



Notice is hereby given of

THE POLICY AND FINANCE COMMITTEE MEETING

on

Wednesday 19th February 2025 at 7pm at The Harlington

All Committee members are summoned to attend.

To Councillors:

P. Einchcomb, R. Fang, L. Holt, S. Neves, R. Richmond, R. Robinson, B. Schofield, J. Stanton, D. Taylor, S. Tilley and G. Woods

Rita Tong, Executive Officer
12th February 2025

AGENDA

1.	APOLOGIES Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.
2.	DECLARATIONS OF INTEREST Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting. Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.
3.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	MINUTES OF PREVIOUS MEETING To receive and approve as a correct record the minutes of the Policy and Finance Committee meeting held on 16 th October 2024 (<i>copy attached</i>).
Part 1 – ITEMS FOR DECISION	
5.	GRANT APPLICATIONS To consider and agree the following applications for grant funding (<i>copies attached</i>): <ol style="list-style-type: none">1. Fleet Carnival - £1,000 to go towards the cost of the providing first aiders for the event.2. Calls & Visits - £500 to provide support to housebound individuals through home visits and phone calls.3. Fleet Spurs Football Club – no amount specified but need to raise £9,000 to install a fence around playing fields to prevent vandalism.4. Fleet Repair Café - £720 grant aid in kind for room hire at The Harlington in 2025/26.

	<p>RECOMMENDATIONS To consider the grant requests.</p>
6.	<p>QUARTERLY FINANCIAL MONITORING REPORT To consider and agree the quarterly report for the period ending 31 December 2024.</p> <p>Reports for 2024/25 as at 31 December 2025:</p> <ol style="list-style-type: none"> a. Q3 Income & Expenditure Account b. Q3 Budget Monitoring Report c. Balance sheet as at 31 December 2024 d. List of Purchase Ledger Payments e. List of Debtors f. Harlington Performance Totals <p>RECOMMENDATIONS To receive and accept the Quarterly Report and accounts for the period ending 31 December 2024.</p>
7.	<p>INVESTMENT REPORT To consider the quarterly investment report for the period ending 31 January 2025 (<i>copy attached</i>).</p> <p>RECOMMENDATION To note the balances held in the Fleet Town Council Accounts.</p>
8.	<p>CHRISTMAS LIGHT CONTRACT EXTENSION Fleet Town Council entered into a three-year contract with Festive Lighting Limited for the supply and installation of the town's Christmas light decorations. The contract included an option to extend for a further two years.</p> <p>The December 2024 display will mark the conclusion of the initial three-year term, and Officers seek approval to extend the contract for 2025. While previous tender exercises have been conducted, Festive Lighting Limited has held the contract since 2010, consistently delivering the best quality at the most competitive price.</p> <p>Should Members approve the extension, Officers will propose an adjustment to the existing scheme. Specifically, the cross-street motif at the Oatsheaf intersection would be removed due to concerns regarding the structural integrity of the buildings supporting the lights. Additionally, Officers will request inspections of the mounting points for other cross-street motifs to ensure they can safely bear the weight of the decorations. Any necessary adjustments to the scheme will be made based on the outcome of these inspections.</p> <p>The current contract is valued at £19,000. Any reductions to the scheme will result in a corresponding decrease in contract costs.</p> <p>RECOMMENDATION To approve the extension of the Christmas Light contract for one year.</p>
9.	<p>ANCELLS FARM COMMUNITY CENTRE REMOTE DOOR LOCK To receive a report from the Finance Manager on installing a remote door lock system at Ancells Farm Community Centre which will require the installation of broadband.</p> <p>RECOMMENDATION To authorise the installation of broadband at Ancells Farm Community Centre to enable remote door locking facilities.</p>

<p>10.</p>	<p>REVIEW COMPUTER USE & COMMUNICATIONS POLICY The Executive Officer has been asked that whenever a Policy comes up for review, that the procedural elements contained within the Policy be removed. It is the Executive Officer's opinion that this policy has no procedural elements within it.</p> <p>The policy has had minor changes made to it:</p> <ul style="list-style-type: none"> • Removal of reference to World Wide Web as the word internet encompasses this. • Changed the word 'organisation' to Council. • Introduction of Training & Guidance section. <p>RECOMMENDATION To approve the amended Computer Use & Communications Policy.</p>
<p>11.</p>	<p>NEW POLICY - STRESS IN THE WORKPLACE The Council has a legal duty under the Health and Safety at Work Act 1974 to protect the health, safety, and welfare of employees, including their mental wellbeing. Work-related stress is recognised by the Health and Safety Executive (HSE) as a significant risk to both individuals and organisations, contributing to absenteeism, reduced productivity, and potential legal claims. Implementing a clear and practical policy ensures compliance with health and safety regulations, reduces organisational risk, and supports a positive working environment.</p> <p>This policy provides a pragmatic framework to help managers and staff identify and mitigate workplace stress effectively. It sets out clear responsibilities while aligning with existing health and safety procedures, avoiding duplication. The focus is on prevention and early intervention, ensuring the Council takes reasonable steps to reduce stress-related issues before they escalate.</p> <p>RECOMMENDATION To approve the proposed Stress in the Workplace Policy.</p>
<p>12.</p>	<p>ANCELLS FARM COMMUNITY CENTRE PRICING STRUCTURE To receive a report from Officers on proposed changes to the pricing structure for Ancells Farm Community Centre.</p> <p>RECOMMENDATION To consider the report from Officers on changes to the pricing structure for Ancells Farm Community Centre.</p>
<p>13.</p>	<p>DEVOLUTION / LOCAL GOVERNMENT REORGANISATION The Minister of State for Local Government and English Devolution has issued a statutory invitation to all councils in two-tier areas and small neighbouring unitary authorities to develop proposals for unitary governance. This would involve combining lower- and upper-tier local government services into new unitary councils.</p> <p>A letter from the Minister has been issued to Hampshire, Isle of Wight, Portsmouth, and Southampton.</p> <p>Letter: Hampshire, Isle of Wight, Portsmouth and Southampton - GOV.UK</p> <p>Councils have been asked to submit interim plans on or before 21 March 2025</p> <p>At this stage, the details of these interim plans and their potential impact on town and parish councils remain unclear. However, it would be prudent for Fleet Town Council to begin considering its position should local assets or responsibilities be offered for devolution.</p> <p>This includes identifying:</p>

- **Potential assets or services** currently managed by Hart District Council or Hampshire County Council that residents might expect Fleet Town Council to own or manage.
- **The resourcing implications**, including staffing, budget, and operational capacity, should the Council take on additional responsibilities.
- **Areas the Council does not wish to take on**, ensuring clear justification for any exclusions and developing a communication strategy to manage residents' expectations.

RECOMMENDATION

To consider:

- a) Which assets or services might be appropriate for devolution to Fleet Town Council.
- b) The potential financial and operational impact of taking on such responsibilities.
- c) Whether the Council wishes to pursue any of these opportunities or decline them, with a clear rationale for either decision.

Part 2 – ITEMS TO NOTE

14. ANNOUNCEMENTS

To receive and note announcements from the Executive Officer or any Member by permission of the Chair.

15. DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee is scheduled for Wednesday 14th May 2025 at 7pm in the Harlington.

Part 3 – CONFIDENTIAL ITEMS

Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting.

The following types of business will be treated as confidential:

- a. Engagement, terms of service, conduct and dismissal of employees
- b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts
- c. Receipt of professional legal advice and preparation of cases in legal proceedings
- d. The early stages of any dispute
- e. Matters of a commercial nature

There are no confidential matters for consideration.



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

Wednesday 16th October 2024 at 7pm
at The Harlington

* Councillor Holt (Chairman)

* Councillor Woods (Vice Chairman)

* Councillor Einchcomb
Councillor Fang
* Councillor Neves
* Councillor Richmond

* Councillor Robinson
* Councillor Schofield
0 Councillor Taylor
* Councillor Tilley

* Present # Absent & No Apology Received 0 Apology for Absence L Late

Also in attendance:

Rita Tong – Executive Officer

Alex Robins – Harlington General Manager

PF OCTOBER 2024 ITEM 1 APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

PF OCTOBER 2024 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

PF OCTOBER 2024 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

PF OCTOBER 2024 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Wednesday 24th July 2024 were approved and signed by the Chairman.

PF OCTOBER 2024 ITEM 5 GRANT APPLICATIONS

Members considered the following applications for grant funding from the Community Grants budget:

1. Eclipse Allstars Cheerleading - £1,000 to go towards the cost of the entry fee for the Youth Summit 2025 in Florida, USA.

2. Citizens Advice Hart - £2,000 to provide advice to residents on Fleet in a number of areas such as Benefits & Tax Credits, Housing and Debt.
3. Girlguiding South West England – no amount specified but need to raise £2,700 for guide to go on a Girl guide international event in Gambia in 2025.

RESOLVED

As more applications were submitted than funds available, the applications were prioritised on the criteria as set out in the Council’s Grant Policy. Members resolved to award the following:

1. Eclipse Allstars Cheerleading – nil awarded as does not meet grant policy criteria.
2. Citizens Advice Hart - £2,000 awarded due to the benefit to the parish at large and the longevity of the benefit.
3. Girlguiding South West England – nil awarded as does not meet grant policy criteria, however a token £200 to be given from discretionary fund.

PF OCTOBER 2024 ITEM 6 QUARTERLY FINANCIAL MONITORING REPORT

Members considered the quarterly reports for the periods ending 30 June 2024 and 30 September 2024.

RESOLVED

Members received and accepted the Quarterly Reports and accounts for the periods ending 30 June 2024 and 30 September 2024.

PF OCTOBER 2024 ITEM 7 INVESTMENT REPORT

Members considered the quarterly investment report for the period ending 30th September 2024.

Account	Funds
HSBC Current Bank Account	£913,541.32
HSBC Savings Account	£303,596.82
Nationwide Business Instant Saver	£402,278.36
CCLA Public Sector Deposit Fund	£3,024,735.00
TOTAL	£4,644,151.50

RESOLVED

- a) Members reviewed and noted the balances held in the Fleet Town Council Accounts.
- b) Members authorised Officers to transfer funds of £500,000 from the HSBC current account into HSBC Savings Account.

PF OCTOBER 2024 ITEM 8 IMPACT OF MARTYN’S LAW ON COUNCIL EVENTS

This item was deferred to the 6 November 2024 Full Council meeting.

PF OCTOBER 2024 ITEM 9 NEW POLICY – SEXUAL HARASSMENT

Members noted that following a change to the law made by the Worker Protection (Amendment of Equality Act 2010) Act, which will have effect from 26 October 2024, the Council needs to have a Sexual Harassment Policy. The Act introduces a new legal duty on employers to take reasonable

steps to prevent sexual harassment of their workers ([the 'preventative duty'](#)). Previously there was no proactive legal obligation on employers to take steps to prevent sexual harassment at work.

Members reviewed the Draft Sexual Harassment Policy and Draft Sexual Harassment Procedures.

RESOLVED

Members reviewed the Policy and made the following proposals:

- Cllr Schofield given delegated authority to write purpose of Policy segment.
- In section 5.4 reference to customers be change to the public.
- Section 5.5 be moved under Disciplinary Action and the words 'and potentially reported to the Police' be added.
- Remove section 7.2 as implicit in section 7.1.

Members reviewed the Procedures and made the following proposals:

- Remove the name of the Executive Officer and just include the position title.
- Consider removing Sections 6 and 7 and referring to Complaints Policy & Procedure instead.
- Reword section 9.4(a) as signs throughout the building would not promote a welcoming environment. Instead, placement of a sign in a prominent position on entry to the building.

Subject to the amendments above, the Sexual Harassment Policy and Sexual Harassment Procedures were approved.

PF OCTOBER 2024 ITEM 10 2025/26 DRAFT BUDGET

To consider the first draft of the 2025/26 budget.

RESOLVED

Members considered the first draft of the 2025/26 budget and the assumptions used.

Members noted that the Establishment Committee will consider the detail of the staffing budget on 13 November 2024.

Members agreed that a Budget Working Group be established from Members of this Committee to look at the detail of the proposed budget. A Budget Working Group meeting was set for Monday 4 November 2024 at 7.00pm. Members were requested to write to the Executive Officer in advance of this meeting on any items they require further information on to assist in their deliberations.

PF OCTOBER 2024 ITEM 11 ANNOUNCEMENTS

The Executive Officer made the following announcement:

- Cllr Chenery has asked for volunteers to cut up baps on the 2nd of November Fireworks event. Please contact the Executive Officer if you can help and she will put you in touch with the organiser for volunteers.

PF OCTOBER 2024 ITEM 12 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 19th February 2025 at 7pm in the Harlington.

There being no further business the meeting closed at 9:48pm.

Signed: **Date:**
Chairman

FLEET TOWN COUNCIL - RECORD OF GRANTS AWARDED 2024/25




Updated: 15.05.24

Recipient of Grant	Code	Purpose of the Grant	Requested £	Awarded £	Date of Award	Company / Charity Reg. No.	Approval Committee	Date Paid	Comments
GRANT - FLEET PHOENIX									
	4241/110	Budget: £11,656. Available Balance: budget committed							
Fleet Phoenix		Annual running costs of The Point and office	£11,656	£11,656		1144057	Council	Pending	Awarded as part of budget approval
			Total awarded	£11,656					
GRANT - SASHA'S PROJECT									
	4242/110	Budget: £7,540. Available Balance: budget committed							
Sasha's Project		Hire of The Point as a crisis centre 2 nights per week	£7,540	£7,540		1195793	Council	Pending	Awarded as part of budget approval
			Total awarded	£7,540					
COMMUNITY SUPPORT									
	4538/110	Budget: £1,500. Available Balance: £1,500							
			Total awarded	£0					
FLEET CONNECT									
	4800/110	Budget: £13,153. Available Balance: £0							
Hampshire County Council		Fleet Connect 23/24 service run by RVS	£13,153	£13,153	03/01/2024		Council	24/07/2024	
			Total awarded	£13,153					
BASINGSTOKE CANAL									
	4810/110	Budget: £15,600. Available Balance: £0							
Hampshire County Council		Basingstoke Canal Society annual partner contribution	£15,600	£15,600	03/01/2024		Council	Pending	
			Total awarded	£15,600					
COMMUNITY GRANTS									
	4855/110	Budget: £3,700. Available Balance: £1,000							
The Vine Church		Recreational equipment for youth club in Church Crookham serving Fleet residents	£1,000	£500	15/05/2024	281779	P&F	23/05/2024	
Eclipse Allstars Cheerleading		Cost of entry fee for the Youth Summit 2025 in Florida, USA	£1,000	£0	16/10/2024		P&F	n/a	Letter emailed 18/10
Citizens Advice Hart		To provide advice to residents of Fleet in areas such Benefits and Housing	£2,000	£2,000	16/10/2024		P&F	08/11/2024	Letter emailed 18/10
Girguiding South West		No amount specified but need to raise £2700 for guide to go on girlguide international event in Gambia 2025	?	£200	16/10/2024		P&F	08/11/2024	Letter emailed 18/10
The Healing Hubs		£1288 grant aid in kind to cover the cost of using the two meeting rooms in Harlington for 2 hours a week for 46 weeks	£1,288	£1,288	08/01/2025		Council	n/a	
			Total awarded	£2,700					
RENT WAIVERS & OTHER COMMUNITY PAYMENTS									
Fleet Cricket Club		Annual rent - Calthorpe Park		£4,140	08/05/2024		Council		
1st Crookham Scouts		Annual rent - Basingbourne Park		£500	08/05/2024	302270	Council		
Girl Guides		Annual rent - Basingbourne Park		Peppercorn					
22nd and 26th Odiham Scouts		Annual rent - Calthorpe Park		£500	08/05/2024	306101 / 810148	Council		
Lions Community Store		Annual rent - Basingbourne Park		£500	05/06/2024	1177181			Annual rent waived for 24/25
Friends of Oakley Park		Insurance repayment		TBC					Subject to request from group
Friends of Basingbourne Park		Insurance repayment		TBC					Subject to request from group
Fleet Phoenix		Office/Store Room	£1,200	£1,200	24/07/2024		P&F	Waived	Agreed to waive
			Total	£5,640					



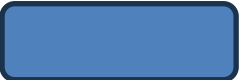
Application for Grant Form

Please note that grants cannot be given to individuals and are normally for a maximum of £1000 unless you can demonstrate benefit for a significant percentage of residents of Fleet (not including Elvetham Heath and Church Crookham who have their own Parish Councils).

