

THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE POLICY AND FINANCE VIRTUAL COMMITTEE MEETING

Monday 20 July 2020 at 7pm

All committee members are summoned to attend

Any members of the public wishing to attend the virtual meeting will need to contact Charlotte on charlotte.benham@fleet-tc.gov.uk by midday on Friday 17th July 2020.

To Councillors: G Carpenter, P Einchcomb, L Holt, R Robinson, B Schofield,

S Tilley, S Wheale, P Wildsmith, G Woods.

Signed:

Janet Stanton Town Clerk

Date: 13th July 2020

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 interests 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)

Any members of the public wishing to attend the virtual meeting will need to contact Charlotte on charlotte.benham@fleet-tc.qov.uk by midday on Friday 17th July 2020

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 held on Monday 18th May 2020 *(copy attached).*

Part 1 – ITEMS FOR DECISION

5. QUARTERLY FINANCIAL MONITORING REPORT

To consider the quarterly report of the Town Clerk and The Harlington General Manager (copy attached) and to receive:

a. Quarterly Report aa. Harlington Monthly Performance totals 2020/202 b. 2020-21 projections spreadsheet at 30 th June 202 c. Balance sheet as at 30 th June 2020 d. Budget detail as at 30 th June 2020 e. Income and expenditure detail as at 30 th June 2 f. Reserves as at 30 th June 2020 g. Bank Reconciliation - 31 st May 2020 gg. Bank Reconciliation - 30 th June 2020 h. Cash Book - 31 st May 2020 h. Cash Book - 30 th June 2020 List of Payments + BACS - 31st May 2020 ii. List of Payments + BACS - 30th June 2020 i. FTC Charge Card statements for Jan. Feb. Mar	in agenda pack on portal and web site
j. FTC Charge Card statements for Jan, Feb, Mar k. Q1 VAT return	• • • • • • • • • • • • • • • • • • •

All of the above documents are available on the FTC portal and FTC web site.

RECOMMENDATION

- 1. To receive and accept into the minutes
 - a. Quarterly Report
 - aa. Harlington Monthly Performance totals 2020/2021
 - b. 2020-21 projections spreadsheet at 30th June 2020
 - c. Balance sheet as at 30th June 2020
 - d. Budget detail as at 30th June 2020
 - e. Income and expenditure detail as at 30th June 2020
 - f. Reserves as at 30th June 2020
 - g. Bank Reconciliation 31st May 2020
 - gg. Bank Reconciliation 30th June 2020
 - h. Cash Book 31st May 2020
 - hh. Cash Book 30th June 2020
 - i. List of Payments + BACS 31st May 2020
 - ii. List of Payments + BACS 30th June 2020
 - j. FTC Charge Card statements for Jan, Feb, Mar Apr 2020
 - k. Q1 VAT return
- 2. Further to the last Policy and Finance Meeting in May 2020, Councillor Robinson to confirm that the bank statements match the reconciliation and has signed the bank statements and payment schedules.

6. INVESTMENT REPORT

To consider the quarterly investment report (copy attached).

RECOMMENDATION

To note the balances held in the Fleet Town Council Accounts

7. NALC CODE OF CONDUCT CONSULTATION

To receive and review the NALC new model Code of Conduct prior to the Policy & Finance Meeting. The Local Government Association (LGA) has launched a consultation on a new model member Code of Conduct as high standards of conduct and behaviour are of huge importance to the local (parish and town) council sector as they are needed to protect the integrity of decision making, maintain public confidence, and safeguard local democracy.

Comments to be brought to the meeting to enable a response to be consolidated prior to submission to NALC (copy of FTC and NALC model Code of Conduct attached).

RECOMMENDATION

To consider the proposed new model member Code of Conduct and respond to the LGA consultation before the deadline of 17th August 2020.

8. GRANTS

To consider an application from Victim Support Grant for £200 for security items for the home.

RECOMMENDATION

To determine the grant application from Victim Support Grant

9. POLICIES

DRAFT CLIMATE CHANGE POLICY

Further to the February Council Meeting, members are asked to review and approve the revised Climate Change Policy (*copy attached*).

RECOMMENDATION

To approve the draft Climate Change Policy

10. COVID19

To receive and consider any new updates and guidelines from the government which will affect the FTC operation and funding.

RECOMMENDATION

To determine any actions required.

PART 2 - ITEMS TO NOTE

11. FLEET LINK - COMMUNITY TRANSPORT

Further to the Council meeting held on 1st July 2020, members to receive and note any further financial update report obtained from HCC.

12. CLERKS REPORT

To receive and note any update report from the Town Clerk

13. DATE AND TIME OF NEXT MEETING

The next virtual meeting of the Policy and Finance Committee will be held on Monday 19th October 2020 at 7pm.



FLEET TOWN COUNCIL

MINUTES OF THE VIRTUAL POLICY AND FINANCE COMMITTEE

Monday 18th May 2020 at 7pm

The Harlington

PRESENT

Councillors: Glyn Carpenter, Paul Einchcomb, Leslie Holt (Chairman), Richard Robinson,

Bob Schofield, Sue Tilley, George Woods.

Also Present: Janet Stanton - Town Clerk

Susanna Walker - Committee Clerk Wendy Allen - Officer Manager

Charlotte Benham - Project and Committee Officer

Alex Robins - Harlington General Manager

PF May 2020 ITEM 1 ELECTION OF CHAIRMAN

The outgoing Chairman, Councillor Holt, called for nominations for Chairman. One nomination was received for Councillor Leslie Holt.

RESOLVED

That Councillor Holt be re-elected to the office of Chairman of Policy and Finance for the local government year 2020/2021.

PF May 2020 ITEM 2 ELECTION OF VICE CHAIRMAN

The Chairman called for nominations for the office of Vice-Chairman. One nomination was received for Councillor Woods.

RESOLVED

That Councillor Woods be re-elected to the office of Vice-Chairman of Policy and Finance for the local government year 2020/2021.

PF May 2020 ITEM 3 APOLOGIES

There was an apology of absence from Councillor Wildsmith.

PF May 2020 ITEM 4 DECLARATIONS OF INTEREST

There were no declarations on interest.

PF May 2020 ITEM 5 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

PF May 2020 ITEM 6 MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Monday 17th February 2020 were approved and signed by the Chairman.

Members discussed the following:

- Fleet is a burial authority.
- The paperwork for closing the Co-operative Bank account was submitted, but requires a second signature to close it, which Councillor Robinson will do.
- The Climate Change Policy will be available at the next Policy and Finance Meeting.

PF May 2020 ITEM 7 QUARTERLY FINANCIAL MONITORING REPORT

The members considered the commentary of the Town Clerk with an overview of the financial performance for year end 2019-2020 and April 2020, together with all the income and expenditure, cash book, bank reconciliation, list of payments, balance sheet and quarterly monitoring.

The members considered:

YEAR END 2019-2020

- a. Year End 2019-2020 Report
- aa. Harlington Monthly Performance totals
- b. 2019-20 Actual & 2020-21 projections
- c. Balance sheet as at 31st March 2020
- d. Budget detail as at 31st March 2020
- e. Income and expenditure detail 31st March 2020
- f. Bank Reconciliation February & March 2020
- g. Cash Book 31st March 2020
- h. List of Payments February & March 2020
- i. Q4 VAT return on FTC

2020-2021

- j. Balance sheet as at 30th April 2020
- k. Budget detail as at 30th April 2020
- I. Income and expenditure detail 30th April 2020
- m. Bank Reconciliation 30th April 2020
- n. Cash Book 30th April 2020
- o. List of Payments April 2020

The following matters were raised:

- There is a slight surplus at the year-end for 2019/2020.
- Any costs incurred by the COVID 19 pandemic will be shown in the 2020/2021 finances.
- The Harlington would have achieved its projected income target, had it not been affected by the COVID 19 pandemic.
- 2019/2020 was the best year financially.
- The Year End 2019-2020 report was found to be very clear and extremely useful.
- The insurance company Zurich has been contacted, with regards to potential business interruption insurance.
- Ancells Farm Community Centre.
- Can the general fund figure be controlled at £150,000 to keep it consistent across all reports?
- The staff furlough scheme will be included in next month's reports.
- The Harlington Monthly totals report was deemed an excellent report.

RESOLVED

1. To receive and accept into the minutes:

YEAR END 2019-2020

- a. Year End 2019-2020 Report
- aa. Harlington Monthly Performance totals
- b. 2019-20 Actual & 2020-21 projections
- c. Balance sheet as at 31st March 2020
- d. Budget detail as at 31st March 2020
- e. Income and expenditure detail 31st March 2020
- f. Bank Reconciliation February & March 2020
- g. Cash Book 31st March 2020
- h. List of Payments February & March 2020
- i. Q4 VAT return on FTC
- 2. Councillor Robinson confirmed that the bank reconciliation for February and March 2020 equals zero, and the bank statements match the reconciliation and has signed the bank statements and payment schedules.
- 3. To receive and accept into the minutes:

2020-2021

- j. Balance sheet as at 30th April 2020
- k. Budget detail as at 30th April 2020
- I. Income and expenditure detail 30th April 2020
- m. Bank Reconciliation 30th April 2020
- n. Cash Book 30th April 2020
- o. List of Payments April 2020
- 4. Councillor Robinson confirmed that the bank reconciliation for April 2020 equals zero, and the bank statements match the reconciliation and has signed the bank statements and payment schedules.

PF May 2020 ITEM 8 BUDGET IMPLICATIONS OF THE COVID19 PANDEMIC

Members were advised that the COVID 19 Pandemic started to take effect on the Council's operations in March 2020 but that the true effect would only be felt during the current financial year 2020/2021 and beyond.

Members were made aware that in order to be kept aware of a worst case scenario and to allow for forward planning, the finances of the Council have now been reviewed and projected based on only receiving the precept, with no income from The Harlington and Council's activities during the current financial year. In addition to this, the Council's expenditure has also been reviewed and initial savings have been achieved. The revised projections also accounted for not receiving money back to cover the cost of any furloughed staff but that the furlough scheme would be reviewed on a regular basis.

Members also discussed the concern that people may default on Council Tax, due to redundancy and lack of income, which would potentially reduce FTC's income.

However, members were advised that there had been a small income already in May 2020, due to the number of tennis memberships activated.

Members were also advised that the Council had applied to HDC for the Retail, Hospitality and Leisure grant funding for the loss of business to The Harlington and to HMRC for funds to cover the cost of furloughed staff. At this current time, the HDC grant had been rejected, to which the Town Clerk would be appealing against.

Members discussed the use of the Council's monetary reserves to fund any shortfall in budget due to the impact of COVID 19. Members agreed that the Council needed to be able to access cash to run its business and that the Town Clerk would have access to the reserves, using the bank accounts in a particular order:

- 1. Co-operative Bank
- 2. The Cambridge Building Society
- 3. Nationwide Building Society

RESOLVED

To approve that any short fall in budget due to the impact of the COVID 19 pandemic shall be made up from reserves, with the bank accounts being accessed in the following order:

- 1. Co-operative Bank
- 2. The Cambridge Building Society
- 3. Nationwide Building Society

PF May 2020 ITEM 9 EAR MARKED RESERVES

Further to the February Policy and Finance Meeting, members reviewed the 2020/2021 Ear Marked Reserves for recommendation to Council in June 2020.

Members discussed the following:

- Pension obligations.
- Website development money will be used to update the website.
- Signage for the Cemetery has been stopped, as it has been deemed unnecessary spending during the COVID 19 pandemic.
- Ancells Farm flooring repairs.
- Sustainable Ops Projects budget some of the money has been committed to glass recycling at the Harlington.
- S106 money should be removed from Ear Marked Reserves and placed in a separate list, along with the Harlington Redevelopment Fund money.
- Sensory Garden.

Members agreed that the Ear Marked Reserves would be reviewed again at the Policy and Finance meeting in October 2020.

RESOLVED

- a. To approve the balance of the Ear Marked Reserves for recommendation to Council in June 2020.
- b. To review the 2020/2021 Ear Marked Reserves at the October 2020 Policy and Finance Meeting.

PF May 2020 ITEM 10 ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW (AGAR)

Members conducted a Review of Effectiveness of the system of internal control and prepared, through discussion and agreement, the Annual Governance Statement (Section 1 of the AGAR).

Members discussed and agreed that there was a sound system of control for the preparation of the Council's Accounting Statements and agreed that all points on the Annual Governance Statement had been adhered to.

Members agreed that although the Annual Governance Statement had been approved, it should be put forward at the next Full Council meeting in June 2020, for final consideration prior to approval by Members.

RESOLVED

That the Annual Governance Statement is agreed and approved, but will need to be put forward to the next Full Council meeting in June 2020 for final approval.

PF May 2020 ITEM 11 INVESTMENT REPORT

Members considered the quarterly investment report and noted that the Co-operative Bank Account was still present on the report, due to a delay in closing it down.

Members confirmed that as discussed in Item 8, Budget Implications of the COVID 19 pandemic, the Town Clerk would be allowed to access money from these accounts, in the following order, with the associated maximum amount:

1.	Co-operative Bank	This is due to be closed and therefore money held in here would be in the
		Current Account.
2.	The Cambridge Building Society	Up to £100,000.
3.	Nationwide Building Society	Up to £200,000.

It was also agreed that if there was a delay in accessing the first account and the matter was urgent, the Town Clerk would be able to access the next bank account.

RESOLVED

- 1. To note the balances held in Fleet Town Council accounts.
- 2. Due to budget implications of the COVID 19 pandemic, the Town Clerk would be allowed to access money from these accounts, in the following order, with the associated maximum amount:

1.	Co-operative Bank	This is due to be closed and therefore money held in here would be in the
		Current Account.
2.	The Cambridge Building Society	Up to £100,000.
3.	Nationwide Building Society	Up to £200,000.

PF May 2020 ITEM 12 FLEET PHOENIX – RENT WAIVER FOR 2020/2021

Members considered a request from Fleet Phoenix to waiver the rent on their office in The Point for 2020-2021.

Members discussed the following:

- Further supporting Fleet Phoenix with their work with families affected by COVID19
- Should this waiver of rent be given to Fleet Phoenix from the grant allocation or as part of the COVID 19 support

RESOLVED

That the rent be waived for Fleet Phoenix for 2020-2021 and is included in Covid19 Support expenses and not taken from the Grant allocation.

PF May 2020 ITEM 13 POLICIES

a. DRAFT DATA PROTECTION AND PRIVACY POLICY

Members reviewed the Data Protection and Privacy Policy. Members were advised that there were no major changes to the current legislation, no changes had been made to this policy. Members were also advised that the Record of Retention Policy, as noted in the Data Protection and Privacy Policy, is currently being finalised and will be presented at the next Finance and Policy meeting.

b. DRAFT SMOKING AND VAPING POLICY

Members reviewed the Draft Smoking and Vaping Policy. Members were advised that vaping has already been prohibited to all public and events in the building, and that this policy was aimed at staff as well.

Members discussed the wording regarding unpaid breaks in Section 4, paragraph 2 and Section 5, paragraph 2 and agreed that the two separate sentences needed to be brought together, to make the wording about unpaid breaks clearer.

Members also discussed Section 5 – Designated Smoking/Vaping Areas, and agreed that whilst it was clear where the Vaping Area was, the designated Smoking Area needed rewording, as currently the area seemed public.

RESOLVED

Subject to the changes outlined to the Smoking and Vaping Policy, to approve the adoption of:

- a. The Data Protection and Privacy Policy
- b. The Smoking and Vaping Policy

PF May 2020 ITEM 14 CLERKS REPORT

Members noted that there were no further updates from the Clerk.

PF May 2020 ITEM 15 DATE AND TIME OF NEXT MEETING

The next virtual meeting of the Policy and Finance Committee will be held Monday 20th July 2020 at 7pm.

2020 at 7pm.	
There being no further business the	meeting closed at 8.02pm.
Signed:	Date
Chairman	

Item 5a

Officer Report

POLICY & FINANCE

SUBJECT: Quarterly Financial Monitoring Report

OFFICER: Janet Stanton –Town Clerk/ Alex Robins

DATE: July 2020

Background

The purpose of this report is to provide the Committee with an overview of the Council's current financial position taking into account the effect of the COVID 19 Pandemic on the Council's operations, particularly the loss of income due to the enforced closure of The Harlington since mid March. It is in this financial year that the true effects of the COVID 19 outbreak will be felt by the Council and the outlook will not improve until the pandemic passes or a vaccine/treatment is found and social distancing ca be relaxed.

Officers have again reviewed all the Council's planned expenditure and income through to 31 March 2021. This has included making cuts across most areas of the Council's activities in an attempt to mitigate the loss of income. These projections are now showing a budget shortfall of £217,520, based on the pessimistic view that The Harlington will not open this financial year.

Officers will continue to look for budget savings and any new income streams throughout the coming months.

Unfortunately, to date there has been no Government support for any loss of income incurred by the Parish and Town Councils during this pandemic.

101 Central Administration

Cuts to most areas within Central Administration are being made and have been included in the projections. However, in order for the staff to work from home during this pandemic, costs have been incurred which included additional IT, mobile phones and support for Councillors.

Speed Indicator Displays (SIDs) – It had been agreed more than a year ago that SIDs should be installed at locations throughout Fleet and funding could be taken from the 2019/2020. However, approval to install these by HCC and HDC was not received until the new financial year ie 2020/2021 where no budget allowances had been made and now with the shortfall in the budget due to COVID19 this is not looking possible.

150 Events

The Christmas lights and Floral displays will continue as planned. However, with the uncertainty about future events reductions have been to all other lines within this cost centre.

208 Ancells Farm Park

At this time there is no certainty if and when football will commence and therefore no income for this activity has been included in the projections

301 Open Spaces

As summer outdoor events have all been cancelled, no income has been included in the projections.

310 Calthorpe Park

No income has been included in the projections for football this winter, However, as a result of tennis being one of the first activities to be reintroduced after lock down, there has been a 275% increase in the number of tennis memberships sold and casual hire of the tennis courts compared to the same period last year. It is expected that the tennis income will meet budget.

315 Oakley Park

Again as there is no certainty if and when football will commence, no income for this activity has been included in the projections

320 Basingbourne Park

No income has been included for football pitch hire in the coming season

325 The Views

Due to the Pandemic, the Circus was unable to take place and therefore no income has been received for this hire.

350 <u>Cemetery</u>

Although it has been very quiet for the last two months , the cemetery is projected to come in just under budget

The Harlington (information provided by Alex Robins)

General

Sadly due to the current Covid-19 situation, there is very little to report on in terms of activities and business. The main focus therefore is primarily on re-scheduling, damage limitation, forward planning and preparation, a lot of which can only be put into action as more information becomes available from Government. A very limited number of bookings have or are expected to return in July, with most confirming they would wish to return in September if allowed to do so. The officer will continue to monitor the impact of the situation on the financial forecast.

201 <u>Harlington events</u> (information provided by Alex Robins)

Ticket sales

Ticket sales are almost non-existent at present. A very small number of sales have been made for re-scheduled shows, however these may end up being re-scheduled again in the future. A good number of customers are supporting the venue by moving their tickets to new dates rather than requesting refunds, which gives some hope that people will return when it's deemed safe to do so. There are factors involved such as age and health conditions, but in general there are reasonable numbers of people who still have an appetite to continue attending shows in the future. The key issue is when in the future this will be!

Any possible live entertainment is currently restricted by Government guidelines and the officer, along with the rest of the industry, awaits news on plans to re-introduce live performances.

Hall hire

Only blood donors has remained as a hire during the whole period. This was one of the essential services that Government has allowed community buildings to open for as a vital service.

The pre-school situated in the Point has since also re-started. Fleet Phoenix was operating a food bank from the Point building, so they have been re-located in the RVS building in order that they can carry out the service at such an important time. FTC has waived any hire charges. Both buildings have also required cleaning services to be re-introduced.

All regular hirers have been contacted and a further two have expressed an interest in returning during July after the latest series of re-openings from July 4th. The officer is working with them at present to organise risk assessments and procedures for operating.

Unfortunately the majority of hires fall into the fitness and dance category which the Government has strongly advised councils not to operate.

Whilst the opportunity presents itself, work is being carried out in the auditorium to check the condition of the main roof beams, steel joists and false ceiling hangers and any necessary works carried out. This will ensure health & safety procedures are kept up to date. As the work has involved a full scaffold structure to be built inside the auditorium, this would not have been possible at any other time without disrupting the programme of events, but wasn't a major issue at this time due to live performances still being banned!

The officer has been working with a production company who wanted to film some videos in the auditorium, in the hope of delaying it until after the current work is finished. Unfortunately they only have a short time frame and have had to pull out as a completion date can't be confirmed at this time. This was potentially £4k worth of business, and although very disappointing, does offer hope that there could be other business of this nature out there when the auditorium becomes available.

Bars

Currently the bars are fully closed down and staff furloughed. The correct procedure is being followed to apply for refunds on unopened stocks of keg beer and refund of duty paid on opened kegs. The officer has had to make an application to the water company for disposal of beer as this is mandatory due to the high levels pubs and bars need to dispose of. A date will be allocated to the venue to carry out the disposal.

Confectionery, Ices, Snacks & Merchandise

No sales

202 <u>Coffee Shop</u> (information provided by Alex Robins)

The coffee shop is currently closed and staff are furloughed. There is no viability in opening it until a high enough level of activity can be established in the Harlington and library. Activity in the High Street is still very low even with restrictions on many businesses being lifted.

204 **<u>Building</u>** (information provided by Alex Robins)

Unnecessary services have been suspended in order to reduce expenditure where possible.

As previously stated, essential works are currently being carried out to prepare the building for full re-opening whenever this is possible.

205 Ancells Community Centre (information provided by Alex Robins)

The only income provided has been through the pre-school, which returned in June.

Customers have all been contacted, but with most falling into the fitness and dance category, nobody else is expected to return until September at the earliest. As a result the cleaning and bin collection services have needed to be re-introduced. It was discovered that a lot of non-community centre rubbish has been dumped in and around the bin area which has also needed to be removed.

The hall floor is due to be sanded, sealed and fixed where appropriate during July. This was scheduled to fit in with the enforced closure.

RECOMMENDATION

• That the contents of the report are noted.

Monthly Performance Totals (net of VAT)

April	Hall Hire In	come	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
Space	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Film Club x 2	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Roller Disco drop in	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Stevie Nimmo	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Comedy Club	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Jazz Club	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Roller Disco	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
ELO Encounter	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Rock Choir x 2	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Ceroc x 5	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Other	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
TOTALS FOR APRIL	£	-	£ -		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
May	Hall Hire In	come	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
Clare Teal	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Chaiman's Function	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Purple Zeppelin	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Film Club x 2	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
The Stumble	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Comedy Club	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Jazz Club	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Roller Disco	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Rock Choir x 3	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Ceroc x 4	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Other	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	f -	£ -	£ -
TOTALS FOR MAY	£	-	£ -		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
June	Hall Hire In	come	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
90's Rewind	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Bootleg Blondie	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Film Club x 2	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Totally Tina	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Rabbit Rabbit	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Jazz Club	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Roller Disco	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Comedy Club	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Guns 2 Roses	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Funtime show	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Rock Choir x 4	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Ceroc x 4	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
TOTALS FOR JUNE	£	-	£ -		£ -	£ -	£ -	£ -	£ -	£ -	f -	£ -	f -
TOTALS	£	-	£ -		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -

Cost	No. of Provided in	Actual 2016-17	Actual 2017 - 18	Adjusted Actual 17- 18incs transfers	Actual -	Actual 2019-2020	Agreed Budget 2020- 2021 increase in Council tax of 3% (ie £102.80 x tax base increased to 10,548.23 total preept of £1,084,358.04	Actual 2020-2021	2020-2021 Year End	6
Centre 115	Precept Operations	-£599,277.00		to EMR -£ 599,277.00	2018-2019 -£619,567.26	-£631,819.00	-£672,341.04	-£672,341.04	Projection -£672,342.00	Comments £412,017 - The Harlington
101	Central Admin	£109,541.00		£ 149,960.00	£167,868.00	£172,785.00	£194,555.04	£46,123.00	£182,921.00	1412,017 THE Harmington
105	Civic & Democratic	£2,465.00			£15,007.00	£2,609.00	£6,863.00	£0.00	£6,710.00	
110	Grants and contributions	£43,809.00		£49,055		£39,373.00	£44,100.00	£29,133.00	£43,909.00	Fleet Link - £13,500 and Basingstoke canal £18,309
110 110 110	Committed Grants Civic Grants Harlington Contibution				£223,698.00	£160,000.00	£164,800.00	£164,800.00	£164,800.00	= £31,982 Community grants and support £10,600 Contribution to The Harlington £164800
150	Public Events	£38,661.00	£42,143.00	£ 42,143.00	£39,240.00	£36,002.00	£44,404.00		£36,100.00	
301	Open Spaces	£25,794.00			£29,157.00	£31,649.00	£32,906.00	£6,298.00	£34,088.00	
208	Ancells Farm Park	£15,782.00			£31,298.00	£31,986.00	£37,543.00	£2,450.00	£36,119.00	
310	Calthorpe Park	£22,230.00	· · · · · ·	, , , , , , , , , , , , , , , , , , ,	£33,575.00	£37,109.00	£46,336.00	£2,306.00	£46,698.00	
315	Oakley Park	£20,103.00	· · · · · · · · · · · · · · · · · · ·		£21,099.00	£22,216.00	£27,097.00	£5,294.00	£26,896.00	
320	Basingbourne Park	£20,445.00		,	£25,536.00	£28,807.00	£26,699.00	£4,389.00	£25,848.00	
325	The Views	-£46,280.00		f 12,160.00	£5,909.00	£9,281.00	£10,702.00	£1,276.00	£11,882.00	
330	Edenbrook	£2,735.00		£ 9,794.00	£3,112.00	£3,300.00	£5,271.00	£498.00	£5,240.00	
350	Cemetery	-£28,380.00		-£ 38,989.00	-£9,764.00		-£12,642.00	£2,704.00	-£19,231.00	
475	Lengthsman		-£100.00	-£ 100.00	-£3,300.00	£530.00	£0.00	-£3,300.00	-£3,300.00	
TOTAL	FTC	-£372,372.00	-£268,829.00	-£ 242,864.00	-£37,132.26	-£85,159.00	-£43,707.00	-£410,370.04	-£73,662.00	
THE HAD	RLINGTON									
THE HAP	FTC Contibution				-£180,000.00	-£160,000.00	-£164,800.00	-£164,800.00	-£164,800.00	
200	General				-1180,000.00	-1100,000.00	-1104,800.00	-1104,800.00	-1104,800.00	
201	Events	£38,883.00	£4,215.00	£ 18,135.00	-£52,535.00	-£25,188.00	-£22,980.00	£61,151.00	£209,660.00	
201	Café	-£5,172.00		-£ 7,557.00	-£14,721.00	-£9,187.00	-£9,400.00	£6,856.00	£24,600.00	
204	Building	£129,102.00	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	£222,058.00	£224,131.00	£222,527.00	£30,426.00	£190,333.00	
SUB	- Januaris	2123)102.00	2130,3 13.00	2 101,200.00	2222,030.00	222 1,102.00	2222,327100	250,120.00	2130,333.00	
TOTAL		£162,813.00	£127,601.00	£141,781.00	-£25,198.00	£29,756.00	£25,347.00	-£66,367.00	£259,793.00	
205	Ancells Community	-£3,436.00	£5,716.00	£ 5,716.00	£15,120.00	£18,780.00	£18,360.00	£8,239.00	£31,389.00	
	TOTAL AFCC	-£3,436.00	£5,716.00	£5,716.00	£15,120.00	£18,780.00	£18,360.00	£8,239.00	£31,389.00	
TOTAL	Harlington & AFCC	£159,377.00	£133,317.00	£147,497.00	-£10,078.00	£48,536.00	£43,707.00	-£58,128.00	£291,182.00	
	FTC + Harlington +									
TOTAL	Ancells Community	-£212,995.00	-£135,512.00	-£ 95,367.00	-£47.210.26	-£36.623.00	£0.00	-£468,498.04	£217,520.00	
	,	,		1 33,367.00	,			,	,	
HA	ARLINGTON DEVELOPMENT	Actual to 31.03.17	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	2020-2021 Actual as at 30.06.2020	Cumulative 2020-2021 Year end Projection			Comments
	Brought forward	£0.00	-£285,435.00	-£511,052.00	-£879,793.00	-£1,216,717.00	-£1,216,716.00			Adjustment 2018/2019
115	Precept	-£390,339.00	-£412,017.00	-£412,017.00	-£412,017.00	-£206,009.00	-£412,017.00			
160	Interest		0406 077 00	242 275 22	-£5,957.00		04.00.000.00			A III A A A A A A A A A A A A A A A A A
160	Expenditure	£104,904.00	£186,377.00	£43,276.00	£81,050.00	£0.00	£100,000.00			Adjustment 2019-2020 £23 adrift on year end against balance sheet (£1,216,717) to be
TOTAL	FUNDS AVAILABLE	-£285,435.00	-£511,075.00	-£879,793.00	-£1,216,717.00	-£1,422,726.00	-£1,528,733.00			checked against nominal ledger
Available	e S106 Funding as at 10.05.2020	Available funds as at 11.05.19	Funds received a at 31.01.2020	Funds allocated but not paid as at 31.01.2020	Balance available as at 31.01.2020	S106 Funds requested but not approved	Unallocated Funds as at 14.05.2020			Comments - No update received from HDC since 11.05.19
	Recreation & Leisure projects	£392,214.00	£24,789.00	£244,211.00	£123,214.00	£0.00	£123,214.00			S106 available funding total requested from HDC £269k requsted from HDC for CP Play ground
┝	TOTAL	6202 244 22	C24 700 00	6244 244 65	C422 244 22	ļ	C422 244 22		ļ	
	TOTAL	£392,214.00	£24,789.00	£244,211.00	£123,214.00	<u> </u>	£123,214.00			
_							1			
			RVES AS AT 30.06		. a	£333,063.00	1			
rotal en	uity as at 30.06.2020	£2,015,898.00		Current year fur	ng .	 + 4 4 4 4 06 4 00 				

			FTC RESE	RVES AS AT 30.06.2020	
Total ed	quity as at	30.06.2020	£2,015,898.00	Current year fund	£333,063.00
				General fund	£49,165.00
				FTC Reserve	£150,000.00
				General EMR	£266,953.00
				Harlington EMR	£1,216,717.00
				Reserves to be allocated	£0.00
					£2,015,898.00

Fleet Town Council Current Year

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Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 01-30 June 2020

A/c	Description	Actual	
	Current Assets		
101	Debtors Control	6,450	
120	Vat Control	12,954	
150	Stock - Bar	8,443	
151	Stock - Food	1,272	
200	Bank Current/Deposit Account	500,010	
210	Petty Cash - FTC	100	
211	CCLA Pub Sector Deposit Fund	1,050,000	
216	Nationwide deposit account	400,000	
218	Cambridge B.S Savings account	100,000	
220	Cash Floats	2,000	
251	Petty Cash - Harlington	120	
	Total Current Assets	_	2,081,348
	Current Liabilities		
503	Christmas Festivities Town Cen	4,620	
504	Christmas Day Lunch	1,282	
515	Paye/NI Due	7,955	
516	Pension Due	0	
531	COVID19	19,264	
555	NEIL DIAMOND STORY FEB 2020	2,150	
557	DOM JOLLY Aug 20	2,550	
558	GENESIS CONNECTED July 2020	2,719	
559	NAVI FEB 2020	3,656	
560	90s rewind March 2021	2,425	
562	Billy Walton Band Mar 2020	0	
563	Elo Encounter Sept 2020	1,773	
564	The Stumble May 2021	250	
565	Bootleg Blondie Feb 2021	793	
566	CLARE TEAL October 20	1,558	
567	PURPLE ZEPPELIN Nov 20	748	
569	COMEDY MAR 20	435	
574	FLEET JAZZ MAR 20	(497)	
575	FLEET JAZZ APR 20	(560)	
577	FLEET JAZZ JUN 20	(47)	
580	TOTALLY TINA March 2021	1,294	
581	RABBIT RABBIT March 2021	131	
582	GUNS 2 ROSES March 2021	1,174	
584	NINE BELOW ZERO October20	390	
586	POP DIVAS LIVE SEPT 20	582	
587	JERSEY GUYS SEPT 20	319	
589	SPACE APRIL 20	(1,750)	
590	80s rewind nov 20	6,509	
591	Martin Kemp August20	1,632	
592	bernie marsden oct 20	753	
593	funtime dance june 20	0	
595	movie medley july 20 cancelled	(152)	
878	mainly madness xmas dec 19	2,816	
882	new amen corner feb 20	678	
	Total Current Liabilities		65,450

Net Current Assets

07/07/2020

Fleet Town Council Current Year

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Detailed Balance Sheet - Excluding Stock Movement Month 3 Date 01-30 June 2020

A/c	Description	Actual	
Total	Assets less Current Liabilities		2,015,898
	Represented by :-		
300	Current Year Fund	333,063	
310	General Fund	49,165	
315	FTC Reserve	150,000	
321	EMR - Pension Obligation	30,000	
322	EMR - Website Development	10,000	
323	EMR - Cemetery Ext/Rem Gdn	3,935	
324	EMR - Park Improvements	12,000	
325	EMR - Community Pk Building 25	100,853	
326	EMR - Office Refurbishment	238	
327	EMR - Ancells Farm Rep/Dec	6,955	
328	EMR - Paths	992	
329	EMR - Cemetery Mem Test 2021	3,300	
330	EMR - CP Tennis Sinking 2026	30,563	
331	EMR - Community Buis Service	13,000	
332	EMR - S106 Sensory Garden	51,579	
333	EMR - Sustainable Ops Projects	2,938	
335	EMR - Climate Change LEDs	600	
360	Harlington Development Fund	1,216,717	
	Total Equity	_	2,015,898

Fleet Town Council Current Year Annual Budget - By Centre

		2019-2	2020_		2020-	2021	2021-2022			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>101</u>	Central Administration									_
1500	Miscellaneous Income	0	0	0	0	0	0	0	0	0
1870	Interest Income	4,500	2,542	3,500	1,448	4,148	0	0	0	0
	Total Income	4,500	2,542	3,500	1,448	4,148	0	0	0	0
4000	Salaries	111,611	108,243	124,000	30,770	124,000	0	0	0	0
4001	Employers National Insurance	10,500	9,817	10,500	2,549	10,500	0	0	0	0
4002	Employers Pension	5,600	6,178	7,700	1,728	7,700	0	0	0	0
4005	Contracted Staffing	7,200	1,457	0	0	0	0	0	0	0
4011	Staff Recruitment	500	0	250	0	0	0	0	0	0
4015	Recharge staff hours	-16,000	-18,000	-16,480	-4,620	-18,480	0	0	0	0
4020	COVID19	0	1,305	0	33	500	0	0	0	0
4030	Training	3,000	1,870	3,100	130	1,000	0	0	0	0
4041	Mileage/Travel/Sustinance	100	56	102	0	50	0	0	0	0
4130	Insurance	9,500	8,918	9,000	8,132	8,500	0	0	0	0
4156	Recycling	0	144	500	0	0	0	0	0	0
4175	Equipment Maintenance	1,030	0	589	0	589	0	0	0	0
4185	Equipment	1,545	7,366	3,000	1,013	3,000	0	0	0	0
4187	Health & Safety	10,000	9,289	10,200	1,636	9,300	0	0	0	0
4400	Stationery & Consumables	3,816	3,844	3,892	270	1,000	0	0	0	0
4401	Document Management	5,000	0	2,000	0	0	0	0	0	0
4420	Bank Charges	2,500	3,087	3,000	481	2,000	0	0	0	0
4422	Bank & Card Transactions	120	32	0	0	0	0	0	0	0
4430	Promotion/Publicity/Vision	6,800	6,935	7,000	0	7,000	0	0	0	0

Fleet Town Council Current Year Annual Budget - By Centre

		2019-2	2020		2020-2021				2021-2022		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
4435	Website	515	862	800	120	800	0	0	0	0	
4440	Telephone & Broadband	2,000	1,160	1,700	242	1,000	0	0	0	0	
4445	Mobile Phones	0	9	0	63	500	0	0	0	0	
4455	Postage	450	635	350	0	170	0	0	0	0	
4460	Subscriptions	3,100	2,618	3,162	2,429	3,000	0	0	0	0	
4480	Computer Maintenance	1,200	905	1,000	0	1,000	0	0	0	0	
4481	Software/Licenses	2,200	1,747	1,700	0	2,000	0	0	0	0	
4484	Computer Support	5,000	4,500	5,500	1,080	6,000	0	0	0	0	
4485	Computer Storage	825	1,509	1,500	330	1,700	0	0	0	0	
4486	E-mail Exchange	2,700	3,170	3,250	555	3,500	0	0	0	0	
4550	Payroll Services	618	547	600	0	600	0	0	0	0	
4551	HR Services	2,000	917	2,000	273	2,000	0	0	0	0	
4555	Legal Fees and Costs	2,000	3,172	2,000	6	2,000	0	0	0	0	
4560	Accountancy fees	1,700	1,505	700	0	700	0	0	0	0	
4561	VAT Consultancy fees	400	159	440	0	440	0	0	0	0	
4564	Procurement fees	3,000	22	1,000	0	1,000	0	0	0	0	
4580	Audit Fees	5,000	1,350	4,000	350	4,000	0	0	0	0	
	Overhead Expenditure	195,530	175,327	198,055	47,570	187,069	0	0	0	0	
	Movement to/(from) Gen Reserve	(191,030)	(172,785)	(194,555)	(46,123)	(182,921)		0			
<u>105</u>	Civic and Democratic										
4041	Mileage/Travel/Sustinance	150	118	153	0	0	0	0	0	0	
4430	Promotion/Publicity/Vision	2,500	1,191	2,500	0	2,500	0	0	0	0	
4530	Councillor Development	1,030	448	1,050	0	1,050	0	0	0	0	

Fleet Town Council Current Year Annual Budget - By Centre

		2019-2		2020-	2021	2021-2022				
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4535	Chairman's Allowance	1,135	437	1,160	0	1,160	0	0	0	0
4537	Members Allowances	4,284	415	2,000	0	2,000	0	0	0	0
	Overhead Expenditure	9,099	2,609	6,863	0	6,710	0	0	0	0
	Movement to/(from) Gen Reserve	(9,099)	(2,609)	(6,863)	0	(6,710)		0		
<u>110</u>	Grants									
4112	Lions Lease	0	1,375	0	0	0	0	0	0	0
4113	The Harlington	160,000	0	0	0	0	0	0	0	0
4538	Community Support	1,500	1,108	1,500	0	1,500	0	0	0	0
4800	Fleet Link	13,082	16,071	13,500	10,824	13,500	0	0	0	0
4810	Basingstoke Canal	18,900	18,309	18,500	18,309	18,309	0	0	0	0
4855	Community grants	10,300	2,510	10,600	0	10,600	0	0	0	0
	Overhead Expenditure	203,782	39,373	44,100	29,133	43,909	0	0	0	0
	Movement to/(from) Gen Reserve	(203,782)	(39,373)	(44,100)	(29,133)	(43,909)		0		
<u>115</u>	Precept									
1900	Precept - operational	631,819	631,819	672,341	336,171	336,171	0	0	0	0
1902	Precept - New Harlington	412,017	412,017	412,017	206,009	206,008	0	0	0	0
	Total Income	1,043,836	1,043,836	1,084,358	542,179	542,179	0	0	0	0
	Movement to/(from) Gen Reserve	1,043,836	1,043,836	1,084,358	542,179	542,179		0		
<u>150</u>	Events									
4176	Action Day	600	842	900	0	400	0	0	0	0
4210	Floral Displays	17,200	15,539	17,544	30	16,500	0	0	0	0

