

MINUTES OF A MEETING OF TADLEY TOWN COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE HELD VIA ZOOM AT 7.30PM ON 9 FEBRUARY 2026

Present: Cllrs Burdett, Flahive (Chairman), Hankinson, Lovegrove, A Morrow, Wilson-Thomas and Witton

In Attendance: Clerk, 2 members of the public

1. APOLOGIES

Received and accepted from Cllrs Mullan, Slimin and Spence.

2. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS

Cllr Wilson-Thomas declared an interest in the grant application from Greenhealth, Cllrs Flahive and Lovegrove 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

9/26FGP It was **RESOLVED (7/0/0)** to receive and confirm the accuracy of the minutes of the Finance and General Purposes Committee meeting held on 15 December 2025.

4. OPEN FORUM

There was no requirement for an open forum.

5. BUDGET

The budget year to date was reviewed as attached.

6. GRANT APPLICATIONS

Grant applications were received:

Cllr Wilson-Thomas left the meeting at 7.35pm returning at 7.41pm.

Greenhealth Tadley – Running costs

10/26FGP It was **RECOMMENDED (6/0/0)** to award a grant of £1300.

Tadley Citizen Advice – Running costs (2026/27 budget)

11/26FGP It was **RECOMMENDED (7/0/0)** to award a grant of £8000.

Cllrs Flahive and Lovegrove left the meeting at 7.49pm, Cllr Lovegrove returned at 7.55pm.

TDCA – Youth and 0-5 worker (2026/27 budget)

12/26FGP It was **RECOMMENDED (5/0/0)** to award a grant of £12000.

BPMA – Running costs £7500 (2026/27 budget)

13/26FGP It was
RECOMMENDED (6/0/0) to award a grant of £7500.

Cllr Flahive returned to the meeting at 7.58pm.

7. BALANCE SHEET AND RECEIPTS & PAYMENTS REPORTS

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

8. INTERIM AUDIT REPORT

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

9. TADLEY TOWN COUNCIL ACTION PLAN

The action plan was reviewed as attached.

The meeting closed at 8.03pm.

Signed:

Dated: 13 April 2026

Profit and Loss Budget

For Period Ending 31 January 2026

Account number	Account description	1 - 31 Jan 26			1 Apr 25 - 31 Jan 26		
		Actual	Budget	Actual vs Budget Variance	Actual YTD	Budget YTD	Actual YTD vs Budget YTD Variance
	Sales	6,200	1,250	4,950	239,603	229,406	10,197
4000	Precept	-	-	-	216,906	216,906	-
4001	Burials	6,200	1,000	5,200	18,110	10,000	8,110
4002	Memorials	-	250	(250)	4,587	2,500	2,087
	Other Income	857	166	691	48,098	40,433	7,665
4100	Litter Grant	-	-	-	28,614	28,613	1
4110	Grass Cutting Grant	-	-	-	9,983	10,152	(169)
4900	Other income	14	-	14	4,560	-	4,560
4950	Bank Interest	446	166	280	4,504	1,668	2,836
4960	TDYAC	397	-	397	437	-	437
	Total Sales	7,057	1,416	5,641	287,701	269,839	17,862
	Direct Expenses	-	-	-	2,695	-	2,695
5080	Memorial benches	-	-	-	2,695	-	2,695
	Gross Profit /(Loss)	7,057	1,416	5,641	285,006	269,839	15,167
	Gross Profit /(Loss) %	100.00%	100.00%	100.00%	99.06%	100.00%	84.91%
	Overheads	16,161	19,144	(2,983)	180,595	221,489	(40,894)
7000	Employee Wages and Salaries	3,322	5,000	(1,678)	47,751	50,000	(2,249)
7020	Employers NI	436	583	(147)	5,526	5,834	(308)
7030	Employer's Pension	711	708	3	7,110	7,084	26
7100	Rent	3,938	3,690	248	3,938	3,690	248
7101	Giles Road Play Area Rent	-	192	(192)	194	192	2
7120	General Rates	227	196	31	2,269	1,969	300
7125	Cemetery Rates	192	186	6	1,921	1,860	61
7130	Premises Insurance	-	-	-	1,120	1,200	(80)
7200	Electricity & Gas	207	166	41	918	1,668	(750)
7300	Vehicle Fuel	111	125	(14)	1,095	1,250	(155)
7310	Vehicle Repair and Servicing	20	250	(230)	418	2,500	(2,082)
7320	Vehicle Licences	-	-	-	348	700	(352)
7330	Vehicle Insurance	-	-	-	695	700	(5)
7340	Miscellaneous Vehicle Expenses	-	-	-	9	-	9
7400	Travelling	-	-	-	-	200	(200)
7420	Staff Training	-	83	(83)	-	834	(834)
7430	Chairmans Allowance	-	21	(21)	125	210	(85)
7450	Councillors Training & Expenses	-	41	(41)	296	418	(122)
7460	Public Works Loan	-	-	-	6,370	13,966	(7,596)
7500	Printing & Distribution	402	630	(228)	1,687	1,890	(203)
7510	Postage and Carriage	-	-	-	-	50	(50)
7520	Office Stationery	-	83	(83)	496	834	(338)
7530	Telephone	107	150	(43)	1,393	1,500	(107)
7540	Internet Charges	-	83	(83)	-	834	(834)
7550	Computer & Software	109	125	(16)	2,987	1,250	1,737
7600	Legal Fees	1,320	291	1,029	1,320	2,918	(1,598)
7610	Accountancy Fees	-	-	-	1,380	1,800	(420)
7620	Consultancy & Professional Fees	43	125	(82)	1,080	1,250	(170)
7700	Property Maintenance	105	83	22	105	834	(729)
7701	Maintenance Consumables	15	62	(47)	402	626	(224)
7702	Subscriptions HALC/NALC	-	-	-	1,857	2,000	(143)
7703	Section 137 Grants	-	-	-	19,600	20,000	(400)
7704	Section 137 Subscriptions	331	-	331	483	600	(117)
7705	Section 137 The Green Maintenance	-	141	(141)	1,288	1,418	(130)
7706	Section 142 Grants	-	-	-	7,870	7,870	-
7708	Environmental Improvements	-	83	(83)	90	834	(744)
7709	TDYAC	455	-	455	455	-	455
7710	Highways Property Maintenance	-	166	(166)	741	1,668	(927)
7720	Grounds Maintenance	1,830	875	955	10,620	8,750	1,870
7721	Play Areas Maintenance	324	1,083	(759)	7,228	14,834	(7,606)
7722	Grasscutting	-	541	(541)	4,467	5,418	(951)
7723	Gardening	-	-	-	3,178	5,000	(1,822)
7724	Treeworks	600	2,083	(1,483)	12,785	20,834	(8,049)

