

**MINUTES OF A MEETING OF TADLEY TOWN COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE HELD VIA ZOOM AT 7.30PM ON 12 FEBRUARY 2024**

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

**In Attendance:** Clerk

**1. APOLOGIES**

Received and accepted from Cllrs Morrow and Slimin.

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

Cllrs Flahive 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 Lovegrove declared an interest in the grant application from Hampshire & IOW Trust.

**3. MINUTES**

**11/24FGP** It was **RESOLVED (8/0/0)** to receive and confirm the accuracy of the minutes of the Finance and General Purposes Committee meeting held on 11 December 2023.

**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.

**12/24FGP** It was **RECOMMENDED (8/0/0)** to accept the quotation of £1617 from Martin Dobson Associates.

**10. REVIEW OF STREETCARE STAFF**

A review of street care staff was undertaken.

**13/24FGP** It was  
**RECOMMENDED (5/3/0)** to hand litter picking and bin emptying back to Basingstoke & Deane Borough Council.

## **11. GRANT APPLICATIONS**

Grant applications were received:

Cllr Lovegrove did not vote on the following item.

Hampshire & IOW Trust – Hand saw

**14/24FGP** It was  
**RECOMMENDED (7/0/0)** to suggest to HIOWT that a grant be applied for from the Turbary Charity.

Tadley Citizen Advice – Running costs (2024/25 budget)

**15/24FGP** It was  
**RECOMMENDED (7/0/1)** to award a grant of £7870.

Cllrs Flahive and Lovegrove left the meeting.

TDCA – Youth worker (2024/25 budget)

**16/24FGP** It was  
**RECOMMENDED (6/0/0)** to award a grant of £12000.

BPMA – Running costs £7500 (2024/25 budget)

**17/24FGP** It was  
**RECOMMENDED (3/2/1)** to not award a grant of £7500.

The meeting closed at 8.00pm.

Signed: .....

