



Notice is hereby given of

**THE POLICY AND FINANCE COMMITTEE MEETING**  
on  
**Wednesday 17<sup>th</sup> May 2023 at 7pm at The Harlington**

All Committee members are summoned to attend.

**To Councillors:**

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

Rochelle Halliday, Executive Officer  
10<sup>th</sup> May 2023

**AGENDA**

<b>1.</b>	<b>ELECTION OF CHAIRMAN</b> To receive nominations for and to elect a chairman of the Policy & Finance Committee for the local government year 2023/2024.
<b>2.</b>	<b>ELECTION OF VICE CHAIRMAN</b> To receive nominations for and to elect a vice-chairman of the Policy & Finance Committee for the local government year 2023/2024.
<b>3.</b>	<b>APOLOGIES FOR ABSENCE</b> Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.
<b>4.</b>	<b>DECLARATIONS OF INTEREST</b> Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.  Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.
<b>5.</b>	<b>QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes)</b> To receive questions and statements from members of the public.
<b>6.</b>	<b>MINUTES OF PREVIOUS MEETING</b> To receive and approve as a correct record the minutes of the Policy and Finance Committee meeting held on 15 <sup>th</sup> February 2023 ( <i>copy attached</i> ).

**Part 1 – ITEMS FOR DECISION**

**7. DRAFT ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) AND REVIEW OF INTERNAL CONTROLS FOR THE YEAR ENDING 31<sup>st</sup> MARCH 2023**

- a) To receive the draft AGAR and supporting financial reports for the year ending 31<sup>st</sup> March 2023 (*copies attached & see Executive Officer's report*).
- b) To conduct a review of the effectiveness of the system of internal control (*copy attached*).

**RECOMMENDATIONS**

- a) To note the draft AGAR and supporting financial reports for the year ending 31<sup>st</sup> March 2023. Please note that the 2022/23 year figures stated are subject to change.
- b) To recommend to Council approval of the report reviewing the effectiveness of the Council's system of internal control.

**8. QUARTERLY FINANCIAL MONITORING REPORT**

To consider and agree the quarterly report of the Executive Officer and The Harlington General Manager (*copies attached*) for the period ending 31<sup>st</sup> March 2023 and to receive:

**A** Reports for 2022/23 as at 31<sup>st</sup> March 2023:

Included in the agenda pack

- a. Year End Report
- b. Harlington Monthly Performance Totals
- c. 2022/23 Year to Date and Budget Projections report
- d. Balance sheet as at 31<sup>st</sup> March 2023

On FTC portal and website

- e. Statutory Income & Expenditure
- f. Bank & Investments Reconciliation
- g. List of Purchase Ledger Payments
- h. List of Debtors

**B** To confirm that the bank reconciliation and the list of payments for March 2023 have been verified and signed off against the original bank statement by Councillor Robinson.

**RECOMMENDATIONS**

- a) To receive and accept the Quarterly Report and accounts for the period ending 31<sup>st</sup> March 2023.
- b) To confirm that the bank reconciliation and the list of payments for March 2023 have been verified and signed by Councillor Robinson.

**9. DRAFT ASSET REGISTER AT 31<sup>st</sup> MARCH 2023**

To review the draft Asset Register for the year ending 31<sup>st</sup> March 2023 (*copy attached & see Executive Officer's report*).

**RECOMMENDATION**

To recommend to Council approval of the Asset Register for the year ending 31<sup>st</sup> March 2023.

**10. INVESTMENT REPORT**

To consider the quarterly investment report for the period ending 31<sup>st</sup> March 2023 (*copy attached*).

**RECOMMENDATION**

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

11.	<p><b>LIST OF REGULAR DIRECT DEBITS</b> To review and approve the list of regular Direct Debit payments for the 2023/24 financial year (<i>copy attached</i>).</p> <p><b>RECOMMENDATION</b> To approve the listed Direct Debit payments for the current financial year.</p>
12.	<p><b>GRANT APPLICATIONS</b> To consider and agree the following applications for grant funding (<i>applications attached and accompanying documents on portal and website – please contact the office if printed copies of the applicants’ accounts etc are required</i>):</p> <ul style="list-style-type: none"> <li>a) All Saints Church - £1,000 towards creating a churchyard community garden.</li> <li>b) Vox Choir – £1,000 to fund hire and ancillary costs at The Harlington for a charity concert in June. Could be considered as an internal transfer of funds.</li> <li>c) Revive Ukraine – £800 to fund The Harlington auditorium hire for four social events per year. Could be considered as an internal transfer of funds.</li> <li>d) Victim Support – £200 for the purchase of personal security items for distribution to victims and their families.</li> </ul> <p><b>RECOMMENDATIONS</b></p> <ul style="list-style-type: none"> <li>a) To consider and approve the applications listed a) to d).</li> <li>b) To receive and note the record of the grants awarded for 2023/24.</li> </ul>
13.	<p><b>POLICIES</b> To receive and approve the proposed amended policies listed below (<i>copies attached &amp; see Executive Officer’s report</i>).</p> <ul style="list-style-type: none"> <li>a) Health and Safety</li> <li>b) Data Protection and Privacy</li> <li>c) CCTV</li> <li>d) Tree</li> </ul> <p><b>RECOMMENDATIONS</b> To approve policies a) to d).</p>
<b>Part 2 – ITEMS TO NOTE</b>	
14.	<p><b>EXECUTIVE OFFICER’S REPORT</b> To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p>
15.	<p><b>DATE AND TIME OF NEXT MEETING</b> The next meeting of the Council is scheduled to be held on Wednesday 19<sup>th</sup> July 2023 at 7pm in the Harlington.</p>
<b>Part 3 – CONFIDENTIAL ITEMS</b> There are no confidential items.	



**FLEET TOWN COUNCIL**

**MINUTES OF THE POLICY AND FINANCE COMMITTEE**

**Wednesday 15<sup>th</sup> February 2023 at 7pm  
At The Harlington**

**PRESENT**

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

**Also Present:** Rochelle Halliday – Executive Officer  
Alex Robins – Harlington General Manager  
Leanne Walmsley - Carnival Committee Chairman  
Charlotte Tickner and 1 other member of Fleet Phoenix

**PF February 2023 ITEM 1                      APOLOGIES**

Cllr Fang was absent from the meeting. All other Committee Members were present.

**PF February 2023 ITEM 2                      DECLARATIONS OF INTEREST**

There were no declarations of interest.

**PF February 2023 ITEM 3                      QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public.

**PF February 2023 ITEM 4                      MINUTES OF PREVIOUS MEETING**

The minutes of the Policy and Finance Committee held on Wednesday 19<sup>th</sup> October 2022 were approved and signed by the Chairman.

It was agreed that Item 6 would be considered next.

**PF February 2023 ITEM 5                      QUARTERLY FINANCIAL MONITORING REPORT**

This item was considered after Item 7.

Members considered the financial reports for the period ending 31<sup>st</sup> December 2022, together with the reports below:

- a) Quarterly Report
- b) Harlington Monthly Performance Totals
- c) 2022/23 Year to Date and Budget Projections report
- d) Balance sheet as at 31st December 2022
- e) Statutory Income & Expenditure

- f) Bank & Investments Reconciliation
- g) List of Purchase Ledger Payments
- h) List of Debtors

The following matters were raised and discussed:

- A small surplus is currently being projected for the year end, which is subject to change. A likely variance may come from the recharge of staff time for working on The Harlington development being considerably lower than budgeted.
- An up-turn in ticket sales is likely due to a wider brochure distribution – The General Manager to look at the statistics and bring to the next RLA meeting.
- That customer data would be useful to understand customer profiles for future projections.
- To check if there are any outstanding maintenance costs eligible for recharge to Hart District Council.
- To check is the energy recharge for the Library is based on a percentage of the bill received (addendum: confirmed that the amount recharged is 35% of total bill for water, sewerage and gas).
- To bring an up to date balance sheet to the next council meeting.

Members noted that Councillor Robinson confirmed that the bank reconciliation and payments for December 2022 have been checked.

#### **RESOLVED**

A. To receive and accept for the quarter ending 31<sup>st</sup> December 2022:

- a) Quarterly Report
- b) Harlington Monthly Performance Totals
- c) 2022/23 Year to Date and Budget Projections report
- d) Balance sheet as at 31st December 2022
- e) Statutory Income & Expenditure
- f) Bank & Investments Reconciliation
- g) List of Purchase Ledger Payments
- h) List of Debtors

B. To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for December 2022 have been verified and signed.

#### **PF February 2023 ITEM 6**

#### **COUNCIL BUDGET 2023/24**

Members discussed the approach to managing next financial year's budget deficit and use of reserves. It was agreed at the Council meeting in January that the 2023/24 budget deficit would be funded from reserves and prudent financial management.

Members discussed whether to amend the budget to remove specific projects, however, it was agreed that the budget should be managed as agreed by the Council.

Members discussed the use of grants where possible and also to explore if the Council is eligible for hospitality and leisure Business Rates relief for 2023/24 and 2024/25. **Action: Executive Officer** to investigate.

#### **RESOLVED**

- a) To continue as agreed by Council - the expenditure of all amounts up to the budgeted limits, with prudent financial management to reduce the deficit where possible.
- b) To investigate any hospitality/leisure business rates relief for 2023/24 & 2024/25

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

7a) Fleet Carnival (requesting £1,000) - it was noted that:

- The Carnival Committee hold £6,000 in reserves as a contingency and that the requested grant is to go towards the overall running of the event, although it could fund the traditional fete games area.
- The Carnival plans to promote sponsors on the front page of the website, on social media and in the carnival programme.
- Other Council's have been approached for grants.
- The Carnival is on 1<sup>st</sup> July 2023.

Leanne Walmsley left the meeting at 7.30pm.

7b) Mustard Seed Autism Trust (requesting £200)

Members discussed and agreed that more information was required on the relationship between the Trust and Fleet and how many families are supported from the local area. The relationship with Autism Friendly Fleet was also queried.

The Trust has very healthy reserves.

7c) Fleet Phoenix (requesting £1,200 rent waiver) - it was noted that:

- Fleet Phoenix hold 3 months of running costs in reserve due to the employment of staff and to enable applying for grants.
- They are £6,000 down on budget predictions next financial year.
- Attendees stand at 1126 young people – due to the impact of covid and more daytime 1-1 support referrals which are often complex.
- They would ensure that FTC features in their newsletter and on social media.

Members thanked Fleet Phoenix for their good work.

Charlotte Tickner and the other representative from Fleet Phoenix left the meeting at 7.47pm.

7d) Royal British Legion (requesting £120)

Members discussed funds held by the RBL and that a grant towards lamppost poppies would only be granted on this occasion.

It was noted that the Council will continue supporting the Royal British Legion through the Remembrance Sunday activities, as normal.

**RESOLVED**

- a) To approve the grant of £1,000 to the Carnival Committee towards the cost of running the event, to be paid from this financial year's budget.
- b) To refuse a grant of £200 to the Mustard Seed Autism Trust due to the organisation having sufficient reserves to cover their renovation project.
- c) To approve a £1,200 rent waiver for use of the office and storage space to Fleet Phoenix for the next financial year.
- d) To approve a one-off grant of £120 to the Royal British Legion for the replacement of the damaged lamp-post poppies.

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

Item 5 was considered next.

## **PF February 2023 ITEM 8**

## **COUNCIL FEES AND CHARGES FOR 2023/24**

Members received and reviewed The Harlington and FTC fees for implementation with effect from 1st April 2023.

It was discussed that:

- The Harlington fees are in the top tier of room/hire charges in the area and that an increase would not be desirable to stay competitive. Increases could however be applied to service elements and extras.
- The Ancells Farm Community Centre rates have been increased as on average charges are small. A 5% increase on regular users and 10% on the casual rate have been proposed.
- Evidence should be sought on how expensive FTC venues are compared to other community halls.
- Usage for Ancells Farm Community Centre and ways to improve utilisation should be investigated.

Members noted that only the fees shown in red on the fee proposal document have been increased.

### **RESOLVED**

- a) Members approved the proposed revised Fleet Town Council fees to take effect from 1st April 2023.
- b) That a hall hire comparison exercise is completed with other local venues.
- c) That usage for Ancells Farm Community Centre and ways to improve utilisation is investigated.

## **PF February 2023 ITEM 9**

## **ASSET REGISTER**

Members received the Asset Register as at 31<sup>st</sup> January 2023. Following discussion it was requested that the following be brought to the next meeting:

Page 1 – Edenbrook: the list of equipment was transferred from the developer and not from Hart District Council.

Page 6 – Confirmation from the Internal Auditor whether the Edenbrook play equipment should be noted on the Asset Register as £1, since the equipment was not gifted from the Local Authority.

Page 4 –

- Confirmation whether the £225k figure for Calthorpe Park includes installation labour costs and if that can be included. If a change is required as a result, should the asset register value on last year's Annual Governance and Accountability Return be restated.
- Confirmation whether any other equipment includes the installation labour cost.
- Confirmation whether the cherry trees should be included on the register.

### **RESOLVED**

To defer this item to the next meeting until the information requested above has been reviewed.

## **PF February 2023 ITEM 10**

## **INVESTMENT REPORT**

Members considered the quarterly investment report.

£800k has been transferred from the Nationwide Instant Saver account to the Nationwide Business Fixed 18 month saver account. This will provide a higher rate of interest. Unfortunately, the new Nationwide account does not accept new transfers in, so the £100k in the Cambridge Building Society account was rejected.

Members enquired what other bank accounts may be suitable for £100k with a relatively short notice period for withdrawal.

#### **RESOLVED**

- a) Members noted the balances held in the Fleet Town Council Accounts.
- b) To look into what short withdrawal notice accounts may be suitable for a £100k deposit.

### **PF February 2023 ITEM 11                      CREDIT CARD LIMITS**

Members considered a temporary adjustment of credit card limits.

#### **RESOLVED**

To approve the temporary adjustment of credit card limits as follows:

- Bar and Catering Supervisor – decreased from £2,000 to £500.
- The Harlington General Manager – increased from £1,000 to £2,500.

It was noted that the original credit card limits will resume once the staffing situation returns to normal.

### **PF February 2023 ITEM 12                      POLICIES**

Members received and discussed the following policies:

#### 12a) Asbestos Management Plan

It was noted:

- That warning stickers are part of the legal requirement and are as discreet as possible.
- That staff members, new and existing contractors are made aware of the Asbestos Plan immediately.

#### 12b) Control and Management of Contractors Policy

It was noted that the following amendments need to be made:

- Any references to 'Town Clerk' should be replaced with 'Executive Officer'.
- In section 5 'Management of Contractors Checklist' be amended to 'Contractor Management checklist'.
- In section 3, the final line before the bullet list be amended to 'These will cover areas of high risk including but not limited to'.

#### 12c) Contractor Management Checklist

It was questioned whether commercial hirers are given a similar document or risk assessment.

**Action: Executive Officer** to determine the process.

#### **RESOLVED**

- a) To approve the Asbestos Management Plan.
- b) To approve the Control and Management of Contractors Policy subject to the amendments listed above.



- c) To approve the Contractor Management Checklist.

**PF February 2023 ITEM 13**

**EXECUTIVE OFFICER'S REPORT**

Members noted the report of the Executive Officer.

Health and Safety Consultancy

It was noted that:

- the operational contract is due for review in March.
- That extensive systems and work have been put in to support the Council's health and safety processes and that Council should now be able to manage this in house.

Rialtas Business Solutions Asset Inventory Software

It was noted that:

- The Executive Officer recommends subscribing to the Omega Asset Inventory system as part of the Council's existing financial management software.
- The first year cost is approximately £550, including setting up the asset register onto the system, the software, annual support and maintenance and training, to be funded from the Central Administration budget

**RESOLVED**

- a) It was agreed that as of 31<sup>st</sup> March 2023 the Health and Safety Consultancy be revised to an ad hoc advice service, paid on an hourly basis, and two health and safety audits per year.
- b) To approve the subscription to the Omega Asset Inventory software.

**PF February 2023 ITEM 14**

**DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Wednesday 17<sup>th</sup> May 2023 at 7pm in the Harlington.

There being no further business the meeting closed at 9.20pm.

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

**Chairman**

## ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2023

Fleet Town Council Current Year

### SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
<b>1</b>	Balances brought forward	<b>2,025,936</b>	<b>2,449,217</b>	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
<b>2</b>	(+) Precept or Rates and Levies	<b>1,089,794</b>	<b>1,145,840</b>	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
<b>3</b>	(+) Total other receipts	<b>469,286</b>	<b>690,199</b>	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
<b>4</b>	(-) Staff costs	<b>402,035</b>	<b>446,489</b>	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
<b>5</b>	(-) Loan interest/capital repayments	<b>0</b>	<b>0</b>	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
<b>6</b>	(-) All other payments	<b>733,764</b>	<b>959,960</b>	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
<b>7</b>	(=) Balances carried forward	<b>2,449,217</b>	<b>2,878,807</b>	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
<b>8</b>	Total value of cash and short term investments	<b>2,565,898</b>	<b>2,981,365</b>	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
<b>9</b>	Total fixed assets plus long term investments and assets	<b>738,340</b>	<b>773,095</b>	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
<b>10</b>	Total Borrowings	<b>0</b>	<b>0</b>	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March



**OFFICER:** Rochelle Halliday, Executive Officer  
**DATE:** 11<sup>th</sup> May 2023  
**MEETING:** Policy & Finance 17<sup>th</sup> May 2023  
**SUBJECT:** Item 7b - Review of the Effectiveness of the System of Internal Control for the Year Ending 2023

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

<b>AGAR Section 1 – Annual Governance Statement 2022/23</b>	<b>Control Measures and Supporting Evidence</b>	<b>Are the Control Measures Effective?</b>
<p>1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</p>	<p><b>Budget Preparation</b></p> <ul style="list-style-type: none"> <li>• Budget prepared in accordance with the Practitioner's Guide to Proper Practices and reviewed / approved by Council.</li> </ul> <p><b>Budgetary Control</b></p> <ul style="list-style-type: none"> <li>• Full quarterly budget and projections monitored by Policy and Finance Committee. Financial reports for intervening months reported to Policy and Finance Committee or Council.</li> </ul> <p><b>Bank Reconciliation</b></p> <ul style="list-style-type: none"> <li>• Bank reconciliation checks completed monthly by a Councillor and minuted.</li> <li>• Bank balances in accounts system checked by RFO against bank statement monthly.</li> </ul> <p><b>Income Received and Expenditure</b></p> <ul style="list-style-type: none"> <li>• Budget report showing actual income and expenditure for each month reported to the Council.</li> </ul> <p><b>Asset Register</b></p> <ul style="list-style-type: none"> <li>• Annual review of asset register.</li> <li>• Last approved by Council on 18.05.22. Last approved by Policy and Finance Committee on 15.02.23, subject to final approval by Council in June.</li> <li>• Basic check of inventory against register completed.</li> </ul>	<p>Yes.</p>

<b>AGAR Section 1 – Annual Governance Statement 2022/23</b>	<b>Control Measures and Supporting Evidence</b>	<b>Are the Control Measures Effective?</b>
<p>2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</p>	<p><b>Procurement Processes</b></p> <ul style="list-style-type: none"> <li>• Formally approved Standing Orders and Financial Regulations at Council meeting on 18.05.22.</li> <li>• Quotes for work obtained when required and also where at all possible, to ensure good value.</li> <li>• Approval of large value contracts tendered through Contracts Finder and comply with regulations. Evidence contained in minutes.</li> <li>• Larger value purchases made in accordance with Financial Regulations and evidenced in minutes.</li> <li>• Office staff made aware of procurement and payment processes in the Financial Regulations and Standing Orders. Processes are reinforced with Officers periodically.</li> </ul> <p><b>Payment Authorisation</b></p> <ul style="list-style-type: none"> <li>• Purchase order system in place for all purchases, signed off by the RFO. Items checked against budget.</li> <li>• Invoices checked and signed off by at least two members of staff.</li> <li>• Bank signatories are provided with a complete list of payments from the accounts system and a copy of all invoices to verify payments.</li> <li>• Officers are unable to make payments via the bank account without authorisation from two Council bank signatories.</li> <li>• Petty cash payments are very low in number, with most transactions for expenses being paid via the bank account.</li> <li>• Credit card statements are verified with Officer report and checked by RFO.</li> </ul>	<p>Yes.</p>
<p>3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.</p>	<p><b>Council Policies</b></p> <ul style="list-style-type: none"> <li>• Policy review schedule in place to ensure that policies are legally compliant.</li> <li>• Standing Orders and Financial Regulations in place and up to date.</li> <li>• Key health and safety and HR policies in place.</li> <li>• The Council has General Power of Competence.</li> </ul>	<p>Yes.</p>

<b>AGAR Section 1 – Annual Governance Statement 2022/23</b>	<b>Control Measures and Supporting Evidence</b>	<b>Are the Control Measures Effective?</b>
	<p><b>Professional Advice</b></p> <ul style="list-style-type: none"> <li>• Utilise advice from the internal auditor on matters of financial governance as required.</li> <li>• Contracted HR service to ensure that people management processes are legal and up to date.</li> <li>• Receive HALC and HR notes updating on legislative changes, which are implemented and reported to the Council as required.</li> </ul>	
<p>4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.</p>	<p><b>Public Rights</b></p> <ul style="list-style-type: none"> <li>• Verified by internal auditor as being correctly published.</li> <li>• Exercise of public rights information published on Council's website.</li> </ul>	<p>Yes.</p>
<p>5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p>	<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• Oversight of risk management by Risk Management Working Group.</li> <li>• Last risk register approved by Council on 07.09.22.</li> <li>• Current risk register reviewed by Risk Management Working Group on 02.02.23 and next review due in June / July.</li> </ul> <p><b>Insurance Cover</b></p> <ul style="list-style-type: none"> <li>• Insurance cover renewed under three year contract starting 01.04.23.</li> <li>• Insurance requirements reviewed by RFO.</li> </ul>	<p>Yes.</p>
<p>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</p>	<p><b>Internal Audit</b></p> <ul style="list-style-type: none"> <li>• The scope of the internal audit process is effective and follows the requirements in the Practitioner's Guide to Proper Practices.</li> <li>• All key controls are tested as part of the internal audit process, such as bank reconciliation, contract approval, payroll, asset register and risk management.</li> <li>• The Council's application of its Standing Orders and Financial Regulations are tested.</li> <li>• The internal audit is an independent financial professional.</li> </ul>	<p>Yes.</p>

<b>AGAR Section 1 – Annual Governance Statement 2022/23</b>	<b>Control Measures and Supporting Evidence</b>	<b>Are the Control Measures Effective?</b>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<b>Audit Reports</b> <ul style="list-style-type: none"> <li>• Internal audits reports are reported to the Council and an action plan is agreed.</li> <li>• Internal audit took place on 19.10.22 and 25.01.23. No significant issues have been raised.</li> <li>• The final internal audit will take place on 24.05.23.</li> <li>• Last year’s external audit did not raise any qualifications.</li> </ul>	Yes.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<b>Unforeseen Events</b> <ul style="list-style-type: none"> <li>• There are no unknown liabilities, commitments or unforeseen events that are likely to have a financial impact on the Council.</li> <li>• The Council will be made aware of any such events immediately, if they arise.</li> </ul>	Yes.

### **Overall Assessment Summary**

During the financial year ending 2023, the review of effectiveness of internal control has not identified any material issues with the Council’s financial processes.

The internal audit reports for the year have not identified any significant matters for concern. An action plan has been prepared to address with the matters identified.

### **RECOMMENDATION**

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

**OFFICER:** Rochelle Halliday, Executive Officer / Alex Robins, The Harlington General Manager  
**DATE:** 12<sup>th</sup> May 2023  
**MEETING:** Policy & Finance Committee 17<sup>th</sup> May 2023  
**SUBJECT:** Item 8a. – Year End Report at 31<sup>st</sup> March 2023

**Council Operations – Year End Summary Report at 31<sup>st</sup> March 2023**

Please note that the report is based on year end projections of net expenditure, rather than actuals, as the financial year has not been closed at the time of writing. Only the cost centres where there is a significant difference in the net expenditure projections versus budget are noted below.

<p>101 – <b>Central Administration</b></p>	<p><b>Underspent by £52.5k</b></p> <ul style="list-style-type: none"> <li>• Bank and investment income £26.0k higher than expected.</li> <li>• Staffing costs £11k underspent – staff vacancies and holding off on office recruitment.</li> <li>• Equipment £6.3k underspent – replacing old copies delayed and fewer replacement equipment than anticipated.</li> <li>• Document management £5.0k underspent – outsourcing archiving delayed.</li> <li>• Promotion / publicity £4.6k underspent – Vision sessions held in-house.</li> <li>• Procurement fees £3.1k underspent – not needed for grounds maintenance contract.</li> <li>• IT support £1.9k underspent – fewer IT call outs.</li> <li>• Legal fees £1.4k underspent.</li> <li>• Phone and broadband £1.0k underspent.</li> </ul>
<p>105 – <b>Civic and Democratic</b></p>	<p><b>Underspent by £22.3k</b></p> <ul style="list-style-type: none"> <li>• Elections £17.1k underspent – various uncontested elections.</li> <li>• Members’ allowances £1.9k underspent – fewer claims than expected.</li> </ul>
<p>110 – <b>Grants</b></p>	<p><b>Underspent by £7.3k</b></p> <ul style="list-style-type: none"> <li>• Fewer grant requests received.</li> </ul>
<p>150 – <b>Events, Town Centre, Climate</b></p>	<p><b>Underspent by £5.2k</b></p> <ul style="list-style-type: none"> <li>• Christmas decorations £2.8k underspend.</li> <li>• Floral displays £1.8k underspend.</li> <li>• Christmas event £1.4k underspend.</li> </ul>
<p>320 – <b>Basingbourne Park</b></p>	<p><b>Overspent by £15.5k</b></p> <ul style="list-style-type: none"> <li>• Pitch hire income £1.9k less than expected – fewer bookings.</li> <li>• Additional grounds work £6.4k overspent – drain clearance and waste pipe repairs at Guide hut.</li> <li>• Building maintenance £2.4k overspent – provision of EPCs and EICRs.</li> </ul>

	<ul style="list-style-type: none"> <li>• Tree surgery £2.1k overspent – tree survey works and ad hoc tree surgery.</li> </ul>
<b>325 – The Views</b>	<b>Overspent by £37.3k</b> <ul style="list-style-type: none"> <li>• Additional grounds maintenance £40.6k overspent – sensory garden to be funded from ear marked reserves.</li> <li>• Playground maintenance £4.2k underspent.</li> </ul>
<b>350 – Cemetery</b>	<b>Surplus against budget of £26.0k</b> <ul style="list-style-type: none"> <li>• Cemetery income (excluding grant for extension) £22.3k surplus.</li> <li>• Additional grounds maintenance £44.9k overspent – cemetery extension covered by grant funding.</li> <li>• Grounds maintenance £9.2k overspent – cemetery path resurfacing.</li> <li>• Garden of Remembrance inscriptions £1.7k overspent – in line with higher number of burials.</li> </ul>

#### Overall Year End Projections at 31<sup>st</sup> March 2023

	<b>Budget £</b>	<b>Projected Year End £</b>
Net Income over Expenditure	(81,552)	6,386
Net reserves transfers		31,723
<b>Projected year end transfer to general fund</b>		<b>38,109</b>

<b>Harlington Development Fund</b> – transfer amount	<b>383,798</b>	<b>403,377</b>
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Please note that the Council did not go ahead with the re-development of the FTC and Harlington websites (£10k originally allocated), which would have been funded from reserves.



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

### General

The financial year had a far stronger second half than first, and really came alive from the Autumn onwards, with hugely satisfying income levels exceeding expectations and budget. It has been a year of re-building the business after numerous worldwide issues, which have created challenges beyond anything imaginable. The positive news is that The Harlington has survived where many sadly haven't, and it's looking to be starting the new financial year in a strong position.

The next year will be challenging, but looking far more positive than it has for quite some time.

### Note to Committee

In a bid to meet current day technical rider requirements, the officer has been seeking an alternative stage monitoring system to replace what is currently being used. This needed to be financed by the sale of on-site equipment which is surplus to requirement (8 x SSE MB4 stage monitors & 4 x Camco Vortex 4 amplifiers), and the officer is pleased to report that a buyer has been found. Payment will be made directly to Fleet Town Council via bank transfer for the sum of £4,200 (£3,500 net of VAT). The officer wishes to inform Council of the sale, and removal of equipment from the asset register.

### **Ticket sales**

After a much slower return to normality than originally budgeted for, the officer had concerns about ticket sales even getting close to hitting budget. Rather than a slow build up to previous numbers, it went from nothing to everything, with ticket sales from Autumn 2022 suddenly sparking into life and seemingly not slowing down.

From concerningly low sales across the board, including regular events that have always sold, struggling to break even, suddenly from nowhere November onwards has had no less than 14 sell out shows without including panto figures. This included full capacity standing shows. It's been nowhere short of remarkable and has completely turned around the budget over the last part of the financial year. The average capacity since November has been 83% and there is a notably much wider demographic now coming to shows.

Much of this success must be put down to experimenting with a higher brochure distribution than usual into new areas. The programme has also deliberately featured a high concentration of "bums on seats" type shows to draw in a wider audience, together with contracts sharing the risk more evenly, due to such uncertainty. Having built things back up, the programme can start to be varied some more and include more interesting but less guaranteed acts to better balance the offering. This more risk averse approach has to date been proven to be the sensible option and given the venue a good springboard to build back up after a catastrophic set of world events.

It is hoped that the new financial year can continue where the old one has left off and incomes will continue to grow.

### **Hall hire**

Hall hire has exceeded budget for the year, helped in a large way by vaccinations continuing through much of the year. However, since finishing, hire incomes have continued in the right direction and are expected to keep building.

The majority of regular hires returned after the closure period, with one or two notable exceptions, but new hires have also steadily been added.

## Bars

Bar sales are determined by ticket sales, and with the increase in tickets as the year went on, the bars have followed suit, having finished the year on target! All this has been achieved without a permanent bar manager for much of the year, and the officer would like to thank Rodney Marshall, who has combined bar responsibilities with his duty management role and made this great achievement possible.

## Confectionery, Ices, Snacks & Merchandise

Ancillary sales have exceeded budget in all areas.

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

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

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

This is the area that has been almost impossible to control expenditure on. Some of the major annual costs such as maintaining an ageing building with dated infrastructure to current compliance levels, together with rapidly rising utility costs have created major difficulties.

Gas, electricity, and general building maintenance costs have exceeded budget and are largely responsible for driving up the cost of operating the building. Reducing these costs simply hasn't been an option in the current circumstances.

Where there is an option to control costs, this has been done, with other budget lines being on or below budgeted figures.

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

- The centre has performed to target for the year, with a slightly higher income than budgeted and a minimal overspend. Costs that could be controlled, were, and again the areas of overspend were predictably in building maintenance, gas, and electricity.

Overall, a satisfactory result.

## RECOMMENDATION

- That the contents of the report are noted.

