



## THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

### THE POLICY AND FINANCE COMMITTEE

**Wednesday 16<sup>th</sup> February 2022 at 7pm at The Harlington**

All committee members are summoned to attend

To Councillors: P. Einchcomb, R. Fang, L. Holt, K. Kuntikanamata, R. Robinson,  
B. Schofield, S. Tilley, S. Wheale, P. Wildsmith, G. Woods

Signed:

*Janet Stanton*

Janet Stanton  
Town Clerk

Date: 10<sup>th</sup> February 2022

### AGENDA

#### 1. APOLOGIES

Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable

#### 2. DECLARATIONS OF INTEREST

Under the Local Authorities Localism Act 2011, members must declare any interests and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.

#### 3. QUESTIONS FROM THE PUBLIC (3 Min per person maximum 15 minutes)

To receive questions and statements from members of the public.

#### 4. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Policy and Finance Committee held on Wednesday 20<sup>th</sup> October 2021 and the Extraordinary Meeting on Monday 15<sup>th</sup> November 2021 (*copies attached*).

## Part 1 – ITEMS FOR DECISION

### 5. QUARTERLY FINANCIAL MONITORING REPORT

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

1. **2021-2022**
  - a. Quarterly Report *included in the agenda pack*
  - b. Harlington Monthly Performance totals *included in the agenda pack*
  - c. Balance sheet as at 31<sup>st</sup> January 2022 *included in the agenda pack*
  - d. Budget detail as at 31<sup>st</sup> January 2022 *included in the agenda pack*
  - dd. 2021-2022 projections spreadsheet at 31<sup>st</sup> January 2022 *included in the agenda pack*
  - e. Income & expenditure detail – 31<sup>st</sup> January 2022 *on FTC portal and website*
  - f. Bank Reconciliation – December 2021 *on FTC portal and website*
  - g. Bank Reconciliation – January 2022 *on FTC portal and website*
  - h. Cash Book as at 31<sup>st</sup> January 2022 *on FTC portal and website*
  - j. List of Payments – December 2021 *on FTC portal and website*
  - k. List of Payments – January 2022 *on FTC portal and website*
  - l. List of Debtors *on FTC portal and website*
  - m. Q3 VAT return - December 2021 *on FTC portal and website*

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

2. To confirm that the bank reconciliations for December 2021 and January 2022 equal zero and Councillor Robinson to confirm that the bank statements match the reconciliations and has signed the bank statements and payment schedules.

#### **RECOMMENDATION**

1. To receive and accept into the minutes the 2021-2022 Quarterly Report and Accounts.
2. To confirm that the bank reconciliations for December 2021 and January 2022 equal zero and Councillor Robinson to confirm that the bank statements match the reconciliations and has signed the bank statements and payment schedules.

### 6. INVESTMENT REPORT

To consider the quarterly investment report (*copy attached*).

#### **RECOMMENDATION**

- a. To note the balances held in the Fleet Town Council Accounts.
- b. To transfer £300,000 into the CCLA Investments Ltd which is currently at 0.327%

### 7. GRANTS

To consider an application from All Saints Church for a grant of £2,000 towards the installation of audio-visual equipment (*copy attached*).

#### **RECOMMENDATION**

1. To determine the grant application for £2,000 from All Saints Church.
2. Members to receive and note the record of the grants awarded to date (*copy attached*).

## 8. WRITE OFF OF DEBT

There have been many unsuccessful attempts to obtain payment from Fresh Fit for 4 invoices dated between 31.07.2019 – 31.03.2020 amounting to £261. It appears that the company is no longer trading. Members are asked to agree to writing off these invoices.

### RECOMMENDATION

That the unpaid debt of £261 Fresh Fit be written off.

## 9. PRICE LIST

To receive and review the Harlington and FTC fees for implementation with effect from 1<sup>st</sup> April 2022. The Cemetery and Garden of Remembrance fees have not been included as the RLA Committee wished to review them at their meeting of 16<sup>th</sup> March 2022. Members to note that only the fees shown in red have been increased (*copy attached*).

### RECOMMENDATION

To approve the draft revised Fleet Town Council fees to take effect from 1<sup>st</sup> April 2022.

## 10. INTERNAL AUDIT REPORT

To receive the internal Auditor's report for the visit of 1<sup>st</sup> February 2022 and to approve the Actions (*copy attached*).

### RECOMMENDATION

To receive the Internal Auditor's Report and approve the action plan.

## 11. BRIEFING PAPER FOR THE INCOMING COUNCIL

To approve the attached financial briefing report of the Chairman of the Policy & Finance Committee for the incoming Council in May 2022.

### RECOMMENDATION

To approve the attached financial briefing report of the Chairman of Policy & Finance for the incoming Council in May 2022.

## 12. ASSET REGISTER

To receive and approve the Asset Register as at 31<sup>st</sup> December 2021 (*copy attached*).

### RECOMMENDATION

To approve and receive into the minutes the Asset register as at 31<sup>st</sup> December 2021.

## 13. POLICIES

To receive and review the following policies:

- |                               |                              |
|-------------------------------|------------------------------|
| a. Safeguarding Policy        | due for review February 2022 |
| b. Credit Card Policy         | due for renewal October 2021 |
| c. Grant Policy               | due for review February 2022 |
| d. Grievance Procedure Policy | due for review February 2022 |

## **RECOMMENDATION**

To approve the following policies:

- a. Safeguarding Policy
- b. Credit Card Policy
- c. Grant Policy
- d. Grievance Procedure Policy

## **14. JUBILEE CELEBRATION'S SUPPORT**

To receive and consider the attached Jubilee Celebrations Support report.

## **RECOMMENDATION**

As a gesture of community support, for the four day period of the Jubilee Celebrations, that local organisations using the Harlington facilities for jubilee events have the room hire charges waived, but will remain liable for any incidental marginal equipment or staffing costs.

## **PART 2 - ITEMS TO NOTE**

## **15. CLERKS REPORT**

To note any updates from the Town Clerk.

## **16. DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Wednesday 25<sup>th</sup> May 2022 at 7pm at The Harlington.

## **Part 3 CONFIDENTIAL ITEMS**

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

**The following types of business will be treated as confidential:**

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

There are no confidential items.



## FLEET TOWN COUNCIL

### MINUTES OF THE POLICY AND FINANCE COMMITTEE

Monday 20<sup>th</sup> October 2021 at 7pm

#### PRESENT

**Councillors:** P Einchomb, R Fang, L. Holt (Chairman), B. Schofield, S. Tilley, G. Woods.

**Also Present:** Janet Stanton - Town Clerk  
Mary Harris – Committee Clerk  
Wendy Allen - Office Manager  
Alex Robins - Harlington General Manager

#### PF October 2021 ITEM 1 APOLOGIES

Members received and accepted apologies for absence from Councillors Robinson and Kuntikanamata who had prior commitments.

#### PF October 2021 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### PF October 2021 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

#### PF October 2021 ITEM 4 MINUTES OF PREVIOUS MEETING

Page 4, Item 9 - In response to a question Committee was advised that there having been no room in this Town Talk details of Grants would appear in the next issue. The minutes of the Policy and Finance Committee held on Monday 21<sup>st</sup> July 2021 were **APPROVED** and signed by the Chairman.

#### PF October 2021 ITEM 5 QUARTERLY FINANCIAL MONITORING REPORT

Members considered the commentary of the Town Clerk with an overview of the financial performance July 2021 – September 2021, together with the reports below.

- a. Quarterly Report
- b. Harlington Monthly Performance totals April – August 2021
- c. 2021-22 projections & draft 22-23 budget spreadsheet
- d. Balance sheet as at 30th September 2021
- e. Budget detail by Centre as at 30th September 2021
- f. Ear marked reserves as at 30th September 2021
- g. Income and expenditure detail - September 2021
- h. Bank Reconciliation – 31<sup>st</sup> August 2021
- i. Cash Book – September 2021

- j. List of Receipts – September 2021
- k. List of Payments - September 2021
- l. List of Debtors
- m. Q2 2021 – 2022 VAT return

The following matters were raised and discussed:

- Following prudent management, ongoing furlough payments and the use of the Harlington as a Vaccination Centre the estimated budget shortfall for 2021-21 had reduced and was now estimated at £43,000.
- Officers were thanked for their work on reducing the projected deficit.
- Following confirmation that the live streaming equipment is up and running, Members questioned whether this could be made available for Council meetings, however it learnt that it would not be practicable to do this with the current equipment.
- Following discussion on the necessity/desirability for live streaming of Council meetings, (given the limited interest by members of the public during lockdown streaming), the Clerk was requested to seek costings for suitable filming and audio equipment in time for potential inclusion in the 2022-23 budget.
- **Cemetery**
  - Cemetery income continues to exceed budget for 2021/22. It is anticipated this will continue until the end of the financial year but cannot be assumed to continue into the following year.
  - Confirmation has been received that, Section 106 contributions from Hartland Village may be used to fund a cemetery extension.
- **Harlington**
  - Ticket Sales are increasing but primarily for the new year. An element of caution by customers is still noticeable, however sales are in line with the most recent projections.
  - The policy on refunds is clear and there has been no customer backlash in this regard.
  - It is recognised that reduced audience numbers have a knock-on effect particularly on bar and ice cream sales etc.
  - The App for bar orders is now in use and audiences are encouraged to use it.
  - When not in use the main auditorium at the Harlington is used as a Vaccination Clinic bringing in additional revenue.
  - It was confirmed that the planned live streaming equipment has come in on budget, are £15,000 bar some minor additions. The equipment is in use, can be hired on an hourly basis and is being offered as an additional incentive to attract band bookings etc.
  - The coffee shop remains closed.
  - Hall hire at Ancells Farm is holding up with most users returning.
  - The ongoing maintenance costs burden for the Ancells car park was discussed. Members thanked officers for reducing the Year End shortfall to £43,000 and thanked the Harlington General Manager for keeping to the £15,000 budget for streaming.
  - Officers congratulated the Harlington Manager on his initiative in managing through a difficult time.

## RESOLVED

1. To receive and accept into the minutes

- 5a. Quarterly Report
- 5b. Harlington Monthly Performance totals April – August 2021
- 5c. 2021-22 projections & draft 22-23 budget spreadsheet
- 5d. Balance sheet as at 30 September 2021

- 5e. Budget detail by Centre as at 30th September 2021
- 5f. Ear marked reserves
- 5g. Income and expenditure detail - September 2021
- 5h. Bank Reconciliation – 31<sup>st</sup> August 2021
- 5i. Cash Book – September 2021
- 5j. List of Receipts – September 2021
- 5k. List of Payments - September 2021
- 5l. List of Debtors
- 5m. Q2 2021 – 2022 VAT return

2. Councillor Robinson had previously confirmed that the bank reconciliation for August 2021 equals zero, the bank statements match the reconciliation, and that he has signed the bank statements and payment schedules.

## **PF October 2021 ITEM 6                      RESERVES**

Members considered:

- 5d. Balance sheet as at 30th September 2021
- 5f. Ear-marked reserves as at 30th September 2021

Members noted the predicted deficit going forward and the current use of Reserves.

Prior to the meeting a working group had considered the requirement for General Reserves and had concluded the need for an additional General Reserve of £360,000 based upon the impact of another pandemic causing total closure of the Harlington calculated on the basis £20,000 per month for a period of 18 months. It was noted that at the present time the Council's Reserves stand at £2,310,408, of which £2,020,099 is ring fenced to the Harlington Development Fund. It was suggested that until Council was in a position to set aside an additional £360,000 in General Reserves that the Harlington Reserves could be utilised to cover this requirement in the short term. There was extensive discussion on whether this strategy was likely to meet approval and it was agreed to refer the matter to Full Council.

The list of Ear-marked Reserves was considered for revision. The monies set aside for committed obligations included:

- Pension Obligations £30,000
- , Tennis Sinking Fund (agreement), £37,563
- Calthorpe Park Playground (contract) £20,009and
- the Sensory Garden (s106 money)
- Total £139,000

The remaining £151,000 currently allocated to Ear Marked Reserves would for the time-being be transferred into General Reserves. The Clerk advised that included in this was £10,000 for Website Development scheduled for use in the 2022-23 financial year.

## **RESOLVED**

To recommend that Full Council consider in the light of budget setting for 2022-23

1. The creation of a General Reserve to cope with a future pandemic of £360,000
2. Amendment of the ear-marked Reserves List as detailed above
3. Inclusion of £10,000 into the list of committed obligations for website development

## **PF October 2021 ITEM 7                      THE BUDGET**

Members received and considered the proposed budget and explanatory budget notes. It was noted that the budget under consideration was a 'maintenance budget', No monies had been set aside for projects. It was suggested by ~~one member~~ that with elections in 2022, new projects would be for

the 'new' Council to agree. It was agreed that the budget could not be resolved without first considering the Council's Precept request for 2022-23.

Currently the Tax Base for 2022-23 is not confirmed. However, based on the 2020/2021 tax base of 10560 it was noted that a Precept increase of:

- 13% would result in no requirement to draw on Reserves
- 4% (assessed as inflation) would require £93,607 from reserves
- 0% increase would require a £137,200.00 call on Reserves

In considering the Precept decision members were particularly concerned about the impact on residents. It was pointed out that any increase in monetary terms would be small, but the Council Tax statement would highlight the percentage increase. Some members felt that the coming year (given the difficulties and losses experienced due to the pandemic), would be an opportunity to engage the public with a 'one-off' larger increase, whilst other members wished to see no increase in the precept, leaving future decisions on projects and the way forward to a 'new' Council.

A wide variety of views and suggestions on the way forward were made and discussed. The effects on the predicted budget deficit of a range of percentage increases in precept from 0% to 15% were considered. Given the uncertainty with regard to the future of the Harlington / Civic Quarter project the wisdom of continuing to accumulate ear-marked reserves for the Harlington replacement was questioned, but reference was made to Council's commitment in 2016 to ring fence this reserve. It was suggested that past decisions to keep the Town Council's element of the council tax increase to 0% had placed the Council's operational budget under considerable strain. Between 2016/17 and 2021/22 Fleet Town Council's element of Council Tax had only increased by 2.5% per annum.

There was some consensus around a proposed percentage increase in line with inflation – say 4% however there were also members who were keen to delay any decision as long as possible citing the constantly changing pandemic / economic situation and the uncertainty around the Tax Base. Some members felt that a large increase might be acceptable if it could be linked to a tangible project, but the proposed increases were against a maintenance budget only

There being no vote taken or clear consensus of opinion it was

## **RESOLVED**

To ask for direction from Full Council on the way forward, so that a formal recommendation from Policy and Finance Committee could be brought forward to the December Council Meeting. The following direction will be sought from Full Council's November meeting

1. The allocation of Reserves as listed under item 6,
2. The Precept increase between
  3. 0% increase but drawing down reserves
  4. 4% increase to reflect the cost of living, but still drawing on reserves or
  5. 13% which would deliver a balanced budget without reliance on reserves.

## **PF October 2021 ITEM 8**

## **INVESTMENT REPORT**

Members received and considered the quarterly investment report. The Clerk confirmed that the transfer of funds will take place via a cheque.

## **RESOLVED**

To note the balances held in the Fleet Town Council Accounts and progress the transfer of £400,000 as agreed at the previous P&F meeting.

## **PF October 2021 ITEM 9**

## **INTERNAL AUDIT REPORT**



Members received the Internal Auditor's report for the 7<sup>th</sup> October 2021 visit and considered the actions required.

## **RESOLVED**

To note receipt of the Internal Auditor's report and approve the Action Plan.

### **PF October 2021 ITEM 10**

### **GRANTS**

1. Members considered an application from 1<sup>st</sup> Crookham Scouts for a grant of £380 to enable them to put on a community Christmas event. After a brief discussion and further clarification from the Clerk the grant was **APPROVED**.
2. Members welcomed the report from Sacha's Project but asked to see further information on numbers of users and where they originated from. The Clerk was also asked to establish whether the project had received funding from other parishes. It was noted that the project is planning additional opening on Friday's and it is hoped FTC can facilitate this.

## **RESOLVED**

- a. To approve the grant for £380 to 1<sup>st</sup> Crookham Scouts to stage an event within the annual Christmas Festival in Fleet.
- b. To note receipt of the 'record of grants awarded to date' which it was confirmed would be published in the next Town Talk
- c. To note a report from Sacha's Project and request ~~follow up on the~~ additional information.

### **PF October 2021 ITEM 11**

### **POLICIES**

Further to the review timetable agreed at the meeting of the P&F Committee on 22<sup>nd</sup> May 2017, members received and reviewed the following policies:

- a. **Code of Conduct**  
Members were advised that in the past FTC has resolved to adopt Hart DC's Code of Conduct. HDC's code has now been updated. Members acknowledged the sensible changes to the Code and in particular the focus on 'not bringing the Council into disrepute'. Members were heartened to hear that nationally representations are being made to government pointing out that without sanctions the Code has little value. Members **APPROVED** the updated Code of Conduct.
- b. **Complaints**  
Members reviewed the Complaints Policy and suggested a small number of minor changes which were accepted. Members **APPROVED** the Complaints Policy.
- c. **Computer**  
Members reviewed the Computer Policy and suggested a small number of minor changes which were accepted. Members **APPROVED** the Computer Policy.
- d. **Disciplinary**  
Following a brief discussion regarding understanding of the word 'serious' members **APPROVED** the Disciplinary Policy
- e. **Equality and Diversity**  
Members reviewed the Equality and Diversity Policy; they corrected a number of typos and removed all references to monitoring. Following this and the removal of the last two paragraphs the Equality and Diversity Policy was **APPROVED**.
- f. **Grievance**

Members reviewed the Grievance Policy and had some concerns regarding the understanding and place of mediation in the process. They were unable to resolve their concerns at the meeting.

Members agreed to bring the Grievance Policy back to the next P&F Committee meeting in February 2022.

**g. Drugs and Alcohol**

h. Members reviewed the Drugs and Alcohol Computer Policy and suggested a small number of minor changes which were accepted. Members **APPROVED** the Drugs and Alcohol Policy.

**RESOLVED**

1. Members agreed to approve the following policies with a review date of October 2024:

- a. Code of Conduct
- b. Complaints
- c. Computer
- d. Disciplinary
- e. Equality and Diversity

2. To bring the following policies back for review to P&F Committee meeting on 16<sup>th</sup> February 2022:

- Grievance

**PF October 2021 ITEM 12 CLERKS REPORT**

Members received and noted the report from the Town Clerk.

**PF October 2021 ITEM 13 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Wednesday 16<sup>th</sup> February 2022 at 7pm at the Harlington.

There being no further business the meeting closed at 9.59pm.

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

**Chairman**



## FLEET TOWN COUNCIL

### MINUTES OF THE POLICY AND FINANCE COMMITTEE

Monday 15 November 2021 at 7pm

#### PRESENT

**Councillors:** P Einchomb, R Fang, L. Holt (Chairman), K. Kuntikanamata, R Robinson, B. Schofield, S. Tilley, P Wildsmith, G. Woods.

**Also Present:** Janet Stanton - Town Clerk  
Wendy Allen - Office Manager

#### PF Extraordinary November 2021 ITEM 1

#### APOLOGIES

No apologies were received

#### PF Extraordinary November 2021 ITEM 2

#### DECLARATIONS OF INTEREST

There were no declarations of interest.

#### PF Extraordinary November 2021 ITEM 3

#### QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

#### PF Extraordinary November 2021 ITEM 4

#### 2022-2023 BUDGET AND PRECEPT

Further to the Council meeting held on 3 November, where members resolved that the P&F Committee should consider the following when proposing the 2022/2023 draft budget for approval at the December Council meeting:

- a) That the precept be set with a 4% cost of living uplift.
- b) That any budget deficit be balanced from General Reserves

Members further reviewed and rigorously debated all the options taking into account the recommendation from Full Council and

#### RESOLVED

The Committee recommends to Full Council that the precept be set at £1,145,840 for the financial year 2022-2023.

The next meeting of the Policy and Finance Committee will be held on Wednesday 16<sup>th</sup> February 2022 at 7pm at the Harlington.

There being no further business the meeting closed at 8pm.

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

**Chairman**

DRAFT

## Item 5a

## Officer Report

### POLICY & FINANCE

**SUBJECT:** Quarterly Financial Monitoring Report

**OFFICER:** Janet Stanton –Town Clerk/ Alex Robins

**DATE:** February, 2021

### Background

The purpose of this report is to provide the Committee with an overview of the Council's financial performance up to 31 January 2022 and to highlight any issues. Individual cost centres are reviewed and where there is a significant deviation from the expected income or expenditure additional comment is made to explain the reason for this.

Officers have reviewed all the Council's planned expenditure through until 31 March 2022. As Members are aware, when the budget was set in November 2020 the Council was planning to use £100,837 from reserves to balance the budget. Through continuing careful management, increased building hire and an increase in public confidence to go out and be entertained, it is now projected that the amount required from reserves to balance the budget has been greatly reduced to just under £10k. However, members should note that if there are any changes in the rate of recovery from the pandemic then this will have an effect on the Council's finances.

### Council Operations

#### **101 Administration**

Savings have been achieved across the whole of the administration budget to help offset the requirement to draw on general reserves. However, items such as Document Management which were cut will now become a priority in the coming year.

#### **105 Civic and Democratic**

Although not shown within the projections, based on previous years' experience, many councillors do not claim any parking, office supplies or child/adult care expenses and there is usually a surplus on this cost centre. Members are reminded that they are entitled to claim expenses for the above items up to £120 each per year.

#### **208- 330 Parks**

Ancells, Calthorpe, Oakley and Basingbourne Parks and The Views have all seen an increase in the level of tree surgery required. One tree alone in Calthorpe Park cost approx £3,000 to have it pruned as it overhung Reading Road North and although a 3 -way traffic control was only required for about an hour, FTC had to pay for a whole day.

#### **350 – Cemetery**

Whilst the cemetery income is already up on budget by £2k, in October 2021 it was projected that by the 21/22 financial year end, the cost centre would end up with a greater surplus to budget of approx. £9k. However, this is proving not to be the case. Although we are aware that many cremations have taken place during the last year, this has not been reflected in the take up of

cremation plots, Memorial Sanctums and Kerbstones as many families have not decided on the final resting place of their loved one's ashes. This, we believe in the main is due to mixture of circumstances including COVID restrictions on holding family gatherings.

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

### General

Activity at both The Harlington and Ancells Farm has been back to as normal as it can be, with both venues being used by all hirers expected to return after the upheaval of the past couple of years. The Harlington has also continued to house the NHS vaccination service for Fleet, albeit on a much smaller scale due to lesser demand. In addition, a full programme of live shows is being run, with mixed attendance figures. The latest projections show the end of year result to be considerably better than the original budget.

### **Ticket sales**

A full programme of shows has been run, with some cancellations due to performers testing positive for Covid and a period at the beginning of January, where due to much uncertainty over what the Government was going to do and an obvious reluctance from audiences to consider buying tickets for events, a small number of shows were re-scheduled.

There have been many stops and starts with ticket sales, together with changing trends. Many people are now waiting until the last minute to purchase tickets in case they have to isolate and are unable to attend. Many are not purchasing at all. Audience numbers on any given night are always below the number of tickets sold due to non-attendance, which in turn affects bar sales, making things quite unpredictable when it comes to stock levels and staffing requirements.

There are periods of customer confidence, where an increase in sales can be clearly seen. Generally, all the events which have been on sale for some time and been re-scheduled tend to retain their numbers and there have been some very high attendance figures as can be seen from the figures included. Where shows have been added and didn't have pre-sales, they are moving slower.

There is, however, positive news, in that the officer has raised the projected ticketing income, and it's now looking far closer to the original budget which was set having expected a shorter period of closure. Things are definitely moving in the right direction and it can clearly be seen both in attendances and audience behaviour at events that confidence is continuing to grow.

### **Hall hire**

Hires are back to expected levels, and together with the continued vaccination programme, have pushed the projected total way above the original budget. If the projected figure is reached, it will be back to pre-Covid levels. There will still be challenges ahead when the vaccination programme ceases, however with reduced hours now being run, the contribution from this activity is shrinking and dependency on it reducing. The council will continue to work with the NHS for as long as they require use of the venue.

## **Bars**

Although down on initial budget as would be expected by lesser activity and numbers of ticket holders not actually attending events they've paid for, the latest projection shows an upturn in income and a year end figure much closer to target.

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

A good income particularly over the panto period and onwards will ensure that year end budget is exceeded in all areas.

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

The coffee shop is currently closed and the area being used for vaccinations.

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

The building maintenance budget will be exceeded through repairs and work required, however the overall 204 building budget is expected to return an underspend at year end. The main unknown at this time is utility bills which have sky-rocketed recently, so proposed spends have been increased to prepare for this possibility. This is all taken into account in the latest projections.

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

Income is projected to exceed budget, with the bottom line also showing an improvement on the target. This would be looking even better, however there has been a sizeable invoice received for the annual car park costs which is currently being queried.

## **RECOMMENDATION**

- That the contents of the report are noted.

Monthly Performance Totals (net of VAT)

Month	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
<b>April</b>												
TOTALS FOR APRIL												
<b>May</b>												
TOTALS FOR MAY												
<b>June</b>												
TOTALS FOR JUNE												
<b>July</b>												
Northsyde & Friends	£ -	£ 1,216.67	73%	£ 1,000.00	£ 216.67	£ 690.87	£ 277.94	£ 412.93	£ 314.45	£ 1,907.54	£ 1,592.39	£ 315.15
Northsyde & Friends - Live Stream	£ -	£ 133.33	n/a	£ -	£ 133.33	£ -	£ -	£ -	£ -	£ 133.33	£ -	£ 133.33
Matt Long & the Revenant Ones	£ -	£ 502.86	56%	£ 102.86	£ -	£ 295.99	£ 118.92	£ -	£ 203.62	£ 798.85	£ 425.40	£ 373.45
Networking Event	£ -	£ -	n/a	£ -	£ -	£ 81.75	£ 32.70	£ 49.05	£ -	£ 81.75	£ 32.70	£ 49.05
TOTALS FOR JULY	£ -	£ 1,852.86		£ 1,102.86	£ 350.00	£ 1,068.61	£ 429.56	£ 461.98	£ 518.07	£ 2,921.47	£ 2,050.49	£ 870.98
<b>August</b>												
NHS concert	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
TOTALS FOR AUGUST	£ -	£ -		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
<b>September</b>												
Martin Kemp	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
ELO Encounter	£ -	£ 2,433.33	66%	£ 1,587.22	£ 846.11	£ 856.58	£ 343.42	£ 513.16	£ 233.50	£ 3,289.91	£ 2,164.14	£ 1,125.77
Ash Wilson	£ -	£ 671.43	57%	£ 400.00	£ 271.43	£ 223.53	£ 91.97	£ 131.56	£ 178.66	£ 894.96	£ 670.63	£ 224.33
Nine Below Zero	£ -	£ 1,662.86	40%	£ 1,500.00	£ 162.86	£ 679.41	£ 272.36	£ 407.05	£ 248.47	£ 2,342.27	£ 2,020.83	£ 321.44
Comedy Club	£ -	£ 845.71	34%	£ 700.00	£ 145.71	£ 579.49	£ 233.24	£ 346.25	£ 204.56	£ 1,425.20	£ 1,137.80	£ 287.40
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 216.51	£ 87.40	£ 129.11	£ 21.24	£ 416.51	£ 108.64	£ 307.87
New Amen Corner	£ -	£ 854.17	32%	£ 1,500.00	£ 645.83	£ 394.61	£ 157.95	£ 236.66	£ 217.33	£ 1,248.78	£ 1,875.28	£ 626.50
Jazz Club	£ -	£ 1,470.48	52%	£ 887.01	£ 583.47	£ 365.03	£ 10.16	£ 354.87	£ 72.79	£ 1,835.51	£ 969.96	£ 865.55
The Blues Band	£ -	£ 5,571.43	67%	£ 4,197.44	£ 1,373.99	£ 605.16	£ 242.45	£ 362.71	£ 250.32	£ 6,176.59	£ 4,690.21	£ 1,486.38
TOTALS FOR SEPTEMBER	£ 200.00	£ 13,509.41		£ 10,771.67	£ 2,737.74	£ 3,920.32	£ 1,438.95	£ 2,481.37	£ 1,426.87	£ 17,629.73	£ 13,637.49	£ 3,992.24
<b>October</b>												
Dom Joly	£ -	£ 4,027.71	82%	£ 3,037.85	£ 989.86	£ 818.70	£ 328.18	£ 490.52	£ 166.48	£ 4,846.41	£ 3,532.51	£ 1,313.90
Clare Teal	£ -	£ 2,378.79	52%	£ 2,500.00	£ 121.21	£ 454.24	£ 182.67	£ 271.57	£ 246.10	£ 2,833.03	£ 2,928.77	£ 95.74
Film Club x2	£ 200.00	£ -	n/a	£ -	£ -	£ 171.83	£ 69.54	£ 102.29	£ 21.24	£ 371.83	£ 90.78	£ 281.05
90's Rewind	£ -	£ 6,053.71	84%	£ 2,420.00	£ 3,633.71	£ 3,788.86	£ 1,517.07	£ 2,271.79	£ 448.94	£ 9,842.57	£ 4,386.01	£ 5,456.56
Jazz Club	£ -	£ 1,264.76	47%	£ 981.03	£ 283.73	£ 422.00	£ 170.15	£ 251.85	£ 70.28	£ 1,686.76	£ 1,221.46	£ 465.30
Bad Manners	£ 1,441.20	£ -	77%	£ -	£ -	£ 3,304.15	£ 1,322.75	£ 1,981.40	£ 393.40	£ 4,745.35	£ 1,716.15	£ 3,029.20
Comedy Club	£ -	£ 1,344.95	57%	£ 857.81	£ 487.14	£ 1,106.50	£ 445.74	£ 660.76	£ 224.92	£ 2,451.45	£ 1,528.47	£ 922.98
Pop Divas	£ -	£ 1,813.41	35%	£ 1,750.00	£ 63.41	£ 483.36	£ 198.84	£ 284.52	£ 150.04	£ 2,296.77	£ 2,098.88	£ 197.89
Purple Zeppelin	£ -	£ 2,281.71	62%	£ 1,462.13	£ 819.58	£ 1,127.78	£ 452.65	£ 675.13	£ 287.36	£ 3,409.49	£ 2,202.14	£ 1,207.35
Rock Choir	£ 400.00	£ -	n/a	£ -	£ -	£ 123.58	£ 49.43	£ 74.15	£ -	£ 523.58	£ 49.43	£ 474.15
Ceroc	£ 1,139.20	£ -	n/a	£ -	£ -	£ 523.74	£ 211.13	£ 312.61	£ 127.05	£ 1,662.94	£ 338.18	£ 1,324.76
TOTALS FOR OCTOBER	£ 3,180.40	£ 19,165.04		£ 13,008.82	£ 6,156.22	£ 12,324.74	£ 4,948.15	£ 7,376.59	£ 2,135.81	£ 34,670.18	£ 20,092.78	£ 14,577.40
<b>November</b>												
Buble v Sinatra The Showdown	£ -	£ 2,290.79	51%	£ 2,550.00	£ 259.21	£ 653.32	£ 263.11	£ 390.21	£ 159.42	£ 2,944.11	£ 2,972.53	£ 28.42
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 198.95	£ 79.93	£ 119.02	£ 51.36	£ 398.95	£ 131.29	£ 267.66
Jenny Éclair	£ -	£ 4,651.43	100%	£ 3,283.10	£ 1,368.33	£ 841.41	£ 338.40	£ 503.01	£ 235.73	£ 5,492.84	£ 3,857.23	£ 1,635.61
Comedy Club	£ -	£ 1,723.81	74%	£ 1,110.83	£ 612.98	£ 1,388.19	£ 559.78	£ 828.41	£ 148.16	£ 3,112.00	£ 1,818.77	£ 1,293.23
Jazz Club	£ -	£ 2,008.89	75%	£ 1,027.09	£ 981.80	£ 567.74	£ 228.98	£ 338.76	£ 75.30	£ 2,576.63	£ 1,331.37	£ 1,245.26
Floyd Effect	£ -	£ 4,596.95	100%	£ 3,217.46	£ 1,379.49	£ 1,873.78	£ 754.40	£ 1,119.38	£ 180.84	£ 6,470.73	£ 4,152.70	£ 2,318.03
80's Rewind	£ -	£ 5,497.33	69%	£ 2,800.00	£ 2,697.33	£ 2,544.45	£ 1,018.06	£ 1,526.39	£ 530.58	£ 8,041.78	£ 4,348.64	£ 3,693.14



80's Rewind	£	-	£ 8,053.59	100%	£ 2,800.00	£ 5,253.59	£ 4,862.74	£ 1,945.99	£ 2,916.75	£ 566.94	£	12,916.33	£	5,312.93	£	7,603.40
Elles Bailey	£	-	£ 3,034.44	75%	£ 1,795.84	£ 1,238.60	£ 754.40	£ 304.45	£ 449.95	£ 280.25	£	3,788.84	£	2,380.54	£	1,408.30
Light switch on	£	-	£ -	n/a	£ -	£ -	£ 112.24	£ 45.22	£ 67.02	£ 31.86	£	112.24	£	77.08	£	35.16
Rock Choir x 3	£	300.00	£ -	n/a	£ -	£ -	£ 84.08	£ 33.67	£ 50.41	£ -	£	384.08	£	33.67	£	350.41
Ceroc x 4	£	1,139.20	£ -	n/a	£ -	£ -	£ 297.51	£ 119.28	£ 178.23	£ 127.44	£	1,436.71	£	246.72	£	1,189.99
<b>TOTALS FOR NOVEMBER</b>	£	1,639.20	£ 31,857.23		£ 18,584.32	£ 13,272.91	£ 14,178.81	£ 5,691.27	£ 8,487.54	£ 2,387.88	£	47,675.24	£	26,663.47	£	21,011.77
<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	£	-	£ 3,637.71	49%	£ 2,457.75	£ 1,179.96	£ 2,055.28	£ 822.51	£ 1,232.77	£ 302.98	£	5,692.99	£	3,583.24	£	2,109.75
Comedy Club	£	-	£ 4,458.67	100%	£ 2,502.47	£ 1,956.20	£ 2,884.95	£ 1,159.23	£ 1,725.72	£ 463.17	£	7,343.62	£	4,124.87	£	3,218.75
Panto	£	11,958.16	£ -	73%	£ -	£ -	£ 9,618.50	£ 4,275.33	£ 5,343.17	£ 2,545.97	£	21,576.66	£	6,821.30	£	14,755.36
Ceroc x 1	£	284.80	£ -	n/a	£ -	£ -	£ 187.07	£ 75.15	£ 111.92	£ 47.79	£	471.87	£	122.94	£	348.93
<b>TOTALS FOR DECEMBER</b>	£	12,242.96	£ 8,096.38		£ 4,960.22	£ 3,136.16	£ 14,745.80	£ 6,332.22	£ 8,413.58	£ 3,359.91	£	35,085.14	£	14,652.35	£	20,432.79
<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>				
Northsyde	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£	-	£	-
Film Club x 2	£	200.00	£ -	n/a	£ -	£ -	£ 127.54	£ 51.14	£ 76.40	£ -	£	327.54	£	51.14	£	276.40
T Rextasy	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£	-	£	-
Comedy Club	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£	-	£	-
Jazz Club	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£	-	£	-
AC/DC UK	£	-	£ 4,992.00	n/a	£ 3,088.89	£ 1,903.11	£ 3,118.07	£ 1,248.08	£ 1,869.99	£ 287.95	£	8,110.07	£	4,624.92	£	3,485.15
Bootleg Blondie	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£	-	£	-
Ceroc x 4	£	1,139.20	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	1,139.20	£	-	£	1,139.20
<b>TOTALS FOR JANUARY</b>	£	1,339.20	£ 4,992.00		£ 3,088.89	£ 1,903.11	£ 3,245.61	£ 1,299.22	£ 1,946.39	£ 287.95	£	9,576.81	£	4,676.06	£	4,900.75
<b>TOTALS</b>	£	18,601.76	£ 79,472.92		£ 51,516.78	£ 27,556.14	£ 49,483.89	£ 20,139.37	£ 29,167.45	£ 10,116.49	£	147,558.57	£	81,772.64	£	65,785.93

## Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 31/01/22

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
101	Debtors Control	33,790	76,745	(42,955)
120	Vat Control	6,484	0	6,484
150	Stock - Bar	5,712	0	5,712
151	Stock - Food	269	0	269
200	Bank Current/Deposit Account	746,056	0	746,056
210	Petty Cash - FTC	100	0	100
211	CCLA Pub Sector Deposit Fund	1,050,000	0	1,050,000
216	Nationwide deposit account	800,000	0	800,000
218	Cambridge B.S Savings account	100,000	0	100,000
220	Cash Floats	2,000	0	2,000
251	Petty Cash - Harlington	120	0	120
<b>Total Current Assets</b>		<b>2,744,531</b>	<b>76,745</b>	<b>2,667,786</b>
<u>Current Liabilities</u>				
503	Christmas Festivities Town Cen	7,150	0	7,150
504	Christmas Day Lunch	791	0	791
507	Jubilee 2022	12,186	0	12,186
515	Paye/NI Due	6,947	0	6,947
545	Comedy Sept 21	121	0	121
547	Jazz Sep 21	855	0	855
557	DOM JOLY's HolidaySnaps	1,004	0	1,004
558	GENESIS CONNECTED April 2022	3,452	0	3,452
559	NAVI FEB 2020	3,656	0	3,656
560	90s rewind Oct 2021	3,324	0	3,324
563	Elo Encounter Sept 2021	700	0	700
564	The Stumble May 2021	(192)	0	(192)
565	Bootleg Blondie Jan 2022	2,764	0	2,764
566	CLARE TEAL October 21	(135)	0	(135)
567	PURPLE ZEPPELIN Oct 21	600	0	600
580	TOTALLY TINA March 2022	3,322	0	3,322
581	RABBIT RABBIT March 2021	31	0	31
582	Guns 2 Roses Mar 2022	1,885	0	1,885
584	NINE BELOW ZERO Sep21	163	0	163
586	POP DIVAS LIVE Oct 21	1,762	0	1,762
590	80s Rewind Nov 21	5,753	0	5,753
591	Martin Kemp Sept 21	1,862	0	1,862
592	Bernie Marsden Sep21	(70)	0	(70)
594	T-Rextasy Jan 2022	2,054	0	2,054
596	Jenny Éclair: sixty!FFS Nov 21	4,519	0	4,519
597	Buble meets Sinatra Nov 2021	(430)	0	(430)
598	Floyd Effect - Nov 21	1,218	0	1,218
600	Northsyde Jul 21	(170)	0	(170)
605	Fleet Jazz Club May 21	(1,541)	0	(1,541)
606	Mainly Madness Dec 21	3,154	0	3,154
607	Comedy Oct 21	616	0	616
608	Comedy Nov 21	550	0	550
609	Comedy Dec 21	2,927	0	2,927
610	Bad Manners Oct 21	506	0	506
611	Fleet Jazz Sept 21	(720)	0	(720)
612	Fleet Jazz Oct 21	20	0	20
613	The Blues Band Sept 21	1,363	0	1,363
614	Jazz Nov 21	788	0	788
615	Sleeping Beauty Dec 21	35,153	0	35,153

## Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 31/01/22

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
616	Committed to the Blues Mar 22	1,408	0	1,408
617	Northsyde stream Jul 21	124	0	124
618	Matt Long&RevenantOnes Jul21	467	0	467
619	Ian Siegal Nov 21	12	0	12
620	Forever Jackson – Feb 2022	903	0	903
621	Abba Fever – Feb 2022	3,132	0	3,132
622	Voodoo Room - Mar 2022	846	0	846
623	Northsyde Jan 22	483	0	483
624	RU40 Feb 22	533	0	533
625	Geno Washington Mar 22	498	0	498
626	Ultimate Elton Apr 22	1,271	0	1,271
627	Sari Schorr Oct 21	2	0	2
630	Fleet Film 8th Nov 21	6	0	6
631	Fleet Film 22nd Nov 21	6	0	6
632	SANTAS GROTTTO – Nov 21	33	0	33
633	90s rewind May 2022	(600)	0	(600)
634	80s Rewind Nov 22	3,619	0	3,619
636	Comedy Feb 2022	289	0	289
637	Comedy March 2022	107	0	107
639	Fleet Jazz Feb 2022	(279)	0	(279)
641	Paul Zerdin May 22	460	0	460
642	Staying Alive May 22	28	0	28
643	90's Rewind May 22	823	0	823
646	Mark Harrison March22	145	0	145
795	Elles Bailey Nov 21	619	0	619
796	Ash Wilson Band Sept 21	271	0	271
881	AC/DC UK Jan 2022	4,611	0	4,611
882	New Amen Corner Sept 2021	(720)	0	(720)
883	James Taylor Quartet Jan 22	655	0	655
	<b>Total Current Liabilities</b>	<b>127,688</b>	<b>0</b>	<b>127,688</b>
	<b>Net Current Assets</b>		<b>2,616,843</b>	<b>76,745 2,540,098</b>
	<b>Total Assets less Current Liabilities</b>		<b>2,616,843</b>	<b>76,745</b>
	<i>Represented by :-</i>			
300	Current Year Fund	536,058	76,745	459,313
310	General Fund	(82,165)	0	(82,165)
321	EMR - Pension Obligation	30,000	0	30,000
330	EMR - CP Tennis Sinking 2026	37,563	0	37,563
332	EMR - S106 Sensory Garden 21	51,579	0	51,579
334	EMR-Calthorpe Park Play 2021	23,710	0	23,710
360	Harlington Development Fund	2,020,099	0	2,020,099
	<b>Total Equity</b>		<b>2,616,843</b>	<b>76,745 2,540,098</b>

**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 10)**

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**Note: Item Month10 Budget Detail Jan21**

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>101</b>	<b><u>Central Administration</u></b>									
1053	Grant money and funding	0	76,418	0	2,870	2,870	0	0	0	0
1064	Tennis Membership card	0	0	0	-1	0	0	0	0	0
1870	Interest Income	3,500	2,648	3,230	615	600	0	500	0	0
	<b>Total Income</b>	3,500	79,066	3,230	3,484	3,470	0	500	0	0
4000	Salaries	124,000	121,814	124,000	97,939	124,000	0	140,511	0	0
4001	Employers National Insurance	10,500	10,463	10,200	6,599	10,200	0	14,051	0	0
4002	Employers Pension	7,700	6,839	6,500	5,006	6,500	0	7,026	0	0
4005	Contracted Staffing	0	0	0	208	208	0	0	0	0
4011	Staff Recruitment	250	0	0	0	0	0	500	0	0
4015	Recharge staff hours	-16,480	-18,480	-18,480	-7,700	-18,480	0	-19,219	0	0
4020	COVID19	0	27,056	1,000	42	1,000	0	1,000	0	0
4030	Training	3,100	210	3,000	330	1,500	0	3,000	0	0
4041	Mileage/Travel/Sustinance	102	0	102	12	102	0	100	0	0
4130	Insurance	9,000	8,491	9,500	9,130	9,300	0	9,675	0	0
4156	Recycling	500	0	500	0	500	0	500	0	0
4175	Equipment Maintenance	589	0	600	0	600	0	600	0	0
4185	Equipment	3,000	375	3,000	988	2,000	0	6,750	0	0
4187	Health & Safety	10,200	5,481	8,000	7,645	8,000	0	8,000	0	0
4400	Stationery & Consumables	3,892	1,462	3,500	3,306	3,500	0	3,640	0	0
4401	Document Management	2,000	0	5,000	0	0	0	5,000	0	0
4420	Bank Charges	3,000	1,779	3,060	1,016	2,500	0	3,182	0	0
4430	Promotion/Publicity/Vision	7,000	7,885	7,140	4,658	7,140	0	7,425	0	0

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## Annual Budget - By Centre (Actual YTD Month 10)

Note: Item Month10 Budget Detail Jan21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4435	Website	800	480	918	240	918	0	900	0	0
4440	Telephone & Broadband	1,700	1,544	2,400	933	1,800	0	2,496	0	0
4445	Mobile Phones	0	283	663	93	100	0	680	0	0
4455	Postage	350	101	102	920	1,500	0	106	0	0
4460	Subscriptions	3,162	3,085	3,060	2,796	3,200	0	3,208	0	0
4480	Computer Maintenance	1,000	75	1,020	0	1,020	0	1,060	0	0
4481	Software/Licenses	1,700	1,970	2,500	743	2,500	0	2,600	0	0
4484	Computer Support	5,500	4,320	6,120	3,720	6,120	0	6,360	0	0
4485	Computer Storage	1,500	1,320	1,734	990	1,734	0	1,800	0	0
4486	E-mail Exchange	3,250	2,995	3,570	2,714	3,570	0	3,712	0	0
4530	Councillor Development	0	0	0	0	32	0	0	0	0
4550	Payroll Services	600	600	612	230	612	0	650	0	0
4551	HR Services and staff welfare	2,000	1,092	2,040	894	2,040	0	2,590	0	0
4555	Legal Fees and Costs	2,000	643	2,040	361	2,040	0	2,120	0	0
4560	Accountancy fees	700	959	714	560	1,000	0	990	0	0
4561	VAT Consultancy fees	440	259	204	259	300	0	210	0	0
4564	Procurement fees	1,000	0	3,000	1,750	2,000	0	3,120	0	0
4580	Audit Fees	4,000	4,700	3,500	1,500	3,500	0	3,640	0	0
4995	Miscellaneous Expenditure	0	0	0	18	18	0	0	0	0
<b>Overhead Expenditure</b>		<u>198,055</u>	<u>197,801</u>	<u>200,819</u>	<u>147,899</u>	<u>192,574</u>	<u>0</u>	<u>227,983</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>(194,555)</u>	<u>(118,736)</u>	<u>(197,589)</u>	<u>(144,415)</u>	<u>(189,104)</u>		<u>(227,483)</u>		

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**Fleet Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 10)**

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**Note: Item Month10 Budget Detail Jan21**

	<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>105 Civic and Democratic</b>									
4041 Mileage/Travel/Sustinance	153	0	156	0	156	0	160	0	0
4430 Promotion/Publicity/Vision	2,500	2,500	2,550	5	2,550	0	3,550	0	0
4530 Councillor Development	1,050	-196	1,071	237	1,071	0	1,110	0	0
4535 Chairman's Allowance	1,160	1,150	1,185	186	1,185	0	1,230	0	0
4537 Members Allowances	2,000	282	2,040	88	2,040	0	2,120	0	0
4540 Elections	0	0	0	0	0	0	25,000	0	0
<b>Overhead Expenditure</b>	<b>6,863</b>	<b>3,736</b>	<b>7,002</b>	<b>516</b>	<b>7,002</b>	<b>0</b>	<b>33,170</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(6,863)</b>	<b>(3,736)</b>	<b>(7,002)</b>	<b>(516)</b>	<b>(7,002)</b>		<b>(33,170)</b>		

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 10)**

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**Note: Item Month10 Budget Detail Jan21**

	<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>110 Grants</b>									
4538 Community Support	1,500	1,000	1,530	167	1,530	0	6,590	0	0
4800 Fleet Link	13,500	10,824	13,770	11,117	11,117	0	11,560	0	0
4810 Basingstoke Canal	18,500	18,309	18,675	18,309	18,309	0	19,041	0	0
4855 Community grants	10,600	450	10,812	3,633	10,812	0	11,244	0	0
<b>Overhead Expenditure</b>	<u>44,100</u>	<u>30,583</u>	<u>44,787</u>	<u>33,226</u>	<u>41,768</u>	<u>0</u>	<u>48,435</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(44,100)</u>	<u>(30,583)</u>	<u>(44,787)</u>	<u>(33,226)</u>	<u>(41,768)</u>		<u>(48,435)</u>		

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**Fleet Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 10)  
Note: Item Month10 Budget Detail Jan21**

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		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>115</b>	<b><u>Precept</u></b>									
1900	Precept - operational	672,341	672,341	677,777	677,777	677,777	0	733,823	0	0
1902	Precept - New Harlington	412,017	412,017	412,017	412,017	412,017	0	412,017	0	0
	<b>Total Income</b>	<u>1,084,358</u>	<u>1,084,358</u>	<u>1,089,794</u>	<u>1,089,794</u>	<u>1,089,794</u>	<u>0</u>	<u>1,145,840</u>	<u>0</u>	<u>0</u>
6000	less Transfer to EMR	0	0	0	206,009	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>1,084,358</u>	<u>1,084,358</u>	<u>1,089,794</u>	<u>883,786</u>	<u>1,089,794</u>		<u>1,145,840</u>		



**Fleet Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 10)**

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**Note: Item Month10 Budget Detail Jan21**

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>150</b>	<b><u>Events, Town Centre and Climat</u></b>									
1051	Ghurkha Square Market	0	3,841	8,500	6,500	7,800	0	7,800	0	0
	<b>Total Income</b>	0	3,841	8,500	6,500	7,800	0	7,800	0	0
4176	Action Day	900	4	918	320	918	0	954	0	0
4210	Floral Displays	17,544	16,652	17,895	16,317	16,895	0	18,610	0	0
4222	Friends Group Get Together	150	0	150	0	0	0	150	0	0
4655	Town Centre Xmas Decorations	20,400	18,878	22,000	15,719	22,000	0	22,880	0	0
4656	Christmas Gurkha Square	4,090	30	4,175	2,610	2,610	0	4,342	0	0
4657	Christmas Day Lunch	1,020	716	1,020	548	1,020	0	1,060	0	0
4660	Remembrance Day	300	0	306	212	212	0	315	0	0
4661	Gurkha Sq Market	0	3,294	7,200	7,200	7,200	0	7,200	0	0
	<b>Overhead Expenditure</b>	44,404	39,574	53,664	42,926	50,855	0	55,511	0	0
	<b>Movement to/(from) Gen Reserve</b>	(44,404)	(35,732)	(45,164)	(36,426)	(43,055)		(47,711)		

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**Fleet Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 10)**

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**Note: Item Month10 Budget Detail Jan21**

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>160</b>	<b><u>Harlington Development</u></b>									
4015	Recharge staff hours	30,000	27,480	30,000	7,700	27,480	0	28,219	0	0
4041	Mileage/Travel/Sustinance	400	0	400	0	400	0	400	0	0
4400	Stationery & Consumables	1,100	0	1,100	0	1,100	0	1,100	0	0
4430	Promotion/Publicity/Vision	20,000	0	20,000	0	20,000	0	20,000	0	0
4455	Postage	2,000	0	2,000	0	2,000	0	2,000	0	0
4555	Legal Fees and Costs	20,000	775	20,000	0	20,000	0	20,000	0	0
4560	Accountancy fees	1,500	0	1,500	0	1,500	0	1,500	0	0
4562	Design Consultancy fees	77,000	0	77,000	0	77,000	0	77,000	0	0
4563	Planning and Building fees	45,000	0	45,000	500	45,000	0	45,000	0	0
4564	Procurement fees	15,000	0	15,000	0	15,000	0	15,000	0	0
4565	Survey and consultation	43,000	4,878	43,000	0	43,000	0	43,000	0	0
4570	Project Management	100,000	0	100,000	0	100,000	0	100,000	0	0
4999	Contingency	57,017	0	57,017	0	59,537	0	58,798	0	0
	<b>Overhead Expenditure</b>	<b>412,017</b>	<b>33,133</b>	<b>412,017</b>	<b>8,200</b>	<b>412,017</b>	<b>0</b>	<b>412,017</b>	<b>0</b>	<b>0</b>
6001	plus Transfer from EMR	0	20,653	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(412,017)</b>	<b>(12,480)</b>	<b>(412,017)</b>	<b>(8,200)</b>	<b>(412,017)</b>		<b>(412,017)</b>		

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 10)**

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**Note: Item Month10 Budget Detail Jan21**

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>201</b>	<b><u>Harlington - Events</u></b>									
1000	Hall Hire	104,000	20,114	67,000	85,619	104,000	0	90,000	0	0
1001	WRVS Hall Hire	2,000	0	0	0	0	0	0	0	0
1002	POINT Hall Hire	0	0	0	72	200	0	0	0	0
1030	WRVS Office 1	1,000	0	0	0	0	0	0	0	0
1033	Fleet Phoenix	1,000	1,000	1,000	0	1,000	0	1,000	0	0
1036	Fleet Baptist Preschool	4,500	1,389	3,500	1,423	3,000	0	4,500	0	0
1420	Bar Sales	105,000	5,235	74,000	53,178	66,000	0	112,500	0	0
1430	Merchandise	600	0	0	34	0	0	0	0	0
1431	Confectionery	2,500	25	1,500	2,594	2,700	0	3,000	0	0
1432	Ices	2,000	181	1,500	2,266	2,250	0	2,500	0	0
1433	Snacks	2,200	114	1,500	1,456	1,700	0	2,500	0	0
1435	Box Office Charges	14,000	790	9,000	6,760	7,500	0	17,500	0	0
1436	Technical Income	0	0	1	0	0	0	5,000	0	0
1450	Ticket Sales	180,000	10,803	115,000	0	104,500	0	190,000	0	0
	<b>Total Income</b>	<b>418,800</b>	<b>39,652</b>	<b>274,001</b>	<b>153,402</b>	<b>292,850</b>	<b>0</b>	<b>428,500</b>	<b>0</b>	<b>0</b>
4000	Salaries	171,000	114,186	150,000	111,468	140,000	0	189,500	0	0
4001	Employers National Insurance	10,960	7,971	15,000	7,255	13,000	0	15,950	0	0
4002	Employers Pension	8,900	7,576	7,500	6,102	7,500	0	9,500	0	0
4005	Contracted Staffing	0	0	0	2,990	6,000	0	0	0	0
4015	Recharge staff hours	-7,000	-7,000	-7,000	0	-7,000	0	-7,000	0	0
4020	COVID19	0	8,426	0	85	100	0	0	0	0
4182	Technical Equipment Sundries	1,500	1,104	1,000	1,896	2,000	0	1,000	0	0

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## Annual Budget - By Centre (Actual YTD Month 10)

Note: Item Month10 Budget Detail Jan21

	<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4183 Technical Equipment Hire	500	0	500	71	500	0	500	0	0
4185 Equipment	5,000	7,747	5,000	2,593	5,500	0	3,000	0	0
4410 On-line charges	0	0	0	416	0	0	0	0	0
4420 Bank Charges	0	0	0	152	0	0	0	0	0
4422 Bank & Card Transactions	7,500	3,827	9,000	3,510	6,000	0	12,000	0	0
4432 Marketing	17,000	932	17,000	8,298	17,000	0	18,000	0	0
4433 Marketing Support	6,500	0	6,500	2,214	5,500	0	8,000	0	0
4481 Software/Licences	0	2,590	0	0	0	0	0	0	0
4487 Wi-Fi	0	44	0	0	0	0	0	0	0
4490 Sales Systsem Costs	10,000	3,729	10,000	9,126	12,500	0	13,500	0	0
4700 Bar Purchases	42,000	7,340	30,000	18,333	26,500	0	45,000	0	0
4710 Bar Consumables	2,000	170	2,500	707	1,500	0	2,000	0	0
4715 Stocktaking	200	175	500	0	250	0	175	0	0
4720 Performance Costs	110,000	11,309	81,000	0	70,000	0	124,000	0	0
4728 Till App	0	0	1,000	570	750	0	1,200	0	0
4740 Licences	5,500	1,210	5,500	2,989	3,500	0	7,000	0	0
4752 Hospitality	1,000	110	500	240	500	0	500	0	0
4761 Confectionery	1,500	0	1,000	981	1,000	0	1,800	0	0
4762 Ices	760	6	500	867	867	0	1,000	0	0
4763 Snacks	1,000	120	1,000	571	1,000	0	1,125	0	0
<b>Overhead Expenditure</b>	<b>395,820</b>	<b>171,571</b>	<b>338,000</b>	<b>181,434</b>	<b>314,467</b>	<b>0</b>	<b>447,750</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>22,980</b>	<b>(131,919)</b>	<b>(63,999)</b>	<b>(28,032)</b>	<b>(21,617)</b>		<b>(19,250)</b>		

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 10)**

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**Note: Item Month10 Budget Detail Jan21**

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>202</b>	<b>Coffee Shop</b>									
1415	Coffee Shop Sales/Catering	52,000	104	0	0	0	0	0	0	0
	<b>Total Income</b>	52,000	104	0	0	0	0	0	0	0
4000	Salaries	22,700	14,500	0	0	0	0	0	0	0
4001	Employers National Insurance	1,530	1,450	0	0	0	0	0	0	0
4002	Employers Pension	370	725	0	0	0	0	0	0	0
4750	Catering Supplies	17,500	844	0	0	0	0	0	0	0
4755	Catering Consumables	500	78	0	0	0	0	0	0	0
4756	Catering - Equipment	0	71	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	42,600	17,668	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	9,400	(17,565)	0	0	0		0		

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**Fleet Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 10)**

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**Note: Item Month10 Budget Detail Jan21**

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>203</u></b>	<b><u>The POINT</u></b>									
1000	Hall Hire	0	0	0	320	0	0	0	0	0
1002	POINT Hall Hire	0	0	0	0	0	0	0	0	0
	<b>Total Income</b>	0	0	0	320	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0	0	320	0		0		

**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 10)**

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**Note: Item Month10 Budget Detail Jan21**

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>204</b>	<b>Building</b>									
1031	HCC Library	16,000	12,915	16,000	0	16,000	0	16,000	0	0
1053	Grant money and funding	0	0	0	23,235	23,235	0	0	0	0
1615	Reimburse - Harlington Repairs	0	60,063	0	0	0	0	0	0	0
	<b>Total Income</b>	<b>16,000</b>	<b>72,978</b>	<b>16,000</b>	<b>23,235</b>	<b>39,235</b>	<b>0</b>	<b>16,000</b>	<b>0</b>	<b>0</b>
4000	Salaries	75,680	75,680	75,500	57,311	75,500	0	78,500	0	0
4001	Employers National Insurance	7,140	7,568	7,500	4,969	7,500	0	7,850	0	0
4002	Employers Pension	5,490	3,784	4,000	3,031	4,000	0	4,000	0	0
4005	Contracted Staffing	1,000	0	0	0	0	0	0	0	0
4011	Staff Recruitment	400	0	0	654	750	0	400	0	0
4015	Recharge staff hours	-2,000	-2,000	-2,000	0	-2,000	0	-2,000	0	0
4030	Training	750	215	1,000	865	1,000	0	750	0	0
4041	Mileage/Travel/Sustinance	500	0	500	94	500	0	500	0	0
4110	Rates	14,935	15,260	15,000	14,346	14,346	0	15,000	0	0
4115	Water & Sewerage	9,100	9,317	9,000	-780	5,000	0	10,500	0	0
4120	Gas	17,716	15,687	18,000	13,354	18,000	0	21,000	0	0
4122	Electricity	30,540	17,692	31,000	18,794	18,000	0	34,000	0	0
4150	Cleaning	32,740	11,185	33,500	16,804	22,000	0	34,000	0	0
4151	Cleaning - Equipment	300	39	500	0	500	0	500	0	0
4152	Cleaning - Supplies	9,400	6,271	9,500	6,155	8,000	0	10,000	0	0
4155	Refuse Collection	5,700	5,738	6,000	4,267	6,000	0	6,250	0	0
4156	Recycling	1,000	1,036	1,000	1,579	2,000	0	2,000	0	0
4170	Building Maintenance	17,000	49,259	17,000	23,989	29,000	0	18,000	0	0

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 10)**

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**Note: Item Month10 Budget Detail Jan21**

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4172	Building Compliance	1,000	399	1,000	3,102	3,500	0	1,000	0	0
4175	Equipment Maintenance	1,000	17	1,000	0	1,000	0	0	0	0
4180	Equipment Hire	300	0	0	0	0	0	0	0	0
4182	Technical Equipment Sundries	0	12	0	0	0	0	0	0	0
4185	Equipment	1,000	8,500	1,000	2,157	2,157	0	1,000	0	0
4187	Health & Safety	1,000	1,543	1,000	533	700	0	1,000	0	0
4188	Fire and Intruder Monitoring	500	322	500	147	500	0	500	0	0
4190	Auditorium expenditure	0	70,152	0	0	0	0	0	0	0
4207	Fire & Intruder Systems	1,800	1,672	2,000	1,010	2,000	0	1,750	0	0
4400	Stationery & Consumables	1,500	652	1,000	889	1,000	0	1,000	0	0
4445	Mobile Phones	400	377	500	402	500	0	500	0	0
4455	Postage	400	94	500	9	500	0	400	0	0
4481	Software/Licenses	500	689	500	940	1,000	0	500	0	0
4487	Wi-Fi	1,236	1,565	1,500	293	1,500	0	1,700	0	0
4745	Uniforms	500	497	500	149	500	0	300	0	0
<b>Overhead Expenditure</b>		<u>238,527</u>	<u>303,222</u>	<u>238,000</u>	<u>175,062</u>	<u>224,953</u>	<u>0</u>	<u>250,900</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>(222,527)</u>	<u>(230,244)</u>	<u>(222,000)</u>	<u>(151,828)</u>	<u>(185,718)</u>		<u>(234,900)</u>		

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 10)**

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**Note: Item Month10 Budget Detail Jan21**

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>205</b>	<b><u>Ancells Community Centre</u></b>									
1000	Hall Hire	26,000	8,955	15,000	17,882	19,000	0	25,000	0	0
	<b>Total Income</b>	26,000	8,955	15,000	17,882	19,000	0	25,000	0	0
4000	Salaries	17,110	17,110	17,000	13,878	17,000	0	17,500	0	0
4001	Employers National Insurance	1,120	1,120	1,500	1,202	1,500	0	1,750	0	0
4002	Employers Pension	1,690	1,690	2,000	1,621	2,000	0	2,000	0	0
4041	Mileage/Travel/Sustinance	450	420	500	350	500	0	500	0	0
4115	Water & Sewerage	320	662	800	-50	800	0	750	0	0
4120	Gas	2,000	1,373	2,000	1,124	1,200	0	1,600	0	0
4122	Electricity	1,545	773	1,500	749	1,000	0	1,500	0	0
4150	Cleaning	6,825	3,086	7,000	4,351	6,000	0	7,350	0	0
4152	Cleaning - Supplies	1,400	1,089	1,500	1,725	2,000	0	1,500	0	0
4155	Refuse Collection	900	1,269	1,000	698	1,000	0	1,000	0	0
4170	Building Maintenance	2,000	4,159	2,000	1,584	2,000	0	2,000	0	0
4185	Equipment	300	0	0	0	0	0	0	0	0
4207	Fire & Intruder Systems	0	464	0	250	250	0	0	0	0
4280	Ancells Car Park	6,000	5,679	6,000	0	8,500	0	7,500	0	0
4445	Mobile Phones	300	300	300	250	300	0	300	0	0
4455	Postage	100	0	100	0	100	0	100	0	0
4740	Licences	2,300	1,000	2,300	2,125	2,125	0	2,500	0	0
	<b>Overhead Expenditure</b>	44,360	40,195	45,500	29,859	46,275	0	47,850	0	0
	<b>Movement to/(from) Gen Reserve</b>	(18,360)	(31,241)	(30,500)	(11,976)	(27,275)		(22,850)		

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**Fleet Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 10)**

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**Note: Item Month10 Budget Detail Jan21**

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>208</b>	<b><u>Ancells Farm Park and Pavilion</u></b>									
1050	Outdoor Space Hire	0	0	0	70	0	0	0	0	0
1060	Pitch Hire	2,004	732	2,924	2,441	2,196	0	2,250	0	0
	<b>Total Income</b>	2,004	732	2,924	2,511	2,196	0	2,250	0	0
4110	Rates	1,287	1,185	1,208	1,185	1,185	0	1,232	0	0
4115	Water & Sewerage	515	227	390	240	300	0	400	0	0
4120	Gas	530	314	365	186	310	0	400	0	0
4122	Electricity	415	216	265	160	280	0	350	0	0
4150	Cleaning	1,632	331	1,390	1,052	1,400	0	1,445	0	0
4170	Building Maintenance	4,200	1,609	4,284	508	4,284	0	4,455	0	0
4175	Equipment Maintenance	600	0	470	0	470	0	485	0	0
4187	Health & Safety	306	223	312	0	312	0	325	0	0
4200	Grounds Maintenance	22,216	21,528	22,660	16,600	22,660	0	23,566	0	0
4202	Additional Ground Works	1,705	233	1,739	70	700	0	1,808	0	0
4205	CCTV	105	0	107	0	107	0	111	0	0
4220	Friends Group support	115	0	118	0	118	0	122	0	0
4225	South and South East in Bloom	105	0	107	0	107	0	110	0	0
4230	Playground Maintenance	5,000	5,518	5,100	2,993	3,851	0	5,300	0	0
4250	Tree Surgery	816	1,973	2,040	3,240	4,575	0	2,120	0	0
	<b>Overhead Expenditure</b>	39,547	33,356	40,555	26,234	40,659	0	42,229	0	0
	<b>Movement to/(from) Gen Reserve</b>	(37,543)	(32,624)	(37,631)	(23,722)	(38,463)		(39,979)		

Continued on next page

**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 10)**

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**Note: Item Month10 Budget Detail Jan21**

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>301</b>	<b><u>Open Spaces</u></b>									
1050	Outdoor Space Hire	650	505	0	120	70	0	0	0	0
1057	Fleet Football Club Rent	0	0	0	1,000	0	0	0	0	0
	<b>Total Income</b>	650	505	0	1,120	70	0	0	0	0
4000	Salaries	13,526	13,371	13,400	11,634	13,400	0	13,987	0	0
4001	Employers National Insurance	1,300	1,237	1,300	1,204	1,300	0	1,398	0	0
4002	Employers Pension	812	668	700	582	700	0	699	0	0
4015	Recharge staff hours	-2,040	0	0	0	0	0	0	0	0
4041	Mileage/Travel/Sustinance	1,050	529	816	102	500	0	848	0	0
4169	Street and Park Furniture	1,000	0	1,020	0	1,020	0	1,060	0	0
4170	Building Maintenance	310	50	316	0	316	0	328	0	0
4185	Equipment	500	97	1,530	186	186	0	1,591	0	0
4200	Grounds Maintenance	14,062	13,626	14,344	10,507	14,344	0	14,917	0	0
4202	Additional Ground Works	1,078	21	1,100	0	1,100	0	1,144	0	0
4206	Lamppost Maintenance	200	200	204	-200	4	0	210	0	0
4208	Speedwatch and SIDS	0	0	1,000	0	1,000	0	1,040	0	0
4250	Tree Surgery	1,020	1,718	1,040	375	650	0	1,080	0	0
4445	Mobile Phones	408	220	416	15	416	0	432	0	0
4740	Licences	220	70	224	70	224	0	100	0	0
4745	Uniforms	110	0	112	29	30	0	116	0	0
	<b>Overhead Expenditure</b>	33,556	31,806	37,522	24,504	35,190	0	38,950	0	0
	<b>Movement to/(from) Gen Reserve</b>	(32,906)	(31,301)	(37,522)	(23,384)	(35,120)		(38,950)		

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 10)**

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**Note: Item Month10 Budget Detail Jan21**

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>310</b>	<b><u>Calthorpe Park</u></b>									
1050	Outdoor Space Hire	0	-71	700	370	300	0	300	0	0
1053	Grant money and funding	0	239,135	0	0	0	0	0	0	0
1057	Fleet Football Club Rent	2,000	0	2,000	-500	1,500	0	2,000	0	0
1060	Pitch Hire	1,700	708	1,008	716	716	0	0	0	0
1064	Tennis Membership card	7,000	9,760	7,500	8,942	9,000	0	7,800	0	0
1065	Tennis Hire	1,300	2,408	1,500	2,754	2,700	0	2,000	0	0
1066	Tennis coaching	1,000	0	0	0	0	0	0	0	0
	<b>Total Income</b>	<b>13,000</b>	<b>251,940</b>	<b>12,708</b>	<b>12,282</b>	<b>14,216</b>	<b>0</b>	<b>12,100</b>	<b>0</b>	<b>0</b>
4115	Water & Sewerage	580	424	505	296	300	0	500	0	0
4122	Electricity	310	222	304	124	230	0	300	0	0
4150	Cleaning	1,236	198	1,485	946	1,300	0	1,544	0	0
4170	Building Maintenance	1,530	9	1,560	1,754	1,754	0	1,622	0	0
4175	Equipment Maintenance	785	0	800	0	100	0	830	0	0
4185	Equipment	867	781	884	274	530	0	919	0	0
4187	Health & Safety	310	223	316	420	450	0	328	0	0
4200	Grounds Maintenance	37,785	36,613	39,300	28,232	39,300	0	40,872	0	0
4202	Additional Ground Works	2,897	9,013	2,954	3,603	3,800	0	3,072	0	0
4205	CCTV	105	13,435	2,000	-2,937	0	0	3,000	0	0
4220	Friends Group support	105	75	107	0	107	0	110	0	0
4225	South and South East in Bloom	55	25	72	50	50	0	74	0	0
4230	Playground Maintenance	1,000	2,607	1,000	123	1,000	0	1,040	0	0
4235	Play Equipment	0	218,612	0	0	0	0	0	0	0

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 10)**

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**Note: Item Month10 Budget Detail Jan21**

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4250	Tree Surgery	2,346	12,455	2,392	1,933	6,700	0	3,000	0	0
4430	Promotion/Publicity/Vision	510	0	0	0	0	0	0	0	0
4590	Repairs and Renewals	7,000	0	7,000	0	7,000	0	7,000	0	0
4651	LTA Registration - membership	920	360	938	360	360	0	962	0	0
4653	Tennis Software	910	796	812	1,321	1,321	0	825	0	0
4740	Licences	85	70	72	70	70	0	72	0	0
	<b>Overhead Expenditure</b>	<b>59,336</b>	<b>295,919</b>	<b>62,501</b>	<b>36,570</b>	<b>64,372</b>	<b>0</b>	<b>66,070</b>	<b>0</b>	<b>0</b>
	<b>310 Net Income over Expenditure</b>	<b>-46,336</b>	<b>-43,979</b>	<b>-49,793</b>	<b>-24,288</b>	<b>-50,156</b>	<b>0</b>	<b>-53,970</b>	<b>0</b>	<b>0</b>
6001	plus Transfer from EMR	0	217,019	0	0	0	0	0	0	0
6000	less Transfer to EMR	0	240,728	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(46,336)</b>	<b>(67,689)</b>	<b>(49,793)</b>	<b>(24,288)</b>	<b>(50,156)</b>		<b>(53,970)</b>		

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 10)**

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**Note: Item Month10 Budget Detail Jan21**

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>315</b>	<b><u>Oakley Park</u></b>									
1050	Outdoor Space Hire	0	0	0	125	125	0	100	0	0
1053	Grant money and funding	0	0	0	191	191	0	0	0	0
1060	Pitch Hire	3,000	1,460	2,672	1,590	1,590	0	2,177	0	0
	<b>Total Income</b>	<b>3,000</b>	<b>1,460</b>	<b>2,672</b>	<b>1,906</b>	<b>1,906</b>	<b>0</b>	<b>2,277</b>	<b>0</b>	<b>0</b>
4115	Water & Sewerage	361	0	0	0	0	0	0	0	0
4122	Electricity	310	349	316	247	350	0	350	0	0
4150	Cleaning	1,300	248	1,326	946	1,300	0	1,379	0	0
4170	Building Maintenance	1,020	0	1,040	0	1,040	0	1,080	0	0
4175	Equipment Maintenance	55	0	56	0	56	0	58	0	0
4180	Equipment Hire	0	0	56	0	56	0	0	0	0
4185	Equipment	55	0	0	0	0	0	0	0	0
4187	Health & Safety	310	223	316	420	420	0	328	0	0
4200	Grounds Maintenance	20,142	19,517	20,545	15,049	20,545	0	21,366	0	0
4202	Additional Ground Works	1,545	255	1,575	486	500	0	1,638	0	0
4205	CCTV	2,259	2,251	1,400	0	1,200	0	1,260	0	0
4220	Friends Group support	105	75	105	0	105	0	108	0	0
4225	South and South East in Bloom	85	40	97	80	80	0	90	0	0
4230	Playground Maintenance	1,020	203	1,040	1,269	1,550	0	1,080	0	0
4250	Tree Surgery	1,530	3,808	1,560	1,848	3,764	0	1,620	0	0
	<b>Overhead Expenditure</b>	<b>30,097</b>	<b>26,968</b>	<b>29,432</b>	<b>20,345</b>	<b>30,966</b>	<b>0</b>	<b>30,357</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(27,097)</b>	<b>(25,508)</b>	<b>(26,760)</b>	<b>(18,439)</b>	<b>(29,060)</b>		<b>(28,080)</b>		

