

**MINUTES OF A MEETING OF TADLEY TOWN COUNCIL HELD IN THE TOWN COUNCIL OFFICES, FRANKLIN AVENUE, TADLEY AT 7.30PM ON 4 NOVEMBER 2019**

**Present:** Cllrs Atkinson, Burdett, Flahive, Flake, Leeks, Lovegrove, Mullan, Page (Chairman), Slimin, Spence (7.35pm) and Tighe

**In Attendance:** Clerk, County Cllr Mellor, Borough Cllrs Bound, Carruthers and Vaux, 1 member of the public.

**1. APOLOGIES**

Received and accepted from Cllrs Hankinson and Knight.

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

There were no declarations of interest or dispensation requests.

**3. MINUTES**

**50/20FC** It was

**RESOLVED (10/0/0)** to receive and confirm the accuracy of the minutes of the meeting held 2 September 2019.

**4. OPEN FORUM**

There was no requirement for an open forum.

**5. COUNCILLOR CO-OPTION**

A nomination for Tadley East was received: Chris Spence

**51/20FC** It was

**RESOLVED (10/0/0)** to co-opt Chris Spence (East Ward) to Tadley Town Council. Cllr Spence made his declaration of office and joined the meeting.

**6. VACANCIES ON COMMITTEES**

One on each: Burials (Chairman), Highways & Planning and Recreation & Leisure.

**52/20FC** It was

**RESOLVED (11/0/0)** to elect Cllr Burdett as Chairman of the Burials Committee, Cllr Spence to the Highways & Planning Committee and Cllr Knight to the Recreation & Leisure Committee.

**7. CHAIRMAN AND VICE-CHAIRMAN'S REPORTS**

Chairman – On Sunday 8 September I attended the Battle of Britain service at St Mary's Church in the company of Cllr Leeks. On Tuesday 24 September I had the great pleasure of presenting Jenny Foan with a Tadley Good Citizen Award at a meeting of the 4th Tadley Brownies. On Sunday 29 September I attended the 60th Anniversary service at St Michaels Church. On Tuesday 15 October I had the pleasure of attending the opening of The Orchard Room at Bishopswood School. On Friday 25 October I attended the open evening for The Point and the closing concert of the Tadley Arts Festival week held at the Hurst School.

Vice Chairman – Attended a meeting regarding GP surgeries in Tadley, notes had previously been circulated to Cllrs. The AWE Local Liaison Committee meets this week, Cllrs asked if they had any matters to raise.

## **8. ACCOUNTS**

**53/20FC** It was

**RESOLVED (11/0/0)** to receive and sign a statement of receipts and payments for the month of September and October 2019.

## **9. CONCLUSION OF AUDIT**

The completed annual return was received.

**54/20FC** It was

**RESOLVED (11/0/0)** to approve and accept the annual return as attached. The Clerk was thanked for her work on this.

## **10. COMMITTEES**

**55/20FC** It was

**RESOLVED (11/0/0)** to receive and approve the reports of the Highways and Planning Committee held on 30 September and 28 October 2019.

**56/20FC** It was

**RESOLVED (11/0/0)** to accept the recommendation **17/20FGP** to award a grant of £2039 to Break For Life for running costs.

**57/20FC** It was

**RESOLVED (11/0/0)** to receive and approve the report of the Finance & General Purposes Committee held on the 14 October 2019.

## **11. REPORTS**

County Cllr Mellor reported: Full Council meets on Thursday night where the budgets for 20/21 will be set, the budget for Highways maintenance will be reduced. Council tax will increase by 3.99%, however Hampshire has the lowest council tax in 'the shires'. There is a problem with kerbside collections with 20 – 25% of waste incorrectly sorted. The Aster development in Newchurch Road is still not connected to mains water and properties are not expected to be ready until February 2020.

Borough Cllr Bound reported: The composition of Basingstoke & Deane Borough Council has changed and is now: Conservative 29, Labour 21, Liberal 7 and Independent 3. The development of Basingstoke Golf Course has now been adopted as a supplementary planning document. A review of polling stations has been completed. Basingstoke & Deane Borough Council can no longer demonstrate a 5-year land supply which means the National Planning Policy Framework takes precedent and the Local Adopted Plan has less weight. There are now more Planning in Principal (PIP) applications which are more difficult to refuse. The call for development sites closed in July and the Local Plan Review will be issued shortly.

