

MINUTES OF A MEETING OF TADLEY TOWN COUNCIL HELD IN THE TOWN COUNCIL OFFICES, FRANKLIN AVENUE, TADLEY AT 7.30PM ON 2 MARCH 2020

Present: Cllrs Atkinson, Bower, Burdett (Chairman), Charlick, Flahive, Flake, Hankinson, Knight, Leeks, Leliveld, Lovegrove, Mullan, Slimin, Spence and Tighe.

In Attendance: Clerk, Borough Cllrs Bound, Carruthers, Rhatigan and Vaux, 32 members of the public.

A minutes silence was held for former Councillor Mike Broad who had passed recently.

1. APOLOGIES

Received and accepted from Cllr Page and County Cllr Mellor.

2. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS

Cllr Lovegrove declared an interest in the grant application from Tadley Elderly Day Care, Cllr Flahive declared an interest in the grant application from Tadley Band, Cllrs Atkinson and Flahive declared an interest in the grant application from Tadley & District Community Association, Cllr Slimin declared an interest in the grant application from Citizen Advice Tadley, Cllrs Flahive and Slimin declared an interest in the grant application from Barlows Park Management Association and Cllr Leliveld declared an interest in the grant application from Seeability.

3. MINUTES

70/20FC It was

RESOLVED (15/0/0) to receive and confirm the accuracy of the minutes of the meeting held 6 January 2020.

4. OPEN FORUM 7.36PM – 8.06PM

Stephen Keel from Vivid Homes spoke about the potential development (up to 80 properties) of land in the north east corner of the golf course, which may require access across an area of land owned by Tadley Town Council in Deanswood Road. Borough Cllr Rhatigan spoke about the need for social housing in the Basingstoke & Deane Borough Council area. Cllr Slimin referred to the officers report in Appendix 5 of the Strategic Housing and Economic Land Availability Assessment
<https://www.basingstoke.gov.uk/content/page/61937/Appendix%205%20Sites%20outside%20SPBs.pdf>

Residents raised the following concerns: Deanswood Road and Huntsmoor Road are not designed to accommodate in excess of 448 additional vehicle movements a day. Concerns were raised regarding the level of noise this traffic would cause. Basingstoke & Deane Borough Council had relatively recently carried out a parking improvement scheme in Deanswood Road and this would be lost if access was to be granted. The footpath that runs from Southdown Road to Whitedown Road is an important walking route that is currently safe for children on foot and bike, it would be detrimental to lose this. Children would lose their current ability to play in the cul de sac. Concerns were also raised regarding drainage, there is an emerging spring on the development site and sewerage drains also cross the site. There is a history of raw sewerage flooding in the Whitedown Road area. The site is outside the Settlement Policy Boundary and is also part of the Strategic Gap between Tadley and Baughurst. Everyone agreed there is a need for social housing in Tadley, however it was felt this need should be met elsewhere.

Cllr Slimin and members of Tadley Calleva Football Club spoke about their support for the Barlows Park Management Association grant application and emphasised how dependent they are on this.

5. CHAIRMAN AND VICE-CHAIRMAN'S REPORTS

Chairman – On 13th February had the great pleasure to act as a judge in the Tadley Primary School's 'Tadley has Talent' event. This involved pupils from age 4 singing, dancing and being magicians in front of three judges and many parents.

Vice Chairman – No report.

6. ACCOUNTS

71/20FC It was

RESOLVED (15/0/0) to receive and sign a statement of receipts and payments for the months of January and February 2020.

7. STANDING ORDERS, POLICY DOCUMENT, FINANCIAL REGULATIONS, REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT, FINANCIAL RISK MANAGEMENT RECORD AND COMMUNITY EMERGENCY PLAN

The report of the Documents Working Party was received, and the above documents were reviewed.

72/20FC It was

RESOLVED (15/0/0) to make changes to the documents as attached.

8. EARMARKED RESERVES

Earmarked reserves were reviewed.

73/20FC It was

RESOLVED (15/0/0) to accept the review as attached.

9. COMMITTEES

74/20FC It was

RESOLVED (15/0/0) to receive and approve the reports of the Highways and Planning Committee held on 27 January and 24 February 2020.

Cllr Slimin did not vote on the following.

75/20FC It was

RESOLVED (14/0/1) to accept the recommendation **29/20FGP** to award a grant of £4500 to Tadley Citizen Advice for their mental health project

76/20FC It was

RESOLVED (15/0/0) to accept the recommendation **30/20FGP** to award a grant of £550 to Berkshire Multiple Sclerosis Therapy Centre for running costs

77/20FC It was

RESOLVED (15/0/0) to accept the recommendation **31/20FGP** to award a grant of £400 to Hampshire & IOW Trust for running costs

Cllr Lovegrove did not vote on the following.

78/20FC It was

RESOLVED (14/0/1) to accept the recommendation **32/20FGP** to award a grant of £2000 to Tadley Elderly Day Care for running costs

Cllr Leliveld did not vote on the following.

79/20FC It was
RESOLVED (13/0/2) to accept the recommendation **33/20FGP** to award a grant of £2000 to Seeability for their physiotherapy programme

80/20FC It was
RESOLVED (15/0/0) to accept the recommendation **34/20FGP** to award a grant of £500 to TADS for storage costs

81/20FC It was
RESOLVED (15/0/0) to accept the recommendation **35/20FGP** to award a grant of £2500 to Tadley Scout Group for running costs

Cllr Flahive did not vote on the following.

82/20FC It was
RESOLVED (14/0/1) to accept the recommendation **36/20FGP** to award a grant of £1200 to Tadley Band for new uniforms

Cllr Slimin did not vote on the following.

83/20FC It was
RESOLVED (14/0/1) to accept the recommendation **37/20FGP** to award a grant of £7870 to Citizen Advice Tadley for running costs (2020/21 budget)

Cllrs Atkinson and Flahive did not vote on the following.

84/20FC It was
RESOLVED (13/0/2) to accept the recommendation **38/20FGP** to award a grant of £12000 to TDCA for a youth worker (2020/21 budget)

Cllrs Flahive and Slimin did not vote on the following.

85/20FC It was
RESOLVED (10/3/2) to not accept the recommendation **39/20FGP** and to award a grant of £7500 to Barlows Park Management Association for running costs (2020/21 budget)

86/19FC It was
RESOLVED (15/0/0) to receive and approve the report of the Finance & General Purposes Committee held on the 10 February 2020.

10. REPORTS

Borough Cllr Bound reported: Attended a meeting on 30 January with Daniel White and Inspector Hannah Luchesa regarding the recent spate of ASB in Tadley. Attended the Budget setting meeting at Basingstoke & Deane Borough Council on 27 February. Of note was £20000 budgeted for the removal of the public toilets in Tadley. The determination of the LIDL planning application has been delayed pending more work on their emergency plan. Met with an engineer from Highways at Hampshire County Council regarding the traffic lights at the junction of Franklin Ave and Aldermaston Road and the lack of a pedestrian crossing. The Manydown planning application is coming forward this month.