## Monthly Performance Totals (net of VAT)

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

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

Mainly Madness	£	-	£ 5,050.00	70%	£ 3,436.35	£ 1,613.65	£ 3,744.99	£ 1,500.38	£ 2,244.61	£ 335.51	£ 8,794.99	£ 5,272.24	£ 3,522.75
Comedy Club	£	-	£ 3,800.00	100%	£ 1,701.74	£ 2,098.26	£ 2,445.99	£ 985.17	£ 1,460.82	£ 342.83	£ 6,245.99	£ 3,029.74	£ 3,216.25
Jazz Club	£	-	£ 3,009.17	100%	£ 1,705.15	£ 1,304.02	£ 701.99	£ 282.80	£ 419.19	£ 77.22	£ 3,711.16	£ 2,065.17	£ 1,645.99
Panto	£	12,536.04	£ -	77%	£ -	£ -	£ 13,037.57	£ 5,743.88	£ 7,293.69	£ 3,761.39	£ 25,573.61	£ 9,505.27	£ 16,068.34
Ceroc x 1	£	284.80	£ -	n/a	£ -	£ -	£ 276.25	£ 110.50	£ 165.75	£ -	£ 561.05	£ 110.50	£ 450.55
<b>TOTALS FOR DECEMBER</b>	£	12,820.84	£ 11,859.17		£ 6,843.24	£ 5,015.93	£ 20,206.79	£ 8,622.73	£ 11,584.06	£ 4,516.95	£ 44,886.80	£ 19,982.92	£ 24,903.88
<b>January</b>	<b>Hall Hire Income</b>	<b>Ticket sales</b>	<b>% of capacity</b>	<b>Perf costs</b>	<b>Contribution</b>	<b>Ancillary sales</b>	<b>Cost of stock</b>	<b>Contribution</b>	<b>Casual Staffing</b>	<b>Total performance income</b>	<b>Total performance costs</b>	<b>Total performance contribution</b>	
Film Club x 2	£	200.00	£ -	n/a	£ -	£ -	£ 206.32	£ 83.02	£ 123.30	£ 29.93	£ 406.32	£ 112.95	£ 293.37
Jazz Club	£	-	£ 3,395.83	100%	£ 1,492.97	£ 1,902.86	£ 863.74	£ 348.32	£ 515.42	£ 95.86	£ 4,259.57	£ 1,937.15	£ 2,322.42
Roller Disco	£	245.00	£ -	n/a	£ -	£ -	£ 822.74	£ 350.88	£ 471.86	£ 85.20	£ 1,067.74	£ 436.08	£ 631.66
Comedy Club	£	-	£ 2,725.00	100%	£ 1,759.38	£ 965.62	£ 1,986.41	£ 801.45	£ 1,184.96	£ 222.01	£ 4,711.41	£ 2,782.84	£ 1,928.57
AC/DC UK	£	-	£ 7,125.00	100%	£ 4,477.41	£ 2,647.59	£ 3,872.07	£ 1,554.96	£ 2,317.11	£ 302.47	£ 10,997.07	£ 6,334.84	£ 4,662.23
Rock Choir x 3	£	300.00	£ -	n/a	£ -	£ -	£ 109.08	£ 43.63	£ 65.45	£ -	£ 409.08	£ 43.63	£ 365.45
Ceroc x 4	£	1,139.20	£ -	n/a	£ -	£ -	£ 387.74	£ 155.85	£ 231.89	£ 191.72	£ 1,526.94	£ 347.57	£ 1,179.37
<b>TOTALS FOR JANUARY</b>	£	1,884.20	£ 13,245.83		£ 7,729.76	£ 5,516.07	£ 8,248.10	£ 3,338.11	£ 4,909.99	£ 927.19	£ 23,378.13	£ 11,995.06	£ 11,383.07
<b>February</b>	<b>Hall Hire Income</b>	<b>Ticket sales</b>	<b>% of capacity</b>	<b>Perf costs</b>	<b>Contribution</b>	<b>Ancillary sales</b>	<b>Cost of stock</b>	<b>Contribution</b>	<b>Casual Staffing</b>	<b>Total performance income</b>	<b>Total performance costs</b>	<b>Total performance contribution</b>	
Stayin Alive	£	-	£ 3,212.22	83%	£ 2,000.00	£ 1,212.22	£ 1,345.31	£ 540.37	£ 804.94	£ 183.35	£ 4,557.53	£ 2,723.72	£ 1,833.81
Oasish	£	-	£ 7,172.50	100%	£ 4,575.16	£ 2,597.34	£ 4,431.50	£ 1,774.13	£ 2,657.37	£ 194.25	£ 11,604.00	£ 6,543.54	£ 5,060.46
Purple Zeppelin	£	-	£ 2,130.00	55%	£ 1,347.00	£ 783.00	£ 1,116.98	£ 447.91	£ 669.07	£ 178.22	£ 3,246.98	£ 1,973.13	£ 1,273.85
Film Club x 2	£	200.00	£ -	n/a	£ -	£ -	£ 219.32	£ 88.05	£ 131.27	£ 10.65	£ 419.32	£ 98.70	£ 320.62
Jazz Club	£	-	£ 1,704.17	69%	£ 953.57	£ 750.60	£ 512.58	£ 208.24	£ 304.34	£ 74.56	£ 2,216.75	£ 1,236.37	£ 980.38
Roller Disco drop in session	£	202.50	£ -	n/a	£ -	£ -	£ 238.41	£ 106.55	£ 131.86	£ 71.89	£ 440.91	£ 178.44	£ 262.47
Roller Disco	£	245.00	£ -	n/a	£ -	£ -	£ 557.41	£ 239.19	£ 318.22	£ 77.21	£ 802.41	£ 316.40	£ 486.01
Comedy Club	£	-	£ 2,750.00	100%	£ 1,761.83	£ 988.17	£ 2,060.40	£ 831.96	£ 1,228.44	£ 235.16	£ 4,810.40	£ 2,828.95	£ 1,981.45
ELO Encounter	£	-	£ 4,083.33	100%	£ 2,663.22	£ 1,420.11	£ 1,849.74	£ 740.39	£ 1,109.35	£ 183.29	£ 5,933.07	£ 3,586.90	£ 2,346.17
Rock Choir x 3	£	300.00	£ -	n/a	£ -	£ -	£ 69.75	£ 27.90	£ 41.85	£ -	£ 369.75	£ 27.90	£ 341.85
Ceroc x 4	£	1,139.20	£ -	n/a	£ -	£ -	£ 399.32	£ 159.95	£ 239.37	£ 95.86	£ 1,538.52	£ 255.81	£ 1,282.71
<b>TOTALS FOR FEBRUARY</b>	£	2,086.70	£ 21,052.22		£ 13,300.78	£ 7,751.44	£ 12,800.72	£ 5,164.64	£ 7,636.08	£ 1,304.44	£ 35,939.64	£ 19,769.86	£ 16,169.78
<b>March</b>	<b>Hall Hire Income</b>	<b>Ticket sales</b>	<b>% of capacity</b>	<b>Perf costs</b>	<b>Contribution</b>	<b>Ancillary sales</b>	<b>Cost of stock</b>	<b>Contribution</b>	<b>Casual Staffing</b>	<b>Total performance income</b>	<b>Total performance costs</b>	<b>Total performance contribution</b>	
Guns 2 Roses	£	-	£ 5,304.17	76%	£ 1,500.00	£ 3,804.17	£ 3,495.32	£ 1,400.00	£ 2,095.32	£ 205.72	£ 8,799.49	£ 3,105.72	£ 5,693.77
Q Dance show	£	-	£ -	n/a	£ -	£ -	£ 239.91	£ 101.21	£ 138.70	£ 27.90	£ 239.91	£ 129.11	£ 110.80
Creedence Clearwater Review	£	-	£ 2,313.33	61%	£ 1,604.34	£ 708.99	£ 1,327.16	£ 533.00	£ 794.16	£ 233.89	£ 3,640.49	£ 2,371.23	£ 1,269.26
Film Club x 2	£	200.00	£ -	n/a	£ -	£ -	£ 279.82	£ 210.25	£ 69.57	£ 23.96	£ 479.82	£ 234.21	£ 245.61
Jazz Club	£	-	£ 1,037.50	53%	£ 906.70	£ 130.80	£ 389.33	£ 156.70	£ 232.63	£ 71.89	£ 1,426.83	£ 1,135.29	£ 291.54
Roller Disco	£	245.00	£ -	n/a	£ -	£ -	£ 781.32	£ 327.23	£ 454.09	£ 79.88	£ 1,026.32	£ 407.11	£ 619.21
Comedy Club	£	-	£ 2,217.50	81%	£ 1,411.44	£ 806.06	£ 1,836.49	£ 741.63	£ 1,094.86	£ 266.40	£ 4,053.99	£ 2,419.47	£ 1,634.52
Genesis Connected	£	-	£ 3,950.00	100%	£ 2,574.32	£ 1,375.68	£ 1,894.00	£ 760.25	£ 1,133.75	£ 227.93	£ 5,844.00	£ 3,562.50	£ 2,281.50
Abba Fever	£	-	£ 3,762.50	100%	£ 1,350.00	£ 2,412.50	£ 1,828.16	£ 735.34	£ 1,092.82	£ 244.41	£ 5,590.66	£ 2,329.75	£ 3,260.91
Forever Jackson	£	-	£ 2,700.00	65%	£ 2,000.00	£ 700.00	£ 1,655.49	£ 664.92	£ 990.57	£ 224.85	£ 4,355.49	£ 2,889.77	£ 1,465.72
The Doors Alive	£	-	£ 3,665.00	55%	£ 2,427.30	£ -	£ 2,097.32	£ 840.21	£ 1,257.11	£ 223.06	£ 5,762.32	£ 3,490.57	£ 2,271.75
Rock Choir x 5	£	500.00	£ -	n/a	£ -	£ -	£ 132.16	£ 52.86	£ 79.30	£ -	£ 632.16	£ 52.86	£ 579.30
Ceroc x 5	£	1,424.00	£ -	n/a	£ -	£ -	£ 380.79	£ 154.56	£ 226.23	£ 258.26	£ 1,804.79	£ 412.82	£ 1,391.97
<b>TOTALS FOR MARCH</b>	£	2,369.00	£ 24,950.00		£ 13,774.10	£ 9,938.20	£ 16,337.27	£ 6,678.16	£ 9,659.11	£ 2,088.15	£ 43,656.27	£ 22,540.41	£ 21,115.86
<b>TOTALS</b>	£	38,794.62	£ 165,172.82		£ 102,284.74	£ 61,650.38	£ 124,303.55	£ 50,661.41	£ 73,642.14	£ 18,676.17	£ 328,270.99	£ 171,622.32	£ 156,648.67

11/05/2023

## Fleet Town Council Current Year

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

Note: Budget Report as at 31.03.23

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>101</u>	<u>Central Administration</u>									
1053	Grant money and funding	0	2,870	0	0	0	0	0	0	0
1500	Miscellaneous Income	0	0	0	44	44	0	0	0	0
1870	Interest Income	3,230	1,093	500	26,538	26,538	0	14,000	0	0
	Total Income	3,230	3,963	500	26,582	26,582	0	14,000	0	0
4000	Salaries	124,000	120,633	140,511	130,440	130,440	0	163,764	0	0
4001	Employers National Insurance	10,200	8,293	14,051	12,987	12,987	0	16,376	0	0
4002	Employers Pension	6,500	6,116	7,026	7,166	7,166	0	9,145	0	0
4005	Contracted Staffing	0	208	0	200	200	0	0	0	0
4011	Staff Recruitment	0	349	500	609	909	0	500	0	0
4015	Recharge staff hours	-18,480	-18,480	-19,219	-6,700	-6,700	0	-8,700	0	0
4020	COVID19	1,000	256	1,000	0	0	0	0	0	0
4030	Training	3,000	330	3,000	1,540	1,540	0	3,000	0	0
4041	Mileage/Travel/Sustenance	102	30	100	104	120	0	100	0	0
4130	Insurance	9,500	9,130	9,675	18,367	9,196	0	10,575	0	0
4156	Recycling	500	0	500	479	500	0	500	0	0
4175	Equipment Maintenance	600	0	600	497	500	0	600	0	0
4185	Equipment	3,000	2,648	6,750	461	461	0	5,000	0	0
4187	Health & Safety	8,000	7,968	8,000	6,658	8,294	0	8,800	0	0
4400	Stationery & Consumables	3,500	3,807	3,640	3,069	3,058	0	3,600	0	0
4401	Document Management	5,000	0	5,000	0	0	0	3,000	0	0
4420	Bank Charges	3,060	1,585	3,182	2,370	2,600	0	3,000	0	0
4430	Promotion/Publicity/Vision	7,140	6,333	7,425	2,823	2,823	0	8,122	0	0

Continued on next page

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

Note: Budget Report as at 31.03.23

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4435	Website	918	480	900	480	480	0	900	0	0
4440	Telephone & Broadband	2,400	1,407	2,496	1,093	1,500	0	3,000	0	0
4445	Mobile Phones	663	111	680	152	200	0	300	0	0
4455	Postage	102	176	106	239	239	0	150	0	0
4460	Subscriptions	3,060	2,826	3,208	3,108	3,108	0	3,200	0	0
4480	Computer Maintenance	1,020	605	1,060	545	545	0	1,500	0	0
4481	Software/Licenses	2,500	2,043	2,600	2,660	2,660	0	3,000	0	0
4484	Computer Support	6,120	6,060	6,360	4,418	4,418	0	6,300	0	0
4485	Computer Storage	1,734	1,320	1,800	1,320	1,331	0	1,800	0	0
4486	E-mail Exchange	3,570	3,533	3,712	3,528	3,528	0	3,850	0	0
4530	Councillor Development	0	0	0	0	0	0	0	0	0
4550	Payroll Services	612	419	650	761	761	0	800	0	0
4551	HR Services and staff welfare	2,040	1,073	2,590	1,609	2,409	0	2,500	0	0
4555	Legal Fees and Costs	2,040	1,696	2,120	738	738	0	3,000	0	0
4560	Accountancy fees	714	959	990	558	990	0	1,450	0	0
4561	VAT Consultancy fees	204	259	210	200	200	0	250	0	0
4564	Procurement fees	3,000	1,750	3,120	0	0	0	0	0	0
4580	Audit Fees	3,500	3,500	3,640	1,492	3,640	0	3,700	0	0
4995	Miscellaneous Expenditure	0	18	0	0	0	0	0	0	0
4997	Unplanned Expenditure	0	0	0	670	670	0	0	0	0
	Overhead Expenditure	200,819	177,441	227,983	204,639	201,511	0	263,082	0	0
	Movement to/(from) Gen Reserve	(197,589)	(173,478)	(227,483)	(178,056)	(174,929)		(249,082)		
<u>105</u>	<u>Civic and Democratic</u>									

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

Note: Budget Report as at 31.03.23

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4012	Pension liability	0	0	0	0	0	0	10,000	0	0
4041	Mileage/Travel/Sustenance	156	0	160	32	50	0	160	0	0
4430	Promotion/Publicity/Vision	2,550	1,060	3,550	1,956	1,956	0	2,500	0	0
4530	Councillor Development	1,071	267	1,110	402	402	0	1,000	0	0
4535	Chairman's Allowance	1,185	697	1,230	348	348	0	1,230	0	0
4537	Members Allowances	2,040	241	2,120	149	150	0	1,000	0	0
4540	Elections	0	0	25,000	7,900	7,900	0	6,250	0	0
	Overhead Expenditure	7,002	2,265	33,170	10,786	10,806	0	22,140	0	0
	Movement to/(from) Gen Reserve	(7,002)	(2,265)	(33,170)	(10,786)	(10,806)		(22,140)		
<u>110</u>	<u>Grants</u>									
4241	Grant - Fleet Phoenix	0	0	0	0	0	0	10,656	0	0
4242	Grant - Sashas Project	0	0	0	0	0	0	7,540	0	0
4538	Community Support	1,530	167	6,590	1,320	1,320	0	7,200	0	0
4800	Fleet Link	13,770	11,117	11,560	11,729	11,729	0	12,902	0	0
4810	Basingstoke Canal	18,675	18,309	19,041	18,309	18,309	0	19,041	0	0
4855	Community grants	10,812	10,633	11,244	9,780	9,780	0	3,704	0	0
	Overhead Expenditure	44,787	40,226	48,435	41,138	41,138	0	61,043	0	0
	Movement to/(from) Gen Reserve	(44,787)	(40,226)	(48,435)	(41,138)	(41,138)		(61,043)		
<u>115</u>	<u>Precept</u>									
1900	Precept - operational	677,777	677,777	733,823	733,824	733,824	0	846,115	0	0
1902	Precept - New Harlington	412,017	412,017	412,017	412,017	412,017	0	0	0	0
	Total Income	1,089,794	1,089,794	1,145,840	1,145,840	1,145,841	0	846,115	0	0

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

Note: Budget Report as at 31.03.23

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6000	less Transfer to EMR	0	412,017	0	206,009	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>1,089,794</u>	<u>677,777</u>	<u>1,145,840</u>	<u>939,832</u>	<u>1,145,841</u>		<u>846,115</u>		
<u>120</u>	<u>Projects</u>									
4235	Play Equipment	0	0	0	0	0	0	20,000	0	0
4435	Website	0	0	0	0	0	0	10,000	0	0
4440	Telephone & Broadband	0	0	0	0	0	0	3,500	0	0
	Overhead Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>33,500</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>(33,500)</u>		
<u>150</u>	<u>Events, Town Centre and Climat</u>									
1051	Ghurkha Square Market	8,500	7,800	7,800	0	0	0	7,800	0	0
	Total Income	<u>8,500</u>	<u>7,800</u>	<u>7,800</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,800</u>	<u>0</u>	<u>0</u>
4176	Action Day	918	808	954	476	476	0	900	0	0
4210	Floral Displays	17,895	17,895	18,610	16,847	16,847	0	19,837	0	0
4222	Friends Group Get Together	150	0	150	0	0	0	100	0	0
4655	Town Centre Xmas Decorations	22,000	18,422	22,880	20,065	20,065	0	22,880	0	0
4656	Christmas Gurkha Square	4,175	2,610	4,342	2,923	2,923	0	4,300	0	0
4657	Christmas Day Lunch	1,020	548	1,060	1,998	1,998	0	1,166	0	0
4660	Remembrance Day	306	212	315	229	229	0	439	0	0
4661	Gurkha Sq Market	7,200	7,200	7,200	0	0	0	7,200	0	0
4832	Climate Change	0	0	0	0	0	0	5,000	0	0
	Overhead Expenditure	<u>53,664</u>	<u>47,696</u>	<u>55,511</u>	<u>42,539</u>	<u>42,538</u>	<u>0</u>	<u>61,822</u>	<u>0</u>	<u>0</u>

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

Note: Budget Report as at 31.03.23

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(45,164)</u>	<u>(39,896)</u>	<u>(47,711)</u>	<u>(42,539)</u>	<u>(42,538)</u>		<u>(54,022)</u>		
<u>160</u>	<u>Harlington Development</u>									
1902	Precept - New Harlington	0	0	0	0	0	0	412,017	0	0
	Total Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>412,017</u>	<u>0</u>	<u>0</u>
4015	Recharge staff hours	30,000	27,480	28,219	8,200	8,200	0	13,900	0	0
4041	Mileage/Travel/Sustenance	400	0	400	0	400	0	0	0	0
4400	Stationery & Consumables	1,100	0	1,100	0	1,100	0	0	0	0
4430	Promotion/Publicity/Vision	20,000	0	20,000	0	20,000	0	0	0	0
4455	Postage	2,000	0	2,000	0	2,000	0	0	0	0
4555	Legal Fees and Costs	20,000	0	20,000	440	20,000	0	0	0	0
4560	Accountancy fees	1,500	0	1,500	0	1,500	0	0	0	0
4562	Design Consultancy fees	77,000	0	77,000	0	77,000	0	0	0	0
4563	Planning and Building fees	45,000	500	45,000	0	45,000	0	0	0	0
4564	Procurement fees	15,000	0	15,000	0	15,000	0	0	0	0
4565	Survey and consultation	43,000	0	43,000	0	43,000	0	0	0	0
4570	Project Management	100,000	0	100,000	0	100,000	0	0	0	0
4890	Earmarked New Harlington	0	0	0	0	0	0	398,117	0	0
4999	Contingency	57,017	0	58,798	0	78,817	0	0	0	0
	Overhead Expenditure	<u>412,017</u>	<u>27,980</u>	<u>412,017</u>	<u>8,640</u>	<u>412,017</u>	<u>0</u>	<u>412,017</u>	<u>0</u>	<u>0</u>
	160 Net Income over Expenditure	<u>-412,017</u>	<u>-27,980</u>	<u>-412,017</u>	<u>-8,640</u>	<u>-412,017</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6001	plus Transfer from EMR	0	27,980	0	0	0	0	0	0	0

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

Note: Budget Report as at 31.03.23

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(412,017)</u>	<u>0</u>	<u>(412,017)</u>	<u>(8,640)</u>	<u>(412,017)</u>		<u>0</u>		
<u>201</u>	<u>Harlington - Events</u>									
1000	Hall Hire	67,000	113,019	90,000	113,331	113,301	0	102,000	0	0
1002	POINT Hall Hire	0	0	0	153	153	0	18,196	0	0
1033	Fleet Phoenix	1,000	1,000	1,000	1,000	1,000	0	0	0	0
1036	Fleet Baptist Preschool	3,500	3,132	4,500	4,402	4,402	0	4,750	0	0
1415	Coffee Shop Sales/Catering	0	0	0	0	9	0	0	0	0
1420	Bar Sales	74,000	62,564	112,500	112,292	112,292	0	107,000	0	0
1430	Merchandise	0	34	0	0	0	0	0	0	0
1431	Confectionery	1,500	2,789	3,000	3,766	3,766	0	2,750	0	0
1432	Ices	1,500	2,284	2,500	2,562	2,562	0	2,750	0	0
1433	Snacks	1,500	1,859	2,500	3,016	3,016	0	3,000	0	0
1435	Box Office Charges	9,000	7,903	17,500	12,296	12,296	0	15,000	0	0
1436	Technical Income	1	0	5,000	0	0	0	0	0	0
1450	Ticket Sales	115,000	97,081	190,000	182,662	182,662	0	207,000	0	0
	Total Income	<u>274,001</u>	<u>291,666</u>	<u>428,500</u>	<u>435,478</u>	<u>435,459</u>	<u>0</u>	<u>462,446</u>	<u>0</u>	<u>0</u>
4000	Salaries	150,000	124,122	189,500	146,413	146,413	0	225,772	0	0
4001	Employers National Insurance	15,000	6,745	15,950	11,434	11,434	0	17,124	0	0
4002	Employers Pension	7,500	6,320	9,500	6,146	6,146	0	8,562	0	0
4005	Contracted Staffing	0	5,407	0	0	0	0	0	0	0
4015	Recharge staff hours	-7,000	-7,000	-7,000	-1,500	-1,500	0	-5,200	0	0
4020	COVID19	0	85	0	0	0	0	0	0	0
4120	Gas	0	0	0	0	0	0	0	0	0

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

Note: Budget Report as at 31.03.23

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4175	Equipment Maintenance	0	227	0	0	0	0	0	0	0
4182	Technical Equipment Sundries	1,000	1,901	1,000	415	415	0	1,000	0	0
4183	Technical Equipment Hire	500	71	500	410	410	0	500	0	0
4185	Equipment	5,000	4,963	3,000	2,027	2,921	0	3,000	0	0
4410	On-line charges	0	416	0	0	0	0	0	0	0
4420	Bank Charges	0	28	0	0	0	0	0	0	0
4422	Bank & Card Transactions	9,000	4,431	12,000	10,076	10,765	0	11,000	0	0
4432	Marketing	17,000	17,381	18,000	17,130	17,254	0	20,000	0	0
4433	Marketing Support	6,500	5,066	8,000	3,817	3,817	0	10,000	0	0
4481	Software/Licenses	0	840	0	-1,680	-1,680	0	0	0	0
4490	Sales System Costs	10,000	10,977	13,500	14,784	14,436	0	12,000	0	0
4700	Bar Purchases	30,000	25,957	45,000	48,202	50,000	0	42,800	0	0
4710	Bar Consumables	2,500	867	2,000	1,690	1,690	0	2,000	0	0
4715	Stocktaking	500	175	175	185	185	0	500	0	0
4720	Performance Costs	81,000	66,665	124,000	118,928	118,929	0	132,500	0	0
4728	Till App	1,000	710	1,200	840	840	0	1,200	0	0
4730	Hall Hire Services	0	367	0	0	0	0	0	0	0
4740	Licences	5,500	2,989	7,000	6,882	6,882	0	7,000	0	0
4752	Hospitality	500	597	500	177	177	0	500	0	0
4761	Confectionery	1,000	1,034	1,800	1,554	1,554	0	1,650	0	0
4762	Ices	500	867	1,000	955	955	0	1,050	0	0
4763	Snacks	1,000	915	1,125	1,413	1,502	0	1,350	0	0
	Overhead Expenditure	338,000	283,123	447,750	390,297	393,545	0	494,308	0	0
	Movement to/(from) Gen Reserve	(63,999)	8,542	(19,250)	45,181	41,914		(31,862)		

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

Note: Budget Report as at 31.03.23

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>202</u>	<u>Coffee Shop</u>									
4471	Write Off Stock	0	269	0	0	0	0	0	0	0
	Overhead Expenditure	0	269	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(269)	0	0	0		0		
<u>204</u>	<u>Building</u>									
1031	HCC Library	16,000	16,000	16,000	-4,178	10,000	0	16,000	0	0
1036	Fleet Baptist Preschool	0	1,436	0	0	0	0	0	0	0
1053	Grant money and funding	0	24,235	0	16,051	16,051	0	0	0	0
1431	Confectionery	0	0	0	0	0	0	0	0	0
	Total Income	16,000	41,671	16,000	11,873	26,051	0	16,000	0	0
4000	Salaries	75,500	75,499	78,500	78,497	78,497	0	62,485	0	0
4001	Employers National Insurance	7,500	6,682	7,850	7,851	7,851	0	6,248	0	0
4002	Employers Pension	4,000	3,997	4,000	3,989	3,989	0	3,124	0	0
4011	Staff Recruitment	0	734	400	987	987	0	500	0	0
4015	Recharge staff hours	-2,000	-2,000	-2,000	0	0	0	0	0	0
4030	Training	1,000	1,279	750	745	745	0	1,000	0	0
4041	Mileage/Travel/Sustenance	500	290	500	451	451	0	500	0	0
4110	Rates	15,000	14,346	15,000	14,829	14,829	0	15,000	0	0
4115	Water & Sewerage	9,000	-780	10,500	3,267	4,318	0	5,500	0	0
4120	Gas	18,000	20,278	21,000	32,230	32,255	0	25,200	0	0
4122	Electricity	31,000	28,581	34,000	44,997	50,435	0	40,800	0	0
4150	Cleaning	33,500	22,108	34,000	32,368	32,368	0	37,400	0	0

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

Note: Budget Report as at 31.03.23

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4151	Cleaning - Equipment	500	0	500	7	7	0	500	0	0
4152	Cleaning - Supplies	9,500	7,628	10,000	8,794	7,614	0	10,000	0	0
4155	Refuse Collection	6,000	7,407	6,250	8,204	8,204	0	6,875	0	0
4156	Recycling	1,000	1,769	2,000	1,940	1,940	0	2,200	0	0
4170	Building Maintenance	17,000	32,152	18,000	35,046	37,000	0	21,000	0	0
4172	Building Compliance	1,000	3,102	1,000	3,048	3,100	0	2,000	0	0
4175	Equipment Maintenance	1,000	0	0	0	0	0	0	0	0
4185	Equipment	1,000	3,087	1,000	1,091	1,091	0	1,000	0	0
4187	Health & Safety	1,000	2,304	1,000	2,189	2,369	0	1,000	0	0
4188	Fire and Intruder Monitoring	500	217	500	112	112	0	550	0	0
4207	Fire & Intruder Systems	2,000	1,010	1,750	1,913	1,913	0	1,925	0	0
4400	Stationery & Consumables	1,000	930	1,000	35	105	0	1,000	0	0
4445	Mobile Phones	500	484	500	507	507	0	500	0	0
4455	Postage	500	159	400	115	115	0	400	0	0
4481	Software/Licenses	500	965	500	3,010	3,010	0	2,000	0	0
4487	Wi-Fi	1,500	448	1,700	939	939	0	1,700	0	0
4745	Uniforms	500	498	300	298	298	0	300	0	0
4997	Unplanned Expenditure	0	0	0	3,268	3,268	0	0	0	0
	Overhead Expenditure	238,000	233,177	250,900	290,725	298,317	0	250,707	0	0
	Movement to/(from) Gen Reserve	(222,000)	(191,506)	(234,900)	(278,852)	(272,266)		(234,707)		
<u>205</u>	<u>Ancells Community Centre</u>									
1000	Hall Hire	15,000	22,306	25,000	26,898	26,890	0	26,000	0	0
	Total Income	15,000	22,306	25,000	26,898	26,890	0	26,000	0	0

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

Note: Budget Report as at 31.03.23

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4000	Salaries	17,000	16,998	17,500	17,480	17,480	0	25,564	0	0
4001	Employers National Insurance	1,500	1,508	1,750	1,751	1,751	0	2,014	0	0
4002	Employers Pension	2,000	2,004	2,000	2,005	2,005	0	2,167	0	0
4041	Mileage/Travel/Sustenance	500	420	500	420	420	0	500	0	0
4115	Water & Sewerage	800	750	750	-559	-642	0	825	0	0
4120	Gas	2,000	1,743	1,600	2,722	2,722	0	1,920	0	0
4122	Electricity	1,500	1,153	1,500	1,975	2,163	0	1,800	0	0
4150	Cleaning	7,000	6,069	7,350	6,871	6,871	0	8,100	0	0
4152	Cleaning - Supplies	1,500	1,991	1,500	1,492	2,671	0	1,500	0	0
4155	Refuse Collection	1,000	1,126	1,000	1,246	1,156	0	1,100	0	0
4170	Building Maintenance	2,000	1,732	2,000	3,456	3,456	0	3,000	0	0
4187	Health & Safety	0	420	0	755	755	0	0	0	0
4207	Fire & Intruder Systems	0	250	0	0	0	0	0	0	0
4280	Ancells Car Park	6,000	8,350	7,500	5,869	5,869	0	7,500	0	0
4445	Mobile Phones	300	300	300	300	300	0	300	0	0
4455	Postage	100	0	100	0	0	0	100	0	0
4740	Licences	2,300	2,125	2,500	2,576	2,576	0	3,000	0	0
	Overhead Expenditure	45,500	46,939	47,850	48,358	49,553	0	59,390	0	0
	Movement to/(from) Gen Reserve	(30,500)	(24,634)	(22,850)	(21,460)	(22,663)		(33,390)		
<u>208</u>	<u>Ancells Farm Park and Pavilion</u>									
1000	Hall Hire	0	0	0	0	0	0	0	0	0
1050	Outdoor Space Hire	0	70	0	0	0	0	0	0	0
1060	Pitch Hire	2,924	3,637	2,250	2,758	2,758	0	2,300	0	0

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

Note: Budget Report as at 31.03.23

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual YTD</u>	<u>Projected</u>	<u>Committed</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried Forward</u>
Total Income		2,924	3,707	2,250	2,758	2,758	0	2,300	0	0
4110	Rates	1,208	1,185	1,232	1,185	1,185	0	1,300	0	0
4115	Water & Sewerage	390	240	400	333	400	0	440	0	0
4120	Gas	365	306	800	424	600	0	960	0	0
4122	Electricity	265	265	350	341	458	0	420	0	0
4150	Cleaning	1,390	1,402	1,445	1,391	1,274	0	1,590	0	0
4155	Refuse Collection	0	0	0	0	91	0	0	0	0
4170	Building Maintenance	4,284	4,816	4,455	2,887	2,887	0	4,500	0	0
4175	Equipment Maintenance	470	0	485	580	580	0	500	0	0
4187	Health & Safety	312	0	325	630	630	0	325	0	0
4200	Grounds Maintenance	22,660	22,133	23,566	24,289	24,289	0	25,923	0	0
4202	Additional Ground Works	1,739	70	1,808	541	541	0	1,800	0	0
4205	CCTV	107	0	111	0	0	0	100	0	0
4220	Friends Group support	118	0	122	90	90	0	120	0	0
4225	South and South East in Bloom	107	0	110	80	80	0	100	0	0
4230	Playground Maintenance	5,100	3,493	5,300	7,961	7,961	0	5,300	0	0
4250	Tree Surgery	2,040	6,563	2,120	735	735	0	2,000	0	0
Overhead Expenditure		40,555	40,473	42,629	41,467	41,801	0	45,378	0	0
Movement to/(from) Gen Reserve		(37,631)	(36,766)	(40,379)	(38,710)	(39,043)		(43,078)		
<u>301</u>	<u>Open Spaces</u>									
1050	Outdoor Space Hire	0	120	0	0	0	0	0	0	0
1053	Grant money and funding	0	0	0	4,095	4,095	0	0	0	0

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

Note: Budget Report as at 31.03.23

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1057	Fleet Football Club Rent	0	500	0	0	0	0	0	0	0
	Total Income	0	620	0	4,095	4,095	0	0	0	0
4000	Salaries	13,400	16,910	13,987	13,630	13,630	0	15,534	0	0
4001	Employers National Insurance	1,300	1,597	1,398	1,592	1,592	0	1,553	0	0
4002	Employers Pension	700	696	699	757	757	0	777	0	0
4041	Mileage/Travel/Sustenance	816	102	848	519	519	0	800	0	0
4169	Street and Park Furniture	1,020	210	1,060	0	0	0	1,100	0	0
4170	Building Maintenance	316	0	328	140	140	0	0	0	0
4185	Equipment	1,530	186	1,591	342	342	0	1,500	0	0
4200	Grounds Maintenance	14,344	14,009	14,917	15,374	15,374	0	17,050	0	0
4202	Additional Ground Works	1,100	0	1,144	3,691	3,691	0	2,500	0	0
4206	Lamppost Maintenance	204	0	210	-34	244	0	200	0	0
4208	Speedwatch and SIDS	1,000	400	1,040	5,275	5,275	0	1,040	0	0
4250	Tree Surgery	1,040	1,325	1,080	1,105	1,105	0	1,188	0	0
4445	Mobile Phones	416	44	432	112	112	0	150	0	0
4740	Licences	224	70	100	70	70	0	100	0	0
4745	Uniforms	112	29	116	63	63	0	100	0	0
	Overhead Expenditure	37,522	35,578	38,950	42,636	42,914	0	43,592	0	0
	Movement to/(from) Gen Reserve	(37,522)	(34,958)	(38,950)	(38,541)	(38,819)		(43,592)		
<u>305</u>	<u>Town Centre</u>									
4041	Mileage/Travel/Sustenance	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	0

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

Note: Budget Report as at 31.03.23

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		0	0	0	0	0		0		
<u>310</u>	<u>Calthorpe Park</u>									
1050	Outdoor Space Hire	700	729	300	420	420	0	300	0	0
1057	Fleet Football Club Rent	2,000	500	2,000	2,000	2,000	0	2,000	0	0
1059	Refreshment Kiosk	0	0	0	2,500	2,500	0	5,500	0	0
1060	Pitch Hire	1,008	994	0	2,178	2,178	0	1,800	0	0
1064	Tennis Membership card	7,500	9,798	7,800	8,962	8,962	0	8,500	0	0
1065	Tennis Hire	1,500	3,018	2,000	1,976	1,976	0	2,000	0	0
Total Income		12,708	15,039	12,100	18,036	18,036	0	20,100	0	0
4115	Water & Sewerage	505	296	500	680	400	0	550	0	0
4122	Electricity	304	222	300	2,487	2,487	0	720	0	0
4150	Cleaning	1,485	1,262	1,544	735	735	0	1,698	0	0
4170	Building Maintenance	1,560	1,754	1,622	7,266	7,266	0	1,600	0	0
4175	Equipment Maintenance	800	0	830	160	160	0	300	0	0
4185	Equipment	884	274	919	0	0	0	900	0	0
4187	Health & Safety	316	420	328	630	630	0	330	0	0
4200	Grounds Maintenance	39,300	37,643	40,872	41,311	41,311	0	45,808	0	0
4202	Additional Ground Works	2,954	7,528	3,072	4,062	3,882	0	4,500	0	0
4205	CCTV	2,000	-937	3,000	1,702	3,050	0	3,000	0	0
4220	Friends Group support	107	107	110	-107	0	0	110	0	0
4225	South and South East in Bloom	72	50	74	55	55	0	70	0	0
4230	Playground Maintenance	1,000	2,413	1,040	225	225	0	2,000	0	0
4235	Play Equipment	0	22,500	0	0	0	0	0	0	0

Continued on next page

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

Note: Budget Report as at 31.03.23

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4250	Tree Surgery	2,392	7,776	3,000	1,899	1,900	0	3,300	0	0
4445	Mobile Phones	0	0	0	0	0	0	0	0	0
4590	Repairs and Renewals	7,000	0	7,000	0	7,000	0	7,000	0	0
4651	LTA Registration - membership	938	360	962	360	360	0	1,000	0	0
4653	Tennis Software	812	1,321	825	820	820	0	902	0	0
4740	Licences	72	70	72	70	70	0	70	0	0
4770	Write Off - Bad Debts	0	218	0	0	0	0	0	0	0
	Overhead Expenditure	62,501	83,276	66,070	62,354	70,351	0	73,858	0	0
	310 Net Income over Expenditure	-49,793	-68,237	-53,970	-44,319	-52,315	0	-53,758	0	0
6001	plus Transfer from EMR	0	23,710	0	0	0	0	0	0	0
6000	less Transfer to EMR	0	7,000	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(49,793)	(51,527)	(53,970)	(44,319)	(52,315)		(53,758)		
<u>315</u>	<u>Oakley Park</u>									
1050	Outdoor Space Hire	0	1,034	100	318	318	0	100	0	0
1053	Grant money and funding	0	191	0	18,676	18,676	0	0	0	0
1060	Pitch Hire	2,672	2,498	2,177	2,127	2,127	0	2,127	0	0
	Total Income	2,672	3,723	2,277	21,121	21,121	0	2,227	0	0
4122	Electricity	316	420	350	594	700	0	660	0	0
4150	Cleaning	1,326	1,262	1,379	1,262	1,262	0	1,517	0	0
4170	Building Maintenance	1,040	0	1,080	407	407	0	1,080	0	0
4175	Equipment Maintenance	56	0	58	0	0	0	60	0	0
4180	Equipment Hire	56	0	0	0	0	0	0	0	0