Borough Cllr Carruthers reported: Member of the all-party Climate Emergency Group. Attended a meeting in September with AWE and West Berkshire Council regarding development. Attended a Development Control meeting in October where she spoke about the Reading Warehouse application and the effect the proposed Co-op store will have on the Koala store; competition is not a planning consideration. Attended a Community Partnership meeting last week where suggested locations for the new ice rink were discussed. Basingstoke & Deane

Borough Council are carrying out an assessment of place based communities to determine where and what the needs of communities are.

Borough Cllr Leeks reported: There has been an increase in the number of PIP applications. Stagecoach are to introduce 32 new environmentally friendly single decker buses to the Basingstoke area which will have free Wi-Fi and USB charging ports.

Borough Cllr Lovegrove reported: Residents have reported issues with the replacement of household waste bins. Replacement bins are of a much lower quality and are vulnerable to damage. Has suggested that repair of existing bins is a more environmental solution.

Borough Cllr Vaux reported: Also attended the meeting in September with AWE and West Berkshire Council regarding development. Attended a Housing and Homelessness Strategy Conference with housing associations and homeless charities in attendance. One issue highlighted was getting the mix of housing right, social housing pays 60% of market rent and affordable pays 80%. Attended a Tadley & District Community Association meeting where issues with the conservatories and the roof remain outstanding with Basingstoke & Deane Borough Council. Attended The Point open evening. Attended a Task & Finish Group meeting regarding the allocation of Section 106 monies for community development where it was felt that Town and Parish Council and Borough Cllrs should be more involved. Also attended a Task & Finish Group meeting regarding the Clinical Commissioning Group improving engagement and the location of GP practices. Illegal Gypsy and Traveller pitches are to become a criminal matter rather than a civil matter as they are currently.

Cllr Slimin (Tadley Citizen Advice) reported: The AGM takes place on 7 November. Prof. Tony Downs is going to be the new Chairman.

Cllr Flahive (Tadley Environment Group) reported: First meeting took place on the 7 October and the next meeting is on the 11 November. The group is open to all Cllrs and all Tadley residents. An action list has been drawn up and includes items; an engagement plan, electric vehicle charging, air quality and tree planting.

Cllr Lovegrove (Heath End Village Hall Trust) reported: Refreshments on Remembrance Sunday will now be served in the Scout Hut in Ash Lane.

The meeting closed at 8.30pm.

Signed: .....

Dated: 6 January 2020

Tadley Town Council  
**Unreconciled Bank Transactions Report**

Bank: Bank Account Current (1200)

Account Balance: £4,366.52

Reconciled Balance: £5,500.00

Date	Name	Reference	Type	Payment	Receipt
18/10/2019		PAYE	Other Payment	1,133.48	0.00
<b>TOTAL</b>				<b>£1,133.48</b>	<b>£0.00</b>
				<b>BALANCE</b>	<b>-£1,133.48</b>

BANK RECONCILIATION		
Bank Statement Balance	PREMIUM ACCOUNT	109234.87
Bank Statement Balance	CURRENT ACCOUNT	5500.00
	Less uncleared payments	1133.48
	<b>TRUE BANK BALANCE</b>	<b>113601.39</b>
Sage Accounts	PREMIUM ACCOUNT	109234.87
Sage Accounts	CURRENT ACCOUNT	4366.52
	<b>TOTAL ON BALANCE SHEET</b>	<b>113601.39</b>

**Receipts and Payments Day Book Report**

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

Trx No	Type	Date	Name	Ref	Net	VAT	Total
517	Other Payment	03/09/2019		Land Registry	3.00	0.00	3.00
525	Other Payment	03/09/2019		43/20FC	2,450.00	0.00	2,450.00
552	Other Payment	05/09/2019		PWL	8,544.00	0.00	8,544.00
544	Other Payment	09/09/2019		Hurst Prize Giving	150.00	0.00	150.00
613	Other Payment	11/09/2019		Cllr Tighe	35.20	0.00	35.20
518	Other Payment	13/09/2019		ICO	35.00	0.00	35.00
505	Other Payment	19/09/2019		PAYE August	1,133.68	0.00	1,133.68
583	Other Payment	19/09/2019		Cllr Charlick	25.20	0.00	25.20
617	Other Payment	27/09/2019		Wages Sept	3,640.49	0.00	3,640.49
618	Other Payment	27/09/2019		Pension Sept	1,355.56	0.00	1,355.56
						<b>TOTAL</b>	<b>£17,372.13</b>

