



Notice is hereby given of

**THE POLICY AND FINANCE COMMITTEE MEETING**

on

**Wednesday 15<sup>th</sup> May 2024 at 7pm at The Harlington**

All Committee members are summoned to attend.

**To Councillors:**

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

Rochelle Halliday, Executive Officer  
8<sup>th</sup> May 2024

**AGENDA**

<b>1.</b>	<b>ELECTION OF CHAIRMAN</b> To receive nominations for and to elect a Chairman of the Policy & Finance Committee for the local government year 2024/25.
<b>2.</b>	<b>ELECTION OF VICE CHAIRMAN</b> To receive nominations for and to elect a Vice-Chairman of the Policy & Finance Committee for the local government year 2024/25.
<b>3.</b>	<b>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>4.</b>	<b>DECLARATIONS OF INTEREST</b> Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.  Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.
<b>5.</b>	<b>QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes)</b> To receive questions and statements from members of the public.
<b>6.</b>	<b>MINUTES OF PREVIOUS MEETING</b> To receive and approve as a correct record the minutes of the Policy and Finance Committee meeting held on 21 <sup>st</sup> February 2024 ( <i>copy attached</i> ).

<b>Part 1 – ITEMS FOR DECISION</b>	
<b>7.</b>	<p><b>DRAFT ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) AND REVIEW OF INTERNAL CONTROLS FOR THE YEAR ENDING 31<sup>st</sup> MARCH 2024</b></p> <p>a) To receive the draft AGAR for the year ending 31<sup>st</sup> March 2024 and a summary of significant variances (<i>copies attached</i>).</p> <p>b) To conduct a review of the effectiveness of the system of internal control for the year ending 31<sup>st</sup> March 2024 (<i>copy attached</i>).</p> <p><b>RECOMMENDATIONS</b></p> <p>a) To note the draft AGAR and to recommend for Council approval. To note the summary of significant variances for the year ending 31<sup>st</sup> March 2024.</p> <p>b) To recommend for Council approval of the report reviewing the effectiveness of the Council's system of internal control.</p>
<b>8.</b>	<p><b>QUARTERLY FINANCIAL MONITORING REPORT</b></p> <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> March 2024 and to receive:</p> <p><b>A) Reports for 2023/24 as at 31<sup>st</sup> March 2024:</b>  <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. 2023/24 Year to Date Budget Report</li> <li>d. Balance sheet as at 31<sup>st</sup> March 2024</li> <li>e. Bank &amp; Investments Reconciliation</li> <li>f. List of Purchase Ledger Payments</li> <li>g. List of Debtors</li> </ul> <p><b>B) To confirm that the bank reconciliation and the list of payments for March 2024 have been verified and signed off against the original bank statement by Councillor Robinson.</b></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> March 2024.</p> <p>b) To confirm that the bank reconciliation and the list of payments for March 2024 have been verified and signed by Councillor Robinson.</p>
<b>9.</b>	<p><b>ASSET REGISTER AT 31<sup>st</sup> MARCH 2024</b></p> <p>To review the Asset Register for the year ending 31<sup>st</sup> March 2024 (<i>copies attached</i>).</p> <p><b>RECOMMENDATION</b></p> <p>To recommend to Council approval of the Asset Register for the year ending 31<sup>st</sup> March 2024.</p>
<b>10.</b>	<p><b>LIST OF REGULAR DIRECT DEBITS FOR 2024/25 FINANCIAL YEAR</b></p> <p>To review and approve the list of regular Direct Debit payments for the 2024/25 financial year (<i>copy attached</i>).</p> <p><b>RECOMMENDATION</b></p> <p>To approve the listed Direct Debit payments for the current financial year.</p>
<b>11.</b>	<p><b>INVESTMENT REPORT</b></p> <p>To consider the quarterly investment report for the period ending 31<sup>st</sup> March 2024 (<i>copy attached</i>).</p> <p><b>RECOMMENDATION</b></p> <p>To note the balances held in the Fleet Town Council Accounts.</p>

12.	<p><b>GRANT APPLICATION</b> To consider and agree the following application for grant funding and to receive a record of grants awarded for 2024/25 (<i>copies attached</i>):</p> <p>a) The Vine Church, Odiham - £1,000 for recreational equipment for a weekly youth club operating from Church Crookham Community Centre.</p> <p><b>RECOMMENDATIONS</b> a) To consider the grant request. b) To note the record of grants awarded for 2024/25.</p>
13.	<p><b>POLICY REVIEWS</b> To consider and agree the following policies (<i>copies attached</i>):</p> <p>a) Absence Policy b) Menopause Policy c) Rules and Regulations – Fleet Cemetery</p> <p><b>RECOMMENDATIONS</b> To approve the following policies as proposed: a) Absence Policy b) Menopause Policy c) Rules and Regulations – Fleet Cemetery</p>
<b>Part 2 – ITEMS TO NOTE</b>	
14.	<p><b>EXECUTIVE OFFICER’S REPORT</b> To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p>
15.	<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> July 2024 at 7pm in the Harlington.</p>
<b>Part 3 – CONFIDENTIAL ITEMS</b>	
<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> <p>a. Engagement, terms of service, conduct and dismissal of employees b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts c. Receipt of professional legal advice and preparation of cases in legal proceedings d. The early stages of any dispute e. Matters of a commercial nature</p> <p><b>There are no confidential matters for consideration.</b></p>	



## **FLEET TOWN COUNCIL**

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

**Wednesday 21<sup>st</sup> February 2024 at 7pm  
At The Harlington**

#### **PRESENT**

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

**Also Present:** Rochelle Halliday – Executive Officer  
Alex Robins – Harlington General Manager (left after item 5)  
Sarah Moore – Finance and Administration Manager  
Fleet and District Carnival Chairman (left after item 6.a.)

#### **PF FEBRUARY 2024 ITEM 1            APOLOGIES**

Members received and accepted apologies of absence from Cllrs S. Engström and R. Fang.

#### **PF FEBRUARY 2024 ITEM 2            DECLARATIONS OF INTEREST**

Councillor Taylor declared an interest for item 6.a.b. for the Fleet Market CIC grant application, due to being a director of Fleet Market CIC.

Councillor Tilley declared an interest for item 6.b.b. for the transfer of funds to the prospective Music on The Views event, due to being on the organising committee for the event.

The Executive Officer declared a personal interest for item 6.a.a. for the Fleet and District Carnival grant application, due to being a member of the Fleet and District Carnival Committee.

#### **PF FEBRUARY 2024 ITEM 3            QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public.

#### **PF FEBRUARY 2024 ITEM 4            MINUTES OF PREVIOUS MEETING**

The minutes of the Policy and Finance Committee held on Wednesday 18<sup>th</sup> October 2023 were approved and signed by the Chairman.

It was noted to add page numbers to the minutes from the previous meeting.

It was agreed to take the Fleet and District Carnival grant application (item 6.a.) next.

The Chairman of Fleet and District Carnival left the meeting at 7.10pm, after the decision on the grant application was made.

The Committee considered the financial reports for the period ending 31<sup>st</sup> December 2023, as listed below:

- a) Quarterly Report
- b) Harlington Monthly Performance Totals
- c) Review of Pantomime Financials
- d) 2023/24 Year to Date and Budget Projections Report
- e) Balance sheet as at 31st December 2023
- f) Bank & Investments Reconciliation
- g) List of Purchase Ledger Payments
- h) List of Debtors

The matters were discussed:

#### Quarterly Report and Year to Date / Projections Report

- Projections - following the Fire Risk Assessment in February 2024, it is likely that remedial works will be required to internal hardware at The Harlington, which may impact the year end position.
- Pitch Hire – discussed whether pitch availability is sufficiently marketed, as hire income is falling. It was suggested that perhaps there are not enough pitches available for hire to meet demand.
- Bank Interest – the majority of the bank interest is from the Harlington development investments. If the year end accounts show an actual surplus, the Executive Officer will propose to the Council the movement of this surplus to the appropriate earmarked reserves.
- Tree Surgery – A Member queried if the Council has enough funds to undertake tree works next year. It was confirmed that more funding has been budgeted next year for tree surgery.
- Cemetery surplus – similarly to bank interest, the decision to transfer any surplus from the cemetery cost centre to an earmarked reserve can be considered by the Council as part of the year end accounts.

#### Harlington Monthly Performance Totals

- Ticket sales at The Harlington - Members asked for further information regarding the impact of price increases on the increase of ticket sales.

#### Review of Pantomime Financials

- The number of tickets sold versus the number of shows per year was reviewed. The pantomime provides reliable hall hire income during the period and is a good event for the community.

#### Bank Reconciliation

- Councillor Robinson confirmed that the bank reconciliation and payments for December 2023 have been checked and that there are no qualifications.

### **RESOLVED**

1) To receive and accept the financial reports for the period to 31<sup>st</sup> December 2023:

- a) Quarterly Report
- b) Harlington Monthly Performance Totals
- c) Review of Panto financials
- d) 2023/24 Year to Date and Budget Projections report
- e) Balance sheet as at 31st December 2023
- f) Bank & Investments Reconciliation

- g) List of Purchase Ledger Payments
- h) List of Debtors

2) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for December 2023 have been verified and signed.

The Harlington General Manager left the meeting at 7:40pm.

## **PF FEBRUARY 2024 ITEM 6 GRANT APPLICATIONS**

### Item 6.a.

Members considered the following grant applications:

Fleet and District Carnival - The Chairman of the Fleet and District Carnival outlined that the application is for toilets at the event, of which more are now required. The Carnival will take place in July 2024.

Fleet Market – It was proposed to defer the grant application and to gather a small group of Members to discuss options for sustaining the market. Any proposals can be considered at the next Council meeting.

### Item 6.b.

The Committee discussed the financial risk of providing grant funding for the Music on The Views event before the outcome of the National Lottery funding is known.

The Committee were informed that the outcome of the Lottery decision won't now be known until April, which is too late to book the stage acts and advertise the events. The very latest timeframe for confirming the event is the end of March, if the event is to go ahead this year.

Event cashflow was discussed and it was noted that once the acts are booked, tickets can start to be sold.

It was agreed that it would be clearer to combine the surplus Council funding from the Coronation event and the proposed surplus balances from the grant cost centre into a total amount of £4,118 for consideration.

Various options for providing the grant funding, and the timing of the funding were discussed.

An informal discussion is to take place outside of the meeting to review the financial risk to the Council of the event, and to report back to Council as required.

### Item 6.c.

Members received the record of grants awarded this financial year 2023/24.

## **RESOLVED**

- 1) To approve awarding £1,000 to Fleet and District Carnival towards the cost of providing toilets at the Carnival in July 2024.
- 2) To defer the Fleet Market grant application and arrange an informal meeting of Members to discuss options for the market, to be brought to Council for agreement if required.
- 3) To allocate £4,118 from the Grants cost centre to the Music on The Views event as an effective float to support the event, and once other external funding for the event has been received, for any unused Council funds to be returned to the Council's reserves.
- 4) To note the year to date record of grants awarded for the financial year.

**PF FEBRUARY 2024 ITEM 7**

**INVESTMENT REPORT**

Members considered the quarterly investment report and noted that £800k is in the process of being transferred this week to two higher rate accounts.

**RESOLVED**

To note the balances held in the Fleet Town Council investment accounts at 31<sup>st</sup> January 2024.

**PF FEBRUARY 2024 ITEM 8**

**THE HARLINGTON DEVELOPMENT - EVALUATING THE IMPACT ON OPERATIONS**

The lease for The Harlington is in the latter stages of finalisation. The impact of the development on the Council's operations needs to be assessed and an action plan produced.

It was proposed that the detailed modelling of the impact of the Harlington development is undertaken by the Harlington Working Group, who will report back to the Council and Committees as needed.

**RESOLVED**

To approve that the Harlington Working Group will evaluate the impact of the development on the Council's operations and make any recommendations to the Council's Committees and the Council, as required.

**PF FEBRUARY 2024 ITEM 9**

**FLEET REPAIR CAFÉ**

The launch date for the Repair Café is 6<sup>th</sup> April 2024, at The Harlington.

Members received an update from the Executive Officer that the first Repair Café session will come under the Council's umbrella, as previously agreed. Once the Repair Café has constituted as a small charity, it will then assume full responsibility and can come to the Committee to request financial support for hall hire.

Members discussed the principle of enabling the Repair Café to operate from The Harlington without charge but that the cost would need to be funded from the Climate Change budget.

**RESOLVED**

To note the Repair Café update and refer the matter to a future meeting for resolution.

**PF FEBRUARY 2024 ITEM 10**

**POLICY REVIEWS**

A discussion took place regarding whether several of the documents presented were policies that also included procedures, and whether these documents are required by law or already included in legislative provisions.

Members also discussed the style and formatting of the documents, which require standardisation.

10a. Freedom of Information Policy/Publication Scheme

- To add the timeframe of 20 working days to respond to a Freedom of Information request.

- Class 1 section - to remove Members' addresses from the website and to use Fleet Town Council as the correspondence address. This is because most people would be able to email Members directly, or they can write to the Office address.
- Cost per printed sheet to revert back to 50p.
- To review which items are available on the website only and by hard copy.
- To cross check that the documents listed on the policy are all include on the Council's website.
- To add a statement that people without internet access can view a paper copy of certain documents in the Council office.

#### 10e. Credit Card Policy / Procedure

- Credit card limits – remove point 4, as the review frequency should be included in the review due date.
- Define 'RFO' and update 'Town Clerk'.
- Management of cards – withdrawal of cash to be a separate point.
- Revised card holders and credit card limits accepted.

Cllr Robinson left the meeting at 10:00pm.

#### 10h. Lone Worker Policy and Procedure

- Buddying process need further definition to confirm checking in with the buddy and what happens if a member of staff does not check in.
- Typographical errors to be corrected.

#### 10i. Risk Management Policy and Procedure

- No specific comments.

The following documents require a further review by Officers and will be considered at a future meeting:

- 10b. Fire Safety Policy – to update policy phrasing and cross-check with current procedures.
- 10c. Rules and Regulations – various amendments required and an item missing from the draft document.
- 10d. Stress in the Workplace - queried whether the provisions are already covered under the Health and Safety at Work Act. Need to align to current operating procedures.
- 10f. Grievance Policy and Procedure – updated to align with ACAS Code of Practice but now appears to be too simplistic.
- 10g. Disciplinary Policy and Procedure – several points require clarification and rewording to improve clarity.

### **RESOLVED**

To approve the amendments as drafted and the additional changes discussed at the meeting for the following policies:

- Freedom of Information Policy
- Credit Card Policy / Procedure
- Lone Working Policy and Procedure
- Risk Management Policy and Procedure.

Members noted the Executive Officer's report.



**PF FEBRUARY 2024 ITEM 12      DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Wednesday 15<sup>th</sup> May 2024 at 7pm in the Harlington.

There being no further business the meeting closed at 10.10pm.

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

**Chairman**

DRAFT



**OFFICER:** Rochelle Halliday, Executive Officer  
**DATE:** 7<sup>th</sup> May 2024  
**MEETING:** Policy & Finance 15<sup>th</sup> May 2024  
**SUBJECT:** Item 7a – AGAR 2023/24 Significant Variances

### 1. Purpose

Councils are required to report to the external auditor any significant financial variances on the Annual Governance and Accountability Return figures (AGAR), compared to the previous financial year. A significant variance is defined as a difference of either 15% or £100k, whichever is lower.

This report provides a top-level summary of these variances, for the Committee's information. A more detailed report will be provided to the external auditor using the template they provide.

Please read this report in conjunction with the draft AGAR figures provided.

### 2. AGAR Significant Variances 2023/24 versus 2022/23

The table below shows the main significant variances in the Council's AGAR for the 2023/24 financial year, compared to the 2022/23 financial year.

The total variance figure is a total based on both increases and decreases in the stated accounts, compared to the previous financial year. The explanation will only summarise the main reasons for the variance, rather than every single increase or decrease.

AGAR Area	Total Variance £	Main Reasons for Variance
Box 2 – Precept or Rates and Levies	£112,292 (increase)	<ul style="list-style-type: none"> <li>An increase to the FTC operational precept.</li> </ul>
Box 3 – Total Other Receipts	£138,792 (increase overall)	<p>Increased Income:</p> <ul style="list-style-type: none"> <li>Harlington ticket and bar sales £76.6k higher.</li> <li>Bank interest £74.5k higher.</li> <li>Income £39.3k higher, partly due to the internal transfer of grant funds for The Point, the recharge of services to the Library and the coffee shop concession recharge of utility costs.</li> <li>Cemetery fees £32.3k higher.</li> <li>S106 funding and sports VAT refund received of £22.4k.</li> </ul> <p>Decreased Income:</p> <ul style="list-style-type: none"> <li>Various grant funding received in the prior year totalling £93.6k.</li> <li>Hall hire at The Harlington and Ancells Farm CC totalling £16.4k less than last year.</li> </ul> <p>Other de minimis increases / decreases.</p>

### 3. Recommendation

To note the summary of significant variances for the year ending 31st March 2024.



**OFFICER:** Rochelle Halliday, Executive Officer  
**DATE:** 7<sup>th</sup> May 2024  
**MEETING:** Policy & Finance 15<sup>th</sup> May 2024  
**SUBJECT:** Item 7b - Review of the Effectiveness of the System of Internal Control for the Year Ending 2024

**Purpose:** The Governance & Accountability for Smaller Authorities Practitioner's Guide to Proper Practices and The Accounts and Audit Regulations 2015 - Regulations 3 and 6, requires the Council to conduct an annual review of the effectiveness of its system of internal control. This review forms part of the evidence for the statements asserted in Section 1 - Annual Governance Statement of the Annual Governance and Accountability Return (AGAR).

<b>AGAR Section 1 – Annual Governance Statement 2023/24</b>	<b>Control Measures and Supporting Evidence</b>	<b>Are the Control Measures Effective?</b>
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<p><b>Budget Preparation</b></p> <ul style="list-style-type: none"> <li>Budget prepared in accordance with the Practitioner's Guide to Proper Practices and reviewed / approved by Council.</li> <li>Precept request submitted to the District Council on time and payments received.</li> </ul> <p><b>Budgetary Control</b></p> <ul style="list-style-type: none"> <li>Full quarterly budget and projections monitored by Policy and Finance Committee. Financial reports for intervening months reported to Policy and Finance Committee or Council.</li> </ul> <p><b>Bank Reconciliation</b></p> <ul style="list-style-type: none"> <li>Bank reconciliation checks completed monthly by a Councillor and minuted.</li> <li>Bank balances in accounts system checked by RFO against bank statement online monthly.</li> </ul> <p><b>Income Received and Expenditure</b></p> <ul style="list-style-type: none"> <li>Budget report showing actual income and expenditure for each month reported to the Council.</li> </ul> <p><b>Asset Register</b></p> <ul style="list-style-type: none"> <li>Annual review of asset register.</li> <li>Last approved by Council on 07.06.23. Last approved by Policy and Finance Committee on 17.05.23, subject to final approval by Council in June 2024.</li> </ul>	Yes.

AGAR Section 1 – Annual Governance Statement 2023/24	Control Measures and Supporting Evidence	Are the Control Measures Effective?
	<ul style="list-style-type: none"> <li>• Basic check of inventory against register completed last year and updated this year.</li> </ul>	
<p>2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</p>	<p><b>Procurement Processes</b></p> <ul style="list-style-type: none"> <li>• Formally approved Standing Orders and Financial Regulations at Council meeting on 10.05.23.</li> <li>• Quotes for new work obtained when required and also where at all possible, to ensure good value.</li> <li>• Approval of large value contracts tendered through Contracts Finder and comply with regulations. Evidence contained in minutes.</li> <li>• Larger value purchases made in accordance with Financial Regulations and evidenced in minutes.</li> <li>• Office staff made aware of procurement and payment processes in the Financial Regulations and Standing Orders. Processes are reinforced with Officers periodically.</li> </ul> <p><b>Payment Authorisation</b></p> <ul style="list-style-type: none"> <li>• Purchase order system in place for all purchases, signed off by the RFO. Items checked against available budget.</li> <li>• Invoices checked two members of staff and authorised by budget holder.</li> <li>• Bank signatories are provided with a complete list of payments from the accounts system and a copy of all invoices to verify payments.</li> <li>• Officers are unable to make payments via the bank account without dual authorisation from Councillor bank signatories.</li> <li>• Petty cash payments are very low in number, with most transactions for expenses being paid via the bank account.</li> <li>• Credit card statements are evidence by a receipt and Officer report and checked by RFO.</li> </ul>	Yes.
<p>3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant</p>	<p><b>Council Policies</b></p> <ul style="list-style-type: none"> <li>• Policy review schedule in place to ensure that policies are legally compliant.</li> <li>• Standing Orders and Financial Regulations in place and up to date.</li> </ul>	Yes.

<b>AGAR Section 1 – Annual Governance Statement 2023/24</b>	<b>Control Measures and Supporting Evidence</b>	<b>Are the Control Measures Effective?</b>
financial effect on the ability of this authority to conduct its business or manage its finances.	<ul style="list-style-type: none"> <li>• Key health and safety and HR policies in place. A review of health and safety processes has taken place in the year, with an action plan produced.</li> <li>• The Council has General Power of Competence.</li> </ul> <p><b>Professional Advice</b></p> <ul style="list-style-type: none"> <li>• Advice from the internal auditor on matters of financial governance is provided as needed.</li> <li>• Professional legal advice has been obtained in the year for contractual matters.</li> <li>• Contracted HR service to ensure that people management processes are legal and up to date.</li> </ul>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<p><b>Public Rights</b></p> <ul style="list-style-type: none"> <li>• Verified by internal auditor as being correctly published.</li> <li>• Exercise of public rights information published on the Council's website.</li> </ul>	Yes.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• Oversight of risk management by Risk Management Working Group.</li> <li>• Last risk register approved by Council on 06.09.23.</li> <li>• Current risk register reviewed by Risk Management Working Group on 30.01.24, where new minor risks were considered for inclusion in the register, which was updated accordingly. The next review is next review due in July 2024. The document will be forwarded to the September 2024 Council meeting for approval.</li> </ul> <p><b>Insurance Cover</b></p> <ul style="list-style-type: none"> <li>• Insurance cover is in place for the year.</li> <li>• Insurance requirements reviewed by RFO and advice obtained for ad hoc activities to ensure that the Council is covered.</li> </ul>	Yes.
6. We maintained throughout the year an adequate and effective system of internal audit of the	<p><b>Internal Audit</b></p> <ul style="list-style-type: none"> <li>• The scope of the internal audit process is effective and follows the requirements in</li> </ul>	Yes.

