

**MINUTES OF A MEETING OF TADLEY TOWN COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE HELD VIA ZOOM AT 7.30PM ON 10 FEBRUARY 2025**

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

**In Attendance:** Clerk, Cllr Wilson-Thomas.

**1. APOLOGIES**

Received and accepted from Cllr Slimin.

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

Cllrs Flahive, Lovegrove and Spence declared an interest in the grant application from Tadley & District Community Association and Cllr Flahive declared an interest in the grant application from Barlows Park Management Association.

**3. MINUTES**

**5/25FGP** 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 9 December 2024.

**4. OPEN FORUM**

There was no requirement for an open forum.

**5. BUDGET**

The budget year to date was reviewed as attached. It was noted that the £1000 grant from Helping Hands is to be spent for the benefit of the community.

**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.

**6/25FGP** It was

**RECOMMENDED (8/0/0)** to accept the quotation of £1610 from Holt Arboriculture.

**10. ANNUAL TREE WORK**

Three quotations were received.

**7/25FGP** It was  
**RECOMMENDED (8/0/0)** to accept the quotation of £10900 from Nash Contract Services.

#### **11. REPAIR TO TOWN CLOCK**

A quotation was received.

**8/25FGP** It was  
**RECOMMENDED (8/0/0)** to accept the quotation of £695 from Good Directions.

#### **12. REPLACEMENT MACBOOK**

**9/25FGP** It was  
**RECOMMENDED (8/0/0)** to approve expenditure of £1082.50.

#### **13. REPLACEMENT CCTV CAMERA SKATEPARK**

A quotation was received.

**10/25FGP** It was  
**RECOMMENDED (8/0/0)** to accept the quotation of £1200 from 4SquareIT.

#### **14. EMERGENCY TREE WORK A340**

**11/25FGP** It was  
**RECOMMENDED (8/0/0)** to approve expenditure: £2434 to West Berkshire Council for a permit to close the road, £771.75 to UK Traffic Management Systems for traffic management and £1695 to Nash Contract Services for treework.

#### **15. GRANT APPLICATIONS**

Grant applications were received:

Tadley Citizen Advice – Running costs (2025/26 budget)

**12/25FGP** It was  
**RECOMMENDED (8/0/0)** to award a grant of £7870.

Cllrs Flahive, Lovegrove and Spence left the meeting 7.49pm returning at 7.52pm.

TDCA – Youth and 0-5 worker (2025/26 budget)

**13/25FGP** It was  
**RECOMMENDED (5/0/0)** to award a grant of £12000.

BPMA – Running costs £7500 (2025/26 budget)

Cllrs Flahive left the meeting at 7.52pm returning at 8.02pm.

**14/25FGP** It was  
**RECOMMENDED (7/0/0)** to award a grant of £7500.

**16. LITTER PICKING SERVICE LEVEL AGREEMENT**

A service level agreement was received from Basingstoke and Deane Borough Council.

**15/25FGP** It was **RECOMMENDED (8/0/0)** to accept the agreement subject to the deletion of Basingstoke and Deane Borough Council under Schedule 1 Specification, point B on page 21.

The meeting closed at 8.07pm.

Signed: .....