Tadley Town Council  
Purchase Day Book Report

Trx No	Type	Date	Name	Invoice Number	Ref	Details	Net	VAT	Total
507	Purchase Invoice	02/09/2019	M&C Landscapes	SO			459.17	91.83	551.00
508	Purchase Invoice	02/09/2019	Basingstoke & Deane Borough Council	52099628			74.00	0.00	74.00
510	Purchase Invoice	02/09/2019	SGW Payroll	369503			32.40	6.48	38.88
511	Purchase Invoice	02/09/2019	EE	12844998274			7.50	1.50	9.00
519	Purchase Invoice	03/09/2019	Inty Cascade	157030			63.52	12.70	76.22
521	Purchase Invoice	03/09/2019	Veolia	8801151582			24.60	4.92	29.52
523	Purchase Invoice	03/09/2019	Vision ICT	10095			175.00	35.00	210.00
527	Purchase Invoice	03/09/2019	Triangle Cleaning Services	4430			80.00	16.00	96.00
530	Purchase Invoice	04/09/2019	HALC	3571			95.00	19.00	114.00
532	Purchase Invoice	04/09/2019	UK Fuels Ltd	1068569			133.26	26.65	159.91
534	Purchase Invoice	05/09/2019	Castle Water	2173783			6.02	0.00	6.02
537	Purchase Invoice	06/09/2019	SAGE	267977 243125 219656 197250	170914		77.00	15.40	92.40
540	Purchase Invoice	09/09/2019	M&C Landscapes	02550			1,304.00	260.80	1,564.80
541	Purchase Invoice	09/09/2019	John Lawson	41			140.00	0.00	140.00
545	Purchase Invoice	09/09/2019	Mainstream Digital	933078			150.84	30.17	181.01
548	Purchase Invoice	10/09/2019	PFK Littlejohn	20191883			600.00	120.00	720.00
550	Purchase Invoice	10/09/2019	Allens of Tadley	19295			37.97	7.59	45.56
554	Purchase Invoice	11/09/2019	Castle Water	2172959			23.12	0.00	23.12
560	Purchase Invoice	12/09/2019	SGW Payroll	371636			32.40	6.48	38.88
609	Purchase Invoice	15/09/2019	Gradwell	1297627			35.00	7.00	42.00
564	Purchase Invoice	17/09/2019	Parish Online	24ub044-0002			180.00	36.00	216.00

Tadley Town Council  
Purchase Day Book Report

567	Purchase Invoice	17/09/2019	EE	V01668616292	34.06	6.81	40.87
569	Purchase Invoice	18/09/2019	GB Hedges & Gardens	146	2,450.00	0.00	2,450.00
575	Purchase Invoice	18/09/2019	HALC	3581	60.00	12.00	72.00
577	Purchase Invoice	18/09/2019	UK Fuels Ltd	3869220	64.77	12.95	77.72
587	Purchase Invoice	23/09/2019	SAGE	293900	22.00	4.40	26.40
591	Purchase Invoice	25/09/2019	Elmdale Maintenance	89099	12.64	2.53	15.17
594	Purchase Invoice	26/09/2019	John Lawson	43	125.00	0.00	125.00
596	Purchase Invoice	27/09/2019	GB Arb Ltd	147 148	850.00	0.00	850.00
598	Purchase Invoice	30/09/2019	Vitaplay	2268	2,984.62	596.92	3,581.54
601	Purchase Invoice	30/09/2019	IBS Business Solutions	1027	49.63	9.93	59.56
611	Purchase Invoice	30/09/2019	Siemens Financial Services	A8105110	150.09	30.01	180.10
<b>TOTAL</b>					<b>£10,533.61</b>	<b>£1,373.07</b>	<b>£11,906.68</b>