Borough Cllr Carruthers reported: Spoke of her support for the LIDL application and encouraged other supporters to attend the West Berks Council planning meeting on 15 April. Attended the Climate Change Emergency Group at the end of January, SERCO are working to reduce their carbon footprint. Basingstoke & Deane Borough Council are looking at installing more Electric Vehicle Charge points. Attended the Budget setting meeting on 27 February. Met with Rev. Harlow the annual Church Fete is to be an Eco Festival this year.

Borough Cllr Leeks reported: The Labour group at Basingstoke & Deane Borough Council have now split and are now an independent group, this has altered some of the Committees make up.

Borough Cllr Lovegrove reported: Attended a Licencing Committee meeting where licencing fees were reviewed. Had attended the meeting on 30 January with Daniel White and Inspector Hannah Luchesa. More clearance work has been carried out on Wigmore Heath.

Borough Cllr Vaux reported: Spoke of her support for the LIDL application. Had attended the recent Licencing Committee meeting where it was agreed to increase licencing fees by 3%, however there would be no charges for electric taxis. Is a member of the CSPO Task & Finish Group, there is to be an increase of 2 and half CPSOs. ASB has not reduced in Tadley as much as elsewhere in the Borough. There are some Section 106 contributions available for the Borough owned play area at Southdown Road. Also a member of the Recycling for Flats Task & Finish Group which has introduced recycling bags for use indoors. The lack of accessible parking at the parade of shops in Franklin Ave has now been addressed and markings are now painted in the parking bays.

Cllr Leeks (AWE Local Liaison Committee) reported: There is a meeting in a couple of weeks time if anyone has issues to raise.

Cllr Flahive (Tadley Environment Group (TEG)) reported: See attached.

The meeting closed at 9.00pm.

Signed:

Dated: 4 May 2020

TEG report for TTC Full Council meeting 02/03/20

Date	Org.	Description	Location	More detail
5 Dec 2019	BASP	B'stokes Area Strategic Partnership Climate Emergency Summit	Basingstoke	Steps to climate commitment: solar panels, car charging. Local plan, environment champions, energy performance, natural environment, climate change summit, supporting business
9 Jan 2020	HCC	Hampshire 2050 Parish Council Event - workshop	?	Martin Heath (Hampshire Energy Services Co-op), Terena Plowright (Greening Campaign). All parishes identified a desire to develop a programme on climate change; sustainable transport systems, developing renewable energy, supporting energy efficiency, providing further education and seeking balanced development and planning
Saturday 18th January		Transition Training Day at Minstead Study Centre Councillors J Slimin & TF	New Forest	What is Transition? Transition is a movement that has been growing since 2005. It is about communities stepping up to address the big challenges they face by starting local. By coming together, they are able to create solutions together. They seek to nurture a caring culture, one focused on connection with self, others and nature. They are reclaiming the economy, sparking entrepreneurship, reimagining work, reskilling themselves and weaving webs of connection and support.
13 Feb 2020	B&DBC	Lucy Martins (Climate Change Officer B&DBC) – local groups/councils meeting To: network, collaborate and share ideas	Oakley	Bramley : safe routes to schools, air monitoring, wild hay meadow, Bramley Green Larder, Oakley : Health walks, cycling scheme, Menshed, Green week, Burghclere : Neighbourhood plan, Whitchurch : Neighbourhood plan, Climate Action Plan, cycle racks, traffic schemes, low waste Whitchurch, Sustrans, Friday market Overton : Recycling/Terracycle, walk to school, Repair café, plastic free community. Lift sharing, Tadley
29 Feb		Tadley Artisan Market - Local eco companies	Pamber Heath	Muddy Fingers (Lauren), Village Green (Katie), Ecosentials (Vicky), Tadley's Zero Waste Pantry (Francesca), Naturally 4 You (Alison)
27 March or 1 st April	B&DBC	Lucy Martins – local groups/councils meeting	tbc	
From 27 th Mar	TTC	Tadley Spring Clean Week	Tadley	
18 June	National	Clean Air Day		Clean Air Day is the UK's largest air pollution campaign
2 July?		We have a tentative date for the Climate Emergency Summit of 2 July –	TDCA?	
Sept		B&DBC Green Week		
Next TEG meeting Mon 9 th March 2020				

Bank: Bank Account Current (1200)

Account Balance: £4,361.12

Reconciled Balance: £5,500.00

Date	Name	Reference	Type	Payment	Receipt
17/02/2020		PAYE January	Other Payment	1,138.88	0.00
TOTAL				£1,138.88	£0.00
				BALANCE	-£1,138.88

BANK RECONCILIATION		
Bank Statement Balance	PREMIUM ACCOUNT	51710.15
Bank Statement Balance	CURRENT ACCOUNT	5500.00
	Less uncleared payments	1138.88
	TRUE BANK BALANCE	56071.27
Sage Accounts	PREMIUM ACCOUNT	51710.15
Sage Accounts	CURRENT ACCOUNT	4361.12
	TOTAL ON BALANCE SHEET	56071.27

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
947	Other Payment	13/01/2020		You Decide	1,213.50	0.00	1,213.50
955	Other Payment	14/01/2020		M J Sly	1.00	0.00	1.00
859	Other Payment	20/01/2020		PAYE Dec	1,138.68	0.00	1,138.68
958	Other Payment	21/01/2020		Land Registry	3.00	0.00	3.00
973	Other Payment	28/01/2020		Wages January	3,635.09	0.00	3,635.09
974	Other Payment	28/01/2020		Pension January	1,355.56	0.00	1,355.56
						TOTAL	£7,346.83