Dated: 8 April 2024

Name	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Actual 24/25	Budget 24/25	Actual 23/24	Budget 23/24
Precept	106565					106565					213130	213129	196354	196354
Burials	2125	125	3625	2000	1250	1125	1625	750	250	2750	15625	10000	13364	10000
Memorials	180	150	240	120	120	60	600	90	630	60	2250	3000	3290	3000
Litter Grant	22010										22010	22000	20048	20000
Parish Funding	9983										9983	11300	9983	10800
Other Grants										1000	1000		28730	
Other Income			19			11	1522	1520	151	115	918	4256	1115	47776
Bank Interest	455	481	545	504	506	476	534	484	485	4938	1000	1000	4869	500
Total Income (£)	141318	756	4429	2624	1887	109748	4213	1525	1479	5213	273192	261544	320333	241519
Street Furniture											0	1000	0	1000
Highway Signs											0		0	800
Memorial Benches		2571									2571	Cost covered	0	
Play Area Equipment			4299								4299	17000	32385	5000
Office Equipment										1083	1083	500	1200	
Cemetery Extension	1488										1488	5000	61076	
Litter Equipment											0	500	0	500
Vehicle											0	1000	0	1000
CCTV											0	1000	0	
Total Direct Expenses (£)	1488	2571	4299	0	0	0	0	0	0	1083	9441	26000	94463	8300
GROSS PROFIT/LOSS (£)	139830	-1815	130	2624	1887	109748	4213	1525	1479	4130	263751	235544	225870	233219
% Profit	99	-240	3	100	100	100	100	100	100	79	97	90	71	97
Employee Salaries	4411	4411	4411	4411	4411	4411	4411	5379	6519	4519	47294	70000	64013	70000
Employers NI	400	400	400	400	400	400	400	533	690	414	4437	7000	5246	4668
Employer Pension	666	666	666	666	666	666	666	873	689	689	6913	10000	7989	10000
Rent										3783	3783	3690	3760	13669
Giles Road Play Area Rent										186	186	181	181	186
Water Rates											0	100	0	0
Rates	193	192	192	192	192	192	192	192	192	192	1921	1904	1650	1813
Cemetery Rates	177	182	182	182	182	182	182	182	182	182	1815	1423	1921	1355
Insurance			1027	662							1689	1748	1538	1680
Commercial Waste											0	105	0	100
Electric & Gas	95	14	29	29	31	31	30	194	190	191	834	2200	2334	3000
Vehicle Fuel	149	150	71	137	75	191	62	161	78	133	1207	2500	1915	2500
Vehicle Repair & Servicing		3720		1109							4829	2000	960	1279
Vehicle Tax											338	329	323	313
Misc Vehicle Expenses			338								6	0	133	0
Staff Training			6								0	100	93	100
Councillor Travelling											0	200	0	200
Chairmans Allowance											0	250	170	250
Councillors Training								340			340	500	36	500
Public Works Loan			3288			7674			3247		14209	23000	22307	23000
Printing & Distribution			496	300				621			321	1738	1500	1863
Postage						27					27	50	20	50
Office costs	92	255	61	6		27		300	188	184	1113	1000	412	1000
Telephone	89	183	91	125	184	89	320	156	131	150	1518	1300	1454	1000
Internet	78	78	53	81	81	81					452	1500	1088	2500
Computer Software & Maintenance	78	28	28	163	33	295	96	96	530	504	1851	1500	1545	2100
Legal Fees				1500			550				2050	3500	6137	2500
Audit & Accountancy Fees	750					840					1590	1800	1800	1500
Consultancy & Professional Fees	97	1546	211	34	31	482	81	31	31	58	2602	1500	1340	1500
Photocopier	9	150	12		160		19	163	6		519	900	813	600
Equipment Hire											0	200	77	200
Equipment Maintenance & Repair											0	100	0	100
Property Maintenance							95			60	155	1000	1215	1000
Maintenance Consumables	56	223	41	9	42	40	41	62	35		549	500	750	1000
Subscriptions NALC/HALC	1812										1812	2000	1901	2000
Section 137 Grants		19500						150			19650	20000	19700	20000
Section 137 Subscriptions	100								300		400	600	95	600
Section 137 The Green Maintenance	89	179	179	179	179	179	179	179			1342	1200	1027	1200
Section 142 Grants		7870									7870	7870	7870	7870
Environmental Improvements									15		15	1000	647	1000
Highways Property Maintenance	750	120			240		485	100	75	100	1870	1000	565	1000
Grounds Maintenance	230	610	230	1730	1450	1675	530	530	1055	1205	9245	7000	6305	8000
Play Areas Maintenance	6636	1171			10	619	5049	195	430	2694	16804	15000	11886	15000
Grasscutting	52	620	620	620	620	620	620	620	620		4392	8000	6064	6000
Gardening			1130		574		438				427	2569	1000	921
Treeworks	600	40			795	8995		2212		4901	17543	15000	20089	10000
Christmas Event				92		435	276	335	4123		5261	4500	5131	4500
Christmas Decoration Hire							1881		2224	1322	5427	5000	5199	5000
Burials Grounds Maintenance	710	730	230	545	245	330	255	530	410	835	4820	8000	8227	4000
Burials Grounds Grasscutting		700	700	900	800	800	800	800			5500	8000	7035	6000
Cleaning Costs											0	200	100	200
Bank charges and interest	15	15	15	15	15	15	47	15	21	21	194	300	213	300
Clothing Costs										336	336	300	405	300
Training											0	1000	153	1000
Total Overheads (£)	18334	43753	14707	14087	11416	29296	17855	15099	25366	19102	209015	250550	207394	246133
NET PROFIT/LOSS (£)	121496	-45568	-14577	-11463	-9529	80452	-13642	-13574	-23887	-14972	54736	-15006	18476	-12914
% Profit	86	-6028	-329	-437	-505	73	-324	-890	-1615	-287	20	-6	6	-5

