

MINUTES OF A MEETING OF TADLEY TOWN COUNCIL HELD AT TADLEY TOWN COUNCIL AT 7.30PM ON 6 MAY 2025

Present: Cllrs Atkinson, Burdett (Chairman), Flahive, Leeks, A Morrow, K Morrow, Mullan, Neilson, Rowden (7.35pm), Slimin, Spence, Wilson-Thomas, Witton

In Attendance: Clerk, County Cllr Mellor, Borough Cllr Conquest.

1. APOLOGIES

Received and accepted from Cllrs Hankinson, Lovegrove, Waterfield, Borough Cllr Bound.

2. ELECTION OF CHAIRMAN

1/26FC It was

RESOLVED (7/6/0) 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.

The Chairman used her casting vote.

3. ELECTION OF VICE-CHAIRMAN

2/26FC It was

RESOLVED (8/5/0) that Cllr Witton be elected to serve as Vice-Chairman for the coming year. Cllr Witton then made her Declaration of Office.

4. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS

Cllr Burdett declared an interest in agenda item 15.

5. MINUTES

3/26FC It was

RESOLVED (13/0/0) to receive and confirm the accuracy of the minutes of the meeting held 3 March 2025.

6. OPEN FORUM 7.41 – 8.00pm

PCSO Kane Lucas reported on local crime issues.

4/26FC It was

RESOLVED (13/0/0) under standing order 3f to extend the open forum.

7. FORMATION OF COMMITTEES & ELECTION OF CHAIRMEN

5/26FC It was

RESOLVED (13/0/0) to form the following committees for the coming year:

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

Cllrs Atkinson, Hankinson, Lovegrove, A Morrow, K Morrow, Neilson, Slimin and Wilson-Thomas were elected to serve on the Recreation & Leisure Committee.

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

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

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

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

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

Cllrs A Morrow, K Morrow, Slimin, Waterfield and Wilson-Thomas were elected to serve on the Youth Council Working Party.

6/26FC It was

RESOLVED (13/0/0) to elect Chairman and Vice-Chairmen for the coming year:

Cllr Slimin as Chairman and Cllr Lovegrove 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 Spence as Chairman and Cllr Burdett as Vice-Chairman of the Burials Committee.

7/26FC It was

RESOLVED (13/0/0) that in addition to Cllrs Burdett and Witton, who are automatically members of all committees, Cllrs Flahive, Hankinson, Lovegrove, A Morrow, Mullan, Slimin, Spence and Wilson-Thomas be elected to serve on the Finance & General Purposes Committee for the coming year.

8/26FC It was

RESOLVED (13/0/0) to elect Cllr Flahive as Chairman and Cllr Spence as Vice Chairman of the Finance & General Purposes Committee for the coming year.

9. APPOINTMENT/CONFIRMATION OF REPRESENTATIVES

9/26FC It was

RESOLVED (13/0/0) 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 Neilson |
| h) National Association of Local Councils | - Chairman & Vice Chairman |
| i) Pamber Forest Management Committee | - Cllr Lovegrove |
| j) Public Transport Representative | - Cllr Slimin |
| k) Tadley and District Community Association | - Cllr Spence |
| l) Tadley Citizens Advice Bureau | - Cllr Slimin |

10. TRUSTEES

a) William Mothes/Ambrose Allen – Cllr D Leeks (21/11/27), Cllr S Mullan (15/5/27), Mr P Williams (15/5/27)

b) Allotments for the Labouring Poor - Cllr A Burdett (1/3/27), Chris Spence (15/5/27) **Noted.**

11. SUBSCRIPTIONS

10/26FC It was

RESOLVED (13/0/0) to renew the following subscriptions at the appropriate date:

- a) Hampshire Association of Local Councils (£1857)
- b) Society of Local Council Clerks (£300)
- c) Data Protection (£35)
- d) Institute of Cemetery & Crematorium Management (£100)
- e) Parish Online (£270)

12. DIRECT DEBITS & STANDING ORDERS

11/26FC It was

RESOLVED (13/0/0) to approve the following direct debits and standing orders:

