Allotment Charity