



Notice is hereby given of

**THE POLICY AND FINANCE COMMITTEE MEETING**  
on  
**Wednesday 15<sup>th</sup> February 2023 at 7pm at The Harlington**

All Committee members are summoned to attend.

**To Councillors:**

P. Einchcomb, S. Engström, R. Fang, L. Holt, R. Richmond, R. Robinson, B. Schofield, S. Tilley and G. Woods

Rochelle Halliday, Executive Officer  
8<sup>th</sup> February 2023

**AGENDA**

<b>1. APOLOGIES</b>	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.
<b>2. DECLARATIONS OF INTEREST</b>	<p>Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.</p> <p>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.</p>
<b>3. QUESTIONS FROM THE PUBLIC</b> (3 min per person maximum 15 minutes)	To receive questions and statements from members of the public.
<b>4. MINUTES OF PREVIOUS MEETING</b>	To receive and approve as a correct record the minutes of the Policy and Finance Committee meeting held on 19 <sup>th</sup> October 2022 ( <i>copy attached</i> ).
<b>Part 1 – ITEMS FOR DECISION</b>	
<b>5. QUARTERLY FINANCIAL MONITORING REPORT</b>	<p>To consider and agree the quarterly report of the Executive Officer and The Harlington General Manager (<i>copies attached</i>) for the period ending 31<sup>st</sup> December 2022 and to receive:</p> <p><b>A</b> Reports for 2022/23 as at 31<sup>st</sup> December 2022: <u>Included in the agenda pack</u></p> <ul style="list-style-type: none"><li>a. Quarterly Report</li><li>b. Harlington Monthly Performance Totals</li><li>c. 2022/23 Year to Date and Budget Projections report</li><li>d. Balance sheet as at 31<sup>st</sup> December 2022</li></ul> <p><u>On FTC portal and website</u></p> <ul style="list-style-type: none"><li>e. Statutory Income &amp; Expenditure</li><li>f. Bank &amp; Investments Reconciliation</li><li>g. List of Purchase Ledger Payments</li><li>h. List of Debtors</li></ul>

	<p><b>B</b> To confirm that the bank reconciliation and the list of payments for December 2022 have been verified and signed off against the original bank statement by Councillor Robinson.</p> <p><b>RECOMMENDATIONS</b></p> <p>a) To receive and accept the Quarterly Report and accounts for the period ending 31<sup>st</sup> December 2022.</p> <p>b) To confirm that the bank reconciliation and the list of payments for December 2022 have been verified and signed by Councillor Robinson.</p>
6.	<p><b>COUNCIL BUDGET 2023/24 – UPDATE</b></p> <p>To consider and agree the approach to managing next financial year’s budget deficit and use of reserves (<i>see Executive Officer’s Report</i>).</p> <p><b>RECOMMENDATION</b></p> <p>To agree to the expenditure of all amounts up to the budgeted limits, with prudent financial management to reduce the deficit where possible.</p>
7.	<p><b>GRANT APPLICATIONS</b></p> <p>To consider and agree the following applications for grant funding (<i>applications attached and accompanying documents on portal and website</i>):</p> <p>a) Fleet and District Carnival – requesting £1,000 towards the overall cost of delivering the Fleet and District Carnival on 1st July 2023.</p> <p>b) Mustard Seed Autism Trust – requesting £200 to support Fleet residents.</p> <p>c) Fleet Phoenix – requesting £1,200 rent waiver for office and storage space rented from FTC for the financial year 2023/24.</p> <p>d) Royal British Legion – requesting £120 towards replacing damaged lamppost poppies.</p> <p><b>RECOMMENDATIONS</b></p> <p>a) To consider and approve the applications listed a) to d).</p> <p>b) To receive and note the record of the grants awarded for 2022/23.</p>
8.	<p><b>COUNCIL FEES AND CHARGES FOR 2023/24</b></p> <p>To receive and agree The Harlington and Fleet Town Council fees for implementation with effect from 1st April 2023 (<i>copy attached</i>).</p> <p><b>RECOMMENDATION</b></p> <p>To approve the draft revised fees to take effect from 1st April 2023.</p>
9.	<p><b>ASSET REGISTER</b></p> <p>To consider the Asset Register as at 31<sup>st</sup> January 2023 (<i>copy attached &amp; see Executive Officer’s Report</i>).</p> <p><b>RECOMMENDATION</b></p> <p>To consider the Asset register as at 31<sup>st</sup> January 2023 and recommend approval by Council as part of the year end accounts.</p>
10.	<p><b>INVESTMENT REPORT</b></p> <p>To consider the quarterly investment report (<i>copy attached</i>).</p> <p><b>RECOMMENDATION</b></p> <p>To note the balances held in the Fleet Town Council investment accounts.</p>

11.	<p><b>CREDIT CARD LIMITS</b> To consider and agree temporary adjustment of credit card limits (<i>copy attached</i>).</p> <p><b>RECOMMENDATION</b> To agree to the proposed temporary adjustment of credit card limits.</p>
12.	<p><b>POLICY REVIEWS</b> To consider and agree the following draft policies (<i>copies attached &amp; see Executive Officer's Report</i>):</p> <ul style="list-style-type: none"> <li>a) Asbestos Management Plan</li> <li>b) Control and Management of Contractors Policy</li> <li>c) Contractor Management Checklist</li> </ul> <p><b>RECOMMENDATIONS</b> To approve the following policies as proposed:</p> <ul style="list-style-type: none"> <li>a) Asbestos Management Plan</li> <li>b) Control and Management of Contractors Policy</li> <li>c) Contractor Management Checklist</li> </ul>
<b>Part 2 – ITEMS TO NOTE</b>	
13.	<p><b>EXECUTIVE OFFICER'S REPORT</b> To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p>
14.	<p><b>DATE AND TIME OF NEXT MEETING</b> The next meeting of the Policy and Finance Committee is scheduled for Wednesday 17<sup>th</sup> May 2023 at 7pm in the Harlington.</p>
<b>Part 3 – CONFIDENTIAL ITEMS</b>	
15.	<p>Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting.</p> <p>The following types of business will be treated as confidential:</p> <ul style="list-style-type: none"> <li>a. Engagement, terms of service, conduct and dismissal of employees</li> <li>b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts</li> <li>c. Receipt of professional legal advice and preparation of cases in legal proceedings</li> <li>d. The early stages of any dispute</li> <li>e. Matters of a commercial nature</li> </ul> <p><b>There are no confidential matters for consideration.</b></p>



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE POLICY AND FINANCE COMMITTEE**

**Wednesday 19<sup>th</sup> October 2022 at 7pm  
At The Harlington**

#### **PRESENT**

**Councillors:** P. Einchcomb, S. Engstrom, L. Holt (Chairman), R. Richmond, R. Robinson, B. Schofield, S Tilley and G. Woods

**Also Present:** Rochelle Halliday – Executive Officer  
Sarah Moore – Finance and Administration Manager  
Alex Robins – Harlington General Manager  
No public were present

#### **PF October 2022 ITEM 1                      APOLOGIES**

Members received and accepted apologies for absence from Councillor Chenery due to standing down from the Policy and Finance Committee.

Councillor Fang was absent.

#### **PF October 2022 ITEM 2                      DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **PF October ITEM 3                      QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public.

#### **PF October 2022 ITEM 4                      MINUTES OF PREVIOUS MEETING**

The minutes of the Policy and Finance Committee held on Wednesday 20<sup>th</sup> July 2022 were approved and signed by the Chairman.

#### **PF October 2022 ITEM 5                      QUARTERLY FINANCIAL MONITORING REPORT**

Members considered the commentary of the Town Clerk with an overview of the financial performance for the period ending 30<sup>th</sup> September 2022, together with the reports below:

- a. Quarterly Report
- b. Harlington Monthly Performance totals
- c. 2022/23 Projections at 30 September 2022
- d. Balance sheet as at 30 September 2022
- e. Budget detail as at 30 September 2022
- f. Earmarked Reserves
- g. Detailed Income & Expenditure – Sept 2022
- h. Bank Reconciliation – September 2022
- i. Cash Book Receipts – September 2022
- j. List of Payments – September 2022

- k. List of Purchase Ledger Payments
- l. List of Debtors
- m. Q 2 VAT return 2022/23

The following matters were raised and discussed:

- Two shows at The Harlington have sold out. The last quarter of the financial year is likely to be a difficult trading period. Sales in the last two months have been at a similar level to the pre-covid period.
- Hall hire for the vaccination service will end but there is potential for other health services to be delivered in the facility.
- It is difficult to get enough bar staff for higher capacity shows, the possibility of sharing staff with other venues in Fleet proposed.
- Lightning strips are required on The Harlington building and an entry door with a new security system was replaced at a cost of approximately £2,000.
- Utility bills were discussed, the contract status for the gas supply to be identified.
- It was noted that on the balance sheet a number of show balances in the control accounts date back to last year – the Executive Officer / Finance and Administration Manager to investigate.
- The Committee confirmed that the ongoing permission for the Executive Officer to automatically transfer the Harlington development share of the precept to the Council's CCLA account remains in place.
- Following the interim Internal Audit, the Committee were conducive to the streamlining of financial papers issued to the Council to make the review process more effective.

Members noted that Councillor Robinson confirmed that the bank reconciliation for September 2022 and equals zero, and the bank statements match the reconciliation and has signed the bank statements and payment schedules.

#### **RESOLVED**

- A. To receive and accept into the minutes:
  - a. Quarterly Report
  - b. Harlington Monthly Performance totals
  - c. 2022/23 Projections at 30 September 2022
  - d. Balance sheet as at 30 September 2022
  - e. Budget detail as at 30 September 2022
  - f. Earmarked Reserves
  - g. Detailed Income & Expenditure – Sept 2022
  - h. Bank Reconciliation – September 2022
  - i. Cash Book Receipts – September 2022
  - j. List of Payments – September 2022
  - k. List of Purchase Ledger Payments
  - l. List of Debtors
  - m. Q 2 VAT return 2022/23
  
- B. To accept Councillor Robinson's confirmation that the bank reconciliations for September 2022 equal zero and Councillor Robinson to confirm that the bank statements match the reconciliations and has signed the bank statements and payment schedules.

#### **PF October 2022 ITEM 6 FOR 2022 To 2026**

#### **BRIEFING PAPER – BAKCGROUND AND CHALLENGES**

Members received and considered the briefing paper and discussed the following:  
Item 1 – Background to local Government Finances

- The Community Infrastructure Levy is no longer to be rolled out.

#### Item 2 – FTC Financial History

- The Executive Officer to check if the High Court ruling on the business interruption insurance case was over-turned.

#### Item 3 – Financial Challenges for the New Council

- The impact of inflation on household income is prevalent.
- The expansion of new housing is now likely to be spread over a longer period, than previously estimated, which will slow down the tax base increase.
- Target for general reserve to be a minimum of £150,000.
- Build-up of earmarked reserves to create a sinking fund for the replacement of playground equipment, based on an annual percentage of total asset value. Options for how this could be funded were discussed.
- Impact of economic environment on employment to be reflected in budget.
- Consider further the use of the ringfenced Harlington development funds, e.g. for maintenance of the building.

Discussed the need for a strategy meeting for the Council to set its priorities.

#### **RESOLVED**

- A. To revise the briefing paper as discussed above.

#### **PF October 2022 ITEM 7**

#### **BUDGET 2023/2024**

Members received and considered the requested budget options for 2023/24, the timetable and discussed the following points:

- To put together a draft budget that balances income and expenditure, review discretionary projects such as earmarked reserves for playground equipment and identify where contingency is required.
- Agreed date of budget preparation meeting

#### **RESOLVED**

- A. To prepare a balanced draft budget.
- B. That a Budget Working Group meeting be held on 1<sup>st</sup> November at 6pm for Policy and Finance Committee members.

The Harlington General Manager left at 8.30pm.

#### **PF October 2022 ITEM 8**

#### **INVESTMENT REPORTS**

Members received and considered the quarterly investment report and discussed the following:

#### **RESOLVED**

- A. To note the balances held in the Fleet Town Council Accounts.
- B. To transfer £100,000 from the Cambridge Building Society and £400,000 from the Nationwide Instant Saver Account totalling £500,000 to the Nationwide Business 1 Year Saver Account.
- C. To establish how much is required in the HSBC account for operational funds for the financial year and for the remainder to be moved to the CCLA account.

#### **PF October 2022 ITEM 9**

#### **GRANTS**

Members received and considered the record of the 2022/2023 grants awarded to date and discussed the following points:

- Revising the spreadsheet to address double counting of community grants.

- Consider how the accounting of rent waiver/grants can be amended to reflect how it is funded as a whole.
- Concern about the lack of communication around the grants awarded by the Council in the wider community.
- The £10,656 for Fleet Phoenix should be recognised in the accounts as a grant.

#### **RESOLVED**

- A. Members received and noted the record of the 2022-2023 grants awarded to date.

#### **PF October 2022 ITEM 10 WRITING OFF OF BAD DEBTS**

Members received the record of bad debts totalling £501.90 for unpaid periodic hire of Ancells Farm Community Centre.

#### **RESOLVED**

- A. To write off both bad debts totalling £501.90.

#### **PF October 2022 ITEM 11 POLICIES**

Members received and reviewed the following policies:

- a. Health & Safety
- b. Standing Orders
- c. Financial Regulations
- d. Asbestos Management Plan
- e. Control and Management of Contractors Policy
- f. Contractor Management Checklist

#### **RESOLVED**

To approve the following policies:

- A. Health & Safety – To approve in the interim subject to further changes that may be required.
- B. Standing Orders – To approve at full Council.
- C. Financial Regulations – To remove reference to Deputy Town Clerk and then to approve at Full Council.
- D. Asbestos Management Plan – To check whether the items listed on page 11 contain asbestos and check validity of procedure for identifying at risk items with a yellow sticker and return to the next Policy and Finance meeting.
- E. Control and Management of Contractors Policy – Concerns were raised over the very generic policy, identify why it is needed. Officers to report back at the next meeting.
- F. Contractor Management Checklist – To return to the next Policy and Finance meeting, as associated with the Control and Management of Contractors Policy.

#### **PF October 2022 ITEM 12 EXECUTIVE OFFICER'S REPORT**

Members noted the report. Members suggested the climate change agenda and also the market gazebos and tables could be suitable for the Parish and Town Council Investment fund. The

qualification criteria will need to be examined to establish whether the fund can be split into two projects.

The office furniture arrangement with Hart District Council was agreed.

**PF October 2022 ITEM 13 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Wednesday 15<sup>th</sup> February 2023 at 7pm in the Harlington.

There being no further business the meeting closed at 9.40pm.

**Signed:** ..... **Date**.....

**Chairman**

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## Fleet Town Council Current Year

### Bank - Cash and Investment Reconciliation as at 31 December 2022

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<b><u>Confirmed Bank &amp; Investment Balances</u></b>			
<b><u>Bank Statement Balances</u></b>			
31/12/2022	HSBC	885,712.07	
31/03/2022	Petty Cash	100.00	
			<b>885,812.07</b>
 <b><u>Other Cash &amp; Bank Balances</u></b>			
			<b>2,252,120.08</b>
			<b>3,137,932.15</b>
 <b><u>Receipts not on Bank Statement</u></b>			
			<b>0.00</b>
 <b>Closing Balance</b>			
			<b>3,137,932.15</b>
<b><u>All Cash &amp; Bank Accounts</u></b>			
1	Bank Current/Deposit Account	885,712.07	
2	Petty Cash - FTC	100.00	
	Other Cash & Bank Balances	2,252,120.08	
	<b>Total Cash &amp; Bank Balances</b>		<b>3,137,932.15</b>

**OFFICER:** Rochelle Halliday, Executive Officer / Alex Robins, The Harlington General Manager  
**DATE:** 9<sup>th</sup> February 2023  
**MEETING:** Policy & Finance Committee 15<sup>th</sup> February 2023  
**SUBJECT:** Item 5.a.a. - Quarterly Financial Monitoring Report 31<sup>st</sup> December 2022

**Council Operations – Year End Projections**

101 – <b>Central Administration</b>	<p>Staff salaries are expected to be underspent by £7.2k, mainly due to staff vacancies.</p> <p>Further savings of £13.8k are expected from lower than planned expenditure on equipment, document management and procurement fees.</p>
105 – <b>Civic and Democratic</b>	<p>£4.5k is now not required for the Vision Day sessions and a special newsletter.</p> <p>Combined with the lower than expected election cost, there is an overall saving of around £22.4k against budget for this cost centre.</p>
110 – <b>Grants</b>	<p>To the end of January 2023, fewer community grants have been received.</p>
204 – <b>Building</b> (Gas & Electricity only)	<p>Gas and electricity for The Harlington are projected to be £23.3k over budget.</p>
205 – <b>Ancells Farm CC</b> (Gas & Electricity only)	<p>Gas and electricity for Ancells Farm Community Centre is projected to be £1.1k over budget.</p>
208 – <b>Ancells Farm Park and Pavilion</b>	<p>Playground maintenance will be £2.7k over budget due to high and medium risk repairs to equipment being undertaken following the RoSPA report.</p> <p>Overall, the cost centre is projected to be £1.7k over budget.</p>
301 – <b>Open Spaces</b>	<p>Footpath works at Leawood have contributed to the Additional Grounds Work budget projected to be overspent by £2.5k.</p> <p>Overall, the projection for this cost centre is on track.</p>
310 – <b>Calthorpe Park</b>	<p>Electricity is expected to be £2.0k overbudget, due to the coffee shop opening and electricity not being recharged from the start of the tenancy. Electricity is being charged from October 2022.</p> <p>Building Maintenance is projected overspent by £6.6k due to EICR inspections (£2.4k), pavilion electrical works for the coffee shop (£2.3k) plus other minor repairs to the pavilion and drain clearance.</p> <p>Overall, the cost centre is projected to be £2.1k under budget.</p>
315 – <b>Oakley Park</b>	<p>£12.3k unbudgeted spend is for the Trim Trail and will be offset by the s106 reclaim income, expected before the end of the financial year.</p>

	<p>The £7.4k overspend for Additional Ground Works is for the new path. Offset by income received from the Friends of Group of £7k.</p> <p>Playground Maintenance is expected to be £1.3k overbudget due repairs made following the RoSPA report.</p> <p>Overall, the cost centre is projected to be on track.</p>
<b>320 – Basingbourne Park</b>	<p>Additional Ground Works is projected to be £6.3k over budget mainly due to the ground works at the Guides being funded from reserves (£3.3k) and work to the bridge (£2.3k).</p> <p>Playground Maintenance is expected to be £2.5k over budget due to a nil allocation in the budget and repairs following the RoSPA inspection.</p> <p>Essential tree surgery following the tree survey is projected to be £2.1k over budget.</p> <p>Overall, the cost centre is projected to be £12.0k over budget.</p>
<b>325 – The Views</b>	<p>Additional Ground Works is showing as £40.7k over budget but this is due to £40.5k of s106 works for the Sensory Garden. At year end this will be recovered from the earmarked reserve for the Sensory Garden.</p> <p>Once the above has been taken into account the cost centre is under budget by around £3.1k.</p>
<b>350 – Cemetery</b>	<p>Income is projected to be in excess of the budget by around £5.7k, once the £55k grant funding has been stripped out.</p> <p>Overall, the Cemetery is projected to be in £31.9k surplus.</p>

Due to the overspent items in the various open spaces cost centres, the Facilities and Open Spaces Manager and Executive Officer met with Cllr Schofield at the end of January to explain the situation.

#### **Overall Year End Projection 2022/23**

	<b>Budget £</b>	<b>Projected Year End £</b>
Net Income over Expenditure	(81,552)	(50,008)
Minus s106 reclaim for Oakley Trim Trail		12,360
Minus Sensory Garden transfer from reserves		40,598
<b>Projected Surplus</b>		<b>2,950</b>

*Please note that the year end projection is a prediction based on current known events and is subject to change.*

### General

- After concern about a slower than expected return to pre-Covid audience numbers through 2022, the past quarter has seen a sudden increase, which is currently still going strong. The pre-Christmas period was expected to be fairly strong, as people threw caution to the wind and had at least one “big” night out. The officer was then expecting the beginning of 2023 to be slow due to the financial situation. However sales continued at a rapid rate, with every show in January completely selling out, off the back of six sold out shows through November and December (not including panto).
- A brochure was put together and distributed during the same period, which would always be expected to create an increase in sales, however, in these uncertain times the impact would appear to be far more than would've been expected. The delivery period was adjusted and new areas added to the drop, taking it from the usual 30,000 to 40,000 homes and this would seem to have made a big difference. The budget wouldn't normally stretch to this, however, due to the timing of the last drop and slow build up of shows, there was additional budget left to go for a bigger drop, which would seem to have had a big influence. The team are currently analysing post code data to determine where these additional sales have come from, and which new areas have benefitted ticket sales numbers.
- There has been no activity from vaccinations since early December, however room hires have been good, with additional rentals continuing to come in. It will be quite a void to fill though.

### **Ticket sales**

As mentioned in the General section above, sales have seen a sudden upturn with very positive results. The officer is projecting a further 10k in ticket sales, which will have the knock-on effect of increasing bar sales. Venues not too far from here have still struggled to survive with news of a few permanent closures and re-structuring. There have been difficult decisions to make in terms of how to approach the future. Some have gone big and unfortunately failed. The Harlington has taken a safer approach, with a more mainstream “bums on seats” plan, which currently seems to be working. As more confidence returns, the programme can become more interesting and varied again.

### **Hall hire**

Hires are in a pretty good place, with additional hires coming in. Vaccinations seem to have ceased, even though the NHS have the option of using The Harlington until the end of March. The officer has projected a further 5k on hall hire income at year end.

## **Bars**

Bar sales are determined by ticket sales, and with the increase in tickets, the bars are performing well. The numbers of people coming through the doors have increased considerably, but at the same time, spend per head targets are also being reached and improved on. People are coming out and spending when they're out.

The officer would like to pass on a personal thank you to Rodney Marshall, who has taken on the responsibility of running during the current shortage of staff situation. Rodney has temporarily inherited the bars through the busiest possible time and has performed excellently. All this has been done whilst carrying out his full-time duty management role too.

## **Confectionery, Ices, Snacks & Merchandise**

Latest projections show ancillary sales will be approximately 1k ahead of the previous projection at year end. This is due to a good Christmas period and continued high ticket sales.