Payee		Frequency
Direct Debits		
Basingstoke & Deane	Rates	Monthly
Basingstoke & Deane	Cemetery rates	Monthly
Business Credit Card		Ad hoc
EE	Mobiles	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
UK Fuels		Ad hoc
Valda Energy	Electric (skatepark)	Quarterly
Vision ICT	Website	Yearly
Standing Orders		
Intratest	ND testing lights	Yearly
M&C Landscapes	Grounds maintenance	Monthly
Tactical Facilities	Flower baskets	Monthly
Turbary Charity	Rent	Quarterly
Credit Card		
Adobe	Software	Yearly
Hampshire County Council	Licences	Ad hoc
Microsoft	Software	Monthly

13. ACCOUNTS

12/26FC It was

RESOLVED (13/0/0) to receive and sign a statement of receipts & payments for the month of March and April 2025.

13/26FC It was

RESOLVED (13/0/0) to acknowledge responsibility for the preparation of the accounts and to approve the Annual Governance Statement in Section 1 of the Annual Return.

14/26FC It was

RESOLVED (13/0/0) to approve the Accounting Statements in Section 2 of the Annual Return.

15/26FC It was

RESOLVED (13/0/0) to note that the period of the elector's rights will be 3 June – 14 July 2025.

16/26FC It was

RESOLVED (13/0/0) to receive the internal auditors report and action plan as attached. Thanks were given to the Clerk for her work on this.

17/26FC It was

RESOLVED (13/0/0) to confirm there are no conflicts of interest with the external auditor BDO LLP.

14. CHAIRMAN AND VICE-CHAIRMAN'S REPORTS

The American visit for VE day has been cancelled, as unnecessary overseas travel is no longer permitted. Attended the LLC meeting last week, this included a tour of the AWE museum. A lot of the old buildings are now being demolished.

Cllr Burdett declared an interest in the following item, leaving the room at 8.20 returning at 8.30pm.

15. BOLLARDS HUNTSMOOR ROAD

A request from a resident was received for the permanent removal of the retractable bollards at Huntsmoor Road.

18/26FC It was

RESOLVED (12/0/0) to consult with the residents of 48 – 66 Huntsmoor Road regarding a suggestion that the residents that live there be given keys to the bollards to permit access as and when required. If the majority of residents agree to this, this would be run as a trial and the area would be monitored to make sure that the grass area does not become rutted.

16. TREES WHITEDOWN ROAD

A request from a resident was received to crown reduce the trees adjacent to their property.

19/26FC It was

RESOLVED (13/0/0) to agree to this request subject to the appointed contractors providing details of the work to be carried out and when.

17. COMMITTEE

20/26FC It was

RESOLVED (13/0/0) to receive and approve the reports of the Highways and Planning Committee held on 24 March and 28 April 2025.

18. REPORTS

Reports were received from the following:

- a. Hampshire County Council – Cllr Mellor gave a verbal report.
- b. Basingstoke & Deane Borough Council – Cllr Bound see Appendix, Cllrs Conquest, K Morrow and Slimin gave verbal reports.
- c. Representatives on external organisations:

Youth Council Working Party – Cllr Morrow had already circulated minutes of the first meeting on 4 April and the minutes of the meeting with The Link on 25 April. Attended the Year 6 Youth Club and have a visit planned to The Hurst. Cllr Morrow asked Councillors for any contact details for other youth groups.

Barlows Park – The batteries are to be installed soon. The AGM will take place in June. Lots of cup matches have taken place recently. Cllr Mullan raised whether the facilities could be used by other groups.

The meeting closed at 9.30pm.

Signed:

Dated: 7 July 2025

APPENDIX

Borough Cllr Bound reported:

Nothing particular of note to report this month but I have included below some snippets of information that have come from the Borough over the past month for your information as they might be of interest to parishioners. I note that HCC has done some pothole filling around the town which is of course welcomed but the standard of the work means I believe that it won't be a lasting solution. Glad to report that the missing sign at the end of Huntsmoor Road has been replaced; taken a while but, job done.