Tadley Town Council
Purchase Day Book Report

Type: Purchase Invoice

Trx No	Type	Date	Name	Invoice Number	Ref	Details	Net	VAT	Total
897	Purchase Invoice	01/01/2020	Basingstoke & Deane Borough Council	52099628			74.00	0.00	74.00
898	Purchase Invoice	01/01/2020	Basingstoke & Deane Borough Council	52184872			309.00	0.00	309.00
899	Purchase Invoice	01/01/2020	M&C Landscapes	SO			459.17	91.83	551.00
903	Purchase Invoice	02/01/2020	UK Fuels Ltd	4415626			60.77	12.15	72.92
905	Purchase Invoice	02/01/2020	Southern Electricity	3179094014			7.00	0.35	7.35
1001	Purchase Invoice	02/01/2020	Gradwell	1306948			136.45	27.29	163.74
908	Purchase Invoice	03/01/2020	Castle Water	2407535			6.02	0.00	6.02
909	Purchase Invoice	03/01/2020	Inty Cascade	177536			76.89	15.38	92.27
913	Purchase Invoice	03/01/2020	P Hiscock	25			320.00	0.00	320.00
915	Purchase Invoice	03/01/2020	Turbary Allotment Charity				3,001.00	0.00	3,001.00
917	Purchase Invoice	05/01/2020	HALC	3646			95.00	19.00	114.00
1002	Purchase Invoice	06/01/2020	SGW Payroll	378097			32.40	6.48	38.88
919	Purchase Invoice	07/01/2020	M&C Landscapes	02629 02630			600.00	120.00	720.00
924	Purchase Invoice	07/01/2020	Triangle Cleaning Services	4582			48.00	9.60	57.60
926	Purchase Invoice	07/01/2020	Mainstream Digital	949585			1.10	0.22	1.32
928	Purchase Invoice	08/01/2020	Castle Water	2406757			23.12	0.00	23.12
931	Purchase Invoice	09/01/2020	UK Fuels Ltd	4495683			58.91	11.78	70.69
935	Purchase Invoice	10/01/2020	Lloyds Bank	296541489			5.00	0.00	5.00
948	Purchase Invoice	13/01/2020	John Lawson	52			175.00	0.00	175.00
950	Purchase Invoice	13/01/2020	Helping Hand Company	363952			144.38	28.88	173.26
952	Purchase Invoice	14/01/2020	EE	01712312687			32.00	6.40	38.40
956	Purchase Invoice	15/01/2020	Gradwell	1309897			71.00	14.20	85.20
959	Purchase Invoice	19/01/2020	Berks & Hants Tree Surgeons	344			490.00	0.00	490.00
961	Purchase Invoice	19/01/2020	Aldermaston Signs LLP	10559			25.00	5.00	30.00
964	Purchase Invoice	21/01/2020	IBS Business Solutions	1027971			51.35	10.27	61.62
966	Purchase Invoice	21/01/2020	Helping Hand Company	364691			124.64	24.93	149.57
968	Purchase Invoice	22/01/2020	UK Fuels Ltd	4564811			60.60	12.12	72.72

Tadley Town Council
Purchase Day Book Report

970	Purchase Invoice	23/01/2020	SAGE	405179	22.00	4.40	26.40
976	Purchase Invoice	23/01/2020	Basingstoke & Deane Borough Council	192235	640.00	0.00	640.00
978	Purchase Invoice	24/01/2020	M&C Landscapes	2637	670.00	134.00	804.00
980	Purchase Invoice	24/01/2020	Aldermaston Signs LLP	10623	15.00	3.00	18.00
982	Purchase Invoice	25/01/2020	4squareit (Tadley Computers)	714	50.00	0.00	50.00
985	Purchase Invoice	27/01/2020	Elmdale Maintenance	90671	21.63	4.32	25.95
987	Purchase Invoice	28/01/2020	Soundstage One	1143	970.00	194.00	1,164.00
990	Purchase Invoice	30/01/2020	Lamps & Tubes Illuminations Ltd	69576	863.15	172.63	1,035.78
992	Purchase Invoice	31/01/2020	Azure Hygiene	218708	156.00	31.20	187.20
994	Purchase Invoice	31/01/2020	Kings DIY	3620	11.24	2.25	13.49
TOTAL					£9,906.82	£961.68	£10,868.50

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	438.00 Dr	438.00	438.00	438.00 Dr
1200	Bank Account Current	Bank	5,500.00 Dr	18,603.75	18,603.75	5,500.00 Dr
1220	Bank Account Savings	Bank	64,363.56 Dr	5,950.34	18,603.75	51,710.15 Dr
1230	Public Sector Deposit Fund	Bank	162,065.99 Dr			162,065.99 Dr
1260	Lloyds Bank Credit Card	Bank	388.42 Cr	388.42		0.00 Cr
2100	Trade Creditors	Current Liability	214.61 Cr	10,868.50	10,868.50	214.61 Cr
2110	Accruals	Current Liability	1,350.00 Cr			1,350.00 Cr
2201	VAT on Purchases	Current Liability	0.00 Cr	961.68		961.68 Dr
2202	VAT Liability	Current Liability	3,944.48 Dr		3,944.48	0.00 Cr
2210	PAYE to pay to HMRC	Current Liability	1,138.68 Cr	1,138.68	1,138.88	1,138.88 Cr
2250	Net Wages	Current Liability	0.00 Cr	3,635.09	3,635.09	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	11,187.00 Cr		730.00	11,917.00 Cr
4002	Memorials	Sales	3,338.00 Cr		319.00	3,657.00 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	4,486.62 Cr		446.00	4,932.62 Cr
4950	Bank Interest	Other Income	2,455.43 Cr		510.86	2,966.29 Cr
5010	Street Furniture	Direct Expenses	331.68 Dr	470.00		801.68 Dr
5020	Highway Signs	Direct Expenses	0.00 Cr	640.00		640.00 Dr

Tadley Town Council
Nominal Activity Report

5030	Play Area Equipment	Direct Expenses	8,077.06 Dr		8,077.06 Dr
5040	Office Equipment	Direct Expenses	7,225.99 Dr		7,225.99 Dr
5060	Litter Equipment	Direct Expenses	0.00 Cr	124.64	124.64 Dr
5080	Memorial benches	Direct Expenses	1,856.00 Dr		1,856.00 Dr
7000	Employee Wages and Salaries	Overheads	41,922.72 Dr	4,658.08	46,580.80 Dr
7020	Employers NI	Overheads	3,106.35 Dr	345.15	3,451.50 Dr
7030	Employer's Pension	Overheads	10,136.70 Dr	1,126.30	11,263.00 Dr
7100	Rent	Overheads	8,853.00 Dr	3,001.00	11,854.00 Dr
7101	Giles Road Play Area Rent	Overheads	152.00 Dr		152.00 Dr
7110	Water Rates	Overheads	333.51 Dr	29.14	362.65 Dr
7120	General Rates	Overheads	983.62 Dr	309.00	1,292.62 Dr
7125	Cemetery Rates	Overheads	594.75 Dr	74.00	668.75 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	271.52 Dr	7.00	278.52 Dr
7300	Vehicle Fuel	Overheads	1,570.86 Dr	180.28	1,751.14 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	415.50 Dr		415.50 Dr
7460	Public Works Loan	Overheads	8,544.00 Dr		8,544.00 Dr
7500	Printing & Distribution	Overheads	583.00 Dr		583.00 Dr
7520	Office Stationery	Overheads	1,433.07 Dr	51.35	1,484.42 Dr
7530	Telephone	Overheads	1,113.13 Dr	240.55	1,353.68 Dr
7540	Internet Charges	Overheads	894.75 Dr	76.89	971.64 Dr