### 202 **Coffee Shop** (information provided by Alex Robins)

No coffee shop sales across the year. The area has been used for vaccinations.

### 204 **Building** (information provided by Alex Robins)

The officer has been attempting to control building maintenance costs throughout the year, but unfortunately due to the condition of the building, there have been many unforeseeable repairs which have had to be carried out. Building maintenance has had the biggest negative effect on budget projections, eating up improvements made on incomes. Together with utility costs, which are still spiralling and very unpredictable, these are the most difficult part of the budget to control in the current climate.

### 205 **Ancells Community Centre** (information provided by Alex Robins)

- The centre has been performing well and is expected to finish close to budget at year end, although hall hire may fall just short.

In terms of expenditure, building maintenance exceeded its annual budget due to unavoidable expense earlier in the year (as previously reported), however costs have been kept to a minimum since.

## **RECOMMENDATION**

- That the contents of the report are noted.

Monthly Performance Totals (net of VAT)

Month	Hall Hire	Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
<b>April</b>													
Ultimate Elton	£	-	£ 2,943.06	80%	£ 1,750.00	£ 1,193.06	£ 1,680.24	£ 674.54	£ 1,005.70	£ 278.30	£ 4,623.30	£ 2,702.84	£ 1,920.46
Rock For Heroes	£	-	£ 2,010.89	45%	£ 1,368.31	£ 642.58	£ 1,128.65	£ 452.74	£ 675.91	£ 191.48	£ 3,139.54	£ 2,012.53	£ 1,127.01
Film Club x 2	£	200.00	£ -	n/a	£ -	£ -	£ 193.07	£ 77.34	£ 115.73	£ -	£ 393.07	£ 77.34	£ 315.73
Roller Disco	£	245.00	£ -	n/a	£ -	£ -	£ 441.07	£ 184.83	£ 256.24	£ 68.63	£ 686.07	£ 253.46	£ 432.61
Gig 4 Ukraine	£	-	£ 4,477.78	100%	£ 4,477.78	£ -	£ 1,231.74	£ 498.40	£ 733.34	£ 355.06	£ 5,709.52	£ 5,331.24	£ 378.28
Gig 4 Ukraine Livestream	£	-	£ 559.23	n/a	£ 559.23	£ -	£ -	£ -	£ -	£ -	£ 559.23	£ 559.23	£ -
Comedy Club	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Jazz Club	£	-	£ 1,682.22	67%	£ 1,102.41	£ 579.81	£ 515.15	£ 206.82	£ 308.33	£ 45.26	£ 2,197.37	£ 1,354.49	£ 842.88
James Taylor Quartet	£	-	£ 1,479.05	34%	£ 2,250.00	£ 770.95	£ 583.65	£ 233.38	£ 350.27	£ 171.11	£ 2,062.70	£ 2,654.49	£ 591.79
Roller Disco drop in session	£	200.00	£ -	n/a	£ -	£ -	£ 162.16	£ 67.23	£ 94.93	£ 31.95	£ 362.16	£ 99.18	£ 262.98
Rock Choir x 1	£	100.00	£ -	n/a	£ -	£ -	£ 21.16	£ 8.46	£ 12.70	£ -	£ 121.16	£ 8.46	£ 112.70
Ceroc x 4	£	1,139.20	£ -	n/a	£ -	£ -	£ 378.66	£ 151.57	£ 227.09	£ 44.64	£ 1,517.86	£ 196.21	£ 1,321.65
<b>TOTALS FOR APRIL</b>	£	1,884.20	£ 13,152.23		£ 11,507.73	£ 1,644.50	£ 6,335.55	£ 2,555.31	£ 3,780.24	£ 1,186.43	£ 21,371.98	£ 15,249.47	£ 6,122.51
<b>May</b>													
Paul Zerdin	£	-	£ 4,132.22	78%	£ 3,139.95	£ 992.27	£ 949.48	£ 386.29	£ 563.19	£ 196.26	£ 5,081.70	£ 3,722.50	£ 1,359.20
Stayin Alive	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Film Club x 2	£	200.00	£ -	n/a	£ -	£ -	£ 305.48	£ 122.47	£ 183.01	£ -	£ 505.48	£ 122.47	£ 383.01
90's Rewind	£	-	£ 4,406.67	57%	£ 2,250.00	£ 2,156.67	£ 3,873.82	£ 1,550.06	£ 2,323.76	£ 359.74	£ 8,280.49	£ 4,159.80	£ 4,120.69
Comedy Club	£	-	£ 972.50	40%	£ 700.00	£ 272.50	£ 831.32	£ 334.28	£ 497.04	£ 190.47	£ 1,803.82	£ 1,224.75	£ 579.07
Jazz Cub	£	-	£ 775.00	32%	£ 1,033.44	£ 258.44	£ 337.74	£ 135.78	£ 201.96	£ 26.63	£ 1,112.74	£ 1,195.85	£ 83.11
Roller Disco	£	245.00	£ -	n/a	£ -	£ -	£ 507.00	£ 213.58	£ 293.42	£ 42.60	£ 752.00	£ 256.18	£ 495.82
Jon Bovi	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Rock Choir x 4	£	400.00	£ -	n/a	£ -	£ -	£ 76.66	£ 30.66	£ 46.00	£ -	£ 476.66	£ 30.66	£ 446.00
Ceroc x 3	£	854.40	£ -	n/a	£ -	£ -	£ 209.24	£ 84.08	£ 125.16	£ -	£ 1,063.64	£ 84.08	£ 979.56
<b>TOTALS FOR MAY</b>	£	1,699.40	£ 10,286.39		£ 7,123.39	£ 3,163.00	£ 7,090.74	£ 2,857.20	£ 4,233.54	£ 815.70	£ 19,076.53	£ 10,796.29	£ 8,280.24
<b>June</b>													
Lions Jubilee Event	£	606.00	£ -	n/a	£ -	£ -	£ 811.09	£ 324.43	£ 486.66	£ 222.78	£ 1,417.09	£ 547.21	£ 869.88
Los Pacaminos	£	-	£ 3,572.22	60%	£ 2,314.21	£ 1,258.01	£ 1,784.92	£ 715.02	£ 1,069.90	£ 245.67	£ 5,357.14	£ 3,274.90	£ 2,082.24
Money For Nothing	£	-	£ 2,903.94	76%	£ 2,000.00	£ 903.94	£ 1,292.82	£ 518.89	£ 773.93	£ 212.42	£ 4,196.76	£ 2,731.31	£ 1,465.45
Film Club x 2	£	200.00	£ -	n/a	£ -	£ -	£ 163.23	£ 65.71	£ 97.52	£ 40.11	£ 363.23	£ 105.82	£ 257.41
Roller Disco	£	245.00	£ -	n/a	£ -	£ -	£ 306.16	£ 127.23	£ 178.93	£ 37.27	£ 551.16	£ 164.50	£ 386.66
Comedy Club	£	-	£ 1,005.00	39%	£ 700.00	£ 305.00	£ 865.40	£ 348.20	£ 517.20	£ 212.01	£ 1,870.40	£ 1,260.21	£ 610.19
Jazz Club	£	-	£ 1,267.78	63%	£ 902.63	£ 365.15	£ 576.32	£ 235.83	£ 340.49	£ 31.95	£ 1,844.10	£ 1,170.41	£ 673.69
T Rextasy	£	-	£ 3,346.45	76%	£ 3,050.00	£ 296.45	£ 1,222.99	£ 490.59	£ 732.40	£ 238.62	£ 4,569.44	£ 3,779.21	£ 790.23
Dr Feelgood	£	-	£ 1,302.22	23%	£ 2,200.00	£ 897.78	£ 618.57	£ 248.24	£ 370.33	£ 135.61	£ 1,920.79	£ 2,583.85	£ 663.06
Funtime Dance Show	£	693.00	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ 693.00	£ -	£ 693.00
Rock Choir x 5	£	500.00	£ -	n/a	£ -	£ -	£ 252.91	£ 103.92	£ 148.99	£ -	£ 752.91	£ 103.92	£ 648.99
Ceroc x 5	£	1,424.00	£ -	n/a	£ -	£ -	£ 428.41	£ 171.69	£ 256.72	£ -	£ 1,852.41	£ 171.69	£ 1,680.72
<b>TOTALS FOR JUNE</b>	£	3,668.00	£ 13,397.61		£ 11,166.84	£ 2,230.77	£ 8,322.82	£ 3,349.75	£ 4,973.07	£ 1,376.44	£ 25,388.43	£ 15,893.03	£ 9,495.40
<b>July</b>													
Legends of Music	£	3,119.88	£ -	61%	£ -	£ -	£ 2,556.12	£ 1,037.92	£ 1,518.20	£ 729.60	£ 5,676.00	£ 1,767.52	£ 3,908.48
Absolute Bowie	£	-	£ 2,279.00	35%	£ 1,565.17	£ 713.83	£ 855.32	£ 342.90	£ 512.42	£ 285.61	£ 3,134.32	£ 2,193.68	£ 940.64
Jazz Club	£	-	£ 1,325.28	54%	£ 833.92	£ 491.36	£ 327.74	£ 131.26	£ 196.48	£ 31.95	£ 1,653.02	£ 997.13	£ 655.89
Roller Disco	£	245.00	£ -	n/a	£ -	£ -	£ 402.67	£ 166.72	£ 235.95	£ 36.02	£ 647.67	£ 202.74	£ 444.93
Ceroc x 3	£	854.40	£ -	n/a	£ -	£ -	£ 311.00	£ 124.40	£ 186.60	£ 47.43	£ 1,165.40	£ 171.83	£ 993.57
<b>TOTALS FOR JULY</b>	£	4,219.28	£ 3,604.28		£ 2,399.09	£ 1,205.19	£ 4,452.85	£ 1,803.20	£ 2,649.65	£ 1,130.61	£ 12,276.41	£ 5,332.90	£ 6,943.51

<b>August</b>	<b>Hall Hire Income</b>	<b>Ticket sales</b>	<b>% of capacity</b>	<b>Perf costs</b>	<b>Contribution</b>	<b>Ancillary sales</b>	<b>Cost of stock</b>	<b>Contribution</b>	<b>Casual Staffing</b>	<b>Total performance income</b>	<b>Total performance costs</b>	<b>Total performance contribution</b>
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 553.74	£ 221.80	£ 331.94	£ 162.67	£ 1,692.94	£ 384.47	£ 1,308.47
<b>TOTALS FOR AUGUST</b>	<b>£ 1,139.20</b>	<b>£ -</b>		<b>£ -</b>	<b>£ -</b>	<b>£ 553.74</b>	<b>£ 221.80</b>	<b>£ 331.94</b>	<b>£ 162.67</b>	<b>£ 1,692.94</b>	<b>£ 384.47</b>	<b>£ 1,308.47</b>
<b>September</b>	<b>Hall Hire Income</b>	<b>Ticket sales</b>	<b>% of capacity</b>	<b>Perf costs</b>	<b>Contribution</b>	<b>Ancillary sales</b>	<b>Cost of stock</b>	<b>Contribution</b>	<b>Casual Staffing</b>	<b>Total performance income</b>	<b>Total performance costs</b>	<b>Total performance contribution</b>
Northsyde & Friends	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Bootleg Blondie	£ -	£ 4,087.96	80%	£ 1,000.00	£ 3,087.96	£ 2,527.73	£ 1,012.95	£ 1,514.78	£ 359.50	£ 6,615.69	£ 2,372.45	£ 4,243.24
Stayin Alive	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Vision Of Elvis	£ -	£ 2,953.33	64%	£ 2,500.00	£ 453.33	£ 901.74	£ 363.18	£ 538.56	£ 201.47	£ 3,855.07	£ 3,064.65	£ 790.42
The Stumble	£ -	£ 1,063.33	42%	£ 600.00	£ 463.33	£ 531.57	£ 214.30	£ 317.27	£ 94.68	£ 1,594.90	£ 908.98	£ 685.92
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 193.33	£ 78.16	£ 115.17	£ 26.91	£ 393.33	£ 105.07	£ 288.26
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 665.40	£ 277.16	£ 388.24	£ 68.63	£ 910.40	£ 345.79	£ 564.61
Comedy Club	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Connor Selby	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Jazz Club	£ -	£ 841.67	44%	£ 720.00	£ 121.67	£ 318.16	£ 127.72	£ 190.44	£ 82.17	£ 1,159.83	£ 929.89	£ 229.94
Terry Alderton	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
The Doors Alive	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Rock Choir x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 36.25	£ 14.50	£ 21.75	£ -	£ 236.25	£ 14.50	£ 221.75
Ceroc x 5	£ 1,424.00	£ -	n/a	£ -	£ -	£ 550.49	£ 221.27	£ 329.22	£ 216.69	£ 1,974.49	£ 437.96	£ 1,536.53
<b>TOTALS FOR SEPTEMBER</b>	<b>£ 2,069.00</b>	<b>£ 8,946.29</b>		<b>£ 4,820.00</b>	<b>£ 4,126.29</b>	<b>£ 5,724.67</b>	<b>£ 2,309.24</b>	<b>£ 3,415.43</b>	<b>£ 1,050.05</b>	<b>£ 16,739.96</b>	<b>£ 8,179.29</b>	<b>£ 8,560.67</b>
<b>October</b>	<b>Hall Hire Income</b>	<b>Ticket sales</b>	<b>% of capacity</b>	<b>Perf costs</b>	<b>Contribution</b>	<b>Ancillary sales</b>	<b>Cost of stock</b>	<b>Contribution</b>	<b>Casual Staffing</b>	<b>Total performance income</b>	<b>Total performance costs</b>	<b>Total performance contribution</b>
Black Sabbitch	£ -	£ 2,223.00	34%	£ 1,250.00	£ 973.00	£ 1,241.66	£ 496.84	£ 744.82	£ 197.25	£ 3,464.66	£ 1,944.09	£ 1,520.57
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 189.74	£ 76.00	£ 113.74	£ 31.96	£ 389.74	£ 107.96	£ 281.78
Rod Stewart Songbook	£ -	£ 1,817.56	48%	£ 1,173.19	£ 644.37	£ 734.57	£ 295.17	£ 439.40	£ 192.50	£ 2,552.13	£ 1,660.86	£ 891.27
Jazz Club	£ -	£ 704.17	29%	£ 720.00	£ -15.83	£ 264.58	£ 106.36	£ 158.22	£ 79.87	£ 968.75	£ 906.23	£ 62.52
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 779.91	£ 325.24	£ 454.67	£ 63.30	£ 1,024.91	£ 388.54	£ 636.37
Comedy Club	£ -	£ 1,912.50	75%	£ 1,210.75	£ 701.75	£ 1,676.99	£ 673.63	£ 1,003.36	£ 182.78	£ 3,589.49	£ 2,067.16	£ 1,522.33
Dom Martin	£ -	£ 2,480.00	81%	£ 1,435.21	£ 1,044.79	£ 1,056.24	£ 425.55	£ 630.69	£ 208.13	£ 3,536.24	£ 2,068.89	£ 1,467.35
RU40	£ -	£ 1,383.75	45%	£ 800.00	£ 583.75	£ 840.58	£ 337.28	£ 503.30	£ 157.15	£ 2,224.33	£ 1,294.43	£ 929.90
Rollin Stoned	£ -	£ 2,094.33	60%	£ 1,451.74	£ 642.59	£ 1,223.41	£ 490.30	£ 733.11	£ 186.37	£ 3,317.74	£ 2,128.41	£ 1,189.33
Rock Choir x 3	£ 300.00	£ -	n/a	£ -	£ -	£ 217.41	£ 89.24	£ 128.17	£ -	£ 517.41	£ 89.24	£ 428.17
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 619.75	£ 248.08	£ 371.67	£ 161.13	£ 1,758.95	£ 409.21	£ 1,349.74
<b>TOTALS FOR OCTOBER</b>	<b>£ 1,884.20</b>	<b>£ 12,615.31</b>		<b>£ 8,040.89</b>	<b>£ 4,574.42</b>	<b>£ 8,844.84</b>	<b>£ 3,563.69</b>	<b>£ 5,281.15</b>	<b>£ 1,460.44</b>	<b>£ 23,344.35</b>	<b>£ 13,065.02</b>	<b>£ 10,279.33</b>
<b>November</b>	<b>Hall Hire Income</b>	<b>Ticket sales</b>	<b>% of capacity</b>	<b>Perf costs</b>	<b>Contribution</b>	<b>Ancillary sales</b>	<b>Cost of stock</b>	<b>Contribution</b>	<b>Casual Staffing</b>	<b>Total performance income</b>	<b>Total performance costs</b>	<b>Total performance contribution</b>
The Jam'd	£ -	£ 3,216.00	48%	£ 1,500.00	£ 1,716.00	£ 2,640.83	£ 1,058.62	£ 1,582.21	£ 204.64	£ 5,856.83	£ 2,763.26	£ 3,093.57
The Mentulls	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
The Bohemians	£ -	£ 4,694.44	100%	£ 3,267.70	£ 1,426.74	£ 2,339.66	£ 938.38	£ 1,401.28	£ 249.34	£ 7,034.10	£ 4,455.42	£ 2,578.68
Comedy Club	£ -	£ 1,550.00	58%	£ 965.23	£ 584.77	£ 1,245.99	£ 501.86	£ 744.13	£ 169.46	£ 2,795.99	£ 1,636.55	£ 1,159.44
Jazz Club	£ -	£ 2,012.50	83%	£ 1,067.12	£ 945.38	£ 703.08	£ 282.88	£ 420.20	£ 76.85	£ 2,715.58	£ 1,426.85	£ 1,288.73
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 238.00	£ 95.32	£ 142.68	£ 22.32	£ 438.00	£ 117.64	£ 320.36
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 696.40	£ 292.87	£ 403.53	£ 68.63	£ 941.40	£ 361.50	£ 579.90
Bad Manners	£ 1,471.20	£ -	n/a	£ -	£ -	£ 4,163.32	£ 1,669.61	£ 2,493.71	£ 379.90	£ 5,634.52	£ 2,049.51	£ 3,585.01
Ian Parker	£ -	£ 1,665.83	57%	£ 700.00	£ 965.83	£ 871.65	£ 351.80	£ 519.85	£ 96.07	£ 2,537.48	£ 1,147.87	£ 1,389.61
80's Rewind x 2	£ -	£ 15,232.22	100%	£ 5,900.00	£ 9,332.22	£ 10,816.89	£ 4,329.74	£ 6,487.15	£ 960.39	£ 26,049.11	£ 11,190.13	£ 14,858.98
Light switch on	£ -	£ -	n/a	£ -	£ -	£ 163.57	£ 66.12	£ 97.45	£ 47.43	£ 163.57	£ 113.55	£ 50.02
Elles Bailey	£ -	£ 3,692.50	100%	£ 2,178.87	£ 1,513.63	£ 1,043.91	£ 424.74	£ 619.17	£ 290.00	£ 4,736.41	£ 2,893.61	£ 1,842.80
Rock Choir x 3	£ 300.00	£ -	n/a	£ -	£ -	£ 108.83	£ 43.53	£ 65.30	£ -	£ 408.83	£ 43.53	£ 365.30
Ceroc x 3	£ 854.40	£ -	n/a	£ -	£ -	£ 353.33	£ 142.11	£ 211.22	£ 92.07	£ 1,207.73	£ 234.18	£ 973.55
<b>TOTALS FOR NOVEMBER</b>	<b>£ 3,070.60</b>	<b>£ 32,063.49</b>		<b>£ 15,578.92</b>	<b>£ 16,484.57</b>	<b>£ 25,385.46</b>	<b>£ 10,197.58</b>	<b>£ 15,187.88</b>	<b>£ 2,657.10</b>	<b>£ 60,519.55</b>	<b>£ 28,433.60</b>	<b>£ 32,085.95</b>
<b>December</b>	<b>Hall Hire Income</b>	<b>Ticket sales</b>	<b>% of capacity</b>	<b>Perf costs</b>	<b>Contribution</b>	<b>Ancillary sales</b>	<b>Cost of stock</b>	<b>Contribution</b>	<b>Casual Staffing</b>	<b>Total performance income</b>	<b>Total performance costs</b>	<b>Total performance contribution</b>

Mainly Madness	£	-	£ 5,050.00	70%	£ 3,436.35	£ 1,613.65	£ 3,744.99	£ 1,500.38	£ 2,244.61	£ 335.51	£ 8,794.99	£ 5,272.24	£ 3,522.75
Comedy Club	£	-	£ 3,800.00	100%	£ 1,701.74	£ 2,098.26	£ 2,445.99	£ 985.17	£ 1,460.82	£ 342.83	£ 6,245.99	£ 3,029.74	£ 3,216.25
Jazz Club	£	-	£ 3,009.17	100%	£ 1,705.15	£ 1,304.02	£ 701.99	£ 282.80	£ 419.19	£ 77.22	£ 3,711.16	£ 2,065.17	£ 1,645.99
Panto	£	12,536.04	£ -	77%	£ -	£ -	£ 13,037.57	£ 5,743.88	£ 7,293.69	£ 3,761.39	£ 25,573.61	£ 9,505.27	£ 16,068.34
Ceroc x 1	£	284.80	£ -	n/a	£ -	£ -	£ 276.25	£ 110.50	£ 165.75	£ -	£ 561.05	£ 110.50	£ 450.55
<b>TOTALS FOR DECEMBER</b>	£	12,820.84	£ 11,859.17		£ 6,843.24	£ 5,015.93	£ 20,206.79	£ 8,622.73	£ 11,584.06	£ 4,516.95	£ 44,886.80	£ 19,982.92	£ 24,903.88
<b>January</b>	<b>Hall Hire Income</b>	<b>Ticket sales</b>	<b>% of capacity</b>	<b>Perf costs</b>	<b>Contribution</b>	<b>Ancillary sales</b>	<b>Cost of stock</b>	<b>Contribution</b>	<b>Casual Staffing</b>	<b>Total performance income</b>	<b>Total performance costs</b>	<b>Total performance contribution</b>	
Film Club x 2	£	200.00	£ -	n/a	£ -	£ -	£ 206.32	£ 83.02	£ 123.30	£ 29.93	£ 406.32	£ 112.95	£ 293.37
Jazz Club	£	-	£ 3,395.83	100%	£ 1,492.97	£ 1,902.86	£ 863.74	£ 348.32	£ 515.42	£ 95.86	£ 4,259.57	£ 1,937.15	£ 2,322.42
Roller Disco	£	245.00	£ -	n/a	£ -	£ -	£ 822.74	£ 350.88	£ 471.86	£ 85.20	£ 1,067.74	£ 436.08	£ 631.66
Comedy Club	£	-	£ 2,725.00	100%	£ 1,759.38	£ 965.62	£ 1,986.41	£ 801.45	£ 1,184.96	£ 222.01	£ 4,711.41	£ 2,782.84	£ 1,928.57
AC/DC UK	£	-	£ 7,125.00	100%	£ 4,477.41	£ 2,647.59	£ 3,872.07	£ 1,554.96	£ 2,317.11	£ 302.47	£ 10,997.07	£ 6,334.84	£ 4,662.23
Rock Choir x 3	£	300.00	£ -	n/a	£ -	£ -	£ 109.08	£ 43.63	£ 65.45	£ -	£ 409.08	£ 43.63	£ 365.45
Ceroc x 4	£	1,139.20	£ -	n/a	£ -	£ -	£ 387.74	£ 155.85	£ 231.89	£ 191.72	£ 1,526.94	£ 347.57	£ 1,179.37
<b>TOTALS FOR JANUARY</b>	£	1,884.20	£ 13,245.83		£ 7,729.76	£ 5,516.07	£ 8,248.10	£ 3,338.11	£ 4,909.99	£ 927.19	£ 23,378.13	£ 11,995.06	£ 11,383.07
<b>TOTALS</b>	£	34,338.92	£ 119,170.60		£ 75,209.86	£ 43,960.74	£ 95,165.56	£ 38,818.61	£ 56,346.95	£ 15,283.58	£ 248,675.08	£ 129,312.05	£ 119,363.03

