



Notice is hereby given of

**THE POLICY AND FINANCE COMMITTEE MEETING**  
on  
**Wednesday 18<sup>th</sup> October 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  
11<sup>th</sup> October 2023

**AGENDA**

<b>1.</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>2.</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>3.</b>	<b>QUESTIONS FROM THE PUBLIC</b> (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
<b>4.</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 19 <sup>th</sup> July 2023 ( <i>copy attached</i> ).
<b>Part 1 – ITEMS FOR DECISION</b>	
<b>5.</b>	<b>QUARTERLY FINANCIAL MONITORING REPORT</b> To consider and agree the quarterly report of the Executive Officer and The Harlington General Manager ( <i>copies attached</i> ) for the period ending 30 <sup>th</sup> September 2023 and to receive:  <b>A Reports for 2023/24 as at 30<sup>th</sup> September 2023:</b> <u>Included in the agenda pack</u> <ol style="list-style-type: none"><li>Quarterly Report</li><li>Harlington Monthly Performance Totals</li><li>2023/24 Year to Date and Budget Projections report</li><li>Balance sheet as at 30<sup>th</sup> September 2023</li></ol> <u>On FTC portal and website</u> <ol style="list-style-type: none"><li>Statutory Income &amp; Expenditure</li><li>Bank &amp; Investments Reconciliation</li></ol>

	<p>g. List of Purchase Ledger Payments h. List of Debtors</p> <p><b>B</b> To confirm that the bank reconciliation and the list of payments for September 2023 have been verified and signed off against the original bank statement by Councillor Robinson.</p> <p><b>RECOMMENDATIONS</b></p> <p>a) To receive and accept the Quarterly Report and accounts for the period ending 30<sup>th</sup> September 2023.</p> <p>b) To confirm that the bank reconciliation and the list of payments for September 2023 have been verified and signed by Councillor Robinson.</p>
<b>6.</b>	<p><b>INVESTMENT REPORT</b> To consider the quarterly investment report for the period ending 30<sup>th</sup> September 2023 (<i>copy attached</i>).</p> <p><b>RECOMMENDATION</b> To note the balances held in the Fleet Town Council Accounts.</p>
<b>7.</b>	<p><b>BUDGET 2024/25 - FIRST DRAFT</b> To consider the first draft of the Council's budget for the 2024/25 financial year (<i>copies attached &amp; see Executive Officer's report</i>).</p> <p><b>RECOMMENDATION</b> To consider and provide guidance for the budget setting process.</p>
<b>8.</b>	<p><b>GRANT APPLICATION</b> To consider and agree the following application for grant funding (<i>application attached and accompanying documents on portal and website – please contact the office if printed copies of the applicants' accounts etc are required</i>):</p> <p>a) Citizens Advice Hart - £1,000 to support Citizens Advice essential services and the Advice First Aid project.</p> <p>b) To receive and note the year to date record of grants awarded for 2023/24.</p> <p><b>RECOMMENDATION</b></p> <p>a) To approve the grant application from Citizens Advice Hart (to be paid from account 4538/110).</p> <p>b) To note the record of the grants awarded for 2023/24.</p>
<b>9.</b>	<p><b>POLICY REVIEWS</b> To consider and agree the proposed policies listed below (<i>copies attached &amp; see Executive Officer's report</i>).</p> <p>a) Uniform (amended)</p> <p>b) Eye Test (new)</p> <p><b>RECOMMENDATIONS</b> To approve policies a) and b), as recommended for approval by the Establishment Committee.</p>
<b>Part 2 – ITEMS TO NOTE</b>	
<b>10.</b>	<p><b>EXECUTIVE OFFICER'S REPORT</b> To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p>

**11. DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee is scheduled to be held on Wednesday 21<sup>st</sup> February 2024 at 7pm in the Harlington.

*Please note that the Budget Preparation Working Group meetings will be arranged shortly.*

**Part 3 – CONFIDENTIAL ITEMS**

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

The following types of business will be treated as confidential:

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

**No confidential items for consideration.**



## **FLEET TOWN COUNCIL**

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

**Wednesday 19<sup>th</sup> July 2023 at 7.05pm  
At The Harlington**

#### **PRESENT**

**Councillors:** P. Einchcomb, S. Engström (Chairman for the meeting), R. Robinson, R. Richmond, B. Schofield, D. Taylor, S. Tilley, and G. Woods.

**Also Present:** Rochelle Halliday – Executive Officer  
Alex Robins – Harlington General Manager (left during item 5)  
Sarah Moore – Finance and Administration Manager  
Louise Rogers – Administration Support Officer

#### **PF JULY 2023 ITEM 1                      APOLOGIES FOR ABSENCE**

Members received and accepted apologies for absence from Councillor Fang and Councillor Holt due to both being away.

#### **PF JULY 2023 ITEM 2                      DECLARATIONS OF INTEREST**

Cllr Taylor declared an interest for item 5 A (h), debtors report, due to being a treasurer of one of the accounts listed.

#### **PF JULY 2023 ITEM 3                      QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

#### **PF JULY 2023 ITEM 4                      MINUTES OF PREVIOUS MEETING**

The minutes of the Policy and Finance Committee held on 17th May 2023 were approved and signed by the Chairman subject to amending page 3, Item 10 to remove 'and' on the first sentence.

#### **PF JULY 2023 ITEM 5                      QUARTERLY FINANCIAL MONITORING REPORT**

Members considered the reports with an overview of the financial performance for the period ending 30<sup>th</sup> June 2023.

The Committee reviewed the following reports, as at 30<sup>th</sup> June 2023:

- a) Quarterly Report
- b) Harlington Monthly Performance Totals
- c) 2023/24 Year to Date and Budget Projections report

- d) Balance sheet as at 30<sup>th</sup> June 2023
- e) Statutory Income & Expenditure
- f) Bank & Investments Reconciliation
- g) Purchase Ledger and Cashbook Payments Reports
- h) Debtors Report

The quarterly report and Harlington monthly totals were reviewed.

The following items were discussed:

The final balance payment for the Cemetery is £5.1k. The project was fully funded from section 106 but this amount was not budgeted to come in this financial year. The Executive Officer was asked to see if this can be transferred from general reserves as the section 106 funding was received in full in the last financial year – **Action: Executive Officer.**

The Executive Officer will research if the Energy Trade Intensive Industries applies to Library costs – **Action: Executive Officer.**

The Executive Officer to check whether it is possible to have a phased budget in the accounts – **Action: Executive Officer.**

The Transfer of funds on the current account was raised, given that the second half of the precept is due in September. This will be discussed as part of a later investment item.

Alex Robins left the meeting at 7.45pm.

Cllr Robinson confirmed that the bank reconciliation for June 2023 check had been completed without any qualifications.

#### **RESOLVED**

1. To accept the Quarterly Financial Monitoring reports for the period ending 30<sup>th</sup> June 2023.
2. To accept from Cllr Robinson that the bank reconciliation and list of payments for June 2023 have been verified and signed.

#### **PF JULY 2023 ITEM 6**

#### **BUDGET PREPARATION TIMETABLE 2023/24**

Members received and considered the timetable and discussed the following points:

- For 6 December on the table to 'incorporate' to be removed.
- Supplementary guidance was given from members:
  - Members to fully participate in Working Group discussions about the budget to share views ahead of the approving budget.
  - Basing the precept on the financial needs of the council and its projects rather than setting in percentage terms.
  - That Members can send any specific comments regarding the budget preparation to the Executive Officer.
  - Need various budget scenarios for the working group to review priorities.

#### **RESOLVED**

1. To approve the budget preparation timetable, subject to removing 'incorporate' on 6 December entry.

2. That the Budget Working Group will be formed from members of the Policy and Finance Committee.

## PF JULY 2023 ITEM 7

## INVESTMENT REPORT

Members considered the quarterly investment report and discussed the level of funds in the Council's current account.

It was advised that £100,000 from the Cambridge Building Society and £250,000 from HSBC current account could be transferred to the CCLA Public Sector Deposit Fund – **Action: Executive Officer to progress.**

### RESOLVED

1. To note the balances held in the Fleet Town Council accounts.
2. To recommend that £100,000 is transferred from the Cambridge Building Society account and £250,000 is transferred from the HSBC current account to the CCLA Public Sector Deposit Fund.

## PF JULY 2023 ITEM 8

## WRITING OFF OF UNPAID ACCOUNTS

Members received a report detailing the unpaid accounts that have been chased but are unlikely to be paid, as detailed below.