<b>AGAR Section 1 – Annual Governance Statement 2023/24</b>	<b>Control Measures and Supporting Evidence</b>	<b>Are the Control Measures Effective?</b>
accounting records and control systems.	<p>the Practitioner’s Guide to Proper Practices.</p> <ul style="list-style-type: none"> <li>• The internal auditor provides a detailed schedule of audit topics to be covered by the audit.</li> <li>• All key controls are tested as part of the internal audit process, such as bank reconciliation, contract approval, payroll, asset register and risk management.</li> <li>• The Council’s application of its Standing Orders and Financial Regulations are tested.</li> <li>• The internal audit is an independent and competent financial professional.</li> </ul>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	<p><b>Audit Reports</b></p> <ul style="list-style-type: none"> <li>• Internal audits reports are reported to the Council and an action plan is agreed.</li> <li>• Internal audit took place on 02.11.23 and 10.01.24. No significant issues have been raised.</li> <li>• The final internal audit will take place on 08.05.24.</li> <li>• Last year’s external audit did not raise any qualifications.</li> </ul>	Yes.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<p><b>Unforeseen Events</b></p> <ul style="list-style-type: none"> <li>• There are no unknown liabilities, commitments or unforeseen events that are likely to have a detrimental financial impact on the Council.</li> <li>• The Council will be made aware of any such events immediately, if they arise.</li> </ul>	Yes.

### Overall Assessment Summary

During the financial year ending 2024, the review of effectiveness of internal control has not identified any material issues with the Council’s financial processes.

The internal audit reports for the year have not identified any significant matters for concern. An action plan has been prepared to address the matters identified in the internal audit reports to improve the Council’s processes.

### RECOMMENDATION

To recommend for Council approval of the report reviewing the effectiveness of the Council’s system of internal control.



**OFFICER:** Rochelle Halliday, Executive Officer / Alex Robins, The Harlington General Manager  
**DATE:** 7<sup>th</sup> May 2024  
**MEETING:** Policy & Finance Committee 15<sup>th</sup> May 2024  
**SUBJECT:** Item 8aa – Quarterly Financial Monitoring Report

### Year Ending 31<sup>st</sup> March 2024

The Council's financial year end was closed on 29<sup>th</sup> April 2024. As reported to the last Council meeting, the budget deficit was eradicated, mostly due to lower than planned expenditure and much higher income received from bank interest, the cemetery and events at The Harlington.

### Summary of Year End Income and Expenditure for the Year Ending

Table 1 shows the comparative income and expenditure position for 2023 and 2024, along with the closing general fund balance, which was higher than projected.

Table 1

	31 <sup>st</sup> March 2024 £	31 <sup>st</sup> March 2023 £
<b>Income</b>		
Central Administration	106,168	31,975
Precept – Operational	846,115	733,823
Precept – Harlington Development	412,017	412,017
Civic Events, Town Centre, Climate	5,957	0
Harlington Events	516,298	434,408
Building	24,669	25,573
Ancells Community Centre	28,991	26,930
General Open Spaces	9,517	6,595
Parks & Pavilions	47,421	45,699
Cemetery	110,524	136,275
Lengthsman Scheme	0	3,300
<b>Total Income</b>	<b>2,107,676</b>	<b>1,856,592</b>
<b>Expenditure</b>		
Central Administration	222,159	200,439
Civic & Democratic	3,233	10,868
Grants	60,043	41,138
Projects	13,500	0
Civic Events, Town Centre, Climate	53,562	42,538
Harlington Development	16,282	8,640
Harlington Events	487,285	393,111
Building	265,506	301,297
Ancells Community Centre	58,993	49,652
General Open Spaces	39,252	42,836
Parks & Pavilions	211,814	252,823
Cemetery	47,168	87,154
Lengthsman Scheme	0	3,010
<b>Total Expenditure</b>	<b>1,478,799</b>	<b>1,433,508</b>

Table 1 continued

<b>General Fund Analysis</b>		
Opening Balance	380,837	329,407
Plus: Income for Year	2,107,676	1,856,592
<i>Subtotal</i>	<i>2,488,513</i>	<i>2,185,999</i>
Less: Expenditure for Year	1,478,799	1,433,508
<i>Subtotal</i>	<i>1,009,714</i>	<i>752,491</i>
Less: Net Transfer of Reserves	567,987	371,654
<b>Closing Balance</b>	<b>£441,727</b>	<b>£380,837</b>

## Reserves Movements

Table 2 shows the reserves movements made in the 2023/24 financial year.

Table 2

<b>Ear Marked Reserve Account</b>	<b>Opening Balance at 01.04.23 (£)</b>	<b>Net Transfers</b>	<b>Closing Balance at 31.03.24 (£)</b>
321 – Pension Obligation	30,000	10,000	40,000
329 – Cemetery Memorial Testing 2024	3,425	1,325	4,750
330 – CP Tennis Sinking Fund 2026	51,563	7,000	58,563
332 – S106 Sensory Garden 21	10,981	0	10,981
340 – Cemetery Works Badgers	0	7,000	7,000
345 - Play Equipment	0	29,517.16	29,517.16
350 – Elections 2026	0	6,250	6,250
355 – Edenbrook Commuted Sum	0	81,160	81,160
360 – Harlington Development Fund	2,395,495.76	425,735	2,821,230.76
<b>Totals</b>	<b>2,491,464.76</b>	<b>567,987.16</b>	<b>3,059,451.92</b>

## Conclusion

There is a £60k gain on the general fund, compared to the previous financial year. The Committee may wish to recommend to Council the transfer of around £30k from the general fund to the Harlington Development Fund reserve.

It would be prudent to keep the rest of the additional gain in the general fund to pay for any unbudgeted remedial work required under health and safety.

A full financial year end report will be prepared for the accounts review at the next Council meeting.



201 **Harlington events** (information provided by Alex Robins)

### **General**

The budget was set during a challenging period of rebuilding after the long Covid closure period. Ticket sales had been growing over the previous financial year, but at a far slower rate than would've been hoped for. The speed at which sales would progress to previous numbers was unpredictable. The period had also meant that some hall hirers would never return or continue their activities moving forward. These gaps needed to be replenished. The officer took a measured cautious approach to budget setting, so as not to leave the council exposed.

However, there was a very noticeable explosion of sales through the Autumn of 2023, which didn't slow, and is still producing excellent results.

This was reflected in projection amendments as the year moved on, creating a continually more positive picture month on month.

At year end, income through events surpassed £500k for the first time ever, with expenditure also helping the bottom line by coming in under budget. The Harlington and Ancells Farm combined, finished the year with a £58k surplus on budget. Although there was a small overspend on the building cost, events were able to provide an overall surplus of £29k (£61k ahead of budget).

### **Ticket sales**

After a gradual start to the financial year, Autumn onwards has seen some excellent results. There have been 15 sell-out shows throughout the year, with 14 of those coming from September onwards. The average capacity across the whole year has been 80%, however, this was largely due to sales from September onwards, with an average 85% capacity compared to the first five months which returned a 73% average capacity. The official party season throughout November and into the beginning of December has achieved a 94% capacity, with 3,000 attendees.

The usually quieter months of January to March have continued the trend, with 5 sell out shows and further large attendances.

Ticket sales have finished the year with the highest ever income and £20k surplus.

### **Hall hire**

Attracting new regular hires to fill the gaps left by post Covid has been a challenge, although larger one-off's have continued to come in, including live and promotional recordings. Income has picked up as the year has progressed, with 93% of the original budget achieved.

Further marketing opportunities have been explored and brought some results and hire charges have been set for the new financial year to try and attract business at quieter periods during the day especially where demand is lower and availability more abundant.

The old café space has been re-configured as additional bar/entertaining space, with the aim of becoming a hire option for informal gatherings during the day or evening, to serve tea and coffee to groups who've hired meeting or training space, an overflow bar during busy events, and potentially in the future, a private hire bar or private hire tables on show nights. It has been used on a selection of recent shows as an additional bar providing much needed seating space and has proved to be popular with customers.

**Bars**

Bar income has returned its highest income figures to date. A higher number of large capacity and “party” type shows achieving high ticket sales has driven this, together with good management and teamwork. The final result gave a subsidy of £36k over budget.

**Confectionery, Ices & Snacks**

All three areas overachieved and added a £1k subsidy to the budget.

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

Although water and gas charges exceeded budget, it was building maintenance and compliance which were a greater burden on costs over the year, with repairs regularly needed on the building, plus upgrades, servicing, inspections and remedial works required to operate in line with the latest legislation. However, these costs ensure that The Harlington and Ancells Farm Community centre are operated safely and in line with current standards and requirements.

However, with savings across other areas of the budget line, the building only ran over budget by £6k.

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

- With expenditure on target and income exceeded by £3k, the centre was able to provide a subsidy of £3k over budget.

**RECOMMENDATION**

- To receive and accept the Quarterly Report.

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>												
Comedy Club	£ -	£ 1,875.00	69%	£ 1,182.82	£ 692.18	£ 1,570.66	£ 634.80	£ 935.86	£ 229.98	£ 3,445.66	£ 2,047.60	£ 1,398.06
Jazz Club	£ -	£ 2,104.17	89%	£ 1,364.23	£ 739.94	£ 732.65	£ 294.46	£ 438.19	£ 71.50	£ 2,836.82	£ 1,730.19	£ 1,106.63
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 783.99	£ 331.16	£ 452.83	£ 106.81	£ 1,028.99	£ 437.97	£ 591.02
90's Rewind	£ -	£ 6,966.67	93%	£ 2,550.00	£ 4,416.67	£ 6,974.91	£ 2,791.48	£ 4,183.43	£ 484.61	£ 13,941.58	£ 5,826.09	£ 8,115.49
Legend	£ -	£ 3,228.33	83%	£ 2,000.00	£ 1,228.33	£ 1,965.49	£ 824.40	£ 1,141.09	£ 252.38	£ 5,193.82	£ 3,076.78	£ 2,117.04
Rock For Heroes	£ -	£ 4,636.67	100%	£ 3,224.60	£ 1,412.07	£ 2,175.41	£ 870.65	£ 1,304.76	£ 233.54	£ 6,812.08	£ 4,328.79	£ 2,483.29
Film Club x 2	£ 300.00	£ -	n/a	£ -	£ -	£ 350.49	£ 140.96	£ 209.53	£ 21.36	£ 650.49	£ 162.32	£ 488.17
Roller Disco drop in session	£ 175.00	£ -	n/a	£ -	£ -	£ 218.58	£ 92.77	£ 125.81	£ 93.56	£ 393.58	£ 186.33	£ 207.25
Rock Choir x 1	£ 100.00	£ -	n/a	£ -	£ -	£ 50.41	£ 20.16	£ 30.25	£ -	£ 150.41	£ 20.16	£ 130.25
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 464.41	£ 186.25	£ 278.16	£ 174.52	£ 1,603.61	£ 360.77	£ 1,242.84
<b>TOTALS FOR APRIL</b>	£ 1,959.20	£ 18,810.84		£ 10,321.65	£ 8,489.19	£ 15,287.00	£ 6,187.09	£ 9,099.91	£ 1,668.26	£ 36,057.04	£ 18,177.00	£ 17,880.04
<b>May</b>												
Maet Live	£ -	£ 3,349.17	85%	£ 2,162.45	£ 1,186.72	£ 1,976.08	£ 793.28	£ 1,182.80	£ 233.67	£ 5,325.25	£ 3,189.40	£ 2,135.85
Francis Rossi	£ -	£ 8,666.67	85%	£ 6,434.13	£ 2,232.54	£ 1,118.90	£ 448.20	£ 670.70	£ 227.83	£ 9,785.57	£ 7,110.16	£ 2,675.41
Ultimate Elton	£ -	£ 3,387.50	88%	£ 2,000.00	£ 1,387.50	£ 1,776.25	£ 713.18	£ 1,063.07	£ 224.45	£ 5,163.75	£ 2,937.63	£ 2,226.12
Black Sabbitch	£ -	£ 1,678.33	26%	£ 2,000.00	£ 321.67	£ 1,100.66	£ 440.67	£ 659.99	£ 153.33	£ 2,778.99	£ 2,594.00	£ 184.99
Film Club x 2	£ 300.00	£ -	n/a	£ -	£ -	£ 275.12	£ 110.66	£ 164.46	£ 23.45	£ 575.12	£ 134.11	£ 441.01
Jazz Club	£ -	£ 1,404.17	60%	£ 1,012.29	£ 391.88	£ 486.83	£ 195.55	£ 291.28	£ 72.54	£ 1,891.00	£ 1,280.38	£ 610.62
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 600.16	£ 253.41	£ 346.75	£ 116.57	£ 845.16	£ 369.98	£ 475.18
Comedy Club	£ -	£ 1,744.17	65%	£ 1,096.73	£ 647.44	£ 1,386.57	£ 559.58	£ 826.99	£ 168.92	£ 3,130.74	£ 1,825.23	£ 1,305.51
Roller Disco drop in session	£ 80.00	£ -	n/a	£ -	£ -	£ 100.71	£ 42.02	£ 58.69	£ 72.94	£ 180.71	£ 114.96	£ 65.75
Rock Choir x 4	£ 400.00	£ -	n/a	£ -	£ -	£ 144.50	£ 57.80	£ 86.70	£ -	£ 544.50	£ 57.80	£ 486.70
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 339.08	£ 135.99	£ 203.09	£ 166.31	£ 1,478.28	£ 302.30	£ 1,175.98
<b>TOTALS FOR MAY</b>	£ 2,164.20	£ 20,230.01		£ 14,705.60	£ 5,524.41	£ 9,304.86	£ 3,750.34	£ 5,554.52	£ 1,460.01	£ 31,699.07	£ 19,915.95	£ 11,783.12
<b>June</b>												
Voodoo Room	£ -	£ 2,469.17	70%	£ 1,494.93	£ 974.24	£ 1,344.24	£ 539.08	£ 805.16	£ 226.37	£ 3,813.41	£ 2,260.38	£ 1,553.03
Ultimate Commitments & Blues Bros	£ -	£ 2,790.00	72%	£ 1,706.04	£ 1,083.96	£ 1,701.65	£ 684.04	£ 1,017.61	£ 200.44	£ 4,491.65	£ 2,590.52	£ 1,901.13
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 268.91	£ 113.34	£ 155.57	£ 96.48	£ 513.91	£ 209.82	£ 304.09
Film Club x 2	£ 300.00	£ -	n/a	£ -	£ -	£ 170.91	£ 68.54	£ 102.37	£ 23.45	£ 470.91	£ 91.99	£ 378.92
Jazz Club	£ -	£ 2,154.17	91%	£ 1,246.96	£ 907.21	£ 823.89	£ 331.14	£ 492.75	£ 56.14	£ 2,978.06	£ 1,634.24	£ 1,343.82
Comedy Club	£ -	£ 1,091.67	42%	£ 1,000.00	£ 91.67	£ 1,145.08	£ 462.08	£ 683.00	£ 233.05	£ 2,236.75	£ 1,695.13	£ 541.62
Money For Nothing	£ -	£ 3,070.83	79%	£ 2,000.00	£ 1,070.83	£ 1,718.57	£ 690.87	£ 1,027.70	£ 252.99	£ 4,789.40	£ 2,943.86	£ 1,845.54
Bootleg Blondie	£ -	£ 3,815.83	70%	£ 1,250.00	£ 2,565.83	£ 2,310.08	£ 926.20	£ 1,383.88	£ 283.61	£ 6,125.91	£ 2,459.81	£ 3,666.10
Rock Choir x 4	£ 400.00	£ -	n/a	£ -	£ -	£ 134.25	£ 53.70	£ 80.55	£ -	£ 534.25	£ 53.70	£ 480.55
Ceroc x 5	£ 1,424.00	£ -	n/a	£ -	£ -	£ 350.25	£ 140.47	£ 209.78	£ 203.19	£ 1,774.25	£ 343.66	£ 1,430.59
<b>TOTALS FOR JUNE</b>	£ 2,369.00	£ 15,391.67		£ 8,697.93	£ 6,693.74	£ 9,967.83	£ 4,009.46	£ 5,958.37	£ 1,575.72	£ 27,728.50	£ 14,283.11	£ 13,445.39
<b>July</b>												
Starburst	£ 3,931.00	£ -	62%	£ -	£ -	£ 5,439.39	£ 2,194.43	£ 3,244.96	£ 927.19	£ 9,370.39	£ 3,121.62	£ 6,248.77
Film Club x 1	£ 150.00	£ -	n/a	£ -	£ -	£ 110.66	£ 44.31	£ 66.35	£ 20.84	£ 260.66	£ 65.15	£ 195.51
Albert Cummings	£ -	£ 1,583.33	44%	£ 1,200.00	£ 383.33	£ 855.49	£ 343.63	£ 511.86	£ 189.75	£ 2,438.82	£ 1,733.38	£ 705.44
Benidorm Tom	£ -	£ 2,692.50	69%	£ 1,500.00	£ 1,192.50	£ 1,370.25	£ 550.26	£ 819.99	£ 215.94	£ 4,062.75	£ 2,266.20	£ 1,796.55
Jazz Club	£ -	£ 2,158.33	94%	£ 1,088.27	£ 1,070.06	£ 674.24	£ 270.74	£ 403.50	£ 67.21	£ 2,832.57	£ 1,426.22	£ 1,406.35
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 225.49	£ 90.43	£ 135.06	£ 170.35	£ 1,364.69	£ 260.78	£ 1,103.91
<b>TOTALS FOR JULY</b>	£ 5,220.20	£ 6,434.16		£ 3,788.27	£ 2,645.89	£ 8,675.52	£ 3,493.80	£ 5,181.72	£ 1,591.28	£ 20,329.88	£ 8,873.35	£ 11,456.53
<b>August</b>												
Ceroc x 5	£ 1,424.00	£ -	n/a	£ -	£ -	£ 544.08	£ 217.81	£ 326.27	£ -	£ 1,968.08	£ 217.81	£ 1,750.27