Tadley Town Council
Nominal Activity Report

7550	Computer & Software	Overheads	1,616.09 Dr	72.00	1,688.09 Dr
7600	Legal Fees	Overheads	771.00 Dr		771.00 Dr
7610	Accountancy Fees	Overheads	1,350.00 Dr		1,350.00 Dr
7620	Consultancy & Professional Fees	Overheads	849.00 Dr	35.40	884.40 Dr
7630	Photocopier	Overheads	859.56 Dr	21.63	881.19 Dr
7640	Equipment Hire	Overheads	0.00 Cr	156.00	156.00 Dr
7700	Property Maintenance	Overheads	27.50 Dr		27.50 Dr
7701	Maintenance Consumables	Overheads	361.17 Dr	155.62	516.79 Dr
7702	Subscriptions HALC/NALC	Overheads	1,787.00 Dr		1,787.00 Dr
7703	Section 137 Grants	Overheads	23,039.00 Dr		23,039.00 Dr
7704	Section 137 Subscriptions	Overheads	384.00 Dr		384.00 Dr
7705	Section 137 The Green Maintenance	Overheads	1,050.00 Dr		1,050.00 Dr
7706	Section 142 Grants	Overheads	7,640.00 Dr		7,640.00 Dr
7707	You Decide	Overheads	10,979.20 Dr	1,228.50	12,207.70 Dr
7710	Highways Property Maintenance	Overheads	2,010.00 Dr		2,010.00 Dr
7720	Grounds Maintenance	Overheads	5,344.98 Dr	1,579.17	6,924.15 Dr
7721	Play Areas Maintenance	Overheads	2,340.10 Dr		2,340.10 Dr
7722	Grasscutting	Overheads	5,489.00 Dr		5,489.00 Dr
7723	Gardening	Overheads	734.00 Dr		734.00 Dr
7724	Treeworks	Overheads	5,720.00 Dr	490.00	6,210.00 Dr
7725	Christmas Event	Overheads	2,214.70 Dr	1,170.00	3,384.70 Dr
7726	Christmas Decoration Hire	Overheads	3,353.25 Dr	863.15	4,216.40 Dr
7730	Burials Grounds Maintenance	Overheads	90.00 Dr	1.00	91.00 Dr
7731	Burials Grounds Grasscutting	Overheads	4,144.00 Dr		4,144.00 Dr
7810	Cleaning	Overheads	656.00 Dr	48.00	704.00 Dr
7900	Bank Charges and Interest	Overheads	73.03 Dr	5.00	78.03 Dr
8220	Clothing Costs	Overheads	152.08 Dr		152.08 Dr

From: 01/01/2020

To: 31/01/2020

Tadley Town Council
Nominal Activity Report

02 Feb 2020

18:55

8230	Training Costs	Overheads	420.00 Dr	95.00	515.00 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: £4,360.12

Reconciled Balance: £5,500.00

Date	Name	Reference	Type	Payment	Receipt
19/03/2020		PAYE February	Other Payment	1,139.88	0.00
TOTAL				£1,139.88	£0.00
				BALANCE	-£1,139.88

BANK RECONCILIATION		
Bank Statement Balance	PREMIUM ACCOUNT	41861.17
Bank Statement Balance	CURRENT ACCOUNT	5500.00
	Less uncleared payments	1139.88
	TRUE BANK BALANCE	46221.29
Sage Accounts	PREMIUM ACCOUNT	41861.17
Sage Accounts	CURRENT ACCOUNT	4360.12
	TOTAL ON BALANCE SHEET	46221.29

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
1025	Other Payment	10/02/2020		Land Registry	6.00	0.00	6.00
975	Other Payment	17/02/2020		PAYE January	1,138.88	0.00	1,138.88
1077	Other Payment	26/02/2020		64/20FC Barlows	2,000.00	0.00	2,000.00
1036	Other Payment	28/02/2020		Wage & Pension February	4,989.65	0.00	4,989.65
						TOTAL	£8,134.53

Tadley Town Council
Purchase Day Book Report

Trx No	Type	Date	Name	Invoice Number	Ref	Details	Net	VAT	Total
1006	Purchase Invoice	03/02/2020	SGW Payroll	380797			32.40	6.48	38.88
1007	Purchase Invoice	03/02/2020	UK Fuels Ltd	1068569			74.77	14.96	89.73
1010	Purchase Invoice	03/02/2020	M&C Landscapes	SO			459.17	91.83	551.00
1012	Purchase Invoice	03/02/2020	Inty Cascade	183328			83.39	16.68	100.07
1023	Purchase Invoice	03/02/2020	Basingstoke & Deane Borough Council	192235			309.00	0.00	309.00
1015	Purchase Invoice	05/02/2020	Castle Water	2473869			6.02	0.00	6.02
1017	Purchase Invoice	05/02/2020	Triangle Cleaning Services	4624			80.00	16.00	96.00
1021	Purchase Invoice	06/02/2020	Mainstream Digital	953713 953712			87.82	17.57	105.39
1027	Purchase Invoice	10/02/2020	Lloyds Bank	299094585			5.00	0.00	5.00
1029	Purchase Invoice	10/02/2020	Castle Water	2473167			19.22	0.00	19.22
1032	Purchase Invoice	11/02/2020	Arco Wessex	937468669			84.32	16.86	101.18
1037	Purchase Invoice	12/02/2020	SGW Payroll	382053			32.40	6.48	38.88
1039	Purchase Invoice	13/02/2020	UK Fuels Ltd	4687033			70.21	14.04	84.25
1043	Purchase Invoice	13/02/2020	John Stacey & Sons Ltd	240995			25.00	5.00	30.00
1045	Purchase Invoice	14/02/2020	EE	V01722849215			36.14	7.23	43.37
1047	Purchase Invoice	15/02/2020	Gradwell	1313035			71.00	14.20	85.20
1050	Purchase Invoice	20/02/2020	MM Design	3306			60.00	0.00	60.00
1054	Purchase Invoice	21/02/2020	UK Fuels Ltd	4722104			60.69	12.14	72.83
1064	Purchase Invoice	22/02/2020	Arco Wessex	937557034			144.00	28.80	172.80
1066	Purchase Invoice	23/02/2020	M&C Landscapes	2666			800.00	160.00	960.00
1068	Purchase Invoice	23/02/2020	SAGE	435628			22.00	4.40	26.40
1070	Purchase Invoice	23/02/2020	Aldermaston Signs LLP	10604			195.00	39.00	234.00
1073	Purchase Invoice	26/02/2020	Arco Wessex	937586689			221.20	44.24	265.44
1075	Purchase Invoice	26/02/2020	Elmdale Maintenance	90978			32.20	6.44	38.64
1078	Purchase Invoice	26/02/2020	Elmdale Maintenance	91096			10.27	2.06	12.33
1081	Purchase Invoice	26/02/2020	Berks & Hants Tree Surgeons	263			250.00	0.00	250.00
1083	Purchase Invoice	27/02/2020	Arco Wessex	937607522			10.00	2.00	12.00
1085	Purchase Invoice	27/02/2020	IBS Business Solutions	1028221			64.26	12.85	77.11
1088	Purchase Invoice	28/02/2020	Profiel Print & Copy				6.00	1.20	7.20