**Tadley Town Council**  
**Nominal Activity Report**

Category: All, Ledger Account: All

Nominal Code	Ledger Name	Category	Opening Balance	Total Debits this period	Total Credits this period	Closing Balance
1100	Trade Debtors	Current Assets	989.00 Dr	952.00	989.00	952.00 Dr
1200	Bank Account Current	Bank	5,500.00 Dr	37,264.48	37,264.48	5,500.00 Dr
1220	Bank Account Savings	Bank	43,367.45 Dr	103,131.90	37,264.48	109,234.87 Dr
1230	Public Sector Deposit Fund	Bank	161,375.40 Dr			161,375.40 Dr
1260	Lloyds Bank Credit Card	Bank	64.69 Cr	64.69	504.05	504.05 Cr
2100	Trade Creditors	Current Liability	47.97 Cr	11,942.66	11,906.68	11.99 Cr
2110	Accruals	Current Liability	1,350.00 Cr			1,350.00 Cr
2201	VAT on Purchases	Current Liability	1,211.55 Dr	1,373.07		2,584.62 Dr
2210	PAYE to pay to HMRC	Current Liability	1,133.68 Cr	1,133.68	1,133.48	1,133.48 Cr
2250	Net Wages	Current Liability	0.00 Cr	3,640.49	3,640.49	0.00 Cr
2260	Pension	Current Liability	0.00 Cr	1,355.56	1,355.56	0.00 Cr
4000	Precept	Sales	93,233.00 Cr		93,233.00	186,466.00 Cr
4001	Burials	Sales	8,037.00 Cr		1,024.00	9,061.00 Cr
4002	Memorials	Sales	1,065.00 Cr		891.00	1,956.00 Cr
4100	Litter Grant	Other Income	15,796.00 Cr			15,796.00 Cr
4110	Grass Cutting Grant	Other Income	9,593.00 Cr			9,593.00 Cr
4900	Other income	Other Income	4,259.58 Cr		60.00	4,319.58 Cr
4950	Bank Interest	Other Income	1,207.28 Cr		1.90	1,209.18 Cr
5010	Street Furniture	Direct Expenses	331.68 Dr			331.68 Dr
5030	Play Area Equipment	Direct Expenses	0.00 Cr	2,984.62		2,984.62 Dr
5040	Office Equipment	Direct Expenses	6,443.99 Dr			6,443.99 Dr



**Tadley Town Council**  
**Nominal Activity Report**

7000	Employee Wages and Salaries	Overheads	23,290.40 Dr	4,658.08	27,948.48 Dr
7020	Employers NI	Overheads	1,725.75 Dr	345.15	2,070.90 Dr
7030	Employer's Pension	Overheads	5,631.50 Dr	1,126.30	6,757.80 Dr
7100	Rent	Overheads	5,902.00 Dr		5,902.00 Dr
7110	Water Rates	Overheads	186.98 Dr	29.14	216.12 Dr
7120	General Rates	Overheads	74.00 Dr	289.97	363.97 Dr
7125	Cemetery Rates	Overheads	298.75 Dr	74.00	372.75 Dr
7130	Premises Insurance	Overheads	801.79 Dr		801.79 Dr
7140	Commercial Waste Collection	Overheads	280.71 Dr	24.60	305.31 Dr
7200	Electricity	Overheads	174.51 Dr		174.51 Dr
7300	Vehicle Fuel	Overheads	866.83 Dr	198.03	1,064.86 Dr
7310	Vehicle Repair and Servicing	Overheads	393.39 Dr	37.97	431.36 Dr
7320	Vehicle Licences	Overheads	262.50 Dr		262.50 Dr
7330	Vehicle Insurance	Overheads	554.00 Dr		554.00 Dr
7400	Travelling	Overheads	5.90 Dr		5.90 Dr
7430	Chairmans Allowance	Overheads	70.99 Dr		70.99 Dr
7450	Councillors Training & Expenses	Overheads	149.90 Dr	120.40	270.30 Dr
7460	Public Works Loan	Overheads	0.00 Cr	8,544.00	8,544.00 Dr
7500	Printing & Distribution	Overheads	300.00 Dr		300.00 Dr
7520	Office Stationery	Overheads	744.79 Dr	49.63	794.42 Dr
7530	Telephone	Overheads	224.05 Dr	204.38	428.43 Dr
7540	Internet Charges	Overheads	520.35 Dr	273.52	793.87 Dr
7550	Computer & Software	Overheads	399.99 Dr	280.10	680.09 Dr
7600	Legal Fees	Overheads	771.00 Dr		771.00 Dr
7610	Accountancy Fees	Overheads	750.00 Dr	600.00	1,350.00 Dr
7620	Consultancy & Professional Fees	Overheads	441.00 Dr	247.80	688.80 Dr
7630	Photocopier	Overheads	269.87 Dr	162.73	432.60 Dr