# Tadley Town Council

## Balance Sheet Report

To: 01 February, 2025

### ASSETS

#### Fixed Assets

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<b>Total Fixed Assets</b>	<b>£0.00</b>
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#### Current Assets

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1100 - Trade Debtors	560.00
1200 - Bank Account Current	5,500.00
1220 - Bank Account Savings	70,814.18
1230 - Public Sector Deposit Fund	101,540.98

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<b>Total Current Assets</b>	<b>£178,415.16</b>
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<b>TOTAL ASSETS</b>	<b>£178,415.16</b>
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### LIABILITIES

#### Current Liabilities

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1260 - Lloyds Bank Credit Card	137.22
2110 - Accruals	1,350.00
2210 - PAYE to pay to HMRC	1,266.86
VAT	-1,808.85
2200 - VAT on Sales	33.33
2201 - VAT on Purchases	-1,842.18

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<b>Total Current Liabilities</b>	<b>£945.23</b>
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#### Future Liabilities

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	<b>Total Future Liabilities</b>	<b>£0.00</b>
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	<b>TOTAL LIABILITIES</b>	<b>£945.23</b>
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	<b>TOTAL NET ASSETS</b>	<b>£177,469.93</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	6,701.00	
Net Profit / Loss	-89,899.39	
<i>Net Profit / Loss (prior year(s))</i>	-145,736.32	
<i>Net Profit / Loss (current year)</i>	55,836.93	
	<b>TOTAL EQUITY</b>	<b>£177,469.93</b>

# Tadley Town Council

## Receipts and Payment Report

01 April, 2024 - 31 March, 2025

<b>Sales</b>		
4000 - Precept	213,129.00	
4001 - Burials	15,625.00	
4002 - Memorials	2,250.00	
4100 - Litter Grant	22,010.00	
4110 - Grass Cutting Grant	9,983.26	
4120 - Other Grants	1,000.00	
4900 - Other income	4,255.96	
4950 - Bank Interest	4,939.23	
	<b>Total Sales</b>	<b>£273,192.45</b>
<b>Direct Expenses</b>		
5030 - Play Area Equipment	4,298.84	
5070 - Cemetery Extension	1,488.00	
5080 - Memorial benches	2,571.00	
	<b>Total Direct Expenses</b>	<b>£8,357.84</b>
	<b>GROSS PROFIT / LOSS</b>	<b>£264,834.61</b>
<b>Overheads</b>		
7000 - Employee Wages and Salaries	47,295.80	
7020 - Employers NI	4,434.77	
7030 - Employer's Pension	6,911.27	
7100 - Rent	3,783.00	
7101 - Giles Road Play Area Rent	186.00	
7120 - General Rates	1,921.01	
7125 - Cemetery Rates	1,815.48	