**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 9)**

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**Note: Budget Report as at 31.12.22**

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>101</b>	<b><u>Central Administration</u></b>									
1053	Grant money and funding	0	2,870	0	0	0	0	0	0	0
1500	Miscellaneous Income	0	0	0	44	44	0	0	0	0
1870	Interest Income	3,230	1,093	500	14,568	20,000	0	14,000	0	0
	<b>Total Income</b>	<b>3,230</b>	<b>3,963</b>	<b>500</b>	<b>14,612</b>	<b>20,044</b>	<b>0</b>	<b>14,000</b>	<b>0</b>	<b>0</b>
4000	Salaries	124,000	120,633	140,511	99,630	133,000	0	163,764	0	0
4001	Employers National Insurance	10,200	8,293	14,051	9,815	13,100	0	16,376	0	0
4002	Employers Pension	6,500	6,116	7,026	5,408	7,100	0	9,145	0	0
4005	Contracted Staffing	0	208	0	200	200	0	0	0	0
4011	Staff Recruitment	0	349	500	300	609	0	500	0	0
4015	Recharge staff hours	-18,480	-18,480	-19,219	-9,391	-19,219	0	-8,700	0	0
4020	COVID19	1,000	256	1,000	0	0	0	0	0	0
4030	Training	3,000	330	3,000	1,115	2,000	0	3,000	0	0
4041	Mileage/Travel/Sustenance	102	30	100	104	120	0	100	0	0
4130	Insurance	9,500	9,130	9,675	9,196	9,196	0	10,575	0	0
4156	Recycling	500	0	500	479	500	0	500	0	0
4175	Equipment Maintenance	600	0	600	497	500	0	600	0	0
4185	Equipment	3,000	2,648	6,750	461	1,000	0	5,000	0	0
4187	Health & Safety	8,000	7,968	8,000	5,021	8,000	0	8,800	0	0
4400	Stationery & Consumables	3,500	3,807	3,640	2,323	3,400	0	3,600	0	0
4401	Document Management	5,000	0	5,000	0	0	0	3,000	0	0
4420	Bank Charges	3,060	1,585	3,182	1,751	2,500	0	3,000	0	0
4430	Promotion/Publicity/Vision	7,140	6,333	7,425	2,169	7,425	0	8,122	0	0

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.22

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4435	Website	918	480	900	360	500	0	900	0	0
4440	Telephone & Broadband	2,400	1,407	2,496	786	1,500	0	3,000	0	0
4445	Mobile Phones	663	111	680	104	200	0	300	0	0
4455	Postage	102	176	106	239	300	0	150	0	0
4460	Subscriptions	3,060	2,826	3,208	3,108	3,108	0	3,200	0	0
4480	Computer Maintenance	1,020	605	1,060	545	800	0	1,500	0	0
4481	Software/Licenses	2,500	2,043	2,600	108	2,600	0	3,000	0	0
4484	Computer Support	6,120	6,060	6,360	3,263	5,500	0	6,300	0	0
4485	Computer Storage	1,734	1,320	1,800	1,001	1,500	0	1,800	0	0
4486	E-mail Exchange	3,570	3,533	3,712	2,600	3,500	0	3,850	0	0
4530	Councillor Development	0	0	0	0	0	0	0	0	0
4550	Payroll Services	612	419	650	523	690	0	800	0	0
4551	HR Services and staff welfare	2,040	1,073	2,590	1,084	2,000	0	2,500	0	0
4555	Legal Fees and Costs	2,040	1,696	2,120	738	1,500	0	3,000	0	0
4560	Accountancy fees	714	959	990	691	990	0	1,450	0	0
4561	VAT Consultancy fees	204	259	210	200	200	0	250	0	0
4564	Procurement fees	3,000	1,750	3,120	0	0	0	0	0	0
4580	Audit Fees	3,500	3,500	3,640	1,492	3,640	0	3,700	0	0
4995	Miscellaneous Expenditure	0	18	0	0	0	0	0	0	0
4997	Unplanned Expenditure	0	0	0	670	670	0	0	0	0
	<b>Overhead Expenditure</b>	<b>200,819</b>	<b>177,441</b>	<b>227,983</b>	<b>146,588</b>	<b>198,629</b>	<b>0</b>	<b>263,082</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(197,589)</b>	<b>(173,478)</b>	<b>(227,483)</b>	<b>(131,976)</b>	<b>(178,585)</b>		<b>(249,082)</b>		
<b>105</b>	<b>Civic and Democratic</b>									

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 9)**

18:10

**Note: Budget Report as at 31.12.22**

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4012	Pension liability	0	0	0	0	0	0	10,000	0	0
4041	Mileage/Travel/Sustenance	156	0	160	0	50	0	160	0	0
4430	Promotion/Publicity/Vision	2,550	1,060	3,550	246	800	0	2,500	0	0
4530	Councillor Development	1,071	267	1,110	402	600	0	1,000	0	0
4535	Chairman's Allowance	1,185	697	1,230	316	1,230	0	1,230	0	0
4537	Members Allowances	2,040	241	2,120	59	150	0	1,000	0	0
4540	Elections	0	0	25,000	7,900	7,900	0	6,250	0	0
<b>Overhead Expenditure</b>		<b>7,002</b>	<b>2,265</b>	<b>33,170</b>	<b>8,923</b>	<b>10,730</b>	<b>0</b>	<b>22,140</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(7,002)</b>	<b>(2,265)</b>	<b>(33,170)</b>	<b>(8,923)</b>	<b>(10,730)</b>		<b>(22,140)</b>		
<b>110</b>	<b>Grants</b>									
4241	Grant - Fleet Phoenix	0	0	0	0	0	0	10,656	0	0
4242	Grant - Sashas Project	0	0	0	0	0	0	7,540	0	0
4538	Community Support	1,530	167	6,590	0	1,500	0	7,200	0	0
4800	Fleet Link	13,770	11,117	11,560	11,729	11,729	0	12,902	0	0
4810	Basingstoke Canal	18,675	18,309	19,041	18,309	18,309	0	19,041	0	0
4855	Community grants	10,812	10,633	11,244	9,780	11,244	0	3,704	0	0
<b>Overhead Expenditure</b>		<b>44,787</b>	<b>40,226</b>	<b>48,435</b>	<b>39,818</b>	<b>42,782</b>	<b>0</b>	<b>61,043</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(44,787)</b>	<b>(40,226)</b>	<b>(48,435)</b>	<b>(39,818)</b>	<b>(42,782)</b>		<b>(61,043)</b>		
<b>115</b>	<b>Precept</b>									
1900	Precept - operational	677,777	677,777	733,823	733,824	733,824	0	846,115	0	0
1902	Precept - New Harlington	412,017	412,017	412,017	412,017	412,017	0	0	0	0
<b>Total Income</b>		<b>1,089,794</b>	<b>1,089,794</b>	<b>1,145,840</b>	<b>1,145,840</b>	<b>1,145,841</b>	<b>0</b>	<b>846,115</b>	<b>0</b>	<b>0</b>

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 9)**

18:10

**Note: Budget Report as at 31.12.22**

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6000	less Transfer to EMR	0	412,017	0	206,009	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>1,089,794</u>	<u>677,777</u>	<u>1,145,840</u>	<u>939,832</u>	<u>1,145,841</u>		<u>846,115</u>		
<b>120</b>	<b><u>Projects</u></b>									
4235	Play Equipment	0	0	0	0	0	0	20,000	0	0
4435	Website	0	0	0	0	0	0	10,000	0	0
4440	Telephone & Broadband	0	0	0	0	0	0	3,500	0	0
	<b>Overhead Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>33,500</u>	<u>0</u>	<u>0</u>
	<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>(33,500)</u>		
<b>150</b>	<b><u>Events, Town Centre and Climat</u></b>									
1051	Ghurkha Square Market	8,500	7,800	7,800	0	0	0	7,800	0	0
	<b>Total Income</b>	<u>8,500</u>	<u>7,800</u>	<u>7,800</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,800</u>	<u>0</u>	<u>0</u>
4176	Action Day	918	808	954	476	954	0	900	0	0
4210	Floral Displays	17,895	17,895	18,610	16,847	16,847	0	19,837	0	0
4222	Friends Group Get Together	150	0	150	0	0	0	100	0	0
4655	Town Centre Xmas Decorations	22,000	18,422	22,880	17,314	17,389	0	22,880	0	0
4656	Christmas Gurkha Square	4,175	2,610	4,342	2,923	2,923	0	4,300	0	0
4657	Christmas Day Lunch	1,020	548	1,060	265	1,369	0	1,166	0	0
4660	Remembrance Day	306	212	315	229	229	0	439	0	0
4661	Gurkha Sq Market	7,200	7,200	7,200	0	0	0	7,200	0	0
4832	Climate Change	0	0	0	0	0	0	5,000	0	0
	<b>Overhead Expenditure</b>	<u>53,664</u>	<u>47,696</u>	<u>55,511</u>	<u>38,054</u>	<u>39,711</u>	<u>0</u>	<u>61,822</u>	<u>0</u>	<u>0</u>

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.22

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>(45,164)</u>	<u>(39,896)</u>	<u>(47,711)</u>	<u>(38,054)</u>	<u>(39,711)</u>		<u>(54,022)</u>		
<b>160</b>	<b>Harlington Development</b>									
1902	Precept - New Harlington	0	0	0	0	0	0	412,017	0	0
	<b>Total Income</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>412,017</u>	<u>0</u>	<u>0</u>
4015	Recharge staff hours	30,000	27,480	28,219	14,200	28,219	0	13,900	0	0
4041	Mileage/Travel/Sustenance	400	0	400	0	400	0	0	0	0
4400	Stationery & Consumables	1,100	0	1,100	0	1,100	0	0	0	0
4430	Promotion/Publicity/Vision	20,000	0	20,000	0	20,000	0	0	0	0
4455	Postage	2,000	0	2,000	0	2,000	0	0	0	0
4555	Legal Fees and Costs	20,000	0	20,000	0	20,000	0	0	0	0
4560	Accountancy fees	1,500	0	1,500	0	1,500	0	0	0	0
4562	Design Consultancy fees	77,000	0	77,000	0	77,000	0	0	0	0
4563	Planning and Building fees	45,000	500	45,000	0	45,000	0	0	0	0
4564	Procurement fees	15,000	0	15,000	0	15,000	0	0	0	0
4565	Survey and consultation	43,000	0	43,000	0	43,000	0	0	0	0
4570	Project Management	100,000	0	100,000	0	100,000	0	0	0	0
4890	Earmarked New Harlington	0	0	0	0	0	0	398,117	0	0
4999	Contingency	57,017	0	58,798	0	58,798	0	0	0	0
	<b>Overhead Expenditure</b>	<u>412,017</u>	<u>27,980</u>	<u>412,017</u>	<u>14,200</u>	<u>412,017</u>	<u>0</u>	<u>412,017</u>	<u>0</u>	<u>0</u>
	<b>160 Net Income over Expenditure</b>	<u>-412,017</u>	<u>-27,980</u>	<u>-412,017</u>	<u>-14,200</u>	<u>-412,017</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6001	plus Transfer from EMR	0	27,980	0	0	0	0	0	0	0

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 9)**

18:10

**Note: Budget Report as at 31.12.22**

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>(412,017)</u>	<u>0</u>	<u>(412,017)</u>	<u>(14,200)</u>	<u>(412,017)</u>		<u>0</u>		
<b>201</b>	<b><u>Harlington - Events</u></b>									
1000	Hall Hire	67,000	113,019	90,000	78,277	95,000	0	102,000	0	0
1002	POINT Hall Hire	0	0	0	153	80	0	18,196	0	0
1033	Fleet Phoenix	1,000	1,000	1,000	0	1,000	0	0	0	0
1036	Fleet Baptist Preschool	3,500	3,132	4,500	2,994	4,500	0	4,750	0	0
1420	Bar Sales	74,000	62,564	112,500	75,574	100,000	0	107,000	0	0
1430	Merchandise	0	34	0	0	0	0	0	0	0
1431	Confectionery	1,500	2,789	3,000	561	3,400	0	2,750	0	0
1432	Ices	1,500	2,284	2,500	1,882	2,500	0	2,750	0	0
1433	Snacks	1,500	1,859	2,500	2,141	2,500	0	3,000	0	0
1435	Box Office Charges	9,000	7,903	17,500	8,959	11,000	0	15,000	0	0
1436	Technical Income	1	0	5,000	0	0	0	0	0	0
1450	Ticket Sales	115,000	97,081	190,000	51,213	150,000	0	207,000	0	0
	<b>Total Income</b>	<u>274,001</u>	<u>291,666</u>	<u>428,500</u>	<u>221,753</u>	<u>369,980</u>	<u>0</u>	<u>462,446</u>	<u>0</u>	<u>0</u>
4000	Salaries	150,000	124,122	189,500	138,068	155,000	0	225,772	0	0
4001	Employers National Insurance	15,000	6,745	15,950	12,208	13,000	0	17,124	0	0
4002	Employers Pension	7,500	6,320	9,500	6,526	7,000	0	8,562	0	0
4005	Contracted Staffing	0	5,407	0	0	0	0	0	0	0
4015	Recharge staff hours	-7,000	-7,000	-7,000	-3,500	-7,000	0	-5,200	0	0
4020	COVID19	0	85	0	0	0	0	0	0	0
4175	Equipment Maintenance	0	227	0	0	0	0	0	0	0
4182	Technical Equipment Sundries	1,000	1,901	1,000	8	1,000	0	1,000	0	0

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.22

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4183	Technical Equipment Hire	500	71	500	60	500	0	500	0	0
4185	Equipment	5,000	4,963	3,000	181	3,000	0	3,000	0	0
4410	On-line charges	0	416	0	0	0	0	0	0	0
4420	Bank Charges	0	28	0	0	0	0	0	0	0
4422	Bank & Card Transactions	9,000	4,431	12,000	7,573	10,000	0	11,000	0	0
4432	Marketing	17,000	17,381	18,000	11,714	18,000	0	20,000	0	0
4433	Marketing Support	6,500	5,066	8,000	3,600	4,000	0	10,000	0	0
4481	Software/Licences	0	840	0	-1,680	0	0	0	0	0
4490	Sales System Costs	10,000	10,977	13,500	9,917	13,000	0	12,000	0	0
4700	Bar Purchases	30,000	25,957	45,000	32,794	40,000	0	42,800	0	0
4710	Bar Consumables	2,500	867	2,000	1,328	2,000	0	2,000	0	0
4715	Stocktaking	500	175	175	0	175	0	500	0	0
4720	Performance Costs	81,000	66,665	124,000	35,923	108,000	0	132,500	0	0
4728	Till App	1,000	710	1,200	630	1,000	0	1,200	0	0
4730	Hall Hire Services	0	367	0	0	0	0	0	0	0
4740	Licences	5,500	2,989	7,000	6,214	6,200	0	7,000	0	0
4752	Hospitality	500	597	500	52	500	0	500	0	0
4761	Confectionery	1,000	1,034	1,800	1,194	1,500	0	1,650	0	0
4762	Ices	500	867	1,000	955	1,000	0	1,050	0	0
4763	Snacks	1,000	915	1,125	827	1,125	0	1,350	0	0
	<b>Overhead Expenditure</b>	<b>338,000</b>	<b>283,123</b>	<b>447,750</b>	<b>264,594</b>	<b>379,000</b>	<b>0</b>	<b>494,308</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(63,999)</b>	<b>8,542</b>	<b>(19,250)</b>	<b>(42,841)</b>	<b>(9,020)</b>		<b>(31,862)</b>		
<b>202</b>	<b>Coffee Shop</b>									

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.22

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4471	Write Off Stock	0	269	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	0	269	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	(269)	0	0	0		0		
<b>204</b>	<b><u>Building</u></b>									
1031	HCC Library	16,000	16,000	16,000	-2,629	13,371	0	16,000	0	0
1036	Fleet Baptist Preschool	0	1,436	0	0	0	0	0	0	0
1053	Grant money and funding	0	24,235	0	16,051	16,051	0	0	0	0
1431	Confectionery	0	0	0	2,092	0	0	0	0	0
	<b>Total Income</b>	16,000	41,671	16,000	15,514	29,422	0	16,000	0	0
4000	Salaries	75,500	75,499	78,500	29,410	78,500	0	62,485	0	0
4001	Employers National Insurance	7,500	6,682	7,850	2,916	7,850	0	6,248	0	0
4002	Employers Pension	4,000	3,997	4,000	1,490	4,000	0	3,124	0	0
4011	Staff Recruitment	0	734	400	987	1,000	0	500	0	0
4015	Recharge staff hours	-2,000	-2,000	-2,000	-1,000	-2,000	0	0	0	0
4030	Training	1,000	1,279	750	570	1,000	0	1,000	0	0
4041	Mileage/Travel/Sustenance	500	290	500	151	500	0	500	0	0
4110	Rates	15,000	14,346	15,000	14,710	15,000	0	15,000	0	0
4115	Water & Sewerage	9,000	-780	10,500	2,057	5,000	0	5,500	0	0
4120	Gas	18,000	20,278	21,000	6,312	32,000	0	25,200	0	0
4122	Electricity	31,000	28,581	34,000	27,404	46,200	0	40,800	0	0
4150	Cleaning	33,500	22,108	34,000	24,807	34,000	0	37,400	0	0
4151	Cleaning - Equipment	500	0	500	7	500	0	500	0	0

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.22

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4152	Cleaning - Supplies	9,500	7,628	10,000	5,472	10,000	0	10,000	0	0
4155	Refuse Collection	6,000	7,407	6,250	5,965	8,000	0	6,875	0	0
4156	Recycling	1,000	1,769	2,000	1,384	2,000	0	2,200	0	0
4170	Building Maintenance	17,000	32,152	18,000	28,050	32,000	0	21,000	0	0
4172	Building Compliance	1,000	3,102	1,000	3,473	3,500	0	2,000	0	0
4175	Equipment Maintenance	1,000	0	0	0	0	0	0	0	0
4185	Equipment	1,000	3,087	1,000	591	1,000	0	1,000	0	0
4187	Health & Safety	1,000	2,304	1,000	1,223	1,300	0	1,000	0	0
4188	Fire and Intruder Monitoring	500	217	500	77	500	0	550	0	0
4207	Fire & Intruder Systems	2,000	1,010	1,750	1,913	2,000	0	1,925	0	0
4400	Stationery & Consumables	1,000	930	1,000	19	1,000	0	1,000	0	0
4445	Mobile Phones	500	484	500	379	500	0	500	0	0
4455	Postage	500	159	400	115	400	0	400	0	0
4481	Software/Licenses	500	965	500	2,985	1,750	0	2,000	0	0
4487	Wi-Fi	1,500	448	1,700	704	1,500	0	1,700	0	0
4745	Uniforms	500	498	300	0	300	0	300	0	0
4997	Unplanned Expenditure	0	0	0	3,268	3,500	0	0	0	0
	<b>Overhead Expenditure</b>	<b>238,000</b>	<b>233,177</b>	<b>250,900</b>	<b>165,440</b>	<b>292,800</b>	<b>0</b>	<b>250,707</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(222,000)</b>	<b>(191,506)</b>	<b>(234,900)</b>	<b>(149,925)</b>	<b>(263,378)</b>		<b>(234,707)</b>		
<b>205</b>	<b><u>Ancells Community Centre</u></b>									
1000	Hall Hire	15,000	22,306	25,000	18,537	22,500	0	26,000	0	0
	<b>Total Income</b>	<b>15,000</b>	<b>22,306</b>	<b>25,000</b>	<b>18,537</b>	<b>22,500</b>	<b>0</b>	<b>26,000</b>	<b>0</b>	<b>0</b>

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 9)**

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**Note: Budget Report as at 31.12.22**