<b>TOTALS FOR AUGUST</b>	£	1,424.00	£	-	£	-	£	-	£	544.08	£	217.81	£	326.27	£	-	£	1,968.08	£	217.81	£	1,750.27	
<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>											
Gary Ryan as Neil Diamond	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Comedy Club	£	-	£	1,531.67	61%	£	1,000.00	£	531.67	£	1,271.65	£	511.36	£	760.29	£	237.05	£	2,803.32	£	1,748.41	£	1,054.91
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	310.49	£	130.39	£	180.10	£	70.34	£	555.49	£	200.73	£	354.76
Ultimate Eagles	£	-	£	3,625.00	51%	£	2,678.80	£	946.20	£	1,585.08	£	637.17	£	947.91	£	288.75	£	5,210.08	£	3,604.72	£	1,605.36
Kast Off Kinks	£	-	£	4,410.00	100%	£	3,082.50	£	1,327.50	£	2,126.24	£	853.75	£	1,272.49	£	367.83	£	6,536.24	£	4,304.08	£	2,232.16
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	343.99	£	137.91	£	206.08	£	13.03	£	643.99	£	150.94	£	493.05
Jazz Club	£	-	£	1,537.50	65%	£	1,117.89	£	419.61	£	543.66	£	218.80	£	324.86	£	67.73	£	2,081.16	£	1,404.42	£	676.74
Rock Choir x 4	£	400.00	£	-	n/a	£	-	£	-	£	70.58	£	28.23	£	42.35	£	-	£	470.58	£	28.23	£	442.35
Ceroc x 4	£	1,139.20	£	-	n/a	£	-	£	-	£	597.74	£	239.29	£	358.45	£	145.61	£	1,736.94	£	384.90	£	1,352.04
<b>TOTALS FOR SEPTEMBER</b>	£	2,084.20	£	11,104.17		£	7,879.19	£	3,224.98	£	6,849.43	£	2,756.90	£	4,092.53	£	1,190.34	£	20,037.80	£	11,826.43	£	8,211.37
<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>											
Cheesy Bingo Party	£	-	£	2,881.67	100%	£	2,005.02	£	876.65	£	2,870.90	£	1,161.13	£	1,709.77	£	401.13	£	5,752.57	£	3,567.28	£	2,185.29
Vox School	£	687.75	£	-	n/a	£	-	£	-	£	350.33	£	142.93	£	207.40	£	61.22	£	1,038.08	£	204.15	£	833.93
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	315.49	£	126.97	£	188.52	£	21.88	£	615.49	£	148.85	£	466.64
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	465.32	£	195.70	£	269.62	£	121.78	£	710.32	£	317.48	£	392.84
Jazz Club	£	-	£	1,637.50	70%	£	1,126.69	£	510.81	£	606.99	£	243.93	£	363.06	£	90.91	£	2,244.49	£	1,461.53	£	782.96
Paul Young	£	-	£	9,237.50	90%	£	6,902.26	£	2,335.24	£	1,538.33	£	617.65	£	920.68	£	252.68	£	10,775.83	£	7,772.59	£	3,003.24
Comedy Club	£	-	£	1,643.33	60%	£	1,032.66	£	610.67	£	1,277.33	£	516.57	£	760.76	£	213.20	£	2,920.66	£	1,762.43	£	1,158.23
Roller Disco drop in session	£	150.00	£	-	n/a	£	-	£	-	£	104.00	£	43.28	£	60.72	£	74.76	£	254.00	£	118.04	£	135.96
The Bohemians	£	-	£	3,716.67	65%	£	2,576.00	£	1,140.67	£	2,238.99	£	898.71	£	1,340.28	£	254.88	£	5,955.66	£	3,729.59	£	2,226.07
Floyd Effect	£	-	£	4,895.83	100%	£	3,407.31	£	1,488.52	£	2,621.99	£	1,051.57	£	1,570.42	£	307.63	£	7,517.82	£	4,766.51	£	2,751.31
Rock Choir x 3	£	300.00	£	-	n/a	£	-	£	-	£	94.91	£	37.96	£	56.95	£	-	£	394.91	£	37.96	£	356.95
Ceroc x 4	£	1,139.20	£	-	n/a	£	-	£	-	£	532.41	£	213.09	£	319.32	£	177.77	£	1,671.61	£	390.86	£	1,280.75
<b>TOTALS FOR OCTOBER</b>	£	2,821.95	£	24,012.50		£	17,049.94	£	6,962.56	£	13,016.99	£	5,249.49	£	7,767.50	£	1,977.84	£	39,851.44	£	24,277.27	£	15,574.17
<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>											
Big Country	£	-	£	7,975.00	73%	£	4,500.00	£	3,475.00	£	2,886.74	£	1,157.01	£	1,729.73	£	257.49	£	10,861.74	£	5,914.50	£	4,947.24
Buble Sinatra	£	-	£	4,791.67	100%	£	2,800.00	£	1,991.67	£	1,423.33	£	574.34	£	848.99	£	335.77	£	6,215.00	£	3,710.11	£	2,504.89
Marti Pellow	£	-	£	11,145.00	100%	£	8,294.75	£	2,850.25	£	1,432.58	£	575.57	£	857.01	£	367.69	£	12,577.58	£	9,238.01	£	3,339.57
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	279.66	£	117.42	£	162.24	£	116.57	£	524.66	£	233.99	£	290.67
Comedy Club	£	-	£	2,442.50	88%	£	1,558.51	£	883.99	£	1,840.91	£	741.65	£	1,099.26	£	234.30	£	4,283.41	£	2,534.46	£	1,748.95
Jazz Club	£	-	£	2,112.50	91%	£	1,164.99	£	947.51	£	685.40	£	276.41	£	408.99	£	72.54	£	2,797.90	£	1,513.94	£	1,283.96
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	315.40	£	126.94	£	188.46	£	21.88	£	615.40	£	148.82	£	466.58
80's Rewind	£	-	£	7,483.33	100%	£	3,200.00	£	4,283.33	£	6,029.65	£	2,412.59	£	3,617.06	£	538.25	£	13,512.98	£	6,150.84	£	7,362.14
80's Rewind	£	-	£	7,516.67	100%	£	3,200.00	£	4,316.67	£	6,861.66	£	2,746.76	£	4,114.90	£	539.62	£	14,378.33	£	6,486.38	£	7,891.95
Rock Choir x 3	£	300.00	£	-	n/a	£	-	£	-	£	89.83	£	35.93	£	53.90	£	-	£	389.83	£	35.93	£	353.90
Ceroc x 5	£	1,424.00	£	-	n/a	£	-	£	-	£	616.99	£	247.72	£	369.27	£	224.25	£	2,040.99	£	471.97	£	1,569.02
<b>TOTALS FOR NOVEMBER</b>	£	2,269.00	£	43,466.67		£	24,718.25	£	18,748.42	£	22,462.15	£	9,012.34	£	13,449.81	£	2,708.36	£	68,197.82	£	36,438.95	£	31,758.87
<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	89%	£	3,436.35	£	1,613.65	£	4,629.34	£	1,854.16	£	2,775.18	£	476.55	£	9,679.34	£	5,767.06	£	3,912.28
Comedy Club	£	-	£	3,800.00	100%	£	1,701.74	£	2,098.26	£	3,173.33	£	1,277.77	£	1,895.56	£	380.69	£	6,973.33	£	3,360.20	£	3,613.13
Jazz Club	£	-	£	3,194.17	100%	£	2,268.93	£	925.24	£	728.07	£	293.28	£	434.79	£	101.47	£	3,922.24	£	2,663.68	£	1,258.56
Panto	£	15,869.10	£	-	62%	£	-	£	-	£	13,883.12	£	6,018.78	£	7,864.34	£	5,189.04	£	29,752.22	£	11,207.82	£	18,544.40
<b>TOTALS FOR DECEMBER</b>	£	15,869.10	£	12,044.17		£	7,407.02	£	4,637.15	£	22,413.86	£	9,443.99	£	12,969.87	£	6,147.75	£	50,327.13	£	22,998.76	£	27,328.37
<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	£	300.00	£	-	n/a	£	-	£	-	£	304.91	£	122.74	£	182.17	£	10.94	£	604.91	£	133.68	£	471.23
Lunchtime Jazz	£	-	£	-	n/a	£	-	£	-	£	174.32	£	69.85	£	104.47	£	-	£	174.32	£	69.85	£	104.47
Jazz Club	£	-	£	1,666.67	72%	£	1,037.98	£	628.69	£	551.58	£	221.95	£	329.63	£	70.34	£	2,218.25	£	1,330.27	£	887.98

Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	515.33	£	222.41	£	292.92	£	72.94	£	760.33	£	295.35	£	464.98
Comedy Club	£	-	£	2,235.00	82%	£	1,421.98	£	813.02	£	1,681.66	£	678.57	£	1,003.09	£	171.92	£	3,916.66	£	2,272.47	£	1,644.19
AC/DC UK	£	-	£	7,500.00	100%	£	4,473.70	£	3,026.30	£	4,473.83	£	1,793.08	£	2,680.75	£	336.06	£	11,973.83	£	6,602.84	£	5,370.99
Stayin Alive	£	-	£	3,750.00	86%	£	2,000.00	£	1,750.00	£	1,718.00	£	692.03	£	1,025.97	£	216.21	£	5,468.00	£	2,908.24	£	2,559.76
Rock Choir x 3	£	300.00	£	-	n/a	£	-	£	-	£	97.66	£	39.06	£	58.60	£	-	£	397.66	£	39.06	£	358.60
Ceroc x 4	£	1,139.20	£	-	n/a	£	-	£	-	£	232.91	£	96.19	£	136.72	£	46.49	£	1,372.11	£	142.68	£	1,229.43
<b>TOTALS FOR JANUARY</b>	£	1,984.20	£	15,151.67		£	8,933.66	£	6,218.01	£	9,750.20	£	3,935.88	£	5,814.32	£	924.90	£	26,886.07	£	13,794.44	£	13,091.63
<b>February</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>											
T Rextasy	£	-	£	4,770.83	95%	£	3,500.00	£	1,270.83	£	1,957.83	£	785.95	£	1,171.88	£	244.87	£	6,728.66	£	4,530.82	£	2,197.84
Los Pacaminos	£	-	£	4,500.00	63%	£	3,128.25	£	1,371.75	£	1,778.07	£	712.95	£	1,065.12	£	221.43	£	6,278.07	£	4,062.63	£	2,215.44
Paul Jones & Dave Kelly	£	-	£	4,500.00	70%	£	3,355.68	£	1,144.32	£	708.49	£	284.49	£	424.00	£	192.78	£	5,208.49	£	3,832.95	£	1,375.54
Comedy Club	£	-	£	2,562.50	94%	£	1,637.47	£	925.03	£	2,122.32	£	859.32	£	1,263.00	£	257.89	£	4,684.82	£	2,754.68	£	1,930.14
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	339.16	£	135.99	£	203.17	£	13.67	£	639.16	£	149.66	£	489.50
Lunchtime Jazz	£	-	£	-	n/a	£	-	£	-	£	125.85	£	50.23	£	75.62	£	-	£	125.85	£	50.23	£	75.62
Jazz Club	£	-	£	1,920.83	84%	£	1,197.69	£	723.14	£	633.49	£	255.19	£	378.30	£	70.34	£	2,554.32	£	1,523.22	£	1,031.10
Roller Disco drop in session	£	150.00	£	-	n/a	£	-	£	-	£	130.41	£	52.61	£	77.80	£	77.49	£	280.41	£	130.10	£	150.31
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	429.41	£	181.76	£	247.65	£	77.49	£	674.41	£	259.25	£	415.16
ELO Encounter	£	-	£	4,566.67	100%	£	2,980.08	£	1,586.59	£	1,978.40	£	796.80	£	1,181.60	£	221.42	£	6,545.07	£	3,998.30	£	2,546.77
Oasish	£	-	£	7,466.67	100%	£	4,766.76	£	2,699.91	£	5,237.41	£	2,097.10	£	3,140.31	£	270.92	£	12,704.08	£	7,134.78	£	5,569.30
Rock Choir x 4	£	400.00	£	-	n/a	£	-	£	-	£	93.75	£	37.50	£	56.25	£	-	£	493.75	£	37.50	£	456.25
Ceroc x 5	£	1,424.00	£	-	n/a	£	-	£	-	£	503.83	£	202.07	£	301.76	£	123.73	£	1,927.83	£	325.80	£	1,602.03
<b>TOTALS FOR FEBRUARY</b>	£	2,519.00	£	30,287.50		£	20,565.93	£	9,721.57	£	16,038.42	£	6,451.96	£	9,586.46	£	1,772.03	£	48,844.92	£	28,789.92	£	20,055.00
<b>March</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>											
Genesis Connected	£	-	£	4,310.00	76%	£	2,811.20	£	1,498.80	£	1,827.99	£	733.63	£	1,094.36	£	347.94	£	6,137.99	£	3,892.77	£	2,245.22
Guns 2 Roses	£	-	£	5,141.67	n/a	£	1,500.00	£	3,641.67	£	3,688.65	£	1,478.23	£	2,210.42	£	327.20	£	8,830.32	£	3,305.43	£	5,524.89
From Gold to Rio	£	-	£	3,328.33	61%	£	2,319.92	£	1,008.41	£	1,872.07	£	751.24	£	1,120.83	£	225.50	£	5,200.40	£	3,296.66	£	1,903.74
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	304.74	£	122.44	£	182.30	£	10.94	£	604.74	£	133.38	£	471.36
Jazz Club	£	-	£	1,325.00	53%	£	860.88	£	464.12	£	475.83	£	189.74	£	286.09	£	72.54	£	1,800.83	£	1,123.16	£	677.67
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	421.65	£	180.32	£	241.33	£	77.49	£	666.65	£	257.81	£	408.84
Comedy Club	£	-	£	1,765.83	81%	£	1,113.26	£	652.57	£	1,314.66	£	531.35	£	783.31	£	246.09	£	3,080.49	£	1,890.70	£	1,189.79
Rock for Heroes	£	-	£	3,662.50	100%	£	2,503.17	£	1,159.33	£	1,680.81	£	674.01	£	1,006.80	£	272.12	£	5,343.31	£	3,449.30	£	1,894.01
The Ultimate Tribute Show	£	-	£	3,550.00	100%	£	2,500.00	£	1,050.00	£	2,522.82	£	1,009.99	£	1,512.83	£	290.86	£	6,072.82	£	3,800.85	£	2,271.97
Lunchtime Jazz	£	-	£	-	n/a	£	-	£	-	£	95.16	£	38.06	£	57.10	£	-	£	95.16	£	38.06	£	57.10
Rock Choir x 4	£	400.00	£	-	n/a	£	-	£	-	£	56.33	£	22.53	£	33.80	£	-	£	456.33	£	22.53	£	433.80
Ceroc x 4	£	1,139.20	£	-	n/a	£	-	£	-	£	614.57	£	246.76	£	367.81	£	46.50	£	1,753.77	£	293.26	£	1,460.51
<b>TOTALS FOR MARCH</b>	£	2,084.20	£	23,083.33		£	13,608.43	£	9,474.90	£	14,875.28	£	5,978.30	£	8,896.98	£	1,917.18	£	40,042.81	£	21,503.91	£	18,538.90
<b>TOTALS</b>	£	42,768.25	£	220,016.69		£	137,675.87	£	82,340.82	£	149,185.62	£	60,487.36	£	88,698.26	£	22,933.67	£	411,970.56	£	221,096.90	£	190,873.66

Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget Report as at 31.03.24

		<u>2022-2023</u>		<u>2023-2024</u>					<u>2024-2025</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>101</b>	<b>Central Administration</b>											
1500	Miscellaneous Income	0	411	0	0	0	0	0	46	0	0	0
1870	Interest Income	500	31,564	0	0	14,000	0	14,000	106,121	69,000	0	0
	<b>Total Income</b>	<b>500</b>	<b>31,975</b>	<b>0</b>	<b>0</b>	<b>14,000</b>	<b>0</b>	<b>14,000</b>	<b>106,168</b>	<b>69,000</b>	<b>0</b>	<b>0</b>
4000	Salaries	140,511	130,727	0	0	163,764	0	163,764	148,834	169,894	0	0
4001	Employers National Insurance	14,051	13,038	0	0	16,376	0	16,376	15,412	17,983	0	0
4002	Employers Pension	7,026	7,195	0	0	9,145	0	9,145	8,373	9,488	0	0
4005	Contracted Staffing	0	200	0	0	0	0	0	0	0	0	0
4011	Staff Recruitment	500	909	0	0	500	0	500	309	150	0	0
4015	Recharge staff hours	-19,219	-6,700	0	0	-8,700	0	-8,700	-8,700	-8,700	0	0
4020	COVID19	1,000	0	0	0	0	0	0	0	0	0	0
4030	Training	3,000	1,675	0	0	3,000	0	3,000	2,160	1,300	0	0
4041	Mileage/Travel/Sustenance	100	104	0	0	100	0	100	67	100	0	0
4130	Insurance	9,675	9,196	0	0	10,575	0	10,575	9,171	10,100	0	0
4156	Recycling	500	479	0	0	500	0	500	0	150	0	0
4175	Equipment Maintenance	600	0	0	0	600	0	600	0	800	0	0
4185	Equipment	6,750	461	0	0	5,000	0	5,000	2,647	6,000	0	0
4187	Health & Safety	8,000	8,000	0	0	8,800	0	8,800	386	3,500	0	0
4400	Stationery & Consumables	3,640	3,566	0	0	3,600	0	3,600	2,576	2,300	0	0
4401	Document Management	5,000	0	0	0	3,000	0	3,000	2,355	0	0	0
4420	Bank Charges	3,182	2,370	0	0	3,000	0	3,000	2,289	2,500	0	0
4430	Promotion/Publicity/Vision	7,425	2,823	0	0	8,122	0	8,122	6,117	5,500	0	0
4435	Website	900	480	0	0	900	0	900	480	1,100	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget Report as at 31.03.24

		<u>2022-2023</u>		<u>2023-2024</u>						<u>2024-2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4440	Telephone & Broadband	2,496	1,193	0	0	3,000	0	3,000	1,238	3,300	0	0
4445	Mobile Phones	680	158	0	0	300	0	300	285	160	0	0
4455	Postage	106	325	0	0	150	0	150	75	150	0	0
4460	Subscriptions	3,208	3,108	0	0	3,200	0	3,200	2,982	3,100	0	0
4480	Computer Maintenance	1,060	545	0	0	1,500	0	1,500	1,000	1,500	0	0
4481	Software/Licenses	2,600	2,435	0	0	3,000	0	3,000	851	6,000	0	0
4484	Computer Support	6,360	4,418	0	0	6,300	0	6,300	4,908	9,000	0	0
4485	Computer Storage	1,800	1,320	0	0	1,800	0	1,800	946	0	0	0
4486	E-mail Exchange	3,712	3,655	0	0	3,850	0	3,850	5,234	0	0	0
4530	Councillor Development	0	0	0	0	0	0	0	0	0	0	0
4550	Payroll Services	650	761	0	0	800	0	800	650	800	0	0
4551	HR Services and staff welfare	2,590	1,809	0	0	2,500	0	2,500	4,499	3,300	0	0
4555	Legal Fees and Costs	2,120	738	0	0	3,000	0	3,000	3,000	2,000	0	0
4560	Accountancy fees	990	990	0	0	1,450	0	1,450	323	900	0	0
4561	VAT Consultancy fees	210	200	0	0	250	0	250	210	250	0	0
4564	Procurement fees	3,120	0	0	0	0	0	0	0	0	0	0
4580	Audit Fees	3,640	3,592	0	0	3,700	0	3,700	3,450	4,120	0	0
4997	Unplanned Expenditure	0	670	0	0	0	0	0	31	0	0	0
	<b>Overhead Expenditure</b>	<b>227,983</b>	<b>200,438</b>	<b>0</b>	<b>0</b>	<b>263,082</b>	<b>0</b>	<b>263,082</b>	<b>222,159</b>	<b>256,745</b>	<b>0</b>	<b>0</b>
	<b>101 Net Income over Expenditure</b>	<b>-227,483</b>	<b>-168,463</b>	<b>0</b>	<b>0</b>	<b>-249,082</b>	<b>0</b>	<b>-249,082</b>	<b>-115,991</b>	<b>-187,745</b>	<b>0</b>	<b>0</b>
6000	less Transfer to EMR	0	0	0	0	0	0	0	30,000	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(227,483)</b>	<b>(168,463)</b>			<b>(249,082)</b>		<b>(249,082)</b>	<b>(145,991)</b>	<b>(187,745)</b>		
<b>105</b>	<b>Civic and Democratic</b>											

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget Report as at 31.03.24

		<u>2022-2023</u>		<u>2023-2024</u>						<u>2024-2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4012	Pension liability	0	0	0	0	10,000	0	10,000	0	10,000	0	0
4041	Mileage/Travel/Sustenance	160	32	0	0	160	0	160	0	100	0	0
4430	Promotion/Publicity/Vision	3,550	2,038	0	0	2,500	0	2,500	1,646	2,500	0	0
4530	Councillor Development	1,110	402	0	0	1,000	0	1,000	698	500	0	0
4535	Chairman's Expense Allowance	1,230	348	0	0	1,230	0	1,230	359	1,230	0	0
4537	Members Expense Allowances	2,120	149	0	0	1,000	0	1,000	531	800	0	0
4540	Elections	25,000	7,900	0	0	6,250	0	6,250	0	5,000	0	0
	<b>Overhead Expenditure</b>	<b>33,170</b>	<b>10,868</b>	<b>0</b>	<b>0</b>	<b>22,140</b>	<b>0</b>	<b>22,140</b>	<b>3,233</b>	<b>20,130</b>	<b>0</b>	<b>0</b>
6000	less Transfer to EMR	0	0	0	0	0	0	0	16,250	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(33,170)</b>	<b>(10,868)</b>			<b>(22,140)</b>		<b>(22,140)</b>	<b>(19,483)</b>	<b>(20,130)</b>		
<b>110</b>	<b>Grants</b>											
4241	Grant - Fleet Phoenix	0	0	0	0	10,656	0	10,656	10,656	11,656	0	0
4242	Grant - Sashas Project	0	0	0	0	7,540	0	7,540	7,540	7,540	0	0
4538	Community Support	6,590	1,320	0	0	7,200	0	7,200	7,000	1,500	0	0
4800	Fleet Connect	11,560	11,729	0	0	12,902	0	12,902	12,834	13,153	0	0
4810	Basingstoke Canal	19,041	18,309	0	0	19,041	0	19,041	18,309	15,600	0	0
4855	Community grants	11,244	9,780	0	0	3,704	0	3,704	3,704	3,700	0	0
	<b>Overhead Expenditure</b>	<b>48,435</b>	<b>41,138</b>	<b>0</b>	<b>0</b>	<b>61,043</b>	<b>0</b>	<b>61,043</b>	<b>60,043</b>	<b>53,149</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(48,435)</b>	<b>(41,138)</b>			<b>(61,043)</b>		<b>(61,043)</b>	<b>(60,043)</b>	<b>(53,149)</b>		
<b>115</b>	<b>Precept</b>											
1900	Precept - operational	733,823	733,824	0	0	846,115	0	846,115	846,115	903,236	0	0
1902	Precept - New Harlington	412,017	412,017	0	0	0	0	0	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget Report as at 31.03.24

		<u>2022-2023</u>		<u>2023-2024</u>					<u>2024-2025</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	<b>Total Income</b>	1,145,840	1,145,840	0	0	846,115	0	846,115	846,115	903,236	0	0
6000	less Transfer to EMR	0	403,377	0	0	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>1,145,840</u>	<u>742,463</u>			<u>846,115</u>		<u>846,115</u>	<u>846,115</u>	<u>903,236</u>		
<b>120</b>	<b><u>Projects</u></b>											
4235	Play Equipment	0	0	0	0	20,000	0	20,000	0	38,000	0	0
4435	Website	0	0	0	0	10,000	0	10,000	10,000	0	0	0
4440	Telephone & Broadband	0	0	0	0	3,500	0	3,500	3,500	0	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	33,500	0	33,500	13,500	38,000	0	0
6000	less Transfer to EMR	0	0	0	0	0	0	0	20,000	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>			<u>(33,500)</u>		<u>(33,500)</u>	<u>(33,500)</u>	<u>(38,000)</u>		
<b>150</b>	<b><u>Events, Town Centre and Climat</u></b>											
1051	Gurkha Square Market	7,800	0	0	0	7,800	0	7,800	0	7,800	0	0
1053	Grant money and funding	0	0	0	0	0	0	0	2,835	0	0	0
1920	Music on The Views Grants/Spon	0	0	0	0	0	0	0	3,122	0	0	0
	<b>Total Income</b>	7,800	0	0	0	7,800	0	7,800	5,957	7,800	0	0
4176	Action Day	954	476	0	0	900	0	900	334	500	0	0
4210	Floral Displays	18,610	16,847	0	0	19,837	0	19,837	20,527	20,100	0	0
4222	Friends Group Get Together	150	0	0	0	100	0	100	0	0	0	0
4290	Music on The Views Events Cost	0	0	0	0	0	0	0	2,122	0	0	0
4655	Town Centre Xmas Decorations	22,880	20,065	0	0	22,880	0	22,880	20,558	20,000	0	0
4656	Christmas Gurkha Square	4,342	2,923	0	0	4,300	0	4,300	6,960	4,000	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget Report as at 31.03.24