Invoice Date	Invoice Number	Amount	Reason
31/08/22	CEM1014	£286.56	Cemetery – unable to get hold of customer
31/08/22	HC4805	£26.40	Harlington hall hire – customer disputes amount (rest of invoice paid)
31/10/22	AF1957	-£0.01	Accounting anomaly
31/10/22	AF1964	£52.92	Ancells hall hire - Unable to get hold of customer
30/11/22	AF1974	£26.46	Ancells hall hire - Unable to get hold of customer
28/02/23	HC4963	£0.01	Accounting anomaly
<b>Total to Write Off</b>		<b>£392.34</b>	

The Committee also considered a request to write off £152.00 due to a ticketing error at The Harlington.

### RESOLVED

1. To write off the unpaid accounts and accounting anomalies listed above, totalling £392.34.
2. To write off £150.00 for The Harlington ticketing error (reference balance sheet code 645).

## PF JULY 2023 ITEM 9

## POLICY REVIEW

### a) Complaints

The Complaints policy is partially complete so this will now be considered at a future meeting.

### b) Retention and Disposal of Documents (new)

It was agreed to review all of the reasons and retention periods to validate the entries.

### c) Privacy Notice – General (new)

A small number of corrections were identified, 13.1 whether '(EEA)' is relevant to have in the text.

To change the title to Privacy Notice as it is not a policy.

To look at email signatures and data protection disclaimers for all emails originating from the Council.

To correct all references to 'we' (as per the item below).

d) Privacy Notice – Staff & Councillors (new)

To make minor changes so that 'we' is not used, change the title of the policy, alter the 'staff' definition to differentiate from Councillors and check item 15.1 on EEA data.

e) Subject Access Request (new)

To make minor changes, Item 7 change from 'we' to third person in the policy and the Subject Access Request form, capitalisation of the word 'Council'.

f) Volunteer

The policy does not fully reflect the way the Council uses volunteers. Consider if a policy is required.

**RESOLVED**

1. To consider the Complaints policy at future meeting.
2. To review the Retention and Disposal of Documents policy at a future meeting, once the information has been validated.
3. To approve the Privacy Notice policy, subject to the amendments discussed.
4. To approve the Privacy Notice for Staff & Councillors policy, subject to the amendments discussed.
5. To approve the Subject Access Request policy subject to the amendments discussed.
6. To defer the Volunteer policy and consider whether it is required.

**PF JULY 2023 ITEM 10**

**IT INFRASTRUCTURE AND IT SUPPORT  
CONTRACT**

Members received the information for the Council's IT support contract, and details of the infrastructure required to upgrade the Council's IT systems.

It was noted to look at the cost of leasing Chrome Books for Members to review Council documents, as well as outright purchase. The leasing option would include maintenance.

**PF JULY 2023 ITEM 11**

**EXECUTIVE OFFICER'S REPORT**

Members noted the report of the Executive Officer.

**PF JULY 2023 ITEM 12**

**DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Wednesday 18<sup>th</sup> October 2023 at 7pm in the Harlington.

There being no further business the meeting closed at 9.50pm.

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

**Chairman**





**OFFICER:** Rochelle Halliday, Executive Officer / Alex Robins, The Harlington General Manager  
**DATE:** 11<sup>th</sup> October 2023  
**MEETING:** Policy & Finance Committee 18<sup>th</sup> October 2023  
**SUBJECT:** Item 5.a.a. – Quarterly Financial Monitoring Report

### Council Operations

The table below shows the significant variances against budget for the Council's operations, based on the projected year end position. See the full budget report (item 5.a.c.) for details.

<b>Central Administration</b>	
1870 / 101 – <b>Bank Interest</b>	<ul style="list-style-type: none"> <li><b>Projected to be £46k over budget.</b> The Council's investments continue to benefit from the high interest rates. The impact of investing a further £350k into the CCLA fund will be evident from October onwards.</li> </ul>
4000, 4001 & 4002 / 101 – <b>Salaries/NI/Pension</b>	<ul style="list-style-type: none"> <li><b>Projected to be £15k under budget.</b> Due to carrying one staff vacancy.</li> </ul>
4030 / 101 - <b>Training</b>	<ul style="list-style-type: none"> <li><b>Projected to be £2.2k under budget.</b> Due to fewer courses required this year and free access to courses via the new HR service provider.</li> </ul>
4187 / 101 – <b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li><b>Projected to be £8.3k under budget.</b> Due to a credit note being received from the prior consultant and the reduced cost of the new contracted service.</li> </ul>
4430 / 101 – <b>Promotion/Publicity/Vision</b>	<ul style="list-style-type: none"> <li><b>Projected to be £3.1k under budget.</b> Due to two newsletters being scheduled for printing, rather than three and no formal consultancy used for the vision planning.</li> </ul>
<b>Civic and Democratic</b>	
4430 / 105 - <b>Promotion/Publicity/Vision</b>	<ul style="list-style-type: none"> <li><b>Projected to be £2k under budget.</b> Due to coffee mornings on hold until new format is determined.</li> </ul>
<b>Events, Town Centre and Climate</b>	
4832 /150 – <b>Climate Change</b>	<ul style="list-style-type: none"> <li><b>Projected to be £4k under budget.</b> Due to fewer climate change projects than planned and seeking grant to support the Repair Café.</li> </ul>
<b>The Harlington &amp; Ancells Farm Community Centre Buildings</b>	
4120 / 204 & 205 – Gas (Harlington & Ancells Farm CC)	<ul style="list-style-type: none"> <li><b>Projected to be £13.5k over budget.</b> Due to insufficient budget being calculated. Projections are now based on full year data.</li> </ul>

4122 / 204 - Electricity (Harlington)	<ul style="list-style-type: none"> <li>• <b>Projected to be £12.2k over budget.</b> Previous explanation applies.</li> </ul>
<b>Calthorpe Park</b>	
4122 / 310 – Electricity	<ul style="list-style-type: none"> <li>• <b>Projected to be £2.3k over budget.</b> Due to additional unbudgeted electricity usage by the coffee shop. However, the share of the utility costs are being recovered from the tenant and show in income.</li> </ul>
<b>Playground Maintenance – various parks</b>	
4230 / 315 – Oakley Park	<ul style="list-style-type: none"> <li>• <b>Projected to be £1.0k over budget.</b></li> </ul>
4230 / 320 – Basingbourne Park	<ul style="list-style-type: none"> <li>• <b>Projected to be £1.8k over budget.</b></li> </ul>
4230 / 330 – Edenbrook Parks	<ul style="list-style-type: none"> <li>• <b>Projected to be £7.7k over budget.</b></li> </ul>
<ul style="list-style-type: none"> <li>• The playground maintenance projections are not committed expenditure and are subject to review by the Parks and Open Spaces working group.</li> <li>• The estimated expenditure is based on the schedule of essential maintenance works required as a result of the RoSPA annual play equipment inspections.</li> </ul>	
<b>Tree Surgery – various parks</b>	
4250 / 208 – Ancells Farm Park	<ul style="list-style-type: none"> <li>• <b>Projected to be £1.4k over budget.</b></li> </ul>
4250 / 301 – Open Spaces	<ul style="list-style-type: none"> <li>• <b>Projected to be £1.0k over budget.</b></li> </ul>
4250 / 310 – Calthorpe Park	<ul style="list-style-type: none"> <li>• <b>Projected to be £4.4k over budget.</b></li> </ul>
4250 / 320 – Basingbourne Park	<ul style="list-style-type: none"> <li>• <b>Projected to be £3.8k over budget.</b></li> </ul>
4250 / 350 - Cemetery	<ul style="list-style-type: none"> <li>• <b>Projected to be £1.9k over budget.</b></li> </ul>
<ul style="list-style-type: none"> <li>• For tree surgery, the projected overspends are derived from the year to date spend plus an estimate for the remainder of the year, based on last year's tree survey highest priorities.</li> <li>• The annual tree survey will take place in November.</li> </ul>	

## Summary

- The overall year end projection is currently showing a small deficit against budget due to better than expected performance of the Council's investments and contractual savings (health and safety, staffing, refuse collection).
- The year end position is subject to change, as a result of unexpected events.