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4000	Salaries	17,000	16,998	17,500	11,110	17,500	0	25,564	0	0
4001	Employers National Insurance	1,500	1,508	1,750	916	1,750	0	2,014	0	0
4002	Employers Pension	2,000	2,004	2,000	1,268	2,000	0	2,167	0	0
4041	Mileage/Travel/Sustenance	500	420	500	315	500	0	500	0	0
4115	Water & Sewerage	800	750	750	-642	750	0	825	0	0
4120	Gas	2,000	1,743	1,600	1,368	2,100	0	1,920	0	0
4122	Electricity	1,500	1,153	1,500	1,393	2,100	0	1,800	0	0
4150	Cleaning	7,000	6,069	7,350	5,153	7,350	0	8,100	0	0
4152	Cleaning - Supplies	1,500	1,991	1,500	2,241	2,500	0	1,500	0	0
4155	Refuse Collection	1,000	1,126	1,000	793	1,000	0	1,100	0	0
4170	Building Maintenance	2,000	1,732	2,000	2,132	3,000	0	3,000	0	0
4187	Health & Safety	0	420	0	755	755	0	0	0	0
4207	Fire & Intruder Systems	0	250	0	0	0	0	0	0	0
4280	Ancells Car Park	6,000	8,350	7,500	5,869	7,500	0	7,500	0	0
4445	Mobile Phones	300	300	300	225	300	0	300	0	0
4455	Postage	100	0	100	0	100	0	100	0	0
4740	Licences	2,300	2,125	2,500	0	2,500	0	3,000	0	0
	<b>Overhead Expenditure</b>	<b>45,500</b>	<b>46,939</b>	<b>47,850</b>	<b>32,896</b>	<b>51,705</b>	<b>0</b>	<b>59,390</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(30,500)</b>	<b>(24,634)</b>	<b>(22,850)</b>	<b>(14,360)</b>	<b>(29,205)</b>		<b>(33,390)</b>		
<b>208</b>	<b><u>Ancells Farm Park and Pavilion</u></b>									
1000	Hall Hire	0	0	0	0	0	0	0	0	0
1050	Outdoor Space Hire	0	70	0	0	0	0	0	0	0
1060	Pitch Hire	2,924	3,637	2,250	984	2,700	0	2,300	0	0

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 9)**

18:10

**Note: Budget Report as at 31.12.22**

	<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>	2,924	3,707	2,250	984	2,700	0	2,300	0	0
4110 Rates	1,208	1,185	1,232	1,185	1,185	0	1,300	0	0
4115 Water & Sewerage	390	240	400	164	400	0	440	0	0
4120 Gas	365	306	800	134	1,200	0	960	0	0
4122 Electricity	265	265	350	282	425	0	420	0	0
4150 Cleaning	1,390	1,402	1,445	1,040	1,300	0	1,590	0	0
4155 Refuse Collection	0	0	0	91	91	0	0	0	0
4170 Building Maintenance	4,284	4,816	4,455	2,644	3,500	0	4,500	0	0
4175 Equipment Maintenance	470	0	485	580	580	0	500	0	0
4187 Health & Safety	312	0	325	630	630	0	325	0	0
4200 Grounds Maintenance	22,660	22,133	23,566	18,168	24,485	0	25,923	0	0
4202 Additional Ground Works	1,739	70	1,808	541	1,808	0	1,800	0	0
4205 CCTV	107	0	111	0	0	0	100	0	0
4220 Friends Group support	118	0	122	90	90	0	120	0	0
4225 South and South East in Bloom	107	0	110	80	80	0	100	0	0
4230 Playground Maintenance	5,100	3,493	5,300	7,961	8,000	0	5,300	0	0
4250 Tree Surgery	2,040	6,563	2,120	315	1,000	0	2,000	0	0
<b>Overhead Expenditure</b>	40,555	40,473	42,629	33,905	44,774	0	45,378	0	0
<b>Movement to/(from) Gen Reserve</b>	(37,631)	(36,766)	(40,379)	(32,921)	(42,074)		(43,078)		
<b>301 Open Spaces</b>									
1050 Outdoor Space Hire	0	120	0	0	0	0	0	0	0
1057 Fleet Football Club Rent	0	500	0	0	0	0	0	0	0

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 9)**

18:10

**Note: Budget Report as at 31.12.22**

	<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>	0	620	0	0	0	0	0	0	0
4000 Salaries	13,400	16,910	13,987	10,100	13,600	0	15,534	0	0
4001 Employers National Insurance	1,300	1,597	1,398	1,252	1,650	0	1,553	0	0
4002 Employers Pension	700	696	699	580	766	0	777	0	0
4041 Mileage/Travel/Sustenance	816	102	848	313	500	0	800	0	0
4169 Street and Park Furniture	1,020	210	1,060	0	500	0	1,100	0	0
4170 Building Maintenance	316	0	328	140	328	0	0	0	0
4185 Equipment	1,530	186	1,591	342	342	0	1,500	0	0
4200 Grounds Maintenance	14,344	14,009	14,917	11,499	14,500	0	17,050	0	0
4202 Additional Ground Works	1,100	0	1,144	3,691	3,691	0	2,500	0	0
4206 Lamppost Maintenance	204	0	210	-34	244	0	200	0	0
4208 Speedwatch and SIDS	1,000	400	1,040	1,100	1,100	0	1,040	0	0
4250 Tree Surgery	1,040	1,325	1,080	625	1,500	0	1,188	0	0
4445 Mobile Phones	416	44	432	82	150	0	150	0	0
4740 Licences	224	70	100	70	70	0	100	0	0
4745 Uniforms	112	29	116	63	63	0	100	0	0
<b>Overhead Expenditure</b>	<b>37,522</b>	<b>35,578</b>	<b>38,950</b>	<b>29,823</b>	<b>39,004</b>	<b>0</b>	<b>43,592</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(37,522)</b>	<b>(34,958)</b>	<b>(38,950)</b>	<b>(29,823)</b>	<b>(39,004)</b>		<b>(43,592)</b>		
<b>305 Town Centre</b>									
4041 Mileage/Travel/Sustenance	0	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>		

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 9)**

18:10

**Note: Budget Report as at 31.12.22**

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>310</b>	<b><u>Calthorpe Park</u></b>									
1050	Outdoor Space Hire	700	729	300	290	300	0	300	0	0
1057	Fleet Football Club Rent	2,000	500	2,000	1,000	2,000	0	2,000	0	0
1059	Refreshment Kiosk	0	0	0	1,250	2,500	0	5,500	0	0
1060	Pitch Hire	1,008	994	0	816	2,043	0	1,800	0	0
1064	Tennis Membership card	7,500	9,798	7,800	7,812	7,800	0	8,500	0	0
1065	Tennis Hire	1,500	3,018	2,000	1,776	2,000	0	2,000	0	0
	<b>Total Income</b>	<b>12,708</b>	<b>15,039</b>	<b>12,100</b>	<b>12,945</b>	<b>16,643</b>	<b>0</b>	<b>20,100</b>	<b>0</b>	<b>0</b>
4115	Water & Sewerage	505	296	500	268	400	0	550	0	0
4122	Electricity	304	222	300	1,264	2,300	0	720	0	0
4150	Cleaning	1,485	1,262	1,544	578	800	0	1,698	0	0
4170	Building Maintenance	1,560	1,754	1,622	4,968	8,258	0	1,600	0	0
4175	Equipment Maintenance	800	0	830	0	0	0	300	0	0
4185	Equipment	884	274	919	0	0	0	900	0	0
4187	Health & Safety	316	420	328	242	300	0	330	0	0
4200	Grounds Maintenance	39,300	37,643	40,872	30,900	38,000	0	45,808	0	0
4202	Additional Ground Works	2,954	7,528	3,072	3,882	3,882	0	4,500	0	0
4205	CCTV	2,000	-937	3,000	1,702	3,000	0	3,000	0	0
4220	Friends Group support	107	107	110	-107	110	0	110	0	0
4225	South and South East in Bloom	72	50	74	55	55	0	70	0	0
4230	Playground Maintenance	1,000	2,413	1,040	225	1,169	0	2,000	0	0
4235	Play Equipment	0	22,500	0	0	0	0	0	0	0
4250	Tree Surgery	2,392	7,776	3,000	1,479	1,900	0	3,300	0	0

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 9)**

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**Note: Budget Report as at 31.12.22**

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4445	Mobile Phones	0	0	0	0	0	0	0	0	0
4590	Repairs and Renewals	7,000	0	7,000	0	7,000	0	7,000	0	0
4651	LTA Registration - membership	938	360	962	360	360	0	1,000	0	0
4653	Tennis Software	812	1,321	825	820	820	0	902	0	0
4740	Licences	72	70	72	70	70	0	70	0	0
4770	Write Off - Bad Debts	0	218	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>62,501</b>	<b>83,276</b>	<b>66,070</b>	<b>46,705</b>	<b>68,424</b>	<b>0</b>	<b>73,858</b>	<b>0</b>	<b>0</b>
	<b>310 Net Income over Expenditure</b>	<b>-49,793</b>	<b>-68,237</b>	<b>-53,970</b>	<b>-33,760</b>	<b>-51,781</b>	<b>0</b>	<b>-53,758</b>	<b>0</b>	<b>0</b>
6001	plus Transfer from EMR	0	23,710	0	0	0	0	0	0	0
6000	less Transfer to EMR	0	7,000	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(49,793)</b>	<b>(51,527)</b>	<b>(53,970)</b>	<b>(33,760)</b>	<b>(51,781)</b>		<b>(53,758)</b>		
<b>315</b>	<b><u>Oakley Park</u></b>									
1050	Outdoor Space Hire	0	1,034	100	173	100	0	100	0	0
1053	Grant money and funding	0	191	0	0	19,360	0	0	0	0
1060	Pitch Hire	2,672	2,498	2,177	709	2,127	0	2,127	0	0
	<b>Total Income</b>	<b>2,672</b>	<b>3,723</b>	<b>2,277</b>	<b>882</b>	<b>21,587</b>	<b>0</b>	<b>2,227</b>	<b>0</b>	<b>0</b>
4122	Electricity	316	420	350	439	700	0	660	0	0
4150	Cleaning	1,326	1,262	1,379	946	1,200	0	1,517	0	0
4170	Building Maintenance	1,040	0	1,080	407	407	0	1,080	0	0
4175	Equipment Maintenance	56	0	58	0	0	0	60	0	0
4180	Equipment Hire	56	0	0	0	0	0	0	0	0
4185	Equipment	0	0	0	0	12,360	0	0	0	0

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 9)**

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**Note: Budget Report as at 31.12.22**

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4187	Health & Safety	316	420	328	630	630	0	330	0	0
4200	Grounds Maintenance	20,545	20,066	21,366	16,471	20,000	0	24,420	0	0
4202	Additional Ground Works	1,575	839	1,638	9,117	9,117	0	1,700	0	0
4205	CCTV	1,400	1,200	1,260	1,153	1,260	0	1,260	0	0
4220	Friends Group support	105	63	108	0	70	0	110	0	0
4225	South and South East in Bloom	97	80	90	90	90	0	90	0	0
4230	Playground Maintenance	1,040	1,269	1,080	2,377	2,377	0	1,188	0	0
4250	Tree Surgery	1,560	3,955	1,620	385	1,205	0	1,782	0	0
<b>Overhead Expenditure</b>		<b>29,432</b>	<b>29,572</b>	<b>30,357</b>	<b>32,016</b>	<b>49,416</b>	<b>0</b>	<b>34,197</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(26,760)</b>	<b>(25,849)</b>	<b>(28,080)</b>	<b>(31,134)</b>	<b>(27,829)</b>		<b>(31,970)</b>		
<b>320</b>	<b><u>Basingbourne Park</u></b>									
1050	Outdoor Space Hire	0	70	0	30	30	0	0	0	0
1060	Pitch Hire	5,344	4,542	4,249	1,381	2,200	0	2,130	0	0
<b>Total Income</b>		<b>5,344</b>	<b>4,612</b>	<b>4,249</b>	<b>1,411</b>	<b>2,230</b>	<b>0</b>	<b>2,130</b>	<b>0</b>	<b>0</b>
4115	Water & Sewerage	420	136	550	43	350	0	330	0	0
4122	Electricity	315	233	250	235	350	0	432	0	0
4150	Cleaning	1,326	1,262	1,382	946	1,200	0	1,520	0	0
4170	Building Maintenance	2,080	132	2,160	767	2,160	0	2,376	0	0
4185	Equipment	316	0	328	0	0	0	361	0	0
4187	Health & Safety	316	420	328	630	630	0	330	0	0
4200	Grounds Maintenance	17,470	17,064	18,168	14,007	17,500	0	20,768	0	0
4202	Additional Ground Works	1,341	1,075	1,390	7,746	7,746	0	1,529	0	0

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 9)**

18:10

**Note: Budget Report as at 31.12.22**

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4205	CCTV	1,400	1,200	1,248	1,153	1,248	0	1,250	0	0
4220	Friends Group support	115	115	118	105	105	0	120	0	0
4225	South and South East in Bloom	105	80	108	90	90	0	100	0	0
4230	Playground Maintenance	1,040	2,302	0	2,506	2,506	0	1,188	0	0
4250	Tree Surgery	2,601	10,037	2,705	2,350	4,861	0	2,700	0	0
<b>Overhead Expenditure</b>		<b>28,845</b>	<b>34,055</b>	<b>28,735</b>	<b>30,579</b>	<b>38,746</b>	<b>0</b>	<b>33,004</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(23,501)</b>	<b>(29,443)</b>	<b>(24,486)</b>	<b>(29,167)</b>	<b>(36,516)</b>		<b>(30,874)</b>		
<b>325</b>	<b><u>The Views</u></b>									
1050	Outdoor Space Hire	1,000	80	1,000	1,427	1,500	0	1,500	0	0
<b>Total Income</b>		<b>1,000</b>	<b>80</b>	<b>1,000</b>	<b>1,427</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	<b>0</b>	<b>0</b>
4115	Water & Sewerage	0	-20	0	0	0	0	0	0	0
4122	Electricity	137	270	200	320	350	0	504	0	0
4169	Street and Park Furniture	0	0	0	836	836	0	0	0	0
4185	Equipment	107	0	110	54	54	0	100	0	0
4200	Grounds Maintenance	7,240	7,070	7,529	5,804	7,000	0	8,608	0	0
4202	Additional Ground Works	555	837	575	41,312	41,312	0	633	0	0
4230	Playground Maintenance	4,120	4,654	4,284	126	1,000	0	4,712	0	0
4250	Tree Surgery	316	845	328	0	328	0	361	0	0
<b>Overhead Expenditure</b>		<b>12,475</b>	<b>13,656</b>	<b>13,026</b>	<b>48,452</b>	<b>50,880</b>	<b>0</b>	<b>14,918</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(11,475)</b>	<b>(13,576)</b>	<b>(12,026)</b>	<b>(47,025)</b>	<b>(49,380)</b>		<b>(13,418)</b>		
<b>330</b>	<b><u>Edenbrook</u></b>									

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.22

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4200	Grounds Maintenance	3,060	2,989	3,182	2,454	3,000	0	3,641	0	0
4202	Additional Ground Works	235	0	240	340	340	0	400	0	0
4230	Playground Maintenance	2,080	418	2,163	126	1,485	0	1,500	0	0
	<b>Overhead Expenditure</b>	5,375	3,407	5,585	2,920	4,825	0	5,541	0	0
	<b>Movement to/(from) Gen Reserve</b>	(5,375)	(3,407)	(5,585)	(2,920)	(4,825)		(5,541)		
<b>350</b>	<b><u>Cemetery</u></b>									
1053	Grant money and funding	0	0	0	55,000	55,000	0	0	0	0
1100	Interment Fees	10,000	19,390	18,000	13,320	16,500	0	18,600	0	0
1110	Scattering of Ashes	500	0	500	0	0	0	500	0	0
1120	Sale of Exclusive Rights	16,000	27,710	17,000	19,480	20,500	0	20,000	0	0
1121	Transfer of Exclusive Rights	1,050	3,920	1,750	1,340	1,750	0	1,750	0	0
1130	Memorial Cemetery Fees	6,450	9,318	7,000	5,540	6,000	0	7,000	0	0
1131	Memorial Roses	700	540	0	0	0	0	0	0	0
1132	Memorial Kerbstones	5,000	2,147	3,000	1,905	2,500	0	3,000	0	0
1133	Memorial Sanctums	20,000	5,830	10,000	10,524	13,304	0	12,000	0	0
1134	GoR Planted Area	700	970	700	423	700	0	700	0	0
1137	GoR Ashes digging	0	800	1,000	350	500	0	1,000	0	0
1140	Bench contribution	0	175	0	2,985	2,985	0	0	0	0
	<b>Total Income</b>	60,400	70,800	58,950	110,867	119,739	0	64,550	0	0
4000	Salaries	5,700	3,728	5,928	3,433	4,500	0	7,592	0	0
4002	Employers Pension	300	186	592	172	250	0	400	0	0
4041	Mileage/Travel/Sustenance	530	328	294	343	400	0	450	0	0

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.22

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4110	Rates	2,231	2,445	2,542	2,445	2,445	0	2,500	0	0
4115	Water & Sewerage	220	135	230	235	230	0	253	0	0
4150	Cleaning	500	0	520	0	100	0	572	0	0
4155	Refuse Collection	2,040	1,884	2,120	1,710	2,000	0	2,332	0	0
4170	Building Maintenance	520	0	540	117	300	0	500	0	0
4187	Health & Safety	0	0	0	93	93	0	0	0	0
4200	Grounds Maintenance	16,218	15,742	15,826	8,701	14,500	0	19,157	0	0
4202	Additional Ground Works	841	972	1,040	45,998	45,998	0	1,000	0	0
4203	General Upkeep	1,560	2,157	1,600	-345	500	0	1,200	0	0
4220	Friends Group support	105	0	108	0	108	0	110	0	0
4225	South and South East in Bloom	140	70	145	75	75	0	75	0	0
4250	Tree Surgery	1,040	2,051	1,080	652	972	0	1,100	0	0
4400	Stationery & Consumables	0	0	0	49	0	0	0	0	0
4445	Mobile Phones	255	251	265	210	280	0	100	0	0
4460	Subscriptions	100	95	100	95	95	0	100	0	0
4481	Software/Licenses	450	678	705	466	705	0	760	0	0
4935	GoR Memorial inscriptions	1,200	1,744	1,040	1,584	2,300	0	1,800	0	0
4936	GoR Ashes digging	100	900	500	0	500	0	500	0	0
4938	Bench Memorial Costs	0	0	0	525	525	0	0	0	0
4942	H and S Memorial repairs	316	0	325	0	325	0	325	0	0
4944	H and S Memorial inspections	1,550	0	1,550	0	1,550	0	1,000	0	0
	<b>Overhead Expenditure</b>	<b>35,916</b>	<b>33,366</b>	<b>37,050</b>	<b>66,557</b>	<b>78,751</b>	<b>0</b>	<b>41,826</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>24,484</b>	<b>37,435</b>	<b>21,900</b>	<b>44,310</b>	<b>40,988</b>		<b>22,724</b>		
<b>475</b>	<b><u>Lengthsman Scheme</u></b>									

Continued on next page

**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 9)**

**Note: Budget Report as at 31.12.22**

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1053	Grant money and funding	0	3,300	3,300	3,300	3,300	0	3,300	0	0
	<b>Total Income</b>	0	3,300	3,300	3,300	3,300	0	3,300	0	0
4202	Additional Ground Works	0	3,300	3,300	0	3,300	0	3,300	0	0
	<b>Overhead Expenditure</b>	0	3,300	3,300	0	3,300	0	3,300	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0	0	3,300	0		0		
	<b>Total Budget Income</b>	1,491,573	1,559,080	1,707,766	1,548,070	1,755,486	0	1,880,485	0	0
	<b>Expenditure</b>	1,592,410	1,135,798	1,789,318	1,001,468	1,805,494	0	1,953,623	0	0
	<b>Net Income over Expenditure</b>	-100,837	423,282	-81,552	546,602	-50,008	0	-73,138	0	0
	plus Transfer from EMR	0	51,690	0	0	0	0	0	0	0
	less Transfer to EMR	0	419,017	0	206,008	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(100,837)	55,954	(81,552)	340,594	(50,008)		(73,138)		

## Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
101	Debtors Control	31,633
120	Vat Control	19,348
150	Stock - Bar	9,701
200	Bank Current/Deposit Account	885,712
210	Petty Cash - FTC	100
211	CCLA Pub Sector Deposit Fund	1,350,000
216	Nationwide deposit account	800,000
218	Cambridge B.S Savings account	100,000
220	Cash Floats	2,000
251	Petty Cash - Harlington	120
	<b>Total Current Assets</b>	<b>3,198,614</b>
	<u>Current Liabilities</u>	
500	Creditors Control	67,001
503	Christmas Festivities Town Cen	5,132
504	Christmas Day Lunch	5,076
507	Jubilee 2022	8,187
515	Paye/NI Due	8,784
516	Pension Due	(0)
520	Wages Control Account	(159)
591	Martin Kemp Sept 21 Cancelled	122
623	Northsyde Mar 22	75
624	RU40 Oct 22	63
634	80s Rewind Nov 22	8,099
636	Comedy Feb 2022	700
637	Comedy March 2022	1,204
642	Staying Alive Feb 23	630
648	Terry Alderton Sep21 Cancelled	14
654	Doors Alive Mar 23	974
658	Mainly Madness – December 22	5,067
659	Christmas Comedy – Dec 22	2,564
662	Dom Martin Band – Oct 22	(25)
663	The Mentulls Nov 22 Canecelled	3
664	Ian Parker Band – Nov 22	814
667	The Jam'd – NOV 22	1,566
668	The Bohemians – NOV 22	1,193
669	Bad Manners - NOV 22	1,397
670	Black Sabbath – OCT 22	90
671	Comedy – APR 22	(142)
672	Comedy – MAY 22	273
673	Comedy – JUN 22	305
674	Comedy – SEPT 22	50
675	Comedy – OCT 22	1,163
676	Comedy – NOV 22	(588)
679	Jazz – JUN 22	263
680	Jazz – JUL 22	341
681	Jazz – SEPT 22	155
682	Jazz – OCT 22	1,355
689	Rollin Stoned - Oct 22	493
690	Fleet Jazz – Nov 22	945
691	Fleet Jazz – Dec 22	1,579
693	Elles Bailey Nov 22	1,202
694	Gig for Ukraine 10 April 22	(559)

## Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
695	Gig Ukraine stream 10 Apr 22	684	
697	Legends of Music - Jul 22	4,071	
698	Snow White - Dec 22	45,940	
699	Francis Rossi - May 23	4,182	
700	The Paul Young Show – Oct 23	2,687	
703	Fleet Film – 10th Oct 22	5	
706	Fleet Film – 28th Nov 22	20	
707	AC/DC UK Jan 23	3,151	
708	Oasish Feb 23	2,644	
709	The Floyd Effect Oct 23	2,375	
711	Purple Zepplin Feb 23	740	
712	ELO Encounter Feb 23	1,757	
713	Guns 2 Roses Mar 23	982	
714	Santas Grotto Nov 22	47	
715	Genesis Connected Mar 23	1,567	
716	Voodoo Room Jun 23	267	
717	Comedy Jan 23	313	
718	Comedy Feb 23	138	
723	Jazz Jan 23	338	
724	Jazz Feb 23	33	
736	90s Rewind Apr 23	258	
737	Forever Jackson Mar 23	671	
738	Creedence Clearwater Mar 23	439	
739	Rock for Heroes Apr 23	573	
740	Ultimate Elton May 23	167	
741	Money for Nothing Jun 23	262	
742	ABBA Fever Mar 23	757	
743	Legend Live Apr 23	967	
744	Maet Live May 23	440	
745	Black Sabbitch May 23	16	
746	Commitments & Blues Jun 23	200	
747	Bootleg Blondie Jun 23	111	
748	Benidorm Tom Jul 23	283	
749	Buble meet Sinatra Nov 23	146	
	<b>Total Current Liabilities</b>	<b>202,635</b>	
	<b>Net Current Assets</b>		<b>2,995,978</b>
	<b>Total Assets less Current Liabilities</b>		<b>2,995,978</b>
	<i>Represented by :-</i>		
300	Current Year Fund	537,886	
310	General Fund	123,398	
321	EMR - Pension Obligation	30,000	
329	EMR - Cemetery Mem Test 2024	3,425	
330	EMR - CP Tennis Sinking 2026	51,563	
332	EMR - S106 Sensory Garden 21	51,579	
360	Harlington Development Fund	2,198,127	
	<b>Total Equity</b>		<b>2,995,978</b>

**Fleet Town Council Current Year**

**Income and Expenditure Account for Year Ended 31 March 2023**

31 March 2022		31 March 2023
	<b>Operating Income</b>	
3,963	Central Administration	14,612
1,089,794	Precept	1,145,840
7,800	Events, Town Centre and Climat	0
291,666	Harlington - Events	221,753
41,671	Building	15,514
22,306	Ancells Community Centre	18,537
3,707	Ancells Farm Park and Pavilion	984
620	Open Spaces	0
15,039	Calthorpe Park	12,945
3,723	Oakley Park	882
4,612	Basingbourne Park	1,411
80	The Views	1,427
70,800	Cemetery	110,867
3,300	Lengthsman Scheme	3,300
<b>1,559,080</b>	<b>Total Income</b>	<b>1,548,070</b>
	<b>Running Costs</b>	
177,441	Central Administration	146,588
2,265	Civic and Democratic	8,923
40,226	Grants	39,818
47,696	Events, Town Centre and Climat	38,054
27,980	Harlington Development	14,200
283,123	Harlington - Events	264,435
269	Coffee Shop	0
233,177	Building	165,440
46,939	Ancells Community Centre	32,896
40,473	Ancells Farm Park and Pavilion	33,905
35,578	Open Spaces	29,823
0	Town Centre	(0)
83,276	Calthorpe Park	46,705
29,572	Oakley Park	32,016
34,055	Basingbourne Park	30,579
13,656	The Views	48,452
3,407	Edenbrook	2,920
33,366	Cemetery	66,557
3,300	Lengthsman Scheme	0
<b>1,135,798</b>	<b>Total Expenditure</b>	<b>1,001,309</b>
	<b>General Fund Analysis</b>	
123,843	Opening Balance	329,407
1,559,080	Plus : Income for Year	1,548,070
1,682,923		1,877,476
1,135,798	Less : Expenditure for Year	1,001,309
547,125		876,168
217,718	Transfers TO / FROM Reserves	206,008
<b>329,407</b>	<b>Closing Balance</b>	<b>670,160</b>

## Purchase Ledger for Month No 9

## 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	Amount	Analysis Description
11/12/2022	INV02/22		1STSCOUTS	1STSCOUTS	740.25	0.00	740.25	714	0	740.25	Ticket sales Santa Grotto
09/12/2022	XMASGRANT		1STSCOUTS	1STSCOUTS	640.00	0.00	640.00	4855	110	640.00	Grant 25/5/22
01/12/2022	DECEXP		ALEX ROBINS	ALEXROBINS	77.99	0.00	77.99	4720	201	60.00	Bootleg blonde hospitality
								4720	201	1.00	The Stumble Hospitality
								4720	201	11.53	Black Sabbitch Hospitality
								4720	201	1.78	Rod stewart Hospitality
								4720	201	1.78	The jamd Hospitality
								4720	201	1.90	Ian parker Hospitality
21/12/2022	OCTEXP		ALEX ROBINS	ALEXROBINS	75.00	0.00	75.00	662	0	75.00	October Expense
18/12/2022	84004733		BASINGDEAN	BASINGDEAN	70.00	0.00	70.00	4740	301	70.00	Annual fee
23/12/2022	227C54935		BIFFA	BIFFA	23.50	4.70	28.20	4156	204	23.50	Waste Glass
23/12/2022	227C54938		BIFFA	BIFFA	6.72	1.34	8.06	4156	204	6.72	Mixed recycling
23/12/2022	227T39395		BIFFA	BIFFA	691.35	138.27	829.62	4155	204	691.35	Waste 19/11-23/12
23/12/2022	227T39396		BIFFA	BIFFA	133.60	26.72	160.32	4156	204	133.60	Waste 19/11-23/12
23/12/2022	227T39397		BIFFA	BIFFA	113.35	22.67	136.02	4155	205	113.35	Waste 19/11-23/12
23/12/2022	227T39398		BIFFA	BIFFA	45.90	9.18	55.08	4156	204	45.90	Waste 19/11-23/12
01/12/2022	2932311		BOC	BOC	41.98	8.40	50.38	4700	201	41.98	Gas
02/12/2022	0163416		BOOKER	BOOKER	127.04	20.63	147.67	4700	201	59.62	Bar supplies
								4700	201	53.44	Bar supplies
								4152	204	13.98	Bar supplies
25/11/2022	0284126		BOOKER	BOOKER	295.04	59.01	354.05	4710	201	243.94	Bar supplies
								4700	201	37.12	Bar supplies
								4152	204	13.98	Bar supplies
08/12/2022	3052		BRANDPEST	BRAND	40.00	8.00	48.00	4187	204	40.00	Pest control
16/12/2022	M05410		BT	BT	78.24	15.65	93.89	4487	204	78.24	Broadband 1/12-31/12/22
29/11/2022	8191937		CASTLE WATER DD	CASTLEWADD	412.49	35.73	448.22	4115	204	412.49	Water charges 1/10-31/3/23
09/12/2022	51659		CBS	CBS	824.00	164.80	988.80	4170	204	824.00	Contract 1/12-31/12/22
09/12/2022	51660		CBS	CBS	450.08	90.02	540.10	4170	204	450.08	Contract 1/12-31/12/22

## Purchase Ledger for Month No 9

## 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	Amount	Analysis Description
30/11/2022	57257		CENTRAL COM LIVEPAY	CCMLPAY	58.00	11.60	69.60	4550	101	58.00	Payroll services Nov 22
06/12/2022	9656248		CHUBB FIRE	CHUBB	438.30	87.66	525.96	4187	205	438.30	Fire Risk Assessment
06/12/2022	9656249		CHUBB FIRE	CHUBB	540.90	108.18	649.08	4187	204	540.90	Fire Risk Assessment
06/12/2022	9656250		CHUBB FIRE	CHUBB	387.90	77.58	465.48	4187	208	387.90	Fire Risk Assessment
06/12/2022	9656251		CHUBB FIRE	CHUBB	387.90	77.58	465.48	4187	315	387.90	Fire Risk Assessment
06/12/2022	9656252		CHUBB FIRE	CHUBB	387.90	77.58	465.48	4187	320	387.90	Fire Risk Assessment
09/12/2022	9667696		CHUBB FIRE	CHUBB	234.14	46.83	280.97	4170	204	234.14	Engineer visit
05/12/2022	INV0087645		ODLINGS LTD	COLUMBARIA	205.00	41.00	246.00	4935	350	205.00	Posy on a spiral
16/12/2022	INV0087843		ODLINGS LTD	COLUMBARIA	89.00	17.80	106.80	4935	350	89.00	Barbican Kerb Tablet
23/12/2022	03DEC22		COMEDY COMPANY	COMEDYCOMP	700.00	140.00	840.00	659	0	700.00	Stand up for sat comed 3/12
02/11/2022	12NOV22		COMEDY COMPANY	COMEDYCOMP	700.00	140.00	840.00	676	0	700.00	Stand up for comedy 12/11/22
06/12/2022	6/12/22		CONGAKEYS	CONGA	400.00	0.00	400.00	659	0	400.00	Band for xmas comedy night
01/12/2022	28/11SEDWARD		MOLSON COORS	COORS	1,215.88	243.18	1,459.06	4700	201	1,215.88	Bar supplis
15/12/2022	CHEF22		DAVID HARVIE	DAVIDH	685.00	0.00	685.00	504	0	685.00	Xmas lunch chef
01/12/2022	1309		DTM CONTRACTORS LTD	DTM CONTR	738.10	147.62	885.72	4170	204	738.10	Replace showers
08/12/2022	1315		DTM CONTRACTORS LTD	DTM CONTR	294.77	58.95	353.72	4170	204	294.77	Replace broken fuse in hall
10/12/2022	1317		DTM CONTRACTORS LTD	DTM CONTR	37.53	7.51	45.04	4170	204	37.53	Replace FCU for heater
29/12/2022	1329		DTM CONTRACTORS LTD	DTM CONTR	144.40	28.88	173.28	4187	204	144.40	Replace and install emergency
08/12/2022	122201		ELLES BAILEY	ELLES BAIL	2,178.87	0.00	2,178.87	693	0	2,178.87	Show 27/11/22
10/12/2022	XMAS22		END EXPL SCOUTS	EXPLORERS	500.00	0.00	500.00	503	0	500.00	Donation
01/12/2022	955		EXTRA MILE	EXTRAMILE	1,800.00	0.00	1,800.00	4433	201	1,800.00	Second Leaflet drop
09/12/2022	20600		FESTIVE LIGHTING	FESTIVELIG	275.00	55.00	330.00	4656	150	275.00	Supply/Install power supply
05/12/2022	WASHUP		FLEET SOCIAL	FLEETSOCIA	119.00	0.00	119.00	503	0	119.00	Buffet wash up meeting
12/12/2022	XMASSWEE		FLEET SOCIAL	FLEETSOCIA	46.07	9.21	55.28	503	0	46.07	Xmas Sweets
08/12/2022	22/20		FLEETJAZZ	FLTJAZ	720.00	0.00	720.00	723	0	720.00	Advance Jan concert
21/12/2022	22/21		FLEETJAZZ	FLTJAZ	312.38	0.00	312.38	691	0	312.38	Box office split - Dec
07/12/2022	FOBPINS		FREINDSOFBASING	FREINDS	220.00	0.00	220.00	4220	320	220.00	FOBP Insurance
30/11/2022	30NOV22		GLOBAL PAYMENTS DD	GLOBALDD	843.98	0.70	844.68	4422	201	843.98	Card Fees
31/12/2022	31DEC22		GLOBAL PAYMENTS DD	GLOBALDD	817.28	0.70	817.98	4422	201	817.28	Bank charges Dec22

## Purchase Ledger for Month No 9

## 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	Amount	Analysis Description
01/12/2022	50361946		GLOBAL PAYMENTS DD	GLOBALDD	67.50	13.50	81.00	4422	201	67.50	Bank charges 1/11-30/11/22
05/12/2022	INV5490		HALC	HALC	48.00	9.60	57.60	4030	101	48.00	Intro to planning Ben Crane
08/12/2022	INV5502		HALC	HALC	48.00	9.60	57.60	4530	105	48.00	Intro to planning Ellie May
05/12/2022	58241163		HCC	HCC	54.15	10.83	64.98	4152	204	36.30	Harlington supplies
								4400	101	17.85	Stationery
19/12/2022	58242253		HCC	HCC	49.67	9.93	59.60	4400	101	49.67	Stationery
30/11/2022	INV-15035		HOGS BACK	HOGSBACK	182.64	36.53	219.17	4700	201	182.64	Bar supplies
07/12/2022	INV-15305		HOGS BACK	HOGSBACK	178.58	35.72	214.30	4700	201	178.58	Bar supplies
24/11/2022	9962864		HSBC	HSBC	89.48	0.00	89.48	4420	101	89.48	Bank charges
24/11/2022	9998442		HSBC	HSBC	13.19	0.00	13.19	4420	101	13.19	Bank charges
23/12/2022	10046104		HSBC	HSBC	92.00	0.00	92.00	4420	101	92.00	Bank Charges
23/12/2022	10081780		HSBC	HSBC	13.08	0.00	13.08	4420	101	13.08	Bank Charges
06/12/2022	C/CARDDEC22		HSBC	HSBC	2,161.07	183.08	2,344.15	4185	101	34.22	CC-CB-Dec22-laptop cases
								4185	204	4.87	CC-BC-DEC22-expanding foam
								4185	204	11.65	CC-BC-DEC22-lighting strip con
								4185	204	22.47	CC-BC-DEC22-lighting strip con
								4660	150	7.20	CC-CB-Dec22mik remembrance day
								4656	150	7.29	CC-CB-DEC22-adapter xmas fest
								4656	150	42.42	CC-CB-DEC22-extension reel xma
								504	0	299.21	CC-CB-DEC22-xmas day lunch foo
								504	0	-6.00	CC-CB-DEC22-xmas day lunch foo
								4445	101	6.00	CC-CB-DEC22-giffgaff
								4030	101	20.00	CC-CB-DEC22-ihasco - training
								4187	204	1.99	CC-CB-DEC22-safety signs
								4400	101	2.00	CC-CB-DEC22-water
								4486	101	127.65	CC-BC-DEC22-microsoft
								4486	101	168.59	CC-BC-DEC22-microsoft
								4486	101	3.00	CC-BC-DEC22-microsoft
								4481	204	159.00	CC-AR-DEC22-tv licence

## Purchase Ledger for Month No 9

## 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	Amount	Analysis Description
								4481	204	8.33	CC-AR-DEC22-spotify
								4752	201	4.20	CC-AR-DEC22-flower club coffee
								4752	201	4.95	CC-AR-DEC22-flower club milk
								4700	201	6.00	CC-AR-DEC22-lemons
								4432	201	42.00	CC-AR-DEC22-advertising
								4763	201	75.90	CC-DD-DEC22-bar supplies
								4763	201	85.39	CC-DD-DEC22-bar supplies
								4763	201	81.60	CC-DD-DEC22-bar confectionery
								4710	201	56.94	CC-DD-DEC22-popcorn boxes
								4761	201	419.86	CC-DD-DEC22-bar confectionery
								4761	201	133.00	CC-DD-DEC22-bar confectionery
								4761	201	331.34	CC-DD-DEC22-bar confectionery
07/12/2022	NOVCHARGES		HSBC	HSBC	179.46	0.00	179.46	4420	101	179.46	8/11-7/12 charges
02/12/2022	280382		LAWMANS UK	LAWMANS UK	663.00	132.60	795.60	503	0	663.00	Security xmas festival
14/12/2022	90338		LONDON CATERING	LONDONCAT	433.73	86.75	520.48	4152	204	433.73	Cleaning supplies
12/12/2022	000297		MENS SHED	MENSSHED	288.00	0.00	288.00	503	0	288.00	Santa sleigh and reindeer
09/12/2022	11221646		MINTNETWORK	MINTNETWORK	94.59	18.92	113.51	4440	101	94.59	Tel Calls Nov 22
01/12/2022	38457		NEW FOREST ICE CREAM	NEW F ICEC	954.50	190.90	1,145.40	4762	201	954.50	Ice cream
30/11/2022	15522		NIGEL JEFFRIES	NIGELJEFFR	1,090.00	218.00	1,308.00	4202	320	1,090.00	Replace rotten timber bridge
31/12/2022	15815		NIGEL JEFFRIES	NIGELJEFFR	12,129.88	2,425.98	14,555.86	4200	208	2,040.46	Ground Maint Contract Dec 22
								4200	301	1,291.51	Ground Maint Contract Dec 22
								4200	310	3,470.35	Ground Maint Contract Dec 22
								4200	315	1,849.90	Ground Maint Contract Dec 22
								4200	320	1,573.14	Ground Maint Contract Dec 22
								4200	325	651.82	Ground Maint Contract Dec 22
								4200	350	977.12	Ground Maint Contract Dec 22
								4200	330	275.58	Ground Maint Contract Dec 22
31/12/2022	15860		NIGEL JEFFRIES	NIGELJEFFR	5,802.82	1,160.56	6,963.38	4202	325	5,802.82	Sensory garden shrub planting
31/12/2022	15861		NIGEL JEFFRIES	NIGELJEFFR	2,765.00	553.00	3,318.00	4202	325	2,765.00	Sensory garden fruit trees

## Purchase Ledger for Month No 9

## 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	Amount	Analysis Description
31/12/2022	15862		NIGEL JEFFRIES	NIGELJEFFR	2,900.00	580.00	3,480.00	4202	325	2,900.00	Sensory garden plants
16/12/2022	IN05651292		NPOWER	NPOWER	4,709.87	941.97	5,651.84	4122	204	4,709.87	Elec 1/11-30/11/22
01/12/2022	IN05427842		NPOWER DD	NPOWERDD	189.23	9.46	198.69	4122	310	189.23	Elec 1/10-31/10/22
01/12/2022	IN05427845		NPOWER DD	NPOWERDD	69.77	3.49	73.26	4122	315	69.77	Elec 1/10-31/10/22
01/12/2022	IN05427848		NPOWER DD	NPOWERDD	27.79	1.39	29.18	4122	320	27.79	Elec 1/10-31/10/22
01/12/2022	IN05427885		NPOWER DD	NPOWERDD	42.53	2.13	44.66	4122	208	42.53	Elec 1/10-31/10/22
01/12/2022	IN05427886		NPOWER DD	NPOWERDD	164.42	8.22	172.64	4122	205	164.42	Elec 1/10-31/10/22
16/12/2022	IN05627442		NPOWER DD	NPOWERDD	68.16	3.41	71.57	4122	315	68.16	Elec 1/11-30/11
16/12/2022	IN05666243		NPOWER DD	NPOWERDD	261.13	13.06	274.19	4122	310	261.13	Elec 1/11-30/11
16/12/2022	IN05666253		NPOWER DD	NPOWERDD	26.49	1.32	27.81	4122	320	26.49	Elec 1/11-30/11
16/12/2022	IN05666289		NPOWER DD	NPOWERDD	38.27	1.91	40.18	4122	208	38.27	Elec 1/11-30/11/22
16/12/2022	IN05666290		NPOWER DD	NPOWERDD	178.70	8.94	187.64	4122	205	178.70	Elec 1/11-30/11
01/12/2022	2891		NPTREEMANAGE	NPTREE	330.00	66.00	396.00	4250	320	330.00	Remove branch
09/12/2022	2904		NPTREEMANAGE	NPTREE	440.00	88.00	528.00	4250	320	440.00	Clear fallen oak
09/12/2022	4975332		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	Bank charges 1/11-30/11/22
09/12/2022	4975333		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	Bank charges 1/11-30/11/22
31/12/2022	DEC22		PAYMENTSSENSE	PAYMENTSSEN	358.75	0.00	358.75	4422	201	358.75	Bank charges 1/12-31/12/22
31/12/2022	DEC22#2		PAYMENTSSENSE	PAYMENTSSEN	74.42	0.00	74.42	4422	201	74.42	Bank charges 1/12-31/12/22
30/11/2022	NOV22CHARGE S		PAYMENTSSENSE	PAYMENTSSEN	27.90	0.00	27.90	4422	201	27.90	Card charges
30/11/2022	NOV22CHARGES		PAYMENTSSENSE	PAYMENTSSEN	317.86	0.00	317.86	4422	201	317.86	Card charges
31/12/2022	001644		CHCLEANING	PRIMA	2,612.10	522.42	3,134.52	4150	204	2,612.10	Cleaning 1/12-31/12/22
31/12/2022	001645		CHCLEANING	PRIMA	572.60	114.52	687.12	4150	205	572.60	Cleaning 1/12-31/12/22
31/12/2022	001646		CHCLEANING	PRIMA	349.85	69.97	419.82	4150	204	349.85	Cleaning 1/12-31/12/22
31/12/2022	001647		CHCLEANING	PRIMA	105.15	21.03	126.18	4150	315	105.15	Cleaning 1/12-31/12/22
31/12/2022	001648		CHCLEANING	PRIMA	52.50	10.50	63.00	4150	310	52.50	Cleaning 1/12-31/12/22
31/12/2022	001649		CHCLEANING	PRIMA	105.15	21.03	126.18	4150	320	105.15	Cleaning 1/12-31/12/22
31/12/2022	001650		CHCLEANING	PRIMA	116.85	23.37	140.22	4150	208	116.85	Cleaning 1/12-31/12/22
03/12/2022	SM26749		RBS	RBS	132.78	26.56	159.34	4560	101	132.78	Making tax digital
03/12/2022	SM26749B		RBS	RBS	-132.78	-26.56	-159.34	4560	101	-132.78	Bounced payment