Continued on next page

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

Note: Budget Report as at 31.03.23

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4185	Equipment	0	0	0	11,676	11,676	0	0	0	0
4187	Health & Safety	316	420	328	630	630	0	330	0	0
4200	Grounds Maintenance	20,545	20,066	21,366	22,021	22,021	0	24,420	0	0
4202	Additional Ground Works	1,575	839	1,638	9,117	9,117	0	1,700	0	0
4205	CCTV	1,400	1,200	1,260	1,153	1,153	0	1,260	0	0
4220	Friends Group support	105	63	108	75	75	0	110	0	0
4225	South and South East in Bloom	97	80	90	90	90	0	90	0	0
4230	Playground Maintenance	1,040	1,269	1,080	2,377	2,377	0	1,188	0	0
4250	Tree Surgery	1,560	3,955	1,620	1,205	1,205	0	1,782	0	0
	Overhead Expenditure	29,432	29,572	30,357	50,607	50,713	0	34,197	0	0
	Movement to/(from) Gen Reserve	(26,760)	(25,849)	(28,080)	(29,487)	(29,592)		(31,970)		
<u>320</u>	<u>Basingbourne Park</u>									
1050	Outdoor Space Hire	0	70	0	30	30	0	0	0	0
1060	Pitch Hire	5,344	4,542	4,249	2,327	2,327	0	2,130	0	0
	Total Income	5,344	4,612	4,249	2,357	2,357	0	2,130	0	0
4115	Water & Sewerage	420	136	550	187	350	0	330	0	0
4122	Electricity	315	233	250	343	350	0	432	0	0
4150	Cleaning	1,326	1,262	1,382	1,262	1,262	0	1,520	0	0
4170	Building Maintenance	2,080	132	2,160	4,563	4,563	0	2,376	0	0
4185	Equipment	316	0	328	0	0	0	361	0	0
4187	Health & Safety	316	420	328	630	630	0	330	0	0
4200	Grounds Maintenance	17,470	17,064	18,168	18,726	18,726	0	20,768	0	0

Continued on next page

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

Note: Budget Report as at 31.03.23

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4202	Additional Ground Works	1,341	1,075	1,390	7,746	7,746	0	1,529	0	0
4205	CCTV	1,400	1,200	1,248	1,153	1,153	0	1,250	0	0
4220	Friends Group support	115	115	118	105	105	0	120	0	0
4225	South and South East in Bloom	105	80	108	90	90	0	100	0	0
4230	Playground Maintenance	1,040	2,302	0	2,506	2,506	0	1,188	0	0
4250	Tree Surgery	2,601	10,037	2,705	4,861	4,861	0	2,700	0	0
	Overhead Expenditure	28,845	34,055	28,735	42,173	42,342	0	33,004	0	0
	Movement to/(from) Gen Reserve	(23,501)	(29,443)	(24,486)	(39,817)	(39,985)		(30,874)		
<u>325</u>	<u>The Views</u>									
1050	Outdoor Space Hire	1,000	80	1,000	1,427	1,427	0	1,500	0	0
	Total Income	1,000	80	1,000	1,427	1,427	0	1,500	0	0
4115	Water & Sewerage	0	-20	0	0	0	0	0	0	0
4122	Electricity	137	270	200	436	350	0	504	0	0
4169	Street and Park Furniture	0	0	0	836	836	0	0	0	0
4185	Equipment	107	0	110	54	54	0	100	0	0
4200	Grounds Maintenance	7,240	7,070	7,529	7,759	7,759	0	8,608	0	0
4202	Additional Ground Works	555	837	575	41,312	41,312	0	633	0	0
4230	Playground Maintenance	4,120	4,654	4,284	126	126	0	4,712	0	0
4250	Tree Surgery	316	845	328	0	328	0	361	0	0
	Overhead Expenditure	12,475	13,656	13,026	50,524	50,765	0	14,918	0	0
	Movement to/(from) Gen Reserve	(11,475)	(13,576)	(12,026)	(49,097)	(49,338)		(13,418)		
<u>330</u>	<u>Edenbrook</u>									

Continued on next page

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

Note: Budget Report as at 31.03.23

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4200	Grounds Maintenance	3,060	2,989	3,182	3,280	3,280	0	3,641	0	0
4202	Additional Ground Works	235	0	240	0	340	0	400	0	0
4230	Playground Maintenance	2,080	418	2,163	466	466	0	1,500	0	0
4250	Tree Surgery	0	0	0	65	65	0	0	0	0
	Overhead Expenditure	5,375	3,407	5,585	3,811	4,151	0	5,541	0	0
	Movement to/(from) Gen Reserve	(5,375)	(3,407)	(5,585)	(3,811)	(4,151)		(5,541)		
<u>350</u>	<u>Cemetery</u>									
1053	Grant money and funding	0	0	0	55,000	55,000	0	0	0	0
1100	Interment Fees	10,000	19,390	18,000	18,450	18,450	0	18,600	0	0
1110	Scattering of Ashes	500	0	500	0	0	0	500	0	0
1120	Sale of Exclusive Rights	16,000	27,710	17,000	30,385	30,385	0	20,000	0	0
1121	Transfer of Exclusive Rights	1,050	3,920	1,750	1,970	1,970	0	1,750	0	0
1130	Memorial Cemetery Fees	6,450	9,318	7,000	6,800	6,800	0	7,000	0	0
1131	Memorial Roses	700	540	0	0	0	0	0	0	0
1132	Memorial Kerbstones	5,000	2,147	3,000	3,256	3,256	0	3,000	0	0
1133	Memorial Sanctums	20,000	5,830	10,000	15,162	15,162	0	12,000	0	0
1134	GoR Planted Area	700	970	700	1,916	1,916	0	700	0	0
1137	GoR Ashes digging	0	800	1,000	350	350	0	1,000	0	0
1140	Bench contribution	0	175	0	2,985	2,985	0	0	0	0
	Total Income	60,400	70,800	58,950	136,275	136,274	0	64,550	0	0
4000	Salaries	5,700	3,728	5,928	4,145	4,145	0	7,592	0	0
4002	Employers Pension	300	186	592	207	207	0	400	0	0

Continued on next page

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

Note: Budget Report as at 31.03.23

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4041	Mileage/Travel/Sustenance	530	328	294	451	451	0	450	0	0
4110	Rates	2,231	2,445	2,542	2,445	2,445	0	2,500	0	0
4115	Water & Sewerage	220	135	230	235	235	0	253	0	0
4150	Cleaning	500	0	520	0	0	0	572	0	0
4155	Refuse Collection	2,040	1,884	2,120	2,284	2,284	0	2,332	0	0
4170	Building Maintenance	520	0	540	117	117	0	500	0	0
4187	Health & Safety	0	0	0	93	93	0	0	0	0
4200	Grounds Maintenance	16,218	15,742	15,826	11,632	25,000	0	19,157	0	0
4202	Additional Ground Works	841	972	1,040	45,998	45,998	0	1,000	0	0
4203	General Upkeep	1,560	2,157	1,600	-345	0	0	1,200	0	0
4220	Friends Group support	105	0	108	0	0	0	110	0	0
4225	South and South East in Bloom	140	70	145	75	75	0	75	0	0
4250	Tree Surgery	1,040	2,051	1,080	972	972	0	1,100	0	0
4400	Stationery & Consumables	0	0	0	49	49	0	0	0	0
4445	Mobile Phones	255	251	265	280	280	0	100	0	0
4460	Subscriptions	100	95	100	95	95	0	100	0	0
4481	Software/Licenses	450	678	705	466	466	0	760	0	0
4935	GoR Memorial inscriptions	1,200	1,744	1,040	2,701	2,701	0	1,800	0	0
4936	GoR Ashes digging	100	900	500	320	320	0	500	0	0
4938	Bench Memorial Costs	0	0	0	525	525	0	0	0	0
4942	H and S Memorial repairs	316	0	325	0	325	0	325	0	0
4944	H and S Memorial inspections	1,550	0	1,550	0	1,550	0	1,000	0	0
	Overhead Expenditure	35,916	33,366	37,050	72,744	88,333	0	41,826	0	0
	Movement to/(from) Gen Reserve	24,484	37,435	21,900	63,530	47,941		22,724		

Continued on next page

Note: Budget Report as at 31.03.23

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
475	<u>Lengthsman Scheme</u>									
1053	Grant money and funding	0	3,300	3,300	3,300	3,300	0	3,300	0	0
	Total Income	0	3,300	3,300	3,300	3,300	0	3,300	0	0
4202	Additional Ground Works	0	3,300	3,300	3,010	3,010	0	3,300	0	0
	Overhead Expenditure	0	3,300	3,300	3,010	3,010	0	3,300	0	0
	Movement to/(from) Gen Reserve	0	0	0	290	290		0		
	Total Budget Income	1,491,573	1,559,080	1,707,766	1,836,039	1,850,191	0	1,880,485	0	0
	Expenditure	1,592,410	1,135,798	1,789,318	1,406,449	1,843,805	0	1,953,623	0	0
	Net Income over Expenditure	-100,837	423,282	-81,552	429,590	6,386	0	-73,138	0	0
	plus Transfer from EMR	0	51,690	0	0	0	0	0	0	0
	less Transfer to EMR	0	419,017	0	206,008	0	0	0	0	0
	Movement to/(from) Gen Reserve	(100,837)	55,954	(81,552)	223,581	6,386		(73,138)		



11/05/2023

## Fleet Town Council Current Year

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## Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31/03/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<b><u>Current Assets</u></b>	
101	Debtors Control	23,623
120	Vat Control	3,760
150	Stock - Bar	9,701
200	Bank Current/Deposit Account	729,145
210	Petty Cash - FTC	100
211	CCLA Pub Sector Deposit Fund	1,350,000
216	Nationwide deposit account	800,000
218	Cambridge B.S Savings account	100,000
220	Cash Floats	2,000
251	Petty Cash - Harlington	120
	Total Current Assets	3,018,448
	<b><u>Current Liabilities</u></b>	
500	Creditors Control	61,909
503	Christmas Festivities Town Cen	5,132
504	Christmas Day Lunch	4,765
508	Coronation 2023	11,691
515	Paye/NI Due	8,191
516	Pension Due	(0)
520	Wages Control Account	0
645	Marti Pellow Pillow Talk Nov23	7,699
654	Doors Alive Mar 23	2,427
699	Francis Rossi - May 23	6,447
700	The Paul Young Show – Oct 23	4,137
709	The Floyd Effect Oct 23	4,292
716	Voodoo Room Jun 23	700
719	Comedy Mar 23	2,268
720	Comedy Apr 23	825
721	Comedy May 23	350
725	Jazz Mar 23	(351)
726	Jazz Apr 23	80
727	Jazz May 23	67
728	Jazz Jun 23	17
729	Jazz Jul 23	17
730	Fleet Film 9 Jan 23	9
733	Fleet Film 27 Feb 23	33
734	Fleet Film 13 Mar 23	19
735	Fleet Film 27 Mar 23	5
736	90s Rewind Apr 23	3,017
739	Rock for Heroes Apr 23	3,213
740	Ultimate Elton May 23	2,222
741	Money for Nothing Jun 23	1,031
743	Legend Live Apr 23	2,397
744	Maet Live May 23	2,438
745	Black Sabbitch May 23	(240)
746	Commitments & Blues Jun 23	1,326
747	Bootleg Blondie Jun 23	1,048
748	Benidorm Tom Jul 23	1,532
749	Buble meet Sinatra Nov 23	1,021
750	Fleet Film 3 Apr 23	10
756	Tommy Cannon Apr 24	60
757	80s Rewind Nov 23	(1,200)
758	The Kast Off Kinks Sept 23	605

## Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31/03/2023

---

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
759	Starburst Noughty 90s Jul 23	212	
760	Cheesy Bingo Oct 23	222	
	Total Current Liabilities	<u>139,641</u>	
	Net Current Assets		2,878,807
	Total Assets less Current Liabilities		<u>2,878,807</u>
	<u>Represented by :-</u>		
300	Current Year Fund	420,715	
310	General Fund	123,398	
321	EMR - Pension Obligation	30,000	
329	EMR - Cemetery Mem Test 2024	3,425	
330	EMR - CP Tennis Sinking 2026	51,563	
332	EMR - S106 Sensory Garden 21	51,579	
360	Harlington Development Fund	2,198,127	
	Total Equity	<u>2,878,807</u>	<u>2,878,807</u>

Fleet Town Council Current Year  
Income and Expenditure Account for Year Ended 31 March 2023

31 March 2022		31 March 2023
	<b>Operating Income</b>	
3,963	Central Administration	26,582
1,089,794	Precept	1,145,840
7,800	Events, Town Centre and Climat	0
291,666	Harlington - Events	435,478
41,671	Building	11,873
22,306	Ancells Community Centre	26,898
3,707	Ancells Farm Park and Pavilion	2,758
620	Open Spaces	4,095
15,039	Calthorpe Park	18,036
3,723	Oakley Park	21,121
4,612	Basingbourne Park	2,357
80	The Views	1,427
70,800	Cemetery	136,275
3,300	Lengthsman Scheme	3,300
<u>1,559,080</u>	<b>Total Income</b>	<u>1,836,039</u>
	<b>Running Costs</b>	
177,441	Central Administration	204,639
2,265	Civic and Democratic	10,786
40,226	Grants	41,138
47,696	Events, Town Centre and Climat	42,539
27,980	Harlington Development	8,640
283,123	Harlington - Events	390,297
269	Coffee Shop	0
233,177	Building	290,725
46,939	Ancells Community Centre	48,358
40,473	Ancells Farm Park and Pavilion	41,467
35,578	Open Spaces	42,636
0	Town Centre	(0)
83,276	Calthorpe Park	62,354
29,572	Oakley Park	50,607
34,055	Basingbourne Park	42,173
13,656	The Views	50,524
3,407	Edenbrook	3,811
33,366	Cemetery	72,744
3,300	Lengthsman Scheme	3,010
<u>1,135,798</u>	<b>Total Expenditure</b>	<u>1,406,449</u>
	<b>General Fund Analysis</b>	
123,843	Opening Balance	329,407
1,559,080	Plus : Income for Year	1,836,039
<u>1,682,923</u>		<u>2,165,445</u>
1,135,798	Less : Expenditure for Year	1,406,449
<u>547,125</u>		<u>758,996</u>
217,718	Transfers TO / FROM Reserves	206,008
<u>329,407</u>	<b>Closing Balance</b>	<u>552,988</u>

## Fleet Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2023

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	28/02/2023 HSBC	729,144.87
2	31/03/2022 Petty Cash	100.00
		729,244.87
<u>Other Cash &amp; Bank Balances</u>		
	CCLA Pub Sector Deposit Fund	1,350,000.00
	CO-OP fixed term account	0.00
	Cambridge B.S Savings account	100,000.00
	Cash Floats	2,000.00
	Contra Cheque Account	0.00
	Deposit Bond a/c	0.00
	Nationwide deposit account	800,000.08
	Petty Cash - Harlington	120.00
	Unity Trust deposit account	0.00
		2,252,120.08
	Closing Balance	2,981,364.95
<u>All Cash &amp; Bank Accounts</u>		
1	Bank Current/Deposit Account	729,144.87
2	Petty Cash - FTC	100.00
	Other Cash & Bank Balances	2,252,120.08
	Total Cash & Bank Balances	2,981,364.95

Date: 19/04/2023

Fleet Town Council Current Year

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Cashbook 1

User: SM

Bank Current/Deposit Account

Payments made between 01/03/2023 and 31/03/2023

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
01/03/2023	Vodafone Limited	DD139	37.28	37.28		500			Mobile phones 18/2-17/3
01/03/2023	HSBC	DD140	113.14	113.14		500			Bank Charges
02/03/2023	BT Payment Services Ltd	DD141	93.89	93.89		500			Broadband Feb23
03/03/2023	BACS P/L Pymnt Page 2128	BACS Pymnt	92,583.93	92,583.93		500			BACS P/L Pymnt Page 2128
10/03/2023	Fleet Town Council	DD	3,081.23			516		3,081.23	L&G Pension Mar 23
13/03/2023	HSBC	DD142	63.74	63.74		500			Bank Charges
13/03/2023	HSBC	DD143	64.00	64.00		500			Bank charges
14/03/2023	Payment Sense Ltd	DD145	218.21	218.21		500			Bank charges
14/03/2023	Payment Sense Ltd	DD146	29.36	29.36		500			bank charges
14/03/2023	HSBC	DD153	1,137.19	1,137.19		500			Credit Card Feb 23
14/03/2023	Payment Sense Ltd	DD154	113.94	113.94		500			CARD CHARGES
16/03/2023	Global Payments - Direct Debit	DD147	589.87	589.87		500			bank charges
20/03/2023	NPower - Direct Debits	DD144	16.76	16.76		500			Elec 1/1-31/1/23
20/03/2023	NPower - Direct Debits	DD148	48.40	48.40		500			Elec 1/1-31/1/23
20/03/2023	NPower - Direct Debits	DD149	32.89	32.89		500			Elec 1/1-31/1/23
20/03/2023	Central Computer Management Lt	DD150	72.00	72.00		500			Payroll Feb 23
20/03/2023	NPower - Direct Debits	DD151	211.30	211.30		500			Elec 1/1-31/1/23
20/03/2023	NPower - Direct Debits	DD152	258.23	258.23		500			Elec 1/1-31/1/23
20/03/2023	Fleet Town Council	DDR	23,755.72			516		110.74	Payroll Mar 2023
						520		23,644.98	Payroll Mar 2023
22/03/2023	Fleet Town Council	DDR	8,466.72			515		8,466.72	Inland Rev Mar 23
24/03/2023	BACS P/L Pymnt Page 2138	BACS Pymnt	59,707.06	59,707.06		500			BACS P/L Pymnt Page 2138
24/03/2023	Payment Sense Ltd	DD155	17.88	17.88		500			CARD CHARGES
24/03/2023	BOC Ltd	DD156	175.00	175.00		500			GAS
28/03/2023	Booker Limited	DD157	316.70	316.70		500			BAR SUPPLIES
29/03/2023	Vodafone Limited	DD158	37.28	37.28		500			MOBILE PHONE
29/03/2023	HSBC	DD159	81.85	81.85		500			BANK CHARGES
30/03/2023	BT Payment Services Ltd	DD160	93.89	93.89		500			TEL CHARGES
30/03/2023	Global Payments - Direct Debit	DD161	36.00	36.00		500			BANK CHARGES
Total Payments:			191,453.46	156,149.79	0.00			35,303.67	

11/05/2023

Fleet Town Council Current Year

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Sales Ledger Aged Account Balances

User: RH

## Outstanding Balances by Month as at 31/03/2023

A/C Code	Customer Name	Balance	Mar 2023	Feb 2023	Jan 2023	Prior Months	On A/c Pymnts
Ledger No 1, Sales Ledger 1							
ARTS SOCIE	ARTS	108.00	108.00	0.00	0.00	0.00	0.00
BABY	BABY	2,175.60	716.40	0.00	0.00	1,459.20	0.00
BAKER	TWG	99.00	99.00	0.00	0.00	0.00	0.00
BALLETSCH	BALLET	928.20	928.20	0.00	0.00	0.00	0.00
BID	FLEET BID	2,400.00	2,400.00	0.00	0.00	0.00	0.00
BLOODNAT	BLO	399.60	399.60	0.00	0.00	0.00	0.00
CALEBS	CALEBS COFFEE	500.00	500.00	0.00	0.00	0.00	0.00
CEMETERY	CEM	5,426.56	3,860.00	0.00	0.00	1,566.56	0.00
CEROC	CER	1,644.00	1,644.00	0.00	0.00	0.00	0.00
DALBY	DALBY	71.76	71.76	0.00	0.00	0.00	0.00
DISCOKATE	DIS	297.00	297.00	0.00	0.00	0.00	0.00
DOUGHTY	DOU	70.94	0.00	0.00	0.00	70.94	0.00
EDWARDS	EDW	834.32	834.32	0.00	0.00	0.00	0.00
EWEN	VICKY	153.60	153.60	0.00	0.00	0.00	0.00
FLEET COLT	COLTS	1,668.00	0.00	1,668.00	0.00	0.00	0.00
FTFC	FLEET	600.00	600.00	0.00	0.00	0.00	0.00
GOULDEN	SELINA GOULDEN	87.84	0.00	87.84	0.00	0.00	0.00
HAINES	HAI	16.20	16.20	0.00	0.00	0.00	0.00
JEWETT	C JEWETT	92.70	92.70	0.00	0.00	0.00	0.00
KAWWANN	KAW	263.52	0.00	263.52	0.00	0.00	0.00
LT DANCE	LT	881.67	881.66	0.01	0.00	0.00	0.00
MESSENGER	MESSENGER	770.97	770.97	0.00	0.00	0.00	0.00
MMF	MONKEY MUSIC FLEET	204.00	204.00	0.00	0.00	0.00	0.00
PARAFIT	PARA	42.00	42.00	0.00	0.00	0.00	0.00
PARTIES	BUTT	108.00	108.00	0.00	0.00	0.00	0.00
PRE	AF	1,871.62	1,158.82	712.80	0.00	0.00	0.00
PREETHIKHARAVICHANTHAAR		44.86	44.86	0.00	0.00	0.00	0.00
ROCK CHOIR	CHOIR	576.00	576.00	0.00	0.00	0.00	0.00
SALSA	SALSA	76.50	76.50	0.00	0.00	0.00	0.00
SCARLETT	SUE	36.00	36.00	0.00	0.00	0.00	0.00
SEEDALL	SEE	743.40	329.69	413.71	0.00	0.00	0.00
TEA	TEA	231.30	231.30	0.00	0.00	0.00	0.00
TIFF	TIFF	79.38	0.00	0.00	0.00	79.38	0.00
U3A HARLY	U3A	120.00	120.00	0.00	0.00	0.00	0.00
Total Sales Ledger No 1		23,622.54	17,300.58	3,145.88	0.00	3,176.08	0.00
TOTAL SALES LEDGER BALANCES		23,622.54	17,300.58	3,145.88	0.00	3,176.08	0.00

Date: 27/04/2023

Fleet Town Council Current Year

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Time: 15:48

VAT Return: 01/01/2023 - 31/03/2023

User: SM

<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		10		3,889.15	3,889.15	0.00
Cashbook	1		11		4,596.34	4,596.34	0.00
Cashbook	1		12		3,984.93	3,984.93	0.00
		OUTPUT		Total Rate: E	12,470.42	12,470.42	0.00
Cashbook	1		9		-0.03	-0.03	0.00
Sales Ledger	1	978	10		1,668.00	1,390.00	278.00
Sales Ledger	1	979	10		-36.00	-30.00	-6.00
Sales Ledger	1	982	10		1,620.00	1,350.00	270.00
Sales Ledger	1	984	10		1,716.00	1,430.00	286.00
Sales Ledger	1	985	10		-122.40	-102.00	-20.40
Sales Ledger	1	986	10		40.80	34.00	6.80
Sales Ledger	1	987	10		40.80	34.00	6.80
Sales Ledger	1	988	10		2,230.00	1,858.33	371.67
Sales Ledger	1	989	10		7,802.70	6,502.25	1,300.45
Sales Ledger	1	990	10		2,764.08	2,303.43	460.65
Sales Ledger	1	994	10		500.00	416.67	83.33
Cashbook	1		10		52,571.89	44,243.53	8,328.36
Sales Ledger	1	991	11		624.00	520.00	104.00
Sales Ledger	1	992	11		46.26	38.55	7.71
Sales Ledger	1	995	11		-1,858.86	-1,549.05	-309.81
Sales Ledger	1	997	11		297.00	247.50	49.50
Sales Ledger	1	998	11		20.40	17.00	3.40
Sales Ledger	1	999	11		3,276.88	2,730.78	546.10
Sales Ledger	1	1000	11		99.00	82.50	16.50
Sales Ledger	1	1001	11		243.00	202.50	40.50
Sales Ledger	1	1002	11		816.00	680.00	136.00
Sales Ledger	1	1003	11		369.60	308.00	61.60
Sales Ledger	1	1004	11		7,618.10	6,348.42	1,269.68
Cashbook	1		11		48,636.58	40,599.52	8,037.06
Journal		1621	11		18,787.08	15,655.90	3,131.18
Sales Ledger	1	1006	12		4,516.00	3,763.33	752.67
Sales Ledger	1	1007	12		720.00	600.00	120.00
Sales Ledger	1	1008	12		480.00	400.00	80.00
Sales Ledger	1	1009	12		85.50	71.25	14.25
Sales Ledger	1	1011	12		4,265.88	3,554.95	710.93
Sales Ledger	1	1012	12		7,824.16	6,520.14	1,304.02
Sales Ledger	1	1013	12		58.14	48.45	9.69
Sales Ledger	1	1014	12		324.00	270.00	54.00
Sales Ledger	1	1015	12		739.80	616.50	123.30
Sales Ledger	1	1017	12		36.00	30.00	6.00
Cashbook	1		12		44,226.87	36,969.92	7,256.95
Journal		1625	12		1,572.84	1,310.70	262.14
		OUTPUT		Total Rate: S	214,620.07	179,467.04	35,153.03

Date: 27/04/2023

Fleet Town Council Current Year

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Time: 15:48

VAT Return: 01/01/2023 - 31/03/2023

User: SM

<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>
Sales Ledger	1	978	10		1,359.70	1,359.70	0.00
Sales Ledger	1	982	10		180.00	180.00	0.00
Sales Ledger	1	984	10		180.00	180.00	0.00
Sales Ledger	1	988	10		170.00	170.00	0.00
Sales Ledger	1	994	10		3,560.00	3,560.00	0.00
Sales Ledger	1	996	10		1,320.00	1,320.00	0.00
Cashbook	1		10		155.00	155.00	0.00
Sales Ledger	1	992	11		1,407.19	1,407.19	0.00
Sales Ledger	1	993	11		150.00	150.00	0.00
Sales Ledger	1	995	11		295.00	295.00	0.00
Sales Ledger	1	1002	11		180.00	180.00	0.00
Sales Ledger	1	1003	11		0.01	0.01	0.00
Sales Ledger	1	1004	11		1,780.00	1,780.00	0.00
Cashbook	1		11		4,595.00	4,595.00	0.00
Sales Ledger	1	1006	12		360.00	360.00	0.00
Sales Ledger	1	1007	12		180.00	180.00	0.00
Sales Ledger	1	1008	12		180.00	180.00	0.00
Sales Ledger	1	1009	12		4,690.00	4,690.00	0.00
Sales Ledger	1	1010	12		2,080.00	2,080.00	0.00
Sales Ledger	1	1012	12		2,460.00	2,460.00	0.00
Sales Ledger	1	1016	12		160.00	160.00	0.00
Cashbook	1		12		4,014.06	4,014.06	0.00
		OUTPUT		Total Rate: Z	29,455.96	29,455.96	0.00
Purchase Ledger	1	1138	11		118.80	118.80	0.00
		INPUT		Total Rate: E	118.80	118.80	0.00
Purchase Ledger	1	1122	10		1,687.09	1,606.75	80.34
Purchase Ledger	1	1131	11		26.80	25.48	1.32
Purchase Ledger	1	1132	11		634.24	604.03	30.21
Purchase Ledger	1	1138	11		26.76	25.44	1.32
Purchase Ledger	1	1142	11		567.58	540.55	27.03
Purchase Ledger	1	1139	12		24.06	22.88	1.18
Purchase Ledger	1	1150	12		297.46	283.30	14.16
Purchase Ledger	1	1152	12		1,048.67	998.47	50.20
		INPUT		Total Rate: F	4,312.66	4,106.90	205.76
Purchase Ledger	1	1152	12		202.15	192.22	9.93
		INPUT		Total Rate: G	202.15	192.22	9.93
Purchase Ledger	1	1109	10		3,352.53	2,793.77	558.76
Purchase Ledger	1	1112	10		3,412.41	2,843.67	568.74
Purchase Ledger	1	1115	10		2,336.67	1,947.22	389.45



<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	1119	10		0.00	0.00	0.00
Purchase Ledger	1	1120	10		1,431.23	1,192.68	238.55
Purchase Ledger	1	1122	10		45,106.13	37,588.43	7,517.70
Purchase Ledger	1	1125	10		954.98	827.96	127.02
Purchase Ledger	1	1126	10		3,991.22	3,501.26	489.96
Purchase Ledger	1	1121	11		3,372.43	2,810.36	562.07
Purchase Ledger	1	1128	11		56,496.34	47,080.28	9,416.06
Purchase Ledger	1	1131	11		186.00	155.00	31.00
Purchase Ledger	1	1132	11		323.38	269.48	53.90
Purchase Ledger	1	1133	11		-2,400.00	-2,000.00	-400.00
Purchase Ledger	1	1134	11		7,964.91	6,643.56	1,321.35
Purchase Ledger	1	1136	11		1,944.12	1,630.75	313.37
Purchase Ledger	1	1138	11		21,032.48	17,527.06	3,505.42
Purchase Ledger	1	1142	11		203.17	169.31	33.86
Purchase Ledger	1	1135	12		1,564.74	1,303.95	260.79
Purchase Ledger	1	1139	12		25,840.18	21,533.48	4,306.70
Purchase Ledger	1	1141	12		0.00	0.00	0.00
Purchase Ledger	1	1143	12		5,002.39	4,197.99	804.40
Purchase Ledger	1	1144	12		36,209.14	30,331.96	5,877.18
Purchase Ledger	1	1146	12		1,927.88	1,736.72	191.16
Purchase Ledger	1	1148	12		14,273.12	11,894.27	2,378.85
Purchase Ledger	1	1150	12		1,213.87	1,105.48	108.39
Purchase Ledger	1	1151	12		96.00	80.00	16.00
Purchase Ledger	1	1152	12		162.00	135.00	27.00
		INPUT		Total Rate: S	235,997.32	197,299.64	38,697.68
Purchase Ledger	1	1109	10		75.00	75.00	0.00
Purchase Ledger	1	1112	10		29,236.02	29,236.02	0.00
Purchase Ledger	1	1115	10		795.00	795.00	0.00
Purchase Ledger	1	1120	10		18.99	18.99	0.00
Purchase Ledger	1	1122	10		3,258.93	3,258.93	0.00
Purchase Ledger	1	1121	11		4,477.41	4,477.41	0.00
Purchase Ledger	1	1128	11		13,243.69	13,243.69	0.00
Purchase Ledger	1	1134	11		146.77	146.77	0.00
Purchase Ledger	1	1135	12		2,663.22	2,663.22	0.00
Purchase Ledger	1	1139	12		3,685.57	3,685.57	0.00
Purchase Ledger	1	1143	12		3,976.82	3,976.82	0.00
Purchase Ledger	1	1144	12		7,582.50	7,582.50	0.00
Purchase Ledger	1	1148	12		752.50	752.50	0.00
		INPUT		Total Rate: Z	69,912.42	69,912.42	0.00



## ASSET LIST BY GROUP AND LOCATION

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
Buildings - Ancells Farm Community Centre				
BU014	Ancells Community Centre	1.00	1.00	506,000.00
TOTAL FOR Buildings - Ancells Farm Community Centre		1.00	1.00	506,000.00
Buildings - Ancells Farm Pavilion				
BU013	Ancells Farm Pavilion	1.00	1.00	155,000.00
TOTAL FOR Buildings - Ancells Farm Pavilion		1.00	1.00	155,000.00
Buildings - Basingbourne Park				
BU003	Basingbourne Sports Pavilion	1.00	1.00	170,000.00
BU004	Scout Hut, Basingbourne	1.00	1.00	265,000.00
BU005	Lion's Community Store GU526TQ	1.00	1.00	137,000.00
TOTAL FOR Buildings - Basingbourne Park		3.00	3.00	572,000.00
Buildings - Calthorpe Park				
BU006	Calthorpe Cricket Pavilion Clubhouse	1.00	1.00	547,000.00
BU007	Calthorpe Pavilion	1.00	1.00	33,000.00
BU008	Calthorpe Hut	1.00	1.00	44,000.00
BU009	Calthorpe Football Clubhouse (Fleet Town Football Club)	1.00	1.00	297,000.00
BU010	Calthorpe Football Club Dressing Room (Fleet Town Football Club)	1.00	1.00	136,000.00
BU011	Calthorpe Scout HQ	1.00	1.00	1.00
TOTAL FOR Buildings - Calthorpe Park		6.00	6.00	1,057,001.00
Buildings - Cemetery				
BU001	Fleet Cemetery Shelter	1.00	1.00	5,599.00
BU002	Fleet Cemetery Toilet block	1.00	1.00	1.00
TOTAL FOR Buildings - Cemetery		2.00	2.00	5,600.00
Buildings - Fleet Town Council				
BU015	War Memorial	1.00	1.00	40,000.00
TOTAL FOR Buildings - Fleet Town Council		1.00	1.00	40,000.00
Buildings - Oakley Park				
BU012	Oakley Pavilion	1.00	1.00	66,000.00
TOTAL FOR Buildings - Oakley Park		1.00	1.00	66,000.00
Contents - Ancells Farm Community Centre				
CON00826	Blue Padded Chairs x82	1,500.00	1,500.00	2,060.00
CON00827	Tressle Tables fold downx 14	1.00	1.00	1,072.00
CON00828	Curtain poles	1.00	1.00	29.00
CON00829	Plastic red chairs	1.00	1.00	483.00
CON00830	Childrens brown chairs x12	1.00	1.00	367.00
CON00831	Coat rail on Wheels	1.00	1.00	43.00
CON00832	Wooden leaflet rack	1.00	1.00	155.00
CON00833	Notice boards x3	1.00	1.00	130.00
CON00834	clock	1.00	1.00	7.00
CON00835	Paper hand towel dispenser	1.00	1.00	18.00
CON00836	Toilet roll holders x5	1.00	1.00	23.00
CON00837	Soap dispensers x4	1.00	1.00	11.00
CON00838	Hand driers x4	1.00	1.00	192.00
CON00839	Small bins x5	1.00	1.00	16.00
CON00840	sinks x8	1.00	1.00	783.00
CON00841	toilets x6	1.00	1.00	1,221.00
CON00842	urinals x2	1.00	1.00	610.00
CON00843	Table trolley	1.00	1.00	390.00

## ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00844	Chair trolley	1.00	1.00	170.00
CON00845	tea urn	1.00	1.00	172.00
CON00846	kettle	1.00	1.00	26.00
CON00847	gas boiler	1.00	1.00	556.00
CON00848	fridge	1.00	1.00	356.00
CON00849	Cups and saucers	1.00	1.00	82.00
CON00850	mugs	1.00	1.00	21.00
CON00851	Odd saucers	1.00	1.00	402.00
CON00852	tea plates	1.00	1.00	116.00
CON00853	Tea pots x4	1.00	1.00	31.00
CON00854	chopping board	1.00	1.00	28.00
CON00855	Washing up bowls x2	1.00	1.00	6.00
CON00856	trays x2	1.00	1.00	6.00
CON00857	buckets	1.00	1.00	6.00
CON00858	brooms	1.00	1.00	25.00
CON00859	Dustpan and brush	1.00	1.00	3.00
CON00860	Chubb Water extinguisher x2	1.00	1.00	35.00
CON00861	Chubb Foam extinguisher x2	1.00	1.00	35.00
CON00862	Chubb Co2 extinguisher x2	1.00	1.00	35.00
CON00863	Chubb Fire blanket	1.00	1.00	21.00
CON00864	Step ladder	1.00	1.00	27.00
CON00865	Office table	1.00	1.00	191.00
CON00866	Scissor Broom	1.00	1.00	48.00
CON00867	Metal cabinet	1.00	1.00	46.00
CON00868	Kitchen cabinets x5	1.00	1.00	567.00
CON00869	CCTV cameras x2	258.00	258.00	309.00
TOTAL FOR Contents - Ancells Farm Community Centre		1,800.00	1,800.00	10,930.00
Contents - Harlington				
CON00082	Asland Freezer	1.00	1.00	721.00
CON00582	Sink	1.00	1.00	82.00
CON00583	Double cupboard	1.00	1.00	103.00
CON00584	Slim wall cupboard	1.00	1.00	52.00
CON00585	Triton Instant water heater	1.00	1.00	124.00
CON00586	Fridge	1.00	1.00	124.00
CON00587	Bin	1.00	1.00	19.00
CON00588	Breville Kettle	1.00	1.00	21.00
CON00808	Centre Carpeting	1.00	1.00	25,750.00
CON00809	Cherokee Hall Floor	1.00	1.00	20,600.00
CON00810	Dance Studio: Floor, Mirror and Ballet bars	10,000.00	10,000.00	10,300.00
CON00811	Reception Fixture	1.00	1.00	14,320.00
CON00812	Café Fixture	1.00	1.00	23,690.00
CON00813	Stage	1.00	1.00	26,265.00
CON00887	Office chair (red) x2	160.00	160.00	160.00
CON00888	Cupboard	120.00	120.00	120.00
CON00889	Grey Cupboard	120.00	120.00	120.00
CON00890	Straight Desk x2	180.00	180.00	180.00
CON00891	4ft Grey table	80.00	80.00	80.00
CON00892	6ft Grey table x3	300.00	300.00	300.00
CON00893	Titan Pressure Washer and attachments (Market Trader Store)	176.00	176.00	176.00
TOTAL FOR Contents - Harlington		11,149.00	11,149.00	123,307.00
Contents - Harlington - 1st Floor Disabled Room				
CON00546	sink	1.00	1.00	124.00
CON00547	Toilet roll holder x3	1.00	1.00	77.00
CON00548	hand rail	1.00	1.00	26.00

## ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00549	hand rail x2	1.00	1.00	82.00
CON00550	Baby changing platform v	1.00	1.00	155.00
CON00551	toilet	1.00	1.00	206.00
TOTAL FOR Contents - Harlington - 1st Floor Disabled Room		6.00	6.00	670.00
Contents - Harlington - Auditorium				
CON00225	Projector Bracket	40.00	40.00	41.00
CON00247	Samsung QE85Q60TAU Large TV	1,990.00	1,990.00	2,050.00
CON00249	Samsung QE85Q60TAU Large TV	1,990.00	1,990.00	2,050.00
CON00277	Soundlab Stage Lighting x2	200.00	200.00	206.00
CON00287	Thomas Long Nose PAR 64 Stage Lighting x8	240.00	240.00	247.00
CON00293	ProLights STUDIOCOBFC Full Colour Projector Lights x4	1,192.00	1,192.00	1,228.00
CON00294	Long Nose Par 64 Stage Lighting (Par) x6	240.00	240.00	247.00
CON00297	Fixed 90 ? Scaff Clamps x4	20.00	20.00	21.00
CON00299	Martin Mac 250Stage Lighting x2	500.00	500.00	515.00
CON00301	L'Accoustics (SB18) Speaker x4	8,000.00	8,000.00	8,240.00
CON00305	Atlantic Rectangular Folding Tables x8	440.00	440.00	453.00
CON00306	Wooden Steps x2	200.00	200.00	206.00
CON00396	20M HDMI	30.00	30.00	31.00
CON00458	Martin Mac 700 Stage Lighting x2	1,500.00	1,500.00	1,545.00
CON00461	Starville Stage Lighting (Blinders) x2	600.00	600.00	618.00
CON00696	L'Accoustics Wifo Bump Speaker Rigging x2	800.00	800.00	824.00
CON00697	Boom Arm Scaff x4	60.00	60.00	62.00
CON00715	Mirror Ball & Motor	250.00	250.00	258.00
CON00718	Ethernet (Through Wall) x6	100.00	100.00	103.00
CON00719	Stage Lighting (S4)	200.00	200.00	206.00
CON00742	ETC Source 4 Jnr 50 ? Stage Lighting (S4) x9	1,800.00	1,800.00	1,854.00
CON00753	L'Accoustics (Arcs Wide) Speaker x4	8,000.00	8,000.00	8,240.00
CON00754	Optima Projector	2,000.00	2,000.00	2,060.00
CON00755	Boom Arm Brackets x4	40.00	40.00	41.00
TOTAL FOR Contents - Harlington - Auditorium		30,432.00	30,432.00	31,346.00
Contents - Harlington - Baby Changing Room				
CON00531	Baby changing stand	1.00	1.00	155.00
CON00532	wall mirror	1.00	1.00	62.00
CON00533	sink	1.00	1.00	103.00
CON00534	toilet	1.00	1.00	206.00
CON00535	handrail x4	1.00	1.00	103.00
TOTAL FOR Contents - Harlington - Baby Changing Room		5.00	5.00	629.00
Contents - Harlington - Backstage Corridor				
CON00478	Mirrors x3	1.00	1.00	309.00
CON00479	stair lift	1.00	1.00	1.00
CON00804	Marketing Cabinet	1.00	1.00	300.00
TOTAL FOR Contents - Harlington - Backstage Corridor		3.00	3.00	610.00
Contents - Harlington - Bar				
CON00060	KING KG350SL Fridge (Hall)	470.00	470.00	484.00
CON00061	Glacial Fridge (Hall)	1.00	1.00	515.00
CON00062	Osborne Wine Fridge (Function Room)	1.00	1.00	412.00
CON00063	King Fridge (Function Room)	1.00	1.00	515.00
CON00064	Glacial Fridge (Hall)	1.00	1.00	515.00
CON00065	Interleven Ice cream Freezer (Hall)	1.00	1.00	751.00
CON00136	175ml metal measure x4	1.00	1.00	27.00
CON00144	175ml Wine Glass x8	1.00	1.00	14.00
CON00145	250ml Wine Glasses x66	1.00	1.00	114.00
CON00146	Champagne Flutes x84	170.00	170.00	166.00

## ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00147	Cocktail jam jar glass x13	1.00	1.00	25.00
CON00148	Stainless Steel Wine Cooler x5	1.00	1.00	54.00
CON00149	pitchers x15	1.00	1.00	108.00
CON00150	ice buckets x6	1.00	1.00	116.00
CON00300	ice maker	500.00	500.00	720.00
CON00403	Double Bottle brackets(optics) x6	90.00	90.00	93.00
CON00404	Bottle brackets(optics) x8	1.00	1.00	115.00
CON00405	sink	66.00	66.00	103.00
CON00406	shot glasses x 60	15.00	15.00	35.00
CON00407	first aid box	1.00	1.00	28.00
CON00408	1.5 litres Glass Jugs x7	20.00	20.00	19.00
CON00409	50ml Metal measure x6	1.00	1.00	27.00
CON00410	250ml metal measure x4	1.00	1.00	31.00
CON00411	Grosch metal Drip Tray x3	1.00	1.00	68.00
CON00412	Metal Measure Spike x44	1.00	1.00	45.00
CON00413	Metal Tongs x3	1.00	1.00	19.00
CON00414	Bottle Openers x3	1.00	1.00	34.00
CON00415	2 shelf movable cupboard	1.00	1.00	103.00
CON00416	Spirit Tumbler Glass x22 - Bar	1.00	1.00	25.00
CON00436	Tommy Tucker Popcorn Machine x2	1.00	1.00	639.00
CON00437	Polar Vertical wine fridge	1.00	1.00	515.00
CON00438	Sharp Till x2	1,988.00	1,988.00	3,605.00
CON00439	Lotus Till	1,738.00	1,738.00	1,803.00
TOTAL FOR Contents - Harlington - Bar		5,081.00	5,081.00	11,843.00
Contents - Harlington - Box Office / Front Office				
CON00026	Dell Optiplex 3050 Computer (MA)	1.00	1.00	706.00
CON00027	Dell Optiplex 3050 Computer (EPOS)	1.00	1.00	706.00
CON00028	Dell Optiplex 7060MFF Computer (DM)	685.00	685.00	706.00
CON00029	Dell Optiplex 5040 Computer (CBM) spare	1.00	1.00	706.00
CON00034	Dell Optiplex 7060 Computer (BO)	1.00	1.00	706.00
CON00093	HP Laserjet Pro MFP M283fdw Printer	329.00	329.00	339.00
CON00221	Reception desk	1.00	1.00	1,854.00
CON00222	Fire control Panel	1.00	1.00	515.00
CON00223	Dell Computer Monitor x5	1.00	1.00	773.00
CON00224	HannasG Computer Monitor	1.00	1.00	155.00
CON00232	Panasonic KXT7710 Phone	1.00	1.00	62.00
CON00233	BT Handsfree Phone	1.00	1.00	52.00
CON00234	Panasonic Phone x3	1.00	1.00	185.00
CON00235	Wooden Cabinet	1.00	1.00	206.00
CON00237	office chair blue (arms) x4	400.00	400.00	412.00
CON00238	Desks x3	1.00	1.00	309.00
CON00239	Pedestals x2	1.00	1.00	371.00
CON00240	Safe	4,264.00	4,264.00	4,400.00
CON00241	metal 2 drawer filing cabinet	1.00	1.00	206.00
CON00242	small metal drawer cabinets x2	1.00	1.00	62.00
CON00243	ICOM Radio dockstation x6	1.00	1.00	124.00
CON00244	Ear Pieces x5	1.00	1.00	103.00
CON00245	Sterling Key Cabinet (small)	1.00	1.00	31.00
CON00246	Sealey Key cabinet (Large)	51.00	51.00	41.00
CON00248	First aid Equipment	1.00	1.00	155.00
CON00250	Locker (Small)	1.00	1.00	62.00
CON00251	Locker (Large)	1.00	1.00	93.00
CON00252	Coat Hooks	1.00	1.00	15.00
CON00253	Magnetic Whiteboard	65.00	65.00	67.00
CON00254	Noticeboard	50.00	50.00	52.00
CON00255	LG TV Screen	1.00	1.00	412.00

## ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00256	Electric Mobile radiator	1.00	1.00	31.00
CON00257	Vodafone Smart N9 Lite Mobile phone (Ticket scanner)	1.00	1.00	103.00
CON00258	Alcatel Mobile phone (Ticket scanner)	1.00	1.00	103.00
CON00259	Scanner Cradles x2	1.00	1.00	927.00
CON00260	zzap Cash scales	1.00	1.00	103.00
CON00261	Cash Boxes (small) x13	1.00	1.00	134.00
CON00262	Datamax Metal filing Cabinet	1.00	1.00	155.00
CON00263	Cash Boxes (Large) x4	1.00	1.00	82.00
CON00264	Loudhaler	1.00	1.00	31.00
CON00265	Protective Screen	560.00	560.00	577.00
CON00268	Bush DVD Player	1.00	1.00	26.00
CON00302	AOC (Black) CCTV Monitor	140.00	140.00	155.00
CON00303	Lorex CCTV Recorder	1.00	1.00	618.00
CON00304	BOCA ticket printer	600.00	600.00	890.00
CON00874	Fellowes Mars Laminator	110.00	110.00	110.00
CON00875	Fellowes Mars Laminator	268.00	268.00	280.00
CON00884	Quartz Clock	1.00	1.00	7.00
CON00894	Dell Computer (CBM)	1.00	1.00	1.00
TOTAL FOR Contents - Harlington - Box Office / Front Office		7,559.00	7,559.00	18,919.00
Contents - Harlington - Cafe				
CON00018	Sharp Till	995.00	995.00	1,803.00
CON00020	Wash Basin	1.00	1.00	82.00
CON00021	Lotus Handwash Dispenser	1.00	1.00	10.00
CON00031	Milk jug small x21	1.00	1.00	54.00
CON00035	Teaspoons x16	1.00	1.00	4.00
CON00036	Cutlery holder silver	45.00	45.00	62.00
CON00037	Panasonic KXT7710 phone	1.00	1.00	62.00
CON00043	DVA LT8 Water Softener	120.00	120.00	129.00
CON00046	Milk Probe	1.00	1.00	9.00
CON00059	High chairs x3	1.00	1.00	133.00
CON00066	Bravilor Bonamat Novo Coffee Pot machine	240.00	240.00	258.00
CON00069	Conti Coffee grinder	1.00	1.00	515.00
CON00070	Lincat Lynx 400 Electric Convection Oven	395.00	395.00	567.00
CON00071	Buffalo Pro Sandwich Grill	1.00	1.00	185.00
CON00072	Buffalo NBB3F A001 Hot Water Machine	295.00	295.00	515.00
CON00073	Conti Coffee Maker	1,466.00	1,466.00	2,000.00
CON00074	Polar Drinks Chiller	395.00	395.00	464.00
CON00075	Beko Floor Fridge 4 shelf	1.00	1.00	155.00
CON00076	Blizzard Display Fridge	1.00	1.00	618.00
CON00077	Silver trolley	1.00	1.00	98.00
CON00078	Lincat Warmer with Gantry	295.00	295.00	515.00
CON00079	Ariston Industrial Dishwasher	1.00	1.00	1,800.00
CON00080	Gtech Air Ram vacuum cleaner	1.00	1.00	206.00
CON00151	Insulated coffee jugs x18	24.00	24.00	445.00
CON00226	Chocolate Shaker Drum	1.00	1.00	5.00
CON00227	small metal plate stackers x4	1.00	1.00	41.00
CON00228	white ramekim (large)	1.00	1.00	2.00
CON00229	Tongs (Large) x4	1.00	1.00	19.00
CON00230	Table top Fan	1.00	1.00	26.00
CON00231	ladybird timer	1.00	1.00	5.00
CON00307	Bar Stools x10	555.00	555.00	577.00
CON00308	Tall Bar Table x5	295.00	295.00	309.00
CON00370	Jubilee Mugs large x25	1.00	1.00	47.00
CON00371	Tea Cups white x22	1.00	1.00	18.00
CON00372	Rapmaster 3000 Clingfilm Container	1.00	1.00	31.00
CON00380	Ceramic pepper pots x15	1.00	1.00	30.00

## ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00381	Ceramic salt pots x10	1.00	1.00	30.00
CON00382	knife sharpener	1.00	1.00	26.00
CON00383	large white teapots x5	1.00	1.00	62.00
CON00384	Tea Saucers x37	1.00	1.00	26.00
CON00385	Chopping board white x2	1.00	1.00	24.00
CON00388	Chopping board blue	1.00	1.00	24.00
CON00389	Chopping board red	1.00	1.00	24.00
CON00390	Chopping board yellow x2	1.00	1.00	47.00
CON00391	Wicker Baskets x7	1.00	1.00	20.00
CON00392	Chocolate Bar display x3	1.00	1.00	65.00
CON00393	Plastic meal basket x14	1.00	1.00	42.00
CON00395	small white teapots x10	1.00	1.00	75.00
CON00417	Napkin Holder	6.00	6.00	10.00
CON00418	Cake display containers x2	21.00	21.00	62.00
CON00427	Oval metal Trays x8	1.00	1.00	206.00
CON00428	Sharp Knives (set in wallet) x7	1.00	1.00	62.00
CON00610	fireblanket	1.00	1.00	10.00
CON00668	White Ramekins x18	1.00	1.00	31.00
CON00669	Metal Tablestands x12	1.00	1.00	123.00
CON00675	Sink	1.00	1.00	155.00
CON00676	Round Metal Trays x8	1.00	1.00	165.00
CON00677	Cream Milk Jugs x4	1.00	1.00	14.00
CON00678	Cream small bowls x6	1.00	1.00	6.00
CON00691	Metal cappucino jugs x5	1.00	1.00	77.00
CON00701	large metal plate stackers x3	1.00	1.00	40.00
CON00703	Metal Cake Stands (two tier) x4	1.00	1.00	276.00
CON00712	Grosvenor fabrications limited Chairs-black-silver-legs x28	776.00	776.00	516.00
CON00713	Square tables x10	1.00	1.00	917.00
CON00727	Latte Spoons x12	1.00	1.00	14.00
CON00732	Round tables	1.00	1.00	187.00
CON00737	blue sofa	1.00	1.00	1,030.00
CON00750	Coffee Jugs x2	1.00	1.00	52.00
CON00756	Salad spinner	1.00	1.00	21.00
CON00762	Addis Bins	1.00	1.00	21.00
CON00763	Dishwasher Tray x2	1.00	1.00	41.00
CON00766	Tin Opener	1.00	1.00	31.00
CON00773	Ice cream Fridge	1.00	1.00	309.00
CON00774	Caterlite Toaster 4 slicer	1.00	1.00	57.00
CON00780	George Foreman Fat Reducing Grill	41.00	41.00	41.00
CON00781	large glass bowl	1.00	1.00	7.00
CON00782	Plates large x28	1.00	1.00	93.00
CON00783	Sandwich Plates x50	1.00	1.00	60.00
CON00784	Knives x28	1.00	1.00	24.00
CON00785	Forks x20	1.00	1.00	11.00
CON00786	Spoons x22	1.00	1.00	9.00
CON00792	Metal Colanders x2	1.00	1.00	72.00
CON00805	Brown sofa	1.00	1.00	950.00
CON00814	Metal Oven Trays (Rectangular) x2	1.00	1.00	41.00
CON00815	aircon unit	1.00	1.00	2,060.00
CON00817	Metal Counter x2	1.00	1.00	618.00
CON00819	Tongs (small) x10	1.00	1.00	47.00
CON00821	First aid kit	1.00	1.00	28.00
CON00885	Trays-black x7	1.00	1.00	137.00
TOTAL FOR Contents - Harlington - Cafe		6,037.00	6,037.00	20,895.00
Contents - Harlington - Cellar				
CON00394	kickstool	60.00	60.00	62.00



## ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00895	Real Ale Barrel Taps x3	98.00	98.00	98.00
TOTAL FOR Contents - Harlington - Cellar		158.00	158.00	160.00
Contents - Harlington - Clerks Office				
CON00001	Dell Computer (TC)	685.00	685.00	706.00
CON00002	Dell Outlet Optiplex 7060 Computer (OM)	685.00	685.00	706.00
CON00003	dell Monitors x4	150.00	150.00	618.00
CON00004	HP LaserJet Pro M2777dw printer	250.00	250.00	376.00
CON00005	Worcester Greenstar 18i System MK 1V Boiler	3,000.00	3,000.00	3,090.00
CON00006	Dura chair Chair (F&AO)	54.00	54.00	62.00
CON00049	Logitech C920 ProHD webcam (TC)	1.00	1.00	98.00
CON00050	Logitech C920 ProHD webcam (OM)	95.00	95.00	98.00
CON00662	wooden cabinet (full height) x2	1.00	1.00	515.00
CON00663	wooden cabinet (3/4 height)	1.00	1.00	206.00
CON00664	metal file cabinets (4 drawer) x2	1.00	1.00	600.00
CON00665	metal file cabinets (2 drawer)	1.00	1.00	206.00
CON00666	Lucca Executive Chair Blue Executive Chair (TC)	110.00	110.00	113.00
CON00667	corner desks x2	1.00	1.00	300.00
CON00670	panasonic phones x2	1.00	1.00	124.00
CON00671	fixed chair	1.00	1.00	18.00
CON00672	Pedestal x2	1.00	1.00	300.00
CON00673	Air Conditioner Unit	1,918.00	1,918.00	2,060.00
CON00674	cleartex plastic floor mat	26.00	26.00	31.00
CON00896	Beldray Upright Fan	30.00	30.00	30.00
TOTAL FOR Contents - Harlington - Clerks Office		7,012.00	7,012.00	10,257.00
Contents - Harlington - Communications Manager Office				
CON00022	Dell Optiplex 7050 computer	400.00	400.00	706.00
CON00023	Dell Outlet Precision 3430 and associated items Computer (CM)	2,319.00	2,319.00	2,396.00
CON00045	Logitech webcam (CM)	95.00	95.00	98.00
CON00757	desk	1.00	1.00	165.00
CON00758	desk	1.00	1.00	180.00
CON00759	office chair black (no arms)	180.00	180.00	185.00
CON00760	blue swivel chairs x2	180.00	180.00	185.00
CON00761	white board	1.00	1.00	82.00
CON00764	computer screen x4	1.00	1.00	618.00
CON00765	dual monitor stands x2	1.00	1.00	350.00
CON00767	phone	1.00	1.00	62.00
CON00768	large noticeboard (blue)	50.00	50.00	52.00
CON00769	wooden pedestal	1.00	1.00	1.00
CON00897	desk	180.00	180.00	180.00
CON00898	white board	120.00	120.00	120.00
CON00899	pedestal	80.00	80.00	80.00
TOTAL FOR Contents - Harlington - Communications Manager Office		3,611.00	3,611.00	5,460.00
Contents - Harlington - Control Room				
CON00193	CCTV Camera	150.00	150.00	155.00
CON00194	Soundcraft Si Ex 2 Digital Sound Desk	2,000.00	2,000.00	2,060.00
CON00195	Focusrite Solo USB Interface	90.00	90.00	93.00
CON00196	NEC PA522U Projector	6,000.00	6,000.00	6,180.00
CON00197	Camsys 100-045 MagicQ MQ40N Compact Console	2,900.00	2,900.00	2,987.00
CON00270	ADJ DJ Disco Balls x2	30.00	30.00	31.00
CON00271	TV Bracket	40.00	40.00	41.00
CON00272	Cable	400.00	400.00	412.00
CON00273	Sennheiser E835 Wireless hand held receivers & mics x3	1,000.00	1,000.00	1,545.00
CON00275	Effects Unit / Graphic EQ	1,000.00	1,000.00	1,030.00

## ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00276	Soundcraft Cat 5 Madi Card x2	200.00	200.00	206.00
CON00279	AOC (Black) Moniter	140.00	140.00	144.00
CON00280	Onkron (Black) Moniter Mount x2	40.00	40.00	41.00
CON00281	Draftsman Chair	100.00	100.00	144.00
CON00282	Wall Clock	10.00	10.00	7.00
CON00283	2.4hz & 5hz TP Link Router	40.00	40.00	41.00
CON00285	Projector Lens	500.00	500.00	515.00
CON00509	Highend Systems Hedgehog 4 Lighting Desk	3,400.00	3,400.00	3,605.00
CON00510	8U Flightcase	100.00	100.00	103.00
CON00511	Thomman Flight Case Back Plate x2	20.00	20.00	21.00
CON00716	Draughtsman Chair (blue)	140.00	140.00	144.00
CON00876	G3 Receiver Rack Mount Kit	30.00	30.00	50.00
CON00877	Kam CD Player (2 items)	350.00	350.00	350.00
CON00878	Dell Vostro 270s Computer	300.00	300.00	300.00
TOTAL FOR Contents - Harlington - Control Room		18,980.00	18,980.00	20,205.00
Contents - Harlington - Dance Studio				
CON00184	blue chairs x22	1.00	1.00	793.00
CON00185	Air conditioning-floor-portable	1.00	1.00	515.00
CON00186	6ft wooden table	1.00	1.00	412.00
CON00873	jesture sculpture	1.00	1.00	500.00
TOTAL FOR Contents - Harlington - Dance Studio		4.00	4.00	2,220.00
Contents - Harlington - Disabled Toilets Ground				
CON00512	llo Shower	1.00	1.00	206.00
CON00513	Shower chair	1.00	1.00	103.00
CON00514	hand rails	1.00	1.00	41.00
CON00515	first aid kit	1.00	1.00	28.00
CON00516	Heatrae sadia Hand drier	1.00	1.00	82.00
CON00517	sink	1.00	1.00	124.00
CON00518	toilet	1.00	1.00	206.00
CON00519	mirror	1.00	1.00	62.00
TOTAL FOR Contents - Harlington - Disabled Toilets Ground		8.00	8.00	852.00
Contents - Harlington - Dressing Room 1				
CON00552	Toilet	1.00	1.00	206.00
CON00553	Sink	1.00	1.00	103.00
CON00554	Shower x2	1.00	1.00	515.00
CON00555	Shower curtains x2	1.00	1.00	21.00
CON00556	Ice Q Mini Fridge	69.00	69.00	165.00
CON00557	Mirror x6	1.00	1.00	371.00
CON00558	Adastra Relay Speakers (Pair)	20.00	20.00	54.00
CON00559	TV Monitor	1.00	1.00	103.00
CON00560	Clothes Rail & Hangers	40.00	40.00	77.00
CON00561	Electric radiator	1.00	1.00	31.00
CON00562	Padded Black Chairs x5	1.00	1.00	92.00
CON00563	Framed Posters x3	1.00	1.00	62.00
CON00564	Kettle	10.00	10.00	10.00
CON00565	Alto IPx4 Instant water heater	1.00	1.00	124.00
CON00566	Beverage Containers x 3	5.00	5.00	5.00
TOTAL FOR Contents - Harlington - Dressing Room 1		154.00	154.00	1,939.00
Contents - Harlington - Dressing Room 2				
CON00567	Toilet	1.00	1.00	206.00
CON00568	Shower x2	1.00	1.00	515.00
CON00569	Sink	1.00	1.00	124.00
CON00570	Shower curtains x2	1.00	1.00	21.00

## ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00571	Ice Q Mini Fridge	100.00	100.00	165.00
CON00572	Clothes Rail & Hangers	40.00	40.00	77.00
CON00573	Redring Instant water heater	1.00	1.00	124.00
CON00574	Adastra Relay Speakers (Pair)	20.00	20.00	54.00
CON00575	Hanspree TV Monitor	1.00	1.00	103.00
CON00576	Padded Black Chairs x4	1.00	1.00	74.00
CON00577	Framed Posters x3	1.00	1.00	62.00
CON00578	Mirrors x4	1.00	1.00	247.00
CON00579	Beverage Containers x 3	5.00	5.00	5.00
CON00580	Iron	1.00	1.00	31.00
TOTAL FOR Contents - Harlington - Dressing Room 2		175.00	175.00	1,808.00
Contents - Harlington - Entrance				
CON00198	leaflet rack small	1.00	1.00	31.00
CON00199	gurkha display case	1.00	1.00	2,060.00
TOTAL FOR Contents - Harlington - Entrance		2.00	2.00	2,091.00
Contents - Harlington - External				
CON00007	Dell Latitude 7275 Laptop (Comm C)	500.00	500.00	670.00
CON00019	Dell 7275 Laptop	500.00	500.00	618.00
CON00030	Dell Optiplex 7020 Computer (FM)	1.00	1.00	667.00
CON00032	Dell advanced E Port 11 relocater inc power supply ™	125.00	125.00	129.00
CON00041	Dell Latitude 5510 Laptop (OM)	1.00	1.00	1.00
CON00044	Dell Latitude 3550 Laptop (TC)	650.00	650.00	650.00
CON00047	Dell Latitude 3510 Laptop (AA)	650.00	650.00	650.00
CON00816	Dell Latitude 3510 Laptop (HM)	650.00	650.00	650.00
CON00818	Dell Latitude 5580 Laptop ™	1.00	1.00	670.00
CON00820	Speed Watch Equipment	2,000.00	2,000.00	2,060.00
CON00822	Vodafone v10 Mobile phone (PO)	115.00	115.00	118.00
CON00823	Vodafone v10 Mobile phone (FM)	115.00	115.00	118.00
CON00824	Acorn LTL wildlife camera/box, anntena set	290.00	290.00	361.00
CON00825	Spypoint Link-S Camera SP-LINK-S wildlife camera/box/antenna set	754.00	754.00	785.00
TOTAL FOR Contents - Harlington - External		6,352.00	6,352.00	8,147.00
Contents - Harlington - F1 Hallstore Cupboard				
CON00468	Round Table 5ft Wood x12	400.00	400.00	5,562.00
CON00469	4ft Tables Wood Large x2	1.00	1.00	824.00
CON00470	6 ft Round tables plastic x2	1.00	1.00	309.00
CON00471	Green aerobics steps x8	1.00	1.00	247.00
CON00472	Wood tables x8	1.00	1.00	3,296.00
CON00473	Stage decking x6	1,263.00	1,263.00	1,305.00
CON00474	Portable Air-Con unit (grey)	180.00	180.00	185.00
CON00879	Red Chair Trolley	55.00	55.00	60.00
CON00880	Portable Freezer	200.00	200.00	250.00
TOTAL FOR Contents - Harlington - F1 Hallstore Cupboard		2,102.00	2,102.00	12,038.00
Contents - Harlington - F2 Hallstore Cupboard				
CON00475	Xmas decorations	1.00	1.00	2,060.00
CON00480	Evac chair	757.00	757.00	927.00
TOTAL FOR Contents - Harlington - F2 Hallstore Cupboard		758.00	758.00	2,987.00
Contents - Harlington - F2 TOILET (behind Dance Studio)				
CON00476	Sink	1.00	1.00	98.00
CON00477	Toilet	1.00	1.00	206.00
TOTAL FOR Contents - Harlington - F2 TOILET (behind Dance Studio)		2.00	2.00	304.00

## ASSET LIST BY GROUP AND LOCATION

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
Contents - Harlington - FTC Cage				
CON00633	high vis jackets x200	400.00	400.00	348.00
CON00634	wooden cabinet	1.00	1.00	260.00
CON00635	litter pickers x30	20.00	20.00	108.00
CON00636	yellow trug	1.00	1.00	8.00
CON00637	large saw	20.00	20.00	21.00
CON00638	large fork	30.00	30.00	31.00
CON00639	large spade	30.00	30.00	31.00
CON00640	mallet	10.00	10.00	10.00
CON00641	brushes x30	30.00	30.00	31.00
CON00642	brooms x2	20.00	20.00	52.00
CON00643	trowels x5	50.00	50.00	52.00
CON00644	paint scrapers/shavehook x4	24.00	24.00	25.00
CON00645	buckets x6	5.00	5.00	31.00
CON00646	weeders x4	40.00	40.00	52.00
CON00647	large rake	20.00	20.00	21.00
CON00648	large shovel	1.00	1.00	13.00
CON00649	large broom	1.00	1.00	21.00
CON00650	large hoe	30.00	30.00	36.00
CON00651	heavy duty gloves x5	10.00	10.00	10.00
CON00652	secateur x2	22.00	22.00	31.00
CON00653	loppers x6	50.00	50.00	124.00
CON00654	blue display boards x5	900.00	900.00	1,030.00
CON00655	FTC floor mats	349.00	349.00	124.00
CON00656	small key cabinet	1.00	1.00	26.00
CON00657	Christmas Crackers x500	1.00	1.00	31.00
CON00658	Cable Covers	70.00	70.00	72.00
CON00659	Fbelt	1.00	1.00	21.00
CON00660	Box of Bunting	1.00	1.00	21.00
CON00900	Racking x3	1.00	1.00	1.00
TOTAL FOR Contents - Harlington - FTC Cage		2,139.00	2,139.00	2,642.00
Contents - Harlington - FTC Upper Office				
CON00014	shredder	1.00	1.00	150.00
CON00015	HP colour LaserJet Pro M452dn Printer	185.00	185.00	258.00
CON00016	Dell Optiplex 7060 Computer (HF)	685.00	685.00	706.00
CON00017	Dell Outlet Optiplex 7060 Computer (FA)	685.00	685.00	706.00
CON00288	Dell Monitor	1.00	1.00	155.00
CON00289	TEAC CD Multiplayer	1.00	1.00	950.00
CON00290	Laney Mixer Amplifier	1.00	1.00	309.00
CON00291	Acoustic Solutions Digital Radio DAB/FM Tuner	1.00	1.00	206.00
CON00292	Panasonic Phone system hub	1.00	1.00	824.00
CON00707	straight desk (CC)	1.00	1.00	103.00
CON00708	corner desks (FA) (HF) x2	1.00	1.00	200.00
CON00709	1 X Panasonic KX-T7710 and 2 x Panasonic KX-DT321 phones x3	1.00	1.00	150.00
CON00710	Office Chair Red (arms)	1.00	1.00	93.00
CON00711	4 drawer lockable filing cabinet	120.00	120.00	124.00
CON00714	glass storage case for server	780.00	780.00	927.00
CON00720	Draytek Wireless Router Firewall	1.00	1.00	206.00
CON00721	Dell Poweredge t110 Server x2	2,800.00	2,800.00	3,296.00
CON00722	Noticeboard	30.00	30.00	41.00
CON00723	Noticeboard	30.00	30.00	41.00
CON00724	first aid kit	1.00	1.00	28.00
CON00725	Coat Hooks	30.00	30.00	31.00
CON00726	1/2 desk x2	1.00	1.00	371.00
CON00728	Phillips - Brilliance 224CL Monitor (CC)	240.00	240.00	247.00

## ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00729	Monitor Stand (CC)	1.00	1.00	52.00
CON00730	Panasonic KX-TGC220E Phone (CC)	1.00	1.00	49.00
CON00731	Office Chair Blue (no arms) x2	90.00	90.00	93.00
CON00733	Monitor (HF)	1.00	1.00	155.00
CON00734	Dell MDS14 Dual monitor stand (HF)	1.00	1.00	175.00
CON00735	Tilt Blue chair	190.00	190.00	216.00
CON00736	Pedestal (HF)	1.00	1.00	185.00
CON00738	Monitor (FA)	1.00	1.00	155.00
CON00739	Dell MDS14 Dual monitor stand (FA)	1.00	1.00	175.00
CON00740	Desk (FA)	190.00	190.00	196.00
CON00741	Pedestal (FA)	180.00	180.00	185.00
CON00743	Tilt Black Chair (FA)	90.00	90.00	93.00
CON00803	wooden storage cupboard 1/2 size x3	1.00	1.00	300.00
CON00901	Netgear GS752TP 48 Port Managed Switch	435.00	435.00	435.00
CON00902	Grey Cupboard	120.00	120.00	120.00
CON00903	Beldray Upright Fan	30.00	30.00	30.00
TOTAL FOR Contents - Harlington - FTC Upper Office		6,931.00	6,931.00	12,736.00
Contents - Harlington - Facility and Open Space Office				
CON00025	Dell Outlet Optiplex 7060 Computer (FM)	620.00	620.00	639.00
CON00699	desks	1.00	1.00	206.00
CON00700	tilt blue chair	210.00	210.00	216.00
CON00702	dell monitor x2	150.00	150.00	309.00
CON00704	panasonic KX-DT321 phone	120.00	120.00	62.00
CON00705	wooden filing cabinet x2	1.00	1.00	515.00
CON00706	large felt noticeboard	1.00	1.00	82.00
CON00882	Wall mounted sanitiser units	234.00	234.00	515.00
TOTAL FOR Contents - Harlington - Facility and Open Space Office		1,337.00	1,337.00	2,544.00
Contents - Harlington - Female Toilets 1st Floor				
CON00541	Sink x3	1.00	1.00	309.00
CON00542	Mirrors x3	1.00	1.00	185.00
CON00543	Tampon Machine	1.00	1.00	258.00
CON00544	Bin	1.00	1.00	19.00
CON00545	Toilets x5	1.00	1.00	1,030.00
TOTAL FOR Contents - Harlington - Female Toilets 1st Floor		5.00	5.00	1,801.00
Contents - Harlington - Female Toilets Ground				
CON00526	Sink x2	1.00	1.00	206.00
CON00527	Mirrors x3	1.00	1.00	185.00
CON00528	Toilets x5	1.00	1.00	1,030.00
CON00529	Cubical surround x5	1.00	1.00	2,060.00
CON00530	Bin	1.00	1.00	19.00
TOTAL FOR Contents - Harlington - Female Toilets Ground		5.00	5.00	3,500.00
Contents - Harlington - Foyer				
CON00200	Rope posts-metal-gold x4	272.00	272.00	247.00
CON00202	Rope-blue x4	1.00	1.00	103.00
CON00203	Rope - red	1.00	1.00	26.00
CON00204	Large blue notice board x2	1.00	1.00	103.00
CON00205	Leaflet wall holder x2	1.00	1.00	21.00
CON00206	Dimplex Door Curtain Heaters x2	500.00	500.00	618.00
CON00207	curved red partition boards x8	1.00	1.00	1,648.00
CON00208	flat red partition boards x2	1.00	1.00	309.00
CON00209	a4 snapframes x10	50.00	50.00	31.00
CON00210	heavy duty handtruck	1.00	1.00	50.00
CON00211	A3 sign holders x2	1.00	1.00	72.00

## ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00212	Standalone sanitiser units x3	522.00	522.00	555.00
CON00213	Wall mounted sanitiser units x2	50.00	50.00	81.00
CON00214	Large clip frames size A0 x8	1.00	1.00	330.00
CON00215	Freestanding leaflet holder- Foyer	1.00	1.00	258.00
CON00216	a3 snapframes x2	1.00	1.00	10.00
CON00217	Seiler Jazz Piano	1.00	1.00	4,120.00
CON00218	Wall mounted sanitiser units x2	79.00	79.00	81.00
CON00219	Large clip frames size A0 x6	1.00	1.00	247.00
CON00274	Rope posts - silver x2	1.00	1.00	97.00
CON00807	Mobile Bar (frame and pumps)	1.00	1.00	1,030.00
CON00883	silver ribbon posts x3	1.00	1.00	155.00
TOTAL FOR Contents - Harlington - Foyer		1,489.00	1,489.00	10,192.00
Contents - Harlington - Function Room				
CON00187	Quartz Clock	1.00	1.00	7.00
CON00188	Bush TV	390.00	390.00	309.00
CON00189	Curtains x10	1.00	1.00	2,060.00
CON00190	Blinds x5	1.00	1.00	927.00
CON00191	Birdies (Hardwired with lamps) x8	65.00	65.00	190.00
CON00192	JBL Control One Speaker and Bracket (Pair) x2	120.00	120.00	144.00
CON00269	Shure SM58s Microphone	90.00	90.00	103.00
CON00278	blue chairs x26	1.00	1.00	937.00
CON00284	small wooden table	1.00	1.00	309.00
CON00286	large wooden table	1.00	1.00	412.00
CON00295	Behringer FPL500 Amplifier (Flightcased)	100.00	100.00	134.00
CON00296	Behringer Xenya 1202 12ch Sound Desk Marked Broken	60.00	60.00	67.00
CON00717	4 Way Ext Lead	5.00	5.00	5.00
TOTAL FOR Contents - Harlington - Function Room		836.00	836.00	5,604.00
Contents - Harlington - Harlington Cage				
CON00619	Various electric Flourescent Tubes & Bulbs	89.00	89.00	103.00
CON00620	Cleaning Materials	1.00	1.00	1,009.00
CON00621	Metal shelving units large x2	1.00	1.00	721.00
CON00622	Metal shelving units small x2	1.00	1.00	412.00
CON00623	Display Boards on poles x10	1,600.00	1,600.00	1,854.00
CON00624	Powedri Dehumidifier	1.00	1.00	927.00
CON00625	Electric Portable radiator	40.00	40.00	31.00
CON00626	Gazebo	1.00	1.00	312.00
CON00627	Portable Evac Chair Unused for parts)	1.00	1.00	1.00
CON00628	Framed Gurkha Picture	1.00	1.00	103.00
CON00629	Large White Fan	1.00	1.00	26.00
CON00630	Large Silver Fan	1.00	1.00	31.00
CON00631	Plastic collecting buckets x2	1.00	1.00	16.00
CON00632	green nets x2	1.00	1.00	62.00
TOTAL FOR Contents - Harlington - Harlington Cage		1,740.00	1,740.00	5,608.00
Contents - Harlington - Harlington Manager Office				
CON00024	Dell Optiplex 7060 computer (HM)	1.00	1.00	706.00
CON00744	corner desk (HM)	1.00	1.00	165.00
CON00745	straight desk (TN)	1.00	1.00	103.00
CON00746	noticeboard	1.00	1.00	41.00
CON00747	wooden cabinet	1.00	1.00	82.00
CON00748	pedestal	1.00	1.00	185.00
CON00749	Delldual computer stand (HM)	1.00	1.00	175.00
CON00751	swivel chairs x2	1.00	1.00	185.00
CON00752	Panasonic KX DT321 phone	1.00	1.00	62.00
CON00904	Dell 27in Monitor (TM)	285.00	285.00	285.00

## ASSET LIST BY GROUP AND LOCATION

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
CON00905	Dell Optiplex 3090 Computer (TM)	620.00	620.00	620.00
TOTAL FOR Contents - Harlington - Harlington Manager Office		914.00	914.00	2,609.00
Contents - Harlington - IT Store				
CON00039	Dell Latitude 5540 Laptop (FM)	650.00	650.00	650.00
CON00040	Dell Precision 3550 Laptop (FA)	650.00	650.00	667.00
CON00048	Dell Latitude 3510 Laptop (CC)	650.00	650.00	667.00
CON00051	Logitech C920 ProHD webcam (FM)	95.00	95.00	98.00
CON00052	Logitech C920 ProHD webcam (FM)	95.00	95.00	98.00
CON00053	Logitech C920 ProHD Webcam (PO)	95.00	95.00	50.00
TOTAL FOR Contents - Harlington - IT Store		2,235.00	2,235.00	2,230.00
Contents - Harlington - Kitchen				
CON00010	Stainless steel corner unit with deep sink	1.00	1.00	1,030.00
CON00013	Stainless steel counter (low)	170.00	170.00	309.00
CON00042	Russell Hobbs White fridge	1.00	1.00	618.00
CON00054	Airack Cleanaware Systems Air Drier	1.00	1.00	515.00
CON00055	Clock	1.00	1.00	8.00
CON00056	Halcyon Amika 50XL Dishwasher industrial	1,995.00	1,995.00	2,060.00
CON00057	Bosch washing machine	505.00	505.00	565.00
CON00058	Chest Freezer	295.00	295.00	515.00
CON00067	TSE Water Heater	1.00	1.00	113.00
CON00068	Dishwasher trays plastic x7	1.00	1.00	144.00
CON00081	Polar White fridge	1.00	1.00	618.00
CON00083	Iceline Deluxe Freezer	1.00	1.00	721.00
CON00085	Lingat Induction Hob	1.00	1.00	1,025.00
CON00086	Plastic tubs and Bowls x16	1.00	1.00	66.00
CON00087	Glass Bottles (Water) x9	1.00	1.00	26.00
CON00088	Glasses (Meetings) x40	1.00	1.00	29.00
CON00089	Dinner Plates x110	1.00	1.00	182.00
CON00090	Stainless Steel Serving Dish x13	1.00	1.00	94.00
CON00091	White Serving Dish x38	1.00	1.00	235.00
CON00092	Chopping board green	1.00	1.00	24.00
CON00236	Chopping Board Stand	1.00	1.00	19.00
CON00266	Falcon Steak House Grill	495.00	495.00	857.00
CON00267	Portable Water Boiler	167.00	167.00	82.00
CON00373	Stainless Steel Trays/Platters (assorted) x25	1.00	1.00	286.00
CON00374	Dessert Bowls x70	1.00	1.00	64.00
CON00375	Cream Cake Plates x54	1.00	1.00	51.00
CON00376	Usher Tray	1.00	1.00	155.00
CON00377	Glass Water Jugs x19	1.00	1.00	101.00
CON00378	Saucers x150	1.00	1.00	128.00
CON00379	Cups x120	1.00	1.00	88.00
CON00397	Stainless steel handbasin	1.00	1.00	148.00
CON00398	Polar Ice Maker	245.00	245.00	378.00
CON00399	DVA Dishwasher softener	120.00	120.00	129.00
CON00400	Food tongs x15	40.00	40.00	72.00
CON00401	Falcon 6 ring range cooker	2,613.00	2,613.00	3,872.00
CON00402	Falcon Cooker Extractor fan 3 vent overhead	1.00	1.00	2,060.00
CON00581	Turkey probe	13.00	13.00	10.00
CON00661	Large metal document unit (belongs to Historical Society) -	1.00	1.00	1.00
CON00692	Dish washer liquid dispenser & holder	1.00	1.00	8.00
CON00693	Stainless steel double sink	1.00	1.00	813.00
CON00694	Notice boards medium x2	1.00	1.00	62.00
CON00770	Tefal Can opener	1.00	1.00	10.00
CON00772	Dane Belecha Hot cupboard with heated gantry	1,781.00	1,781.00	2,792.00
CON00775	Storage shelf unit	1.00	1.00	155.00

## ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00776	Stainless steel counter (high)	175.00	175.00	309.00
CON00777	Baking trays x70	1.00	1.00	201.00
CON00778	47L stock pots x2	115.00	115.00	204.00
CON00779	stock pot lids x2	75.00	75.00	82.00
CON00787	Glass Bowls assorted sizes x14	1.00	1.00	20.00
CON00788	Soup kettle	1.00	1.00	52.00
CON00789	Glass serving dishes x39	106.00	106.00	121.00
CON00790	Knives x70	1.00	1.00	60.00
CON00791	Spoons x200	1.00	1.00	87.00
CON00793	Metal Colanders x2	1.00	1.00	72.00
CON00794	Wooden Tray x6	1.00	1.00	31.00
CON00795	Stainless Steel Saucepans x8	1.00	1.00	412.00
CON00796	Small stainless sauce pots x86	1.00	1.00	360.00
CON00797	Large Stainless steel Gravy Boats x14	1.00	1.00	125.00
CON00798	Metal Tea/Coffee Pots x2	1.00	1.00	9.00
CON00799	Small plates x59	1.00	1.00	56.00
CON00800	Glass Measuring Jugs x2	1.00	1.00	24.00
CON00801	Large whisks x2	1.00	1.00	14.00
CON00802	Plastic Measuring Jugs x3	1.00	1.00	16.00
CON00870	Tall metal freezer 4 shelf	1.00	1.00	721.00
CON00871	Serving spoons x36	50.00	50.00	55.00
CON00886	Potato masher	11.00	11.00	12.00
CON00906	Crypto Peerless/Washtec 300 Commercial dishwasher	1.00	1.00	1.00
CON00907	Electrolux commercial Oven	1.00	1.00	1.00
CON00908	Ocean Freezer	1.00	1.00	1.00
CON00909	Frigidaire Freezer	1.00	1.00	1.00
CON00910	Ramekins x12	25.00	25.00	25.00
CON00911	Urn 140L	125.00	125.00	125.00
TOTAL FOR Contents - Harlington - Kitchen		9,173.00	9,173.00	24,435.00
Contents - Harlington - Lights				
CON00162	Prolights Studio COB FC	299.00	299.00	309.00
CON00163	Prolights Studio COB FC	299.00	299.00	309.00
CON00164	Prolights Studio COB FC	299.00	299.00	309.00
CON00165	Prolights Studio COB FC	299.00	299.00	309.00
CON00432	CCT Minuette Condenser	1.00	1.00	304.00
CON00433	CCT Minuette Condenser	1.00	1.00	304.00
CON00434	CCT Minuette Condenser	1.00	1.00	304.00
CON00435	CCT Minuette Condenser	1.00	1.00	304.00
TOTAL FOR Contents - Harlington - Lights		1,200.00	1,200.00	2,452.00
Contents - Harlington - Loft Store				
CON00618	xmas decorations	1.00	1.00	1,030.00
TOTAL FOR Contents - Harlington - Loft Store		1.00	1.00	1,030.00
Contents - Harlington - Male Toilet Ground				
CON00520	Sink x3	77.00	77.00	1.00
CON00521	Wall mounted mirrors x3	1.00	1.00	185.00
CON00522	Urinals x6	1.00	1.00	1,236.00
CON00523	Urinal divider x5	1.00	1.00	283.00
CON00524	Toilets x2	1.00	1.00	412.00
CON00525	Cubical Surround x2	1.00	1.00	824.00
TOTAL FOR Contents - Harlington - Male Toilet Ground		82.00	82.00	2,941.00
Contents - Harlington - Male Toilets 1st Floor				
CON00536	Sink x3	1.00	1.00	309.00
CON00537	Mirrors x3	1.00	1.00	185.00



## ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00538	Toilet	1.00	1.00	206.00
CON00539	Urinals x6	1.00	1.00	1,236.00
CON00540	Hand dryer	1.00	1.00	1.00
TOTAL FOR Contents - Harlington - Male Toilets 1st Floor		5.00	5.00	1,937.00
Contents - Harlington - Meeting Room				
CON00178	Blue Chairs x4 - Meeting Room	1.00	1.00	165.00
CON00429	Blinds x5 - Function Room	1.00	1.00	185.00
CON00430	Rectangular meeting table - Meeting Room	1.00	1.00	180.00
CON00431	Easel Flip Chart x2	1.00	1.00	155.00
CON00441	Trane Ceiling air conditioner	1.00	1.00	2,060.00
CON00442	Motion sensor	1.00	1.00	15.00
CON00443	Curtains (red) x4	1.00	1.00	1,030.00
CON00912	Whiteboard	70.00	70.00	70.00
CON00913	Black chairs x8	640.00	640.00	640.00
TOTAL FOR Contents - Harlington - Meeting Room		717.00	717.00	4,500.00
Contents - Harlington - Music Room				
CON00424	red curtains x6	1.00	1.00	1,236.00
CON00426	small plastic table	1.00	1.00	52.00
CON00444	black piano stool	118.00	118.00	155.00
CON00445	whiteboard	1.00	1.00	67.00
CON00446	upright piano	1,006.00	1,006.00	2,060.00
CON00447	Grosvenor fabrications limited Chairs-black-silver-legs x6	1.00	1.00	110.00
CON00448	blue chairs x8	1.00	1.00	288.00
CON00449	Trane Ceiling air conditioner	1.00	1.00	2,060.00
CON00450	large wooden table	1.00	1.00	412.00
CON00451	clock	1.00	1.00	8.00
CON00452	coat rack	1.00	1.00	31.00
TOTAL FOR Contents - Harlington - Music Room		1,133.00	1,133.00	6,479.00
Contents - Harlington - Reception/Lower Office				
CON00008	Sharp MX4060 photocopier	2,500.00	2,500.00	2,884.00
CON00009	Dell Optiplex 3050 Computer (Admin)	1.00	1.00	670.00
CON00011	Dell Monitor (Admin)	1.00	1.00	100.00
CON00012	Monitor(PO)	1.00	1.00	155.00
CON00033	Dell Optiplex 7060 Computer (PO)	1.00	1.00	706.00
CON00679	Blue Chair (arms) (AA)	90.00	90.00	93.00
CON00680	Blue Chair (PO)	210.00	210.00	216.00
CON00681	desk x2	1.00	1.00	319.00
CON00682	Sealey SKC100D key cabinet	51.00	51.00	41.00
CON00683	Air Conditioner Unit	1,927.00	1,927.00	2,060.00
CON00684	electronic doors x2	1.00	1.00	1.00
CON00685	vivitar camera	40.00	40.00	77.00
CON00686	samsung camera	100.00	100.00	103.00
CON00687	FTC floor mats	357.00	357.00	412.00
CON00688	Dell active pen	50.00	50.00	52.00
CON00689	Panasonic DT321 and DT333 Phones x2	150.00	150.00	124.00
CON00690	IN FOCUS CA-SOFTCASEMTG projector case	23.00	23.00	26.00
CON00695	Purell Hand sanitiser (wall)	100.00	100.00	26.00
CON00698	Purell Hand sanitiser (wall)guillotine	1.00	1.00	52.00
CON00881	IN FOCUS IN122 Projector	235.00	235.00	250.00
CON00914	Fellowes Shredder	250.00	250.00	250.00
CON00915	Dell Latitude 3520 Laptop	720.00	720.00	720.00
CON00916	Beldray Upright Fan	30.00	30.00	30.00
TOTAL FOR Contents - Harlington - Reception/Lower Office		6,840.00	6,840.00	9,367.00

## ASSET LIST BY GROUP AND LOCATION

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
Contents - Harlington - Show Relay				
CON00131	Samsung S24R650FDU 24" Samsung Monitor	136.00	136.00	140.00
CON00132	Samsung S24R650FDU 24" Samsung Monitor	136.00	136.00	140.00
CON00133	Samsung S24R650FDU 24" Samsung Monitor	136.00	136.00	140.00
CON00134	Samsung S24R650FDU 32" LGShow Relay TV	220.00	220.00	188.00
CON00135	Samsung S24R650FDU 32" LG Show Relay TV	220.00	220.00	188.00
TOTAL FOR Contents - Harlington - Show Relay		848.00	848.00	796.00
Contents - Harlington - Sound				
CON00158	Camco Vortex 4 Amplifier w/UCA Processing Card	850.00	850.00	876.00
CON00159	Camco Vortex 4 Amplifier w/UCA Processing Card	850.00	850.00	876.00
CON00160	Camco Vortex 4 Amplifier w/UCA Processing Card	850.00	850.00	876.00
CON00161	Camco Vortex 4 Amplifier w/UCA Processing Card	850.00	850.00	876.00
CON00166	SSE MB4 Passive Bi-Amped Stage Monitor	450.00	450.00	464.00
CON00167	SSE MB4 Passive Bi-Amped Stage Monitor	450.00	450.00	464.00
CON00168	SSE MB4 Passive Bi-Amped Stage Monitor	450.00	450.00	464.00
CON00169	SSE MB4 Passive Bi-Amped Stage Monitor	450.00	450.00	464.00
CON00170	SSE MB4 Passive Bi-Amped Stage Monitor	450.00	450.00	464.00
CON00171	SSE MB4 Passive Bi-Amped Stage Monitor	450.00	450.00	464.00
CON00172	SSE MB4 Passive Bi-Amped Stage Monitor	450.00	450.00	464.00
CON00173	SSE MB4 Passive Bi-Amped Stage Monitor	450.00	450.00	464.00
CON00174	Penn-Elcom PDU16-32A Stage Distribution Unit (Powercon)	250.00	250.00	258.00
CON00175	Penn-Elcom PDU16-32A Stage Distribution Unit (Powercon)	250.00	250.00	258.00
TOTAL FOR Contents - Harlington - Sound		7,500.00	7,500.00	7,732.00
Contents - Harlington - Staff Kitchen				
CON00084	Morphy Richards Microwave	43.00	43.00	52.00
TOTAL FOR Contents - Harlington - Staff Kitchen		43.00	43.00	52.00
Contents - Harlington - Stage				
CON00309	Stage Services Ltd Cinema screen	6,250.00	6,250.00	6,438.00
CON00310	Clay Paky Alphabeam 300 Stage Lighting x4	3,000.00	3,000.00	3,090.00
CON00311	Disco Light	50.00	50.00	52.00
CON00312	500mm Scaff Boom Arm	40.00	40.00	41.00
CON00313	STUDIOCOBFC Led PAR Stage Lighting x4	1,200.00	1,200.00	1,236.00
CON00314	2 X 1M Prolyte Stagedex Stage Deck (Risers) x4	600.00	600.00	618.00
CON00315	Stage Deck Skirt (Risers) x2	40.00	40.00	41.00
CON00316	Prolyte Stagedex Stage Deck Legs (Risers) x16	80.00	80.00	82.00
CON00317	Prolyte Stagedex Stage Deck Joiners (Risers) x4	24.00	24.00	25.00
CON00318	Prolyte Stagedex Stage Deck Leg Joiners (Risers) x4	24.00	24.00	25.00
CON00319	Birdies (Working Light) Stage Lighting x4	35.00	35.00	36.00
CON00320	Martin Mac 700 Stage Lighting x4	1,500.00	1,500.00	1,545.00
CON00321	Flood Stage Lighting x4	400.00	400.00	412.00
CON00322	Wide Brooms x2	20.00	20.00	21.00
CON00323	EV ELX 112P Speaker (Monitors) x8	3,728.00	3,728.00	3,840.00
CON00324	Thomman Drum Mat	80.00	80.00	82.00
CON00325	Lanta Tri 2 Led PAR Stage Lighting x4	800.00	800.00	824.00
CON00326	Cable Matting 10m	50.00	50.00	52.00
CON00327	SoundcraftStage Box (Silver)	1,500.00	1,500.00	1,545.00
CON00328	3M Truss	1.00	1.00	124.00
CON00329	House Tabs Stage curtains (Pair)	4,000.00	4,000.00	4,120.00
CON00330	Includes:2 x Full Stage splits (Pairs) and 2 x Legs (Pairs) Black stage curtains x8	1.00	1.00	2,060.00
CON00331	Borders Black stage curtains x2	200.00	200.00	206.00
CON00332	LEDJ 8m x 4.5m Star cloth & Controller	620.00	620.00	639.00
CON00333	LEDJ 8m x 4.5m Star cloth & Controller	1,500.00	1,500.00	1,545.00

## ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00334	Zarges Extendable Ladder	1.00	1.00	107.00
CON00335	Metal Lecturn	100.00	100.00	103.00
CON00336	Lighting Flightcases x2	250.00	250.00	258.00
CON00337	Short Mic Stands x4	120.00	120.00	124.00
CON00338	Mic Stands x16	360.00	360.00	371.00
CON00339	K&M Tall Boom Mic Stands x2	80.00	80.00	82.00
CON00340	K&M Short Boom Short Mic Stands x2	90.00	90.00	93.00
CON00341	16A Cable x20	500.00	500.00	515.00
CON00342	16A Adapters x10	50.00	50.00	124.00
CON00343	32A Breakout Boxes x3	360.00	360.00	371.00
CON00344	32A Cable x3	90.00	90.00	93.00
CON00345	Zero 88 BetaPack 3 Dimmers Stage lighting Dimmer Pack x4	1,900.00	1,900.00	2,781.00
CON00346	Grelcos x10	50.00	50.00	52.00
CON00347	Show Relay Screen	100.00	100.00	103.00
CON00348	Yamaha 101 Speaker	110.00	110.00	113.00
CON00349	DST 99S Show Relay Mic	90.00	90.00	93.00
CON00350	A1000-Chevin research Amplifier	1.00	1.00	309.00
CON00351	L'Accoustic LA4 Amplifier x2	7,900.00	7,900.00	8,240.00
CON00352	Soundcraft Stage Box (Black)	1,470.00	1,470.00	1,545.00
CON00353	Rack Flightcase on Wheels	1.00	1.00	52.00
CON00354	IDE Custom 32A Distro	400.00	400.00	412.00
CON00355	First Aid Box	1.00	1.00	28.00
CON00356	32A 3 Phase Cable	50.00	50.00	52.00
CON00357	Look Unique 2.1 Hazer	650.00	650.00	670.00
CON00358	Multimix 8 Small Show Relay Desk	60.00	60.00	62.00
CON00359	BNC to VGA CCTV Adapter Box	25.00	25.00	26.00
CON00360	Gemini P101 Power Conditioner	80.00	80.00	82.00
CON00361	Acme DMX Buffer	110.00	110.00	113.00
CON00362	1U Rack Brush	10.00	10.00	10.00
CON00363	Studio Spares Pannel	20.00	20.00	21.00
CON00364	(HDMI/XLRM/XLRF/SPEAKON/CAT5) Rack Adapters x16	32.00	32.00	33.00
CON00365	Techpro Talkback coms system inc1 xRackmounted unit with headset and 3 x cans w/headsets	1,000.00	1,000.00	1,030.00
CON00366	Midas DL32 Digital Stagebox Digital Stage Box DL32	860.00	860.00	886.00
CON00367	16amp Grelco	23.00	23.00	31.00
CON00368	15m 32amp Plug to socket 32amp Cable x2	130.00	130.00	134.00
CON00369	16amp Cable x3	300.00	300.00	309.00
CON00806	Tallescope	1.00	1.00	3,300.00
TOTAL FOR Contents - Harlington - Stage		43,118.00	43,118.00	51,427.00
Contents - Harlington - Store Room G3				
CON00298	Toshiba TV On wall outside cupboard)	1.00	1.00	309.00
CON00453	Flip Chart x2	198.00	198.00	103.00
CON00454	Projector Screen x2	198.00	198.00	206.00
CON00455	Laptop stand x2	1.00	1.00	124.00
CON00456	Bush DVD Player	198.00	198.00	26.00
CON00457	Ladders	1.00	1.00	103.00
CON00459	maintenance barrier	1.00	1.00	196.00
CON00460	first aid kit	1.00	1.00	28.00
CON00462	wet floor signs x5	1.00	1.00	117.00
CON00917	Chair Trolley	1.00	1.00	1.00
CON00918	Blue sack trolley	1.00	1.00	1.00
TOTAL FOR Contents - Harlington - Store Room G3		602.00	602.00	1,214.00
Contents - Harlington - Store Room G4				
CON00463	Prochem Wet Vac Scrubber	1.00	1.00	2,575.00
CON00464	Crawford Floor Polisher	1.00	1.00	1,030.00

## ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00465	Taski Ranger 400 Floor Polisher	1.00	1.00	1,030.00
CON00466	Karcher Wet/Dry Carpet Cleaner	1.00	1.00	258.00
CON00467	Henry Hoover	96.00	96.00	124.00
TOTAL FOR Contents - Harlington - Store Room G4		100.00	100.00	5,017.00
Contents - Harlington - Streaming				
CON00094	Blackmagic Design Pocket Cinema Camera 4K	1,194.00	1,194.00	1,230.00
CON00095	Olympus M.Zuiko MFT Lens	330.00	330.00	340.00
CON00096	PTZ Optics SDI 30x Camera Black	2,088.00	2,088.00	2,310.00
CON00097	PTZ Optics SDI 30x Camera Black	2,088.00	2,088.00	2,310.00
CON00098	PTZ Optics Gen Joy 3 IP Camera Controller	714.40	714.40	736.00
CON00099	ATEM Mini Pro ISO	894.00	894.00	921.00
CON00100	Samsung	141.00	141.00	145.00
CON00101	Seeward 4K Multiview Monitor	500.00	500.00	515.00
CON00102	Samsung 27" Programme Monitor	230.00	230.00	116.00
CON00103	Levono Laptop	400.00	400.00	412.00
CON00104	Cisco Systems C350 10 Port Ethernet Managed Switch	210.00	210.00	216.00
CON00105	Cisco Systems C350 10 Port Ethernet Managed Switch	210.00	210.00	216.00
CON00106	Elgato Stream Deck XL	209.00	209.00	215.00
CON00107	Neewar Fluid Head Tripod	88.99	88.99	92.00
CON00108	Hedbox V-Mount Battery Plate for BMDPCC 4K	126.00	126.00	130.00
CON00109	Hedbox V-Mount Battery 98MWh	216.00	216.00	222.00
CON00110	Canford 16x HD-SDI 3G BNC Patch Panel	103.90	103.90	107.00
CON00111	Canford 32x HD-SDI 3G BNC Patch Panel	191.50	191.50	197.00
CON00112	Samsung 2020 Q60T 85" QLED HDR 4K TV	1,900.00	1,900.00	2,060.00
CON00113	Samsung 2020 Q60T 85" QLED HDR 4K TV	1,900.00	1,900.00	2,060.00
CON00114	Blackmagic Design Mini Converter HDMI to SDI 6G	150.00	150.00	200.00
CON00115	Blackmagic Design Streaming Bridge Video Converter	250.00	250.00	211.00
CON00116	Blackmagic Design ATEM Mini Pro ISO Camera Switcher	1,100.00	1,100.00	767.00
CON00117	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00	65.00	67.00
CON00118	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00	65.00	67.00
CON00119	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00	65.00	67.00
CON00120	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00	65.00	67.00
CON00121	Marshall CV506 Small Format Broadcast Camera	520.00	520.00	536.00
CON00122	Marshall CV506 Small Format Broadcast Camera	520.00	520.00	536.00
CON00123	Marshall CV506 Small Format Broadcast Camera	520.00	520.00	536.00
CON00124	Marshall CV506 Small Format Broadcast Camera	520.00	520.00	536.00
CON00125	Blackmagic Design Microconverter HDMI - 3G SDI	42.00	42.00	43.00
CON00126	Blackmagic Design Microconverter 3G SDI - HDMI	42.00	42.00	43.00
CON00127	Blackmagic Design Microconverter 3G SDI - HDMI	42.00	42.00	43.00
CON00128	Blackmagic Design Design Microconverter 3G SDI - HDMI	42.00	42.00	43.00
CON00129	Blackmagic Design Design Microconverter 3G SDI - HDMI	42.00	42.00	43.00
CON00130	Blackmagic Design Design Microconverter 3G SDI - HDMI	42.00	42.00	43.00
CON00137	Blackmagic Design Design Bi-Directional Microconverter HDMI - SDI 3G	65.00	65.00	67.00
CON00138	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00	65.00	67.00
CON00139	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00	65.00	67.00
CON00140	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00	65.00	67.00
CON00141	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00	65.00	67.00
CON00142	Blackmagic Design Bi-Directional Microconverter HDMI -	65.00	65.00	67.00

## ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
	SDI 3G			
CON00143	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00	65.00	67.00
CON00152	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00	65.00	67.00
CON00153	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00	65.00	67.00
CON00154	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00	65.00	67.00
CON00155	Blackmagic Design Bi-Directional Miniconverter HDMI - SDI 6G + Audio	150.00	150.00	155.00
CON00156	AOC 24" Monitor H11T72BALACDNE	120.00	120.00	124.00
CON00157	Philips 22" Monitor 224CL2SB/00	130.00	130.00	134.00
CON00176	Samsung T5 External SSD (1TB)	125.00	125.00	129.00
CON00177	DJI RS2 Pro Combo Ronin RS2 Gimbal Pro Combo pack	630.00	630.00	649.00
CON00386	Small Rig Full Cage for BMDPCC 4K	77.99	77.99	80.00
CON00387	Small Rig SSD Mount w/cold shoe adaptor	11.99	11.99	12.00
CON00420	Lynx Technik PVD-1800 3G/HD/SD-Sdi Frame Synchroniser	770.00	770.00	793.00
CON00421	Lynx Technik PVD-1800 3G/HD/SD-Sdi Frame Synchroniser	770.00	770.00	793.00
CON00422	Lynx Technik PVD-1800 3G/HD/SD-Sdi Frame Synchroniser	770.00	770.00	793.00
CON00423	Lynx Technik PVD-1800 3G/HD/SD-Sdi Frame Synchroniser	770.00	770.00	793.00
CON00425	Behringer X-Touch Desktop Controller	273.00	273.00	281.00
CON00440	Blackmagic Design Design Microconverter 3G SDI - HDMI	65.00	65.00	67.00
CON00919	Samsung 27" Monitor	1.00	1.00	1.00
TOTAL FOR Contents - Harlington - Streaming		23,140.77	23,140.77	23,872.00
Contents - Harlington - Technical Store				
CON00481	Kocaso Tablets for sound x4	120.00	120.00	124.00
CON00482	Speaker Stands x4	80.00	80.00	82.00
CON00483	Thomman 24 Channel Snake	250.00	250.00	258.00
CON00484	Cable	900.00	900.00	1,030.00
CON00485	Hercules Mic Stand x3	66.00	66.00	68.00
CON00486	Mic stand Topper (Pop Shield)	25.00	25.00	26.00
CON00487	Fischer Headphone Amps x4	160.00	160.00	165.00
CON00488	Behringer DI x10	300.00	300.00	309.00
CON00489	Gator Mic Case	60.00	60.00	62.00
CON00490	Desk Lamp	15.00	15.00	15.00
CON00491	Clip on Desk Lamp	20.00	20.00	21.00
CON00492	Audio Technica Boundary Microphones x2	240.00	240.00	247.00
CON00493	Sennheiser EW112 G3 / GB-Band Lapel Mic and Receiver	384.99	384.99	397.00
CON00494	Shure SM58 Microphone x7	623.00	623.00	649.00
CON00495	Shure SM58s Microphone	100.00	100.00	103.00
CON00496	Shure SM57 Microphone x6	90.00	90.00	93.00
CON00497	TGU 30DS MICROPHONE	100.00	100.00	103.00
CON00498	AKG D112 Microphone	100.00	100.00	103.00
CON00499	Shure BETA 52 Microphone	140.00	140.00	144.00
CON00500	AKG D40 Microphone x4	240.00	240.00	247.00
CON00501	AKG C430 Microphone x4	440.00	440.00	453.00
CON00502	SENHEZER E906 Microphone x2	240.00	240.00	247.00
CON00503	MIC CLIPS (M) x10	20.00	20.00	21.00
CON00504	MIC CLIPS (L) x4	10.00	10.00	10.00
CON00505	Shelving units x9	1.00	1.00	46.00
CON00506	Midas M32 Digital Stage Box	1.00	1.00	886.00
CON00507	Midas DL32 Digital Console	2,360.00	2,360.00	2,534.00
CON00508	Hooks on wall x8	30.00	30.00	31.00
TOTAL FOR Contents - Harlington - Technical Store		7,115.99	7,115.99	8,474.00
Contents - Harlington - Under Stage				

## ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON00038	1st Stop Safety - Batt PAT Tester PAT Tester	200.00	200.00	206.00
CON00589	Metal cuboards x3	1.00	1.00	309.00
CON00590	Wall mirrors x8	1.00	1.00	659.00
CON00591	Green Notice Board	1.00	1.00	62.00
CON00592	Purple Notice Board x2	1.00	1.00	82.00
CON00593	Carpet x5	1.00	1.00	82.00
CON00594	Wooden Fence white x8	1.00	1.00	247.00
CON00595	Wooden Fence plain x3	1.00	1.00	93.00
CON00596	Lanta LED bars Stage Lighting x4	1,200.00	1,200.00	1,236.00
CON00597	Par 64 LED lamps Stage Lighting x6	1,500.00	1,500.00	1,545.00
CON00598	UV cannons Stage Lighting x2	300.00	300.00	309.00
CON00599	Pinspots Stage Lighting x2	50.00	50.00	52.00
CON00600	Long Nose PAR 64 Stage Lighting x9	360.00	360.00	371.00
CON00601	Zero 88 Jester 48 Lighting Desk	1,991.00	1,991.00	2,060.00
CON00602	Allen & Heath Sound Desk	1,100.00	1,100.00	1,133.00
CON00603	IMG Stageline PAK 215 Speaker x4	6,000.00	6,000.00	6,180.00
CON00604	Peavey Hissy ZRX Speaker x2	300.00	300.00	309.00
CON00605	Boom Bases & Poles x4	100.00	100.00	103.00
CON00606	8U Flightcase	50.00	50.00	52.00
CON00607	CD Mount	10.00	10.00	10.00
CON00608	Flightcase	50.00	50.00	52.00
CON00609	First Aid Kit	1.00	1.00	28.00
CON00611	Klark Technik Square One 31 Band Graphic EQ KT Square One Graphic EQ	800.00	800.00	824.00
CON00612	Klark Technik Square One Dynamics ProcessorKT Square One 8 Pack Dynamics Processor	800.00	800.00	824.00
CON00613	55W Black and Decker 11000 RPM Black and Decker Sanding Mouse	20.00	20.00	21.00
CON00614	MAC Allister MTS800B 800W Table Saw Table Saw	50.00	50.00	52.00
CON00615	QSC PLX1602 1600 Power Amplifier Power Amplifier	1.00	1.00	1.00
CON00616	RCF AM7120/N PA Amplifier AV RCF AM7120/N PA Amplifier AV	400.00	400.00	412.00
CON00617	Phonic Max 500 PA A/V Amplifier	300.00	300.00	309.00
TOTAL FOR Contents - Harlington - Under Stage		15,590.00	15,590.00	17,623.00
Contents - Harlington - Upstairs Landing				
CON00179	Blue Noticeboard (LT)	1.00	1.00	31.00
CON00180	Large clipframes x3	1.00	1.00	124.00
CON00181	Whiteboard (LT)	1.00	1.00	67.00
CON00182	A3 sign holder	30.00	30.00	36.00
CON00183	Evac-chair	1.00	1.00	927.00
CON00872	Blue Chairs x14	1.04	1.04	500.00
TOTAL FOR Contents - Harlington - Upstairs Landing		35.04	35.04	1,685.00
Land - Ancells Farm Pavilion				
LA002	Ancells Farm Park	1.00	1.00	1.00
LA008	Ancells Farm Amenity Area	1.00	1.00	1.00
LA009	Ancells Farm Drive/Saddleback Amenity	1.00	1.00	1.00
LA010	Ancells Chestnut Close public open space	1.00	1.00	1.00
LA011	Ancells Cove Road/Farm Drive/Ancells Rd	1.00	1.00	1.00
LA012	Ancells Faulkners Close footpath	1.00	1.00	1.00
TOTAL FOR Land - Ancells Farm Pavilion		6.00	6.00	6.00
Land - Basingbourne Park				
LA004	Basingbourne Recreation Site	1.00	1.00	1.00
TOTAL FOR Land - Basingbourne Park		1.00	1.00	1.00

## ASSET LIST BY GROUP AND LOCATION

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
Land - Branksomewood Road				
LA020	Branksomewood Rd, Victoria Rd Footpath	1.00	1.00	1.00
TOTAL FOR Land - Branksomewood Road		1.00	1.00	1.00
Land - Calthorpe Park				
LA005	Calthorpe Park	1.00	1.00	1.00
TOTAL FOR Land - Calthorpe Park		1.00	1.00	1.00
Land - Cemetery				
LA006	Cemetery Land	1.00	1.00	1.00
LA007	Cemetery Rd, Highway	1.00	1.00	1.00
TOTAL FOR Land - Cemetery		2.00	2.00	2.00
Land - Coxheath Road				
LA015	Land off Coxheath Rd/Basingstoke canal	1.00	1.00	1.00
TOTAL FOR Land - Coxheath Road		1.00	1.00	1.00
Land - Duke Mead				
LA016	Dukes Mead Open Space	1.00	1.00	1.00
TOTAL FOR Land - Duke Mead		1.00	1.00	1.00
Land - Durnsford Avenue				
LA019	Durnsford Avenue public open space	1.00	1.00	1.00
TOTAL FOR Land - Durnsford Avenue		1.00	1.00	1.00
Land - Edenbrook Park				
LA021	Edenbrook Play Area 1	1.00	1.00	1.00
LA022	Edenbrook Play Area 2	1.00	1.00	1.00
TOTAL FOR Land - Edenbrook Park		2.00	2.00	2.00
Land - Holland Gardens				
LA017	Holland Gardens open space	1.00	1.00	1.00
TOTAL FOR Land - Holland Gardens		1.00	1.00	1.00
Land - Leawood Road				
LA013	Leawood Road amenity space	1.00	1.00	1.00
TOTAL FOR Land - Leawood Road		1.00	1.00	1.00
Land - Longmead				
LA018	Longmead Open Space	1.00	1.00	1.00
TOTAL FOR Land - Longmead		1.00	1.00	1.00
Land - New Barn Close				
LA014	New Barn Close amenity space	1.00	1.00	1.00
TOTAL FOR Land - New Barn Close		1.00	1.00	1.00
Land - Oakley Park				
LA001	Oakley Park	1.00	1.00	1.00
TOTAL FOR Land - Oakley Park		1.00	1.00	1.00
Land - The Views				
LA003	The Views	1.00	1.00	1.00
TOTAL FOR Land - The Views		1.00	1.00	1.00
Paths - Ancells Farm Pavilion				

## ASSET LIST BY GROUP AND LOCATION

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
PA004	Ancells Farm Park	1.00	1.00	1.00
TOTAL FOR Paths - Ancells Farm Pavilion		1.00	1.00	1.00
Paths - Basingbourne Park				
PA002	Basingbourne Park 1350m2	1.00	1.00	1.00
TOTAL FOR Paths - Basingbourne Park		1.00	1.00	1.00
Paths - Calthorpe Park				
PA003	Calthorpe Park	1.00	1.00	1.00
TOTAL FOR Paths - Calthorpe Park		1.00	1.00	1.00
Paths - Cemetery				
PA006	The Cemetery	1.00	1.00	1.00
TOTAL FOR Paths - Cemetery		1.00	1.00	1.00
Paths - Oakley Park				
PA001	Oakley Park 270m2	1.00	1.00	1.00
TOTAL FOR Paths - Oakley Park		1.00	1.00	1.00
Paths - The Views				
PA005	The View Path	1.00	1.00	1.00
PA007	Sensory Garden resin bond path	20,780.00	20,780.00	20,780.00
TOTAL FOR Paths - The Views		20,781.00	20,781.00	20,781.00
Play Equipment - Ancells Farm Pavilion				
PE071	Onion Youth Shelter	3,090.00	3,090.00	3,090.00
PE072	Basket Ball Hoop	535.65	3,090.00	536.00
PE073	Cableway	12,600.00	3,090.00	14,800.00
PE074	Pick up Sticks	4,832.00	3,090.00	4,832.00
PE075	Birds Nest Swing	6,936.00	3,090.00	6,936.00
PE076	Rota Web Climber	6,216.00	3,090.00	6,216.00
PE077	Gwyder Unit with slide	13,360.00	13,360.00	13,360.00
PE078	Dizzy	3,360.00	3,360.00	3,360.00
PE079	Safety Surfaces	14,856.00	14,856.00	14,856.00
PE080	Trim Trail and Young Explorer Play	6,400.00	6,400.00	6,400.00
PE081	Swing	909.50	909.50	909.50
PE082	Simple Simon Slide	1,500.00	1,500.00	1,500.00
PE083	Donkey Springie	600.00	600.00	600.00
PE084	Fencing	3,400.00	3,400.00	3,400.00
PE085	Rock n Bowl	2,000.00	2,000.00	2,000.00
PE086	Tripple toddler swing	3,800.00	3,800.00	3,800.00
PE087	Bear Bin	197.00	197.00	197.00
PE088	Boot Scrapper	134.99	134.99	135.00
PE089	Table Tennis table	1.00	1.00	1.00
TOTAL FOR Play Equipment - Ancells Farm Pavilion		84,728.14	69,058.49	86,928.50
Play Equipment - Basingbourne Park				
PE019	Fencing	1.00	1.00	3,000.00
PE020	4 Gates	1.00	1.00	2,400.00
PE021	Paths and Tarmac Area	1.00	1.00	9,000.00
PE022	Menagerie Tower	1.00	1.00	16,000.00
PE023	10 log Walk	1.00	1.00	600.00
PE024	4 Balance Beams	1.00	1.00	400.00
PE025	Somersault Bar and Signal	1.00	1.00	1,000.00
PE026	Multi User Play	12,000.00	12,000.00	19,000.00
PE027	2 Cradle Seat Swing	1.00	1.00	3,600.00



## ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
PE028	2 Flat Seat Swing	1.00	1.00	2,600.00
PE029	Embankment Slide	1.00	1.00	3,250.00
PE030	Station, Train and Coach	1.00	1.00	12,000.00
PE031	3 Springers	1.00	1.00	1,800.00
PE033	3 Metal Benches	1.00	1.00	1.00
PE034	Bear Bins x 2	196.80	196.80	1.00
PE036	3 Panel Multi Active wall	4,903.02	4,903.02	4,903.12
PE037	Vinci Swings - 2 Bays, 1 Basket Swing	4,903.02	4,903.02	4,903.12
PE038	Vinci Fixed Net Climber - 3.0m High	4,903.02	4,903.02	4,903.12
PE039	Vinci Overhead Twister - 1.8m High	4,903.02	4,903.02	4,903.12
PE040	Quali Cite Horizontal See Saw	4,903.02	4,903.02	4,903.12
PE041	Vinci Timber Multiplay Unit - 4 platforms	4,903.02	4,903.02	4,903.12
PE042	Vinci Ski Simulator	4,903.02	4,903.02	4,903.12
PE043	Youth Shelter	4,903.02	49,302.00	4,903.12
PE044	Steel Bench (over 8's play area) - 108m long	4,903.02	4,903.02	4,903.12
PE045	Rubber Mulch Surfacing	4,903.02	4,903.02	4,903.12
PE046	Rubber Mulch Surfacing (additional)	3,660.00	3,660.00	3,660.00
PE047	1 Springer	400.00	400.00	1.00
PE048	Defibrillator (Pavilion)	3,812.00	3,812.00	1.00
TOTAL FOR Play Equipment - Basingbourne Park		69,112.00	113,510.98	127,345.20
Play Equipment - Branksomewood Road				
PE032	Railway Station	1.00	1.00	10,000.00
PE035	Menagerie Unit	1.00	1.00	6,500.00
TOTAL FOR Play Equipment - Branksomewood Road		2.00	2.00	16,500.00
Play Equipment - Calthorpe Park				
PE090	Snake	1,382.00	1,382.00	1,382.00
PE091	Swan Seat	1,382.00	1,382.00	1,382.00
PE092	Swan Seat	1,382.00	1,382.00	1,382.00
PE093	Swan Planter	4,152.00	4,152.00	4,152.00
PE094	Grasshopper	1,382.00	1,382.00	1,382.00
PE095	Dragonfly	1,382.00	1,382.00	1,382.00
PE096	Defibrillator and cabinet (Cricket Club)	3,812.00	3,812.00	1.00
PE097	Wooden benches x 7	2,450.00	2,450.00	1.00
PE098	Bike hoops x 6	234.96	234.96	1.00
PE099	Vinci Timber SEN Multiplay Unit	9,000.00	9,000.00	9,000.00
PE100	Vinci Elephant Slide	9,000.00	9,000.00	9,000.00
PE101	Vinci Basket Swing	9,000.00	9,000.00	9,000.00
PE102	Magnifying Post x 2	9,000.00	9,000.00	9,000.00
PE103	Vinci Timber Swing - 2.3 High, 2 Flat, 2 Cradle Seats	9,000.00	9,000.00	9,000.00
PE104	Count the Shapes Play Panel - 1200mm x 800mm	9,000.00	9,000.00	9,000.00
PE105	Noughts and Crosses Play Panel - 1200mm x 800mm	9,000.00	9,000.00	9,000.00
PE106	Solar Explorer Play Panel - 1200mm x 800mm	9,000.00	9,000.00	9,000.00
PE107	Vinci Timber Swing - 2.3 High, 2 Flat Seats	9,000.00	9,000.00	9,000.00
PE108	In Ground Trampoline with 1.00m x 1.00m Jumping area - Unit size 1.5m x 1.5m	9,000.00	9,000.00	9,000.00
PE109	Ground anchors for bolt down of Caloo table tennis tables into grass site	9,000.00	9,000.00	9,000.00
PE110	Quali Cite Chair Duo Springer 1 to 6 years	9,000.00	9,000.00	9,000.00
PE111	Autumn Leaves Play Panel - 770mm x 690mm	9,000.00	9,000.00	9,000.00
PE112	The Labyrinth Play Panel- 720mm x 690mm	9,000.00	9,000.00	9,000.00
PE113	Square Litter Bin x 8	9,000.00	9,000.00	9,000.00
PE114	Picnic Steel Table - Inclusive x 4	9,000.00	9,000.00	9,000.00
PE115	Traditional Steel Bench - 1.8m long x 4	9,000.00	9,000.00	9,000.00
PE116	3 Panel Single Sided Multi Active Wall - 8.2	9,000.00	9,000.00	9,000.00
PE117	3 Panel Single Sided Multi Active Wall - 8.2m wide x 2m	9,000.00	9,000.00	9,000.00

## ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
	high			
PE118	Youth Shelter - Rest - 4.0m x 2.5m x 2.5m High	9,000.00	9,000.00	9,000.00
PE119	You&Me Inclusive Swing Seat - 2.4m high frames	9,000.00	9,000.00	9,000.00
PE120	Mini Bike / scooter track	9,000.00	9,000.00	9,000.00
PE121	Mega Fort	9,000.00	9,000.00	9,000.00
PE122	ManDDAa Accessible Whirl - 2.0m Diameter	9,000.00	9,000.00	9,000.00
PE123	Embankment Tube Slide	9,000.00	9,000.00	9,000.00
TOTAL FOR Play Equipment - Calthorpe Park		242,558.96	242,558.96	236,065.00
Play Equipment - Edenbrook Park				
PE124	Toddler Play Area	1.00	1.00	25,000.00
PE125	Large Rope Play	1.00	1.00	1.00
PE126	Slide and Rope Frame	1.00	1.00	1.00
PE127	Dome Swing	1.00	1.00	1.00
PE128	Small Slide Frame	1.00	1.00	1.00
PE129	Circular Spring Board	1.00	1.00	1.00
PE130	Bear Bin	197.00	197.00	197.00
PE131	Bear Bin	197.00	197.00	197.00
PE132	Junior Play Area	1.00	1.00	50,000.00
PE133	Slide and Rope Frame	1.00	1.00	1.00
PE134	Dome Swing	1.00	1.00	1.00
PE135	Wooden Balance Bridge	1.00	1.00	1.00
PE136	Ground Dish	1.00	1.00	1.00
TOTAL FOR Play Equipment - Edenbrook Park		405.00	405.00	75,403.00
Play Equipment - Oakley Park				
PE049	Fencing	1.00	1.00	8,000.00
PE050	Gates	1.00	1.00	1,400.00
PE051	Safer Surfacing	1.00	1.00	12,000.00
PE052	Paths and Tarmac Area	1.00	1.00	1,000.00
PE053	SMP Horizon Loughborough Climber	1.00	1.00	1,950.00
PE054	SMP New World Paris Tower	1.00	1.00	3,500.00
PE055	SMP Junior Slide	1.00	1.00	1,550.00
PE056	SMP 2 Flat Seat Swings	1.00	1.00	2,600.00
PE057	SMP 2 Cradle Seat Swings	1.00	1.00	2,600.00
PE058	Record Spinner	1.00	1.00	700.00
PE059	SMP Polynesia Dolphin Sea Saw	1.00	1.00	1,647.00
PE060	SMP Polynesia Ark Spinger	1.00	1.00	760.00
PE061	SMP Trim Trail (wobble board/balance beam/stepping stones)	1.00	1.00	949.00
PE062	SMP Youth Shelter	1.00	1.00	2,500.00
PE063	Cantilever Tyre Swing	3,840.00	1.00	1.00
PE064	Group Swing	1.00	1.00	3,000.00
PE065	Kicking Board	1.00	1.00	2,200.00
PE066	Basketball Area	1.00	1.00	500.00
PE067	Defibrillator	3,812.00	1.00	1.00
PE068	Flymobile	3,337.00	1.00	1.00
PE069	Boot Scraper	135.00	1.00	1.00
PE070	Bear Bin	197.00	1.00	1.00
PE137	Trim Trail - Chin Up	1,120.00	1,120.00	1,120.00
PE138	Trim Trail - Parallel Bars	760.00	760.00	760.00
PE139	Trim Trail - Horizontal Ladder	1,440.00	1,440.00	1,440.00
PE140	Surfacing	5,292.00	5,292.00	5,292.00
TOTAL FOR Play Equipment - Oakley Park		19,950.00	8,634.00	55,473.00
Play Equipment - The Views				
PE001	1 bay 2 Cradle Seat Swing	1.00	1.00	1.00

## ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
PE002	Wickstead Catepillar and Slide	1.00	1.00	10,000.00
PE003	2 Bay, 4 Cradle Seat Swing	1.00	1.00	3,600.00
PE004	3,4m Embankment Slide	1.00	1.00	1.00
PE005	4,4m Embankment Slide	1.00	1.00	3,750.00
PE006	Fun Buggy - Tractor	1.00	1.00	7,000.00
PE007	Safety Surface	1.00	1.00	15,000.00
PE008	Fencing	1.00	1.00	5,000.00
PE009	Gates	1.00	1.00	2,400.00
PE010	Chain Link Fencing	2,995.00	2,995.00	2,994.00
PE011	2 Bay, 4 Flat Seat Swing	1.00	1.00	2,600.00
PE012	Tarmac Skate Surface	1.00	1.00	6,000.00
PE013	1 Spined Mini Ramp (1.5m x 1.8m x 7.5m)	1.00	1.00	2,000.00
PE014	1 Spine (1,0m x 2,5m x 6.0m)	1.00	1.00	2,000.00
PE015	1 Volcano (.9m x 2.5m x 6,0m)	1.00	1.00	2,000.00
PE016	1 Driveway Planter (0,6m x 2,5m x 6m)	1.00	1.00	2,000.00
PE017	1 Combo End Unit & seating area	1.00	1.00	4,000.00
PE018	Surround Fencing	1.00	1.00	10,000.00
TOTAL FOR Play Equipment - The Views		3,012.00	3,012.00	80,346.00
Signage, Bins, Seats, Goalposts - Ancells Farm Pavilion				
SB020	Picnic table x3	888.00	888.00	936.00
SB021	2 Wooden Bridges	2,389.41	2,389.41	2,389.00
SB022	Tree Seat	1,000.00	1,000.00	1,000.00
SB023	1 bench Seat	1.00	1.00	800.00
SB024	2 Park Seats	1.00	1.00	1,200.00
SB025	3 Seats concrete	2,800.00	2,800.00	2,700.00
SB026	Goal Posts left permanently up	1,500.00	1,500.00	1,791.00
SB027	Goal Posts	680.00	680.00	812.00
SB028	7 Bins	1,392.00	1,392.00	1,673.00
SB029	Park Signs - 3 large and 3 small	1,167.00	1,167.00	1,479.00
SB030	7 x wooden benches	1.00	1.00	3,548.00
SB031	5 Bins	1.00	1.00	1,520.00
SB032	12 Bins	2,337.00	2,337.00	2,961.00
SB033	6 rubbing posts	648.00	648.00	694.00
SB034	3 Wildlife Boards	648.00	648.00	694.00
SB035	Park Signs 6 large signs	1,848.00	1,848.00	2,341.00
TOTAL FOR Signage, Bins, Seats, Goalposts - Ancells Farm Pavilion		17,301.41	17,301.41	26,538.00
Signage, Bins, Seats, Goalposts - Basingbourne Park				
SB007	Nature Sign	1.00	1.00	1,000.00
SB008	4 Park Seats	1.00	1.00	2,400.00
SB009	4 Bins	1.00	1.00	600.00
SB010	8 New Bins	1,400.00	1,400.00	1,400.00
SB011	2 x Goalposts padlocked to outside of pavilion	1.00	1.00	2,500.00
SB012	Park Signs - 5 prk signs and 3 small signs	1,783.00	1,783.00	1,783.00
TOTAL FOR Signage, Bins, Seats, Goalposts - Basingbourne Park		3,187.00	3,187.00	9,683.00
Signage, Bins, Seats, Goalposts - Calthorpe Park				
SB054	Picnic benches x 4	1.00	1.00	1,956.00
TOTAL FOR Signage, Bins, Seats, Goalposts - Calthorpe Park		1.00	1.00	1,956.00
Signage, Bins, Seats, Goalposts - Cemetery				
SB041	10 Benches	1.00	1.00	1,067.00
SB042	Notice Boards	599.00	599.00	681.00
SB043	Memorial kerb stones	2,040.00	2,040.00	2,186.00
SB044	Sanctums	24,840.00	24,840.00	26,616.00
SB045	Bench	9,000.00	9,000.00	9,644.00

## ASSET LIST BY GROUP AND LOCATION

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
TOTAL FOR Signage, Bins, Seats, Goalposts - Cemetery		36,480.00	36,480.00	40,194.00
Signage, Bins, Seats, Goalposts - Edenbrook Park				
SB036	Park Signs 6 large signs	1.00	1.00	1.00
SB037	Litter bins	1.00	1.00	1.00
SB038	Seating	1.00	1.00	1.00
SB039	Signage x2	1.00	1.00	1.00
SB040	Litter bins	1.00	1.00	1.00
TOTAL FOR Signage, Bins, Seats, Goalposts - Edenbrook Park		5.00	5.00	5.00
Signage, Bins, Seats, Goalposts - Oakley Park				
SB013	7 benches and picnic table x1	1.00	1.00	1,500.00
SB014	10 bins	1.00	1.00	300.00
SB015	Goalposts and nets Locked to the ground	1.00	1.00	3,000.00
SB016	4 Bins	978.00	978.00	978.00
SB017	Park Signs - 4 large signs and 4 small signs	1,556.00	1,556.00	1,556.00
SB018	9v9 Goal Posts	816.00	816.00	1.00
SB019	Picnic table x3	2,900.00	2,900.00	1.00
TOTAL FOR Signage, Bins, Seats, Goalposts - Oakley Park		6,253.00	6,253.00	7,336.00
Signage, Bins, Seats, Goalposts - The Views				
SB001	14 seats	1.00	1.00	1,800.00
SB002	5 New Bins	1,031.00	1,031.00	1,031.00
SB003	Park Signs 2 large and 5 small signs	1,021.00	1,021.00	1,021.00
SB004	2 Disclaimer Signs	1.00	1.00	90.00
SB005	2 Litter Bins	1.00	1.00	300.00
SB006	4 New Bins	672.00	672.00	672.00
SB049	Bin	357.00	357.00	357.00
SB052	Picnic benches x 8	1.00	1.00	3,912.00
SB053	3 x benches	1.00	1.00	1,860.00
TOTAL FOR Signage, Bins, Seats, Goalposts - The Views		3,086.00	3,086.00	11,043.00
Signage, Bins, Seats, Goalposts - Town Centre				
SB046	Lakeside Benches x2	2,326.00	2,326.00	2,492.00
SB047	Baltimore Cast Iron Bench x 23	27,600.00	27,600.00	35,439.00
TOTAL FOR Signage, Bins, Seats, Goalposts - Town Centre		29,926.00	29,926.00	37,931.00
TOTAL		773,095.31	790,508.64	3,743,271.70

28/04/2023

Fleet Town Council Current Year

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PURCHASE LEDGER INVOICE LISTING

User: RH

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
14/03/2023	HAR007		CHRIS ALDEN	ALDEN	900.00	0.00	900.00	736	0	300.00	80s and 90s rewind
								757	0	600.00	80s and 90s rewind
31/03/2023	MAREXP		ALEX ROBINS	ALEXROBINS	162.49	0.00	162.49	4041	204	154.80	fuel
								4752	201	1.90	milk
								4752	201	1.90	milk
								4752	201	1.90	milk
								4752	201	1.99	milk
12/03/2023	INV-6106		BCM ENTERTAINMENT	BCM	2,000.00	400.00	2,400.00	737	0	2,000.00	Forever Jackson 10/3
31/03/2023	MARCHEXP		BENCRANE	BENC	20.93	0.00	20.93	4041	301	20.93	mileage
21/03/2023	1284233512023		BEVERLEY DIGWEED	BEVDIGWEED	105.00	0.00	105.00	508	0	105.00	Coronation flags
31/03/2023	227T42512		BIFFA	BIFFA	799.55	159.91	959.46	4155	204	799.55	Gnrl waste 25/2-31/3/23
31/03/2023	227T42513		BIFFA	BIFFA	143.80	28.76	172.56	4156	204	143.80	Mixed recycling 25/2-31/3/23
31/03/2023	227T42514		BIFFA	BIFFA	129.35	25.87	155.22	4155	205	129.35	Gnrl waste 25/2-31/3/23
31/03/2023	227T42515		BIFFA	BIFFA	54.45	10.89	65.34	4156	204	54.45	Glass recycling 25/2-31/3/23
01/03/2023	ELOE HAR 05		ELO	BLUBROS	2,663.22	0.00	2,663.22	712	0	2,663.22	Elo Encounter
01/03/2023	3072112626		BOC	BOC	145.83	29.17	175.00	4700	201	145.83	GAS
31/03/2023	3072567371		BOC	BOC	124.37	24.89	149.26	4700	201	124.37	Gas
10/03/2023	0201071		BOOKER	BOOKER	263.92	52.78	316.70	4700	201	37.87	BAR SUPPLIES
								4710	201	159.96	BAR SUPPLIES
								4761	201	59.10	BAR SUPPLIES
								4152	204	6.99	BAR SUPPLIES
25/03/2023	BS02		BOOTLEG BLONDIE	BOOTLEGBLO	1,000.00	0.00	1,000.00	745	0	1,000.00	Black Sabbitch deposit
09/03/2023	CCR1		BOOTLEG BLONDIE	BOOTLEGBLO	750.00	0.00	750.00	738	0	750.00	Creedence clearwater
13/03/2023	CCR2		BOOTLEG BLONDIE	BOOTLEGBLO	854.34	0.00	854.34	738	0	854.34	Creedence Clearwater
22/03/2023	3159		BRANDPEST	BRAND	60.00	12.00	72.00	4187	204	60.00	Pest control
16/03/2023	M057DJ		BT	BT	78.24	15.65	93.89	4487	204	78.24	TEL CHARGES
21/03/2023	8672957		CASTLEWATER	CASTLEWATE	2,018.40	214.47	2,232.87	4115	204	2,018.40	Water 1/2-31/7/23
09/03/2023	52074		CBS	CBS	824.00	164.80	988.80	4170	204	824.00	Contract Mar 23

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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
09/03/2023	52075		CBS	CBS	450.08	90.02	540.10	4170	204	450.08	Contract Mar 23
31/03/2023	58200		CENTRAL COM LIVEPAY	CCMLPAY	58.00	11.60	69.60	4550	101	58.00	Payroll services Mar 23
31/03/2023	16937-2		CEDARDALE	CEDERDALE	80.00	16.00	96.00	4208	301	80.00	Speed sign - Jan 22
30/03/2023	24GEN		CHRIS WOODS	CHRISWOODS	2,574.32	514.86	3,089.18	715	0	2,574.32	Genesis 24/3
30/03/2023	254404		CIA	CIA	160.00	32.00	192.00	4175	310	160.00	Engineer callout 28/3/23
30/03/2023	37315	4711	COLOURWAYS	COLOUR	297.82	59.56	357.38	4745	204	297.82	Staff uniform
01/03/2023	INV0088783		ODLINGS LTD	COLUMBARIA	169.00	33.80	202.80	4935	350	169.00	Barbican kerb tablet
17/03/2023	INV0089116		ODLINGS LTD	COLUMBARIA	71.00	14.20	85.20	4935	350	71.00	Barbican Tablet
20/03/2023	INV0089177		ODLINGS LTD	COLUMBARIA	260.00	52.00	312.00	4935	350	260.00	Posy on a sprial
31/03/2023	INV0089378		ODLINGS LTD	COLUMBARIA	89.00	17.80	106.80	4935	350	89.00	barbican kerb tablet
01/03/2023	FLEETSET23		COMEDY COMPANY	COMEDYCOMP	3,884.94	776.99	4,661.93	675	0	510.75	Comedy oct 22
								676	0	265.23	Comedy nov 22
								659	0	1,001.74	Comedy dec 22
								717	0	1,045.38	Comedy jan 23
								718	0	1,061.84	Comedy feb 23
07/03/2023	907016402		MOLSON COORS	COORS	1,805.14	361.03	2,166.17	4700	201	1,805.14	Bar supplies
14/03/2023	907027666		MOLSON COORS	COORS	578.06	115.61	693.67	4700	201	578.06	Bar supplies
21/03/2023	907038303		MOLSON COORS	COORS	1,916.41	383.28	2,299.69	4700	201	1,916.41	Bar supplies
01/03/2023	1361.2	4668	DTM CONTRACTORS LTD	DTM CONTR	343.33	68.67	412.00	4170	320	343.33	eicr scout hut
13/03/2023	1380	PO4694	DTM CONTRACTORS LTD	DTM CONTR	489.60	97.92	587.52	4170	205	489.60	Sink blockage
20/03/2023	1386		DTM CONTRACTORS LTD	DTM CONTR	65.54	13.11	78.65	4170	204	65.54	Fix toilet
27/03/2023	1390		DTM CONTRACTORS LTD	DTM CONTR	440.00	88.00	528.00	4170	205	440.00	Carryout EICR
29/03/2023	1391		DTM CONTRACTORS LTD	DTM CONTR	427.20	85.44	512.64	4170	204	427.20	TMV installations
09/03/2023	P01031		EASI-LEAFLETS	EASI-LEAF	653.48	0.00	653.48	4430	101	653.48	Newsletter delivery
17/03/2023	314		FIREPROOFING	FIREPROOFI	1,018.00	203.60	1,221.60	4187	204	1,018.00	Curtain fire retardant
03/03/2023	GRANTMAR23		FLEET CARNIVAL	FLEETCARNI	1,000.00	0.00	1,000.00	4538	110	1,000.00	Grant Mar 23
07/03/2023	23/04		FLEETJAZZ	FLTJAZ	953.57	0.00	953.57	726	0	720.00	jazz april and feb
								732	0	233.57	jazz april and feb
08/03/2023	088		GAVINF	GAVINF	1,650.00	0.00	1,650.00	713	0	1,650.00	guns 2 roses

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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
04/03/2023	17		GC LIGHTING	GC LIGHTNG	132.00	0.00	132.00	713	0	132.00	guns 2 roses
25/03/2023	18		GC LIGHTING	GC LIGHTNG	132.00	0.00	132.00	742	0	132.00	Abba fever
31/03/2023	31MAR23		GLOBAL PAYMENTS DD	GLOBALDD	567.13	0.70	567.83	4422	201	567.13	Bank Charges
01/03/2023	50367148		GLOBAL PAYMENTS DD	GLOBALDD	30.00	6.00	36.00	4422	201	30.00	BANK CHARGES
31/03/2023	50368820		GLOBAL PAYMENTS DD	GLOBALDD	30.00	6.00	36.00	4422	201	30.00	Bank Charges
03/03/2023	INV-5581		HALC	HALC	30.00	6.00	36.00	4030	101	30.00	Year end accounts and Audit
20/03/2023	58250570		HCC	HCC	79.27	15.85	95.12	4400	101	79.27	Stationery
01/03/2023	INV17361		HOGS BACK	HOGSBACK	181.30	36.26	217.56	4700	201	181.30	Bar supplies
14/03/2023	INV17649		HOGS BACK	HOGSBACK	99.54	19.91	119.45	4700	201	99.54	Bar supplies
15/03/2023	INV17865		HOGS BACK	HOGSBACK	199.07	39.81	238.88	4700	201	199.07	Bar supplies
07/03/2023	07032023		HSBC	HSBC	81.85	0.00	81.85	4420	101	81.85	BANK CHARGES
24/03/2023	10294176		HSBC	HSBC	58.96	0.00	58.96	4420	101	58.96	Bank Charges
24/03/2023	10330508		HSBC	HSBC	12.97	0.00	12.97	4420	101	12.97	Bank Charges
07/03/2023	CCARDFEB23		HSBC	HSBC	1,077.81	59.38	1,137.19	4400	101	7.08	CC/CB/MAR23/INK STAMP
								4445	101	6.00	CC/CB/MAR23/PHONE CARD
								4763	201	119.84	CC/CB/MAR23/BAR SUPPLIES
								508	0	150.00	CC/CB/MAR23/SKIP
								4432	201	11.66	CC/AR/MAR23/FLASH DRIVE
								4432	201	11.38	CC/AR/MAR23/FACEBOOK
								4481	204	8.33	CC/AR/MAR23/SPOTIFY
								4041	204	145.02	CC/AR/MAR23/TRAIN FARE
								4486	101	3.00	CC/BC/MAR23/MICROSFT
								4486	101	127.65	CC/BC/MAR23/MICROSFT
								4486	101	178.60	CC/BC/MAR23/MICROSFT
								4486	101	3.00	CC/BC/MAR23/MICROSFT
								4486	101	127.65	CC/BC/MAR23/MICROSFT
								4486	101	178.60	CC/BC/MAR23/MICROSFT
06/03/2023	GRANTMAR23		HARTVOLACT	HVA	200.00	0.00	200.00	4538	110	200.00	HVA Grant
31/03/2023	16344		INSTITUTE OF CEMET	ICCM	135.00	27.00	162.00	4030	101	135.00	Sian Memorial Course 6/10/

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/03/2023	1076		INTRATEST	INTRA	950.00	190.00	1,140.00	4655	150	950.00	Structural insp lighting colum
13/03/2023	03		JOOLS WARREN	JOOLS	300.00	0.00	300.00	4720	201	300.00	Sound engineer
23/03/2023	2917		KRAKEN	KRAKEN	216.00	43.20	259.20	508	0	216.00	Coronation diversion signs
21/03/2023	057703		LANDFORD TREES LTD	LANDFORD	269.33	18.67	288.00	4202	315	269.33	Trees
06/03/2023	283834		LAWMANS UK	LAWMANS UK	420.00	84.00	504.00	713	0	420.00	4 security 4/3/23
31/03/2023	95660		LONDON CATERING	LONDONCAT	211.61	42.32	253.93	4152	204	211.61	Cleaning supplies
09/03/2023	02231646		MINTNETWORK	MINTNETWOR	98.08	19.62	117.70	4440	101	98.08	Phone Feb 23
31/03/2023	M030423		MJ STOCKTAKING	MJSTOCKTAK	185.00	0.00	185.00	4715	201	185.00	FYE Valuation
31/03/2023	16124		NIGEL JEFFRIES	NIGELJEFFR	12,129.88	2,425.98	14,555.86	4200	208	2,040.46	maint contract march 23
								4200	301	1,291.51	maint contract march 23
								4200	310	3,470.35	maint contract march 23
								4200	315	1,849.90	maint contract march 23
								4200	320	1,573.14	maint contract march 23
								4200	325	651.82	maint contract march 23
								4200	350	977.12	maint contract march 23
								4200	330	275.58	maint contract march 23
24/03/2023	51337107		NISBETS	NISBETS	571.97	114.39	686.36	4185	204	499.99	Fridge and glasses
								4185	201	71.98	Fridge and glasses
15/03/2023	IN0651149 3		NPOWER	NPOWER	4,962.19	992.44	5,954.63	4122	204	4,962.19	Elec 1/2-28/2/23
28/11/2022	IN05139211		NPOWER	NPOWER	14.91	0.78	15.69	4122	310	14.91	CCTV 1/9/21 - 30/9/21
28/11/2022	IN05139212		NPOWER	NPOWER	15.49	0.81	16.30	4122	310	15.49	CCTV 1/10/21-31/10/21
28/11/2022	IN05139215		NPOWER	NPOWER	15.99	0.84	16.83	4122	310	15.99	CCTV 1/12/21 - 31/12/21
28/11/2022	IN05139219		NPOWER	NPOWER	15.51	0.82	16.33	4122	310	15.51	CCTV 1/11/21 - 30/11/21
28/11/2022	IN05139224		NPOWER	NPOWER	16.18	0.85	17.03	4122	310	16.18	CCTV 1/1/22 - 31/1/22
28/11/2022	IN05139226		NPOWER	NPOWER	14.44	0.76	15.20	4122	310	14.44	CCTV 1/2/22-28/2/22
28/11/2022	IN05139228		NPOWER	NPOWER	24.14	1.24	25.38	4122	310	24.14	CCTV 1/5/22 - 31/5/22
28/11/2022	IN05139229		NPOWER	NPOWER	23.81	1.23	25.04	4122	310	23.81	CCTV 1/4/22 - 30/4/22
28/11/2022	IN05139230		NPOWER	NPOWER	15.76	0.83	16.59	4122	310	15.76	CCTV 1/3/22 - 31/3/22
28/11/2022	IN05139232		NPOWER	NPOWER	23.34	1.20	24.54	4122	310	23.34	CCTV 1/9/22 - 30/9/22