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

### **General**

The quieter period of the year has now come to an end, and the venue has launched into the busy Autumn season. From now until the end of December, the venue will be operating almost continuously at seven days a week, with some large hires to include five weeks of the Tudor Rose Dance festival and the annual pantomime. Shows are scheduled for just about all other available dates. This is always the key period for the year and will define the financial results at year end.

In broad terms, events are projected to finish ahead of target (income v expenditure), with the building due to exceed budget through higher maintenance and utility costs.

### **Ticket sales**

Sales have been very positive throughout the current financial year, with a sellout during September, a further four shows already sold out for the remainder of the year, and another three very close to, or expected to sellout before 2023 comes to an end. This is without taking the pantomime into account, which covers the majority of December.

The year so far has produced an average 73% capacity on ticket sales, which is very strong.

### **Hall hire**

Hires are remaining consistent, with some larger hires to come through the Autumn. The officer has been trying to attract day hires for video shoots and one was completed recently for a record label who were promoting a new album. Together with producing some video to go with album tracks, they were making a live recording to be streamed mainly in the USA. The venue will receive a credit, meaning that the benefits of such hires include hire income, awareness of the venue to new audiences and building relationships with industry people who represent bands that could become future live bookings.

The officer is monitoring the current period, which relies on some key bookings to increase revenue, although at this time, a shortfall is predicted as shown in projections.

### **Bars**

Bar sales are slightly ahead of target and expected to continue improving over the next few months. This is the key period, and given good advance ticket sales, together with spend per head figures holding up well, the officer is projecting income to exceed budget.

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

Ancillary sales are on target in all areas.

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

Maintenance of the building continues to hit the budget, with necessary repairs and compliance issues which must be maintained in order to operate safely and effectively.

Given the age and condition of the building, these costs are difficult to control. Utilities also continue to present a challenge in terms of their unpredictability. This has been reflected in year end projections.

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

- The centre is performing to target.

## **RECOMMENDATION**

- To receive and accept the Quarterly Report.

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

<b>TOTALS FOR AUGUST</b>	£	1,424.00	£	-	£	-	£	-	£	544.08	£	217.81	£	326.27	£	-	£	1,968.08	£	217.81	£	1,750.27		
<b>September</b>		<b>Hall Hire Income</b>		<b>Ticket sales</b>		<b>% of capacity</b>		<b>Perf costs</b>		<b>Contribution</b>		<b>Ancillary sales</b>		<b>Cost of stock</b>		<b>Contribution</b>		<b>Casual Staffing</b>		<b>Total performance income</b>		<b>Total performance costs</b>		<b>Total performance contribution</b>
Gary Ryan as Neil Diamond	£	-	£	-		n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Comedy Club	£	-	£	1,531.67		61%	£	1,000.00	£	531.67	£	1,271.65	£	511.36	£	760.29	£	237.05	£	2,803.32	£	1,748.41	£	1,054.91
Roller Disco	£	245.00	£	-		n/a	£	-	£	-	£	310.49	£	130.39	£	180.10	£	70.34	£	555.49	£	200.73	£	354.76
Ultimate Eagles	£	-	£	3,625.00		51%	£	2,678.80	£	946.20	£	1,585.08	£	637.17	£	947.91	£	288.75	£	5,210.08	£	3,604.72	£	1,605.36
Kast Off Kinks	£	-	£	4,410.00		100%	£	3,082.50	£	1,327.50	£	2,126.24	£	853.75	£	1,272.49	£	367.83	£	6,536.24	£	4,304.08	£	2,232.16
Film Club x 2	£	300.00	£	-		n/a	£	-	£	-	£	343.99	£	137.91	£	206.08	£	13.03	£	643.99	£	150.94	£	493.05
Jazz Club	£	-	£	1,537.50		65%	£	1,117.89	£	419.61	£	543.66	£	218.80	£	324.86	£	67.73	£	2,081.16	£	1,404.42	£	676.74
Rock Choir x 4	£	400.00	£	-		n/a	£	-	£	-	£	70.58	£	28.23	£	42.35	£	-	£	470.58	£	28.23	£	442.35
Ceroc x 4	£	1,139.20	£	-		n/a	£	-	£	-	£	597.74	£	239.29	£	358.45	£	145.61	£	1,736.94	£	384.90	£	1,352.04
<b>TOTALS FOR SEPTEMBER</b>	£	2,084.20	£	11,104.17			£	7,879.19	£	3,224.98	£	6,849.43	£	2,756.90	£	4,092.53	£	1,190.34	£	20,037.80	£	11,826.43	£	8,211.37
<b>TOTALS</b>	£	15,220.80	£	71,970.85			£	45,392.64	£	26,578.21	£	50,628.72	£	20,415.40	£	30,213.32	£	7,485.61	£	137,820.37	£	73,293.65	£	64,526.72

12/10/2023

## Fleet Town Council 2023/2024

Page 1

14:05

## Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget Report as at 30.09.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>101</b>	<b>Central Administration</b>									
1500	Miscellaneous Income	0	367	0	46	46	0	0	0	0
1870	Interest Income	500	31,564	14,000	27,054	60,000	0	0	0	0
	<b>Total Income</b>	<b>500</b>	<b>31,931</b>	<b>14,000</b>	<b>27,100</b>	<b>60,046</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4000	Salaries	140,511	130,727	163,764	71,846	150,000	0	0	0	0
4001	Employers National Insurance	14,051	13,038	16,376	7,519	15,500	0	0	0	0
4002	Employers Pension	7,026	7,195	9,145	4,058	8,800	0	0	0	0
4005	Contracted Staffing	0	200	0	0	0	0	0	0	0
4011	Staff Recruitment	500	909	500	-300	-300	0	0	0	0
4015	Recharge staff hours	-19,219	-6,700	-8,700	0	-8,700	0	0	0	0
4020	COVID19	1,000	0	0	0	0	0	0	0	0
4030	Training	3,000	1,675	3,000	242	800	0	0	0	0
4041	Mileage/Travel/Sustenance	100	104	100	29	75	0	0	0	0
4130	Insurance	9,675	9,196	10,575	9,171	9,171	0	0	0	0
4156	Recycling	500	479	500	0	0	0	0	0	0
4175	Equipment Maintenance	600	0	600	0	100	0	0	0	0
4185	Equipment	6,750	461	5,000	0	1,000	0	0	0	0
4187	Health & Safety	8,000	8,000	8,800	-860	500	0	0	0	0
4400	Stationery & Consumables	3,640	3,566	3,600	1,017	1,500	0	0	0	0
4401	Document Management	5,000	0	3,000	0	3,000	0	0	0	0
4420	Bank Charges	3,182	2,370	3,000	1,186	2,400	0	0	0	0
4430	Promotion/Publicity/Vision	7,425	2,823	8,122	0	5,000	0	0	0	0
4435	Website	900	480	900	240	900	0	0	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget Report as at 30.09.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4440	Telephone & Broadband	2,496	1,193	3,000	500	1,000	0	0	0	0
4445	Mobile Phones	680	158	300	101	300	0	0	0	0
4455	Postage	106	325	150	100	150	0	0	0	0
4460	Subscriptions	3,208	3,108	3,200	2,512	3,000	0	0	0	0
4480	Computer Maintenance	1,060	545	1,500	0	500	0	0	0	0
4481	Software/Licenses	2,600	2,435	3,000	560	3,000	0	0	0	0
4484	Computer Support	6,360	4,418	6,300	2,990	6,300	0	0	0	0
4485	Computer Storage	1,800	1,320	1,800	660	1,800	0	0	0	0
4486	E-mail Exchange	3,712	3,655	3,850	1,732	3,850	0	0	0	0
4530	Councillor Development	0	0	0	0	0	0	0	0	0
4550	Payroll Services	650	761	800	302	600	0	0	0	0
4551	HR Services and staff welfare	2,590	1,809	2,500	2,204	3,400	0	0	0	0
4555	Legal Fees and Costs	2,120	738	3,000	0	2,000	0	0	0	0
4560	Accountancy fees	990	990	1,450	323	1,450	0	0	0	0
4561	VAT Consultancy fees	210	200	250	210	210	0	0	0	0
4564	Procurement fees	3,120	0	0	0	0	0	0	0	0
4580	Audit Fees	3,640	3,592	3,700	1,000	2,000	0	0	0	0
4997	Unplanned Expenditure	0	670	0	31	31	0	0	0	0
	<b>Overhead Expenditure</b>	<b>227,983</b>	<b>200,438</b>	<b>263,082</b>	<b>107,372</b>	<b>219,337</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(227,483)</b>	<b>(168,507)</b>	<b>(249,082)</b>	<b>(80,273)</b>	<b>(159,291)</b>		<b>0</b>		
<b>105</b>	<b><u>Civic and Democratic</u></b>									
4012	Pension liability	0	0	10,000	0	10,000	0	0	0	0
4041	Mileage/Travel/Sustenance	160	32	160	0	50	0	0	0	0

