

**MINUTES OF A MEETING OF TADLEY TOWN COUNCIL HELD IN THE TOWN COUNCIL OFFICES, FRANKLIN AVENUE, TADLEY AT 7.15PM ON 10 JUNE 2019**

**Present:** Cllrs Charlick, Flahive, Flake, Hankinson, Leeks, Lovegrove, Page (Chairman)

**In Attendance:** Clerk

**1. APOLOGIES**

Received and accepted from Cllrs Atkinson, Bower, Burdett, Moss, Mullan, Slimin and Borough Cllrs Bound and Vaux.

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

Cllrs Flahive and Page declared an interest in one of the Good Citizen's nominations.

**19/20FC** It was

**RESOLVED (7/0/0)** to grant Cllrs Flahive and Page a dispensation to speak and vote on the good citizen nomination in order for the meeting to remain quorate.

**3. MINUTES**

**20/20FC** It was

**RESOLVED (7/0/0)** to receive and confirm the accuracy of the minutes of the meeting held 13 May 2019.

**4. OPEN FORUM**

There was no requirement for an open forum.

**5. ACCOUNTS**

**21/20FC** It was

**RESOLVED (7/0/0)** to receive and sign a statement of receipts & payments for the month of May 2019.

**22/20FC** It was

**RESOLVED (7/0/0)** to acknowledge responsibility for the preparation of the accounts and to approve the Annual Governance Statement in Section 1 of the Annual Return.

**23/20FC** It was

**RESOLVED (7/0/0)** to approve the Accounting Statements in Section 2 of the Annual Return.

**24/20FC** It was

**RESOLVED (7/0/0)** to approve the 2018/19 Accounts.

The Internal Auditor's report and subsequent proposed action plan was received.

**25/20FC** It was

**RESOLVED (7/0/0)** to note the report and take action as detailed in the attached.

**6. GOOD CITIZEN AWARD**

Two nominations were received.

**26/20FC** It was  
**RESOLVED (7/0/0)** to award two good citizen awards.

The meeting closed at 7.27pm.

Signed: .....

Dated: 1 July 2019

Bank: Bank Account Current (1200)

Account Balance: £4,335.92

Reconciled Balance: £5,500.00

Date	Name	Reference	Type	Payment	Receipt
25/04/2019	SAGE		Supplier Payment	13.20	0.00
15/05/2019	Gradwell		Supplier Payment	42.00	0.00
23/05/2019	SAGE		Supplier Payment	13.20	0.00
19/06/2019			Other Payment	1,095.68	0.00
<b>TOTAL</b>				<b>£1,164.08</b>	<b>£0.00</b>
				<b>BALANCE</b>	<b>-£1,164.08</b>

BANK RECONCILIATION		
Bank Statement Balance	PREMIUM ACCOUNT	82558.84
Bank Statement Balance	CURRENT ACCOUNT	5500.00
	Less uncleared payments	1164.08
	TRUE BANK BALANCE	86894.76
Sage Accounts	PREMIUM ACCOUNT	82558.84
Sage Accounts	CURRENT ACCOUNT	4335.92
	TOTAL ON BALANCE SHEET	86894.76

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

Trx No	Type	Date	Name	Ref	Net	VAT	Total
229	Other Payment	14/05/2019		Land Registry	3.00	0.00	3.00
232	Other Payment	20/05/2019		PAYE April	1,095.68	0.00	1,095.68
230	Other Payment	21/05/2019		Land Registry	3.00	0.00	3.00
233	Other Payment	28/05/2019		May wages & pension	5,033.85	0.00	5,033.85
231	Other Payment	29/05/2019		Land Registry	3.00	0.00	3.00
234	Other Payment	30/05/2019		Fenland Leisure	11.40	2.28	13.68
						<b>TOTAL</b>	<b>£6,152.21</b>