1.	Name of Organisation Address Bank Account details for payment Account Sort Code	Fleet & District Carnival Association PO Box 508, Fleet, GU51 9GH 
2.	Name, Address and Status of Contact & position E-mail address	Leanne Walmsley Chairman 
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	Yes/No Charity Number: 264443
5.	Date of establishment of Organisation	10 th July 1972
6.	Details of purpose of Grant (please use additional sheet to include details)	2025 Fleet & District Carnival – Funding Support The costs of running the carnival are growing every year, with the 2024 carnival costing over £23,000. This is the only free event for the Fleet & District community so we would like to make the 2025 event even more appealing for attendees and encourage more people and businesses to get involved. This grant would help to support the cost of the first aiders who will be attending the procession on the High street and on Calthorpe Park, as health & safety of our visitors is number one priority. We would really appreciate the support of Fleet Town Council to help fund this.
7.	Amount applied for	£1,000
8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	The whole Fleet community
9.	Projected income and expenditure of project/event	£23,000

10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending
		Councillor Steve Forster Councillor Stephen Parker Councillor Tim Davies Councillor Jonathan Glen Councillor Adrian Collett David Neighbour Jane Warlock Elvetham Heath Parish Council	TBC	14 th October			Pending
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	We rely heavily on councillor and council grants, along with local business sponsorships.					
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	N/A					
13.	How will you publically acknowledge Fleet Town Council's contribution?	We will advertise Fleet Town Council's support on our website, social media and programme.					

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed..... 

Date.....

The following documents must be included with your application for it to be considered.



	YES	T.C. USE CHECKED
Last Financial Years Accounts	Yes	
Constitution	Yes	
Copy of most recent Bank Statement for all accounts	Yes	
Safeguarding Policy	Yes	

Office Use

	Officer	Date
Grant Application verified?		
Committee decision?		
Applicant notified?		
If approved funds released?		
Press Release and Photo?		
Self-evaluation form of Event sent?		

Application for Grant Form

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1.	<p>Name of Organisation</p> <p>Address</p> <p>Bank Account details for payment</p> <p>Account</p> <p>Sort Code</p>	<p>Calls and Visits</p> <p>4 Crookham Reach</p> <p>Church Crookham, Fleet GU52 6QA</p> <p></p>
2.	<p>Name, Address and Status of Contact & position</p> <p>E-mail address</p>	<p>Bethan Bramley Grants Application Administrator</p> <p>CallsAndVisits2@gmail.com</p>
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	No, a voluntary group which is part of the Good Neighbour's Network. GNN is funded by the Portsmouth Diocese Charity Number: 1145162
5.	Date of establishment of Organisation	16/09/2020
6.	<p>Details of purpose of Grant</p> <p>(please use additional sheet to include details)</p>	<p>Calls and Visits is a voluntary group based in Fleet, dedicated to supporting housebound individuals through regular home visits and phone calls. It is part of the Good Neighbours Network (GNN), which has operated in Hampshire for over 40 years. Our mission is to reduce isolation and improve wellbeing for those of any adult age who are unable to leave their homes, whether it be due to disability, frailty, or caring responsibilities. We understand that housebound people often feel disconnected from the wider community. By offering consistent, friendly companionship we aim to make a meaningful difference to their lives. Our committed volunteers provide dependable contact and build up a relationship with those we befriend, helping to alleviate loneliness and fostering a sense of belonging within our community.</p> <p>The main need we serve is for companionship but some of those we befriend have chaotic lives and complex needs and where we can, we signpost to organisations more qualified to assist with for example, poverty. Occasionally we report a safeguarding concern to Hampshire County Council.</p> <p>Our team of 16 volunteer befrienders currently calls and visits 14 housebound people in the local area, offering companionship and reducing social isolation. Many of our clients come through referrals from</p>

		<p>health services, whilst we also receive self-referrals through our Facebook page or in response to our leaflet distribution.</p> <p>However, due to limited volunteer numbers, we are not currently able to fulfil the number of requests for support that we would like to. There are people currently on our waiting list who are seeking home visits, highlighting an increased need to recruit befrienders.</p> <p>We are therefore seeking funding towards the project of Expanding the Scope and Reach of Calls and Visits, which will cover the following:</p> <ol style="list-style-type: none"> 1. Increased Need for Befrienders: <p>Referrals indicate a rising demand, with clients on the waiting list. We aim to recruit at least 6 new volunteers through targeted campaigns, including leaflet distribution.</p> 2. Managing Volunteer Workload: <p>To support our volunteers we will enhance our volunteer training program, including the provision of supporting materials and a strengthened buddy system.</p> 3. Reaching out to health and social care bodies <p>Until July 2023 we were receiving regular referrals from the outsourced Social Prescribers for Fleet's health centres. Last year Family Action informed us that their contract with the health centres had ended and our efforts to connect directly with the health centres since have not result in referrals. Therefore we need to build up more awareness among other community social and health professionals so that more isolated, housebound people hear about our service.</p> 					
7.	Amount applied for	£500					
8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	Most of the people we serve live in GU51 and GU52 but we get occasional requests for clients outside the Fleet area. Currently we are befriending 10 folk in Fleet/Church Crookham and 4 from outside the area.					
9.	Projected income and expenditure of project/event	Printing: £600 Local magazine advertising for volunteers: £250					
10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending
		Grocers	500	5/10/2024			Pending outcome in May 2025
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	We used to receive a small grant each quarter from our local Co-op which covered our running costs and printing. Since the Co-op withdrew the local grants for loneliness in 2023, we have been funding these costs with our reserves, although these are now running low.					

		<p>We are an entirely voluntary organisation of local people reaching out to isolated members of the community in a very cost efficient way and we will of course continue to strive to continue offering our existing service with the current reserves we have. However, without additional grant funding we will not be able to expand the scope and reach of Calls and Visits.</p> <p>We very much hope that this application is successful in order to be able to support even more members of the community. However, if not, we will continue to apply for small grants and seek donations from the public.</p>
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	None
13.	How will you publicly acknowledge Fleet Town Council's contribution?	<p>We will publish our thanks to Fleet Town Council on our Facebook page (link below) and share on Fleet People and other local Facebook groups.</p> <p>https://www.facebook.com/people/Calls-And-Visits/100080969730860/?sk=about</p> <p>We will also include 'supported by Fleet Town Council' on newly printed leaflets.</p>

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed..... Date.....15/01/2025.....

The following documents must be included with your application for it to be considered.

	YES	T.C. USE CHECKED
Last Financial Years Accounts	•	
Constitution	•	
Copy of most recent Bank Statement for all accounts	•	
Safeguarding Policy	•	

Office Use

	Officer	Date
Grant Application verified?		
Committee decision?		
Applicant notified?		
If approved funds released?		
Press Release and Photo?		
Self-evaluation form of Event sent?		



Application for Grant Form

Please note that grants cannot be given to individuals and are normally for a maximum of £1000 unless you can demonstrate benefit for a significant percentage of residents of Fleet (not including Elvetham Heath and Church Crookham who have their own Parish Councils).

1.	Name of Organisation Address Bank Account details for payment Account Sort Code	FLEET SPURS FOOTBALL CLUB. KENNELS LANE, FARNBOROUGH, HAMPSHIRE GU14 0ST <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
2.	Name, Address and Status of Contact & position E-mail address	RACHAEL GOSTELOW FUNDRAISER <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
3.	Telephone Number of Contact	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>
4.	Is the Organisation a Registered Charity?	Yes/No <input checked="" type="radio"/> No Charity Number: N/A.
5.	Date of establishment of Organisation	1981
6.	Details of purpose of Grant (please use additional sheet to include details)	TO PUT UP A FENCE AROUND THE PERIMETER OF THE PLAYING FIELDS TO STOP ANY VANDALS ACCESSING THE PITCHES WITH THE AIM TO RIDE AROUND THE FIELDS & DESTROY OUR PITCHES. WE SPEND AROUND £10-£15K PER YEAR MAINTAINING THE FIELDS FROM SEEDING TO AERATION, SPIKING, FERTILISER TO BUILD UP THE STRENGTH OF THE GRASS FOUNDATIONS. THIS IS SO ALL OUR CLUB MEMBERS CAN PLAY EACH WEEK ON GOOD PITCHES. IN DECEMBER A MOTORBIKE DECIDED TO WHEEL SPIN AROUND OUR GROUNDS, THIS CAN ONLY BE ACCESSED BY A PATH BOARDING TO THE HOUSING ESTATE. PLEASE SEE MAP ENCLOSED. SEE SEPARATE PAGE.
7.	Amount applied for	£ AS MUCH AS POSSIBLE - £9,000 COST OF PROJECT.
8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	I HAVE ACCESSED OUR MEMBERSHIP DATABASE SEE ENCLOSED LIST OF NO. FROM FLEET & OTHER AREAS & THE %.

Application for Grant Form

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1.	Name of Organisation Address Bank Account details for payment Account Sort Code Account No	Fleet Repair Café (part Greener Fleet Waste Prevention Charity) c/o of Fleet Town Council, The Harlington, Fleet GU51 4BY <div style="background-color: #4a86e8; width: 100%; height: 80px; border-radius: 10px;"></div>
2.	Name, Address and Status of Contact & position E-mail address	Janet Stanton Executive Committee Member of Greener Fleet Waste Prevention Charity <div style="background-color: #4a86e8; width: 100%; height: 25px; border-radius: 5px;"></div>
3.	Telephone Number of Contact	<div style="background-color: #4a86e8; width: 100%; height: 20px; border-radius: 5px;"></div>
4.	Is the Organisation a Registered Charity?	No Charity Number: N/A
5.	Date of establishment of Organisation	April 2024
6.	Details of purpose of Grant (please use additional sheet to include details)	<p>Background</p> <p>The Fleet Repair Cafe (FRC) is part of the Greener Fleet Waste Prevention Charity which Fleet Town Council helped to set up as part of the national Greening Campaign..</p> <p>It aims to repair visitors' household items - including electrical items, textiles, bikes, computers and more - and to educate them on simple fixes and how to keep the items in good working order. This not only saves our visitors money on replacement items, but also diverts waste from landfill and reduces carbon emissions.</p> <p>FRC is operated by a team of over 20 volunteers, and takes place on the first Saturday of every month. There is no charge for repairs, although we provide donation buckets for those who are able to support the initiative financially. Donations from visitors go towards the expenses of running the repair café.</p> <p>The FRC, which commenced in April 2024 has now moved out of its pilot phase and into full operation as from January 2025. During the pilot phase, we have demonstrated that a repair cafe is a viable way to help the community take local action against climate change and we are pleased with the repair cafe's success. However, our impact remains relatively small, because we are limited in our ability to spread the word to local residents, encourage attendance, and secure donations to support our work.</p>

		<p>Our aim now is to grow the FRC to its full potential and support the drive to make Fleet and Hart a carbon-neutral district by 2035.</p> <p>We are applying for a grant to cover the cost of</p> <ul style="list-style-type: none"> Room hire for the monthly Repair Café using The Harlington Function Room/Coffee Shop 					
7.	Amount applied for	<p>£720 Room Hire at the Harlington – 10 sessions x £60 +VAT = £720 (inc VAT)</p>					
8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	<p>All the residents of Fleet. This not only saves our visitors money on replacement items, but also diverts waste from landfill, reduces carbon emissions, provides a space where local craftspeople are valued for their skills and supports the transfer of repair skills within our community.</p> <p>The Fleet Repair Café will also contribute to helping Fleet Town, Hampshire County and Hart District Councils achieve their target to become a net zero carbon emitter by 2035.</p>					
9.	Projected income and expenditure of project/event	<p>The Fleet Repair Café relies on income donated by visitors to meet its running costs and if funds are available the expenses to grow the this project</p>					
10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending
		Fleet Lions-towards the cost of web site, banners, and a Bank card machine	£650	November 2024	December 2025		
		HCC – start up grant in April 2024	£1,355		May 2024		
		HDC – Climate Change Community Grant	£4,350	November 24			Awaiting final decision
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	<p>The Fleet Repair Café will continue but growth would happen at a much slower pace.</p>					
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	<p>Fleet Town Council working with National Greening Campaign helped to set up the Greener Fleet Waste Prevention Charity whose initial aim was to bring a repair café to Fleet. The Town Council supported this venture by allowing the monthly Repair Café to take place in the Harlington until the end March 2025</p>					
13.	How will you publically acknowledge Fleet Town Council's contribution?	<p>We will acknowledge Fleet Town Council's support on our web site (which is just about to go live), social media and on any editorial or promotional material produced.</p>					

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.



Date: 7 February, 2025

The following documents must be included with your application for it to be considered.

	YES	T.C. USE CHECKED
Last Financial Years Accounts		
Constitution		
Copy of most recent Bank Statement for all accounts		
Safeguarding Policy		

Office Use

	Officer	Date
Grant Application verified?		
Committee decision?		
Applicant notified?		
If approved funds released?		
Press Release and Photo?		
Self-evaluation form of Event sent?		

Fleet Town Council 2024/2025**Income and Expenditure Account for Year Ended 31 March 2024**

31 March 2023		31 March 2024
	Operating Income	
106,168	Central Administration	111,678
846,115	Precept	903,236
5,957	Events, Town Centre and Climat	42,891
412,017	Harlington Development	439,622
516,298	Harlington - Events	237,980
24,669	Building	8,873
28,991	Ancells Community Centre	22,031
16,504	Ancells Farm Park and Pavilion	1,205
9,517	Open Spaces	832
23,605	Calthorpe Park	19,021
3,924	Oakley Park	1,400
1,501	Basingbourne Park	5,950
1,887	The Views	1,491
110,524	Cemetery	62,144
0	Lengthsman Scheme	3,300
<u>2,107,676</u>	Total Income	<u>1,861,655</u>
	Running Costs	
222,159	Central Administration	180,626
3,233	Civic and Democratic	1,810
60,043	Grants	34,161
13,500	Projects	12,055
53,562	Events, Town Centre and Climat	71,005
16,282	Harlington Development	5,104
487,285	Harlington - Events	307,433
265,506	Building	185,096
58,993	Ancells Community Centre	47,479
58,149	Ancells Farm Park and Pavilion	29,143
39,252	Open Spaces	27,623
64,301	Calthorpe Park	47,429
32,843	Oakley Park	23,740
39,459	Basingbourne Park	31,975
12,949	The Views	8,498
4,113	Edenbrook	2,834
47,168	Cemetery	21,684
<u>1,478,799</u>	Total Expenditure	<u>1,037,696</u>
	General Fund Analysis	
380,837	Opening Balance	441,727
2,107,676	Plus : Income for Year	1,861,655
<u>2,488,513</u>		<u>2,303,382</u>
1,478,799	Less : Expenditure for Year	1,037,696
<u>1,009,714</u>		<u>1,265,686</u>
567,987	Transfers TO / FROM Reserves	67,249
<u>441,727</u>	Closing Balance	<u>1,198,437</u>

Detailed Income & Expenditure by Phased Budget Heading 04/02/2025

Month No: 10

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Central Administration</u>								
1500 Miscellaneous Income	50	0	(50)	0			0.0%	50
1870 Interest Income	123,834	57,500	(66,334)	69,000			179.5%	
Central Administration :- Income	123,884	57,500	(66,384)	69,000			179.5%	50
4000 Salaries	138,097	141,594	3,497	169,894		31,797	81.3%	
4001 Employers National Insurance	13,919	15,000	1,081	17,983		4,064	77.4%	
4002 Employers Pension	9,050	7,900	(1,150)	9,488		438	95.4%	
4011 Staff Recruitment	300	0	(300)	150		(150)	200.0%	
4015 Recharge staff hours	0	0	0	(8,700)		(8,700)	0.0%	
4030 Training	1,673	1,000	(673)	1,300		(373)	128.7%	
4041 Mileage/Travel/Sustenance	143	50	(93)	100		(43)	143.3%	
4130 Insurance	9,858	10,100	242	10,100		242	97.6%	
4156 Recycling	0	0	0	150		150	0.0%	
4175 Equipment Maintenance	0	600	600	800		800	0.0%	
4185 Equipment	420	5,000	4,580	6,000		5,580	7.0%	
4187 Health & Safety	2,636	3,000	364	3,500		864	75.3%	
4400 Stationery & Consumables	2,091	2,000	(91)	2,300		209	90.9%	
4420 Bank Charges	1,260	2,100	840	2,500		1,240	50.4%	
4430 Promotion/Publicity/Vision	761	3,000	2,239	5,500		4,739	13.8%	
4435 Website	0	750	750	1,100		1,100	0.0%	
4440 Telephone & Broadband	871	2,750	1,879	3,300		2,429	26.4%	
4445 Mobile Phones	250	100	(150)	160		(90)	156.3%	
4455 Postage	55	100	45	150		95	37.0%	