Continued on next page



## Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget Report as at 30.09.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4430	Promotion/Publicity/Vision	3,550	2,038	2,500	0	500	0	0	0	0
4530	Councillor Development	1,110	402	1,000	98	500	0	0	0	0
4535	Chairman's Allowance	1,230	348	1,230	0	1,230	0	0	0	0
4537	Members Allowances	2,120	149	1,000	55	500	0	0	0	0
4540	Elections	25,000	7,900	6,250	0	6,250	0	0	0	0
	<b>Overhead Expenditure</b>	<b>33,170</b>	<b>10,868</b>	<b>22,140</b>	<b>153</b>	<b>19,030</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(33,170)</b>	<b>(10,868)</b>	<b>(22,140)</b>	<b>(153)</b>	<b>(19,030)</b>		<b>0</b>		
<b>110</b>	<b>Grants</b>									
4241	Grant - Fleet Phoenix	0	0	10,656	0	10,656	0	0	0	0
4242	Grant - Sashas Project	0	0	7,540	0	7,540	0	0	0	0
4538	Community Support	6,590	1,320	7,200	0	7,200	0	0	0	0
4800	Fleet Link	11,560	11,729	12,902	12,304	12,304	0	0	0	0
4810	Basingstoke Canal	19,041	18,309	19,041	18,309	18,309	0	0	0	0
4855	Community grants	11,244	9,780	3,704	1,200	3,704	1,000	0	0	0
	<b>Overhead Expenditure</b>	<b>48,435</b>	<b>41,138</b>	<b>61,043</b>	<b>31,813</b>	<b>59,713</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(48,435)</b>	<b>(41,138)</b>	<b>(61,043)</b>	<b>(31,813)</b>	<b>(59,713)</b>		<b>0</b>		
<b>115</b>	<b>Precept</b>									
1900	Precept - operational	733,823	733,824	846,115	846,115	846,115	0	0	0	0
1902	Precept - New Harlington	412,017	412,017	0	0	0	0	0	0	0
	<b>Total Income</b>	<b>1,145,840</b>	<b>1,145,840</b>	<b>846,115</b>	<b>846,115</b>	<b>846,115</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6000	less Transfer to EMR	0	403,377	0	0	0	0	0	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget Report as at 30.09.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>1,145,840</u>	<u>742,463</u>	<u>846,115</u>	<u>846,115</u>	<u>846,115</u>		<u>0</u>		
<b>120</b>	<b><u>Projects</u></b>									
4235	Play Equipment	0	0	20,000	0	20,000	0	0	0	0
4435	Website	0	0	10,000	0	10,000	0	0	0	0
4440	Telephone & Broadband	0	0	3,500	0	3,500	0	0	0	0
<b>Overhead Expenditure</b>		<u>0</u>	<u>0</u>	<u>33,500</u>	<u>0</u>	<u>33,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>0</u>	<u>0</u>	<u>(33,500)</u>	<u>0</u>	<u>(33,500)</u>		<u>0</u>		
<b>150</b>	<b><u>Events, Town Centre and Climat</u></b>									
1051	Gurkha Square Market	7,800	0	7,800	0	0	0	0	0	0
1053	Grant money and funding	0	0	0	1,890	1,890	0	0	0	0
<b>Total Income</b>		<u>7,800</u>	<u>0</u>	<u>7,800</u>	<u>1,890</u>	<u>1,890</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4176	Action Day	954	476	900	334	600	0	0	0	0
4210	Floral Displays	18,610	16,847	19,837	19,962	19,962	0	0	0	0
4222	Friends Group Get Together	150	0	100	0	0	0	0	0	0
4655	Town Centre Xmas Decorations	22,880	20,065	22,880	7,965	22,880	0	0	0	0
4656	Christmas Gurkha Square	4,342	2,923	4,300	827	4,300	0	0	0	0
4657	Christmas Day Lunch	1,060	1,998	1,166	0	1,166	0	0	0	0
4660	Remembrance Day	315	229	439	0	439	0	0	0	0
4661	Gurkha Sq Market	7,200	0	7,200	0	0	0	0	0	0
4832	Climate Change	0	0	5,000	312	1,000	0	0	0	0
<b>Overhead Expenditure</b>		<u>55,511</u>	<u>42,539</u>	<u>61,822</u>	<u>29,400</u>	<u>50,347</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget Report as at 30.09.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>(47,711)</u>	<u>(42,539)</u>	<u>(54,022)</u>	<u>(27,510)</u>	<u>(48,457)</u>		<u>0</u>		
<b>160</b>	<b><u>Harlington Development</u></b>									
1902	Precept - New Harlington	0	0	412,017	412,017	412,017	0	0	0	0
<b>Total Income</b>		<u>0</u>	<u>0</u>	<u>412,017</u>	<u>412,017</u>	<u>412,017</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4015	Recharge staff hours	28,219	8,200	13,900	0	13,900	0	0	0	0
4041	Mileage/Travel/Sustenance	400	0	0	0	0	0	0	0	0
4400	Stationery & Consumables	1,100	0	0	0	0	0	0	0	0
4430	Promotion/Publicity/Vision	20,000	0	0	0	0	0	0	0	0
4455	Postage	2,000	0	0	0	0	0	0	0	0
4555	Legal Fees and Costs	20,000	440	0	0	0	0	0	0	0
4560	Accountancy fees	1,500	0	0	0	0	0	0	0	0
4562	Design Consultancy fees	77,000	0	0	100	100	0	0	0	0
4563	Planning and Building fees	45,000	0	0	0	0	0	0	0	0
4564	Procurement fees	15,000	0	0	0	0	0	0	0	0
4565	Survey and consultation	43,000	0	0	2,282	2,282	0	0	0	0
4570	Project Management	100,000	0	0	0	0	0	0	0	0
4890	Earmarked New Harlington	0	0	398,117	0	395,735	0	0	0	0
4999	Contingency	58,798	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		<u>412,017</u>	<u>8,640</u>	<u>412,017</u>	<u>2,382</u>	<u>412,017</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>(412,017)</u>	<u>(8,640)</u>	<u>0</u>	<u>409,635</u>	<u>0</u>		<u>0</u>		
<b>201</b>	<b><u>Harlington - Events</u></b>									