Profit and Loss Budget

For Period Ending 31 January 2026

	1 - 31 Jan 26			1 Apr 25 - 31 Jan 26			
7725	Christmas Event	-	-	-	4,797	5,500	(703)
7726	Christmas Decoration Hire	1,105	-	1,105	5,210	5,500	(290)
7730	Burials Grounds Maintenance	230	666	(436)	3,544	6,668	(3,124)
7731	Burials Grounds Grasscutting	-	583	(583)	5,047	5,834	(787)
7810	Cleaning	-	-	-	-	200	(200)
7900	Bank Charges and Interest	21	25	(4)	242	250	(8)
8220	Clothing Costs	-	25	(25)	-	250	(250)
8230	Training Costs	-	-	-	140	-	140
	Other Expenses	-	-	-	-	-	-
	Taxation	-	-	-	-	-	-
	Total Overheads	16,161	19,144	(2,983)	180,595	221,489	(40,894)
	Net Profit /(Loss)	(9,104)	(17,728)	8,624	104,411	48,350	56,061
	Net Profit /(Loss) %	(129.01%)	(1251.98%)	152.88%	36.29%	17.92%	313.86%

Tadley Town Council

Balance Sheet Report

To: 01 February, 2026

ASSETS

Fixed Assets

Total Fixed Assets	£0.00
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Current Assets

1100 - Trade Debtors	5,420.00
1200 - Bank Account Current	4,555.22
1220 - Bank Account Savings	96,756.48
1230 - Public Sector Deposit Fund	155,947.49

Total Current Assets	£262,679.19
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TOTAL ASSETS	£262,679.19
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LIABILITIES

Current Liabilities

1260 - Lloyds Bank Credit Card	393.21
2100 - Trade Creditors	97.30
2110 - Accruals	1,350.00
2210 - PAYE to pay to HMRC	1,029.23
VAT	-977.25
2201 - VAT on Purchases	-977.25

Total Current Liabilities	£1,892.49
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Future Liabilities

	Total Future Liabilities	£0.00
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	TOTAL LIABILITIES	£1,892.49
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	TOTAL NET ASSETS	£260,786.70
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EQUITY		
3200 - Reserves	228,668.32	
3202 - Play Areas Refurbishment	30,000.00	
3205 - Equipment, vehicles and tools	10,000.00	
Net Profit / Loss	-7,881.62	
<i>Net Profit / Loss (prior year(s))</i>	-115,272.31	
<i>Net Profit / Loss (current year)</i>	107,390.69	
	TOTAL EQUITY	£260,786.70