		<u>2022-2023</u>		<u>2023-2024</u>						<u>2024-2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4657	Christmas Day Lunch	1,060	1,998	0	0	1,166	0	1,166	1,474	1,500	0	0
4660	Remembrance Day	315	229	0	0	439	0	439	290	400	0	0
4661	Gurkha Sq Market	7,200	0	0	0	7,200	0	7,200	0	7,200	0	0
4832	Climate Change	0	0	0	0	5,000	0	5,000	1,298	5,800	0	0
	<b>Overhead Expenditure</b>	<b>55,511</b>	<b>42,539</b>	<b>0</b>	<b>0</b>	<b>61,822</b>	<b>0</b>	<b>61,822</b>	<b>53,562</b>	<b>59,500</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(47,711)</b>	<b>(42,539)</b>			<b>(54,022)</b>		<b>(54,022)</b>	<b>(47,606)</b>	<b>(51,700)</b>		
<b>160</b>	<b><u>Harlington Development</u></b>											
1902	Precept - New Harlington	0	0	0	0	412,017	0	412,017	412,017	439,622	0	0
	<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>412,017</b>	<b>0</b>	<b>412,017</b>	<b>412,017</b>	<b>439,622</b>	<b>0</b>	<b>0</b>
4015	Recharge staff hours	28,219	8,200	0	0	13,900	0	13,900	13,900	13,900	0	0
4041	Mileage/Travel/Sustenance	400	0	0	0	0	0	0	0	0	0	0
4400	Stationery & Consumables	1,100	0	0	0	0	0	0	0	0	0	0
4430	Promotion/Publicity/Vision	20,000	0	0	0	0	0	0	0	0	0	0
4455	Postage	2,000	0	0	0	0	0	0	0	0	0	0
4555	Legal Fees and Costs	20,000	440	0	0	0	0	0	0	0	0	0
4560	Accountancy fees	1,500	0	0	0	0	0	0	0	0	0	0
4562	Design Consultancy fees	77,000	0	0	0	0	0	0	100	0	0	0
4563	Planning and Building fees	45,000	0	0	0	0	0	0	0	0	0	0
4564	Procurement fees	15,000	0	0	0	0	0	0	0	0	0	0
4565	Survey and consultation	43,000	0	0	0	0	0	0	2,282	0	0	0
4570	Project Management	100,000	0	0	0	0	0	0	0	0	0	0
4890	Earmarked New Harlington	0	0	0	0	398,117	0	398,117	0	425,722	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget Report as at 31.03.24

		<u>2022-2023</u>		<u>2023-2024</u>						<u>2024-2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4999	Contingency	58,798	0	0	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	412,017	8,640	0	0	412,017	0	412,017	16,282	439,622	0	0
	<b>160 Net Income over Expenditure</b>	-412,017	-8,640	0	0	0	0	0	395,735	0	0	0
6000	less Transfer to EMR	0	0	0	0	0	0	0	395,735	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(412,017)</u>	<u>(8,640)</u>			<u>0</u>		<u>0</u>	<u>(0)</u>	<u>0</u>		
<b>201</b>	<b><u>Harlington - Events</u></b>											
1000	Hall Hire	90,000	113,331	0	0	102,000	0	102,000	94,879	96,000	0	0
1002	POINT Hall Hire	0	153	0	0	18,196	0	18,196	18,196	18,196	0	0
1033	Fleet Phoenix	1,000	1,000	0	0	0	0	0	1,000	0	0	0
1036	Fleet Baptist Preschool	4,500	4,402	0	0	4,750	0	4,750	4,706	4,750	0	0
1420	Bar Sales	112,500	112,292	0	0	107,000	0	107,000	142,984	138,000	0	0
1431	Confectionery	3,000	3,766	0	0	2,750	0	2,750	3,390	2,750	0	0
1432	Ices	2,500	2,562	0	0	2,750	0	2,750	2,845	2,500	0	0
1433	Snacks	2,500	3,016	0	0	3,000	0	3,000	3,331	3,000	0	0
1435	Box Office Charges	17,500	12,296	0	0	15,000	0	15,000	13,903	15,500	0	0
1436	Technical Income	5,000	0	0	0	0	0	0	3,500	0	0	0
1450	Ticket Sales	190,000	181,591	0	0	207,000	0	207,000	227,564	244,000	0	0
	<b>Total Income</b>	428,500	434,408	0	0	462,446	0	462,446	516,298	524,696	0	0
4000	Salaries	189,500	146,541	0	0	225,772	0	225,772	184,064	229,671	0	0
4001	Employers National Insurance	15,950	11,434	0	0	17,124	0	17,124	13,811	18,223	0	0
4002	Employers Pension	9,500	6,146	0	0	8,562	0	8,562	7,680	8,845	0	0
4015	Recharge staff hours	-7,000	-1,500	0	0	-5,200	0	-5,200	-5,200	-5,200	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget Report as at 31.03.24

		<u>2022-2023</u>		<u>2023-2024</u>						<u>2024-2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4182	Technical Equipment Sundries	1,000	415	0	0	1,000	0	1,000	1,337	750	0	0
4183	Technical Equipment Hire	500	410	0	0	500	0	500	0	500	0	0
4185	Equipment	3,000	2,985	0	0	3,000	0	3,000	5,065	3,000	0	0
4422	Bank & Card Transactions	12,000	10,076	0	0	11,000	0	11,000	13,914	13,500	0	0
4432	Marketing	18,000	17,248	0	0	20,000	0	20,000	20,270	20,000	0	0
4433	Marketing Support	8,000	3,817	0	0	10,000	0	10,000	8,605	10,000	0	0
4481	Software/Licenses	0	168	0	0	0	0	0	0	0	0	0
4490	Sales System Costs	13,500	14,784	0	0	12,000	0	12,000	16,189	13,500	0	0
4700	Bar Purchases	45,000	48,594	0	0	42,800	0	42,800	54,946	55,200	0	0
4710	Bar Consumables	2,000	1,690	0	0	2,000	0	2,000	1,002	2,000	0	0
4715	Stocktaking	175	185	0	0	500	0	500	185	500	0	0
4720	Performance Costs	124,000	118,208	0	0	132,500	0	132,500	155,896	161,500	0	0
4728	Till App	1,200	840	0	0	1,200	0	1,200	840	1,200	0	0
4740	Licences	7,000	6,882	0	0	7,000	0	7,000	4,275	6,000	0	0
4752	Hospitality	500	177	0	0	500	0	500	502	500	0	0
4761	Confectionery	1,800	1,554	0	0	1,650	0	1,650	1,440	1,650	0	0
4762	Ices	1,000	955	0	0	1,050	0	1,050	1,080	1,000	0	0
4763	Snacks	1,125	1,502	0	0	1,350	0	1,350	1,387	1,350	0	0
	<b>Overhead Expenditure</b>	<b>447,750</b>	<b>393,111</b>	<b>0</b>	<b>0</b>	<b>494,308</b>	<b>0</b>	<b>494,308</b>	<b>487,285</b>	<b>543,689</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(19,250)</b>	<b>41,296</b>			<b>(31,862)</b>		<b>(31,862)</b>	<b>29,013</b>	<b>(18,993)</b>		
<b>204</b>	<b>Building</b>											
1031	HCC Library	16,000	9,522	0	0	16,000	0	16,000	24,669	13,500	0	0
1053	Grant money and funding	0	16,051	0	0	0	0	0	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget Report as at 31.03.24

		<u>2022-2023</u>		<u>2023-2024</u>						<u>2024-2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1431	Confectionery	0	0	0	0	0	0	0	0	0	0	0
	<b>Total Income</b>	16,000	25,573	0	0	16,000	0	16,000	24,669	13,500	0	0
4000	Salaries	78,500	78,497	0	0	62,485	0	62,485	61,726	72,964	0	0
4001	Employers National Insurance	7,850	7,851	0	0	6,248	0	6,248	6,187	7,712	0	0
4002	Employers Pension	4,000	3,989	0	0	3,124	0	3,124	3,102	3,648	0	0
4011	Staff Recruitment	400	987	0	0	500	0	500	262	500	0	0
4015	Recharge staff hours	-2,000	0	0	0	0	0	0	0	0	0	0
4030	Training	750	745	0	0	1,000	0	1,000	1,150	1,000	0	0
4041	Mileage/Travel/Sustenance	500	451	0	0	500	0	500	220	500	0	0
4110	Rates	15,000	14,829	0	0	15,000	0	15,000	16,825	17,000	0	0
4115	Water & Sewerage	10,500	3,267	0	0	5,500	0	5,500	10,396	5,500	0	0
4120	Gas	21,000	37,630	0	0	25,200	0	25,200	28,644	40,000	0	0
4122	Electricity	34,000	50,397	0	0	40,800	0	40,800	39,675	56,100	0	0
4130	Insurance	0	0	0	0	0	0	0	0	4,000	0	0
4150	Cleaning	34,000	32,368	0	0	37,400	0	37,400	32,554	39,250	0	0
4151	Cleaning - Equipment	500	19	0	0	500	0	500	192	500	0	0
4152	Cleaning - Supplies	10,000	8,794	0	0	10,000	0	10,000	9,315	7,500	0	0
4155	Refuse Collection	6,250	8,204	0	0	6,875	0	6,875	4,222	4,000	0	0
4156	Recycling	2,000	1,940	0	0	2,200	0	2,200	1,490	500	0	0
4170	Building Maintenance	18,000	36,585	0	0	21,000	0	21,000	30,351	25,000	0	0
4172	Building Compliance	1,000	3,048	0	0	2,000	0	2,000	8,642	6,000	0	0
4175	Equipment Maintenance	0	0	0	0	0	0	0	185	0	0	0
4180	Equipment Hire	0	0	0	0	0	0	0	50	0	0	0
4185	Equipment	1,000	1,091	0	0	1,000	0	1,000	830	1,000	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget Report as at 31.03.24

		<u>2022-2023</u>		<u>2023-2024</u>						<u>2024-2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4187	Health & Safety	1,000	2,189	0	0	1,000	0	1,000	1,996	1,000	0	0
4188	Fire and Intruder Monitoring	500	112	0	0	550	0	550	431	575	0	0
4207	Fire & Intruder Systems	1,750	1,913	0	0	1,925	0	1,925	2,665	2,025	0	0
4400	Stationery & Consumables	1,000	104	0	0	1,000	0	1,000	513	500	0	0
4445	Mobile Phones	500	507	0	0	500	0	500	519	500	0	0
4455	Postage	400	115	0	0	400	0	400	8	250	0	0
4481	Software/Licenses	500	1,162	0	0	2,000	0	2,000	1,573	2,000	0	0
4487	Wi-Fi	1,700	939	0	0	1,700	0	1,700	1,483	2,500	0	0
4728	Till App	0	0	0	0	0	0	0	0	0	0	0
4745	Uniforms	300	298	0	0	300	0	300	301	300	0	0
4997	Unplanned Expenditure	0	3,268	0	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>250,900</b>	<b>301,297</b>	<b>0</b>	<b>0</b>	<b>250,707</b>	<b>0</b>	<b>250,707</b>	<b>265,506</b>	<b>302,324</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(234,900)</b>	<b>(275,724)</b>			<b>(234,707)</b>		<b>(234,707)</b>	<b>(240,837)</b>	<b>(288,824)</b>		
<b>205</b>	<b>Ancells Community Centre</b>											
1000	Hall Hire	25,000	26,930	0	0	26,000	0	26,000	28,991	27,500	0	0
	<b>Total Income</b>	<b>25,000</b>	<b>26,930</b>	<b>0</b>	<b>0</b>	<b>26,000</b>	<b>0</b>	<b>26,000</b>	<b>28,991</b>	<b>27,500</b>	<b>0</b>	<b>0</b>
4000	Salaries	17,500	17,480	0	0	25,564	0	25,564	25,502	22,478	0	0
4001	Employers National Insurance	1,750	1,751	0	0	2,014	0	2,014	1,987	1,791	0	0
4002	Employers Pension	2,000	2,005	0	0	2,167	0	2,167	2,163	2,100	0	0
4041	Mileage/Travel/Sustenance	500	420	0	0	500	0	500	420	500	0	0
4115	Water & Sewerage	750	-559	0	0	825	0	825	538	900	0	0
4120	Gas	1,600	3,209	0	0	1,920	0	1,920	2,534	3,200	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget Report as at 31.03.24

		<u>2022-2023</u>		<u>2023-2024</u>						<u>2024-2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4122	Electricity	1,500	2,155	0	0	1,800	0	1,800	1,645	2,200	0	0
4150	Cleaning	7,350	6,871	0	0	8,100	0	8,100	7,558	8,500	0	0
4152	Cleaning - Supplies	1,500	1,492	0	0	1,500	0	1,500	1,806	1,000	0	0
4155	Refuse Collection	1,000	1,246	0	0	1,100	0	1,100	764	500	0	0
4170	Building Maintenance	2,000	4,083	0	0	3,000	0	3,000	3,867	3,000	0	0
4187	Health & Safety	0	755	0	0	0	0	0	539	150	0	0
4280	Ancells Car Park	7,500	5,869	0	0	7,500	0	7,500	5,944	7,500	0	0
4445	Mobile Phones	300	300	0	0	300	0	300	300	300	0	0
4455	Postage	100	0	0	0	100	0	100	0	100	0	0
4740	Licences	2,500	2,576	0	0	3,000	0	3,000	3,425	2,500	0	0
<b>Overhead Expenditure</b>		<b>47,850</b>	<b>49,652</b>	<b>0</b>	<b>0</b>	<b>59,390</b>	<b>0</b>	<b>59,390</b>	<b>58,993</b>	<b>56,719</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(22,850)</b>	<b>(22,723)</b>			<b>(33,390)</b>		<b>(33,390)</b>	<b>(30,002)</b>	<b>(29,219)</b>		
<b>208</b>	<b><u>Ancells Farm Park and Pavilion</u></b>											
1050	Outdoor Space Hire	0	0	0	0	0	0	0	10	0	0	0
1052	S106 Money received	0	0	0	0	0	0	0	12,980	0	0	0
1060	Pitch Hire	2,250	2,758	0	0	2,300	0	2,300	3,158	2,300	0	0
1610	Utilities Refunds	0	0	0	0	0	0	0	356	0	0	0
<b>Total Income</b>		<b>2,250</b>	<b>2,758</b>	<b>0</b>	<b>0</b>	<b>2,300</b>	<b>0</b>	<b>2,300</b>	<b>16,504</b>	<b>2,300</b>	<b>0</b>	<b>0</b>
4110	Rates	1,232	1,185	0	0	1,300	0	1,300	1,185	1,200	0	0
4115	Water & Sewerage	400	333	0	0	440	0	440	766	850	0	0
4120	Gas	800	440	0	0	960	0	960	495	400	0	0
4122	Electricity	350	355	0	0	420	0	420	534	600	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget Report as at 31.03.24

		<u>2022-2023</u>		<u>2023-2024</u>						<u>2024-2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4150	Cleaning	1,445	1,391	0	0	1,590	0	1,590	1,542	1,600	0	0
4170	Building Maintenance	4,455	2,887	0	0	4,500	0	4,500	2,736	2,500	0	0
4175	Equipment Maintenance	485	580	0	0	500	0	500	261	500	0	0
4185	Equipment	0	0	0	0	0	0	0	12,980	0	0	0
4187	Health & Safety	325	630	0	0	325	0	325	56	300	0	0
4200	Grounds Maintenance	23,566	24,289	0	0	25,923	0	25,923	26,934	29,470	0	0
4202	Additional Ground Works	1,808	541	0	0	1,800	0	1,800	3,270	500	0	0
4205	CCTV	111	0	0	0	100	0	100	0	100	0	0
4220	Friends Group support	122	90	0	0	120	0	120	0	100	0	0
4225	South and South East in Bloom	110	80	0	0	100	0	100	66	70	0	0
4230	Playground Maintenance	5,300	7,961	0	0	5,300	0	5,300	3,364	10,600	0	0
4250	Tree Surgery	2,120	735	0	0	2,000	0	2,000	3,960	4,100	0	0
	<b>Overhead Expenditure</b>	<b>42,629</b>	<b>41,497</b>	<b>0</b>	<b>0</b>	<b>45,378</b>	<b>0</b>	<b>45,378</b>	<b>58,149</b>	<b>52,890</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(40,379)</b>	<b>(38,740)</b>			<b>(43,078)</b>		<b>(43,078)</b>	<b>(41,645)</b>	<b>(50,590)</b>		
<b>301</b>	<b><u>Open Spaces</u></b>											
1053	Grant money and funding	0	4,095	0	0	0	0	0	0	0	0	0
1059	Refreshment Kiosk	0	2,500	0	0	0	0	0	0	0	0	0
1063	Sports Vat Reclaim	0	0	0	0	0	0	0	9,517	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>6,595</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,517</b>	<b>0</b>	<b>0</b>	<b>0</b>
4000	Salaries	13,987	13,630	0	0	15,534	0	15,534	15,534	19,890	0	0
4001	Employers National Insurance	1,398	1,592	0	0	1,553	0	1,553	1,561	2,287	0	0
4002	Employers Pension	699	757	0	0	777	0	777	777	994	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget Report as at 31.03.24

		<u>2022-2023</u>		<u>2023-2024</u>						<u>2024-2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4041	Mileage/Travel/Sustenance	848	519	0	0	800	0	800	284	500	0	0
4169	Street and Park Furniture	1,060	0	0	0	1,100	0	1,100	805	500	0	0
4170	Building Maintenance	328	140	0	0	0	0	0	0	0	0	0
4185	Equipment	1,591	342	0	0	1,500	0	1,500	53	500	0	0
4200	Grounds Maintenance	14,917	15,374	0	0	17,050	0	17,050	17,048	18,650	0	0
4202	Additional Ground Works	1,144	3,691	0	0	2,500	0	2,500	650	1,500	0	0
4206	Lamppost Maintenance	210	166	0	0	200	0	200	-26	700	0	0
4208	Speedwatch and SIDS	1,040	5,275	0	0	1,040	0	1,040	0	1,100	0	0
4250	Tree Surgery	1,080	1,105	0	0	1,188	0	1,188	2,315	2,500	0	0
4445	Mobile Phones	432	112	0	0	150	0	150	141	150	0	0
4740	Licences	100	70	0	0	100	0	100	70	100	0	0
4745	Uniforms	116	63	0	0	100	0	100	41	200	0	0
	<b>Overhead Expenditure</b>	<b>38,950</b>	<b>42,836</b>	<b>0</b>	<b>0</b>	<b>43,592</b>	<b>0</b>	<b>43,592</b>	<b>39,252</b>	<b>49,571</b>	<b>0</b>	<b>0</b>
	<b>301 Net Income over Expenditure</b>	<b>-38,950</b>	<b>-36,241</b>	<b>0</b>	<b>0</b>	<b>-43,592</b>	<b>0</b>	<b>-43,592</b>	<b>-29,735</b>	<b>-49,571</b>	<b>0</b>	<b>0</b>
6000	less Transfer to EMR	0	0	0	0	0	0	0	9,517	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(38,950)</b>	<b>(36,241)</b>			<b>(43,592)</b>		<b>(43,592)</b>	<b>(39,252)</b>	<b>(49,571)</b>		
<b>310</b>	<b><u>Calthorpe Park</u></b>											
1050	Outdoor Space Hire	300	420	0	0	300	0	300	637	300	0	0
1057	Fleet Football Club Rent	2,000	2,000	0	0	2,000	0	2,000	2,000	5,000	0	0
1059	Refreshment Kiosk	0	2,500	0	0	5,500	0	5,500	8,604	6,500	0	0
1060	Pitch Hire	0	2,178	0	0	1,800	0	1,800	1,111	1,800	0	0
1064	Tennis Membership card	7,800	8,962	0	0	8,500	0	8,500	8,375	8,000	0	0
1065	Tennis Hire	2,000	1,976	0	0	2,000	0	2,000	2,878	2,000	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget Report as at 31.03.24

	<u>2022-2023</u>		<u>2023-2024</u>						<u>2024-2025</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Total Income</b>	12,100	18,036	0	0	20,100	0	20,100	23,605	23,600	0	0
4115 Water & Sewerage	500	680	0	0	550	0	550	780	1,200	0	0
4122 Electricity	300	2,862	0	0	720	0	720	2,554	3,300	0	0
4130 Insurance	0	0	0	0	0	0	0	0	3,000	0	0
4150 Cleaning	1,544	735	0	0	1,698	0	1,698	693	1,000	0	0
4170 Building Maintenance	1,622	7,266	0	0	1,600	0	1,600	388	1,000	0	0
4175 Equipment Maintenance	830	160	0	0	300	0	300	92	200	0	0
4185 Equipment	919	0	0	0	900	0	900	0	500	0	0
4187 Health & Safety	328	630	0	0	330	0	330	351	300	0	0
4200 Grounds Maintenance	40,872	41,311	0	0	45,808	0	45,808	45,809	50,120	0	0
4202 Additional Ground Works	3,072	4,062	0	0	4,500	0	4,500	100	3,000	0	0
4205 CCTV	3,000	3,050	0	0	3,000	0	3,000	2,934	3,000	0	0
4220 Friends Group support	110	-107	0	0	110	0	110	0	110	0	0
4225 South and South East in Bloom	74	55	0	0	70	0	70	60	70	0	0
4230 Playground Maintenance	1,040	225	0	0	2,000	0	2,000	1,680	4,100	0	0
4250 Tree Surgery	3,000	1,899	0	0	3,300	0	3,300	7,500	6,900	0	0
4445 Mobile Phones	0	0	0	0	0	0	0	0	0	0	0
4590 Repairs and Renewals	7,000	0	0	0	7,000	0	7,000	0	7,000	0	0
4651 LTA Registration - membership	962	360	0	0	1,000	0	1,000	408	500	0	0
4653 Tennis Software	825	820	0	0	902	0	902	881	950	0	0
4740 Licences	72	70	0	0	70	0	70	70	70	0	0
<b>Overhead Expenditure</b>	66,070	64,077	0	0	73,858	0	73,858	64,301	86,320	0	0
<b>310 Net Income over Expenditure</b>	-53,970	-46,042	0	0	-53,758	0	-53,758	-40,696	-62,720	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget Report as at 31.03.24