From: 01/02/2020

To: 29/02/2020

Tadley Town Council
Purchase Day Book Report

29 Feb 2020

12:36

1090 Purchase Invoice	28/02/2020	John Lawson	55	60.00	0.00	60.00	
				TOTAL	£3,411.48	£540.46	£3,951.94

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	730.00 Dr	486.00	438.00	778.00 Dr
1200	Bank Account Current	Bank	5,500.00 Dr	12,086.47	12,086.47	5,500.00 Dr
1220	Bank Account Savings	Bank	51,418.15 Dr	2,529.49	12,086.47	41,861.17 Dr
1230	Public Sector Deposit Fund	Bank	162,065.99 Dr			162,065.99 Dr
2100	Trade Creditors	Current Liability	214.61 Cr	3,951.94	3,951.94	214.61 Cr
2110	Accruals	Current Liability	1,350.00 Cr			1,350.00 Cr
2201	VAT on Purchases	Current Liability	961.68 Dr	540.46		1,502.14 Dr
2210	PAYE to pay to HMRC	Current Liability	1,138.88 Cr	1,138.88	1,139.88	1,139.88 Cr
2250	Net Wages	Current Liability	0.00 Cr	3,634.09	3,634.09	0.00 Cr
2260	Pension	Current Liability	0.00 Cr	1,355.56	1,355.56	0.00 Cr
3200	Reserves	Equity	179,568.32 Cr			179,568.32 Cr
3201	IT Equipment (Councillors)	Equity	11,000.00 Cr			11,000.00 Cr
3202	Play Areas Refurbishment	Equity	36,000.00 Cr			36,000.00 Cr
3203	Contingency Fund	Equity	20,000.00 Cr			20,000.00 Cr
3204	Bus Service Subsidy	Equity	5,000.00 Cr			5,000.00 Cr
3205	Equipment, vehicles and tools	Equity	2,100.00 Cr			2,100.00 Cr
3207	Election Costs	Equity	15,000.00 Cr			15,000.00 Cr
4000	Precept	Sales	186,466.00 Cr			186,466.00 Cr
4001	Burials	Sales	11,917.00 Cr		2,271.00	14,188.00 Cr
4002	Memorials	Sales	3,657.00 Cr		304.00	3,961.00 Cr
4100	Litter Grant	Other Income	15,796.00 Cr			15,796.00 Cr

Tadley Town Council
Nominal Activity Report

4110	Grass Cutting Grant	Other Income	9,593.00 Cr		9,593.00 Cr
4900	Other income	Other Income	4,932.62 Cr		4,932.62 Cr
4950	Bank Interest	Other Income	2,966.29 Cr	2.49	2,968.78 Cr
5010	Street Furniture	Direct Expenses	801.68 Dr		801.68 Dr
5020	Highway Signs	Direct Expenses	640.00 Dr		640.00 Dr
5030	Play Area Equipment	Direct Expenses	8,077.06 Dr		8,077.06 Dr
5040	Office Equipment	Direct Expenses	7,225.99 Dr		7,225.99 Dr
5060	Litter Equipment	Direct Expenses	124.64 Dr		124.64 Dr
5080	Memorial benches	Direct Expenses	1,856.00 Dr		1,856.00 Dr
7000	Employee Wages and Salaries	Overheads	46,580.80 Dr	4,658.08	51,238.88 Dr
7020	Employers NI	Overheads	3,451.50 Dr	345.15	3,796.65 Dr
7030	Employer's Pension	Overheads	11,263.00 Dr	1,126.30	12,389.30 Dr
7100	Rent	Overheads	11,854.00 Dr		11,854.00 Dr
7101	Giles Road Play Area Rent	Overheads	152.00 Dr		152.00 Dr
7110	Water Rates	Overheads	362.65 Dr	25.24	387.89 Dr
7120	General Rates	Overheads	1,292.62 Dr	309.00	1,601.62 Dr
7125	Cemetery Rates	Overheads	668.75 Dr		668.75 Dr
7130	Premises Insurance	Overheads	801.79 Dr		801.79 Dr
7140	Commercial Waste Collection	Overheads	305.31 Dr	25.00	330.31 Dr
7200	Electricity	Overheads	278.52 Dr		278.52 Dr
7300	Vehicle Fuel	Overheads	1,751.14 Dr	205.67	1,956.81 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	415.50 Dr		415.50 Dr

Tadley Town Council
Nominal Activity Report

7460	Public Works Loan	Overheads	8,544.00 Dr		8,544.00 Dr
7500	Printing & Distribution	Overheads	583.00 Dr	6.00	589.00 Dr
7520	Office Stationery	Overheads	1,484.42 Dr	64.26	1,548.68 Dr
7530	Telephone	Overheads	1,353.68 Dr	123.96	1,477.64 Dr
7540	Internet Charges	Overheads	971.64 Dr	154.39	1,126.03 Dr
7550	Computer & Software	Overheads	1,688.09 Dr	22.00	1,710.09 Dr
7600	Legal Fees	Overheads	771.00 Dr		771.00 Dr
7610	Accountancy Fees	Overheads	1,350.00 Dr		1,350.00 Dr
7620	Consultancy & Professional Fees	Overheads	884.40 Dr	130.80	1,015.20 Dr
7630	Photocopier	Overheads	881.19 Dr	42.47	923.66 Dr
7640	Equipment Hire	Overheads	156.00 Dr		156.00 Dr
7700	Property Maintenance	Overheads	27.50 Dr	15.00	42.50 Dr
7701	Maintenance Consumables	Overheads	516.79 Dr	10.00	526.79 Dr
7702	Subscriptions HALC/NALC	Overheads	1,787.00 Dr		1,787.00 Dr
7703	Section 137 Grants	Overheads	23,039.00 Dr	2,000.00	25,039.00 Dr
7704	Section 137 Subscriptions	Overheads	384.00 Dr		384.00 Dr
7705	Section 137 The Green Maintenance	Overheads	1,050.00 Dr		1,050.00 Dr
7706	Section 142 Grants	Overheads	7,640.00 Dr		7,640.00 Dr
7707	You Decide	Overheads	12,207.70 Dr		12,207.70 Dr
7708	Environmental Improvements	Overheads	0.00 Cr	279.32	279.32 Dr
7710	Highways Property Maintenance	Overheads	2,010.00 Dr		2,010.00 Dr
7720	Grounds Maintenance	Overheads	6,924.15 Dr	459.17	7,383.32 Dr
7721	Play Areas Maintenance	Overheads	2,340.10 Dr	45.00	2,385.10 Dr
7722	Grasscutting	Overheads	5,489.00 Dr		5,489.00 Dr
7723	Gardening	Overheads	734.00 Dr		734.00 Dr
7724	Treeworks	Overheads	6,210.00 Dr	1,050.00	7,260.00 Dr
7725	Christmas Event	Overheads	3,384.70 Dr		3,384.70 Dr

Tadley Town Council
Nominal Activity Report

7726	Christmas Decoration Hire	Overheads	4,216.40 Dr		4,216.40 Dr
7730	Burials Grounds Maintenance	Overheads	91.00 Dr		91.00 Dr
7731	Burials Grounds Grasscutting	Overheads	4,144.00 Dr		4,144.00 Dr
7810	Cleaning	Overheads	704.00 Dr	80.00	784.00 Dr
7900	Bank Charges and Interest	Overheads	78.03 Dr	5.00	83.03 Dr
8220	Clothing Costs	Overheads	152.08 Dr	365.20	517.28 Dr
8230	Training Costs	Overheads	515.00 Dr		515.00 Dr
9998	Opening Balances	Overheads	84,484.33 Dr		84,484.33 Dr

POLICY DOCUMENT

Full Burials Procedure Chart
Complaints Procedures
Freedom of Information Publication Scheme
Recruitment of Ex-Offenders Policy
Secure storage, handling, use, retention & disposal of disclosures and disclosure information policy
Social Media Policy
Training Policy
Website Policy
Promoting Local Democracy and Citizenship
Communication and Community Engagement Strategy
Reporting at Meetings Policy
Locum Clerk Procedure
Equality and Diversity Policy
Grants Policy
Annual Leave Policy
Sickness Absence Policy
Disciplinary Policy
Grievance Policy
Information & Data Protection Policy
Retention and Disposal Policy
The Management of Transferable Data Policy
Email Contact Privacy Notice

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SECTION 1: ITEMS OF GENERAL POLICY

1.1 REVIEW OF POLICY DOCUMENT

At the February Finance & General Purposes Committee meeting this policy document will be reviewed, amended and updated.