Dated: 8 April 2024

Name	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Actual 23/24	Budget 23/24	Actual 22/23	Budget 22/23
Precept	98177					98177					196354	196354	186466	186466
Burials	940	664	924	1366	252		2138	1964	2689	504	11441	10000	15173	7000
Memorials	456	59	202	758	296	118	317	143	154	397	2900	3000	4421	3000
Litter Grant	20048										20048	20000	18278	17300
Parish Funding	9983										9983	10800	9884	9786
Other Grants	26730							2000			28730			
Other Income	202		1386	44818	10	20	20	150	112		46718	865	118959	885
Bank Interest	518	245	300	820	344	368	386	445	378	355	4159	500	3731	1000
Total Income (£)	157054	968	2812	47762	902	98683	2861	4702	3333	1256	320333	241519	356912	225417
Street Furniture											0	1000	0	2290
Highway Signs											0	800	640	800
Memorial Benches											0		2720	2000
Play Area Equipment	22435							9950			32385	5000	160524	10000
Office Equipment					1200						1200			1000
Cemetery Extension					858		60020				60878		42191	5000
Litter Equipment											0	500	148	1000
Vehicle											0	1000	0	1000
CCTV											0		0	1000
Total Direct Expenses (£)	22435	0	0	0	2058	0	60020	9950	0	0	94463	8300	206223	24000
GROSS PROFIT/LOSS (£)	134619	968	2812	47762	-1156	98683	-57159	-5248	3333	1256	225870	233219	150689	201417
% Profit	86	100	100	100	-128	100	-1998	-112	100	100	71	97	42	89
Employee Salaries	5360	5360	5360	5360	5360	5360	5360	6643	5520	5520	55203	70000	61662	60000
Employers NI	426	426	426	426	426	426	426	603	448	448	4481	4668	4980	4532
Employer Pension	632	632	632	632	632	632	632	906	666	666	6662	10000	7577	9033
Rent						70				3690	3760	13669	12848	12426
Giles Road Play Area Rent									181		181	186	173	159
Water Rates											0	0	970	536
Rates	165	165	165	165	165	165	165	165	165	165	1650	1813	1572	1648
Cemetery Rates	193	192	192	192	192	192	192	192	192	192	1921	1355	1148	912
Insurance			1538								1538	1680	1492	1000
Commercial Waste											0	100	240	600
Electric & Gas		992	119	6	36	39	46	48	212	217	1715	3000	2777	1200
Vehicle Fuel	265	162	163	145	208	124	160	241	156	152	1776	2500	2476	2000
Vehicle Repair & Servicing		578	155			123			105		961	1279	313	1163
Vehicle Tax			323								323	313	290	285
Misc Vehicle Expenses			6	92						30	128	0	38	618
Staff Training		60						33			93	100	0	100
Councillor Travelling											0	200	0	200
Chairmans Allowance		45	55	45	25						170	250	105	250
Councillors Training				36							36	500	0	1000
Public Works Loan			3370			7848				3329	14547	23000	19260	23000
Printing & Distribution		321	300				321	300			1242	1500	2354	1236
Postage			6				6				12	50	39	100
Office costs	10	13	84			149	137	4			397	1000	849	1500
Telephone	82	176	86	86	213	93	87	180	90	86	1179	1000	1375	1000
Internet	111	111	124	121	77	77	78	78	78	78	933	2500	1317	2500
Computer Software & Maintenance	76	26	26	120	28	327	28	28	753	28	1440	2100	1408	2100
Legal Fees						3137					6137	2500	0	2500
Audit & Accountancy Fees	750				1050						1800	1500	1350	1500
Consultancy & Professional Fees	68	44	32	93	35	448	82	336	71	32	1241	1500	1120	1500
Photocopier		150	16	85	156		11	150	7	16	591	600	767	1000
Equipment Hire		77									77	200	0	200
Equipment Maintenance & Repair											0	100	0	100
Property Maintenance	80			809			25		301		1215	1000	295	1000
Maintenance Consumables	87	19		55	8	52	51	32	56	58	418	1000	440	1000
Subscriptions NALC/HALC	1736	165									1901	2000	1877	1850
Section 137 Grants	19500						150	50			19700	20000	20150	20000
Section 137 Subscriptions	95										95	600	426	600
Section 137 The Green Maintenance	86	86		256			171	257	171		1027	1200	941	1200
Section 142 Grants	7870										7870	7870	7870	12500
Environmental Improvements	50	183	147							267	647	1000	856	3000
You Decide											0	0	0	12000
Highways Property Maintenance										300	300	1000	1534	1000
Grounds Maintenance	230	490	230	290	230	659	250	1845	255	680	5159	8000	10709	7000
Play Areas Maintenance			5921		5450	265	250				11886	15000	5964	15000
Grasscutting	164	597	1500	1283	642	1238	642				6066	6000	4581	5500
Gardening		95	826								921	1000	786	1000
Treeworks		18539		110				590	150		19389	10000	3185	9000
Christmas Event			50	65			30		1039	490	3457	5131	4500	4250
Christmas Decoration Hire								1881	2063		1255	5199	5000	5272
Burials Grounds Maintenance	230	250	255	230	260	459		230	255	230	2399	4000	5005	2000
Burials Grounds Grasscutting	335	670		2010		1005	2010	1005			7035	6000	4732	7900
Cleaning Costs											100	200	75	800
Bank charges and interest	15	16	15	15	15	15	47	15	15	15	183	300	214	150
Clothing Costs			24								292	406	300	167
Training		98		45			10				153	1000	0	2000
Total Overheads (£)	38616	30738	22140	12778	17703	19621	13823	20606	13495	17874	207394	246133	207829	256697
NET PROFIT/LOSS (£)	96003	-29770	-19328	34984	-18859	79062	-70982	-25854	-10162	-16618	18476	-12914	-57140	-55280
% Profit	61	-3075	-687	73	-2091	80	-2481	-550	-305	-1323	6	-5	-16	-25