7130 - Premises Insurance	1,027.36
7200 - Electricity & Gas	834.69
7300 - Vehicle Fuel	1,204.51
7310 - Vehicle Repair and Servicing	4,828.83
7320 - Vehicle Licences	337.50
7330 - Vehicle Insurance	662.26
7340 - Miscellaneous Vehicle Expenses	6.00
7450 - Councillors Training & Expenses	340.00
7460 - Public Works Loan	14,208.30
7500 - Printing & Distribution	1,738.00
7510 - Postage and Carriage	27.20
7520 - Office Stationery	1,113.05
7530 - Telephone	1,517.91
7540 - Internet Charges	453.58
7550 - Computer & Software	1,851.91
7600 - Legal Fees	2,050.00
7610 - Accountancy Fees	1,590.00
7620 - Consultancy & Professional Fees	2,598.13
7630 - Photocopier	518.55
7700 - Property Maintenance	155.00
7701 - Maintenance Consumables	549.57
7702 - Subscriptions HALC/NALC	1,812.00
7703 - Section 137 Grants	19,650.00
7704 - Section 137 Subscriptions	400.00
7705 - Section 137 The Green Maintenance	1,340.25
7706 - Section 142 Grants	7,870.00
7708 - Environmental Improvements	14.99
7710 - Highways Property Maintenance	1,870.00
7720 - Grounds Maintenance	9,240.80



7721 - Play Areas Maintenance	16,804.53	
7722 - Grasscutting	4,390.36	
7723 - Gardening	2,568.54	
7724 - Treeworks	17,542.75	
7725 - Christmas Event	5,260.68	
7726 - Christmas Decoration Hire	5,427.00	
7730 - Burials Grounds Maintenance	4,815.88	
7731 - Burials Grounds Grasscutting	5,501.12	
7900 - Bank Charges and Interest	193.10	
8220 - Clothing Costs	336.00	
	<b>Total Overheads</b>	<b>£208,997.68</b>
	<b>NET PROFIT / LOSS</b>	<b>£55,836.93</b>

# Do the Numbers Limited

22<sup>nd</sup> January 2025

Nicki Barry, Clerk  
Tadley Town Council

Dear Nicki,

## Subject: Review of matters arising from interim Internal Audit for 31 March 2025

Following my visit today, please find below the list of matters arising. I found the records of the council to be in very good order.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2024](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
	The records of the council comply	with this test
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
	The records of the council comply	with this test
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Policy document	The council has all of its policies in one 86 page document in which changes are hard to track.	It may be worth dividing the document up by committees and adding an index function so that changes and updates are more manageable.
Code of Conduct	The council has apparently adopted the BDBC / LGA code of conduct but there is no clear minute of such.	At the next council meeting this should be ratified.
Burial ground	The Burial ground extension project is now complete and it can be used, but there was no clear minute of the completion and the conditions set on the new area going forward.	At the next council meeting a clear note of the conditions and number of spaces in the new area should be minuted.
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
Budget spreadsheet	At long last Sage has a good budget comparison reporting function – this should be used at all future F&GP meetings	The report allows annual and quarterly reporting in a fully updated manner.
General reserves	The general reserve of the council remains at the very lower limit of best practice guidance.	When the council is setting its budget in coming years, resilience, repair and replacement costs should be borne in mind.
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
	The records of the council comply	with this test
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	