## Purchase Ledger for Month No 9

## 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	Amount	Analysis Description
03/12/2022	SM26749C		RBS	RBS	132.78	26.56	159.34	4560	101	132.78	Redo of invoice
08/12/2022	DECEXP		ROCHELLE HALLIDAY	ROCHELLE	17.48	3.50	20.98	4187	204	17.48	December Exps
22/12/2022	DECEXP2		ROCHELLE HALLIDAY	ROCHELLE	13.75	0.00	13.75	4400	101	13.75	Budget meeting food
05/12/2022	INV-9381		ROUPCYCLE	ROUPCYCLE	1,145.00	229.00	1,374.00	4155	204	572.50	Rubbish collection inc fridges
								4156	101	472.50	Rubbish collection inc fridges
								4170	301	100.00	Rubbish collection inc fridges
01/12/2022	44502		SDSL	SDSL	330.00	66.00	396.00	4485	101	330.00	Offsite backup
01/12/2022	INV-17818		SG POS	SGPOS	70.00	14.00	84.00	4728	201	70.00	Web services Dec 22
12/12/2022	12/12/22		SHANNON JAMES	SHANNONJAM	750.00	0.00	750.00	664	0	150.00	Sound for shows
								634	0	300.00	Sound for shows
								693	0	150.00	Sound for shows
								659	0	150.00	Sound for shows
21/12/2022	DEC EXP		SIAN TAYLOR	SIAN	36.83	0.00	36.83	4445	350	23.33	Phone and travel
								4041	350	13.50	Mileage
15/12/2022	BK208632-1		SLCC	SLCC	60.00	12.00	72.00	4030	101	60.00	Themed summit HR
01/12/2022	MEM241363-1		SLCC	SLCC	414.00	0.00	414.00	4460	101	414.00	Membership Fee
21/12/2022	SD467-1		SLCC	SLCC	309.00	61.80	370.80	4015	101	309.00	April 22 job advert
30/12/2022	55187777/0004		SSE SOUTHERN ELECTRI	SSE SOUTHE	35.56	1.77	37.33	4122	325	35.56	Elec 30/9-31/10
30/12/2022	951900107/0001		SSE SOUTHERN ELECTRI	SSE SOUTHE	88.78	4.43	93.21	4122	325	88.78	Elec 1/11-29/12
01/12/2022	INV9664		STAGE	STAGE	985.00	197.00	1,182.00	4011	204	985.00	The stage online - advert
01/12/2022	INV1212		SUSX HR HUB	SUX HR HUB	75.00	15.00	90.00	4551	101	75.00	Monthly charge
26/11/2022	RA001 NOV22		TAKING COVER LTD	TAKING COV	200.00	0.00	200.00	634	0	200.00	Roy Allaway compare
31/12/2022	22120057		TICKETSOLVE	TICKETSOLV	1,848.95	0.00	1,848.95	4490	201	1,848.95	Ticket sales
30/11/2022	283812688/22		TOTALENERGIES	TOT ENG	158.70	7.94	166.64	4120	205	158.70	Gas Oct 22
13/12/2022	285772151/22		TOTALENERGIES	TOT ENG	298.83	14.94	313.77	4120	205	298.83	Gas Nov 22
06/12/2022	6/12/22		UNDERGOUND MUSIC	UNDERGROUN	154.00	0.00	154.00	693	0	154.00	Catering services
01/12/2022	HI589030		UNITED HYGIENE	UWR	132.76	26.55	159.31	4152	205	132.76	Monthly charge
01/12/2022	HI589089		UNITED HYGIENE	UWR	589.63	117.93	707.56	4152	204	589.63	Monthly charge
21/12/2022	OP/I624473		VIMTO	VIMTO	264.67	52.93	317.60	4700	201	264.67	Bar supplies

## Purchase Ledger for Month No 9

## 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	Amount	Analysis Description
07/12/2022	3749		VITAPLAY	VITAPLAY	13,024.86	2,604.97	15,629.83	4230	208	7,541.35	Playground repairs
								4230	310	944.00	Playground repairs
								4230	315	2,048.95	Playground repairs
								4230	320	2,490.56	Playground repairs
18/12/2022	B5-576047339		VODAFONE	VODAFONE	31.07	6.21	37.28	4445	204	10.97	Mobile charges 18/11-17/12
								4445	301	10.08	Mobile charges 18/11-17/12
								4445	101	10.02	Mobile charges 18/11-17/12
<b>TOTAL INVOICES</b>					<u>83,178.16</u>	<u>13,074.82</u>	<u>96,252.98</u>			<u>83,178.16</u>	



10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending
		Councillor Steve Forster Councillor Stephen Parker Councillor Tim Davies Councillor Jonathan Glen Councillor Adrian Collett David Neighbour Jane Warlock Elvetham Heath Parish Council	TBC	21 <sup>st</sup> October 2022			Pending
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	We rely heavily on councillor and council grants, along with local business sponsorships.					
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	N/A					
13.	How will you publically acknowledge Fleet Town Council's contribution?	We will advertise Fleet Town Council's support on our website, social media and programme.					

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

Signed.....

Date.....

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

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

Office Use

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



		For more information about the work of Mustard Seed: <a href="https://mustardseedautism.co.uk/">https://mustardseedautism.co.uk/</a>					
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.	<p>We are currently working with 3 families in Fleet Town: (GU51 3 GU51 4, GU51 3) and anticipate we will have between 3-5 new families referring every time we open our waiting list to new referrals (twice a year).</p> <p>We are looking for funding to enable us to create an autism friendly environment at Odiham Cottage Hospital for our therapeutic work with autistic children. After this initial investment the space will be ready for future cohorts of children.</p>					
9.	Projected income and expenditure of project/event	Furniture and equipment for sessions £5,320 Decorating costs £1,500					
10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending
		Surrey County Council	1,500	Dec 22	Yes		
		Percy Hilton Charitable Trust	750	Dec 22			When we have secured another £1,500
		Hants county councillors		Jan 23			In process of applying
		Local parish and town councils	Dependent on number of families supported annually	Jan 23			In process of applying
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	Yes, but we would then need to complete the project in phases when funding is secured, which will mean it will take longer to move from our current venue and more disruption to our service.					
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.						
13.	How will you publically acknowledge Fleet Town Council's contribution?	Through our social media, website, annual report and termly newsletters.					

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

*SJ Clements*

Signed.....

Date...19/01/23.....

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

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

Office Use

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

## Application for Grant Form

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

1.	Name of Organisation  Address  Bank Account details for payment  Account  Sort Code	Fleet Phoenix The Point Centre Harlington Way Fleet Hants GU51 4BP  Fleet Phoenix
2.	Name, Address and Status of Contact & position   E-mail address	Charlotte Tickner Managing Director Address as above  Charlotte.tickner@fleetphoenix.co.uk
3.	Telephone Number of Contact	01252 812308 /
4.	Is the Organisation a Registered Charity?	<b>Yes</b> <b>Charity Number: 1144057</b>
5.	Date of establishment of Organisation	<b>September 2011</b>
6.	Details of purpose of Grant  (please use additional sheet to include details)	<p>Fleet Phoenix would like to apply to the town council for a grant to cover our rent due to you for April 2023 to March 2024. This would be for our £1200 payment for the office and storeroom rent.  <b>At present we do have funding for our Monday booking until March 2024 and are more than happy to pay this.</b></p> <p>As with so many other organisations we are struggling to make ends meet with expenses that we are unable to apply for grants and funding for.          Fleet on paper is wealthy (but we all know that this is not the case) and we are told by national funders that we need to look locally for funding for these types of expenses.          On top of this our local community who would normally donate are struggling so are unable to make donations, also grant pats are getting smaller, more people are applying from them and although we have a good track record fo achieving grants it is getting harder and harder.          We are asking for this grant from TFC so we don't have to consider cutting direct face to face services to our young people and vulnerable families.          As an organisation we are always grateful and thankful for the continuing support of Fleet Town Council and urge you to consider our request.</p>

7.	Amount applied for	£1200																																											
8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	<p>Fleet phoenix client split at present is as follows:</p> <table border="1" data-bbox="667 219 1310 1039"> <thead> <tr> <th data-bbox="762 219 852 248">Town</th> <th data-bbox="1034 219 1305 248">Number of Clients</th> </tr> </thead> <tbody> <tr><td data-bbox="746 264 868 293">Aldershot</td><td data-bbox="1034 264 1070 293">18</td></tr> <tr><td data-bbox="730 309 884 338">Basingstoke</td><td data-bbox="1034 309 1070 338">19</td></tr> <tr><td data-bbox="735 353 879 383">Blackwater</td><td data-bbox="1034 353 1070 383">27</td></tr> <tr><td data-bbox="762 398 852 427">Bordon</td><td data-bbox="1034 398 1046 427">1</td></tr> <tr><td data-bbox="735 443 879 472">Camberley</td><td data-bbox="1034 443 1070 472">10</td></tr> <tr><td data-bbox="687 488 927 517">Church Crookham</td><td data-bbox="1034 488 1086 517">218</td></tr> <tr><td data-bbox="692 533 922 562">Crookham Village</td><td data-bbox="1034 533 1070 562">21</td></tr> <tr><td data-bbox="703 577 911 607">Elvetham Heath</td><td data-bbox="1034 577 1070 607">22</td></tr> <tr><td data-bbox="724 622 890 651">Farnborough</td><td data-bbox="1034 622 1070 651">70</td></tr> <tr><td data-bbox="751 667 863 696">Farnham</td><td data-bbox="1034 667 1070 696">21</td></tr> <tr><td data-bbox="778 712 836 741">Fleet</td><td data-bbox="1034 712 1086 741">360</td></tr> <tr><td data-bbox="699 757 911 786">Hartley Wintney</td><td data-bbox="1034 757 1070 786">23</td></tr> <tr><td data-bbox="778 801 836 831">Hook</td><td data-bbox="1034 801 1070 831">22</td></tr> <tr><td data-bbox="762 846 852 875">Odiham</td><td data-bbox="1034 846 1070 875">11</td></tr> <tr><td data-bbox="667 891 943 920">Other (further afield)</td><td data-bbox="1034 891 1070 920">24</td></tr> <tr><td data-bbox="746 936 868 965">Unknown</td><td data-bbox="1034 936 1086 965">196</td></tr> <tr><td data-bbox="762 981 852 1010">Yateley</td><td data-bbox="1034 981 1070 1010">28</td></tr> <tr><td data-bbox="719 1025 895 1055">Zebon Copse</td><td data-bbox="1034 1025 1070 1055">19</td></tr> </tbody> </table> <p data-bbox="596 1077 1513 1256">All clients fill in a membership form and we can pull this information from our management system at any point. I'm afraid we can't supply you with 360 individual post codes, Will this be an issue? We know when we add them to our system it automatically picks the relevant area for the postcode, so the 360 residents is a correct figure.</p>						Town	Number of Clients	Aldershot	18	Basingstoke	19	Blackwater	27	Bordon	1	Camberley	10	Church Crookham	218	Crookham Village	21	Elvetham Heath	22	Farnborough	70	Farnham	21	Fleet	360	Hartley Wintney	23	Hook	22	Odiham	11	Other (further afield)	24	Unknown	196	Yateley	28	Zebon Copse	19
Town	Number of Clients																																												
Aldershot	18																																												
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9.	Projected income and expenditure of project/event	N/A																																											
10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending																																						
		N/A																																											
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	If we are unsuccessful with the application, we will have to start looking a how we can reduce services to ensure we pay our rent.																																											

12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	We were awarded a rent break during COVID of 12 months.
13.	How will you publically acknowledge Fleet Town Council's contribution?	We will do a social media release. At present we have £1.8k followers with an average of 25k views a month.

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

Signed.....  ..... Date.....10.10.2022...

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

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

Office Use

	Officer	Date
Grant Application verified?		
Committee decision?		
Applicant notified?		

If approved funds released?		
Press Release and Photo?		
Self-evaluation form of Event sent?		

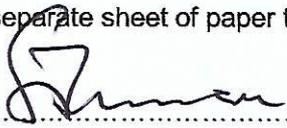
### Application for Grant Form

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

1.	Name of Organisation  Address  Bank Account details for payment  Account  Sort Code	Fleet, Crookham & Crowdell Branch of the Royal British Legion (RBL)  FLEET, GU51 1EL
2.	Name, Address and Status of Contact & position  E-mail address	SIMON GORNALL, Chairman of Branch  sgornall@sgornall.com
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Charity Number: 219279
5.	Date of establishment of Organisation	1922
6.	Details of purpose of Grant (please use additional sheet to include details)	To replace the c. 40 lamp-post mounted Poppies used over the Remembrance period that were damaged due to the weather. 40 @ £3 individual cost. Each post has 2 Poppies & they are mounted along Fleet Road.
7.	Amount applied for	£120.
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 suspect most Fleet residents & visitors will benefit but have no data to support the belief.

9.	Projected income and expenditure of project/event	No income; £120 expenditure					
10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending
	See #12						
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	We will still buy the necessary Poppies & have to find a way to pay for them. Our funds are very limited.					
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	F.T.C. support has been magnificent over many years.					
13.	How will you publically acknowledge Fleet Town Council's contribution?	In (almost!) any way F.T.C. wants.					

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

Signed.....  .....

Date..... 1/2/2023 .....

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

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

Office Use

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

**Fleet Town Council Room/Service Charges & Fees**  
**wef 1<sup>st</sup> April 2023 DRAFT**

PLEASE NOTE THAT ONLY THE FEES SHOWN IN RED HAVE BEEN CHANGED FROM 2022/23.

THE HARLINGTON ROOM /SERVICE CHARGES						
ROOM	Commercial Rate (Per hour) + VAT			Community Rate (Per hour) + VAT		
	Mon-Sat 9am-5pm	Mon-Thur 5pm-12am	Fri-Sat 5pm-12am & All Sun	Mon-Sat 9am-5pm	Mon-Thur 5pm-12am	Fri-Sat 5pm-12am & All Sun
<b>Auditorium</b>	£35.00	£40.00	£55.00	£25.00	£30.00	£45.00
<b>Dance Studio</b> (Arts & Dance hires)				£17.00	£17.00	£17.00
<b>Dance Studio</b> (Business hires)	£30.00	£35.00	£40.00			
<b>Function Room</b>	£30.00	£35.00	£40.00	£20.00	£25.00	£30.00
<b>Meeting Room</b>	£14.00	£14.00	£14.00	£10.00	£10.00	£10.00
<b>Exhibition (half day)</b>	£12.00					
<b>Exhibition (full)</b>	£20.00					
<b>Harlington: Special Hire and Commercial Packages are priced on request.</b>						
EXTRAS				RATE +VAT		
<b>Sound (Use of infrastructure/no technician)</b>				£30.00		
<b>Lighting (Use of infrastructure/no technician)</b>				£30.00		
<b>Mobile PA (Function Room/Dance Studio)</b>				£50.00		
<b>Backstage Facilities</b>				£25.00		
<b>RVS/Green Room Facilities</b>				£25.00		
<b>Technical staff (4 hr min call - £16.50/hr for additional hrs)</b>				£66.00		
<b>Bar Service (up to 4 hours)</b>				£49.00		
<b>Bar Extension (past 11pm)</b>				£21.00		
<b>Additional bar staff (4 hrs min)</b>				£49.00		
<b>Additional front of house staff (4 hrs min)</b>				£49.00		

Event Stewards (4 hrs min)	£49.00
Stage Use (per hour, up to 2 hours)	£5.00
Stage Use (per hour over 2 hours)	£50.00
LED Projector hire (dependant on required time & set up)	From £10.00
Large Screen and Projector/Small Screen and Projector/Screen Only	£25.00/£15.00/£5.00
Wireless Mic	From £10.00
Performing Rights Society	At current rate

THE POINT ROOM CHARGES		
	Existing Regular User Rate + VAT	Casual rate + VAT
Main room and kitchen and side room	£10 per hour	£15 per hour
Fleet Phoenix office space	£1000 per annum	

ROYAL VOLUNTARY SERVICE BUILDING/GREEN ROOM CHARGES		
	Existing Regular User Rate + VAT	Casual rate + VAT
RVS Building (Main Room)	£10 per hour	£15 per hour

ANCELLS FARM COMMUNITY CENTRE ROOM/SERVICE CHARGES						
ROOM	Regular Rate (Per hour) + VAT			Casual Rate (Per hour) + VAT		
	Mon-Fri 9am-6pm	Mon-Fri 6pm- 11.30pm	Weekends Anytime	Mon-Fri 9am-6pm	Mon-Fri 6pm-11.30pm	Weekends Anytime
Main Hall	£11.25	£15.70	£21.45	£14.13	£19.65	£26.85
Kitchen	£6.60	£7.70	£7.70	£7.70	£9.50	£9.50
Committee Room	£7.10	£8.80	£8.80	£8.65	£10.95	£10.95
Half Hall	£6.60	£8.25	£11.30	£8.10	£10.40	£14.15
Creche	£7.70	£7.70	£7.70	£9.80	£9.80	£9.80
Storage – per cupboard	£8.00 + VAT per month					

OTHER	Rate (per hour) + VAT		
	Mon-Sun Anytime	Mon- Sun Daytime	Mon- Sun Evening (6-11pm)
<b>Garden *</b> (must be hired in conjunction with creche)	£7.35		
<b>Children's Party</b> (3hrs. Use of creche, garden, kitchen)		£85.00	
<b>Evening party</b> (5hrs. Exclusive)			£130.00

PARK USE FOR COMMERCIAL PURPOSES	
<b>Park use for commercial organisations operating community activities.</b> (E.g. Fitness groups, dog training groups, martial arts at a reduced rate.	POA
<b>Park hire for events by commercial organisations</b> (e.g. circus)	POA

MEMORIALS/BENCHES IN PARKS/PARK USE FOR COMMERCIAL PURPOSES	
<b>Memorial Tree</b>	POA
<b>5ft memorial bench</b> (inc cost of bench, fittings, installation, delivery and admin fee)	POA
<b>6ft memorial bench</b> (inc cost of bench, fittings, installation, delivery and admin fee)	POA
<b>Memorial Plaque for bench</b>	POA
<b>Memorial Plaque</b>	POA

TENNIS COURT HIRE CHARGES	Rate per hour inc VAT	Annual Fee inc VAT
<b>Court /each per hour</b>	£8.00	
<b>Tennis Membership</b>		£49.00

PHOTOCOPYING CHARGES	Price per copy + VAT
<b>A4 Black and White</b>	14p
<b>A4 Colour</b>	50p
<b>A3 Black and White</b>	30p

FOOTBALL PITCH HIRE OTHER			
Size	For	Use	Price
Full Size Pitch Hire 9/11	Youth	Casual*- 2 hrs	£61.00 + VAT
Full Size Pitch Hire 9/11	Adult	Casual*- 2 hrs	£128.00 + VAT
Mini Pitch	Junior	Casual*- 1 hrs	£20.00+ VAT
Full Size Pitch 9/11	Youth	Season 17 alternate weeks 2 hrs	£781.00
Full Size Pitch 11	Adult	Season 17 alternate weeks 2 hrs	£1737.00
Mini Pitch	Junior	Season 17 alternate weeks 1 hr	£250.00

\*Casual Hire = less than 10 hires.



<b>FTC Asset Register</b>			
As at 31st January 2023			
<b>ASSET TYPE</b>	<b>Audit Value</b>	<b>DATE OF PURCHASE / UPGRADE</b>	<b>COMMENT</b>
Basingbourne Park 1350 m2	£1		
Calthorpe Park	£1		
Ancells Farm Park	£1		
The Views	£1		
The Cemetery	£1		
<b>TOTAL</b>	<b>£6</b>		
<b>PLAY EQUIPMENT</b>			
<b>The Views</b>			
1 bay 2 cradle seat swing	£1	01/04/2010	Tfr ex HDC
Wickstead Caterpillar and Slide	£1	01/04/2010	Tfr ex HDC
2 Bay, 4 Cradle Seat Swing	£1	01/04/2010	Tfr ex HDC
3,4m Embankment Slide	£1	01/04/2010	Tfr ex HDC
4,4m Embankment Slide	£1	01/04/2010	Tfr ex HDC
Fun Buggy - Tractor	£1	01/04/2010	Tfr ex HDC
Safety Surface	£1	01/04/2010	Tfr ex HDC
Fencing	£1	01/04/2010	Tfr ex HDC
Gates	£1	01/04/2010	Tfr ex HDC
Chain link fencing	£2,994	18/04/2018	Safe site fencing
2 Bay, 4 Flat Seat Swings	£1	01/04/2010	Tfr ex HDC
Sensory Garden - Prunas Tai Haku x6	£1,908	01/01/2023	Purchased New
Sensory Garden - Resin Bond Surface	£20,780	01/01/2023	Purchased New
Sensory Garden - Orchard Trees x 6	£6,450	01/01/2023	Purchased New
Sensory Garden Walk Way Trees x 6	£2,765	01/01/2023	Purchased New
<b>Skate park</b>			
Tarmac Skate Surface	£1	01/04/2010	Tfr ex HDC
1 Spined Mini Ramp (1.5m x 1.8m x 7.5m)	£1	01/04/2010	Tfr ex HDC
1 Spine (1,0m x 2,5m x 6,0m)	£1	01/04/2010	Tfr ex HDC
1 Volcano (.9m x 2.5m x 6,0m)	£1	01/04/2010	Tfr ex HDC
1 Driveway Planter (0,6m x 2,5m x 6m)	£1	01/04/2010	Tfr ex HDC
1 Combo End Unit & seating area	£1	01/04/2010	Tfr ex HDC
Surround Fencing	£1	01/04/2010	Tfr ex HDC
<b>Basingbourne Rec Ground</b>			
Fencing	£1	01/04/2010	Tfr ex HDC
4 Gates	£1	01/04/2010	Tfr ex HDC
Paths and Tarmac Area	£1	01/04/2010	Tfr ex HDC
Menagerie Tower	£1	01/04/2010	Tfr ex HDC
10 Log Walk	£1	01/04/2010	Tfr ex HDC
4 Balance Beams	£1	01/04/2010	Tfr ex HDC
Somersault Bar and Signal	£1	01/04/2010	Tfr ex HDC
Multi User Play	£12,000	01/10/2011	Refurbished equipment
2 Cradle Seat Swings	£1	01/04/2010	Tfr ex HDC
2 Flat Seat Swings	£1	01/04/2010	Tfr ex HDC
Embankment Slide	£1	01/04/2010	Tfr ex HDC
Station, Train and Coach	£1	01/04/2010	Tfr ex HDC
3 Springers	£1	01/04/2010	Tfr ex HDC
Railway Station	£1	01/04/2010	Tfr ex HDC