Tadley Town Council  
Nominal Activity Report

7701	Maintenance Consumables	Overheads	92.12 Dr		92.12 Dr
7702	Subscriptions HALC/NALC	Overheads	1,787.00 Dr		1,787.00 Dr
7703	Section 137 Grants	Overheads	18,400.00 Dr	2,600.00	21,000.00 Dr
7704	Section 137 Subscriptions	Overheads	95.00 Dr	35.00	130.00 Dr
7705	Section 137 The Green Maintenance	Overheads	600.00 Dr	150.00	750.00 Dr
7706	Section 142 Grants	Overheads	7,640.00 Dr		7,640.00 Dr
7707	You Decide	Overheads	10,979.20 Dr		10,979.20 Dr
7710	Highways Property Maintenance	Overheads	1,900.00 Dr	110.00	2,010.00 Dr
7720	Grounds Maintenance	Overheads	3,043.30 Dr	584.17	3,627.47 Dr
7721	Play Areas Maintenance	Overheads	1,555.10 Dr	30.00	1,585.10 Dr
7722	Grasscutting	Overheads	3,803.00 Dr	562.00	4,365.00 Dr
7723	Gardening	Overheads	734.00 Dr		734.00 Dr
7724	Treeworks	Overheads	2,000.00 Dr	3,300.00	5,300.00 Dr
7725	Christmas Event	Overheads	25.00 Dr	21.00	46.00 Dr
7731	Burials Grounds Grasscutting	Overheads	2,368.00 Dr	592.00	2,960.00 Dr
7810	Cleaning	Overheads	368.00 Dr	80.00	448.00 Dr
7900	Bank Charges and Interest	Overheads	26.03 Dr		26.03 Dr
8220	Clothing Costs	Overheads	105.42 Dr		105.42 Dr
8230	Training Costs	Overheads	140.00 Dr	95.00	235.00 Dr
9998	Opening Balances	Overheads	184,183.99 Cr		184,183.99 Cr

**Tadley Town Council  
Unreconciled Bank Transactions Report**

Bank: Bank Account Current (1200)

Account Balance: £4,360.72

Reconciled Balance: £5,500.00

Date	Name	Reference	Type	Payment	Receipt
18/11/2019		PAYE Oct	Other Payment	1,139.28	0.00
<b>TOTAL</b>				<b>£1,139.28</b>	<b>£0.00</b>
				<b>BALANCE</b>	<b>-£1,139.28</b>

<b>Bank Statement Balance</b>	PREMIUM ACCOUNT	91264.41
<b>Bank Statement Balance</b>	CURRENT ACCOUNT	5500.00
	Less uncleared payments	1139.72
	<b>TRUE BANK BALANCE</b>	<b>95624.69</b>
<b>Sage Accounts</b>	PREMIUM ACCOUNT	91264.41
<b>Sage Accounts</b>	CURRENT ACCOUNT	4360.28
	<b>TOTAL ON BALANCE SHEET</b>	<b>95624.69</b>

Tadley Town Council  
Receipts and Payments Day Book Report

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

Trx No	Type	Date	Name	Ref	Net	VAT	Total
626	Other Payment	01/10/2019		TAC	2,951.00	0.00	2,951.00
616	Other Payment	18/10/2019		PAYE	1,133.48	0.00	1,133.48
722	Other Payment	25/10/2019		Net wages Oct	3,634.69	0.00	3,634.69
723	Other Payment	25/10/2019		Pension Oct	1,355.56	0.00	1,355.56
697	Other Payment	29/10/2019		Land Registry	3.00	0.00	3.00
712	Other Payment	30/10/2019		Refund car wash	6.00	0.00	6.00
						<b>TOTAL</b>	<b>£9,083.73</b>