1.2 COMMUNICATIONS WITH COUNCILLORS REPRESENTING TADLEY ON THE COUNTY AND DISTRICT COUNCILS

All Council and Committee Agendas together with all non-confidential papers attached will be sent to the Borough and County Councillors representing the Town.

Copies of correspondence sent to Basingstoke and Deane Borough Council (BDBC) and Hampshire County Council (HCC) will be sent to the Borough and County Councillors when the Town Council requires assistance.

Where County or Borough Councillors are clearly interested in or able to assist on any matter relating to the Town Council's agenda, then papers and/or correspondence will be copied and forwarded to them.

Other correspondence will be copied to the Borough and County Councillors at the discretion of the Town Clerk.

[Correspondence from members of the public will be forwarded to BDBC and HCC Councillors where appropriate with the permission of the sender.](#)

1.3 COUNCIL AND COMMITTEE MEETINGS

The Council will decide towards the end of the year the timetable of meetings for the subsequent year. The timetable is based on a two-monthly cycle, apart from Highways & Planning which is monthly. The Calendar of meetings will be published in the Tadley Town Council (TTC) Newsletter and website.

5/3/20

The Council adopts a "NO SMOKING" POLICY at all its meetings

The Council requests that all attendees at meetings either switch their mobile phones off or ensure their phones are in silent mode. Use of tablets are permitted at meetings solely for the council business under discussion.

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1.4 DUTIES OF THE CHAIRMAN

The Chairman will

- a. In his/her dealings with the public, press or as a representative of the Council, at any public meeting or public function, act to uphold the good name of the Council.
- b. Be prepared to subjugate his/her personal views on any matter in favour of the view of the Members of the Council where the Members of the Council have previously RESOLVED its view on any matter.

c. Where the Chairman of the Council is invited to act as a representative of the Council at any public meeting or public function, he/she will endeavour to attend (*subject to Notes 1 & 2 below*). If for any personal reason, he/she is unable to attend he/she will invite the Vice-Chairman to attend in his/her place.

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If neither can attend, the invitation will be offered to other Councillors. If no other Councillors can attend the Chairman/Clerk will respond with a written apology.

NOTES

1. *Public Meetings or Public Functions will exclude any meeting or function called in pursuance of, or endorsement of, any Party-Political View or Philosophy.*
2. *The Chairman should consider whether in the absence of any RESOLUTION by the Council he/she should discuss with the Vice-Chairman and the Clerk, any invitation to attend any public meeting or public function, if he/she considers that attendance would be seen as an endorsement of any current, socially divisive issue or whether the invitation could cause potential embarrassment to the Council if accepted*

1.5 PUBLIC PARTICIPATION

An Open Forum session, of not more than 15 minutes, will take place, if required, following the approval of the Minutes of the previous meeting at all Council meetings. Members of the public and Councillors who have declared an interest in an item, are invited to speak, or comment, on any matters affecting the Town, ask questions which the Chairman of the Council and/or the appropriate committee chairman or the Town Clerk will answer.

Other Councillors may contribute through the Chair.

Where a member of the public, in open session, raises an issue directly affecting any individual Councillor, or where an individual Councillor is referred to by name or inference, then that Councillor will have the right to comment or reply. The reply will be limited to 3 minutes and will not be deducted from the Open Forum clock.

1.6 STATEMENTS TO THE MEDIA

Official statements to the media on behalf of TTC, based on fact and/or TTC policy will be made only by the Chairman of Council (or the Vice-Chairman in his/her absence/inability to speak) or the Town Clerk

1.7 URGENT BUSINESS

Where any matter is determined by the Chairman of the Council or relevant Committee (after consultation with the Clerk) to be so urgent that a decision cannot await the next scheduled meeting of the Council or relevant Committee, that matter will normally be discharged by calling an extraordinary meeting of the Council or relevant Committee.

Very exceptionally, the time scale for action on an urgent matter is too short to provide the requisite notice for an extraordinary meeting.

In such cases, the Chairman* of Council and the Chairmen* of Committees (Finance & General Purposes, Highways & Planning, Recreation and Leisure, Personnel and Burials) – the Emergency Powers Group, will meet and determine the matter on behalf of the Council. The Clerk will attend. A record shall be kept of the agreement of the Chairman and the decision shall be reported, as soon as practicably possible to the members of the relevant Committees.

* Where the Chairman of Council and/or any of the Committees is not available, the Vice-Chairman will be invited to attend.

A quorum for the Emergency Powers Group, will be the Chairman/Vice-Chairman of Council plus the Chairman/Vice-Chairman at least 2 of the 3 Committees.

1.8 COUNCILLORS ON EXTERNAL COMMITTEES

Councillors appointed as representatives to outside bodies must make sure that they represent and maintain the Council's interest. However, when acting as a board member/trustee they must act in the best interests of the board/trust. It is suggested they can do that more easily if they are just a Councillor rather than taking on an executive role such as Chairman, Vice Chairman or Treasurer. Copies of minutes or a brief report of meetings attended are to be circulated.

1.9 TOWN COUNCIL EMAIL

Town Council email addresses are to be used for Town Council business only.

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SECTION 2: FINANCE & GENERAL PURPOSES COMMITTEE

Membership comprises: Chairman and Vice-Chairman of the Council and Chairmen of all other Standing Committees and other members, to total ten members.

The Committee will determine all financial and management matters within the Council's policy and make recommendations, on matters where there is no agreed policy, to the Council for decision.

2.1 ANNUAL BUDGET

The Finance & General Purposes Committee will prepare a draft budget each year for approval by the Council to apply for its precept. The Collecting Authority requires the precept figures by January each year. Custom and practice would see this prepared by the middle of December. Bids for inclusion in the budget from other committees should be supplied to the Finance & General Purposes Committee with full details of the programme for implementation before the agenda for the relevant meeting is distributed.

Expenditure on items included in the approved budget will be resolved, subject to any currently agreed policy, if applicable, by the Committee to which those items relate. Expenditure on an item not included in the approved budget, or which falls outside any current policy of the Council, will be recommended to Full Council, together with an indication of where the money can be raised if required.