22/23 budget



	<b>Total Future Liabilities</b>	<b>£0.00</b>
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	<b>TOTAL LIABILITIES</b>	<b>-£3,658.22</b>
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	<b>TOTAL NET ASSETS</b>	<b>£148,295.66</b>
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<b>EQUITY</b>		
3200 - Reserves	240,668.32	
3202 - Play Areas Refurbishment	20,000.00	
3205 - Equipment, vehicles and tools	8,000.00	
Net Profit / Loss	-120,372.66	
<i>Net Profit / Loss (prior year(s))</i>	-138,868.90	
<i>Net Profit / Loss (current year)</i>	18,496.24	
	<b>TOTAL EQUITY</b>	<b>£148,295.66</b>

# Tadley Town Council

## Receipts and Payments Report

01 April, 2023 - 31 January, 2024

<b>Sales</b>		
4000 - Precept	196,354.00	
4001 - Burials	11,441.00	
4002 - Memorials	2,900.00	
4100 - Litter Grant	20,048.00	
4110 - Grass Cutting Grant	9,982.78	
4120 - Other Grants	28,730.00	
4900 - Other income	46,718.76	
4950 - Bank Interest	4,161.70	
	<b>Total Sales</b>	<b>£320,336.24</b>
<b>Direct Expenses</b>		
5030 - Play Area Equipment	32,385.18	
5040 - Office Equipment	1,200.00	
5070 - Cemetery Extension	60,878.00	
	<b>Total Direct Expenses</b>	<b>£94,463.18</b>
	<b>GROSS PROFIT / LOSS</b>	<b>£225,873.06</b>
<b>Overheads</b>		
7000 - Employee Wages and Salaries	55,202.30	
7020 - Employers NI	4,479.78	
7030 - Employer's Pension	6,658.26	
7100 - Rent	3,760.00	
7101 - Giles Road Play Area Rent	181.00	
7120 - General Rates	1,650.44	
7125 - Cemetery Rates	1,921.15	

7130 - Premises Insurance	916.25
7200 - Electricity & Gas	1,714.49
7300 - Vehicle Fuel	1,775.06
7310 - Vehicle Repair and Servicing	960.14
7320 - Vehicle Licences	322.50
7330 - Vehicle Insurance	622.35
7340 - Miscellaneous Vehicle Expenses	127.96
7420 - Staff Training	92.68
7430 - Chairmans Allowance	169.85
7450 - Councillors Training & Expenses	35.90
7460 - Public Works Loan	14,546.70
7500 - Printing & Distribution	1,242.00
7510 - Postage and Carriage	11.55
7520 - Office Stationery	397.19
7530 - Telephone	1,179.03
7540 - Internet Charges	932.59
7550 - Computer & Software	1,439.84
7600 - Legal Fees	6,137.00
7610 - Accountancy Fees	1,800.00
7620 - Consultancy & Professional Fees	1,243.53
7630 - Photocopier	591.29
7640 - Equipment Hire	77.26
7700 - Property Maintenance	1,215.49
7701 - Maintenance Consumables	417.02
7702 - Subscriptions HALC/NALC	1,901.00
7703 - Section 137 Grants	19,700.00
7704 - Section 137 Subscriptions	94.96
7705 - Section 137 The Green Maintenance	1,026.00
7706 - Section 142 Grants	7,870.00

7708 - Environmental Improvements	647.60	
7710 - Highways Property Maintenance	300.00	
7720 - Grounds Maintenance	5,155.80	
7721 - Play Areas Maintenance	11,885.84	
7722 - Grasscutting	6,064.00	
7723 - Gardening	920.80	
7724 - Treeworks	19,389.00	
7725 - Christmas Event	5,131.16	
7726 - Christmas Decoration Hire	5,198.70	
7730 - Burials Grounds Maintenance	2,395.80	
7731 - Burials Grounds Grasscutting	7,035.00	
7810 - Cleaning	100.00	
7900 - Bank Charges and Interest	182.85	
8220 - Clothing Costs	404.71	
8230 - Training Costs	153.00	
	<b>Total Overheads</b>	<b>£207,376.82</b>
	<b>NET PROFIT / LOSS</b>	<b>£18,496.24</b>