Tadley Town Council  
Purchase Day Book Report

Trx No	Type	Date	Name	Invoice Number	Ref	Details	Net	VAT	Total
619	Purchase Invoice	01/10/2019	4squareit (Tadley Computers)	679			150.00	0.00	150.00
620	Purchase Invoice	01/10/2019	EE	1285184954			6.66	1.33	7.99
621	Purchase Invoice	01/10/2019	Elmdale Maintenance	89338			75.00	15.00	90.00
622	Purchase Invoice	01/10/2019	M&C Landscapes	MC1902454			459.17	91.83	551.00
624	Purchase Invoice	01/10/2019	Southern Electricity	3179094014			97.01	4.85	101.86
633	Purchase Invoice	01/10/2019	Kings DIY	3480 3493 3500			79.69	15.94	95.63
635	Purchase Invoice	01/10/2019	Inty Cascade	162041			81.26	16.25	97.51
637	Purchase Invoice	02/10/2019	UK Fuels Ltd	3949427			58.08	11.61	69.69
639	Purchase Invoice	02/10/2019	Triangle Cleaning Services	4474			64.00	12.80	76.80
641	Purchase Invoice	04/10/2019	Vision ICT	10216			50.00	10.00	60.00
643	Purchase Invoice	04/10/2019	Mainstream Digital	937345			1.86	0.37	2.23
645	Purchase Invoice	05/10/2019	Streetmaster	6679			1,856.00	371.20	2,227.20
647	Purchase Invoice	06/10/2019	Castle Water	2265560			11.85	0.00	11.85
649	Purchase Invoice	08/10/2019	M&C Landscapes	2571			1,304.00	260.80	1,564.80
650	Purchase Invoice	08/10/2019	M&C Landscapes	2572			50.00	10.00	60.00
654	Purchase Invoice	12/10/2019	Lloyds Bank	288941598			5.00	0.00	5.00
656	Purchase Invoice	12/10/2019	Castle Water	2264729			22.38	0.00	22.38
659	Purchase Invoice	15/10/2019	Gradwell	1300772			35.00	7.00	42.00
668	Purchase Invoice	17/10/2019	UK Fuels Ltd	4029500			62.71	12.54	75.25
676	Purchase Invoice	21/10/2019	Lamps & Tubes Illuminations Ltd	69330			1,425.00	285.00	1,710.00
677	Purchase Invoice	21/10/2019	Mainman	58255			46.66	9.33	55.99
680	Purchase Invoice	23/10/2019	SAGE	320248			22.00	4.40	26.40
683	Purchase Invoice	23/10/2019	Basingstoke & Deane Borough Council	52099628			74.00	0.00	74.00
685	Purchase Invoice	23/10/2019	EE	1679693153			32.87	6.57	39.44
687	Purchase Invoice	23/10/2019	NBM Engraving	40638			20.00	4.00	24.00
689	Purchase Invoice	23/10/2019	IBS Business Solutions	1027382			3.54	0.71	4.25
691	Purchase Invoice	24/10/2019	UK Fuels Ltd	4064363			61.74	12.35	74.09
693	Purchase Invoice	24/10/2019	Elmdale Maintenance	89499			13.08	2.61	15.69
703	Purchase Invoice	25/10/2019	GB Arb Ltd	4			420.00	0.00	420.00

From: 01/10/2019

To: 31/10/2019

Tadley Town Council  
**Purchase Day Book Report**

01 Nov 2019

09:46

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719	Purchase Invoice	25/10/2019	Vitaplay	2301	5,092.44	1,018.48	6,110.92
705	Purchase Invoice	28/10/2019	IBS Business Solutions	1027410	8.46	1.69	10.15
706	Purchase Invoice	28/10/2019	Lamps & Tubes Illuminations Ltd	69345	147.00	29.40	176.40
<b>TOTAL</b>					<b>£11,836.46</b>	<b>£2,216.06</b>	<b>£14,052.52</b>