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget Report as at 30.09.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1000	Hall Hire	90,000	113,331	102,000	34,565	90,000	0	0	0	0
1002	POINT Hall Hire	0	153	18,196	0	18,196	0	0	0	0
1033	Fleet Phoenix	1,000	1,000	0	0	0	0	0	0	0
1036	Fleet Baptist Preschool	4,500	4,402	4,750	1,520	4,750	0	0	0	0
1420	Bar Sales	112,500	112,292	107,000	51,707	115,000	0	0	0	0
1431	Confectionery	3,000	3,766	2,750	400	2,750	0	0	0	0
1432	Ices	2,500	2,562	2,750	94	2,750	0	0	0	0
1433	Snacks	2,500	3,016	3,000	1,068	3,000	0	0	0	0
1435	Box Office Charges	17,500	12,296	15,000	5,032	13,000	0	0	0	0
1436	Technical Income	5,000	0	0	3,500	3,500	0	0	0	0
1450	Ticket Sales	190,000	181,591	207,000	0	207,000	0	0	0	0
<b>Total Income</b>		<b>428,500</b>	<b>434,408</b>	<b>462,446</b>	<b>97,884</b>	<b>459,946</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4000	Salaries	189,500	146,541	225,772	97,285	205,772	0	0	0	0
4001	Employers National Insurance	15,950	11,434	17,124	7,900	15,000	0	0	0	0
4002	Employers Pension	9,500	6,146	8,562	4,420	8,000	0	0	0	0
4015	Recharge staff hours	-7,000	-1,500	-5,200	0	-5,200	0	0	0	0
4041	Mileage/Travel/Sustenance	0	0	0	6	0	0	0	0	0
4182	Technical Equipment Sundries	1,000	415	1,000	1,267	1,300	0	0	0	0
4183	Technical Equipment Hire	500	410	500	0	500	0	0	0	0
4185	Equipment	3,000	2,985	3,000	4,100	6,500	0	0	0	0
4422	Bank & Card Transactions	12,000	10,076	11,000	5,541	11,000	0	0	0	0
4432	Marketing	18,000	17,248	20,000	9,057	20,000	0	0	0	0
4433	Marketing Support	8,000	3,817	10,000	3,600	10,000	0	0	0	0
4481	Software/Licenses	0	168	0	0	0	0	0	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget Report as at 30.09.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4490	Sales System Costs	13,500	14,784	12,000	5,977	12,000	0	0	0	0
4700	Bar Purchases	45,000	48,594	42,800	21,055	46,000	0	0	0	0
4710	Bar Consumables	2,000	1,690	2,000	367	2,000	0	0	0	0
4715	Stocktaking	175	185	500	0	500	0	0	0	0
4720	Performance Costs	124,000	118,208	132,500	3,916	132,500	0	0	0	0
4728	Till App	1,200	840	1,200	280	1,200	0	0	0	0
4740	Licences	7,000	6,882	7,000	0	7,000	0	0	0	0
4752	Hospitality	500	177	500	90	500	0	0	0	0
4761	Confectionery	1,800	1,554	1,650	370	1,650	0	0	0	0
4762	Ices	1,000	955	1,050	0	1,050	0	0	0	0
4763	Snacks	1,125	1,502	1,350	486	1,350	0	0	0	0
<b>Overhead Expenditure</b>		<b>447,750</b>	<b>393,111</b>	<b>494,308</b>	<b>165,718</b>	<b>478,622</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(19,250)</b>	<b>41,296</b>	<b>(31,862)</b>	<b>(67,833)</b>	<b>(18,676)</b>		<b>0</b>		
<b>204</b>	<b>Building</b>									
1031	HCC Library	16,000	9,522	16,000	6,335	16,000	0	0	0	0
1053	Grant money and funding	0	16,051	0	0	0	0	0	0	0
1431	Confectionery	0	0	0	0	0	0	0	0	0
<b>Total Income</b>		<b>16,000</b>	<b>25,573</b>	<b>16,000</b>	<b>6,335</b>	<b>16,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4000	Salaries	78,500	78,497	62,485	18,942	62,485	0	0	0	0
4001	Employers National Insurance	7,850	7,851	6,248	1,847	6,248	0	0	0	0
4002	Employers Pension	4,000	3,989	3,124	911	3,124	0	0	0	0
4011	Staff Recruitment	400	987	500	70	500	0	0	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget Report as at 30.09.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4015	Recharge staff hours	-2,000	0	0	0	0	0	0	0	0
4030	Training	750	745	1,000	0	1,000	0	0	0	0
4041	Mileage/Travel/Sustenance	500	451	500	101	500	0	0	0	0
4110	Rates	15,000	14,829	15,000	16,825	16,825	0	0	0	0
4115	Water & Sewerage	10,500	3,267	5,500	5,352	7,500	0	0	0	0
4120	Gas	21,000	37,630	25,200	8,086	37,500	0	0	0	0
4122	Electricity	34,000	50,397	40,800	15,509	53,000	0	0	0	0
4150	Cleaning	34,000	32,368	37,400	15,824	37,400	0	0	0	0
4151	Cleaning - Equipment	500	19	500	0	500	0	0	0	0
4152	Cleaning - Supplies	10,000	8,794	10,000	4,606	10,000	0	0	0	0
4155	Refuse Collection	6,250	8,204	6,875	3,132	6,875	0	0	0	0
4156	Recycling	2,000	1,940	2,200	1,006	2,200	0	0	0	0
4170	Building Maintenance	18,000	36,585	21,000	15,251	25,000	0	0	0	0
4172	Building Compliance	1,000	3,048	2,000	2,832	3,000	0	0	0	0
4180	Equipment Hire	0	0	0	50	0	0	0	0	0
4185	Equipment	1,000	1,091	1,000	66	1,000	0	0	0	0
4187	Health & Safety	1,000	2,189	1,000	474	1,000	0	0	0	0
4188	Fire and Intruder Monitoring	500	112	550	210	550	0	0	0	0
4207	Fire & Intruder Systems	1,750	1,913	1,925	1,766	1,925	0	0	0	0
4400	Stationery & Consumables	1,000	104	1,000	0	1,000	0	0	0	0
4445	Mobile Phones	500	507	500	259	500	0	0	0	0
4455	Postage	400	115	400	0	400	0	0	0	0
4481	Software/Licenses	500	1,162	2,000	1,050	2,000	0	0	0	0
4487	Wi-Fi	1,700	939	1,700	497	1,700	0	0	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget Report as at 30.09.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4728	Till App	0	0	0	70	0	0	0	0	0
4745	Uniforms	300	298	300	48	300	0	0	0	0
4997	Unplanned Expenditure	0	3,268	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		250,900	301,297	250,707	114,783	284,032	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(234,900)</u>	<u>(275,724)</u>	<u>(234,707)</u>	<u>(108,448)</u>	<u>(268,032)</u>		0		
<b>205</b>	<b><u>Ancells Community Centre</u></b>									
1000	Hall Hire	25,000	26,930	26,000	13,372	26,000	0	0	0	0
<b>Total Income</b>		25,000	26,930	26,000	13,372	26,000	0	0	0	0
4000	Salaries	17,500	17,480	25,564	10,654	25,564	0	0	0	0
4001	Employers National Insurance	1,750	1,751	2,014	768	2,014	0	0	0	0
4002	Employers Pension	2,000	2,005	2,167	971	2,167	0	0	0	0
4041	Mileage/Travel/Sustenance	500	420	500	210	500	0	0	0	0
4115	Water & Sewerage	750	-559	825	0	825	0	0	0	0
4120	Gas	1,600	3,209	1,920	529	3,100	0	0	0	0
4122	Electricity	1,500	2,155	1,800	660	2,000	0	0	0	0
4150	Cleaning	7,350	6,871	8,100	3,779	8,100	0	0	0	0
4152	Cleaning - Supplies	1,500	1,492	1,500	892	1,500	0	0	0	0
4155	Refuse Collection	1,000	1,246	1,100	545	1,100	0	0	0	0
4170	Building Maintenance	2,000	4,083	3,000	2,307	3,000	0	0	0	0
4187	Health & Safety	0	755	0	77	100	0	0	0	0
4280	Ancells Car Park	7,500	5,869	7,500	5,944	6,000	0	0	0	0
4445	Mobile Phones	300	300	300	150	300	0	0	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget Report as at 30.09.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4455	Postage	100	0	100	0	100	0	0	0	0
4740	Licences	2,500	2,576	3,000	1,294	3,000	0	0	0	0
<b>Overhead Expenditure</b>		<b>47,850</b>	<b>49,652</b>	<b>59,390</b>	<b>28,779</b>	<b>59,370</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(22,850)</b>	<b>(22,723)</b>	<b>(33,390)</b>	<b>(15,408)</b>	<b>(33,370)</b>		<b>0</b>		
<b>208</b>	<b><u>Ancells Farm Park and Pavilion</u></b>									
1050	Outdoor Space Hire	0	0	0	10	10	0	0	0	0
1052	S106 Money received	0	0	0	12,980	12,980	0	0	0	0
1060	Pitch Hire	2,250	2,758	2,300	733	2,500	0	0	0	0
1610	Utilities Refunds	0	0	0	356	356	0	0	0	0
<b>Total Income</b>		<b>2,250</b>	<b>2,758</b>	<b>2,300</b>	<b>14,079</b>	<b>15,846</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4110	Rates	1,232	1,185	1,300	1,185	1,185	0	0	0	0
4115	Water & Sewerage	400	333	440	671	800	0	0	0	0
4120	Gas	800	440	960	157	400	0	0	0	0
4122	Electricity	350	355	420	290	500	0	0	0	0
4150	Cleaning	1,445	1,391	1,590	771	1,500	0	0	0	0
4170	Building Maintenance	4,455	2,887	4,500	1,179	2,500	0	0	0	0
4175	Equipment Maintenance	485	580	500	0	100	0	0	0	0
4185	Equipment	0	0	0	12,980	12,980	0	0	0	0
4187	Health & Safety	325	630	325	56	325	0	0	0	0
4200	Grounds Maintenance	23,566	24,289	25,923	13,356	27,150	0	0	0	0
4202	Additional Ground Works	1,808	541	1,800	250	2,200	0	0	0	0
4205	CCTV	111	0	100	0	100	0	0	0	0