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 10)**

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**Note: Item Month10 Budget Detail Jan21**

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>320</b>	<b><u>Basingbourne Park</u></b>									
1050	Outdoor Space Hire	0	0	0	70	70	0	0	0	0
1056	Scouts - Rent	0	1,601	0	0	0	0	0	0	0
1060	Pitch Hire	1,400	1,377	5,344	3,407	3,407	0	4,249	0	0
	<b>Total Income</b>	<b>1,400</b>	<b>2,978</b>	<b>5,344</b>	<b>3,477</b>	<b>3,477</b>	<b>0</b>	<b>4,249</b>	<b>0</b>	<b>0</b>
4115	Water & Sewerage	412	525	420	86	100	0	550	0	0
4122	Electricity	309	258	315	131	220	0	250	0	0
4150	Cleaning	1,300	347	1,326	946	1,300	0	1,382	0	0
4170	Building Maintenance	2,040	101	2,080	132	500	0	2,160	0	0
4185	Equipment	310	0	316	0	100	0	328	0	0
4187	Health & Safety	310	223	316	420	420	0	328	0	0
4200	Grounds Maintenance	17,128	16,597	17,470	12,798	17,470	0	18,168	0	0
4202	Additional Ground Works	1,315	925	1,341	1,075	1,150	0	1,390	0	0
4205	CCTV	1,175	1,126	1,400	0	1,200	0	1,248	0	0
4220	Friends Group support	115	0	115	0	163	0	118	0	0
4225	South and South East in Bloom	115	60	105	80	80	0	108	0	0
4230	Playground Maintenance	1,020	510	1,040	1,500	1,800	0	0	0	0
4250	Tree Surgery	2,550	4,890	2,601	970	4,900	0	2,705	0	0
	<b>Overhead Expenditure</b>	<b>28,099</b>	<b>25,561</b>	<b>28,845</b>	<b>18,138</b>	<b>29,403</b>	<b>0</b>	<b>28,735</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(26,699)</b>	<b>(22,583)</b>	<b>(23,501)</b>	<b>(14,662)</b>	<b>(25,926)</b>		<b>(24,486)</b>		

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 10)**

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**Note: Item Month10 Budget Detail Jan21**

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>325</b>	<b><u>The Views</u></b>									
1050	Outdoor Space Hire	1,530	0	1,000	80	80	0	1,000	0	0
	<b>Total Income</b>	1,530	0	1,000	80	80	0	1,000	0	0
4115	Water & Sewerage	0	20	0	-20	0	0	0	0	0
4122	Electricity	135	159	137	161	200	0	200	0	0
4185	Equipment	105	0	107	0	107	0	110	0	0
4200	Grounds Maintenance	7,097	6,877	7,240	5,303	7,240	0	7,529	0	0
4202	Additional Ground Works	545	380	555	837	837	0	575	0	0
4230	Playground Maintenance	4,040	658	4,120	1,489	4,450	0	4,284	0	0
4250	Tree Surgery	310	675	316	525	850	0	328	0	0
	<b>Overhead Expenditure</b>	12,232	8,769	12,475	8,294	13,684	0	13,026	0	0
	<b>Movement to/(from) Gen Reserve</b>	(10,702)	(8,769)	(11,475)	(8,214)	(13,604)		(12,026)		

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**Fleet Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 10)**

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**Note: Item Month10 Budget Detail Jan21**

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>330</b>	<b><u>Edenbrook</u></b>									
4200	Grounds Maintenance	3,000	2,907	3,060	2,242	3,060	0	3,182	0	0
4202	Additional Ground Works	231	0	235	0	235	0	240	0	0
4230	Playground Maintenance	2,040	1,268	2,080	268	500	0	2,163	0	0
	<b>Overhead Expenditure</b>	<b>5,271</b>	<b>4,175</b>	<b>5,375</b>	<b>2,510</b>	<b>3,795</b>	<b>0</b>	<b>5,585</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(5,271)</b>	<b>(4,175)</b>	<b>(5,375)</b>	<b>(2,510)</b>	<b>(3,795)</b>		<b>(5,585)</b>		

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 10)**

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**Note: Item Month10 Budget Detail Jan21**

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>350</b>	<b><u>Cemetery</u></b>									
1100	Interment Fees	12,240	18,980	10,000	15,190	18,000	0	18,000	0	0
1110	Scattering of Ashes	340	340	500	0	0	0	500	0	0
1120	Sale of Exclusive Rights	18,480	44,600	16,000	21,820	23,000	0	17,000	0	0
1121	Transfer of Exclusive Rights	1,020	1,740	1,050	3,625	3,800	0	1,750	0	0
1130	Memorial Cemetery Fees	6,324	10,280	6,450	8,158	8,018	0	7,000	0	0
1131	Memorial Roses	0	350	700	540	540	0	0	0	0
1132	Memorial Kerbstones	0	2,000	5,000	2,147	3,000	0	3,000	0	0
1133	Memorial Sanctums	9,000	15,653	20,000	3,972	5,000	0	10,000	0	0
1134	GoR Planted Area	0	417	700	970	900	0	700	0	0
1137	GoR Ashes digging	0	520	0	800	800	0	1,000	0	0
1140	Bench contribution	0	0	0	175	175	0	0	0	0
	<b>Total Income</b>	<b>47,404</b>	<b>94,880</b>	<b>60,400</b>	<b>57,397</b>	<b>63,233</b>	<b>0</b>	<b>58,950</b>	<b>0</b>	<b>0</b>
4000	Salaries	5,700	3,394	5,700	3,384	5,700	0	5,928	0	0
4002	Employers Pension	352	170	300	169	300	0	592	0	0
4041	Mileage/Travel/Sustinance	520	209	530	281	350	0	294	0	0
4110	Rates	1,900	2,188	2,231	2,445	2,445	0	2,542	0	0
4115	Water & Sewerage	780	202	220	135	235	0	230	0	0
4150	Cleaning	540	0	500	0	500	0	520	0	0
4155	Refuse Collection	2,000	1,727	2,040	1,344	2,040	0	2,120	0	0
4170	Building Maintenance	510	0	520	0	520	0	540	0	0
4200	Grounds Maintenance	15,900	10,307	16,218	12,419	15,218	0	15,826	0	0
4202	Additional Ground Works	825	50	841	972	1,000	0	1,040	0	0

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**Fleet Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 10)**

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**Note: Item Month10 Budget Detail Jan21**

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4203	General Upkeep	1,530	24	1,560	1,294	1,560	0	1,600	0	0
4220	Friends Group support	105	0	105	0	105	0	108	0	0
4225	South and South East in Bloom	140	35	140	70	140	0	145	0	0
4250	Tree Surgery	1,020	973	1,040	975	2,000	0	1,080	0	0
4400	Stationery & Consumables	0	7	0	0	0	0	0	0	0
4445	Mobile Phones	250	97	255	181	255	0	265	0	0
4455	Postage	0	28	0	0	0	0	0	0	0
4460	Subscriptions	105	95	100	95	95	0	100	0	0
4481	Software/Licenses	765	423	450	678	678	0	705	0	0
4935	GoR Memorial inscriptions	1,000	1,959	1,200	1,423	1,500	0	1,040	0	0
4936	GoR Ashes digging	0	0	100	900	450	0	500	0	0
4942	H and S Memorial repairs	310	0	316	0	316	0	325	0	0
4944	H and S Memorial inspections	510	7,648	1,550	0	1,550	0	1,550	0	0
<b>Overhead Expenditure</b>		<b>34,762</b>	<b>29,535</b>	<b>35,916</b>	<b>26,766</b>	<b>36,957</b>	<b>0</b>	<b>37,050</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>12,642</b>	<b>65,345</b>	<b>24,484</b>	<b>30,631</b>	<b>26,276</b>		<b>21,900</b>		

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**Fleet Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 10)**

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**Note: Item Month10 Budget Detail Jan21**

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>475</b>	<b><u>Lengthsman Scheme</u></b>									
1053	Grant money and funding	0	3,300	0	0	0	0	3,300	0	0
	<b>Total Income</b>	0	3,300	0	0	0	0	3,300	0	0
4202	Additional Ground Works	0	3,300	0	0	0	0	3,300	0	0
	<b>Overhead Expenditure</b>	0	3,300	0	0	0	0	3,300	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0	0	0	0		0		
	<b>Total Budget Income</b>	1,669,646	1,644,748	1,491,573	1,373,389	1,537,327	0	1,707,766	0	0
	<b>Expenditure</b>	1,669,646	1,296,872	1,592,410	782,482	1,544,937	0	1,788,918	0	0
	<b>Net Income over Expenditure</b>	0	347,876	-100,837	590,908	-7,610	0	-81,152	0	0
	plus Transfer from EMR	0	237,671	0	0	0	0	0	0	0
	less Transfer to EMR	0	240,728	0	206,008	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	344,819	(100,837)	384,899	(7,610)		(81,152)		

V8 - 2022-2023 BUDGET AND 2021-2022 PROJECTIONS  
6 month COVID restrictions and 6 month normal operation  
AS AT 10.02.2022

Cost Centre	Item Description	Actual 2017-18	Adjusted Actual 17-18 incs transfers to EMR	Actual - 2018-2019	Actual 2019-2020	Actual 2020-2021	Agreed Budget 2021/2022. Tax base amended by HDC in March 2021 from 10,601.11 to 10,560. The cost per house hold is £1,089,794 (the precept) divided by 10560 (tax base) = £103.20 av band D equivalent	Actual to 31 January 2022	2021-2022 Year End Projection as at 10.02.2022	2022-2023 Draft Budget. Draft Tax Base (at 5.11.21) 10,676.06 x £107.328 (£103.20 +4%) av Band D equiv = £1,145,840.10	Comments
<b>COUNCIL OPERATIONS</b>											
115	Precept Operations	-£599,277.00	£ 599,277.00	-£619,567.26	-£631,819.00	-£672,341.04	-£677,777.10	-£677,777.10	-£677,777.10	-£733,823.10	Operating costs
101	Central Admin	£134,460.00	£ 149,960.00	£167,868.00	£172,785.00	£118,736.00	£197,589.00	£144,415.00	£189,104.00	£227,483.00	£227,483.00
105	Civic & Democratic	£3,947.00	£ 3,947.00	£15,007.00	£2,609.00	£3,736.00	£7,002.00	£516.00	£7,002.00	£33,170.00	£33,170.00
110	Grants and contributions	£49,055.00	£49,055	£43,698.00	£39,373.00	£30,583.00	£44,787.00	£33,226.00	£41,768.00	£48,435.00	£48,435.00
110	Committed Grants										
110	Civic Grants										
150	Events,town centre and climae change	£42,143.00	£ 42,143.00	£39,240.00	£36,002.00	£35,732.00	£45,164.00	£36,426.00	£43,055.00	£47,711.00	£47,711.00
301	Open Spaces	£33,638.00	£ 34,303.00	£29,157.00	£31,649.00	£31,301.00	£37,522.00	£23,384.00	£35,120.00	£38,950.00	£38,950.00
208	Ancells Farm Park	£30,191.00	£ 30,191.00	£31,298.00	£31,986.00	£32,624.00	£37,631.00	£23,722.00	£38,463.00	£39,979.00	£39,979.00
310	Calthorpe Park	£21,492.00	£ 28,492.00	£33,575.00	£37,109.00	£67,689.00	£49,793.00	£24,288.00	£50,156.00	£53,970.00	£53,970.00
315	Oakley Park	£16,200.00	£ 16,200.00	£21,099.00	£22,216.00	£25,508.00	£26,760.00	£18,439.00	£29,060.00	£28,080.00	£28,080.00
320	Basingbourne Park	£19,257.00	£ 19,257.00	£25,536.00	£28,807.00	£22,583.00	£23,501.00	£14,662.00	£25,926.00	£24,486.00	£24,486.00
325	The Views	£12,160.00	£ 12,160.00	£5,909.00	£9,281.00	£8,769.00	£11,475.00	£8,214.00	£13,604.00	£12,026.00	£12,026.00
330	Edenbrook	£9,794.00	£ 9,794.00	£3,112.00	£3,300.00	£4,175.00	£5,375.00	£2,510.00	£3,795.00	£5,585.00	£5,585.00
350	Cemetery	-£41,789.00	-£ 38,989.00	-£9,764.00	-£28,987.00	-£65,345.00	-£24,484.00	-£30,631.00	-£26,276.00	-£21,900.00	-£21,900.00
475	Lengthsman	-£100.00	-£ 100.00	-£3,300.00	£530.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>SUB TOTAL</b>	<b>COUNCIL OPERATIONS</b>	<b>-£268,829.00</b>	<b>£ 242,864.00</b>	<b>-£217,132.26</b>	<b>-£245,159.00</b>	<b>-£356,250.04</b>	<b>-£215,662.10</b>	<b>-£378,606.10</b>	<b>-£227,000.10</b>	<b>-£195,848.10</b>	<b>£537,975.00</b>
<b>THE HARLINGTON</b>											
										£0.00	
204	Building Operational costs	£130,943.00	£ 131,203.00	£222,058.00	£224,131.00	£230,244.00	£222,000.00	£151,828.00	£185,718.00	£234,900.00	
201	Events	£4,215.00	£ 18,135.00	-£52,535.00	-£25,188.00	£131,919.00	£64,000.00	£28,032.00	£21,617.00	£19,250.00	
202	Café	-£7,557.00	-£ 7,557.00	-£14,721.00	-£9,187.00	£17,565.00	£0.00	£14.00	£0.00	£0.00	
<b>SUB TOTAL</b>		<b>-£3,342.00</b>	<b>£10,578.00</b>	<b>£154,802.00</b>	<b>£189,756.00</b>	<b>£379,728.00</b>	<b>£286,000.00</b>	<b>£179,874.00</b>	<b>£207,335.00</b>	<b>£254,150.00</b>	
205	Ancells Community	£5,716.00	£ 5,716.00	£15,120.00	£18,780.00	£31,241.00	£30,500.00	£11,976.00	£27,275.00	£22,850.00	
	<b>TOTAL AFCC</b>	<b>£5,716.00</b>	<b>£5,716.00</b>	<b>£15,120.00</b>	<b>£18,780.00</b>	<b>£31,241.00</b>	<b>£30,500.00</b>	<b>£11,976.00</b>	<b>£27,275.00</b>	<b>£22,850.00</b>	
<b>TOTAL</b>	<b>Harlington &amp; AFCC</b>	<b>£2,374.00</b>	<b>£16,294.00</b>	<b>£169,922.00</b>	<b>£208,536.00</b>	<b>£410,969.00</b>	<b>£316,500.00</b>	<b>£191,850.00</b>	<b>£234,610.00</b>	<b>£277,000.00</b>	
<b>TOTAL</b>	<b>FTC + Harlington + Ancells Community</b>	<b>-£266,455.00</b>	<b>£ 226,570.00</b>	<b>-£47,210.26</b>	<b>-£36,623.00</b>	<b>£54,718.96</b>	<b>£100,837.90</b>	<b>-£186,756.10</b>	<b>£7,609.90</b>	<b>£81,151.90</b>	

HARLINGTON DEVELOPMENT		Actual to 31.03.17	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Actual as at 10.02.22	Cumulative 2021/2022 Year End Projection	Comments
	Brought forward	£0.00	-£285,435.00	-£511,052.00	-£879,793.00	-£1,216,717.00	-£1,608,082.00	£2,020,099.00	
115	Precept	-£390,339.00	-£412,017.00	-£412,017.00	-£412,017.00	-£412,017.00	-£412,017.00		
160	Interest				-£5,957.00				
160	Expenditure	£104,904.00	£186,377.00	£43,276.00	£81,050.00	£20,652.00	£8,200.00	£27,980.00	
<b>TOTAL</b>	<b>FUNDS AVAILABLE</b>	<b>-£285,435.00</b>	<b>-£511,075.00</b>	<b>-£879,793.00</b>	<b>-£1,216,717.00</b>	<b>-£1,608,082.00</b>	<b>-£2,011,899.00</b>	<b>£1,992,119.00</b>	

Available S106 Funding as at 19.04.2021	Available funds as at 11.05.19	Funds received a at 31.01.2020	Funds allocated but not paid as at 31.01.2020	Balance available as at 19.04.2021	Funds requested but not paid as at 10.02.22	Comments
	Recreation & Leisure projects	£392,214.00	£24,789.00	£244,211.00	£150,733.00	Cemetery Extension
	<b>TOTAL</b>	<b>£392,214.00</b>	<b>£24,789.00</b>	<b>£244,211.00</b>	<b>£150,733.00</b>	<b>£95,747.00</b>

**FTC RESERVES AS AT 31 MARCH 2021**

Total Equity as at 31.03.2021	£2,025,936.00	General Fund	£123,844.00
		FTC Reserves	£0.00
		General EMR	£294,010.00
		Harlington EMR	£1,608,082.00
			£2,025,936.00

**FTC RESERVES AS AT 10 FEBRUARY 2022**

Total Equity as at 10.02.2022	£2,616,843	General Fund	£453,893.00
		FTC Reserves	
		General EMR	£142,852.00
		Harlington EMR	£2,020,099.00
			£2,616,844.00

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Policy and Finance</b>											
<u>101 Central Administration</u>											
1053 Grant money and funding	0	0	0	2,870	0	(2,870)	0			0.0%	
1064 Tennis Membership card	0	0	0	(1)	0	1	0			0.0%	
1870 Interest Income	214	269	55	615	2,690	2,075	3,230			19.0%	
Central Administration :- Income	<b>214</b>	<b>269</b>	<b>55</b>	<b>3,484</b>	<b>2,690</b>	<b>(794)</b>	<b>3,230</b>			<b>107.9%</b>	<b>0</b>
4000 Salaries	9,841	10,333	492	97,939	103,330	5,391	124,000		26,061	79.0%	
4001 Employers National Insurance	(691)	850	1,541	6,599	8,500	1,901	10,200		3,601	64.7%	
4002 Employers Pension	565	542	(23)	5,006	5,420	414	6,500		1,494	77.0%	
4005 Contracted Staffing	0	0	0	208	0	(208)	0		(208)	0.0%	
4015 Recharge staff hours	(7,000)	(1,540)	5,460	(7,700)	(15,400)	(7,700)	(18,480)		(10,780)	41.7%	
4020 COVID19	23	0	(23)	42	900	858	1,000		958	4.2%	
4030 Training	0	0	0	330	2,250	1,920	3,000		2,670	11.0%	
4041 Mileage/Travel/Sustenance	0	0	0	12	72	60	102		90	11.7%	
4130 Insurance	0	800	800	9,130	7,900	(1,230)	9,500		370	96.1%	
4152 Cleaning - Supplies	(23)	0	23	0	0	0	0		0	0.0%	
4156 Recycling	0	0	0	0	375	375	500		500	0.0%	
4175 Equipment Maintenance	0	50	50	0	500	500	600		600	0.0%	
4185 Equipment	0	250	250	988	2,500	1,512	3,000		2,012	32.9%	
4187 Health & Safety	1,636	0	(1,636)	7,645	6,000	(1,645)	8,000		355	95.6%	
4400 Stationery & Consumables	534	320	(214)	3,306	2,860	(446)	3,500		194	94.4%	
4401 Document Management	0	0	0	0	3,750	3,750	5,000		5,000	0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4420 Bank Charges	46	260	214	1,016	2,540	1,524	3,060		2,044	33.2%	
4430 Promotion/Publicity/Vision	1,112	0	(1,112)	4,658	5,300	642	7,140		2,482	65.2%	
4435 Website	0	185	185	240	725	485	918		678	26.1%	
4440 Telephone & Broadband	0	200	200	933	2,000	1,067	2,400		1,467	38.9%	
4445 Mobile Phones	0	55	55	93	550	457	663		570	14.0%	
4455 Postage	72	10	(62)	920	82	(838)	102		(818)	901.8%	
4460 Subscriptions	0	400	400	2,796	3,060	264	3,060		264	91.4%	
4480 Computer Maintenance	0	0	0	0	860	860	1,020		1,020	0.0%	
4481 Software/Licenses	12	0	(12)	743	1,600	857	2,500		1,757	29.7%	
4484 Computer Support	360	500	140	3,720	5,020	1,300	6,120		2,400	60.8%	
4485 Computer Storage	0	0	0	990	1,260	270	1,734		744	57.1%	
4486 E-mail Exchange	283	300	17	2,714	2,890	176	3,570		856	76.0%	
4530 Councillor Development	(32)	0	32	0	0	0	0		0	0.0%	
4550 Payroll Services	59	153	94	230	612	382	612		382	37.6%	
4551 HR Services and staff welfare	75	170	95	894	1,700	806	2,040		1,146	43.8%	
4555 Legal Fees and Costs	0	340	340	361	1,700	1,339	2,040		1,679	17.7%	
4560 Accountancy fees	0	0	0	560	714	154	714		154	78.4%	
4561 VAT Consultancy fees	0	0	0	259	204	(55)	204		(55)	127.0%	
4564 Procurement fees	0	0	0	1,750	2,250	500	3,000		1,250	58.3%	
4580 Audit Fees	0	0	0	1,500	1,700	200	3,500		2,000	42.9%	
4700 Bar Purchases	(3)	0	3	0	0	0	0		0	0.0%	
4995 Miscellaneous Expenditure	0	0	0	18	0	(18)	0		(18)	0.0%	
Central Administration :- Indirect Expenditure	<b>6,869</b>	<b>14,178</b>	<b>7,309</b>	<b>147,899</b>	<b>163,724</b>	<b>15,825</b>	<b>200,819</b>	<b>0</b>	<b>52,920</b>	<b>73.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,655)</b>	<b>(13,909)</b>	<b>(7,254)</b>	<b>(144,415)</b>	<b>(161,034)</b>	<b>(16,619)</b>	<b>(197,589)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>105</u> <u>Civic and Democratic</u>											
4041 Mileage/Travel/Sustenance	0	0	0	0	120	120	156		156	0.0%	
4430 Promotion/Publicity/Vision	0	0	0	5	1,600	1,595	2,550		2,545	0.2%	
4530 Councillor Development	32	0	(32)	237	800	563	1,071		834	22.2%	
4535 Chairman's Allowance	5	0	(5)	186	880	694	1,185		999	15.7%	
4537 Members Allowances	0	0	0	88	1,530	1,442	2,040		1,952	4.3%	
Civic and Democratic :- Indirect Expenditure	<b>38</b>	<b>0</b>	<b>(38)</b>	<b>516</b>	<b>4,930</b>	<b>4,414</b>	<b>7,002</b>	<b>0</b>	<b>6,486</b>	<b>7.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(38)</b>	<b>0</b>	<b>38</b>	<b>(516)</b>	<b>(4,930)</b>	<b>(4,414)</b>	<b>(7,002)</b>				
<u>110</u> <u>Grants</u>											
4538 Community Support	(380)	0	380	167	1,130	964	1,530		1,364	10.9%	
4800 Fleet Link	0	0	0	11,117	13,770	2,653	13,770		2,653	80.7%	
4810 Basingstoke Canal	0	0	0	18,309	18,675	366	18,675		366	98.0%	
4855 Community grants	720	2,300	1,580	3,633	8,612	4,979	10,812		7,179	33.6%	
Grants :- Indirect Expenditure	<b>340</b>	<b>2,300</b>	<b>1,960</b>	<b>33,226</b>	<b>42,187</b>	<b>8,961</b>	<b>44,787</b>	<b>0</b>	<b>11,561</b>	<b>74.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(340)</b>	<b>(2,300)</b>	<b>(1,960)</b>	<b>(33,226)</b>	<b>(42,187)</b>	<b>(8,961)</b>	<b>(44,787)</b>				
<u>115</u> <u>Precept</u>											
1900 Precept - operational	0	0	0	677,777	677,777	0	677,777			100.0%	
1902 Precept - New Harlington	0	0	0	412,017	412,017	0	412,017			100.0%	206,009
Precept :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,089,794</b>	<b>1,089,794</b>	<b>0</b>	<b>1,089,794</b>			<b>100.0%</b>	<b>206,009</b>
<b>Net Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,089,794</b>	<b>1,089,794</b>	<b>0</b>	<b>1,089,794</b>				
6000 less Transfer to EMR	0			206,009							
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>			<b>883,786</b>							



## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Policy and Finance :- Income	214	269	55	1,093,278	1,092,484	(794)	1,093,024			100.0%	
Expenditure	7,247	16,478	9,231	181,641	210,841	29,200	252,608	0	70,967	71.9%	
<b>Net Income over Expenditure</b>	<b>(7,033)</b>	<b>(16,209)</b>	<b>(9,486)</b>	<b>911,638</b>	<b>881,643</b>	<b>(29,995)</b>	<b>840,416</b>				
less Transfer to EMR	0			206,008							
<b>Movement to/(from) Gen Reserve</b>	<b>(7,032)</b>			<b>705,629</b>							

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Recreation, Leisure/Amenities</b>											
<u>150 Events, Town Centre and Climat</u>											
1051 Ghurkha Square Market	650	708	58	6,500	7,080	580	8,500			76.5%	
Events, Town Centre and Climat :- Income	<b>650</b>	<b>708</b>	<b>58</b>	<b>6,500</b>	<b>7,080</b>	<b>580</b>	<b>8,500</b>			<b>76.5%</b>	<b>0</b>
4176 Action Day	0	0	0	320	918	598	918	598		34.8%	
4210 Floral Displays	0	0	0	16,317	13,495	(2,822)	17,895	1,578		91.2%	
4222 Friends Group Get Together	0	0	0	0	150	150	150	150		0.0%	
4655 Town Centre Xmas Decorations	628	7,500	6,872	15,719	18,600	2,881	22,000	6,281		71.4%	
4656 Christmas Gurkha Square	159	150	(9)	2,610	3,890	1,280	4,175	1,565		62.5%	
4657 Christmas Day Lunch	0	350	350	548	350	(198)	1,020	472		53.7%	
4660 Remembrance Day	4	0	(4)	212	306	94	306	94		69.3%	
4661 Gurkha Sq Market	2,400	600	(1,800)	7,200	6,000	(1,200)	7,200	0		100.0%	
Events, Town Centre and Climat :- Indirect Expenditure	<b>3,192</b>	<b>8,600</b>	<b>5,408</b>	<b>42,926</b>	<b>43,709</b>	<b>783</b>	<b>53,664</b>	<b>0</b>	<b>10,738</b>	<b>80.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,542)</b>	<b>(7,892)</b>	<b>(5,350)</b>	<b>(36,426)</b>	<b>(36,629)</b>	<b>(203)</b>	<b>(45,164)</b>				
<u>205 Ancells Community Centre</u>											
1000 Hall Hire	2,115	1,250	(865)	17,882	12,500	(5,382)	15,000			119.2%	
Ancells Community Centre :- Income	<b>2,115</b>	<b>1,250</b>	<b>(865)</b>	<b>17,882</b>	<b>12,500</b>	<b>(5,382)</b>	<b>15,000</b>			<b>119.2%</b>	<b>0</b>
4000 Salaries	5,284	1,420	(3,864)	13,878	14,160	282	17,000	3,122		81.6%	
4001 Employers National Insurance	671	125	(546)	1,202	1,250	48	1,500	298		80.1%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4002 Employers Pension	663	170	(493)	1,621	1,670	49	2,000		379	81.0%	
4041 Mileage/Travel/Sustenance	35	40	5	350	400	50	500		150	70.0%	
4115 Water & Sewerage	0	65	65	(50)	650	700	800		850	(6.3%)	
4120 Gas	389	180	(209)	1,124	1,640	516	2,000		876	56.2%	
4122 Electricity	99	140	41	749	1,220	471	1,500		751	49.9%	
4150 Cleaning	573	580	7	4,351	5,820	1,469	7,000		2,649	62.2%	
4152 Cleaning - Supplies	118	125	7	1,725	1,250	(475)	1,500		(225)	115.0%	
4155 Refuse Collection	103	80	(23)	698	830	132	1,000		302	69.8%	
4170 Building Maintenance	386	160	(226)	1,584	1,600	16	2,000		416	79.2%	
4207 Fire & Intruder Systems	0	0	0	250	0	(250)	0		(250)	0.0%	
4280 Ancells Car Park	0	0	0	0	6,000	6,000	6,000		6,000	0.0%	
4445 Mobile Phones	25	25	0	250	250	0	300		50	83.3%	
4455 Postage	0	10	10	0	80	80	100		100	0.0%	
4740 Licences	3,125	0	(3,125)	2,125	2,300	175	2,300		175	92.4%	
Ancells Community Centre :- Indirect Expenditure	<b>11,470</b>	<b>3,120</b>	<b>(8,350)</b>	<b>29,859</b>	<b>39,120</b>	<b>9,261</b>	<b>45,500</b>	<b>0</b>	<b>15,641</b>	<b>65.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(9,356)</b>	<b>(1,870)</b>	<b>7,486</b>	<b>(11,976)</b>	<b>(26,620)</b>	<b>(14,644)</b>	<b>(30,500)</b>				
<u>208 Ancells Farm Park and Pavilion</u>											
1050 Outdoor Space Hire	0	0	0	70	0	(70)	0			0.0%	
1060 Pitch Hire	0	365	365	2,441	2,193	(248)	2,924			83.5%	
Ancells Farm Park and Pavilion :- Income	<b>0</b>	<b>365</b>	<b>365</b>	<b>2,511</b>	<b>2,193</b>	<b>(318)</b>	<b>2,924</b>			<b>85.9%</b>	<b>0</b>
4110 Rates	0	0	0	1,185	1,208	23	1,208		23	98.1%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Water & Sewerage	0	0	0	240	340	100	390		150	61.6%	
4120 Gas	47	35	(12)	186	297	111	365		179	51.1%	
4122 Electricity	26	0	(26)	160	195	35	265		105	60.3%	
4150 Cleaning	117	116	(1)	1,052	1,160	108	1,390		338	75.7%	
4170 Building Maintenance	427	0	(427)	508	3,000	2,492	4,284		3,776	11.9%	
4175 Equipment Maintenance	0	0	0	0	300	300	470		470	0.0%	
4187 Health & Safety	0	0	0	0	260	260	312		312	0.0%	
4200 Grounds Maintenance	1,844	1,888	44	16,600	18,880	2,280	22,660		6,060	73.3%	
4202 Additional Ground Works	0	145	145	70	1,450	1,380	1,739		1,669	4.0%	
4205 CCTV	0	0	0	0	107	107	107		107	0.0%	
4220 Friends Group support	0	0	0	0	118	118	118		118	0.0%	
4225 South and South East in Bloom	0	0	0	0	107	107	107		107	0.0%	
4230 Playground Maintenance	0	425	425	2,993	4,250	1,257	5,100		2,107	58.7%	
4250 Tree Surgery	0	170	170	3,240	1,700	(1,540)	2,040		(1,200)	158.8%	
Ancells Farm Park and Pavilion :- Indirect Expenditure	<b>2,461</b>	<b>2,779</b>	<b>318</b>	<b>26,234</b>	<b>33,372</b>	<b>7,138</b>	<b>40,555</b>	<b>0</b>	<b>14,321</b>	<b>64.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,461)</b>	<b>(2,414)</b>	<b>47</b>	<b>(23,722)</b>	<b>(31,179)</b>	<b>(7,457)</b>	<b>(37,631)</b>				
<u>301</u> Open Spaces											
1050 Outdoor Space Hire	50	0	(50)	120	0	(120)	0			0.0%	
1057 Fleet Football Club Rent	0	0	0	1,000	0	(1,000)	0			0.0%	
Open Spaces :- Income	<b>50</b>	<b>0</b>	<b>(50)</b>	<b>1,120</b>	<b>0</b>	<b>(1,120)</b>	<b>0</b>				<b>0</b>
4000 Salaries	1,396	1,117	(279)	11,634	11,170	(464)	13,400		1,766	86.8%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2022

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## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Employers National Insurance	142	108	(34)	1,204	1,080	(124)	1,300		96	92.6%	
4002 Employers Pension	70	58	(12)	582	580	(2)	700		118	83.1%	
4041 Mileage/Travel/Sustinance	39	68	29	102	680	578	816		714	12.5%	
4169 Street and Park Furniture	0	0	0	0	1,020	1,020	1,020		1,020	0.0%	
4170 Building Maintenance	0	26	26	0	260	260	316		316	0.0%	
4185 Equipment	86	128	42	186	1,280	1,094	1,530		1,344	12.2%	
4200 Grounds Maintenance	1,167	1,195	28	10,507	11,950	1,443	14,344		3,837	73.2%	
4202 Additional Ground Works	0	92	92	0	920	920	1,100		1,100	0.0%	
4206 Lamppost Maintenance	0	0	0	(200)	204	404	204		404	(98.0%)	
4208 Speedwatch and SIDS	0	0	0	0	1,000	1,000	1,000		1,000	0.0%	
4250 Tree Surgery	225	87	(138)	375	870	495	1,040		665	36.1%	
4445 Mobile Phones	29	35	6	15	350	335	416		401	3.6%	
4740 Licences	0	0	0	70	224	154	224		154	31.3%	
4745 Uniforms	0	0	0	29	112	83	112		83	26.1%	
Open Spaces :- Indirect Expenditure	<b>3,154</b>	<b>2,914</b>	<b>(240)</b>	<b>24,504</b>	<b>31,700</b>	<b>7,196</b>	<b>37,522</b>	<b>0</b>	<b>13,018</b>	<b>65.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,104)</b>	<b>(2,914)</b>	<b>190</b>	<b>(23,384)</b>	<b>(31,700)</b>	<b>(8,316)</b>	<b>(37,522)</b>				
<u>310 Calthorpe Park</u>											
1050 Outdoor Space Hire	0	58	58	370	580	210	700			52.9%	
1057 Fleet Football Club Rent	0	500	500	(500)	2,000	2,500	2,000			(25.0%)	
1060 Pitch Hire	0	0	0	716	900	184	1,008			71.0%	
1064 Tennis Membership card	241	0	(241)	8,942	7,500	(1,442)	7,500			119.2%	
1065 Tennis Hire	148	0	(148)	2,754	1,500	(1,254)	1,500			183.6%	
Calthorpe Park :- Income	<b>390</b>	<b>558</b>	<b>168</b>	<b>12,282</b>	<b>12,480</b>	<b>198</b>	<b>12,708</b>			<b>96.6%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2022

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## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Water & Sewerage	0	0	0	296	505	209	505		209	58.5%	
4122 Electricity	21	0	(21)	124	214	90	304		180	40.9%	
4150 Cleaning	105	124	19	946	1,240	294	1,485		539	63.7%	
4170 Building Maintenance	0	130	130	1,754	1,300	(454)	1,560		(194)	112.5%	
4175 Equipment Maintenance	0	67	67	0	670	670	800		800	0.0%	
4185 Equipment	0	74	74	274	740	466	884		610	31.0%	
4187 Health & Safety	0	26	26	420	260	(160)	316		(104)	132.9%	
4200 Grounds Maintenance	3,137	3,275	138	28,232	32,750	4,518	39,300		11,068	71.8%	
4202 Additional Ground Works	0	246	246	3,603	2,460	(1,143)	2,954		(649)	122.0%	
4205 CCTV	0	0	0	(2,937)	2,000	4,937	2,000		4,937	(146.9%)	
4220 Friends Group support	0	0	0	0	107	107	107		107	0.0%	
4225 South and South East in Bloom	0	0	0	50	72	22	72		22	69.4%	
4230 Playground Maintenance	0	83	83	123	830	707	1,000		877	12.3%	
4250 Tree Surgery	0	199	199	1,933	1,990	58	2,392		460	80.8%	
4590 Repairs and Renewals	0	0	0	0	0	0	7,000		7,000	0.0%	
4651 LTA Registration - membership	360	0	(360)	360	938	578	938		578	38.4%	
4653 Tennis Software	0	0	0	1,321	812	(509)	812		(509)	162.7%	
4740 Licences	0	0	0	70	72	2	72		2	97.2%	
Calthorpe Park :- Indirect Expenditure	<b>3,623</b>	<b>4,224</b>	<b>601</b>	<b>36,570</b>	<b>46,960</b>	<b>10,390</b>	<b>62,501</b>	<b>0</b>	<b>25,931</b>	<b>58.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,233)</b>	<b>(3,666)</b>	<b>(433)</b>	<b>(24,288)</b>	<b>(34,480)</b>	<b>(10,192)</b>	<b>(49,793)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2022

