

**MINUTES OF A MEETING OF TADLEY TOWN COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE HELD VIA ZOOM AT 7.30PM ON 13 FEBRUARY 2023**

**Present:** Cllrs Burdett, Flahive (Chairman), Hankinson, Leeks, Lovegrove, Meiszner, Morrow, Mullan and Spence

**In Attendance:** Clerk

**1. APOLOGIES**

Received and accepted from Cllr Slimin.

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

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

**3. MINUTES**

**8/23FGP** It was

**RESOLVED (9/0/0)** to receive and confirm the accuracy of the minutes of the Finance and General Purposes Committee meeting held on 12 December 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. INTERIM AUDIT REPORT**

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

**8. TADLEY TOWN COUNCIL ACTION PLAN**

The action plan was reviewed as attached.

**9. ANNUAL TREE SURVEY**

A quotation for the annual tree survey was received.

**9/23FGP** It was

**RECOMMENDED (9/0/0)** to accept the quotation of £1540 from Martin Dobson Associates.

## **10. GRANT APPLICATIONS**

Grant applications were received:

Cllr Mullan did not vote on the following item.

Hampshire & IOW Trust – Running costs £400

**10/23FGP** It was  
**RECOMMENDED (8/0/0)** to award a grant of £400.

Age Concern – Running costs

It was agreed to ask Age Concern for more information.

Tadley Citizen Advice – Running costs £7870 (2023/24 budget)

**11/23FGP** It was  
**RECOMMENDED (9/0/0)** to award a grant of £7870.

Cllr Flahive left the meeting.

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

TDCA – Youth worker £12000 (2023/24 budget)

**12/23FGP** It was  
**RECOMMENDED (6/0/0)** to award a grant of £12000

Cllr Flahive did not vote on the following item.

BPMA – Running costs £7500 (2023/24 budget)

**13/23FGP** It was  
**RECOMMENDED (7/0/1)** to award a grant of £7500.

The meeting closed at 7.50pm.

Signed: .....