2.1.1 CAPITAL EXPENDITURE

5/3/20

Only where a request for grant is more than £200 will the applicant be required to submit full accounts. In the case of requests for less than £200, an income and expenditure statement, with opening and closing cash and at bank balances, will be required.

2.3.1 HURST SCHOOL YEAR PRIZE

TTC will provide an annual award of £150 to the Hurst School, to be used by the School to provide a year prize to be given to a pupil in each year. The award will be based on 5 prizes, to be reviewed annually at the February meeting of the Finance & General Purposes Committee to ensure that the value of the grant is maintained

2.4 HEALTH & SAFETY POLICY

The Council operates a Health & Safety Policy reflecting the requirements of the Health & Safety legislation. A copy of the Council's Health & Safety at Work Policy is attached as an Appendix to this Policy Document.

2.5 INSURANCE

The Council's insurance cover is renewable each year on 7 July.

The Finance & General Purposes Committee will review the cover periodically, so that competitive quotes can be requested.

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All potential claims are to be notified to the Clerk within 7 days of the occurrence of the event giving rise to the potential claim. The Clerk and Chairman of the council will determine whether to submit a claim or refer it to the Finance & General Purposes Committee for a decision.

All claims are to be submitted within insurance policy time limits, but in any case, within 28 days.

2.6 NEWSLETTER

The Council will produce a regular newsletter up to 4 times a year for public distribution. The Clerk will request contributions from all Councillors and outside organisations. The subject matter of reports by Chairmen of Committees is a matter for the Full Council to determine. Items publicising the work of local voluntary organisations will be included, where space permits without incurring additional expenditure in production/distribution. The Clerk will produce a draft and circulate to all Councillors for comment/amendment. The amended draft version will be circulated to all Councillors for final approval. Once the draft is approved, the newsletter will be delivered to a printer and delivery will be made via the distribution network resolved by the Council. If there is insufficient copy to fill a newsletter, then with Councillors permission the newsletter will not be produced. Ideally thought only once in any year.

2.7 ANNUAL REPORT

The Town Council will produce an Annual Report as soon as the council's annual accounts have been audited. The Annual Report will incorporate a summary of the accounts and a report of the council's activities and achievements in the previous year.

2.8 NOTICE BOARDS

The Town Council owns and maintains notice boards in Tadley. These are available to local organisations to publicise events and for other public information notices (at the discretion of the Clerk) in addition to the Town Council notices.

2.9 DOGS

The Town Council pursues a policy of obtaining bye-laws on land which is an open space, a recreation or play area and public footpaths where dog fouling is a nuisance. Rigorous enforcement is also necessary.

The Town Council encourages the enforcement of the Dog-Fouling Act by Basingstoke & Deane Borough Council.

The Council will erect notices where it has the power to do so and it is appropriate.

2.10 SOLICITORS

It is Council policy to retain a firm of solicitors to act for the Council. The advice of Hampshire Association of Local Councils and National Association of Local Councils (NALC) will be sought where appropriate.

2.11 GOOD CITIZENS AWARDS

TTC believes that those residents who have worked hard and/or have made a significant contribution, in an unpaid capacity, in the community should be recognised. Awards can be made to people whose voluntary work benefits Tadley residents even if they do not live in the parish. Presentation of certificates to such residents will be made at a meeting of the Full Council or at the Annual Town Meeting. A permanent record of those to whom Good Citizens' Awards have been presented is mounted in the Council Offices.

2.12 DISPOSALS POLICY

The initial decision to declare any council asset to be obsolete/surplus to requirements will be made by Full Council/Finance & General Purposes Committee. However, where an item is deemed to be of zero value by Councillors, the Clerk and Chair of Finance & General Purposes can dispose of it in an appropriate manner.

Where it is anticipated that the item might realise >£100 it will be offered for sale on E-bay. Items expected to realise <£100 or those which fail to realise the e-bay reserve will be offered in the first instance for sale to councillors/staff. Approval to accept an offer from councillors/staff will be made by Full Council/Finance & General Purposes Committee. If an offer from a councillor/staff is not accepted, the item will be advertised on local notice boards and/or free ads.

The authority to accept offers received following local advertising will be delegated to Officers.

2.13 COUNCILLORS' NOTIFICATION UNDER THE DATA PROTECTION ACT 2018

Councillors understand they are covered by the Town Council's registration if they process data on council business e.g. information in agendas, minutes, supporting documents, tenders, etc but not if they process data while carrying out work as an individual councillor, e.g. keeping a log of complaints from residents. Each individual Councillor needs to decide whether they should register or not, depending on their own personal working practices. Councillors must pay the £35 registration fee themselves.

2.14 CREDIT CARD

The maximum expenditure limit on the credit card is £1000.

2.15 FIRST AID OBLIGATIONS

The Clerk is the appointed person to take care of first aid arrangements.

2.16 COUNCILLOR MEETINGS WITH RESIDENTS

Residents will be offered appointments to meet with Councillors if they wish to discuss anything.

Deleted: **SURGERIES**

Deleted: Councillor surgeries will cease to be held due to lack of visitors. Residents will be offered appointments to meet with

2.17 TRANSPARENCY

The council shall seek to be as transparent as possible with regards to both decision making and transactions to the extent allowed by law. The requirements of the Local Government Transparency Code 2014 shall be used as the minimum requirement.

SECTION 3: RECREATION & LEISURE COMMITTEE

Membership comprises: eight members plus the Chairman and Vice Chairman of the Council a total of ten members.

The Committee will determine all recreational matters, including:
youth liaison
play areas, gardens and landscaped areas (including seats)
trees
recreational matters relating to Council controlled land and Town Council play areas

and make recommendations, where there is no agreed policy, to the Council for decision.

The Committee will submit an annual bid for funds to the Finance & General Purposes Committee for inclusion in the Council's budget.

3.1 SPORT, RECREATION AND AMENITY AREAS

3.1.1 CRITERIA The Council supports the Borough Council's criteria for the provision of sport, recreation and amenity areas as detailed in Basingstoke & Deane Borough Council's Infrastructure Delivery Plan.

3.1.2 SHORTFALL

The Council will seek to rectify any shortfall in facilities which has been identified.

3.2 CHILDREN'S PLAY AREAS

3.2.1 PROVISION OF PLAY AREAS

The Council pursues a policy of improvement of play areas/equipment where funds/grants are available, and will ~~co-operate~~ with landowners in the provision of such facilities.

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3.2.2 INSPECTION OF PLAY AREAS

It is the policy of this Council that all children's play equipment be regularly and frequently inspected and to take immediate action upon any evidence or report of safety defects. Play areas are inspected once a week by BDBC contractors, with a full independent engineer's report produced annually. A record of inspections is kept in the Council Offices.

3.3 REQUESTS TO PURCHASE OPEN SPACES

The policy of the Council is to refuse requests to purchase Tadley Town Council land, however all requests to purchase open space will be referred to the Finance & General Purposes Committee which will make a recommendation to Full Council for determination.

3.4 ENCROACHMENTS

The Council will seek to rectify any existing, and resist any future attempts at, encroachment on TTC land.