Continued on next page



## Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget Report as at 30.09.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4220	Friends Group support	122	90	120	0	120	0	0	0	0
4225	South and South East in Bloom	110	80	100	66	66	0	0	0	0
4230	Playground Maintenance	5,300	7,961	5,300	529	5,300	0	0	0	0
4250	Tree Surgery	2,120	735	2,000	1,200	3,354	0	0	0	0
<b>Overhead Expenditure</b>		<b>42,629</b>	<b>41,497</b>	<b>45,378</b>	<b>32,690</b>	<b>58,580</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(40,379)</b>	<b>(38,740)</b>	<b>(43,078)</b>	<b>(18,611)</b>	<b>(42,734)</b>		<b>0</b>		
<b>301</b>	<b><u>Open Spaces</u></b>									
1053	Grant money and funding	0	4,095	0	0	0	0	0	0	0
1059	Refreshment Kiosk	0	2,500	0	0	0	0	0	0	0
<b>Total Income</b>		<b>0</b>	<b>6,595</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4000	Salaries	13,987	13,630	15,534	7,767	15,500	0	0	0	0
4001	Employers National Insurance	1,398	1,592	1,553	768	1,500	0	0	0	0
4002	Employers Pension	699	757	777	388	770	0	0	0	0
4041	Mileage/Travel/Sustenance	848	519	800	91	250	0	0	0	0
4169	Street and Park Furniture	1,060	0	1,100	460	800	0	0	0	0
4170	Building Maintenance	328	140	0	0	0	0	0	0	0
4185	Equipment	1,591	342	1,500	53	500	0	0	0	0
4200	Grounds Maintenance	14,917	15,374	17,050	8,454	17,189	0	0	0	0
4202	Additional Ground Works	1,144	3,691	2,500	0	2,500	0	0	0	0
4206	Lamppost Maintenance	210	166	200	-102	110	0	0	0	0
4208	Speedwatch and SIDS	1,040	5,275	1,040	0	1,040	0	0	0	0
4250	Tree Surgery	1,080	1,105	1,188	1,135	2,246	0	0	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget Report as at 30.09.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4445	Mobile Phones	432	112	150	71	150	0	0	0	0
4740	Licences	100	70	100	0	100	0	0	0	0
4745	Uniforms	116	63	100	41	100	0	0	0	0
<b>Overhead Expenditure</b>		38,950	42,836	43,592	19,125	42,755	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(38,950)	(36,241)	(43,592)	(19,125)	(42,755)		0		
<b>310</b>	<b>Calthorpe Park</b>									
1050	Outdoor Space Hire	300	420	300	387	500	0	0	0	0
1057	Fleet Football Club Rent	2,000	2,000	2,000	500	2,000	0	0	0	0
1059	Refreshment Kiosk	0	2,500	5,500	4,604	5,500	0	0	0	0
1060	Pitch Hire	0	2,178	1,800	347	1,200	0	0	0	0
1064	Tennis Membership card	7,800	8,962	8,500	6,579	8,500	0	0	0	0
1065	Tennis Hire	2,000	1,976	2,000	2,244	2,500	0	0	0	0
<b>Total Income</b>		12,100	18,036	20,100	14,661	20,200	0	0	0	0
4115	Water & Sewerage	500	680	550	520	1,000	0	0	0	0
4122	Electricity	300	2,862	720	1,287	3,000	0	0	0	0
4150	Cleaning	1,544	735	1,698	347	700	0	0	0	0
4170	Building Maintenance	1,622	7,266	1,600	0	500	0	0	0	0
4175	Equipment Maintenance	830	160	300	32	100	0	0	0	0
4185	Equipment	919	0	900	0	200	0	0	0	0
4187	Health & Safety	328	630	330	159	250	0	0	0	0
4200	Grounds Maintenance	40,872	41,311	45,808	22,715	46,188	0	0	0	0
4202	Additional Ground Works	3,072	4,062	4,500	100	1,000	0	0	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget Report as at 30.09.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4205	CCTV	3,000	3,050	3,000	0	3,000	0	0	0	0
4220	Friends Group support	110	-107	110	0	110	0	0	0	0
4225	South and South East in Bloom	74	55	70	60	60	0	0	0	0
4230	Playground Maintenance	1,040	225	2,000	597	2,000	0	0	0	0
4250	Tree Surgery	3,000	1,899	3,300	1,900	7,700	0	0	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	0	0	0
4651	LTA Registration - membership	962	360	1,000	0	1,000	0	0	0	0
4653	Tennis Software	825	820	902	881	881	0	0	0	0
4740	Licences	72	70	70	70	70	0	0	0	0
<b>Overhead Expenditure</b>		<b>66,070</b>	<b>64,077</b>	<b>73,858</b>	<b>28,667</b>	<b>74,759</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(53,970)</b>	<b>(46,042)</b>	<b>(53,758)</b>	<b>(14,006)</b>	<b>(54,559)</b>		<b>0</b>		
<b>315</b>	<b><u>Oakley Park</u></b>									
1050	Outdoor Space Hire	100	318	100	291	300	0	0	0	0
1053	Grant money and funding	0	18,676	0	0	0	0	0	0	0
1060	Pitch Hire	2,177	2,127	2,127	1,207	3,900	0	0	0	0
<b>Total Income</b>		<b>2,277</b>	<b>21,121</b>	<b>2,227</b>	<b>1,497</b>	<b>4,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4122	Electricity	350	654	660	254	700	0	0	0	0
4150	Cleaning	1,379	1,262	1,517	694	1,400	0	0	0	0
4170	Building Maintenance	1,080	407	1,080	0	500	0	0	0	0
4175	Equipment Maintenance	58	0	60	0	60	0	0	0	0
4185	Equipment	0	11,676	0	0	0	0	0	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget Report as at 30.09.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4187	Health & Safety	328	630	330	0	100	0	0	0	0
4200	Grounds Maintenance	21,366	22,021	24,420	12,109	24,621	0	0	0	0
4202	Additional Ground Works	1,638	9,117	1,700	0	1,000	0	0	0	0
4205	CCTV	1,260	1,153	1,260	0	1,260	0	0	0	0
4220	Friends Group support	108	75	110	0	110	0	0	0	0
4225	South and South East in Bloom	90	90	90	100	100	0	0	0	0
4230	Playground Maintenance	1,080	2,377	1,188	68	2,200	0	0	0	0
4250	Tree Surgery	1,620	1,205	1,782	450	1,782	0	0	0	0
<b>Overhead Expenditure</b>		<b>30,357</b>	<b>50,667</b>	<b>34,197</b>	<b>13,674</b>	<b>33,833</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(28,080)</b>	<b>(29,547)</b>	<b>(31,970)</b>	<b>(12,177)</b>	<b>(29,633)</b>		<b>0</b>		
<b>320</b>	<b><u>Basingbourne Park</u></b>									
1050	Outdoor Space Hire	0	30	0	0	0	0	0	0	0
1060	Pitch Hire	4,249	2,327	2,130	434	1,500	0	0	0	0
<b>Total Income</b>		<b>4,249</b>	<b>2,357</b>	<b>2,130</b>	<b>434</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4115	Water & Sewerage	550	227	330	404	500	0	0	0	0
4122	Electricity	250	377	432	102	400	0	0	0	0
4150	Cleaning	1,382	1,262	1,520	694	1,400	0	0	0	0
4170	Building Maintenance	2,160	4,563	2,376	0	1,000	0	0	0	0
4185	Equipment	328	0	361	0	100	0	0	0	0
4187	Health & Safety	328	630	330	56	150	0	0	0	0
4200	Grounds Maintenance	18,168	18,726	20,768	10,297	20,938	0	0	0	0