Of Interest from the Borough:

- Hundreds of people have been given free eco advice by our Green Team. Our specialists took up residence in an 'eco home' in Basingstoke town centre to give our free top tips for how people can cut their carbon footprint, save money and help nature thrive – all at the same time. Aiming to give people advice tailored to their homes and personal circumstances, the team also booked people in for free home visits. Afterwards, these residents will get plans with actions they can take in their homes and in the garden to live more sustainably. More information about our Green Team, including how to book free home energy and garden surveys, is at www.basingstoke.gov.uk/green-team.
- **Citizens Advice Basingstoke** is working to minimise disruption for customers while it looks for a new location to deliver its services from. Following discussions, Hampshire County Council has confirmed that it will be terminating the lease it has with Citizens Advice Basingstoke for space at the Basingstoke Discovery Centre in Festival Place. Citizens Advice has issued a [press release and is calling on local people and businesses to support them in finding a new location](#).
- **Independent advice and support at free event for first-time home buyers** First-time buyers in the borough can find out more about opportunities to get onto the housing ladder at a free event being held by our Housing team this month. Our Low-Cost Home Ownership event will return to the Civic Offices between 3pm and 7pm on Thursday 13 March. Aspiring local homeowners will be able to drop in to get advice about various schemes including our Own Home Loan scheme, First Homes, shared ownership schemes and our home ownership register. Independent advisors will be on hand to provide advice on mortgages for first-time buyers, while solicitors will be there to provide more information about the process of buying a house and legal support available to first-time buyers. Housing associations operating in the borough will also be there with information about shared ownership properties. Our Green Team will be providing advice on how to stay warm for less, including the opportunity to sign-up for free home energy surveys, as well as garden surveys that provide hints and tips to attract wildlife into their garden which is beneficial to wildlife as well as the gardens. For more information about low-cost home ownership, visit www.basingstoke.gov.uk/low-cost-home-ownership

Tadley Town Council
Unreconciled Bank Transactions Report

Bank: Bank Account Current (1200)

Account Balance: £4,233.14

Reconciled Balance: £4,781.01

Date	Name	Reference	Type	Payment	Receipt
21/04/2025		PAYE March	Other Payment	1,266.86	0.00
TOTAL				£1,266.86	£0.00
				BALANCE	-£1,266.86

BANK RECONCILIATION		
Bank Statement Balance	PREMIUM ACCOUNT	44466.95
Bank Statement Balance	CURRENT ACCOUNT	5500.00
Bank Statement Balance	PSDF ACCOUNT	102304.59
	Less uncleared payments	1266.86
	TRUE BANK BALANCE	151004.68
Sage Accounts	PREMIUM ACCOUNT	44466.95
Sage Accounts	CURRENT ACCOUNT	4233.14
Sage Accounts	PSDF ACCOUNT	102304.59
	TOTAL ON BALANCE SHEET	151004.68

From: 01/03/2025

To: 31/03/2025

Tadley Town Council
Receipts and Payments Day Book Report

01 Apr 2025

11:25

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

Trx No	Type	Date	Name	Ref	Net	VAT	Total
6421	Customer Receipt	03/03/2025	Tadley Funeralcare				250.00
6433	Customer Receipt	06/03/2025	Tadley Funeralcare				250.00
6450	Other Receipt	10/03/2025		Citizen Advice Gas Elec	1,024.00	0.00	1,024.00
6451	Other Receipt	10/03/2025		Bank Interest	48.56	0.00	48.56
6449	Customer Receipt	12/03/2025	Howe and Son				250.00
6501	Other Receipt	12/03/2025		Ash Brook	250.00	0.00	250.00
6453	Other Receipt	13/03/2025		Bench Section	750.00	0.00	750.00
6503	Other Receipt	18/03/2025		Admin recharge	200.00	0.00	200.00
6478	Customer Receipt	25/03/2025	Tadley Funeralcare				125.00
6479	Customer Receipt	25/03/2025	Tadley Funeralcare				60.00
6492	Other Receipt	29/03/2025		Ashes Reopen	520.00	0.00	520.00
						TOTAL	£3,727.56