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## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>315 Oakley Park</u>											
1050 Outdoor Space Hire	0	0	0	125	0	(125)	0			0.0%	
1053 Grant money and funding	0	0	0	191	0	(191)	0			0.0%	
1060 Pitch Hire	0	0	0	1,590	1,972	382	2,672			59.5%	
Oakley Park :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,906</b>	<b>1,972</b>	<b>66</b>	<b>2,672</b>			<b>71.3%</b>	<b>0</b>
4122 Electricity	76	0	(76)	247	235	(12)	316		69	78.1%	
4150 Cleaning	105	110	5	946	1,100	154	1,326		380	71.4%	
4170 Building Maintenance	0	87	87	0	870	870	1,040		1,040	0.0%	
4175 Equipment Maintenance	0	5	5	0	50	50	56		56	0.0%	
4180 Equipment Hire	0	5	5	0	50	50	56		56	0.0%	
4187 Health & Safety	0	26	26	420	260	(160)	316		(104)	132.9%	
4200 Grounds Maintenance	1,672	1,712	40	15,049	17,120	2,071	20,545		5,496	73.3%	
4202 Additional Ground Works	0	131	131	486	1,310	824	1,575		1,089	30.9%	
4205 CCTV	0	0	0	0	1,400	1,400	1,400		1,400	0.0%	
4220 Friends Group support	0	0	0	0	105	105	105		105	0.0%	
4225 South and South East in Bloom	0	0	0	80	97	17	97		17	82.5%	
4230 Playground Maintenance	0	87	87	1,269	870	(399)	1,040		(229)	122.0%	
4250 Tree Surgery	0	130	130	1,848	1,300	(548)	1,560		(288)	118.4%	
Oakley Park :- Indirect Expenditure	<b>1,853</b>	<b>2,293</b>	<b>440</b>	<b>20,345</b>	<b>24,767</b>	<b>4,422</b>	<b>29,432</b>	<b>0</b>	<b>9,087</b>	<b>69.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,853)</b>	<b>(2,293)</b>	<b>(440)</b>	<b>(18,439)</b>	<b>(22,795)</b>	<b>(4,356)</b>	<b>(26,760)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2022

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## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>320</u> <u>Basingbourne Park</u>											
1050 Outdoor Space Hire	0	0	0	70	0	(70)	0			0.0%	
1060 Pitch Hire	0	0	0	3,407	3,750	343	5,344			63.7%	
Basingbourne Park :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,477</b>	<b>3,750</b>	<b>273</b>	<b>5,344</b>			<b>65.1%</b>	<b>0</b>
4115 Water & Sewerage	0	0	0	86	420	334	420	334		20.4%	
4122 Electricity	20	0	(20)	131	195	64	315	184		41.6%	
4150 Cleaning	105	110	5	946	1,100	154	1,326	380		71.4%	
4170 Building Maintenance	0	173	173	132	1,730	1,598	2,080	1,948		6.4%	
4185 Equipment	0	26	26	0	260	260	316	316		0.0%	
4187 Health & Safety	0	26	26	420	260	(160)	316	(104)		132.9%	
4200 Grounds Maintenance	1,422	1,456	34	12,798	14,560	1,762	17,470	4,672		73.3%	
4202 Additional Ground Works	0	112	112	1,075	1,120	45	1,341	266		80.2%	
4205 CCTV	0	0	0	0	1,400	1,400	1,400	1,400		0.0%	
4220 Friends Group support	0	0	0	0	115	115	115	115		0.0%	
4225 South and South East in Bloom	0	0	0	80	105	25	105	25		76.2%	
4230 Playground Maintenance	0	87	87	1,500	870	(630)	1,040	(460)		144.2%	
4250 Tree Surgery	0	217	217	970	2,170	1,200	2,601	1,631		37.3%	
Basingbourne Park :- Indirect Expenditure	<b>1,547</b>	<b>2,207</b>	<b>660</b>	<b>18,138</b>	<b>24,305</b>	<b>6,167</b>	<b>28,845</b>	<b>0</b>	<b>10,707</b>	<b>62.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,547)</b>	<b>(2,207)</b>	<b>(660)</b>	<b>(14,662)</b>	<b>(20,555)</b>	<b>(5,893)</b>	<b>(23,501)</b>				



## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2022

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## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>325 The Views</u>											
1050 Outdoor Space Hire	0	0	0	80	750	670	1,000			8.0%	
The Views :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>80</b>	<b>750</b>	<b>670</b>	<b>1,000</b>			<b>8.0%</b>	<b>0</b>
4115 Water & Sewerage	0	0	0	(20)	0	20	0	20	20	0.0%	
4122 Electricity	0	0	0	161	105	(56)	137	(24)	(24)	117.2%	
4185 Equipment	0	9	9	0	90	90	107	107	107	0.0%	
4200 Grounds Maintenance	589	603	14	5,303	6,030	727	7,240	1,937	1,937	73.2%	
4202 Additional Ground Works	0	46	46	837	460	(377)	555	(282)	(282)	150.8%	
4230 Playground Maintenance	0	343	343	1,489	3,430	1,941	4,120	2,631	2,631	36.1%	
4250 Tree Surgery	0	26	26	525	260	(265)	316	(209)	(209)	166.1%	
The Views :- Indirect Expenditure	<b>589</b>	<b>1,027</b>	<b>438</b>	<b>8,294</b>	<b>10,375</b>	<b>2,081</b>	<b>12,475</b>	<b>0</b>	<b>4,181</b>	<b>66.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(589)</b>	<b>(1,027)</b>	<b>(438)</b>	<b>(8,214)</b>	<b>(9,625)</b>	<b>(1,411)</b>	<b>(11,475)</b>				
<u>330 Edenbrook</u>											
4200 Grounds Maintenance	249	255	6	2,242	2,550	308	3,060	818	818	73.3%	
4202 Additional Ground Works	0	20	20	0	200	200	235	235	235	0.0%	
4230 Playground Maintenance	0	173	173	268	1,730	1,462	2,080	1,812	1,812	12.9%	
Edenbrook :- Indirect Expenditure	<b>249</b>	<b>448</b>	<b>199</b>	<b>2,510</b>	<b>4,480</b>	<b>1,970</b>	<b>5,375</b>	<b>0</b>	<b>2,865</b>	<b>46.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(249)</b>	<b>(448)</b>	<b>(199)</b>	<b>(2,510)</b>	<b>(4,480)</b>	<b>(1,970)</b>	<b>(5,375)</b>				

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## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>350 Cemetery</u>											
1100 Interment Fees	1,220	833	(387)	15,190	8,330	(6,860)	10,000			151.9%	
1110 Scattering of Ashes	0	42	42	0	420	420	500			0.0%	
1120 Sale of Exclusive Rights	2,980	1,333	(1,647)	21,820	13,330	(8,490)	16,000			136.4%	
1121 Transfer of Exclusive Rights	145	88	(57)	3,625	880	(2,745)	1,050			345.2%	
1130 Memorial Cemetery Fees	2,928	538	(2,390)	8,158	5,380	(2,778)	6,450			126.5%	
1131 Memorial Roses	0	58	58	540	580	40	700			77.1%	
1132 Memorial Kerbstones	0	417	417	2,147	4,170	2,023	5,000			42.9%	
1133 Memorial Sanctums	0	1,667	1,667	3,972	16,670	12,698	20,000			19.9%	
1134 GoR Planted Area	345	58	(287)	970	580	(390)	700			138.6%	
1137 GoR Ashes digging	100	0	(100)	800	0	(800)	0			0.0%	
1140 Bench contribution	0	0	0	175	0	(175)	0			0.0%	
Cemetery :- Income	<b>7,718</b>	<b>5,034</b>	<b>(2,684)</b>	<b>57,397</b>	<b>50,340</b>	<b>(7,057)</b>	<b>60,400</b>			<b>95.0%</b>	<b>0</b>
4000 Salaries	306	475	169	3,384	4,750	1,366	5,700		2,316	59.4%	
4002 Employers Pension	15	25	10	169	250	81	300		131	56.4%	
4041 Mileage/Travel/Sustinance	31	44	13	281	440	159	530		249	53.0%	
4110 Rates	0	0	0	2,445	2,231	(214)	2,231		(214)	109.6%	
4115 Water & Sewerage	0	0	0	135	220	85	220		85	61.5%	
4150 Cleaning	0	42	42	0	420	420	500		500	0.0%	
4155 Refuse Collection	0	0	0	1,344	1,455	111	2,040		696	65.9%	
4170 Building Maintenance	0	43	43	0	430	430	520		520	0.0%	
4200 Grounds Maintenance	1,113	1,352	239	12,419	13,520	1,101	16,218		3,799	76.6%	
4202 Additional Ground Works	0	70	70	972	700	(272)	841		(131)	115.5%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2022

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## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4203 General Upkeep	0	130	130	1,294	1,300	6	1,560		266	83.0%	
4220 Friends Group support	0	0	0	0	105	105	105		105	0.0%	
4225 South and South East in Bloom	0	0	0	70	140	70	140		70	50.0%	
4250 Tree Surgery	975	87	(888)	975	870	(105)	1,040		65	93.8%	
4400 Stationery & Consumables	0	0	0	(0)	0	0	0		0	0.0%	
4445 Mobile Phones	23	21	(2)	181	210	29	255		74	70.9%	
4460 Subscriptions	0	0	0	95	100	5	100		5	95.0%	
4481 Software/Licenses	0	0	0	678	450	(228)	450		(228)	150.7%	
4935 GoR Memorial inscriptions	2,105	100	(2,005)	1,423	1,000	(423)	1,200		(223)	118.5%	
4936 GoR Ashes digging	0	0	0	900	100	(800)	100		(800)	900.0%	
4942 H and S Memorial repairs	0	0	0	0	0	0	316		316	0.0%	
4944 H and S Memorial inspections	0	0	0	0	0	0	1,550		1,550	0.0%	
Cemetery :- Indirect Expenditure	<b>4,570</b>	<b>2,389</b>	<b>(2,181)</b>	<b>26,766</b>	<b>28,691</b>	<b>1,925</b>	<b>35,916</b>	<b>0</b>	<b>9,150</b>	<b>74.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,149</b>	<b>2,645</b>	<b>(504)</b>	<b>30,631</b>	<b>21,649</b>	<b>(8,982)</b>	<b>24,484</b>				
Recreation, Leisure/Amenities :- Income	<b>10,922</b>	<b>7,915</b>	<b>(3,007)</b>	<b>103,155</b>	<b>91,065</b>	<b>(12,090)</b>	<b>108,548</b>			<b>95.0%</b>	
Expenditure	<b>32,708</b>	<b>30,001</b>	<b>(2,707)</b>	<b>236,145</b>	<b>287,479</b>	<b>51,334</b>	<b>351,785</b>	<b>0</b>	<b>115,640</b>	<b>67.1%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(21,785)</b>			<b>(132,990)</b>							

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Harlington Centre</b>											
<u>201 Harlington - Events</u>											
1000 Hall Hire	6,790	10,000	3,210	85,619	56,500	(29,119)	67,000			127.8%	
1002 POINT Hall Hire	0	0	0	72	0	(72)	0			0.0%	
1033 Fleet Phoenix	0	0	0	0	0	0	1,000			0.0%	
1036 Fleet Baptist Preschool	0	1,166	1,166	1,423	3,500	2,077	3,500			40.7%	
1420 Bar Sales	3,404	8,000	4,596	53,178	56,000	2,822	74,000			71.9%	
1430 Merchandise	0	0	0	34	0	(34)	0			0.0%	
1431 Confectionery	333	20	(313)	2,594	1,400	(1,194)	1,500			172.9%	
1432 Ices	453	0	(453)	2,266	1,500	(766)	1,500			151.0%	
1433 Snacks	97	200	103	1,456	1,200	(256)	1,500			97.1%	
1435 Box Office Charges	301	1,300	999	6,760	7,100	340	9,000			75.1%	
1436 Technical Income	0	0	0	0	0	0	1			0.0%	
1450 Ticket Sales	0	17,700	17,700	0	95,600	95,600	115,000			0.0%	
Harlington - Events :- Income	<b>11,378</b>	<b>38,386</b>	<b>27,008</b>	<b>153,402</b>	<b>222,800</b>	<b>69,398</b>	<b>274,001</b>			<b>56.0%</b>	<b>0</b>
4000 Salaries	(37,137)	12,500	49,637	111,468	125,000	13,532	150,000		38,532	74.3%	
4001 Employers National Insurance	(5,365)	1,250	6,615	7,255	12,500	5,245	15,000		7,745	48.4%	
4002 Employers Pension	(2,553)	625	3,178	6,102	6,250	148	7,500		1,398	81.4%	
4005 Contracted Staffing	2,890	0	(2,890)	2,990	0	(2,990)	0		(2,990)	0.0%	
4015 Recharge staff hours	0	(750)	(750)	0	(5,300)	(5,300)	(7,000)		(7,000)	0.0%	
4020 COVID19	0	0	0	85	0	(85)	0		(85)	0.0%	
4030 Training	210	0	(210)	0	0	0	0		0	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4170 Building Maintenance	(120)	0	120	0	0	0	0		0	0.0%	
4182 Technical Equipment Sundries	0	0	0	1,896	650	(1,246)	1,000		(896)	189.6%	
4183 Technical Equipment Hire	0	0	0	71	300	229	500		429	14.2%	
4185 Equipment	0	0	0	2,593	5,000	2,407	5,000		2,407	51.9%	
4410 On-line charges	416	0	(416)	416	0	(416)	0		(416)	0.0%	
4420 Bank Charges	152	0	(152)	152	0	(152)	0		(152)	0.0%	
4422 Bank & Card Transactions	466	1,300	834	3,510	7,100	3,590	9,000		5,490	39.0%	
4432 Marketing	0	500	500	8,298	15,800	7,502	17,000		8,702	48.8%	
4433 Marketing Support	0	0	0	2,214	6,000	3,786	6,500		4,286	34.1%	
4481 Software/Licenses	(159)	0	159	0	0	0	0		0	0.0%	
4490 Sales Systeem Costs	897	1,200	303	9,126	8,500	(626)	10,000		874	91.3%	
4700 Bar Purchases	3,294	3,200	(94)	18,333	22,800	4,467	30,000		11,667	61.1%	
4710 Bar Consumables	1	275	274	707	1,950	1,243	2,500		1,793	28.3%	
4715 Stocktaking	0	0	0	0	250	250	500		500	0.0%	
4720 Performance Costs	0	13,500	13,500	0	68,000	68,000	81,000		81,000	0.0%	
4728 Till App	70	85	15	570	850	280	1,000		430	57.0%	
4740 Licences	0	0	0	2,989	3,000	11	5,500		2,511	54.3%	
4752 Hospitality	32	50	18	240	350	110	500		260	47.9%	
4761 Confectionery	0	35	35	981	940	(41)	1,000		19	98.1%	
4762 Ices	0	0	0	867	500	(367)	500		(367)	173.4%	
4763 Snacks	0	150	150	571	800	229	1,000		429	57.1%	
Harlington - Events :- Indirect Expenditure	<b>(36,906)</b>	<b>33,920</b>	<b>70,826</b>	<b>181,434</b>	<b>281,240</b>	<b>99,806</b>	<b>338,000</b>	<b>0</b>	<b>156,566</b>	<b>53.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>48,284</b>	<b>4,466</b>	<b>(43,818)</b>	<b>(28,032)</b>	<b>(58,440)</b>	<b>(30,408)</b>	<b>(63,999)</b>				

Detailed Income & Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 The POINT</u>											
1000 Hall Hire	160	0	(160)	320	0	(320)	0			0.0%	
1002 POINT Hall Hire	0	0	0	0	0	(0)	0			0.0%	
The POINT :- Income	<b>160</b>	<b>0</b>	<b>(160)</b>	<b>320</b>	<b>0</b>	<b>(320)</b>	<b>0</b>				<b>0</b>
<b>Net Income</b>	<b>160</b>	<b>0</b>	<b>(160)</b>	<b>320</b>	<b>0</b>	<b>(320)</b>	<b>0</b>				
<u>204 Building</u>											
1031 HCC Library	0	0	0	0	0	0	16,000			0.0%	
1053 Grant money and funding	0	0	0	23,235	0	(23,235)	0			0.0%	
Building :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>23,235</b>	<b>0</b>	<b>(23,235)</b>	<b>16,000</b>			<b>145.2%</b>	<b>0</b>
4000 Salaries	51,398	6,300	(45,098)	57,311	62,900	5,589	75,500	18,189		75.9%	
4001 Employers National Insurance	4,328	625	(3,703)	4,969	6,250	1,281	7,500	2,531		66.2%	
4002 Employers Pension	2,735	340	(2,395)	3,031	3,320	289	4,000	969		75.8%	
4011 Staff Recruitment	199	0	(199)	654	0	(654)	0	(654)		0.0%	
4015 Recharge staff hours	0	(170)	(170)	0	(1,620)	(1,620)	(2,000)	(2,000)		0.0%	
4030 Training	(150)	150	300	865	800	(65)	1,000	135		86.5%	
4041 Mileage/Travel/Sustinance	0	50	50	94	400	306	500	406		18.8%	
4110 Rates	0	0	0	14,346	15,000	654	15,000	654		95.6%	
4115 Water & Sewerage	0	750	750	(780)	7,500	8,280	9,000	9,780		(8.7%)	
4120 Gas	4,898	1,800	(3,098)	13,354	14,400	1,046	18,000	4,646		74.2%	
4122 Electricity	10,095	3,000	(7,095)	18,794	25,000	6,206	31,000	12,206		60.6%	
4150 Cleaning	2,627	3,500	873	16,804	26,500	9,696	33,500	16,696		50.2%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4151 Cleaning - Equipment	0	35	35	0	400	400	500		500	0.0%	
4152 Cleaning - Supplies	524	900	376	6,155	7,500	1,345	9,500		3,345	64.8%	
4155 Refuse Collection	628	500	(128)	4,267	5,000	733	6,000		1,733	71.1%	
4156 Recycling	154	85	(69)	1,579	835	(744)	1,000		(579)	157.9%	
4170 Building Maintenance	4,092	1,450	(2,642)	23,989	14,150	(9,839)	17,000		(6,989)	141.1%	
4172 Building Compliance	0	0	0	3,102	750	(2,352)	1,000		(2,102)	310.2%	
4175 Equipment Maintenance	0	0	0	0	750	750	1,000		1,000	0.0%	
4185 Equipment	0	0	0	2,157	750	(1,407)	1,000		(1,157)	215.7%	
4187 Health & Safety	0	50	50	533	800	267	1,000		467	53.3%	
4188 Fire and Intruder Monitoring	0	40	40	147	400	253	500		353	29.4%	
4207 Fire & Intruder Systems	0	165	165	1,010	1,665	655	2,000		990	50.5%	
4400 Stationery & Consumables	339	90	(249)	889	810	(79)	1,000		111	88.9%	
4422 Bank & Card Transactions	(95)	0	95	0	0	0	0		0	0.0%	
4445 Mobile Phones	31	42	11	402	417	15	500		98	80.3%	
4455 Postage	9	40	31	9	410	401	500		491	1.8%	
4481 Software/Licenses	167	100	(67)	940	500	(440)	500		(440)	187.9%	
4487 Wi-Fi	78	125	47	293	1,250	957	1,500		1,207	19.5%	
4745 Uniforms	0	0	0	149	500	351	500		351	29.7%	
Building :- Indirect Expenditure	<b>82,058</b>	<b>19,967</b>	<b>(62,091)</b>	<b>175,062</b>	<b>197,337</b>	<b>22,275</b>	<b>238,000</b>	<b>0</b>	<b>62,938</b>	<b>73.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(82,058)</b>	<b>(19,967)</b>	<b>62,091</b>	<b>(151,828)</b>	<b>(197,337)</b>	<b>(45,509)</b>	<b>(222,000)</b>				
Harlington Centre :- Income	<b>11,538</b>	<b>38,386</b>	<b>26,848</b>	<b>176,956</b>	<b>222,800</b>	<b>45,844</b>	<b>290,001</b>			<b>61.0%</b>	
Expenditure	<b>45,152</b>	<b>53,887</b>	<b>8,735</b>	<b>356,496</b>	<b>478,577</b>	<b>122,081</b>	<b>576,000</b>	<b>0</b>	<b>219,504</b>	<b>61.9%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(33,614)</b>			<b>(179,540)</b>							

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Harlington Dev</b>											
<u>160 Harlington Development</u>											
4015 Recharge staff hours	7,000	2,500	(4,500)	7,700	25,000	17,300	30,000		22,300	25.7%	
4041 Mileage/Travel/Sustenance	0	0	0	0	300	300	400		400	0.0%	
4400 Stationery & Consumables	0	0	0	0	800	800	1,100		1,100	0.0%	
4430 Promotion/Publicity/Vision	0	1,667	1,667	0	16,670	16,670	20,000		20,000	0.0%	
4455 Postage	0	167	167	0	1,670	1,670	2,000		2,000	0.0%	
4555 Legal Fees and Costs	0	1,667	1,667	0	16,670	16,670	20,000		20,000	0.0%	
4560 Accountancy fees	0	125	125	0	1,250	1,250	1,500		1,500	0.0%	
4562 Design Consultancy fees	0	6,417	6,417	0	64,170	64,170	77,000		77,000	0.0%	
4563 Planning and Building fees	0	3,750	3,750	500	37,500	37,000	45,000		44,500	1.1%	
4564 Procurement fees	0	1,250	1,250	0	12,500	12,500	15,000		15,000	0.0%	
4565 Survey and consultation	0	3,583	3,583	0	35,830	35,830	43,000		43,000	0.0%	
4570 Project Management	0	8,333	8,333	0	83,330	83,330	100,000		100,000	0.0%	
4999 Contingency	0	0	0	0	57,017	57,017	57,017		57,017	0.0%	
Harlington Development :- Indirect Expenditure	<b>7,000</b>	<b>29,459</b>	<b>22,459</b>	<b>8,200</b>	<b>352,707</b>	<b>344,507</b>	<b>412,017</b>	<b>0</b>	<b>403,817</b>	<b>2.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(7,000)</b>	<b>(29,459)</b>	<b>(22,459)</b>	<b>(8,200)</b>	<b>(352,707)</b>	<b>(344,507)</b>	<b>(412,017)</b>				
Harlington Dev :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>	
Expenditure	<b>7,000</b>	<b>29,459</b>	<b>22,459</b>	<b>8,200</b>	<b>352,707</b>	<b>344,507</b>	<b>412,017</b>	<b>0</b>	<b>403,817</b>	<b>2.0%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(7,000)</b>			<b>(8,200)</b>							



## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	22,675	46,570	23,895	1,373,389	1,406,349	32,960	1,491,573			92.1%	
Expenditure	92,106	129,825	37,719	782,482	1,329,604	547,122	1,592,410	0	809,928	49.1%	
<b>Net Income over Expenditure</b>	<b>(69,432)</b>	<b>(83,255)</b>	<b>(13,823)</b>	<b>590,908</b>	<b>76,745</b>	<b>(514,163)</b>	<b>(100,837)</b>				
less Transfer to EMR	0			206,008							
<b>Movement to/(from) Gen Reserve</b>	<b>(69,432)</b>			<b>384,899</b>							

**Bank Reconciliation Statement as at 31/12/2021  
for Cashbook 1 - Bank Current/Deposit Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC	31/12/2021	547	818,311.35
			<hr/> 818,311.35
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			818,311.35
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			818,311.35
		<b>Balance per Cash Book is :-</b>	<b>818,311.35</b>
		<b>Difference is :-</b>	<b>0.00</b>

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## Fleet Town Council Current Year

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

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

31/01/2022	HSBC	772,474.27
31/03/2021	Petty Cash	100.00

**772,574.27**

##### Other Cash & Bank Balances

**1,952,120.08**

**2,724,694.35**

##### Unpresented Payments

**26,418.49**

**2,698,275.86**

##### Receipts not on Bank Statement

**0.00**

#### **Closing Balance**

**2,698,275.86**

##### All Cash & Bank Accounts

1	Bank Current/Deposit Account	746,055.78
2	Petty Cash - FTC	100.00
	Other Cash & Bank Balances	1,952,120.08
	<b>Total Cash &amp; Bank Balances</b>	<b>2,698,275.86</b>

## Receipts for Month 10

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>818,311.35</b>					<b>818,311.35</b>	
	Banked: <b>01/01/2022</b>	<b>100.00</b>						
	Cambridge	100.00			1870	101	100.00	FTC Cambridge Jan 22
	Banked: <b>03/01/2022</b>	<b>938.40</b>						
	Sales Recpts Page 4451	938.40	938.40		101			Sales Recpts Page 4451
	Banked: <b>04/01/2022</b>	<b>33.97</b>						
	CCLA	33.97			1870	101	33.97	FTC CCLA Jan 22
	Banked: <b>04/01/2022</b>	<b>41.16</b>						
	CCLA	41.16			1870	101	41.16	FTC CCLA Jan 2021
	Banked: <b>04/01/2022</b>	<b>308.43</b>						
	Sales Recpts Page 4452	308.43	308.43		101			Sales Recpts Page 4452
	Banked: <b>04/01/2022</b>	<b>39.60</b>						
	Sales Recpts Page 4453	39.60	39.60		101			Sales Recpts Page 4453
	Banked: <b>04/01/2022</b>	<b>94.34</b>						
	Sales Recpts Page 4454	94.34	94.34		101			Sales Recpts Page 4454
	Banked: <b>04/01/2022</b>	<b>-41.16</b>						
	CCLA	-41.16			1870	101	-41.16	Correction
	Banked: <b>04/01/2022</b>	<b>-284.60</b>						
	FDMS Ticket and Bar Sales	-856.00			615		-856.00	Sleeping Beauty Refund
	FDMS Ticket and Bar Sales	-51.50		-8.58	1435	201	-42.92	Box office charges
	FDMS Ticket and Bar Sales	622.90			1433	201	49.50	Snacks sales Harlington event
					1432	201	182.50	Ice cream sales Harlington eve
					1431	201	242.20	Confectionery Harlington event
					1420	201	148.70	FDMS Ticket and Bar Sales
	Banked: <b>04/01/2022</b>	<b>171.00</b>						
	Mastercard	171.00		9.72	881		32.00	AC/DC
					620		33.78	Forever Jackson
					615		88.00	Sleeping Beauty
					1435	201	7.50	Booking charge
	Banked: <b>04/01/2022</b>	<b>187.80</b>						
	FDMS Ticket and Bar Sales	187.80		31.30	1420	201	156.50	Bar Sales 27-29.12.21
	Banked: <b>04/01/2022</b>	<b>18.66</b>						
	Stripe Payments Tennis	18.66		3.11	1065	310	15.55	Stripe Payments Tennis
	Banked: <b>04/01/2022</b>	<b>33.97</b>						
	Nationwide	33.97			1870	101	33.97	Nationwide interest
	Banked: <b>04/01/2022</b>	<b>41.16</b>						
	Go Cardless	41.16		6.86	1064	310	34.30	Tennis
	Banked: <b>05/01/2022</b>	<b>-33.97</b>						
	CCLA	-33.97			1870	101	-33.97	Corrrection

## Receipts for Month 10

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: <b>05/01/2022</b>	<b>-835.95</b>						
	FDMS Ticket and Bar Sales	38.00		6.33	620		31.67	Forever Jackson
	FDMS Ticket and Bar Sales	-1,436.00			615		-1,436.00	FDMS Ticket and Bar Sales
	FDMS Ticket and Bar Sales	-34.00		-3.78	594		-30.22	T rextacy
	FDMS Ticket and Bar Sales	-77.75		-12.96	1435	201	-64.79	FDMS Ticket and Bar Sales
	FDMS Ticket and Bar Sales	42.10			1433	201	42.10	Snacks
	FDMS Ticket and Bar Sales	270.00			1432	201	270.00	Ice cream
	FDMS Ticket and Bar Sales	90.90			1431	201	90.90	FDMS Ticket and Bar Sales
	FDMS Ticket and Bar Sales	270.80			1420	201	270.80	Bar sales
	Banked: <b>05/01/2022</b>	<b>30.00</b>						
	Sales Recpts Page 4478	30.00	30.00		101			Sales Recpts Page 4478
	Banked: <b>05/01/2022</b>	<b>80.07</b>						
	CCLA	80.07			1870	101	80.07	CCLA interest
	Banked: <b>05/01/2022</b>	<b>185.50</b>						
	Mastercard	185.50		21.11	881		16.00	AC/DC
					641		35.56	Mastercard
					580		58.67	Totally Tina
					622		46.67	Voodoo Room
					1435	201	7.49	Mastercard
	Banked: <b>05/01/2022</b>	<b>78.00</b>						
	FDMS Ticket and Bar Sales	78.00		13.00	1420	201	65.00	Bar Sales 27-29.12.21
	Banked: <b>06/01/2022</b>	<b>-334.75</b>						
	FDMS Ticket and Bar Sales	-204.00			615		-204.00	Sleeping Beauty
	FDMS Ticket and Bar Sales	40.00		4.44	639		35.56	Fleet Jazz
	FDMS Ticket and Bar Sales	-40.00		-4.44	638		-35.56	Fleet Jazz
	FDMS Ticket and Bar Sales	-134.00		-14.89	594		-119.11	T RExtasy
	FDMS Ticket and Bar Sales	3.25		0.54	1435	201	2.71	Bookong charges
	Banked: <b>06/01/2022</b>	<b>41.10</b>						
	Go Cardless	41.10		6.85	1064	310	34.25	Tennis Payment
	Banked: <b>06/01/2022</b>	<b>40.80</b>						
	Sales Recpts Page 4477	40.80	40.80		101			Sales Recpts Page 4477
	Banked: <b>06/01/2022</b>	<b>42.00</b>						
	Sales Recpts Page 4479	42.00	42.00		101			Sales Recpts Page 4479
	Banked: <b>06/01/2022</b>	<b>816.00</b>						
	Mastercard	816.00		92.94	881		32.00	Mastercard
					582		96.00	Mastercard
					634		71.11	Mastercard
					641		35.56	Mastercard
					580		78.22	Mastercard
					634		213.33	Mastercard
					881		112.00	Mastercard
					580		19.56	Mastercard

## Receipts for Month 10

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
					626		31.11	Mastercard
					1435	201	34.17	Mastercard
	<b>Banked: 06/01/2022</b>	<b>187.00</b>						
	Mastercard	187.00		21.39	634		71.11	Mastercard
					881		32.00	Mastercard
					625		53.33	Mastercard
					1435	201	9.17	Mastercard
	<b>Banked: 07/01/2022</b>	<b>31.10</b>						
	Stripe Payments Tennis	31.10		5.18	1065	310	25.92	Tennis Payments
	<b>Banked: 07/01/2022</b>	<b>19.00</b>						
	Mastercard	19.00		2.17	881		16.00	AC/DC
					1435	201	0.83	Mastercard
	<b>Banked: 07/01/2022</b>	<b>82.20</b>						
	Go Cardless	82.20		13.70	1064	310	68.50	Tennis
	<b>Banked: 08/01/2022</b>	<b>908.67</b>						
	Sales Recpts Page 4455	908.67	908.67		101			Sales Recpts Page 4455
	<b>Banked: 10/01/2022</b>	<b>6.22</b>						
	Stripe Payments Tennis	6.22		1.04	1065	310	5.18	Tennis Payments
	<b>Banked: 10/01/2022</b>	<b>42.00</b>						
	Go Cardless	42.00		7.00	1064	310	35.00	Tennis Payments - Bank trans
	<b>Banked: 10/01/2022</b>	<b>42.00</b>						
	Go Cardless	42.00		7.00	1064	310	35.00	Tennis Payment - Bank Tran
	<b>Banked: 10/01/2022</b>	<b>399.60</b>						
	Sales Recpts Page 4456	399.60	399.60		101			Sales Recpts Page 4456
	<b>Banked: 10/01/2022</b>	<b>360.36</b>						
	Sales Recpts Page 4457	360.36	360.36		101			Sales Recpts Page 4457
	<b>Banked: 10/01/2022</b>	<b>-406.50</b>						
	FDMS Ticket and Bar Sales	-406.50		-36.64	624		31.11	RU40
					615		-86.00	Sleeping beauty
					564		-299.56	T Rextasy
					1435	201	-15.41	FDMS Ticket and Bar Sales
	<b>Banked: 10/01/2022</b>	<b>198.00</b>						
	Mastercard	198.00		22.56	881		32.00	AC/DC
					620		135.11	Forever Jackson
					1435	201	8.33	Box office charges
	<b>Banked: 11/01/2022</b>	<b>61.20</b>						
	Sales Recpts Page 4458	61.20	61.20		101			Sales Recpts Page 4458
	<b>Banked: 11/01/2022</b>	<b>76.50</b>						
	Sales Recpts Page 4459	76.50	76.50		101			Sales Recpts Page 4459

## Receipts for Month 10

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: <b>11/01/2022</b>	<b>-164.00</b>						
	FDMS Ticket and Bar Sales	-164.00			615		-164.00	Sleeping Beauty
	Banked: <b>11/01/2022</b>	<b>237.00</b>						
	Mastercard	237.00		26.85	634		71.11	80.s Christmas
					565		30.22	Bootleg Blondie
					582		32.00	Guns n roses
					641		35.71	Paul Zerdin
					626		31.11	Ultimate Elton
					1435	201	10.00	Mastercard
	Banked: <b>12/01/2022</b>	<b>20.00</b>						
	Cash	20.00			1200	150	20.00	Christmas day lunch donation
	Banked: <b>12/01/2022</b>	<b>650.00</b>						
	Sales Recpts Page 4460	650.00	650.00		101			Sales Recpts Page 4460
	Banked: <b>12/01/2022</b>	<b>1,187.20</b>						
	Sales Recpts Page 4461	1,187.20	1,187.20		101			Sales Recpts Page 4461
	Banked: <b>12/01/2022</b>	<b>-292.15</b>						
	FDMS Ticket and Bar Sales	-292.15		5.30	615		-332.00	Sleeping beauty
					1433	201	2.00	Snack
					1435	201	-16.81	Booking charge
					1420	201	49.36	FDMS Ticket and Bar Sales
	Banked: <b>12/01/2022</b>	<b>927.50</b>						
	Mastercard	927.50		105.66	594		35.56	T Rex
					580		58.67	Tolly Tina
					622		31.11	Voodoo Room
					881		48.00	AC/DC
					580		123.56	Totally tina
					622		62.22	Voodoo room
					621		15.56	Abba Fever
					881		160.00	AC./DC
					565		15.11	Bootleg blondie
					639		35.56	Fleet Jazz
					582		64.00	Guns and Roses
					641		106.67	Paul Zerdin
					636		26.67	Stand up for Saturday
					1435	201	39.15	Booking charge
	Banked: <b>12/01/2022</b>	<b>50.75</b>						
	FDMS Ticket and Bar Sales	50.75		0.12	615		50.00	Sleeping Beauty Sales 20.12.21
					1435	201	0.63	Booking Fees 20.12.21
	Banked: <b>12/01/2022</b>	<b>281.20</b>						
	FDMS Ticket and Bar Sales	281.20		43.10	1420	201	176.83	Bar Sales 18.12.21
					565		60.44	Blondie Ticket Sales 18.12.21
					1435	201	0.83	Booking Fees 18.12.21