4202	Additional Ground Works	1,390	7,746	1,529	0	1,200	0	0	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget Report as at 30.09.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4205	CCTV	1,248	1,153	1,250	0	1,250	0	0	0	0
4220	Friends Group support	118	105	120	0	120	0	0	0	0
4225	South and South East in Bloom	108	90	100	100	100	0	0	0	0
4230	Playground Maintenance	0	2,506	1,188	68	3,000	0	0	0	0
4250	Tree Surgery	2,705	4,861	2,700	2,607	6,469	0	0	0	0
<b>Overhead Expenditure</b>		<b>28,735</b>	<b>42,247</b>	<b>33,004</b>	<b>14,328</b>	<b>36,627</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(24,486)</b>	<b>(39,891)</b>	<b>(30,874)</b>	<b>(13,894)</b>	<b>(35,127)</b>		<b>0</b>		
<b>325</b>	<b><u>The Views</u></b>									
1050	Outdoor Space Hire	1,000	1,427	1,500	1,387	1,500	0	0	0	0
1500	Miscellaneous Income	0	0	0	500	500	0	0	0	0
<b>Total Income</b>		<b>1,000</b>	<b>1,427</b>	<b>1,500</b>	<b>1,887</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4122	Electricity	200	436	504	349	500	0	0	0	0
4169	Street and Park Furniture	0	836	0	0	0	0	0	0	0
4185	Equipment	110	54	100	99	99	0	0	0	0
4200	Grounds Maintenance	7,529	7,759	8,608	4,266	8,675	0	0	0	0
4202	Additional Ground Works	575	41,312	633	353	500	0	0	0	0
4225	South and South East in Bloom	0	0	0	50	50	0	0	0	0
4230	Playground Maintenance	4,284	126	4,712	309	4,305	0	0	0	0
4250	Tree Surgery	328	0	361	0	361	0	0	0	0
<b>Overhead Expenditure</b>		<b>13,026</b>	<b>50,524</b>	<b>14,918</b>	<b>5,427</b>	<b>14,490</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>325 Net Income over Expenditure</b>		<b>-12,026</b>	<b>-49,097</b>	<b>-13,418</b>	<b>-3,539</b>	<b>-12,490</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6001	plus Transfer from EMR	0	40,598	0	0	0	0	0	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget Report as at 30.09.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>(12,026)</u>	<u>(8,499)</u>	<u>(13,418)</u>	<u>(3,539)</u>	<u>(12,490)</u>		<u>0</u>		
<b>330</b>	<b><u>Edenbrook</u></b>									
4200	Grounds Maintenance	3,182	3,280	3,641	1,804	3,668	0	0	0	0
4202	Additional Ground Works	240	0	400	0	400	0	0	0	0
4230	Playground Maintenance	2,163	466	1,500	475	9,155	0	0	0	0
4250	Tree Surgery	0	65	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		<u>5,585</u>	<u>3,811</u>	<u>5,541</u>	<u>2,279</u>	<u>13,223</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>(5,585)</u>	<u>(3,811)</u>	<u>(5,541)</u>	<u>(2,279)</u>	<u>(13,223)</u>		<u>0</u>		
<b>350</b>	<b><u>Cemetery</u></b>									
1053	Grant money and funding	0	55,000	0	0	0	0	0	0	0
1100	Interment Fees	18,000	18,450	18,600	12,020	19,500	0	0	0	0
1110	Scattering of Ashes	500	0	500	0	100	0	0	0	0
1120	Sale of Exclusive Rights	17,000	30,385	20,000	17,670	27,000	0	0	0	0
1121	Transfer of Exclusive Rights	1,750	1,970	1,750	1,760	2,000	0	0	0	0
1130	Memorial Cemetery Fees	7,000	6,800	7,000	4,560	7,200	0	0	0	0
1132	Memorial Kerbstones	3,000	3,256	3,000	1,145	2,500	0	0	0	0
1133	Memorial Sanctums	10,000	15,162	12,000	3,291	6,000	0	0	0	0
1134	GoR Planted Area	700	1,916	700	843	1,000	0	0	0	0
1137	GoR Ashes digging	1,000	350	1,000	120	300	0	0	0	0
1140	Bench contribution	0	2,985	0	1,353	1,353	0	0	0	0
1145	Plaque contribution	0	0	0	167	167	0	0	0	0
<b>Total Income</b>		<u>58,950</u>	<u>136,275</u>	<u>64,550</u>	<u>42,929</u>	<u>67,120</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget Report as at 30.09.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4000	Salaries	5,928	4,145	7,592	2,999	6,000	0	0	0	0
4001	Employers National Insurance	0	0	0	2	2	0	0	0	0
4002	Employers Pension	592	207	400	150	300	0	0	0	0
4041	Mileage/Travel/Sustenance	294	451	450	169	450	0	0	0	0
4110	Rates	2,542	2,445	2,500	2,096	2,096	0	0	0	0
4115	Water & Sewerage	230	260	253	1,922	2,000	0	0	0	0
4150	Cleaning	520	0	572	0	572	0	0	0	0
4155	Refuse Collection	2,120	2,284	2,332	1,228	2,500	0	0	0	0
4169	Street and Park Furniture	0	0	0	920	920	0	0	0	0
4170	Building Maintenance	540	117	500	162	200	0	0	0	0
4187	Health & Safety	0	93	0	0	0	0	0	0	0
4200	Grounds Maintenance	15,826	26,017	19,157	4,957	13,005	0	0	0	0
4202	Additional Ground Works	1,040	45,998	1,000	6,784	7,000	0	0	0	0
4203	General Upkeep	1,600	-345	1,200	0	1,200	0	0	0	0
4220	Friends Group support	108	0	110	0	0	0	0	0	0
4225	South and South East in Bloom	145	75	75	80	80	0	0	0	0
4250	Tree Surgery	1,080	972	1,100	0	3,000	0	0	0	0
4400	Stationery & Consumables	0	49	0	0	0	0	0	0	0
4445	Mobile Phones	265	280	100	105	135	0	0	0	0
4455	Postage	0	0	0	75	75	0	0	0	0
4460	Subscriptions	100	95	100	0	100	0	0	0	0
4481	Software/Licenses	705	466	760	0	760	0	0	0	0
4935	GoR Memorial inscriptions	1,040	2,701	1,800	1,142	1,800	0	0	0	0
4936	GoR Ashes digging	500	320	500	835	1,000	0	0	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget Report as at 30.09.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4938	Bench Memorial Costs	0	525	0	0	0	0	0	0	0
4942	H and S Memorial repairs	325	0	325	0	325	0	0	0	0
4944	H and S Memorial inspections	1,550	0	1,000	0	1,000	0	0	0	0
	<b>Overhead Expenditure</b>	37,050	87,154	41,826	23,626	44,520	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	21,900	49,120	22,724	19,303	22,600		0		
<b>475</b>	<b><u>Lengthsman Scheme</u></b>									
1053	Grant money and funding	3,300	3,300	3,300	0	3,300	0	0	0	0
	<b>Total Income</b>	3,300	3,300	3,300	0	3,300	0	0	0	0
4202	Additional Ground Works	3,300	3,010	3,300	0	3,300	0	0	0	0
	<b>Overhead Expenditure</b>	3,300	3,010	3,300	0	3,300	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	290	0	0	0		0		
	<b>Total Budget Income</b>	1,707,766	1,856,548	1,880,485	1,480,200	1,936,180	0	0	0	0
	<b>Expenditure</b>	1,789,318	1,433,508	1,953,623	620,217	1,938,055	1,000	0	0	0
	<b>Net Income over Expenditure</b>	-81,552	423,041	-73,138	859,983	-1,875	-1,000	0	0	0
	plus Transfer from EMR	0	40,598	0	0	0	0	0	0	0
	less Transfer to EMR	0	403,377	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(81,552)	60,262	(73,138)	859,983	(1,875)		0		