Tadley Town Council  
Purchase Day Book Report

Trx No	Type	Date	Name	Invoice Number	Ref	Details	Net	VAT	Total
150	Purchase Invoice	01/05/2019	M&C Landscapes	MC19 02454			459.17	91.83	551.00
152	Purchase Invoice	01/05/2019	Basingstoke & Deane Borough Council	00055178382800			74.00	0.00	74.00
156	Purchase Invoice	01/05/2019	Orange	01283473434			11.80	2.36	14.16
158	Purchase Invoice	01/05/2019	Triangle Cleaning Services	4265			64.00	12.80	76.80
160	Purchase Invoice	02/05/2019	Veolia	8801142298			58.91	11.78	70.69
162	Purchase Invoice	02/05/2019	SGW Payroll	361393			32.40	6.48	38.88
164	Purchase Invoice	02/05/2019	Fenland Leisure	30422			22.00	4.40	26.40
166	Purchase Invoice	03/05/2019	Arco Wessex	935460655			21.93	4.39	26.32
168	Purchase Invoice	03/05/2019	Mainstream Digital	AA21618684 AA21618685			84.64	16.94	101.58
170	Purchase Invoice	04/05/2019	M&C Landscapes	02491			1,264.00	252.80	1,516.80
173	Purchase Invoice	07/05/2019	HALC	3399			150.00	30.00	180.00
176	Purchase Invoice	08/05/2019	UK Fuels Ltd	3256952			63.23	12.64	75.87
180	Purchase Invoice	09/05/2019	Spitfire	825561			15.00	3.00	18.00
183	Purchase Invoice	13/05/2019	4squareit (Tadley Computers)	635			60.00	0.00	60.00
185	Purchase Invoice	13/05/2019	Lloyds Bank	278016920			5.00	0.00	5.00
186	Purchase Invoice	13/05/2019	Castle Water	1930254 1928983			27.18	0.00	27.18
188	Purchase Invoice	13/05/2019	Berks & Hants Tree Surgeons	233			495.00	0.00	495.00
190	Purchase Invoice	15/05/2019	Gradwell	1284963			35.00	7.00	42.00
197	Purchase Invoice	22/05/2019	Kings DIY	3368			9.15	1.83	10.98
199	Purchase Invoice	22/05/2019	Copyit	1026309			84.39	16.88	101.27
202	Purchase Invoice	22/05/2019	UK Fuels Ltd	1068569			63.26	12.65	75.91

From: 01/05/2019

To: 31/05/2019

Tadley Town Council  
**Purchase Day Book Report**

03 Jun 2019

12:02

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204	Purchase Invoice	23/05/2019	SAGE	197250	11.00	2.20	13.20
207	Purchase Invoice	23/05/2019	Elmdale Maintenance	87585	8.32	1.67	9.99
209	Purchase Invoice	23/05/2019	Hanging Garden	14838	734.00	146.80	880.80
212	Purchase Invoice	27/05/2019	Do the Numbers Ltd	12/829	750.00	0.00	750.00
215	Purchase Invoice	28/05/2019	Copyit	1026335	69.90	13.98	83.88
<b>TOTAL</b>					<b>£4,673.28</b>	<b>£652.43</b>	<b>£5,325.71</b>

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Tadley Town Council  
Nominal Activity Report

Category: Bank, Ledger Account: All

**1200 - Bank Account Current**

Trx	Date	Inv No	Name	Type	Reference	Description	Debit	Credit	Running Total
						Opening Balance:	5,486.80		
148	01/05/2019		UK Fuels Ltd	Supplier Payment				75.00	5,411.80 Dr
151	01/05/2019		M&C Landscapes	Supplier Payment				551.00	4,860.80 Dr
153	01/05/2019		Basingstoke & Deane Borough Council	Supplier Payment				74.00	4,786.80 Dr
159	01/05/2019		Triangle Cleaning Services	Supplier Payment				76.80	4,710.00 Dr
165	02/05/2019		Fenland Leisure	Supplier Payment				26.40	4,683.60 Dr
167	03/05/2019		Arco Wessex	Supplier Payment				26.32	4,657.28 Dr
171	07/05/2019		M&C Landscapes	Supplier Payment				1,516.80	3,140.48 Dr
174	07/05/2019		HALC	Supplier Payment				180.00	2,960.48 Dr
179	07/05/2019			Bank Transfer				348.68	2,611.80 Dr
184	13/05/2019		4squareit (Tadley Computers)	Supplier Payment				60.00	2,551.80 Dr
189	13/05/2019		Berks & Hants Tree Surgeons	Supplier Payment				495.00	2,056.80 Dr
157	14/05/2019		Orange	Supplier Payment				14.16	2,042.64 Dr
169	14/05/2019		Mainstream Digital	Supplier Payment				101.58	1,941.06 Dr
229	14/05/2019			Other Payment	Land Registry			3.00	1,938.06 Dr
177	15/05/2019		UK Fuels Ltd	Supplier Payment				75.87	1,862.19 Dr
191	15/05/2019		Gradwell	Supplier Payment				42.00	1,820.19 Dr
163	17/05/2019		SGW Payroll	Supplier Payment				38.88	1,781.31 Dr
232	20/05/2019			Other Payment	PAYE April			1,095.68	685.63 Dr
230	21/05/2019			Other Payment	Land Registry			3.00	682.63 Dr