Dated: 17 April 2023

Name	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Actual 22/23	Budget 22/23	Actual 21/22	Budget 21/22
Precept		93233				93233					186486	186486	186486	186486
Burials	601	158	4561	458	2236	808	152	1312	464	2771	13321	7000	12261	15000
Memorials	438	405	329	221	798	216	645	243	108	135	3536	3000	7549	3153
Litter Grant		18278									18278	17300	17143	16945
Parish Funding		9884									9884	9786	9786	9689
Other Income	1829		119	30009	20	20	9757	100	232	315	42401	865	3750	1420
Bank Interest	494	68	97	452	125	187	653	164	224	554	3018	1000	1871	1000
Total Income (£)	3362	122026	5108	31140	3177	94264	11207	1819	1028	3775	276904	225417	238826	233673
Street Furniture											0	2200	477	2200
Highway Signs							640				640	800	840	800
Memorial Benches											0	2000	3881	2000
Play Area Equipment						15304				36687	51991	10000		12000
Skateboard Park											0			
Office Equipment											0	1000	272	2000
Cemetery Extension			2375	3700	3600	18862	5314	500		500	32851	5000	4200	
Litter Equipment			148								148	1000	312	1000
Vehicle											0	1000	0	1000
CCVTV											0	4000	0	4000
Total Direct Expenses (£)	0	0	2523	3700	3600	32166	5954	500	0	37187	85630	24000	9782	22000
GROSS PROFIT/LOSS (£)	3362	122026	2583	27440	-423	62098	5253	1319	1028	-33412	191274	201417	229044	211673
% Profit	100	100	51	88	-13	66	47	73	100	-885	69	89	96	91
Employee Salaries	4978	4978	4978	4978	4978	4978	4978	4978	5139	5139	52385	60000	58680	60000
Employers NI	407	407	407	407	407	407	407	407	550	395	4189	4532	4436	4400
Employer Pension	597	597	597	597	597	597	597	597	872	632	6315	9033	8709	8770
Rent	3107			3107			3107			3417	12738	12426	12155	12064
Giles Road Play Area Rent								173			173	159	157	154
Water Rates	15		49	61		17	194	-17	613		932	536	248	525
Rates	159	157	157	157	157	157	157	157	157	157	1572	1648	1572	1600
Cemetery Rates	113	115	115	115	115	115	115	115	115	115	1148	912	998	885
Insurance				1492							1492	1000	1649	1600
Commercial Waste											0	909	302	909
Electric & Gas	494				503	220		845		388	2450	1200	1174	500
Vehicle Fuel	284	173	95	293	99	236	300	204	298	83	2065	2000	2026	2000
Vehicle Repair & Servicing		163		20		30				70	313	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			3303		11325	23000	16305	17000
Printing & Distribution	300	318		300			321	300		515	2054	1238	1887	1200
Postage					16				5	17	38	100	41	100
Office costs		413			140	53	3	84			693	1500	397	1500
Telephone	75	253	40	47	166	69	71	218	79	70	1088	1000	1233	1000
Internet	107	107	109	109	111	111	111	111	111	111	1098	2500	1593	2000
Computer Software & Maintenance	76	26	26	401	26	177	26	26	546	26	1356	2100	1911	1000
Legal Fees											0	2500	0	2500
Audit & Accountancy Fees	750				800						1350	1500	1350	1500
Consultancy & Professional Fees	6	97	331	56	65	296	119	-29	32	38	1011	1500	1442	1800
Photocopier	8	150		53	150	18		155	6		540	1000	717	1000
Equipment Hire											0	200	394	200
Equipment Maintenance & Repair											0	100	0	100
Property Maintenance								245			245	1000	150	1000
Maintenance Consumables		18	40	186	51	5	10		42	25	377	1000	1405	1000
Election Costs											0	8000	0	15000
Subscriptions NALC/HALC		165			1712						1877	1850	1719	1850
Section 137 Grants	16500					200	60				10760	20000	26360	34600
Section 137 Subscriptions	1807			-1712		35	298				426	600	580	500
Section 137 The Green Maintenance		86	171	171	171	85	86	171			941	1200	1014	1200
Section 142 Grants	7870										7870	12500	12370	12500
Environmental Improvements				786				50			856	3000	1729	3000
You Decide											0	12000	3500	12000
Highways Property Maintenance	786	-21								89	834	1000	2003	1000
Grounds Maintenance	965	230	1285	2825	1630	944	270	230	230	590	8299	7000	7818	7000
Play Areas Maintenance	290		400	921		2457		661		815	5544	15000	7484	15000
Grasscutting		998	525	595	595	595	595	595	85		4581	5500	4272	5500
Gardening	650	786		-650							786	1000	786	1000
Treeworks	475		730		580	970					2755	9000	7055	9000
Christmas Event		40	127					4083			4250	4000	4058	4000
Christmas Decoration Hire							1881			2063	5272	4000	5324	4000
Burials Grounds Maintenance	254	1120	408	364	230	880	230	484	230	234	4434	2000	4206	2000
Burials Grounds Grasscutting		338	1014	1014	676	338	676	676			4732	7900	4922	7900
Cleaning Costs									75		75	800	0	800
Bank charges and interest	16	15	15	15	15	47	15	15	15	15	163	150	212	90
Clothing Costs			52			29					81	300	67	300
Training											0	2000	0	2000
Total Overheads (£)	44069	11757	11961	16753	13790	22088	15319	17550	14171	14279	181737	256697	217731	268794
NET PROFIT/LOSS (£)	-40707	110269	-9378	10687	-14213	40010	-10066	-16231	-13143	-47691	9537	-55280	11313	-57121
% Profit	-1211	90	-184	34	-447	42	-90	-892	-1278	-1263	3	-25	5	-24

# Tadley Town Council

## Balance Sheet Report

To: 31 January, 2023

### ASSETS

#### Fixed Assets

Total Fixed Assets	£0.00
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#### Current Assets