Detailed Income & Expenditure by Phased Budget Heading 04/02/2025

Month No: 10

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4460 Subscriptions	3,359	3,100	(259)	3,100		(259)	108.4%	
4480 Computer Maintenance	89	0	(89)	1,500		1,411	5.9%	
4481 Software/Licenses	2,414	2,500	86	6,000		3,586	40.2%	
4484 Computer Support	4,472	7,500	3,028	9,000		4,528	49.7%	
4486 E-mail Exchange	3,304	0	(3,304)	0		(3,304)	0.0%	
4550 Payroll Services	617	650	33	800		183	77.1%	
4551 HR Services and staff welfare	1,892	2,750	858	3,300		1,408	57.3%	
4555 Legal Fees and Costs	(2,447)	0	2,447	2,000		4,447	(122.3%)	
4560 Accountancy fees	868	900	32	900		32	96.4%	
4561 VAT Consultancy fees	240	250	10	250		10	96.0%	
4580 Audit Fees	2,530	4,000	1,470	4,120		1,590	61.4%	
4740 Licences	6	0	(6)	0		(6)	0.0%	
Central Administration :- Indirect Expenditure	198,728	216,694	17,966	256,745	0	58,017	77.4%	0
Net Income over Expenditure	(74,844)	(159,194)	(84,350)	(187,745)				
6000 less Transfer to EMR	50	0	(50)	0				
Movement to/(from) Gen Reserve	(74,894)	(159,194)	(84,400)	(187,745)				
<u>105 Civic and Democratic</u>								
4012 Pension liability	0	0	0	10,000		10,000	0.0%	
4041 Mileage/Travel/Sustenance	0	50	50	100		100	0.0%	
4430 Promotion/Publicity/Vision	1,453	0	(1,453)	2,500		1,047	58.1%	
4530 Councillor Development	196	375	179	500		304	39.2%	

Detailed Income & Expenditure by Phased Budget Heading 04/02/2025

Month No: 10

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4535 Chairman's Expense Allowance	(45)	1,000	1,045	1,230		1,275	(3.6%)	
4537 Members Expense Allowances	206	600	394	800		594	25.7%	
4540 Elections	0	0	0	5,000		5,000	0.0%	
Civic and Democratic :- Indirect Expenditure	1,810	2,025	215	20,130	0	18,320	9.0%	0
Net Expenditure	(1,810)	(2,025)	(215)	(20,130)				
6000 less Transfer to EMR	15,000	0	(15,000)	0				
Movement to/(from) Gen Reserve	(16,810)	(2,025)	(15,215)	(20,130)				
<u>110 Grants</u>								
4241 Grant - Fleet Phoenix	0	11,656	11,656	11,656		11,656	0.0%	
4242 Grant - Sashas Project	0	7,540	7,540	7,540		7,540	0.0%	
4538 Community Support	0	0	0	1,500		1,500	0.0%	
4800 Fleet Connect	13,152	13,153	1	13,153		1	100.0%	
4810 Basingstoke Canal	18,309	15,600	(2,709)	15,600		(2,709)	117.4%	
4855 Community grants	2,700	3,000	300	3,700		1,000	73.0%	
Grants :- Indirect Expenditure	34,161	50,949	16,788	53,149	0	18,988	64.3%	0
Net Expenditure	(34,161)	(50,949)	(16,788)	(53,149)				
<u>115 Precept</u>								
1900 Precept - operational	903,236	903,236	0	903,236			100.0%	
Precept :- Income	903,236	903,236	0	903,236			100.0%	0
Net Income	903,236	903,236	0	903,236				

Detailed Income & Expenditure by Phased Budget Heading 04/02/2025

Month No: 10

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120</u> <u>Projects</u>								
4185 Equipment	11,912	0	(11,912)	0		(11,912)	0.0%	
4235 Play Equipment	0	0	0	38,000		38,000	0.0%	
4435 Website	840	0	(840)	0		(840)	0.0%	
4440 Telephone & Broadband	(697)	0	697	0		697	0.0%	
Projects :- Indirect Expenditure	12,055	0	(12,055)	38,000	0	25,945	31.7%	0
Net Expenditure	(12,055)	0	12,055	(38,000)				
6000 less Transfer to EMR	38,000	0	(38,000)	0				
Movement to/(from) Gen Reserve	(50,055)	0	(25,945)	(38,000)				
<u>150</u> <u>Events, Town Centre and Climat</u>								
1051 Gurkha Square Market	0	0	0	7,800			0.0%	
1053 Grant money and funding	1,355	0	(1,355)	0			0.0%	
1200 Christmas Day lunch	1,955	0	(1,955)	0			0.0%	
1920 Music on The Views Grants/Spon	12,775	0	(12,775)	0			0.0%	
1930 Music on The Views Ticket Sale	11,900	0	(11,900)	0			0.0%	
1940 Christmas Festivities Grants/S	15,088	0	(15,088)	0			0.0%	
Events, Town Centre and Climat :- Income	43,073	0	(43,073)	7,800			552.2%	0
4170 Building Maintenance	743	0	(743)	0		(743)	0.0%	
4176 Action Day	311	500	189	500		189	62.1%	
4210 Floral Displays	20,435	20,100	(335)	20,100		(335)	101.7%	

Detailed Income & Expenditure by Phased Budget Heading 04/02/2025

Month No: 10

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4290 Music on The Views Events Cost	18,871	0	(18,871)	0		(18,871)	0.0%	1,000
4295 Christmas Festivities Costs	6,266	0	(6,266)	0		(6,266)	0.0%	
4655 Town Centre Xmas Decorations	19,313	20,000	687	20,000		687	96.6%	
4656 Christmas Gurkha Square	3,663	4,000	337	4,000		337	91.6%	
4657 Christmas Day Lunch	1,723	1,500	(223)	1,500		(223)	114.8%	
4660 Remembrance Day	425	400	(25)	400		(25)	106.1%	
4661 Gurkha Sq Market	0	0	0	7,200		7,200	0.0%	
4832 Climate Change	887	1,000	113	5,800		4,913	15.3%	
Events, Town Centre and Climat :- Indirect Expenditure	72,635	47,500	(25,135)	59,500	0	(13,135)	122.1%	1,000
Net Income over Expenditure	(29,561)	(47,500)	(17,939)	(51,700)				
6001 plus Transfer from EMR	1,000	0	(1,000)	0				
6000 less Transfer to EMR	5,874	0	(5,874)	0				
Movement to/(from) Gen Reserve	(34,435)	(47,500)	(24,813)	(51,700)				
<u>155 Music on the Views</u>								
1930 Music on The Views Ticket Sale	3,475	0	(3,475)	0			0.0%	
Music on the Views :- Income	3,475	0	(3,475)	0				0
Net Income	3,475	0	(3,475)	0				

Detailed Income & Expenditure by Phased Budget Heading 04/02/2025

Month No: 10

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160 Harlington Development</u>								
1902 Precept - New Harlington	439,622	439,622	0	439,622			100.0%	
Harlington Development :- Income	439,622	439,622	0	439,622			100.0%	0
4015 Recharge staff hours	0	0	0	13,900		13,900	0.0%	
4555 Legal Fees and Costs	400	0	(400)	0		(400)	0.0%	
4559 Professional fees	11,938	0	(11,938)	0		(11,938)	0.0%	
4565 Survey and consultation	2,621	0	(2,621)	0	3,518	(6,139)	0.0%	
4890 Earmarked New Harlington	0	0	0	425,722		425,722	0.0%	
Harlington Development :- Indirect Expenditure	14,959	0	(14,959)	439,622	3,518	421,145	4.2%	0
Net Income over Expenditure	424,663	439,622	14,959	0				
<u>201 Harlington - Events</u>								
1000 Hall Hire	55,819	80,000	24,181	96,000			58.1%	
1002 POINT Hall Hire	0	18,196	18,196	18,196			0.0%	
1036 Fleet Baptist Preschool	3,332	3,000	(332)	4,750			70.1%	
1420 Bar Sales	106,933	115,000	8,067	138,000			77.5%	
1430 Merchandise	29	0	(29)	0			0.0%	
1431 Confectionery	3,148	2,550	(598)	2,750			114.5%	
1432 Ices	2,811	2,500	(311)	2,500			112.4%	
1433 Snacks	2,963	2,500	(463)	3,000			98.8%	
1435 Box Office Charges	14,100	12,500	(1,600)	15,500			91.0%	
1450 Ticket Sales	139,763	200,000	60,237	244,000			57.3%	
Harlington - Events :- Income	328,898	436,246	107,348	524,696			62.7%	0

Detailed Income & Expenditure by Phased Budget Heading 04/02/2025

Month No: 10

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 Salaries	172,433	191,400	18,967	229,671		57,238	75.1%	
4001 Employers National Insurance	13,321	15,000	1,679	18,223		4,902	73.1%	
4002 Employers Pension	7,264	7,350	86	8,845		1,581	82.1%	
4015 Recharge staff hours	0	0	0	(5,200)		(5,200)	0.0%	
4175 Equipment Maintenance	773	0	(773)	0		(773)	0.0%	
4182 Technical Equipment Sundries	311	500	189	750		439	41.4%	
4183 Technical Equipment Hire	0	0	0	500		500	0.0%	
4185 Equipment	1,054	2,250	1,196	3,000		1,946	35.1%	
4400 Stationery & Consumables	56	0	(56)	0		(56)	0.0%	
4422 Bank & Card Transactions	11,670	10,000	(1,670)	13,500		1,830	86.4%	
4432 Marketing	21,387	19,200	(2,187)	20,000		(1,387)	106.9%	
4433 Marketing Support	9,181	10,000	820	10,000		820	91.8%	
4490 Sales System Costs	13,482	11,000	(2,482)	13,500		18	99.9%	
4700 Bar Purchases	39,269	46,000	6,731	55,200		15,931	71.1%	
4710 Bar Consumables	1,764	1,700	(64)	2,000		236	88.2%	
4715 Stocktaking	0	0	0	500		500	0.0%	
4720 Performance Costs	94,259	109,500	15,241	161,500		67,241	58.4%	
4728 Till App	630	1,000	370	1,200		570	52.5%	
4740 Licences	87	0	(87)	6,000		5,913	1.5%	
4752 Hospitality	284	375	91	500		216	56.7%	
4761 Confectionery	856	1,400	544	1,650		794	51.9%	
4762 Ices	1,170	1,000	(170)	1,000		(170)	117.0%	
4763 Snacks	824	1,000	176	1,350		526	61.1%	
Harlington - Events :- Indirect Expenditure	390,074	428,675	38,601	543,689	0	153,615	71.7%	0
Net Income over Expenditure	(61,176)	7,571	68,747	(18,993)				

Detailed Income & Expenditure by Phased Budget Heading 04/02/2025

Month No: 10

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>204 Building</u>								
1031 HCC Library	8,873	13,500	4,627	13,500			65.7%	
Building :- Income	8,873	13,500	4,627	13,500			65.7%	0
4000 Salaries	55,804	60,000	4,196	72,964		17,160	76.5%	
4001 Employers National Insurance	5,452	6,400	948	7,712		2,260	70.7%	
4002 Employers Pension	2,725	3,040	315	3,648		923	74.7%	
4011 Staff Recruitment	264	0	(264)	500		236	52.8%	
4030 Training	195	750	555	1,000		805	19.5%	
4041 Mileage/Travel/Sustenance	359	400	41	500		141	71.8%	
4110 Rates	16,996	17,000	5	17,000		5	100.0%	
4115 Water & Sewerage	6,357	4,500	(1,857)	5,500		(857)	115.6%	
4120 Gas	13,933	24,000	10,067	40,000		26,067	34.8%	
4122 Electricity	34,947	41,000	6,053	56,100		21,153	62.3%	
4130 Insurance	0	4,000	4,000	4,000		4,000	0.0%	
4150 Cleaning	26,572	30,000	3,429	39,250		12,679	67.7%	
4151 Cleaning - Equipment	125	250	125	500		375	25.0%	
4152 Cleaning - Supplies	3,309	6,250	2,941	7,500		4,191	44.1%	
4155 Refuse Collection	1,658	3,300	1,642	4,000		2,342	41.5%	
4156 Recycling	559	400	(159)	500		(59)	111.8%	
4170 Building Maintenance	23,079	20,000	(3,079)	25,000		1,921	92.3%	
4172 Building Compliance	2,248	5,000	2,752	6,000	541	3,211	46.5%	
4175 Equipment Maintenance	194	0	(194)	0		(194)	0.0%	
4185 Equipment	636	750	114	1,000		364	63.6%	

Detailed Income & Expenditure by Phased Budget Heading 04/02/2025

Month No: 10

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4187 Health & Safety	2,180	750	(1,430)	1,000		(1,180)	218.0%	
4188 Fire and Intruder Monitoring	175	450	275	575		400	30.4%	
4207 Fire & Intruder Systems	390	2,025	1,635	2,025		1,635	19.3%	
4400 Stationery & Consumables	367	375	8	500		133	73.5%	
4445 Mobile Phones	421	400	(21)	500		79	84.1%	
4455 Postage	32	125	93	250		218	12.9%	
4481 Software/Licenses	2,361	1,500	(861)	2,000		(361)	118.0%	
4487 Wi-Fi	2,009	2,000	(9)	2,500		491	80.3%	
4728 Till App	70	0	(70)	0		(70)	0.0%	
4745 Uniforms	25	0	(25)	300		275	8.4%	
4752 Hospitality	67	0	(67)	0		(67)	0.0%	
Building :- Indirect Expenditure	203,510	234,665	31,155	302,324	541	98,273	67.5%	0
Net Income over Expenditure	(194,637)	(221,165)	(26,528)	(288,824)				
<u>205 Ancells Community Centre</u>								
1000 Hall Hire	22,584	22,000	(584)	27,500			82.1%	
Ancells Community Centre :- Income	22,584	22,000	(584)	27,500			82.1%	0
4000 Salaries	22,825	18,700	(4,125)	22,478		(347)	101.5%	
4001 Employers National Insurance	1,709	1,500	(209)	1,791		82	95.4%	
4002 Employers Pension	1,923	1,750	(173)	2,100		177	91.6%	
4041 Mileage/Travel/Sustenance	350	400	50	500		150	70.0%	
4115 Water & Sewerage	715	750	35	900		185	79.4%	

Detailed Income & Expenditure by Phased Budget Heading 04/02/2025

Month No: 10

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4120 Gas	1,390	2,500	1,110	3,200		1,810	43.4%	
4122 Electricity	1,393	1,750	357	2,200		807	63.3%	
4150 Cleaning	4,445	7,000	2,555	8,500		4,055	52.3%	
4152 Cleaning - Supplies	1,190	750	(440)	1,000		(190)	119.0%	
4155 Refuse Collection	327	400	73	500		173	65.3%	
4170 Building Maintenance	4,531	2,500	(2,031)	3,000		(1,531)	151.0%	
4187 Health & Safety	582	75	(507)	150		(432)	387.8%	
4250 Tree Surgery	110	0	(110)	0		(110)	0.0%	
4280 Ancells Car Park	9,122	7,500	(1,622)	7,500		(1,622)	121.6%	
4445 Mobile Phones	225	250	25	300		75	75.0%	
4455 Postage	0	50	50	100		100	0.0%	
4740 Licences	0	0	0	2,500		2,500	0.0%	
Ancells Community Centre :- Indirect Expenditure	50,835	45,875	(4,960)	56,719	0	5,884	89.6%	0
Net Income over Expenditure	(28,250)	(23,875)	4,375	(29,219)				
<u>208 Ancells Farm Park and Pavilion</u>								
1050 Outdoor Space Hire	66	0	(66)	0			0.0%	
1060 Pitch Hire	2,498	0	(2,498)	2,300			108.6%	
Ancells Farm Park and Pavilion :- Income	2,564	0	(2,564)	2,300			111.5%	0
4110 Rates	1,185	1,200	15	1,200		15	98.8%	
4115 Water & Sewerage	203	700	497	850		647	23.9%	
4120 Gas	316	300	(16)	400		84	79.0%	

Detailed Income & Expenditure by Phased Budget Heading 04/02/2025

Month No: 10

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4122 Electricity	415	500	85	600		185	69.2%	
4150 Cleaning	1,215	1,300	85	1,600		385	75.9%	
4170 Building Maintenance	1,417	2,000	583	2,500		1,083	56.7%	
4175 Equipment Maintenance	0	375	375	500		500	0.0%	
4187 Health & Safety	301	250	(51)	300		(1)	100.2%	
4200 Grounds Maintenance	20,869	23,000	2,131	29,470		8,601	70.8%	
4202 Additional Ground Works	1,345	0	(1,345)	500		(845)	269.0%	
4205 CCTV	229	100	(129)	100		(129)	229.2%	
4206 Lamppost Maintenance	76	0	(76)	0		(76)	0.0%	
4220 Friends Group support	0	0	0	100		100	0.0%	
4225 South and South East in Bloom	55	70	15	70		15	78.6%	
4230 Playground Maintenance	1,182	8,500	7,318	10,600		9,418	11.1%	
4250 Tree Surgery	2,789	3,000	211	4,100		1,311	68.0%	
Ancells Farm Park and Pavilion :- Indirect Expenditure	31,597	41,295	9,698	52,890	0	21,293	59.7%	0
Net Income over Expenditure	(29,033)	(41,295)	(12,262)	(50,590)				
<u>301</u> <u>Open Spaces</u>								
1053 Grant money and funding	822	0	(822)	0			0.0%	
1500 Miscellaneous Income	10	0	(10)	0			0.0%	
Open Spaces :- Income	832	0	(832)	0				0
4000 Salaries	13,640	16,500	2,860	19,890		6,250	68.6%	
4001 Employers National Insurance	1,366	1,900	534	2,287		921	59.7%	