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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
28/11/2022	IN05139233		NPOWER	NPOWER	23.52	1.21	24.73	4122	310	23.52	CCTV 1/6/22 - 30/6/22
28/11/2022	IN05139235		NPOWER	NPOWER	24.62	1.28	25.90	4122	310	24.62	CCTV 1/7/22 - 31/7/22
28/11/2022	IN05139236		NPOWER	NPOWER	24.52	1.27	25.79	4122	310	24.52	CCTV 1/8/22 - 31/8/22
28/11/2022	IN05375042		NPOWER	NPOWER	24.23	1.25	25.48	4122	310	24.23	CCTV 1/10/22 - 31/10/22
28/11/2022	IN05635312		NPOWER	NPOWER	24.04	1.25	25.29	4122	310	24.04	CCTV 1/11/22 - 30/11/22
15/03/2023	IN06372853		NPOWER	NPOWER	22.88	1.18	24.06	4122	310	22.88	CCTV Calthorpe
15/03/2023	IN06511493		NPOWER DD	NPOWERDD	4,962.19	992.44	5,954.63	4122	204	4,962.19	Elec 1/2-28/2
15/03/2023	IN06511493#2		NPOWER DD	NPOWERDD	-4,962.19	-992.44	-5,954.63	4122	204	-4,962.19	Elec 1/2-28/2/23
15/03/2023	IN06527628		NPOWER DD	NPOWERDD	325.98	65.20	391.18	4122	310	325.98	Elec 1/2/23-28/2/23
15/03/2023	IN06527631		NPOWER DD	NPOWERDD	44.83	2.24	47.07	4122	315	44.83	Elec 1/2/23-28/2/23
15/03/2023	IN06527633		NPOWER DD	NPOWERDD	45.98	2.30	48.28	4122	320	45.98	Elec 1/2/23-28/2/23
15/03/2023	IN06527672		NPOWER DD	NPOWERDD	178.10	8.90	187.00	4122	205	178.10	Elec 1/2/23-28/2/23
15/03/2023	IN06654125		NPOWER DD	NPOWERDD	14.39	0.72	15.11	4122	208	14.39	Elec 1/2/23-28/2/23
01/03/2023	3016		NPTREEMANAGE	NPTREE	420.00	84.00	504.00	4250	208	420.00	Tree works
14/03/2023	3041		NPTREEMANAGE	NPTREE	65.00	13.00	78.00	4250	330	65.00	Tree works
27/03/2023	3060		NPTREEMANAGE	NPTREE	2,511.00	502.20	3,013.20	4250	320	2,511.00	Tree works as per survey 2022
10/03/2023	5137752		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	CARD CHARGES
10/03/2023	5137753		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	CARD CHARGES
27/03/2023	SIN2337792		PPL PRS	PPLPRS	3,243.65	648.73	3,892.38	4740	201	3,243.65	music royalties
01/03/2023	001683		CHCLEANING	PRIMA	116.85	23.37	140.22	4122	208	116.85	Cleaning 1/2/23-28/2/23
31/03/2023	001694		CHCLEANING	PRIMA	2,352.20	470.44	2,822.64	4150	204	2,352.20	Cleaning 1/3-31/3/23
31/03/2023	001695		CHCLEANING	PRIMA	572.60	114.52	687.12	4150	205	572.60	Cleaning 1/3-31/3/23
31/03/2023	001696		CHCLEANING	PRIMA	349.85	69.97	419.82	4150	204	349.85	Cleaning 1/3-31/3/23
31/03/2023	001697		CHCLEANING	PRIMA	105.15	21.03	126.18	4150	315	105.15	Cleaning 1/3-31/3/23
31/03/2023	001698		CHCLEANING	PRIMA	52.50	10.50	63.00	4150	310	52.50	Cleaning 1/3-31/3/23
31/03/2023	001699		CHCLEANING	PRIMA	105.15	21.03	126.18	4150	320	105.15	Cleaning 1/3-31/3/23
31/03/2023	001700		CHCLEANING	PRIMA	116.85	23.37	140.22	4150	208	116.85	Cleaning 1/3-31/3/23
18/03/2023	18323		PRINCESTONES	PRINCESTON	120.00	0.00	120.00	4936	350	120.00	Ashes interment x 2
31/03/2023	463		PROD GG	PROD	730.00	146.00	876.00	4720	201	730.00	Engineer services

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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
29/03/2023	61269		PRONTAPR	PRONTA	3,500.00	0.00	3,500.00	4432	201	3,500.00	Whats on guide
31/03/2023	INV-25285		PXPRODUCT	PXPRODUCT	1,575.00	315.00	1,890.00	736	0	1,575.00	Ultra 90s
03/03/2023	GRANTMAR		RBL	RBL	120.00	0.00	120.00	4538	110	120.00	Grant Mar 23
27/03/2023	30394		RBS	RBS	706.05	141.21	847.26	4560	101	606.05	Asset software 1/4/23-31/3/24
								4030	101	100.00	Asset training
24/03/2023	SM27241		RBS	RBS	1,404.44	280.89	1,685.33	4560	101	1,404.44	1/4/23-31/3/24 support
24/03/2023	SM27242		RBS	RBS	408.56	81.71	490.27	4560	101	408.56	1/4/23-31/3/23 Bookings suppor
01/03/2023	144465		ROUND AND ABOUT	ROUNABOUT	300.00	60.00	360.00	508	0	300.00	Coronation page
26/03/2023	001359		RUPERT PETERS MUSIC	RUPERT P M	150.00	0.00	150.00	742	0	150.00	Abba
01/03/2023	45351		SDSL	SDSL	330.00	66.00	396.00	4485	101	330.00	Off site backup 1/4/23-30/6/23
01/03/2023	INV-17882		SG POS	SGPOS	70.00	14.00	84.00	4728	201	70.00	Web services Mar 23
31/03/2023	51197		SHIELD SECURITY SERV	SHIELD SEC	35.00	7.00	42.00	4188	204	35.00	Keyholding facilities and serv
31/03/2023	MAREXP1		SIAN TAYLOR	SIAN	84.08	0.00	84.08	4445	350	23.33	phone
								4041	350	60.75	mileage
15/03/2023	BK209506-2CR		SLCC	SLCC	-30.00	-6.00	-36.00	4030	101	-30.00	Credit note intro to change
14/03/2023	BK209707-1		SLCC	SLCC	105.00	21.00	126.00	4030	101	105.00	How to organise events - Ben
23/03/2023	01SPS22027		SOUND AND LIGHT PROD	SOUNDLIGHT	2,125.00	0.00	2,125.00	508	0	2,125.00	Stage Equipment Coronation
30/03/2023	951900107/0002		SSE SOUTHERN ELECTRI	SSE SOUTHE	116.66	5.83	122.49	4122	325	116.66	Elec 30/12/22 - 30/3/23
25/03/2023	1774		STAGEHEADS LTD	STAGEHEADS	1,350.00	270.00	1,620.00	742	0	1,350.00	Abba fever
01/03/2023	INV-1290		SUSX HR HUB	SUX HR HUB	75.00	15.00	90.00	4551	101	75.00	Monthly HR services
31/03/2023	23030056		TICKETSOLVE	TICKETSOLV	1,195.50	0.00	1,195.50	4490	201	1,195.50	Ticket sales Mar 23
09/07/2022	271291180/22		TOTALENERGIES	TOT ENG	32.20	1.61	33.81	4120	208	32.20	Gas 31/5/22 - 30/6/22
10/07/2022	271400530/22		TOTALENERGIES	TOT ENG	483.60	24.18	507.78	4120	204	483.60	Gas 31/5/22 - 30/6/22
06/08/2022	273334902/22		TOTALENERGIES	TOT ENG	24.46	1.22	25.68	4120	208	24.46	Gas 30/6/22 - 31/7/22
10/09/2022	276900321/22		TOTALENERGIES	TOT ENG	23.17	1.16	24.33	4120	208	23.17	Gas 31/7/22 - 31/8/22
09/10/2022	279180753/22		TOTALENERGIES	TOT ENG	34.13	1.71	35.84	4120	208	34.13	Gas 31/8/22 - 30/6/22
01/12/2022	284112812/22		TOTALENERGIES	TOT ENG	49.02	2.45	51.47	4120	208	49.02	Gas 30/9/22 - 31/10/22
13/12/2022	285813478/22		TOTALENERGIES	TOT ENG	57.97	2.90	60.87	4120	208	57.97	Gas 31/10/22 - 30/11/22
12/01/2023	288674644/23		TOTALENERGIES	TOT ENG	102.57	5.13	107.70	4120	208	102.57	Gas 30/11/22 - 31/12/22

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
07/02/2023	288674644/23C R		TOTALENERGIES	TOT ENG	-102.57	-5.13	-107.70	4120	208	-102.57	cancel inv 288674644/23
07/02/2023	290470504/23		TOTALENERGIES	TOT ENG	39.48	1.97	41.45	4120	208	39.48	Gas 30/11/22 - 31/12/22
12/02/2023	291712107/23		TOTALENERGIES	TOT ENG	15.50	0.78	16.28	4120	208	15.50	Gas 31/12/22 - 31/1/23
12/03/2023	294787399/23		TOTALENERGIES	TOT ENG	4,873.61	974.72	5,848.33	4120	201	4,873.61	Gas Feb 23
12/03/2023	294825349/23		TOTALENERGIES	TOT ENG	435.86	87.17	523.03	4120	205	435.86	Gas Feb 23
12/03/2023	294858261/23		TOTALENERGIES	TOT ENG	14.00	0.70	14.70	4120	208	14.00	Gas 31/1/23 - 28/2/23
01/03/2023	HI589703		UNITED HYGIENE	UWR	148.68	29.74	178.42	4152	205	148.68	Cleaning supplies
01/03/2023	HI589758		UNITED HYGIENE	UWR	660.27	132.05	792.32	4152	204	660.27	Cleaning supplies
22/03/2023	OPI638463		VIMTO	VIMTO	491.15	98.23	589.38	4700	201	491.15	Bar supplies
18/03/2023	B5-591454800		VODAFONE	VODAFONE	31.07	6.21	37.28	4445	204	10.97	MOBILE PHONE
								4445	301	10.08	MOBILE PHONE
								4445	101	10.02	MOBILE PHONE
27/03/2023	197		WB PRODUCTIONS	WBPROD	600.00	0.00	600.00	757	0	600.00	Deposit for performance nov 23
31/03/2023	14582	04695	WESTCOTEC	WESTCOTEC	4,095.00	819.00	4,914.00	4208	301	4,095.00	Speed watch camera
02/03/2023	521973872		ZURICH	ZUR	9,171.46	0.00	9,171.46	4130	101	9,171.46	Ins 1/4-31/3/24
08/03/2023	522113403		ZURICH	ZUR	224.00	0.00	224.00	508	0	224.00	Insurance 1/4/23-31/3/24
<b>TOTAL INVOICES</b>					<u>102,921.57</u>	<u>14,045.94</u>	<u>116,967.51</u>			<u>102,921.57</u>	

SUMMARY OF ASSETS BY GROUP NAME

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<u>Group</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
Buildings	15.00	15.00	2,401,601.00
Contents	236,264.80	236,264.80	508,116.00
Land	22.00	22.00	22.00
Paths	20,786.00	20,786.00	20,786.00
Play Equipment	419,768.10	437,181.43	678,060.70
Signage, Bins, Seats, Goalposts	96,239.41	96,239.41	134,686.00
TOTAL	<u>773,095.31</u>	<u>790,508.64</u>	<u>3,743,271.70</u>

**OFFICER:** Sarah Moore, Finance & Admin Manager

**DATE:** 28th April 2023

**MEETING:** Policy and Finance 17th May 2023

**SUBJECT:** Item 11 - List of Regular Direct Debits

Payee	Reason	Approx. monthly £	Notes
HSBC	Credit Card	2,000	
Payment Sense	Card machine charge	15	
Payment Sense	Card machine charge	100	
Payment Sense	Bank charges	180	
Payment Sense	Bank charges	30	
Legal & General	Pension	3,000	
Npower	Electricity - Ancells Community	200	
Npower	Electricity - Ancells Pavilion	40	
Npower	Electricity - Calthorpe	250	
Npower	Electricity - Oakley	65	
Npower	Electricity - Basingbourne	30	
Global Payments	Online charges	650	
Live Pay	Payroll	75	
BOC	Gas - Bar	50	
Booker	Bar supplies	80	
HSBC	Bank charges	78	
HSBC	Bank charges	13	
BT	Broadband	80	
Vodafone	Mobiles	37.28	
HMRC	NI	Variable	
HMRC	VAT	Variable	
Total Energies	Gas - Ancells	500	New Apr 2023
Total Energies	Gas - Harlington	6,000	New Apr 2023
Hart District Council	Ancells Pavilion - Business Rates	119	New Apr 2023
Hart District Council	The Harlington - Business Rates	1,634	New Apr 2023
Hart District Council	Cemetery - Business Rates	210	

## FLEET TOWN COUNCIL - RECORD OF GRANTS AWARDED 2023/24

Updated: 11.05.23

Recipient of Grant	Code	Purpose of the Grant	Requested £	Awarded £	Date of Award	Company / Charity Reg. No.	Approval Committee	Date Paid	Comments
<b>GRANT - FLEET PHOENIX</b>									
	<b>4241/110</b>	<b>Budget: £10,656. Amount remaining: £0</b>							
Fleet Phoenix		Annual running costs of The Point	£10,656	£10,656		1144057		Tfr to The Harlington	Awarded as part of budget approval.
<b>Total awarded</b>			<b>£10,656</b>						
<b>GRANT - SASHA'S PROJECT</b>									
	<b>4242/110</b>	<b>Budget: £7,540. Amount remaining: £0</b>							
Sasha's Project		Hire of The Point as a crisis centre 2 nights per	£7,540	£7,540	05/04/2023	1195793	Council	Tfr to The Harlington	Hire granted until 31/03/2024.
<b>Total awarded</b>			<b>£7,540</b>						
<b>COMMUNITY SUPPORT</b>									
	<b>4538/110</b>	<b>Budget: £7,200. Amount remaining: £1,200</b>							
Coronation Committee		Coronation event	£5,000	£5,000				Pending	Awarded as part of budget approval.
Fleet Phoenix		Rent waiver for office and storage space	£1,000	£1,000	15/02/2023	1144057	P&F	Tfr to The Harlington	
<b>Total awarded</b>			<b>£6,000</b>						
<b>FLEET CONNECT</b>									
	<b>4800/110</b>	<b>Budget: £12,902. Amount remaining: £598</b>							
Hampshire County Council		Fleet Connect 23/24 service run by RVS	£12,304	£12,304	01/03/2023		Council		Pending receipt of invoice.
<b>Total awarded</b>			<b>£12,304</b>						
<b>BASINGSTOKE CANAL</b>									
	<b>4810/110</b>	<b>Budget: £19,041. Amount remaining: £19,041</b>							
Hampshire County Council		Basingstoke Canal Society annual partner contribution	TBC	TBC					Awarded as part of budget approval. Invoice due in June.
<b>Total awarded</b>			<b>TBC</b>						
<b>COMMUNITY GRANTS</b>									
	<b>4855/110</b>	<b>Budget: £3,704. Amount remaining: £3,704</b>							
No applications awarded									
<b>Total awarded</b>			<b>£0</b>						
<b>RENT WAIVERS</b>									
Fleet Cricket Club		Annual rent - Calthorpe Park		£4,140	10/05/2023		Council	n/a	
1st Crookham Scouts		Annual rent - Basingbourne Park		£500	10/05/2023	302270	Council	n/a	
22nd and 26th Odiham Scouts		Annual rent - Calthorpe Park		£500	10/05/2023	306101 / 810148	Council	n/a	
Lions Community Store		Annual rent - Basingbourne Park		£500	10/05/2023	1177181	Council	n/a	
<b>Total waived</b>			<b>£5,640</b>						

**APPLICATIONS FOR CONSIDERATION 17/05/23**

All Saints Church		Churchyard community garden	£1,000						
Vox Choir		Harlington hire costs for charity concert	£1,000						
Revive Ukraine		Harlington hire costs for social events	£800						
Victim Support		Personal security items for crime victims	£200						
<b>Total Requested</b>			<b>£3,000</b>						
<b>Total Available Funds</b>			<b>£4,904</b>						

## 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  [REDACTED] [REDACTED] [REDACTED]
2.	Name, Address and Status of Contact & position   E-mail address	Elizabeth Waller – Chair, Fundraising Committee  [REDACTED] [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 has now opened its doors, nearly eight years after having been ravaged by an arson fire in 2015. Now that the builders have vacated the site, we would like to take this opportunity to create a churchyard community garden so that people of the town have a calm and relaxing place to sit or wander.</p> <p>This is the Parish Church for the town of Fleet and lies at the centre of our community. It is situated on Church Road, in the town centre, opposite to the main car park.</p> <p>Although we have The Views at the West end of the town, there are few green public spaces at the East end. The grounds around the church have always been a location visited by many people during the day or evening to enjoy the peace and tranquillity. However, in recent years, this has been confined to a small area between the builder's fence and the Fleet Parish Community Centre.</p> <p>There are several benches on the site that have always been well used even during the building work and during Covid; it is used by shoppers, workers having lunch and people wanting somewhere to meet or rest.</p> <p>The churchyard garden includes the Memorial Garden where members of our community have had ashes of their loved ones buried and is used extensively by</p>



those wishing to sit and remember. This area is also being improved and is marked by low hedging.

In planning the churchyard community garden, we have obtained advice from Sarah Leedham, Countryside Ranger at Edenbrook Country Park and have sought to create a sustainable, low maintenance garden that is eco-friendly. The garden will be maintained by the All Saints' Volunteer Gardening Team.

The site encompasses the Fleet Parish Community Centre with access to toilets and coffee bar, during opening times.

#### **PROPOSAL**

The plan is to establish a garden space in the centre of Fleet that will enable people in our town to relax, engage with nature and meet others.

We are looking to create a colourful meadow of grasses and wildflowers that will encourage a wide range of bugs, pollinators, amphibians, birds and mammals. This wildlife area will allow nature lovers to explore and study insects and wildlife close-up. The wildflower area will include nesting boxes, bird feeding station and bird bath.

We have a small team of volunteer gardeners who meet weekly to manage the space and this group is open to anyone who would like to engage with the natural environment, meet others and get active outdoors. New members are always welcome and can join the team on an occasional or regular basis.

The areas to the West and South of the church are wheelchair and buggy accessible, with wide surfaced paths and benches situated around the site.

The churchyard community garden will consist of:

- an area at the front of the church which will be grassed.
- Some of the headstones removed during the building work will be reinstated providing visual interest and documenting part of the town's history.
- wide surfaced paths have been constructed and benches will be placed around the area.
- the area to the North of the church will be a wildflower meadow, sowed with an annual wildflower seed mix with perennial meadow mix suitable for existing soil type and in keeping with the Church of England's Eco policy.

For those working or visiting the town centre it will provide a pleasant and relaxing area to sit at the East end of the town.

This funding application will help towards the following costs:

1. rotavating the area to the north and west of the church, including the removal of all rubble, and creation of an even surface. (The ground has been severely compacted due to builder's machinery, and this will aerate the soil, improve drainage and make the ground easier to work.)
2. spreading topsoil evenly over ground ready for planting
3. purchase of grass seed which will be spread on the area at the front of the church.
4. purchase of meadow mixture from Emorsgate which will be spread to the North of the church.
5. Purchase of bird feeding stations, nesting boxes and bird bath.

We plan to use professional landscape gardeners to rotovate the soil, remove the waste, spread topsoil and supply grass seed.

The meadow mixture will be purchased direct.



		<p>The bird feeding stations, nesting boxes and bird bath will be erected and maintained by volunteers.</p> <p>Our team of volunteer gardeners will sow the areas and maintain the gardens.</p>					
7.	Amount applied for	£1,000					
8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	<p><b>BENEFICIARIES</b></p> <p>The garden will be accessible to the whole community and it is hoped it will have a positive health and wellbeing impact on all who use it. This area is already used extensively by a wide range of people throughout the day and evening. Even during the building works, members of the public could be seen throughout the day, resting and sitting on benches. With a more attractive environment it is likely that usage will increase considerably.</p> <p>It is notable that people from the town centre use this area as a convenient outside space to eat their lunch, meet others or simply rest and relax. It will be used by shoppers, workers having lunch and people wanting somewhere to enjoy the tranquillity.</p> <p>Those wishing to visit the Memorial Garden.</p> <p>The wildlife meadow will be open to anyone wishing to explore nature.</p> <p>People using the Fleet Parish Community Centre include toddler groups, a youth group and disability and elderly groups, all of whom would benefit from having a natural landscaped outside space which is attractive and accessible. For example, the Friday toddler group have expressed a wish to extend its activities outside to include events involving the natural environment.</p> <p>Visitors to Fleet will have open access to this area.</p> <p>Those attending weddings or other events at All Saints will be able to use this area.</p>					
9.	Projected income and expenditure of project/event	<p>It is not the purpose of this project to generate income. It is intended to provide an attractive amenity for the community in the centre of town.</p> <p><b>Expenditure</b></p> <p>Services of a professional landscape gardener to Rotovate the area to the north and west of the church, including the removal of all rubble, and creation of an even surface, to supply topsoil, and grass seed. <span style="float: right;">£3,980</span></p> <p>Wildflower mix from Emorsgate. <span style="float: right;">340</span></p> <p>Bird feeding stations x 2. <span style="float: right;">50</span></p> <p>Bird nesting boxes x 2. <span style="float: right;">30</span></p> <p>Bird bath. <span style="float: right;">25</span></p> <p style="text-align: right;"><b>Total      £4,425</b></p>					
10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending



11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	If the grant is not successful, we will seek other sources of revenue. However, it may result in the plans for the area being scaled down or may take a much longer timescale to complete.
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	February 2022  £2000 towards the audio-visual system as part of rebuilding All Saints Church
13.	How will you publically acknowledge Fleet Town Council's contribution?	Grant givers will be acknowledged in a press release and in the Fleet Parish Magazine. We will also acknowledge Fleet Town Council's contribution on our website and on our FaceBook Page/

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

Signed..... [Redacted Signature]

Date... 9/5/23

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"/>	y
Constitution	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>	y
Copy of most recent Bank Statement for all accounts	Copies of the latest statements of the two current accounts are attached. The balances in these accounts are unusually high because significant payments are due shortly for building work on the restoration of the church and also to pay for the new organ. 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.	y
Safeguarding Policy	The Parochial Church Council (PCC) of The Parish of Fleet adopted the Church of England <u>Promoting a Safer Church</u> Policy Statement, House of Bishop's <u>Practice Guidance</u> and supporting <u>diocesan safeguarding protocols</u> these are available to view on the	y



	<p>diocesan website at:  <a href="http://www.cofeguildford.org.uk/safeguarding">www.cofeguildford.org.uk/safeguarding</a>.</p> <p>Details of our Safeguarding Officers are available on the Parish website at:</p> <p><a href="http://wpapp.parishoffleet.org.uk/safeguarding/">http://wpapp.parishoffleet.org.uk/safeguarding/</a></p>	
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Office Use

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

## Application for Grant Form

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

1.	Name of Organisation  Address  Bank Account details for payment  Account  Sort Code	VoxSkool Community  [REDACTED] [REDACTED] VoxSkool Community [REDACTED] [REDACTED]
2.	Name, Address and Status of Contact & position   E-mail address	Victoria Beebee  <a href="mailto:info@voxscool.com">info@voxscool.com</a>
3.	Telephone Number of Contact	[REDACTED]
4.	Is the Organisation a Registered Charity?	No, but we are a registered not for profit company Registered No: 09730908
5.	Date of establishment of Organisation	2014
6.	Details of purpose of Grant (please use additional sheet to include details)	<p>We are holding a charity concert at The Harlington Fleet on June 11<sup>th</sup> to raise funds for our local community and particular those living with mental health conditions, who may be struggling with low mood/anxiety or are isolated. We have been running a project called Inspiration Singing Group (ISG), this past year and it has proven to be successful. Many of these members will be joining our other existing choir groups (VoxChoir) in the performance, along with solo artists, which is a great leap in their growth and platform for them as part of their healing and recovery process and may also encourage those who have not heard about this group, to find out more and possibly even join us, to experience what we have known over the years to be a very uplifting community event, with happiness, laughter, talent and above all the interaction and healthy friendships which are formed as a result of it.</p> <p>We would like to use the grant money to cover all of the hall, technical, engineer, lighting, bar and staffing costs for the event and anything left over, we would like to put back into ISG towards another year of meeting up on Mondays in Fleet, and for current members and new community members, to take advantage of the free singing/social sessions.</p>

7.	Amount applied for	£1,000					
8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	<p>We will benefit around 200 - 250 local attendees, including those performing and those helping as volunteers on the day and then those who may join our groups as a result of partaking/watching/listening. We will have people attending from Fleet Town area, Church Crookham Elvetham Heath, and all surrounding areas including, Farnborough, Aldershot, Yateley, Bracknell (Stepping Stones Recovery College performing a special song)  GU51 1AA, GU46 7RX, GU51 5SJ, GU11 2HP, GU12 5EZ</p>					
9.	Projected income and expenditure of project/event	<p>Venue Hire and all costs inclusive, with view that we may need to add on extras for staffing/tech support/soft drinks for the choirs &amp; artists:</p> <p><b><u>Fixed Costs</u></b>  Hall hire (4 ½ hours) - £45.00 = £270.00  Use of Stage = £60.00  Use of Sound = £36.00  Use of Lighting = £36.00  <b>Total =£402.00 Inc VAT</b></p> <p><b><u>Variable Costs</u></b>  Estimated Show Time. 2.30pm to 6.30pm (4hrs)  Technical Support (4hr minimum) - £79.20 Inc VAT  Bar Service (up to 4 hours) with 1 bar person - £54 Inc VAT  <b>Total= £133.20 Inc VAT</b></p> <p><b>Total without Additional hrs. tech support or Additional Bar Staff = £535.20</b></p> <p><b>Additional Tech. Support (per hour) £16.50 plus vat.  Additional Bar Person £45.00</b></p> <p>Estimate for Venue costs: £700  Estimate for soft drinks or any other unforeseen extras needed on the day of event £300</p>					
10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending

11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	We would need to put a plea out to the local community/sponsors and businesses, but this is never guaranteed help.					
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	We were awarded costs to cover The Harlington venue for the same purposes back in 2012					
13.	How will you publically acknowledge Fleet Town Council's contribution?	We gladly will promote Fleet Town Council within our social media/posters/flyers and word and mouth to the public and within our many singing groups and choirs across the board.					

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

Signed.....  .....

Date...29.03.2023.....

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

	YES	T.C. USE CHECKED
Last Financial Years Accounts	*	Y
Constitution	*	Y
Copy of most recent Bank Statement for all accounts	*	Yes – but needs verification
Safeguarding Policy	*	Y

### Office Use

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

**OFFICER:** Sarah Moore, Finance & Admin Manager  
**DATE:** 10<sup>th</sup> May 2023  
**MEETING:** Policy & Finance 17<sup>th</sup> May 2023  
**SUBJECT:** Item 10 – Investment Report

Account balances for Fleet Town Council as at 31 March 2023

Account	Funds	Interest Rate	Comment
HSBC Current Bank Account, Account No: 61539272	£729,144.87		
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£800,458.16	3.00%	Interest paid into Nationwide current account
The Cambridge Building Society, Account No: CB01348177	£100,000.00	0.1%	Interest paid into HSBC current account
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£1,350,000.00	4.05944% Per annum	Interest paid into HSBC current account.
<b>TOTAL</b>	<b>£2,979,603.03</b>		

**Please note:**

Interest received in December 22 into Nationwide account:

Nationwide.

*Please note that this interest is not in the year end accounts at time of report* £458.08

Interest received in January 23 into HSBC account:

Cambridge Building Society for the year Jan – Dec 2022

£402.74

Interest received in March 23 into HSBC account:

CCLA

£4,566.87

**Recommendation**

To note the balances held in the Fleet Town Council accounts.



### Application for Grant Form

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

1.	Name of Organisation Address  Bank Account details for payment Account Sort Code	Revive Ukraine  [REDACTED]  Lloyds Bank [REDACTED] [REDACTED]
2.	Name, Address and Status of Contact & position  E-mail address	Victoria McClurg [REDACTED] [REDACTED] [REDACTED]
3.	Telephone Number of Contact	[REDACTED]
4.	Is the Organisation a Registered Charity?	Yes                      Charity Number: 1201131
5.	Date of establishment of Organisation	24 <sup>th</sup> November 2022
6.	Details of purpose of Grant (please use additional sheet to include details)	(Please see the attached information which describes what we do in Hart)  We need funding to enable us to to hire the Harlington Centre auditorium for social events.
7.	Amount applied for	£800.00 for 4 events per annum.

8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	We will invite all Ukrainian families in Hart and open the invitation to all Hart residents.					
9.	Projected income and expenditure of project/event	No income is projected. Free entry. We will purchase soft drinks, sweets, toys etc. for the children. £350.00+					
10.	Details of any other grants applied for this project/event/ activity and status	Body	Amount	Date applied	Approved	Refused	Pending
		None					
11.	If your Grant application to Fleet Town Council is not successful how will the event/ project still go ahead? If so how?	We will only do what we think we can obtain the funds for and we will strive to do summer events outside. We plan with hope.					
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?	In our public announcements, leaflets and social media. We will ensure everyone is aware of your support and photo opportunities are possible at the events, taking Safeguarding Requirements into account regarding social media.  We have a non political policy.					

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

Signed.....

Date 3.04.2023

## Additional Information

What we do:-

Have focussed, direct contact with 60 Ukrainian families totalling 130 individuals in the Hart District of Hampshire. We liaise with hosts who are included in most of our social events.

Have 6 Ukrainian/Russian volunteers who support our activities.

Work closely with Hart District Council and its charitable support association.

Use our web page, Facebook and WhatsApp for community communications. We also provide personal phone numbers and email addresses of volunteers to all refugees who can contact us whenever they need to.

Engage directly with families through our Ukrainian/Russian volunteers giving friendship and social/emotional support.

Understand their needs to guide them through the procedures of the UK welfare system.

Help hosts and local authority staff by providing interpreters at formal and informal meetings including, settling misunderstandings and NHS visits.

Provide regular meeting places for families and organise social events such as picnics, independence day and Christmas party.

Provide direct help with language lessons, food, clothing, toys, books, toiletries etc.

Job hunt, assisting with applications.

Relocate families into their own accommodation, sourcing basic domestic, household provisions.

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

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

Office Use

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

## Application for Grant Form

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

1.	Name of Organisation Address  Bank Account details for payment Account Sort Code	Victim Support  [REDACTED]  Victim Support [REDACTED] [REDACTED]
2.	Name, Address and Status of Contact & position  E-mail address	Lisa Jones – Service Delivery Assistant As above  hiow.areaoffice@victimsupport.org.uk
3.	Telephone Number of Contact	[REDACTED]
4.	Is the Organisation a Registered Charity?	Yes/No                      Charity Number: 298028
5.	Date of establishment of Organisation	1974
6.	Details of purpose of Grant (please use additional sheet to include details)	The purchase of security items that we provide free of charge to victims and their families such as personal alarms and small security items for the home such as window or door alarms to make people feel safer in their homes.  Victim Support is a charity that provides free, independent, and confidential support to anyone affected by crime and traumatic events. We will listen with compassion and tailor support to individuals.
7.	Amount applied for	£ 200
8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	Anyone affected by crime or traumatic events can access our service. Last year we supported approximately 204 Fleet residents.  Residents supported via our community based service receive immediate support when they are contacted by our team. At this point we discuss how the crime has impacted the individual and what support we can provide to help that person cope and recover. Support can include advocacy, personal alarms and window/door alarms, referrals to other specialist agencies, if appropriate and information provision.

9.	Projected income and expenditure of project/event	Ongoing. £50 could purchase 15 window alarms, 16 door handle alarms or 18 personal alarms to aid victim's confidence to feel safer and find the strength to move forward after crime.					
10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending
		We apply to other town and parish councils in the area we cover with varying levels of success.					
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	Without local support from Parish Councils we would need to use our supply of security items more sparingly.					
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	Fleet Town Council very kindly awarded Victim Support £200 n the financial years 2020/21, 2021/22 and 2022/23					
13.	How will you publically acknowledge Fleet Town Council's contribution?	Our annual report includes a list of donors for the year					

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

Signed..... [Redacted Signature] .....

Date 17/04/23

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

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



# Health and Safety Policy

## General Statement of Policy

Full Council Approved: **July 2021 – amended October 2022**  
Due for next Review: July 2024

Fleet Town Council shall, as far as reasonably practicable, ensure the health, safety and welfare of its employees, and anyone affected by the Council's undertakings in accordance with the Health and Safety at Work Act 1974 and all other relevant legislation and guidance.

The Council will work towards continual improvement and will strive to apply best health and safety practice in all of its activities.

It is the responsibility of all employees, councillors and contractors working on behalf of the Council to work in ways that promote a healthy and safe working environment. Successful health and safety management requires active support at all levels.

The Executive Officer holds overall responsibility for the implementation of this policy.

Successful health and safety management will be achieved by:

- Involving Councillors, the Executive Officer, Employees and Contractors together with users of the Council's facilities.
- Making responsibilities clear to everyone.
- Promoting safe behaviour, health and wellbeing.
- Monitoring performance and working towards improvement.