<b>FTC Asset Register</b>					
As at 31st January 2023					
<b>ASSET TYPE</b>	<b>Audit Value</b>	<b>DATE OF PURCHASE / UPGRADE</b>	<b>COMMENT</b>		
3 metal benches	£1	01/04/2017	Friends of BB		
Bear Bins x 2	£197	29/03/2018	glasdon		
Menagerie unit	£1	01/04/2010	Tfr ex HDC		
3 Panel Multi Active wall	£49,030	23/11/2018	Caloo		
Vinci Swings - 2 Bays, 1 Basket Swing			Caloo		
Vinci Fixed Net Climber - 3.0m High			Caloo		
Vinci Overhead Twister - 1.8m High			Caloo		
Quali Cite Horizontal See Saw			Caloo		
Vinci Timber Multiplay Unit - 4 platforms			Caloo		
Vinci Ski Simulator			Caloo		
Youth Shelter			Caloo		
Steel Bench (over 8's play area) - 1.8m long			Caloo		
Rubber Mulch Surfacing			Caloo		
Rubber Mulch Surfacing (additional)			£3,660		caloo
1 Springer			£400	01/09/2018	Friends of BB
Defibrillator (Pavillion)	£3,812	07/02/2022	Donated		
<b>Oakley Park</b>					
Fencing	£1	01/04/2010	Tfr ex HDC		
Gates	£1	01/04/2010	Tfr ex HDC		
Safer Surfacing	£1	01/04/2010	Tfr ex HDC		
Paths and Tarmac Area	£1	01/04/2010	Tfr ex HDC		
SMP Horison Loughborough Climber	£1	01/04/2010	Tfr ex HDC		
SMP New World Paris Tower	£1	01/04/2010	Tfr ex HDC		
SMP Junior Slide	£1	01/04/2010	Tfr ex HDC		
SMP 2 Flat Seat Swings	£1	01/04/2010	Tfr ex HDC		
SMP 2 Cradle Seat Swings	£1	01/04/2010	Tfr ex HDC		
Record Spinner	£1	01/04/2010	Tfr ex HDC		
SMP Polynesia Dolphin Sea Saw	£1	01/04/2010	Tfr ex HDC		
SMP Polynesia Ark Spinger	£1	01/04/2010	Tfr ex HDC		
SMP Trim Trail (wobble board/balance beam/stepping stones)	£1	01/04/2010	Tfr ex HDC		
SMP Youth Shelter	£1	01/04/2010	Tfr ex HDC		
Cantilever Tyre Swing	£3,840	16/02/2016	Play Quest Adventure Play I		
Group Swing	£1	01/04/2010	Tfr ex HDC		
Kicking Board	£1	01/04/2010	Tfr ex HDC		
Basketball Area	£1	01/04/2010	Tfr ex HDC		
Defibrillator	£3,812	20/10/2017	Donated by Friends of Oakley Park		
Flymobile	£3,337	23/11/2017	Donated by Friends of Oakley Park		
Boot Scrapper	£135	01/03/2019	Mark Harrod		
Bear Bin	£197	29/03/2018	glasdon		
Trim Trail - Chin Up	£1,120	30/01/2023			
Trim Trail - Parallel Bars	£760	30/01/2023			
Trim Trail - Horizontal Ladder	£1,440	30/01/2023			
Surfacing	£5,292	30/01/2023			
<b>Ancells Farm</b>					
Onion Youth Shelter	£3,090	01/03/2015	Donated by Friends of Ancells Farm		

<b>FTC Asset Register</b>			
As at 31st January 2023			
<b>ASSET TYPE</b>	<b>Audit Value</b>	<b>DATE OF PURCHASE / UPGRADE</b>	<b>COMMENT</b>
Basket Ball Hoop	£536	01/03/2015	Donated by Friends of Ancells Farm
Cableway	£12,600	30/08/2019	Caloo
Pick-up Sticks	£4,832	31/03/2011	Wicksteed
Birds Nest Swing	£6,936	31/03/2011	Wicksteed
Rota Web Climber	£6,216	31/03/2011	Wicksteed
Gwyder Unit with slide	£13,360	31/03/2011	Wicksteed
Dizzy	£3,360	31/03/2011	Wicksteed
Safety Surfaces	£14,856	31/03/2011	Wicksteed
Trim Trail and Young Explorer Play	£6,400	01/05/2012	Purchased new
Swing	£909	01/03/2015	Donated by Friends of Ancells Farm
Simple simon slide	£1,500	01/05/2011	Purchased New
Donkey Springie	£600	01/05/2011	Purchased New
Fencing	£3,400	01/05/2011	Purchased New
Rock n Bowl	£2,000	01/05/2011	Purchased New
Tripple toddler swing	£3,800	01/05/2011	Purchased New
Bear Bin	£197	29/03/2018	glasdon
Boot Scarpper	£135	01/02/2019	Mark Harrod
Table Tennis table	£1	24/06/2021	Donaqtged by Calthorpe School
<b>Calthorpe Park</b>			
Snake	£1,382	01/02/2012	
Swan Seat	£1,382	01/02/2012	
Swan Seat	£1,382	01/02/2012	
Swan Planter	£4,152	01/02/2012	
Grasshopper	£1,382	01/02/2012	
Dragonfly	£1,382	01/02/2012	
Defibrillator and cabinet (Cricket Club)	£3,812	01/06/2017	Donated by Friends of Fleet Hospital
Wooden benches x 7	£2,450	01/09/2017	
Bike hoops x 6	£234.96	25/05/2017	
Vinci Timber SEN Multiplay Unit			
Vinci Elephant Slide			
Vinci Basket Swing			
Magnifying Post x 2			
Vinci Timber Swing - 2.3 High, 2 Flat, 2 Cradle Seats			
Count the Shapes Play Panel - 1200mm x 800mm			
Noughts and Crosses Play Panel - 1200mm x 800mm			
Solar Explorer Play Panel - 1200mm x 800mm			
Vinci Timber Swing - 2.3 High, 2 Flat Seats			
In Ground Trampoline with 1.00m x 1.00m Jumping area - Unit size 1.5m x 1.5m			
Ground anchors for bolt down of Caloo table tennis tables into grass site			
Quali Cite Chair Duo Springer 1 to 6 years	£225,000	07/09/2020	Caloo
Autumn Leaves Play Panel - 770mm x 690mm			
The Labyrinth Play Panel- 720mm x 690mm			
Square Litter Bin x 8			



<b>FTC Asset Register</b>			
As at 31st January 2023			
<b>ASSET TYPE</b>	<b>Audit Value</b>	<b>DATE OF PURCHASE / UPGRADE</b>	<b>COMMENT</b>
2 x Goalposts padlocked to outside of pavilion	£1	01.04.2010	Tfr ex HDC
Park Signs - 5 prk signs and 3 small signs	£1,783	2013	Purchased New
<b>Oakley Park</b>			
7 benches and picnic table x1	£1	01/04/2010	Tfr ex HDC
10 bins	£1	01/04/2010	Tfr ex HDC
Goalposts and nets Locked to the ground	£1	2010	Tfr ex HDC
4 Bins	£978	01.08.2012	Purchased New
Park Signs - 4 large signs and 4 small signs	£1,556	2013	Purchased New
9v9 Goal Posts	£816	29.09.15	Purchased New
Picnic table x3	£2,900	24/7/2017	Donated by Friends of Oakley Park
<b>Ancells Farm</b>			
3 Benches	£888	28.08.14	Donated by Friends of Ancells Farm
2 Wooden Bridges	£2,389	17/05/2019	Donated by Friends of Ancells Farm
Tree Seat	£1,000	31/03/2011	Wicksteed
1 bench Seat	£1	31/03/2011 Refurb	Tfr ex HDC - Refurb
2 Park Seats	£1	31/03/2011 Refurb	Tfr ex HDC - Refurb
3 Seats concrete	£2,800	2011	Donated 1/5/2011
Park Signs - 3 large and 3 small	£1,167	2013	Purchased New
7 x wooden benches	£1	01.04.2010	Tfr ex HDC
5 Bins	£1	01.04.2010	Tfr ex HDC
12 Bins	£2,337	01.08.2012	Purchased New
6 rubbing posts	£648	11/04/2019	Donated by Friends of Ancells Farm
3 Wildlife Boards	£648	12/04/2019	Donated by Friends of Ancells Farm
Park Signs 6 large signs	£1,848	2013	Purchased New
<b>EDENBROOK</b>			
<b>Junior area</b>			
Signage x2	£1	2014	Tfr ex HDC
Litter bins	£1	2014	Tfr ex HDC
Seating	£1	2014	Tfr ex HDC
<b>Toddler area</b>			
Signage x2	£1	2014	Tfr ex HDC
Litter bins	£1	2014	Tfr ex HDC
<b>Cemetery</b>			
10 Benches	£1	Mar-Aug 2014	Donated (1 by Fleet Lions, 2 by Public)
Notice Boards	£599	01/03/2016	
Memorial kerb stones	£2,040	01/12/2018	Columbaria
Sanctums	£24,840	01/12/2018	Columbaria
Bench	£9,000	01/09/2018	Gaze Burvill

<b>FTC Asset Register</b>			
As at 31st January 2023			
<b>ASSET TYPE</b>	<b>Audit Value</b>	<b>DATE OF PURCHASE / UPGRADE</b>	<b>COMMENT</b>
<b>Town Centre</b>			
Lakeside Benches x2	£2,326	15/11/2019	Broxap - Lakeside Bench
Baltimore Cast Iron Bench x 23	£27,600	April 2010 - Aug 2019	Town scape - see Bench Details - Town Centre
<b>TOTAL</b>	<b>£101,516</b>		
<b>CONTENTS</b>			
<b>Oakley Park Pavilion</b>			
2 Tea tables	£1	2010	Tfr ex HDC
8 Plastic Chairs	£1	2010	Tfr ex HDC
Cups/Kettle/Cutlery	£1	2010	Tfr ex HDC
Miscellaneous equipment	£1	2010	Tfr ex HDC
6 foot plastic tables X 4	£1	2014	Purchased New
4 foot round plastic tables x9	£1	2010	Purchased New
<b>Ancells Farm Park Pavilion</b>			
Miscellaneous Equipment	£1	2010	Tfr ex HDC
<b>Calthorpe Park Hut</b>			
1 plastic table	£1	2010	Tfr ex HDC
8 Plastic Chairs	£1	2010	Tfr ex HDC
Cups/Kettle/Cutlery	£1	2010	Tfr ex HDC
Miscellaneous Equipment	£1	2010	Tfr ex HDC
<b>Basingbourne Pavilion</b>			
Miscellaneous equipment	£1	2010	Tfr ex HDC
<b>Ancells Farm Pavilion</b>			
Miscellaneous equipment	£1	2010	Tfr ex HDC
<b>The Harlington</b>			
See The Harlington Asset List	<b>£235,951</b>		Part Tfr ex HDC
<b>Ancells Farm Community Centre</b>			
See Ancells Farm Asset List	<b>£1,800</b>		Part Tfr ex HDC
<b>TOTAL</b>	<b>£237,764</b>		
<b>Grand Total</b>			
	<b>£793,622</b>		

**SUBJECT: INVESTMENT AND CURRENT ACCOUNTS**

Account balances for Fleet Town Council as at 31 December 2022

<b>Account</b>	<b>Funds</b>	<b>Interest Rate</b>	<b>Comment</b>
HSBC Current Bank Account, Account No: 61539272	£885,712.07		
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£800,458.16	3.00%	Interest paid into Nationwide current account
The Cambridge Building Society, Account No: CB01348177	£100,000.00	1.0%	Interest paid into HSBC current account
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£1,350,000.00	2.07% Per annum	Interest paid into HSBC current account
<b>TOTAL</b>	<b>£2,250,458.16</b>		

**Please note**

Interest received in November:

Nationwide

£458.16

CCLA

£2978.15

Cambridge Building Society for the year Jan – Dec 2022

£402.74

**Recommendation**

1. Cambridge BS account funds were moved to the Nationwide Business Fixed 18 month Saver account, however the transfer failed and the funds were returned to Cambridge BS. On investigation Nationwide has said that additional funds cannot be added to this fixed rate product. This may be fortuitous as funds may be needed for the Harlington development. Suggest that we look for either an instant access or short term access higher rate account.

## OFFICER PROPOSAL

### ITEM 11

**SUBJECT:** Temporary adjustment of credit card limits

**DATE:** Policy & Finance Committee 15<sup>th</sup> February 2023

**OFFICER:** Alex Robins – General Manager

*The officer requests a resolution to make a temporary adjustment of credit card limits from one card holder to another*

#### **Supporting information**

Due to the current staffing situation, the limit of £2,000 on the Bar & Catering Supervisor's credit card can't be used. This is required for bar purchases predominantly and is causing great difficulty in the purchase of certain stock items.

The officer requests that the credit card limit is reduced by £1,500 on this card and the card limit of the General Manager is increased by £1,500, so purchases may still be made by the General Manager.

When the staffing situation is returned to normal, the limits can be returned to the current arrangement.

If agreed, the credit limits will temporarily change as follows:

Bar & Catering Supervisor - £500 credit limit

General Manager - £2,500 credit limit

#### **Costs**

There is no cost, and no increase is requested to the current overall credit card limit. This is simply a temporary adjustment to individual card limits in order to facilitate the smooth running of the business in the interim.

#### **RECOMMENDATION**

To authorise a temporary adjustment of £1,500 from the Bar Manager credit card to the General Manager.



# Control and Management of Contractors Policy

Compiled By	Projects & Committee Officer
Date	October 2022
Date of Review	October 2023

## **Policy Statement**

The aim of this Policy is to provide guidance to all staff within Fleet Town Council who are directly involved in the appointment, use and management of contractors.

The Policy will be most applicable for those managing open spaces and council buildings; however, other individuals may require the appointment of contractors from time to time. This policy will cater for all types of contractor and therefore all responsible persons employing contractors are required to follow this policy.

## **Definitions and Acronyms**

**“Contractor”** means an individual, company or organisation engaged by the Council (other than an employee) to carry out work for gain or reward.

**“Sub-contractors”** are individuals, companies or organisations employed to undertake works, for gain or reward, by the contractor.

**“All Contractors”** are both Contractors and Subcontractors

**“Responsible Person/Competent Person”** individuals who hold relevant qualifications, experience and training in order to carry out specified tasks.

**“HSE”** The Health and Safety executive

**“HASWA”** The Health and Safety at Work etc Act 1974

**“DSE”** Display screen Equipment Regulations

**“COSHH”** Control of Substances Hazardous to Health

**“CDM”** Construction, Design and Management Regulations

**“PPE”** Personal Protective Equipment

# **Control and Management of Contractors Policy**

## **1.0 Introduction**

The Health and Safety at Work Act 1974 places a duty on the Council to, as far as is reasonably practicable, ensure the health, safety and welfare of its staff and anyone else that may come into contact with the Council or its undertakings. This includes contractors or sub-contractors.

## **2.0 Scope**

Fleet Town Council uses contractors to undertake a wide variety of different tasks ranging from support services such as cleaning and waste disposal through to technical works such as electrical works or building repairs and major construction.

## **3.0 Objectives**

The purpose of this policy is to ensure that all contractors comply with Fleet Town Council policies/procedures and with relevant legislation. It shall ensure all parties fulfil their legal duties as well as contractual obligations.

## **4.0 Responsibilities**

The Town Clerk has overall responsibility for Health and Safety within Fleet Town Council. The Health and Safety Representative, General Manager, Facilities & Open Spaces Manager and Duty Managers also hold specific responsibilities throughout the Council and assist in ensuring that the policy is implemented as appropriate. The employing manager may pass responsibility to another relevant manager (in writing) i.e. General Manager, Facilities & Open Spaces Manager, Duty Manager, depending on the area/department in which the contractor will be working.

## **5.0 The Employing/Responsible Manager**

The employing/responsible manager must ensure that the contractor is competent to carry out the works specified and where possible, will utilise certified or accredited contractors/organisations. Throughout the contract period the employing manager will monitor the standard of the contractor's work and the progress made.

It is also the duty of the employing/ responsible manager to ensure that all relevant safety measures are taken not only to protect the contractors but all persons who may be affected by their work activity. The Council and all contractors have the duty to ensure that these work activities do not alter the safe conditions or impede the provision of a safe place of work for staff and visitors.

If works will interfere with any critical safety systems e.g. fire detection, these must be agreed in advance and appropriate mitigation put in place.

The health and safety needs of any contract must be assessed and a Management of Contractors Checklist completed prior to appointment / before using contractors to carry out works on behalf of the Council. Resources will be provided as required. Any equipment provided to contractors must be managed appropriately.

Some contractors will have duties under the 'The Construction Design and Management Regulations' (CDM regulations), these will generally be those who undertake large construction projects.

In some cases works may require more than one contractor at a time to be working in the same area or on the same premises. It is vital that parties share relevant information and for those with duties under the CDM regulations, share information that comes under the statutory requirements of the CDM regulations.

The employing/ responsible manager must co-ordinate contractor activities and provide adequate information regarding health and safety issues on the premises. Specifically he/she

should undertake a risk assessment and set out suitable control measures in order to manage any significant risk, or, ensure these are adequately carried out by the contractor.

It is the duty of the employing/ responsible manager to provide every contractor with information on emergency procedures relevant to the premises and provide details of particular hazards in the area.

Information on specific hazards such as Asbestos must be supplied by the employing/ responsible manager.

## **6.0 Contractors**

Contractors have a duty to supply a safe place of work to their staff. It is equally the contractor's responsibility to obtain relevant health and safety related information from the Council. Once this information has been obtained by the contractor they must then develop risk assessments / safe systems of work relevant to the premises and work activities. The employing/ responsible manager must be made aware of their health and safety arrangements.

The contractors must ensure that work carried out does not compromise the health, safety or welfare of others i.e. staff, visitors and general public.

It is the contractor's responsibility to make their own provisions for first aid. (This includes trained/competent first aiders and equipment.)

## **7.0 Sub-Contractors**

Sub-contractors have the same responsibilities as contractors. The sub-contractors may use equipment provided by the contractor and may be working under the supervision of the contractor.

It is the responsibility of the contractor to ensure that all sub-contractors meet the requirements of this policy.

# Managing Contractors Procedure

## 1.0 Purpose of Procedure

The purpose of this procedure is to provide information on the way in which both staff and contractors must work in order to prevent incidents and accidents related to contractor's work activities.

All employing/ responsible managers and contractors must follow this procedure, however, it does not remove any other legal obligations placed upon the contractor/s.

## 2.0 Employing/Responsible Manager Requirements

The employing/ responsible manager has a duty to follow Council procedure to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of anyone who may be affected by their work activities.

## 3.0 Before the works commence

Before contractors are employed, adequate checks must be undertaken to ensure that the contractors are competent to carry out works or activities. To do this, the employing/ responsible manager must complete out a Contractor Management Checklist to decide if/what additional information may be required from the contractor before they are appointed, and what information they require from the Council in order to plan and carry out the work activity safely.

The employing/ responsible manager must inform departments affected by the contractor's work in reasonable time, so that any areas affected by the works can plan for the disruption to normal routines etc.

Before works/activities commence it is essential that adequate information is given to the contractor regarding risk identification. This will require formal risk assessment in most cases.

Suitable and sufficient risk assessment must be carried out by the employing manager and all contractors before work commences.

Contractors who work on the site should be made aware of hazards identified within the risk assessment. In some cases additional instructions/information will need to be issued to contractors. These will cover areas of high risk including the following:

- Asbestos
- Electrics
- Working at height
- Hot works
- Road safety
- PPE
- Hazardous substance
- Confined spaces

## 4.0 Security

The employing/relevant manager must ensure any relevant security procedures are enforced. This will require informing the contractors of their access routes throughout the site, information regarding confidentiality and any high-risk areas.

## 5.0 Fire Safety

The employing/ responsible manager must inform the contractor of emergency arrangements.

The employing manager must show the Contractors and their employees on arrival at the work site, the following basic fire safety measures:

- 1) The closest fire escape
- 2) The location of the nearest fire-fighting appliance
- 3) The location of the nearest fire alarm and the method of activation

Contractors are responsible for the provision of suitable and sufficient firefighting equipment appropriate to the work involved and must obey alarm signals whilst on Council premises. Smoking is prohibited in all areas of council buildings and contract staff are required to comply with this.

## **6.0 Welfare Arrangements**

Washrooms may be made available to use by Contractors, or Sub-Contractors, as defined by the Facilities & Open Spaces Manager / Duty Manager or other suitable persons. The conditions for the use of such facilities are that they are used only during the time specified by the Council.

## **7.0 Accident/Incident Reporting**

The contractor must report all accidents/incidents and near misses to the employing/relevant manager, (relevant manager here being the Duty Manager or Open Spaces Manager). Contractors will assist in filling in relevant incident report forms. They must also report using their own systems.

If an incident/Accident requires a RIDDOR report and follow up investigation, it is essential that this is carried out by the contractor in accordance to relevant HSE Legislation. This needs to be forwarded to the employing/relevant manager and the Health and Safety Representative for reference.

## **8.0 Occupied premises**

Where Council premises are occupied, the Contractor or Sub-Contractor must ensure that all works carried out in such a manner as to cause minimum disruption to daily business.

## **9.0 Delivery, Unloading and Hoisting of Materials**

The Contractor or Sub-Contractor is responsible for the delivery, unloading, hoisting and storage of all their own materials. At no time should these works impede or make dangerous, access to areas outside the immediate vicinity of the works.

## **10.0 Housekeeping**

All Contractors must ensure that rubbish or excess equipment and materials is not allowed to accumulate in the immediate work area, and in no circumstances is material for disposal to be stored outside the working area unless in the Contractor's, or Sub-Contractor's own authorised skip. All surplus materials and/or rubbish should be cleared from the site on completion of the contract.

## **11.0 Control of pollution**

Contractors may not deposit any waste, chemicals or any other substances whatever into drains or waste containers on Council premises unless express permission has been given.

For Open Spaces especially, arrangements should be made to prevent sand, soil, cement or any other solid materials being washed into drainage or sewage systems. Under no circumstances should hazardous substances be flushed into drainage or sewage systems as a means of disposal.

**Fleet Town Council  
Contractor Management Checklist**

Before using contractors to carry out tasks on the premises it is important to ensure that the contractor has not only given adequate regard to health and safety within their own arrangements, but also that all relevant health & safety information has been provided to the contractor by FTC.

The following checklist can be used to decide what additional information may be required from the contractor before they are appointed, and what information they require from FTC in order to plan and carry out the work activity safely. Any additional information provided by the contractor, or forms signed by them should be kept with this file for future reference.

**Whilst works are being carried out by a contractor you must periodically observe their activities to ensure they are acting safely e.g. following method statements/ risk assessments. For longer term or higher risk contracts these monitoring checks and any remedial action must be recorded.**

<b>FTC representative:</b>		<b>Date:</b>	
<b>Contractor details, contact number(s), address etc:</b>			
<b>Description of task/ contract:</b>			
<b>Date/ frequency of work activity:</b>			
<b>Information to be considered by FTC representative prior to appointing contractor / works taking place.</b>		<b>Y / N or N/A</b>	<b>Signed (Employee)</b>
Have you established and recorded the full extent of the works/service required?			
Have you requested a 'method statement' from the contractor, providing information on how they intend on completing the works requested? (e.g. equipment to be used, access method, time required etc.)			
Have you or the contractor identified any hazards associated with the work task or environment that may require closer attention/controls, e.g.: Work at height (e.g. on roof), electrical work, gas work, excavation, hot work (e.g. welding), use of hazardous substances, unstable or uneven ground, work in car park, creation of dust/noise etc.  Detail hazards identified (continue in notes section if necessary):			
If yes to the above have you provided this information to the contractor / requested a copy of their risk assessment(s)?			