Detailed Income & Expenditure by Phased Budget Heading 04/02/2025

Month No: 10

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4002 Employers Pension	682	800	118	994		312	68.6%	
4041 Mileage/Travel/Sustenance	237	400	163	500		263	47.4%	
4169 Street and Park Furniture	0	250	250	500		500	0.0%	
4185 Equipment	71	0	(71)	500		429	14.3%	
4200 Grounds Maintenance	13,209	15,500	2,291	18,650		5,441	70.8%	
4202 Additional Ground Works	650	0	(650)	1,500		850	43.3%	
4206 Lamppost Maintenance	0	0	0	700		700	0.0%	
4208 Speedwatch and SIDS	0	0	0	1,100		1,100	0.0%	
4225 South and South East in Bloom	143	0	(143)	0		(143)	0.0%	
4250 Tree Surgery	490	2,000	1,510	2,500	120	1,890	24.4%	
4445 Mobile Phones	106	120	14	150		44	70.7%	
4740 Licences	70	100	30	100		30	70.0%	
4745 Uniforms	0	0	0	200		200	0.0%	
	30,665	37,570	6,905	49,571	120	18,786	62.1%	0
Open Spaces :- Indirect Expenditure								
Net Income over Expenditure	(29,833)	(37,570)	(7,737)	(49,571)				
<u>310 Calthorpe Park</u>								
1050 Outdoor Space Hire	335	250	(85)	300			111.7%	
1057 Fleet Football Club Rent	1,500	3,750	2,250	5,000			30.0%	
1059 Refreshment Kiosk	6,000	5,500	(500)	6,500			92.3%	
1060 Pitch Hire	1,795	1,350	(445)	1,800			99.7%	
1064 Tennis Membership card	6,839	7,000	161	8,000			85.5%	
1065 Tennis Hire	4,257	1,500	(2,757)	2,000			212.9%	
	20,726	19,350	(1,376)	23,600			87.8%	0
Calthorpe Park :- Income								

Detailed Income & Expenditure by Phased Budget Heading 04/02/2025

Month No: 10

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Water & Sewerage	505	1,000	495	1,200		695	42.1%	
4122 Electricity	1,633	2,750	1,117	3,300		1,667	49.5%	
4130 Insurance	0	3,000	3,000	3,000		3,000	0.0%	
4150 Cleaning	549	800	251	1,000		451	54.9%	
4170 Building Maintenance	200	800	600	1,000		800	20.0%	
4175 Equipment Maintenance	0	0	0	200		200	0.0%	
4185 Equipment	0	0	0	500		500	0.0%	
4187 Health & Safety	441	0	(441)	300		(141)	146.8%	
4200 Grounds Maintenance	35,494	41,500	6,006	50,120		14,626	70.8%	
4202 Additional Ground Works	370	2,500	2,130	3,000		2,630	12.3%	
4205 CCTV	1,248	1,500	252	3,000		1,752	41.6%	
4220 Friends Group support	0	0	0	110		110	0.0%	
4225 South and South East in Bloom	80	70	(10)	70		(10)	114.3%	
4230 Playground Maintenance	2,628	2,000	(628)	4,100		1,473	64.1%	
4250 Tree Surgery	6,372	5,750	(622)	6,900		528	92.3%	
4590 Repairs and Renewals	756	0	(756)	7,000		6,244	10.8%	
4651 LTA Registration - membership	420	500	80	500		80	84.0%	
4653 Tennis Software	905	950	45	950		45	95.3%	
4740 Licences	6	0	(6)	70		64	8.6%	
Calthorpe Park :- Indirect Expenditure	51,605	63,120	11,515	86,320	0	34,715	59.8%	0
Net Income over Expenditure	(30,880)	(43,770)	(12,890)	(62,720)				
6000 less Transfer to EMR	7,000	0	(7,000)	0				
Movement to/(from) Gen Reserve	(37,880)	(43,770)	(19,890)	(62,720)				

Detailed Income & Expenditure by Phased Budget Heading 04/02/2025

Month No: 10

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>315</u> <u>Oakley Park</u>								
1050 Outdoor Space Hire	56	0	(56)	100			56.3%	
1060 Pitch Hire	2,800	1,800	(1,000)	2,800			100.0%	
Oakley Park :- Income	2,856	1,800	(1,056)	2,900			98.5%	0
4122 Electricity	242	600	358	770	528		31.5%	
4150 Cleaning	1,089	1,200	111	1,500	411		72.6%	
4170 Building Maintenance	200	0	(200)	500	300		40.0%	
4175 Equipment Maintenance	0	0	0	50	50		0.0%	
4187 Health & Safety	221	0	(221)	300	80		73.5%	
4200 Grounds Maintenance	18,920	22,000	3,080	26,720	7,800		70.8%	
4202 Additional Ground Works	400	0	(400)	500	100		80.0%	
4205 CCTV	1,399	1,200	(199)	1,200	(199)		116.6%	
4220 Friends Group support	0	0	0	110	110		0.0%	
4225 South and South East in Bloom	110	100	(10)	100	(10)		110.0%	
4230 Playground Maintenance	720	2,000	1,280	2,400	1,680		30.0%	
4250 Tree Surgery	3,225	2,500	(725)	3,700	475		87.2%	
Oakley Park :- Indirect Expenditure	26,526	29,600	3,074	37,850	0	11,324	70.1%	0
Net Income over Expenditure	(23,669)	(27,800)	(4,131)	(34,950)				
<u>320</u> <u>Basingbourne Park</u>								
1060 Pitch Hire	2,520	1,000	(1,520)	1,500			168.0%	
1550 Insurance funds received	4,690	0	(4,690)	0			0.0%	
Basingbourne Park :- Income	7,210	1,000	(6,210)	1,500			480.7%	0

Detailed Income & Expenditure by Phased Budget Heading 04/02/2025

Month No: 10

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Water & Sewerage	474	500	26	700		226	67.7%	
4122 Electricity	267	350	83	450		183	59.2%	
4150 Cleaning	1,089	1,200	111	1,500		411	72.6%	
4170 Building Maintenance	6,246	500	(5,746)	1,000	283	(5,529)	652.9%	
4175 Equipment Maintenance	130	0	(130)	0		(130)	0.0%	
4185 Equipment	0	0	0	100		100	0.0%	
4187 Health & Safety	221	110	(111)	160		(61)	137.8%	
4200 Grounds Maintenance	16,090	18,900	2,810	22,720		6,630	70.8%	
4202 Additional Ground Works	1,770	0	(1,770)	400		(1,370)	442.5%	
4205 CCTV	1,399	1,250	(149)	1,250		(149)	111.9%	
4220 Friends Group support	151	0	(151)	120		(31)	126.2%	
4225 South and South East in Bloom	110	100	(10)	100		(10)	110.0%	
4230 Playground Maintenance	2,902	2,000	(902)	2,400		(502)	120.9%	
4250 Tree Surgery	6,970	4,500	(2,470)	5,500		(1,470)	126.7%	
Basingbourne Park :- Indirect Expenditure	37,817	29,410	(8,407)	36,400	283	(1,700)	104.7%	0
Net Income over Expenditure	(30,607)	(28,410)	2,197	(34,900)				
<u>325 The Views</u>								
1050 Outdoor Space Hire	1,491	1,500	9	1,500			99.4%	
The Views :- Income	1,491	1,500	9	1,500			99.4%	0
4122 Electricity	1,229	450	(779)	550		(679)	223.5%	
4185 Equipment	0	0	0	100		100	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 04/02/2025

Month No: 10

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4187 Health & Safety	330	0	(330)	0		(330)	0.0%	
4200 Grounds Maintenance	6,667	7,850	1,183	9,420		2,753	70.8%	
4202 Additional Ground Works	220	0	(220)	900		680	24.4%	
4225 South and South East in Bloom	55	60	5	60		5	91.7%	
4230 Playground Maintenance	2,941	8,000	5,059	9,600		6,659	30.6%	
4250 Tree Surgery	460	0	(460)	800		340	57.5%	
The Views :- Indirect Expenditure	11,902	16,360	4,458	21,430	0	9,528	55.5%	0
Net Income over Expenditure	(10,411)	(14,860)	(4,449)	(19,930)				
<u>330 Edenbrook</u>								
4200 Grounds Maintenance	2,818	3,300	482	3,980		1,162	70.8%	
4202 Additional Ground Works	0	0	0	300		300	0.0%	
4230 Playground Maintenance	140	0	(140)	500		360	28.0%	
4235 Play Equipment	0	0	0	60,000		60,000	0.0%	
4250 Tree Surgery	190	0	(190)	750		560	25.3%	
Edenbrook :- Indirect Expenditure	3,148	3,300	152	65,530	0	62,382	4.8%	0
Net Expenditure	(3,148)	(3,300)	(152)	(65,530)				
<u>350 Cemetery</u>								
1100 Interment Fees	20,295	17,500	(2,795)	21,000			96.6%	
1110 Scattering of Ashes	0	0	0	100			0.0%	
1120 Sale of Exclusive Rights	23,355	23,000	(355)	28,000			83.4%	

Detailed Income & Expenditure by Phased Budget Heading 04/02/2025

Month No: 10

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1121 Transfer of Exclusive Rights	1,360	1,600	240	2,000			68.0%	
1130 Memorial Cemetery Fees	6,110	6,000	(110)	7,000			87.3%	
1132 Memorial Kerbstones	588	2,000	1,413	2,500			23.5%	
1133 Memorial Sanctums	10,327	6,750	(3,577)	8,100			127.5%	
1134 GoR Planted Area	2,701	800	(1,901)	1,000			270.1%	
1137 GoR Ashes digging	200	800	600	1,000			20.0%	
1140 Bench contribution	580	0	(580)	0			0.0%	
	65,515	58,450	(7,065)	70,700			92.7%	0
Cemetery :- Income								
4000 Salaries	5,135	5,150	15	6,185		1,050	83.0%	
4001 Employers National Insurance	0	0	0	15		15	0.0%	
4002 Employers Pension	257	250	(7)	310		53	82.8%	
4041 Mileage/Travel/Sustenance	204	400	196	500		296	40.9%	
4110 Rates	2,096	2,100	4	2,100		4	99.8%	
4115 Water & Sewerage	(1,027)	400	1,427	500		1,527	(205.4%)	
4150 Cleaning	0	0	0	200		200	0.0%	
4155 Refuse Collection	1,033	900	(133)	1,100		67	93.9%	
4170 Building Maintenance	0	0	0	400		400	0.0%	
4187 Health & Safety	74	0	(74)	100		27	73.5%	
4200 Grounds Maintenance	9,994	11,750	1,756	14,120		4,126	70.8%	
4201 Ground Works (Badgers)	557	0	(557)	4,000		3,443	13.9%	
4202 Additional Ground Works	957	0	(957)	500		(457)	191.5%	
4203 General Upkeep	0	0	0	100		100	0.0%	
4225 South and South East in Bloom	90	80	(10)	80		(10)	112.5%	

Detailed Income & Expenditure by Phased Budget Heading 04/02/2025

Month No: 10

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4250 Tree Surgery	1,200	1,500	300	2,300		1,100	52.2%	
4445 Mobile Phones	0	0	0	80		80	0.0%	
4460 Subscriptions	0	0	0	100		100	0.0%	
4481 Software/Licenses	669	100	(569)	500		(169)	133.8%	
4935 GoR Memorial inscriptions	2,445	1,500	(945)	2,000		(445)	122.2%	
4936 GoR Ashes digging	570	800	230	1,000		430	57.0%	
4942 H and S Memorial repairs	0	0	0	325		325	0.0%	
4944 H and S Memorial inspections	0	0	0	1,000		1,000	0.0%	
Cemetery :- Indirect Expenditure	24,252	24,930	678	37,515	0	13,263	64.6%	0
Net Income over Expenditure	41,263	33,520	(7,743)	33,185				
6000 less Transfer to EMR	1,325	0	(1,325)	0				
Movement to/(from) Gen Reserve	39,938	33,520	(9,068)	33,185				
<u>475 Lengthsman Scheme</u>								
1053 Grant money and funding	3,300	3,300	0	3,300			100.0%	
Lengthsman Scheme :- Income	3,300	3,300	0	3,300			100.0%	0
4202 Additional Ground Works	0	0	0	3,300		3,300	0.0%	
Lengthsman Scheme :- Indirect Expenditure	0	0	0	3,300	0	3,300	0.0%	0
Net Income over Expenditure	3,300	3,300	0	0				

Detailed Income & Expenditure by Phased Budget Heading 04/02/2025

Month No: 10

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,978,140	1,957,504	(20,636)	2,091,154			94.6%	
Expenditure	1,196,280	1,271,968	75,688	2,160,684	4,462	959,942	55.6%	
Net Income over Expenditure	781,860	685,536	(96,324)	(69,530)				
plus Transfer from EMR	1,000	0	(1,000)	0				
less Transfer to EMR	67,249	0	(67,249)	0				
Movement to/(from) Gen Reserve	715,611	685,536	(30,075)	(69,530)				

6. **QUARTERLY FINANCIAL MONITORING REPORT FOR Q3 TO 31 DECEMBER 2024**

Members to consider a budget monitoring report to 31 December 2024 against budget (detailed report attached for the information of Members).

Cost Centre	YTD Actual		Full Year		Projected
	£	£	Forecast	Budget	Variance
Central Administration	- 74,894	- 114,975	- 187,745	72,770	
Civic & Democratic	- 16,810	- 20,130	- 20,130	-	
Grants	- 34,161	- 55,857	- 53,149	- 2,708	
Precept	903,236	903,236	903,236	-	
Projects	- 50,055	- 50,055	- 38,000	- 12,055	
Events, Town Centre & Climate Change	- 34,435	- 51,700	- 51,700	-	
Music on the Views	3,475	-	-	-	
Harlington Development	424,663	-	-	-	
Harlington Events	- 61,176	-	- 18,993	18,993	
Building	- 194,637	- 261,490	- 288,824	27,334	
Ancells Community Centre	- 28,250	- 30,819	- 29,219	- 1,600	
Ancells Farm Park & Pavilion	- 29,033	- 51,790	- 50,590	- 1,200	
Open Spaces	- 29,833	- 49,571	- 49,571	-	
Calthorpe Park	- 37,880	- 65,884	- 62,720	- 3,164	
Oakley Park	- 23,669	- 34,950	- 34,950	-	
Basingbourne Park	- 30,607	- 37,043	- 34,900	- 2,143	
The Views	- 10,411	- 19,930	- 19,930	-	
Edenbrook	- 3,148	- 65,530	- 65,530	-	
Cemetery	39,938	43,185	33,185	10,000	
Lengthsman Scheme	3,300	-	-	-	
Net Income Over Expenditure	715,613	36,697	- 69,530	106,227	

KEY VARIANCES

CENTRAL & ADMINISTRATION	
1000 / 201 – Bank Interest	Bank and investment income received is projected to be £72.5k more than expected, due to the high interest rate received on the CCLA investment.
GRANTS	
4810 / 110 – Basingstoke Canal	The annual invoice from Hampshire County Council was £2.7k higher than expected. No prior notification of increase had been received. This will be raised at the annual meeting on 19 February 2025.

PROJECTS	
4185 / 120 – Equipment	Due to warning of the imminent failure of several staff computers, and with the agreement of the Chairman of the Council, the project to replace all staff computers in 2025/26 was brought forward.
HARLINGTON EVENTS	
1870 / 101 – Hall Hire	Hall Hire is projected to be £3k less than expected, due to the loss of the Rock Choir and another mid-week group.
1420 / 201 – Bar Sales	Bar Sales are projected to be £5k less than expected, due to the cancellation of two shows due to illness of the performers. Both shows have been rescheduled for later dates.
1450 / 201 – Ticket Sales	Ticket Sales are projected to be £22k less than expected, due to the cancellation of two shows due to illness of the performers. Both shows have been rescheduled for later dates.
4000 / 201 – Salaries	Salaries are projected to be £20k less than budget – partly due to the budget not being adjusted to reflect actual pay increases awarded and partly due to use of casuals.
4700 / 201 – Bar Purchases	Bar Purchases are projected to be £4k less than budgeted due to the cancellation of two shows.
4720 / 201 – Performance Costs	Performance Costs are projected to be £20k less than expected, due to the cancellation of two shows due to illness of the performers. Both shows have been rescheduled for later dates.
BUILDING	
1031 / 204 – HCC Library	The charge to the library for their share of utilities for 2023/24 was £2k higher than accrued and expected to be £4k higher than the 2024/25 budgeted amount.
4115 / 204 – Water & Sewerage	Water & Sewerage is projected to be £2.4k more than expected. Actual cost for 2023/24 was £10.4k so the budget for 2024/25 at £5.5k not sufficient.
4120 / 204 - Gas	Gas is projected to be £12.5k less than budget. This winter has been more wet than cold, but a late cold snap could impact on costs.
4122 / 204 - Electricity	Electricity is projected to be £5k less than budget. This winter has been more wet than cold, but a late cold snap could impact on costs.
ANCELLS COMMUNITY CENTRE	
4280 / 205 – Ancells Car Park	The Ancells Car Park annual invoice is £1.6k more than expected. Amount is being queried by FOSM but no resolution yet reached.