		<u>2022-2023</u>		<u>2023-2024</u>						<u>2024-2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6000	less Transfer to EMR	0	0	0	0	0	0	0	7,000	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(53,970)</u>	<u>(46,042)</u>			<u>(53,758)</u>		<u>(53,758)</u>	<u>(47,696)</u>	<u>(62,720)</u>		
<b>315</b>	<b><u>Oakley Park</u></b>											
1050	Outdoor Space Hire	100	318	0	0	100	0	100	331	100	0	0
1053	Grant money and funding	0	18,676	0	0	0	0	0	0	0	0	0
1060	Pitch Hire	2,177	2,127	0	0	2,127	0	2,127	3,593	2,800	0	0
	<b>Total Income</b>	<u>2,277</u>	<u>21,121</u>	<u>0</u>	<u>0</u>	<u>2,227</u>	<u>0</u>	<u>2,227</u>	<u>3,924</u>	<u>2,900</u>	<u>0</u>	<u>0</u>
4122	Electricity	350	654	0	0	660	0	660	677	770	0	0
4150	Cleaning	1,379	1,262	0	0	1,517	0	1,517	1,388	1,500	0	0
4170	Building Maintenance	1,080	407	0	0	1,080	0	1,080	396	500	0	0
4175	Equipment Maintenance	58	0	0	0	60	0	60	0	50	0	0
4185	Equipment	0	11,676	0	0	0	0	0	0	0	0	0
4187	Health & Safety	328	630	0	0	330	0	330	0	300	0	0
4200	Grounds Maintenance	21,366	22,021	0	0	24,420	0	24,420	24,419	26,720	0	0
4202	Additional Ground Works	1,638	9,117	0	0	1,700	0	1,700	0	500	0	0
4205	CCTV	1,260	1,153	0	0	1,260	0	1,260	1,260	1,200	0	0
4220	Friends Group support	108	75	0	0	110	0	110	80	110	0	0
4225	South and South East in Bloom	90	90	0	0	90	0	90	100	100	0	0
4230	Playground Maintenance	1,080	2,377	0	0	1,188	0	1,188	1,434	2,400	0	0
4250	Tree Surgery	1,620	1,205	0	0	1,782	0	1,782	3,090	3,700	0	0
	<b>Overhead Expenditure</b>	<u>30,357</u>	<u>50,667</u>	<u>0</u>	<u>0</u>	<u>34,197</u>	<u>0</u>	<u>34,197</u>	<u>32,843</u>	<u>37,850</u>	<u>0</u>	<u>0</u>
	<b>Movement to/(from) Gen Reserve</b>	<u>(28,080)</u>	<u>(29,547)</u>			<u>(31,970)</u>		<u>(31,970)</u>	<u>(28,920)</u>	<u>(34,950)</u>		

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget Report as at 31.03.24

		<u>2022-2023</u>		<u>2023-2024</u>						<u>2024-2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>320</b>	<b><u>Basingbourne Park</u></b>											
1050	Outdoor Space Hire	0	30	0	0	0	0	0	0	0	0	0
1060	Pitch Hire	4,249	2,327	0	0	2,130	0	2,130	1,501	1,500	0	0
	<b>Total Income</b>	<b>4,249</b>	<b>2,357</b>	<b>0</b>	<b>0</b>	<b>2,130</b>	<b>0</b>	<b>2,130</b>	<b>1,501</b>	<b>1,500</b>	<b>0</b>	<b>0</b>
4115	Water & Sewerage	550	227	0	0	330	0	330	429	700	0	0
4122	Electricity	250	377	0	0	432	0	432	339	450	0	0
4150	Cleaning	1,382	1,262	0	0	1,520	0	1,520	1,388	1,500	0	0
4170	Building Maintenance	2,160	4,563	0	0	2,376	0	2,376	514	1,000	0	0
4185	Equipment	328	0	0	0	361	0	361	0	100	0	0
4187	Health & Safety	328	630	0	0	330	0	330	56	160	0	0
4200	Grounds Maintenance	18,168	18,726	0	0	20,768	0	20,768	20,766	22,720	0	0
4202	Additional Ground Works	1,390	7,746	0	0	1,529	0	1,529	1,160	400	0	0
4205	CCTV	1,248	1,153	0	0	1,250	0	1,250	1,250	1,250	0	0
4220	Friends Group support	118	105	0	0	120	0	120	120	120	0	0
4225	South and South East in Bloom	108	90	0	0	100	0	100	100	100	0	0
4230	Playground Maintenance	0	2,506	0	0	1,188	0	1,188	4,152	2,400	0	0
4250	Tree Surgery	2,705	4,861	0	0	2,700	0	2,700	9,187	5,500	0	0
	<b>Overhead Expenditure</b>	<b>28,735</b>	<b>42,247</b>	<b>0</b>	<b>0</b>	<b>33,004</b>	<b>0</b>	<b>33,004</b>	<b>39,459</b>	<b>36,400</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(24,486)</b>	<b>(39,891)</b>			<b>(30,874)</b>		<b>(30,874)</b>	<b>(37,959)</b>	<b>(34,900)</b>		
<b>325</b>	<b><u>The Views</u></b>											
1050	Outdoor Space Hire	1,000	1,427	0	0	1,500	0	1,500	1,387	1,500	0	0
1500	Miscellaneous Income	0	0	0	0	0	0	0	500	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget Report as at 31.03.24

	<u>2022-2023</u>		<u>2023-2024</u>						<u>2024-2025</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Total Income</b>	1,000	1,427	0	0	1,500	0	1,500	1,887	1,500	0	0
4122 Electricity	200	436	0	0	504	0	504	379	550	0	0
4169 Street and Park Furniture	0	836	0	0	0	0	0	0	0	0	0
4185 Equipment	110	54	0	0	100	0	100	99	100	0	0
4200 Grounds Maintenance	7,529	7,759	0	0	8,608	0	8,608	8,604	9,420	0	0
4202 Additional Ground Works	575	41,312	0	0	633	0	633	353	900	0	0
4225 South and South East in Bloom	0	0	0	0	0	0	0	50	60	0	0
4230 Playground Maintenance	4,284	126	0	0	4,712	0	4,712	3,465	9,600	0	0
4250 Tree Surgery	328	0	0	0	361	0	361	0	800	0	0
<b>Overhead Expenditure</b>	13,026	50,524	0	0	14,918	0	14,918	12,949	21,430	0	0
<b>325 Net Income over Expenditure</b>	-12,026	-49,097	0	0	-13,418	0	-13,418	-11,062	-19,930	0	0
6001 plus Transfer from EMR	0	40,598	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(12,026)</u>	<u>(8,499)</u>			<u>(13,418)</u>		<u>(13,418)</u>	<u>(11,062)</u>	<u>(19,930)</u>		
<b>330 Edenbrook</b>											
4200 Grounds Maintenance	3,182	3,280	0	0	3,641	0	3,641	3,638	3,980	0	0
4202 Additional Ground Works	240	0	0	0	400	0	400	0	300	0	0
4230 Playground Maintenance	2,163	466	0	0	1,500	0	1,500	475	500	0	0
4235 Play Equipment	0	0	0	0	0	0	0	0	60,000	0	0
4250 Tree Surgery	0	65	0	0	0	0	0	0	750	0	0
<b>Overhead Expenditure</b>	5,585	3,811	0	0	5,541	0	5,541	4,113	65,530	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(5,585)</u>	<u>(3,811)</u>			<u>(5,541)</u>		<u>(5,541)</u>	<u>(4,113)</u>	<u>(65,530)</u>		

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget Report as at 31.03.24

		<u>2022-2023</u>		<u>2023-2024</u>					<u>2024-2025</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>350</b>	<b>Cemetery</b>											
1053	Grant money and funding	0	55,000	0	0	0	0	0	0	0	0	0
1100	Interment Fees	18,000	18,450	0	0	18,600	0	18,600	27,360	21,000	0	0
1110	Scattering of Ashes	500	0	0	0	500	0	500	0	100	0	0
1120	Sale of Exclusive Rights	17,000	30,385	0	0	20,000	0	20,000	47,470	28,000	0	0
1121	Transfer of Exclusive Rights	1,750	1,970	0	0	1,750	0	1,750	2,720	2,000	0	0
1130	Memorial Cemetery Fees	7,000	6,800	0	0	7,000	0	7,000	11,640	7,000	0	0
1132	Memorial Kerbstones	3,000	3,256	0	0	3,000	0	3,000	1,145	2,500	0	0
1133	Memorial Sanctums	10,000	15,162	0	0	12,000	0	12,000	15,666	8,100	0	0
1134	GoR Planted Area	700	1,916	0	0	700	0	700	2,383	1,000	0	0
1137	GoR Ashes digging	1,000	350	0	0	1,000	0	1,000	620	1,000	0	0
1140	Bench contribution	0	2,985	0	0	0	0	0	1,353	0	0	0
1145	Plaque contribution	0	0	0	0	0	0	0	167	0	0	0
	<b>Total Income</b>	<b>58,950</b>	<b>136,275</b>	<b>0</b>	<b>0</b>	<b>64,550</b>	<b>0</b>	<b>64,550</b>	<b>110,524</b>	<b>70,700</b>	<b>0</b>	<b>0</b>
4000	Salaries	5,928	4,145	0	0	7,592	0	7,592	6,281	6,185	0	0
4001	Employers National Insurance	0	0	0	0	0	0	0	2	15	0	0
4002	Employers Pension	592	207	0	0	400	0	400	314	310	0	0
4041	Mileage/Travel/Sustenance	294	451	0	0	450	0	450	412	500	0	0
4110	Rates	2,542	2,445	0	0	2,500	0	2,500	2,096	2,100	0	0
4115	Water & Sewerage	230	260	0	0	253	0	253	2,312	500	0	0
4150	Cleaning	520	0	0	0	572	0	572	0	200	0	0
4155	Refuse Collection	2,120	2,284	0	0	2,332	0	2,332	2,657	1,100	0	0
4169	Street and Park Furniture	0	0	0	0	0	0	0	1,215	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget Report as at 31.03.24

		<u>2022-2023</u>		<u>2023-2024</u>						<u>2024-2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4170	Building Maintenance	540	117	0	0	500	0	500	162	400	0	0
4187	Health & Safety	0	93	0	0	0	0	0	0	100	0	0
4200	Grounds Maintenance	15,826	26,017	0	0	19,157	0	19,157	12,898	14,120	0	0
4201	Ground Works (Badgers)	0	0	0	0	0	0	0	3,039	4,000	0	0
4202	Additional Ground Works	1,040	45,998	0	0	1,000	0	1,000	6,511	500	0	0
4203	General Upkeep	1,600	-345	0	0	1,200	0	1,200	0	100	0	0
4220	Friends Group support	108	0	0	0	110	0	110	0	0	0	0
4225	South and South East in Bloom	145	75	0	0	75	0	75	80	80	0	0
4250	Tree Surgery	1,080	972	0	0	1,100	0	1,100	4,080	2,300	0	0
4400	Stationery & Consumables	0	49	0	0	0	0	0	0	0	0	0
4445	Mobile Phones	265	280	0	0	100	0	100	105	80	0	0
4455	Postage	0	0	0	0	0	0	0	75	0	0	0
4460	Subscriptions	100	95	0	0	100	0	100	0	100	0	0
4481	Software/Licenses	705	466	0	0	760	0	760	600	500	0	0
4935	GoR Memorial inscriptions	1,040	2,701	0	0	1,800	0	1,800	3,090	2,000	0	0
4936	GoR Ashes digging	500	320	0	0	500	0	500	1,240	1,000	0	0
4938	Bench Memorial Costs	0	525	0	0	0	0	0	0	0	0	0
4942	H and S Memorial repairs	325	0	0	0	325	0	325	0	325	0	0
4944	H and S Memorial inspections	1,550	0	0	0	1,000	0	1,000	0	1,000	0	0
	<b>Overhead Expenditure</b>	<b>37,050</b>	<b>87,154</b>	<b>0</b>	<b>0</b>	<b>41,826</b>	<b>0</b>	<b>41,826</b>	<b>47,168</b>	<b>37,515</b>	<b>0</b>	<b>0</b>
	<b>350 Net Income over Expenditure</b>	<b>21,900</b>	<b>49,120</b>	<b>0</b>	<b>0</b>	<b>22,724</b>	<b>0</b>	<b>22,724</b>	<b>63,356</b>	<b>33,185</b>	<b>0</b>	<b>0</b>
6001	plus Transfer from EMR	0	0	0	0	0	0	0	3,000	0	0	0
6000	less Transfer to EMR	0	0	0	0	0	0	0	1,325	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget Report as at 31.03.24

		<u>2022-2023</u>		<u>2023-2024</u>						<u>2024-2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	<b>Movement to/(from) Gen Reserve</b>	<u>21,900</u>	<u>49,120</u>			<u>22,724</u>		<u>22,724</u>	<u>65,031</u>	<u>33,185</u>		
<b>475</b>	<b><u>Lengthsman Scheme</u></b>											
1053	Grant money and funding	3,300	3,300	0	0	3,300	0	3,300	0	3,300	0	0
	<b>Total Income</b>	<u>3,300</u>	<u>3,300</u>	<u>0</u>	<u>0</u>	<u>3,300</u>	<u>0</u>	<u>3,300</u>	<u>0</u>	<u>3,300</u>	<u>0</u>	<u>0</u>
4202	Additional Ground Works	3,300	3,010	0	0	3,300	0	3,300	0	3,300	0	0
	<b>Overhead Expenditure</b>	<u>3,300</u>	<u>3,010</u>	<u>0</u>	<u>0</u>	<u>3,300</u>	<u>0</u>	<u>3,300</u>	<u>0</u>	<u>3,300</u>	<u>0</u>	<u>0</u>
	<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>290</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		
	<b>Total Budget Income</b>	<u>1,707,766</u>	<u>1,856,592</u>	<u>0</u>	<u>0</u>	<u>1,880,485</u>	<u>0</u>	<u>1,880,485</u>	<u>2,107,676</u>	<u>2,091,154</u>	<u>0</u>	<u>0</u>
	<b>Expenditure</b>	<u>1,789,318</u>	<u>1,433,508</u>	<u>0</u>	<u>0</u>	<u>1,953,623</u>	<u>0</u>	<u>1,953,623</u>	<u>1,478,799</u>	<u>2,160,684</u>	<u>0</u>	<u>0</u>
	<b>Net Income over Expenditure</b>	<u>-81,552</u>	<u>423,084</u>	<u>0</u>	<u>0</u>	<u>-73,138</u>	<u>0</u>	<u>-73,138</u>	<u>628,877</u>	<u>-69,530</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	40,598	0	0	0	0	0	3,000	0	0	0
	less Transfer to EMR	0	403,377	0	0	0	0	0	479,827	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(81,552)</u>	<u>60,305</u>			<u>(73,138)</u>		<u>(73,138)</u>	<u>152,050</u>	<u>(69,530)</u>		



31 March 2023

31 March 2024

<b>Current Assets</b>	
23,660	Debtors Control 23,223
20,767	Other Debtors 18,580
3,754	Vat Control 0
9,396	Prepayments 9,858
9,308	Stock - Bar 8,254
729,145	Bank Current/Deposit Account 302,044
100	Petty Cash - FTC 16
1,350,000	CCLA Pub Sector Deposit Fund 2,200,000
0	HSBC Savings Account 300,584
800,458	Nationwide deposit account 824,735
100,001	Cambridge B.S Savings account 0
2,000	Cash Floats 2,000
120	Petty Cash - Harlington 120
240	Black Sabbitch May 23 0
1,200	80s Rewind Nov 23 0
0	Fleet Jazz Apr 24 587
0	Fleet Jazz May 24 720

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**3,050,150**


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**3,690,720**


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**3,050,150 Total Assets**


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**3,690,720**

<b>Current Liabilities</b>	
0	Vat Control 4,138
61,909	Creditors Control 41,286
585	Credit Card Creditor 1,720
5,132	Christmas Festivities Town Cen 4,576
4,765	Christmas Day Lunch 4,481
0	Receipts in Advance 16,218
11,691	Coronation 2023 0
8,319	Paye/NI Due 9,775
35,703	Accruals 47,731
7,699	Marti Pellow Pillow Talk Nov23 0
2,427	Doors Alive Mar 23 0
6,447	Francis Rossi - May 23 0
4,137	The Paul Young Show – Oct 23 0
4,292	The Floyd Effect Oct 23 0
700	Voodoo Room Jun 23 0
2,268	Comedy Mar 23 0
825	Comedy Apr 23 0
350	Comedy May 23 0

## 31 March 2023

## 31 March 2024

80	Jazz Apr 23	0
67	Jazz May 23	0
17	Jazz Jun 23	0
17	Jazz Jul 23	0
9	Fleet Film 9 Jan 23	0
33	Fleet Film 27 Feb 23	0
19	Fleet Film 13 Mar 23	0
5	Fleet Film 27 Mar 23	0
3,017	90s Rewind Apr 23	0
3,213	Rock for Heroes Apr 23	0
2,222	Ultimate Elton May 23	0
1,031	Money for Nothing Jun 23	0
2,397	Legend Live Apr 23	0
2,438	Maet Live May 23	0
1,326	Commitments & Blues Jun 23	0
1,048	Bootleg Blondie Jun 23	0
1,532	Benidorm Tom Jul 23	0
1,021	Buble meet Sinatra Nov 23	0
10	Fleet Film 3 Apr 23	0
60	Tommy Cannon Apr 24	0
605	The Kast Off Kinks Sept 23	0
212	Starburst Noughty 90s Jul 23	0
222	Cheesy Bingo Oct 23	0
0	John Lydon May 24	11,132
0	Neil Diamond Sept 23	2,767
0	Genesis Mar 24	2,811
0	The Jam'd April 24	2,533
0	Fleet Film 8th Jan 24	12
0	Fleet Film 25th Mar 24	6
0	90s Rewind Jun 24	3,758
0	80s Rewind Nov 24	5,537
0	Steve Harley Apr 25	57
0	Shaun Ryder Nov 24	1,433
0	Rock for Heroes Mar 24	2,503
0	Nine Below Zero Dr Feelgood De	687
0	Fleet Film 8th April 24	6
0	ABBA Fever Apr 24	4,452
0	Johnny Cash May 24	1,300
0	REM by Stripe May 24	1,097
0	Cheesy Bingo Jun 24	3,025
0	Purple Zeppelin Jun 24	1,408
0	Money For Nothing Jun 24	3,363

**31 March 2023**

**31 March 2024**

0	Maet Live Jun 24	1,276
0	Starburst Summer Jul 24	207
0	Retro Disco Party Jul 24	288
0	Ratrace Jun 24	840
0	Comedy Apr 24	375
0	Comedy May 24	100
0	Comedy Jun 24	50
0	Martin Fry ABC Jun 25	2,936
0	CCR Sept 24	370
0	Stewart Copeland Nov 24	5,288

**177,848**

**189,542**

**2,872,302 Total Assets Less Current Liabilities**

**3,501,179**

**Represented By**

380,837	General Fund	441,727
30,000	EMR - Pension Obligation	40,000
3,425	EMR - Cemetery Mem Test 2024	4,750
51,563	EMR - CP Tennis Sinking 2026	58,563
10,981	EMR - S106 Sensory Garden 21	10,981
0	EMR - Cemetery Works (Badgers)	7,000
0	EMR - Play Equipment	29,517
0	EMR - Elections 2026	6,250
0	EMR - Edenbrook Commuted Sum	81,160
2,395,496	Harlington Development Fund	2,821,231
<b>2,872,302</b>		<b>3,501,179</b>

The above statement represents fairly the financial position of the authority as at 31/03/2024 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial \_\_\_\_\_ Date : \_\_\_\_\_

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## Fleet Town Council 2023/2024

### Bank - Cash and Investment Reconciliation as at 31 March 2024

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	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/03/2024 HSBC	302,044.20
2	31/03/2024 Petty Cash	15.75
3	31/03/2024 HSBC Savings	300,584.07
		<b>602,644.02</b>
<u>Other Cash &amp; Bank Balances</u>		
	CCLA Pub Sector Deposit Fund	2,200,000.00
	Cash Floats	2,000.00
	Nationwide deposit account	824,735.07
	Petty Cash - Harlington	120.00
		<b>3,026,855.07</b>
		<b>3,629,499.09</b>
<u>Receipts not on Bank Statement</u>		
0	31/03/2024 All Receipts Cleared	0.00
		<b>0.00</b>
<b>Closing Balance</b>		
		<b>3,629,499.09</b>
<u>All Cash &amp; Bank Accounts</u>		
1	Bank Current/Deposit Account	302,044.20
2	Petty Cash - FTC	15.75
3	HSBC Savings Account	300,584.07
	Other Cash & Bank Balances	3,026,855.07
	<b>Total Cash &amp; Bank Balances</b>	<b>3,629,499.09</b>