In particular, the Council will provide the following:

- Assessments of significant and foreseeable risks and suitable measures to control those risks.
- Safe systems of work where hazards have been identified.
- Arrangements for the safe storage, handling and use of articles and substances.
- A commitment to the provision of relevant information, instruction, and training in respect of health and safety matters.
- Appropriate personal protective equipment relevant to potential health and safety concerns.
- Safe and appropriately maintained equipment and machinery.
- Facilities for employee consultation on all health and safety matters.
- Safe buildings and working environments.

In addition to these commitments, the Council will ensure that adequate resources and training are available to implement this policy and that competent health and safety advice is available to all employees. A Health & Safety Officer with ultimate responsibility will be appointed, with additional Officers allocated health and safety responsibilities as appropriate, as described in the Council's organisational arrangements.



## Health and Safety Policy Organisational Arrangements

### Introduction

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In order to comply with the obligations placed upon Fleet Town Council by current Legislation, Standards and Approved Codes of Practice, these organisational arrangements have been developed in order to effectively implement the Council's General Health & Safety Policy Statement.

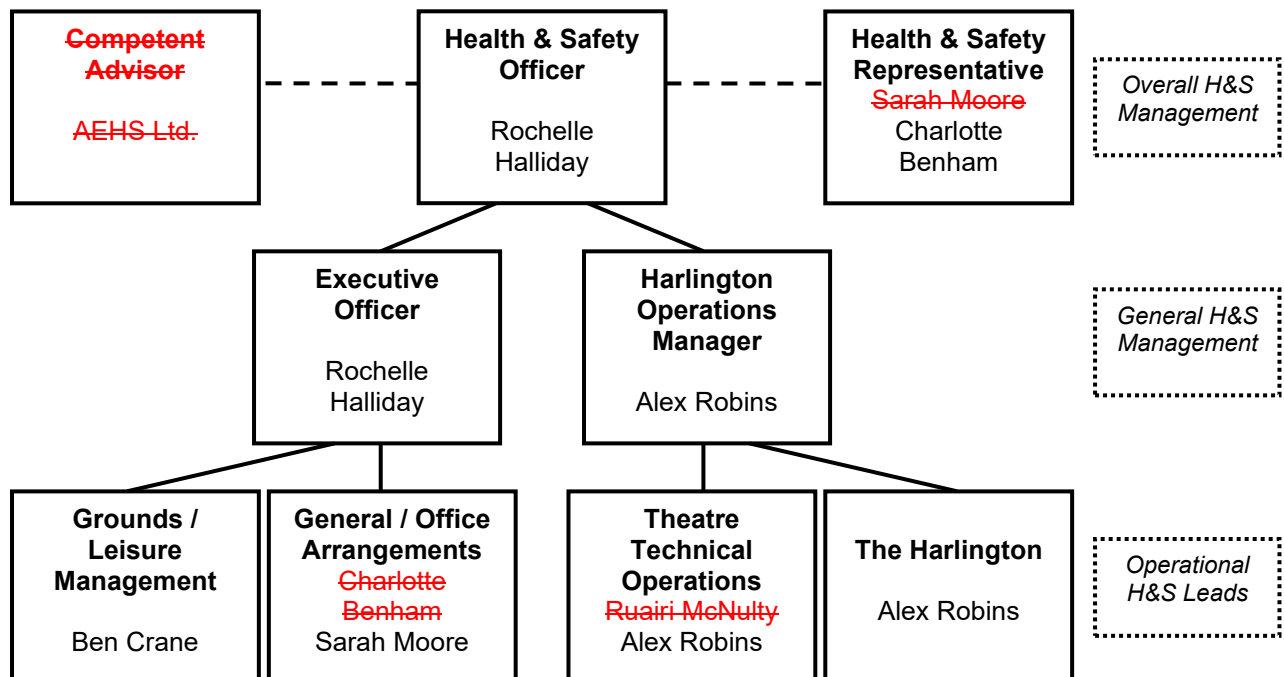
The policy statement and organisational arrangements reinforces Fleet Town Council's commitment to health & safety by:

- Stating fully its intentions with regard to the health, safety and welfare of employees, guests, visitors, contractors and anyone else who might reasonably be expected to be affected by activities under the control of Fleet Town Council
- Clearly defining and allocating responsibilities to persons employed by Fleet Town Council with regard to health & safety.

### Council Structure

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The following organogram illustrates the structure for health & safety management within Fleet Town Council, with key responsibilities described later in this document:





## Health & Safety Officer

Overall responsibility for ensuring that the objectives of the Health & Safety Policy are understood and achieved lies with the Health & Safety Officer.

With ultimate responsibility for health & safety matters at Fleet Town Council, the Health & Safety Officer will:

- Ensure adequate resources, both financial and operational, are available in order to meet the objectives of this policy and all statutory obligations.
- Make arrangements for the review of all health & safety documentation, including this policy, at least annually.
- Ensure that a safe working environment, without risks to health & safety, are maintained within all premises owned, occupied or operated by Fleet Town Council.
- Ensure that the appropriate insurance cover, which embraces both statutory requirements and business needs, is being met and maintained.
- Ensure that an appropriate level of competent health and safety advice is made available to Fleet Town Council.
- Provide overall direction and management of Fleet Town Council's health & safety arrangements.
- **Utilise the services of a specialist health and safety consultant to audit the Council's health and safety at least once annually.**

## Health & Safety Representative

Answering directly to the Health & Safety Officer, they will assist with the implementation and monitoring of this policy by:

- Providing administrative and operational assistance to the Health & Safety Officer
- Assisting in the day to day monitoring and management of the Council's arrangements, as directed by the Health & Safety Officer.
- Be the nominated point of contact for health and safety matters in the absence of the Health & Safety Officer.

## General Health & Safety Managers

With general responsibility for managing the Council's activities, the General Health & Safety Managers will support the Health & Safety Officer in implementing the Council's health and safety arrangements by:

- Ensuring that the objectives of the Health & Safety Policy are fully understood and observed by all employees within their departments/teams (including agency or temporary staff) and contractors.
- Putting in place arrangements to ensure that workplace risk assessments are carried out and recorded/signed off using the corporate template, and all other statutory requirements are met, as directed by the Health & Safety Officer.
- Continually monitor the effectiveness of the Health & Safety Policy and procedures, and take appropriate action if found to be deficient, drawing any deficiency to the attention of the Health & Safety Officer **and to the Policy and Finance Committee as required.**
- Ensure all aspects of the Health & Safety Policy, risk assessments and safe systems of work are implemented.
- Ensure that all employees (including casual, agency or temporary staff) are provided with health & safety information, instruction and training that is appropriate to their roles, and is recorded using the corporate templates, as directed by the Health & Safety Officer.

## Operational Health & Safety Leads

With day to day responsibility for managing the Council's activities at a team/operational level, the Operational Health & Safety Leads will support the General Health & Safety Managers in implementing the Council's health & safety arrangements and objectives by:

- Carrying out workplace risk assessments and performing other statutory functions for their operational areas, as directed by the appropriate General Health & Safety Manager.
- Ensure all aspects of the Health & Safety Policy, risk assessments and safe systems of work are implemented and observed.
- Ensure that all employees (including agency or temporary staff) are adequately trained or supervised for their roles.
- To report any health and safety concerns to their Line Manager immediately.

The Operational Health & Safety Leads are responsible for the following functions:

<b>Grounds/Leisure</b>	<b>General/Office</b>	<b>The Harlington</b>	<b>Theatre Operations</b>
Skate park	DSE arrangements	Bars & Café	Theatre operations
Ancells Farm Comm. Centre	Office equipment and general safety	Building safety arrangements	Associated contractors
Grounds maintenance	General contractor management	Tenants and building users	
Woodlands and watercourses		Associated contractors	
Parks		Performance/events	
Outside event management		Auditorium	
Pavilions		The Point	
Playgrounds		RVS	
Cemetery			
Associated contractors			

## Employees

All employees have an obligation to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. They are required to:

- Comply with all practices, policies, procedures and matters relating to health and safety.
- Not interfere with health and safety arrangements or endanger themselves or others.
- To follow all instruction and training provided.
- To report any health and safety concerns to their Line Manager/Duty Manager immediately.



## Data Protection and Privacy Policy

Full Council Approved: June 2018

Reviewed: May 2020

Next Review

### 1. The **UK General Data Protection Regulation 2018 (UK GDPR)**

The **UK GDPR** builds on the **sits alongside the** legal framework established by the Data Protection Act ~~1998~~ **2018** to balance the needs of organisations to use and collect personal data against the rights of the individual to have personal data kept secure and private.

### 2. The purposes of the **UK GDPR** are:

To increase the obligations on organisations when acting as data controllers and processors.  
To increase the rights of individuals to ensure that their personal data is respected and only used for legitimate purposes.

### 3. Definitions:

**Personal Data** – is any information about a living individual which allows them to be identified from that data such as name, address, email address, photograph.

**Data Controller** – is the person or organisation who determines how and what data is processed i.e., Fleet Town Council

**Data Processor** – is the person(s) who handle the data on behalf of the data controller.

**Data Subject** – is the individual about whom the personal data is processed.

**Data Protection Officer** – is the individual with responsibility for ensuring data protection compliance.

### 4. ~~The Town Council's Commitment~~ **data controller**

~~As a local authority~~ **Fleet Town council processes personal data relating to staff, visitors, councillors and others, and therefore is** a data controller.

**Fleet Town Council is registered as a data controller with the ICO and will renew this registration annually or as otherwise legally required.**

## 5. Roles and responsibilities

This policy applies to all staff employed at Fleet Town Council and to external organisations or individuals working on our behalf.

### 5.1 Data Protection Officer

The Data Protection Officer (DPO) is Rochelle Halliday, Executive Officer, and is responsible for overseeing the implementation of this policy, monitoring our compliance with data protection law, ~~when dealing with personal data, the Council and its staff will ensure that:~~ and developing related policies and guidelines where applicable.

The DPO is the first point of contact for individuals whose data Fleet Town Council processes and for the ICO. Our DPO is contactable via the main office number or via email at [executive.officer@fleet-tc.gov.uk](mailto:executive.officer@fleet-tc.gov.uk).

## 6. Data protection principles

The GDPR is based on data protection principles that Fleet Town Council must comply with. The principles say that personal data must be:

- ~~Processed~~ **Processed** fairly, lawfully and in a transparent way.
- ~~Data is processed~~ **Collected** for specified, explicit and legitimate purposes only.
- ~~Data is~~ **Adequate**, relevant, and limited to what is necessary to fulfil the purposes for which it is processed.
- ~~Data is accurate~~ **Accurate** and, where necessary, kept up to date.
- ~~Data is not kept~~ **Kept** for no longer than is necessary for the purposes for which it is processed. ~~See record of retention policy.~~
- ~~Data is kept and destroyed securely~~ **Processed** in a way that ensures it is appropriately secure.

Data protection training will form part of induction training of all staff and councillors. Existing staff and council members will have their training updated accordingly.

## 7. Personal Data Processed

The personal data kept or processed by Fleet Town Council includes but is not confined to the following:

- Names, titles and aliases, photographs and video images.
- Contact details such as telephone numbers, addresses and email addresses, social media addresses.
- Financial identifiers such as bank account numbers, payment card details for persons hiring facilities, for staff, contractors and for suppliers.
- Demographic and background information on staff and members including gender, age, marital status, employment background and qualifications.

- Some sensitive personal data in relation to staff and members such as racial/ethnic origin, mental and physical health, and trade union affiliation.
- Website data such as IP address and analytical data.

### ~~How/Why Personal Data is used~~

- ~~• To deliver public services;~~
- ~~• To confirm identify and provide some services;~~
- ~~• To enable the Council to meet its legal and statutory obligations and powers including delegated functions;~~

## 7. Sharing personal data, who with and why

- Staff personal data is shared with Livepay our third-party payroll are provider.
- Staff personal data is shared with HMRC for PAYE and tax purposes.
- Staff personal data is shared with Legal and General as our pension providers.
- Staff personal data is shared with a Councillor for payroll approval.
- Staff personal data may be shared, only if required, with HSBC tin order to create accounts for Fleet Town Council purposes.
- Recorded CCTV images shared with Hart District Council, Runnymede Borough Council and the Police.
- Personal data may be shared with other tier Councils when dealing with or passing on correspondence.
- Personal data may be shared with the Council's third-party cemetery software provider for the purposes of cemetery administration.
- To contact individuals & organisations.
- To maintain own accounts and records.
- ~~• To process financial transactions.~~
- ~~• To protect public funds and facilities.~~
- To recruit and employ staff and contractors.

**7.1** We may also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

- The prevention or detection of crime and/or fraud.
- The apprehension or prosecution of offenders.
- The assessment or collection of tax owed to HMRC.
- In connection with legal proceedings.
- Where the disclosure is required to satisfy safeguarding obligations.

We may also share personal data with emergency services and local authorities to help them to respond to an emergency.

We do not share data outside of the UK.

## 8. The Legal Basis for Processing Personal Data

There are 3 legal bases for processing personal data:

1. As a public authority, the council has certain powers and duties. Most personal data is processed for compliance with a legal obligation which includes carrying out the council's statutory powers and functions; or
2. In the performance of a contract or during steps to enter into a contract; or
3. With consent. Before using an individual's personal data, the council will obtain that individual's consent.

## **Individual's Rights**

~~An individual has the following rights in relation to his / her personal data.~~

## **9. Subject access requests and other rights of individuals**

### **9.1 Subject access requests**

Individuals have a right to make a 'subject access request' to gain access to personal information that Fleet Town Council holds about them. This includes:

- Confirmation that their personal data is being processed.
- Access to a copy of the data.
- The purposes of the data processing.
- The categories of personal data concerned.
- Who the data has been, or will be, shared with.
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period.
- The source of the data, if not the individual.
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual.

Subject access requests must be submitted in writing, either by letter or email to the DPO. They should include:

- Name of individual.
- Correspondence address.
- Contact number and email address.
- Details of the information requested. If staff receive a subject access request, they must immediately forward it to the DPO.

### **9.2 Responding to subject access requests.**

When responding to requests, we:

- May ask the individual to provide 2 forms of identification.
- May contact the individual via phone to confirm the request was made.
- Will respond without delay and within 1 month of receipt of the request.
- Will provide the information free of charge.

We will not disclose information if it:

- Likely to cause substantial and unwarranted damage to that individual.
- To prevent automated decisions from being taken in relation that individual.

### **9.3 Other data protection rights of the individual**

In addition to the right to make a subject access request, and to receive information when we are collecting their data about how we use and process it, individuals also have the right to:

- Withdraw their consent to processing at any time.
- Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances).
- Prevent use of their personal data for direct marketing.
- Likely to cause substantial and unwarranted damage to that individual.
- To prevent automated decisions from being taken in relation that individual.
- Likely to cause substantial and unwarranted damage to that individual.
- To prevent automated decisions from being taken in relation that individual.
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them).
- Prevent processing that is likely to cause damage or distress.
- Be notified of a data breach in certain circumstances.
- Make a complaint to the ICO.
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances).

Individuals should submit any request to exercise these rights to the DPO. If staff receive such a request, they must immediately forward it to the DPO.

## **10. CCTV**

Fleet Town Council use CCTV in various locations to provide a safer, more secure environment for its staff, volunteers, and service users and to combat vandalism and theft.

- CCTV is installed for the purpose of staff, public and premise security, and safeguarding.
- The prevention, investigation, and detection of crime.
- The apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings).
- Monitoring the security of the sites.
- To protect members of the public and private property.

Any enquiries about CCTV please refer to the CCTV policy.

## **11. Data security and storage of records**

We will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing, or disclosure, and against accidental or unlawful loss, destruction or damage.

In particular:

- Paper-based records and portable electronic devices, such as laptops and hard drives that contain personal data are kept under lock and key when not in use.
- Papers containing confidential personal data must not be left on office desks, or anywhere else where there is general access.
- Personal information must not be taken off site.
- Staff and councillors are reminded to change their passwords at regular intervals.
- Staff and councillors are not permitted to store personal information on their personal devices.
- Where we need to share personal data with a third party, we carry out due diligence and take reasonable steps to ensure it is stored securely and adequately protected.

## **12. Disposal of records**

Personal data that is no longer needed will be disposed of securely through the cross-shredder on site. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it. For example, we will shred paper-based records, and overwrite or delete electronic files.

## **13. Personal data breaches**

In the unlikely event of a suspected data breach, we will:

- On finding or causing a breach, or potential breach, the staff member or data processor must immediately notify the DPO.
- The DPO will investigate the report and determine whether a breach has occurred. To decide, the DPO will consider whether personal data has been accidentally or unlawfully:
  - Lost.
  - Stolen.
  - Destroyed.
  - Altered.
  - Disclosed or made available where it should not have been.
  - Made available to unauthorised people.
- The DPO will make all reasonable efforts to contain and minimise the impact of the breach, assisted by relevant staff members or data processors where necessary.



- The DPO will assess the potential consequences, based on how serious they are, and how likely they are to happen.
- The DPO will work out whether the breach must be reported to the ICO. This must be judged on a case-by-case basis. To decide, the DPO will consider whether the breach is likely to negatively affect people's rights and freedoms, and cause them any physical, material, or non-material damage (e.g., emotional distress), including through:
  - Loss of control over their data.
  - Discrimination.
  - Identify theft or fraud.
  - Financial loss.
  - Damage to reputation.
  - Loss of confidentiality.
  - Any other significant economic or social disadvantage to the individual(s) concerned.

If it's likely that there will be a risk to people's rights and freedoms, the DPO must notify the ICO.

- The DPO will document the decision, in case it is challenged at a later date by the ICO or an individual affected by the breach. Documented decisions are stored on the staff personal files.
- Where the ICO must be notified, the DPO will do this via the ICO Website ([ico.org.uk](http://ico.org.uk)) or telephone 0303 123 1113 within 72 hours. As required, the DPO will set out:
  - A description of the nature of the personal data breach including, where possible:
    - The categories and approximate number of individuals concerned.
    - The categories and approximate number of personal data records concerned.
  - The name and contact details of the DPO
  - A description of the likely consequences of the personal data breach
  - A description of the measures that have been, or will be taken, to deal with the breach and mitigate any possible adverse effects on the individual(s) concerned.
- If all the above details are not yet known, the DPO will report as much as they can within 72 hours. The report will explain that there is a delay, the reasons why, and when the DPO expects to have further information. The DPO will submit the remaining information as soon as possible.
- The DPO will also assess the risk to individuals, again based on the severity and likelihood of potential or actual impact. If the risk is high, the DPO will promptly inform, in writing, all individuals whose personal data has been breached. This notification will set out:
  - The name and contact details of the DPO
  - A description of the likely consequences of the personal data breach

- A description of the measures that have been, or will be, taken to deal with the data breach and mitigate any possible adverse effects on the individual(s) concerned.
- The DPO will notify any relevant third parties who can help mitigate the loss to individuals – for example, the police, insurers, banks or credit card companies.
- The DPO will document each breach, irrespective of whether it is reported to the ICO. For each breach, this record will include the:
  - Facts and cause
  - Effects
  - Action taken to contain it and ensure it does not happen again (such as establishing more robust processes or providing further training for individuals)
- Records of all breaches will be stored in an access limited folder on the shared drive and a copy will be placed on staff personal file.



## CCTV Policy

Policy and Finance Approved: May 2019  
 Policy and Finance Approved: October 2022  
 Due for next Review: October 2025

### 1. Purpose

The purpose of this document is to outline the conditions for the use of CCTV cameras and electronic portable recording equipment by Fleet Town Council.

~~It is important that all those who are affected by the scheme and all those charged with operating the service understand exactly why the system has been introduced and what it will and will not be used for.~~

The use of CCTV will be undertaken in accordance with the ~~relevant sections of the Criminal Justice and Public Order Act 1994. The Regulation of Investigatory Powers Act 2000. The Surveillance Camera Code of Practice Pursuant to Section 29 of the Protection of Freedoms Act 2012 and will follow the guidelines of the~~ **Data Protection Act 2018** 1998.

### 2. Objectives

This CCTV Policy explains how Fleet Town Council will operate its CCTV equipment and comply with the current legislation.

Fleet Town Council uses CCTV equipment to provide a safer, more secure environment for its staff, volunteers, and service users and to combat vandalism and theft. ~~The key objectives of the Fleet Town Council CCTV system are:~~

CCTV is installed for the purpose of:

- **staff, public and premise security, and safeguarding on Fleet Town Council land and premises.** ~~Protecting areas and premises used by the public together with their property from criminal activity and the effects of crime.~~
- The prevention, investigation, and detection of crime. ~~Deterring and detecting crime.~~
- The apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings). ~~Assisting in the identification of offenders leading to their arrest and successful prosecution.~~
- Monitoring the security of the sites. ~~Reducing anti-social behaviour.~~
- ~~Reducing fear of crime.~~
- ~~Encouraging better use of town facilities and attractions.~~
- To improve public safety and re-assure the public.
- ~~To protect people and property against vandalism.~~
- ~~To assist the police with any enquiries in which the CCTV supports.~~

- To collect evidence for the purpose of criminal and civil litigation by the police with a responsibility for enforcing law, licensing and regulation.
- To alert the emergency services when required of actual or potential incidents.

### 3. Operation

In order to comply with the requirements of the law, data will be: ~~The system will be operated fairly and within the law, and only for the purposes for which it was established.~~

~~All investigations undertaken will be with due regard to the principle that everyone has a right to respect and for their privacy.~~

- Fairly and lawfully processed.
- Processed for limited purposes and not in a manner incompatible with those purposes.
- Adequate, relevant, and not excessive.
- Accurate.
- Not kept for longer than is necessary.
- Processed in accordance with the rights of individuals.
- Secure.
- Clear signage will be placed located in the immediate vicinity of the area being monitored. The signs will be clearly visible and legible. They will contain details of the organisation operating the scheme, the purpose for using CCTV and who to contact about the scheme. They will be in appropriate size depending on context.
- Cameras will not be installed in a covert manner.

### 4. Location

Cameras are in those areas where it has been identified there is a need and where other solutions are ineffective. The CCTV system is used solely for the purpose(s) identified and is not used to routinely monitor staff, volunteers or service users conduct.

Cameras will not be installed in the following unauthorised areas:

- Toilets, Changing/Shower facilities, or Baby changing areas.
- Dressing or changing room facilities or any area which have been temporarily, designated to be an area requiring privacy.
- ~~Any area deemed to be an area with the need for privacy.~~
- Cameras will not be located where they will affect an individual's rights.
- ~~The use of portable cameras will be in addition to the above objectives used to monitor animals in public spaces (for example the cemetery and children's play areas).~~ COUNCIL TO CONFIRM IF THIS IS NEEDED.
- Static cameras will not focus on private homes, gardens and other areas of private property.

## 5. Maintenance

The CCTV system is maintained by Fleet Town Council and includes periodic maintenance inspections.

Fleet Town Council is responsible for:

- Ensuring that it complies with its responsibilities in relation to guidance on location of the camera. A detailed log will be kept by the Executive Officer/ Data Protection Officer Facilities & Open Spaces Manager to identify the location of each camera. duration and any other relevant details such as confirmation of the location of signage in the immediate vicinity of the portable camera.
- Ensuring that the date and time reference are accurate.
- Ensuring that suitable maintenance and servicing is undertaken to ensure that clear images are recorded.
- Ensuring that the Data Protection Officer is trained in the use of the equipment.
- Ensuring that cameras are protected from vandalism, where possible, to ensure that they remain in working order.
- Ensuring that appropriate signage is in place, clear and legible.

~~Locations will include all facilities in the care of Fleet Town Council. Cameras will only be located on land in the ownership or control of Fleet Town Council.~~

## 6. Retention of Images

Images from cameras are recorded on a secure hard drive (“the recordings”). Where recordings are retained for the purposes of security of staff and premises, these will be held in secure storage, and access to these recordings will be controlled. Recordings which are not required for the purposes of security of staff and premises will not be retained for longer than is necessary.

Recorded images will be stored in a way that ensures the integrity of the image and in a way that allows specific times and dates to be identified.

The system does not have an automatic power backup facility in the event of a main power supply failure.

Fleet Town Council reserves the right to use images captured on CCTV where there is activity that cannot be expected to be ignored such as criminal activity, potential gross misconduct, or behaviour which puts others at risk. The Data Protection Officer (“DPO”) will retain images for evidential purposes in a locked area. Where images are retained, the DPO will ensure the reason for its retention is records, where it is kept, any use made of the images and finally when it is destroyed.

Fleet Town Council ensures that images are not retained for longer than is necessary. Once the retention period has expired, images are removed or erased.

## **7. Access to images and Subject Access Requests**

It is important that access to and disclosure of images recorded by CCTV and similar surveillance equipment is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved but also to ensure that the chain of evidence remains intact should the images be required for evidential purposes.

Individuals whose images are recorded have a right to view images of themselves and unless they agree otherwise to be provided with a copy of the images. If Fleet Town Council receive a Subject Access Request under GDPR 2018 it will comply with the requests within 1 month. If the Council receives a request under the Freedom of Information Act 2000 it will comply with requests within 20 working days of receiving the request.

As a rule, if the viewer can identify any person other than or in addition to the person requesting access, it will be deemed personal data and its disclosure is unlikely as a Freedom of Information Request.

Those requesting access must provide enough detail to allow the operator to identify that they are the subject of the images, and for the operator to locate the images on the system. Requests for access should be addressed to the Data Controller.

Refusal to disclose images may be appropriate where its release is:

- Likely to cause substantial and unwarranted damage to that individual.
- To prevent automated decisions from being taken in relation that individual.

Viewing of images must be documented as follows:

- The name of the person removing from secure storage, or otherwise accessing the recordings.
- The date and time of removal of the recordings.
- The name(s) of the person(s) viewing the images (including the names and organisations of any third parties).
- The reason for the viewing.
- The outcome, if any, of the viewing.
- The data and time of replacement of the recordings.
- Any crime incident number to which the images may be relevant, if applicable.
- The place to which the recordings will be taken, if applicable.
- The signature of the collecting police officer, if applicable.

## **8. Monitoring and Evaluation**

Fleet Town Council undertakes regular audits to ensure that the use of CCTV continues to be justified. The audit includes a review of:

- Impact assessment forms are completed for each camera.
- Its stated purpose.
- The location.
- The images recorded.

- Storage length.
- Deletion date.

## 9. Review

This policy will be reviewed biennially by Fleet Town Council. If the Council decides to change the way it uses CCTV it will inform the Information Commissioner within 28 days.

If the way the Council uses CCTV is to change due to changes to buildings, data impact assessment forms will be completed to ensure that CCTV remains relevant for the locations recorded and purposes given.

## 10. Home Office Surveillance Camera Guiding Principles

System operators should adopt the following 12 guiding principles:

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera systems images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.



# Tree Policy

Approved by Policy and Finance Committee: February 2020  
 Due for Review: February 2023

## 1. Overview

Fleet Town Council (FTC) is committed to protecting its arboricultural heritage through the positive management of trees on land managed by the Town Council within Fleet.

The FTC has an on-going tree survey programme resulting in the recording of trees requiring arboricultural work and those requiring felling. This will ensure improved management through continuity and will assist the FTC in providing a professional service to the community.

## 2. Tree Inspection and Management Programme

FTC has a duty of care to manage its trees. To assist with routine management, FTC has adopted a tree inspection and management policy which includes the categorisation of trees into three risk categories-high, medium and low:

**High risk:** Those which overhang residential neighbours' properties, a play area or well-frequented paths, will be inspected within every 18months of the previous inspection.

**Medium risk:** Those which are located close to informal paths, will be inspected at least every two years.

**Low risk:** No regular routine inspection of trees in low risk locations.

Once surveyed, trees will be categorised further into priorities. Suggested timescales in which works are to be completed within, is provided by Priority Numbers. This "Risk Rating" can be used to better define where to start.

**Priority 1** – Works required immediately. Works are to be undertaken as soon as practically possible. Works are to be completed within **30 days** ~~1 month~~ of receiving report, or as soon as possible.

**Priority 2** – Works / action to be completed within **3 months** ~~6 months~~ of receiving report.



**Priority 3** – Works / action to be completed within 12 months of receiving report.

**Priority 4** – Works / action to be completed within 18 months of receiving report.

Provision has been made in the FTC's Ground Maintenance contract for the routine inspection of trees and the obligation on the grounds maintenance contractor to report concerns regarding any individual tree for which the Council is responsible.

Notwithstanding the above, it is not the policy of FTC to arrange the cutting back of trees in its ownership which overhang neighbouring properties.

### **3. Tree Replacement**

The case for trees and the contribution they make to the quality of our environment include:

- Improving air quality, micro-climate characteristics and mitigating the 'urban heat island' effect.
- Providing aesthetic, mental health and social benefits.
- Providing a sense of place, continuity and belonging.
- Contributing to the urban design and character of the town, including flood mitigation.

It is the intention of FTC to replace every mature tree that is removed for any purpose from land managed by FTC where possible.

### **4. Tree Maintenance**

Public safety is of paramount importance when making decisions about trees and the FTC has in place programmes for the regular inspection and maintenance of its trees.

#### **Work that will be carried out on FTC owned trees**

In maintaining our trees FTC will:

- Remove dead, dying and dangerous trees.
- Remove dangerous and damaged limbs.
- Remove limbs which are obscuring Highway signs, traffic lights or lamp columns.

The trees will be assessed by a qualified arboriculturist to see if works are required and will report back findings to FTC, if works are required they will be programmed as necessary.

## Work that will not be carried out to FTC owned trees

- FTC has no obligation to carry out the following tree works:
- Cut back branches overhanging private property.
- 'Top' trees or remove branches to increase daylight or decrease height in relation to property.
- Remove branches or trees affecting views or interfering with TV reception.
- Remove branches or trees to prevent falling leaves, honeydew from aphids or other minor debris.
- Remove roots from drains or repair root damage to structures, where the tree has not been clearly demonstrated to be the principal cause **due to failure of the tree's health.**
- Remove branches, or trees **or roots** to prevent potential root damage to structures **including fences, patios and garden landscaping.**
- **Remove or cut back roots which grow beyond Council owned boundary lines.**
- **Remove roots under fences or patios.**
- Remove branches nearly touching buildings, walls, roofs, fences etc.
- Remove branches or trees to prevent access to squirrels or birds. If the tree works residents would like the Council to carry out are in this Section, the Council cannot undertake the tree work for residents.

## 5. Property Owners carrying out tree works and Pruning Guidance

In common law, a property owner can cut back overhanging branches to the boundary of his/her property. FTC usually has no objection to property owners carrying out tree work or engaging a contractor at their own expense, provided that:

- Access is not gained onto the neighbouring land or to a tree within that land. If access to FTC land or to a tree on that land is required, FTC permission must be sought.
- The tree is not situated in a Conservation Area or protected by a Tree Preservation Order.
- Any work done to a tree is not detrimental to its health or stability; please obtain advice from a qualified tree surgeon.
- For tree pruning work, it is carried out to an acceptable standard, in accordance with the British Standard Recommendations for Tree Work 3998:1989.
- Residents notify FTC of the proposed work and commencement date. FTC does not carry out works to privately owned trees.

## 6. Erecting garden structures near Council owned trees

**When erecting structures such as fences, patios, garden buildings etc. consideration should be given by property owners for near by Council owned trees, and a plan for compassionate builds to be put in place to prevent the future need to carry out works on the tree/s. The Council will accept no liability**

for any damage to structures due to inappropriately placed structures, and may reclaim from the resident, any costs incurred for tree works as a result of inappropriately placed structures.

## **7. Bats, birds and other species**

The inspecting officer and contractor must make consideration to the likely presence of protected species. Bats, birds and other species and their habitats are afforded statutory protection under the Wildlife and Countryside Act 1981, as amended by the Countryside and Rights of Way Act 2000 and the EU Habitats Directive 1992.

**OFFICER:** Rochelle Halliday, Executive Officer  
**DATE:** 11<sup>th</sup> May 2023  
**MEETING:** Policy & Finance 17<sup>th</sup> May 2023  
**SUBJECT:** Item 14 - Executive Officer's Report

### 1. Draft Annual Governance and Accountability Return and Review of Internal Controls for the Year Ending 31<sup>st</sup> March 2023 (Item 7.)

The draft Annual Governance and Accountability Return (AGAR) has been issued for this meeting, as taken from the finance software. The figures will be subject to further change after the accruals and pre-payments are processed for the year end closure on Monday 15<sup>th</sup> May.

The documents to support the figures in the AGAR are contained in item 8 – the year to date budget report, balance sheet and statutory income and expenditure report.

The attached review of internal controls has been completed to assist Members with answering the questions posed in Section 1 – Annual Governance Statement on the AGAR.

I will bring the final year end information with me to the meeting, to verbally inform Members of the closing general fund balance.

#### RECOMMENDATIONS

- a) To note the draft AGAR and supporting financial reports for the year ending 31<sup>st</sup> March 2023. Please note that the 2022/23 year figures stated are subject to change.
- b) To recommend to Council approval of the report reviewing the effectiveness of the Council's system of internal control.

### 2. Draft Asset Register (Item 9.)

#### Questions from Previous Meeting

- Donated assets – all listed on asset register no matter where they come from.
- Play areas – if installation costs are included as part of the invoice for the equipment, then this cost is included on the asset register, as it is part of bringing the item into use.
- Trees and plants – should not be included on the asset register.
- Edenbrook play areas – amended to show transfer from Berkeley Homes.

#### Asset Register at 31<sup>st</sup> March 2023

The previously audited asset register value for 2021/22 was £738,340.

The new draft asset register value for 2022/23 is £773,095 and is a result of the following main changes:

The Views sensory garden prep & path	£20,780
Oakley Park trim trail equipment	£8,612
Basingbourne Pk Playground climbing net	£4,903

Due to the timing of the year end closure and this Committee meeting, it has been necessary to use the draft asset register value for 2022/23, as stated above, in the year end accounts.

#### RECOMMENDATION

To recommend to Council approval of the Asset Register for the year ending 31<sup>st</sup> March 2023.

### 3. Policies (Item 13.)

The proposed amended wording to the policies are shown in red text, with deletions struck through.

a) Health and Safety

Minor changes made to the Health and Safety policy as noted on the document. The main changes are to adjust the role of the Health and Safety Consultant and to realign the health and safety responsibilities chart.

b) Data Protection and Privacy

Has been subject to a full review, as detailed on the document to ensure legal compliance.

c) CCTV

A detailed review has been completed of this policy to ensure it complies with the Data Protection Act 2018 and best practice.

d) Tree

Changes have been made to the remedial works required after the annual tree survey has been completed to make it consistent with the risk assessment and as indicated on the tree survey report.

Wording to clarify dealing with the impact of tree roots has been proposed.

#### **RECOMMENDATIONS**

To approve policies a) to d).

### 4. VAT on Sports Fees

Following a legal challenge, local authorities can no longer charge VAT on sports services. Councils who have charged VAT will now need to calculate how much VAT has been charged over the last four years, submit a refund claim to HMCR and consider whether to reimburse the end user.

The Council did levy VAT for tennis sessions but that has now been removed. Officers will be reviewing the advice and evaluating the impact of this ruling on the supply of sports services. The Committee will be kept informed of the impact. No VAT will be charged on any sports services with effect from 1<sup>st</sup> April 2023.

Please see the attached VAT advice note for more details.