## Receipts for Month 10

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	<b>Banked: 12/01/2022</b>	<b>328.60</b>						
	Cash	328.60		54.77	1420	201	273.83	Cash Bar Sales 19.12.21
	<b>Banked: 13/01/2022</b>	<b>24.88</b>						
	Stripe Payments Tennis	24.88		4.15	1065	310	20.73	Tennis Payments
	<b>Banked: 13/01/2022</b>	<b>54.00</b>						
	FDMS Ticket and Bar Sales	54.00		6.17	881		32.00	ACDC Online Sales 10.01.22
					558		13.33	Genesis Online Sales 10.01.22
					1435	201	2.50	Booking Fees 10.01.22
	<b>Banked: 13/01/2022</b>	<b>192.20</b>						
	Cash	192.20		32.03	1420	201	160.17	Cash Bar Sales 28.12.21
	<b>Banked: 13/01/2022</b>	<b>307.05</b>						
	Cash	307.05		51.18	1420	201	255.87	Cash Bar Sales 22.12.21
	<b>Banked: 14/01/2022</b>	<b>1,605.00</b>						
	Cheque	1,605.00			1121	350	145.00	Elsie Barry plot 458
					1120	350	780.00	Janette Cox AP0281
					1100	350	340.00	Janette Cox AP0281
					1130	350	340.00	Janette Cox AP0281
	<b>Banked: 14/01/2022</b>	<b>300.00</b>						
	Cheque	300.00			1200	150	300.00	Waitrose donation
	<b>Banked: 14/01/2022</b>	<b>10,185.92</b>						
	Cheque	10,185.92			507		10,185.92	Fleet Festivities donation
	<b>Banked: 14/01/2022</b>	<b>6.22</b>						
	Stripe Payments Tennis	6.22		1.04	1065	310	5.18	Tennis Payment
	<b>Banked: 14/01/2022</b>	<b>220.00</b>						
	FDMS Ticket and Bar Sales	220.00		25.11	881		32.00	ACDC Online Sales 11.01.22
					642		28.44	Staying Online Sales 11.01.22
					616		124.45	Blues Online Sales 11.01.22
					1435	201	10.00	Booking Fees 11.01.22
	<b>Banked: 14/01/2022</b>	<b>74.90</b>						
	FDMS Ticket and Bar Sales	74.90		11.48	881		16.00	ACDC Ticket Sales 10.01.22
					1435	201	0.21	Booking Fees 10.01.22
					1420	201	47.21	Bar Sales 10.01.22
	<b>Banked: 14/01/2022</b>	<b>303.75</b>						
	Cash	303.75		50.62	1420	201	253.13	Cash Bar Sales 27.12.21
	<b>Banked: 14/01/2022</b>	<b>140.25</b>						
	Cash	140.25		23.38	1420	201	116.87	Cash Bar Sales 29.12.21
	<b>Banked: 16/01/2022</b>	<b>264.00</b>						
	Sales Recpts Page 4462	264.00	264.00		101			Sales Recpts Page 4462



## Receipts for Month 10

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	<b>Banked: 16/01/2022</b>	<b>36.00</b>						
	Sales Recpts Page 4463	36.00	36.00		101			Sales Recpts Page 4463
	<b>Banked: 17/01/2022</b>	<b>141.00</b>						
	FDMS Ticket and Bar Sales	141.00		16.06	881		48.00	ACDC Online Sales 12.01.22
					639		35.56	Jazz Online Sales 12.01.22
					641		35.55	Zerdin Online Sales 12.01.22
					1435	201	5.83	Booking Fees 12.01.22
	<b>Banked: 17/01/2022</b>	<b>51.00</b>						
	FDMS Ticket and Bar Sales	51.00		8.50	1420	201	42.50	Bar Sales 06.01.22
	<b>Banked: 17/01/2022</b>	<b>206.20</b>						
	FDMS Ticket and Bar Sales	206.20		34.37	1420	201	171.83	Bar Sales 23.12.21
	<b>Banked: 17/01/2022</b>	<b>68.40</b>						
	Sales Recpts Page 4481	68.40	68.40		101			Sales Recpts Page 4481
	<b>Banked: 17/01/2022</b>	<b>41.10</b>						
	Go Cardless	41.10		6.85	1064	310	34.25	Tennis Payments
	<b>Banked: 17/01/2022</b>	<b>-232.01</b>						
	FDMS Ticket and Bar Sales	-232.01			4422	201	-232.01	FDMS Service Fees Dec 22
	<b>Banked: 17/01/2022</b>	<b>-28.99</b>						
	FDMS Ticket and Bar Sales	-28.99			4422	201	-28.99	FDMS Service Fees Dec 22
	<b>Banked: 18/01/2022</b>	<b>3,420.00</b>						
	Holmes Ltd	3,420.00			1120	350	2,200.00	Plot 2551 G Tarran
					1100	350	880.00	Plot 2551 G Tarran
					1130	350	340.00	Plot 2551 G Tarran
	<b>Banked: 18/01/2022</b>	<b>10,699.69</b>						
	HMRC	10,699.69			120		10,699.69	VAT refund Q3
	<b>Banked: 18/01/2022</b>	<b>65.00</b>						
	Fleet Town Council	65.00			1200	150	65.00	Christmas Day Lunch Donation
	<b>Banked: 18/01/2022</b>	<b>268.00</b>						
	FDMS Ticket and Bar Sales	268.00		34.48	634		122.50	80s Online Sales 13.01.22
					881		15.75	ACDC Online Sales 13.01.22
					565		14.87	Blondie Online Sales 13.01.22
					641		70.00	Zerdin Online Sales 13.01.22
					1435	201	10.40	Booking Fees 13.01.22
	<b>Banked: 18/01/2022</b>	<b>10,699.69</b>						
	HMRC	10,699.69			120		10,699.69	Q3 tax refund
	<b>Banked: 18/01/2022</b>	<b>-10,699.69</b>						
	HMRC	-10,699.69			120		-10,699.69	Duplicate Q3 VAT
	<b>Banked: 19/01/2022</b>	<b>18.66</b>						

## Receipts for Month 10

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Stripe Payments Tennis	18.66		3.11	1065	310	15.55	Tennis Payments
	<b>Banked: 19/01/2022</b>	<b>840.00</b>						
	Sales Recpts Page 4464	840.00	840.00		101			Sales Recpts Page 4464
	<b>Banked: 19/01/2022</b>	<b>40.80</b>						
	Sales Recpts Page 4465	40.80	40.80		101			Sales Recpts Page 4465
	<b>Banked: 19/01/2022</b>	<b>1,854.50</b>						
	FDMS Ticket and Bar Sales	1,854.50		238.79	643		280.00	90s Online Sales 16.01.22
					881		94.50	ACDC Online Sales 16.01.22
					620		149.63	Jackson Online Sales 16.01.22
					582		15.75	Guns Online Sales 16.01.22
					636		26.25	Comedy Online Sales 16.01.22
					643		70.00	90s Online Sales 15.01.22
					621		45.94	Abba Online Sales 15.01.22
					881		47.25	ACDC Online Sales 15.01.22
					639		35.00	Jazz Online Sales 15.01.22
					636		52.50	Comedy Online Sales 15.01.22
					643		280.00	90s Online Sales 14.01.22
					881		110.24	ACDC Online Sales 14.01.22
					565		29.75	Blondie Online Sales 14.01.22
					639		70.00	Jazz Online Sales 14.01.22
					883		70.00	JTQ Online Sales 14.01.22
					641		70.00	Zerdin Online Sales 14.01.22
					580		33.25	Tina Online Sales 14.01.22
					616		61.25	Blues Online Sales 14.01.22
					1435	201	27.20	Booking Fees 16.01.22
					1435	201	12.80	Booking Fees 15.01.22
					1435	201	34.40	Booking Fees 14.01.22
	<b>Banked: 19/01/2022</b>	<b>54.75</b>						
	FDMS Ticket and Bar Sales	54.75		6.90	881		31.50	ACDC Box Office Sales 14.01.22
					582		15.75	Guns Box Office Sales 14.01.22
					1435	201	0.60	Booking Fees 14.01.22
	<b>Banked: 19/01/2022</b>	<b>39.20</b>						
	FDMS Ticket and Bar Sales	39.20		6.53	1433	201	1.08	Snack Sales 13.01.22
					1420	201	31.59	Bar Sales 13.01.22
	<b>Banked: 19/01/2022</b>	<b>7.95</b>						
	FDMS Ticket and Bar Sales	7.95		19.11	881		48.00	ACDC Ticket Sales 13.01.22
					615		-148.00	Panto Refund 13.01.22
					616		62.21	Blues Ticket Sales 13.01.22
					1420	201	32.67	Bar sales 13.01.22
					1435	201	-6.04	Booking Fees 13.01.22
	<b>Banked: 19/01/2022</b>	<b>7.40</b>						
	FDMS Ticket and Bar Sales	7.40		1.23	1433	201	1.92	Snack Sales 10.01.22
					1420	201	4.25	Bar Sales 10.01.22

## Receipts for Month 10

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	<b>Banked: 19/01/2022</b>	<b>219.44</b>						
	Sales Recpts Page 4482	219.44	219.44		101			Sales Recpts Page 4482
	<b>Banked: 20/01/2022</b>	<b>6.22</b>						
	Stripe Payments Tennis	6.22		1.04	1065	310	5.18	Tennis Payment
	<b>Banked: 20/01/2022</b>	<b>36.50</b>						
	FDMS Ticket and Bar Sales	36.50		4.60	881		31.50	ACDC Ticket Sales 19.01.22
					1435	201	0.40	Booking Fees 19.01.22
	<b>Banked: 20/01/2022</b>	<b>2,546.00</b>						
	Dakin	2,496.00		387.67	1130	350	1,938.33	Ann Dakin sanctum
					1130	350	170.00	Ann Dakin fee
	Christmas day lunch	50.00			504		50.00	Christmas day lunch
	<b>Banked: 20/01/2022</b>	<b>75.00</b>						
	Sales Recpts Page 4480	75.00	75.00		101			Sales Recpts Page 4480
	<b>Banked: 20/01/2022</b>	<b>583.00</b>						
	FDMS Ticket and Bar Sales	583.00		75.20	634		35.00	80s Online Sales 17.01.22
					881		299.25	ACDC Online Sales 17.01.22
					565		29.75	Blondie Online Sales 17.01.22
					639		52.50	Jazz Online Sales 17.01.22
					580		66.50	Tina Online Sales 17.01.22
					1435	201	0.80	Postage Fees 17.01.22
					1435	201	24.00	Booking Fees 17.01.22
	<b>Banked: 20/01/2022</b>	<b>96.00</b>						
	C Kunesch	96.00		16.00	4208	301	80.00	Credit for SID install
	<b>Banked: 20/01/2022</b>	<b>76.20</b>						
	Cash	76.20		12.70	1420	201	63.50	Cash Bar Sales 21.12.21
	<b>Banked: 21/01/2022</b>	<b>165.60</b>						
	Sales Recpts Page 4466	165.60	165.60		101			Sales Recpts Page 4466
	<b>Banked: 21/01/2022</b>	<b>730.00</b>						
	FDMS Ticket and Bar Sales	730.00		94.10	634		227.50	80s Online Sales 18.01.22
					643		52.50	90s Online Sales 18.01.22
					881		31.50	ACDC Online Sales 18.01.22
					565		44.63	Blondie Online Sales 18.01.22
					582		157.50	Guns Online Sales 18.01.22
					646		13.13	Harrison Online Sales 18.01.22
					636		78.74	Comedy Online Sales 18.01.22
					1435	201	30.40	Booking Fees 18.01.22
	<b>Banked: 21/01/2022</b>	<b>-183.00</b>						
	FDMS Ticket and Bar Sales	-183.00		-2.20	615		-172.00	Panto Refund 17.01.22
					1435	201	-8.80	Booking Fee Refund 17.01.22
	<b>Banked: 22/01/2022</b>	<b>200.00</b>						

## Receipts for Month 10

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Sales Recpts Page 4467	200.00	200.00		101			Sales Recpts Page 4467
	<b>Banked: 24/01/2022</b>	<b>329.00</b>						
	FDMS Ticket and Bar Sales	329.00		42.48	643		87.50	90s Online Sales 19.01.22
					621		26.25	Abba Online Sales 19.01.22
					881		63.00	ACDC Online Sales 19.01.22
					565		29.74	Blondie Online Sales 19.01.22
					646		39.38	Harrison Online Sales 19.01.22
					636		26.25	Comedy Online Sales 19.01.22
					1435	201	14.40	Booking Fees 19.01.22
	<b>Banked: 24/01/2022</b>	<b>40.50</b>						
	FDMS Ticket and Bar Sales	40.50		5.10	639		35.00	Jazz Box Office Sales 18.01.22
					1435	201	0.40	Booking Fees 18.01.22
	<b>Banked: 25/01/2022</b>	<b>8.40</b>						
	FDMS Ticket and Bar Sales	8.40		1.40	1420	201	7.00	Bar Sales 24.01.22
	<b>Banked: 25/01/2022</b>	<b>19.90</b>						
	FDMS Ticket and Bar Sales	19.90		3.32	1420	201	16.58	Bar Sales 20.01.22
	<b>Banked: 25/01/2022</b>	<b>19.10</b>						
	FDMS Ticket and Bar Sales	19.10		3.18	1420	201	15.92	Bar Sales (App) 19.01.22
	<b>Banked: 25/01/2022</b>	<b>1.70</b>						
	FDMS Ticket and Bar Sales	1.70		0.28	1420	201	1.42	Bar Sales (card) 19.01.22
	<b>Banked: 25/01/2022</b>	<b>493.00</b>						
	FDMS Ticket and Bar Sales	493.00		63.58	643		35.00	90s Online Sales 20.01.22
					881		126.00	ACDC Online Sales 20.01.22
					639		52.50	Jazz Online Sales 20.01.22
					620		33.25	Jackson Online Sales 20.01.22
					558		13.13	Genesis Online Sales 20.01.22
					625		87.50	Geno Online Sales 20.01.22
					624		30.62	RU40 Online Sales 20.01.22
					616		30.62	Blues Online Sales 20.01.22
					1435	201	0.80	Postage Charges 20.01.22
					1435	201	20.00	Booking Fees 20.01.22
	<b>Banked: 26/01/2022</b>	<b>44.50</b>						
	FDMS Ticket and Bar Sales	44.50		5.60	580		38.50	Totally Tina Sales 24.01.22
					1435	201	0.40	Booking fees 24.01.22
	<b>Banked: 26/01/2022</b>	<b>39.30</b>						
	FDMS Ticket and Bar Sales	39.30		6.55	1420	201	32.75	Bar Sales 20.01.22
	<b>Banked: 26/01/2022</b>	<b>81.60</b>						
	Sales Recpts Page 4468	81.60	81.60		101			Sales Recpts Page 4468
	<b>Banked: 26/01/2022</b>	<b>144.00</b>						
	Sales Recpts Page 4469	144.00	144.00		101			Sales Recpts Page 4469
	<b>Banked: 26/01/2022</b>	<b>120.00</b>						

## Receipts for Month 10

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Sales Recpts Page 4470	120.00	120.00		101			Sales Recpts Page 4470
	<b>Banked: 26/01/2022</b>	<b>1,414.50</b>						
	FDMS Ticket and Bar Sales	1,414.50		181.91	881		110.25	ACDC Online Sales 21.01.22
					565		14.88	Blondie Online Sales 21.01.22
					580		38.50	Tina Online Sales 21.01.22
					621		26.25	Abba Online Sales 22.01.22
					881		126.00	ACDC Online Sales 22.01.22
					565		29.75	Blondie Online Sales 22.01.22
					624		30.63	RU40 Online Sales 22.01.22
					636		26.25	Comedy Online Sales 22.01.22
					622		61.25	Voodoo Online Sales 22.01.22
					634		105.00	80s Online Sales 23.01.22
					621		262.50	Abba Online Sales 23.01.22
					646		65.63	Harrison Online Sales 23.01.22
					594		70.00	TRex Online Sales 23.01.22
					616		45.94	Blues Online Sales 23.01.22
					626		30.63	Elton Online Sales 23.01.22
					881		126.00	ACDC Online Sales 23.01.22
					1435	201	8.75	Booking Fees 21.01.22
					1435	201	16.00	Booking Fees 22.01.22
					1435	201	38.38	Booking Fees 21.01.22
	<b>Banked: 26/01/2022</b>	<b>6.22</b>						
	Stripe Payments Tennis	6.22		1.04	1065	310	5.18	Stripe Payments Tennis
	<b>Banked: 27/01/2022</b>	<b>380.00</b>						
	FDMS Ticket and Bar Sales	380.00		49.08	643		17.50	90s Online Sales 24.01.22
					621		26.25	Abba Online Sales 24.01.2022
					881		94.50	ACDC Online Sales 24.01.2022
					582		31.50	Guns Online Sales 24.01.2022
					624		91.87	RU40 Online Sales 24.01.2022
					636		52.50	Comedy Online Sales 24.01.2022
					1435	201	16.80	Online Booking Fees 24.01.2022
	<b>Banked: 27/01/2022</b>	<b>41.10</b>						
	Go Cardless	41.10		6.85	1065	310	34.25	Tennis Payments
	<b>Banked: 27/01/2022</b>	<b>12.44</b>						
	Stripe Payments Tennis	12.44		2.07	1065	310	10.37	Stripe Payments Tennis
	<b>Banked: 27/01/2022</b>	<b>2,000.00</b>						
	HCC	2,000.00			507		2,000.00	HCC Councillors - Jubilee
	<b>Banked: 28/01/2022</b>	<b>116.10</b>						
	FDMS Ticket and Bar Sales	116.10		17.37	626		31.56	FDMS Ticket and Bar Sales
					1433	201	0.80	FDMS Ticket and Bar Sales
					1420	201	66.37	FDMS Ticket and Bar Sales
	<b>Banked: 28/01/2022</b>	<b>540.00</b>						

## Receipts for Month 10

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	FDMS Ticket and Bar Sales	540.00		62.67	881		64.00	AC/DC Online Sales 25.01.22
					565		211.56	Bootleg Online Sales 25.01.22
					639		53.33	Jazz Online Sales 25.01.22
					626		62.22	Elton Online Sales 25.01.22
					622		62.22	Voodoo Online Sales 25.01.22
					1435	201	0.80	Online Postage Sales 25.01.22
					1435	201	23.20	Online Booking Fees 25.01.22
	<b>Banked: 28/01/2022</b>	<b>358.00</b>						
	Sales Recpts Page 4471	358.00	358.00		101			Sales Recpts Page 4471
	<b>Banked: 28/01/2022</b>	<b>240.00</b>						
	Sales Recpts Page 4472	240.00	240.00		101			Sales Recpts Page 4472
	<b>Banked: 28/01/2022</b>	<b>244.80</b>						
	Sales Recpts Page 4473	244.80	244.80		101			Sales Recpts Page 4473
	<b>Banked: 28/01/2022</b>	<b>23.10</b>						
	Cash	23.10		3.85	1420	201	19.25	Bar Sales 27.01.22
	<b>Banked: 28/01/2022</b>	<b>6.22</b>						
	Stripe Payments Tennis	6.22		1.04	1065	310	5.18	Tennis Payment
	<b>Banked: 29/01/2022</b>	<b>102.00</b>						
	Sales Recpts Page 4474	102.00	102.00		101			Sales Recpts Page 4474
	<b>Banked: 31/01/2022</b>	<b>-79.75</b>						
	FDMS Ticket and Bar Sales	-79.75		-8.86	639		35.56	Sales and show refunds
					615		-60.00	Sales and show refunds
					623		-46.67	Sales and show refunds
					1435	201	0.22	Sales and show refunds
	<b>Banked: 31/01/2022</b>	<b>259.20</b>						
	Sales Recpts Page 4475	259.20	259.20		101			Sales Recpts Page 4475
	<b>Banked: 31/01/2022</b>	<b>622.20</b>						
	Sales Recpts Page 4476	622.20	622.20		101			Sales Recpts Page 4476
	<b>Banked: 31/01/2022</b>	<b>769.00</b>						
	Cash	769.00		126.17	1420	201	610.42	Bar Sales 28.01.22
					881		32.00	ACDC Ticket Sales 28.01.22
					1435	201	0.41	Booking Fees 28.01.22
	<b>Banked: 31/01/2022</b>	<b>480.00</b>						
	Powell	480.00		35.00	1137	350	100.00	Margaret Turner
					1134	350	345.00	Margaret Turner
	<b>Banked: 31/01/2022</b>	<b>745.00</b>						
	Mastercard	745.00		85.11	621		26.67	Abba Online Sales 26.01.22
					881		192.00	ACDC Online Sales 26.01.22
					565		60.44	Blondie Online Sales 26.01.22
					646		26.67	Harrison Online Sales 26.01.22
					624		31.11	RU40 Online Sales 26.01.22

**Receipts for Month 10****Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
					580		39.11	Tina Online Sales 26.01.22
					626		248.89	Elton Online Sales 26.01.22
					1435	201	33.33	Booking Fees 26.01.22
					1435	201	1.67	Postage Fees 26.01.22
	Banked: <b>31/01/2022</b>	<b>140.00</b>						
	Haven	140.00			1130	350	140.00	Powell 1885
<b>Total Receipts for Month</b>		52,613.89	9,218.14	2,295.74			41,100.01	
<b>Cashbook Totals</b>		<u>870,925.24</u>	<u>9,218.14</u>	<u>2,295.74</u>			<u>859,411.36</u>	

## Payments for Month 10

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/01/2022	BOOKER LTD-BK	DD	167.21		9.83	4240	101	138.26	COVID thank you and Bar
						4700	201	19.12	COVID thank you and Bar
10/01/2022	HSBC	DDR	13.52			4420	101	13.52	Banking charges
10/01/2022	HSBC	DDR	54.40			4420	201	54.40	Bank charges
12/01/2022	BACS P/L Pymnt Page 1936	BACS Pymnt	60,725.39	60,725.39		500			BACS P/L Pymnt Page 1936
14/01/2022	NPOWER	DD	79.76		3.80	4122	315	75.96	Oakley 1Oct -30 Nov 21
14/01/2022	NPOWER	DD	20.70		0.98	4122	320	19.72	Basingbourne 1 Nov - 30 Nov 21
14/01/2022	NPOWER	DD	103.72		4.94	4122	205	98.78	Ancells CC 1 Nov -30 Nov 21
14/01/2022	NPOWER	DD	21.59		1.03	4122	310	20.56	Calthorpe 1 Nov - 30 Nov
14/01/2022	NPOWER	DD	27.45		1.31	4122	208	26.14	Ancells 1 Nov - 30 Nov
17/01/2022	HSBC	DD	1,807.45		85.95	4700	201	22.74	AR Booker lemon
						4855	110	201.42	AR Booker NHS event
						4481	204	8.33	AR Spotify
						4011	204	128.86	AR Indeed Recruitment
						4011	204	69.99	AR Mandy recruitment
						4030	204	60.00	DD Virtual College PAT trainin
						504	0	54.00	DD Tesco christmas day lunch
						4420	101	32.00	DD HSBC annual fee
						4710	201	0.90	CB Waitrose milk
						4481	101	11.99	CB Zoom 1 month subs
						504	0	144.00	CB Christmas Day lunch
						504	0	144.00	CB Christmas Day lunch
						4455	101	2.99	CB Zigzag postage
						504	0	-138.00	CB Matalan refund
						504	0	8.32	CB Amazon turkey probe
						504	0	29.64	CB Tesco christmas day lunch
						504	0	1.65	CB Waitrose Christmas Day lunc
						504	0	7.20	CB Sainsbury christmas day lun
						4185	301	86.25	BC B&Q
						504	0	562.28	BC Newlyn's Turkey
						4486	101	282.94	BC Microsoft Outlook
19/01/2022	Fleet Town Council Petty Cash	200008	129.53	129.53		500			HC PC JAN2022/Fleet Town Council
19/01/2022	GLOBAL PAYMENTS	DD	417.12		0.70	4410	201	416.42	Card processing charges Dec 21
20/01/2022	LivePay	DD	70.62		11.77	4550	101	58.85	Livepay inv 54623
20/01/2022	Fleet Town Council	DDR	24,269.16			520		24,169.93	Payroll
						516	0	99.23	Payroll
21/01/2022	Inland Revenue	DDR	6,486.54			515		6,486.54	Payroll tax &NI
21/01/2022	FDMS/Paymentsense	DD	113.94		18.99	4422	201	94.95	Terminal rental and manage fee
21/01/2022	FDMS/Paymentsense	DD	17.88		2.98	4422	201	14.90	Terminal rental and manage fee



## Payments for Month 10

## 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 Detail</u>
25/01/2022	BACS P/L Pymnt Page 1943	BACS Pymnt	26,288.96	26,288.96		500			BACS P/L Pymnt Page 1943
25/01/2022	BOC MANCHESTER ACC	DD	42.55		7.09	4700	201	35.46	Inv 3066246426 Dec 21
28/01/2022	VODAFONE LTD	DD	34.47		5.74	4445	301	28.73	Mobile Usage 18/12-17/1/22
29/01/2022	HSBC	DDR	60.35			4420	201	60.35	Bank charges
31/01/2022	Legal and General	DD	3,786.24			516		3,786.24	Legal and General
31/01/2022	British Telecom/BT Group PLC	DD	93.53		15.59	4487	204	77.94	Broadband services
31/01/2022	PAY AND SHOP LTD/Globalpayment	DD	37.38			4420	201	37.38	PAY AND SHOP LTD/Globalpayment
<b>Total Payments for Month</b>			124,869.46	87,143.88	170.70			37,554.88	
<b>Balance Carried Fwd</b>			746,055.78						
<b>Cashbook Totals</b>			<u>870,925.24</u>	<u>87,143.88</u>	<u>170.70</u>			<u>783,610.66</u>	

## Purchase Ledger for Month No 10

## 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
16/01/2022	GU2003		AREA DISTRIBUTION	AREA	1,112.40	222.48	1,334.88	4430	101	1,112.40	Newsletter
16/12/2021	DEC2021 BC		BENCRANE	BENC	39.42	0.00	39.42	4041	301	39.42	Mileage OSFM Nov-Dec2021
24/12/2021	227T26834		BIFFA	BIFFA	627.50	125.50	753.00	4155	204	627.50	StandGenWaste HC 20Nov-24Dec21
24/12/2021	227T26835		BIFFA	BIFFA	112.65	22.53	135.18	4156	204	112.65	StandMixRecyc HC 20Nov-24Dec21
24/12/2021	227T26836		BIFFA	BIFFA	102.70	20.54	123.24	4155	205	102.70	StandGenWasteAFC 20Nov-24Dec21
24/12/2021	227T26837		BIFFA	BIFFA	41.25	8.25	49.50	4156	204	41.25	StandGlassMixdHC 20Nov-24Dec21
31/12/2021	XMAS FESTV21		CAPTURED MOMENT	CAPTUREDMO	32.50	0.00	32.50	4655	150	32.50	TownC XmasDecor21/KevinWhibley
05/01/2022	50308		CBS	CBS	824.00	164.80	988.80	4170	204	824.00	Contract HS5024 EHW HC Jan2022
05/01/2022	50309		CBS	CBS	424.56	84.91	509.47	4170	204	424.56	HS5872WaterTreatmentC HC Jan22
20/01/2022	50340		CBS	CBS	222.00	44.40	266.40	4170	205	222.00	Replace AAV
20/01/2022	50341		CBS	CBS	185.72	37.14	222.86	4170	204	185.72	Boiler repair
05/01/2022	16937		CEDARDALE	CEDERDALE	80.00	16.00	96.00	4206	301	80.00	InstallationSpeedDetectorSignH
25/01/2022	24-1-2022		MARKET	CIC	2,400.00	0.00	2,400.00	4661	101	2,400.00	Fleet Market CIC
20/12/2021	B10883		ODLINGS LTD	COLUMBARIA	1,900.00	380.00	2,280.00	4935	350	1,330.00	GoRMemIns/SeraGreySingER Kerbs
								4935	350	420.00	GoRMemIns/SeraGreySingER Kerbs
								4935	350	50.00	GoRMemIns/Tubes of Firmabond
								4935	350	100.00	GoRMemorial Ins/DeliveryCharge
20/12/2021	INV0081774		ODLINGS LTD	COLUMBARIA	205.00	41.00	246.00	4935	350	205.00	GoRMemrInsPosySpiralTerryWales
04/01/2022	CONGAKEYZ 22		CONGAKEYS	CONGA	400.00	0.00	400.00	609	0	400.00	Xmas Saturday ComedyClub Dec21
27/12/2021	2561		CONNCOMPUT	CONNECT	360.00	72.00	432.00	4484	101	360.00	ComputerSupport&SystmMon Jan22
02/12/2021	906335767		MOLSON COORS	COORS	3,216.83	643.35	3,860.18	4700	201	3,216.83	Bar purchases drinks HC Events
14/01/2022	SI-28685		CREST LIFTS	CREST	700.10	140.02	840.12	4170	204	700.10	Lift contract 21 Jan - 3 month
26/11/2021	21-34		DAVID WOOLDRIDGE	DAVID WLDR	150.00	0.00	150.00	503	0	150.00	XmasFestivalTownC21/SwitchOnEv
24/11/2021	1023		DTM CONTRACTORS LTD	DTM CONTR	490.85	0.00	490.85	4656	150	490.85	XmasFestvGrkhSq21/Install16ACS
14/12/2021	1039		DTM CONTRACTORS LTD	DTM CONTR	145.82	0.00	145.82	4170	204	145.82	HC BuildMaint/Labour&Materials
20/12/2021	1045		DTM CONTRACTORS LTD	DTM CONTR	237.60	0.00	237.60	4170	204	237.60	HC BuildMaint/Heater&WarmingU
21/12/2021	1047		DTM CONTRACTORS LTD	DTM CONTR	748.39	0.00	748.39	4170	204	748.39	HC BuildMaint/AirCurtain6kWDDw
21/12/2021	1048		DTM CONTRACTORS LTD	DTM CONTR	189.08	0.00	189.08	4170	204	189.08	ThePoint BuildMaint/StoreRoomL

## Purchase Ledger for Month No 10

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
11/01/2022	1053		DTM CONTRACTORS LTD	DTM CONTR	426.77	0.00	426.77	4170	208	426.77	Galvanised sheet for Pavillion
14/01/2022	1058		DTM CONTRACTORS LTD	DTM CONTR	516.65	0.00	516.65	4170	204	516.65	LED lighting
22/01/2022	1062		DTM CONTRACTORS LTD	DTM CONTR	163.92	0.00	163.92	4170	205	163.92	Ancells Pav door temp repair
01/01/2022	INV-01214		ENVIROMENTAL H S	ENVIROMENT	1,636.38	327.28	1,963.66	4187	101	1,636.38	Health&SafetyServAnnualContrQP
31/12/2021	XMAS FESTV21		FINEWEAVE CARPETS LT	FINEWEAVE	42.50	0.00	42.50	4655	150	42.50	TownC XmasDecr21/FineweaveCarp
06/01/2022	22/01		FLEETJAZZ	FLTJAZ	288.40	0.00	288.40	614	0	288.40	Fleet Jazz Concert Nov21
08/01/2022	22/02		FLEETJAZZ	FLTJAZ	720.00	0.00	720.00	639	0	720.00	Advance/FleetJazzConcert Feb22
31/12/2021	XMAS FESTV21 HS		HAIR STUDIO FLEET	HAIRSTUDIO	42.50	0.00	42.50	4655	150	42.50	TownC XmasDecort21/Hair Studio
31/12/2021	XMAS FESTV21 HF		HALAFARNB	HALA	20.00	0.00	20.00	4655	150	20.00	TownC XmasDecor21/Hala-Dominos
24/01/2022	3002467		IBSOFFICE	IBSOFFICE	416.45	83.29	499.74	4400	101	416.45	Photocopier 19-10-21 to20-1-22
21/12/2021	#267127		LAWMANS UK	LAWMANS UK	1,513.75	302.75	1,816.50	590	0	315.00	Xmas Party 80s Rewind Nov 21
								590	0	455.00	Xmas Party 80s Rewind Nov 21
								606	0	420.00	XmasParty Mainly Madness Dec21
								609	0	323.75	Xmas Saturday ComedyClub Dec21
31/12/2021	XMAS FESTV 21		LIONS CLUB TRAFFIC	LIONS CLUB	163.52	0.00	163.52	503	0	163.52	Xmas Festival Town Nov21
31/12/2021	HAM48621		LTA OPERATIONS LTD	LTA OP LTD	360.00	0.00	360.00	4651	310	360.00	LTA VenueReg 01/10/21-30/09/22
31/12/2021	14447		NIGEL JEFFRIES	NIGELJEFFR	10,964.37	2,192.87	13,157.24	4200	208	1,844.40	GM Ancells Farm Park Dec2021
								4200	301	1,167.42	GeneralLitterPickOpnSp Dec2021
								4200	310	3,136.90	GM Calthorpe Park Dec2021
								4200	315	1,672.15	GM Oakley Park Dec2021
								4200	320	1,421.99	GM Basingbourne Park Dec2021
								4200	325	589.19	GM The Views Dec2021
								4200	350	883.24	GM Cemetery Dec2021
								4200	330	249.08	GM Edenbrook Dec2021
10/11/2021	IN01927150		NPOWER	NPOWER	1,874.09	374.82	2,248.91	4122	204	1,874.09	Elec HC 1 Sep - 30 Sep
10/11/2021	IN01927244		NPOWER	NPOWER	2,284.32	456.86	2,741.18	4122	204	2,284.32	Elec HC 1 Oct -31 Oct 21
15/12/2021	IN02244508		NPOWER	NPOWER	2,540.52	508.10	3,048.62	4122	204	2,540.52	Elec HC 1 Nov to 30 Nov
18/01/2022	IN2462883		NPOWER	NPOWER	3,396.54	679.31	4,075.85	4122	204	3,396.54	Elec HC 1 Dec to 31 Dec
17/12/2021	2424		NPTREEMANAGE	NPTREE	150.00	30.00	180.00	4250	350	150.00	TreeSurgyWorkPriority4 Cemetry

## Purchase Ledger for Month No 10

## 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
22/12/2021	2435		NPTREEMANAGE	NPTREE	825.00	165.00	990.00	4250	350	825.00	TreeSurgyWorkPriority3 Cemetry
04/01/2022	2440		NPTREEMANAGE	NPTREE	225.00	45.00	270.00	4250	301	225.00	TreeSurgyWorkPriority3 OpenSpc
19/01/2022	FTC PC JAN2022		PETTYCASH FTC HSBC	PETTYHSBC	87.26	1.88	89.14	4455	101	2.70	V287/PostageLeafletBritishLibr
								4455	101	66.00	V296/PostOffice,2ndClassStamps
								4660	150	3.80	V288/WaitrsMilk,RemembranceDay
								4656	150	9.37	V294/WaitrsBinbagsXmasFestvits
								4535	105	5.39	V295/CostcoBiscuitsCoffeeMorg
19/01/2022	HC PC JAN2022		PETTYCASH FTC HSBC	PETTYHSBC	40.01	0.38	40.39	4752	201	2.00	V409/WaitrsMilkHospitalityHCEv
								4752	201	3.10	V410/WaitrsMilkHospitalityHCEv
								4752	201	3.65	V411/WaitrsMilkHospitalityHCEv
								4752	201	4.45	V412/WaitrsMilkHospitalityHCEv
								4752	201	6.05	V413/WaitrsMilkHospitalityHCEv
								4752	201	4.95	V414/WaitrsMilkHospitalityHCEv
								4752	201	4.95	V415/WaitrsMilkHospitalityHCEv
								4455	204	8.95	V416/Post Office,parcel HC
								4400	204	1.91	V417RymansStationeryJiffyBagHC
29/10/2021	SIN1554221		PPL PRS	PPLPRS	647.79	129.55	777.34	4740	205	1,747.65	PPLPRS Licence A/c01445605AFCC
								4740	205	-1,099.86	CR/PPLPRSLicenceA/c01445605AFC
29/10/2021	SIN1872962		PPL PRS	PPLPRS	2,477.60	495.52	2,973.12	4740	205	2,477.60	PPLPRS Licence A/c01445605AFCC
31/12/2021	001449		CHCLEANING	PRIMA	2,277.20	455.44	2,732.64	4150	204	2,277.20	Cleaning Services HC Dec21
31/12/2021	001450		CHCLEANING	PRIMA	572.60	114.52	687.12	4150	205	572.60	Cleaning Services AFCC Dec21
31/12/2021	001451		CHCLEANING	PRIMA	349.85	69.97	419.82	4150	204	349.85	CleaningServ The PointYC Dec21
31/12/2021	001452		CHCLEANING	PRIMA	105.15	21.03	126.18	4150	315	105.15	CleaningServices OakleyP Dec21
31/12/2021	001453		CHCLEANING	PRIMA	105.15	21.03	126.18	4150	310	105.15	Cleaning Services CalthP Dec21
31/12/2021	001454		CHCLEANING	PRIMA	105.15	21.03	126.18	4150	320	105.15	CleaningServices BasingbP Dec21
31/12/2021	001455		CHCLEANING	PRIMA	116.85	23.37	140.22	4150	208	116.85	Cleaning Services AFPav Dec21
12/01/2022	12/1/22		PRINCESTONES	PRINCESTON	230.00	0.00	230.00	4200	350	230.00	Install granite kerbing
17/01/2022	451		PROD GG	PROD	2,890.00	578.00	3,468.00	4005	201	2,890.00	Sound engineer - Various shows
29/11/2021	46931		REDSHANK IT SERVICES	REDSHANK	271.50	54.30	325.80	4400	204	271.50	Photocopier coloured toner