## Bank Current/Deposit Account

Payments made between 01/03/2024 and 31/03/2024

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/03/2024	BT Payment Services Ltd	dd455	121.39	121.39		500			Broadband 1/2-29/2/24
01/03/2024	Hart District Council - DD	dd456	210.00	210.00		500			Business Rates 2023/24
01/03/2024	Hart District Council - DD	dd457	1,634.00	1,634.00		500			Business rates 2023/24
01/03/2024	Hart District Council - DD	dd458	119.00	119.00		500			Business rates 2023/24
06/03/2024	BACS P/L Pymnt Page 2365	BACS Pymnt	43,362.58	43,362.58		500			BACS P/L Pymnt Page 2365
11/03/2024	Fleet Town Council	DD	3,844.60			516		3,844.60	L&G Pension Mar 2024
12/03/2024	Booker Limited	dd460	95.54	95.54		500			Purchase Ledger DDR Payment
12/03/2024	HSBC	dd461	13.74	13.74		500			bank charges
12/03/2024	HSBC	dd462	78.80	78.80		500			bank charges 1/1-31/1/24
12/03/2024	HSBC	dd484	1,205.61	1,205.61		500			Credit Card Feb 2024
14/03/2024	Payment Sense Ltd	dd464	302.86	302.86		500			Card charges 1/2-29/2/24
14/03/2024	Payment Sense Ltd	dd465	30.04	30.04		500			Card charges 1/2-29/2/24
18/03/2024	BACS P/L Pymnt Page 2370	BACS Pymnt	57,279.29	57,279.29		500			BACS P/L Pymnt Page 2370
18/03/2024	BACS P/L Pymnt Page 2375	BACS Pymnt	75.66	75.66		500			BACS P/L Pymnt Page 2375
18/03/2024	NPower - Direct Debits	dd466	61.98	61.98		500			Elec 1/1-31/1/24
18/03/2024	NPower - Direct Debits	dd467	35.78	35.78		500			Elec 1/1-31/1/24
18/03/2024	NPower - Direct Debits	dd468	189.92	189.92		500			Elec 1/1-31/1/24
18/03/2024	Global Payments - Direct Debit	dd469	892.02	892.02		500			Bank charges 1/2-29/2/24
18/03/2024	NPower - Direct Debits	dd470	184.65	184.65		500			Elec 1/1-31/1/24
18/03/2024	NPower - Direct Debits	dd471	43.49	43.49		500			Elec 1/1-31/1/24
19/03/2024	Castle Water Limited	dd472	15.15	15.15		500			Water 1/2-29/2/24
20/03/2024	Central Computer Management Lt	dd473	72.00	72.00		500			payroll feb 24
20/03/2024	Castle Water Limited	dd474	53.27	53.27		500			Water 1/2-29/2/24
20/03/2024	Castle Water Limited	dd475	186.63	186.63		500			Water 12-29/2/24
20/03/2024	Fleet Town Council	DDR	29,088.64			516		121.45	Payroll March 2024
						520		28,967.19	Payroll March 2024
21/03/2024	Croner Group Ltd	dd476	408.98	408.98		500			HR and H&S
22/03/2024	Payment Sense Ltd	dd477	113.94	113.94		500			Card charges Feb 24
22/03/2024	Payment Sense Ltd	dd478	17.88	17.88		500			Card charges Feb 24
22/03/2024	Total Energies	dd479	78.68	78.68		500			Gas 31/12-31/1/24
<b>Subtotal Carried Forward:</b>			139,816.12	106,882.88	0.00			32,933.24	

## Bank Current/Deposit Account

Payments made between 01/03/2024 and 31/03/2024

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
22/03/2024	Total Energies	dd480	5,626.48	5,626.48		500			Gas 31/12-31/1/24
22/03/2024	Total Energies	dd481	538.95	538.95		500			Gas 31/12-31/1/24
22/03/2024	Fleet Town Council	DDR	9,854.76			515		9,854.76	Inland Rev Feb 2024
25/03/2024	BACS P/L Pymnt Page 2385	BACS Pymnt	25,933.50	25,933.50		500			BACS P/L Pymnt Page 2385
25/03/2024	BACS P/L Pymnt Page 2388	BACS Pymnt	-774.00	-774.00		500			BACS P/L Pymnt Page 2388
25/03/2024	BOC Ltd	dd482	200.24	200.24		500			gas feb 24
26/03/2024	Booker Limited	dd485	238.87	238.87		500			Purchase Ledger DDR Payment
28/03/2024	Vodafone Limited	dd486	42.41	42.41		500			Purchase Ledger DDR Payment
29/03/2024	HSBC	dd487	88.46	88.46		500			bank charges 8/2- 7/3/24
<b>Total Payments:</b>			181,565.79	138,777.79	0.00			42,788.00	

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 12

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
19/03/2024	19970023		1997 GROUP	1997GROUP	1,565.35	313.07	1,878.42	533	0	1,565.35	stage deposit
31/03/2024	MAREXPS		ALEX ROBINS	ALEXROBINS	16.77	0.00	16.77	4752	201	3.80	milk for artist
								4752	201	1.99	milk for artist
								4752	201	7.00	milk for artist
								4752	201	1.99	milk for artist
								4752	201	1.99	milk for artist
31/03/2024	3077521830		BOC	BOC	53.24	10.65	63.89	4700	201	53.24	gas
31/10/2023	C/NOTEADJ		BOC	BOC	-0.01	0.00	-0.01	4700	201	-0.01	Credit Note to Adjust
29/02/2024	0252289		BOOKER	BOOKER	79.62	15.92	95.54	4700	201	41.34	bar supplies
								4761	201	12.15	bar supplies
								4152	204	26.13	bar supplies
21/03/2024	0254874		BOOKER	BOOKER	203.39	35.48	238.87	4700	201	72.81	bar supplies
								4761	201	48.60	bar supplies
								4710	201	81.98	bar supplies
31/03/2024	3743		BRANDPEST	BRAND	72.00	0.00	72.00	4187	310	72.00	pest control contract
16/03/2024	M069QQ		BT	BT	101.16	20.23	121.39	4487	204	101.16	broadband 1/3-31/3/24
05/03/2024	10001591286		CASTLE WATER DD	CASTLEWADD	14.03	1.12	15.15	4115	208	14.03	Water 1/2-29/2/24
06/03/2024	10001613658		CASTLE WATER DD	CASTLEWADD	49.44	3.83	53.27	4115	310	49.44	Water 1/2-29/2/24
06/03/2024	10001626329		CASTLE WATER DD	CASTLEWADD	186.63	0.00	186.63	4115	350	186.63	Water 12-29/2/24
18/03/2024	10001750899		CASTLE WATER DD	CASTLEWADD	-7.27	-2.52	-9.79	4115	320	-7.27	Water 1/2-29/2/24
07/03/2024	10001664554		CASTLEWATER	CASTLEWATE	64.14	7.35	71.49	4115	205	64.14	Water 1/2-29/2/24
07/03/2024	10001673179		CASTLEWATER	CASTLEWATE	628.50	72.29	700.79	4115	204	628.50	Water 1/2-29/2/24
06/03/2024	53590		CBS	CBS	824.00	164.80	988.80	4170	204	824.00	Contract 1/3-31/3/24
06/03/2024	53591		CBS	CBS	463.13	92.63	555.76	4170	204	463.13	Contract 1/3-31/3/24
26/01/2024	Z000242		CBS	CBS	535.37	107.07	642.44	4170	208	535.37	repair to toilet flushes
26/01/2024	Z000266	4794	CBS	CBS	719.81	143.96	863.77	4170	205	719.81	remedial following ppm
31/01/2024	Z000276		CBS	CBS	177.00	35.40	212.40	4170	205	177.00	fix broken tap spurting water
02/02/2024	Z000339		CBS	CBS	236.00	47.20	283.20	4170	204	236.00	repair heater

## Purchase Ledger for Month No 12

## 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
20/03/2024	Z000501	4814	CBS	CBS	671.16	134.23	805.39	4187	101	237.66	remedial actions - pat testing
								4187	204	370.60	remedial actions - pat testing
								4187	205	23.80	remedial actions - pat testing
								4170	208	17.00	remedial actions - pat testing
								4170	315	8.50	remedial actions - pat testing
								4170	320	13.60	remedial actions - pat testing
31/03/2024	61197		CENTRAL COM LIVEPAY	CCMLPAY	58.00	11.60	69.60	4550	101	58.00	Monthly payroll Mar 24
31/03/2024	P695301		CHAMBERS	CHAMBERS	65.54	13.11	78.65	4155	350	65.54	Waste March 24
31/03/2024	P695302		CHAMBERS	CHAMBERS	27.30	5.46	32.76	4155	205	27.30	Waste March 24
31/03/2024	P695303		CHAMBERS	CHAMBERS	240.50	48.10	288.60	4156	204	63.05	Waste March 24
								4155	204	177.45	Waste March 24
01/03/2024	INVD03008		CLOUDY IT	CLOUDYIT	378.20	75.64	453.84	4484	101	378.20	IT Support Feb 24
28/03/2024	38068		COLOURWAYS	COLOUR	182.68	36.54	219.22	4745	204	182.68	Tshirts
08/03/2024	INV0095193		ODLINGS LTD	COLUMBARIA	571.10	114.22	685.32	4935	350	571.10	Posy on a spiral and tablets
15/03/2024	INV0095324		ODLINGS LTD	COLUMBARIA	82.00	16.40	98.40	4935	350	82.00	spiral
18/03/2024	INV0095377		ODLINGS LTD	COLUMBARIA	210.60	42.12	252.72	4935	350	210.60	sanctum 2000
29/03/2024	FLEET2324		COMEDY COMPANY	COMEDYCOMP	2,976.71	595.34	3,572.05	720	0	182.82	april 23
								721	0	96.73	may 23
								789	0	32.66	oct 23
								790	0	558.51	nov 23
								791	0	933.28	dec 23
								813	0	421.98	jan 24
								814	0	637.47	feb 24
								815	0	113.26	march 24
05/03/2024	907554142		MOLSON COORS	COORS	730.64	146.13	876.77	4700	201	730.64	bar supplies
12/03/2024	907564094		MOLSON COORS	COORS	1,483.81	296.76	1,780.57	4700	201	1,483.81	bar supplies
26/03/2024	907587213		MOLSON COORS	COORS	843.62	168.72	1,012.34	4700	201	843.62	bar supplies
26/03/2024	CN37100		CREST LIFTS	CREST	-144.00	-28.80	-172.80	4170	204	-144.00	Lift repair - cancelled
19/03/2024	SI37068		CREST LIFTS	CREST	144.00	28.80	172.80	4170	204	144.00	Lift repair



## Purchase Ledger for Month No 12

## 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
19/03/2024	C000815845		CRONER	CRONER	344.01	64.97	408.98	4551	101	189.21	HR and H&S
								4187	101	154.80	HR and H&S
05/03/2024	P01096		EASI-LEAFLETS	EASI-LEAF	1,064.00	0.00	1,064.00	4430	101	1,064.00	newsletter/greening leaflet
31/03/2024	GRANT24		FLEET CARNIVAL	FLEETCARNI	1,000.00	0.00	1,000.00	4855	110	1,000.00	Grant Feb 2024
24/03/2024	123-24		FLEET FILM SOCIETY	FLEETFILM	9.40	0.00	9.40	750	0	9.40	screening 3/4/23
24/03/2024	223-24		FLEET FILM SOCIETY	FLEETFILM	9.40	0.00	9.40	751	0	9.40	screening 24/4/23
24/03/2024	323-24		FLEET FILM SOCIETY	FLEETFILM	4.70	0.00	4.70	752	0	4.70	screening 8/5/23
24/03/2024	423-24		FLEET FILM SOCIETY	FLEETFILM	42.30	0.00	42.30	755	0	42.30	screening 26/6/23
24/03/2024	523-24		FLEET FILM SOCIETY	FLEETFILM	31.33	0.00	31.33	786	0	31.33	screening 14/7/23
24/03/2024	623-24		FLEET FILM SOCIETY	FLEETFILM	23.50	0.00	23.50	794	0	23.50	screening 11/9/23
24/03/2024	723-24		FLEET FILM SOCIETY	FLEETFILM	14.10	0.00	14.10	795	0	14.10	screening 25/9/23
24/03/2024	823-24		FLEET FILM SOCIETY	FLEETFILM	14.10	0.00	14.10	796	0	14.10	screening 9/10/23
24/03/2024	923-24		FLEET FILM SOCIETY	FLEETFILM	32.90	0.00	32.90	797	0	32.90	screening 23.10.23
07/03/2024	2405		FLEETJAZZ	FLTJAZ	302.39	0.00	302.39	821	0	302.39	Jazz Feb 24
12/03/2024	2406		FLEETJAZZ	FLTJAZ	895.30	0.00	895.30	821	0	175.30	feb box office split
								844	0	720.00	feb box office split
28/03/2024	2407		FLEETJAZZ	FLTJAZ	860.88	0.00	860.88	822	0	140.88	box office split march
								845	0	720.00	advance for may concert
09/03/2024	SI70		FOX JAMES	FOXJAMES	2,319.92	0.00	2,319.92	783	0	2,319.92	From gold to rio march 2024
25/03/2024	0064		GAVINF	GAVINF	1,500.00	0.00	1,500.00	782	0	1,500.00	guns 2 roses
01/03/2024	30		GC LIGHTING	GC LIGHTNG	120.00	0.00	120.00	781	0	120.00	lighting tech genesis
02/03/2024	31		GC LIGHTING	GC LIGHTNG	165.00	0.00	165.00	782	0	165.00	Guns 2 Roses lighting
09/03/2024	32		GC LIGHTING	GC LIGHTNG	180.00	0.00	180.00	783	0	180.00	lighting tech gold to rio
31/03/2024	50387816		GLOBAL PAYMENTS DD	GLOBALDD	30.00	6.00	36.00	4422	201	30.00	bank charges 1/3-31/3/24
31/03/2024	MAR24		GLOBAL PAYMENTS DD	GLOBALDD	533.21	0.70	533.91	4422	201	533.21	bank charges march 24
28/03/2024	58284450		HCC	HCC	62.29	12.46	74.75	4400	101	62.29	stationery
20/03/2024	INV32257		HOGS BACK	HOGSBACK	302.07	60.42	362.49	4700	201	302.07	bar supplies
07/03/2024	7MAR24		HSBC	HSBC	88.46	0.00	88.46	4420	101	88.46	bank charges 8/2-7/3/24
25/03/2024	11348364		HSBC	HSBC	61.64	0.00	61.64	4420	101	61.64	bank charges 1/2-29/2/24

## Purchase Ledger for Month No 12

## 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
25/03/2024	11386041		HSBC	HSBC	13.52	0.00	13.52	4420	101	13.52	bank charges 1/2-29/2/24
05/03/2024	CREDITCARDFEB		HSBC	HSBC	1,091.37	114.24	1,205.61	4445	101	6.00	CC/CB/FEB24/SIM CARD
								4445	101	6.00	CC/CB/FEB24/SIM CARD
								4445	101	6.00	CC/CB/FEB24/SIM CARD
								4187	101	14.27	CC/CB/FEB24/H&S SIGNS
								4187	101	13.32	CC/CB/FEB24/1ST AID SUPPLIES
								4187	101	13.40	CC/CB/FEB24/1ST AID SUPPLIES
								4400	101	13.33	CC/CB/FEB24/FLOWERS
								4430	105	35.50	CC/CB/FEB24/CLLR NAME BADGES
								4763	201	159.80	CC/CB/FEB24/BAR SNACKS
								4535	105	66.82	CC/CB/FEB24/ANNUAL RESIDENTS
								4170	204	63.92	CC/BC/FEB24/WALL MOUNTED
								4170	204	6.49	CC/BC/FEB24/WD40
								4170	204	7.54	CC/BC/FEB24/BIN STORE BOLT
								4170	204	5.47	CC/AR/FEB24/FLOORING BLADE
								4486	101	3.30	CC/BC/FEB24/MICROSOFT
								4486	101	88.20	CC/BC/FEB24/MICROSOFT
								4486	101	343.90	CC/BC/FEB24/MICROSOFT
								4481	204	9.16	CC/AR/FEB24/SPOTIFY
								4172	204	228.95	CC/AR/FEB24/PAT TESTER CALIBRA
02/03/2024	012		JAMIE BOND	JAMIEBOND	114.47	0.00	114.47	780	0	114.47	Oasish sound tech
04/03/2024	07		JOOLS WARREN	JOOLS	150.00	0.00	150.00	766	0	150.00	sound eng guns2roses
04/03/2024	295611		LAWMANS UK	LAWMANS UK	315.00	63.00	378.00	782	0	315.00	Security guns 2 roses
14/03/2024	27163		LOOS	LOOS	515.88	103.18	619.06	533	0	515.88	50% deposit for loos on views
01/03/2024	605319311		MARK COOPER	MARKCOOPER	40.46	8.09	48.55	533	0	40.46	MUSIC ON VIEWS DOMAIN
09/03/2024	02241646		MINTNETWORK	MINTNETWOR	102.23	20.45	122.68	4440	101	102.23	tel calls feb 2024
19/03/2024	702521		NALC	NALC	300.00	60.00	360.00	4011	101	300.00	Advert
07/03/2024	17454	4824	NIGEL JEFFRIES	NIGELJEFFR	90.00	18.00	108.00	4202	208	90.00	Fly tip removal
28/03/2024	17470	4802	NIGEL JEFFRIES	NIGELJEFFR	384.00	0.00	384.00	4230	320	384.00	repair play ground

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 12

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
31/03/2024	17523		NIGEL JEFFRIES	NIGELJEFFR	13,453.25	2,690.65	16,143.90	4200	208	2,263.07	Grnds Maint Mar 24
								4200	301	1,432.42	Grnds Maint Mar 24
								4200	310	3,848.97	Grnds Maint Mar 24
								4200	315	2,051.73	Grnds Maint Mar 24
								4200	320	1,744.77	Grnds Maint Mar 24
								4200	325	722.93	Grnds Maint Mar 24
								4200	350	1,083.73	Grnds Maint Mar 24
								4200	330	305.63	Grnds Maint Mar 24
16/03/2024	IN09878435		NPOWER	NPOWER	21.83	1.13	22.96	4122	310	21.83	Elec 1/2-29/2/24
16/03/2024	IN09964157		NPOWER	NPOWER	3,576.04	715.21	4,291.25	4122	204	3,576.04	Elec 1/2-29/2/24
16/03/2024	CR09018830		NPOWER DD	NPOWERDD	-51.60	-2.58	-54.18	4122	315	-51.60	elec 1/10-31/10/23
16/03/2024	CR09018832		NPOWER DD	NPOWERDD	-28.07	-1.40	-29.47	4122	320	-28.07	Elec 1/10-31/10/23
16/03/2024	CR09295737		NPOWER DD	NPOWERDD	-73.62	-3.68	-77.30	4122	315	-73.62	elec 1/11-30/11/23
16/03/2024	CR09295740		NPOWER DD	NPOWERDD	-28.12	-1.41	-29.53	4122	320	-28.12	Elec 1/11-30/11/23
16/03/2024	CR09522910		NPOWER DD	NPOWERDD	-119.58	-5.98	-125.56	4122	315	-119.58	elec 1/12-31/12/23
16/03/2024	CR09522913		NPOWER DD	NPOWERDD	-49.64	-2.48	-52.12	4122	320	-49.64	Elec 1/12-31/12/23
16/03/2024	CR09775990		NPOWER DD	NPOWERDD	-59.03	-2.95	-61.98	4122	315	-59.03	elec 1/1-31/1/24
16/03/2024	CR09775991		NPOWER DD	NPOWERDD	-34.08	-1.70	-35.78	4122	320	-34.08	Elec 1/1-31/1/24
16/03/2024	IN09811409		NPOWER DD	NPOWERDD	50.21	2.51	52.72	4122	320	50.21	Elec 1/12-31/12/23
16/03/2024	IN09812326		NPOWER DD	NPOWERDD	28.08	1.40	29.48	4122	320	28.08	Elec 1/10-31/10/23
16/03/2024	IN09825411		NPOWER DD	NPOWERDD	51.64	2.58	54.22	4122	315	51.64	elec 1/10-31/10/23
16/03/2024	IN09835094		NPOWER DD	NPOWERDD	28.18	1.41	29.59	4122	320	28.18	Elec 1/11-30/11/23
16/03/2024	IN09836580		NPOWER DD	NPOWERDD	73.93	3.70	77.63	4122	315	73.93	elec 1/11-30/11/23
16/03/2024	IN09839478		NPOWER DD	NPOWERDD	121.62	6.08	127.70	4122	315	121.62	elec 1/12-31/12/23
16/03/2024	IN09840886		NPOWER DD	NPOWERDD	33.44	1.67	35.11	4122	320	33.44	Elec 1/1-31/1/24
16/03/2024	IN09841181		NPOWER DD	NPOWERDD	56.64	2.83	59.47	4122	315	56.64	elec 1/1-31/1/24
16/03/2024	IN10020363		NPOWER DD	NPOWERDD	148.29	7.41	155.70	4122	310	148.29	Elec 1/2-29/2/24
16/03/2024	IN10020365		NPOWER DD	NPOWERDD	46.91	2.35	49.26	4122	315	46.91	Elec 1/2-29/2/24
16/03/2024	IN10020368		NPOWER DD	NPOWERDD	29.67	1.48	31.15	4122	320	29.67	Elec 1/2-29/2/24