Fleet Town Council Current Year Annual Budget - By Centre

		2019-2	020_		2020-	2021			2021-2022	
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4222	Friends Group Get Together	200	76	150	0	0	0	0	0	0
4655	Town Centre Xmas Decorations	20,000	14,919	20,400	0	18,000	0	0	0	0
4656	Christmas Gurkha Square	4,010	2,040	4,090	30	1,000	0	0	0	0
4657	Christmas Day Lunch	1,000	2,136	1,020	0	0	0	0	0	0
4660	Remembrance Day	210	451	300	0	200	0	0	0	0
	Overhead Expenditure	43,220	36,002	44,404	60	36,100	0	0	0	0
	Movement to/(from) Gen Reserve	(43,220)	(36,002)	(44,404)	(60)	(36,100)		0		
<u>160</u>	Harlington Development									
1870	Interest Income	0	5,957	0	0	0	0	0	0	0
	Total Income	0	5,957	0	0	0	0	0	0	0
4015	Recharge staff hours	30,000	25,000	30,000	4,620	0	0	0	0	0
4041	Mileage/Travel/Sustinance	400	16	400	0	0	0	0	0	0
4171	Essential Maint, Ops , H&S	0	1,460	0	0	0	0	0	0	0
4400	Stationery & Consumables	1,100	0	1,100	0	0	0	0	0	0
4430	Promotion/Publicity/Vision	20,000	0	20,000	0	0	0	0	0	0
4455	Postage	2,000	0	2,000	0	0	0	0	0	0
4555	Legal Fees and Costs	20,000	0	20,000	775	0	0	0	0	0
4560	Accountancy fees	1,500	0	1,500	0	0	0	0	0	0
4562	Design Consultancy fees	120,000	0	77,000	0	0	0	0	0	0
4563	Planning and Building fees	45,000	0	45,000	0	0	0	0	0	0
4564	Procurement fees	15,000	0	15,000	0	0	0	0	0	0
4565	Survey	0	45,546	43,000	0	0	0	0	0	0

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Fleet Town Council Current Year Annual Budget - By Centre

		2019-2	020		2020-	2021			2021-2022		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
4570	Project Management	100,000	0	100,000	0	0	0	0	0	0	
4999	Contingency	57,017	0	57,017	0	0	0	0	0	0	
	Overhead Expenditure	412,017	72,022	412,017	5,395	0	0	0	0	0	
	Movement to/(from) Gen Reserve	(412,017)	(66,064)	(412,017)	(5,395)	0		0			
<u>201</u>	Harlington - Events										
1000	Hall Hire	108,000	104,195	104,000	1,528	5,310	0	0	0	0	
1001	WRVS Hall Hire	2,000	1,938	2,000	0	0	0	0	0	0	
1002	POINT Hall Hire	250	0	0	0	0	0	0	0	0	
1029	WRVS Office 2 - Dance	2,400	1,600	0	0	0	0	0	0	0	
1030	WRVS Office 1	2,000	1,000	1,000	0	0	0	0	0	0	
1033	Fleet Phoenix	1,000	1,000	1,000	0	0	0	0	0	0	
1036	Fleet Baptist Preschool	4,500	4,070	4,500	0	3,375	0	0	0	0	
1415	Coffee Shop Sales/Catering	0	269	0	0	0	0	0	0	0	
1420	Bar Sales	96,500	118,401	105,000	0	0	0	0	0	0	
1430	Merchandise	500	291	600	0	0	0	0	0	0	
1431	Confectionery	2,100	3,995	2,500	0	0	0	0	0	0	
1432	Ices	2,000	2,605	2,000	0	0	0	0	0	0	
1433	Snacks	2,200	2,731	2,200	0	0	0	0	0	0	
1435	Box Office Charges	10,000	15,287	14,000	25	0	0	0	0	0	
1436	Technical Income	0	170	0	0	0	0	0	0	0	
1450	Ticket Sales	181,000	158,346	180,000	0	0	0	0	0	0	
	Total Income	414,450	415,899	418,800	1,553	8,685	0	0	0	0	

Fleet Town Council Current Year Annual Budget - By Centre

		2019-2	020		2020-	2021			2021-2022	
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4000	Salaries	154,800	144,907	171,000	57,070	171,000	0	0	0	0
4001	Employers National Insurance	10,500	11,338	10,960	4,573	10,960	0	0	0	0
4002	Employers Pension	6,200	7,141	8,900	3,219	8,900	0	0	0	0
4005	Contracted Staffing	0	10,911	0	0	0	0	0	0	0
4015	Recharge staff hours	-7,000	-5,000	-7,000	0	-7,000	0	0	0	0
4182	Technical Equipment Sundries	1,000	970	1,500	-57	1,500	0	0	0	0
4183	Technical Equipment Hire	500	1,017	500	0	0	0	0	0	0
4185	Equipment	4,000	3,960	5,000	-2,830	5,000	0	0	0	0
4422	Bank & Card Transactions	4,240	11,889	7,500	452	2,500	0	0	0	0
4432	Marketing	17,000	18,436	17,000	289	10,000	0	0	0	0
4433	Marketing Support	6,000	6,007	6,500	0	3,500	0	0	0	0
4487	Wi-Fi	0	0	0	44	0	0	0	0	0
4490	Sales Sytstem Costs	8,000	13,227	10,000	57	1,000	0	0	0	0
4700	Bar Purchases	38,600	47,814	42,000	75	1,500	0	0	0	0
4710	Bar Consumables	1,700	1,265	2,000	6	0	0	0	0	0
4715	Stocktaking	200	175	200	0	200	0	0	0	0
4720	Performance Costs	117,500	104,889	110,000	101	0	0	0	0	0
4740	Licences	6,000	5,914	5,500	-1,800	500	0	0	0	0
4752	Hospitality	1,000	850	1,000	-72	100	0	0	0	0
4760	Merchandise	100	0	0	0	0	0	0	0	0
4761	Confectionery	1,020	1,335	1,500	0	0	0	0	0	0
4762	Ices	800	2,262	760	0	0	0	0	0	0
4763	Snacks	900	1,402	1,000	23	0	0	0	0	0
	Overhead Expenditure	373,060	390,711	395,820	61,151	209,660	0	0	0	0

Fleet Town Council Current Year Annual Budget - By Centre

		2019-2	2020_		2020-	2021			2021-2022	
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	41,390	25,188	22,980	(59,598)	(200,975)		0		
202	Coffee Shop									
1415	Coffee Shop Sales/Catering	55,000	41,293	52,000	0	0	0	0	0	0
1417	Function Catering	0	5	0	0	0	0	0	0	0
	Total Income	55,000	41,298	52,000	0	0	0	0	0	0
4000	Salaries	22,300	18,668	22,700	6,528	22,700	0	0	0	0
4001	Employers National Insurance	1,050	297	1,530	307	1,530	0	0	0	0
4002	Employers Pension	640	564	370	102	370	0	0	0	0
4151	Cleaning - Equipment	0	33	0	0	0	0	0	0	0
4750	Catering Supplies	20,000	11,763	17,500	-160	0	0	0	0	0
4755	Catering Consumables	500	787	500	78	0	0	0	0	0
	Overhead Expenditure	44,490	32,111	42,600	6,856	24,600	0	0	0	0
	Movement to/(from) Gen Reserve	10,510	9,187	9,400	(6,856)	(24,600)		0		
<u>204</u>	Building									
1000	Hall Hire	0	0	0	0	10,000	0	0	0	0
1031	HCC Library	16,000	16,000	16,000	0	0	0	0	0	0
1053	Grant money and funding	160,000	0	0	0	0	0	0	0	0
1903	Precept - Harlington Cont.	0	0	0	0	0	0	0	0	0
	Total Income	176,000	16,000	16,000	0	10,000	0	0	0	0
4000	Salaries	72,000	71,926	75,680	-147	75,680	0	0	0	0
4001	Employers National Insurance	6,250	6,180	7,140	0	7,140	0	0	0	0

Fleet Town Council Current Year Annual Budget - By Centre

		2019-2	020_		2020-	2021_			2021-2022	
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4002	Employers Pension	3,650	2,936	5,490	0	5,490	0	0	0	0
4005	Contracted Staffing	1,000	1,107	1,000	0	0	0	0	0	0
4011	Staff Recruitment	400	643	400	0	0	0	0	0	0
4015	Recharge staff hours	-2,000	-2,000	-2,000	0	-2,000	0	0	0	0
4030	Training	750	132	750	-15	500	0	0	0	0
4041	Mileage/Travel/Sustinance	500	566	500	0	250	0	0	0	0
4110	Rates	14,500	14,599	14,935	14,828	14,346	0	0	0	0
4115	Water & Sewerage	6,500	8,089	9,100	3,844	9,100	0	0	0	0
4120	Gas	17,200	20,515	17,716	2,012	17,716	0	0	0	0
4122	Electricity	29,650	32,769	30,540	2,330	30,540	0	0	0	0
4150	Cleaning	32,100	30,057	32,740	779	6,000	0	0	0	0
4151	Cleaning - Equipment	300	0	300	0	0	0	0	0	0
4152	Cleaning - Supplies	8,800	9,701	9,400	519	9,400	0	0	0	0
4155	Refuse Collection	5,500	5,890	5,700	580	3,285	0	0	0	0
4156	Recycling	1,000	1,156	1,000	108	600	0	0	0	0
4170	Building Maintenance	15,500	20,115	17,000	4,726	15,000	0	0	0	0
4172	Building Compliance	500	1,823	1,000	0	1,000	0	0	0	0
4175	Equipment Maintenance	500	832	1,000	17	0	0	0	0	0
4180	Equipment Hire	300	0	300	0	0	0	0	0	0
4185	Equipment	1,000	1,411	1,000	0	0	0	0	0	0
4187	Health & Safety	500	3,746	1,000	595	1,000	0	0	0	0
4188	Fire and Intruder Monitoring	600	475	500	70	500	0	0	0	0
4190	Auditorium recharge expenditur	0	0	0	212	0	0	0	0	0
4207	Fire & Intruder Systems	1,500	1,365	1,800	302	1,800	0	0	0	0

Fleet Town Council Current Year Annual Budget - By Centre

		2019-2	2020		2020-	2021			2021-2022	
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4400	Stationery & Consumables	2,000	2,891	1,500	0	500	0	0	0	0
4445	Mobile Phones	400	377	400	94	400	0	0	0	0
4455	Postage	400	294	400	0	100	0	0	0	0
4481	Software/Licenses	500	740	500	113	750	0	0	0	0
4487	Wi-Fi	600	1,294	1,236	391	1,236	0	0	0	0
4745	Uniforms	500	502	500	-934	0	0	0	0	0
	Overhead Expenditure	222,900	240,131	238,527	30,426	200,333	0	0	0	0
	Movement to/(from) Gen Reserve	(46,900)	(224,131)	(222,527)	(30,426)	(190,333)		0		
205	Ancells Community Centre									
1000	Hall Hire	26,000	25,309	26,000	833	5,475	0	0	0	0
	Total Income	26,000	25,309	26,000	833	5,475	0	0	0	0
4000	Salaries	15,090	14,967	17,110	2,674	17,110	0	0	0	0
4001	Employers National Insurance	830	828	1,120	155	1,120	0	0	0	0
4002	Employers Pension	1,230	1,225	1,690	298	1,690	0	0	0	0
4041	Mileage/Travel/Sustinance	450	420	450	105	450	0	0	0	0
4115	Water & Sewerage	1,200	737	320	280	700	0	0	0	0
4120	Gas	2,000	1,343	2,000	113	1,438	0	0	0	0
4122	Electricity	1,500	1,139	1,545	0	1,306	0	0	0	0
4150	Cleaning	6,625	6,482	6,825	0	2,500	0	0	0	0
4152	Cleaning - Supplies	1,300	1,295	1,400	97	1,400	0	0	0	0
4155	Refuse Collection	850	860	900	230	800	0	0	0	0
4170	Building Maintenance	2,000	5,531	2,000	2,108	2,000	0	0	0	0

Fleet Town Council Current Year Annual Budget - By Centre

		2019-2	020		2020-	2021			2021-2022	
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4185	Equipment	300	24	300	0	0	0	0	0	0
4207	Fire & Intruder Systems	0	443	0	98	0	0	0	0	0
4280	Ancells Car Park	4,000	6,269	6,000	2,840	6,000	0	0	0	0
4445	Mobile Phones	300	300	300	75	300	0	0	0	0
4455	Postage	100	100	100	0	50	0	0	0	0
4740	Licences	2,300	2,126	2,300	0	0	0	0	0	0
	Overhead Expenditure	40,075	44,089	44,360	9,072	36,864	0	0	0	0
	Movement to/(from) Gen Reserve	(14,075)	(18,780)	(18,360)	(8,239)	(31,389)		0		
208	Ancells Farm Park and Pavilion									
1053	Grant money and funding	0	4,779	0	0	0	0	0	0	0
1060	Pitch Hire	1,965	2,783	2,004	0	0	0	0	0	0
	Total Income	1,965	7,562	2,004	0	0	0	0	0	0
4110	Rates	1,250	1,166	1,287	1,185	1,185	0	0	0	0
4115	Water & Sewerage	500	382	515	119	367	0	0	0	0
4120	Gas	1,255	351	530	57	398	0	0	0	0
4122	Electricity	1,000	252	415	-13	251	0	0	0	0
4150	Cleaning	1,600	1,323	1,632	0	250	0	0	0	0
4170	Building Maintenance	1,000	3,931	4,200	-2,970	4,000	0	0	0	0
4175	Equipment Maintenance	400	460	600	0	300	0	0	0	0
4187	Health & Safety	300	0	306	223	306	0	0	0	0
4200	Grounds Maintenance	22,000	22,086	22,216	3,689	22,216	0	0	0	0
4202	Additional Ground Works	1,655	2,393	1,705	0	705	0	0	0	0

Fleet Town Council Current Year Annual Budget - By Centre

		2019-2	020_		2020-	2021			2021-2022	
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4205	CCTV	100	0	105	0	105	0	0	0	0
4220	Friends Group support	110	90	115	0	115	0	0	0	0
4225	South and South East in Bloom	100	0	105	0	105	0	0	0	0
4230	Playground Maintenance	4,300	4,730	5,000	-10	5,000	0	0	0	0
4240	Grants / Funding expenditure	0	844	0	0	0	0	0	0	0
4250	Tree Surgery	800	1,540	816	170	816	0	0	0	0
	Overhead Expenditure	36,370	39,548	39,547	2,450	36,119	0	0	0	0
	Movement to/(from) Gen Reserve	(34,405)	(31,986)	(37,543)	(2,450)	(36,119)		0		
<u>301</u>	Open Spaces									
1050	Outdoor Space Hire	650	974	650	0	0	0	0	0	0
1053	Grant money and funding	0	1,500	0	0	0	0	0	0	0
	Total Income	650	2,474	650	0	0	0	0	0	0
4000	Salaries	13,000	13,133	13,526	3,345	13,256	0	0	0	0
4001	Employers National Insurance	1,300	888	1,300	309	1,300	0	0	0	0
4002	Employers Pension	520	635	812	167	812	0	0	0	0
4015	Recharge staff hours	-2,000	0	-2,040	0	0	0	0	0	0
4041	Mileage/Travel/Sustinance	1,030	677	1,050	64	700	0	0	0	0
4169	Street and Park Furniture	0	0	1,000	0	1,000	0	0	0	0
4170	Building Maintenance	300	0	310	0	0	0	0	0	0
4185	Equipment	1,500	252	500	46	500	0	0	0	0
4200	Grounds Maintenance	13,926	13,979	14,062	2,335	14,062	0	0	0	0
4202	Additional Ground Works	1,047	2,430	1,078	0	500	0	0	0	0

Fleet Town Council Current Year Annual Budget - By Centre

		2019-2	020		2020-	2021			2021-2022	
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4206	Lamppost Maintenance	0	70	200	0	200	0	0	0	0
4231	Depot/storage	15,000	0	0	0	0	0	0	0	0
4233	Vehicle and costs	1	0	0	0	0	0	0	0	0
4240	Grants / Funding expenditure	0	1,630	0	0	0	0	0	0	0
4250	Tree Surgery	1,000	190	1,020	0	1,020	0	0	0	0
4445	Mobile Phones	400	121	408	32	408	0	0	0	0
4740	Licences	500	70	220	0	220	0	0	0	0
4745	Uniforms	100	48	110	0	110	0	0	0	0
	Overhead Expenditure	47,624	34,123	33,556	6,298	34,088	0	0	0	0
	Movement to/(from) Gen Reserve	(46,974)	(31,649)	(32,906)	(6,298)	(34,088)		0		
<u>310</u>	Calthorpe Park									
1050	Outdoor Space Hire	0	71	0	-71	100	0	0	0	0
1057	Fleet Football Club Rent	2,000	2,000	2,000	0	0	0	0	0	0
1060	Pitch Hire	1,680	1,270	1,700	250	250	0	0	0	0
1064	Tennis Membership card	7,000	5,632	7,000	4,127	7,000	0	0	0	0
1065	Tennis Hire	1,200	1,383	1,300	997	1,300	0	0	0	0
1066	Tennis coaching	1,000	0	1,000	0	0	0	0	0	0
	Total Income	12,880	10,356	13,000	5,303	8,650	0	0	0	0
4115	Water & Sewerage	200	454	580	173	495	0	0	0	0
4120	Gas	0	100	0	-100	0	0	0	0	0
4122	Electricity	550	265	310	63	300	0	0	0	0
4150	Cleaning	1,450	1,160	1,236	0	250	0	0	0	0

Fleet Town Council Current Year Annual Budget - By Centre

		2019-2	2020		2020-	2021			2021-2022	
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4170	Building Maintenance	1,500	37	1,530	0	1,530	0	0	0	0
4175	Equipment Maintenance	770	0	785	0	785	0	0	0	0
4185	Equipment	850	-309	867	0	867	0	0	0	0
4187	Health & Safety	300	0	310	223	310	0	0	0	0
4200	Grounds Maintenance	37,418	37,563	37,785	6,274	37,785	0	0	0	0
4202	Additional Ground Works	2,813	4,706	2,897	85	1,000	0	0	0	0
4205	CCTV	100	0	105	0	105	0	0	0	0
4220	Friends Group support	100	75	105	0	105	0	0	0	0
4225	South and South East in Bloom	50	70	55	25	55	0	0	0	0
4230	Playground Maintenance	400	69	1,000	0	500	0	0	0	0
4250	Tree Surgery	2,300	2,430	2,346	0	2,346	0	0	0	0
4430	Promotion/Publicity/Vision	500	0	510	0	0	0	0	0	0
4590	Repairs and Renewals	7,000	0	7,000	0	7,000	0	0	0	0
4651	LTA Registration - membership	900	0	920	0	920	0	0	0	0
4653	Tennis Software	900	775	910	796	910	0	0	0	0
4740	Licences	80	70	85	70	85	0	0	0	0
	Overhead Expenditure	58,181	47,465	59,336	7,609	55,348	0	0	0	0
	Movement to/(from) Gen Reserve	(45,301)	(37,109)	(46,336)	(2,306)	(46,698)		0		
<u>315</u>	Oakley Park									
1060	Pitch Hire	2,620	3,942	3,000	779	780	0	0	0	0
	Total Income	2,620	3,942	3,000	779	780	0	0	0	0
4115	Water & Sewerage	350	0	361	0	0	0	0	0	0

Fleet Town Council Current Year Annual Budget - By Centre

		2019-2	020		2020-	2021			2021-2022		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
4120	Gas	0	85	0	-85	0	0	0	0	0	
4122	Electricity	350	234	310	95	300	0	0	0	0	
4150	Cleaning	1,450	1,190	1,300	0	250	0	0	0	0	
4170	Building Maintenance	1,000	529	1,020	0	1,020	0	0	0	0	
4175	Equipment Maintenance	50	0	55	0	55	0	0	0	0	
4185	Equipment	50	0	55	0	55	0	0	0	0	
4187	Health & Safety	300	0	310	223	310	0	0	0	0	
4200	Grounds Maintenance	19,946	20,023	20,142	3,344	20,142	0	0	0	0	
4202	Additional Ground Works	1,500	0	1,545	55	545	0	0	0	0	
4205	CCTV	2,215	2,185	2,259	2,251	2,259	0	0	0	0	
4220	Friends Group support	100	75	105	0	105	0	0	0	0	
4225	South and South East in Bloom	80	95	85	40	85	0	0	0	0	
4230	Playground Maintenance	1,000	287	1,020	0	1,020	0	0	0	0	
4250	Tree Surgery	1,500	1,454	1,530	150	1,530	0	0	0	0	
	Overhead Expenditure	29,891	26,158	30,097	6,073	27,676	0	0	0	0	
	Movement to/(from) Gen Reserve	(27,271)	(22,216)	(27,097)	(5,294)	(26,896)		0			
320	Basingbourne Park										
1060	Pitch Hire	1,989	1,418	1,400	0	100	0	0	0	0	
	Total Income	1,989	1,418	1,400	0	100	0	0	0	0	
4115	Water & Sewerage	400	405	412	30	400	0	0	0	0	
4120	Gas	0	55	0	-55	0	0	0	0	0	
4122	Electricity	300	146	309	67	220	0	0	0	0	

Fleet Town Council Current Year Annual Budget - By Centre

		2019-2	020		2020-	2021			2021-2022	
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4150	Cleaning	1,450	1,190	1,300	0	250	0	0	0	0
4170	Building Maintenance	2,000	978	2,040	0	2,040	0	0	0	0
4185	Equipment	300	0	310	0	310	0	0	0	0
4187	Health & Safety	300	0	310	223	310	0	0	0	0
4200	Grounds Maintenance	16,962	17,028	17,128	2,844	17,128	0	0	0	0
4202	Additional Ground Works	1,275	460	1,315	0	315	0	0	0	0
4205	CCTV	1,150	1,093	1,175	1,126	1,175	0	0	0	0
4220	Friends Group support	110	220	115	0	115	0	0	0	0
4225	South and South East in Bloom	110	105	115	60	115	0	0	0	0
4230	Playground Maintenance	1,000	830	1,020	0	1,020	0	0	0	0
4250	Tree Surgery	2,500	7,716	2,550	95	2,550	0	0	0	0
	Overhead Expenditure	27,857	30,225	28,099	4,389	25,948	0	0	0	0
	Movement to/(from) Gen Reserve	(25,868)	(28,807)	(26,699)	(4,389)	(25,848)		0		
<u>325</u>	The Views									
1050	Outdoor Space Hire	1,500	1,277	1,530	0	0	0	0	0	0
1145	Plaque contribution	0	35	0	0	0	0	0	0	0
	Total Income	1,500	1,312	1,530	0	0	0	0	0	0
4122	Electricity	80	176	135	38	130	0	0	0	0
4185	Equipment	100	0	105	0	105	0	0	0	0
4200	Grounds Maintenance	7,028	7,055	7,097	1,178	7,097	0	0	0	0
4202	Additional Ground Works	528	190	545	0	200	0	0	0	0
4230	Playground Maintenance	2,000	2,588	4,040	60	4,040	0	0	0	0

Fleet Town Council Current Year Annual Budget - By Centre

		2019-2	2020_		2020-	2021			2021-2022	
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4250	Tree Surgery	300	585	310	0	310	0	0	0	0
	Overhead Expenditure	10,036	10,594	12,232	1,276	11,882	0	0	0	0
	Movement to/(from) Gen Reserve	(8,536)	(9,281)	(10,702)	(1,276)	(11,882)		0		
330	Edenbrook									
4200	Grounds Maintenance	2,970	2,983	3,000	498	3,000	0	0	0	0
4202	Additional Ground Works	224	0	231	0	200	0	0	0	0
4230	Playground Maintenance	2,000	317	2,040	0	2,040	0	0	0	0
	Overhead Expenditure	5,194	3,300	5,271	498	5,240	0	0	0	0
	Movement to/(from) Gen Reserve	(5,194)	(3,300)	(5,271)	(498)	(5,240)		0		
350	Cemetery									
1100	Interment Fees	17,000	12,175	12,240	2,540	14,000	0	0	0	0
1110	Scattering of Ashes	0	170	340	170	340	0	0	0	0
1120	Sale of Exclusive Rights	24,000	16,070	18,480	7,700	18,480	0	0	0	0
1121	Transfer of Exclusive Rights	1,000	3,330	1,020	145	1,020	0	0	0	0
1130	Memorial Cemetery Fees	6,200	5,838	6,324	1,770	6,324	0	0	0	0
1131	Memorial Roses	0	0	0	350	350	0	0	0	0
1132	Memorial Kerbstones	0	1,500	0	0	3,000	0	0	0	0
1133	Memorial Sanctums	0	13,008	9,000	3,717	15,000	0	0	0	0
1134	GoR Planted Area	0	175	0	0	400	0	0	0	0
1140	Bench contribution	0	483	0	0	0	0	0	0	0
1145	Plaque contribution	0	150	0	0	0	0	0	0	0
	Total Income	48,200	52,900	47,404	16,392	58,914	0	0	0	0

Fleet Town Council Current Year Annual Budget - By Centre

		2019-2	020_		2020-	2021	2021-2022			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4000	Salaries	5,700	3,981	5,700	1,181	5,700	0	0	0	0
4002	Employers Pension	230	171	352	59	352	0	0	0	0
4041	Mileage/Travel/Sustinance	510	437	520	27	520	0	0	0	0
4110	Rates	1,715	1,873	1,900	2,188	2,188	0	0	0	0
4115	Water & Sewerage	350	-97	780	64	370	0	0	0	0
4150	Cleaning	530	0	540	0	250	0	0	0	0
4155	Refuse Collection	1,800	1,848	2,000	412	2,000	0	0	0	0
4170	Building Maintenance	200	0	510	0	510	0	0	0	0
4200	Grounds Maintenance	11,700	10,584	15,900	1,766	15,900	0	0	0	0
4202	Additional Ground Works	800	598	825	0	325	0	0	0	0
4203	General Upkeep	1,500	1,039	1,530	13	500	0	0	0	0
4220	Friends Group support	100	70	105	0	105	0	0	0	0
4225	South and South East in Bloom	80	90	140	35	140	0	0	0	0
4250	Tree Surgery	1,000	1,940	1,020	185	1,020	0	0	0	0
4445	Mobile Phones	400	79	250	13	250	0	0	0	0
4455	Postage	0	2	0	0	0	0	0	0	0
4460	Subscriptions	100	95	105	95	95	0	0	0	0
4481	Software/Licenses	750	390	765	0	500	0	0	0	0
4935	GoR Memorial inscriptions	0	565	1,000	0	1,000	0	0	0	0
4936	GoR Ashes digging	0	100	0	0	0	0	0	0	0
4940	Cemetery Extension	2,000	0	0	0	0	0	0	0	0
4942	H and S Memorial repairs	300	0	310	0	310	0	0	0	0
4944	H and S Memorial inspections	500	148	510	7,648	7,648	0	0	0	0
	Overhead Expenditure	30,265	23,913	34,762	13,687	39,683	0	0	0	0

Fleet Town Council Current Year Annual Budget - By Centre

		2019-2	020_	2020-2021				2021-2022		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	17,935	28,987	12,642	2,704	19,231		0		
<u>475</u>	Lengthsman Scheme									
1053	Grant money and funding	0	3,300	0	3,300	3,300	0	0	0	0
	Total Income	0	3,300	0	3,300	3,300	0	0	0	0
4202	Additional Ground Works	0	3,830	0	0	0	0	0	0	0
	Overhead Expenditure	0	3,830	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(530)	0	3,300	3,300		0		
900	Earmarked Reserves									
8005	Calthorpe Play Area	0	30,365	0	-5,576	0	0	0	0	0
	Total Income	0	30,365	0	-5,576	0	0	0	0	0
9000	EMR Pension Obligation 2018-19	1,530	1,530	0	0	0	0	0	0	0
9002	EMR Website Development 2020	10,000	0	0	0	0	0	0	0	0
9004	EMR Cemetery Ext/Rem Gdn 2019	5,787	884	0	1,150	0	0	0	0	0
9006	EMR Park Improvement 2020	40,045	17,123	0	0	0	0	0	0	0
9007	EMR Coffee Shop Improvement	355	0	0	0	0	0	0	0	0
9009	EMR Calthorpe Park Playground	0	30,365	0	0	0	0	0	0	0
9012	EMR Harlington Equipment 2019	2,469	2,469	0	0	0	0	0	0	0
9013	EMR Calthorpe Building 2025	100,853	0	0	0	0	0	0	0	0
9014	EMR Office Refurbishment 2019	265	27	0	0	0	0	0	0	0
9018	EMR Ancells Farm Rep/Dec 2019	9,140	13,045	0	0	0	0	0	0	0
9023	EMR Salary Provison 2018-19	4,692	4,692	0	0	0	0	0	0	0

Fleet Town Council Current Year Annual Budget - By Centre

		2019-2020			2020-	2021	2021-2022			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
9024	EMR NI Provison 2018-19	3,030	3,030	0	0	0	0	0	0	0
9028	EMR - Paths	3,300	9,708	0	0	0	0	0	0	0
9030	EMR Cemetery Mem test/repairs	2,500	0	0	0	0	0	0	0	0
9032	EMR Neighbourhood Plan 2018-19	-1,208	1,058	0	0	0	0	0	0	0
9035	EMR CP Tennis sinking 2026	23,563	0	0	0	0	0	0	0	0
9040	EMR Community Bus Serv 2019-20	13,000	0	0	0	0	0	0	0	0
9042	EMR Sustainable operational Pr	0	89	0	45	0	0	0	0	0
9300	EMR S106 Sensory Garden 2019	51,579	0	0	0	0	0	0	0	0
	Overhead Expenditure	270,900	84,021	0	1,195	0	0	0	0	0
	900 Net Income over Expenditure	-270,900	-53,656	0	-6,771	0	0	0	0	0
6001	plus Transfer from EMR	0	0	0	1,212	0	0	0	0	0
	Movement to/(from) Gen Reserve	(270,900)	(53,656)	0	(5,558)	0		0		
	Total Budget Income	1,789,590	1,664,472	1,669,646	566,211	642,231	0	0	0	0
	Expenditure	2,060,491	1,335,551	1,669,646	233,139	981,229	0	0	0	0
	Net Income over Expenditure	-270,901	328,920	0	333,072	-338,998	0	0	0	0
	plus Transfer from EMR	0	0	0	1,212	0	0	0	0	0
	Movement to/(from) Gen Reserve	(270,901)	328,920	0	334,284	(338,998)		0		

07/07/2020 Fleet Town Council Current Year 15:17 Pateiled Income 8 Five and four by Phased Budget Hoods

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020 Committee Report

Month No: 3

Current Current Month Year To Date % Spent Transfer Current Year To Year To Date Total Annual Committed Funds Budget to/from EMR Month Actual Month Budget Variance Date Actual Variance Budget Expenditure Available **Policy and Finance** 101 Central Administration 1870 Interest Income 319 292 (27)1.448 876 (572)3,500 41.4% 4021 COVID 19 Income 2,059 0 0.0% (2,059)0 0 0 0 Central Administration :- Income (1,739)292 2,031 1,448 876 (572) 3,500 41.4% 0 4000 Salaries 10,320 10,333 30,999 93.230 24.8% 13 30,770 229 124,000 848 875 27 2.549 2.625 7.951 24.3% **Employers National Insurance** 76 10,500 4002 Employers Pension 578 642 64 1,728 1,926 198 7,700 5,972 22.4% 4011 Staff Recruitment 0 21 21 0 63 250 250 0.0% 63 Recharge staff hours (4,620)(1,373)3.247 (4,620)(4,119)501 (16,480)(11,860)28.0% 4020 COVID19 0 0 0 33 0 (33)0 (33)0.0% Training 130 258 128 130 774 644 3,100 2,970 4.2% 4030 4041 Mileage/Travel/Sustinance 0 8 8 24 24 102 102 0.0% 4130 Insurance 0 750 750 8,132 2,250 (5,882)9,000 868 90.4% 4156 Recycling 0 42 42 0 126 126 500 500 0.0% **Equipment Maintenance** 0 49 49 0 147 147 589 589 0.0% 367 250 33.8% Equipment (117)1.013 750 (263)3,000 1.987 4187 Health & Safety 0 0 0 1,636 2,500 864 10,200 8,564 16.0% Stationery & Consumables (222)320 542 270 970 700 3,892 3,622 6.9% 4401 **Document Management** 0 167 167 0 501 501 2,000 2,000 0.0% Bank Charges 129 250 121 481 750 269 3,000 2,519 16.0% 4420 4430 Promotion/Publicity/Vision 0.0% 0 583 583 0 1,749 1,749 7,000 7,000

07/07/2020 Fleet Town Council Current Year 15:17 Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3 Committee Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4435	Website	0	0	0	120	150	30	800		680	15.0%	
4440	Telephone & Broadband	100	142	42	242	426	184	1,700		1,458	14.2%	
4445	Mobile Phones	18	0	(18)	63	0	(63)	0		(63)	0.0%	
4455	Postage	0	30	30	0	80	80	350		350	0.0%	
4460	Subscriptions	0	0	0	2,429	2,300	(129)	3,162		733	76.8%	
4480	Computer Maintenance	0	83	83	0	249	249	1,000		1,000	0.0%	
4481	Software/Licenses	0	142	142	0	426	426	1,700		1,700	0.0%	
4484	Computer Support	360	458	98	1,080	1,374	294	5,500		4,420	19.6%	
4485	Computer Storage	330	375	45	330	375	45	1,500		1,170	22.0%	
4486	E-mail Exchange	278	271	(7)	555	813	258	3,250		2,695	17.1%	
4550	Payroll Services	0	50	50	0	150	150	600		600	0.0%	
4551	HR Services	91	167	76	273	501	228	2,000		1,727	13.7%	
4555	Legal Fees and Costs	0	167	167	6	501	495	2,000		1,994	0.3%	
4560	Accountancy fees	0	58	58	0	174	174	700		700	0.0%	
4561	VAT Consultancy fees	0	37	37	0	111	111	440		440	0.0%	
4564	Procurement fees	0	83	83	0	249	249	1,000		1,000	0.0%	
4580	Audit Fees	0	333	333	350	999	649	4,000		3,650	8.8%	
	Central Administration :- Indirect Expenditure	8,708	15,571	6,863	47,570	50,913	3,343	198,055	0	150,485	24.0%	0
	Net Income over Expenditure	(10,448)	(15,279)	(4,831)	(46,123)	(50,037)	(3,914)	(194,555)				
105	Civic and Democratic											
4041	Mileage/Travel/Sustinance	0	13	13	0	39	39	153		153	0.0%	
4430	Promotion/Publicity/Vision	0	208	208	0	624	624	2,500		2,500	0.0%	

07/07/2020 Fleet Town Council Current Year 15:17 Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4530 Councillor Development	0	260	260	0	260	260	1,050		1,050	0.0%	1
4535 Chairman's Allowance	0	97	97	0	291	291	1,160		1,160	0.0%	1
4537 Members Allowances	0	167	167	0	501	501	2,000		2,000	0.0%	1
Civic and Democratic :- Indirect Expenditure	0	745	745	0	1,715	1,715	6,863	0	6,863	0.0%	0
Net Expenditure	0	(745)	(745)	0	(1,715)	(1,715)	(6,863)				
110 Grants											
4538 Community Support	0	125	125	0	375	375	1,500		1,500	0.0%	1
4800 Fleet Link	0	1,125	1,125	10,824	3,375	(7,449)	13,500		2,676	80.2%	
4810 Basingstoke Canal	0	1,542	1,542	18,309	4,626	(13,683)	18,500		191	99.0%	
4855 Community grants	0	883	883	0	2,649	2,649	10,600		10,600	0.0%	1
Grants :- Indirect Expenditure	0	3,675	3,675	29,133	11,025	(18,108)	44,100	0	14,967	66.1%	0
Net Expenditure	0	(3,675)	(3,675)	(29,133)	(11,025)	18,108	(44,100)				
115 Precept											
1900 Precept - operational	0	42,295	42,295	336,171	291,685	(44,486)	672,341			50.0%	
1902 Precept - New Harlington	0	34,335	34,335	206,009	103,005	(103,004)	412,017			50.0%	
Precept :- Income	0	76,630	76,630	542,179	394,690	(147,489)	1,084,358			50.0%	
Net Income	0	76,630	76,630	542,179	394,690	(147,489)	1,084,358				
Policy and Finance :- Income	(1,739)	76,922	78,661	543,627	395,566	(148,061)	1,087,858			50.0%)
Expenditure	8,708	19,991	11,283	76,703	63,653	(13,050)	249,018	0	172,315	30.8%	•
Movement to/(from) Gen Reserve	(10,448)		-	466,924							

Recreation, Leisure/Amenities

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Detailed Income & Expenditure by Phased Budget Heading 30/06/2020 Committee Report

Month No: 3

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
150	Events											
4176	Action Day	0	75	75	0	225	225	900		900	0.0%	
4210	Floral Displays	30	9,200	9,170	30	9,200	9,170	17,544		17,514	0.2%	
4222	Friends Group Get Together	0	12	12	0	36	36	150		150	0.0%	
4655	Town Centre Xmas Decorations	0	0	0	0	0	0	20,400		20,400	0.0%	
4656	Christmas Gurkha Square	30	0	(30)	30	0	(30)	4,090		4,060	0.7%	
4657	Christmas Day Lunch	0	0	0	0	0	0	1,020		1,020	0.0%	
4660	Remembrance Day	0	25	25	0	75	75	300		300	0.0%	
	Events :- Indirect Expenditure	60	9,312	9,252	60	9,536	9,476	44,404	0	44,344	0.1%	0
	Net Expenditure	(60)	(9,312)	(9,252)	(60)	(9,536)	(9,476)	(44,404)				
205	Ancells Community Centre											
1000	Hall Hire	839	2,167	1,328	833	6,501	5,668	26,000			3.2%	
	Ancells Community Centre :- Income	839	2,167	1,328	833	6,501	5,668	26,000			3.2%	
4000	Salaries	891	1,426	535	2,674	4,278	1,604	17,110		14,436	15.6%	
4001	Employers National Insurance	52	93	41	155	279	124	1,120		965	13.8%	
4002	Employers Pension	99	141	42	298	423	125	1,690		1,392	17.6%	
4041	Mileage/Travel/Sustinance	35	38	3	105	114	9	450		345	23.3%	
4115	Water & Sewerage	335	27	(308)	280	81	(199)	320		40	87.5%	
4120	Gas	58	167	109	113	501	388	2,000		1,887	5.7%	
4122	Electricity	0	0	0	0	0	0	1,545		1,545	0.0%	
4150	Cleaning	0	569	569	0	1,707	1,707	6,825		6,825	0.0%	

07/07/2020 Fleet Town Council Current Year 15:17

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1152 Cleaning - Supplies	0	117	117	97	351	254	1,400		1,303	6.9%	
155 Refuse Collection	82	75	(7)	230	225	(5)	900		670	25.6%	
170 Building Maintenance	1,259	167	(1,092)	2,108	501	(1,607)	2,000		(108)	105.4%	
185 Equipment	0	25	25	0	75	75	300		300	0.0%	
207 Fire & Intruder Systems	98	0	(98)	98	0	(98)	0		(98)	0.0%	
280 Ancells Car Park	0	0	0	2,840	0	(2,840)	6,000		3,160	47.3%	
445 Mobile Phones	25	25	0	75	75	0	300		225	25.0%	
455 Postage	0	8	8	0	24	24	100		100	0.0%	
1740 Licences	0	192	192	0	576	576	2,300		2,300	0.0%	
Ancells Community Centre :- Indirect Expenditure	2,934	3,070	136	9,072	9,210	138	44,360	0	35,288	20.5%	
Net Income over Expenditure	(2,095)	(903)	1,192	(8,239)	(2,709)	5,530	(18,360)				
208 Ancells Farm Park and Pavilion											
060 Pitch Hire	0	0	0	0	0	0	2,004			0.0%	
Ancells Farm Park and Pavilion :- Income	0	0	0	0	0		2,004			0.0%	
110 Rates	0	0	0	1,185	0	(1,185)	1,287		102	92.1%	
115 Water & Sewerage	184	35	(149)	119	95	(24)	515		396	23.1%	
120 Gas	28	44	16	57	132	75	530		473	10.8%	
1122 Electricity	0	34	34	(13)	102	115	415		428	(3.2%)	
				_	408	408	1,632		1,632	0.0%	
H150 Cleaning	0	136	136	0	400	400	1,032		1,032	0.070	
•	0 (962)	136 350	136 1,312	(2,970)	1,050	4,020	4,200		7,170	(70.7%)	

07/07/2020 Fleet Town Council Current Year 15:17 Pateiled Income 8 Five and four by Phased Budget Hoods