ANCELLS FARM PARK & PAVILION	
4202 / 208 – Additional Grounds Works	Additional Grounds Works is projected to be £1.3k more than expected. £0.9k spent on camera to investigate the sink hole. £0.4k spent on bollard repairs thought to be damage during unauthorised encampment at Basingbourne Park.
CALTHORPE PARK	
1057 / 310 – Fleet Football Club Rent	Fleet Football Club Rent is projected to be £3k less than expected as new lease will not come into effect until the 2025/26 financial year.
BASINGBOURNE PARK	
1550 / 320 – Insurance Funds	£4.7k received for leaks that caused the roof to collapse.
4170 / 320 – Building Maintenance	Building Maintenance is projected to be £5.2k more than expected. £4.9k spent on the supply and installation of a new external door.
CEMETERY	
Income	Income is projected to be at least £10k more than expected across all categories.

Reserves

	Balance b/f 1 April 2024	Deficit / Surplus from Revenue A/c	Transfer from Revenue A/c	Transfer to Revenue A/c	Transfers Between Reserves	Balance c/f 31 March 2025
	£	£	£	£	£	£
Movement in Reserves						
General Reserve	374,478	823,959				1,198,437
Earmarked Reserves						
Pension Obligation	40,000		10,000			50,000
Cemetery Memorial Testing	4,750		1,325			6,075
CP Tennis Sinking Fund	58,563		7,000			65,563
S106 Sensory Garden	10,981					10,981
Sale of Assets	-		50			50
Badgers Cemetery Works	7,000					7,000
Play Equipment	29,517		38,000			67,517
Elections	6,250		5,000			11,250
Edenbrook Commuted Sum	81,160					81,160
Harlington Development Fund	2,821,231					2,821,231
Music on The Views			6,874	- 1,000		5,874
Sub Total Earmarked Reserves	3,059,452	-	68,249	- 1,000	-	3,126,701
Total Reserves	3,433,930	823,959	68,249	- 1,000	-	4,325,138

As the current forecast is for a surplus, Members are requested to consider if they wish to allocate any of this excess to existing Ear Marked Reserves (such as putting any unspent playground maintenance funds to the Play Equipment EMR) or use the entirety to build up the General Reserve which has been identified as being too low.

RECOMMENDATION

That the contents of the report are noted.

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
101	Debtors Control	11,338
120	Vat Control	(1,103)
150	Stock - Bar	8,254
200	Bank Current/Deposit Account	308,887
210	Petty Cash - FTC	2
212	HSBC Savings Account	806,644
213	CCLA Pub Sector Deposit Fund	3,024,735
214	Nationwide deposit account	405,519
220	Cash Floats	2,000
230	Ancells Damage Deposit Receipt	(200)
251	Petty Cash - Harlington	120
	Total Current Assets	4,566,196
	<u>Current Liabilities</u>	
500	Creditors Control	64,165
504	Christmas Day Lunch	4,481
515	Paye/NI Due	12,987
534	Floyd Effect May 25	4,153
535	Sleeping Beauty Jan 25	13,098
537	Benidorm Tom Sept 24	127
538	Time of our lives Sept 24	373
539	Cheesy Bingo Oct 24	934
540	Starburst Panto Cinders Dec 24	35,010
541	Kast off Kinks Nov 24	1,043
542	Buble meets Sinatra Nov 24	(137)
543	Comedy Sept 24	752
544	Comedy Oct 24	323
545	Comedy Nov 24	282
546	Chichester Uni show Jun 24	(756)
547	Ultra 90s Vs 2000s Jun 25	2,053
548	T-Rextasy Feb 25	3,788
549	-	(1,650)
550	Shane Nolan Band Nov 24	3
551	Mainly Madness Dec 24	2,525
552	AC/DC UK Jan 25	5,500
553	Pop Gods Feb 25	1,333
554	Hayseed Dixie Feb 25	2,067
555	ELO Encounter Feb 25	4,227
556	Cheesy Bingo Feb 25	3,499
557	Oasish Mar 25	8,213
558	Guns 2 Roses Mar 25	1,558
559	Pogue Traders Mar 25	750
560	Taylormania Mar 25	9,556
561	Quo Connection Mar 25	1,838
562	Genesis Connected Mar 25	4,322
563	Gold to Rio Mar 25	1,150
564	Barrioke Apr 25	(293)
565	Comedy Dec 24	2,398
566	Comedy Jan 25	788
567	Comedy Feb 25	225
568	Comedy Mar 25	125
572	Fleet Jazz Sept 24	(226)
573	Fleet Jazz Oct 24	740

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
574	Fleet Jazz Nov 24	1,519	
575	Fleet Jazz Dec 24	2,909	
576	Fleet Jazz Jan 25	417	
577	Fleet Jazz Feb 25	100	
578	Fleet Jazz Mar 25	33	
602	Santa Grotto Dec 24	1,757	
603	The ABBA Tribute Fever – Apr25	587	
604	Sex Pissed Dolls – April 25	403	
605	Money For Nothing – May 25	1,314	
606	Music on the Views Aug 25	433	
607	The Jam'd – June 25	202	
608	Goldie Lookin Chain – June 25	1,840	
609	Chessy Bingo – June 25	1,672	
610	An evening with Clinton Baptis	5,676	
611	Brave Rival – June25	510	
612	Studio 236 June25	128	
613	P.P.Arnold – Feb25	527	
614	Bootleg Blondie – May25	823	
615	Bad Manners Oct 25	(720)	
616	Kerry Ellis – Nov25	150	
770	Purple Zeppelin Nov 24	(3,088)	
784	The Jam'd April 24	237	
800	Fleet Film 8th Jan 24	(11)	
805	Fleet Film 25th Mar 24	(5)	
811	80s Rewind Nov 24	8,779	
818	Shaun Ryder Nov 24	838	
823	Nine Below Zero Dr Feelgood De	1,833	
824	Fleet Film 8th April 24	0	
825	Fleet Film 22nd April 24	12	
826	Fleet Film 13th May 24	0	
829	Fleet Film 1st July 24	0	
835	Purple Zepplin Jun 24	4,218	
838	Starburst Summer Jul 24	4,454	
841	Comedy Apr 24	428	
842	Comedy May 24	113	
843	Comedy Jun 24	1,382	
847	Martin Fry ABC Jun 25	6,423	
848	CCR Sept 24	(1)	
849	Voodoo Room Oct 24	1,047	
850	Stewart Copeland Nov 24	2,793	
	Total Current Liabilities	241,057	
	Net Current Assets		4,325,138
	Total Assets less Current Liabilities		4,325,138

Represented by :-

300	Current Year Fund	823,959
310	General Fund	374,478
321	EMR - Pension Obligation	50,000
329	EMR - Cemetery Mem Test 2024	6,075
330	EMR - CP Tennis Sinking 2026	65,563
332	EMR - S106 Sensory Garden 21	10,981
336	EMR - Assets	50

Detailed Balance Sheet - Excluding Stock Movement**Month 9 Date 31/12/2024**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
340	EMR - Cemetery Works (Badgers)	7,000	
345	EMR - Play Equipment	67,517	
350	EMR - Elections 2026	11,250	
355	EMR - Edenbrook Commuted Sum	81,160	
360	Harlington Development Fund	2,821,231	
365	EMR - Music on the Views	5,874	
	Total Equity		4,325,138

Bank Current/Deposit Account

List of Payments made between 01/07/2024 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2024	Global Payments - Direct Debit	dd575	36.00		card charges 1/5-31/5/24
01/07/2024	Hart District Council - DD	dd576	210.00		Business rates 2024/25
01/07/2024	Hart District Council - DD	dd577	1,634.00		Business rates 2024/25
01/07/2024	Hart District Council - DD	dd578	119.00		Business rates 2024/25
11/07/2024	Total Energies	dd579	35.29		gas 30/4-31/5/24
11/07/2024	Total Energies	dd580	2,202.11		gas 30/4-31/5/24
11/07/2024	Total Energies	dd581	128.34		gas 30/4-31/5/24
12/07/2024	Payment Sense Ltd	dd582	299.95		CARD CHARGES 1/6-30/6/24
12/07/2024	Payment Sense Ltd	dd583	33.34		CARD CHARGES 1/6-30/6/24
15/07/2024	HSBC	dd585	69.88		BANK CHARGES 1/5-31/5/24
15/07/2024	HSBC	dd586	13.63		BANK CHARGES 1/5-31/5/24
15/07/2024	HSBC	DD584	1,517.21		Credit Card July 24
16/07/2024	Global Payments - Direct Debit	dd590	443.15		CARD CHARGES 1/6-30/6/24
16/07/2024	NPower - Direct Debits	dd587	26.59		elec 1/5-31/5/24
16/07/2024	NPower - Direct Debits	dd588	27.58		elec 1/5-31/5/24
16/07/2024	NPower - Direct Debits	dd589	160.61		elec 1/5-31/5/24
16/07/2024	NPower - Direct Debits	dd592	45.78		elec 1/5-31/5/24
16/07/2024	Booker Limited	dd589	84.57		Purchase Ledger DDR Payment
18/07/2024	Castle Water Limited	dd593	20.23		water 1/6-30/6
19/07/2024	Payment Sense Ltd	dd594	113.94		card charges 1/6-30/6
19/07/2024	Payment Sense Ltd	dd595	17.88		card charges 1/6-30/6
19/07/2024	Castle Water Limited	dd596	9.57		water 1/6-30/6/24
19/07/2024	Fleet Town Council	DDR	36,390.77		Payroll July 2024
22/07/2024	Fleet Town Council	DDR	8,550.75		Inland Rev July 2024
23/07/2024	Croner Group Ltd	dd597	408.98		HR AND H&S JUL 24
24/07/2024	BACS P/L Pymnt Page 2451	BACS Pymnt	82,166.95		BACS P/L Pymnt Page 2451
24/07/2024	Central Computer Management Lt	dd598	76.80		PAYROLL JUN 24
25/07/2024	BOC Ltd	dd599	170.99		gas delivery
29/07/2024	HSBC	dd600	75.64		BANK CHARGES 8/6-7/7/24
30/07/2024	Global Payments - Direct Debit	dd601	36.00		bank charges
30/07/2024	Vodafone Limited	dd602	42.41		Purchase Ledger DDR Payment
30/07/2024	Fleet Town Council	DD	4,556.91		Pension Jul 2024
01/08/2024	Hart District Council - DD	dd601	210.00		Business rates 2024/25
01/08/2024	Hart District Council - DD	dd302	1,634.00		Business rates 2024/25
01/08/2024	Hart District Council - DD	dd603	119.00		Business rates 2024/25
08/08/2024	Total Energies	dd604	26.97		gas 31/5-30/6/24
08/08/2024	Total Energies	dd605	103.26		gas 31/5-30/6/24
12/08/2024	HSBC	dd606	13.30		bank charges 1/6-30/6/24
12/08/2024	HSBC	dd607	90.48		bank charges
12/08/2024	CCLA Pub Sector Deposit Fund	CCLA4 1155	100,000.00		Transfer to CCLA
13/08/2024	BACS P/L Pymnt Page 2470	BACS Pymnt	56,428.15		BACS P/L Pymnt Page 2470
13/08/2024	CCLA Pub Sector Deposit Fund	CCLA2 6251	100,000.00		transfer to ccla
13/08/2024	CCLA Pub Sector Deposit Fund	CCLA1 1931	100,000.00		transfer to ccla
14/08/2024	Payment Sense Ltd	dd609	110.58		card charges 1/7-31/7/24
14/08/2024	Payment Sense Ltd	dd610	25.69		card charges 1/7-31/7/24
14/08/2024	Fleet Town Council	DD	4,181.28		L&G Pension Aug 24
14/08/2024	CCLA Pub Sector Deposit Fund	CCLA3 6740	100,000.00		transfer to ccla

Bank Current/Deposit Account

List of Payments made between 01/07/2024 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/08/2024	HSBC	DD608	1,305.26		Credit card july 24
15/08/2024	NPower - Direct Debits	dd611	26.81		ELEC 1/6-30/6/24
15/08/2024	NPower - Direct Debits	dd612	27.05		ELEC 1/6-30/6/24
15/08/2024	NPower - Direct Debits	dd613	148.24		ELEC 1/6-30/6/24
15/08/2024	NPower - Direct Debits	dd614	46.03		ELEC 1/6-30/6/24
15/08/2024	CCLA Pub Sector Deposit Fund	CCLA5 2592	100,000.00		transfer to ccla
16/08/2024	Castle Water Limited	dd616	91.21		water 1/7-31/7/24
16/08/2024	Global Payments - Direct Debit	dd617	712.12		card charges 29/6-31/7/24
16/08/2024	Castle Water Limited	dd615	1,834.31		water 1/7-31/7/24
16/08/2024	CCLA Pub Sector Deposit Fund	CCLA6 7981	100,000.00		transfer to ccla
18/08/2024	CCLA Pub Sector Deposit Fund	CCLA9 0609	24,735.00		transfer to ccla
19/08/2024	Castle Water Limited	dd618	81.55		water 1/7-31/7/24
19/08/2024	Castle Water Limited	dd619	26.97		water 1/7-31/7/24
19/08/2024	CCLA Pub Sector Deposit Fund	CCLA7 3334	100,000.00		transfer to ccla
20/08/2024	Fleet Town Council	DDR	30,625.92		Payroll Aug 2024
20/08/2024	CCLA Pub Sector Deposit Fund	CCLA8 7110	100,000.00		transfer to ccla
21/08/2024	Croner Group Ltd	dd620	408.98		HR & H&S Aug 24
21/08/2024	Castle Water Limited	dd621	30.28		water 1/7-31/7/24
22/08/2024	Fleet Town Council	DDR	12,076.10		Inaldnd Rev Aug 24
22/08/2024	Central Computer Management Lt	dd622	76.80		payroll july 24
23/08/2024	Payment Sense Ltd	dd623	113.94		card charges 1/8-31/8/24
23/08/2024	Payment Sense Ltd	dd624	17.88		card charges 1/8-31/8/24
23/08/2024	BOC Ltd	dd625	73.00		gas
28/08/2024	Booker Limited	dd626	427.80		Purchase Ledger DDR Payment
29/08/2024	Vodafone Limited	dd627	42.41		Purchase Ledger DDR Payment
29/08/2024	HSBC	dd628	38.21		bank charges 8/7-7/8/24
30/08/2024	BACS P/L Pymnt Page 2487	BACS Pymnt	37,051.41		BACS P/L Pymnt Page 2487
30/08/2024	Global Payments - Direct Debit	dd629	36.00		card charges 1/7-31/7/24
02/09/2024	Hart District Council - DD	dd630	210.00		Business rates 2024/25
02/09/2024	Hart District Council - DD	dd631	1,634.00		Business rates 2024/25
02/09/2024	Hart District Council - DD	dd632	119.00		Business rates 2024/25
10/09/2024	Total Energies	dd633	22.64		gas 30/6-31/7/24
10/09/2024	Total Energies	dd634	1,063.13		gas 31/5-30/6/24
10/09/2024	Total Energies	dd635	117.71		gas 30/6-31/7/24
10/09/2024	HSBC	dd636	63.74		bank charges
10/09/2024	HSBC	dd637	73.76		bank charges
10/09/2024	Fleet Town Council	BACS	79.11		Balance to repair cafe
12/09/2024	Total Energies	dd638	481.75		gas 30/6-31/7/24
13/09/2024	BACS P/L Pymnt Page 2497	BACS Pymnt	38,763.02		BACS P/L Pymnt Page 2497
13/09/2024	Payment Sense Ltd	dd639	120.03		Purchase Ledger DDR Payment
13/09/2024	Payment Sense Ltd	dd640	24.95		Purchase Ledger DDR Payment
16/09/2024	NPower - Direct Debits	dd641	23.92		elec 1/7-31/7/24
16/09/2024	NPower - Direct Debits	dd642	29.39		elec 1/7-31/7/24
16/09/2024	NPower - Direct Debits	dd644	196.16		elec 1/7-31/7/24
16/09/2024	NPower - Direct Debits	dd648	43.26		elec 1/7-31/7/24
16/09/2024	Castle Water Limited	dd643	83.32		water 1/8-31/8/24
16/09/2024	Castle Water Limited	dd646	81.55		water 1/8-31/8/24