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

<b>CONTROL AREA</b>	<b>MATTER ARISING</b>	<b>RECOMMENDED ACTION</b>	<b>ACTION TAKEN</b>
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.
Minute authorisation	Several sets of minutes going back to 2023 have not yet been signed.	Please ensure that all minutes are signed in a timely manner.	All minutes will be signed in a timely manner.
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 additions and disposals	The council has completed several projects in the year.	The fixed asset register should be reviewed against the cashbook to ensure all changes are recorded.	The fixed asset register has been reviewed against the cashbook to ensure all changes are recorded.
Bank current account balance	The council holds significant amounts in the sweep account earning 2% interest.	It may be worth making more proactive use of the 5.25% currently offered by the PSDF deposit account.	Consideration to be given to making more proactive use of the 5.25% currently offered by the PSDF deposit account.
Councillor vacancies	The council currently has several vacancies which will hopefully be filled in the spring.	The council may want to advertise the vacancies on its web and social media sites.	The council will advertise the vacancies on its web and social media sites.

## 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. <b>Works identified by the report should be carried out outside the nesting season where possible and as soon as possible subject to tender</b>	TTC		H	Y	Annually	TTC budget
Local organisations	To make grants, increase publicity, seek out new organisations. Run Participatory Budgeting initiative.	TTC		H	Y	Ongoing	TTC budget
Litter	To empty all litter bins in the town on a regular basis. To carry out litter picks as necessary. To encourage residents to take part in any litter picking initiatives.	TTC	BDBC	H	Y	Ongoing	BDBC/TTC budget
Evening bus service to and from Basingstoke	Support and promotion for continued service	BDBC	TTC	H	Y	Ongoing	BDBC budget
Burglary	Police priority	TP	BDBC/TTC	H	Y	Ongoing	TP action
Antisocial behaviour	Police priority	TP	BDBC/TTC	H	Y	Ongoing	TP action
Road traffic offences	Police priority. SIDS deployed by BDBC/TTC.	TP	BDBC/TTC	H	Y	Ongoing	TP action/TTC budget
Bishopswood Stream	Twice yearly maintenance	EA	TTC	H	Y	Ongoing	EA/TTC budget
Shared ownership	Planning obligations	BDBC	TTC	H	Y	Ongoing	BDBC action
Affordable housing	Planning obligations	BDBC	TTC	H	Y	Ongoing	BDBC action
Priority to local people	Planning obligations	BDBC	TTC	H	Y	Ongoing	BDBC action
Parked cars on pavements	Education & enforcement	HCC	BDBC	M	Y	Ongoing	HCC/BDBC action
Local transport improvements	TTC to suggest new schemes and promote use of electric vehicles and reduction of carbon emissions	HCC	TTC	M	Y	Ongoing	HCC action
Green waste	Discussed by Eco WP BDBC HCC. Looking unlikely.	HCC	BDBC/TTC	M	?		
Improved recycling	BDBC now do glass kerbside recycling.	BDBC		M	Y	Ongoing	BDBC budget
Nursing homes	Support for providers		TTC	M	?		TTC action
Affordable sheltered accommodation			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	2028	TTC budget BDBC action
After School activities (Hurst)	MUGA installed and refurbished. Skatepark 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.							
After School activities (primary)	MUGA installed and refurbished. Skatepark replaced. Support for The Point.	TTC		M	Y	Ongoing	TTC budget
Facilities requested in order of popularity were bowling alley, larger skateboard park, indoor sports centre, cinema, outdoor sports centre							
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	

Delete PB

Delete SIDs

Maintain extension of cemetery, delete Basingstoke & Deane Borough Council

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