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020 Committee Report

Month No: 3

4185 Equipment

Current Current Current Month Year To Year To Date % Spent Transfer Year To Date Total Annual Committed Funds to/from EMR Month Actual Month Budget Variance Date Actual Budget Variance Budget Expenditure Available 4187 Health & Safety 223 0 72.9% 0 (223)223 (223)306 83 7 **Grounds Maintenance** 1,844 1,851 3,689 5,553 1,864 22,216 18,527 16.6% 4202 Additional Ground Works 0 142 142 0 426 426 1,705 1,705 0.0% 4205 CCTV 0 9 9 0 27 27 105 105 0.0% 4220 Friends Group support 10 10 0 30 30 0.0% 0 115 115 South and South East in Bloom 0 27 27 0.0% 0 9 9 105 105 Playground Maintenance 180 417 237 (10)1,251 1.261 5,000 5,010 (0.2%)4250 Tree Surgery 170 305 135 170 305 135 816 646 20.8% Ancells Farm Park and Pavilion :- Indirect Expenditure 3,392 1.668 1,724 2,450 9,556 7,106 39,547 0 37.097 6.2% 0 Net Income over Expenditure (1,668) (3,392) (1,724) (2,450)(9,556) (7,106) (37,543) Open Spaces 1050 Outdoor Space Hire 0 54 0 162 650 0.0% 54 162 Open Spaces :- Income 54 54 162 162 650 0.0% 0 0 0 4000 Salaries 1.115 1.127 12 3.345 3.381 36 13.526 10.181 24.7% **Employers National Insurance** 103 108 5 309 324 1,300 991 23.8% 15 4002 Employers Pension 56 68 12 167 204 37 812 645 20.6% 0 0 0.0% Recharge staff hours 0 0 (340)(340)(2,040)(2,040)Mileage/Travel/Sustinance 0 100 100 64 255 191 1,050 986 6.1% Street and Park Furniture 0 83 83 0 249 249 1,000 1,000 0.0% 26 26 78 0.0% **Building Maintenance** 0 0 78 310 310

46

126

18

500

80

42

24

9.1%

454

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Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Committee Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4200	Grounds Maintenance	1,167	1,172	5	2,335	3,516	1,181	14,062		11,727	16.6%	
4202	Additional Ground Works	0	90	90	0	275	275	1,078		1,078	0.0%	
4206	Lamppost Maintenance	0	17	17	0	51	51	200		200	0.0%	
4250	Tree Surgery	0	0	0	0	220	220	1,020		1,020	0.0%	
4445	Mobile Phones	10	35	25	32	105	73	408		376	7.9%	
4740	Licences	0	18	18	0	54	54	220		220	0.0%	
4745	Uniforms	0	9	9	0	27	27	110		110	0.0%	
	Open Spaces :- Indirect Expenditure	2,476	2,895	419	6,298	8,525	2,227	33,556	0	27,258	18.8%	0
	Net Income over Expenditure	(2,476)	(2,841)	(365)	(6,298)	(8,363)	(2,065)	(32,906)				
310	Calthorpe Park											
1050	Outdoor Space Hire	(71)	0	71	(71)	0	71	0			0.0%	
1057	Fleet Football Club Rent	0	0	0	0	2,000	2,000	2,000			0.0%	
1060	Pitch Hire	0	142	142	250	426	176	1,700			14.7%	
1064	Tennis Membership card	2,650	700	(1,950)	4,127	2,050	(2,077)	7,000			59.0%	
1065	Tennis Hire	609	108	(501)	997	324	(673)	1,300			76.7%	
1066	Tennis coaching	0	90	90	0	270	270	1,000			0.0%	
	Calthorpe Park :- Income	3,189	1,040	(2,149)	5,303	5,070	(233)	13,000			40.8%	0
4115	Water & Sewerage	213	48	(165)	173	144	(29)	580		407	29.9%	
4120	Gas	0	0	0	(100)	0	100	0		100	0.0%	
4122	Electricity	0	26	26	63	78	15	310		247	20.4%	
<i>1</i> 150	Cleaning	0	103	103	0	309	309	1,236		1,236	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Committee Report

Fleet Town Council Current Year

Month No: 3

Current Current Current Month Year To Year To Date % Spent Transfer Year To Date Total Annual Committed Funds to/from EMR Month Actual Month Budget Variance Date Actual Budget Variance Budget Expenditure Available 4170 Building Maintenance 0 0 0 0 0.0% 250 250 1,530 1,530 **Equipment Maintenance** 0 200 200 0 200 200 785 785 0.0% Equipment 0 0 0 0 180 180 867 867 0.0% 4187 Health & Safety 223 26 (197)223 78 (145)310 87 71.9% **Grounds Maintenance** 3,137 12 6,274 3,173 16.6% 3.149 9,447 37,785 31,511 0 241 2.9% Additional Ground Works 241 85 723 638 2,897 2,812 4205 CCTV 0 0 27 27 105 105 0.0% 27 4220 Friends Group support 9 9 0 27 105 105 0.0% South and South East in Bloom 45.5% 0 25 12 (13)55 30 250 250 0 250 250 0.0% Playground Maintenance 0 1,000 1.000 Tree Surgery 0 950 950 0 1,200 1,200 2,346 2,346 0.0% Promotion/Publicity/Vision 0 0 0.0% 0 0 0 0 510 510 4590 Repairs and Renewals 0 583 583 0 0.0% 1.749 1.749 7.000 7.000 0.0% LTA Registration - membership 77 77 0 231 920 0 231 920 Tennis Software 796 76 (720)796 228 (568)910 87.5% 114 4740 Licences 0 7 7 70 21 (49)85 15 82.4% Calthorpe Park :- Indirect Expenditure 4,369 5,758 1,389 7,609 15,154 7,545 59,336 0 51,727 12.8% 0 (1,181) (4,718) (3,537)(2,306)(10,084)(7,778)(46,336) Net Income over Expenditure 315 Oakley Park 1060 Pitch Hire 0 250 250 779 750 (29)3,000 26.0% Oakley Park :- Income 0 250 250 779 750 (29)3,000 26.0% 0

07/07/2020 Fleet Town Council Current Year 15:17 Pateiled Income 8 Five and four by Phased Budget Hoods

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020 Committee Report

Month No: 3

Current Current Current Month Year To Year To Date % Spent Transfer Year To Date Total Annual Committed Funds Month Budget to/from EMR Month Actual Variance Date Actual Budget Variance Budget Expenditure Available 4115 Water & Sewerage 0 30 0 0.0% 30 88 88 361 361 4120 Gas 0 0 0 (85)0 85 0 85 0.0% 95 4122 Electricity 0 26 26 78 (17)310 215 30.6% 4150 Cleaning 0 108 108 0 324 324 1,300 1,300 0.0% **Building Maintenance** 85 255 1,020 1,020 0.0% 0 85 0 255 0.0% **Equipment Maintenance** 0 0 12 12 55 55 4185 Equipment 0 0 12 12 55 55 0.0% 4187 Health & Safety 223 26 (197)223 78 (145)310 87 71.9% Grounds Maintenance 16.6% 1,672 1,678 6 3,344 5,034 1,690 20,142 16,798 Additional Ground Works 0 0 375 320 1.490 3.6% 4202 0 55 1,545 4205 CCTV 2,251 0 (2,251)2,251 2,259 8 2,259 8 99.6% 4220 Friends Group support 9 9 0 27 0.0% 0 27 105 105 South and South East in Bloom 0 7 40 45 47.1% 21 (19)85 Playground Maintenance 0 (218)0 250 250 0.0% 218 1,020 1,020 4250 Tree Surgery 150 150 845 695 9.8% 0 (150)1,530 1,380 Oakley Park :- Indirect Expenditure 1.977 (2,537)6.073 9.658 3.585 30.097 0 24.024 20.2% 4.514 Net Income over Expenditure (4,514) 2,787 (1,727)(5,294)(8.908)(3,614)(27,097)Basingbourne Park 1060 Pitch Hire 0 117 117 0 351 351 1.400 0.0% Basingbourne Park :- Income 0 117 117 0 351 351 1,400 0.0% 0 30 30 30 7.3% 4115 Water & Sewerage (0)89 59 412 382

07/07/2020 Fleet Town Council Current Year 15:17 Patrilled Income 8 Firementifying by Phocod Budget Hoodil

589

591

2

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020 Committee Report

Month No: 3

4200 Grounds Maintenance

Current Current Current Month Year To Year To Date % Spent Transfer Year To Date Total Annual Committed Funds Month Budget to/from EMR Month Actual Variance Date Actual Budget Variance Budget Expenditure Available 4120 Gas 0 0 0 55 0.0% 0 (55)0 55 4122 Electricity 0 0 0 67 52 (15)309 242 21.6% 4150 Cleaning 0 108 108 0 324 324 1,300 1,300 0.0% 4170 Building Maintenance 0 170 170 0 510 510 2,040 2,040 0.0% Equipment 0 78 310 0.0% 0 26 26 78 310 223 223 4187 Health & Safety 26 (197)78 (145)310 87 71.9% **Grounds Maintenance** 1.422 1.427 5 2.844 4,281 1,437 17,128 14,284 16.6% 4202 Additional Ground Works 0 110 110 0 330 330 1,315 1,315 0.0% 4205 CCTV 95.8% 1,126 98 (1,028)1,126 294 (832)1,175 50 4220 Friends Group support 0 10 10 0 30 0.0% 30 115 115 South and South East in Bloom 0 10 10 60 30 (30)115 55 52.2% Playground Maintenance 0 0 290 0.0% 686 (686)290 1,020 1,020 4250 Tree Surgery 95 250 2,550 3.7% 95 0 (95)155 2,455 Basingbourne Park :- Indirect Expenditure 2,247 3,582 2,015 (1,567)4,389 6,636 28,099 0 23,710 15.6% 0 Net Income over Expenditure (3,582)1.684 (1,898)(4,389)(6,285)(1,896)(26,699)325 The Views 1050 Outdoor Space Hire 0 1,200 1,200 0 1,200 1,200 1,530 0.0% The Views :- Income 1,200 0 1,200 1,200 0 1,200 1,530 0.0% 0 4122 Electricity 0 11 38 33 135 27.9% 11 (5) 97 4185 Equipment 0 9 9 0 27 27 0.0% 105 105

1,178

1,773

595

7,097

16.6%

5,919

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Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Committee Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4202	Additional Ground Works	0	45	45	0	135	135	545		545	0.0%	
4230	Playground Maintenance	626	337	(289)	60	1,011	951	4,040		3,980	1.5%	
4250	Tree Surgery	0	26	26	0	78	78	310		310	0.0%	
	The Views :- Indirect Expenditure	1,215	1,019	(196)	1,276	3,057	1,781	12,232	0	10,956	10.4%	
	Net Income over Expenditure	(1,215)	181	1,396	(1,276)	(1,857)	(581)	(10,702)				
330	Edenbrook											
4200	Grounds Maintenance	249	250	1	498	750	252	3,000		2,502	16.6%	
4202	Additional Ground Works	0	0	0	0	0	0	231		231	0.0%	
4230	Playground Maintenance	180	0	(180)	0	1,020	1,020	2,040		2,040	0.0%	
	Edenbrook :- Indirect Expenditure	429	250	(179)	498	1,770	1,272	5,271	0	4,773	9.5%	
	Net Expenditure	(429)	(250)	179	(498)	(1,770)	(1,272)	(5,271)				
350	Cemetery											
1100	Interment Fees	440	1,020	580	2,540	3,060	520	12,240			20.8%	
1110	Scattering of Ashes	0	28	28	170	84	(86)	340			50.0%	
1120	Sale of Exclusive Rights	0	1,540	1,540	7,700	4,620	(3,080)	18,480			41.7%	
1121	Transfer of Exclusive Rights	0	85	85	145	255	110	1,020			14.2%	
1130	Memorial Cemetery Fees	410	527	117	1,770	1,581	(189)	6,324			28.0%	
1131	Memorial Roses	350	0	(350)	350	0	(350)	0			0.0%	
1133	Memorial Sanctums	0	750	750	3,717	2,250	(1,467)	9,000			41.3%	
	Cemetery :- Income	1,200	3,950	2,750	16,392	11,850	(4,542)	47,404			34.6%	

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Cemetery :- Indirect Expenditure

Net Income over Expenditure

1,911

(711)

2,578

1,372

666

2,084

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020 Committee Report

Month No: 3

Current Current Month Year To Date Transfer Current Year To % Spent Year To Date Total Annual Committed Funds Budget Month Actual Month Budget Variance Date Actual to/from EMR Variance Budget Expenditure Available 4000 Salaries 20.7% 286 475 189 1.181 1,425 244 5,700 4,519 4002 Employers Pension 14 29 15 59 87 28 352 293 16.8% Mileage/Travel/Sustinance 14 43 30 27 129 102 520 493 5.2% 4110 Rates 0 158 158 2,188 474 (1,714)1,900 (288)115.2% Water & Sewerage 8.2% 102 65 (37)64 195 131 780 716 4115 0 4150 Cleaning 45 45 0 135 135 540 540 0.0% Refuse Collection 412 167 (245)412 501 89 20.6% 2,000 1,588 **Building Maintenance** 0 42 42 0 126 126 510 510 0.0% **Grounds Maintenance** 883 1,325 442 1.766 3,975 2,209 15,900 14,134 11.1% Additional Ground Works 69 207 0.0% 4202 0 69 0 207 825 825 4203 General Upkeep 13 0 (13)13 250 237 1,530 1,517 0.8% Friends Group support 0 9 9 27 0.0% 0 27 105 105 South and South East in Bloom 0 12 35 12 36 140 105 25.0% 18.1% (185)Tree Surgery 185 0 185 170 (15)1,020 835 Stationery & Consumables 0 0 0 0 0 0.0% (4) 4 0 Mobile Phones 7 21 14 13 63 50 250 237 5.3% 4460 Subscriptions 0 9 9 95 27 (68)105 10 90.5% Software/Licenses 0 0 0 0 0 0.0% 0 765 765 GoR Memorial inscriptions 0 83 83 0 249 249 1,000 0.0% 1,000 0 26 26 H and S Memorial repairs 0 78 78 310 310 0.0% 4944 H and S Memorial inspections 0 0 0 7.648 510 (7,138)510 (7,138)1499.5%

13,687

2,704

8,664

3,186

(5,023)

482

34,762

12,642

0

21,075

0

39.4%

15:17

07/07/2020

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3 Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
475 Lengthsman Scheme											
1053 Grant money and funding	0	0	0	3,300	0	(3,300)	0			0.0%	
Lengthsman Scheme :- Income	0	0	0	3,300	0	(3,300)	0				0
Net Income	0	0	0	3,300	0	(3,300)	0				
Recreation, Leisure/Amenities :- Income	5,228	8,778	3,550	26,607	25,884	(723)	94,988			28.0%	
Expenditure	23,158	32,266	9,108	51,414	81,766	30,352	331,664	0	280,250	15.5%	
Movement to/(from) Gen Reserve	(17,930)		-	(24,807)							
Harlington Centre 201 Harlington - Events											
1000 Hall Hire	333	8,667	8,334	1,528	26,001	24,473	104,000			1.5%	
1001 WRVS Hall Hire	0	167	167	0	501	501	2,000			0.0%	
1030 WRVS Office 1	0	83	83	0	249	249	1,000			0.0%	
1033 Fleet Phoenix	0	83	83	0	249	249	1,000			0.0%	
1036 Fleet Baptist Preschool	0	375	375	0	1,125	1,125	4,500			0.0%	
1420 Bar Sales	0	8,750	8,750	0	26,250	26,250	105,000			0.0%	
1430 Merchandise	0	50	50	0	150	150	600			0.0%	
1431 Confectionery	0	208	208	0	624	624	2,500			0.0%	
1432 Ices	0	167	167	0	501	501	2,000			0.0%	
1433 Snacks	0	183	183	0	549	549	2,200			0.0%	
1435 Box Office Charges	6	1,167	1,161	16	3,501	3,485	14,000			0.1%	

07/07/2020 Fleet Town Council Current Year 15:17

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1450 Ticket Sales	0	15,000	15,000	0	45,000	45,000	180,000			0.0%	
Harlington - Events :- Income	339	34,900	34,561	1,544	104,700	103,156	418,800			0.4%	
4000 Salaries	19,678	14,250	(5,428)	57,070	42,750	(14,320)	171,000		113,930	33.4%	
4001 Employers National Insurance	1,530	913	(617)	4,573	2,739	(1,834)	10,960		6,387	41.7%	
4002 Employers Pension	1,080	742	(338)	3,219	2,226	(993)	8,900		5,681	36.2%	
4015 Recharge staff hours	0	(583)	(583)	0	(1,749)	(1,749)	(7,000)		(7,000)	0.0%	
4182 Technical Equipment Sundries	0	125	125	(57)	375	432	1,500		1,557	(3.8%)	
4183 Technical Equipment Hire	0	42	42	0	126	126	500		500	0.0%	
4185 Equipment	0	417	417	(2,830)	1,251	4,081	5,000		7,830	(56.6%)	
4422 Bank & Card Transactions	213	625	412	452	1,875	1,423	7,500		7,048	6.0%	
4432 Marketing	0	1,417	1,417	289	4,251	3,962	17,000		16,711	1.7%	
4433 Marketing Support	0	542	542	0	1,626	1,626	6,500		6,500	0.0%	
4487 Wi-Fi	0	0	0	44	0	(44)	0		(44)	0.0%	
4490 Sales Sytstem Costs	19	833	814	57	2,499	2,442	10,000		9,943	0.6%	
4700 Bar Purchases	31	3,500	3,469	75	10,500	10,425	42,000		41,925	0.2%	
4710 Bar Consumables	0	167	167	6	501	495	2,000		1,994	0.3%	
4715 Stocktaking	0	17	17	0	51	51	200		200	0.0%	
4720 Performance Costs	0	9,167	9,167	101	27,501	27,400	110,000		109,899	0.1%	
4740 Licences	0	458	458	(1,800)	1,374	3,174	5,500		7,300	(32.7%)	
4752 Hospitality	0	83	83	(72)	249	321	1,000		1,072	(7.2%)	
4761 Confectionery	0	125	125	0	375	375	1,500		1,500	0.0%	
4762 Ices	0	63	63	0	189	189	760		760	0.0%	
4763 Snacks	0	83	83	23	249	226	1,000		977	2.3%	
Harlington - Events :- Indirect Expenditure	22,551	32,986	10,435	61,151	98,958	37,807	395,820	0	334,669	15.4%	

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Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Committee Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
202	Coffee Shop											
1415	Coffee Shop Sales/Catering	0	4,333	4,333	0	12,999	12,999	52,000			0.0%	
	Coffee Shop :- Income	0	4,333	4,333	0	12,999	12,999	52,000			0.0%	0
4000	Salaries	4,366	1,892	(2,474)	6,528	5,676	(852)	22,700		16,172	28.8%	
4001	Employers National Insurance	299	128	(171)	307	384	77	1,530		1,223	20.1%	
4002	Employers Pension	54	31	(23)	102	93	(9)	370		268	27.6%	
4750	Catering Supplies	0	1,458	1,458	(160)	4,374	4,534	17,500		17,660	(0.9%)	
4755	Catering Consumables	0	42	42	78	126	48	500		422	15.7%	
	Coffee Shop :- Indirect Expenditure	4,720	3,551	(1,169)	6,856	10,653	3,797	42,600	0	35,744	16.1%	0
	Net Income over Expenditure	(4,720)	782	5,502	(6,856)	2,346	9,202	9,400				
204	Building											
1031	HCC Library	0	0	0	0	16,000	16,000	16,000			0.0%	
	Building :- Income	0	0	0	0	16,000	16,000	16,000			0.0%	0
4000	Salaries	0	6,307	6,307	(147)	18,921	19,068	75,680		75,827	(0.2%)	
4001	Employers National Insurance	0	595	595	0	1,785	1,785	7,140		7,140	0.0%	
4002	Employers Pension	0	458	458	0	1,374	1,374	5,490		5,490	0.0%	
4005	Contracted Staffing	0	83	83	0	249	249	1,000		1,000	0.0%	
4011	Staff Recruitment	0	33	33	0	99	99	400		400	0.0%	
4015	Recharge staff hours	0	(167)	(167)	0	(501)	(501)	(2,000)		(2,000)	0.0%	
4030	Training	0	62	62	(15)	186	201	750		765	(2.0%)	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3 Committee Report

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available		ransfer rom EMR
4041 Mileage/Travel/Sustinance	0	42	42	0	126	126	500		500	0.0%	
4110 Rates	482	0	(482)	14,828	14,935	107	14,935		107	99.3%	
4115 Water & Sewerage	4,544	758	(3,786)	3,844	2,274	(1,570)	9,100		5,256	42.2%	
4120 Gas	805	950	145	2,012	3,936	1,924	17,716		15,704	11.4%	
4122 Electricity	1,464	2,500	1,036	2,330	5,200	2,870	30,540		28,210	7.6%	
4150 Cleaning	515	2,728	2,213	779	8,184	7,405	32,740		31,961	2.4%	
4151 Cleaning - Equipment	0	25	25	0	75	75	300		300	0.0%	
4152 Cleaning - Supplies	0	783	783	519	2,349	1,830	9,400		8,881	5.5%	
4155 Refuse Collection	268	475	207	580	1,425	845	5,700		5,120	10.2%	
4156 Recycling	52	83	31	108	249	141	1,000		892	10.8%	
4170 Building Maintenance	2,112	1,417	(695)	4,726	4,251	(475)	17,000		12,274	27.8%	
4172 Building Compliance	0	83	83	0	249	249	1,000		1,000	0.0%	
4175 Equipment Maintenance	17	83	66	17	249	232	1,000		983	1.7%	
4180 Equipment Hire	0	25	25	0	75	75	300		300	0.0%	
4185 Equipment	0	83	83	0	249	249	1,000		1,000	0.0%	
4187 Health & Safety	446	83	(363)	595	249	(346)	1,000		405	59.5%	
4188 Fire and Intruder Monitoring	0	42	42	70	126	56	500		430	14.0%	
4190 Auditorium recharge expenditur	212	0	(212)	212	0	(212)	0		(212)	0.0%	
4207 Fire & Intruder Systems	302	150	(152)	302	450	148	1,800		1,498	16.8%	
4400 Stationery & Consumables	0	125	125	0	375	375	1,500		1,500	0.0%	
4445 Mobile Phones	31	33	2	94	99	5	400		306	23.6%	
4455 Postage	0	33	33	0	99	99	400		400	0.0%	
4481 Software/Licenses	30	42	12	113	126	13	500		387	22.7%	
4487 Wi-Fi	261	103	(158)	391	309	(82)	1,236		845	31.7%	

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Detailed Income & Expenditure by Phased Budget Heading 30/06/2020 Committee Report

Fleet Town Council Current Year

Month No: 3

Current Current Current Month Year To Date % Spent Transfer Year To Year To Date Total Annual Committed Funds to/from EMR Month Actual Month Budget Variance Date Actual Budget Variance Budget Expenditure Available 4745 Uniforms 0 42 42 (186.8%)(934)126 1.060 500 1.434 Building :- Indirect Expenditure 11.541 18.059 6.518 30.426 67.898 37.472 238.527 0 208.101 12.8% 0 Net Income over Expenditure (11,541)(18,059)(6,518)(30,426)(51,898)(21,472)(222,527)0.3% Harlington Centre :- Income 339 39,233 38,894 1,544 133,699 132,155 486,800 578,515 14.5% 38,812 54,596 15,784 98,432 177.509 79,077 676,947 0 Expenditure Movement to/(from) Gen Reserve (38,473)(96,888)**Harlington Dev** 160 Harlington Development 4015 Recharge staff hours 4.620 2.500 (2,120)4.620 7,500 2.880 30,000 25.380 15.4% Mileage/Travel/Sustinance 0 33 33 0 99 99 400 400 0.0% Stationery & Consumables 92 92 0.0% 0 0 276 276 1,100 1,100 0.0% Promotion/Publicity/Vision 0 1,667 1,667 0 5,001 5,001 20,000 20,000 4455 Postage 0 167 167 0 501 501 2.000 2.000 0.0% Legal Fees and Costs 775 1,667 892 775 5,001 4,226 20,000 19,225 3.9% Accountancy fees 0 125 125 0 375 375 1,500 1,500 0.0% 4560 4562 Design Consultancy fees 0 6,417 6,417 0 19,251 19,251 77,000 77,000 0.0% Planning and Building fees 0 3,750 3,750 0 11,250 11,250 45,000 45,000 0.0% Procurement fees 1,250 1,250 3,750 3,750 0.0% 0 0 15,000 15,000 4565 Survey 0 3,583 3,583 0 10,749 10,749 43,000 43,000 0.0% 4570 Project Management 0 8.333 8,333 0 24,999 24,999 100,000 100,000 0.0%

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Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Fleet Town Council Current Year

Month No: 3

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4999 Contingency	0	4,751	4,751	0	14,253	14,253	57,017		57,017	0.0%	
Harlington Development :- Indirect Expenditure	5,395	34,335	28,940	5,395	103,005	97,610	412,017	0	406,622	1.3%	
Net Expenditure	(5,395)	(34,335)	(28,940)	(5,395)	(103,005)	(97,610)	(412,017)				
Harlington Dev :- Income	0	0	0	0	0	0	0			0.0%	
Expenditure	5,395	34,335	28,940	5,395	103,005	97,610	412,017	0	406,622	1.3%	
Movement to/(from) Gen Reserve	(5,395)		-	(5,395)							
armarked Reserves											
900 Earmarked Reserves											
8005 Calthorpe Play Area	0	0	0	(5,576)	0	5,576	0			0.0%	
Earmarked Reserves :- Income	0	0	0	(5,576)	0	5,576					
9004 EMR Cemetery Ext/Rem Gdn 2019	0	0	0	1,150	0	(1,150)	0		(1,150)	0.0%	1,1
9042 EMR Sustainable operational Pr	21	0	(21)	45	0	(45)	0		(45)	0.0%	
Earmarked Reserves :- Indirect Expenditure	21	0	(21)	1,195	0	(1,195)		0	(1,195)		1,2
Net Income over Expenditure	(21)	0	21	(6,771)		6,771					
6001 plus Transfer from EMR	21			1,212							
Movement to/(from) Gen Reserve	0		-	(5,558)							
Earmarked Reserves :- Income	0	0	0	(5,576)	0	5,576	0			0.0%	
Expenditure	21	0	(21)	1,195	0	(1,195)	0	0	(1,195)	0.0%	
Net Income over Expenditure	(21)	0	5,597	(6,771)	0	6,771	0				
- plus Transfer from EMR	21			1,212							

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve_	0		-	(5,558)							
Grand Totals:- Income	3,827	124,933	121,106	566,202	555,149	(11,053)	1,669,646			33.9%	
Expenditure	76,094	141,188	65,094	233,139	425,933	192,794	1,669,646	0	1,436,507	14.0%	
Net Income over Expenditure	(72,267)	(16,255)	56,012	333,063	129,216	(203,847)	0				
plus Transfer from EMR	21			1,212							
Movement to/(from) Gen Reserve_	(72,246)		-	334,275							

Fleet Town Council

Reserves as at 30 June 2020

Earmarked Reserves

	Account	Opening	Net	Closing
		Balance	Transfers	Balance
320	Earmarked Reserves	£0.00		£0.00
321	EMR - Pension Obligation	£30,000.00		£30,000.00
322	EMR - Website Development	£10,000.00		£10,000.00
323	EMR - Cemetery Ext/Rem Gdn	£5,085.00	-£1,150.00	£3,935.00
324	EMR - Park Improvements	£12,000.00		£12,000.00
325	EMR - Community Pk Building 25	£100,853.00		£100,853.00
326	EMR - Office Refurbishment	£238.00		£238.00
327	EMR - Ancells Farm Rep/Dec	£6,955.00		£6,955.00
328	EMR - Paths	£992.00		£992.00
329	EMR - Cemetery Mem Test 2021	£3,300.00		£3,300.00
330	EMR - CP Tennis Sinking 2026	£30,563.00		£30,563.00
331	EMR - Community Bus Service	£13,000.00		£13,000.00
333	EMR - Sustainable Ops Projects	£3,000.00	-£62.25	£2,937.75
335	EMR - Climate Change LEDs	£600.00		£600.00
		£216,586.00	-£1,212.25	£215,373.75

General Reserves

315 FTC Reserve £150,000.	315 FTC Reserve
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S106 Ear marked Reserve

332	EMR - S106 Sensory Garden	£51 579 00
332	EIVIR - 5106 Sensory Garden	131,379.00

Harlington Development

Harlington Development Fund £1,216,717.26	360	Harlington Development Fund	£1,216,717.26
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Fleet Town Council Current Year

Time: 16:12

Bank Reconciliation Statement as at 02/06/2020
for Cashbook 1 - Bank Current/Deposit Account

Page 1

User: EM

556,526.46

0.00

Bank Statement Account N	Statement Date	Page No	Balances
Со-ор	31/03/2020	302	3,729.20
HSBC	29/05/2020	462	570,318.94
		_	574,048.14
Unpresented Cheques (Min	nus)	Amount	
06/05/2020 200002	Fleet Town Council Petty Cash	108.12	
26/05/2020 BACS Pymnt	BACS P/L Pymnt Page 1782	17,413.56	
		_	17,521.68
			556,526.46
Receipts not Banked/Clear	red (Plus)		
		0.00	
		_	0.00
			556,526.46

Balance per Cash Book is :-

Difference is :-

Fleet Town Council Current Year

User: EM

Page 1

Time: 14:51

Bank Reconciliation Statement as at 01/07/2020
for Cashbook 1 - Bank Current/Deposit Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Со-ор	31/03/2020	302	3,729.20
HSBC	30/06/2020	465	496,280.58
			500,009.78
Unpresented Cheques (Minus)		Amount	
		0.00	
			0.00
			500,009.78
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			500,009.78
	Balance p	er Cash Book is :-	500,009.78
		Difference is :-	0.00

Time: 16:11

Fleet Town Council Current Year

Page: 1 User: EM

Cashbook 1

Bank Current/Deposit Account

Receipts for Month 2					No	minal L	edger Anal	ysis
Receipt Ref Name of Payer	£ Amr	nt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Bro	ought Fwd : 6	27,388.03			_		627,388.03	
Banked: 01/05/2020	58.63							
HSBC	30.03	58.63			1870	101	58 63	FTC Nationwide Interest Apr20
Banked: 01/05/2020	45.00	30.03			1070	101	30.00	1 10 Nationwide interest Apr20
Ticket sales	40.00	42.00		7.00	592		35.00	Ticket sales
Charges		3.00			1435	201		Charges
Banked: 01/05/2020	44.00							•
Ticket sales		42.00		7.00	592		35.00	Ticket sales
Charges		2.00		0.33	1435	201	1.67	Charges
Banked: 04/05/2020	337.21							
PublicSectorDepositFu	ind/CCLA	337.21			1870	101	337.21	FTC Dividens Statement Apr2020
Banked: 06/05/2020	-168.00							
Ticket refunds		-168.00		-28.00	577		-140.00	Ticket refunds
Banked: 07/05/2020	-459.00							
Ticket refunds		-14.00		-2.33	577		-11.67	Ticket refunds
Ticket refunds		-35.00		-5.83	581		-29.17	Ticket refunds
Ticket refunds		-410.00		-68.33	572		-341.67	Ticket refunds
Banked: 07/05/2020	3,960.00							
Sales Recpts Page 417	70	3,960.00	3,960.00		101			Sales Recpts Page 4170
Banked: 08/05/2020	635.00							
Sales Recpts Page 416	69	635.00	635.00		101			Sales Recpts Page 4169
Banked: 11/05/2020	-28.00							
Refund tickets		-28.00		-4.67	577		-23.33	Refund tickets
Banked: 12/05/2020	40.26							
GC C1 GO CARDLESS	S	40.26		6.71	1064	310	33.55	Tennis Membership-2S53Q/CalthP
Banked: 12/05/2020	306.00							
Sales Recpts Page 417	72	306.00	306.00		101			Sales Recpts Page 4172
Banked: 13/05/2020	19,200.00							
Sales Recpts Page 417	73	19,200.00	19,200.00		101			Sales Recpts Page 4173
Banked: 13/05/2020	1,094.40							
Sales Recpts Page 417	78	1,094.40	1,094.40		101			Sales Recpts Page 4178
Banked: 14/05/2020	6.21							
STRIPE		6.21		1.04	1065	310	5.17	TENNIS HIRE-Calthorpe Park
Banked: 15/05/2020	37.26							
STRIPE		37.26		6.21	1065	310	31.05	TENNIS HIRE-Calthorpe Park
Banked: 15/05/2020	145.00							
SAUNDERS G T		145.00			1121	350	145.00	TransferDOGPlot2220LornaTurvil
Banked: 15/05/2020	-342.00							

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Fleet Town Council Current Year

Cashbook 1

Bank Current/Deposit Account

Page: 2

User: EM

Receipts f	or Month 2			Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amn	t Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail	
	Refund tickets		-342.00		-57.00	560		-285.00	Refund tickets	
	Banked: 15/05/2020	38.00								
	Ticket sales		36.00		6.00				Ticket sales	
	Charges		2.00		0.33	1435	201	1.67	Charges	
	Banked: 16/05/2020	76.00								
	Ticket sales		72.00		12.00		204		Ticket sales	
	Charges		4.00		0.67	1435	201	3.33	Charges	
	Banked: 17/05/2020	693.12	000.40	000.40		404			Oalaa Dawata Dawa 4474	
	Sales Recpts Page 4174		693.12	693.12		101			Sales Recpts Page 4174	
	Banked: 17/05/2020	693.12	000.40	202.42		404			0.1. D D 4475	
	Sales Recpts Page 4175		693.12	693.12		101			Sales Recpts Page 4175	
	Banked: 18/05/2020	170.00								
	THE SOUTHERN CO-OP		170.00			1110	350	170.00	AshesScattrngSC0001,JoyAshford	
	Banked: 18/05/2020	49.93								
	STRIPE		49.93		8.32	1065	310	41.61	TENNIS HIRE-Calthorpe Park	
	Banked: 18/05/2020	41.00								
	Ilona Bryan		41.00		6.83	1064	310	34.17	IlonaBryanTennisMembershpCaltP	
	Banked: 18/05/2020	-90.00								
	Refund tickets		-90.00		-15.00	560		-75.00	Refund tickets	
	Banked: 19/05/2020	184.62								
	Sales Recpts Page 4176		184.62	184.62		101			Sales Recpts Page 4176	
	Banked: 19/05/2020	-96.00								
	Sales Recpts Page 4177		-96.00	-96.00		101			Sales Recpts Page 4177	
	Banked: 19/05/2020	18.63								
	STRIPE		18.63		3.10	1065	310	15.53	TENNIS HIRE-Calthorpe Park	
	Banked: 19/05/2020	161.04								
	GC C1 GO CARDLESS		161.04		26.84	1064	310	134.20	Tennis Membership-YA4MJ/CalthP	
	Banked: 19/05/2020	2,058.64								
	HMRC		2,058.64			4021	101	2,058.64	COVID 19 Job retention scheme	
	Banked: 19/05/2020	96.00								
	Sales Recpts Page 4180		96.00	96.00		101			Sales Recpts Page 4180	
	Banked: 20/05/2020	402.60								
	GC C1 GO CARDLESS		402.60		67.10	1064	310	335.50	Tennis Membership-HAXD8/CalthP	
	Banked: 20/05/2020	1,710.00							·	
	A&W Goddard Ltd	,	1,710.00			1120	350	1,100.00	DOG-Plot2517, Alan Sullivan	
			•			1100	350		IntermentPlot2517,AlanSullivan	
						1130	350	170.00	MemorialPlot2517,Alan Sullivan	

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Fleet Town Council Current Year

Cashbook 1

Bank Current/Deposit Account

Page: 3

User: EM For Month No: 2

Receipts	for Month 2					Noi	minal Le	edger Anal	vsis
-	Name of Payer	£ Amn	t Received	£ Debtors	£ VAT	A/c	Centre		Transaction Detail
	- <u></u>								
	Banked: 20/05/2020	170.00							
	T.O. Butcher		170.00			1130	350	170.00	MemorialPlt2106Freda&RoyBaldry
	Banked: 20/05/2020	1,200.00							
	Sales Recpts Page 4179		1,200.00	1,200.00		101			Sales Recpts Page 4179
	Banked: 20/05/2020	-17.00							
	Refund tickets		-17.00		-2.83	578		-14.17	Refund tickets
	Banked: 21/05/2020	74.52							
	STRIPE		74.52		12.42	1065	310	62.10	TENNIS HIRE-Calthorpe Park
	Banked: 21/05/2020	402.60							
	GC C1 GO CARDLESS		402.60		67.10	1064	310	335.50	Tennis Membership-KCXYN/CalthP
	Banked: 21/05/2020	-36.00							
	Refund tickets		-36.00		-6.00	560		-30.00	Refund tickets
	Banked: 22/05/2020	6.21							
	STRIPE		6.21		1.04	1065	310	5.17	TENNIS HIRE-Calthorpe Park
	Banked: 22/05/2020	40.26							
	GC C1 GO CARDLESS		40.26		6.71	1064	310	33.55	Tennis Membership-3BH2W/CalthP
	Banked: 22/05/2020	-472.00							
	Refund tickets		-252.00		-42.00				Refund tickets
	Refund tickets		-220.00		-36.67	580		-183.33	Refund tickets
	Banked: 26/05/2020	281.82							
	GC C1 GO CARDLESS		281.82		46.97	1064	310	234.85	Tennis Membership-G22RZ/CalthP
	Banked: 26/05/2020	49.68	40.00		0.00	4005	040	44.40	TENNIO LUDE O Mario Dest
	STRIPE		49.68		8.28	1065	310	41.40	TENNIS HIRE-Calthorpe Park
	Banked: 26/05/2020 Ticket sales	44.50	44.00		7.22	580		26.67	Tieket eelee
	Charges		44.00 0.50			1435	201		Ticket sales Charges
	Banked: 27/05/2020	43.18							
	STRIPE		43.18		7.20	1065	310	35.98	TENNIS HIRE-Calthorpe Park
	Banked: 27/05/2020	201.30							
	GC C1 GO CARDLESS		201.30		33.55	1064	310	167.75	Tennis Membership-43A37/CalthP
	Banked: 28/05/2020	43.14							
	STRIPE		43.14		7.19	1065	310	35.95	TENNIS HIRE-Calthorpe Park
	Banked: 29/05/2020	143.08							
	STRIPE		143.08		23.85	1065	310	119.23	TENNIS HIRE-Calthorpe Park
	Banked: 29/05/2020	201.30							
	GC C1 GO CARDLESS		201.30		33.55	1064	310	167.75	Tennis Membership-5PAEE/CalthP

Date: 02/06/2020 Fleet Town Council Current Year Page: 4 Time: 16:11 Cashbook 1 User: EM **Bank Current/Deposit Account** For Month No: 2 **Total Receipts for Month** 33,495.26 27,966.26 146.59 5,382.41 **Cashbook Totals** 660,883.29 27,966.26 146.59 632,770.44

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Fleet Town Council Current Year