Bank Current/Deposit Account

List of Payments made between 01/07/2024 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/09/2024	Castle Water Limited	dd647	83.14		water 1/8-31/8/24
16/09/2024	HSBC	DD645	2,236.74		Credit card Aug 24
17/09/2024	Castle Water Limited	dd649	31.46		water 1/8-31/8/24
17/09/2024	Fleet Town Council	DD	4,089.15		L&G Pension Sept 24
17/09/2024	Global Payments - Direct Debit	dd650	797.49		card charges 1/8-30/8/24
19/09/2024	Castle Water Limited	dd651	26.90		water 1/8-31/8/24
20/09/2024	Payment Sense Ltd	dd652	113.94		card charges aug 24
20/09/2024	Payment Sense Ltd	dd653	17.88		card charges aug 24
20/09/2024	Central Computer Management Lt	dd654	89.28		payroll aug 24
20/09/2024	Fleet Town Council	DDR	10,378.94		Inland Rev Sep 24
20/09/2024	Fleet Town Council	DDR	29,829.67		Payroll Sept 24
23/09/2024	Croner Group Ltd	dd656	408.98		h&s and HR support
25/09/2024	BOC Ltd	dd657	194.04		gas
29/09/2024	HSBC	dd661	37.20		bank charges 8/8-7/9
30/09/2024	Global Payments - Direct Debit	dd659	44.28		bank charges aug 24
30/09/2024	Vodafone Limited	dd660	42.41		Mobiles 18/9-17/10/24
01/10/2024	Hart District Council - DD	dd662	210.00		Business rates 2024/25
01/10/2024	Hart District Council - DD	dd663	1,634.00		Business rates 2024/25
01/10/2024	Hart District Council - DD	dd664	119.00		Business rates 2024/25
09/10/2024	BACS P/L Pymnt Page 2512	BACS Pymnt	67,313.04		BACS P/L Pymnt Page 2512
10/10/2024	Total Energies	dd665	23.26		gas 31/7-31/8/24
10/10/2024	Total Energies	dd666	96.39		gas 31/7-31/8/24
11/10/2024	HSBC	dd668	82.84		bank charges
11/10/2024	HSBC	dd669	13.08		bank charges
11/10/2024	Fleet Town Council	DD	4,112.52		Pension Oct 24
14/10/2024	Total Energies	dd670	510.44		gas 31/7-31/8/24
14/10/2024	Payment Sense Ltd	dd671	185.79		Card charges 1/9-30/9/24
14/10/2024	Payment Sense Ltd	dd672	27.10		Card charges 1/9-30/9/24
15/10/2024	BACS P/L Pymnt Page 2523	BACS Pymnt	-387.00		BACS P/L Pymnt Page 2523
15/10/2024	BACS P/L Pymnt Page 2524	BACS Pymnt	1.00		BACS P/L Pymnt Page 2524
15/10/2024	HSBC	dd674	2,965.76		Credit Card Oct 24
16/10/2024	NPower - Direct Debits	dd675	25.50		elec 1/8-31/8/24
16/10/2024	NPower - Direct Debits	dd676	29.64		elec 1/8-31/8/24
16/10/2024	Castle Water Limited	dd677	68.66		water 1/9-30/9/24
16/10/2024	NPower - Direct Debits	dd678	197.88		elec 1/8-31/8/24
16/10/2024	Castle Water Limited	dd681	77.62		water 1/9-30/9/24
16/10/2024	Castle Water Limited	dd682	836.72		water 1/9-30/9/24
16/10/2024	NPower - Direct Debits	dd683	44.51		elec 1/8-31/8/24
16/10/2024	Global Payments - Direct Debit	dd679	1,072.24		bank/card charges 31/8-30/9/24
16/10/2024	NPower - Direct Debits	dd678	150.73		Purchase Ledger DDR Payment
17/10/2024	Castle Water Limited	dd690	29.42		water 1/9-30/9/24
17/10/2024	Castle Water Limited	dd691	30.36		water 1/9-30/9/24
18/10/2024	Fleet Town Council	DDR	31,387.56		Payroll Oct 24
21/10/2024	Central Computer Management Lt	dd684	89.28		Payroll Sept 24
21/10/2024	HSBC Savings Account	Trnsfr no1	100,000.00		Trnsfr no1
22/10/2024	HSBC Savings Account	trsnfr no2	100,000.00		trsnfr no2
22/10/2024	Fleet Town Council	DDR	10,402.14		Inland Rev Oct 24

Bank Current/Deposit Account

List of Payments made between 01/07/2024 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/10/2024	Booker Limited	dd685	156.10		Purchase Ledger DDR Payment
23/10/2024	Croner Group Ltd	dd686	408.98		HR & H&S Oct 24
23/10/2024	HSBC Savings Account	trnsfr no3	100,000.00		Transfer no3
24/10/2024	HSBC Savings Account	transfer no	100,000.00		transfer no4
25/10/2024	Payment Sense Ltd	dd687	113.94		card charges 14/9-13/10/24
25/10/2024	Payment Sense Ltd	dd688	17.88		card charges 1/10-31/10
25/10/2024	BOC Ltd	dd689	73.00		gas
28/10/2024	HSBC Savings Account	Trnsfr no5	100,000.00		Transfer no5
29/10/2024	HSBC	dd692	51.01		bank charges 8/9-7/10/24
30/10/2024	BACS P/L Pymnt Page 2528	BACS Pymnt	37,224.66		BACS P/L Pymnt Page 2528
30/10/2024	Global Payments - Direct Debit	dd693	67.18		bank/card charges 1/9-30/9/24
30/10/2024	Vodafone Limited	dd694	42.41		Purchase Ledger DDR Payment
01/11/2024	Hart District Council - DD	dd692	210.00		Business rates 2024/25
01/11/2024	Hart District Council - DD	dd693	1,634.00		Business rates 2024/25
01/11/2024	Hart District Council - DD	dd694	119.00		Business rates 2024/25
06/11/2024	Total Energies	dd695	25.82		gas 31/8-30/9/24
06/11/2024	Total Energies	dd696	1,147.61		gas 31/8-30/9/24
06/11/2024	Total Energies	dd697	125.49		gas 31/8-30/9/24
11/11/2024	HSBC	dd698	92.75		bank charges
11/11/2024	HSBC	dd699	88.20		bank charges 1/9-30/9/24
13/11/2024	HSBC	DD707	3,625.74		Credit Card Oct 24
14/11/2024	Fleet Town Council	DD	4,081.00		L&G Pension Nov 24
14/11/2024	Payment Sense Ltd	dd700	193.29		card charges 1/10-31/10/24
14/11/2024	Payment Sense Ltd	dd701	30.77		card charges 1/10-31/10/24
15/11/2024	NPower - Direct Debits	dd702	19.82		elec 1/9-30/9/24
15/11/2024	NPower - Direct Debits	dd703	29.43		elec 1/9-30/9/24
15/11/2024	NPower - Direct Debits	dd704	115.34		elec 1/9-30/9/24
15/11/2024	NPower - Direct Debits	dd705	41.28		elec 1/9-30/9/24
18/11/2024	Castle Water Limited	dd709	81.55		water 1/10-31/10/24
19/11/2024	Castle Water Limited	dd710	323.97		water 1/10-31/10/24
19/11/2024	Castle Water Limited	dd711	30.91		water 1/10-31/10/24
20/11/2024	BACS P/L Pymnt Page 2541	BACS Pymnt	88,657.98		BACS P/L Pymnt Page 2541
20/11/2024	Central Computer Management Lt	dd712	92.16		payroll oct 24
20/11/2024	Fleet Town Council	DDR	31,360.65		Payroll Nov 24
21/11/2024	Global Payments - Direct Debit	dd708	1,104.81		card charges 1/10-31/10/24
21/11/2024	Croner Group Ltd	dd713	408.98		hr and h&s support Nov 24
22/11/2024	Payment Sense Ltd	dd714	113.94		card charges 14/10-13/11/24
22/11/2024	Payment Sense Ltd	dd715	17.88		card charges 14/10-13/11/24
22/11/2024	Fleet Town Council	DDR	10,572.21		Inland Rev Nov 24
25/11/2024	Castle Water Limited	dd716	119.51		Water credit 1/4/24-31/10/24
25/11/2024	BOC Ltd	dd717	196.61		bar gas
28/11/2024	Vodafone Limited	dd719	42.41		Purchase Ledger DDR Payment
29/11/2024	HSBC	dd718	58.37		bank charges 8/10-7/11/24
30/11/2024	BACS P/L Pymnt Page 2555	BACS Pymnt	90,252.41		BACS P/L Pymnt Page 2555
02/12/2024	Global Payments - Direct Debit	dd720	87.55		bank/card charges 1/10-31/10/2
02/12/2024	Hart District Council - DD	dd721	210.00		Business rates 2024/25
02/12/2024	Hart District Council - DD	dd722	1,634.00		Business rates 2024/25

Bank Current/Deposit Account

List of Payments made between 01/07/2024 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2024	Hart District Council - DD	dd723	119.00		Business rates 2024/25
03/12/2024	Booker Limited	dd724	255.77		Purchase Ledger DDR Payment
11/12/2024	HSBC	dd725	85.08		bank charges 1/10-31/10/24
11/12/2024	HSBC	dd726	13.52		bank charges 1/10-31/10/24
12/12/2024	Total Energies	dd727	24.39		gas 30/9-31/10/24
12/12/2024	Total Energies	dd728	2,181.39		gas 30/9-31/10/24
12/12/2024	Total Energies	dd729	154.48		gas 30/9-31/10/24
13/12/2024	Fleet Town Council	DD	4,159.60		L&G Pension Dec 24
13/12/2024	Payment Sense Ltd	dd727	383.54		card charges 1/11-30/11/24
13/12/2024	Payment Sense Ltd	dd728	26.78		card charges 1/11-30/11/24
16/12/2024	NPower - Direct Debits	dd729	32.61		elec 1/10-31/10/24
16/12/2024	NPower - Direct Debits	dd730	37.36		elec 1/10-31/10/24
16/12/2024	NPower - Direct Debits	dd732	192.45		elec 1/10-31/10/24
16/12/2024	NPower - Direct Debits	dd735	47.13		elec 1/10-31/10/24
16/12/2024	NPower - Direct Debits	dd731	12.76		elec 1/10-31/10/24
16/12/2024	Castle Water Limited	dd734	1,158.05		water 1/11-30/11/24
16/12/2024	BACS P/L Pymnt Page 2568	BACS Pymnt	25,726.77		BACS P/L Pymnt Page 2568
16/12/2024	HSBC	DD733	3,617.88		Credit card nov 24
17/12/2024	Global Payments - Direct Debit	dd737	1,403.89		card charges 1/11-29/11/24
17/12/2024	Castle Water Limited	dd738	77.62		water 1/11-30/11/2024
17/12/2024	Booker Limited	dd736	754.05		Purchase Ledger DDR Payment
18/12/2024	Castle Water Limited	dd739	26.97		water 1/11-30/11/2024
20/12/2024	Fleet Town Council	DDR	31,974.91		Payroll Dec 24
20/12/2024	Fleet Town Council	DDR	7,370.25		Inland Rev Dec 24
20/12/2024	Payment Sense Ltd	dd740	113.94		card charges 1/12-31/12/24
20/12/2024	Payment Sense Ltd	dd741	17.88		card charges 1/12-31/12/24
23/12/2024	Croner Group Ltd	dd742	408.98		hr and h&s dec 24
24/12/2024	Central Computer Management Lt	dd743	83.52		payroll nov 24
24/12/2024	BOC Ltd	dd744	194.04		gas
29/12/2024	HSBC	dd745	116.85		bank charges
30/12/2024	Global Payments - Direct Debit	dd746	136.51		card charges 1/11-30/11/24
30/12/2024	Castle Water Limited	dd747	19.30		water 1/11-30/11/24
31/12/2024	BACS P/L Pymnt Page 2577	BACS Pymnt	22,213.39		BACS P/L Pymnt Page 2577
31/12/2024	Vodafone Limited	dd748	42.41		mobile 18/11-17/12/2024
02/01/2025	Booker Limited	dd749	768.17		bar supplies
02/01/2025	Hart District Council - DD	dd750	210.00		Business rates 2024/25
02/01/2025	Hart District Council - DD	dd751	1,634.00		Business rates 2024/25
02/01/2025	Hart District Council - DD	dd752	119.00		Business rates 2024/25
10/01/2025	BACS P/L Pymnt Page 2582	BACS Pymnt	27,700.99		BACS P/L Pymnt Page 2582
10/01/2025	HSBC	dd753	90.76		bank charges 1/11-30/11/24
10/01/2025	HSBC	dd754	13.30		bank charges 1/11-30/11/24
10/01/2025	Fleet Town Council	DDR	1,103.43		VAT Payment 1/10-31/12/24
14/01/2025	Total Energies	dd756	41.45		gas 31/10-30/11/24
14/01/2025	Total Energies	dd757	2,287.13		gas 31/10-30/11/24
14/01/2025	Total Energies	dd758	308.52		gas 31/10-30/11/24
14/01/2025	Fleet Town Council	DD	4,313.85		Pension Jan 25
14/01/2025	Booker Limited	dd755	240.10		bar supplies

Bank Current/Deposit Account

List of Payments made between 01/07/2024 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/01/2025	NPower - Direct Debits	dd760	38.94		elec 1/11-30/11/24
15/01/2025	NPower - Direct Debits	dd761	35.82		elec 1/11-30/11/24
15/01/2025	NPower - Direct Debits	dd762	189.40		elec 1/11-30/11/2024
15/01/2025	NPower - Direct Debits	dd763	203.43		elec 1/11-30/11/24
15/01/2025	NPower - Direct Debits	dd767	46.61		elec 1/11-30/11/24
15/01/2025	Payment Sense Ltd	dd765	505.34		Card charges 1/12-31/12/24
15/01/2025	Payment Sense Ltd	dd766	75.69		Card charges 1/12-31/12/24
15/01/2025	HSBC	DD764	2,648.88		Credit Card Dec 24
16/01/2025	BACS P/L Pymnt Page 2597	BACS Pymnt	-75.00		BACS P/L Pymnt Page 2597
17/01/2025	Castle Water Limited	dd769	856.56		water 1/12-31/12/24
17/01/2025	Global Payments - Direct Debit	dd768	1,217.32		card charges 1/12-31/12/24
20/01/2025	Fleet Town Council	DDR	35,974.27		Payroll Jan 25
20/01/2025	Central Computer Management Lt	dd771	83.52		payroll dec 24
20/01/2025	Castle Water Limited	dd772	81.55		water 1/12-31/12/24
20/01/2025	Xero (UK) Ltd	dd770	0.96		Accounts subs 13/1-12/2/25
21/01/2025	Castle Water Limited	dd773	30.28		water 1/12-31/12/24
21/01/2025	Castle Water Limited	dd774	30.91		water 1/12-31/12/24
22/01/2025	Castle Water Limited	dd775	20.34		water 1/4-31/12/24
22/01/2025	Fleet Town Council	DDR	9,224.40		Inland Rev Jan 25
23/01/2025	Croner Group Ltd	dd776	408.98		HR and H&S Jan 25
24/01/2025	BACS P/L Pymnt Page 2592	BACS Pymnt	63,203.51		BACS P/L Pymnt Page 2592
24/01/2025	Payment Sense Ltd	dd777	113.94		card chagres jan 25
24/01/2025	Payment Sense Ltd	dd778	17.88		card charges jan 25
24/01/2025	BOC Ltd	dd779	73.00		gas delivery
29/01/2025	Vodafone Limited	dd777	42.41		Purchase Ledger DDR Payment
29/01/2025	HSBC	dd778	87.98		bank charges 8/12-7/1/25
30/01/2025	Global Payments - Direct Debit	dd779	111.85		card charges 1/12-31/12/24
Total Payments			<u>2,358,085.40</u>		