From: 01/03/2025
To: 31/03/2025

Tadley Town Council
Receipts and Payments Day Book Report

01 Apr 2025
11:27

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

Trx No	Type	Date	Name	Ref	Net	VAT	Total
6419	Supplier Payment	01/03/2025	M&C Landscapes	SO			551.00
6420	Supplier Payment	03/03/2025	SGW Payroll	DD			36.72
6426	Supplier Payment	03/03/2025	HALC	CIlr Training			57.60
6428	Supplier Payment	03/03/2025	Kings DIY	Maint cons			75.60
6424	Other Payment	05/03/2025		Pub Works Loan The Point	7,587.00	0.00	7,587.00
6431	Supplier Payment	05/03/2025	P Hiscock	Fly tip clearance			60.00
6445	Supplier Payment	05/03/2025	UK Fuels Ltd	DD			80.99
6507	Other Payment	06/03/2025		Postage	8.35	0.00	8.35
6440	Supplier Payment	07/03/2025	M&C Landscapes	Memorial seats maint			360.00
6444	Supplier Payment	08/03/2025	SLCC	Training courses			54.00
6447	Supplier Payment	12/03/2025	Good Directions	Clock Repair			1,014.00
6475	Supplier Payment	13/03/2025	EE	DD			42.70
6509	Supplier Payment	13/03/2025	M J Sly	Unstable memorials repair			780.00
6437	Supplier Payment	17/03/2025	Valda Energy	DD			82.02
6463	Other Payment	17/03/2025		Post Office	13.60	0.00	13.60
6442	Supplier Payment	18/03/2025	Mainstream Digital	DD			133.24
6466	Other Payment	20/03/2025		Newsletter delivery	300.00	0.00	300.00
6375	Other Payment	21/03/2025		February PAYE	1,266.86	0.00	1,266.86
6468	Supplier Payment	21/03/2025	Intratest	NDT lighting columns			960.00
6471	Supplier Payment	21/03/2025	PS Electrical	PAT testing			72.00
6473	Supplier Payment	22/03/2025	SAGE	DD			56.40
6477	Supplier Payment	24/03/2025	JollyPop Entertainment	Grinch and Elsa deposit			100.00
6465	Supplier Payment	26/03/2025	UK Fuels Ltd	DD			81.44
6481	Supplier Payment	26/03/2025	Tactical Facilities Management Ltd	Flower Baskets			392.50
6486	Supplier Payment	27/03/2025	Infinity Playgrounds	Latch for gate Lowes C			162.00
6435	Supplier Payment	28/03/2025	Lloyds Bank	DD			20.55
6457	Other Payment	28/03/2025		Wages March	3,457.14	0.00	3,457.14
6458	Other Payment	28/03/2025		Pension March	898.05	0.00	898.05
6484	Supplier Payment	31/03/2025	P Hiscock	Litter bin emptying			375.00
6494	Supplier Payment	31/03/2025	SGW Payroll	DD			36.72
6496	Supplier Payment	31/03/2025	M&C Landscapes	Grass cutting			1,154.09

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

Trx	Transaction Date	Date Entered	Contact	Type	Method	Currency	Reference	Money In (GBP £)	Money Out (GBP £)	Balance
							- Opening Balance: 01/03/2025			71.59
6448	13/03/2025	13/03/2025		Other Payment	Credit/Debit Card	GBP	Amazon car seat covers		19.99	51.60
6461	16/03/2025	17/03/2025		Other Payment	Credit/Debit Card	GBP	Microsoft		75.72	-24.12
6491	20/03/2025	28/03/2025		Other Receipt	Credit/Debit Card	GBP	Cashback	0.49		-23.63
6469	21/03/2025	21/03/2025		Other Payment	Credit/Debit Card	GBP	HCC Flower Licence		99.00	-122.63
							TOTALS	0.49	194.71	
							- Closing Balance: 31/03/2025			-122.63
							- Movement			-194.22

Tadley Town Council
Unreconciled Bank Transactions Report

Bank: Bank Account Current (1200)

Account Balance: £4,063.46

Reconciled Balance: £4,781.01

Date	Name	Reference	Type	Payment	Receipt
19/05/2025		PAYE April	Other Payment	1,436.54	0.00
TOTAL				£1,436.54	£0.00
				BALANCE	-£1,436.54

BANK RECONCILIATION		
Bank Statement Balance	PREMIUM ACCOUNT	181612.10
Bank Statement Balance	CURRENT ACCOUNT	5500.00
Bank Statement Balance	PSDF ACCOUNT	102695.44
	Less uncleared payments	1436.54
	TRUE BANK BALANCE	288371.00
Sage Accounts	PREMIUM ACCOUNT	181612.10
Sage Accounts	CURRENT ACCOUNT	4063.46
Sage Accounts	PSDF ACCOUNT	102695.44
	TOTAL ON BALANCE SHEET	288371.00