1100 - Trade Debtors	1,448.00
1200 - Bank Account Current	5,500.00
1220 - Bank Account Savings	101,929.98
1230 - Public Sector Deposit Fund	83,853.95

Total Current Assets	£192,731.93
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TOTAL ASSETS	£192,731.93
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### LIABILITIES

#### Current Liabilities

1260 - Lloyds Bank Credit Card	37.42
2100 - Trade Creditors	514.55
2210 - PAYE to pay to HMRC	1,392.48
VAT	-8,068.62
2201 - VAT on Purchases	-8,068.62

Total Current Liabilities	-£6,124.17
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#### Future Liabilities

Total Future Liabilities	£0.00
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03 Feb 2023 19:02

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<b>TOTAL LIABILITIES</b>	<b>-£6,124.17</b>
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<b>TOTAL NET ASSETS</b>	<b>£198,856.10</b>
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#### **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	-69,812.22
<i>Net Profit / Loss (prior year(s))</i>	-80,374.71
<i>Net Profit / Loss (current year)</i>	10,562.49

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<b>TOTAL EQUITY</b>	<b>£198,856.10</b>
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# Tadley Town Council

## Receipts and Payments Report

01 April, 2022 - 31 January, 2023

### Sales

4000 - Precept	186,466.00	
4001 - Burials	13,321.00	
4002 - Memorials	3,536.00	
4100 - Litter Grant	18,278.00	
4110 - Grass Cutting Grant	9,883.86	
4900 - Other income	42,400.94	
4950 - Bank Interest	3,019.87	
	<b>Total Sales</b>	<b>£276,905.67</b>

### Direct Expenses

5020 - Highway Signs	640.00	
5030 - Play Area Equipment	51,991.01	
5060 - Litter Equipment	148.00	
5070 - Cemetery Extension	32,850.83	
	<b>Total Direct Expenses</b>	<b>£85,629.84</b>

**GROSS PROFIT / LOSS** **£191,275.83**

### Overheads

7000 - Employee Wages and Salaries	51,384.35
7020 - Employers NI	4,189.47
7030 - Employer's Pension	6,314.30
7100 - Rent	12,736.50
7101 - Giles Road Play Area Rent	173.00
7110 - Water Rates	913.30
7120 - General Rates	1,571.85



7125 - Cemetery Rates	1,147.70
7130 - Premises Insurance	893.39
7200 - Electricity & Gas	2,449.24
7300 - Vehicle Fuel	2,064.89
7310 - Vehicle Repair and Servicing	313.09
7320 - Vehicle Licences	290.00
7330 - Vehicle Insurance	598.92
7430 - Chairmans Allowance	45.00
7460 - Public Works Loan	11,325.20
7500 - Printing & Distribution	2,054.00
7510 - Postage and Carriage	39.18
7520 - Office Stationery	692.41
7530 - Telephone	1,089.02
7540 - Internet Charges	1,095.98
7550 - Computer & Software	1,355.83
7610 - Accountancy Fees	1,350.00
7620 - Consultancy & Professional Fees	1,012.21
7630 - Photocopier	540.17
7700 - Property Maintenance	245.00
7701 - Maintenance Consumables	378.43
7702 - Subscriptions HALC/NALC	1,877.49
7703 - Section 137 Grants	19,750.00
7704 - Section 137 Subscriptions	426.00
7705 - Section 137 The Green Maintenance	940.50
7706 - Section 142 Grants	7,870.00
7708 - Environmental Improvements	855.88
7710 - Highways Property Maintenance	834.49
7720 - Grounds Maintenance	9,205.51
7721 - Play Areas Maintenance	5,544.09

7722 - Grasscutting	4,581.90	
7723 - Gardening	786.00	
7724 - Treeworks	2,755.00	
7725 - Christmas Event	4,249.65	
7726 - Christmas Decoration Hire	5,271.80	
7730 - Burials Grounds Maintenance	4,431.70	
7731 - Burials Grounds Grasscutting	4,732.00	
7810 - Cleaning	75.00	
7900 - Bank Charges and Interest	182.85	
8220 - Clothing Costs	81.05	
	<b>Total Overheads</b>	<b>£180,713.34</b>
	<b>NET PROFIT / LOSS</b>	<b>£10,562.49</b>