Outstanding Balances by Month as at 31/01/2025

A/C Code	Customer Name	Balance	Jan 2025	Dec 2024	Nov 2024	Prior Months	On A/c Pymnts
Ledger No 1: Sales Ledger 1							
ATHLETICOVATHLETICO VETS FC		658.82	658.82	0.00	0.00	0.00	0.00
BAKER TWG		192.00	192.00	0.00	0.00	0.00	0.00
BALLETSCH BALLETT		1,065.90	1,065.90	0.00	0.00	0.00	0.00
BINNERSLEYBINNERSLEY		5.00	0.00	5.00	0.00	0.00	0.00
BLOODNAT BLO		1,198.80	1,198.80	0.00	0.00	0.00	0.00
CALEBS CALEBS COFFEE		1,500.00	750.00	750.00	0.00	0.00	0.00
CHRIS HILL CHRIS HILL		170.00	0.00	0.00	0.00	0.00	0.00
CINEMA MELLOR		360.00	360.00	0.00	0.00	0.00	0.00
COOK D DENISE COOK		81.60	81.60	0.00	0.00	0.00	0.00
CRESSWELL SYLV		40.80	40.80	0.00	0.00	0.00	0.00
CULYER CUL		8.52	0.00	0.00	0.00	8.52	0.00
DISCOKATE DIS		297.00	297.00	0.00	0.00	0.00	0.00
EDWARDS EDW		-18.00	0.00	-18.00	0.00	0.00	0.00
ENVIRO AG ENVIROMENT AGENCY		96.00	96.00	0.00	0.00	0.00	0.00
EWEN VICKY		253.20	153.60	99.60	0.00	0.00	0.00
FLEET COLT COLTS		2,297.33	2,297.33	0.00	0.00	0.00	0.00
FORD FORD MEARS		2,020.00	0.00	0.00	0.00	0.00	0.00
FUNTIME FUNTIME DANCE		826.20	489.60	336.60	0.00	0.00	0.00
GHPROPERTGH PROPERTY MGMT		108.00	108.00	0.00	0.00	0.00	0.00
GODDARDS GODDARDS		205.00	0.00	205.00	0.00	0.00	0.00
HAYES D HAYES D		170.00	0.00	170.00	0.00	0.00	0.00
HIOW HANTS-IOW HEALTHCARE		698.40	698.40	0.00	0.00	0.00	0.00
JILL JONES JILL JONES		147.16	0.00	0.00	0.00	147.16	0.00
LAYCOCK LAYCOCK		360.00	0.00	0.00	0.00	0.00	0.00
MMF MONKEY MUSIC FLEET		204.00	204.00	0.00	0.00	0.00	0.00
PRE AF		909.44	0.00	0.00	0.00	909.44	0.00
PREETHIKHARAVICHANTHAAR		80.88	0.00	0.00	80.88	0.00	0.00
RH FAULKNERH FAULKNER		525.00	525.00	0.00	0.00	0.00	0.00
SALSA SALSA		102.00	102.00	0.00	0.00	0.00	0.00
SEEDALL SEE		202.96	0.00	0.00	0.00	202.96	0.00
SHARON SHARON JAR		340.00	340.00	0.00	0.00	0.00	0.00
SMURRAY SARAH MURRAY		81.60	81.60	0.00	0.00	0.00	0.00
U3A HARLY U3A		237.00	237.00	0.00	0.00	0.00	0.00
Total Sales Ledger No 1		15,424.61	9,977.45	1,548.20	80.88	1,268.08	0.00
TOTAL SALES LEDGER BALANCES		15,424.61	9,977.45	1,548.20	80.88	1,268.08	0.00

SUBJECT: INVESTMENT AND CURRENT ACCOUNTS

Account balances for Fleet Town Council as at 31 January 2025

Account	Funds	Interest Rate	Comment
HSBC Current Bank Account, Account No: 61539272	£212,531.53		
HSBC Savings Account, Account No: 91620886	£807,980.19	1.97% Per annum	Interest paid into HSBC Savings account each month.
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£406,569.48	3.05%	Interest paid into Nationwide current account. Business 35 Day Saver, interest paid monthly
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£3,024,735.00	4.81% Per annum	Interest paid into HSBC current account, monthly.
TOTAL	£4,451,816.20		

Please note:

Interest received on 31 January 25 into Nationwide account:

Nationwide

£1,050.46

Interest received on 4 February 25 into HSBC Current account:

CCLA

£12,116.33

Interest received on 21 December 24 into HSBC Savings account:

HSBC Savings

£1,335.94

Recommendation

1. To note the balances held in the Fleet Town Council Accounts

OFFICER: Sarah Moore, Finance & Admin Manager
DATE: 3rd February 2025
MEETING:
SUBJECT: Ancells Community Door Lock

Background

The Council are moving to an online booking system which will have the capability of creating remote door codes.

Main issues to be addressed by the proposal & benefits.

The Council will need broadband/wifi within Ancells Community Centre to enable the new lock to receive generated door codes.

Risk management considerations

Zurich Insurance have confirmed that there is no greater risk, and cover remains as is, however risk assessments do need to be updated and reviewed taking in to consideration the new style of lock.

The regeneration app will need to be installed on personal mobiles as the Council do not have work mobiles for staff. The Council could purchase a mobile with basic sim card for Council use for bookings.

Alternatives considered.

We could go with a different supplier, however the one we are using is recommended by RemoteLock software and has performed the requirement in many other community and Council buildings.

Financial implications:

	Current Cost	One off cost	Monthly Cost	1st Year Cost	2nd Year Cost
Door Lock Install	£0	£ 602.35	£0	£602.35	£0
Door Lock App	£0		£9	£108	£108
Broadband/Wifi (Focus)	£0		£47.00	£564	£564
Hallmaster – Ancells	£222		£278.75	£278.75	£278.75
Hallmaster - Harlington	£222		£278.75	£278.75	£278.75
	£444	£602.35	£613.50	£1831.85	£1229.50

Contractual Implications

Focus Full Fibre 330 is a 5-year fixed contract.

Recommendations

The additional 1st yearly cost is £1387.85 and 2nd yearly cost is £785.50.

Use All Services 4U to install lock quoted.

Use Focus Broadband to install broadband.

Use Hallmaster for bookings software and app for code regeneration.



Computer Use and Communications Policy

Policy and Finance Approved: January 2015
Reviewed: February 2025
Due for Review: February 2028

1 Introduction

To provide our employees with the best tools to do their jobs, Fleet Town Council makes available to its workforce access to one or more forms of electronic equipment and software, including computers, e-mail, telephones, and internet.

All employees and everyone connected with the Council should remember that electronic equipment and software provided remain the Council's property. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

2 Purpose of this Policy

To ensure that all employees are responsible for following guidelines which have been established for using computers, e-mail, telephones, internet or other software. No policy can lay down rules to cover every possible situation. Instead, it is designed to express the Council's philosophy and general principles when using electronic media when communicating both internally and externally on behalf of Fleet Town Council.

3 Prohibited Communications

Written and electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing;
- Derogatory to any individual or group;
- Obscene, sexually explicit or pornographic;
- Defamatory or threatening;
- In violation of any license governing the use of software; or
- Engaged in for any purpose that is illegal or contrary to Fleet Town Council policies or business interests.

Adopted by P&F Committee – 19 January 2015
Reviewed – October 2018; October 2021, February 2025

4 Personal Use

The computers, electronic media and services provided by the Council are primarily for business use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable, and all such use should be done in a manner that does not impact on individual's performing their jobs or negatively affect the systems' use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

5 Access to employee communications

The Council reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other policies.

Employees should not assume electronic communications are private. Accordingly, if they have sensitive information to transmit, they should use other means.

6 Software

To prevent computer viruses from being transmitted through the computer system, unauthorised downloading of any unauthorised software is strictly prohibited. Only software registered and/or approved through the Council may be downloaded. Employees should contact Cloudy IT, the Councils system administrator, if they have any questions.

7 Security/Appropriate Use

Employees must respect the confidentiality of other individuals' communications.

Employees are prohibited from engaging in, or attempting to engage in:

- Monitoring or intercepting the files or electronic communications of other employees or third parties;
- Using other people's logins or passwords;
- Except in cases in which explicit authorisation has been granted by management, no e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else; and
- All employees should be aware of the increasingly sophisticated scams and risks proposed to cybersecurity and when in any doubt should seek guidance from Cloudy IT.

8 Violations

Any employee who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, criminal action and/or disciplinary action.

9 Training and Guidance

Employees will be provided with regular cybersecurity training, software training and other appropriate training for their role and level of systems access.

10 Passwords

All computers, including laptops and tablets will require 2 factor authentication, which is set up by Cloudy IT, the system administrator. If you do not have a work mobile, your personnel mobile number will be required for authentication.

Passwords and logins must not be shared.

11 Incident Reporting

All employees must report any incident which could pose a risk to the Councils systems or data security to the Executive Officer without delay. This includes but is not limited to:

- Lost devices
- Potential risk arising from phishing emails/websites
- Passwords having been shared or compromised
- Unauthorised access to systems.

April	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
Neil Diamond	£ -	£ 3,115.00	78%	£ 2,150.00	£ 965.00	£ 1,122.40	£ 452.15	£ 670.25	£ 251.68	£ 4,237.40	£ 2,853.83	£ 1,383.57
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 188.16	£ 75.38	£ 112.78	£ -	£ 188.16	£ 75.38	£ 112.78
Comedy Club	£ -	£ 1,441.67	52%	£ 1,000.00	£ 441.67	£ 1,203.99	£ 488.86	£ 715.13	£ 223.08	£ 2,645.66	£ 1,711.94	£ 933.72
Jazz Club	£ -	£ 1,525.00	65%	£ 1,062.62	£ 462.38	£ 518.57	£ 208.66	£ 309.91	£ 77.22	£ 2,043.57	£ 1,348.50	£ 695.07
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 397.07	£ 173.18	£ 223.89	£ 74.36	£ 642.07	£ 247.54	£ 394.53
Abba Fever	£ -	£ 4,451.67	100%	£ 1,350.00	£ 3,101.67	£ 2,420.99	£ 971.26	£ 1,449.73	£ 374.66	£ 6,872.66	£ 2,695.92	£ 4,176.74
The Jam'd	£ -	£ 3,716.67	50%	£ 1,500.00	£ 2,216.67	£ 2,722.83	£ 1,092.09	£ 1,630.74	£ 343.19	£ 6,439.50	£ 2,935.28	£ 3,504.22
Steve Harley	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Film Club x 2	£ 300.00	£ -	n/a	£ -	£ -	£ 294.91	£ 118.54	£ 176.37	£ 12.01	£ 594.91	£ 130.55	£ 464.36
Rock Choir x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 29.00	£ 11.60	£ 17.40	£ -	£ 229.00	£ 11.60	£ 217.40
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 462.99	£ 185.82	£ 277.17	£ 45.04	£ 1,602.19	£ 230.86	£ 1,371.33
TOTALS FOR APRIL	£ 1,884.20	£ 14,250.01		£ 7,062.62	£ 7,187.39	£ 9,360.91	£ 3,777.54	£ 5,583.37	£ 1,401.24	£ 25,495.12	£ 12,241.40	£ 13,253.72
May	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
John Lydon	£ -	£ 11,119.16	100%	£ 8,421.76	£ 2,697.40	£ 1,698.91	£ 681.98	£ 1,016.93	£ 291.74	£ 12,818.07	£ 9,395.48	£ 3,422.59
Johnny Cash Roadshow	£ -	£ 2,860.00	62%	£ 3,500.00	£ 640.00	£ 1,060.66	£ 426.45	£ 634.21	£ 234.52	£ 3,920.66	£ 4,160.97	£ 240.31
REM by Stipe	£ -	£ 2,171.67	54%	£ 1,500.06	£ 671.61	£ 1,103.74	£ 444.11	£ 659.63	£ 191.62	£ 3,275.41	£ 2,135.79	£ 1,139.62
Film Club x 1	£ 150.00	£ -	n/a	£ -	£ -	£ 138.82	£ 55.78	£ 83.04	£ -	£ 288.82	£ 55.78	£ 233.04
Jazz Club	£ -	£ 1,891.67	81%	£ 986.74	£ 904.93	£ 668.65	£ 268.74	£ 399.91	£ 128.41	£ 2,560.32	£ 1,383.89	£ 1,176.43
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 515.74	£ 222.51	£ 293.23	£ 79.21	£ 760.74	£ 301.72	£ 459.02
Comedy Club	£ -	£ 1,113.33	42%	£ 1,000.00	£ 113.33	£ 1,077.90	£ 434.43	£ 643.47	£ 191.18	£ 2,191.23	£ 1,625.61	£ 565.62
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 156.66	£ 63.17	£ 93.49	£ -	£ 156.66	£ 63.17	£ 93.49
Rock Choir x 3	£ 300.00	£ -	n/a	£ -	£ -	£ 85.57	£ 35.30	£ 50.27	£ -	£ 385.57	£ 35.30	£ 350.27
Ceroc x 5	£ 1,424.00	£ -	n/a	£ -	£ -	£ 254.49	£ 103.48	£ 151.01	£ 48.04	£ 1,678.49	£ 151.52	£ 1,526.97
TOTALS FOR MAY	£ 2,119.00	£ 19,155.83		£ 15,408.56	£ 3,747.27	£ 6,761.14	£ 2,735.95	£ 4,025.19	£ 1,164.72	£ 28,035.97	£ 19,309.23	£ 8,726.74
June	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
Cheesy Bingo	£ -	£ 3,075.00	100%	£ 2,136.91	£ 938.09	£ 3,253.66	£ 1,309.45	£ 1,944.21	£ 343.20	£ 6,328.66	£ 3,789.56	£ 2,539.10
Purple Zepellin - rescheduled	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
90's Rewind	£ -	£ 7,450.00	100%	£ 3,050.00	£ 4,400.00	£ 6,904.08	£ 2,766.03	£ 4,138.05	£ 460.46	£ 14,354.08	£ 6,276.49	£ 8,077.59
Film Club x 2	£ 300.00	£ -	n/a	£ -	£ -	£ 312.66	£ 125.45	£ 187.21	£ -	£ 612.66	£ 125.45	£ 487.21
Jazz Club	£ -	£ 1,554.17	68%	£ 1,069.25	£ 484.92	£ 556.49	£ 223.81	£ 332.68	£ 90.80	£ 2,110.66	£ 1,383.86	£ 726.80
Comedy Club	£ -	£ 1,381.67	50%	£ 1,000.00	£ 381.67	£ 1,087.32	£ 438.55	£ 648.77	£ 131.12	£ 2,468.99	£ 1,569.67	£ 899.32
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 255.57	£ 110.43	£ 145.14	£ 51.48	£ 500.57	£ 161.91	£ 338.66
Money for Nothing	£ -	£ 4,205.00	95%	£ 2,500.00	£ 1,705.00	£ 1,896.83	£ 763.02	£ 1,133.81	£ 291.72	£ 6,101.83	£ 3,554.74	£ 2,547.09
Ratrace	£ -	£ 2,325.00	45%	£ 975.00	£ 1,350.00	£ 1,919.74	£ 769.32	£ 1,150.42	£ 297.44	£ 4,244.74	£ 2,041.76	£ 2,202.98
Maet Live	£ -	£ 2,520.00	58%	£ 1,629.26	£ 890.74	£ 1,638.66	£ 657.89	£ 980.77	£ 286.00	£ 4,158.66	£ 2,573.15	£ 1,585.51
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 170.58	£ 68.76	£ 101.82	£ -	£ 170.58	£ 68.76	£ 101.82
Rock Choir x 4	£ 400.00	£ -	n/a	£ -	£ -	£ 114.41	£ 45.76	£ 68.65	£ -	£ 514.41	£ 45.76	£ 468.65
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 235.90	£ 95.27	£ 140.63	£ 45.04	£ 1,375.10	£ 140.31	£ 1,234.79
TOTALS FOR JUNE	£ 2,084.20	£ 22,510.84		£ 12,360.42	£ 10,150.42	£ 18,345.90	£ 7,373.74	£ 10,972.16	£ 1,997.26	£ 42,940.94	£ 21,731.42	£ 21,209.52
July	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 126.75	£ 51.07	£ 75.68	£ -	£ 126.75	£ 51.07	£ 75.68
Starburst	£ 4,361.60	£ -	71%	£ -	£ -	£ 2,161.82	£ 882.69	£ 1,279.13	£ 660.66	£ 6,523.42	£ 1,543.35	£ 4,980.07
Film Club x 2	£ 300.00	£ -	n/a	£ -	£ -	£ 298.00	£ 119.65	£ 178.35	£ 15.01	£ 598.00	£ 134.66	£ 463.34
Jazz Club	£ -	£ 2,075.83	70%	£ 1,058.74	£ 1,017.09	£ 676.82	£ 272.14	£ 404.68	£ 93.80	£ 2,752.65	£ 1,424.68	£ 1,327.97
Roller Disco - cancelled	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Ultimate Retro Disco Party	£ -	£ 1,625.00	39%	£ 1,114.66	£ 510.34	£ 1,338.41	£ 536.16	£ 802.25	£ 257.25	£ 2,963.41	£ 1,908.07	£ 1,055.34