<p>Will the works disrupt any services? E.g. Electricity, gas, fire alarm etc.</p> <p>Detail likely disruption to services:</p>		
<p>If yes, have you ensured there will be no effect on safety as a result?</p>		
<p>Have you advised the contractor of the services they may disrupt?</p>		
<p>Will the works have to be carried out at a specific day(s) or time(s)?</p> <p>Detail day/time constraints:</p>		
<p>If yes, have you ensured there will be no effect on safety as a result?</p>		
<p>Will the contractor be liable to disturb and Asbestos containing materials on the premises or access any areas not previously surveyed? (e.g. voids).</p> <p>If yes, detail where:</p>		
<p>If yes to the above have you provided this information to the contractor and requested a copy of their risk assessment(s)?</p>		
<p>Will the contractor be required to use their own electrical equipment? e.g. pressure washer, drill etc.</p> <p>What type of equipment are they likely to be using:</p>		
<p>If yes to the above have you advised the contractor that all electrical equipment must be suitably PAT tested/maintained – and requested a copy of their risk assessment(s)?</p>		
<p>Will the contractor be required to use their own work equipment? e.g. angle grinder, disc cutter, chain saw etc.</p> <p>What type of equipment are they likely to be using:</p>		
<p>If yes to the above have you advised the contractor that all work equipment must be used safely (e.g. using fitted guards) and suitably maintained – and requested a copy of their risk assessment(s)?</p>		
<p>Have you advised the contractor of the first aid facilities/personnel on site and that any additional requirements must be met by themselves?</p>		
<p>Have you advised the contractor of FTC's accident reporting procedure?</p>		
<p>Have you advised the contractor of FTC's fire safety &amp; security arrangements (e.g. assembly points, tests etc.)?</p>		
<p>Is the work notifiable under CDM Regulations? (e.g. construction projects longer than 30 days/involve more than 500 person days of work) If yes, seek additional advice as specific legislation/controls will apply.</p>		

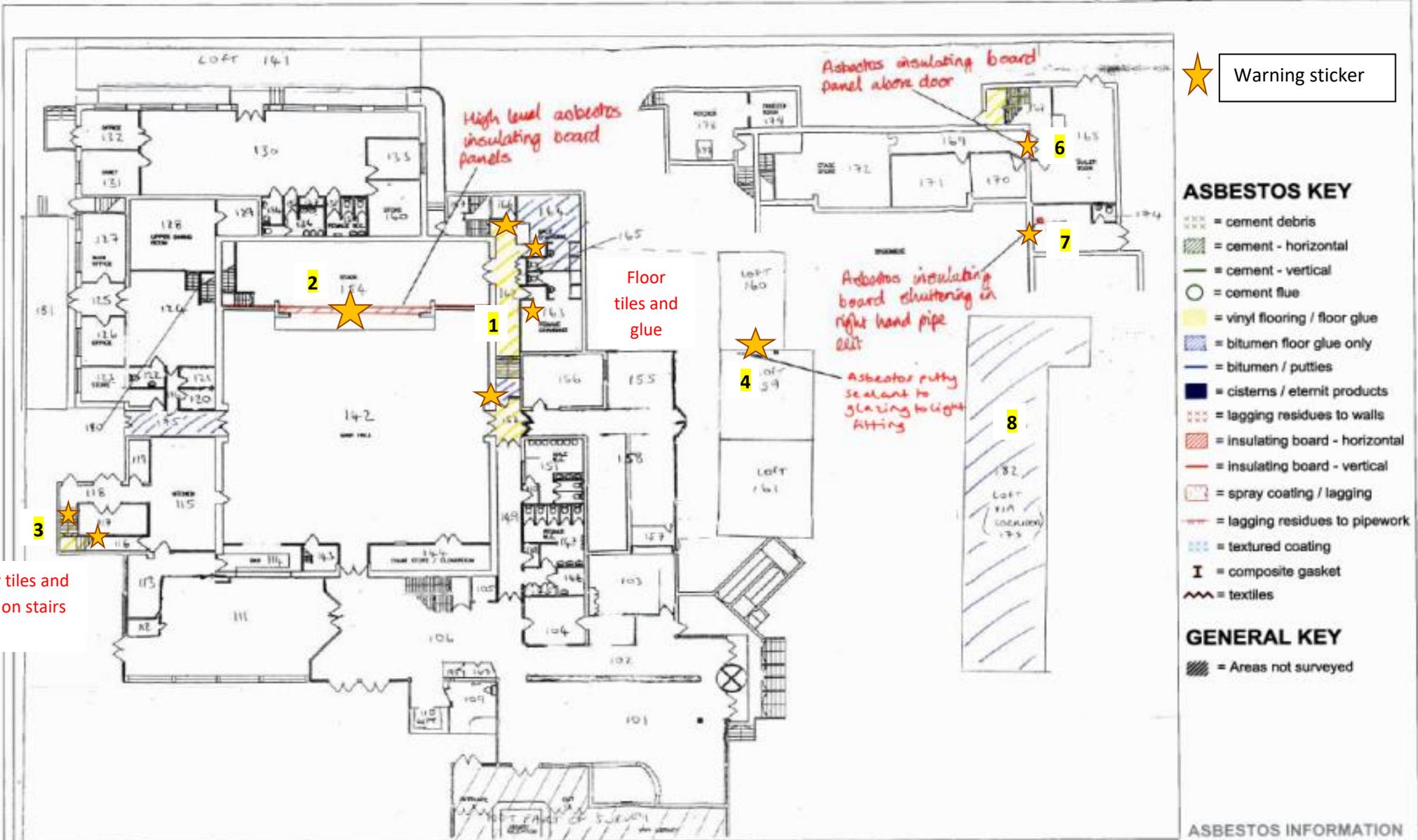
**Additional notes:**



# Asbestos Management Plan

October 2022

ASBESTOS LOCATION PLAN – GROUND FLOOR/BASEMENT/LOFT



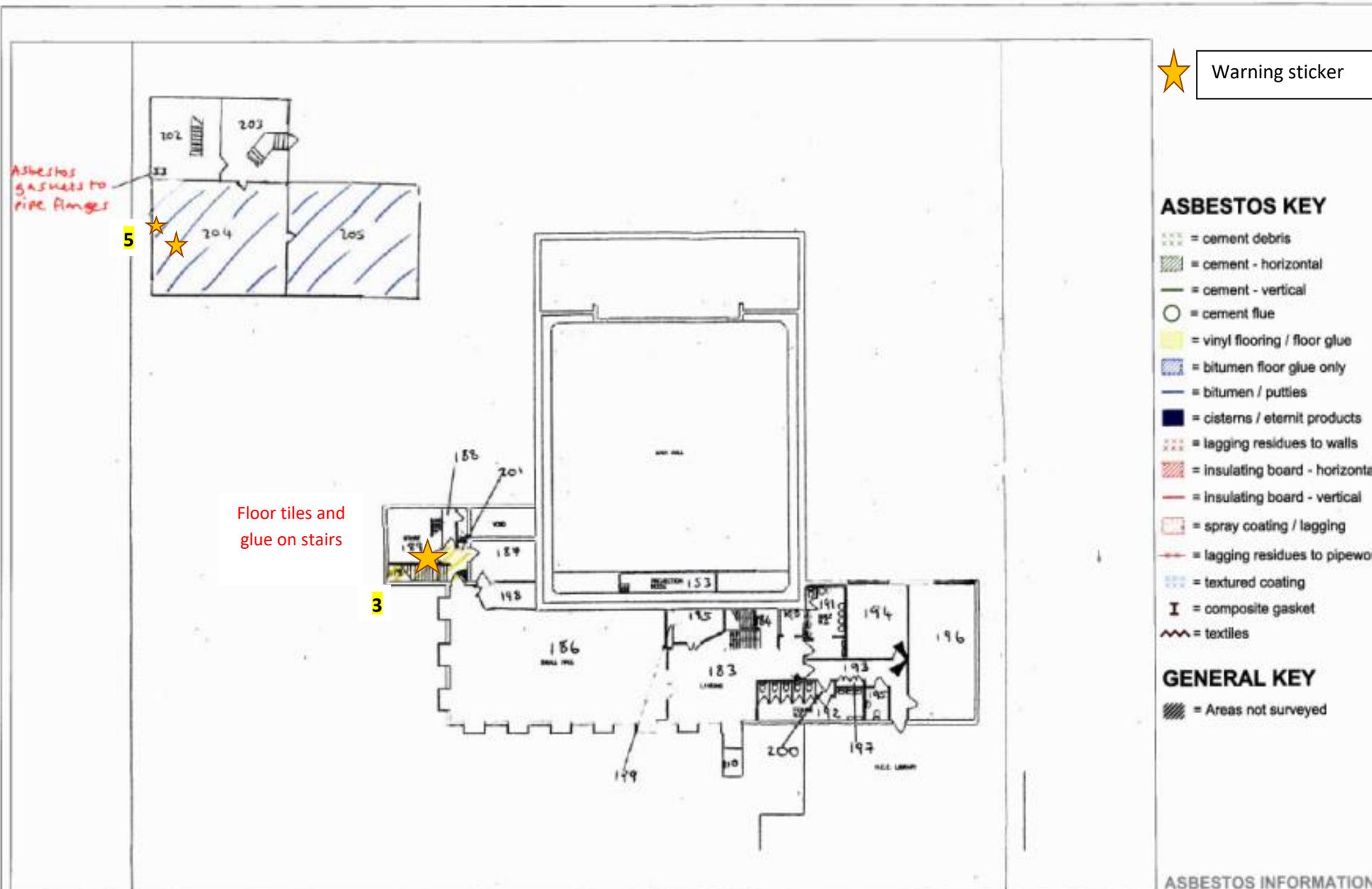
Floor tiles and glue on stairs

**Notes**  
 This plan only shows the location of asbestos related to the project in areas surveyed. Please read in conjunction with the ABR Project report. This plan should only be read in colour.

<b>PROJECT</b> The Harlington Centre Full site management survey		
<b>SCALE</b> NTS	<b>SURVEY DATE</b> Oct 2014	<b>Surveyed by:</b> LM / AD / DM / AL

<b>SHEET CONTENTS</b> Asbestos Location Plan Sheet 1 of 2	
<b>REQUEST NO.</b> 22799	<b>REVISION</b> A
<b>FILE REF.</b> TheHarlingtonCentre-22799_040514	

ASBESTOS INFORMATION



★ Warning sticker

- ASBESTOS KEY**
- ⋯ = cement debris
  - ▨ = cement - horizontal
  - ▧ = cement - vertical
  - = cement flue
  - = vinyl flooring / floor glue
  - ▤ = bitumen floor glue only
  - ▥ = bitumen / putties
  - = cisterns / eternit products
  - ⋯ = lagging residues to walls
  - ▨ = insulating board - horizontal
  - ▧ = insulating board - vertical
  - ▤ = spray coating / lagging
  - ▥ = lagging residues to pipework
  - ⋯ = textured coating
  - I = composite gasket
  - 〰 = textiles
- GENERAL KEY**
- ▨ = Areas not surveyed

ASBESTOS INFORMATION

**Notes**  
 This plan only shows the location of asbestos related to the project in areas surveyed. Please read in conjunction with the ABR Project report.  
 This plan should only be read in colour.

**PROJECT**  
 The Harlington Centre  
 Full site management survey

**SCALE**  
 NTS

**SURVEY DATE**  
 Oct 2014

**Surveyed By**  
 LM / AD / DM / AL

**SHEET CONTENTS**  
 Asbestos Location Plan  
 Sheet 2 of 2

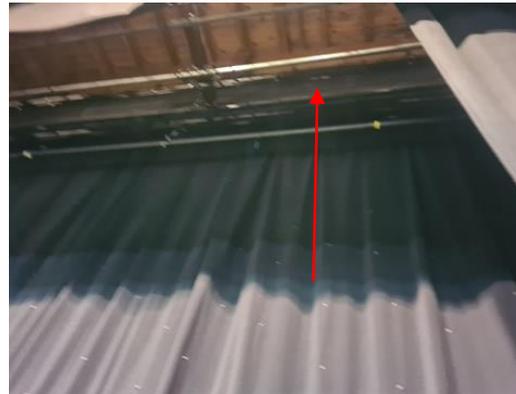
**REQUEST No.**  
 22799

**FILE REF.**  
 TheHarlingtonCentre-22799\_020214

**REVISION**  
 A

The following areas contain asbestos – shown on location plans above:

Asbestos – Do Not Disturb	Location	Description	Photo
1	Backstage corridor & both backstage changing rooms	Bitumen floor tile adhesive & blue vinyl floor tiles	
2	Stage	<p>High level beam casing on stage - on side opening into auditorium above opening, under the screen. (top pic)</p> <p>High level wall panels on back wall of stage. (second, third pics)</p>	



3

Main Kitchen – Stairs leading to 2<sup>nd</sup> Floor

Bitumen floor tile adhesive & white vinyl floor tiles



<p><b>4</b></p>	<p><b>Loft – sealant around light fitting. The loft area accessed via the hatch above the General Managers Office</b></p>	<p><b>Light fitting sealant</b></p>	
<p><b>5</b></p>	<p><b>Plant Room –i.e. the main loft area, on right hand side of space once you reach top of access ladder. Accessed via ladder in store room behind dance studio.</b></p>	<p><b>Gaskets on pipe flanges</b></p>	

<p><b>6</b></p>	<p><b>Basement – above double doors leading into under stage via back stage corridor stairs</b></p>	<p><b>Paneling above door frame</b></p>	
<p><b>7</b></p>	<p><b>Outside store i.e. 'market traders' - as you walk into store, about halfway across back wall where wall meets ceiling</b></p>	<p><b>Ceiling, shuttering to right hand pipe exit adjacent back wall</b></p>	



8

Roof void via right hand door in main loft.

Accessed via ladder in store room behind dance studio.

Floor covering (top pics) and roof felt padding (bottom pic)



**FULL ASBESTOS SURVEY AVAILABLE HERE BY CLICKING THE DOCUMENT BELOW**



asbestos  
register.pdf

## Asbestos Action Plan

Where	Product	Action	Priority	By when	By whom?
Backstage corridor - lino floor adhesive	BITUMEN	MONITOR	3	xxxxxx	Facilities Manager + Projects Officer
On Stage – high level wall panels	INSULATING BOARD	MONITOR	3	xxxxxx	Facilities Manager + Projects Officer
On Stage – high level beam casing	INSULATING BOARD	MONITOR	3	xxxxxx	Facilities Manager + Projects Officer
Bin store - ceiling, shuttering to right hand pipe exit adjacent back wall	INSULATING BOARD	MONITOR	3	xxxxxx	Facilities Manager + Projects Officer
Stairs in Kitchen – floor tiles	VINYL FLOORING	MONITOR	4	xxxxxx	Facilities Manager + Projects Officer
Stairs in Kitchen – floor tile adhesive	BITUMEN	MONITOR	3	xxxxxx	Facilities Manager + Projects Officer
Entrance into basement corridor – above doors	INSULATING BOARD	MONITOR	3	xxxxxx	Facilities Manager + Projects Officer
Loft (via hatch GM Office) – above light fitting	PUTTY	MONITOR	4	xxxxxx	Facilities Manager + Projects Officer
Roof Space – floor covering	BITUMEN	MONITOR	3	xxxxxx	Facilities Manager + Projects Officer
Roof Space – roof felt	BITUMEN	MONITOR	4	xxxxxx	Facilities Manager + Projects Officer
Plant Room (loft) – gaskets, pipe flanges	COMPOSITE GASKET	MONITOR	4	xxxxxx	Facilities Manager + Projects Officer

Priority 1	<p><b>Emergency action requiring restricted access &amp; a repair instruction</b> The potential hazard arising from this category warrants immediate action to restrict access to the affected area(s). Subsequent action, through the County's repair instruction programme, is undertaken within three months of issuing a repair instruction.</p>
Priority 2	<p><b>High Priority requiring a repair instruction</b> Material in this category is vulnerable to fibre release and therefore warrants attention to reduce the risk by either removal or encapsulation. P2 installations are remediated on a programmed basis, within 6 months of issuing a repair instruction.</p>
Priority 3	<p><b>Medium Priority requiring annual / regular re-inspection</b> This category indicates the need for regular monitoring of installations through the reinspection programme. Although the current risk of fibre release is low, this material may suffer deterioration through age/accidental damage. It is recommended that asbestos in this category is visually inspected on a periodic basis to ascertain any change in condition. Where such change occurs re-inspection will enable the risk assessment to be updated.</p>
Priority 4	<p><b>Low Priority requiring annual / regular re-inspection</b> This category indicates low priority. It is recommended that asbestos in this category is visually inspected on a periodic basis to ascertain any change in condition. Where such change occurs, re-inspection will enable the risk assessment to be updated.</p>

Responsible person: Facilities Manager

Date: xxxxxxxx

Monitoring Date: xxxxxxxxxx

*Note – In addition to the above, the condition of the ACMs and any obvious damage will be recorded and rectified through the monthly health and safety management checks of the premises. **CHECKS STORED IN SHARED DRIVE/HEALTH AND SAFETY\Asbestos Management Plan***

## ***Communication Plan***

### **1 Warnings/Signage**

Asbestos warning stickers/signs are affixed to all ACMs

### **2 Information and Training**

1. Basic awareness training provided to all staff liable to disturb Asbestos or appoint/control Contractors on induction.
2. Annual refresher training provided for all relevant staff (as above)

Training delivered via 'toolbox talks'.

### **3 Contractors**

All contractors liable to disturb ACMs on the premises will be provided with a copy of this plan. In addition, all Contractors that need to carry out intrusive works into the fabric of the building will be asked not to commence – or to halt any such work until such time as an appropriate assessment can be carried out for the presence of ACMs by a competent person.

### **4 Records**

Record sheets of inspections of ACMs will be signed off and saved on the system in the H&S folder.

**OFFICER:** Rochelle Halliday, Executive Officer  
**DATE:** 9<sup>th</sup> February 2023  
**MEETING:** Policy & Finance 15<sup>th</sup> February 2023  
**SUBJECT:** Item 13 - Executive Officer's Report

### 1. Council Budget 2023/24 – Update (Item 6.)

Following the approval of the budget and precept for 2023/24 by the Council on 4<sup>th</sup> January 2023, the final budget position for next year is:

<b>Precept</b> (9.8% increase)	£1,258,132
<b>Band D Value</b> (+£9.65 p.a.)	£116.98 per annum
<b>Budget Deficit</b>	£73,137

The Council's decision included the approval to balance the budget deficit from general reserves.

Members are asked to consider the approach to be taken for managing the budget deficit next financial year.

Options:

1. To agree to the expenditure of all amounts up to the budgeted limits, with prudent financial management to reduce the deficit where possible. This may involve delaying some projects until later in the financial year.
2. To agree to the postponement of specific projects and expenditure in order to reduce the budget deficit, which will need onward approval by the Council.

#### **RECOMMENDATION**

Option 1 is recommended for approval – to agree to the expenditure of all amounts up to the budgeted limits, with prudent financial management to reduce the deficit where possible.

### 2. Grant Applications (Item 7.)

All of the applications have been verified prior to being submitted to the Committee.

Please note that I am a member of the Fleet & District Carnival Committee and therefore am unable to submit a recommendation for this application.

### 3. Asset Register (Item 9.)

#### Asset Register for Audit

The previously audited asset register value for 2021/22 was £738,340. The new value at 31<sup>st</sup> January 2023 is £793,622. The additional items added are the Oakley Trim Trail and items in The Views Sensory Garden.

The annual uplift on insurance values for inflation is not required for the purposes of the asset value reported in the Annual Governance and Accountability Return. The Council has a separate detailed list of inventory for contents insurance purposes.

#### Omega Asset Inventory Software

I would like to subscribe to the Omega Asset Inventory system as part of our existing financial management software. The first year cost will be £550, which includes setting up the asset register onto the system, the software, annual support and maintenance and training. The ongoing cost is £170 per year. This will be funded from the Central Administration budget.

The use of the Asset Inventory software will ensure that the asset register links in with the figure on the Annual Governance and Accountability Return, automatically updates the register when an invoice is posted for a new asset and allows a range of report options to check the assets.

#### **4. Policy Reviews (Item 12.)**

At the last meeting, Members requested further information regarding the asbestos and contractor management policies drafted.

The policies were written and reviewed with the Council's Health and Safety Consultant to ensure they are legally compliant.

Asbestos Management Plan – *action from last meeting: to check whether the items listed on page 11 contain asbestos and check validity of procedure for identifying at risk items with a yellow sticker.*

- Items listed as containing asbestos do contain asbestos – they were lab tested by Hart District Council and a link to test document is included in the register for when viewing electronically.
- Identifying the areas that tested positive for asbestos with a yellow sticker is used as additional warning measure.
- The procedures are required under the Control of Asbestos Regulations – Duty to Manage.

Control and Management of Contractors Policy – *action from last meeting: concerns were raised over the very generic policy, identify why it is needed.*

- The Council's Health and Safety Consultant has confirmed that the Council is required to have this policy in place to comply with duties under the Health and Safety at Work etc Act 1974.
- The policy is deliberately generic to cover all contractor types, rather than a specific policy for each type of contractor.

Contractor Management Checklist – *action from last meeting: to return to the next Policy and Finance meeting, as associated with the Control and Management of Contractors Policy.*

- The checklist is part of the Control and Management of Contractors Policy.

#### **5. Health & Safety Consultancy**

I have discussed the ongoing health and safety consultancy service provided by the Council's contractor, All Environmental Health Services Ltd. The operational contract is reviewed annually in March.

Over the past few years, the contractor has put in place extensive systems and worked with the team to support the Council's health and safety processes. The contractor has proposed that we now move to a lighter touch model, which will include ad hoc advice, paid on an hourly basis, and two health and safety audits per year. This approach will enable the Council to further manage health and safety robustly in house.

If Members wish for this operational decision to be considered by the Council, please let me know and I will schedule it in for a future meeting.