## Purchase Ledger for Month No 10

## 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
29/11/2021	46942		REDSHANK IT SERVICES	REDSHANK	66.00	13.20	79.20	4400	204	66.00	Black toner
01/01/2022	INV-17573		SG POS	SGPOS	70.00	14.00	84.00	4728	201	70.00	WebServicesJan22/HCEvntTillApp
05/01/2022	DEC2021 ST		SIAN TAYLOR	SIAN	54.58	0.00	54.58	4445	350	23.33	MobilePhone CemeteryClrk Dec21
								4041	350	31.25	Mileage&ParkgCemeteryClrkDec21
21/12/2021	INV-0019		SIGNATURE CLEANING	SIGNTR CLN	660.00	0.00	660.00	504	0	660.00	Xmas Day Lunch Dec21/CleaningS
23/11/2021	SLEEPING002		STARBURST	STARBURST	15,000.00	0.00	15,000.00	615	0	15,000.00	Sleeping Beauty Dec 21/Xmas21
01/01/2022	INV-0891		SUSX HR HUB	SUX HR HUB	75.00	15.00	90.00	4551	101	75.00	MonthlyRetainedHRServicesJan22
31/12/2021	21120038		TICKETSOLVE	TICKETSOLV	897.10	0.00	897.10	4490	201	897.10	TicketSalesCostsHCEvents Dec21
12/01/2022	256358393/22		TOTALENERGIES	TOT ENG	22.34	4.47	26.81	4120	208	22.34	Gas AP 30 Nov - 31 Dec
12/01/2022	256368568/22		TOTALENERGIES	TOT ENG	190.39	38.08	228.47	4120	205	190.39	Gas AFCC 30 Nov - 31 Dec
12/01/2022	256368942/22		TOTALENERGIES	TOT ENG	2,620.65	524.13	3,144.78	4120	204	2,620.65	Gas HC 30 Nov - 31 DEc
10/12/2021	254172528/21		TOTALGAS	TOTGAS	2,277.69	455.54	2,733.23	4120	204	2,277.69	GAS HC 31Oct-30Nov2021
10/12/2021	254172935/21		TOTALGAS	TOTGAS	24.67	1.24	25.91	4120	208	24.67	GAS AFPAV 31Oct-30Nov2021
10/12/2021	254173200/21		TOTALGAS	TOTGAS	198.90	39.78	238.68	4120	205	198.90	GAS AFCC 31Oct-30Nov2021
01/01/2022	HI586364		UNITED WASHROOMS	UWR	118.02	23.61	141.63	4152	205	118.02	Cleaning Supplies AFCC Jan2022
01/01/2022	HI586431		UNITED WASHROOMS	UWR	524.10	104.82	628.92	4152	204	524.10	Cleaning Supplies HC Jan2022
11/01/2022	8239579		VIKING	VIKING	117.66	23.53	141.19	4400	101	117.66	Stationery/PaperStaplerScissor
<b>TOTAL INVOICES</b>					<u>76,712.26</u>	<u>10,431.62</u>	<u>87,143.88</u>			<u>76,712.26</u>	

## Bank Current/Deposit Account

## List of Payments made between 01/12/2021 and 31/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/12/2021	BOOKER LTD-BK	DD	405.25		HC CleaningSp&BarSalesHCEvents
10/12/2021	BACS P/L Pymnt Page 1926	BACS Pymnt	49,286.81		BACS P/L Pymnt Page 1926
10/12/2021	HSBC	DDR	50.28		ELECTR BKG CHARGES Oct2021
10/12/2021	HSBC	DDR	13.52		ELECTR BKG CHARGES Oct2021
14/12/2021	FDMS/Paymentsense	DD	235.34		MonthlyServiceFee HCEv Nov21
14/12/2021	FDMS/Paymentsense	DD	31.57		MonthlyServiceFee HCEv Nov21
14/12/2021	HSBC	DD	919.50		CommercialCard OS&FM Nov/Dec21
14/12/2021	HSBC	DD	1,322.86		CommercialCard DM HC Nov/Dec21
14/12/2021	CommercialCards/HSBC	DD	537.11		CommercialCard GM HC Nov/Dec21
14/12/2021	CommercialCards/HSBC	DD	576.35		CommercialCard PACO Nov/Dec21
15/12/2021	BACS P/L Pymnt Page 1933	BACS Pymnt	10,856.68		BACS P/L Pymnt Page 1933
15/12/2021	CASTLE WATER	DD	170.24		Water&Wst CalthP1Oct21-31Mar22
16/12/2021	Legal and General	DD	3,839.37		Payroll Dec 2021
16/12/2021	GLOBAL PAYMENTS	DD	614.56		MonthlyServFHCEv Nov21/Inv0059
20/12/2021	Fleet Town Council	DDR	24,104.38		Payroll Dec 2021
21/12/2021	BOOKER LTD-BK	DD	129.52		BarPurchases HC Events
22/12/2021	Inland Revenue	DD	4,852.05		Payroll Dec
22/12/2021	CENT COMP MANG LTD/LivePay	DD	74.20		Payroll records&postage 2022/8
24/12/2021	PAYMENTSSENSE LTD	DD	113.94		MonthlyServFHCEvents Nov/Dec21
24/12/2021	PAYMENTSSENSE LTD	DD	17.88		MonthlyServFHCEvents Nov/Dec21
24/12/2021	BOC MANCHESTER ACC	DD	235.53		HCEvGas for HarlingtonBarNov21
29/12/2021	HSBC	DDR	153.45		HSBC Total Charges 8Nov-7Dec21
30/12/2021	British Telecom/BT Group PLC	DD	93.24		Harlington&CafeWifi 01-31Dec21
31/12/2021	David Harvie	200007	675.00		XMAS DAY L21/David Harvie
31/12/2021	PAY AND SHOP	DD	53.69		TransactionChargesHCEvnt Nov21
31/12/2021	VODAFONE LTD	DD	34.47		Mobile Phones 18Nov-17Dec2021
<b>Total Payments</b>			<b>99,396.79</b>		

## Bank Current/Deposit Account

## List of Payments made between 01/01/2022 and 31/01/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/01/2022	BOOKER LTD-BK	DD	167.21		COVID thank you and Bar
10/01/2022	HSBC	DDR	13.52		Banking charges
10/01/2022	HSBC	DDR	54.40		Bank charges
12/01/2022	BACS P/L Pymnt Page 1936	BACS Pymnt	60,725.39		BACS P/L Pymnt Page 1936
14/01/2022	NPOWER	DD	79.76		Oakley 1Oct -30 Nov 21
14/01/2022	NPOWER	DD	20.70		Basingbourne 1 Nov - 30 Nov 21
14/01/2022	NPOWER	DD	103.72		Ancells CC 1 Nov -30 Nov 21
14/01/2022	NPOWER	DD	21.59		Calthorpe 1 Nov - 30 Nov
14/01/2022	NPOWER	DD	27.45		Ancells 1 Nov - 30 Nov
17/01/2022	HSBC	DD	1,807.45		HSBC
19/01/2022	Fleet Town Council Petty Cash	200008	129.53		HC PC JAN2022/Fleet Town Council
19/01/2022	GLOBAL PAYMENTS	DD	417.12		Card processing charges Dec 21
20/01/2022	LivePay	DD	70.62		Livepay inv 54623
20/01/2022	Fleet Town Council	DDR	24,269.16		Payroll
21/01/2022	Inland Revenue	DDR	6,486.54		Payroll tax &NI
21/01/2022	FDMS/Paymentsense	DD	113.94		Terminal rental and manage fee
21/01/2022	FDMS/Paymentsense	DD	17.88		Terminal rental and manage fee
25/01/2022	BACS P/L Pymnt Page 1943	BACS Pymnt	26,288.96		BACS P/L Pymnt Page 1943
25/01/2022	BOC MANCHESTER ACC	DD	42.55		Inv 3066246426 Dec 21
28/01/2022	VODAFONE LTD	DD	34.47		Mobile Usage 18/12- 17/1/22
29/01/2022	HSBC	DDR	60.35		Bank charges
31/01/2022	Legal and General	DD	3,786.24		Legal and General
31/01/2022	British Telecom/BT Group PLC	DD	93.53		Broadband services
31/01/2022	PAY AND SHOP	DD	37.38		PAY AND SHOP LTD/Globalpayment
<b>Total Payments</b>			<b>124,869.46</b>		

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>1STSCOUTS 1ST CROOKHAM SCOUT GROUP</b>							
SANTA DEC21/1ST CROOKHAM SCOUT	02/12/2021	SANTA GRT DEC21	1	710.54	0.00	710.54	0.00
					<b>0.00</b>	<b>710.54</b>	
Above paid on 10/12/2021 by Online Payment Ref 1STSCOUTS							
<b>ALAN BATES FIRST DIRECT</b>							
AB UNDERGRMUSIC/FIRST DIRECT	30/11/2021	AB UNDERGRMUSIC	1	69.55	0.00	69.55	0.00
					<b>0.00</b>	<b>69.55</b>	
Above paid on 10/12/2021 by Online Payment Ref ALANBATES							
<b>BIFFA Biffa Waste Services Ltd</b>							
227T25653/Biffa Waste Services	19/11/2021	227T25653	1	602.40	0.00	602.40	0.00
227T25654/Biffa Waste Services	19/11/2021	227T25654	1	108.14	0.00	108.14	0.00
227T25655/Biffa Waste Services	19/11/2021	227T25655	1	98.59	0.00	98.59	0.00
227T25656/Biffa Waste Services	19/11/2021	227T25656	1	607.00	0.00	607.00	0.00
227T25657/Biffa Waste Services	19/11/2021	227T25657	1	39.60	0.00	39.60	0.00
					<b>0.00</b>	<b>1,455.73</b>	
Above paid on 10/12/2021 by Online Payment Ref BIFFA							
<b>BRAND Brand Pest Control</b>							
2446/Brand Pest Control	04/12/2021	2446	1	48.00	0.00	48.00	0.00
					<b>0.00</b>	<b>48.00</b>	
Above paid on 10/12/2021 by Online Payment Ref BRAND							
<b>COLUMBARIA The Columbaria Company</b>							
INV0081366/The Columbaria Comp	26/11/2021	INV0081366	1	294.60	0.00	294.60	0.00
					<b>0.00</b>	<b>294.60</b>	
Above paid on 10/12/2021 by Online Payment Ref COLUMBARIA							
<b>CONNECT Connect Computer Consultants Ltd</b>							
2556/Connect Computer Consulta	28/11/2021	2556	1	52.62	0.00	52.62	0.00
2557/Connect Computer Consulta	28/11/2021	2557	1	432.00	0.00	432.00	0.00
					<b>0.00</b>	<b>484.62</b>	
Above paid on 10/12/2021 by Online Payment Ref CONNECT							



## List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>DTM CONTR DTM Contractors Ltd</b>							
1026/DTM Contractors Ltd	25/11/2021	1026	1	81.00	0.00	81.00	0.00
1028/DTM Contractors Ltd	26/11/2021	1028	1	141.95	0.00	141.95	0.00
1030/DTM Contractors Ltd	29/11/2021	1030	1	132.39	0.00	132.39	0.00
1033/DTM Contractors Ltd	02/12/2021	1033	1	366.48	0.00	366.48	0.00
1034/DTM Contractors Ltd	02/12/2021	1034	1	213.35	0.00	213.35	0.00
1035/DTM Contractors Ltd	06/12/2021	1035	1	70.41	0.00	70.41	0.00
					<b>0.00</b>	<b>1,005.58</b>	
Above paid on 10/12/2021 by Online Payment Ref DTMCONTR							
<b>EDDY SIMTH Eddy Smith</b>							
001 DEC2021/Eddy Smith	02/12/2021	001 DEC2021	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 10/12/2021 by Online Payment Ref EDDYSIMTH							
<b>ELLES BAIL Elles Bailey</b>							
0112/Elles Bailey	01/12/2021	0112	1	1,795.84	0.00	1,795.84	0.00
					<b>0.00</b>	<b>1,795.84</b>	
Above paid on 10/12/2021 by Online Payment Ref ELLESBAIL							
<b>EXPLORERS Odiham District Scout Council</b>							
XMAS21 LP/1ST CROOKHAM SCOUT G	29/11/2021	XMAS21 LP	1	350.00	0.00	350.00	0.00
					<b>0.00</b>	<b>350.00</b>	
Above paid on 10/12/2021 by Online Payment Ref EXPLORERS							
<b>FESTIVELIG THE FESTIVE LIGHTING COMPANY LTD</b>							
19664/THE FESTIVE LIGHTING COM	26/11/2021	19664	1	1,115.76	0.00	1,115.76	0.00
					<b>0.00</b>	<b>1,115.76</b>	
Above paid on 10/12/2021 by Online Payment Ref THEFESTIVE							
<b>FLTJAZ Fleet Jazz Club</b>							
21/07/Fleet Jazz Club	29/11/2021	21/07	1	100.41	0.00	100.41	0.00
					<b>0.00</b>	<b>100.41</b>	
Above paid on 10/12/2021 by Online Payment Ref FLTJAZ							

## List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>GC LIGHTNG GC Lighting</b>							
004 NOV2021/GC Lighting	26/11/2021	004 NOV2021	1	160.00	0.00	160.00	0.00
005 NOV2021/GC Lighting	27/11/2021	005 NOV2021	1	206.00	0.00	206.00	0.00
					<b>0.00</b>	<b>366.00</b>	
Above paid on 10/12/2021 by Online Payment Ref GCLIGHTNG							
<b>HALC Hampshire Association of Local Councils</b>							
INV-4864/Hampshire Association	01/12/2021	INV-4864	1	54.00	0.00	54.00	0.00
					<b>0.00</b>	<b>54.00</b>	
Above paid on 10/12/2021 by Online Payment Ref HALC							
<b>HDC Hart District Council</b>							
4000009535/Hart District Counc	06/10/2021	4000009535	1	4,800.00	0.00	4,800.00	0.00
					<b>0.00</b>	<b>4,800.00</b>	
Above paid on 10/12/2021 by Online Payment Ref HDC							
<b>LAWMANS UK Lawmans Uk Ltd</b>							
#266310/Lawmans Uk Ltd	29/11/2021	#266310	1	710.40	0.00	710.40	0.00
					<b>0.00</b>	<b>710.40</b>	
Above paid on 10/12/2021 by Online Payment Ref LAWMANSUK							
<b>LIONS CLUB Lions Club of Fleet (CIO) Traffic Mgt</b>							
XMAS FESTV DEC21/Lions Club of	24/11/2021	XMAS FESTV DEC21	1	163.52	0.00	163.52	0.00
					<b>0.00</b>	<b>163.52</b>	
Above paid on 10/12/2021 by Online Payment Ref LIONSCLUB							
<b>LONDONCAT London Catering &amp; Hygiene Solutions Ltd</b>							
72759/London Catering & Hygien	06/12/2021	72759	1	251.87	0.00	251.87	0.00
					<b>0.00</b>	<b>251.87</b>	
Above paid on 10/12/2021 by Online Payment Ref LONDONCAT							
<b>MARY C HAR Mary C Harris</b>							
MCH 21/02/Mary C Harris	05/11/2021	MCH 21/02	1	208.00	0.00	208.00	0.00
					<b>0.00</b>	<b>208.00</b>	
Above paid on 10/12/2021 by Online Payment Ref MCHarris							

## List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>NIGELJEFFR Nigel Jeffries Landscapes Limited</b>							
14283/Nigel Jeffries Landscape	30/11/2021	14283	1	60.00	0.00	60.00	0.00
14337/Nigel Jeffries Landscape	30/11/2021	14337	1	13,157.24	0.00	13,157.24	0.00
					<b>0.00</b>	<b>13,217.24</b>	

Above paid on 10/12/2021 by Online Payment Ref NIGELJEFFR

<b>PRIMA CH Cleaning Services</b>							
001434/CH Cleaning Services	30/11/2021	001434	1	2,642.76	0.00	2,642.76	0.00
001435/CH Cleaning Services	30/11/2021	001435	1	687.12	0.00	687.12	0.00
001436/CH Cleaning Services	30/11/2021	001436	1	419.82	0.00	419.82	0.00
001437/CH Cleaning Services	30/11/2021	001437	1	126.18	0.00	126.18	0.00
001438/CH Cleaning Services	30/11/2021	001438	1	126.18	0.00	126.18	0.00
001439/CH Cleaning Services	30/11/2021	001439	1	126.18	0.00	126.18	0.00
001440/CH Cleaning Services	30/11/2021	001440	1	140.22	0.00	140.22	0.00
					<b>0.00</b>	<b>4,268.46</b>	

Above paid on 10/12/2021 by Online Payment Ref CHCleaning

<b>RBL The Royal British Legion Poppy Appeal</b>							
RD NOV2021/The Royal British L	30/11/2021	RD NOV2021	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	

Above paid on 10/12/2021 by Online Payment Ref RBL

<b>RBS Rialtas Business Solutions Ltd</b>							
SM24663/Rialtas Business Solut	03/12/2021	SM24663	1	70.80	0.00	70.80	0.00
					<b>0.00</b>	<b>70.80</b>	

Above paid on 10/12/2021 by Online Payment Ref RBS

<b>SANDARAC Sandarac Ltd</b>							
SP/TFE/201121/Sandarac Ltd	25/11/2021	SP/TFE/201121	1	3,860.94	0.00	3,860.94	0.00
					<b>0.00</b>	<b>3,860.94</b>	

Above paid on 10/12/2021 by Online Payment Ref SandaracLt

## List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SDSL</b> <b>Safe Data Storage Ltd</b>							
41290/Safe Data Storage Ltd	01/12/2021	41290	1	396.00	0.00	396.00	0.00
					<u>0.00</u>	<u>396.00</u>	
Above paid on 10/12/2021 by Online Payment Ref SDSL							
<b>SGPOS</b> <b>SG POS/Shelfguard Systems</b>							
INV-17557/SG POS/Shelfguard Sy	01/12/2021	INV-17557	1	84.00	0.00	84.00	0.00
					<u>0.00</u>	<u>84.00</u>	
Above paid on 10/12/2021 by Online Payment Ref SGPOS							
<b>SHIELD SEC</b> <b>Shield Security Services Ltd</b>							
46239/Shield Security Services	30/11/2021	46239	1	42.00	0.00	42.00	0.00
					<u>0.00</u>	<u>42.00</u>	
Above paid on 10/12/2021 by Online Payment Ref SHIELDSEC							
<b>SIAN</b> <b>Sian Taylor</b>							
NOV2021 ST/Sian Taylor	01/12/2021	NOV2021 ST	1	50.33	0.00	50.33	0.00
					<u>0.00</u>	<u>50.33</u>	
Above paid on 10/12/2021 by Online Payment Ref SIANT							
<b>SURREYSURF</b> <b>Surrey Surfacing Contractors Ltd</b>							
8148/Surrey Surfacing Contract	09/12/2021	8148	1	780.00	0.00	780.00	0.00
					<u>0.00</u>	<u>780.00</u>	
Above paid on 10/12/2021 by Online Payment Ref SURREYSURF							
<b>SUX HR HUB</b> <b>The Sussex HR Hub Ltd</b>							
INV-0862/The Sussex HR Hub Ltd	01/12/2021	INV-0862	1	109.20	0.00	109.20	0.00
					<u>0.00</u>	<u>109.20</u>	
Above paid on 10/12/2021 by Online Payment Ref TheSussexH							
<b>TAKING COV</b> <b>Taking Cover Ltd</b>							
RA001 NOV2021/Taking Cover Ltd	27/11/2021	RA001 NOV2021	1	150.00	0.00	150.00	0.00
					<u>0.00</u>	<u>150.00</u>	
Above paid on 10/12/2021 by Online Payment Ref TAKINGCOV							

## List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TICKETSOLV TicketSolve Ltd</b>							
21110050/TicketSolve Ltd	30/11/2021	21110050	1	1,465.47	0.00	1,465.47	0.00
					<b>0.00</b>	<b>1,465.47</b>	
Above paid on 10/12/2021 by Online Payment Ref TICKETSOLV							
<b>UWR United Washrooms Limited</b>							
HI586252/United Washrooms Limi	01/12/2021	HI586252	1	141.63	0.00	141.63	0.00
HI586320/United Washrooms Limi	01/12/2021	HI586320	1	628.92	0.00	628.92	0.00
					<b>0.00</b>	<b>770.55</b>	
Above paid on 10/12/2021 by Online Payment Ref UWR							
<b>VIKING VIKING DIRECT</b>							
8057336/VIKING DIRECT	03/12/2021	8057336	1	95.30	0.00	95.30	0.00
					<b>0.00</b>	<b>95.30</b>	
Above paid on 10/12/2021 by Online Payment Ref VIKING							
<b>VIMTO Vimto Limited</b>							
OP/I537688/Vimto Limited	09/11/2021	OP/I537688	1	439.37	0.00	439.37	0.00
OP/I542291/Vimto Limited	30/11/2021	OP/I542291	1	390.41	0.00	390.41	0.00
					<b>0.00</b>	<b>829.78</b>	
Above paid on 10/12/2021 by Online Payment Ref VIMTO							
<b>VITAPLAY Vita Play Limited</b>							
3186/Vita Play Limited	22/11/2021	3186	1	2,478.39	0.00	2,478.39	0.00
					<b>0.00</b>	<b>2,478.39</b>	
Above paid on 10/12/2021 by Online Payment Ref VITAPLAY							
<b>WAYMEDIA A WAY WITH MEDIA LTD</b>							
INV-0050/A WAY WITH MEDIA LTD	07/10/2021	INV-0050	1	3,595.93	0.00	3,595.93	0.00
					<b>0.00</b>	<b>3,595.93</b>	
Above paid on 10/12/2021 by Online Payment Ref WAYMEDIA							

## List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>WLL</b>	<b>WHITE LIGHT LTD</b>						
1000226651/WHITE LIGHT LTD	30/11/2021	1000226651	1	2,838.00	0.00	2,838.00	0.00
					<b>0.00</b>	<b>2,838.00</b>	
Above paid on 10/12/2021 by Online Payment Ref WHITELIGHT							
<b>CBS</b>	<b>Comfort Building Services Ltd</b>						
50194/Comfort Building Service	09/12/2021	50194	1	291.60	0.00	291.60	0.00
50195/Comfort Building Service	09/12/2021	50195	1	187.20	0.00	187.20	0.00
50222/Comfort Building Service	01/12/2021	50222	1	988.80	0.00	988.80	0.00
50223/Comfort Building Service	01/12/2021	50223	1	509.47	0.00	509.47	0.00
					<b>0.00</b>	<b>1,977.07</b>	
Above paid on 15/12/2021 by Online Payment Ref CBS							
<b>DTM CONTR</b>	<b>DTM Contractors Ltd</b>						
1037/DTM Contractors Ltd	10/12/2021	1037	1	312.21	0.00	312.21	0.00
					<b>0.00</b>	<b>312.21</b>	
Above paid on 15/12/2021 by Online Payment Ref DTMCONTR							
<b>HCC</b>	<b>Hampshire County Council</b>						
3611429497/Comfort Building Se	30/11/2021	3611429497	1	194.40	0.00	194.40	0.00
					<b>0.00</b>	<b>194.40</b>	
Above paid on 15/12/2021 by Online Payment Ref HCC							
<b>MINTNETWORK</b>	<b>Mint Network Ltd</b>						
11211646/Mint Network Ltd	09/12/2021	11211646	1	152.53	0.00	152.53	0.00
					<b>0.00</b>	<b>152.53</b>	
Above paid on 15/12/2021 by Online Payment Ref MINTNETWORK							
<b>NIGELJEFFR</b>	<b>Nigel Jeffries Landscapes Limited</b>						
14381/Nigel Jeffries Landscape	10/12/2021	14381	1	3,960.00	0.00	3,960.00	0.00
14382/Nigel Jeffries Landscape	10/12/2021	14382	1	456.00	0.00	456.00	0.00
14383/Nigel Jeffries Landscape	10/12/2021	14383	1	624.00	0.00	624.00	0.00
14384/Nigel Jeffries Landscape	10/12/2021	14384	1	1,188.00	0.00	1,188.00	0.00
					<b>0.00</b>	<b>6,228.00</b>	
Above paid on 15/12/2021 by Online Payment Ref NIGELJEFFR							

## List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>NPTREE</b>							
<b>NP Tree Management Ltd</b>							
2412/NP Tree Management Ltd	09/12/2021	2412	1	540.00	0.00	540.00	0.00
2413/NP Tree Management Ltd	10/12/2021	2413	1	1,125.00	0.00	1,125.00	0.00
2414/NP Tree Management Ltd	10/12/2021	2414	1	144.00	0.00	144.00	0.00
					<b>0.00</b>	<b>1,809.00</b>	
Above paid on 15/12/2021 by Online Payment Ref NPTREE							
<b>SSE SOUTHE</b>							
<b>SSE Southern Electric</b>							
0041/SSE Southern Electric	08/12/2021	0041	1	11.95	0.00	11.95	0.00
					<b>0.00</b>	<b>11.95</b>	
Above paid on 15/12/2021 by Online Payment Ref SSESOUTHE							
<b>VIKING</b>							
<b>VIKING DIRECT</b>							
8098645/VIKING DIRECT	09/12/2021	8098645	1	171.52	0.00	171.52	0.00
					<b>0.00</b>	<b>171.52</b>	
Above paid on 15/12/2021 by Online Payment Ref VIKING							
<b>DAVIDH</b>							
<b>David Harvie</b>							
XMAS DAY L21/David Harvie	25/12/2021	XMAS DAY L21	1	675.00	0.00	675.00	0.00
					<b>0.00</b>	<b>675.00</b>	
Above paid on 31/12/2021 by Cheque 200007							
<b>Total Purchase Ledger Payments for Month 9</b>						<b>0.00</b>	<b>60,818.49</b>

## Outstanding Balances by Month as at 09/02/2022

A/C Code	Customer Name	Balance	Feb 2022	Jan 2022	Dec 2021	Prior Months	On A/c Pymnts
<b>Ledger No 1, Sales Ledger 1</b>							
BABY	BABY	698.40	0.00	698.40	0.00	0.00	0.00
BAKER	TWG	75.00	0.00	75.00	0.00	0.00	0.00
BALLARD	BAL	14.40	0.00	14.40	0.00	0.00	0.00
BALLARD B	BAL	4.80	0.00	4.80	0.00	0.00	0.00
BLOODNAT	BLO	799.20	0.00	799.20	0.00	0.00	0.00
BRASSEAU	BRA	2,935.10	0.00	0.00	0.00	2,935.10	0.00
CEROC	CER	1,369.44	0.00	1,369.44	0.00	0.00	0.00
CHOIR	CHO	360.00	0.00	360.00	0.00	0.00	0.00
COTTON	TRAINMASTER	91.20	0.00	91.20	0.00	0.00	0.00
CULYER	CUL	101.94	0.00	32.94	0.00	69.00	0.00
DALBY	DALBY	33.00	0.00	66.00	0.00	0.00	-33.00
DODD	VIV	91.80	0.00	91.80	0.00	0.00	0.00
DOUGHTY	DOU	99.00	0.00	99.00	0.00	0.00	0.00
EDWARDS	EDW	364.80	0.00	182.40	182.40	0.00	0.00
FOSS R	FOS	34.20	0.00	20.52	13.68	0.00	0.00
HILL A	HILL	261.00	0.00	0.00	0.00	261.00	0.00
JENKINS	GLEE	96.00	0.00	0.00	96.00	0.00	0.00
LT DANCE	LTD	-500.00	0.00	0.00	0.00	0.00	-500.00
MERRICK	MER	77.00	0.00	0.00	0.00	77.00	0.00
MESSINGER	MESSINGER	740.73	0.00	740.73	0.00	0.00	0.00
PARAFIT	PARA	120.00	0.00	60.00	0.00	60.00	0.00
PARRY	IAN PARRY	162.00	0.00	0.00	162.00	0.00	0.00
PRE	AF	1,468.14	0.00	908.40	559.74	0.00	0.00
Q DANCE	Q DANCE	259.20	0.00	0.00	259.20	0.00	0.00
REJINIAK	REJI	379.50	0.00	0.00	0.00	379.50	0.00
ROCKFIT	ALLAN	122.40	0.00	0.00	0.00	122.40	0.00
RS	RICHMOND	19,229.52	0.00	2,976.00	5,691.60	10,561.92	0.00
SASHA	SASHAS PROJECT	192.00	0.00	0.00	192.00	0.00	0.00
SEEDALL	SEE	137.08	0.00	137.08	0.00	0.00	0.00
SMT	MARKET TRADERS	650.00	0.00	650.00	0.00	0.00	0.00
TAYLOR D	TAY	2,845.63	0.00	0.00	2,845.63	0.00	0.00
TEA	TEA	171.60	0.00	171.60	0.00	0.00	0.00
TIDY	MUMMABFIT	0.08	0.00	0.00	0.00	0.08	0.00
U3A HARLY	U3A	306.00	0.00	156.00	0.00	150.00	0.00
<b>Total Sales Ledger No 1</b>		<b>33,790.16</b>	<b>0.00</b>	<b>9,704.91</b>	<b>10,002.25</b>	<b>14,616.00</b>	<b>-533.00</b>
<b>TOTAL SALES LEDGER BALANCES</b>		<b>33,790.16</b>	<b>0.00</b>	<b>9,704.91</b>	<b>10,002.25</b>	<b>14,616.00</b>	<b>-533.00</b>



**MTD Enabled - Do Not Manually Submit to HMRC**

Date: 11/01/2022

**Fleet Town Council Current Year**

**Page 1**

Time: 15:41

VAT Return: 01/10/2021 - 31/12/2021

User: WA

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
Cashbook	1		7		19,308.00	19,308.00	0.00
Cashbook	1		8		27,594.85	27,594.85	0.00
Cashbook	1		9		23,057.84	23,057.84	0.00
		<b>OUTPUT</b>		<b>Total Rate: E</b>	<b>69,960.69</b>	<b>69,960.69</b>	<b>0.00</b>
Cashbook	1		8		11,231.22	9,983.31	1,247.91
Cashbook	1		9		7,636.81	6,788.25	848.56
		<b>OUTPUT</b>		<b>Total Rate: G</b>	<b>18,868.03</b>	<b>16,771.56</b>	<b>2,096.47</b>
Sales Ledger	1	805	7		775.20	646.00	129.20
Sales Ledger	1	809	7		954.00	795.00	159.00
Sales Ledger	1	811	7		68.40	57.00	11.40
Sales Ledger	1	813	7		108.00	90.00	18.00
Sales Ledger	1	815	7		16,871.40	14,059.54	2,811.86
Cashbook	1		7		24,254.05	20,211.66	4,042.39
Sales Ledger	1	819	8		817.38	681.15	136.23
Sales Ledger	1	821	8		5,099.71	4,249.79	849.92
Sales Ledger	1	823	8		18,178.86	15,149.09	3,029.77
Sales Ledger	1	826	8		90.00	75.00	15.00
Cashbook	1		8		7,470.60	6,225.51	1,245.09
Sales Ledger	1	828	9		2,236.20	1,863.50	372.70
Sales Ledger	1	830	9		1,244.54	1,037.12	207.42
Sales Ledger	1	832	9		7,240.26	6,033.55	1,206.71
Cashbook	1		9		2,026.65	1,688.88	337.77
		<b>OUTPUT</b>		<b>Total Rate: S</b>	<b>87,435.25</b>	<b>72,862.79</b>	<b>14,572.46</b>
Cashbook	1		7		14,331.54	14,331.54	0.00
Cashbook	1		8		11,286.35	11,286.35	0.00
Cashbook	1		9		28,605.13	28,605.13	0.00
		<b>OUTPUT</b>		<b>Total Rate: Z</b>	<b>54,223.02</b>	<b>54,223.02</b>	<b>0.00</b>
Purchase Ledger	1	987	7		100.00	100.00	0.00
Purchase Ledger	1	988	8		21,560.00	21,560.00	0.00
		<b>INPUT</b>		<b>Total Rate: E</b>	<b>21,660.00</b>	<b>21,660.00</b>	<b>0.00</b>
Purchase Ledger	1	983	7		245.40	233.71	11.69
Cashbook	1		7		252.67	240.64	12.03
Purchase Ledger	1	991	8		209.08	199.12	9.96
Cashbook	1		8		366.53	349.08	17.45
Purchase Ledger	1	997	9		11.95	11.39	0.56
		<b>INPUT</b>		<b>Total Rate: F</b>	<b>1,085.63</b>	<b>1,033.94</b>	<b>51.69</b>
Purchase Ledger	1	983	7		47,676.67	39,730.52	7,946.15

**MTD Enabled - Do Not Manually Submit to HMRC**

Date: 11/01/2022

**Fleet Town Council Current Year**

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Time: 15:41

VAT Return: 01/10/2021 - 31/12/2021

User: WA

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
Purchase Ledger	1	987	7		7,310.88	6,092.40	1,218.48
Cashbook	1		7		3,176.61	2,647.19	529.42
Purchase Ledger	1	988	8		35,207.93	29,339.94	5,867.99
Purchase Ledger	1	991	8		16,297.65	13,581.38	2,716.27
Cashbook	1		8		2,791.34	2,327.70	463.64
Purchase Ledger	1	994	9		37,851.57	31,542.99	6,308.58
Purchase Ledger	1	997	9		6,232.25	5,193.54	1,038.71
Cashbook	1		9		3,195.89	2,662.91	532.98
		<b>INPUT</b>		<b>Total Rate: S</b>	<b>159,740.79</b>	<b>133,118.57</b>	<b>26,622.22</b>
Purchase Ledger	1	997	9		4,168.27	3,473.56	694.71
		<b>INPUT</b>		<b>Total Rate: SFR</b>	<b>4,168.27</b>	<b>3,473.56</b>	<b>694.71</b>
Purchase Ledger	1	983	7		5,510.83	5,510.83	0.00
Purchase Ledger	1	987	7		1,016.00	1,016.00	0.00
Cashbook	1		7		1,345.82	1,345.82	0.00
Purchase Ledger	1	988	8		9,071.61	9,071.61	0.00
Purchase Ledger	1	991	8		6,848.73	6,848.73	0.00
Cashbook	1		8		2,632.11	2,632.11	0.00
Purchase Ledger	1	994	9		11,435.24	11,435.24	0.00
Purchase Ledger	1	997	9		444.21	444.21	0.00
Purchase Ledger	1	998	9		675.00	675.00	0.00
Cashbook	1		9		1,759.00	1,759.00	0.00
		<b>INPUT</b>		<b>Total Rate: Z</b>	<b>40,738.55</b>	<b>40,738.55</b>	<b>0.00</b>

<b>VAT Return Summary:</b>	<b>Total Outputs</b>	<b>230,486.99</b>	<b>213,818.06</b>	<b>16,668.93</b>
	<b>Total Inputs</b>	<b>227,393.24</b>	<b>200,024.62</b>	<b>27,368.62</b>
VAT due in the period on sales and other outputs			<b>Box 1</b>	16,668.93
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States			<b>2</b>	0.00
<b>Total VAT due</b>			<b>3</b>	<b>16,668.93</b>
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)			<b>4</b>	27,368.62
<b>Net VAT to reclaim from HMRC</b>			<b>5</b>	<b>10,699.69</b>
<b>Total value of sales and all other outputs excluding any VAT</b>			<b>6</b>	<b>213,818.00</b>
<b>Total value of purchases and all other inputs excluding any VAT</b>			<b>7</b>	<b>200,024.00</b>
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States			<b>8</b>	0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States			<b>9</b>	0.00
VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States				<b>0.00</b>

**SUBJECT: INVESTMENT AND CURRENT ACCOUNTS**

Account balances for Fleet Town Council as at 31 January 2022

<b>Account</b>	<b>Funds</b>	<b>Interest Rate</b>	<b>Comment</b>
HSBC Current Bank Account, Account No: 61539272	£772,474.27		
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£800,000.08	0.05%	Interest paid into HSBC current account
The Cambridge Building Society, Account No: CB01348177	£100,000.00		Interest paid into HSBC current account in December of each year
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£1,050,000	0.0141%.	Interest paid into HSBC current account.
<b>TOTAL</b>	<b>£2,722,474.35</b>		

**Please note**

Interest received in January

Nationwide

£33.97

CCLA

£147.56

Cambridge Building Society for Jan-Dec 2021

£100.00

**Recommendation**

1. To note the balances held in the Fleet Town Council Accounts.
2. To transfer £300,000 into the CCLA Investments Ltd which is currently yielding 0.327%

## 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	All Saints' Church, Parish of Fleet, Church Road Fleet, GU51 4NB  <b>Bank:</b> [REDACTED] <b>A/C Name:</b> [REDACTED] <b>A/C Number:</b> [REDACTED] <b>SORT CODE:</b> [REDACTED]
2.	Name, Address and Status of Contact & position	Elizabeth Waller – Project Leader  [REDACTED] [REDACTED] [REDACTED]
3.	Telephone Number of Contact	[REDACTED]
4.	Is the Organisation a Registered Charity?	<b>Yes</b> <b>Charity Number: 1129190</b>
5.	Date of establishment of Organisation	1862
6.	Details of purpose of Grant  (please use additional sheet to include details)	<p><b>BACKGROUND</b></p> <p>All Saints' Church is of huge significance in Fleet, being the main parish church and the only Grade II* listed building in the town. The church has stood in the centre of Fleet since 1862 and is an integral part of its history and heritage</p> <p>The church was designed by William Burges, who was among the greatest of the Victorian art-architects, and well-known for his love of the Gothic style. It is one of the few churches designed by him.</p> <p>All Saints was commissioned by Charles Lefroy of Crondall, as a mausoleum church to house the tomb of his young wife Janet, who had died. At the time, Charles was secretary to the Speaker of The House of Commons. Sadly, Charles died before the church was completed. His and Janet's tombs are housed in the church, lying side by side, topped by marble effigies.</p> <p>When All Saints was ravaged by fire in 2015, following an arson attack, there was a huge public outpouring of grief as the people of Fleet mourned this loss. The tragedy went beyond religion, this building had been at the heart of the town since its early beginnings. It was part of the town's identity and housed many civic events as well as being at the centre of important life events for many in its community.</p>

Prior to the fire, All Saints Church hosted a range of religious services and civil gatherings for the community of Fleet. As well as the Sunday Eucharist, there were all-age worship services, Choral Evensong, and services in the Taizé, Celtic and Iona styles. There was a well-attended weekday service for preschool children and their parents and carers, a monthly concert and lunch for the elderly, large ecumenical services as well as weddings, baptisms and funerals. Local schools (especially All Saints' School) used the church throughout the year, and it was open daily for public use as a place of quiet prayer and contemplation. The church also hosted civic events such as Remembrance Day Services, and the annual Christian Aid Carol Concert.