Tadley Town Council  
Nominal Activity Report

181	22/05/2019	Spitfire	Supplier Payment		18.00	664.63 Dr
198	22/05/2019	Kings DIY	Supplier Payment		10.98	653.65 Dr
200	22/05/2019	Copyit	Supplier Payment		101.27	552.38 Dr
228	22/05/2019	Castle Water	Supplier Payment		21.21	531.17 Dr
205	23/05/2019	SAGE	Supplier Payment		13.20	517.97 Dr
208	23/05/2019	Elmdale Maintenance	Supplier Payment		9.99	507.98 Dr
210	23/05/2019	Hanging Garden	Supplier Payment		880.80	372.82 Cr
213	27/05/2019	Do the Numbers Ltd	Supplier Payment		750.00	1,122.82 Cr
161	28/05/2019	Veolia	Supplier Payment		70.69	1,193.51 Cr
187	28/05/2019	Lloyds Bank	Supplier Payment		5.00	1,198.51 Cr
216	28/05/2019	Copyit	Supplier Payment		83.88	1,282.39 Cr
233	28/05/2019		Other Payment	May wages & pension	5,033.85	6,316.24 Cr
203	29/05/2019	UK Fuels Ltd	Supplier Payment		75.91	6,392.15 Cr
231	29/05/2019		Other Payment	Land Registry	3.00	6,395.15 Cr
234	30/05/2019		Other Payment	Fenland Leisure	13.68	6,408.83 Cr
225	31/05/2019		Bank Transfer		11,840.43	5,431.60 Dr
<b>Totals:</b>					<b>11,840.43</b>	<b>11,895.63</b>
<b>Closing Balance:</b>					<b>5,431.60</b>	
<b>Period Variance:</b>						<b>55.20</b>



Tadley Town Council  
Nominal Activity Report

**1220 - Bank Account Savings**

Trx	Date	Inv No	Name	Type	Reference	Description	Debit	Credit	Running Total
						<b>Opening Balance:</b>	<b>88,563.71</b>		
236	09/05/2019			Other Receipt	Bank Interest		2.31		88,566.02 Dr
237	09/05/2019			Other Receipt	Grant EVC point		3,956.25		92,522.27 Dr
206	23/05/2019			Other Receipt	500403		50.00		92,572.27 Dr
224	23/05/2019		Tadley Funeralcare	Customer Receipt			863.00		93,435.27 Dr
211	24/05/2019			Other Receipt	500404		814.00		94,249.27 Dr
218	29/05/2019			Other Receipt	500405		50.00		94,299.27 Dr
220	30/05/2019			Other Receipt	500406		50.00		94,349.27 Dr
225	31/05/2019			Bank Transfer				11,840.43	82,508.84 Dr
238	31/05/2019			Other Receipt	Add inscription memorial		50.00		82,558.84 Dr
						<b>Totals:</b>	<b>5,835.56</b>	<b>11,840.43</b>	
						<b>Closing Balance:</b>	<b>82,558.84</b>		
						<b>Period Variance:</b>		<b>6,004.87</b>	

**1230 - Public Sector Deposit Fund**

Trx	Date	Inv No	Name	Type	Reference	Description	Debit	Credit	Running Total
						Opening Balance:	161,144.04		
						Totals:	0.00	0.00	
						Closing Balance:	161,144.04		
						Period Variance:		0.00	

Tadley Town Council  
Nominal Activity Report

**1260 - Lloyds Bank Credit Card**

Trx	Date	Inv No	Name	Type	Reference	Description	Debit	Credit	Running Total
						<b>Opening Balance:</b>		<b>348.68</b>	
140	01/05/2019			Other Payment	Glasdon			398.02	746.70 Cr
179	07/05/2019			Bank Transfer			348.68		398.02 Cr
235	20/05/2019			Other Payment	Transaction fee			1.03	399.05 Cr
						<b>Totals:</b>	<b>348.68</b>	<b>399.05</b>	
						<b>Closing Balance:</b>		<b>399.05</b>	
						<b>Period Variance:</b>		<b>50.37</b>	

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

<b>CONTROL AREA</b>	<b>ISSUE</b>	<b>RECOMMENDED ACTION</b>	<b>ACTION TAKEN</b>
Earmarked Reserves	The current guidance is clear that all earmarked reserves should have a specific location, a defined completion date a minuted total final cost , after which the reserve is zero. "Contingency" is what the general reserve covers.	The council has reviewed its reserves, but the completion dates for many of the projects are still not shown. Please ensure that reserves meet the requirements on page 45 here: <a href="https://www.pkf-littlejohn.com/sites/default/files/media/documents/practitioners-guide-2019.pdf">https://www.pkf-littlejohn.com/sites/default/files/media/documents/practitioners-guide-2019.pdf</a>	Members have confirmed end dates for reserves.
Agenda Links	Where possible, agendas and minutes should link directly to source documents produced by external bodies.	When planning minutes are uploaded, links to the planning portal could be embedded into the PDF	Links to the planning portal will be embedded into the minutes.
Agenda Papers	At present the agenda is not retained on the website so any decision papers not included within the minutes are not being published as per the transparency code.	The council should look at how best to ensure that all agenda papers remain published on the web.	Agendas will be retained on the web.
Grant Making	It appears that the council plans to use "the Good Exchange" to offer its grants, however it is unclear how this would comply with the requirements of Parish spending.	Grant applicants might wish to match fund externally while keeping parish grant decisions as they currently are would be a better fit with the regulations.	Use of 'the Good Exchange' to go ahead as previously resolved.
Minutes/GDPR	Members of the public have been named in the minutes when they ask questions or make comments. GDPR gives the 'right to be forgotten' but council minutes cannot be amended at a later date.	Minutes of meetings should not include the names of electors unless it is essential to understanding the decision.	Minutes of meetings will not include the names of electors unless it is essential to understanding the decision.