Ceroc x 3	£	854.40	£	-	n/a	£	-	£	-	£	177.82	£	71.25	£	106.57	£	45.76	£	1,032.22	£	117.01	£	915.21	
TOTALS FOR JULY	£	5,516.00	£	3,700.83		£	2,173.40	£	1,527.43	£	4,779.62	£	1,932.96	£	2,846.66	£	1,072.48	£	13,996.45	£	5,178.84	£	8,817.61	
August	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution												
Music on the Views	£	-	£	-	47%	£	-	£	-	£	2,240.58	£	1,423.49	£	817.09	£	-	£	2,240.58	£	1,423.49	£	817.09	
Lunchtime Jazz	£	-	£	-	n/a	£	-	£	-	£	220.83	£	88.33	£	132.50	£	-	£	220.83	£	88.33	£	132.50	
Ceroc x 5	£	1,424.00	£	-	n/a	£	-	£	-	£	321.82	£	217.81	£	104.01	£	77.22	£	1,745.82	£	295.03	£	1,450.79	
TOTALS FOR AUGUST	£	1,424.00	£	-	£	0.47	£	-	£	-	£	2,783.23	£	1,729.63	£	1,053.60	£	77.22	£	4,207.23	£	1,806.85	£	2,400.38
September	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution												
Sexbomb - Benidorm Tom	£	-	£	1,348.33	31%	£	1,000.00	£	348.33	£	585.83	£	235.10	£	350.73	£	137.28	£	1,934.16	£	1,372.38	£	561.78	
Floyd Effect - rescheduled	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	329.66	£	144.13	£	185.53	£	85.80	£	574.66	£	229.93	£	344.73	
Lunchtime Jazz	£	-	£	-	n/a	£	-	£	-	£	221.49	£	89.89	£	131.60	£	-	£	221.49	£	89.89	£	131.60	
Time of our Lives	£	-	£	1,785.00	45%	£	1,191.67	£	593.33	£	948.66	£	381.40	£	567.26	£	271.70	£	2,733.66	£	1,844.77	£	888.89	
Comedy Club	£	-	£	1,826.67	67%	£	1,149.86	£	676.81	£	1,536.24	£	617.58	£	918.66	£	231.66	£	3,362.91	£	1,999.10	£	1,363.81	
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	230.91	£	92.86	£	138.05	£	-	£	530.91	£	92.86	£	438.05	
Jazz Club	£	-	£	1,812.50	80%	£	1,110.06	£	702.44	£	642.41	£	258.45	£	383.96	£	77.22	£	2,454.91	£	1,445.73	£	1,009.18	
Creedence Clearwater Review	£	-	£	3,893.33	95%	£	2,713.83	£	1,179.50	£	1,953.99	£	787.58	£	1,166.41	£	397.53	£	5,847.32	£	3,898.94	£	1,948.38	
Ceroc x 4	£	1,139.20	£	-	n/a	£	-	£	-	£	295.49	£	119.88	£	175.61	£	-	£	1,434.69	£	119.88	£	1,314.81	
TOTALS FOR SEPTEMBER	£	1,684.20	£	10,665.83		£	7,165.42	£	3,500.41	£	6,744.68	£	2,726.87	£	4,017.81	£	1,201.19	£	19,094.71	£	11,093.48	£	8,001.23	
October	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution												
Lunchtime Jazz	£	-	£	-	n/a	£	-	£	-	£	252.08	£	101.45	£	150.63	£	-	£	252.08	£	101.45	£	150.63	
Voodoo Room	£	-	£	3,058.33	80%	£	1,861.60	£	1,196.73	£	1,253.32	£	505.51	£	747.81	£	306.01	£	4,311.65	£	2,673.12	£	1,638.53	
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	271.74	£	114.62	£	157.12	£	74.36	£	516.74	£	188.98	£	327.76	
Jazz Club	£	-	£	1,550.00	68%	£	1,037.02	£	512.98	£	596.41	£	241.07	£	355.34	£	74.36	£	2,146.41	£	1,352.45	£	793.96	
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	243.57	£	97.49	£	146.08	£	-	£	543.57	£	97.49	£	446.08	
Comedy Club	£	-	£	1,472.50	54%	£	1,000.00	£	472.50	£	1,351.49	£	544.32	£	807.17	£	223.08	£	2,823.99	£	1,767.40	£	1,056.59	
Cheesy Bingo	£	-	£	3,062.50	100%	£	2,128.10	£	934.40	£	2,879.49	£	1,159.56	£	1,719.93	£	391.82	£	5,941.99	£	3,679.48	£	2,262.51	
Ceroc x 5	£	1,424.00	£	-	n/a	£	-	£	-	£	331.99	£	133.96	£	198.03	£	45.04	£	1,755.99	£	179.00	£	1,576.99	
TOTALS FOR OCTOBER	£	1,969.00	£	9,143.33		£	6,026.72	£	3,116.61	£	7,180.09	£	2,897.98	£	4,282.11	£	1,114.67	£	18,292.42	£	10,039.37	£	8,253.05	
November	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution												
Kast Off Kinks	£	-	£	4,000.00	87%	£	2,789.04	£	1,210.96	£	1,761.33	£	707.93	£	1,053.40	£	274.56	£	5,761.33	£	3,771.53	£	1,989.80	
Stewart Copeland	£	-	£	12,366.67	100%	£	9,273.83	£	3,092.84	£	1,428.49	£	574.68	£	853.81	£	314.60	£	13,795.16	£	10,163.11	£	3,632.05	
Lunchtime Jazz	£	-	£	-	n/a	£	-	£	-	£	254.99	£	103.11	£	151.88	£	-	£	254.99	£	103.11	£	151.88	
Nine Below Zero / Dr Feelgood	£	-	£	5,785.42	92%	£	3,802.12	£	1,983.30	£	2,513.83	£	1,007.21	£	1,506.62	£	291.72	£	8,299.25	£	5,101.05	£	3,198.20	
Buble Meets Sinatra	£	-	£	3,208.33	65%	£	3,000.00	£	208.33	£	1,296.33	£	520.92	£	775.41	£	234.52	£	4,504.66	£	3,755.44	£	749.22	
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	245.58	£	98.88	£	146.70	£	-	£	545.58	£	98.88	£	446.70	
Jazz Club	£	-	£	2,054.17	87%	£	1,067.62	£	986.55	£	706.91	£	284.72	£	422.19	£	71.50	£	2,761.08	£	1,423.84	£	1,337.24	
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	368.08	£	157.00	£	211.08	£	79.21	£	613.08	£	236.21	£	376.87	
Comedy Club	£	-	£	1,281.67	46%	£	1,000.00	£	281.67	£	1,085.16	£	440.16	£	645.00	£	265.40	£	2,366.83	£	1,705.56	£	661.27	
Shaun Ryder	£	-	£	3,883.33	42%	£	2,895.06	£	988.27	£	794.50	£	319.65	£	474.85	£	211.64	£	4,677.83	£	3,426.35	£	1,251.48	
Purple Zepellin	£	-	£	4,225.67	100%	£	2,792.82	£	1,432.85	£	2,490.57	£	1,001.21	£	1,489.36	£	351.78	£	6,716.24	£	4,145.81	£	2,570.43	
80's Rewind	£	-	£	8,176.67	100%	£	3,300.00	£	4,876.67	£	6,235.83	£	2,497.54	£	3,738.29	£	626.34	£	14,412.50	£	6,423.88	£	7,988.62	
80's Rewind	£	-	£	8,213.33	100%	£	3,300.00	£	4,913.33	£	6,402.75	£	2,562.01	£	3,840.74	£	503.36	£	14,616.08	£	6,365.37	£	8,250.71	
Ceroc x 4	£	1,139.20	£	-	n/a	£	-	£	-	£	344.16	£	139.49	£	204.67	£	45.04	£	1,483.36	£	184.53	£	1,298.83	
TOTALS FOR NOVEMBER	£	1,684.20	£	53,195.26		£	33,220.49	£	19,974.77	£	25,928.51	£	10,414.51	£	15,514.00	£	3,269.67	£	80,807.97	£	46,904.67	£	33,903.30	
December	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution												
Jazz Club	£	-	£	3,629.17	89%	£	1,566.60	£	2,062.57	£	678.49	£	272.40	£	406.09	£	117.26	£	4,307.66	£	1,956.26	£	2,351.40	
Mainly Madness	£	-	£	7,535.00	100%	£	4,811.32	£	2,723.68	£	4,715.41	£	1,890.56	£	2,824.85	£	408.98	£	12,250.41	£	7,110.86	£	5,139.55	
Comedy Club	£	-	£	3,153.33	100%	£	1,700.81	£	1,452.52	£	2,446.61	£	987.56	£	1,459.05	£	337.48	£	5,599.94	£	3,025.85	£	2,574.09	

Panto	£	18,602.84	£	-	62%	£	-	£	-	£	13,684.24	£	5,918.88	£	7,765.36	£	4,886.81	£	32,287.08	£	10,805.69	£	21,481.39
TOTALS FOR DECEMBER	£	18,602.84	£	14,317.50		£	8,078.73	£	6,238.77	£	21,524.75	£	9,069.40	£	12,455.35	£	5,750.53	£	54,445.09	£	22,898.66	£	31,546.43
January	Hall Hire Income		Ticket sales		% of capacity	Perf costs		Contribution		Ancillary sales		Cost of stock		Contribution		Casual Staffing		Total performance income		Total performance costs		Total performance contribution	
Adult Panto x 2	£	-	£	13,927.50	n/a	£	10,696.33	£	3,231.17	£	3,071.07	£	1,241.96	£	1,829.11	£	584.43	£	16,998.57	£	12,522.72	£	4,475.85
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	335.41	£	134.22	£	201.19	£	-	£	635.41	£	134.22	£	501.19
Jazz Club	£	-	£	1,787.50	72%	£	1,165.89	£	621.61	£	628.24	£	252.83	£	375.41	£	79.64	£	2,415.74	£	1,498.36	£	917.38
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	472.65	£	200.86	£	271.79	£	87.94	£	717.65	£	288.80	£	428.85
Comedy Club	£	-	£	2,690.00	82%	£	1,717.94	£	972.06	£	1,909.41	£	766.78	£	1,142.63	£	379.94	£	4,599.41	£	2,864.66	£	1,734.75
AC/DC UK	£	-	£	7,500.00	100%	£	4,473.70	£	3,026.30	£	4,340.83	£	1,738.31	£	2,602.52	£	374.37	£	11,840.83	£	6,586.38	£	5,254.45
Ceroc x 5	£	1,424.00	£	-	86%	£	-	£	-	£	129.46	£	52.53	£	76.93	£	-	£	1,553.46	£	52.53	£	1,500.93
TOTALS FOR JANUARY	£	1,969.00	£	25,905.00		£	18,053.86	£	7,851.14	£	10,887.07	£	4,387.49	£	6,499.58	£	1,506.32	£	38,761.07	£	23,947.67	£	14,813.40
TOTALS	£	38,936.64	£	172,844.43		£	109,550.22	£	63,294.21	£	114,295.90	£	47,046.07	£	67,249.83	£	18,555.30	£	326,076.97	£	175,151.59	£	150,925.38



Stress in the Workplace Policy

Policy and Finance Committee Approved:
Due for next Review:

1. Purpose

- 1.1 The Council is committed to protecting the health, safety, and welfare of all members of staff.
- 1.2 The Council recognises that work related stress can affect mental and physical health and that work related stress is a health and safety issue which the Council will address by identifying and reducing workplace stressors and developing good working practices.
- 1.3 The Council recognises its duty under the Health and Safety at Work Act 1974 to ensure, so far as reasonably practicable, the health, safety and welfare of its staff. This includes taking reasonable steps to prevent them from suffering stress related illness as a result of their work.
- 1.4 This policy will apply to everyone in the Council including temporary or casual staff.
- 1.5 All managers are responsible for ensuring that this policy is implemented.

2. Definition of Stress

- 2.1 The Health and Safety Executive (HSE) defines stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'.
- 2.2 The Council understands that the HSE clearly links work related stress to factors such as: excessive work demands, overwork, lack of control over work, bullying and harassment, lack of support from colleagues, managers and supervisors, lack of adequate training, unclear job roles or job role conflict and change.

3. Effects of Stress

- 3.1 The Council recognises that stress can have a number of negative effects on an individual including:
 - Fatigue
 - Anxiety and depression
 - Low self esteem

- Adverse effects on performance
- Problems sleeping
- Other health problems, such as migraine, raised blood pressure, increased alcohol use etc
- Burnout – physical and emotional exhaustion caused by severe or prolonged stress

3.2 Stress can also have the following effects on the Council

- High levels of absenteeism and staff sickness
- Increased staff turnover
- Low staff morale
- Increased number of accidents and mistakes
- High levels of conflict

3.3 The Council recognises that stress can affect anyone and is not a sign of weakness. Everyone is different and the threshold for becoming stressed will vary from individual and will also depend on what is going on in their life outside work.

4. Policy Statement

4.1 It is the policy of the Council to take all reasonable and practicable steps to safeguard the health and safety of employees while at work. The Council are committed to:

- Identifying workplace sources of stress through a process of risk assessment, which will be regularly reviewed.
- Reducing the risk of work-related stress as far as reasonably practicable through the development of good working practices, based on the Health and Safety Executive Management Standards.
- Supporting managers and individual employees to recognise work related stress and the appropriate actions to take
- Providing central and local support to employees who are experiencing work related stress to enable them to remain in work or support them in returning to work and
- Defining responsibilities in relation to the management of work-related stress
- The Council will ensure staff are fully trained to undertake their duties.



12. ANCELLS FARM COMMUNITY CENTRE PRICING STRUCTURE

1. Introduction

As part of the transition to the new booking system, *Hallmaster*, Officers have been inputting future bookings for Ancells Farm Community Centre. During this process, several issues have been identified, along with proposed solutions for Members' consideration.

Officers have noted that the Centre is currently underutilised. The recommendations below aim to simplify the pricing structure and make the Centre more appealing to potential users.

2. Room Names

The current room names in the Rialtas booking system may be misleading and could deter potential hirers. For example, one room is named "Crèche," which may suggest it is exclusively for early years use, when in fact it is a versatile space available for various activities.

To avoid pre-determined perceptions of room use and improve accessibility, Officers propose the following renaming:

Current Name	Proposed Name
Main Hall	Room 1
Committee Room	Meeting Room
Half Hall	Room 2
Creche	Room 3

3. Pricing Structure

The current pricing model is complex, difficult to enforce, and has resulted in invoicing errors. Additionally, the absence of internal door locks means that a hirer booking the smallest room may still have access to the entire building.

Officers have reviewed pricing structures at similar venues and note that most differentiate only between regular and casual hirers, with some adopting a single flat rate.

Key recommendations:

- **Simplify pricing tiers** to improve clarity and consistency.
- **Include kitchen use as standard**, as users expect it within their hire charge. A review of past invoices showed no casual hires were separately charged for kitchen use, rendering the additional charge ineffective.
- **Remove garden hire as a separate charge**, as access cannot be restricted due to fire regulations.
- **Reduce pricing errors** by streamlining charges and improving transparency.

These changes will help ensure fair, consistent pricing while making the Centre more attractive to potential hirers.

4. Agreed 2025/26 Pricing Structure

At the Recreation, Leisure and Amenity Committee meeting held in December 2024, the following pricing structure was agreed.

ANCELLS FARM COMMUNITY CENTRE ROOM/SERVICE CHARGES						
ROOM	Regular Rate (Per hour) + VAT			Casual Rate (Per hour) + VAT		
	Mon-Fri 9am-6pm	Mon-Fri 6pm- 11.30pm	Weekends Anytime	Mon-Fri 9am- 6pm	Mon-Fri 6pm- 11.30pm	Weekends Anytime
Main Hall	£12.35	£17.35	£23.70	£15.65	£21.70	£29.70
Kitchen	£7.10	£8.25	£8.25	£8.25	£10.20	£10.20
Committee Room	£7.80	£9.70	£9.70	£9.55	£12.10	£12.10
Half Hall	£7.30	£9.10	£12.50	£8.95	£11.50	£15.65
Creche	£8.50	£8.50	£8.50	£10.80	£10.80	£10.80
Storage – per cupboard	£8.85 + VAT per month					
OTHER		Rate (per hour) + VAT				
	Mon-Sun Anytime	Mon- Sun Daytime	Mon- Sun Evening (6-11pm)			
Garden * (must be hired in conjunction with creche)	£7.90					
Children’s Party (3hrs. Use of creche, garden, kitchen)		£95.00				
Evening party (5hrs. Exclusive)			£145.00			

5. Proposed 2025/26 Pricing Structure

ANCELLS FARM COMMUNITY CENTRE ROOM/SERVICE CHARGES		
ROOM	Regular Rate (Per hour) + VAT	Casual Rate (Per hour) + VAT
	Minimum 8 week booking	
Room 1	£20.00	£25.00
Meeting Room	£10.00	£15.00
Room 2	£10.00	£15.00
Room 3	£9.00	£11.00

Storage – per cupboard	£8.85 + VAT per month					
OTHER		Rate (per hour) + VAT				
		Mon-Sun Anytime	Mon- Sun Daytime	Mon- Sun Evening (6-11pm)		
Children’s Party (3hrs. Use of creche, garden, kitchen)			£95.00			
Evening party (5hrs. Exclusive)				£145.00		

There are already several regular hirers, so maintaining a single rate may not be feasible while ensuring fairness and equity. However, officers propose limiting differentiation to just two tiers: weekday and weekend rates.

Alternatively, Members could retain a single rate while allowing officers to negotiate individual discounts with existing hirers, ensuring that any increase does not fall below the level agreed in December 2024.

6. Conclusion

To assist in making Ancells Farm Community Centre more attractive to potential hirers, Members are asked to consider the changes proposed by Officers.