All Saints' Church was unique in Fleet for its acoustic quality and as such was used extensively by local organisations for organ recitals, choral concerts and musical events.

Even before the pandemic many of these events were curtailed. For example, since the fire, virtually no weddings have taken place in the parish and few church funerals, while other events have had to temporarily find alternative, often less suitable, venues.

The unavailability of All Saints since the fire, has highlighted the importance of these occasional offices to the local community.

#### **CONSULTATION**

There were public consultation meetings in September/October 2015 and March 2017 to discuss the future of All Saints' Church. The children of All Saints' Junior School were also involved, and the school council provided a written response. Views were sought from several community groups who had used facilities at All Saints and at St. Philip and St. James Church.

These consultation processes were critical in informing the PCC when determining the future needs of the rebuilt church and identifying priorities. The PCC wanted the church to serve the whole community and to have flexible and diverse functions.

From the public consultation there was strong feedback that confirmed that the substantial red brick pillars greatly impacted on the experience of those attending services and events, as activities in the nave were effectively invisible to those seated in the side aisles and the functionality was limited by the lack of sightlines past the pillars. Even when smaller numbers were accommodated in the central aisles of the church, it resulted in a long narrow layout with people at the back seated a long way from the altar and sanctuary area, with poor visibility.

However, in September 2017 it became clear that the more radical proposals for interior changes which involved removing the pillars, was the subject of strong external objections – principally from The Victorian Society and Historic England. The PCC therefore made the decision to rebuild the church with the pillars intact but to install a modern audio-visual system to allow visibility from all areas of the building.

#### **PROPOSAL**

We are applying for a grant towards the installation of a modern audio-visual system with screens positioned to allow visibility of the nave, altar and sanctuary from all seating areas.

The new audio-visual system would improve the functionality, flexibility and effective capacity of the church whilst preserving the essential features of this Grade II\* listed building. The project is designed to provide a welcoming space for worship and community events by meeting the needs of 21st century congregations and audiences, whilst also maintaining the church's heritage.

Since the start of the pandemic, the Parish has been streaming its main services held at the daughter church of the parish of Fleet, St Philip and St. James. Even though most people have now returned to worship in person, the streaming service has remained very popular and on average there are between 100-150

		views of the Sunday Eucharist. Streaming has also been used for funerals to allow viewers from around the world to access services. We have therefore included two additional cameras and streaming equipment in the scheme.																																																																																																
7.	Amount applied for	£2,000																																																																																																
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><b>BENEFICIARIES</b></p> <p>The new audio-visual system will benefit everyone who attends an event at the rebuilt All Saints Church, whether it be a religious service or a secular community event.</p> <p>The system will effectively increase capacity at events as there will be no 'blind spot' or restricted views in the building.</p> <p>The ability to live-stream will allow for widening participation as people who are unable to attend in person will have access online to certain events.</p> <p>The number of venues for larger capacity audiences in Fleet are limited. All Saints' Church is situated in a central position opposite the main car park. It is hoped that the new facilities outlined in this application will make the church an even more attractive venue for both religious and secular events. It is anticipated that the restored church will retain the acoustic qualities of the old building and, as such, will attract musicians in the area to use the facilities.</p> <p>If, in the future the Harlington Centre is unavailable or out of action for refurbishment, All Saints Church with a modern audio-visual system would offer an attractive alternative venue in the centre of Fleet.</p> <p>Whilst it is difficult to estimate the number of people who will use the church in the future, we do know the approximate number who used the venue prior to the fire.</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="text-align: right; width: 10%;">Weekly</th> <th style="text-align: right; width: 10%;">Monthly</th> <th style="text-align: right; width: 10%;">Annual</th> </tr> </thead> <tbody> <tr> <td>Average weekly attendance at Sunday services</td> <td style="text-align: right;">140</td> <td></td> <td></td> </tr> <tr> <td>Weekday services.</td> <td style="text-align: right;">16</td> <td></td> <td></td> </tr> <tr> <td>Visitors throughout the day (estimate).</td> <td style="text-align: right;">30</td> <td></td> <td></td> </tr> <tr> <td>Weekly service for preschool children &amp; parents</td> <td style="text-align: right;">30</td> <td></td> <td></td> </tr> <tr> <td>Monthly concert and lunch for the elderly</td> <td></td> <td style="text-align: right;">65</td> <td></td> </tr> <tr> <td>Mothers' Union monthly service.</td> <td></td> <td style="text-align: right;">15</td> <td></td> </tr> <tr> <td>Religious festivals</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Advent.</td> <td></td> <td></td> <td style="text-align: right;">190</td> </tr> <tr> <td style="padding-left: 20px;">Christmas.</td> <td></td> <td></td> <td style="text-align: right;">540</td> </tr> <tr> <td style="padding-left: 20px;">Mothering Sunday Service</td> <td></td> <td></td> <td style="text-align: right;">140</td> </tr> <tr> <td style="padding-left: 20px;">Lent.</td> <td></td> <td></td> <td style="text-align: right;">60</td> </tr> <tr> <td style="padding-left: 20px;">Holy Week</td> <td></td> <td></td> <td style="text-align: right;">130</td> </tr> <tr> <td style="padding-left: 20px;">Easter.</td> <td></td> <td></td> <td style="text-align: right;">260</td> </tr> <tr> <td style="padding-left: 20px;">Harvest Festival.</td> <td></td> <td></td> <td style="text-align: right;">146</td> </tr> <tr> <td>Study courses</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Advent reflections (16 x 4).</td> <td></td> <td></td> <td style="text-align: right;">64</td> </tr> <tr> <td style="padding-left: 20px;">Miscellaneous courses</td> <td></td> <td></td> <td style="text-align: right;">80</td> </tr> <tr> <td>School visits</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">All Saints School Annual Visit</td> <td></td> <td></td> <td style="text-align: right;">590</td> </tr> <tr> <td style="padding-left: 20px;">All Saints' School Christmas Concert</td> <td></td> <td></td> <td style="text-align: right;">237</td> </tr> <tr> <td style="padding-left: 20px;">All Saints' School Leavers Service</td> <td></td> <td></td> <td style="text-align: right;">220</td> </tr> <tr> <td style="padding-left: 20px;">Velmead School</td> <td></td> <td></td> <td style="text-align: right;">460</td> </tr> <tr> <td style="padding-left: 20px;">Fleet Infants</td> <td></td> <td></td> <td style="text-align: right;">300</td> </tr> </tbody> </table>		Weekly	Monthly	Annual	Average weekly attendance at Sunday services	140			Weekday services.	16			Visitors throughout the day (estimate).	30			Weekly service for preschool children & parents	30			Monthly concert and lunch for the elderly		65		Mothers' Union monthly service.		15		Religious festivals				Advent.			190	Christmas.			540	Mothering Sunday Service			140	Lent.			60	Holy Week			130	Easter.			260	Harvest Festival.			146	Study courses				Advent reflections (16 x 4).			64	Miscellaneous courses			80	School visits				All Saints School Annual Visit			590	All Saints' School Christmas Concert			237	All Saints' School Leavers Service			220	Velmead School			460	Fleet Infants			300
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		<p>Weddings – (25 per year) 2,500</p> <p>Funerals – (8 per year) 640</p> <p>Baptism Services – (17 per year) 1,700</p> <p>Ecumenical Services (All Christian Churches in Fleet). 185</p> <p>Bereavement Service. 122</p> <p>Remembrance Day Civic Service 300</p> <p>Christian Aid Carol Concert. 270</p> <p>Towns Women’s Guild Carol Service. 140</p> <p>Musical events</p> <p style="padding-left: 20px;">Fleet Coral Society 2 x 180. 360</p> <p style="padding-left: 20px;">Hart Voices 2 x 210. 420</p> <p style="padding-left: 20px;">Organ Recitals. 3 x 60 180</p> <p style="padding-left: 20px;">Musical Concerts 3 x 100. 300</p> <p>It is expected that the improved facilities at All Saints Church will make it an even more attractive venue for worshippers and participants at community events. (For example, U3A have expressed an interest in venues with an A/V system.)</p> <p>We will measure the number of events (religious and secular) that are held and the number of people attending.</p>																		
9.	Projected income and expenditure of project/event	<p><b>INCOME</b></p> <p><b>EXPENDITURE</b></p> <p>Estimated cost of works. £ 44,241.43</p> <p>Contingencies. £ 2,000.00</p> <p>VAT @...20.%. £ 8,848.29</p> <p><b>TOTAL. £ 55,089.72</b></p> <p>The attached R8(3) quote details the list of equipment. The “184-R5” drawing shows all the equipment in a schematic form. The Excel “Revised AV design” shows additional (builders) wiring costs.</p>																		
10.	Details of any other grants applied for this project/event/activity and status	<table border="1"> <thead> <tr> <th>Body</th> <th>Amount</th> <th>Date applied</th> <th>Approved</th> <th>Refused</th> <th>Pending</th> </tr> </thead> <tbody> <tr> <td>Marshalls Charity</td> <td>£5,000</td> <td>Sept 2021</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Hampshire and Islands Historic Churches Trust</td> <td>£15,000</td> <td>Jan 2022</td> <td></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Body	Amount	Date applied	Approved	Refused	Pending	Marshalls Charity	£5,000	Sept 2021	<input checked="" type="checkbox"/>			Hampshire and Islands Historic Churches Trust	£15,000	Jan 2022			<input checked="" type="checkbox"/>
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Marshalls Charity	£5,000	Sept 2021	<input checked="" type="checkbox"/>																	
Hampshire and Islands Historic Churches Trust	£15,000	Jan 2022			<input checked="" type="checkbox"/>															
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	<p>While much of the rebuilding work will be covered by the insurance, the PCC has decided to take the opportunity to upgrade and improve several elements, particularly with regard to improving the sightlines which are obstructed by the substantial brick pillars, reducing our carbon footprint and providing disabled access. The PCC also plan to add an annexe on the north side of the building to</p>																		

		<p>add disabled and community facilities. These improvements, which are not covered by the insurance, will cost in excess of £1m</p> <p>Prior to Covid, the parish had been moderately successful with their fundraising efforts, but the past two years has been severely impacted by the Covid 19 pandemic, which has prevented us holding any of the events that were planned. This has forced us to phase the planned work so as to avoid further delays to the start of the project.</p> <p>The Audio-Visual system, outlined in this application will be included in Phase I of the building project, but will be extended into Phase II when it is completed. The funds raised to date are for the whole rebuilding project so in order to see all of the modifications come to fruition we will need to raise in excess of £1m through grants and fund-raising activities.</p> <p>Any grant received from Fleet Town Council would be very welcome and would be a valued contribution to help the PCC realise the wishes of the community to upgrade and improve this much-loved building.</p>
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	None
13.	How will you publically acknowledge Fleet Town Council's contribution?	<p>The names of all major contributors (including all grant givers) will be displayed in the restored church.</p> <p>Grant givers will be acknowledged in a press release and in the Fleet Parish Magazine.</p> <p>We will also acknowledge Fleet Town Council's contribution on our Website and on our FaceBook Page</p>

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

Signed.....  


Date 31. 1. 2022



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

	YES	T.C. USE CHECKED
Last Financial Years Accounts	<input checked="" type="checkbox"/>	
Constitution	<p>Whilst Parochial Church Councils (PCCs) are charities, they do not have a constitution as they exist as a matter of law. They are statutory corporations pursuant to the Synodical Government Measure 1969, and the Parochial Church Councils (Powers) Measure 1956 section 3 and legislation subsidiary to that. See <a href="https://www.churchofengland.org/resources/clergy-resources/pcc-accountability-guide">https://www.churchofengland.org/resources/clergy-resources/pcc-accountability-guide</a></p>	
Copy of most recent Bank Statement for all accounts	<p>Copies of the latest statements of the two current accounts are attached. We do have additional savings and investment accounts (mostly for the All Saints' Rebuilding Fund) but they do contain personal information and would have to be redacted. However, the Financial Year Accounts are attached which provide full details of all assets, income and expenditure.</p>	
Safeguarding Policy	<input checked="" type="checkbox"/>	

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?		

Grant Available	Code	Budget £	Value of Community Grants Awarded	Company or Charity Registration No					
Community Support	4538 110	£1,530.00	£167.00						
Fleet Link	4800 110	£13,770.00	£11,117.37						
Basingstoke canal	4810 110	£18,675.00	£18,309.00						
Community Grants	4855 110	£10,812.00	£5,156.68						
<b>Total regular grants</b>		<b>£44,787.00</b>	<b>£34,750.05</b>						
<b>Community Grants</b>	Budget £10,812								
Recipient of grant	Purpose of the grant	Requested £	Value of Community Grants Awarded	Other Grants	Date of award	Company or Charity Registration No	Committee approving the award	Date grant paid	Comments
Sasha's Project	Hire of The Point as a crisis centre 1 night per week	£2,713.00	£2,713.00		07/04/2021	1195793	Council	Money transferred to The Harlington	Hire granted until 31/12/2021
Victim Support		£200.00	£200.00		21/07/2021	298028	P&F	28/08/2021	
NHS	COVID NHS thank you event 27th August 2021	£5,000.00	£339.68		21/07/2021		P&F	01/01/2022	Event cancelled for January 2022. A wine and mince pie evening was held instead.
1st Crookham Scouts	Christmas Grotto experience fund raising	£380.00	£380.00				P&F	Dec-21	BAC's payment
Sasha's Project	Hire of The Point as a crisis centre 2 night per week from Jan - Apr 2022	£3,196.80	£1,524.00		05/01/2022	1195793	Council		12 Friday's; 12 Saturdays + 24 cleans exclusive of VAT in F/Y 2021-22
Jubilee Committee	Towards Jubilee Events	?							
All Saints Church	Audio-Visual equipment	£2,000.00					P&F		
<b>Total Community Grants awarded 2020-21</b>			<b>£5,156.68</b>						
<b>Total Community Grant + Regular Grants Awarded</b>			<b>£34,750.05</b>						

Grants	
Group	Rent Waiver
Fleet Lions Community Store	£500.00
Scouts- Calthorpe Park	£500.00
Cricket Club	£3,750.00
Scouts - Basingbourne	£500.00
Girl Guides - Basingbourne	£500.00
	<b>£5,750.00</b>
The Point and RVS	
RVS Lunches	TBA
Fleet Phoenix	£10,656.00
HVA	£864.00
	<b>£11,520.00</b>
<b>Total</b>	<b>£17,270.00</b>

**Assumptions**

The Point and RVS used 48 weeks per year.

THE HARLINGTON ROOM /SERVICE CHARGES						
ROOM	Commercial Rate (Per hour) + VAT			Community Rate (Per hour) + VAT		
	Mon-Sat 9am-5pm	Mon-Thur 5pm-12am	Fri-Sat 5pm-12am & All Sun	Mon-Sat 9am-5pm	Mon-Thur 5pm-12am	Fri-Sat 5pm-12am & All Sun
<b>Auditorium</b>	£35.00	£40.00	£55.00	£25.00	£30.00	£45.00
<b>Dance Studio</b> (Arts & Dance hires)				£17.00	£17.00	£17.00
<b>Dance Studio</b> (Business hires)	£30.00	£35.00	£40.00			
<b>Function Room</b>	£30.00	£35.00	£40.00	£20.00	£25.00	£30.00
<b>Meeting Room</b>	£14.00	£14.00	£14.00	£10.00	£10.00	£10.00
<b>Exhibition (half day)</b>	£12.00					
<b>Exhibition (full)</b>	£20.00					
Harlington: Special Hire and Commercial Packages are priced on request.						
EXTRAS				RATE +VAT		
<b>Sound (Use of infrastructure/no technician)</b>				£30.00		
<b>Lighting (Use of infrastructure/no technician)</b>				£30.00		
<b>Mobile PA (Function Room/Dance Studio)</b>				£50.00		
<b>Backstage Facilities</b>				£25.00		
<b>RVS/Green Room Facilities</b>				£25.00		
<b>Technical staff (4 hr min call - £16.50/hr for additional hrs)</b>				£66.00		
<b>Bar Service (up to 4 hours)</b>				£45.00		
<b>Bar Extension (past 11pm)</b>				£21.00		
<b>Additional bar staff (4 hrs min)</b>				£45.00		
<b>Additional front of house staff (4 hrs min)</b>				£45.00		
<b>Event Stewards (4 hrs min)</b>				£45.00		
<b>Stage Use (per hour, up to 2 hours)</b>				£5.00		
<b>Stage Use (per hour over 2 hours)</b>				£50.00		
<b>LED Projector hire (dependant on required time &amp; set up)</b>				From £10.00		

Large Screen and Projector/Small Screen and Projector/Screen Only	£25.00/£15.00/£5.00
Wireless Mic	From £10.00
Performing Rights Society	At current rate

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

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

ANCELLS FARM COMMUNITY CENTRE ROOM/SERVICE CHARGES						
ROOM	Regular Rate (Per hour) + VAT			Casual Rate (Per hour) + VAT		
	Mon-Fri 9am-6pm	Mon-Fri 6pm- 11.30pm	Weekends Anytime	Mon-Fri 9am-6pm	Mon-Fri 6pm-11.30pm	Weekends Anytime
Main Hall	£10.75	£14.95	£20.45	£12.85	£17.85	£24.40
Kitchen	£6.30	£7.00	£7.00	£7.00	£8.65	£8.65
Committee Room	£6.75	£8.40	£8.40	£7.85	£9.95	£9.95
Half Hall	£6.30	£7.85	£10.75	£7.35	£9.45	£12.86
Creche	£7.35	£7.35	£7.35	£8.90	£8.90	£8.90
Storage – per cupboard	£8.00 + VAT per month					

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

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

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

TENNIS COURT HIRE CHARGES	Rate per hour inc VAT	Annual Fee inc VAT
<b>Court /each per hour</b>	£7.12	
<b>Tennis Membership</b>		£44.00

PHOTOCOPYING CHARGES	Price per copy + VAT
<b>A4 Black and White</b>	13p
<b>A4 Colour</b>	46p
<b>A3 Black and White</b>	25p

FOOTBALL PITCH HIRE OTHER			
Size	For	Use	Price
Full Size Pitch Hire 9/11	Youth	Casual*- 2 hrs	£55.50 + VAT
Full Size Pitch Hire 9/11	Adult	Casual*- 2 hrs	£116.50 + VAT
Mini Pitch	Junior	Casual*- 1 hrs	£18.35 + VAT
Full Size Pitch 9/11	Youth	Season 17 alternate weeks 2 hrs	£709.00
Full Size Pitch 11	Adult	Season 17 alternate weeks 2 hrs	£1578.00
Mini Pitch	Junior	Season 17 alternate weeks 1 hr	£227.00

\*Casual Hire = less than 10 hires.

**Do the Numbers Limited**  
37 Upper Brownhill Road  
Southampton, SO16 5NG

2<sup>nd</sup> February 2022

Janet Stanton, Clerk  
Fleet Town Council  
The Harlington Centre  
Fleet,  
GU51 4BY

Dear Janet

**Subject: Review of matters arising from interim Internal Audit for 31 March 2022**

Following my visits to the office this week and last year, please find below the list of matters for potential further improvement.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2021](#)

I found the records of the council to be in extremely good order and that the review went well.

<b>Test</b>	<b>Matter arising</b>	<b>Recommended Action</b>
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
The records of the council comply with this test.		
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Agenda papers	It is not a requirement for lists of receipts to be published in the agenda packs.  <b>Also raised in October</b>	The paper pack can be reduced by the removal of these pages.
Web documents	Several of the documents on the website (Fin Regs, Stand Ords etc) are in Word rather than PDF format.	It is better practice to publish all documents in a non edit format.
Web documents	Clause 4.3 of the Financial regulations refers to a defunct body.	It would be worth the council ensuring that all policies are based upon the most recent model.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Insurance schedule	The council insurance schedule has been uploaded to the web.	Publishing the current values and locations of assets increases risk rather than reducing it. This schedule should be removed.
The records of the council comply with this test.		
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
The records of the council comply with this test.		
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	

eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759


Director: Eleanor S Greene

Event balances	There are multiple events that have been completed (ticket sales plus performer bill) that have not been transferred to the Income and expenditure account. <b>Also raised in October and last year</b>	It is important that the Income and Expenditure records are kept up to date. As soon as performer bills are paid, the finance team should ensure that the Events team release the records.
Overdue debts	The council has a historic overdue debt for which a payment plan is in place.	All current and historic debts should remain under close monitoring.
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
The records of the council comply with this test.		
G	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
The records of the council comply with this test.		
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
The records of the council comply with this test.		
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
Current Account	The council hold substantial funds in the current account which increases risk.	Despite the returns on deposit accounts being minimal, it would be better to only hold working funds in the current account.
J	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
The records of the council comply with this test.		
K	<i>Certified Exempt in prior year</i>	
Not applicable to Fleet Town Council		
L	<i>Transparency Code</i>	
The records of the council comply with this test.		
M	<i>Public Rights</i>	
Member's DPI forms	Please ensure that all DPIs are up to date in advance of the year end	
N	<i>Publication of prior year AGAR</i>	
The records of the council comply with this test.		
O	<i>Trust funds</i>	
Not applicable to Fleet Town Council		
P	<i>Borrowing</i>	
Not applicable to Fleet Town Council		

I will return to the council on 11<sup>th</sup> May to complete my reviews.

If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene

### Actions from Internal Auditor's report from visit of 1<sup>st</sup> February 2022

Agar Certificate Reference	Matter Arising	Recommended Action	Action Taken
<p><b>A</b> - Appropriate accounting records have been properly kept throughout the financial year.</p>	<p>None</p>	<p>None- the records of the Council comply with this test.</p>	<p>Noted</p>
<p><b>B</b> - This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved ad VAT appropriately accounted for.</p>	<p>Agenda Papers - It is not a requirement for lists of receipts to be published in the agenda packs.</p> <p>Web Documents - Several of the documents on the website (Fin Regs, Stand Ords etc) are in Word rather than PDF format.</p> <p>Web Documents - Clause 4.3 of the Financial regulations refers to a defunct body.</p>	<p>The paper pack can be reduced by the removal of these pages.</p> <p>It is better practice to publish all documents in a non-edit format.</p> <p>It would be worth the council ensuring that all policies are based upon the most recent model.</p>	<p>Noted. The list of receipts will be removed from all agenda packs.</p> <p>Noted. 2 documents being changed to PDF</p> <p>Noted</p>
<p><b>C</b> - The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</p>	<p>The council insurance schedule has been uploaded to the web.</p>	<p>Publishing the current values and locations of assets increases risk rather than reducing it. This schedule should be removed.</p>	<p>The information is being removed from the web site</p>



<b>D</b> - The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored; and reserves are appropriate.	None	None- the records of the Council comply with this test.	Noted
<b>E</b> - Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.  Overdue debts	There are multiple events that have been completed (ticket sales plus performer bill) that have not been transferred to the Income and expenditure account.  The council has a historic overdue debt for which a payment plan is in place.	It is important that the Income and Expenditure records are kept up to date. As soon as performer bills are paid, the finance team should ensure that the Events team release the records.  All current and historic debts should remain under close monitoring.	Transfer information to be supplied by the Harlington General Manager.  Taking to the February P & F for approval to write off debt of £261
<b>F</b> - Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for	None	None- the records of the Council comply with this test.	Noted
<b>G</b> – Salaries to employees and allowances to members were paid in accordance with this authority’s approvals and PAYE and NI requirements were properly applied.	None	None- the records of the Council comply with this test.	Noted
<b>H</b> – Asset and investment registers were complete and accurate and properly maintained.	None	None- the records of the Council comply with this test.	Noted

<b>I</b> – Periodic Bank reconciliations week carried out during the year.	Current account – The council hold substantial funds in the current account which increases risk.	Despite the returns on deposit accounts being minimal, it would be better to only hold working funds in the current account.	Noted – Proposal to transfer funds to CCLA being taken to February P & F Committee
<b>J</b> - Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cashbook, supported by an adequate audit trail and debtors and creditors were properly recorded.	None	None- the records of the Council comply with this test.	Noted
<b>K</b> – Certified exempt in prior year.	Not applicable to Fleet Town Council.		N/A
<b>L</b> – Transparency Code.	None	None- the records of the Council comply with this test.	Noted
<b>M</b> – Public Rights	Please ensure that all DPIs are up to date in advance of the year end		Noted
<b>N</b> – Publication of prior year AGAR.	None	None- the records of the Council comply with this test.	Noted
<b>O</b> – Trust funds	Not applicable to Fleet Town Council.		N/A
<b>P</b> – Borrowing.	Not applicable to Fleet Town Council.		N/A

# Fleet Town Council Finances

## Background and Challenges for 2022 to 2026

### 1. Background to Local Government Finances

Local Government Councils are required to manage a balanced budget; they are not allowed to go into debt and so need General Reserves and Insurance to cover unplanned expenditure and “rainy days”.

Cash book rather than management accounts is the norm and typically new purchases are fully accounted for in the year of purchase. Councils can borrow monies for accepted projects but not for day-to-day operations. For many identified future higher value purchases/ projects councils accrue over time what are known as Earmarked Reserves.

Another source of monies is currently known as Section 106 contributions by developers which must be used for agreed projects to improve the local infrastructure. S106 is due to be replaced by a wider scheme called Community Infrastructure Levy commonly known as CIL. Note however, Permitted Development of offices to residential does not generate any S106 monies.

### 2. FTC Financial History

FTC was established in 2010 with Council Tax rates referenced to HDC historic allocation of funds to support Fleet Town activities (Special Expenses) and there was a transfer of ownership of the town’s parks amenity land, Pavilions and Ancells Farm Community Centre to FTC but not the Harlington Community Centre. There was no transfer of General or Earmarked Reserves.

FTC built up reserves and with its business interruption insurance it believed it could fund the major impact of the Covid 19 lockdowns on the Harlington revenues of around £20,000 per month. FTC strongly believed its business interruption policy covered this risk; the High Court ruled otherwise.

FTC’s Council Tax (Precept) can be split between its day-to-day Operations (e.g. the management of the council, the maintenance of the parks and a contribution to the running of the Harlington) and the build-up of monies for a new Community Centre.

The Operational element increased over the last 12 years but at a lower rate than inflation reflecting the Government’s austerity programme. Note FTC’s tax rates are at the lower end of comparable councils. The Harlington replacement element was introduced in 2016 based on repaying a Public Works Loan Board loan to cover the predicted capital cost of a new building; this followed a town wide consultation securing agreement that the best way forward was to replace the existing building.

Outside of the Harlington Development Fund, FTC has effectively used the Precept to run its day-to-day operations and S106 monies for projects such as new play areas. The growth in new housing in the town has helped FTC’s finances significantly in a period of austerity both with S106 money and the increase in the Council Tax income helping to offset some of the inflationary pressures.

Although FTC has built up both General and Earmarked Reserves it has been recognised for some time that the Council had only very limited reserves to replace its aging assets. Having to use its reserves in 2021/22 to offset the impact of Covid has made the situation even more acute.

The inclusion of an acceptable inflation increase in the Precept did not cover the adopted 2022/23 Budget and so FTC agreed to call upon its depleted reserves to balance its finances. If there is another major unplanned impact on FTC’s finances it has been agreed by the full Council it can borrow from the Harlington Development Fund.

### 3. Financial Challenges for the New Council

The impact of the high court decision, allowing the insurance companies not to pay business disruption losses because of a pandemic, has meant the depletion of FTC's Reserves. If the Council didn't have the ability to borrow from the Harlington Development Fund it would be a much more urgent task to build up a new General Reserve by either increasing Council Tax levels, reducing running costs and or increasing revenues/ charges.

The outgoing Council ring fenced the Harlington Development Fund, but the new Council can reconsider this position but needs to recognise the Fund will be needed when a decision is made by HDC on the way ahead for the Civic Quarter. (See FTC Neighbourhood Plan)

It is not clear when the Harlington revenues will return to historic levels following the reductions due to Covid. Bookings for current and future performances are still down on previous years.

Like most theatres the Harlington needs a financial contribution to support operating costs but based on figures from other theatres in the area the Harlington looks to have one of the lowest subsidies. The current approach tries to maximise ticket revenues, but the Harlington is significantly dependent on bar sales. The plan is to improve the Harlington's overall financial performance when a new up-to-date centre is available, but it is projected it will continue to rely on a subsidy. In the short term can the financial position of the current Harlington be improved?

The current Operational budget for the Council is very tight following years of less than inflation Council Tax increases. Using part time staff and multiskilling the effective full-time equivalent headcount is down to four. Currently a number are leaving, either retiring or progressing their careers, and recruiting replacements is proving very difficult at current salary levels. With the job market changing generally in the UK will it be possible to hold our costs down as in previous years?

The growth in new housing in Fleet over the last decade has benefited FTC's finances and over the next eight years there will be a steady increase in Council Tax revenue from the Hartland Village Development but with no additional S106 income above that already agreed.

With the major cut back in the central government funding of higher-level Local Authorities FTC could be under increasing pressure to finance and run additional services. This would require funds the council doesn't have. Such targeted increases in its Council Tax rates will need resident support.

The following is a possible initial list of areas to be addressed by the new council when considering FTC's future finances and setting of the Council's precept over the next four years:

1. Agree a target for and build up a General Reserve.
2. Build up Earmarked Reserves to cover major repairs or replacement of assets such as play equipment.
3. The impact of the local employment market on staffing and salaries.
4. The role and use of the Harlington Development Fund.
5. The Council's approach to taking on extra services from higher authorities.
6. The level of subsidy to be provided to support Harlington operations and identify increased revenue opportunities.

This note is intended to help the new council gain an overall understanding of FTC's finances and the challenges in the future particularly following the negative impact of Covid 19. Detailed figures can be found on the FTC website and from the Town Clerk's office.