Cashbook 1

Bank Current/Deposit Account

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Payment	s for Month 2				Nomi	nal Le	dger Aı	nalysis	
Date	Payee Name	Reference £	Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
06/05/2020	Fleet Town Council Petty Cash	200002	108.12	108.12		500			31 MARCH 2020/Fleet Town Counc
06/05/2020 11/05/2020	BACS P/L Pymnt Page 1776 HSBC	BACS Pymnt DDR	20,490.12 95.72	20,490.12		500 4420	101	95.72	BACS P/L Pymnt Page 1776 ElectrBKGChrgsMar20/INV7
11/05/2020 12/05/2020	HSBC InformationCommisioner'sOffice	DDR DD	13.85 55.00			4420 4460	101 101		Electr BKG Chargs Mar20 ICO Renew DataProtection 20/21
13/05/2020	CommercialCards/HSBC	DD	38.00			4555	101	6.00	LandRegistryLegalFs- PACA Apr20
						4420	101	32.00	HSBC AnnualCardFee- PACA Apr20
13/05/2020	CommercialCards/HSBC	DD	350.53		12.30	4185	301		ScrewfixBarrierTape- OSFM Apr20
						4170	204	39.83	ToolStation/PaintHC-OSFM Apr20
						4486	101	-7.55	MicrosoftE0800B0ZNL- OSFM Apr20
						4486	101	35.20	MicrosoftE0800B0NCZ- OSFM Apr20
						4486	101	37.60	MicrosoftE0800B10Z4- OSFM Apr20
						4486	101	211.51	MicrosoftE0800B1362- OSFM Apr20
13/05/2020	CommercialCards/HSBC	DD	62.47		10.41	4170	204	8.32	AmazonUSB ABCbls- TechnSrvApr20
						4487	201	43.74	Amazon/GigabitRt- TechnSrvApr20
13/05/2020	CommercialCards/HSBC	DD	354.99		46.66	4481	204	8.33	Spotify/LicensesHC-GMHC Apr20
						4432	201	300.00	HootsuiteSocialMedS- GMHC Apr20
13/05/2020	CommercialCards/HSBC	DD	-354.99		-46.66	4481	204	-8.33	Spotify/LicensesHC-GMHC Apr20
						4432	201	-300.00	HootsuiteSocialMedS- GMHC Apr20
13/05/2020	CommercialCards/HSBC	DD	354.99		46.66	4481	204	8.33	SpotifyMusicLicnsHC- GMHC Apr20
						4481	204	75.00	PMSE OFCOM/LicnsHC- GMHC Apr20
						4432	201	300.00	HootsuiteSocialMedS- GMHC Apr20
						4752	201	-75.00	Premier Inn Refund-GM HC Apr20
13/05/2020	CommercialCards/HSBC	DD	241.49		8.05	4170	204	-141.93	CR B&Q/DecoratingMat- DMHCApr20
						4170	204	316.80	B&Q/DecoratingMatrHC- DMHCApr20
						4170	204	10.97	ScrewfixDecoratingMt- DMHCApr20
						4170	204	10.97	ScrewfixDecoratingMt- DMHCApr20

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Fleet Town Council Current Year

Cashbook 1

Bank Current/Deposit Account

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User: EM For Month No: 2

Payment	ts for Month 2		Nominal Ledger Analysis								
Date	Payee Name	Reference :	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail		
									· 		
						4170	204	18.33	B&Q/DecoratingMatrHC- DMHCApr20		
						4170	204	18.30	B&Q/DecoratingMatrHC- DMHCApr20		
18/05/2020	NPOWER	DD	99.69		4.75	4122	315	94.94	Electry OakleyPv 01Jan- 31Mar20		
18/05/2020	NPOWER	DD	70.02		3.33	4122	320	66.69	Electry BasingbP 01Jan- 31Mar20		
18/05/2020	NPOWER	DD	66.47		3.17	4122	310	63.30	Electry CalthPav 01Jan- 31Mar20		
18/05/2020	NPOWER	DD	59.72		2.84	4122	208	56.88	ElectricityAFPAV 01Jan- 31Mar20		
18/05/2020	Legal and General	BACS	3,469.59			516		3,469.59	L&G payment May 2020		
19/05/2020	BACS P/L Pymnt Page 1778	BACS Pymnt	27,344.87	27,344.87		500			BACS P/L Pymnt Page 1778		
19/05/2020	GLOBAL PAYMENTS	DD	48.29		0.70	4422	201	47.59	MonthlySvFeeHCEvApr20/In		
19/05/2020	GLOBAL PAYMENTS	DD	214.21		22.90	4422	201	191.31	MonthlySvFeeHCEvApr20/In		
20/05/2020	STRIPE	DD	6.85		1.14	1065	310	5.71	TENNIS HIRE-Calthorpe Park		
20/05/2020	Fleet Town council	BACS	26,111.95			517		11.50	Payroll May 2020		
						516	0	495.10	Payroll May 2020		
						520	0	25,605.35	Payroll May 2020		
22/05/2020	BOC MANCHESTER ACC	DD	37.09		6.18	4700	201	30.91	Gas for HarlingtonBar Apr2020		
22/05/2020	Inland Revenue	BACS	7,523.57			515		7,523.57	Inland Rev May2020		
26/05/2020	BACS P/L Pymnt Page 1782	BACS Pymnt	17,413.56	17,413.56		500			BACS P/L Pymnt Page 1782		
28/05/2020	O2	DD	12.42		2.07	4445	301	10.35	MobilePhoneOS&FM 14May- 13Jun20		
28/05/2020	VODAFONE LTD	DD	21.80		3.63	4445	101	18.17	Mobile Phone-FTC, May 2020		
29/05/2020	PAY AND SHOP LTD/Globalpayment	DD	22.80		3.80	4490	201	19.00	TranstChrgsHCEvnApr20/5		
29/05/2020	HSBC	DDR	23.64			4420	101	23.64	HSBC TotalCharges 8Apr- 7May20		
	Total Payments for I	Month	104,356.83	65,356.67	131.93			38,868.23			
	Balance Carrie	ed Fwd	556,526.46								
	Cashbook	Totals	660,883.29	65,356.67	131.93			595,394.69			

PURCHASE LEDGER INVOICE LISTING

User: WA

Purchase Ledger for Month No 2

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Order by Supplier A/c

Nominal Ledger Analysis Invoice Date Invoice Number Ref No Supplier A/c Name Supplier A/c Code Net Value VAT Invoice Total A/C Centre **Analysis Description** Amount 03/01/2020 29722 10 OUT OF 10 PRODUCT 100UTOF10 149.46 29.89 179.35 4187 204 149.46 Powerdrive Safety Bonds HC H&S 15/05/2020 HA194790 **BASINGDEAN BASINGDEAN** 70.00 0.00 70.00 4740 310 70.00 13/00345/LAPRE AnnualFeeCalthP 301 05/05/2020 05 MAY2020 BENCRANE BENC 32.54 0.00 32.54 4041 32.54 Mileage OS&FM Apr-May20 MARCH-APR20 BENCRANE BENC 31.64 0.00 4041 301 Mileage OS&FM March-Apr20 05/05/2020 31.64 31.64 01/05/2020 227M02509 **BIFFA BIFFA** -33.84 -6.77-40.61 4156 204 -33.84 Credit against Inv227T05236 HC 01/05/2020 227M02510 **BIFFA BIFFA** -190.30 -38.06 -228.36 4155 204 -190.30 Credit against Inv227T05235 01/05/2020 227M02511 **BIFFA BIFFA** -9.46 -1.89 -11.35 9042 900 Credit against Inv227T05238 04/05/2020 227M02552 **BIFFA BIFFA** -25.74 -5.15 -30.89 4155 205 -25.74 Credit against Inv227T05237AFC 205 27/03/2020 227T04252 BIFFA **BIFFA** 91.45 18.29 109.74 4155 StandGenWaste22/02-27/03/20AFC 24/04/2020 227T05235 **BIFFA BIFFA** 502.00 100.40 602.40 4155 204 502.00 StandGenWasteHC 28/03-24/04/20 24/04/2020 227T05236 **BIFFA BIFFA** 90.12 18.02 108.14 4156 204 90.12 StandMixdRecyHC 28/03-24/04/20 24/04/2020 227T05237 **BIFFA BIFFA** 82.16 16.43 98.59 4155 205 82.16 StndGenWasteAFC 28/03-24/04/20 24/04/2020 227T05238 **BIFFA BIFFA** 33.00 900 StandGlassMixHC 28/03-24/04/20 6.60 39.60 9042 14/05/2020 1591 BRANDPEST BRAND 55.00 11.00 66.00 4202 315 55.00 Remove Rodents/rat Oakley Park 14/05/2020 1591 **BRANDTASTIC BRANDTASTI** 55.00 11.00 66.00 4202 315 55.00 Remove Rodents/rat Oakley Park 315 14/05/2020 1591 CANCEL **BRANDTASTIC BRANDTASTI** -55.00 -11.00 -66.00 4202 -55.00 1591 cancellation/Brandtastic 201 19/05/2020 REFUND HC MRS C L MARTIN C L MARTIN 80.00 16.00 96.00 1000 80.00 REFUND Hall Hire/Mrs CL Martin 14/05/2020 1122723023 CANFORD CANFORD 43.68 8.74 52.42 4170 204 RackmountCageNuts&Bolts&WashHC 43.68 204 05/05/2020 48054 CBS CBS 824.00 164.80 988.80 4170 824.00 BM ContractHS5024EHW HC May20 05/05/2020 48055 CBS CBS 962.00 192.40 1.154.40 4170 208 962.00 ContrtHS5758 AFPAV May20-Apr21 05/05/2020 48056 CBS CBS 424.56 84.91 509.47 4170 205 424.56 WaterTreatmC HS5872 AFCC May20 21/04/2020 SALES0001473 COMSERVICE COMSERVICE 85.00 0.00 85.00 4202 310 CommunityPayback 01Mar20CalthP 07/05/2020 2476 CONNCOMPUT CONNECT 646.00 129.20 775.20 4185 101 646.00 Dell Latitude3500LTLaptop+3YWr INV_29794 101 30/04/2020 E-MANGO E-MAN 120.00 24.00 144.00 4435 120.00 FTC WebsiteServc24/05-23/08/20 29/03/2020 8661 HALAFARNB HALA 106.25 201 PerformanceCost HCEvents 21.25 127.50 4720 106.25 HALC HALC 101 HALC Affiliation Fees 2020/21 30/04/2020 INV-3883 2,374.01 0.00 2,374.01 4460 1,050.00 101 4460 1.324.01 NALC Levy 2020/21 ContributionFleetLinkServ20/21 19/05/2020 3611233519 HCC HCC 13,544.76 0.00 13,544.76 4800 110 13.544.76

PURCHASE LEDGER INVOICE LISTING

User: WA

Purchase Ledger for Month No 2	Order by Supplier A/c
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16:31

Nominal Ledger Analysis Invoice Date Invoice Number Ref No Supplier A/c Name Supplier A/c Code Net Value VAT Invoice Total A/C Centre **Analysis Description** Amount 17/04/2020 3650006290 HCC HCC 18.309.00 0.00 18,309.00 4810 110 18.309.00 ContributionBasingstokeC20/21 01/05/2020 # 0651 INTRATEST INTRA 900.00 180.00 1,080.00 4655 150 900.00 LamppostsCoreTesting/TownCXms 205 22/01/2020 434727 MASON OWEN MASON OWEN 2.839.64 567.93 3.407.57 4280 2.839.64 AFCC CarParkServ01/01-31/12/19 16/04/2020 03201646 MINTNETWORK **MINTNETWOR** 141.15 28.23 169.38 4440 101 Phone Service Summary Mar2020 141.15 02706 MORGIL 18.20 109.20 101 11/05/2020 MORLANGIL 91.00 4551 91.00 MonthlyRetainedHRService May20 12626 208 30/04/2020 **NIGEL JEFFRIES NIGELJEFFR** 10.964.37 2.192.87 13.157.24 4200 1.844.40 GM AFPark&PAV Apr20 4200 301 General LitterPickingOSp Apr20 1.167.42 310 4200 3.136.90 GM CalthPark&PAV Apr20 315 4200 1.672.15 GM OakleyPark&PAV Apr20 320 4200 1.421.99 GM BasingbPark&PAV Apr20 589.19 4200 325 GM The Views Apr20 350 883.24 4200 GM Cemetery Apr20 4200 330 249.08 GM Edenbrook Apr20 17/04/2020 LGWGT8S5 **NPOWER NPOWER** 2,368.03 473.61 2,841.64 4122 204 2,368.03 Electricity HC 01-31March2020 20/05/2020 LGWGZM7M **NPOWER NPOWER** 1,647.92 329.58 1,977.50 4122 204 1,647.92 Electricity HC 01-30Apr2020 14/05/2020 12/957 **DOTHENUMBERS** NUMBERS 1,050.00 0.00 1,050.00 4580 101 1,050.00 Internal Audit YEnded 31Mar20 30/04/2020 001183 **CHCLEANING PRIMA** 264.60 52.92 317.52 4150 204 264.60 CleaningServicesThePoint Apr20 0034 SOUTHELECTRIC **SELECTRIC** 37.65 39.53 325 ElectricityViews 15Feb-11May20 12/05/2020 1.88 4122 37.65 30/04/2020 30 APR 2020 SIAN TAYLOR SIAN 24.26 0.83 25.09 4445 350 MobilePhoneCemeteryClerk Apr20 4400 350 Stnry/LamntgP CemeteryCl Apr20 350 4041 13.50 Mileage CemeteryClerk Apr20 315 05/05/2020 3208 SOUTHEASTBLOOM SSEAST 160.00 0.00 160.00 4225 SSEAST EntryFeeYear20 OakleyP 320 4225 60.00 SSEAST EntryFeeYear20 BasingbP 350 4225 35.00 SSEAST EntryFeeYear20 Cemetery 4225 310 25.00 SSEAST EntryFeeYear2020 CalthP **TOTALGAS TOTGAS** 204 16/05/2020 212848454/20 1,206.51 241.30 1,447.81 4120 1,206.51 Gas HarlingtonC 31Mar-30Apr20 16/05/2020 212856484/20 **TOTALGAS TOTGAS** 29.10 1.46 30.56 4120 208 29.10 Gas AFPAV 31Mar-30Apr2020 16/05/2020 212856803/20 **TOTALGAS TOTGAS** 55.87 2.80 58.67 4120 205 55.87 Gas AFCC 31Mar-30Apr2020 11/05/2020 174305 VIKING VIKING 125.42 25.08 150.50 4400 101 Stationery FTC/Papers, PlasticT

11/06/2020	Fleet Town Council Current Year	Page 3
16:31	PURCHASE LEDGER INVOICE LISTING	User: WA

Purchase Ledger for Month No 2 Orde			er by Supplier A/c									
								Nomin	al Ledger	Analysis		
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description	
26/05/2020	26 MAY 2020		WENDY ALLEN	WENDYA	32.49	6.50	38.99	4020	101	32.49	HP PrinterCartridge/Covid19 FT	
				TOTAL INVOICES	60,335.30	4,913.25	65,248.55		•	60,335.30		

Time: 14:49

Fleet Town Council Current Year

ook 1

Cashbook 1

For Month No: 3

Page: 1

User: EM

Bank Current/Deposit Account

Receipts for Month 3				Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£	Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail		
	Balance Brough	nt Fwd :	556,526.46					556,526.46			
	Banked: 01/06/2020	43.	18								
	STRIPE		43.18		7.20	1065	310	35.98	TENNIS HIRE-Calthorpe Park		
	Banked: 01/06/2020	16.	98								
	HSBC		16.98			1870	101	16.98	FTC Nationwide Interest May20		
	Banked: 01/06/2020	40.	26								
	GC C1 GO CARDLESS		40.26		6.71	1064	310	33.55	Tennis Membership-P57QV/CalthP		
	Banked: 01/06/2020	170.	00								
	HAVEN MEMORIALS		170.00			1130	350	170.00	MemorlPlot2106,Freda&RoyBaldry		
	Banked: 01/06/2020	-122.	50								
	Refund ticket sales		-122.50		-20.42	558		-102.08	Refund ticket sales		
	Banked: 01/06/2020	-277.	00								
	Refund tickets		-35.00		-5.83				Refund tickets		
	Refund tickets		-242.00		-40.33	591		-201.67	Refund tickets		
	Banked: 02/06/2020	302.									
	PublicSectorDepositFund/0	CCLA	302.22			1870	101	302.22	FTC Dividens Statement May2020		
	Banked: 02/06/2020	12.									
	STRIPE		12.42		2.07	1065	310	10.35	TENNIS HIRE-Calthorpe Park		
	Banked: 02/06/2020	241.									
	GC C1 GO CARDLESS		241.56		40.26	1064	310	201.30	Tennis Membership-46ZNN/CalthP		
	Banked: 02/06/2020	18.	00								
	Ticket sales		17.00 1.00		2.83	565 1435	201		Ticket sales Chargees		
	Chargees	CO .			0.17	1433	201	0.63	Chargees		
	Banked: 02/06/2020 Refund tickets	-60.	-60.00		-10.00	564		-50.00	Refund tickets		
	Banked: 02/06/2020	302.			-10.00	JU-1		-50.00	return norces		
	Sales Recpts Page 4181	302.	302.04	302.04		101			Sales Recpts Page 4181		
	Banked: 02/06/2020	4,422.		002.04		101			oulds receptor ago 4101		
	HMRC	4,422.	4,422.97			4021	101	4 422 97	CJRS claim 2		
	Banked: 03/06/2020	18.	•			1021		1, 122.01	Sorte sidin' E		
	STRIPE	10.	18.63		3 10	1065	310	15 53	TENNIS HIRE-Calthorpe Park		
	Banked: 03/06/2020	281.			5.10	. 550	3.0	.0.00	Samorpor an		
	GC C1 GO CARDLESS	_01.	281.82		46.97	1064	310	234.85	Tennis Membership-6CMZG/CalthF		
	Banked: 03/06/2020	-118.			,,		. •		,		
	Ticket refunds		-30.00		-5.00	564		-25 00	Ticket refunds		
	refund tickets		-88.00		-14.67				refund tickets		
	Banked: 04/06/2020	81.	23								
	STRIPE		81.23		13.54		310		TENNIS HIRE-Calthorpe Park		

Time: 14:49

Fleet Town Council Current Year

Cashbook 1

Bank Current/Deposit Account

Page: 2

User: EM

Receipt Ref Name of Payer E Ammi Received E Debtors E VAT Acc Centre C Amount Transaction Detail	Receints	for Month 3	Nominal Ledger Analysis							
Banked: 04/06/2020 120.78 120.78 20.13 1064 310 100.65 Tennis Membership-M9ESV/CalthP	-		£ ∆mni	t Received	f Debtors	£VΔT				
CC C1 GO CARDLESS 120.78	recorpt rec	Name of Fayor	2741111	rreceived	<u>z Besters</u>	2 7/11	700	Ochiac	<u> 27tmount</u>	Tanbadion Botan
CC C1 GO CARDLESS 120.78										
Banked: 04/06/2020			120.78							
Ticket sales 18.00 3.00 582 15.00 Ticket sales Charges 1.00 0.17 1435 201 0.83 Charges STRIPE 62.35 10.39 1065 310 51.96 TENNIS HIRE-Calthorpe Park GC C1 GO CARDLESS 161.04 26.84 1064 310 134.20 Tennis Membership.4PCC7/CalthP Banked: 08/06/2020 72.00		GC C1 GO CARDLESS		120.78		20.13	1064	310	100.65	Tennis Membership-M9ESV/CalthP
Charges		Banked: 04/06/2020	19.00							
Banked: 05/06/2020 62.35 10.39 105 310 51.96 TENNIS HIRE-Calthorpe Park										
STRIPE		Charges		1.00		0.17	1435	201	0.83	Charges
Banked: 05/06/2020 161.04 GC C1 GO CARDLESS 161.04 26.84 1064 310 134.20 Tennis Membership-4PCC7/CalthP Banked: 05/06/2020 7-72.00 Refund Tickets 7-72.00 112.00 582 -60.00 Refund Tickets Banked: 08/06/2020 31.05 STRIPE 31.05 5.18 1065 310 25.87 TENNIS HIRE-Calthorpe Park Banked: 08/06/2020 40.26 GC C1 GO CARDLESS 40.26 6.71 1064 310 33.55 Tennis Membership-657QA/CalthP Banked: 08/06/2020 1-168.00 Refund ticket sales 126.00 21.00 582 -105.00 Refund ticket sales Refund ticket sales 42.00 7.00 592 -35.00 Refund ticket sales Banked: 09/06/2020 37.26 STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Banked: 09/06/2020 161.04 GC C1 GO CARDLESS 161.04 26.84 1064 310 31.05 TENNIS HIRE-Calthorpe Banked: 09/06/2020 161.04 GC C1 GO CARDLESS 161.04 26.84 1064 310 31.05 TENNIS HIRE-Calthorpe Banked: 09/06/2020 161.04 GC C1 GO CARDLESS 161.04 26.84 1064 310 134.20 Tennis Membership-2KGTB/CalthP Banked: 09/06/2020 150.00 Refund ticket sales 18.00 30.0 557 180.00 Refund ticket sales Ticket sales 18.00 30.0 582 150.00 Ticket sales Charges 12.00 2.00 1435 201 10.00 Charges Refund charges 11.175 1.185 201 19.00 Refund ticket sales STRIPE 37.26 6.21 1065 201 19.97 Refund charges STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Park Banked: 10/06/2020 37.26 STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Park Banked: 10/06/2020 37.26 STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Park Banked: 10/06/2020 420.00 EASTWELL NHN 420.00 70.00 1131 350 350.00 Roses GOR-RB0001,Mary Eastwell Banked: 10/06/2020 80.52 GC C1 GO CARDLESS 80.52 13.42 1064 310 67.10 Tennis Membership-TXMT6/CalthP Banked: 10/06/2020 10.00 Ticket sales 20.00 33.3 582 16.67 Ticket sales		Banked: 05/06/2020	62.35							
GC C1 GO CARDLESS 161.04 26.84 1084 310 134.20 Tennis Membership-4PCC7/CalthP Banked: 05/06/2020 72.00 Refund Tickets 72.00 -12.00 582 -60.00 Refund Tickets Banked: 08/06/2020 31.05 STRIPE 31.05 5.18 1065 310 25.87 TENNIS HIRE-Calthorpe Park Banked: 08/06/2020 40.26 GC C1 GO CARDLESS 40.26 6.71 1064 310 33.55 Tennis Membership-657QA/CalthP Banked: 08/06/2020 -168.00 Refund ticket sales -126.00 -21.00 582 -105.00 Refund ticket sales Refund ticket sales -42.00 -7.00 592 -35.00 Refund ticket sales Banked: 09/06/2020 37.26 STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Banked: 09/06/2020 161.04 GC C1 GO CARDLESS 161.04 26.84 1064 310 134.20 Tennis Membership-2KGTB/CalthP Banked: 09/06/2020 -197.75 Refund ticket sales 18.00 3.00 582 -10.00 Refund ticket sales Charges 12.00 3.00 582 -10.00 Refund ticket sales Ticket sales 18.00 3.00 582 -10.00 Refund ticket sales Charges 12.00 2.00 1435 201 10.00 Charges Refund ticket sales -11.75 -1.96 1435 201 10.00 Charges Banked: 10/06/2020 37.26 STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Refund ticket sales -11.75 -1.96 1435 201 10.00 Charges Banked: 10/06/2020 37.26 STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Park Banked: 10/06/2020 37.26 STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Park Banked: 10/06/2020 37.26 STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Park Banked: 10/06/2020 420.00 EASTWELL N+N 420.00 70.00 1131 350 350.00 Roses GOR-RB0001,Mary Eastwell Banked: 10/06/2020 80.52 GC C1 GO CARDLESS 80.52 13.42 1064 310 67.10 Tennis Membership-TXMT6/CalthP Banked: 10/06/2020 20.00 140.00 11.0		STRIPE		62.35		10.39	1065	310	51.96	TENNIS HIRE-Calthorpe Park
Banked: 05/06/2020 -72.00 -12.00 582 -60.00 Refund Tickets Banked: 08/06/2020 31.05 31.05 51.8 1065 310 25.87 TENNIS HIRE-Calthorpe Park Banked: 08/06/2020 40.26 6.71 1064 310 33.55 TENNIS HIRE-Calthorpe Park Banked: 08/06/2020 40.26 6.71 1064 310 33.55 Tennis Membership-657QA/CalthP Banked: 08/06/2020 -168.00 -21.00 582 -105.00 Refund ticket sales Refund ticket sales -126.00 -21.00 592 -35.00 Refund ticket sales STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Banked: 09/06/2020 161.04 26.84 1064 310 134.20 Tennis Membership-2KGTB/CalthP Banked: 09/06/2020 197.75 -180.00 80.52 15.00 -36.00 557 -180.00 Refund ticket sales Charges 12.00 30.00 582 15.00 Refund ticket sales		Banked: 05/06/2020	161.04							
Refund Tickets -72.00 -12.00 582 -60.00 Refund Tickets Banked: 08/06/2020 31.05 31.05 5.18 1065 310 25.87 TENNIS HIRE-Calthorpe Park Banked: 08/06/2020 40.26 6.71 1064 310 33.55 Tennis Membership-657QA/CalthP Banked: 08/06/2020 -168.00 -21.00 582 -105.00 Refund ticket sales Refund ticket sales -42.00 -7.00 592 -35.00 Refund ticket sales STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Banked: 09/06/2020 161.04 26.84 1064 310 31.05 TENNIS HIRE-Calthorpe Banked: 09/06/2020 197.75 161.04 26.84 1064 310 31.05 Tennis Membership-2KGTB/CalthP Banked: 09/06/2020 197.75 -180.00 70.00 557 -180.00 Refund ticket sales Charges 12.00 2.00 1435 201 10.00 Charges <t< td=""><td></td><td>GC C1 GO CARDLESS</td><td></td><td>161.04</td><td></td><td>26.84</td><td>1064</td><td>310</td><td>134.20</td><td>Tennis Membership-4PCC7/CalthP</td></t<>		GC C1 GO CARDLESS		161.04		26.84	1064	310	134.20	Tennis Membership-4PCC7/CalthP
Banked: 08/06/2020 31.05		Banked: 05/06/2020	-72.00							
STRIPE 31.05 5.18 1065 310 25.87 TENNIS HIRE-Calthorpe Park Banked: 08/06/2020 40.26 GC C1 GO CARDLESS 40.26 6.71 1064 310 33.55 Tennis Membership-657QA/CalthP Banked: 08/06/2020 -168.00 Refund ticket sales -126.00 -21.00 582 -105.00 Refund ticket sales Refund ticket sales 42.00 -7.00 592 -35.00 Refund ticket sales Banked: 09/06/2020 37.26 STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Banked: 09/06/2020 161.04 GC C1 GO CARDLESS 161.04 26.84 1064 310 134.20 Tennis Membership-2KGTB/CalthP Banked: 09/06/2020 -197.75 Refund ticket sales -216.00 -36.00 557 -180.00 Refund ticket sales Ticket sales 18.00 3.00 582 15.00 Ticket sales Charges 12.00 2.00 1435 201 10.00 Charges Refund charges -11.75 -1.96 1435 201 10.00 Charges Banked: 10/06/2020 37.26 STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Park Banked: 10/06/2020 420.00 EASTWELL N+N 420.00 70.00 1131 350 350.00 Roses GOR-RB0001.Mary Eastwell Banked: 10/06/2020 80.52 GC C1 GO CARDLESS 80.52 13.42 1064 310 67.10 Tennis Membership-TXMT6/CalthP Banked: 10/06/2020 20.00 Ticket sales 20.00 3.33 582 16.67 Ticket sales		Refund Tickets		-72.00		-12.00	582		-60.00	Refund Tickets
Banked: 08/06/2020 40.26 GC C1 GO CARDLESS 40.26 6.71 1064 310 33.55 Tennis Membership-657QA/CalthP Banked: 08/06/2020 1-168.00 Refund ticket sales -126.00 -21.00 582 -105.00 Refund ticket sales Refund ticket sales -42.00 7-7.00 592 -35.00 Refund ticket sales Banked: 09/06/2020 37.26 STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Banked: 09/06/2020 161.04 GC C1 GO CARDLESS 161.04 26.84 1064 310 134.20 Tennis Membership-2KGTB/CalthP Banked: 09/06/2020 1-197.75 Refund ticket sales -216.00 3.00 557 -160.00 Refund ticket sales Ticket sales 18.00 3.00 582 15.00 Ticket sales Charges 12.00 2.00 1435 201 10.00 Charges Refund charges -11.75 1.96 1435 201 10.00 Charges Banked: 10/06/2020 37.26 STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Park Banked: 10/06/2020 420.00 STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Park Banked: 10/06/2020 420.00 EASTWELL N+N 420.00 70.00 1131 350 350.00 Roses GOR-RB0001.Mary Eastwell Banked: 10/06/2020 80.52 GC C1 GO CARDLESS 80.52 13.42 1064 310 67.10 Tennis Membership-TXMT6/CalthP Banked: 10/06/2020 20.00 Ticket sales 20.00 3.33 582 16.67 Ticket sales		Banked: 08/06/2020	31.05							
Banked: 08/06/2020 40.26 GC C1 GO CARDLESS 40.26 6.71 1064 310 33.55 Tennis Membership-657QA/CalthP Banked: 08/06/2020 1-168.00 Refund ticket sales -126.00 -21.00 582 -105.00 Refund ticket sales Refund ticket sales -42.00 7-7.00 592 -35.00 Refund ticket sales Banked: 09/06/2020 37.26 STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Banked: 09/06/2020 161.04 GC C1 GO CARDLESS 161.04 26.84 1064 310 134.20 Tennis Membership-2KGTB/CalthP Banked: 09/06/2020 1-197.75 Refund ticket sales -216.00 3.00 557 -160.00 Refund ticket sales Ticket sales 18.00 3.00 582 15.00 Ticket sales Charges 12.00 2.00 1435 201 10.00 Charges Refund charges -11.75 1.96 1435 201 10.00 Charges Banked: 10/06/2020 37.26 STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Park Banked: 10/06/2020 420.00 STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Park Banked: 10/06/2020 420.00 EASTWELL N+N 420.00 70.00 1131 350 350.00 Roses GOR-RB0001.Mary Eastwell Banked: 10/06/2020 80.52 GC C1 GO CARDLESS 80.52 13.42 1064 310 67.10 Tennis Membership-TXMT6/CalthP Banked: 10/06/2020 20.00 Ticket sales 20.00 3.33 582 16.67 Ticket sales		STRIPE		31.05		5.18	1065	310	25.87	TENNIS HIRE-Calthorpe Park
GC C1 GO CARDLESS 40.26 6.71 1064 310 33.55 Tennis Membership-657QA/CatthP Banked: 08/06/2020 -168.00 Refund ticket sales -126.00 -21.00 582 -105.00 Refund ticket sales Refund ticket sales -42.00 -7.00 592 -35.00 Refund ticket sales Banked: 09/06/2020 37.26 STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Banked: 09/06/2020 161.04 GC C1 GO CARDLESS 161.04 26.84 1064 310 134.20 Tennis Membership-2KGTB/CalthP Banked: 09/06/2020 -197.75 Refund ticket sales -216.00 -36.00 557 -180.00 Refund ticket sales 18.00 3.00 582 15.00 Ticket sales Charges 12.00 2.00 1435 201 10.00 Charges Pefund charges -11.75 -1.96 1435 201 10.00 Charges Banked: 10/06/2020 37.26 STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Park Banked: 10/06/2020 420.00 EASTWELL N+N 420.00 70.00 1131 350 350.00 Roses GOR-RB0001,Mary Eastwell Banked: 10/06/2020 80.52 GC C1 GO CARDLESS 80.52 13.42 1064 310 67.10 Tennis Membership-TXMT6/CalthP Banked: 10/06/2020 20.00 Ticket sales 20.00 3.33 582 16.67 Ticket sales		Banked: 08/06/2020	40.26							·
Banked: 08/06/2020 -168.00 Refund ticket sales -126.00 -21.00 582 -105.00 Refund ticket sales Refund ticket sales -42.00 -7.00 592 -35.00 Refund ticket sales Banked: 09/06/2020 37.26 8.21 1065 310 31.05 TENNIS HIRE-Calthorpe Banked: 09/06/2020 161.04 26.84 1064 310 134.20 Tennis Membership-2KGTB/CalthP Banked: 09/06/2020 -197.75 -180.00 557 -180.00 Refund ticket sales Ticket sales 18.00 3.00 582 15.00 Ticket sales Charges 12.00 2.00 1435 201 10.00 Charges Refund charges -11.75 -1.96 1435 201 9.79 Refund charges STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Park Banked: 10/06/2020 420.00 70.00 1131 350 350.00 Roses GOR-RB0001,Mary Eastwell Ba			40.20	40.26		6 71	1064	310	33 55	Tennis Membershin-6570A/CalthD
Refund ticket sales -126.00 -21.00 582 -105.00 Refund ticket sales Refund ticket sales -42.00 -7.00 592 -35.00 Refund ticket sales Banked: 09/06/2020 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Banked: 09/06/2020 161.04 26.84 1064 310 134.20 Tennis Membership-2KGTB/CalthP Banked: 09/06/2020 -197.75 -180.00 73.00 557 -180.00 Refund ticket sales Ticket sales 18.00 3.00 582 15.00 Ticket sales Charges 12.00 2.00 1435 201 10.00 Charges Refund charges -11.75 -1.96 1435 201 10.00 Charges Banked: 10/06/2020 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Park Banked: 10/06/2020 420.00 70.00 1131 350 350.00 Roses GOR-RB0001,Mary Eastwell Banked: 10/06/2020 80.52			400.00	40.20		0.71	1004	310	33.33	Termis Membership-037 QA/Calun
Refund ticket sales -42.00 -7.00 592 -35.00 Refund ticket sales Banked: 09/06/2020 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Banked: 09/06/2020 161.04 26.84 1064 310 134.20 Tennis Membership-2KGTB/CalthP Banked: 09/06/2020 -197.75 8 -180.00 557 -180.00 Refund ticket sales Ticket sales -216.00 -36.00 557 -180.00 Refund ticket sales Ticket sales 18.00 3.00 582 15.00 Ticket sales Charges 12.00 2.00 1435 201 10.00 Charges Refund charges -11.75 -1.96 1435 201 -9.79 Refund charges STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Park Banked: 10/06/2020 420.00 70.00 1131 350 350.00 Roses GOR-RB0001,Mary Eastwell Banked: 10/06/2020 80.52 13.42 1064 310 67.10 Tennis Membership-TXMT6/CalthP			-168.00	400.00		04.00	500		105.00	D.C. ISSUED
Banked: 09/06/2020 37.26 STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Banked: 09/06/2020 161.04 GC C1 GO CARDLESS 161.04 26.84 1064 310 134.20 Tennis Membership-2KGTB/CalthP Banked: 09/06/2020 -197.75 Refund ticket sales -216.00 -36.00 557 -180.00 Refund ticket sales Ticket sales 18.00 3.00 582 15.00 Ticket sales Charges 12.00 2.00 1435 201 10.00 Charges Refund charges -11.75 -1.96 1435 201 -9.79 Refund charges Banked: 10/06/2020 37.26 STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Park Banked: 10/06/2020 420.00 EASTWELL N+N 420.00 70.00 1131 350 350.00 Roses GOR-RB0001,Mary Eastwell Banked: 10/06/2020 80.52 GC C1 GO CARDLESS 80.52 13.42 1064 310 67.10 Tennis Membership-TXMT6/CalthP Banked: 10/06/2020 20.00 Ticket sales 20.00 3.33 582 16.67 Ticket sales										
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Banked: 09/06/2020 161.04 GC C1 GO CARDLESS 161.04 26.84 1064 310 134.20 Tennis Membership-2KGTB/CalthP Banked: 09/06/2020 -197.75 Refund ticket sales -216.00 -36.00 557 -180.00 Refund ticket sales Ticket sales 18.00 3.00 582 15.00 Ticket sales Charges 12.00 2.00 1435 201 10.00 Charges Refund charges -11.75 -1.96 1435 201 -9.79 Refund charges Banked: 10/06/2020 37.26 STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Park Banked: 10/06/2020 420.00 EASTWELL N+N 420.00 70.00 1131 350 350.00 Roses GOR-RB0001,Mary Eastwell Banked: 10/06/2020 80.52 GC C1 GO CARDLESS 80.52 13.42 1064 310 67.10 Tennis Membership-TXMT6/CalthP Banked: 10/06/2020 20.00 Ticket sales 20.00 3.33 582 16.67 Ticket sales			37.26							
GC C1 GO CARDLESS 161.04 26.84 1064 310 134.20 Tennis Membership-2KGTB/CalthP Banked: 09/06/2020 -197.75 -180.00 -36.00 557 -180.00 Refund ticket sales Ticket sales -216.00 3.00 582 15.00 Ticket sales Charges 12.00 2.00 1435 201 10.00 Charges Refund charges -11.75 -1.96 1435 201 -9.79 Refund charges Banked: 10/06/2020 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Park Banked: 10/06/2020 420.00 70.00 1131 350 350.00 Roses GOR-RB0001,Mary Eastwell Banked: 10/06/2020 80.52 13.42 1064 310 67.10 Tennis Membership-TXMT6/CalthP Banked: 10/06/2020 20.00 3.33 582 16.67 Ticket sales Banked: 11/06/2020 110.63 110.63 110.63 10.67 Ticket sales		STRIPE		37.26		6.21	1065	310	31.05	TENNIS HIRE-Calthorpe
Banked: 09/06/2020 -197.75 Refund ticket sales -216.00 -36.00 557 -180.00 Refund ticket sales Ticket sales 18.00 3.00 582 15.00 Ticket sales Charges 12.00 2.00 1435 201 10.00 Charges Refund charges -11.75 -1.96 1435 201 -9.79 Refund charges Banked: 10/06/2020 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Park Banked: 10/06/2020 420.00 420.00 70.00 1131 350 350.00 Roses GOR-RB0001,Mary Eastwell Banked: 10/06/2020 80.52 13.42 1064 310 67.10 Tennis Membership-TXMT6/CalthP Banked: 10/06/2020 20.00 3.33 582 16.67 Ticket sales Banked: 11/06/2020 110.63 110.63 110.63 110.63 110.63 110.63		Banked: 09/06/2020	161.04							
Refund ticket sales -216.00 -36.00 557 -180.00 Refund ticket sales Ticket sales 18.00 3.00 582 15.00 Ticket sales Charges 12.00 2.00 1435 201 10.00 Charges Refund charges -11.75 -1.96 1435 201 -9.79 Refund charges Banked: 10/06/2020 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Park Banked: 10/06/2020 420.00 70.00 1131 350 350.00 Roses GOR-RB0001,Mary Eastwell Banked: 10/06/2020 80.52 13.42 1064 310 67.10 Tennis Membership-TXMT6/CalthP Banked: 10/06/2020 20.00 3.33 582 16.67 Ticket sales Banked: 11/06/2020 110.63 110.63 110.63 110.63 110.63 110.63		GC C1 GO CARDLESS		161.04		26.84	1064	310	134.20	Tennis Membership-2KGTB/CalthP
Ticket sales 18.00 3.00 582 15.00 Ticket sales Charges 12.00 2.00 1435 201 10.00 Charges Refund charges -11.75 -1.96 1435 201 -9.79 Refund charges Banked: 10/06/2020 37.26 STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Park Banked: 10/06/2020 420.00 EASTWELL N+N 420.00 70.00 1131 350 350.00 Roses GOR-RB0001,Mary Eastwell Banked: 10/06/2020 80.52 GC C1 GO CARDLESS 80.52 13.42 1064 310 67.10 Tennis Membership-TXMT6/CalthP Banked: 10/06/2020 20.00 Ticket sales 20.00 3.33 582 16.67 Ticket sales Banked: 11/06/2020 110.63		Banked: 09/06/2020	-197.75							
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Refund charges -11.75 -1.96 1435 201 -9.79 Refund charges Banked: 10/06/2020 37.26 STRIPE 37.26 6.21 1065 310 31.05 TENNIS HIRE-Calthorpe Park Banked: 10/06/2020 420.00 EASTWELL N+N 420.00 70.00 1131 350 350.00 Roses GOR-RB0001,Mary Eastwell Banked: 10/06/2020 80.52 GC C1 GO CARDLESS 80.52 13.42 1064 310 67.10 Tennis Membership-TXMT6/CalthP Banked: 10/06/2020 20.00 Ticket sales 20.00 3.33 582 16.67 Ticket sales Banked: 11/06/2020 110.63										
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Banked: 10/06/2020 420.00 70.00 1131 350 350.00 Roses GOR-RB0001,Mary Eastwell Banked: 10/06/2020 80.52			37.26					0.40	04.0=	TENNIO 1 11 DE O 111 DE O
EASTWELL N+N 420.00 70.00 1131 350 350.00 Roses GOR-RB0001,Mary Eastwell Banked: 10/06/2020 80.52		STRIPE		37.26		6.21	1065	310	31.05	TENNIS HIRE-Calthorpe Park
Banked: 10/06/2020 80.52 GC C1 GO CARDLESS 80.52 13.42 1064 310 67.10 Tennis Membership-TXMT6/CalthP Banked: 10/06/2020 20.00 Ticket sales 20.00 3.33 582 16.67 Ticket sales Banked: 11/06/2020 110.63		Banked: 10/06/2020	420.00							
GC C1 GO CARDLESS 80.52 13.42 1064 310 67.10 Tennis Membership-TXMT6/CalthP Banked: 10/06/2020 20.00 Ticket sales 20.00 3.33 582 16.67 Ticket sales Banked: 11/06/2020 110.63		EASTWELL N+N		420.00		70.00	1131	350	350.00	Roses GOR-RB0001,Mary Eastwell
Banked: 10/06/2020 20.00 Ticket sales 20.00 3.33 582 16.67 Ticket sales Banked: 11/06/2020 110.63		Banked: 10/06/2020	80.52							
Ticket sales 20.00 3.33 582 16.67 Ticket sales Banked: 11/06/2020 110.63		GC C1 GO CARDLESS		80.52		13.42	1064	310	67.10	Tennis Membership-TXMT6/CalthP
Banked: 11/06/2020 110.63		Banked: 10/06/2020	20.00							
		Ticket sales		20.00		3.33	582		16.67	Ticket sales
		Banked: 11/06/2020	110.63							
Since Salar				110.63		18.44	1065	310	92.19	TENNIS HIRE-Calthorne Park
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Receipts for Month 3		Nominal Ledger Analysis						
Receipt Ref Name of Payer	£ Amnt	Received	£ Debtors	£ VAT	A/c	Centre		Transaction Detail
	-				_			
Banked: 11/06/2020	161.04							
GC C1 GO CARDLESS		161.04		26.84	1064	310	134.20	Tennis Membership-ZJP76/CalthP
Banked: 12/06/2020	161.04							
GC C1 GO CARDLESS		161.04		26.84	1064	310	134.20	Tennis Membership-9G3AC/CalthP
Banked: 13/06/2020	57.00							
Ticket sales		57.00		9.50	582		47.50	Ticket sales
Banked: 15/06/2020	36.68							
STRIPE		36.68		6.11	1065	310	30.57	TENNIS HIRE-Calthorpe Park
Banked: 15/06/2020	40.26							
GC C1 GO CARDLESS		40.26		6.71	1064	310	33.55	Tennis Membership-3RVG9/CalthP
Banked: 16/06/2020	399.60							
Sales Recpts Page 4183		399.60	399.60		101			Sales Recpts Page 4183
Banked: 16/06/2020	6.21							
STRIPE		6.21		1.04	1065	310	5.17	TENNIS HIRE-Calthorpe Park
Banked: 16/06/2020	281.82							
GC C1 GO CARDLESS		281.82		46.97	1064	310	234.85	Tennis Membership-FAAHZ/CalthP
Banked: 17/06/2020	24.84							
STRIPE		24.84		4.14	1065	310	20.70	TENNIS HIRE-Calthorpe Park
Banked: 17/06/2020	161.04							
GC C1 GO CARDLESS		161.04		26.84	1064	310	134.20	Tennis Membership-J7DS9/CalthP
Banked: 17/06/2020	70.00							
Cemetery, Doreen Joiner		70.00			1130	350	70.00	MemorialPlot2175,Doreen Joiner
Banked: 17/06/2020	820.80							
Sales Recpts Page 4184		820.80	820.80		101			Sales Recpts Page 4184
Banked: 18/06/2020	62.21	00.04		40.07	4005	040	54.04	TENNIO LUDE O Mario Desta
STRIPE		62.21		10.37	1065	310	51.84	TENNIS HIRE-Calthorpe Park
Banked: 18/06/2020 GC C1 GO CARDLESS	120.78	120.78		20.13	1064	210	100.65	Tennis Membership-65E9Q/CalthP
Banked: 18/06/2020	240.60	120.70		20.13	1004	310	100.03	Termis Membership-00E3Q/Calum
Sales Recpts Page 4185	240.60	240.60	240.60		101			Sales Recpts Page 4185
Banked: 18/06/2020	278.65	210.00	210.00		101			Calco recopie i ago rroc
Sales Recpts Page 4186	210.00	278.65	278.65		101			Sales Recpts Page 4186
Banked: 18/06/2020	330.00	5.00	2. 0.00		. • •			
Sales Recpts Page 4187		330.00	330.00		101			Sales Recpts Page 4187
Banked: 19/06/2020	12.67							. 3
STRIPE		12.67		2.11	1065	310	10.56	TENNIS HIRE-Calthorpe Park
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Receipts	for Month 3	Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt	Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 19/06/2020	40.26							
	GC C1 GO CARDLESS		40.26		6.71	1064	310	33.55	Tennis Membership-3RKQ8/CalthP
	Banked: 22/06/2020	432.00							
	Sales Recpts Page 4188		432.00	432.00		101			Sales Recpts Page 4188
	Banked: 22/06/2020	12.44							
	STRIPE		12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe Park
	Banked: 22/06/2020	46.00							
	Ticket sales		44.00		7.33				Ticket sales
	Charges		2.00		0.33	1435	201	1.67	Charges
	Banked: 23/06/2020	799.20							
	Sales Recpts Page 4189		799.20	799.20		101			Sales Recpts Page 4189
	Banked: 23/06/2020	5.93	5.00		0.00	4005	0.40	4.04	TENNUO LURE O III D. I
	STRIPE		5.93		0.99	1065	310	4.94	TENNIS HIRE-Calthorpe Park
	Banked: 23/06/2020	322.08	200.00		50.00	1001	0.40	000.40	T : M
	GC C1 GO CARDLESS	40.00	322.08		53.68	1064	310	268.40	Tennis Membership-9RYQT/CalthP
	Banked: 23/06/2020	42.00	42.00		7.00	592		25.00	Ticket sales
	Ticket sales		42.00		7.00	592		35.00	ricket sales
	Banked: 23/06/2020	2.00	2.00		0.22	4405	204	4.07	Ohanna
	Charges		2.00		0.33	1435	201	1.07	Charges
	Banked: 24/06/2020	120.78	100.70		20.42	1001	240	400.05	Tampia Maraharahin D7400/CalthD
	GC C1 GO CARDLESS	00.54	120.78		20.13	1064	310	100.65	Tennis Membership-B748Q/CalthP
	Banked: 25/06/2020 STRIPE	80.51	80.51		13.42	1065	310	67.00	TENNIS HIRE-Calthorpe Park
		420.70	00.51		13.42	1005	310	07.09	TENNIO TIINE-Calliloipe Faik
	Banked: 25/06/2020 GC C1 GO CARDLESS	120.78	120.78		20.13	1064	310	100 65	Tennis Membership-Q48FD/CalthP
	Banked: 25/06/2020	22.00	120.70		20.10	1001	0.0	100.00	Torrido Membereriip Q for Byeardii
	Ticket sales	22.00	21.00		3.50	592		17.50	Ticket sales
	Charges		1.00			1435	201		Charges
	Banked: 26/06/2020	49.99							
	STRIPE		49.99		8.33	1065	310	41.66	TENNIS HIRE-Calthorpe Park
	Banked: 26/06/2020	40.26							
	GC C1 GO CARDLESS		40.26		6.71	1064	310	33.55	Tennis Membership-E9QHG/CalthP
	Banked: 29/06/2020	201.30							
	GC C1 GO CARDLESS		201.30		33.55	1064	310	167.75	Tennis Membership-665PS/CalthP
	Banked: 29/06/2020	610.00							
	HOLMES LTD		610.00			1100 1130	350 350		IntermentFPlot2500,MariaCoelho MemorialF Plot2500,MariaCoelho