Tadley Town Council

Receipts and Payments Report

01 April, 2025 - 31 March, 2026

Sales		
4000 - Precept	216,906.00	
4001 - Burials	18,110.00	
4002 - Memorials	4,587.00	
4100 - Litter Grant	28,613.73	
4110 - Grass Cutting Grant	9,982.70	
4900 - Other income	4,559.58	
4950 - Bank Interest	4,503.23	
4960 - TDYAC	437.23	
	Total Sales	£287,699.47
Direct Expenses		
5080 - Memorial benches	2,695.30	
	Total Direct Expenses	£2,695.30
		GROSS PROFIT / LOSS
		£285,004.17
Overheads		
7000 - Employee Wages and Salaries	44,768.30	
7020 - Employers NI	5,526.75	
7030 - Employer's Pension	7,108.71	
7100 - Rent	3,938.00	
7101 - Giles Road Play Area Rent	194.00	
7120 - General Rates	2,269.35	
7125 - Cemetery Rates	1,921.15	
7130 - Premises Insurance	1,119.78	
7200 - Electricity & Gas	917.74	

7300 - Vehicle Fuel	1,094.30
7310 - Vehicle Repair and Servicing	417.80
7320 - Vehicle Licences	347.50
7330 - Vehicle Insurance	695.10
7340 - Miscellaneous Vehicle Expenses	9.00
7430 - Chairmans Allowance	125.00
7450 - Councillors Training & Expenses	295.50
7460 - Public Works Loan	6,369.90
7500 - Printing & Distribution	1,687.12
7520 - Office Stationery	495.34
7530 - Telephone	1,393.47
7550 - Computer & Software	2,988.62
7600 - Legal Fees	1,320.00
7610 - Accountancy Fees	1,380.00
7620 - Consultancy & Professional Fees	1,077.69
7700 - Property Maintenance	105.00
7701 - Maintenance Consumables	418.02
7702 - Subscriptions HALC/NALC	1,857.00
7703 - Section 137 Grants	19,600.00
7704 - Section 137 Subscriptions	483.00
7705 - Section 137 The Green Maintenance	1,288.42
7706 - Section 142 Grants	7,870.00
7708 - Environmental Improvements	90.00
7709 - TDYAC	455.15
7710 - Highways Property Maintenance	741.39
7720 - Grounds Maintenance	10,616.30
7721 - Play Areas Maintenance	7,227.12
7722 - Grasscutting	4,468.24
7723 - Gardening	3,178.72

7724 - Treeworks	12,785.00	
7725 - Christmas Event	4,796.62	
7726 - Christmas Decoration Hire	5,209.50	
7730 - Burials Grounds Maintenance	3,539.76	
7731 - Burials Grounds Grasscutting	5,048.12	
7900 - Bank Charges and Interest	237.50	
8230 - Training Costs	138.50	
	Total Overheads	£177,613.48
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	NET PROFIT / LOSS	£107,390.69
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Action Plan - Matters Arising From Audit.

CONTROL AREA	MATTER ARISING	RECOMMENDED ACTION	ACTION TAKEN
Banking notifications	At present the clerk receives notifications on her personal phone because Lloyds (contrary to GDPR) links all accounts for which she is a signatory.	These notifications should be coming to a council owned device, but the access rules of Lloyds may need to be assessed.	The Lloyds app is cloud based and accessed through the App store. It is not possible to unlink all the accounts for which you are a signatory.
Bank transfers	The council holds a significant sum in the sweep account earning little interest.	The Fin Regs allow the proper officer to make transfers to maximise returns. This should be implemented monthly.	£50000 to be transferred to the Public Sector Deposit Account
Budget spreadsheet	The budget is not calculated within the accounting software, but reporting is now possible	It would be better if the budget approval report was generated directly from the software to evidence accuracy.	Sage does not have this functionality. The new clerk may wish to switch to Scribe software which can do this.
LGPS scheme	The council currently only has one employee, but it is likely that her successor will remain in the scheme.	As at November 2025 the HCC LGPS scheme is no longer in deficit so exit charges are no longer a risk.	Good news, no action required.

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. 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	BDBC/TTC	M	Y	Ongoing	HCC action
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
Cemetery extension	Landscape and drainage	TTC		M	Y	Ongoing	TTC budget
After School activities (Hurst) Facilities requested in order of popularity were cinema, bowling alley, indoor sports centre, outdoor sports centre, larger skateboard park.	MUGA installed and refurbished. Skatepark replaced. Support for The Point.	TTC		M	Y	Ongoing	TTC budget

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 replaced. Support for The Point.	TTC		M	Y	Ongoing	TTC budget
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