FIXED ASSET REGISTER		FLEET TOWN COUNCIL		As at 31 January 2022	
ASSET TYPE	Audit Value	INSURANCE VALUE @ January 2022 (incs 3% uplift on previous years )	DATE OF PURCHASE / UPGRADE	COMMENT	
<b>BUILDINGS</b>					
Fleet Cemetery Shelter	£1	£7,381	01/04/2010	Tfr ex HDC	
Fleet Cemetery Toilet block	£1	£48,218	01/04/2010	Tfr ex HDC	
Basingbourne Sport's Pavilion	£1	£224,066	01/04/2010	Tfr ex HDC	
Girl Guide Hut Basingbourne	£1	£0	01/04/2010	Insured by tenant	
Scout Hut, Basingbourne	£1	£0	01/04/2010	Insured by tenant	
Lion's Community Store, GU52 6TQ	£1	£180,107	01/04/2010	Insured by tenant	
Calthorpe Cricket Pavilion Clubhouse	£1	£0	01/04/2010	Insured by tenant	
Calthorpe Pavilion	£1	£43,495	01/04/2010	Tfr ex HDC	
Calthorpe Hut	£1	£60,620	01/04/2010	Tfr ex HDC	
Calthorpe Football Clubhouse (Fleet Town Football Club)	£1	£0	01/04/2010	Insured by tenant	
Calthorpe Football Club Dressing Room (Fleet Town Football Club)	£1	£0	01/04/2010	Insured by tenant	
Calthorpe Scout HQ	£1	£0	01/04/2010	Insured by tenant	
Oakley Pavilion	£1	£86,989	01/04/2010	Tfr ex HDC	
Ancell's Farm Pavilion	£1	£204,297	01/04/2010	Tfr ex HDC	
Ancell's Community Centre	£1	£666,933	01/04/2010	Tfr ex Blackwater and Hawley Council	
War Memorial	£1	£54,534	01/04/2010	Tfr ex HDC	
		£0			
	<b>TOTAL</b>	<b>£16</b>	<b>£1,576,640</b>		
<b>LAND</b>					
Oakley Park	£1	£0	01/04/2010	Tfr ex HDC	
Ancells Farm Park	£1	£0	01/04/2010	Tfr ex HDC	
The Views	£1	£0	01/04/2010	Tfr ex HDC	
Basingbourne Recreation Site	£1	£0	01/04/2010	Tfr ex HDC	
Calthorpe Park	£1	£0	01/04/2010	Tfr ex HDC	
Cemetery Land	£1	£0	01/04/2010	Tfr ex HDC	
Cemetery Rd, highway	£1	£0	01/04/2010	Tfr ex HDC	
Ancells Farm Amenity Area	£1	£0	01/04/2010	Tfr ex HDC	
Ancells Farm Drive/Saddleback Amenity	£1	£0	01/04/2010	Tfr ex HDC	
Ancells Chestnut Close public open space	£1	£0	01/04/2010	Tfr ex HDC	
Ancells Cove Road/Farm Drive/Ancells Rd	£1	£0	01/04/2010	Tfr ex HDC	
Ancells Faulkners Close footpath	£1	£0	01/04/2010	Tfr ex HDC	
Leawood Road amenity space	£1	£0	01/04/2010	Tfr ex HDC	
New Barn Close amenity space	£1	£0	01/04/2010	Tfr ex HDC	
Land off Coxheath Rd/Basingstoke canal	£1	£0	01/04/2010	Tfr ex HDC	
Dukes Mead open space	£1	£0	01/04/2010	Tfr ex HDC	
Holland Gardens open space	£1	£0	01/04/2010	Tfr ex HDC	
Longmead open space	£1	£0	01/04/2010	Tfr ex HDC	
Durnsford Avenue public open space	£1	£0	01/04/2010	Tfr ex HDC	
Branksomewood Rd, Victoria Rd footpath	£1	£0	01/04/2010	Tfr ex HDC	
Edenbrook play area 1	£1	£0	2014	Tfr ex HDC	
Edenbrook play area 2	£1	£0	2014	Tfr ex HDC	
	<b>TOTAL</b>	<b>£22</b>	<b>£0</b>		
<b>PATHS</b>					
Oakley Park 270 m2	£1	£0			
Basingbourne Park 1350 m2	£1	£0			
Calthorpe Park	£1	£0			
Ancells Farm Park	£1	£0			
The Views	£1	£0			

FIXED ASSET REGISTER		FLEET TOWN COUNCIL		As at 31 January 2022	
ASSET TYPE	Audit Value	INSURANCE VALUE @ January 2022 (incs 3% uplift on previous years )	DATE OF PURCHASE / UPGRADE	COMMENT	
The Cemetery	£1	£0			
<b>TOTAL</b>	<b>£6</b>	<b>£0</b>			
<b>PLAY EQUIPMENT</b>					
<b>The Views</b>					
1 bay 2 cradle seat swing	£1	£4,561	01/04/2010	Tfr ex HDC	
Wickstead Caterpillar and Slide	£1	£12,671	01/04/2010	Tfr ex HDC	
2 Bay, 4 Cradle Seat Swing	£1	£4,561	01/04/2010	Tfr ex HDC	
3,4m Embankment Slide	£1	£4,117	01/04/2010	Tfr ex HDC	
4,4m Embankment Slide	£1	£4,751	01/04/2010	Tfr ex HDC	
Fun Buggy - Tractor	£1	£8,869	01/04/2010	Tfr ex HDC	
Safety Surface	£1	£19,005	01/04/2010	Tfr ex HDC	
Fencing	£1	£6,524	01/04/2010	Tfr ex HDC	
Gates	£1	£3,041	01/04/2010	Tfr ex HDC	
Chain link fencing	£2,994	£3,305	18/04/2018	Safe site fencing	
2 Bay, 4 Flat Seat Swings	£1	£3,294	01/04/2010	Tfr ex HDC	
<b>Skate park</b>					
Tarmac Skate Surface	£1	£7,602	01/04/2010	Tfr ex HDC	
1 Spined Mini Ramp (1.5m x 1.8m x 7.5m)	£1	£2,534	01/04/2010	Tfr ex HDC	
1 Spine (1,0m x 2,5m x 6.0m)	£1	£2,534	01/04/2010	Tfr ex HDC	
1 Volcano (.9m x 2.5m x 6,0m)	£1	£2,534	01/04/2010	Tfr ex HDC	
1 Driveway Planter (0,6m x 2,5m x 6m)	£1	£2,534	01/04/2010	Tfr ex HDC	
1 Combo End Unit & seating area	£1	£5,068	01/04/2010	Tfr ex HDC	
Surround Fencing	£1	£12,671	01/04/2010	Tfr ex HDC	
<b>Basingbourne Rec Ground</b>					
Fencing	£1	£3,801	01/04/2010	Tfr ex HDC	
4 Gates	£1	£3,041	01/04/2010	Tfr ex HDC	
Paths and Tarmac Area	£1	£11,403	01/04/2010	Tfr ex HDC	
Menagerie Tower	£1	£20,272	01/04/2010	Tfr ex HDC	
10 Log Walk	£1	£760	01/04/2010	Tfr ex HDC	
4 Balance Beams	£1	£507	01/04/2010	Tfr ex HDC	
Somersault Bar and Signal	£1	£1,267	01/04/2010	Tfr ex HDC	
Multi User Play	£12,000	£24,074	01/10/2011	Refurbished equipment	
2 Cradle Seat Swings	£1	£4,561	01/04/2010	Tfr ex HDC	
2 Flat Seat Swings	£1	£3,294	01/04/2010	Tfr ex HDC	
Embankment Slide	£1	£4,117	01/04/2010	Tfr ex HDC	
Station, Train and Coach	£1	£15,205	01/04/2010	Tfr ex HDC	
3 Springers	£1	£2,280	01/04/2010	Tfr ex HDC	
Railway Station	£1	£12,671	01/04/2010	Tfr ex HDC	
3 metal benches	£1	£224	01/04/2017	Friends of BB	
Bear Bins x 2	£197	£218	29/03/2018	glasdon	
Menagerie unit	£1	£8,236	01/04/2010	Tfr ex HDC	
3 Panel Multi Active wall	£49,030	£52,538	23/11/2018	Caloo	
Vinci Swings - 2 Bays, 1 Basket Swing				Caloo	
Vinci Fixed Net Climber - 3.0m High				Caloo	
Vinci Overhead Twister - 1.8m High				Caloo	
Quali Cite Horizontal See Saw				Caloo	
Vinci Timber Multiplay Unit - 4 platforms				Caloo	
Vinci Ski Simulator				Caloo	
Youth Shelter				Caloo	
Steel Bench (over 8's play area) - 1.8m long				Caloo	
Rubber Mulch Surfacing				Caloo	

FIXED ASSET REGISTER		FLEET TOWN COUNCIL		As at 31 January 2022	
ASSET TYPE	Audit Value	INSURANCE VALUE @ January 2022 (incs 3% uplift on previous years )	DATE OF PURCHASE / UPGRADE	COMMENT	
Rubber Mulch Surfacing (additional)	£3,660	£4,040		caloo	
1 Springer	£400	£429	01/09/2018	Friends of BB	
Defibrillator (Pavillion)	£3,812	£4,085	07/02/2022	Donated	
<b>Oakley Park</b>					
Fencing	£1	£10,136	01/04/2010	Tfr ex HDC	
Gates	£1	£1,773	01/04/2010	Tfr ex HDC	
Safer Surfacing	£1	£15,205	01/04/2010	Tfr ex HDC	
Paths and Tarmac Area	£1	£1,267	01/04/2010	Tfr ex HDC	
SMP Horison Loughborough Climber	£1	£2,470	01/04/2010	Tfr ex HDC	
SMP New World Paris Tower	£1	£4,435	01/04/2010	Tfr ex HDC	
SMP Junior Slide	£1	£1,963	01/04/2010	Tfr ex HDC	
SMP 2 Flat Seat Swings	£1	£3,294	01/04/2010	Tfr ex HDC	
SMP 2 Cradle Seat Swings	£1	£3,294	01/04/2010	Tfr ex HDC	
Record Spinner	£1	£887	01/04/2010	Tfr ex HDC	
SMP Polynesia Dolphin Sea Saw	£1	£1,647	01/04/2010	Tfr ex HDC	
SMP Polynesia Ark Spinger	£1	£760	01/04/2010	Tfr ex HDC	
SMP Trim Trail (wobble board/balance beam/stepping stones)	£1	£949	01/04/2010	Tfr ex HDC	
SMP Youth Shelter	£1	£3,167	01/04/2010	Tfr ex HDC	
Cantilever Tyre Swing	£3,840	£4,351	16/02/2016	Play Quest Adventure Play	
Group Swing	£1	£3,801	01/04/2010	Tfr ex HDC	
Kicking Board	£1	£2,787	01/04/2010	Tfr ex HDC	
Basketball Area	£1	£633	01/04/2010	Tfr ex HDC	
Defibrillator	£3,812	£4,207	20/10/2017	Donated by Friends of Oakley Park	
Flymobile	£3,337	£3,683	23/11/2017	Donated by Friends of Oakley Park	
Boot Scrapper	£135	£145	01/03/2019	Mark Harrod	
Bear Bin	£197	£6	29/03/2018	glasdon	
<b>Ancells Farm</b>					
Onion Youth Shelter	£3,090	£3,311	01/03/2015	Donated by Friends of Ancells Farm	
Basket Ball Hoop	£536	£574	01/03/2015	Donated by Friends of Ancells Farm	
Cableway	£12,600	£13,501	30/08/2019	Caloo	
Pick-up Sticks	£4,832	£5,943	31/03/2011	Wicksteed	
Birds Nest Swing	£6,936	£8,532	31/03/2011	Wicksteed	
Rota Web Climber	£6,216	£7,646	31/03/2011	Wicksteed	
Gwyder Unit with slide	£13,360	£16,433	31/03/2011	Wicksteed	
Dizzy	£3,360	£4,132	31/03/2011	Wicksteed	
Safety Surfaces	£14,856	£18,274	31/03/2011	Wicksteed	
Trim Trail and Young Explorer Play	£6,400	£7,873	01/05/2012	Purchased new	
Swing	£909	£975	01/03/2015	Donated by Friends of Ancells Farm	
Simple simon slide	£1,500	£1,845	01/05/2011	Purchased New	
Donkey Springie	£600	£738	01/05/2011	Purchased New	
Fencing	£3,400	£4,182	01/05/2011	Purchased New	
Rock n Bowl	£2,000	£2,460	01/05/2011	Purchased New	
Tripple toddler swing	£3,800	£4,674	01/05/2011	Purchased New	
Bear Bin	£197	£211	29/03/2018	glasdon	
Boot Scarpper	£135	£149	01/02/2019	Mark Harrod	
Table Tennis table	£1	£1	24/06/2021	Donaqted by Calthorpe School	
<b>Calthorpe Park</b>					
Snake	£1,382	£1,751	01/02/2012		

FIXED ASSET REGISTER		FLEET TOWN COUNCIL		As at 31 January 2022
ASSET TYPE	Audit Value	INSURANCE VALUE @ January 2022 (incs 3% uplift on previous years )	DATE OF PURCHASE / UPGRADE	COMMENT
Swan Seat	£1,382	£1,751	01/02/2012	
Swan Seat	£1,382	£1,751	01/02/2012	
Swan Planter	£4,152	£5,107	01/02/2012	
Grasshopper	£1,382	£1,751	01/02/2012	
Dragonfly	£1,382	£1,751	01/02/2012	
Defibrillator and cabinet (Cricket Club)	£3,812	£4,210	01/06/2017	Donated by Friends of Fleet Hospital
Wooden benches x 7	£2,450	£2,758	01/09/2017	
Bike hoops x 6	£234.96	£259	25/05/2017	
Vinci Timber SEN Multiplay Unit	£225,000	£231,750	07/09/2020	Caloo
Vinci Elephant Slide				
Vinci Basket Swing				
Magnifying Post x 2				
Vinci Timber Swing - 2.3 High, 2 Flat, 2 Cradle Seats				
Count the Shapes Play Panel - 1200mm x 800mm				
Noughts and Crosses Play Panel - 1200mm x 800mm				
Solar Explorer Play Panel - 1200mm x 800mm				
Vinci Timber Swing - 2.3 High, 2 Flat Seats				
In Ground Trampoline with 1.00m x 1.00m Jumping area - Unit size 1.5m x 1.5m				
Ground anchors for bolt down of Caloo table tennis tables into grass site				
Quali Cite Chair Duo Springer 1 to 6 years				
Autumn Leaves Play Panel - 770mm x 690mm				
The Labyrinth Play Panel- 720mm x 690mm				
Square Litter Bin x 8				
Picnic Steel Table - Inclusive x 4				
Traditional Steel Bench - 1.8m long x 4				
3 Panel Single Sided Multi Active Wall - 8.2				
3 Panel Single Sided Multi Active Wall - 8.2m wide x 2m high				
Youth Shelter - Rest - 4.0m x 2.5m x 2.5m High				
You&Me Inclusive Swing Seat - 2.4m high frames				
Mini Bike / scooter track				
Mega Fort				
ManDDAa Accessible Whirl - 2.0m Diameter				
Embankment Tube Slide				
<b>Edenbrook Play Area</b>				
Toddler Pay Area	£1	£30,752	2014	Tfr ex HDC
Large Rope play	£1		2014	Tfr ex HDC
Slide and Rope Frame	£1		2014	Tfr ex HDC
Dome Swing	£1		2014	Tfr ex HDC
Small Slide Frame	£1		2014	Tfr ex HDC
Circular Spring Board	£1		2014	Tfr ex HDC
Bear Bin	£197	£218	29/03/2018	glasdon
Bear Bin	£197	£218	29/03/2018	glasdon
Junior Play Area	£1	£59,713	2014	Tfr ex HDC
Slide and Rope Frame	£1		2014	Tfr ex HDC
Dome Swing	£1		2014	Tfr ex HDC
Wooden Balance Bridge	£1		2014	Tfr ex HDC
Ground Dish	£1		2014	Tfr ex HDC



<b>FIXED ASSET REGISTER</b>		<b>FLEET TOWN COUNCIL</b>		<b>As at 31 January 2022</b>	
<b>ASSET TYPE</b>	<b>Audit Value</b>	<b>INSURANCE VALUE @ January 2022 (incs 3% uplift on previous years )</b>	<b>DATE OF PURCHASE / UPGRADE</b>	<b>COMMENT</b>	
<b>TOTAL</b>	<b>£411,155</b>	<b>£803,249</b>			
<b>SIGNAGE, BINS, SEATS, GOALPOSTS</b>					
<b>The Views</b>					
14 seats	£1	£2,280	01/04/2010	Tfr ex HDC	
5 New Bins	£1,031	£1,305	01.08.2012	Purchased New	
Park Signs 2 large and 5 small signs	£1,021	£1,293	2013	Purchased New	
<b>Skatepark</b>					
2 Disclaimer Signs	£1	£110	01/04/2010	Tfr ex HDC	
2 Litter Bins	£1	£369	01/04/2010	Tfr ex HDC	
4 New Bins	£672	£851	01.08.2012	Purchased New	
<b>Basingbourne Rec Ground</b>					
Nature Sign	£1	£1,267	01/04/2010	Tfr ex HDC	
4 Park Seats	£1	£3,041	01/04/2010	Tfr ex HDC	
4 Bins	£1	£760	01/04/2010	Tfr ex HDC	
8 New Bins	£1,400	£1,773	01.08.2012	Purchased New	
2 x Goalposts padlocked to outside of pavilion	£1	£3,167	01.04.2010	Tfr ex HDC	
Park Signs - 5 prk signs and 3 small signs	£1,783	£2,259	2013	Purchased New	
<b>Oakley Park</b>					
7 benches and picnic table x1	£1	£1,901	01/04/2010	Tfr ex HDC	
10 bins	£1	£380	01/04/2010	Tfr ex HDC	
Goalposts and nets Locked to the ground	£1	£3,801	2010	Tfr ex HDC	
4 Bins	£978	£1,239	01.08.2012	Purchased New	
Park Signs - 4 large signs and 4 small signs	£1,556	£1,971	2013	Purchased New	
9v9 Goal Posts	£816	£1,033	29.09.15	Purchased New	
Picnic table x3	£2,900	£3,605	24/7/2017	Donated by Friends of Oakley Park	
<b>Ancells Farm</b>					
3 Benches	£888	£1,033	28.08.14	Donated by Friends of Ancells Farm	
2 Wooden Bridges	£2,389	£2,560	17/05/2019	Donated by Friends of Ancells Farm	
Tree Seat	£1,000	£1,267	31/03/2011	Wicksteed	
1 bench Seat	£1	£1,014	31/03/2011 Refurb	Tfr ex HDC - Refurb	
2 Park Seats	£1	£1,520	31/03/2011 Refurb	Tfr ex HDC - Refurb	
3 Seats concrete	£2,800	£3,421	2011	Donated 1/5/2011	
Park Signs - 3 large and 3 small	£1,167	£1,479	2013	Purchased New	
7 x wooden benches	£1	£3,548	01.04.2010	Tfr ex HDC	
5 Bins	£1	£1,520	01.04.2010	Tfr ex HDC	
12 Bins	£2,337	£2,961	01.08.2012	Purchased New	
6 rubbing posts	£648	£694	11/04/2019	Donated by Friends of Ancells Farm	
3 Wildlife Boards	£648	£694	12/04/2019	Donated by Friends of Ancells Farm	
Park Signs 6 large signs	£1,848	£2,341	2013	Purchased New	
<b>EDENBROOK</b>					
<b>Junior area</b>					

FIXED ASSET REGISTER		FLEET TOWN COUNCIL		As at 31 January 2022
ASSET TYPE	Audit Value	INSURANCE VALUE @ January 2022 (incs 3% uplift on previous years )	DATE OF PURCHASE / UPGRADE	COMMENT
Signage x2	£1	£0	2014	Tfr ex HDC
Litter bins	£1	£0	2014	Tfr ex HDC
Seating	£1	£0	2014	Tfr ex HDC
<b>Toddler area</b>		£0		
Signage x2	£1	£0	2014	Tfr ex HDC
Litter bins	£1	£0	2014	Tfr ex HDC
<b>Cemetery</b>				
10 Benches	£1	£1,067	Mar-Aug 2014	Donated (1 by Fleet Lions, 2 by Public)
Notice Boards	£599	£681	01/03/2016	
Memorial kerb stones	£2,040	£2,186	01/12/2018	Columbaria
Sanctums	£24,840	£26,616	01/12/2018	Columbaria
Bench	£9,000	£9,644	01/09/2018	Gaze Burvill
<b>Town Centre</b>				
Lakeside Benches x2	£2,326	£2,492	15/11/2019	Broxap - Lakeside Bench
Baltimore Cast Iron Bench x 23	£27,600	£35,439	April 2010 - Aug 2019	Town scape - see Bench Details - Town Centre
<b>TOTAL</b>	<b>£95,879</b>	<b>£138,858</b>		
<b>CONTENTS</b>				
<b>Oakley Park Pavilion</b>				
2 Tea tables	£1	£126	2010	Tfr ex HDC
8 Plastic Chairs	£1	£253	2010	Tfr ex HDC
Cups/Kettle/Cultery	£1	£64	2010	Tfr ex HDC
Miscellaneous equipment	£1	£765	2010	Tfr ex HDC
6 foot plastic tables X 4	£1	£662	2014	Purchased New
4 foot round plastic tables x9	£1	£662	2010	Purchased New
<b>Ancells Farm Park Pavilion</b>		£0		
Miscellaneous Equipment	£1	£2,534	2010	Tfr ex HDC
<b>Calthorpe Park Hut</b>		£0		
1 plastic table	£1	£64	2010	Tfr ex HDC
8 Plastic Chairs	£1	£254	2010	Tfr ex HDC
Cups/Kettle/Cutlery	£1	£64	2010	Tfr ex HDC
Miscellaneous Equipment	£1	£2,154	2010	Tfr ex HDC
<b>Basingbourne Pavilion</b>		£0		
Miscellaneous equipment	£1	£2,460	2010	Tfr ex HDC
<b>Ancells Farm Pavilion</b>		£0		
Miscellaneous equipment	£1	£2,460	2010	Tfr ex HDC
<b>The Harlington</b>		£0		
See The Harlington Asset List	£229,461	£500,960		Part Tfr ex HDC
<b>Ancells Farm Community Centre</b>		£0		
See Ancells Farm Asset List	£1,800	£10,928		Part Tfr ex HDC
<b>TOTAL</b>	<b>£231,274</b>	<b>£524,412</b>		
<b>Grand Total</b>	<b>£969,614</b>	<b>£3,555,047</b>		



# Child Protection and Adults at Risk~~Vulnerable~~ ~~Adult~~ Safeguarding Policy

Full Council Approved: December 2019  
Reviewed: February 2022  
Due for next Review: February 2024

## 1. Introduction and Aims

Fleet Town Council promotes good practice in safeguarding those using Fleet Town Council facilities. All Officers, Staff and Elected Members have a duty to safeguard children and ~~vulnerable~~ adults at risk. This policy should be read in conjunction with any other relevant policies or codes of practice.

## 2. Scope of the Policy

This policy applies to anyone working for or on behalf of the Fleet Town Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

Any external bodies who provide activities in Fleet Town Council facilities for children or adults at risk ~~vulnerable adults~~ is required to adhere to current safeguarding legislation and guidance.

## 3. Definitions

For the purpose of this policy “a child” means anyone under the age of 18 (The Children’s Act 1989)

A ~~vulnerable~~ adult at risk is a person whose ability to protect him/ herself from violence, abuse or neglect is significantly impaired through physical or mental disability or illness, through old age or otherwise.

External Body means any person or trustee or authorised representative of a club or business hiring Fleet Town Council facilities.

#### **4. Reporting concerns**

Overall responsibility for Safeguarding lies with the Town Clerk. On a day to day basis the main point of contact for raising safeguarding issues is the designated Safeguarding Officer. The Safeguarding Officer will provide guidance on all safeguarding concerns and ensure referrals to statutory agencies are made where appropriate.

It is not up to Officers, Staff and Elected Members of Fleet Town Council to decide whether a vulnerable person is suffering harm as a result of abuse or neglect but it is up to Officers, Staff and Elected Members to report any concerns as soon as possible.

#### **5. External bodies accessing Fleet Town Council facilities**

External Bodies that use Fleet Town Council facilities will be required to provide their Safeguarding Policy, where applicable, at the time of booking facilities.

External Contractors, working on behalf of the Council, will be required to provide a suitable Child Protection and Vulnerable Adult Policy where applicable.

#### **6. Recruitment and Training**

Fleet Town Council implements robust safer recruitment practices. All staff and members are required to undertake safeguarding training which will be organised by the Safeguarding Officer.

**SAFEGUARDING PROCESS**

CONCERN

IMMEDIATE CONCERN FOR LIFE

YES

NO

CALL 999

DISCUSS WITH SAFEGUARDING OFFICER

STILL A CONCERN

YES

NO

OUT OF HOURS

SENIOR PERSON PRESENT TO CONTACT  
MULTI AGENCY SAFEGUARDING HUB  
0300 555 1373

SAFEGUARDING OFFICER TO PHONE  
ADULT SERVICES  
0300 555 1386  
CHILDREN SERVICES  
0300 555 1384  
OR COMPLETE ONLINE REFERRAL FORM



## Grant Policy

Full Council Approved: October 2017  
Due for further Review: February 2025

### 1. STATUTORY AUTHORITY

- 1.1. Fleet Town Council will consider Grant Applications for activities which it can legally support
- 1.2. The amount of grant requested is commensurate with the benefit to the community of Fleet.

### 2. ADMINISTRATION

- 2.1. The awarding of grants is delegated to the Policy and Finance Committee. Grants will only be considered and awarded at the four main Policy and Finance Meetings per Council year.
- 2.2. There is no maximum grant available to any one organisation (within the budgetary limit set each year) However grants exceeding £1,000 will only be considered in exceptional circumstances
- 2.3. Only one grant application by any organisation may be considered in any one year, except where the organisation is promoting more than one unrelated event and each event is deemed to be of benefit to the community
- 2.4. All grant applications shall be considered on merit. The primary selection criteria are:
  - Benefit to the parish at large or its inhabitants
  - Longevity of the project/benefit.
  - Degree of self help proposed by organisation (match funding in money or physical input)
  - Access to other funds and evidence of efforts to secure other funds.

- 2.5. Where more applications are submitted than funds available the applications shall be prioritised on the above criteria.
- 2.6. All grant applications must be made on the appropriate form which is available on the FTC website
- Only applications accompanied by a completed form will be assessed by the Policy and Finance Committee.
  - Failure to provide all requested supporting information including financial returns or financial status of the organisation or project will result in rejection of the application by the Clerk to Council.
- 2.7. Applicants for grants will be called to make a presentation.
- 2.8. Committee may stipulate payment only on receipt of invoice (s)

### **3. CONDITIONS.**

- 3.1. All grant applicants are bound by the conditions set out in this policy
- 3.2. Grants will not be awarded retrospectively.
- 3.3. Grants must be used for the purpose declared.
- 3.4. All grant monies must be accounted for.
- Any grant money not used for the declared purpose within 12 months shall be returned, unless evidence can be provided of extenuating circumstances delaying the expenditure.
- 3.5. Recipient organisation will acknowledge the grant made by including “supported by Fleet Town Council” or similar in all communication or publicity.
- 3.6. Successful applicants grant the Town Council the right to use the authorisation of the grant and the details of the project in Council promotions.

### **4. ELIGIBILITY**

- 4.1. For the sake of clarity, eligible claims includes:
- Capital cost of new or improved facilities or equipment.
  - Provision of a public service.

- Support for a specific event which raises the profile of the Town and is deemed of a community benefit
- Transport for trips.
- Training or purchase of expertise to the long-term benefit of the organisation and thus the community

4.2. Grants will be made to:

- Local clubs, societies and organisations demonstrating a benefit to the town or its inhabitants.
- Organisations or activities supporting disadvantaged groups within the parish area

4.3. Grants will **NOT** be made to:

- Individuals.
- Commercial organisations.
- Political or quasi political groups.
- Organisations located outside the town unless there is specific proof of benefit to Fleet or its residents.
- Charity appeals or be used for charitable donations made by the applicant organisation
- School activity within normal school time.
- Cover the cost of room hire at any venue including Town Council rooms except where an event for the benefit of the residents of Fleet is arranged and the organiser is unable to generate its own income or hold significant reserves.





## Grievance Policy/Procedure

Policy and Finance Approved: January 2015  
Reviewed: February 2022  
Due for next Review: February 2025

### Introduction

1. This policy aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle grievances informally with their line manager.

### Informal Grievance Procedure

3. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the chairman of the Establishment Committee or, if appropriate, another member of the Establishment Committee.

### Formal Grievance Procedure

4. If it is not possible to resolve the grievance informally, the employee may submit a formal grievance. It should be submitted in writing to the Clerk.
  1. The Clerk will instigate an investigation, which may include interviewing the complainant, the accused and witnesses and a report written.
5. The Establishment Committee will appoint a sub-committee of three members to investigate the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

### Notification

6. Within 10 working days of the Council receiving the employee's grievance, the employee will be asked, in writing, to attend a grievance meeting. the Council will

give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can agree an alternative date that is within five working days of the original meeting date.

The sub-committee's letter will include the following:

- I. the names of its Chairman and other members
- II. a summary of the employee's grievance based on their written submission
- III. the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will be within 25 working days of when the council received the grievance
- IV. the employee's right to be accompanied by a companion who can be a trade union representative, work colleague or, at the discretion of the Establishment Committee, the employee may be accompanied by an alternate third party
- V. a copy of the Council's grievance policy
- VI. confirmation that, if necessary, witnesses may attend on the employee's behalf and that the employee should provide the names of his/her witnesses at least five working days before the meeting
- VII. confirmation that the employee will provide the Council with any supporting evidence at least five working days before the meeting.

## **The Grievance Meeting**

7. At the grievance meeting:

- I. the Chairman will introduce the members of the sub-committee to the employee
- II. the employee (or companion) will set out the grievance and present the evidence.
- III. the Chairman will ask the employee what action they want the council to take
- IV. any member of the sub-committee and the employee (or the companion) may question any witness
- V. the employee (or companion) will have the opportunity to sum up the case
- VI. the Chairman will explain that will happen next and undertakes to keep the individual informed on a regular basis.
- VII. audio/visual recordings of the proceedings at any stage of the grievance procedure are prohibited,

Post meeting:

- VIII. the chairman will undertake further investigation and will notify the complainant of their decision in writing or call a further meeting.
- IX. the Chairman will provide the employee with the sub-committee's decision, in writing, within a reasonable timescale of the meeting. The letter will notify the employee of the action, if any, that the council will take and of the employee's right to appeal and by when.

## The Appeal

8. If an employee decides that their grievance has not been satisfactorily resolved by the sub-committee, they may submit a written appeal to the Establishment Chair. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.
9. Appeals may be raised on a number of grounds, i.e:
  - I. a failure by the Council to follow its grievance policy
  - II. the decision was not supported by the evidence
  - III. the action proposed by the sub-committee was inadequate/inappropriate
  - IV. new evidence has come to light since the grievance meeting.
10. The Appeal will be heard by a panel of three members of the Establishment committee who have not previously been involved in the case. There may be insufficient members of the Establishment Committee who have not previously been involved. If so, the appeal panel will be a committee of three council members. The appeal panel will appoint a Chairman from one of its members.
11. The employee will be notified, in writing, within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will take place within 25 working days of the council's receipt of the appeal. The employee will be advised that they may be accompanied as in 6.IV above.
12. At the appeal meeting, the Chairman will:
  - I. introduce the panel members to the employee
  - II. explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the Establishment sub-committee
  - III. explain the action that the appeal panel may take.
  - IV. The Chairman will inform the employee that they will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting unless agreed by the employee and the Panel.
  - V. The employee (or companion) will be asked to explain the grounds of the appeal.
13. The appeal panel may decide to uphold the decision of the Grievance Panel or substitute its own decision.
14. The decision of the appeal panel is final.
15. This policy also confirms:
  - I. any changes to specified time limits must be agreed by the employee and the Panel
  - II. an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final.
  - III. information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and

action taken is confidential to the employee. . The employee's grievance records will be held by the Council in accordance with General Data Protection Regulation (GDPR)

- IV. unless agreed as a reasonable adjustment that takes account of an employee's medical condition
- V. if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- VI. if a grievance is not upheld, no disciplinary action will be taken against an employee if they raised the grievance in good faith
- VII. the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the Council's and the employee's consent.



## Credit Card Policy / Procedure

<b>Fleet Town Council Credit card limit:</b>	£6,000
<b>Approved credit card holders:</b>	General Manager – The Harlington Facilities and Open Spaces Manager Projects and Committee Officer Bar and Café Supervisor Technical Manager

### Credit Card limits

1. The overall credit card limit for the council is £6,000 and shall not be changed without the authorisation and resolution of Full Council.
2. See Appendix 1 for allocation of credit card limits per role.
3. This policy procedure shall be reviewed at least once during the life of the council.

### Use of credit cards

4. The credit cards may only be used when carrying out Fleet Town Council authorised business.
5. No private expenditure shall be incurred even if private funds are transferred or repaid immediately, to offset expenditure.
6. In accordance with Fleet Town Council's Financial Regulations, an official order or letter shall be issued for all work, goods and services.

### Approval of credit card expenditure

1. All expenditure incurred on Fleet Town Credit cards shall be supported by a VAT invoice and attached to the relevant credit card statement.
2. The officer issued with a Fleet Town Council credit card shall provide, and be responsible for, the production of supporting documentation within one week of the statement being due to be paid.
3. Allocation of expenditure to cost centres and codes to be included by the card holder onto the credit card statement prior to authorisation by the Town Clerk/RFO
4. All expenditure incurred on corporate credit cards shall be authorised monthly by the Town Clerk/RFO.
5. Monthly credit card statements shall be checked and signed off by 2 councillors from the Policy and Finance Committee each month.

6. Expenditure incurred on the Fleet Town Council credit card that is not supported by documentation and budgetary allocations may result in the expenditure having to be repaid to the Council.

## **Management of Cards**

All cards issued shall:

1. Be signed on the reverse side of the card upon receipt, prior cards destroyed by cutting the card and returning it to the Town Clerk /RFO.
2. Not be for any use other than that outlined in this document and in accordance with Fleet Town Council Financial Regulations. The card must not be used to withdraw cash.
3. Be the responsibility of each person issued with a card, including the security of the card. The PIN should not be disclosed.
4. If lost, be reported immediately to the relevant bank by the holder and cancelled. The loss shall be reported to the Town Clerk/RFO.
5. Not be permitted to be used by any person other than the card holder.
6. Require each Card holder to sign a receipt for the credit card and agree to abide by the Council's Credit Card Policy. This will be countersigned by the Town Clerk. The Chairman of the Council will countersign the Town Clerk's receipt on behalf of Fleet Town Council.
7. Require the authorisation to be revoked in the event of designated staff leaving FTC employment.

## **Payment**

1. The credit card shall be subject to automatic payment by direct debit in full at each month end.

## **Breaches of this Policy and Procedure**

Breaches of this policy and Procedure will be investigated and appropriate actions taken according to the outcomes from an investigation. Any irregularity or misuse will be reported to the Police.



## RECEIPT FOR FLEET TOWN COUNCIL CREDIT CARD

Name: .....

Position: .....

Credit Card Number: .....

Credit Limit Issued:.....

I have read and understood Fleet Town Council's Credit Card Policy and Procedure and shall abide by this document when expending Council's funds on the issued credit card.

I acknowledge that failure to abide by Fleet Town Council's Credit Card Policy and Procedure will result in investigation and potential disciplinary action which may lead to a finding of gross misconduct and dismissal.

Signed:.....

Title: .....

Name: .....

Date: .....

Counter Signed: .....

Title: Town Clerk / Chairman of Council

Name: .....

Date: .....



## Appendix 1

The overall credit card limit for the council is £6,000 and shall not be changed without the authorisation and resolution of Full Council.

A credit card limit is allocated to the following posts:

General Manager	£1000
Facilities and Open spaces Manager	£2000
Project and Committee Officer	£1000
Café and Bar supervisor	£2000
Technical Manager	

## Policy and Finance February 2022

**Councillor:** Cllr Bob Schofield  
**Subject:** Jubilee Celebration Support  
**Date:** 9 February, 2022

### 1. Introduction

- a. The Jubilee weekend celebrations are crystallising with a broad programme of public events to entertain and engage our residents of all ages.
- b. A significant number of our voluntary and youth organisations, schools, churches, and individuals are contributing time, effort and money to make this uniquely special weekend one to remember.
- c. The Town Council has committed up to £5,000 to support the event in next year's budget
- d. The majority of the events are to be held out of doors, but it is possible that some events could be held in the Harlington.
  - i. Already to help minimise costs and run some events in parallel the Christians Together combined act of worship will be held in the Harlington.
  - ii. To further broaden the appeal and the range of events Hart Lions are exploring an evening soiree in the Harlington, a dinner with entertainment or something similar. This is to be a not for profit event.
- e. In line with current policy the Harlington Manager would prepare an invoice for each event setting out the cost of room hire and support charges.

### 2. Grant Policy

- a. Under normal circumstances voluntary organisations can submit a grant application for the hire of facilities in the Harlington and by internal transfer money is taken from the Grants budget and transferred to Harlington Operations.
  - i. The distribution of Grants is totally reactive and relies on organisations coming to the Council to secure funding to support their event or activity.
  - ii. It is suggested that the Council should be more proactive and seek to help voluntary organisations to support the community.
  - iii. For this very special and unique event the Town Council should be seen to positively support local organisations that are making efforts to make this a very memorable occasioned
  - iv. The Town Council, through the efforts of Councillor Tilley as the co-ordinator of the Jubilee Celebration, supported by the Clerk is therefore deeply involved and perceived as the lead organisation.

### 3. The Proposition

- a. To support the community in making this celebration as memorable as possible it is proposed for this one celebration only that the Town Council makes the Harlington facilities available at no charge to voluntary organisations.
- b. This is an historically unique event that will unlikely ever be repeated and therefore does not set a precedent
- c. This gesture extends solely to the hire of the facility, but cannot extend to the provision of staff and specialist equipment (marginal costs)
  - i. On the basis of recovering marginal costs the financial implications are minimal.
- d. This is a proactive gesture by the Council to support the community.

### RECOMMENDATION

- a. That as a gesture of community support, for the four day period of the Jubilee Celebrations, that local organisations using the Harlington facilities for jubilee events have the room hire charges waived, but will remain liable for any incidental marginal equipment or staffing costs.