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Receipts for Month 3		Nominal Ledger Analysis						
Receipt Ref Name of Payer	£ Amnt Received		£ Debtors	£VAT A/c	Centre	£ Amount	Transaction Detail	
Banked: 30/06/2020	12.44							
STRIPE		12.44		2.07 1065	310	10.37	TENNIS HIRE-Calthorpe Park	
Banked: 30/06/2020	281.82							
GC C1 GO CARDLESS		281.82		46.97 1064	310	234.85	Tennis Membership-SEPKQ/CalthP	
Banked: 30/06/2020	12,782.29							
Inland Revenue		12,782.29		4021	101	12,782.29	CJRS Claim 3	
Total Receipts for Month	25,526.57		3,602.89	591.53		21,332.15		
Cashbook Totals —	582,053.03		3,602.89	591.53		577,858.61		

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Payment	s for Month 3				Nomi	nal Le	edger Aı	nalysis	
Date	Payee Name	Reference £	Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/06/2020	British Telecom/BT Group PLC	DD	156.58		26.10	4487	204	130.48	Harlington&CafeWifi 01- 31May20
01/06/2020	CASTLE WATER	DD	5,066.14		521.96				Water HC 01Mar-28Aug20
						4115	204	1,934.34	Waste/SewerageHC 01Mar- 28Aug20
08/06/2020	CASTLE WATER	DD	203.64		19.60	4115	208	98.07	Water AFPAV 29Feb- 31Aug20
						4115	208	85.97	Sewerage AFPAV 29Feb- 31Aug20
09/06/2020	BACS P/L Pymnt Page 1784	BACS Pymnt	18,391.30	18,391.30		500			BACS P/L Pymnt Page 1784
10/06/2020	CASTLE WATER	DD	32.59		2.52	4115	320	12.56	Water BasingbP 01- 31Mar20
						4115	320	17.51	Sewerage BasingbP 01- 31Mar20
10/06/2020	HSBC	DDR	88.88			4420	101	88.88	ElectrBkgChrgs/INV766047
10/06/2020	HSBC	DDR	13.85			4420	101	13.85	ElectrBkgChrgs/INV763912
11/06/2020	CASTLE WATER	DD	225.59		12.23	4115	310	61.15	Water CalthP 01Mar- 28Aug20
						4115	310	152.21	Sewerage CalthP 01Mar- 28Aug20
12/06/2020	CASTLE WATER	DD	102.11			4115	350	47.63	Water Cemetery 01Mar- 28Aug20
						4115	350	54.48	SewerageCemetery 01Mar- 28Aug20
15/06/2020	CommercialCards/HSBC	DD	66.28		1.05	4210	150	30.00	HantsC/FlowerLicenc- PACA,May20
						4400	101	5.23	Amazon/Stationery- PACA,May20
						4656	150	30.00	HantsC/XmasLightLcn- PACA,May20
15/06/2020	CommercialCards/HSBC	DD	9.99		1.66	4481	204	8.33	Spotify MusicStream-GMHC May20
15/06/2020	CommercialCards/HSBC	DD	22.00			4170	204	22.00	B&Q/HC BuildMaint- DMHC,May20
15/06/2020	CommercialCards/HSBC	DD	297.92		3.33	4175	204	16.66	Screwfix/PostBoxHC- OS&FM,May20
						4486	101	179.95	MicrosoftE0800B9S5Q- OSFM,May20
						4486	101	11.14	MicrosoftE0800B9QHK- OSFM,May20
						4486	101	80.84	MicrosoftE0800B9TKY- OSFM,May20
						4486	101	6.00	MicrosoftE0800BAJKM- OSFM,May20
15/06/2020	CommercialCards/HSBC	DD	260.16		26.53	4190	204	12.99	Amazon/Gloves- TechnServ,May20
						4190	204	39.95	AsbetosSampIng- TechnServ,May20
						4190	204	39.97	Screwfix/DustS-
									TechnServ,May20

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Payment	Payments for Month 3				Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4481	204	21.66	AmazonActiveUSBTechnSe
						4190	204	17.99	AsbetosSampIng- TechnServ,May20
						4190	204	30.00	AC&MS/TileSamp- TechnServ,May20
						4190	204	71.07	BrandHireStatL- TechnServ,May20
16/06/2020	GLOBAL PAYMENTS	DD	48.36		0.70	4422	201	47.66	MonthlySvFeeHCEvMay20/I
16/06/2020	GLOBAL PAYMENTS	DD	188.07		22.90	4422	201	165.17	MonthlySvFeeHCEvMay20/I
16/06/2020	BACS P/L Pymnt Page 1786	BACS Pymnt	13,764.23	13,764.23		500			BACS P/L Pymnt Page 1786
19/06/2020	Fleet Town Council	DDR	29,991.63			520		29,485.03	FTC Payroll
						517	0	11.50	FTC Payroll
						516	0	495.10	FTC Payroll
22/06/2020	Inland Revenue	DDR	7,535.50			515		7,535.50	Inland Revenue June 2020
23/06/2020	BACS P/L Pymnt Page 1789	BACS Pymnt	1,779.75	1,779.75		500			BACS P/L Pymnt Page 1789
24/06/2020	Legal and General	DD	3,515.07			516		3,515.07	L&G pension June 2020
25/06/2020	BOC MANCHESTER ACC	DD	37.09		6.18	4700	201	30.91	Gas for HarlingtonBar May2020
29/06/2020	O2	DD	12.42		2.07	4445	301	10.35	MobilePhoneOS&FM 14Jun- 13Jul20
29/06/2020	STRIPE	DD	6.80		1.13	1065	310	5.67	TENNIS HIRE-Calthorpe Park
29/06/2020	HSBC	DDR	26.12			4420	101	26.12	HSBC TotalCharges 8May- 7June20
30/06/2020	British Telecom/BT Group PLC	DD	156.58		26.10	4487	204	130.48	Harlington&CafeWifi 01- 31Jun20
30/06/2020	PAY AND SHOP LTD/Globalpayment	DD	22.80		3.80	4490	201	19.00	TranstChrgsHCEvnMay20/5
30/06/2020	VODAFONE LTD	DD	21.80		3.63	4445	101	18.17	MobilePhone FTC 18May- 17June20
	Total Payments for M	onth	82,043.25	33,935.28	681.49			47,426.48	
	Balance Carried	d Fwd	500,009.78						
	Cashbook 1	Γotals	582,053.03	33,935.28	681.49			547,436.26	

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Fleet Town Council Current Year

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Bank Current/Deposit Account

List of Payments made between 01/05/2020 and 31/05/2020

Date Paid	Payee Name	Reference	Amount Paid Authorized Ref	Transaction Detail
06/05/2020	Fleet Town Council Petty Cash	200002	108.12	31 MARCH 2020/Fleet Town Counc
06/05/2020	BACS P/L Pymnt Page 1776	BACS Pymnt	20,490.12	BACS P/L Pymnt Page 1776
11/05/2020	HSBC	DDR	95.72	ElectrBKGChrgs Mar20
11/05/2020	HSBC	DDR	13.85	Electr BKG Charges Mar20
12/05/2020	InformationCommisioner'sOffice	DD	55.00	Renew Data Protection 20/21
13/05/2020	CommercialCards/HSBC	DD	38.00	CommercialCard-PACA Apr2020
13/05/2020	CommercialCards/HSBC	DD	350.53	CommercialCard-OS&FM Apr2020
13/05/2020	CommercialCards/HSBC	DD	62.47	CommercialCard-TechnServ Apr20
13/05/2020	CommercialCards/HSBC	DD	354.99	CommercialCard-GM HC Apr2020
13/05/2020	CommercialCards/HSBC	DD	-354.99	CommercialCard-GM HC Apr2020
13/05/2020	CommercialCards/HSBC	DD	354.99	CommercialCard-GM HC Apr2020
13/05/2020	CommercialCards/HSBC	DD	241.49	CommercialCard-DM HC Apr2020
18/05/2020	NPOWER	DD	99.69	Electry OakleyPv 01Jan-31Mar20
18/05/2020	NPOWER	DD	70.02	Electry BasingbP 01Jan-31Mar20
18/05/2020	NPOWER	DD	66.47	Electry CalthPav 01Jan-31Mar20
18/05/2020	NPOWER	DD	59.72	ElectricityAFPAV 01Jan-31Mar20
18/05/2020	Legal and General	BACS	3,469.59	L&G payment May 2020
19/05/2020	BACS P/L Pymnt Page 1778	BACS Pymnt	27,344.87	BACS P/L Pymnt Page 1778
19/05/2020	GLOBAL PAYMENTS	DD	48.29	MonthlyServiceFeeApr20/Inv0040
19/05/2020	GLOBAL PAYMENTS	DD	214.21	MonthlyServiceFeeApr20/Inv0110
20/05/2020	STRIPE	DD	6.85	TENNIS HIRE-Calthorpe Park
20/05/2020	Fleet Town council	BACS	26,111.95	Payroll May 2020
22/05/2020	BOC MANCHESTER ACC	DD	37.09	Gas for HarlingtonBar Apr2020
22/05/2020	Inland Revenue	BACS	7,523.57	Inland Rev May2020
26/05/2020	BACS P/L Pymnt Page 1782	BACS Pymnt	17,413.56	BACS P/L Pymnt Page 1782
28/05/2020	O2	DD	12.42	MobilePhoneOS&FM 14May-13Jun20
28/05/2020	VODAFONE LTD	DD	21.80	Mobile Phone-FTC, May 2020
29/05/2020	PAY AND SHOP	DD	22.80	TransactionChargesHCEvn Apr20
29/05/2020	HSBC	DDR	23.64	HSBC TotalCharges 8Apr-7May20

Total Payments

104,356.83

User: WA

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List of Purchase Ledger Payments for Month 3

	nvoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BAKERS	W.C.Baker & Son Lin	nited						
01951/W.C.B	aker & Son Limited	31/03/2020	01951	1	13.39	0.00	13.39	0.00
01953/W.C.B	aker & Son Limited	31/03/2020	01953	1	28.83	0.00	28.83	0.00
					-	0.00	42.22	
				Above paid on 09/0	06/2020 by Onlir	ne Payment	Ref BAKERS	
BIFFA	Biffa Waste Services	Ltd						
227T06416/B	iffa Waste Services	22/05/2020	227T06416	1	602.40	0.00	602.40	0.00
227T06417/B	iffa Waste Services	22/05/2020	227T06417	1	108.14	0.00	108.14	0.00
227T06418/B	iffa Waste Services	22/05/2020	227T06418	1	98.59	0.00	98.59	0.00
227T06419/B	iffa Waste Services	22/05/2020	227T06419	1	494.99	0.00	494.99	0.00
227T06420/B	iffa Waste Services	22/05/2020	227T06420	1	39.60	0.00	39.60	0.00
227M02859/E	Biffa Waste Services	26/05/2020	227M02859	1	-280.26	0.00	-280.26	0.00
227M02860/E	Biffa Waste Services	26/05/2020	227M02860	1	-45.68	0.00	-45.68	0.00
227M02904/B	Biffa Waste Services	27/05/2020	227M02904	1	-14.40	0.00	-14.40	0.00
					-	0.00	1,003.38	
				Above paid on 0	09/06/2020 by O	nline Payme	ent Ref BIFFA	
СНИВВ	Chubb Fire & Securit	y Limited		Above paid on 0	09/06/2020 by O	nline Payme	ent Ref BIFFA	
	Chubb Fire & Securit	zy Limited 27/11/2019	7915760	Above paid on 0	09/06/2020 by O	nline Payme	ent Ref BIFFA 226.78	0.00
			7915760	<u> </u>				0.00
			7915760	<u> </u>	226.78	0.00	226.78	0.00
7915760/Chul		27/11/2019	7915760	1	226.78	0.00	226.78	0.00
7915760/Chui	bb Fire & Security	27/11/2019	7915760 216431	1	226.78	0.00	226.78	
7915760/Chui	bb Fire & Security CIA FIRE & SECURIT	27/11/2019 TY LTD		1 Above paid on 09	226.78 - 9/06/2020 by On	0.00 0.00 line Paymer	226.78 226.78 nt Ref CHUBB	0.00
7915760/Chui	bb Fire & Security CIA FIRE & SECURIT	27/11/2019 TY LTD		1 Above paid on 09	226.78 - 9/06/2020 by On	0.00 0.00 line Paymer 0.00 0.00	226.78 226.78 at Ref CHUBB 955.20	
7915760/Chul CIA 216431/CIA F	bb Fire & Security CIA FIRE & SECURIT	27/11/2019 TY LTD		1 Above paid on 09	226.78 - 9/06/2020 by On 955.20	0.00 0.00 line Paymer 0.00 0.00	226.78 226.78 at Ref CHUBB 955.20	
7915760/Chui CIA 216431/CIA F	bb Fire & Security CIA FIRE & SECURIT FIRE & SECURITY LTD	27/11/2019 TY LTD	216431	1 Above paid on 09	226.78 - 9/06/2020 by On 955.20	0.00 0.00 line Paymer 0.00 0.00	226.78 226.78 at Ref CHUBB 955.20	

Above paid on 09/06/2020 by Online Payment Ref MINTNETWOR

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Fleet Town Council Current Year

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List of Purchase Ledger Payments for Month 3

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
NIGELJEFFR Nigel Jeffries Lands	capes Limited						
12689/Nigel Jeffries Landscape	31/05/2020	12689	1	13,157.24	0.00	13,157.24	0.00
				-	0.00	13,157.24	
		Abov	e paid on 09/06/2	2020 by Online F	Payment Re	f NIGELJEFFR	
NPTREE NP Tree Managemen	nt Ltd						
1741/NP Tree Management Ltd	28/05/2020	1741	1	222.00	0.00	222.00	0.00
				-	0.00	222.00	
		A	Above paid on 09	/06/2020 by Onli	ne Paymen	t Ref NPTREE	
SDSL Safe Data Storage L	td						
36795/Safe Data Storage Ltd	01/06/2020	36795	1	396.00	0.00	396.00	0.00
				-	0.00	396.00	
			Above paid on	09/06/2020 by C	nline Paym	ent Ref SDSL	
VITAPLAY Vita Play Limited							
2472/Vita Play Limited	28/05/2020	2472	1	2,268.00	0.00	2,268.00	0.00
				-	0.00	2,268.00	
		Abo	ove paid on 09/06	/2020 by Online	Payment R	ef VITAPLAY	
CASTLEWATE Castle Water Limited	d						
0001024280/Castle Water Limite	29/05/2020	0001024280	1	373.25	0.00	373.25	0.00
				-	0.00	373.25	
		Above	paid on 16/06/202	20 by Online Pay	ment Ref C	ASTLEWATE	
CBS Comfort Building Se	ervices Ltd						
48122/Comfort Building Service	05/06/2020	48122	1	988.80	0.00	988.80	0.00
48123/Comfort Building Service	05/06/2020	48123	1	509.47	0.00	509.47	0.00
48151/Comfort Building Service	10/06/2020	48151	1	1,962.00	0.00	1,962.00	0.00
				_			

07/07/2020

Fleet Town Council Current Year

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List of Purchase Ledger Payments for Month 3

Balance	Amount Paid	Discount	Amount Due	Ledger	Invoice No	Invoice Date	Invoice Details	Supplier and Ir	
						Consultants Ltd	Connect Computer (CONNECT	
0.00	432.00	0.00	432.00	1	2479	09/06/2020	ct Computer Consulta	2479/Connect C	
	432.00	0.00	_						
	Ref CONNECT	Payment R	6/2020 by Online	aid on 16/06	Above pa				
							Crest Lifts Limited	CREST	
0.00	769.32	0.00	769.32	1	SI-20861	31/10/2019	est Lifts Limited	SI-20861/Cres	
	769.32	0.00	_						
	Ref CrestLifts	e Payment R	6/2020 by Online	aid on 16/06	Above p				
							Hart District Council	HDC	
0.00	4,051.80	0.00	4,051.80	1	4000008461	02/06/2020	/Hart District Counc	4000008461/H	
0.00	431.25	0.00	431.25	1	BIDLEVYHC20/21	04/06/2020	20/21/Hart District C	BIDLEVYHC20	
	4,483.05	0.00	-						
	nent Ref HDC	Online Paym	16/06/2020 by	ove paid on	Ab				
							N Kerry Minnis	KERRY MINN	
0.00	90.00	0.00	90.00	1	RF HC4393 09JUNE20	09/06/2020	09JUNE20/Kerry Minns	RF HC4393 09	
	90.00	0.00	_						
	ef KerryMinni	Payment Re	/2020 by Online	id on 16/06	Above pa				
						esources Ltd	Morlan Gil Human R	MORGIL	
0.00	109.20	0.00	109.20	1	02719	11/06/2020	n Gil Human Resourc	02719/Morlan	
	109.20	0.00	_						
	t Ref MORGIL	ne Payment	06/2020 by Onli	paid on 16/	Above				
							NPOWER Ltd	NPOWER	
0.00	1,756.38	0.00	1,756.38	1	LGWG857H	11/06/2020	NPOWER Ltd	LGWG857H/N	
	1,756.38	0.00	_						
	Ref NPOWER	e Payment F	6/2020 by Onlin	aid on 16/0	Above p				
						nt Ltd	NP Tree Managemer	NPTREE	
							iii iioo managomor		
0.00	204.00	0.00	204.00	1	1759	11/06/2020	e Management Ltd		

07/07/2020	Fle	et Town Council C	urrent Y	ear			Page 4	
16:19	List of Purchase Ledger Payments for Month 3							
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
1761/NP Tree Management Ltd	11/06/2020	1761	1	114.00	0.00	114.00	0.00	
				•	0.00	498.00		
		Above	paid on 16	/06/2020 by Onl	ine Payment	t Ref NPTREE		
PRIMA CH Cleaning Service	es							
001195/CH Cleaning Services	31/05/2020	001195	1	300.00	0.00	300.00	0.00	
001196/CH Cleaning Services	31/05/2020	001196	1	317.52	0.00	317.52	0.00	
				•	0.00	617.52		
		Above pai	d on 16/06/	2020 by Online	Payment Re	ef CHCleaning		
SIAN Sian Taylor								
MAY 2020/Sian Taylor	31/05/2020	MAY 2020	1	33.66	0.00	33.66	0.00	
				•	0.00	33.66		
		Abo	ve paid on	16/06/2020 by 0	Online Paym	ent Ref SIAN		
TOTGAS Total Gas & Power L	td							
214596981/20/Total Gas & Power	11/06/2020	214596981/20	1	60.42	0.00	60.42	0.00	
214597179/20/Total Gas & Power	11/06/2020	214597179/20	1	29.60	0.00	29.60	0.00	
214694518/20/Total Gas & Power	11/06/2020	214694518/20	1	966.24	0.00	966.24	0.00	
				·	0.00	1,056.26		
		Above p	oaid on 16/0	06/2020 by Onlin	ne Payment	Ref TOTGAS		
VINECHURCH The Vine Church								
RF HC4332 31JAN20/The Vine Chu	31/01/2020	RF HC4332 31JAN20	1	85.32	0.00	85.32	0.00	
				•	0.00	85.32		
		Above paid o	on 16/06/20	020 by Online Pa	ayment Ref \	/INECHURCH		
CHUBB Chubb Fire & Securi	ty Limited							
8218229/Chubb Fire & Security	10/06/2020	8218229	1	117.38	0.00	117.38	0.00	
8218249/Chubb Fire & Security	10/06/2020	8218249	1	362.57	0.00	362.57	0.00	
				•	0.00	479.95		

Above paid on 23/06/2020 by Online Payment Ref CHUBB

07/07/2020
01/01/2020

Fleet Town Council Current Year

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List of Purchase Ledger Payments for Month 3

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HDC	Hart District Council							
BIDLEVYPOIN	ITYC20/21/Hart Distr	04/06/2020	BIDLEVYPOINTYC20/21	1	51.00	0.00	51.00	0.00
					-	0.00	51.00	
			Abo	ve paid or	23/06/2020 by	Online Payr	ment Ref HDC	
SLCC	The Society of Local C	Council Clerks						
CB JUNE2020	/The Society of Loc	18/06/2020	CB JUNE2020	1	156.00	0.00	156.00	0.00
					-	0.00	156.00	
			Above	e paid on	23/06/2020 by C	nline Paym	ent Ref SLCC	
SURREYHILL	Surrey Hills Solicitors	LLP						
3617/Surrey Hi	ills Solicitors L	19/06/2020	3617	1	930.00	0.00	930.00	0.00
					-	0.00	930.00	
			Above paid o	n 23/06/2	020 by Online Pa	ayment Ref	SURREYHILL	
VIKING	VIKING DIRECT							
372345/VIKINO	G DIRECT	15/06/2020	372345	1	162.80	0.00	162.80	0.00
					-	0.00	162.80	
			Above	paid on 20	3/06/2020 by On	line Paymer	nt Ref VIKING	
		То	tal Purchase Ledger Pay	ments fo	r Month 3	0.00	33,935.28	
		То	tal Purchase Ledger Pay	ments fo	r Month 3	0.00	33,935.28	

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Fleet Town Council Current Year

Time: 15:20

Bank Current/Deposit Account

List of Payments made between 01/06/2020 and 30/06/2020

Date Paid	Payee Name	Reference	Amount Paid Authorized Ref	Transaction Detail
01/06/2020	British Telecom/BT Group PLC	DD	156.58	Harlington&CafeWifi 01-31May20
01/06/2020	CASTLE WATER	DD	5,066.14	Water&SewerageHC 01Mar-28Aug20
08/06/2020	CASTLE WATER	DD	203.64	Water&WasteAFPAV 29Feb-31Aug20
09/06/2020	BACS P/L Pymnt Page 1784	BACS Pymnt	18,391.30	BACS P/L Pymnt Page 1784
10/06/2020	CASTLE WATER	DD	32.59	Water&WasteBasingbP 01-31Mar20
10/06/2020	HSBC	DDR	88.88	ElectrBkgChrgs/INV7660477Apr20
10/06/2020	HSBC	DDR	13.85	ElectrBkgChrgs/INV7639125Apr20
11/06/2020	CASTLE WATER	DD	225.59	Water&WasteCalthP01Mar-28Aug20
12/06/2020	CASTLE WATER	DD	102.11	Water&WasteCemtry01Mar-28Aug20
15/06/2020	CommercialCards/HSBC	DD	66.28	CommercialCard-PACA, May20
15/06/2020	CommercialCards/HSBC	DD	9.99	CommercialCard-GMHC,May2020
15/06/2020	CommercialCards/HSBC	DD	22.00	CommercialCard-DM HC, May 2020
15/06/2020	CommercialCards/HSBC	DD	297.92	CommercialCard-OS&FM,May20
15/06/2020	CommercialCards/HSBC	DD	260.16	CommercialCard-TechnServ,May20
16/06/2020	GLOBAL PAYMENTS	DD	48.36	MonthlyServiceFeeMay20/Inv0041
16/06/2020	GLOBAL PAYMENTS	DD	188.07	MonthlyServiceFeeMay20/Inv0111
16/06/2020	BACS P/L Pymnt Page 1786	BACS Pymnt	13,764.23	BACS P/L Pymnt Page 1786
19/06/2020	Fleet Town Council	DDR	29,991.63	FTC Payroll
22/06/2020	Inland Revenue	DDR	7,535.50	inland Revenue June 2020
23/06/2020	BACS P/L Pymnt Page 1789	BACS Pymnt	1,779.75	BACS P/L Pymnt Page 1789
24/06/2020	Legal and General	DD	3,515.07	L&G pension June 2020
25/06/2020	BOC MANCHESTER ACC	DD	37.09	Gas for HarlingtonBar May2020
29/06/2020	O2	DD	12.42	MobilePhoneOS&FM 14Jun-13Jul20
29/06/2020	STRIPE	DD	6.80	TENNIS HIRE-Calthorpe Park
29/06/2020	HSBC	DDR	26.12	HSBC TotalCharges 8May-7June20
30/06/2020	British Telecom/BT Group PLC	DD	156.58	Harlington&CafeWifi 01-31Jun20
30/06/2020	PAY AND SHOP	DD	22.80	Transaction Charges HCEvnMay20
30/06/2020	VODAFONE LTD	DD	21.80	MobilePhone FTC 18May-17June20

Total Payments

82,043.25



NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Mr Alex Robins The Harlington,236 Fleet Road Fleet Hampshire **GU51 4BY**

Contact tel 03456 076 434 From Overseas tel 44 1226 260 050

Lost and Stolen Cards03456 007 010(24 Hrs) From Overseas tel 44 1442 422 929(24 Hrs)

Text Phone 18001 03457 125 563 used by deaf or speech impaired customers www.hsbc.co.uk

	Account Summary
Opening Balance	0.00
Debits	444.99
Credits	90.00
New Balance	354.99
Your Credit Limit	£ 500.00

Statement Date 05 May 2020

Card number 4864 8311 5254 2051

Mr Alex Robins

	saction Detai Transaction Date		Amount
09 Apr 20	08 Apr 20	Spotify UK London	9.99 🗸
09 Apr 20	08 Apr 20	HOO*HOOTSUITE INC 778-5889767 CA	360.00 🗸
22 Apr 20	21 Apr 20	356609482 HTTP://PMSE.OFCOM.ORG. LONDON SE1	75.00
04 May 20	01 May 20	PREMIER INN 44536375 FLEET	90.00CR J





Fleet TOWN COUNCIL TOWN COUNCIL TOWN COUNCIL

Σ	MONTH: April 2020				
8	CARD HOLDER: Alex Robins				П
	Supplier	Cost	Cost	Net Amount £	VAT
	Spotify	204	4481	£8.33	£1.6
	Hootsuite	201	4432	£300.00	£60.0
	PMSF OFCOM	204	4481	£75.00	£0.0

Name of purchaser (if not the card holder)								PTO	Samil
Holder Name	AR	AR	AR	AR					Cllr Sign M
Gross Amount £	£9.99	£360.00	£75.00	-£90.00				£354.99	Mr. Johnson
VATE	£1.66	£60.00	£0.00	-£15.00				£46.66	3
Net Amount £	£8.33	£300.00	£75.00	-£75.00				£308.33	Cllr Sign
Code	4481	4432	4481	4752					1
Cost	204	201	204	201					F
Supplier	Spotify	Hootsuite	PMSE OFCOM	Premier Inn (Credit)				Total £	Town Clerk Sign

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W/ 26-5-2020



NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Mr Ben Philip Crane The Harlington,236 Fleet Road Fleet Hampshire **GU51 4BY**

Your Commercial Card Statement

Contact tel 03456 076 434 From Overseas tel 44 1226 260 050

Lost and Stolen Cards03456 007 010(24 Hrs) From Overseas tel 44 1442 422 929(24 Hrs)

Text Phone 18001 03457 125 563 used by deaf or speech impaired customers www.hsbc.co.uk

	Account Summary
Opening Balance	0.00
Debits	358.08
Credits	7.55
New Balance	350.53
Your Credit Limit	£ 2,000.00

Statement Date 05 May 2020

Card number 4864 8311 5110 4382

Mr. Ren Philip Crane

MI Dell Fillib	Clane		
	saction Detai		Amount
18 Apr 20	17 Apr 20	SCREWFIX DIRECT YEOVIL	25.98
22 Apr 20	21 Apr 20	WWW.TOOLSTATION.COM CC STAT	47.79
04 May 20	02 May 20	MICROSOFT*OFFICE 365 MSBILL.INFO IE	7.55CR
04 May 20	02 May 20	MSFT * <e0800b0ncz> MSBILL.INFO IE</e0800b0ncz>	35.20
05 May 20	03 May 20	MSFT * <e0800b10z4> MSBILL.INFO IE</e0800b10z4>	37.60
05 May 20	03 May 20	MSFT * <e0800b1362> MSBILL.INFO IE</e0800b1362>	211.51

	Description
1	Barrier tape - Covid
2	Paint - Harlington
3	Microsoft Credit
4	Microsoft Outlook FTC Email E0800B
5	Microsoft Outlook FTC Email E0800B
6	Microsoft Outlook FTC Email E0800B
7	
8	
9	ž
10	
11	
12	

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MONTH: April / May

CARD HOLDER: Ben Crane

	Supplier	Cost Centre	Cost Code	Net Amount £	VAT £	Gross Amount £	Card Holder Signature	Name of purchaser (if not the card holder)	
1	Screwfix	301	4185	£21.65	£4.33	£25.98	ВС		i
2	Tool station	204	4170	£39.83	£7.97	£47.79	ВС		L
3	Microsoft			-£7.55	1	-£7.55	ВС		i
4	Microsoft	101	4486	£35.20	/	£35.20	ВС		٢
5	Microsoft	101	4486	£37.60	/	£37.60	ВС		L
6	Microsoft	101	4486	£211.51	/	£211.51	ВС		C
7									
8									
9									
10									
11									
12									
	Total	£		£338.24	£12.30	£350.53		РТО	
	Town Clerk Sign	8		Cllr Sign	M	N Mehris	Cllr Sign	hallong	1

W/ 26-5-2020



NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Miss Charlotte Benham The Harlington,236 Fleet Road Fleet Hampshire **GU51 4BY**

Your Commercial Card Statement

Contact tel 03456 076 434 From Overseas tel 44 1226 260 050

Lost and Stolen Cards03456 007 010(24 Hrs) From Overseas tel 44 1442 422 929(24 Hrs)

Text Phone 18001 03457 125 563 used by deaf or speech impaired customers www.hsbc.co.uk

	Account Summary
Opening Balance	0.00
Debits	38.00
Credits	0.00
New Balance	38.00
Your Credit Limit	£ 500.00

Statement Date 05 May 2020

Card number 4864 8311 5511 5681

Miss Charlotte Benham

	saction Det			Amount
Received By U	s Transaction Da	ite Details		Allount
23 Apr 20	22 Apr 20	LAND REGISTRY	LONDON	6.00
		12369748886		
02 May 20	02 May 20	ANNUAL FEE		32.00



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IVI	v	ıv		п	a	ν	ш	

CARD HOLDER: charlotte BENHAM

		Cost Centre	Cost Code	Net Amount £	VAT £	Gross Amount £	Card Holder Signature	Name of purchaser (if not the card holder)
1	land registry	101	4555	£6.00	£0.00	£6.00	СВ	
2	bank	101	4420	£32.00	£0.00	£32.00 ,	СВ	
3								
4								
5								
6		į.						
7								
8								
9	1							
10		1						
11								
12								
	Total	£38		£38.00	£0.00	£38.00		РТО
	Town Clerk Sign	8	7	Cllr Sign	Mul	Instru	Cllr Sign	Sell

Description land registry document annual card fee 10 11 12

.



NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Contact tel 03456 076 434 From Overseas tel 44 1226 260 050

Mr Daniel Mark Dunk The Harlington,236 Fleet Road Fleet Hampshire GU51 4BY

Lost and Stolen Cards03456 007 010 (24 Hrs) From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563 used by deaf or speech impaired customers www.hsbc.co.uk

	Account Summary
Opening Balance	0,00
Debits	383.42
Credits	141.93
New Balance	241.49
Your Credit Limit	£ 2,000.00

Statement Date 05 May 2020

Card number 4864 8311 5985 4129

Mr Daniel Mark Dunk

s Transaction Date	Details		Amount
24 Apr 20	B & Q 1266	FARNBOROUGH	141.93CR
24 Apr 20	B & Q 1266	FARNBOROUGH	316.80
27 Apr 20	SCREWFIX DIR	ECT YEOVIL	13.16
30 Apr 20	SCREWFIX DIR	ECT YEOVIL	13.16
04 May 20))) B & Q 1266	FARNBOROUGH	(40.30)
	24 Apr 20 24 Apr 20 27 Apr 20 30 Apr 20	24 Apr 20 B & Q 1266 27 Apr 20 SCREWFIX DIR 30 Apr 20 SCREWFIX DIR	24 Apr 20 B & Q 1266 FARNBOROUGH 24 Apr 20 B & Q 1266 FARNBOROUGH 27 Apr 20 SCREWFIX DIRECT YEOVIL 30 Apr 20 SCREWFIX DIRECT YEOVIL

not train



CARD HOLDER: Dan Dunk MONTH: April 2020

Description	Decorating materials	Decorating materials	3 Decorating materials	Decorating materials	5 Decorating materials		15	Toda born	I've ingree Rout State and I	L.10.30 a feet
							1		7	4
Name of purchaser (if not the card holder)	3	`	`	,	\			PTO	Miller in	
Card Holder Signature	00	00	00	QQ	DD			>	Cllr Sign	
Gross Amount £	-£141.93	£316.80	£13.16	£13.16	£22.00			£223.19	JOSAN MAN	1
VATE	£0.00	£0.00	£2.19	£2.19	£3.67			£8.05	NO	
Net Amount £	-£141.93	£316.80	£10.97	£10.97	£18.33			£215.14	Cllr Sign	
Cost	4170	4170	4170	4170	4170					
Cost	204	204	204	204	204			(S.	
Supplier	В&Q	В&Q	Screwfix	Screwfix	В&Q			Total £	Town Clerk Sign	
	11	2	m	4	TO.		15		_	

4. 880 + 440.50 april. 30/6/220.

see buck statement 12

W/ 26-5-2020

Credit and I'min \$ 22. 50



NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Contact tel 03456 076 434 From Overseas tel 44 1226 260 050

Mr Nicholas Harvey The Harlington,236 Fleet Road Fleet Hampshire GU51 4BY

Lost and Stolen Cards03456 007 010(24 Hrs) From Overseas tel 44 1442 422 929(24 Hrs)

Text Phone 18001 03457 125 563 used by deaf or speech impaired customers www.hsbc.co.uk

Account S	ummary
Opening Balance	0.00
Debits	62.47
Credits	0.00
New Balance	62.47
Your Credit Limit £	1,000.00

Statement Date 05 May 2020

Card number 4864 8311 5128 2956

Mr Nicholas H Your Trans	saction Detai		
	Transaction Date		Amount
20 Apr 20	19 Apr 20	AMAZON.CO.UK*QA4EG1BT5 AMAZON.CO.UK LU	52.49
01 May 20	29 Apr 20	204-4845417-66299 AMAZON.CO.UK*U369S0UP5 AMAZON.CO.UK LU	9.98
		204-8811032-78395	1



MONTH: March 2020
CARD HOLDER: Nicholas Harvey Ama Am Am Card

Supplier	Cost	Cost	Net Amount £	VATE	Gross Amount £	Holder Signature	Name of purchaser (if not the card holder)		Description
mazon UK	204	4170	£4.16	£0.83	£4.99	1		1	USB A-B Cables
mazon UK	204	4170	£4.16	£0.83	£4.99				
mazon UK	201	4487	£43.74	£8.75	£52.49,			2	Gigabit Router for computer
Total £)	١	£52.06	£10.41	£62.47		PTO		
n Clerk Sign	S		Cllr Sign	Mn	An Nohis	Cllr Sign	Sound		

W/M 26-5-202



NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Contact tel 03456 076 434 From Overseas tel 44 1226 260 050

Lost and Stolen Cards 03456 007 010 (24 Hrs) From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563 used by deaf or speech impaired customers www.hsbc.co.uk

	Account Summary
Opening Balance	0.00
Debits	165.32
Credits	0.00
New Balance	165.32 /
Your Credit Limit	£ 500.00

Card number 4864 8311 5511 5681

Miss Charlotte Benham The Harlington,236 Fleet Road Fleet Hampshire **GU514BY**

Statement Date 03 February 2020

Miss Charlotte Benham

The state of the s	nsaction De			- 1 w 4		A <i>mount</i>
03 Jan 20	02 Jan 20	FACEBK *TJXFXQ6LR2	fb.me/ads	ΙΕ	5	9.27
01 Feb 20	31 Jan 20	FACEBK *M43X5RWKR2	fb.me/ads	IE	10	6.05



Already Circal **CREDIT CARD AUTHORISATION SLIP**

MONTH:

Jonuary 2020 Charlotte

CARD HOLDER:

	Supplier	Cost Code	Cost Centre	Net Amount £	VAT £	Gross Amount £	Card Holder Signature	Councillor Signature	Councillor Signature
1	facebodi	4433	20	59.27		59.27	le	u	
	facebodi facebodi	4432	204	59.27		106.05	U	in	
3	(NV)		lm	roice Auth					
4	03-02-26	Date recel/ed Cost Code		-02-20 Centre Am	Ordered by nount	Approved			
5		4432	2	01 £					
6)	4432	2	ol E	06.05		-		4.
7		Town Clerk A	uthorisatio	n					
8	3	late enter	14-0	2-200	1	Harry Court			
9									
10									
11									
12									
	Tota	al £ ½	5-32						РТО

GROSS AMOUNT TOTAL: 165.32



NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Contact tel 03456 076 434 From Overseas tel 44 1226 260 050

Mr Alex Robins The Harlington,236 Fleet Road Fleet Hampshire GU51 4BY

Lost and Stolen Cards 03456 007 010 (24 Hrs) From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563 used by deaf or speech impaired customers www.hsbc.co.uk

	Account Summar
Opening Balance	0.00
Debits	481.08
Credits	0.00
New Balance	481.08
Your Credit Limit	£ 500.00

Statement Date 03 February 2020

Card number 4864 8311 5254 2051

Mr Alex Robins

			Amount
Us Transaction D	ate Details		Amount
03 Jan 20	FINDMYSHIFT	AMSTERDAM NL	117.56
03 Jan 20	BOOKER LIMITE	D ALDERSH ALDERSHOT	301.33
09 Jan 20	ARGOS LTD	INTERNET	24.99
11 Jan 20	Spotify UK	London	9.99
31 Jan 20	SAINSBURYS S	MKTS FLEET 2203	27.21
	Us Transaction D. 03 Jan 20 03 Jan 20 09 Jan 20 11 Jan 20	03 Jan 20 BOOKER LIMITE 09 Jan 20 ARGOS LTD 11 Jan 20 Spotify UK	Us Transaction Date Details 03 Jan 20 FINDMYSHIFT AMSTERDAM NL 03 Jan 20 BOOKER LIMITED ALDERSH ALDERSHOT 09 Jan 20 ARGOS LTD INTERNET 11 Jan 20 Spotify UK London

Contact tel 03456 076 434 From Overseas tel 44 1226 260 050

Lost and Stolen Cards 03456 007 010 (24 Hrs) From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563 used by deaf or speech impaired customers www.hsbc.co.uk

Opening Balance	Account Summary
Debits	0.00
Credits	481.08
New Balance	0.00
Your Credit Limit	481.08 v
, our credit LIMIt	£ 500.00

Card number 4864 8311 5254 2051

NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Mr Alex Robins The Harlington,236 Fleet Road Fleet Hampshire GU51 4BY

perady we will be to

新

Statement Date 03 February 2020

Mr Alex Robins

Your Transaction Received By Us Transaction	Details tion Date Details	
04 Jan 20 03 Jan 3 04 Jan 20 03 Jan 2 10 Jan 20 09 Jan 2 13 Jan 20 11 Jan 2 01 Feb 20 31 Jan 2	FINDMYSHIFT AMSTERDAM NL D BOOKER LIMITED ALDERSH ALDERSHOT ARGOS LTD INTERNET D Spotify UK London	Amount 117.56 / 301.33 / 24.99 / 9.99 /





ONTH JANUARY 2020
ARD HOLDER ALEX ROBINS

Supplier	Cost Centre	Cost Code	Net Amount	VAT	Gross Amount	Card Holder Signature	Councillor Signature	Councillor Signature
FIND MY	204	4481	£97.97	£19.59	£117.56	M	hu-	R
Booker V	201	4700	£16.73	£3.35	\$20.08	M	}	1
Bookerv	201	4763	£87.66	\$17.53	£105.19	Mi	Carl.) had
Booker /	202	4756	£7.58	£1.51	19.09	Ms	lune,	
Booker	202	4750	£166.97		£166.97	1/2) ,
ARGOS /	204	4185	£20.83	44.17	£24.99	Ms	lu	Port
SPOTIFY V	204	4481	£8.33	€1.66	€9.99	M	an	Mad
CINSBURYS	201	4752	£27.21		€27.21	Ms	Cu	Mod
					in the second se		100	

Z £ 194.18 S £ 239.09

GROSS AMOUNT TOTAL

£...481.08

£ 433.2+

£ 481.08 /



NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Contact tel 03456 076 434 From Overseas tel 44 1226 260 050

Mr Ben Philip Crane The Harlington,236 Fleet Road Fleet Hampshire GU51 4BY

Lost and Stolen Cards 03456 007 010 (24 Hrs) From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563 used by deaf or speech impaired customers www.hsbc.co.uk

	Account Summary
Opening Balance	0.00
Debits	1,252.76
Credits	0.00
New Balance	1,252.76
Your Credit Limit	£ 2,000.00

Statement Date 03 February 2020

Card number 4864 8311 5110 4382

Mr Ben Philip Crane

	nsaction Det			Amount
04 Jan 20	03 Jan 20	MSFT * E0800A12L4	MSBILL.INFO IE	35.20
04 Jan 20	03 Jan 20	MSFT * E0800A1J7T	MSBILL.INFO IE	144.15
06 Jan 20	04 Jan 20	MSFT * E0800A1LYJ	MSBILL.INFO IE	28.20
06 Jan 20	04 Jan 20	MSFT * E0800A10LN	MSBILL.INFO IE	36.00
09 Jan 20	08 Jan 20	BOOKERECOMM	DEESIDE	625.21
29 Jan 20	28 Jan 20	WWW.ADLIB.CO.UK 50067844380	www	384.00

LIDDE W UK

Your Commercial Card Stateme

NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Contact tel 03456 076 4 From Overseas tel 44 1226 260 0

Lost and Stolen Cards 03456 007 010 (24 Hr From Overseas tel 44 1442 422 929 (24 Hr

Text Phone 18001 03457 125 56: used by deaf or speech impaired customers

Www.hsbc.co.uk

Opening Balance	Account Summary
Debits	0.00
Credits	1,252.76
New Balance	0.00
	1,252.76
	£ 2,000.00
Your Credit Limit	1,252.76

Card number 4864 8311 5110 4382

Mr Ben Philip Crane The Harlington, 236 Fleet Road Fleet Hampshire GU51 4BY

Statement Date 03 February 2020

Mr Ben Philip Crane

04 Jan 20 04 Jan 20 04 Jan 20 06 Jan 20 06 Jan 20	Onsaction De Us Transaction 03 Jan 20 03 Jan 20 04 Jan 20 04 Jan 20	Date Details MSFT * E0800A12L4 MSFT * E0800A1J7T MSFT * E0800A1LYJ	MSBILL.INFO	IE	35.20 144.15
09 Jan 20 08 Jan 20 29 Jan 20 28 Jan 20	BOOKERECOMA	MSBILL.INFO MSBILL.INFO DEESIDE WWW		28.20 36.00 625.21 384.00	

042652_034



Already signed

CREDIT CARD AUTHORISATION SLIP

MONTH: January 2020

CARD HOLDER: Ben Crane

	Supplier	Cost Centre	Cost Code	Net Amount £	VAT£	Gross Amount £	Card Holder Signature	Name of purchaser (if not the card holder)
1	Microsoft ✓	101	4486	£35.20	1	£35.20	/	
_	Microsoft 🗸	101	4486	£144.15	1	£144.15	1	
3	Microsoft ~	101	4486	£28.20	1	£28.20	J	
4	Microsoft /	101	4486	£36.00	1	£36,00	į.	
5	Bookers /	202	4755	£16.95 /	£3.39	£20.34		Dan Dunk
		201	2700	£14.94	£2.99	£17.93		70.30
		201	4763	£120.51	£24.10	£144.61		
105,	l'in	201	4762	£96.28	£19.26	£115.54	1	
		202 🗸	4750	£29.14	£5.82	£34.96		
	0	202 ¹	4750	£209.05	£0.00	£209.05		
		201 ⁰	4710	£68.98	£13.80	£82.78		
6	Adlib	204	4185	£320.00	£64.00	£384.00		Nich Harvey
	Total £			£1,119.40	£133.36	£1,252.76		РТО
1	Town Clerk Sign			Cllr Sign	wey	wg.	Cllr Sign	Mohin

NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Contact tel 03456 076 434 From Overseas tel 44 1226 260 050

Mr Daniel Mark Dunk The Harlington,236 Fleet Road Fleet Hampshire GU51 4BY

Lost and Stolen Cards 03456 007 010 (24 Hrs) From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563 used by deaf or speech impaired customers www.hsbc.co.uk

	Account Summar	
Opening Balance	0.00	
Debits	1,814.28	
Credits	9.18	
New Balance	1,805.10	
Your Credit Limit	£ 2,000.00	

Statement Date 03 February 2020

Card number 4864 8311 5985 4129

Mr Daniel Mark Dunk

	nsaction Det Us Transaction D			Amount
3 Jan 20	02 Jan 20	BOOKERECOMM	DEESIDE	4.55
15 Jan 20	14 Jan 20))) BOOKER LIMITED	ALDERSH ALDERSHOT	11.98
15 Jan 20	14 Jan 20))) B & Q 1266	FARNBOROUGH	26.00
6 Jan 20	15 Jan 20	BOOKERECOMM	DEESIDE	337.05
20 Jan 20	17 Jan 20	BOOKERECOMM	DEESIDE	9.18CR
20 Jan 20	17 Jan 20	BOOKERECOMM	DEESIDE	32.39
23 Jan 20	22 Jan 20	BOOKERECOMM	DEESIDE	257.79
23 Jan 20	22 Jan 20	WWW.EASYEQUIPM	MENT.COM WWW	467.99
		273646479		
27 Jan 20	24 Jan 20))) BOOKER LIMITED	ALDERSH ALDERSHOT	12.76
30 Jan 20	28 Jan 20	BOOKERECOMM	DEESIDE	643.39
31 Jan 20	30 Jan 20))) BOOKER LIMITED	ALDERSH ALDERSHOT	20.38



NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Contact tel 03456 076 434 From Overseas tel 44 1226 260 050

Lost and Stolen Cards 03456 007 010 (24 Hrs) From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563 used by deaf or speech impaired customers www.hsbc.co.uk

0	Account Summary
Opening Balance	0.00
Debits	1,814.28
Credits	9.18
New Balance	1,805.10
Your Credit Limit	£ 2,000,00

Card number 4864 8311 5985 4129

Mr Daniel Mark Dunk The Harlington,236 Fleet Road Fleet Hampshire GU51 4BY

Invoice Authorisation

Date received DD 10-02-20 Orc of DD Cost Centre Amount A proved

What is 28-02-2020

Statement Date 03 February 2020

Mr Daniel Mark Dunk

03 Jan 20	02 Jan 20	BOOKERECOMM DEESIDE	Amount
15 Jan 20	14 Jan 20))) BOOKER LIMITED ALDERSH ALDERSHOT	لا 4.55
15 Jan 20	14 Jan 20		11.98
6 Jan 20	15 Jan 20	BOOKEDEOCH	26.00 📉
0 Jan 20	17 Jan 20	POOKEDERS	337.05
0 Jan 20	17 Jan 20	POOKEDER	9.18CR
3 Jan 20	22 Jan 20	BOOKERECOMM DEESIDE BOOKERECOMM DEESIDE	32.39
3 Jan 20	22 Jan 20	WWW.EASYEQUIPMENT.COM WWW	257.79 🗡
7 Jan 20	24 Jan 20	273646479))) BOOKER LIMITED ALDERSH ALDERSHOT	467.99 💉
) Jan 20	28 Jan 20	BOOKERECOMM DEESIDE	12.76 📈
1 Jan 20	30 Jan 20))) BOOKER LIMITED ALDERSH ALDERSHOT	643.39 × 20.38 ×



Already Wood Color.

MONTH: January 2020	
CARD HOLDER: Dan Dunk	

	Supplier	Cost Centre	Cost Code	Net Amount £	VATE	Gross Amount £	Card Holder Signature	Name of purchaser (if not the card holder)
1	Bookers 🗸	202	4750	/ £3.79 _v	£0.76 L	£4.55	,	
2	Bookers	204	4152	£9.98 V	£2.00	£11.98		
3	B&Q /	204	4170	£26.00	£0.00	£26.00	,	
4	Bookers /	201	4763	£16.98	£3.40	£20.38	l.	
		201	4710	£17.98	£3.60	£21,58	-	
		201	4761	£36.38	£7.27	£43.65	3 ^{/A}	
		204	4187	£13.98	£2.80	£16.78	2	
1		202	4755	£50.98	£10.19	£61,17		
		202	4750	£10.98	£2.19	£13.17		
		202	4750	£153.13	E0.00	£153.13		-17
		204	4151	£5.99	£1.20	£7.19		
5	Bookers	204	4151	£26.99	£5.40	£32.39		
6	Bookers	202	4750	-£9.18	£0.00	-£9.18		
7	Bookers 🗸	201	2710	£25.99	£5.20	£31.19		· Y
		201	4700	£12.55	£2.51	£15.06	1	
		201	4763	£50.35	£10.07	£60.42	/	
		201	4761	£19.98	£4.00	£23.98	/	
		202	4750	£4.99	£0.99	£5.98		
		202	4750	E121.16	£0.00	£121.16		1
8	Easy Equipment	204	4185	£389.99	£78.00	£467.99		
9	Bookers	202	4750	£12.76	£0,00	£12.76		
10	Bookers	201	4700	£4.78	£0.96	£5.74		
		201	2710	£339.96	£67.99	£407.95	/	
		202	4755	£30.99	£6.19	£37.18		
		202	4750	£28.24	£5.65	£33.89		
	Ì	202	4750	£158.63	£0.00	£158.63	/	9
11	Bookers	204	4152	£16.98	£3.40	£20.38		
-	Total :	E		£1,581.33	£223.77	¥ £1,805.10		PTC
	Town Clerk Sign			Cllr Sign	hol	mas	Cllr Sign	A 1) 0

	Description	
1	Catering Supplies VAT	
2	Cleaning Supplies	-
3	Paint	
4	Bar Snacks	I
	Cleaning Supplies	
	Bar Confectionary	
	Health & Safety	
	Catering Disposables	
	Catering Supplies VAT	
	Catering Supplies Non VAT	-
,	Cleaning Equipment	
5	Cleaning Equipment	
6	Catering Supplies Non VAT	
7	Bar Disposables	
	Bar Drinks	
	Bar Snacks	
	Bar Confectionary	
	Catering Supplies VAT	
	Catering Supplies Non VAT	
8	Bar Fridge	
9	Catering Supplies Non VAT	
10	Bar Drinks	
	Bar Disposables	
	Catering Disposables	-ie-
	Catering Supplies VAT	
	Catering Supplies Non VAT	

PP- WJA

25.2-2020.



NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Contact tel 03456 076 434 From Overseas tel 44 1226 260 050

Mr Alex Robins The Harlington,236 Fleet Road Fleet Hampshire GU51 4BY

Lost and Stolen Cards 03456 007 010 (24 Hrs) From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563 used by deaf or speech impaired customers www.hsbc.co.uk

	Account Summary		
Opening Balance	0.00		
Debits	222.78		
Credits	0.00		
New Balance	222.78		
Your Credit Limit	£ 500.00		

Statement Date 05 March 2020

Card number 4864 8311 5254 2051

Mr Alex Robins

	nsaction Det Us Transaction D		Amount
06 Feb 20	04 Feb 20	WWW POSTCODEANYWHERE C WORCESTER	60.00
10 Feb 20	08 Feb 20	Spotify P0E82A0B67 London	9.99
17 Feb 20	14 Feb 20	PREMIER INN 44536375 FLEET	90.00
02 Mar 20	29 Feb 20	FACEBK *UC8M9S6LR2 fb.me/ads IE	62.79



MONTH FEBRUARY 2020

CARD HOLDER ALEX ROBINS

Supplier	Cost Centre	Cost Code	Net Amount	VAT	Gross Amount	Card Holder Signature	Councillor Signature	Councillor Signature
POSTCOOE Apywitere	201	4490	£50	£10	1,60	1/1/2	w	M
Sporify	204	4481	£8-33	41.66	£9.99	Ns	~	me
PREMIER	201	4752	473	415	₹90.00	Ms	V	Med
FACEBOOK	201	4432	£62.79	_	£62.79	Ms	~	Justo
				÷				
-2/1								
			E V					
			i					
								4-

GROSS AMOUNT TOTAL

£ 222.78

NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Contact tel 03456 076 434 From Overseas tel 44 1226 260 050

Mr Ben Philip Crane The Harlington, 236 Fleet Road Fleet Hampshire **GU51 4BY**

Lost and Stolen Cards 03456 007 010 (24 Hrs) From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563 used by deaf or speech impaired customers www.hsbc.co.uk

	Account Summary			
Opening Balance	0.00			
Debits	1,423.58			
Credits	0.00			
New Balance	1,423.58 ₽			
Your Credit Limit	£ 2,000.00			

Card number 4864 8311 5110 4382

Statement Date 05 March 2020

Mr Ben Philip Crane

	nsaction Det		Amount
04 Feb 20	02 Feb 20	MSFT * <e0800a9yix> MSBILL.INFO IE</e0800a9yix>	35.20
04 Feb 20	02 Feb 20	MSFT * <e0800a9tbb> MSBILL.INFO IE</e0800a9tbb>	38.21
04 Feb 20	02 Feb 20	MSFT * <e0800a9j3h> MSBILL.INFO IE</e0800a9j3h>	144.15
05 Feb 20	03 Feb 20	MSFT * <e0800aa218> MSBILL.INFO IE</e0800aa218>	36.00 🗸
26 Feb 20	25 Feb 20	SCREWFIX DIRECT YEOVIL	7.99
28 Feb 20	27 Feb 20	SCREWFIX DIRECT YEOVIL	89.95
04 Mar 20	02 Mar 20	MSFT * <e0800aicec> MSBILL.INFO IE</e0800aicec>	35.20 🗸
04 Mar 20	03 Mar 20	MILL SALES DIRECT LTD STRATFORD-UPO	(1,000.88)
05 Mar 20	03 Mar 20	MSFT * <e0800ais0t> MSBILL.INFO IE</e0800ais0t>	36.00

5: £ 916.52 VAT £ 183.30 ZIE 324.76 ZI£ 1,241.28

Date received	DD 12.03.20	Ordered by	
Cost Code	Cost Centre	Amount	1
		and their charles and repairings of the con-	
	-		
			_
wn Clerk Auf	thorisation		



MONTH: Feb - March

CARD HOLDER: Ben Crane

	Supplier	Cost Centre	Cost Code	Net Amount £	VAT £	Gross Amount £	Card Holder Signature	Name of purchaser (if not the card holder)
1	Microsoft	101	4486	£35.20	, 1	£35.20		4
2	Microsoft /	101	4486	£38.21	1	£38.21	2	/s
3	Microsoft /	101	4486	£144.15	1/	£144.15	A	4
4	Microsoft 🧳	101	4486	£36.00	1	£36.00	S.	VI
5	Screwfix 🗸	204	4170	£6.66	£1.33	£7.99	65	L
6	Screwfix ✓	101	4187	£74.96	£14.99	£89.95	RS	V.
7	Microsoft *	101	4486	£35.20	1	£35.20	F	4
8	Millsales 🗸	101	4187	£834.90	£166.98	£1,001.88 £1,000 83	63 HSBCA	HOODS ON J E.Evans
9	Microsoft 🗸	101	4486	£36.00	1	£36.00	57	8
10								
11								
12					/		/	
	Total £	ol e		£1,240.28	£183.30	£1,424.58	538 HSBCJA	ol PTO
Town Clerk Sign				Cllr Sign	M	My	Cllr Sign	New Admires

	Description
1	Microsoft Outlook FTC Email E0800A9YIX 🗸
2	Microsoft Outlook FTC Email E0800A9TBB
3	Microsoft Outlook FTC Email E0800A9J3H 🗸
4	Microsoft Outlook FTC Email E0800AA218
5	intumescent stripping
6	Mask Ventilators
7	Microsoft Outlook FTC Email E0800AICEC
8	Hand Sanitiser 🗸
9	Microsoft Outlook FTC Email E0800AISOT
10	
11	
12	



Your Commercial Card Statement

NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Contact tel 03456 076 434 From Overseas tel 44 1226 260 050

Lost and Stolen Cards 03456 007 010 (24 Hrs) From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563 used by deaf or speech impaired customers www.hsbc.co.uk

	Account S	Summary
Opening Balance		0.00
Debits	resiliatement to	30.96
Credits		0.00
New Balance		30.96
Your Credit Limit		£ 500.00

Card number 4864 8311 5511 5681

Miss Charlotte Benham The Harlington, 236 Fleet Road Fleet Hampshire **GU51 4BY**

Statement Date 05 March 2020

Miss Charlotte Benham **Your Transaction Details** Amount Received By Us Transaction Date Details 3.00 2 12 Feb 20 11 Feb 20 LAND REGISTRY WWW 13257237333 WWW 3.00 12 Feb 20 11 Feb 20 LAND REGISTRY 13257229585 11 Feb 20 LAND REGISTRY WWW 3.00 4 12 Feb 20 13257227064 LAND REGISTRY WWW 3.00 12 Feb 20 11 Feb 20 13257235884 WWW 04 Mar 20 03 Mar 20 LAND REGISTRY 3.00 13796858264 3.00 WWW 04 Mar 20 03 Mar 20 LAND REGISTRY 13796867794 WWW 3.00 / LAND REGISTRY 04 Mar 20 03 Mar 20 13796854678 03 Mar 20 amazon.co.uk 9.96 04 Mar 20 **AMZNMktplace** 204-8025220-36755



MONTH:	FCb 20		
CARD HOLDER:	Charate	14	

	Supplier	Cost Centre	Cost Code	Net Amount £	VAT £	Gross Amount £	Card Holder Signature	Name of purchaser (if not the card holder)
1	land registry /	4555	101	£3.00	£0.00	£3.00	21	V
2	land registry 🗸	4555	101	£3.00	£0.00	£3.00	01	₹.
3	land registry /	4555	101	∕£3.00	£0.00	£3.00	Ct	
4	land registry	4555	101	£3.00	£0.00	£3.00	la	1
5	land registry	4555	101	£3.00	£0.00	£3.00	Cl	1,
6	land registry	4555	101	£3.00	£0.00	£3.00	1	
7	land registry	4555	101	₹3.00	£0.00	£3.00	12	1
8	amazon	4187	204	£8.28	£1.68 £1.28	£9.96	L	7
				DD 12	03.20	roice Aut	norisatio	
				Date receive			Ordered by	
		Ç		Cost Coda	Cost	Centre A	mount	Approved
6				Town Clark	Authorisatio	n		
	Total £	30).96	Date enter £29.28	f1.28	£30.96	2*	03.20201
	Town Clerk Sign			Cllr Sign	hell	WD)	Cllr Sign	Wholis

S: £8.28 VAT £1.68 V 21£21.00 V

·	
·	Description
1	land registry docs
	land registry docs
3	land registry docs
4	land registry docs
5	land registry docs
6	land registry docs
7	land registry docs
8	H&S signs
_	



Your Commercial Card Statement

NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Contact tel 03456 076 434 From Overseas tel 44 1226 260 050

Lost and Stolen Cards 03456 007 010 (24 Hrs) From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563 used by deaf or speech impaired customers www.hsbc.co.uk

	Account Summary
Opening Balance	0,00
Debits	1,351.53
Credits	0.00
New Balance	1,351.53
Your Credit Limit	£ 2,000.00

Card number 4864 8311 5985 4129

NOT TO BE ACCEPTED AS PERSONAL IDENTIFICA

Mr Daniel Mark Dunk

Fleet

Hampshire GU51 4BY

The Harlington, 236 Fleet Road

rate

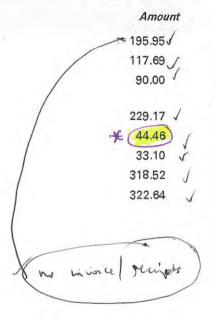
Statement Date 05 March 2020

Your Transaction Details

£1,239.79

Mr Daniel Mark Dunk

Received By U	Js Transaction L	Date Details	
04 Feb 20	03 Feb 20	BOOKERECOMM	DEESIDE
13 Feb 20	11 F⊕b 20	BOOKERECOMM	DEESIDE
13 Feb 20	12 F⊕b 20	EASY EQUIPMENT	MANCHESTER
18 Feb 20	17 Feb 20	287494436 BOOKERECOMM	DEESIDE
26 Feb 20	25 Feb 20	FRIDGE SEALS DIREC	CT DUNBLANE
27 Feb 20	25 Feb 20	BOOKERECOMM	DEESIDE
27 F⊜b 20	25 Feb 20	BOOKERECOMM	DEESIDE
04 Mar 20	02 Mar 20	BOOKERECOMM	DEESIDE
5: € 5	558.4141	74 (0 ATR 111.68	.06p)*
Z: £ 6	38 . 38 -		



CAF	RD HOLDER: Dan Dunk						Feb-20			
T	Supplier	Cost	Cost Code	Net Amount £	VATE	Gross Amount £	Card Holder Signature	Name of pure (if not the o	card	Description
1	Booker	202	4755	£46.99	£9.40	£56.39	-8)		1 Catering Disposables
58	/	201	4700	£12.55	£2.51	£15.06		145.	45	Bar Drinks
95	V	202	4750	£124.50	£0.00	£124.50		}		Catering Supplies Non VAT
2	Booker	201	4700	£4.78	£0.95	£5.73		1		Bar Drinks
7	1	201	4763	£10.89	£2.18	£13.07		>117.	69	Bar Snacks
69	1	202	4750	£98.89	£0.00	£98.89		1		Catering Supplies Non VAT
7	Easy Equipment	204	4041	£75.00	£15.00	£90.00			= 7 11	³ Bar Fridge
-3	Booker	202	4750	£46.99	£9.40	£56.39		1		4 Catering Disposables £56.39
10	/	201	4763	£32.67	£6.53	£39.20		(n24	1	Bar Snacks
0	/	202	4750	£11.48	£2.30	£13.78		(nr	1	Catazing Supplies VAT
1		202	4750	£119.80	£0.00	£119.80				Catering Supplies VAT
1	Fridge Seals Direct	204	4/87	£37.00	£7.40	£44.46	(4)	~		Catering Supplies Non VAT
5	Bookers	202	4750	£27.58	£5.52	£33.10	0			Bar Fridge Seal
- 6	Bookers	202	4750	£44.22	£8.84	£53.06		1		° Catering Supplies VAT
13 1	DOOREIS	202	4700	£11.95	£2.39	£14.34				Catering Supplies VAT
00	/	575		£56.82	£11.37	£68.19		318	42	Bar Drinks
25		201	4763					1	14	Bar Snacks
-		201	4761	£14.58	£2.91	£17,49		1		Bar Confectionary , E17.49 E17.49
-		202	4750	£165.44	£0.00	£165.44		J		Catering Supplies Non VAT
8	Bookers	202	4750	£56.23	£11.25	E67.48				* Catering Supplies VAT
W	,	201	4700	£7.77	£1.55	£9.32		1	C4	Bar Drinks
N		201	4763	£8.49	£1.70	£10.19		(322		Bar Snacks
45		201	4761	£17.49	£3.49	£20.98				Bar Confectionary
		204	4152	£34.93	£6.99	£41.92				Cleaning Supplies
-		202	4750	£172.75	£0.00	E172.75		1		Catering Supplies Non VAT
	Total :	£		£1,239.79	£111.68	£1,351.5			РТО	0.00
	Town Clerk Sign			Clir Sign		MA	Cllr Sign	Huch	while	Coffee shop = CS NET VAT OROSS
					-	1.			C	6 # 56.39 £ 9.40 £ 56.39
170	Sacha	-6	11	¥5	50	2	07	VC	arro	rg. Disp. £ 46.99 £9.40 £56.39
	رادمو	-8	of	10	7	0	C 4	HC	CEV	TONNES & HO.99 & 49.40 & 56.39 PUTCHS & 37.77 & 7.55 & 45.32 PUTCHS & 37.77 & 7.55 & 45.32 CS NOVAT & 681.38 & £ 0.00 & 233.13 HIGSUPPT & 681.38 & £ 38.86 & HILLET
P	Sooke	0	4	For	5	2	01	B	ar	CS NOVAT & 681.38 € 0.00 € 681.38
						_			The CS	CS NOVAT £ 681.38.
B	ooker	-	4	£50	5	2	0 2	_ /	Cari	Arg Suppl £ 681.38 £ 0.00 233.13 Arg Suppl £ 681.38 £ 838.86 £ 141.44
- 2					- 1	10		Bi	M CS	to Supple R 194.27 B 23.57 R 1941
B	other		4	75	0	1	02		art	to suppl ~ a 23.57 & the
								H	CEV	Snack & 117.87 & 9.90 R.59,41
B	oobei		4=	-63	5	2	01	5	our_	shake a ggo Ps
								70	HLE	Ev Confect. & 49.51 & 9.00 & 90.00
B	orler		4	£6	1	2	10	5	ar	£ 15.00 £ 10.00
								D	Sant.	Fridge R \$5.00 £ 5.00 £ 44.46
50	sy Egpm	1	40	141		2	04			2700 £7.460 € (1.16)
	1									B
Kon	idgeSal+	Q S	41	18		of	POC			£1,239.79 € 111.74 £1,351.53
						0.1				£1,239.79 £ 111. TT
CI	£558,	41	VF	H .E	2111	.+4				

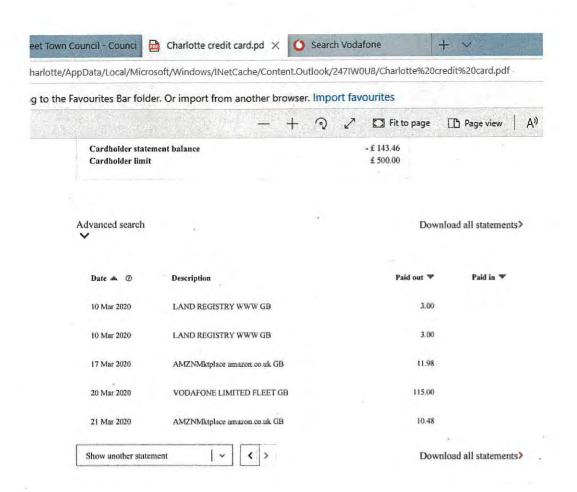
MONTH - March 2020

CARD HOLDER - charlotte

Supplier	Cost Centre	Cost Code	Net Amount	VAT	Gross Amount	Card Holder Signature	Councillor Signature	Councillor Signature
Land registry files	101	4555	3.00	0	3.00	СВ	w.	M
Land registry files	101	4555	3.00	0	3.00	СВ	W	W
Amazon – Phone case & screen protector for new FTC phone	101	4185	9.98	2.00	11.98	СВ		WZ
Vodafone - New phone for FTC use while working remotely	101	4185	115.00	0	115.00	СВ		Mi
Amazon – Magnets for noticeboard	101	4400	2.91+ 5.82 = 8.73	0.58+ 1.17 = 1.75	10.48	СВ		· w
	1							

GROSS AMOUNT TOTAL

£143.46



Download all statements>



Advanced search

A864 8311 5110 4382 Cardholder · Crane,Ben Balance details Recent transactions Statements Statement issued on Apr 2020 Show another statement | V | V | Download | V | © Cardholder statement balance -£ 42.87 Cardholder limit £ 2,000.00

Date 📤 💿	Description	Paid out ▼	Paid in ▼
06 Mar 2020	MSFT E0800AIZBU MSBILL.INFO IE	37.60	
06 Mar 2020	MSFT E0800AJ0A4 MSBILL.INFO IE	133.90	
10 Mar 2020	SCREWFIX DIRECT YEOVIL GB	35.98	
20 Mar 2020	ARGOS LTD INTERNET GB	24.99	
24 Mar 2020	SCREWFIX DIRECT YEOVIL GB	139.99	
27 Mar 2020 ·	MILL SALES DIRECT LTD STRATFORD UPO		568.88
04 Apr 2020	MSFT E0800AR8CE MSBILL.INFO IE	37.60	
04 Apr 2020	MSFT E0800ARIW5 MSBILL.INFO IE	130.49	
04 Apr 2020	MSFT E0800AR4XW MSBILL.INFO IE	36.00	

Date 📤 🗇	Description	Paid out ▼	Paid in 🔻
04 Apr 2020	MSFT E0800ARM1E MSBILL,INFO IE	35,20	an var - 10 andre variable 1901 militer var var var 10 av
Show another state	ement V C >	Downlo	ad all statements
all common plants con a seek constraint and the Mar 19 of the			Back to top ↑

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MONTH: Marc

CARD HOLDER: Ben Crane

	Supplier	Cost Centre	Cost Code	Net Amount £	VAT £	Gross Amount £	Card Holder Signature	Name of purchaser (if not the card holder)
1	Microsoft	101	4486	£37.60	1	£37.60	•	
2	Microsoft	101	4486	£133.90	/	£133.90	• •	
3	Screwfix	101	4187	£29.99	£5.99	£35.98		
4	Argos	101		£24.99	/	£24.99		
5	Screwfix	204	4152	£116.66	£23.33	£139.99		
6	Millsales	101	4020			-£568.88		E.Evans
7	Microsoft	101	4486	£37.60	1	£37.60		
8	Microsoft	101	4486	£130.49	1	£130.49		
9	Microsoft	101	4486	£36.00	1	£36.00	/	
10	Microsoft	101	4486	£35.20	1	£35.20	~.	
11								
12		the manufacture Age.						
	Total	£		£582.43	£29.32	£42.87		РТО
	Town Clerk Sign			Cllr Sign	her	u·	Cllr Sign	Molulis

See above.

as hove , no

No wichered of mape fast



Fleet Town council

GBP 0.00

4864 8311 5128 2956

Cardholder · Harvey, Nicholas/Mr

🖺 Print

Balance details

Recent transactions

Statements

Statement issued on 4 Apr 2020

Download V . 3

Cardholder statement balance Cardholder limit -£439.12 £1,000.00

Advanced search

Date 📤 🛈	Description	Paid out	Paid in 🖤
11 Mar 2020	AMZNMktplace amazon.co.uk GB	71.14	
12 Mar 2020	AMZNMktplace amazon.co.uk GB	31.98	
12 Mar 2020	WWW.ADLIB.CO.UK WWW GB	336.00	

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MONTH: March 2020
CARD HOLDER: Nicholas Harvey

Town Clerk Sign	Total £			Ad Lib	Amazon UK	Amazon UK	Supplier				
			4.	201	201	201	201	201	201	201	Cost Centre
				4182	4182	4182	4182	4182	4182	4182	Cost Code
Cllr Sign	£365.92			£280.00	£10.82	£8.21	£8.16	£26.64	£25.18	£6.91	Net Amount £
my (I)	£73.20			£56.00	£2.17	£1.64	£1.63	£5.34	£5.04	£1.38	VATE
3	£439.12	1		£336.00	£12.99	£9.85	£9.79	£31.98	£30.22	£8.29	Gross Amount £
Cllr Sign		1		3	E	3	135	13	33	00	Gross Holder Amount £ Signature
A-MUM	рто			+	4	+	+	4	7	+	Name of purchaser (if not the card holder)
									2	4	
	0.50								Replacement Low Frequency Driver for ARC's Wide Speaker	Data and Video Adapters for Projection and Show Control	Description

Back to top †



4864 8311 598 Cardholder · Dunk,	~	GBP 0.00	Print
Balance details	Recent transactions Statements		
Statement issue	d on4 Apr 2020		
Show another stater	nent	D	ownload v
Cardholder stater Cardholder limit	nent balance	-£581.50 £2,000.00	
Advanced search		Download	d all statements>
Date 📤 🗇	Description	Paid out **	Paid in 🔻
10 Mar 2020	VIRTUAL COLLEGE LIMITE ILKLEY GB	90.00	
11 Mar 2020	BOOKERECOMM DEESIDE GB	263.52	
17 Mar 2020	BOOKERECOMM DEESIDE GB	218.99	
17 Mar 2020	BOOKERECOMM DEESIDE GB	8.99	
17 1714 2020			

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MONTH: March 2020 CARD HOLDER: Dan Dunk

				ω					2	н	
Booker	*	2/8	7.99	Booker J		£2	63.5	2.	Booker	Virtual College	Supplier
202	202	202	201	201	202	202	204	201	201		Cost Centre
4755	4750	4755	2710	2700	4750	4750	4152	4763	2700		Cost Code
£7.49	£117.30	£70.98	£5.99	£7.77	£200.74	£13.79	£9.98	£23.17	£5.38	£75.00	Net Amount £
£1.50	£0.00	£14.20	£1.20	£1.55	£0.00	£2.76	£2.00	£4.63	£1.07	£15.00	VAT £
£8.99	£117.30	£85.18	£7.19	£9.32	£200.74	£16.55	£11.98	£27.80	£6.45	£90.00	Gross Amount £
											Card Holder_ Signature
										L	Name of purchaser (if not the card holder)

e card holder)	Training
	² Bar Drinks
	Bar Snacks
	Cleaning Supplies
	Catering Supplies VAT
	Catering Supplies Non VAT
	3 Bar Drinks
	Bar Disposables
	Catering Disposables
	Catering Supplies Non VAT
	4 Catering Disposables

Town Clerk Sign Total £ Cllr Sign £537.59 £43.91 £581.50 Clir Sign PTO

Item 6

SUBJECT: INVESTMENT AND CURRENT ACCOUNTS

Account balances for Fleet Town Council as at 30 June 2020

Account	Funds	Interest Rate	Comment
HSBC Current Bank Account, Account No: 61539272	£496,280.58		
Co-operative Bank Current Account Account No: 65583782	£3,729.20		Statements are not being issued if there is no movement on the account. Letter sent on 9/6/2020 to close this account. No response to date.
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£400,000.08	0.05%	Interest paid into HSBC current account
The Cambridge Building Society, Account No: CB01348177	£100,000.00	0.10%	Interest paid into HSBC current account
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£1,050,000	0.3227%	Interest paid into HSBC current account.
TOTAL	£2,050,009.86		

Recommendation

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



Local Government AssociationModel Member Code of Conduct

Introduction

The Local Government Association (LGA) is providing this Model Member Code of Conduct as part of its work on supporting the sector to continue to aspire to high standards of leadership and performance.