## Purchase Ledger for Month No 12

## 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
16/03/2024	IN10020405		NPOWER DD	NPOWERDD	36.54	1.83	38.37	4122	208	36.54	Elec 1/2-29/2/24
16/03/2024	IN10020406		NPOWER DD	NPOWERDD	157.44	7.87	165.31	4122	205	157.44	Elec 1/2-29/2/24
12/03/2024	3492	4811	NPTREEMANAGE	NPTREE	190.00	38.00	228.00	4250	301	190.00	Priority 2 tree work
28/03/2024	3510	4818	NPTREEMANAGE	NPTREE	360.00	72.00	432.00	4250	310	360.00	decay detection
08/03/2024	5683921		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	Card charges Feb 24
08/03/2024	5683922		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	Card charges Feb 24
31/03/2024	MAR24		PAYMENTSSENSE	PAYMENTSSEN	293.79	0.00	293.79	4422	201	293.79	card charges march 24
31/03/2024	001913		CHCLEANING	PRIMA	2,321.10	464.22	2,785.32	4150	204	2,321.10	cleaning 1/3-31/3/24
31/03/2024	001914		CHCLEANING	PRIMA	629.85	125.97	755.82	4150	205	629.85	Cleaning 1/3-31/3/24
31/03/2024	001915		CHCLEANING	PRIMA	384.85	76.97	461.82	4150	204	384.85	cleaning 1/3-31/3/24
31/03/2024	001916		CHCLEANING	PRIMA	115.65	23.13	138.78	4150	315	115.65	cleaning 1/3-31/3/24
31/03/2024	001917		CHCLEANING	PRIMA	57.75	11.55	69.30	4150	310	57.75	cleaning 1/3-31/3/24
31/03/2024	001918		CHCLEANING	PRIMA	115.65	23.13	138.78	4150	320	115.65	cleaning 1/3-31/3/24
31/03/2024	001919		CHCLEANING	PRIMA	128.50	25.70	154.20	4150	208	128.50	cleaning 1/3-31/3/24
16/03/2024	MAREXP		ROCHELLE HALLIDAY	ROCHELLE	99.35	0.00	99.35	4535	105	99.35	March expense
11/02/2024	001535		RUPERT PETERS MUSIC	RUPERT P M	150.00	0.00	150.00	778	0	150.00	paul jobs and david kelly
07/03/2024	MAREXP		SARAH MOORE	SARAHMOORE	39.65	0.00	39.65	4400	101	0.95	milk
								4041	101	38.70	training mileage
01/03/2024	INV18146		SG POS	SGPOS	70.00	14.00	84.00	4728	204	70.00	Web services Feb 24
31/03/2024	54015		SHIELD SECURITY SERV	SHIELD SEC	35.00	7.00	42.00	4188	204	35.00	keyholding march 24
25/03/2024	MAREXPS		SIAN TAYLOR	SIAN	40.50	0.00	40.50	4041	350	40.50	march 24 expense
25/03/2024	SD1325-1		SLCC	SLCC	309.00	61.80	370.80	4011	101	309.00	Exec officer job advert
31/03/2024	24030097		TICKETSOLVE	TICKETSOLV	966.18	0.00	966.18	4490	201	966.18	gross ticket sales march 2024
12/03/2024	33387385324		TOTAL ENERGIES DD	TOTENGDD	92.93	4.65	97.58	4120	208	92.93	Gas 31/1-29/2/24
13/03/2024	33401084724		TOTAL ENERGIES DD	TOTENGDD	3,942.98	788.59	4,731.57	4120	204	3,942.98	Gas 31/1-29/2/24
13/03/2024	33401087024		TOTAL ENERGIES DD	TOTENGDD	335.21	67.05	402.26	4120	205	335.21	Gas 31/1-29/2/24
23/03/2024	2024-30		ULTTIMATE TRIBUTE	ULTIMATETR	2,500.00	0.00	2,500.00	830	0	2,500.00	ultimate tribute show 23/3
01/03/2024	HI592340		UNITED HYGIENE	UWR	159.83	31.97	191.80	4152	205	159.83	Hygiene 1/3-31/3/24
01/03/2024	HI592390		UNITED HYGIENE	UWR	709.62	141.92	851.54	4152	204	709.62	Hygiene 1/3-31/3/24

## Purchase Ledger for Month No 12

## 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
07/03/2024	OPI696050		VIMTO	VIMTO	263.57	52.72	316.29	4700	201	263.57	bar supplies
19/03/2024	446188-002		VIRGIN MEDIA	VIRGIN	185.83	37.17	223.00	4487	204	185.83	broadband 16/3-15/4/24
20/03/2024	4367	4797	VITAPLAY	VITAPLAY	8,350.00	1,670.00	10,020.00	4230	320	3,700.00	playground repairs
								4230	310	930.00	playground repairs
								4230	315	880.00	playground repairs
								4230	325	2,840.00	playground repairs
18/03/2024	B5-638103843		VODAFONE	VODAFONE	35.34	7.07	42.41	4445	204	11.78	mobile phones 18/3-17/4
								4445	301	11.78	mobile phones 18/3-17/4
								4445	101	11.78	mobile phones 18/3-17/4
19/03/2024	303201	4813	WOODSTOCK	WOODSTOCK	1,568.00	313.60	1,881.60	4172	204	1,568.00	Fire door survey march 24
02/03/2024	531347311		ZURICH	ZUR	9,857.94	0.00	9,857.94	4130	101	9,857.94	Insurance 1/4/24-31/3/25
<b>TOTAL INVOICES</b>					<b>79,519.88</b>	<b>10,812.47</b>	<b>90,332.35</b>			<b>79,519.88</b>	

Outstanding Balances by Month as at 31/03/2024

A/C Code	Customer Name	Balance	Mar 2024	Feb 2024	Jan 2024	Prior Months	On A/c Pymnts
<b>Ledger No 1: Sales Ledger 1</b>							
BABY	BABY	698.40	698.40	0.00	0.00	0.00	0.00
BAKER	TWG	99.00	99.00	0.00	0.00	0.00	0.00
BALLETSCH	BALLET	489.60	489.60	0.00	0.00	0.00	0.00
BLOODNAT	BLO	799.20	399.60	399.60	0.00	0.00	0.00
CALEBS	CALEBS COFFEE	1,500.00	750.00	750.00	0.00	0.00	0.00
CARPENT P	CAR	1,789.56	1,789.56	0.00	0.00	0.00	0.00
CARSON	CARS	532.62	145.26	387.36	0.00	0.00	0.00
CEROC	CER	1,320.00	1,320.00	0.00	0.00	0.00	0.00
CINEMA	MELLOR	360.00	360.00	0.00	0.00	0.00	0.00
COOK D	DENISE COOK	81.60	81.60	0.00	0.00	0.00	0.00
COOP	COOP	-980.00	0.00	0.00	-980.00	0.00	0.00
COUNTRYSI	HDC	135.60	135.60	0.00	0.00	0.00	0.00
CULYER	CUL	15.84	0.00	15.84	0.00	0.00	0.00
DALBY	DALBY	54.52	54.52	0.00	0.00	0.00	0.00
DAN CURTIN	DAN CURTIN	190.00	190.00	0.00	0.00	0.00	0.00
DISCOKATE	DIS	297.00	297.00	0.00	0.00	0.00	0.00
E FINCH	E FINCH	760.00	760.00	0.00	0.00	0.00	0.00
EDWARDS	EDW	875.12	875.12	0.00	0.00	0.00	0.00
EWEN	VICKY	153.60	153.60	0.00	0.00	0.00	0.00
FLEET COLT	COLTS	1,718.34	1,718.34	0.00	0.00	0.00	0.00
FLEETTOWN	FLEET TOWN GIRLS AND	459.40	459.40	0.00	0.00	0.00	0.00
FLUX	DONNA FLUX	50.94	0.00	0.00	0.00	50.94	0.00
FTFC	FLEET	600.00	600.00	0.00	0.00	0.00	0.00
FUNTIME	FUNTIME DANCE	530.40	530.40	0.00	0.00	0.00	0.00
HAINES	HAI	68.16	68.16	0.00	0.00	0.00	0.00
HART DC	HDC	1,324.80	0.00	1,324.80	0.00	0.00	0.00
HUMPHREYS	KATHERINE HUMPHREYS	59.42	0.00	0.00	59.42	0.00	0.00
IRENE BREN	IRENE BREN	1,390.00	1,390.00	0.00	0.00	0.00	0.00
KIRK RICE	KIRK	1,200.00	0.00	1,200.00	0.00	0.00	0.00
KJM SALON	KJM SALON	1,200.00	0.00	1,200.00	0.00	0.00	0.00
LT DANCE	LT	851.66	851.66	0.00	0.00	0.00	0.00
MESSENGER	MESSENGER	1,054.80	1,054.80	0.00	0.00	0.00	0.00
MMF	MONKEY MUSIC FLEET	204.00	204.00	0.00	0.00	0.00	0.00
NAGULA	NAG	26.00	0.00	0.00	0.00	26.00	0.00
PARAFIT	PARA	40.00	40.00	0.00	0.00	0.00	0.00
PARTIES	BUTT	40.00	40.00	0.00	0.00	0.00	0.00
PRE	AF	1,598.64	864.66	733.98	0.00	0.00	0.00
PREETHIKHARAVICHANTHAAR		75.36	75.36	0.00	0.00	0.00	0.00
Q DANCE	Q DANCE	522.00	522.00	0.00	0.00	0.00	0.00
ROBE	ROBE	-56.52	0.00	0.00	0.00	0.00	-56.52
ROCK CHOIR	CHOIR	432.00	432.00	0.00	0.00	0.00	0.00
SALSA	SALSA	76.50	76.50	0.00	0.00	0.00	0.00
U3A HARLY	U3A	331.50	331.50	0.00	0.00	0.00	0.00
WINCHURCHHVA		253.50	0.00	253.50	0.00	0.00	0.00

**Total Sales Ledger 23,222.56 17,857.64 6,265.08 -920.58 76.94 -56.52**

Sub Total C/Fwd **23,222.56 17,857.64 6,265.08 -920.58 76.94 -56.52**

## Outstanding Balances by Month as at 31/03/2024

A/C Code	Customer Name	Balance	Mar 2024	Feb 2024	Jan 2024	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	23,222.56	17,857.64	6,265.08	-920.58	76.94	-56.52
<b>Ledger No 1: Sales Ledger 1 (Continued)</b>							
	<b>TOTAL SALES LEDGER BALANCES</b>	<b>23,222.56</b>	<b>17,857.64</b>	<b>6,265.08</b>	<b>-920.58</b>	<b>76.94</b>	<b>-56.52</b>

**SUBJECT: INVESTMENT AND CURRENT ACCOUNTS**

Account balances for Fleet Town Council as at 31 March 2024

<b>Account</b>	<b>Funds</b>	<b>Interest Rate</b>	<b>Comment</b>
HSBC Current Bank Account, Account No: 61539272	£302,044.20		
HSBC Savings Account, Account No: 91620886	£300,584.07		
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£824,735.07	3.00%	Interest paid into Nationwide current account. Business 18-month saver. Interest calculated daily, capitalised annually and added to the account on the anniversary date and upon maturity.
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£2,200,000.00	5.33% Per annum	Interest paid into HSBC current account, monthly.
<b>TOTAL</b>	<b>£3,627,363.34</b>		

**Please note:**

Interest received in December 23 into Nationwide account:

Nationwide

£24,276.91

Interest received in March 24 into HSBC account:

CCLA

£9,779.83

**Recommendation**




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





### 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	The Vine Church  The Old School London Road Odiham RG29 1AJ  
2.	Name, Address and Status of Contact & position  E-mail address	
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	Yes <span style="margin-left: 100px;">Charity Number: 281779</span>
5.	Date of establishment of Organisation	1980
6.	Details of purpose of Grant  (please use additional sheet to include details)	<p>The Vine Church also operates from Church Crookham Community Centre for the residents of Fleet and Church Crookham. This includes a weekly youth club (FYG - Friday Youth Group) that has been running for over 10 years.</p> <p>Approximately 40 teenagers of secondary school age attend this, they are a mixture of teenagers from both Fleet and Church Crookham. Most of these are not attendees of The Vine Church. The club is a community youth group that is inclusive and welcomes all teenagers.</p> <p>We are applying for funding to upgrade recreational equipment - a new air hockey table, pool table 48" cues, volleyball net, Merlin football goals, and replacement of table tennis bats.</p> <p>To date the charity has exclusively funded all equipment, hall hire, and other expenditure. This project would enable us to improve the experience of attendees, refreshing what is on offer, and attracting new young people from across Fleet and Crookham.</p> <p>We have obtained quotations for good quality and robust equipment which will stand the test of time and active teenagers.</p>
	Amount applied for	

7.		£1,000					
8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	<p>Teenagers from all postcodes in Fleet benefit. . There is a turnover of young people visiting and or becoming old enough to attend, hence over the lifetime of the equipment, this will benefit many FTC residents.</p> <p>The benefit is measured by the number of attendees, where they live, the level of engagement with recreational activities and the growth of the club.</p>					
9.	Projected income and expenditure of project/event	<p>Income would be used from donations given on a Sunday through our offering.</p> <p>Total cost of project is £1,500</p>					
10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending
		Church Crookham Parish Council	£375 (due to their policy of no more than 25% of project	At their next meeting in July 2024			Yes
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	Yes, although the items would need to be purchased over a longer period of time. The church is expecting to fund some of the cost of this project but is hoping for a substantial grant to enable us to expedite the project as quickly as possible.					
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	n/a To date The Vine Church has purchased and paid for all FYG recreational equipment without assistance from any external grants.					
13.	How will you publically acknowledge Fleet Town Council's contribution?	We will place an article in the local paper, as well as on Fleet People, to advertise the club and acknowledge the support of the Town Council as the club is relaunched and refreshed for the new intake. We have a Taster Evening for Year 6 pupils on Friday 28th June and would like as much of the equipment to be in place for then so that we can promote the evening to families.					

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
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Suitable for Public Distribution

Last Financial Years Accounts	2022 accounts only provided, as 2023 in progress but draft figures are provided from our accounting software. The Trustee reserves policy that we hold at least £30,000 in our bank at any one time.	
Constitution	Amendment in progress, current draft is submitted to charity commission as we convert to CIO	
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?		

FLEET TOWN COUNCIL - RECORD OF GRANTS AWARDED 2024/25

Updated: 07.05.24

Recipient of Grant	Code	Purpose of the Grant	Requested £	Awarded £	Date of Award	Company / Charity Reg. No.	Approval Committee	Date Paid	Comments
<b>GRANT - FLEET PHOENIX</b>									
	<b>4241/110</b>	<b>Budget: £11,656. Available Balance: budget committed</b>							
Fleet Phoenix		Annual running costs of The Point and office	£11,656	£11,656		1144057	Council	Pending	Awarded as part of budget approval.
<b>Total awarded</b>			<b>£11,656</b>						
<b>GRANT - SASHA'S PROJECT</b>									
	<b>4242/110</b>	<b>Budget: £7,540. Available Balance: budget committed</b>							
Sasha's Project		Hire of The Point as a crisis centre 2 nights per	£7,540	£7,540		1195793	Council	Pending	Awarded as part of budget approval.
<b>Total awarded</b>			<b>£7,540</b>						
<b>COMMUNITY SUPPORT</b>									
	<b>4538/110</b>	<b>Budget: £1,500. Available Balance: £1,500</b>							
<b>Total awarded</b>			<b>£0</b>						
<b>FLEET CONNECT</b>									
	<b>4800/110</b>	<b>Budget: £13,153. Available Balance: £0</b>							
Hampshire County Council		Fleet Connect 23/24 service run by RVS	£13,153	£13,153	03/01/2024		Council	Pending	
<b>Total awarded</b>			<b>£13,153</b>						
<b>BASINGSTOKE CANAL</b>									
	<b>4810/110</b>	<b>Budget: £15,600. Available Balance: £0</b>							
Hampshire County Council		Basingstoke Canal Society annual partner contribution	£15,600	£15,600	03/01/2024		Council	Pending	
<b>Total awarded</b>			<b>£15,600</b>						
<b>COMMUNITY GRANTS</b>									
	<b>4855/110</b>	<b>Budget: £3,700. Available Balance: £3,700</b>							
<b>Total awarded</b>			<b>£0</b>						
<b>RENT WAIVERS &amp; OTHER COMMUNITY PAYMENTS</b>									
Fleet Cricket Club		Annual rent - Calthorpe Park		£4,140			Council		All pending Council approval 08/05/24
1st Crookham Scouts		Annual rent - Basingbourne Park		£500		302270	Council		
Girl Guides		Annual rent - Basingbourne Park		Peppercorn					
22nd and 26th Odiham Scouts		Annual rent - Calthorpe Park		£500		306101 / 810148	Council		
Lions Community Store		Annual rent - Basingbourne Park		£500		1177181	Council		
Friends of Oakley Park		Insurance repayment		TBC					Subject to request from group
Friends of Basingbourne Park		Insurance repayment		TBC					Subject to request from group
<b>Total</b>			<b>£5,640</b>						

<b>APPLICATIONS FOR CONSIDERATION 15/05/24</b>									
The Vine Church		Recreational equipment for youth club in Church Crookham	£1,000						
<b>Total available funds</b>			<b>£5,200</b>						

**OFFICER:** Sarah Moore  
**DATE:** 8th May 2024  
**MEETING:** Policy & Finance 15<sup>th</sup> May 2024  
**SUBJECT:** Item 13 – Policies Report

### 1. Absence Policy

Following the Establishment Committee meeting in February 2024, the following amendments have been made.

- Item 2.2 – update to ‘absence from work without leave’.
- Item 6.3 – Council pay should be defined, as it relates to the amount of full basic pay to be provided.
- Item 11.1.2, 1<sup>st</sup> sentence – update to ‘ill health capability’.
- Item 11.2.1, 2<sup>nd</sup> sentence – update to ‘every reasonable effort’.
- Officers and the Committee Chairman will review the wording relating to absence in the staff contracts.
- To correct typographical errors.

### 2. Menopause Policy

Following Establishment February 2024, the following amendments have been made.

- Communication – update ‘your role’ to ‘their role’.
- Discussed whether the final paragraph referencing bullying was relevant. Noted that bullying might be possible. The paragraph will remain in the draft policy to note.
- To correct the mixture of tenses and standardise first person / third person irregularities.
- To update document formatting to match the style of existing policies.

### 3. Cemetery Rules and Regulations

Following P&F February 2024, various amendments were required as follows.

Amendments made to:

- Item 2.1 and 2.2 – Notice of interments
- Item 4.4 - Interments
- Item 5.2 - Graves
- Item 7.4 – Ashes plots within the Cemetery
- Item 8.8 – Memorials
- Various typographical errors.



# Absence Policy

Policy and Finance Committee Approved:

Reviewed: Feb 24

Due for next Review:

## 1. Introduction

- 1.1 This absence policy sets out the Council's, approach to managing staff sickness and absence. Regular, punctual attendance is an implied term of every employee's contract of employment. The Council requires each employee to take responsibility for maintaining good attendance and reporting any sickness absences according to the procedures in this policy.
- 1.2 The Council understands that employees may be absent from work for several reasons, such as short-term illnesses and acute medical conditions. The Council aims to support employees through such periods of absences and seeks to facilitate the return to work by considering appropriate workplace adjustments, where required.
- 1.3 This policy aims to ensure that all employees are treated fairly, properly and consistently.
- 1.4 The Council will maintain sickness absence records for all staff and such records may be monitored from time to time. This includes Self-Certification forms, Return to Work meeting notes and Fit Notes. Records will be kept for a period of 6 years after the employee's contract of employment ceases with the Council.
- 1.5 Information relating to employees will be treated as confidential for the purposes of the Data Protection Act 2018.

## 2. Sickness and Absence

- 2.1 If the employee is absent from work for any reason, the employee must inform the employer's Line Manager or the Executive Officer by telephone as soon as possible, but no later than 9.00am on the first working day of absence explaining the reason for absence. If the employee is unable to make contact, they can ask someone else to do this on their behalf. The reason for sickness absence must be provided, along with the possible duration of absence.
- 2.2 If an employee fails to follow these reporting requirements, they may be classed as absent from work without leave rather than on sick leave and may not be paid.

### **3. Sickness Absence of Less Than 7 Days**

- 3.1 For absences of 7 days or less the employee can self-certify.
- 3.2 On the employee's return to work the employee must complete and return a self-certification form to the employee's manager. All days are counted, including weekends, rest days, bank holidays and annual leave days. This must be returned before the end of the employee's first day back at work. The employee may be required to attend a return-to-work interview.

### **4. Sickness Absence of More Than 7 Days**

- 4.1 If the employee is absent from work for more than 7 days because of sickness or injury, the employee must get a Fit Note from the employee's doctor or hospital. All days are counted, including weekends, rest days, bank holidays, and annual leave days.
- 4.2 This note can be scanned and emailed in, but the original must be provided as soon as possible.
- 4.3 Employees should take care to ensure that their Fit Note covers any continuous periods of sickness absence to avoid gaps. Any gaps may be considered as unauthorised absence, which the Council may manage through the Disciplinary Procedure.
- 4.4 The fit note will either confirm that the employee is 'Not fit for Work' or that they 'May be fit for work taking into account the following advice'. The advice may include phased return, temporarily working different hours, performing different duties, or making workplace adjustments. If the Council is unable to accommodate the changes advised in the Fit Note, the note will be treated as though it said not fit to work.
- 4.5 It is vital that the Executive Officer or the Line Manager establish regular contact during the period of sickness, in a way that is appropriate and acceptable for the employee. This may include emails, messages, and phone calls. The aim of this contact is to keep the employee updated on matters at work, to enquire about the employee's health situation and to plan for the employee's return to work.

### **5. Returning to work after 7 days or more sickness absence**

- 5.1 When an employee returns to work following sickness absence of more than 7 days, they may be asked to attend a Return to Work meeting with either the Executive Officer or their Line Manager, either on their first day back or later by agreement. This is an informal discussion to:
- Check how the employee is feeling.
  - Make sure that they are well enough to return to work.
  - Check that any adjustments advised on the Fit Note have been put into place.
  - Confirm that the absence will be recorded.
  - Discuss the cause of their absence and whether there are any underlying issues for which an adjustment to their work needs to be considered.
  - Develop an action plan to support the employee's return.
  - Discuss absence over the last 52-week period and any associated implications.
  - Set a review date if required.
  - Provide a general update on the workplace.

5.2 The manager in the meeting will take notes of the discussion and share them with the employee.

## 6. Sick Pay

6.1 Depending on length of service the employee may be entitled to either Statutory Sick Pay (SSP) or basic pay.

6.2 If the employee's length of service is less than 3 months and the employee is absent from work by reason of sickness or injury for at least four days in a row (including non-working days) the employee may be eligible to Statutory Sick Pay (SSP). Eligibility criteria is set by the Government and may change from time to time.

6.3 In the event of sickness and provided the employee submits the necessary certificates; the employee is entitled to receive statutory sick pay during the first three months of employment and thereafter the employee will receive basic pay for:

Up to 3 months' service	No sick pay
3 months – 1 year service	4 weeks of basic pay in any rolling 12-month period
2-4 years' service	8 weeks of basic pay in any rolling 12-month period
5+ years' service	13 weeks of basic pay in any rolling 12-month period

6.4 Entitlement to Council sick pay will be calculated by the employee's length of service at the start date of the relevant period of sickness absence.

6.5 Entitlement to SSP continues to apply during periods of Council sick pay and as such an amount equal to that SSP will be deducted from basic Council sick pay. Any sick pay entitlement does not guarantee the continuation of the employee's employment during this period.

6.6 Sick pay is subject to the usual deductions for PAYE, national insurance etc.

6.7 Where the employee's health or any absence due to sickness is, in the Council's opinion, excessive and/or a cause for concern, the employee may be required to undergo a medical examination. The Council will pay for the cost of any examination and all information given in connection with it and any report on it will be fully disclosed to the Council, subject to the provisions of the Access to Medical Reports Act 1988.