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

Trx No	Type	Date	Name	Ref	Net	VAT	Total
6520	Customer Receipt	02/04/2025	Tadley Funeralcare				500.00
6595	Other Receipt	02/04/2025		500604 Ash Brook Burial	250.00	0.00	250.00
6566	VAT Payment	07/04/2025					3,298.96
6568	Other Receipt	09/04/2025		Bank Interest	40.36	0.00	40.36
6553	Other Receipt	17/04/2025		Ash Brook Burial	260.00	0.00	260.00
6559	Customer Receipt	22/04/2025	Miles & Daughters Funeral Directors				520.00
6569	Other Receipt	22/04/2025		Ash Brook Burial	260.00	0.00	260.00
6596	Other Receipt	23/04/2025		Southern Coop Burial	250.00	0.00	250.00
6564	Customer Receipt	24/04/2025	Tadley Funeralcare				65.00
6576	Customer Receipt	28/04/2025	Tadley Funeralcare				65.00
6571	Other Receipt	30/04/2025		Precept Grass Litter	147,049.43	0.00	147,049.43
						TOTAL	£152,558.75

From: 01/04/2025
To: 30/04/2025

Tadley Town Council
Receipts and Payments Day Book Report

01 May 2025
08:51

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

Trx No	Type	Date	Name	Ref	Net	VAT	Total
6512	Supplier Payment	01/04/2025	M&C Landscapes	SO			551.00
6514	Supplier Payment	01/04/2025	Basingstoke & Deane Borough Council	DD			226.35
6516	Supplier Payment	01/04/2025	Basingstoke & Deane Borough Council	DD			193.15
6518	Supplier Payment	01/04/2025	Kings DIY	Maint cons			18.34
6522	Supplier Payment	01/04/2025	ICCM	ICCM Membership			105.00
6524	Supplier Payment	09/04/2025	UK Fuels Ltd	DD			78.31
6531	Supplier Payment	13/04/2025	4squareit (Tadley Computers)	CCTV install & storage			425.00
6526	Supplier Payment	14/04/2025	Valda Energy	DD			93.11
6597	Other Payment	14/04/2025		Falcon Garage car wash	9.00	0.00	9.00
6546	Supplier Payment	15/04/2025	Nash Contract Services Ltd	Tree work			180.00
6548	Supplier Payment	15/04/2025	NALC	NALC/HALC fees 25/26			1,857.00
6534	Supplier Payment	18/04/2025	Mainstream Digital	DD			135.73
6598	Other Payment	18/04/2025		Timpsons keys cemetery	18.00	0.00	18.00
6528	Supplier Payment	19/04/2025	SGW Payroll	DD			36.72
6459	Other Payment	21/04/2025		PAYE March	1,266.86	0.00	1,266.86
6558	Supplier Payment	21/04/2025	EE	DD			48.70
6563	Supplier Payment	22/04/2025	SAGE	DD			56.40
6552	Supplier Payment	23/04/2025	UK Fuels Ltd	DD			78.12
6574	Supplier Payment	25/04/2025	Tactical Facilities Management Ltd	Flower baskets			392.50
6536	Supplier Payment	28/04/2025	Lloyds Bank	DD			20.55
6541	Other Payment	28/04/2025		Pension April	898.05	0.00	898.05
6543	Other Payment	28/04/2025		April Wages	3,500.54	0.00	3,500.54
6582	Supplier Payment	28/04/2025	P Hiscock	Bin emptying			375.00
6586	Supplier Payment	29/04/2025	HALC	LCPD Membership			216.00
6587	Supplier Payment	29/04/2025	Basingstoke & Deane Borough Council	Play area inspections			4,580.54
6589	Supplier Payment	29/04/2025	NBM Engraving	Seat plaque			30.00
						TOTAL	£15,389.97