The role of councillor in all tiers of local government is a vital part of our country's system of democracy. In voting for a local councillor, the public is imbuing that person and position with their trust. As such, it is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. The conduct of an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to and want to participate with. We want to continue to attract individuals from a range of backgrounds and circumstances who understand the responsibility they take on and are motivated to make a positive difference to their local communities.

All councils are required to have a local Member Code of Conduct. This Model Member Code of Conduct has been developed in consultation with the sector and is offered as a template for councils to adopt in whole and/or with local amendments. The LGA will undertake an annual review of the Code to ensure it continues to be fit-for-purpose, particularly with respect to advances in technology, social media and any relevant changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code, whilst the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

As a councillor we all represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent everyone (in our ward/town/parish), taking decisions fairly, openly, transparently and with civility. Councillors should also be treated with civility by members of the public, other councillors and council employees. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations. This Code, therefore, has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Councillor Izzi Seccombe OBE

Leader, LGA Conservative Group

Councillor Nick Forbes CBE

Leader, LGA Labour Group

Nick forher

Councillor Howard Sykes MBE
Leader, LGA Liberal Democrats Group

Councillor Marianne Overton MBE
Leader, LGA independent Group

Purpose

The purpose of this Code of Conduct is to assist councillors in modelling the behaviour that is expected of them, to provide a personal check and balance, and to set out the type of conduct against which appropriate action may be taken. It is also to protect yourself, the public, fellow councillors, council officers and the reputation of local government. It sets out the conduct expected of all members and a minimum set of obligations relating to conduct. The overarching aim is to create and maintain public confidence in the role of member and local government.

Application of the Code

The Code of Conduct applies to you when you are acting [or claiming or giving the impression that you are acting]1 in [public or in]2 your capacity as a member or representative of your council, although you are expected to uphold high standards of conduct and show leadership at all times. The Code applies to all forms of member communication and interaction, including written, verbal, non-verbal, electronic and via social media, [including where you could be deemed to be representing your council or if there are potential implications for the council's reputation.] Model conduct and expectations is for guidance only, whereas the specific obligations set out instances where action will be taken.

The seven principles of public life

Everyone in public office at all levels – ministers, civil servants, members, council officers – all who serve the public or deliver public services should uphold the seven principles of public life. This Code has been developed in line with these seven principles of public life, which are set out in appendix A.

Model member conduct

In accordance with the public trust placed in me, on all occasions I will:

- · act with integrity and honesty
- act lawfully
- · treat all persons with civility; and
- lead by example and act in a way that secures public confidence in the office of councillor

In undertaking my role, I will:

- impartially exercise my responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- · avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently and in the public interest

Specific obligations of general conduct

This section sets out the minimum requirements of member conduct. Guidance is included to help explain the reasons for the obligations and how they should be followed. These obligations must be observed in all situations where you act [or claim or give the impression that you are acting] as a councillor [or in public], including representing your council on official business and when using social media.

As a councillor I commit to:

Civility

- 1. Treating other councillors and members of the public with civility.
- Treating council employees, employees and representatives of partner organisations and those volunteering for the councils with civility and respecting the role that they play.

Civility means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a civil manner. You should not subject individuals, groups of people or organisations to unreasonable or excessive personal attack.

In your contact with the public you should treat them courteously. Rude and offensive behaviour lowers the public's expectations and confidence in its elected representatives.

In return you have a right to expect courtesy from the public. If members of the public are being abusive, threatening or intimidatory you are entitled to close down any conversation in person or online, refer them to the council, any social media provider or if necessary, the police. This also applies to members, where action could then be taken under the Member Code of Conduct.

Bullying and harassment

3. Not bullying or harassing any person.

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. The bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and not always be obvious or noticed by others.

The Equality Act 2010 defines harassment as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. The relevant protected characteristics are age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation.

Impartiality of officers of the council

4. Not compromising, or attempting to compromise, the impartiality of anyone who works for, or on behalf of, the council.

Officers work for the council as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. Although you can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

Confidentiality and access to information

- 5. Not disclosing information given to me in confidence or disclosing information acquired by me which I believe is of a confidential nature, unless I have received the consent of a person authorised to give it or I am required by law to do so.
- 6. Not preventing anyone getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and

printed materials are open to the public except in certain circumstances. You should work on this basis but there will be times when it is required by law that discussions, documents and other information relating to or held by the council are treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

Disrepute

7. Not bringing my role or council into disrepute.

Behaviour that is considered dishonest and/or deceitful can bring your council into disrepute. As a member you have been entrusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on other councillors and/or your council.

Your position

8. Not using, or attempting to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the council provides you with certain opportunities, responsibilities and privileges. However, you should not take advantage of these opportunities to further private interests.

Use of council resources and facilities

9. Not misusing council resources.

You may be provided with resources and facilities by the council to assist you in carrying out your duties as a councillor. Examples include office support, stationery and equipment such as phones, and computers and transport. These are given

to you to help you carry out your role as a councillor more effectively and not to benefit you personally.

Interests

10. Registering and declaring my interests.

You need to register your interests so that the public, council employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a document that can be consulted when (or before) an issue arises, and so allows others to know what interests you have, and whether they might give rise to a possible conflict of interest. The register also protects you. You are responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise.

It is also important that the public know about any interest that might have to be declared by you or other members, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained. Discuss the registering and declaration of interests with your Monitoring Officer/Town or Parish Clerk and more detail is set out in appendix B.

Gifts and hospitality

- 11. Not accepting significant gifts or hospitality from persons seeking to acquire, develop or do business with the council or from persons who may apply to the council for any permission, licence or other significant advantage.
- 12. Registering with the monitoring officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.

You should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a member. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family, or gifts which you do not accept. However, you may wish to notify your monitoring officer of any significant gifts you are offered but refuse which you think may have been offered to influence you.

Note – items in square brackets [x] refer to recommendations made by the Committee on Standards in Public Life and may be part of a future Government consultation. This includes possible future sanctions and appeals processes.

Breaches of the Code of Conduct

Most councillors conduct themselves appropriately and in accordance with these standards. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations.

Section 27 of the Localism Act 2011 requires relevant authorities to promote and maintain high standards of conduct by members and co-opted members of the authority. Each local authority must publish a code of conduct, and it must cover the registration of pecuniary interests, the role of an 'independent person', and sanctions to be imposed on any councillors who breach the Code.

The 2011 Act also requires local authorities to have mechanisms in place to investigate allegations that a member has not complied with the Code of Conduct, and arrangements under which decisions on allegation may be made.

Failure to comply with the requirements to register or declare disclosable pecuniary interests is a criminal offence. Taking part in a meeting or voting, when prevented from doing so by a conflict caused by disclosable pecuniary interests, is also a criminal offence.

Political parties may have its own internal standards and resolution procedures in addition to the Member Code of Conduct that members should be aware of.

Example LGA guidance and recommendations

Internal resolution procedure

Councils must have in place an internal resolution procedure to address conduct that is in breach of the Member Code of Conduct. The internal resolution process should make it clear how allegations of breaches of the Code of Conduct are to be handled, including the role of an Independent Person, the appeals process and can also include a local standards committee. The internal resolution procedure should be proportionate, allow for members to appeal allegations and decisions, and allow for an escalating scale of intervention. The procedure should be voted on by the council as a whole.

In the case of a non-criminal breach of the Code, the following escalating approach can be undertaken.

If the breach is confirmed and of a serious nature, action can be automatically escalated.

- an informal discussion with the monitoring officer or appropriate senior officer
- 2. an informal opportunity to speak with the affected party/ies
- 3. a written apology
- 4. mediation
- 5. peer support
- 6. requirement to attend relevant training
- 7. where of a serious nature, a bar on chairing advisory or special committees for up to two months
- 8. where of a serious nature, a bar on attending committees for up to two months.

Where serious misconduct affects an employee, a member may be barred from contact with that individual; or if it relates to a specific responsibility of the council, barred from participating in decisions or information relating to that responsibility.

Endnotes

- 1. CSPL recommend that "Section 27(2) of the Localism Act 2011 should be amended to state that a local authority's code of conduct applies to a member when they claim to act, or give the impression they are acting, in their capacity as a member or as a representative of the local authority".
- 2. CSPL recommend that "councillors should be presumed to be acting in an official capacity in their public conduct, including statements on publicly accessible social media. Section 27(2) of the Localism Act 2011 should be amended to permit local authorities to presume so when deciding upon code of conduct breaches."
- 3. Subject to footnotes 1 and 2 above
- 4. See CSPL website for further details www.gov.uk/government/news/theprinciples-of-public-life-25-years
- 5. ACAS's definition of bullying

Appendices

Code Appendix A

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Code Appendix B

Registering interests

- 1. Within 28 days of this Code of Conduct being adopted by the council or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests).
- You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest in Table 1 or 2, or of any change to a registered interest, notify the Monitoring Officer.

Declaring interests

- 3. Where a matter arises at a meeting which directly relates to an interest in Table 1, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
- 4. Where a matter arises at a meeting which directly relates to an interest in Table 2, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

- 5. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
- 6. Where a matter arises at a meeting which affects
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a friend, relative, close associate; or
 - c. a body covered by table 1 below

you must disclose the interest.

7. Where the matter affects the financial interest or well-being to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

Table 1: Disclosable Pecuniary Interests

Subject	Description						
Employment, office, trade, profession or	Any employment, office, trade, profession or vocation carried on for profit or gain.						
vocation	[Any unpaid directorship.]						
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.						
	This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 .						
Contracts	Any contract made between the councillor or his/her spouse or civil partne or the person with whom the councillor is living as if they were spouses/civ partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —						
	(a) under which goods or services are to be provided or works are to be executed; and						
	(b) which has not been fully discharged.						
Land and Property	Any beneficial interest in land which is within the area of the council.						
	'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.						
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.						
Corporate tenancies	Any tenancy where (to the councillor's knowledge)—						
	(a) the landlord is the council; and						
	(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.						
Securities	Any beneficial interest in securities* of a body where—						
	(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and						
	(b) either—						
	(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or						
	(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.						

Table 2: Other Registerable Interests

Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;						
Any Body— (a) exercising functions of a public nature;						
	(b) directed to charitable purposes; or					
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)					
of which you are a mem	ber or in a position of general control or management.					

^{*&#}x27;director' includes a member of the committee of management of an industrial and provident society.

^{*&#}x27;securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.





Local Government Association

18 Smith Square London SW1P 3HZ

Telephone 020 7664 3000 Fax 020 7664 3030 Email info@local.gov.uk www.local.gov.uk

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For a copy in Braille, larger print or audio, please contact us on 020 7664 3000. We consider requests on an individual basis.



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	Victim Support
	Address	21A Hursley Road Chandlers Ford Hants SO53 2FS
	Bank Account details for payment	
	Account	04115819
	Sort Code	30-00-02
2.	Name, Address and Status of Contact & position	Lisa Jones – Service Delivery Assistant As above
	E-mail address	hiow.areaoffice@victimsupport.org.uk
3.	Telephone Number of Contact	0808 178 1641
4.	Is the Organisation a Registered Charity?	Yes/No Charity Number: 298028
5.	Date of establishment of Organisation	1974
6.	Details of purpose of Grant (please use additional sheet to include details)	To purchase security items that we provide free of charge to victims and their families such as personal alarms and small security items for the home -dummy CCTV, window or door alarms to make people feel safer in their homes. These used to be funded via the Prisoner's Earnings Act however that funding has now ceased and, as this truly beneficial resource has such a positive impact on victim's recovery, we are seeking funding to continue this provision.
		Victim Support offers free and confidential help to victims of crime, witnesses, their family and friends. We strive to deliver a local approach to our service – residents of Fleet are supported by locally trained staff and volunteers ensuring a professional service with a local knowledge. Our trained volunteers offer someone to talk to in confidence, information on police and court procedures, practical items such as personal alarms and small security items for the home (dummy CCTV, window or door alarms to make people feel safer in their homes) and help in dealing with other organisations.
		Residents supported via our community based service receive immediate emotional and practical support when they are contacted by our team. At this point we discuss how the crime has impacted the individual and what support we can provide to help that person cope and recover. Support can include advocacy, personal alarms and window/door alarms, referrals to other specialist agencies, if appropriate and information provision



7.	Amount applied for	£ 200							
8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	We are unable to provide exact statistical information for your parish, however in previous years we have supported an average of 210 Fleet residents and we would not expect this number to differ year on year. We conduct surveys with the people we support which are designed to measure the difference made by our service. Victim Support aims to get feedback from 100% of its clients. The feedback is evaluated on a regular basis to ensure that the service we provide is of value and helps to make a difference. Victim Support speaks out as a national voice for victims and witnesses and campaigns for change.							
9.	Projected income and expenditure of project/event	Ongoing however £100 could purchase 20 fake CCTV cameras, 62 window alarms, 42 door handle alarms or 55 segment timers that can help to make people feel safer in their homes. It could also purchase 62 personal alarms to aid victim's confidence to feel safer and find the strength to move forward after crime. This demonstrates what could be purchased but the final combination of items would be chosen to best reflect the needs of the victims we work with.							
10.	Details of any other grants applied for this project/event/activity and status	Body We apply annual levels of succes	Amount ally to town ares	Date applied nd parish councils	Approved s in the area v	Refused ve cover wit	Pending h varying		
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	Without local support from Parish Councils we would need to use our supply of security items more sparingly which would mean that not every combination of items could be chosen to best reflect the needs of the victims we work with							
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	Fleet Town Council very kindly awarded Victim Support a grant of £200 in the financial years 2017/18 and 2019/20							
13.	How will you publically acknowledge Fleet Town Council's contribution?	Our annual repo	rt is usually p the year	ublished around	August each	year and inc	cludes a		

You may use a separate sheet of paper to submit any other information which you fe	el will support this
application.	• •
Signed	Date 11/06/20



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?		

MEMORANDUM OF ASSOCIATION OF VICTIM SUPPORT

A Charitable Company Limited by Guarantee

THE COMPANIES ACT 1985 AND 2006 COMPANY LIMITED BY GUARANTEE

MEMORANDUM OF ASSOCIATION OF VICTIM SUPPORT

- The Charity's name is Victim Support (and in this document it is called the Charity). Ĭ
- 2 The Charity's registered office is to be situated in England and Wales.

3 **Objects**

The Charity's Objects (the Objects) are:

- to reduce the distress, poverty and disadvantageous effects on victims a) and witnesses of crime and other forms of harmful behaviour, including on the families and friends of such persons and others affected who are in need;
- to advance public education and awareness by research into and analysis of experience of issues relating to victims and witnesses of crime, the families and friends of such persons, and others affected and to disseminate the useful results of such research.

Powers

Recording the State of the Control

- 1 And the A.I. In addition to any other powers it may have, the Charity has the following powers in contact to further the Objects (but not for any other purpose):
- to promote and supply the means whereby staff and volunteers may obtain and provide advice, support, practical help and information;
- to promote the training and education of such staff and volunteers for such purposes;
- to make any charitable donation either in cash or assets for the furtherance of the Objects;
- d) to raise funds. In doing so, the Charity must not undertake any substantial permanent trading activity and must comply with any 囊 化邻唑二唑甲二甲烷 化二二二 relevant statutory regulations;
- . e) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
 - f) to sell, lease or otherwise dispose of all or any part of the property belonging to the Charity. In exercising this power, the Charity must comply as appropriate with sections 36 and 37 of the Charities Act • 1993 as amended by the Charities Act 2006;
 - to borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed. The Charity must comply as appropriate with Sections 38 and 39 of the Charities Act 1993 as amended by the Charities Act 2006 if it wishes to mortgage land;

- h) to cooperate, exchange information and enter into arrangements or agreements with statutory and non-statutory bodies in the interests of the Charity;
- to establish or support any charitable trusts, charities or institutions formed for any of the charitable purposes included in the Objects;
- to acquire or to enter into any partnership or joint venture arrangement with any other charity formed for any of the Objects, or to merge with any other charity;
- to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
- to employ and remunerate such staff as are necessary for carrying out the work of the Charity. The Charity may contract with or remunerate a Trustee only to the extent it is permitted to do so by clause 6.4 and provided it complies with the conditions in clause 6.5;
- m) to:
- deposit or invest funds;
- ii) employ professional fund manager(s);
- iii) arrange for the investments or other property of the Charity to be held in the name of a nominee;
- n) to provide indemnity insurance for the Trustees or Secretary of the Charity in relation to any such liability as specified in sub-clause 4.2, but subject to the restrictions as specified in sub-clause 4.3 in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;
- o) to pay out of the funds of the Charity the costs of forming and registering the Charity both as a company and as a Charity;
- p) to do all such other lawful things as are necessary or desirable for the achievement of the Objects.
- 4.2 The liabilities referred to in sub clause 4.1 o) are:
 - a) any liability that by virtue of any rule of law would otherwise attach to a Trustee of a company in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the Charity;
 - b) the liability to make a contribution to the Charity's assets as specified in section 214 of the Insolvency Act 1986 (wrongful trading).
- 4.3 The following liabilities are excluded from sub clause 4.2 a):
 - a) fines;

- costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or wilful or reckless misconduct of a Trustee or Secretary;
- c) liabilities to the Charity that result from conduct that a Trustee or Secretary knew or must be assumed to have known was not in the best interests of the Charity or in respect of which the person concerned did not care whether it was in the best interests of the Charity or not.

Excluded from sub-clause 4.2 b) is any liability to make such a contribution if the basis of a Trustee's liability arises from his or her knowledge prior to the insolvent liquidation of the Charity that there was no reasonable prospect that the Charity would avoid going into insolvent liquidation (this includes his or her reckless failure to acquire that knowledge).

5 Valuing diversity

In carrying out its Objects and exercising its Powers, the Charity shall seek to ensure that it reflects the diversity of the community in which it operates and that all services are equally accessible:

6 Income & Property

- 6.1 The income and property of the Charity shall be applied solely towards the promotion of the Objects.
- 6.2 None of the income or property of the Charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any Company Member of the Charity, unless in accordance with Article 5.5. This does not prevent a Company Member from receiving a benefit from the Charity in the capacity of a beneficiary of the Charity's Objects.

6.3 No Trustee may:

- a) buy goods or services from the Charity;
- b) sell goods, services, or any interest in land to the Charity;
- c) be employed by, or receive any remuneration from the Charity;
- d) receive any other financial benefit from the Charity, unless:
 - i) the payment is permitted by sub-clause 6.4 and the Trustees follow the procedure and observe the conditions set out in sub clause 6.5;
 - ii) the Trustees obtain the prior written approval of the Commission and fully comply with any procedures it prescribes.

6.4 A Trustee may receive:

 a benefit from the Charity in the capacity of a beneficiary of the Objects;

- b) interest on money lent to the Charity at a reasonable and proper rate not exceeding two per cent per annum below the base rate of a clearing bank to be selected by the Trustees;
- c) rent for premises let by the Trustee to the Charity if the amount of the rent and the other terms of the lease are reasonable and proper;
- d) reimbursement for reasonable out of pocket expenses properly incurred when acting on behalf of the Charity;
- e) an indemnity from the Charity in the circumstances specified in Article 45;

A company of which a Trustee is a member may receive fees, remuneration or other benefit in money or money's worth provided that the shares of the company are listed on a recognised stock exchange and the Trustee holds not more than one per cent of the issued capital of that company.

- 6.5 The Charity and its Trustees may only rely upon the authority provided by sub clause 6.4 if each of the following conditions is satisfied:
 - a) the sums paid to the Trustee do not exceed an amount that is reasonable in all the circumstances;
 - b) Trustee is absent from the part of any meeting at which there is discussion of:
 - i. the Trustee;
 - ii. any proposal to enter into any other contract or with him or her or to confer any benefit upon him or her that would be permitted under sub clause 6.4; or
 - iii. any other matter relating to a payment or the conferring of any benefit permitted by sub clause 6.4.
 - c) the Trustee does not vote on any such matter and is not to be counted when counting the quorum for that part of the meeting;
 - d) the Board of Trustees is satisfied that it is in the interests of the Charity to contract with that Trustee rather than someone who is not a Trustee. In reaching that decision the Trustees must balance the advantages against the disadvantages, especially the loss of the Trustee's services as a result of dealing with the Trustee's conflict of interest;
 - e) the reason for their decision is recorded by the Trustees in the minute book;
 - f) a majority of the Trustees then in office have received no such payments; and
 - g) a majority of Trustees voting have received no such payments.

Remuneration of a Trustee includes the engagement or remuneration of any firm or company in which the Trustee is:

- a) a partner;
- b) an employee;
- c) a consultant;
- d) a Trustee; or
- e) a shareholder, unless the shares of the company are listed on a recognised stock exchange and the Trustee holds not more than one per cent of the issued capital.

6.6 In sub clauses 6.1 to 6.5 of this clause:

- a) 'Charity' shall include any company in which the Charity:
 - i) holds more than fifty per cent of the shares; or
 - ii) controls more than fifty per cent of the voting rights attached to the shares; or
 - iii) has the right to appoint one or more Directors to the Board of the company;
 - b) 'Trustee' shall include any child, parent, grandchild, grandparent, brother, sister, spouse or civil partner of the Trustee or any person living with the Trustee as his or her partner.
 - 7 The Memorandum and Articles of Association may be amended in accordance with the Acts and the Charities Act 1993 (or any modification of these Acts).
 - 8 The liability of the Company Members is limited.
 - 9 Every Company Member promises, if the Charity is dissolved while he or she is a Company Member or within twelve months after he or she ceases to be a Company Member to contribute such sum (not exceeding £1) as may be demanded of him or her towards the payment of the debts and liabilities of the Charity incurred before he or she ceases to be a Company Member and of the costs, charges and expenses of winding up and the adjustment of the rights of the contributories among themselves.
 - The Company Members of the Charity may at any time before and in expectation of its dissolution resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision has been made for them, shall on or before the dissolution of the Charity be applied or transferred in any of the following ways:
 - a) directly for the Objects; or
 - b) by transfer to a new or existing charity or charities for purposes similar to the Objects; or

- c) to any charity for use for particular purposes that fall within the Objects.
- Subject to any such resolution of the Company Members of the Charity, the Trustees of the Charity may at any time before and in expectation of its dissolution resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision made for them, shall on dissolution of the Charity be applied or transferred:
 - a) directly for the Objects; or
 - b) by transfer to such new charity or charities for purposes similar to the Objects; or
 - c) to any charity or charities for use for particular purposes that fall within the Objects.
- In no circumstances shall the net assets of the Charity be paid to or distributed among the Company Members of the Charity (except to a Company Member that is itself a charity) and if no such resolution is passed by the Company Members or the Trustees the net assets of the Charity shall be applied for charitable purposes as directed by the court or the Commission.

Words and expressions defined in the Articles of the Charity have the same meanings as in this Memorandum.

On behalf of the subscribers:

Jun Alia

Sarah Phillips OBE DL Chairman of the Board of Trustees

THE COMPANIES ACT 1985 AND 2006 COMPANY LIMITED BY GUARANTEE

OF VICTIM SUPPORT

I. Interpretation

I.I. In these Articles and the Memorandum of Association the following terms shall have the following meanings:

The Acts	The Companies Act 1985 and the 2006 Act
The 1985 Act	The Companies Act 1985
The 2006 Act	The Companies Act 2006
Address	A postal address or, for the purposes of electronic communication, a fax number, an email address or a text message number in each case registered with the Charity
The Articles	The Articles of Association of the Company
Active Volunteer	Any volunteer who has given his or her time to the organisation without receiving any remuneration in the last six months
Auditors	The duly appointed auditors of the Charity from time to time
Board of Trustees or Trustees	The Trustees of the Charity. The Trustees are charity trustees as defined by Section 97 of the Charities Act 1993 as amended by the Charities Act 2006.
The Charity	The Company intended to the regulated by these Articles
Clear days	In relation to a period of a notice means a period excluding: the day when the notice is given or deemed to be given; and the day for which it is given or on which it is to take effect
The Commission	The Charity Commission for England and Wales
Company Member	Any individual that has become a Company Member in accordance with Article 3
Co-opted Trustee	Trustee appointed to the Board of Trustees in accordance with Article 25
Electronic communication	Has the meaning ascribed to it in the Electronic Communications Act 2000
The Memorandum	The Memorandum of Association of the Charity
Month	Calendar month
Natural person	Human being rather than a company or other organisation
Office holders	Includes the Chair and Vice Chair of Trustees, the Treasurer, the Secretary and any other office holder determined by the Trustees from time to time
Proxy	A person appointed to represent a Company Member

	pursuant to Article 15
Register of Company Members	The Register of Company Members required to be maintained under these Articles
Registered Office	The Registered Office of the Charity from time to time
The Seal	The common seal of the Charity if it has one
Secretary	The Company Secretary of the Charity from time to time or any other person appointed to perform the duties of the Company Secretary
Standing Orders	The rules and terms of reference which the Trustees may from time to time make for the proper conduct and management of the Charity
United Kingdom	Great Britain and Northern Ireland
In writing	Written, printed or transmitted writing including electronic communication

- 1.2. Words importing one gender shall include all genders and the singular includes the plural and vice versa.
- 1.3. Where an ordinary resolution of the Charity is expressed to be required for any purpose, a special resolution is also effective for that purpose.
- **1.4.** In these Articles, unless the context otherwise requires:
 - (a) Words and expressions to which a particular meaning is given by the 1985 Act or the 2006 Act, in each case as in force when the Articles are adopted, shall have the same meaning in the Articles; and
 - (b) Words and expressions to which a particular meaning is given by the Acts, in each case as in force when the Articles are adopted, shall have meaning given by the 2006 Act, except where the word or expression is otherwise defined in the Articles.
- 1.5. References in these Articles to any statutory provision or statute include all modifications thereto and all re-enactments thereof (with or without modification) and all subordinate legislation made there under in each case for the time being in force. This Article does not affect the interpretation of Article 1.4.
- 1.6. A Company Member is "present" at a meeting if the Company Member (being an individual) attends in person or if the Company Member (being an organisation) attends by its duly authorised representative, who attends in person, or if the Company Member attends by his or its duly appointed proxy, who attends in person.

- 1.7. A Company Member will be deemed present "in person" at the meeting and will be counted in the quorum and entitled to vote if that Company Member participates through the medium of conference telephone, video teleconference or similar form of communications equipment if all persons participating in the meeting are able to hear and speak to each other throughout the meeting.
- 2. The Charity is established for the purposes expressed in the Memorandum.

3. Company Membership

- 3.1. The Company Members shall be the Trustees
- 3.2. Each Trustee shall become a Company Member on becoming a Trustee.

Not used.

- 3.3. Company Membership is not transferable.
- 3.4. The Trustees shall keep an accurate Register of Company Members in which shall be recorded the name and address of every Company Member and the dates on which they became and ceased to be a Company Member.

4. Victim Support Cymru

- 4.1. From the conclusion of the 2013 Annual General Meeting of the Charity, the person appointed as chair of Victim Support Cymru shall automatically become a Trustee Ex-officio and shall remain an Ex-officio Trustee unless he or she ceases to be a Trustee pursuant to Article 27 or ceases to be the chair of Victim Support Cymru. Such Ex-officio Trustee shall:
 - (a) Have all the powers and responsibilities of a Trustee;
 - (b) Be entitled to attend, receive notice of and vote at meetings of the Board of Trustees:
 - (c) At all times be subject to the provisions of Article 27.

5. Termination of Company Membership

- **5.1.** Company Membership is terminated if:
 - (a) the Company Member dies;
 - (b) the Company Member resigns by written notice to the Charity;
 - (c) a resolution to terminate such Company Member's membership is passed in accordance with Article 6.2;
 - (d) in relation to a Company Member who is a Company Member by virtue of being a Trustee, he or she ceases for whatever reason to be a Trustee;

- 5.2. A Company Member may be removed from Company Membership by a resolution of the Trustees that it is in the best interests of the Charity that his or her Company Membership is terminated. A resolution to remove a Company Member from Company Membership may only be passed if:
 - (a) the Company Member has been given at least twenty-one days' notice in writing of the meeting of the Trustees at which the resolution will be proposed and the reasons why it is to be proposed;
 - (b) the Company Member or, at the option of the Company Member, the Company Member's representative (who need not be a Company Member of the Charity) has been allowed the opportunity to make representations to the meeting (whether or not such opportunity is taken).

6. General Meetings

- 6.1. An Annual General Meeting must be held in each calendar year and not more than fifteen months may elapse between successive Annual General Meetings.
- **6.2.** All general meetings other than Annual General Meetings shall be called General Meetings.
- **6.3.** The Trustees may call a General Meeting at any time.
- 6.4. Company Members holding between them ten per cent or more of the total voting rights may require the Trustees to call a General Meeting at any time.

7. Notice of General Meetings

- 7.1. The minimum periods of notice required to hold a General Meeting of the Charity (other than adjourned meeting) are:
 - (a) twenty-one clear days for an Annual General Meeting and a General Meeting called for the passing of a resolution appointing a person as a Trustee;
 - (b) fourteen clear days for all other General Meetings, including for the avoidance of doubt (but not limited to), a General Meeting called for the passing of special resolution.
- **7.2.** A general meeting may be called by shorter notice if it is so agreed:
 - (a) in the case of an Annual General Meeting, by all the Company Members entitled to attend and vote thereat;
 - (b) in the case of a General Meeting, by a majority in number of Company Members having a right to attend and vote at the meeting who together hold not less than ninety five per cent of the total voting rights exercisable at such meeting.
- 7.3. The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted at the meeting. If the meeting is to be an

Annual General Meeting, the notice must say so. If the meeting is convened to consider a special resolution, the text of the resolution and the intention to propose the resolution as a special resolution shall also be specified. The notice must also contain a statement setting out the right of Company Members to appoint a proxy under section 324 of the 2006 Act and Article 15 of these Articles.

- **7.4.** The notice must be given to all the Company Members and to the auditors, in accordance with Articles 41 and 42.
- **7.5.** Notice of Annual General Meetings, inviting public attendance shall be displayed in accessible public places so as to promote the Charity.
- 7.6. Members of the public may speak only at the invitation of the Chair.

8. General Meetings - Accidental omission of notice

8.1. The accidental omission to give notice of a General Meeting to, or to send, supply or make available a document or information relating to a meeting to or, the non-receipt of any such notice, document or information by, any person entitled to receive notice shall not invalidate the proceedings at the meeting.

9. General Meetings - Quorum

- 9.1. No business shall be transacted at any general meeting unless a quorum is present.
- **9.2.** The quorum is twenty five per cent of Company Members who are eligible to vote in person or by proxy at least two of whom must be a Trustee.

10. General Meetings - Quorum not present

- 10.1. The meeting shall be adjourned to such time and place as the Trustees shall determine if:
 - (a) a quorum is not present in person or by proxy within half an hour from the time appointed for the meeting; or
 - (b) during a meeting a quorum ceases to be present.
- 10.2. The Trustees must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.
- 10.3. If no quorum is present in person or by proxy at the reconvened meeting with fifteen minutes of the time specified for the start of the meeting the Company Members present at that time shall constitute the quorum for that meeting.

11. General Meetings - Chair

11.1. The person who has been appointed to chair the meetings of the Trustees shall chair the general meetings.

- 11.2. If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting, the person who has been appointed to be vice chair of the board shall chair the meeting.
- 11.3. If there is only one Trustee present and willing to act, he or she shall chair the meeting.
- II.4. If no Trustee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the Company Members present in person or by proxy and entitled to vote must choose one of their number to chair the meeting.

12. General Meetings - Reconvening

- 12.1. The Company Members present in person or by proxy at a meeting may resolve by ordinary resolution that the meeting shall be adjourned.
- 12.2. The person who is chairing the meeting must decide the date, time and place at which the meeting is to be reconvened unless those details are specified in the resolution.
- 12.3. No business shall be conducted at a reconvened meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- 12.4. If a meeting is adjourned by a resolution of the Company Members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting.

13. General Meeting - Voting

- **13.1.** Any vote at a meeting shall be decided by a show of hands unless before, or on the declaration of the result of, the show of hands a poll is demanded by:
 - (a) the person chairing the meeting; or
 - (b) a Company Member or Company Members present in person or by proxy representing not less than one tenth of the total voting rights of all the Company Members having the right to vote at the meeting.

13.2.

- (a) Unless a poll is demanded, the declaration by the person who is chairing the meeting that a resolution has or has not been passed or has or has not been passed by a particular majority shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution. An entry in respect of such a declaration in minutes of the meeting recorded in accordance with section 355 of the 2006 Act is also conclusive evidence of that fact without such proof.
- (b) The result of the vote must be recorded in the minutes of the Charity but the number or proportion of votes cast need not be recorded.

13.3.

- (a) A demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the person who is chairing the meeting.
- (b) If the demand for a poll is withdrawn, the demand shall not invalidate the result of a show of hands declared before the demand was made.

13.4.

- (a) A poll must be taken as the person who is chairing the meeting directs, who may appoint scrutineers (who need not be Company Members) and who may fix a time, date and place for declaring the results of the poll.
- (b) The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.

13.5.

- (a) A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately.
- (b) A poll demanded on any other question must be taken either immediately or at such time, date and place as the person who is chairing the meeting directs.
- (c) The poll must be taken within thirty days after it has been demanded.

- (d) If the poll is not taken immediately, at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken unless the time, date and place of the poll are announced at the meeting at which it is demanded.
- (e) If a poll is demanded, the meeting may continue to deal with any other business that may be conducted at the meeting.

14. Proxies: appointment and voting

"Victim Support

"Victim Support

- 14.1. Any Company Member is entitled to appoint another person as a proxy to exercise all or any of the Company Member's rights to attend and to speak and vote at a general meeting of the Charity.
- 14.2. The appointment of a proxy shall be executed by or on behalf of the appointor and shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the Trustees may approve);

•
I being a Company Member of the above named charity, hereby appoint, or failing him/her,, as my proxy to vote in my name and on my behalf at the general meeting of the Charity to be held or
20, and at any adjournment thereof.
Signed on 20"

14.3. Where it is desired to afford Company Members an opportunity of instructing the proxy how to act the appointment of a proxy shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the Trustees may approve);

I......, being a Company Member of the above named charity, hereby appoint, or failing him/her,, or failing him/her,, as my/our proxy to vote in my name and on my behalf at the general meeting of the Charity to be held on20..., and at any adjournment thereof.

This form is to be used in respect of the resolutions mentioned below as follows:

Resolution No. 1 *for *against Resolution No. 2 *for *against

*Strike out whichever is not desired

Unless other instructed, the proxy may vote as s/he thinks fit or abstain from voting.

Signed on 20....."

- **14.4.** The appointment of a proxy and any authority under which it is executed (or a copy of such authority certified by a notary or in some other way approved by the Trustees) may be lodged with the Charity as follows:
 - (a) in the case of an instrument in writing be deposited at the office or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the Charity in relation to the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote: or
 - (b) in the case of an appointment contained in an electronic communication, where an address had been specified for the purpose of receiving electronic communications:
 - (i) in the notice convening the meeting, or
 - (ii) in any instrument of proxy sent out by the Charity in relation to the meeting, or
 - (iii) in any invitation contained in an electronic communication to appoint a proxy issued by the Charity in relation to the meeting, it must be received at such address not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the appointment proposed to vote;
 - (c) in the case of a poll taken more than 48 hours after it is demanded, be deposited or received as aforesaid after the poll has been demanded and not less than 24 hours before the time appointed for the taking of the poll; or
 - (d) where the poll is not taken forthwith but is taken not more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the person chairing the meeting or to the secretary or to any Trustee.
- **14.5.** An appointment of proxy which is not deposited, delivered or received in a manner described in Article 15.4 shall be invalid.
- 14.6. A vote given or poll demanded by proxy or by the duly authorised representative of a Company Member which is an organisation shall be valid even if the authority of the person voting or demanding a poll has been determined unless notice of the determination was received by the Charity at:
 - (a) its registered office, or
 - (b) at such other place at which the instrument of proxy was duly deposited, or
 - (c) (where the appointment of the proxy was contained in an electronic communication) at the address at which such appointment was duly received

before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

15. Written resolutions

15.1. A resolution in writing agreed by a simple majority (or in the case of a special resolution by a majority of not less than 75%) of the Company Members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective provided that a copy of the proposed resolution has been sent to every eligible Company Member and a simple majority (or in the case of a special resolution a majority or not less than 75%) of the Company Members has signified its agreement to the resolution in an authenticated document which has been received at the registered office within the period of 28 days beginning with the circulation date. A resolution in writing may comprise several copies to which one or more Company Members have signified their agreement. In the case of a Company Member that is an organisation, its authorised representative may signify its agreement.

Casting vote

16.1. If there is an equality of votes, whether on a show of hands or on a poll, the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.

17. Votes of Company Members

17.1. Every Company Member shall have one vote on a resolution and every proxy present who has been duly appointed by a Company Member entitled to vote on the resolution has one vote.

18. Raising an objection

18.1. Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered and the decision of the person who is chairing the meeting shall be final.

19. Trustees

- 19.1. A Trustee must be a natural person aged eighteen years or older.
- 19.2. No one may be appointed a Trustee if he or she would be disqualified from acting under the provisions of Article 27.
- 19.3. No employee of the Charity may be a Trustee.

20. Board of Trustees

- **20.1.** The number of Trustees shall be not less than five and (unless otherwise determined by ordinary resolution) shall be subject to a maximum of twelve.
- **20.2.** The Charity shall actively promote a Board membership which includes a range of skill, experience and knowledge in keeping with the pursuance of its Objects.

- 20.3. Trustees who perform any other role within the Charity shall be subject to the requirements of Article 35.
- **20.4.** A Trustee may not appoint an alternate Trustee or anyone to act on his or her behalf at meetings of the Trustees.
- 20.5. At least three Trustees shall be Active Volunteers provided sufficient individuals submit applications for these positions which are deemed acceptable by the Governance and Nominations Committee in accordance with the procedures as set out in the Standing Orders from time to time.

21. Powers of Trustees

- 21.1. The Trustees shall manage the business of the Charity and may exercise all the powers of the Charity unless they are subject to any restrictions imposed by the Acts, the Memorandum, these Articles or any special resolution.
- 21.2. No alteration of the Memorandum or these Articles or any special resolution shall have retrospective effect to invalidate any prior act of the Trustees.
- 21.3. Any meeting of Trustees at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Trustees.

22. Retirement of Trustees

- **22.1.** At each Annual General Meeting, those Trustees whose term of office has expired must retire from office.
- 22.2. If a Trustee is required to retire at an Annual General Meeting by a provision of these Articles the retirement shall take effect upon the conclusion of the meeting.
- 22.3. Subject to Article 23.4, no Trustee shall be eligible to serve as Trustee for more than two consecutive full terms, each of three years.
- 22.4. The Board may, in exceptional circumstances, permit a Trustee to serve more than two consecutive full terms, provided that in no circumstances may any Trustee serve as Trustee for more than nine consecutive years.
- 22.5. After two consecutive full terms or where a Board resolution pursuant to Article 23. 4 has been passed a maximum of nine consecutive years, a break of one year shall elapse before an individual is again eligible for election as a Trustee.