EleanorGreene@DoTheNumbers.uk

Registered in England No. 7871759

Director: Eleanor S Greene

	Not applicable to this council	
G	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
LGPS scheme	The council has only one current member in the scheme and several pensioners. If the next clerk is not in the scheme, a significant exit charge will crystallise.	The current clerk will stay in the scheme, but forward resilience planning should start to look at this issue. <i>(raised last year)</i>
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
	The records of the council comply	with this test
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
	The records of the council now	comply with this test
J	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
	The records of the council comply	with this test
K	<i>Certified Exempt in prior year</i>	
	Not applicable to this council	
L	<i>Transparency Code</i>	
FOI model publication scheme	The link from the council website is to the older version of the scheme and the internal links are not live.	Over the coming months the link and the hyperlinks should be updated.
M	<i>Public Rights</i>	
Members DPI forms	One of the members has not included their home address on their form.	It is a legal requirement that the Monitoring officer makes the decision whether to redact addresses.
N	<i>Publication of prior year AGAR</i>	
	The records of the council comply	with this test
O	<i>Trust funds</i>	
	The records of the council comply	with this test
P	<i>Borrowing</i>	
	The records of the council comply	with this test

I will return to the council later in the year to complete my review.

If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene

## Action Plan - Matters Arising From Audit.

CONTROL AREA	MATTER ARISING	RECOMMENDED ACTION	ACTION TAKEN
Policy document	The council has all of its policies in one 86 page document in which changes are hard to track.	It may be worth dividing the document up by committees and adding an index function so that changes and updates are more manageable.	Consideration to be given to adding an index function.
Code of conduct	The council has apparently adopted the BDBC / LGA code of conduct but there is no clear minute of such	At the next council meeting this should be ratified.	<a href="#">The code of conduct was adopted at the Full Council meeting held 4 July 2022.</a>
Burial ground	The Burial ground extension project is now complete and it can be used, but there was no clear minute of the completion and the conditions set on the new area going forward.	At the next council meeting a clear note of the conditions and number of spaces in the new area should be minuted.	Chairman to report at 3 March Full Council that the planning conditions have now been met. The number of spaces is not yet known.
Budget spreadsheet	At long last Sage has a good budget comparison reporting function – this should be used at all future F&GP meetings	The report allows annual and quarterly reporting in a fully updated manner.	Sage produced budget reports to be used at future F&GP meetings
General reserves	The general reserve of the council remains at the very lower limit of best practice guidance.	When the council is setting its budget in coming years, resilience, repair and replacement costs should be borne in mind.	Consideration to be given to raising the precept to build up reserves
LGPS	The council has only one current member in the scheme and several pensioners. If the next clerk is not in the scheme, a significant exit charge will crystallise.	The current clerk will stay in the scheme, but forward reliance planning should start to look at this issue.	Consideration will be given to this issue
FOI model publication scheme	The link from the council website is to the older version of the scheme and the internal links are not live.	Over the coming months the link and the hyperlinks should be updated.	<a href="#">The link and the hyperlinks have been updated.</a>
Members DPI Forms	One of the members has not included their home address on their form.	It is a legal requirement that the Monitoring officer makes the decision whether to redact addresses.	Democratic Services checked this with us and deemed the form to be correct.

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. Works identified by the report should be carried out outside the nesting season where possible and as soon as possible subject to tender	TTC		H	Y	Annually	TTC budget
Local organisations	To make grants, increase publicity, seek out new organisations.	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.	TP	BDBC/TTC	H	Y	Ongoing	TP action
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		M	Y	Complete	TTC budget
Cemetery extension	Landscape and drainage	TTC		M	Y	Ongoing	TTC budget
After School activities (Hurst)	MUGA installed and refurbished. Skatepark replaced.	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.	Support for The Point.						
After School activities (primary)	MUGA installed and refurbished. Skatepark replaced.	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	Support for The Point.						
Car sharing	Vision survey result: minimal support.		TEG	L		Ongoing	
Reduced traffic	Vision survey result: a third saw traffic as a problem.		TEG	L		Ongoing	

H - High, M - Medium, L - Low

TTC - Tadley Town Council, BDBC - Basingstoke & Deane Borough Council, HCC - Hampshire County Council, TP - Tadley Police, TEG - Tadley Environmental Group  
EA - Environment Agency