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**Tadley Town Council**  
**Nominal Activity Report**

Category: All, Ledger Account: All

Nominal Code	Ledger Name	Category	Opening Balance	Total Debits this period	Total Credits this period	Closing Balance
1100	Trade Debtors	Current Assets	952.00 Dr	144.00	952.00	144.00 Dr
1200	Bank Account Current	Bank	5,500.00 Dr	23,640.30	23,640.30	5,500.00 Dr
1220	Bank Account Savings	Bank	109,234.87 Dr	5,669.84	23,640.30	91,264.41 Dr
1230	Public Sector Deposit Fund	Bank	161,375.40 Dr			161,375.40 Dr
1260	Lloyds Bank Credit Card	Bank	536.05 Cr	504.05	343.86	375.86 Cr
2100	Trade Creditors	Current Liability	11.99 Cr	14,052.52	14,052.52	11.99 Cr
2110	Accruals	Current Liability	1,350.00 Cr			1,350.00 Cr
2201	VAT on Purchases	Current Liability	0.00 Cr	2,216.06		2,216.06 Dr
2202	VAT Liability	Current Liability	2,584.62 Dr		2,584.62	0.00 Cr
2210	PAYE to pay to HMRC	Current Liability	1,133.48 Cr	1,133.48	1,139.28	1,139.28 Cr
2250	Net Wages	Current Liability	0.00 Cr	3,634.69	3,634.69	0.00 Cr
2260	Pension	Current Liability	0.00 Cr	1,355.56	1,355.56	0.00 Cr
4000	Precept	Sales	186,466.00 Cr			186,466.00 Cr
4001	Burials	Sales	9,061.00 Cr		582.00	9,643.00 Cr
4002	Memorials	Sales	1,956.00 Cr		1,122.00	3,078.00 Cr
4100	Litter Grant	Other Income	15,796.00 Cr			15,796.00 Cr
4110	Grass Cutting Grant	Other Income	9,593.00 Cr			9,593.00 Cr
4900	Other income	Other Income	4,319.58 Cr		25.00	4,344.58 Cr
4950	Bank Interest	Other Income	1,209.18 Cr		548.22	1,757.40 Cr
5010	Street Furniture	Direct Expenses	331.68 Dr			331.68 Dr
5030	Play Area Equipment	Direct Expenses	2,984.62 Dr	5,092.44		8,077.06 Dr

**Tadley Town Council**  
**Nominal Activity Report**

5040	Office Equipment	Direct Expenses	6,443.99 Dr		6,443.99 Dr
5080	Memorial benches	Direct Expenses	0.00 Cr	1,856.00	1,856.00 Dr
7000	Employee Wages and Salaries	Overheads	27,948.48 Dr	4,658.08	32,606.56 Dr
7020	Employers NI	Overheads	2,070.90 Dr	345.15	2,416.05 Dr
7030	Employer's Pension	Overheads	6,757.80 Dr	1,126.30	7,884.10 Dr
7100	Rent	Overheads	5,902.00 Dr	2,951.00	8,853.00 Dr
7110	Water Rates	Overheads	216.12 Dr	34.23	250.35 Dr
7120	General Rates	Overheads	363.97 Dr		363.97 Dr
7125	Cemetery Rates	Overheads	372.75 Dr	74.00	446.75 Dr
7130	Premises Insurance	Overheads	801.79 Dr		801.79 Dr
7140	Commercial Waste Collection	Overheads	305.31 Dr		305.31 Dr
7200	Electricity	Overheads	174.51 Dr	97.01	271.52 Dr
7300	Vehicle Fuel	Overheads	1,064.86 Dr	182.53	1,247.39 Dr
7310	Vehicle Repair and Servicing	Overheads	431.36 Dr		431.36 Dr
7320	Vehicle Licences	Overheads	262.50 Dr		262.50 Dr
7330	Vehicle Insurance	Overheads	554.00 Dr		554.00 Dr
7400	Travelling	Overheads	5.90 Dr		5.90 Dr
7430	Chairmans Allowance	Overheads	70.99 Dr		70.99 Dr
7450	Councillors Training & Expenses	Overheads	270.30 Dr	120.00	390.30 Dr
7460	Public Works Loan	Overheads	8,544.00 Dr		8,544.00 Dr
7500	Printing & Distribution	Overheads	300.00 Dr		300.00 Dr
7520	Office Stationery	Overheads	794.42 Dr	235.86	1,030.28 Dr
7530	Telephone	Overheads	428.43 Dr	41.39	469.82 Dr
7540	Internet Charges	Overheads	793.87 Dr	116.26	910.13 Dr
7550	Computer & Software	Overheads	680.09 Dr	222.00	902.09 Dr
7600	Legal Fees	Overheads	771.00 Dr		771.00 Dr
7610	Accountancy Fees	Overheads	1,350.00 Dr		1,350.00 Dr