23. Appointment of Trustees

- 23.1. The Charity may at an Annual General Meeting or at any general meeting appoint a person who is willing to act as a Trustee and who meets the requirements of Article 20.
- 23.2. The appointment of a Trustee, whether by the Charity in general meeting or by cooption must not cause the number of Trustees to exceed any number fixed as the maximum number of Trustees.

- 23.3. No person, including a Trustee retiring may be appointed a Trustee at any general meeting unless he or she has been nominated in accordance with Standing Orders set by the Board of Trustees.
- 23.4. If the number of nominees is less than or equal to the number of Trustee vacancies, the nominees shall be appointed by the Company Members by ordinary resolution at the Annual General Meeting. All Company Members are entitled to receive notice of any resolution to be put to the meeting to appoint a Trustee, in accordance with Article 8.
- **23.5.** If there are more nominees than Trustee vacancies, an election shall be carried out. The election of Trustees shall be conducted in accordance with Standing Orders set in place as specified in these Articles.

24. Co-option of Trustees

- **24.1.** Subject to Article 21.1, the Trustees may at any time co-opt any person to be appointed as a Trustee either to fill a vacancy in their number or as an additional Trustee to ensure a wide availability of relevant skills.
- **24.2.** There shall be no more than four co-opted Trustees at any one time. Any co-opted Trustee shall hold office for a term not exceeding three years to be determined by the Trustees at the time of co-option.

24.3. All co-opted Trustees shall:

- (a) have all of the powers and responsibilities of Trustees;
- (b) at all times be subject to resolutions of the Board of Trustees and may be removed from office by a resolution of the Board of Trustees; and
- (c) be entitled to attend, receive notice of and vote at meetings of the Board of Trustees.
- 25. A technical defect in the appointment of a Trustee of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

26. Disqualifications and removal of Trustees

26.1. A Trustee shall cease to hold office if:

- (a) he or she ceases to be a Trustee by virtue of any provision in the Act or is prohibited by law from being a Trustee;
- (b) he or she is disqualified from acting as a Trustee by virtue of Section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
- (c) he or she becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;

- (d) he or she resigns as a Trustee by notice to the Charity (but only if at least five Trustees will remain in office when the notice of resignation is to take effect);
- (e) he or she is absent without the permission of the Trustees from all their meetings held within a period of six consecutive months and the Trustees resolve that his or her office be vacated:
- (f) Company Members resolve, by ordinary resolution, that a Trustee must vacate his or her office.

27. Office holders

- **27.1.** The Trustees shall appoint all Office Holders.
- 27.2. The Secretary need not be appointed as a Trustee and all other Office Holders shall become Trustees on appointment, unless they are already a Trustee.

28. Proceedings of Trustees

- **28.1.** The Trustees may regulate their proceedings as they think fit, subject to the provisions of the Articles.
- 28.2. The Trustees must hold at least two meetings each year.
- 28.3. The Secretary shall call a meeting of the Trustees if requested to do so either by the Chair of the Trustees or by the number of Trustees that comprise a quorum as set out in Article 30.2.
- 28.4. Questions arising at a meeting shall be decided by a majority of votes.
- 28.5. In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

29. Proceedings of Trustees - Quorum

- 29.1. No decision may be made by a meeting of the Trustees, unless a quorum is present at the time the decision is purported to be made.
- 29.2. The quorum shall be four or the number nearest to one third of the total number of Trustees, whichever is the greater or such larger number as may be decided from time to time by the Trustees.
- **29.3.** A Trustee shall not be counted in the quorum present when any decision is made about a matter upon which that Trustee is not entitled to vote.
- 29.4. A Trustee may participate in a meeting of Trustees or a committee of Trustees through the medium of conference telephone or similar form of communications equipment if all persons participating in the meeting are able to hear and speak to each other throughout the meeting. A Trustee participating in this way is deemed to be present in person at the meeting and is counted in quorum and entitled to vote.

Subject to the Acts, all business transacted in this way by the Trustees or a committee of Trustees is for the purposes of the Articles deemed to be validly and effectively transacted at a meeting of Trustees or of a committee of Trustees although fewer Trustees than required for quorum are physically present at the same place. The meeting is deemed to take place where the largest group of those participating is assembled or, if there is no such group, where the chair of the meeting then is.

30. Proceedings of Trustees - Quorum not present

30.1. If the number of Trustees is less than the number fixed as the quorum, the continuing Trustees may act only for the purpose of filling vacancies or of calling a general meeting.

31. Proceedings of Trustees - Chair

- **31.1.** The Trustees shall appoint one of their number to chair their meetings and may at any time revoke such an appointment.
- 31.2. If no one has been appointed to chair meetings of the Trustees or if the person appointed is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Vice Chair shall act as chair of the meeting. If there is no Vice Chair or if the Vice Chair is not present, the Trustees present may appoint one of their number to chair that meeting.
- **31.3.** The person appointed to chair meetings of the Trustees shall have no functions or powers except those conferred by these Articles or delegated to him or her by the Trustees.

32. Proceedings of Trustees - Resolutions in writing

- **32.1.** A resolution in writing signed by all the Trustees entitled to receive notice of a meeting of Trustees or of a Committee of the Trustees and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Trustees or (as the case may be) a Committee of the Trustees duly convened and held.
- **32.2.** The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more Trustees.

33. Delegation to Committee

- 33.1. The Trustees may delegate any of their powers or functions to a Committee which includes at least one Trustee and such other persons as the Trustees may appoint to serve on the Committee, but the terms of any delegation must be recorded in the minute book.
- **33.2.** The Trustees may revoke or alter a delegation.
- **33.3.** All acts and proceedings of any Committees must be fully and promptly reported to the Trustees.

33.4. Any Committee formed will be subject to Standing Orders of the Charity in accordance with Article 45.

34. Conflicts of Interest

- **34.1.** If a conflict of interests arises (or may arise) for a Trustee because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the memorandum or these Articles, the Trustees may authorise such a conflict in accordance with Article 35.2.
- 34.2. The Trustees may authorise any matter as described in Article 35.1 which may, if not so authorised, involve a breach of duty by a Trustee under section 175 of the 2006 Act. Any such authorisation will be effective only if:
 - (a) the conflicted Trustee and any other Trustee interested in the matter is absent from the meeting or the part of the meeting at which the matter giving rise to the actual or possible conflict of interest is discussed;
 - (b) the conflicted Trustee and any other Trustee interested in the matter does not vote on any such matter and is not counted when considering whether a quorum of Trustees is present at the meeting or the relevant part of the meeting at which the matter to be considered relates; and
 - (c) in taking the decision to authorise the conflict, the non-conflicted Trustees are acting in a way that they consider, in good faith, will be most likely to promote the success of the Charity for the benefit of its beneficiaries.
- 34.3. The Trustees may give any authorisation under Article 35.2 upon such terms as they think fit. The Trustees may vary or terminate any such authorisation at any time. For the purposes of the memorandum and these Articles, a conflict of interest includes a conflict of interest and duty and a conflict of duties, and interest includes both direct and indirect interests.
- 34.4. A Trustee shall be under no duty to the Charity with respect to any information which he obtains or has obtained otherwise than as a Trustee of the Charity and in respect of which he owes a duty of confidentiality to another organisation or person. In particular the Trustee shall not be in breach of the general duties he owes to the Charity by virtue of sections 171 to 177 of the 2006 Act because he:
 - (a) fails to disclose any such information to the Board of Trustees or to any Trustee or other officer or employee of the Charity; and/or
 - (b) does not use or apply any such information in performing his duties as a Trustee of the Charity.

However, to the extent that his relationship with that other person gives rise to a conflict of interest or possible conflict of interest, this Article 35.4 applies only if the existence of that relationship has been authorised by the Trustees pursuant to Article 35.2.

- 34.5. Where the existence of a Trustee's relationship with another person has been authorised by the Board of Trustees pursuant to Article 35.2 and his relationship with that person gives rise to a conflict of interest or possible conflict of interest, the Trustee shall not be in breach of the general duties he owes to the Charity by virtue of sections 171 to 177 of the 2006 Act because he:
 - (a) absents himself from meetings of the Trustees at which any matter relating to the conflict of interest or possible conflict of interest will or may be discussed or from the discussion of any such matter at a meeting or otherwise; and/or
 - (b) makes arrangements not to receive documents and information relating to any matter which gives rise to the conflict of interest or possible conflict of interest sent or supplied by the Charity,

for so long as he reasonably believes such conflict of interest (or possible conflict of interest) subsists.

- **34.6.** The provisions of Articles 35.4 and 35.5 are without prejudice to any equitable principle or rule of law which may excuse the Trustee from:
 - (a) disclosing information, in circumstances where disclosure would otherwise be required under these Articles; and/or
 - (b) attending meetings or discussions or receiving documents and information as referred to in Article 35.5, in circumstances where such attendance or receiving such documents and information would otherwise be required under these Articles.
- 34.7. Without prejudice to the remainder of these Articles or the Acts, the Charity may authorise (specifically or generally) any matter proposed to it which would, if not so authorised, involve a breach of duty by a Trustee under section 175 of the 2006 Act. Such authorisation shall be effected by an ordinary resolution and shall constitute "authorisation by the Company Members" for the purposes of this Article 35.7.
- **34.8.** A Trustee must declare the nature and extent of any interest, direct or indirect, which he has in a proposed transaction or arrangement with the Charity or in any transaction or arrangement entered into by the Charity which has not previously been declared.
- 34.9. A Trustee must absent himself or herself (unless expressly invited by the meeting to remain) from any discussions at any meeting in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Charity and any personal interest (including but not limited to any personal financial interest or any staffing or practice issues which may arise in carrying out any other role within the Charity).
- **34.10.** The conflicted Trustee shall not vote on any such matter and shall not be counted when considering whether a quorum of Trustees is present at the meeting or the relevant part of the meeting at which the matter to be considered related, irrespective of whether or not the Trustees has been expressly invited to remain at the meeting under Article 35.9.

35. Validity of acts

- **35.1.** Subject to Article 36.2, all acts done by a meeting of Trustees, or of a Committee of Trustees, shall be valid notwithstanding the participation in any vote of a Trustee:
 - (a) who was disqualified from holding office;
 - (b) who had previously retired or who had been obliged by the Articles to vacate office;
 - (c) who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;
 - (d) if without:
 - (i) the vote of that Trustee; and
 - (ii) that Trustee being counted in the quorum,

the decision has been made by a majority of the Trustees at a quorate meeting.

35.2. Article 36.1 does not permit a Trustee to keep any benefit that may be conferred upon him or her by a resolution of the Trustees or of a Committee of Trustees if, but for Article 36.1, the resolution would have been void, or if the Trustee has not complied with Article 35.

36. The Seal

36.1. If the Charity has a seal it must only be used by the authority of the Trustees or of a Committee of the Trustees authorised by the Trustees. The Trustees may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a Trustee and by the Secretary or by a second Trustee.

37. Minutes

- 37.1. The Trustees must keep minutes of all:
 - (a) appointments of Office Holders;
 - (b) proceedings at meetings of the Charity;
 - (c) meetings of the Trustees and Committees of the Trustees including:
 - (i) the names of the Trustees present at the meeting;
 - (ii) the decisions made at the meetings; and
 - (iii) where appropriate the reasons for the decisions.

38. Accounts

- (a) The Trustees must prepare for each financial year accounts as required by the 2006 Act. The accounts must be prepared to show a true and fair view and follow accounting standards issued or adopted by the Accounting Standards Board or its successors and adhere to the recommendations of applicable Statements of Recommended Practice.
- (b) The Trustees must keep accounting records as required by the 2006 Act.

39. Annual Report and Return and Registers of Charities

- (a) The Trustees must comply with the requirements of the Charities Act 1993 with regard to:
 - (i) the transmission of the statements of account to the Charity;
 - (ii) the preparation of an Annual Report and it transmission to the Commission;
 - (iii) the preparation of an Annual Return and its transmission to the Commission
- (b) The Trustees must notify the Commission promptly of any changes to the Charity's entry on the Central register of Charities.

40. Notice pursuant to the Articles

- **40.1.** Any notice to be given to or by any person pursuant to the Articles must be:
 - (a) in writing; or
 - (b) given using electronic communications,

to an address for the time being notified for that purpose to the person giving the notice. In this Article 41.1, 'address', in relation to electronic communications, includes any number or address used for the purposes of such communications.

41. Giving notice to Company Members

- **41.1.** The Charity may give any notice to a Company Member, as defined under Article 1, either:
 - (a) personally; or
 - (b) by sending it by post in a prepaid envelope addressed to the Company Member at his or her address; or
 - (c) by leaving it at the address of the Company Member;

- (d) by giving it using electronic communications to the Company Member's address; or
- (e) by posting it on a website after giving notice of the website address to Company Members.
- 41.2. A Company Member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity.
- 41.3. A Company Member present in person or by proxy at any meeting of the Charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.

42. Proof of notice

- **42.1.** Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
- **42.2.** Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators, current as at the date such notice was sent, shall be conclusive evidence that the notice was given.
- **42.3.** A notice shall be deemed to be given:
 - (a) forty eight hours after the envelope containing it was posted; or
 - (b) in the case of an electronic communication, forty eight hours after it was sent.

43. Indemnity

43.1. The Charity shall indemnify every Trustee and the Secretary against any liability incurred by him or her in that capacity in defending any proceedings, whether civil or criminal, in which judgement is given in favour of the Trustee or Secretary or in which the Trustee or Secretary is acquitted or in connection with any application in which relief is granted to the Trustee or Secretary by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Charity.

44. Standing Orders

- 44.1. The Trustees shall from time to time make such reasonable and proper rules or Standing Orders, as they may deem necessary or expedient for the proper conduct and management of the Charity, which are consistent with these Articles, the Memorandum and the Acts.
- **44.2.** The Standing Orders may regulate the following matters but are not restricted to them:

- (a) the procedures for nominations and voting in the election of persons to be the Trustees;
- (b) the admission of Company Members of the Charity and their rights and privileges;
- (c) the conduct of Company Members of the Charity in relation to one another, and to the Charity's employees and volunteers;
- (d) the setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes;
- (e) the procedure at general meetings and meetings of the Trustees in so far as such procedure is not regulated by the Acts or by these Articles; and
- (f) generally all such matters as are commonly the subject matter of company rules.
- **44.3.** The Charity in a general meeting has the power to alter, add to or repeal the rules or Standing Orders.
- **44.4.** The Trustees must adopt such means as they think sufficient to bring the rules and Standing Orders to the notice of Company Members of the Charity.
- **44.5.** The rules or Standing Orders, shall be binding on all Company Members of the Charity. No rule or Standing Order shall be inconsistent with, or shall affect or repeal anything contained in, these Articles or Memorandum.



Financial Statements

Consolidated statement of financial activities (incorporating income and expenditure account) for the year ended 31 March 2019

	Notes	Unrestricted 31.03.19 £'000	Restricted 31,03.19 £'000	Total 31.03.19 £'000	Unrestricted 31.03.18 £'000	Restricted 31.03.18 £'000	Total 31.03.18 £'000
Income from:							
Charitable activities	2.1	23,899	11,467	35,366	23, 7 92	12,523	36,315
Donation and legacies	2.2	544	45	5 8 9	149	81	230
Other trading activities	2.3	292	135	427	246	270	516
Investments	2.4	26	_	26	70	_	70
Other income	2.5	335	1	336	45	1_	46
Total income		25,096	11,648	36,744	24,302	12,875	<u>37</u> ,177
Expenditure on: Raising funds Charitable activities	3.1 3.2	188	18	206	838	_	838
Service delivery		23,438	12,211	35,649	26,030	12,710	38,740
Victims' voice Restructuring &		375	_	375	430		430
development		23	J	23	1,114	_	<u>1,1</u> 14
Total charitable expenditure		23,836	1 2 ,211	36,047	27,574	12,710	40,284
Total expenditure before gains and losses on investments		24,024	12,229	36,253	28,412	12,710	41,122
Net gains on			12,	,			,
investments		153		153	19	_	19
Net	_						
income/(expenditure)		1,225	(581)	644	(4,091)	165	(3,926)
Transfer between funds	16	6	(6)	—	1,220	(1,220)	
Net movement in funds							
in the year		1,231	(587)	644	(2,871)	(1,055)	(3,926)
Reconciliation of funds: Total funds brought							
forward on 1 April		5,058	2,698	7,756	7,929	3, 7 53	11,682_
Total funds carried forward as at 31 March	16	6,289	2,111	8,400	5,058	2,698	7,756

The notes on pages 36 to 44 form part of these financial statements.

Balance sheet as at 31 March 2019

		Consolidated			2158780)
		31.03.19	31.03.18	31.03.19	31.03.18
	Notes	£'000	£'000	£'000	£'000
Tangible fixed assets					
Property, plant and equipment	8	1,639	2,544	1,639	2,544
Investments					
Investments in subsidiaries	10. 1		_	10	10
Total fixed assets		1,639	2,544	1,649	2,554
Current assets					
Current investments	10.2	_	2,031	_	2,031
Debtors and prepayments	11	4,365	5,118	4,353	5,107
Cash at bank and in hand		6,638	1,956	6,634	1, 9 55
Total current assets		11,003	9,105	10,987	9,093
Creditors					
Amounts falling due within one year	12	(3,850)	(3,401)	(3,843)	(3,346)
Net current assets		7,153	5,704	7,144	5,747
Provision for liabilities	14	(392)	(492)	(392)	(492)
Net assets		8,400	7,756	8,401	7,809
Funds					
Unrestricted funds	16	6,289	5,058	6,290	5,111
Total unrestricted funds		6,289	5,058	6,290	5,111 5,111
Restricted funds					
Restricted	16	2,111	2,698	2,111	2,69 8
Total share capital and funds		8,400	7,756	8,401	7,809

The surplus for the year of the parent charity was £649,000 (2017-18: deficit £3,931,000).

The notes on pages 36 to 44 form part of these financial statements.

The financial statements were approved by the Board on 8 August 2019 and were signed on its behalf by:

Andrew Tivey Chair of Trustees Elizabeth Dymond Treasurer

Consolidated cash flow statement for the year ended 31 March 2019

	Na4	31.03.19	31.03.18
Net cash inflow/(outflow) from operating activities	Notes	£'000	£'000
Cash flows from investing activities: dividends received	a b	2,225 26	(2,523)
Capital expenditure and financial investment	C	2,431	70 2,831
Increase in cash in the reporting period		4,682	378
mercase in easi in the reporting period		7,002	378
Reconciliation of net cash flow to movement in net cash			
Increase in cash in the reporting period		4,682	3 78
Net cash at 1 April		1 ,9 56	1,578
Net cash at 31 March		6,638	1,956
Notes to the statement of cash flows for the year ended			
a. Reconciliation of cash flows from operating activities	to net incomir	31.03.19	31.03.18
		£,000	£,000
Net income / (expenditure) for the reporting period Adjustments for:		644	(3,926)
Depreciation charged to I&E		650	720
Depreciation in year on freehold properties		9	_
Gains on investments		(153)	(19)
Interest received		(15)	(23)
Dividends received		(11)	(47)
Decrease in debtors		753	1,010
Increase/(decrease) in creditors	-	348	(238)
Net cash generated / (used) in operating activities		2,225	(2,523)
b. Analysis of cash flows as shown on the cash flow state Returns on investments and servicing of finance	ement		
Interest received		(15)	(23)
Dividends received		(11)	(47)
Net cash inflow for returns on investment and servicing of finance		(26)	(70)
c. Capital expenditure and financial investment			-
Sale/(Purchase) of tangible fixed assets		247	(652)
Sale of current asset investment		2,184	3,483
Net cash inflow for capital expenditure and financial inv	estment	2,431	2,831
(01.04.18 £'000	Movement £'000	31.03.19 £'000
Net cash:			
Cash at bank and in hand	1, 9 56	4,682	6,638

The notes on pages 36 to 44 form part of these financial statements.

Notes to the financial statements

The charity is a private company limited by guarantee (registered number 2158780) which is incorporated in England and Wales and domiciled in the UK and is a public benefit entity. The address of the registered office is 1 Bridge Street, Derby DE1 3HZ.

1. Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention, with the exception of investments, which are included at market value, and in accordance with applicable United Kingdom Accounting Standards including the charities SORP, FRS102 ('Accounting and Reporting by Charities') published in 2015 and the Companies Act 2006. Victim Support meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the accounting policy note.

No separate statement of financial activities (SOFA) for the parent charity has been presented as permitted by section 408 of the Companies Act 2006. The charity has taken advantage of the exemptions available in FRS102 from the requirements to present a charity-only cash flow statement and certain disclosures about the charity's financial instruments.

Group financial statements

The group financial statements consolidate the financial statements of Victim Support and its subsidiary undertakings, namely Victims Support Limited (registration number 02609147) and VS Trading (Cornwall) Limited (registration number 04631310), on a line by line basis.

Going concern

The Trustees have considered several factors in concluding that the adoption of a going concern basis in the preparation of these financial statements is appropriate. These have included:

- The forward pipeline of secured and prospective contract and grant awards (and sensitivity to historic renewal or win rates) not only for 2019—20 but also for a period of at least one year from the approval of these financial statements
- The rigour of pipeline monitoring and cost controls that are in place to ensure that the charity delivers a balanced budget.

Cash and working capital controls in place to manage the potential risks of late payments by Commissioners and ensure restricted and unrestricted reserves are appropriately managed.

The Trustees have a reasonable expectation that there are adequate resources to continue in operational existence for the foreseeable future. Accordingly, the financial statements have been prepared on the basis that the charity is a going concern.

Significant judgements and estimates

The key sources of uncertainty in our estimations that have a significant effect on the amounts recognised in the financial statements are described in the accounting policies and summarised below:

 Dilapidation provision — the charity has provided for its possible liability in relation to its leasehold property, which has been estimated as disclosed in note 14.

Income recognition

All income is included in the SOFA when the charity is legally entitled to the income, receipt is probable and the amount can be classified with reasonable accuracy.

Donations and gifts are included in the SOFA when receivable. Income from donated services and goods in kind is recognised as income where the provider has incurred a financial cost and the benefit to the charity is quantifiable.

No amounts are included in the accounts for services donated by volunteers.

Legacy income is included in the accounts when the charity has entitlement, and receipt is probable and can be measured.

Grants are recognised in full in the SOFA in the year in which they are receivable unless the grant agreement specifies that the grant is to be used in a future accounting period in which case the income is deferred. For performance-related grants, income is recognised using the proportion of costs incurred for the work performed to date in comparison to the forecast total costs to completion method.

Revenue from contracts is recognised to the extent that the activity stipulated in the agreement has been completed. This is generally equivalent to the related expenditure incurred in the period and associated overhead costs. Cash received in advance of the revenue being earned is shown as deferred income.

Income from the sale of goods or services is the amount derived from ordinary activities. Income is recognised net of VAT where applicable. Donated goods for resale in the charity shop are shown as income when the sale takes place.

Expenditure

Resources expended are included on an accruals basis and are recognised when there is a legal or constructive obligation to pay. Expenditure is stated net of recoverable VAT where applicable but includes any irrecoverable VAT.

Direct charitable expenditure consists of direct, shared and indirect costs associated with the main activities of the organisation. This includes approved grants and support costs.

Grants payable are charged in the year when the offer is conveyed to the recipient, except in those cases where the offer is conditional. Conditional grants are recognised as expenditure when the conditions are fulfilled. If the conditions have not been met at the year-end, the grants are noted as a commitment but not shown as expenditure.

Expenditure on raising funds consists of direct, shared and indirect costs associated with the income-generating activities of the organisation.

Fixed assets

Items of equipment are capitalised where the purchase price exceeds £5,000. Depreciation costs are allocated to activities on the basis of use. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life: for software and IT infrastructure and fixtures and fittings, this is five years. Freehold buildings are depreciated over 25 years on a straight-line basis. Leasehold improvements are depreciated over the term of the lease.

Funds

Restricted funds are to be used for the purposes specified by the donor. Relevant expenditure is chargeable to the fund together with a fair allocation of management and support costs where this is allowed by the donor. Locally generated income may be treated as restricted income to be used in the location of the donor; for example, grants donated by local authorities and other statutory bodies will be used to provide services within the boundaries of the local authority.

Unrestricted funds are available for the general object of the charity.

Designated funds relate to fixed asset transfers and unrestricted funds allocated by the Board of Trustees for a specific purpose.

Pensions

Victim Support operates a defined contribution pension scheme. The assets of the scheme are held separately from those of Victim Support in an independently administered fund. The pension cost charge represents contributions payable by Victim Support, which has no other liability under the scheme.

Operating leases

Rentals payable under operating leases, where substantially all the risk and rewards of ownership remain with the lessor, are charged to the SOFA on a straight-line basis over the lease duration.

Investments

Investment in a subsidiary is stated at cost less any impairment. Listed investments are included at market value at the balance sheet date.

The SOFA includes gains and losses arising on revaluations and disposals throughout the year.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value. Details of financial instruments are shown in Note 18.

2. Income

	Unrestricted £'000	Restricted £'000	31.03.19 Total £'000	Unrestricted £'000	Restricted £'000	31.03.18 Total £'000
2.1 Income from charitable						
activities	4.740	2.443	2 022	4 407	2 407	4.014
Local authorities and other	1,369	2,463	3,832	1,407	2,607	4,014
statutory bodies	21,816	4,959	26,775	22,115	5,677	27,792
Police and other criminal justice agencies	21,610	4,737	20,773	22,113	3,077	2,,,,
Other grants and contracts	714	4,045	4,759	270	4,239	4,509
Total	23,899	11,467	35,366	23,792	12,523	36,315
2,2 Income and endowments		· · · · · · · · · · · · · · · · · · ·	<u> </u>	•		
from						
Donations	42	36	78	30	80	110
Legacies	502	. 9	511	119		120
Total	544	45	589	149	81	230
2.3 Other trading activities						
Fundraising events	144	101	245	106	187	293
Trading operations	148	34	182	140	83	223
Total	292	135	427	246	270	516
2.4 Investment income						
Interest received	15	-	15	23		23
Dividend	11	_	11	47	_	47
Total	26		26	70	_	70
2.5 Other income	335	1	336	45	1	46
Total income	25,096	11,648	36,744	24,302	12,875	37,177

3. Expenditure

		31.03,18				
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	£'000	£'000	£,000	£'000	£'000	£'000
3.1 Cost of raising funds	188	18	206	838	_	838
Total	188	18	206	838		838
3.2 Charitable activities	<u></u>	·		·		
Service delivery	23,438	12,211	35,649	26,030	12,710	38,740
Victims' voice	375	_	375	430	_	430
Restructuring and development	23	_	23	1,114	-	1,114
Total charitable expenditure	23,836	12,211	36,047	27,574	12,710	40,284
Total expenditure	24,024	12,229	36,253	28,412	12,710	41,122

4. Total expenditure includes charges for:

	31.03.19	31.03,18
	£'000	£'000
Depreciation	650	720
Trustees' reimbursed		
expenses	4	4
Audit fees	48	34
Operating lease rentals	1,031	1,314

Audit fees for the year were £35,000 (2017-18: £31,000)

5. Support costs

		3	31,03,19		31.03.18 (r	estated)
	Staff costs	Overheads	Total	Staff costs	Overheads	Total
	£,000	£'000	£'000	£'000	£'000	£'000
Support services	3,143	1,465	4,60 8	2,643	1,228	3,871
Governance	_	59	59		37	37
Total	3,143	1,524	4,667	2,643	1,265	3,908

Support services include central HR, IT and Finance systems to support local contract delivery; a technology platform that delivers a highly secure hosting environment; a case management system with outcome based reporting capability; GDPR compliance; safeguarding compliance; the delivery of consistent service standards and quality across the regions; continual knowledge sharing; national service innovation; research and data gathering on national trends and performance.

6. Trustees'/members' remuneration and benefits

None of the trustees have been paid any remuneration or received any other benefits for the year ended 31 March 2019 (2017–18: £nil). Expenses reimbursed to seven trustees of £3,774 (2017–18: ten, £3,596) relate to travel and subsistence costs for attending trustee meetings and other sub-committees of the Board of Trustees in the year.

7. Staff costs

	31.03.19	31,03,18
7.1 Analysis of staff costs	£'000	£,000
Wages and salaries	22,596	24,899
Social security costs	1,976	2,333
Pension costs	1,056	1,164
Total	25,628	28,396
Other staff costs		
External consulting	379	593
Redundancy and termination	210	475
Agency staff	147	321
Total	736	1,389
Total staff costs	26,364	29,785

Redundancy costs paid in the year were £0.21m (2017—18: £0.41m). Agency staff comprises staff to provide long-term illness and vacancy cover.

7.2 Key management personnel

· · · · · · · · · · · · · · · · · · ·	31.03.19	31.03.18
	£'000	£'000
Remuneration to key management personnel	525	768

The key management personnel are listed on page 50.

7.3 The number of employees paid more than £60,000 was:

	31,03.19 Number	31.03.18 Number
£60,001-£70,000	4	10
£70,001-£80,000	1	_
£80,001-£90,000	1	1
£90,001—£100,000	1	1
£140,001—£150,000	_	1
Total	7	13

The total pension contributions for the above higher paid staff were £28,009 (2017–18: £38,908).

7.4 Number of employees

The average number of employees is split as follows:

1 /	31.03.19	31.03.18
	Number	Number
Support and management	69	89
Service delivery	814	920
National Homicide Service	40	48
Total	923	1,057

Annual leave carry-over at 31 March 2019 was calculated at £252,703 (2017—18: £149,841) which is 0.07% of total expenditure. No provision has been made for this amount as it is not material.

7.5 Volunteers

A total of 1,496 (2017—18: 1,146) volunteers generously gave 65,412 (2017—18: 103,044) hours of their time to Victim Support in 2018—19.

8. Property, plant and equipment

	Freehold property £'000	Long leasehold £'000	Fixtures & fittings £'000	Office equipment E'000	Software & IT infrastructure E'000	Total £'000
Cost						
At 1 April 2018	427	287	45	49	4,884	5,692
Additions		_	_	_	_	
Disposals	(427)	_	_	_	_	(427)
At 31 March 2019		287	45	49	4,884	5,265
Depreciation						
At 1 April 2018	(172)	(200)	(43)	(49)	(2,684)	(3,148)
Charge for the year	` <u> </u>	(21)	(2)	`	(627)	(650)
Disposals	172	` _	· -	_	_	172
At 31 March 2019		(221)	(45)	(49)	(3,311)	(3,626)
Net book value at	<u> </u>		<u>.</u>			
31 March 2019	_	66	—	_	1,573	1,639
Net book value at				-		
31 March 2018	255	87	2	~	2,200	2,544

9. Operating lease commitments

Total commitments under operating leases were as follows:

	31.03.19	31,03,18
	£'000	£'000
Expiring within one year	639	703
Expiring between two and five years	1,377	2,572
Total	2,016	3,275

10. Investments

10.1 Investments in subsidiaries

Victims Support Limited (02609147) and VS Trading (Cornwall) Limited (04631310), companies incorporated in England and Wales, are wholly owned by the charitable company.

The registered office of each company is the same as that of Victim Support and can be found on page 50.

Audited results for both companies are filed with the Registrar of Companies. A summary of the results for the year and the financial position at 31 March 2019 are shown in the table below.

	Victims Support Limited		VS Trading (Cornw	all) Limited
	31,03,19	31.03.18	31,03.19	31.03.18
	£	£	E	£
Turnover	59,324	64,174	6,877	6,951
Cost of sales	(23,091)	(24,296)	(227)	(1,752)
Gross profit	36,233	39,878	6,650	5,199
Administrative expenses	(36,983)	(35,183)	(3,548)	(3,884)
Operating (loss)/profit	(750)	4,695	3,002	Ì,31Ś
Donation to Victim Support	(4,695)	· —	(3,168)	(1,315)
Reported (loss)/profit	(5,445)	4,695	(166)	
Statement of financial position	****			
Debtors	12,474	15,027	_	_
Cash at bank	3,861	508	1	167
Creditors	(7,085)	(840)	-	-
Net assets	9,250	14,695	1	167
Cost of investment	10,000	10,000	1	1

10.2 Current investments

	31.03.19	31,03,18
	£'000	£'000
Market value at 1 April	2,031	5,495
Disposal in the year	(2,184)	(3,483)
Net gain on revaluation	153	19
Carrying value (market value) at the end of year	_	2,031
Historical cost	,	2,017

The current investments were short-dated UK and international securities held in managed multi-asset funds.

11. Debtors

	Consolida	Consolidated		ty
	31.03.19 £'000	31,03,18 £'000	31.03,19 £'000	31,03.18 £'000
Trade debtors	2,445	3,285 [.]	2,426	3,229
Inter-company debtors	Accept	_	7	46
Other debtors	60	100	60	100
Prepayments	767	674	7 67	674
Accrued income	1,093	1, 0 59	1,093	1, <u>058</u>
Total	4,365	5,118	4,353	5,107

12. Creditors: amounts falling due within one year

	Consolidated		Charity	
	31.03.19 £'000	31.03.18 £'000	31,03,19 £'000	31.03.18 £'000
Trade creditors	884	818	882	818
Taxation and social security	1,616	1,345	1,615	1,33 9
Other creditors	201	212	194	163
Accruals	433	502	437	502
Deferred income	716	524	7 15	524
Total	3,850	3,401	3,843	3,346

13. Deferred income

		Deferred in	Released in	
	01.04.18	the year	the year	31.03.19
	£'000	£,000	£,000	£'000
Total	524	599	(407)	716

14. Provisions for liabilities

	01.04.18	Movement in provision	31.03.19
	000'ع	£'000	£'000
Total	492	(100)	392

The provision relates to dilapidations on leasehold properties where Victim Support has a contractual obligation to bear such costs. The dilapidations will become payable on lease terminations.

15. Analysis of net assets between funds

	Unrestricted funds £'000	Restricted funds £'000	31.03.19 Total funds £'000	Unrestricted funds £'000	Restricted funds £'000	31.03.18 Total funds £'000
Fixed assets	1,639		1,639	2,544		2,544
Current						
assets	8,386	2,617	11,003	4,496	4,609	9,105
Current						
liabilities	(3,344)	(506)	(3,850)	(1,490)	(1, 9 11)	(3,401)
Provision for						
liabilities	(392)	_	(392)	(492)	_	(492)
Total	6,289	2,111	8,400	5,058	2,698	7,756

16. Movement in funds

	01.04.18 £'000	Incoming resources £'000	Outgoing resources £'000	Transfer between funds £'000	Gains and losses £'000	31.03.19 £'000
16.1 Restricted fund	ds .					
MoJ grants						
National Homicide						
Service	120	3,359	(3,438)		-	41
Total	120	3,359	(3,438)			41
Central restricted						
funds						
Supportline	5	_	(5)	_	_	_
Other restricted	118	(10)	(25)	_		83
Total	123	(10)	(30)	_		83
Restricted by location						
Wales and West	337	2, 78 9	(2,874)	4	_	256
London	984	3,799	(4,000)	16	_	79 9
Northern England and		•				
East Midlands	79 4	988	(1,046)	(11)	_	7 25
South East	340	7 23	(841)	(15)	_	207
Total	2,455	8,299	(8,761)	(6)	_	1,987
Total restricted funds	2,698	11,648	(12,229)	(6)		2,111
16,2 Unrestricted funds	5,058	25,096	(24,024)	6	153	6,289
Total funds	7,756	36,744	(36,253)	_	153	8,400

Note 16 continued	01.04.17 £'000	Incoming resources	Outgoing resources	Transfer between funds £'000	Gains and losses £'000	31.03,18 £'000
16.1 Restricted funds						
MoJ grants National Homicide Service	221	3,306	(3,313)	(94)	_	120
Total	221	3,306	(3,313)	(94)		120
Central restricted funds			(-)-,-,			
Supportline	_	150	(145)	_		5
Freehold property reserve	138	_	` (9)	(129)	_	_
Other restricted	35	450	(441)	74 _	-	118
Total	173	600	(595)	(55)	-	123
Restricted by location						
Wales and West	358	2,560	(2,519)	(62)	_	337
London	994	4,113	(3,905)	(218)	_	984
Northern England and East	1,496	1,402	(1,201)	(903)	_	794
Midlands						
South East	511	894	(1,177)	112	_	34 0
Total	3, <u>359</u>	8,969	(8,802)	(1,071)		2,455
Total restricted funds	3,753	12,87 <u>5</u>	(12,710)	(1,220)		2,698
16.2 Unrestricted funds	7, <u>929</u>	24,302	(28,412)	1,220	19	5,058
Total funds	11,682	37,17 <u>7</u>	(41,122)		<u>19</u>	<u>7,756</u>

MoJ grants: during the year, the charity received £3.4m (2017—18: £3.3m) in grant-in-aid restricted for the National Homicide Service.

Funds restricted by purpose and location: The locality reserves restricted by purpose and location will be spent on services as specified by the donors or funders.

Unrestricted funds: These are available for the general objectives of the charity.

Other restricted funds: These are funds set aside to support small projects such as Supportline and Safer Schools.

The freehold property reserve was reclassified from restricted to unrestricted funds in 2017–18 to match the treatment of the associated freehold property which was not classified as restricted.

Other transfers from restricted to unrestricted reserves arose from a review of reserve balances that identified a number of balances that had been incorrectly classified as restricted.

17. Related party transactions

Other than transactions with the subsidiary company (Victims Support Limited) there were no related party transactions during the year (2017—18: nil). Transactions with the Victim Support charity in the year totalled £41,678 (2017—18: £35,183) which related to costs incurred by the trading company on victim awareness courses, paid by the charity on behalf of the subsidiary. At 31 March 2019 Victim Support was owed £3,846 by Victims Support Limited (2017-18: Victim Support owed £4,318 to Victims Support Limited).

18. Financial instruments

The value of financial instruments, at amortised cost was:

	31.03.19	31.03.18
	£,000	£,000
Financial assets	10,237	6,388
Financial liabilities	(1,908)	(2,023)

Financial assets are defined as Cash plus debtors (excluding prepayments and anything owed by HMRC). Financial liabilities are defined as Creditors (excluding deferred income and anything owed to HMRC).



Climate Change Policy

For Approval: July 2020 Due for Review: July 2022

1. Introduction

Following the declaration of the national Climate Change emergency, the Government has set a target for the United Kingdom of net zero carbon emissions by 2050. To help achieve this target, Fleet Town Council will be working in partnership with Hampshire County Council and Hart District Council with its own target for to become a net zero carbon emitter by 2040.

Hampshire County Council declared a Climate Emergency in June 2019. Two targets have been set for the County Council, and these also apply to Hampshire as a whole:

- To achieve Carbon neutrality by 2050
- To build resilience to the impacts of a two degree temperature rise.

These targets will be achieved by taking a joined-up approach, by addressing carbon reduction and climate change resilience together.

Hart District Council has formally recognised the serious impact of climate change globally and the need for urgent action and has set a target to be a zero carbon emitter by 2040. Its main objectives are to deliver zero carbon emissions from it's operations and to provide community leadership to deliver a reduction in greenhouse gas emissions across the District.

Fleet Town Council recognizes its role in making Fleet Town carbon neutral by 2040 providing community leadership and education.

2. Aims

To reduce the Council's own carbon emissions and achieve net zero carbon emissions by 2040.

3. Actions

- To reduce single use plastic within the Council's operations
- To encourage all Council suppliers, to reduce their carbon footprint e.g. Grounds maintenance, building contractors etc
- Request that all FTC tenants take measures to reduce their own carbon footprint
- Development and Control Committee to consider the carbon footprint of all planning applications that they comment upon
- Continue to replace and increase the amount of greening within Fleet in line with the recently adopted Fleet Neighbourhood Plan which includes environmental measures e.g. Replacement of any tree that is removed
- Research all opportunities to reduce the carbon footprint in all our buildings
- Encourage all waste to be recycled
- Lobby higher tier councils to improve waste collection and recycling eg food waste, more plastics recycling.