6.8 The Council reserves the right to terminate the employee's employment if appropriate, notwithstanding that the employee may be in receipt of Statutory Sick Pay.

## 7. Sickness on Holiday

7.1 If an employee becomes sick through either illness or injury, they should report their sickness to either the Executive Officer or their Line Manager if they want to take any holiday as sick leave.

7.2 In this case the employee can either get SSP if they are entitled to it or sick pay dependent on length of service as above.

7.3 They will also keep the time they were sick to use as holiday another time.



7.4 Employees accrue their holiday entitlement as normal while they're off sick.

## **8. If Sick Pay Runs Out**

8.1 Employees will still build up holiday if they're off sick, even if they're not getting sick pay. The employee should talk to either the Executive Officer or their Line Manager to discuss using holiday entitlement if sick pay runs out.

8.2 They might also be eligible for benefits from the Government.

## **9. Working from Home**

9.1 There may be occasions where it is possible for an employee to work from home if they are not fit enough to work in person, such as with a broken limb or recovering from an injury. This arrangement will be discussed with the employee as required.

## **10. Medical Advice**

10.1 The Council may ask the employee to attend a professional medical examination by an occupational health practitioner where it is deemed appropriate. The assessment will be arranged in agreement with the employee and paid for by the Council. The resulting report will be shared with the employee and may be shared with the Council.

10.2 If an employee does not consent to an occupational health assessment, any decision in relation to their employment may be made without the benefit of access to medical reports.

## **11. Managing sickness absence**

### **11.1 Persistent Short-Term Absence**

11.1.1 Persistent short-term absence is where an employee is frequently absent from work for relatively short periods due to sickness. The Council understands that most employees will have some short-term sickness absence from time to time. However, if an employee is frequently and persistently absent from work, this can damage efficiency and productivity, and place an additional burden of work on colleagues and the Council.

11.1.2 Therefore, it is essential that frequent absence is dealt with promptly and consistently and in some circumstances, the Council may begin an ill health capability or disciplinary procedure as part of the absence management process. If this happens, the Council will meet with the employee to set attendance targets. Following a review meeting, the Council may issue a formal warning if those targets are not met. Employees will be given written notice in advance of any formal meeting, and the employee can be accompanied by a work colleague or trade union representative. Employees may appeal against a formal warning. If an employee's absence remains unacceptable after a second formal warning, the Council will invoke its Disciplinary Procedure.

- 11.1.3 If frequent absence is due to an underlying long-term health condition, then the Council may also request, with consent, a medical report either from an occupational health practitioner, doctor or consultant to establish further information about the employee's health and how the Council can support the employee's attendance.
- 11.1.4 When considering the reasons for absence, and deciding on whether a formal meeting is appropriate, the Council will not consider any pregnancy related absence. The Council will also consider making reasonable adjustments where absences are related to a disability by allowing a higher level of absence before considering whether disciplinary action is appropriate.
- 11.1.5 The Council will consider any alternative employment options before making any decision about ending employment. Employees will have the right to be accompanied by a work colleague or trade union representative at formal meetings and a right of appeal against a formal warning or dismissal sanction. The monitoring of absence operates on a rolling 52- week period.
- 11.1.6 Where it appears that there is no acceptable reason for an absence or if the employee has not followed the correct absence notification procedure, the matter should be treated as a conduct issue and dealt with under the Disciplinary procedure.

## **11.2 Medical Appointments**

- 11.2.1 The Council recognises that medical appointments may fall due within the working day, for example for hospital consultations, clinics, GP appointments and going to the dentist or optician. Employees should make every reasonable effort to schedule such appointments outside of working hours. Where this is not possible, employees will be required to either make up the time to cover these appointments (start earlier or finish later), use TOIL, take it as annual leave, or take unpaid leave.
- 11.2.2 Where the employee's appointment requires a day's absence from work for a medical procedure, this will be treated as sickness absence and a Self-Certification form is to be completed.
- 11.2.3 Employees are asked to provide to the Executive Officer or their Line Manager advance notice, if possible, of any scheduled medical procedures where a period of convalescence is expected afterwards, so that any cover arrangements can be made. A copy of the employee's letter confirming the procedure will be required by the Council and can be redacted to exclude any confidential information.

## **11.3 Maternity, Paternity and Adoption**

- 11.3.1 Time off to attend a maternity appointment or in relation to maternity leave, paternity leave or adoption leave, will be granted in line with current legislation.

## **11.4 Appointments or Treatment for Cancer**

- 11.4.1 Anyone who has or has ever had cancer is protected by the Disability Discrimination Act. The Act states that employers are expected to make reasonable adjustments to support employees in the workplace. The employee may be able to suggest adjustments that could help support the employee.
- 11.4.2 By law the employee does not have to inform their employer if they have cancer, but it may help to do so. However, if the Council doesn't know, it will be unable to consider making any reasonable adjustments to support the employee.

## **12. Jury Service, Time off for Dependents and Compassionate Leave**

- 12.1 Employees are entitled to take time off work for undertaking Jury Service and must provide the Executive Officer or their Line Manager with the jury summons. The employee will be required to claim the daily loss of earning allowance from the court. The Council will top up the difference up to the employee's full salary due for each day of jury service.
- 12.2 Emergency leave, compassionate leave, and time off for dependents can be taken in accordance with the Council's Emergency and Compassionate Leave policy.

## **13. Extreme weather or travel disruption absence**

- 13.1 For absence due to extreme weather or travel disruption please refer to the Extreme Weather or Travel Disruption Policy, pending approval.

## **14. Compliance with Equalities Legislation**

- 14.1 The Council will treat maternity and disability records separately to sickness records. For example, if an employee was absent 3 times in a rolling 3-month period, but one of these occasions was due to sickness related to pregnancy, no trigger (as detailed in 11.) has been reached.
- 14.2 The Council has a duty under the Equalities Act 2010 to consider making reasonable adjustments to an employee's job to enable people with a disability to have access to employment. Where an employee experiences sickness because of a disability, reasonable adjustments may include the provision of workplace aids or equipment, modified duties or redeployment.

## **15. Raising a Grievance**

- 15.1 If an employee is dissatisfied with any management action relating to this policy, they may take out a formal grievance in accordance with the Council's Grievance Procedure.

# Menopause Policy

Policy and Finance Approved:  
Reviewed: May 24  
Due for next Review:

## 1. Introduction

1.1 Menopause is the time in a menstruator's life when menstruation periods permanently stop. The purpose of this policy is to help create an open workplace where managers and employees can discuss any issues associated with the menopause, and to make sure the necessary support is known and offered to employees when they need it.

1.2 ACAS advise that:

*'Employers should make sure they have steps, procedures and support in place to help staff affected by the menopause.'*

*Having regular conversations with staff and listening to their concerns might help resolve issues early on before any potential legal action is taken.*

*Employers should make sure they know how the menopause relates to the law, including the:*

- *Equality Act 2010, which protects workers against discrimination.*
- *Health and Safety at Work Act 1974, which says an employer must, where reasonably practical, ensure everyone's health, safety and welfare at work.*

*The menopause is not a specific protected characteristic under the Equality Act 2010. But if an employee or worker is put at a disadvantage and treated less favourably because of their menopause symptoms, this could be discrimination if related to a protected characteristic, for example:*

- *Age;*
- *Disability;*
- *Gender reassignment;*
- *Sex.*

## **2. Effects of Menopause**

2.1 Physical symptoms of the menopause can include but are not limited to:

- Hot flushes;
- Insomnia;
- Fatigue;
- Poor concentration;
- Headaches;
- Skin irritation;
- Bone and joint problems.

2.2 As a result of the above, or as an extension of the hormone imbalance, individuals going through menopause can also experience psychological difficulties, including:

- Depression;
- Anxiety;
- Panic attacks;
- Mood swings;
- Irritability;
- Problems with memory;
- Loss of confidence.

2.3 It is also commonly acknowledged that Hormone Replacement Therapy, medication which is often prescribed for menopause, can have side effects which can cause problems at work. These can include but are not limited to nausea, headaches and leg cramps.

## **3. Communication**

3.1 It is important that employees prioritise personal health and wellbeing. If employees are struggling with any aspect of their role because of symptoms associated with the menopause, they should report any concerns they may have to their manager, who will treat the matter with complete confidence. To make sure the Council can give employees the best support possible, the Council encourage employees to be open and honest in these conversations.

3.2 Alternatively, the employee's manager may start a discussion with them if they notice a change in their behaviour or performance.

3.3 The Council understand that employees may feel uncomfortable talking about personal information with their manager. If this is the case, employees are encouraged to discuss their situation with any other senior member of staff.

3.4 During any discussions, their manager will consider the individuals situation and evaluate if adjustments can be made. The individual needs of employees will be addressed sensitively, and everything will remain confidential.

3.5 Managers will also arrange follow up sessions to evaluate the effectiveness of any adjustments put in place.

#### **4. Making adjustments to roles**

4.1 To assist employees in their daily duties, a manager will explore making reasonable adjustments to the employee's role or working environment with the aim of reducing the effect that the menopause is having on them. Risk assessments will be consulted to identify potential issues, but the Council acknowledge that menopause affects individuals in different ways so no adjustment will be made without fully discussing it with the employee first.

4.1.1 Example of adjustments might include:

- Changing the working location so employees are closer to toilet facilities, away from hot and cold spots around the office or to ensure greater access to natural light.
- Allowing changes to normal rules on work wear.
- Implementing further temperature control, such as access to a fan or working in cooler parts of the building.
- Assessing how work is allocated and whether the employee is affected at particular points of the day.
- Allowing additional rest breaks.
- Considering flexible working hours or allowing employees to work from home.

4.1.2 Once the adjustments are agreed, they will be reviewed on an ongoing basis to ensure they are having the required effect.

#### **5. Training**

5.1 The Council will offer training to all levels of management on the effects of menopause, how to hold discussions with employees who are experiencing menopause, and adjustments that can be made to an employee's role in order to remove or lessen any effects the employee is experiencing.

5.2 There is an expectation on all employees to conduct themselves in a helpful and open-minded manner towards colleagues.

5.3 The Council maintain a zero-tolerance approach to bullying or harassment, due to menopausal related matter or any other circumstance, and will treat all complaints seriously. If an employee feels that they, or any other employee, has been mistreated in any way by a colleague because of matters related to the menopause, please make these concerns known to the Executive Officer.



## **RULES AND REGULATIONS FLEET CEMETERY**

Policy and Finance Approved:  
Reviewed: Sep21, May 24  
Due for next Review:

**All rules where relevant apply to both the interment of remains and ashes.**

### **1. General**

1.1 The following will not be permitted in the cemetery:

- Dogs with the exception of guide dogs and other disabled assistance dogs.
- Any person creating a disturbance or nuisance by:
  - Interfering with a burial, grave, headstone, memorial, or flowers.
  - Interfering with the operation of the Council's cemeteries, its staff or contractors.
  - Behaving in a disorderly manner.
  - Such persons will be required to leave the cemetery immediately. Fleet Town Council will take criminal proceedings against anyone whose actions are in breach of the Burial Act.
- Bicycles, vehicles, vans or cars, with the exception of Disabled Badge Holders and contractor's vehicles, without the express permission of the Cemetery Clerk. The speed limit in the cemetery is 5 miles per hour.

### **2. Notice of Interments**

2.1 The Notice of Interment and payment of fees must be given to the Fleet Town Council (FTC) office on the correct form, which can be found on the Council's website, at least a week and no later than two days before the interment. The Notice of Interment must be signed by the owner(s) of the Exclusive Right of Burial signifying his or her consent to such burial. No burial, other than that of the owner of the Exclusive Right, will be allowed without the consent of the Exclusive Right's owner(s). See section 10(6) of The Local Authorities Cemeteries Order 1977

2.2 Payment of fees should be made by BACs or cheque (cheque made payable to Fleet Town Council) must accompany the Notice. If the plot is being re-opened, then a copy of the Grant of Exclusive Right of Burial is required.

2.3 If the Grant of Exclusive Right of Burial is not available then the Cemetery Clerk must be satisfied of ownership.

2.4 The certificate of the Registrar of Deaths (green form) or the Cremation certificate must also be given to FTC.

2.5 If a new plot is being purchased, a Grant of Exclusive Right of Burial (grave deed) will be issued.

2.6 When a grave is “purchased” this refers to the purchase of the Exclusive Right of Burial in a grave space and not the purchase of the land itself.

### **3. Grave Owners**

3.1 If the owner(s) of The Rights wishes to transfer the ownership during their lifetime they must complete a Form of Assignment and submit it to the Council, together with the original Grant of Exclusive Right of Burial.

3.2 It is illegal for the Council to permit any burial in a grave subject to an existing Exclusive Right of Burial without first obtaining permission from the owner(s) of the right, unless one of the owners is being buried. There can be up to two owners of an Exclusive Right. For a burial other than that of the owners, both owners must give written permission for a burial to take place. All owners are entitled to be interred in the grave if there is room.

3.3 If the sole owner is already deceased when an application is received, a transfer must take place and permission be received from the new owner prior to the burial in that grave. FTC recommends that a transfer of ownership takes place as soon as possible after the owner’s death. For details of transferring the Exclusive Right please contact the Cemetery Clerk.

3.4 The owner(s) of The Rights should keep FTC updated of any change of address.

3.5 In accordance with the Local Authorities Cemeteries Order 1977, all grave rights are sold for a fixed period. The number of years the rights have been granted in Fleet Cemetery is 99. At the end of this period the owner(s) of the rights may apply to the Council to extend those rights.

### **4. Interments**

4.1 It is the responsibility of the funeral director for the excavation of the grave and removal of any existing memorials or kerbstones and the replacement of same after burial.

4.2 All graves will be excavated and dug by a person, or persons approved by the Council. Funeral directors must advise the Council of the details of all gravediggers prior to use.

4.3 Funeral directors are responsible for engaging gravediggers and for ensuring that such agents work in a responsible and safe manner and observe all Health and Safety legislation and codes of practice in force at the time of the excavation. All excavations must be shored up and, if left unattended for any period of time, boarded and appropriately guarded. Lock down covers must be used if an excavation is left overnight.

4.4 Interment of ashes must be arranged with the Cemetery Clerk either directly, or through a funeral director, and a qualified grave digger who has been registered with the Council must be used. No person is allowed to dig into a grave and inter or scatter ashes themselves anywhere in the cemetery.

4.5 The levelling of a grave is the responsibility of the funeral director within 12 months after interment. Mounds can be removed by the Council as and when they think fit.



- 4.6 Only one funeral shall be permitted to take place in the cemetery at any one time.
- 4.7 The Council reserve the right to determine the position of any un-purchased or unreserved grave in the cemetery.

## **5. Graves**

- 5.1 The grave space set aside for each person shall not exceed 2.75m x 1.37m (9 feet long by 4 feet 6 inches wide).
- 5.2 Only coffins and ashes containers made of biodegradable materials will be allowed, (non-biodegradable in Sanctum Vaults), irrespective of whether the previous interments in the plot (allowed prior to September 2021) were in other materials.
- 5.3 No part of the coffin shall be at a depth less than 1.0m (3 feet) below the level of the surface of the ground adjoining the grave.
- 5.4 For burials in a grave in which an interment has already taken place, grave diggers shall ensure the new coffin is effectively separated from any other coffin previously placed and remaining in the ground by means of a layer of earth not less than 150mm (6 inches) in depth.
- 5.5 No person shall disturb any interred human remains or remove any soil.
- 5.6 The family are responsible to remove any flowers from the grave once they have died.

## **6. Lawn Cemetery**

- 6.1 Part of the cemetery has a lawn style layout (plots 2058 to 2322 inclusive – marked in purple on the cemetery map) – this means that only headstones are allowed and the grass around them is kept mown. Ornaments and flowers are only permitted in suitable containers on the concrete plinth supporting the headstone.
- 6.2 The planting of flowers, trees or shrubs is not permitted on the grave space, nor is the placing of ornaments or fencing. Any unauthorised ornaments or flowers etc will be removed without notice.
- 6.3 Flowers are permitted on the grave at the time of the interment, however, they should be removed within 3 weeks or when they die. The Council reserve the right to remove any flowers at any time if they become unsightly or interfere with any other grave space.

## **7. Ashes plots within the Cemetery**

- 7.1 Cremated remains may be interred in a grave space or a dedicated ashes plot.
- 7.2 The only memorial permitted in the dedicated ashes plot is a tablet and for plots AP0092 to AP0297 the tablet should measure no more than 14 inches x 14 inches x 2 inches (350mm x 350mm x 50mm). A slight slope to the top of the tablet to assist water to run off is permitted.

- 7.3 Flowers and ornaments are permitted as long as they do not extend beyond the edge of the tablet and the family are responsible to remove any flowers once they have died.
- 7.4 Scattering of ashes – only ministers or funeral directors are permitted to scatter ashes on behalf of the family and only in the area designated by the Cemetery Clerk. No member of the public is allowed to do this on their own and no ashes may be scattered on top of graves.

## **8. Memorials**

- 8.1 All memorials are subject to the approval of the Council. A drawing showing the description, form and size of every memorial and a copy of the proposed inscription and its position on the memorial must be submitted to the Council for approval prior to production. All memorials will bear the plot number of the grave.
- 8.2 All memorials must be installed or re-fixed in accordance with the current BRAAM specifications in accordance with BS8415. All stonemasons working in the cemetery must provide the Cemetery Clerk evidence of registration with BRAAM or NAAM. A digital photograph of the installed memorial must be forwarded to the Cemetery Clerk.
- 8.3 All memorials shall be erected and remain the sole responsibility of the owner(s). The Council shall not be responsible for any damage which may occur unless caused by the Council or its agents nor for repairing the fixing following failure identified during memorial testing. All materials of every description on private graves must be kept in reasonable repair and in good order at the expense of the owner(s). When in the opinion of the Council a memorial or grave represents a danger to other members of the public, the matter may be dealt with by the Council as they think fit. The owner(s) will be notified of the action taken, at their last known address.
- 8.4 The Council reserves the right to make safe any memorial which, in the opinion of the Cemetery Clerk, represents an immediate danger to the public without further reference to the owner(s) of the Memorial in order to protect the safety of visitors to the cemetery. Inspections into the safety of all memorials shall be made by the Council. Fleet Town Council are required by law to carry out inspections on memorials every 5 years, to ensure that they are in a good and stable condition.
- 8.5 Kerb stones will only be permitted in prescribed sections of the burial ground. Kerb stones will not be allowed under any circumstances in the lawned area.
- 8.6 All memorials including inscriptions shall be completed before they are admitted into the burial ground, and no work of any kind thereon, apart from that of fixing and cleaning, will be allowed in the cemetery.
- 8.7 Masons or other persons employed in fixing memorials in the cemetery will be required to remove all spare soil and to clean up the ground carefully after completing their work. They will be held responsible for any damage caused by them either to the ground or memorials erected within the cemetery and charged accordingly with the cost of repairing such damage. The Council reserves the right to remove any memorial not erected in a workmanlike manner.

- 8.8 Headstones will not exceed **30 inches (762mm)** in height in the lawn cemetery (**plots 2058 to 2322**) and **47.2 inches (1200mm)** in height in all other full grave areas. The base should not exceed **30 inches (762mm)** wide x **18 inches (457mm)** deep. Kerbsets should not exceed **6 foot 6 inches (1982mm)** long x **47.2 inches (1200mm)** high. Kerbsets are not allowed in the lawn cemetery – **plots 2058 to 2322** inclusive. Ashes plot memorials will be horizontal and not exceed **14 inches x 14 inches x 2 inches** - a slight slope is permitted to allow water to run off.
- 8.9 Whilst the responsibility for general safety lies with the burial authority, the owner of the memorial is responsible for maintaining the memorial in a good and safe condition and ensure that the masons erect them in accordance with current standards (BS 8415).

## **9. Garden of Remembrance**

- 9.1 The Garden of Remembrance has a range of memorial options for lease. These options, and their conditions of use, are detailed in the Council's cemetery booklet.
- 9.2 The Council may from time to time make any alterations, additions or amendments to the Rules and Regulations.

**OFFICER:** Rochelle Halliday, Executive Officer  
**DATE:** 7<sup>th</sup> May 2024  
**MEETING:** Policy & Finance 15<sup>th</sup> May 2024  
**SUBJECT:** Item 14 - Executive Officer's Report

### **1. Internal Audit 2024/25**

The final internal for the 2024/25 financial year will be completed by Do The Numbers Ltd on 8<sup>th</sup> May 2024.

The resulting audit report and actions list will be issued for the June Council meeting.

### **2. Financial Year End Service**

The Council has contracted Rialtas Business Solutions, the company who provides the finance software, to complete the financial year end over the past few years.

My recommendation is to stop using the closedown service, as all of the preparation needs to be completed in advance and the checks that they complete are routinely performed in-house on a monthly basis. This would save the Council around £900 per year.

### **3. NALC Financial Regulations**

The fully updated NALC model Financial Regulations are due to be released by NALC next week, although HALC emailed the new version to Councils on 7<sup>th</sup> May.

The NALC document will be reviewed by Officers against the Council's version. This is to ensure that the Council is following both legislative requirements and standard best practice.

A proposal to merge the Council's version with the NALC model is likely to be presented to a future Committee for review, before being issued to Council for consideration.

### **4. Contracted Services – General Update**

The hygiene contract transferred over to the new provider last month. It was a smooth transition, and the Council will benefit from the savings made as a result.

The former waste contract service was also recently finalised with the prior contractor. The replacement service is also working well and at a significantly reduced cost to the Council.

Accruals have been made for the new websites and new phone system projects, as these did not complete before the end of the financial year.

An updated list of the Council's contracts has been published on the FTC website. For non-contracted services, an internal review will take place to ensure that procurement processes deliver good value for the town.

### **5. Fleet Phoenix Hart Youth Achievement Awards 2024**

Fleet Town Council will be sponsoring the Fleet Phoenix Hart Youth Achievement Awards, due to take place in October 2024.

The cost of sponsoring two of the Highly Recommended awards is a total of £120.