From: 01/04/2025
To: 30/04/2025

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

01 May 2025
08:55

Trx	Transaction Date	Date Entered	Contact	Type	Method	Currency	Reference	Money In (GBP £)	Money Out (GBP £)	Balance
							- Opening Balance: 01/04/2025			-122.63
6579	10/04/2025	25/04/2025		Other Payment	Credit/Debit Card	GBP	Microsoft 365		84.99	-207.62
6538	14/04/2025	14/04/2025		Other Payment	Credit/Debit Card	GBP	Rawlins Paint		55.94	-263.56
6580	14/04/2025	25/04/2025		Bank Transfer	Electronic	GBP		23.63		-239.93
6599	14/04/2025	01/05/2025		Other Payment	Credit/Debit Card	GBP	Amazon Command Strips		12.99	-252.92
6600	14/04/2025	01/05/2025		Other Payment	Credit/Debit Card	GBP	Amazon graffiti wipes		19.99	-272.91
6550	16/04/2025	16/04/2025		Other Payment	Credit/Debit Card	GBP	Microsoft		75.72	-348.63
6578	20/04/2025	25/04/2025		Other Receipt	Credit/Debit Card	GBP	Cashback	1.77		-346.86
6601	22/04/2025	01/05/2025		Other Payment	Credit/Debit Card	GBP	Amazon printer cartridges		22.78	-369.64
							TOTALS	25.40	272.41	
							- Closing Balance: 30/04/2025			-369.64
							- Movement			-247.01

Annual Governance and Accountability Return 2024/25 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 2024/25

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 2025**.
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 2025**. 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 2025
 - 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 2024/25

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 2025 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 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 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) 2024/25

- 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. Any amendments must be approved by the authority and properly initialled.
- 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 2025.
- 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.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, 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 bank reconciliation is incomplete or variances not **fully** explained then 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 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- 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 2025**.

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 Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2025 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 or from www.ada.org.uk

Annual Internal Audit Report 2024/25

Tadley Town Council

www.tadleytowncouncil.gov.uk

During the financial year ended 31 March 2025, 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 2024/25 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 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			n/a
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) 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

22/01/2025 06/05/2025

Name of person who carried out the internal audit

Eleanor Greene ICPA

Signature of person who carried out the internal audit

Date

06/05/2025

*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 2024/25

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 2025, 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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*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:

06/05/2025

and recorded as minute reference:

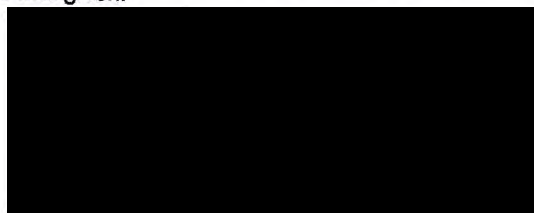
13/26FC

www.tadleytowncouncil.gov.uk

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

Chair

Clerk



Section 2 – Accounting Statements 2024/25 for

Tadley Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	129,800	122,932	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. 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	196,354	213,129	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	128,061	65,249	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	77,249	69,886	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	22,308	21,795	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	231,726	156,232	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	122,932	153,396	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	122,530	152,149	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	710,449	709,955	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	36,000	15,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 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

06/05/2025

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

06/05/2025

as recorded in minute reference:

14/26FC

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

Section 3 – External Auditor's Report and Certificate 2024/25

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 2025; 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 2024/25

(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 2024/25

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 2025.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Do the Numbers Limited

6th May 2025

Nicki Barry, Clerk
Tadley Town Council

Dear Nicki,

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

Following my visits today and earlier in the year, 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 2025](#)

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>	
	The records of the council now	comply with this test
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
	The records of the council now	comply with this test
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>	
	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. (also raised last two years)
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>	

EleanorGreene@DoTheNumbers.uk

Registered in England No. 7871759

Director: Eleanor S Greene

	The records of the council now	comply with this test
<i>M</i>	<i>Public Rights</i>	
	The records of the council now	comply with this test
<i>N</i>	<i>Publication of prior year AGAR</i>	
AGAR forms on website	It is a legal requirement that five years of AGAR forms are web published.	When the 2025 form is added to the site, the 2021 section should be retained.
<i>O</i>	<i>Trust funds</i>	
	The records of the council comply	with this test
<i>P</i>	<i>Borrowing</i>	
	The records of the council comply	with this test

Please find attached my invoice for the agreed fee.

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
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
AGAR Forms on website	It is a legal requirement that five years of AGAR forms are web published.	When the 2025 form is added to the site, the 2021 section should be retained.	This will be updated on 7 May 2025