3.5 MANAGEMENT OF EVENTS

When it is proposed to organise an event, a Working Party will be established to oversee arrangements.

An extension to a dwelling should ideally be able to be maintained from within the property. Materials and styles to match the existing dwelling. Extensions forward of the building line will not generally be supported.

Harmony of the street scene is to be maintained. The visual appearance of any additions, extensions or other changes to a property should be in keeping with the surrounding properties.

Proposals which give a terraced effect to semi-detached dwellings should be avoided.

4.5.5 GENERAL

The use of dwellings for business purposes which intrude on the surroundings causing a nuisance will be opposed.

Support will be given to the maintenance of strategic gaps between villages.

Violation of the present development boundary will be resisted.

All planning applications which endeavour to enclose public open space or amenity land will be opposed unless:

- a. The area is of no amenity value.
- b. There are exceptional circumstances which justify relaxing the policy.

4.5.6 PARKING

Car ownership in Tadley is higher than the Basingstoke and the Hampshire average. BDBC's (Local Planning Authority) inadequate requirements have led to parking problems on many estates in Tadley.

All future developments will need to include arrangements for adequate off-street parking and support will be given to proposed improvements to existing car parking facilities. The Local Planning Authority requirement for shops and offices is accepted.

Parking spaces for **disabled** people should be provided and clearly marked near all shopping areas and public facilities. Deleted: with disabilities

4.5.7 SHOPS, OFFICES AND COMMERCIAL

Office development will be supported only in the area designated in the Local Plan.

Support for further shopping developments will be judged individually in each case on its merits.

Any public buildings or offices should have proper facilities for the disabled **people**.

4.5.8 ROADS AND FOOTWAYS

Whenever practical new developments are to have roads four and a half metres wide and footways. Where the access crosses a footway, dropped kerbs should be included. At all points where the carriageway is likely to be crossed (road junctions, access to premises etc.) dropped kerbs should be provided.

The Council will resist the overnight parking of lorries on Tadley roads. Measures to enforce speed limits and prevent noise pollution will be encouraged.

4.5.9 ENVIRONMENT

The inclusion of open space into a curtilage will be opposed regardless of ownership. The exception is where inclusion can be demonstrated to give environmental improvement in the area.

Information Security

The Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Tadley Town Council at any time).

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Protection Officer: Town Clerk

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact Town Clerk to request this.

Information Deletion

If you wish Tadley Town Council to delete the information about you please contact: Town Clerk to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Town Clerk to object.

Rights Related to Automated Decision Making and Profiling

Tadley Town Council does not use any form of automated decision making or the profiling of individual personal data.

Conclusion: In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Tadley Town Council's Data Protection Officer: Town Clerk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

[Provision of iPads Policy](#)

Objective

[The iPad device is provided by the Council to assist members in undertaking their role more effectively. The flexibility, usability and portability of the iPad is the main advantage of this device over more traditional IT equipment such as laptops and PCs. The iPad can be used for routine tasks such as sending and receiving emails and browsing the web, however the main benefits to a councillor will be to have online access to agendas, minutes and Council documents.](#)

iPad Ownership

At all times the iPad remains the property of Tadley Town Council, however it has been loaned to you for lawful business use. This device should be used solely by the individual to whom it has been allocated. The terms of this agreement will be invalidated if the device is passed on to or used by another individual on a regular basis.

The iPad can be used for reasonable personal use by the councillor to whom it has been allocated. This includes the personal use of official Apps, social media and web browsing.

If you cease to be a member of Tadley Town Council, this iPad must be returned to the Council immediately.

All IT equipment will be asset tagged and details of the device will be included on the Council's inventory system.

Equipment Provided

Each councillor will receive one Apple iPad with a charger and case.

Applications Supported

Apple iPad devices use software applications commonly known as 'apps'. Apple provides an online marketplace to purchase apps for many different purposes. Apps are generally simpler and cheaper than the software purchased for PCs and laptops and are focused on one or two tasks rather than complex software packages which try to answer many requirements. The iPad will come with standard apps preinstalled and preconfigured.

Use of iPads for Personal Purposes

The iPad is provided for lawful business purposes only and is for your sole use in your role as a Councillor.

All preinstalled software on the iPad will be paid for via a corporate account. At times the Council may wish to install additional apps to all Councillor iPads for Council business. In this case the council will pay for the apps using the corporate account and will arrange installation with Councillors on an individual basis.

In addition, Councillors may install their own apps to assist in their duties however to do so requires the creation of a personal App Store account, to enable the purchase, download and installation of the apps. Many apps are free but if there is a cost associated with a chosen app then it is the responsibility of the Councillor to pay for any App in addition to those outlined above via their own App store account.

If you cease to be a member of Tadley Town Council, all apps will be removed from the iPad when it is returned to the Council but rights to use the app will remain in place with the App Store account that was used for the original purchase and as such can be used with a different personal iPad device.

In addition, members will be provided with online storage space where they can save documents, presentations, PDFs, pictures, etc. Should the member require more storage this will have to be purchased personally through the members personal account.

Internet Connectivity

The iPad will be set up with access to the council's wireless network within the Tadley Town Council offices.

For access outside the council offices the iPad can connect to other wireless networks.

Installation of Additional Peripherals

You may purchase your own peripherals for use with the iPad. It is not necessary to inform the Clerk of any peripherals that you intend to use but there will be no support for additional external devices used with this device. The iPad will come with a suitable case.

Loss of device or accidental damage

Any incidents of theft or damage should be reported immediately to the police and the Clerk. Should the device be lost or stolen IT support will remotely wipe all information from the device.

The following safety precautions should be adhered to: iPads should not be left unattended in a vehicle or left in vehicles overnight.

Training

Prior to the issue of the equipment, all Councillors can undergo a training session. Training will be customised to individual needs.

Physical Security of iPads

Each iPad device will be issued with a standard PIN code and it is the responsibility of individual Councillors to reset the PIN code on the device and to ensure that it is continually protected with said pin code. PIN codes should be held securely and not disclosed to other individuals.

Data Security

Whilst the equipment will remain the property of the Council, the Council will not accept responsibility for any data that is stored on the equipment. The equipment should be used for lawful business purposes only. In the event of any inappropriate data being identified on the device, this will be referred to the Clerk who, having considered the matter and taken appropriate advices, will decide on the most appropriate course of action.

REVIEW OF RESERVES MARCH 2020

	Current reserves	Total cost	Location	Completion date	Reason for precepting	Proposed reserves
Earmarked Reserves						
Equipment, vehicles and tools	2100	24000	Office and garage	Laptop every 3 years 2023, 16 iPads every 3 years 2023, vehicle every 10 years 2028	Forward planning	3200
Play area refurbishment	24000	100000	Play areas x 3, and equipment at the Common	March 2023	Forward planning	36000
Election costs	15000	15000		March 2023	Forward planning	15000
Contingency	20000	20000		March 2023	Emergencies	20000
Bus service subsidy	5000	5000		March 2023	Forward planning	5000

6 months running costs 93233
 Total Earmarked Reserve 172433