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

CONTROL AREA	MATTER ARISING	RECOMMENDED ACTION	ACTION TAKEN
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 clearly continue to record such.
Decision papers	Please ensure that the published agenda packs include the papers upon which decisions will be made.	Please ensure that the values and winner names of all contracts are minuted at full council.	All values and winner names of all contracts will be minuted at full council.
Earmarked and general reserves	Several of the earmarked reserves identified by the council do not meet the criteria or guidance (particularly 'contingency' and 'bus subsidy' and 'elections') (raised last year)	Please could all reserves be reviewed with regard to the guidance in the JPAG Practitioners Guide.	Reserves will be used towards the planned extension to Tadley Cemetery and the replacement skatepark
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.	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.
Asset investment sales	The council is currently selling some of its fixed asset investment. The notice window for this has now been widened to six months.	It may be that the funds will be available sooner than the six months, but cash reserves should be monitored at all times	Cash reserves will be monitored at all times
DPI forms	Not all of the published DPI forms include the home address of the councillor.	The requirement applies to all forms of home tenure. Please could all members check their forms.	All members will check their forms
New loan	The council took out a new five year loan in the year, fortuitously just before rates rose.	The rate is fixed and the repayments are correctly included in the cash book.	

## ACTION PLAN

Issue	Proposed Action	Lead	Support	Priority	Feasible	Timescale	Resource Implications
Play areas	To carry out repairs identified in the weekly play area inspection report and to continually audit equipment and replace where necessary. Add additional equipment where possible.	TTC		H	Y	Ongoing	TTC budget
TTC land	To carry out grass cutting, hedge cutting, gardening and tree maintenance. To make enhancements where possible.	TTC		H	Y	Ongoing	TTC budget
Trees on TTC land	Carry out annual tree inspection	TTC		H	Y	Annually	TTC budget
Local organisations	To make grants, increase publicity, seek out new organisations. Run Participatory Budgeting initiative.	TTC		H	Y	Ongoing	TTC budget
Litter	To empty all litter bins in the town on a regular basis. To carry out litter picks as necessary. To encourage residents to take part in any litter picking initiatives.	TTC	BDBC	H	Y	Ongoing	BDBC/TTC budget
Evening bus service to and from Basingstoke	Support and promotion for continued service	BDBC	TTC	H	Y	Ongoing	BDBC budget
Burglary	Police priority	TP	BDBC/TTC	H	Y	Ongoing	TP action
Antisocial behaviour	Police priority	TP	BDBC/TTC	H	Y	Ongoing	TP action
Road traffic offences	Police priority. SIDS deployed by BDBC/TTC.	TP	BDBC/TTC	H	Y	Ongoing	TP action/TTC budget
Bishopswood Stream	Twice yearly maintenance	EA	TTC	H	Y	Ongoing	EA/TTC budget
Shared ownership	Planning obligations	BDBC	TTC	H	Y	Ongoing	BDBC action
Affordable housing	Planning obligations	BDBC	TTC	H	Y	Ongoing	BDBC action
Priority to local people	Planning obligations	BDBC	TTC	H	Y	Ongoing	BDBC action
Parked cars on pavements	Education & enforcement	HCC	BDBC	M	Y	Ongoing	HCC/BDBC action
Local transport improvements	TTC to suggest new schemes and promote use of electric vehicles and reduction of carbon emissions. Discussed by Eco WP BDBC HCC. Looking unlikely.	HCC	TTC	M	Y	Ongoing	HCC action
Green waste	BDBC now do glass kerbside recycling.	HCC	BDBC/TTC	M	?		
Improved recycling	Support for providers	BDBC	TTC	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						
Car sharing	Vision survey result: minimal support.		TEG	L				
Reduced traffic	Vision survey result: a third saw traffic as a problem.		TEG	L				
							Ongoing	
							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