Tadley Town Council  
Nominal Activity Report

7620	Consultancy & Professional Fees	Overheads	688.80 Dr	3.00	691.80 Dr
7630	Photocopier	Overheads	432.60 Dr	88.08	520.68 Dr
7701	Maintenance Consumables	Overheads	92.12 Dr	79.69	171.81 Dr
7702	Subscriptions HALC/NALC	Overheads	1,787.00 Dr		1,787.00 Dr
7703	Section 137 Grants	Overheads	21,000.00 Dr		21,000.00 Dr
7704	Section 137 Subscriptions	Overheads	130.00 Dr		130.00 Dr
7705	Section 137 The Green Maintenance	Overheads	750.00 Dr	150.00	900.00 Dr
7706	Section 142 Grants	Overheads	7,640.00 Dr		7,640.00 Dr
7707	You Decide	Overheads	10,979.20 Dr		10,979.20 Dr
7710	Highways Property Maintenance	Overheads	2,010.00 Dr		2,010.00 Dr
7720	Grounds Maintenance	Overheads	3,627.47 Dr	459.17	4,086.64 Dr
7721	Play Areas Maintenance	Overheads	1,585.10 Dr		1,585.10 Dr
7722	Grasscutting	Overheads	4,365.00 Dr	562.00	4,927.00 Dr
7723	Gardening	Overheads	734.00 Dr		734.00 Dr
7724	Treeworks	Overheads	5,300.00 Dr	420.00	5,720.00 Dr
7725	Christmas Event	Overheads	46.00 Dr		46.00 Dr
7726	Christmas Decoration Hire	Overheads	0.00 Cr	1,572.00	1,572.00 Dr
7730	Burials Grounds Maintenance	Overheads	0.00 Cr	70.00	70.00 Dr
7731	Burials Grounds Grasscutting	Overheads	2,960.00 Dr	592.00	3,552.00 Dr
7800	Repairs and Renewals	Overheads	0.00 Cr	6.00	6.00 Dr
7810	Cleaning	Overheads	448.00 Dr	64.00	512.00 Dr
7900	Bank Charges and Interest	Overheads	58.03 Dr	5.00	63.03 Dr
8220	Clothing Costs	Overheads	105.42 Dr	46.66	152.08 Dr
8230	Training Costs	Overheads	235.00 Dr		235.00 Dr
9998	Opening Balances	Overheads	184,183.99 Cr		184,183.99 Cr

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

ENT 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 2019, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
	✓		
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*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 should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

10/6/19

and recorded as minute reference:

MINUTE REFERENCE  
22/20 FC

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

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)  
Authority web address

www.tadleytowncouncil.gov.uk AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2018/19 for

### ENTERTAINMENT TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
			<i>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.</i>
1. Balances brought forward	214,157	218,668	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	186,466	186,466	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	60,327	51,164	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	68,509	71,519	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	17,697	17,349	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	156,076	183,278	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	218,668	184,152	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	215,403	182,348	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	512,413	535,165	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	105,000	90,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions.
	✓		

I certify that for the year ended 31 March 2019 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

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

10/6/19

as recorded in minute reference:

MINUTE 23/20 FC

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

### Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Tadley Town Council – HA0256**

#### 1 Respective responsibilities of the body and the auditor

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 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

#### 3 External auditor certificate 2018/19

We 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 2019.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

**08/09/2019**

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))