12/10/2023

**Fleet Town Council 2023/2024**

Page 1

13:14

**Detailed Balance Sheet - Excluding Stock Movement****Month 6 Date 30/09/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
101	Debtors Control	20,909
120	Vat Control	10,076
150	Stock - Bar	9,308
200	Bank Current/Deposit Account	1,389,007
210	Petty Cash - FTC	49
211	CCLA Pub Sector Deposit Fund	1,700,000
216	Nationwide deposit account	800,458
220	Cash Floats	2,000
251	Petty Cash - Harlington	120
	<b>Total Current Assets</b>	<b>3,931,926</b>
	<u>Current Liabilities</u>	
500	Creditors Control	61,526
503	Christmas Festivities Town Cen	6,982
504	Christmas Day Lunch	5,365
508	Coronation 2023	(2,916)
515	Paye/NI Due	9,707
520	Wages Control Account	912
645	Marti Pellow Pillow Talk Nov23	11,032
654	Doors Alive Mar 23	300
699	Francis Rossi - May 23	2,393
700	The Paul Young Show – Oct 23	8,529
703	Fleet Film – 10th Oct 22	(5)
706	Fleet Film – 28th Nov 22	(19)
709	The Floyd Effect Oct 23	4,896
716	Voodoo Room Jun 23	824
718	Comedy Feb 23	(700)
719	Comedy Mar 23	1,568
720	Comedy Apr 23	875
721	Comedy May 23	844
722	Comedy Jun 23	92
726	Jazz Apr 23	599
727	Jazz May 23	448
728	Jazz Jun 23	907
729	Jazz Jul 23	819
736	90s Rewind Apr 23	4,249
739	Rock for Heroes Apr 23	1,130
740	Ultimate Elton May 23	1,249
741	Money for Nothing Jun 23	985
743	Legend Live Apr 23	1,608
744	Maet Live May 23	1,043
745	Black Sabbitch May 23	(497)
746	Commitments & Blues Jun 23	873
747	Bootleg Blondie Jun 23	2,321
748	Benidorm Tom Jul 23	1,038
749	Buble meet Sinatra Nov 23	3,750
750	Fleet Film 3 Apr 23	10
751	Fleet Film 24 Apr 23	10
752	Fleet Film 8 May 23	5
753	Fleet Film 22 May 23	15
755	Fleet Film 26 Jun 23	45
757	80s Rewind Nov 23	11,650
758	The Kast Off Kinks Sept 23	1,178

## Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
759	Starburst Naughty 90s Jul 23	3,832	
760	Cheesy Bingo Oct 23	2,835	
769	John Lydon May 24	8,009	
771	Albert Cummings July 23	383	
772	Neil Diamond Sept 23	1,415	
773	Mainly Madness Dec 23	2,517	
774	AC/DC UK Jan 24	1,567	
775	Stayin Alive Jan 24	770	
776	T-Rextasy Feb 24	1,350	
777	Los Pacaminos Feb 24	729	
778	Paul Jones & Dave Kelly Feb 24	1,375	
779	ELO Encounter Feb 24	1,200	
780	Oasish Feb 24	1,083	
781	Genesis Mar 24	1,405	
782	Guns 2 Roses Mar 24	698	
783	From Gold to Rio Mar 24	667	
784	The Jam'd April 24	267	
785	Dick Whittington Dec 23	9,772	
786	Fleet Film July 23	33	
787	Ultimate Eagles Sept 23	3,625	
788	Comedy Sept 23	482	
789	Comedy Oct 23	475	
790	Comedy Nov 23	413	
791	Comedy Dec 23	1,137	
792	The Bohemians Oct 23	2,900	
793	Big Country Nov 23	3,970	
794	Fleet Film 11th Sept 23	25	
795	Fleet Film 25th Sept 23	15	
797	Fleet Film 23rd Oct 23	35	
806	Fleet Jazz 19th Sept 23	817	
807	Fleet Jazz 17th Oct 23	(337)	
808	Fleet Jazz 14th Nov 23	400	
809	Fleet Jazz 5th Dec 23	312	
810	90s Rewind Jun 24	(825)	
812	Steve Harley Apr 24	653	
815	Comedy Mar 24	25	
816	-	17	
	<b>Total Current Liabilities</b>	<b>199,685</b>	
	<b>Net Current Assets</b>		<b>3,732,241</b>
	<b>Total Assets less Current Liabilities</b>		<b>3,732,241</b>
	<i>Represented by :-</i>		
300	Current Year Fund	859,983	
310	General Fund	380,793	
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	10,981	
360	Harlington Development Fund	2,395,496	
	<b>Total Equity</b>		<b>3,732,241</b>

## Fleet Town Council 2023/2024

## Income and Expenditure Account for Year Ended 31 March 2024

31 March 2023		31 March 2024
	<b>Operating Income</b>	
31,931	Central Administration	27,100
1,145,840	Precept	846,115
0	Events, Town Centre and Climat	1,890
0	Harlington Development	412,017
434,408	Harlington - Events	97,884
25,573	Building	6,335
26,930	Ancells Community Centre	13,372
2,758	Ancells Farm Park and Pavilion	14,079
6,595	Open Spaces	0
18,036	Calthorpe Park	14,661
21,121	Oakley Park	1,497
2,357	Basingbourne Park	434
1,427	The Views	1,887
136,275	Cemetery	42,929
3,300	Lengthsman Scheme	0
<b>1,856,548</b>	<b>Total Income</b>	<b>1,480,200</b>
	<b>Running Costs</b>	
200,438	Central Administration	107,372
10,868	Civic and Democratic	153
41,138	Grants	31,813
42,539	Events, Town Centre and Climat	29,400
8,640	Harlington Development	2,382
393,111	Harlington - Events	165,718
301,297	Building	114,783
49,652	Ancells Community Centre	28,779
41,497	Ancells Farm Park and Pavilion	32,690
42,836	Open Spaces	19,125
64,077	Calthorpe Park	28,667
50,667	Oakley Park	13,674
42,247	Basingbourne Park	14,328
50,524	The Views	5,427
3,811	Edenbrook	2,279
87,154	Cemetery	23,626
3,010	Lengthsman Scheme	0
<b>1,433,508</b>	<b>Total Expenditure</b>	<b>620,217</b>
	<b>General Fund Analysis</b>	
329,407	Opening Balance	380,793
1,856,548	Plus : Income for Year	1,480,200
2,185,955		1,860,993
1,433,508	Less : Expenditure for Year	620,217
752,447		1,240,776
371,654	Transfers TO / FROM Reserves	0
<b>380,793</b>	<b>Closing Balance</b>	<b>1,240,776</b>

Date: 12/10/2023

## Fleet Town Council 2023/2024

Page 1

Time: 13:32

## Bank Current/Deposit Account

## List of Payments made between 01/09/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2023	Hart District Council - DD	dd289	210.00		Business Rates 2023/24
01/09/2023	Hart District Council - DD	dd290	1,634.00		Business rates 2023/24
01/09/2023	Hart District Council - DD	dd291	119.00		Business rates 2023/24
06/09/2023	BACS P/L Pymnt Page 2243	BACS Pymnt	17,851.79		BACS P/L Pymnt Page 2243
07/09/2023	Fleet Town Council	DD	100,000.00		CCLA transfer #1
08/09/2023	HSBC	dd292	77.60		Bank charges July 2023
08/09/2023	HSBC	dd293	13.08		Bank charges July 23
08/09/2023	Fleet Town Council	DD	100,000.00		CCLA transfer # 2
11/09/2023	Fleet Town Council	DD	3,953.66		L&G Pension Sept 23
11/09/2023	Fleet Town Council	DD	100,000.00		CCLA transfer # 3
12/09/2023	Booker Limited	dd294	478.48		Bar supplies
12/09/2023	Fleet Town Council	DD	50,000.00		CCLA transfer # 4
13/09/2023	HSBC	DD314	1,363.59		Credit Card Aug 23
14/09/2023	Payment Sense Ltd	dd295	70.38		Card charges 1/8-31/8/23
14/09/2023	Payment Sense Ltd	dd296	24.95		Card charges 1/8-31/8/23
15/09/2023	NPower - Direct Debits	dd297	44.32		Elec 1/7-31/7/23
15/09/2023	NPower - Direct Debits	dd298	28.49		Elec 1/7-31/7/23
15/09/2023	NPower - Direct Debits	dd299	133.99		Elec 1/7-31/7/23
15/09/2023	NPower - Direct Debits	dd300	239.05		Elec 1/7-31/7/23
15/09/2023	NPower - Direct Debits	dd301	19.57		Elec 1/7-31/7/23
18/09/2023	Castle Water Limited	dd302	226.20		Water 1/8-31/8/23
18/09/2023	Global Payments - Direct Debit	dd303	588.51		Card charges 1/8-31/8/23
20/09/2023	Central Computer Management Lt	dd304	57.60		Payroll Aug 23
20/09/2023	Fleet Town Council	DDR	27,114.01		Payroll Sept 2023
22/09/2023	Payment Sense Ltd	dd305	113.94		Card charges Sep 23
22/09/2023	Payment Sense Ltd	dd306	17.88		Card charges Sep 23
22/09/2023	Fleet Town Council	DDR	10,656.68		Inland Rev Sept 23
25/09/2023	BACS P/L Pymnt Page 2250	BACS Pymnt	42,375.49		BACS P/L Pymnt Page 2250
25/09/2023	BOC Ltd	dd307	168.47		Gas
28/09/2023	Total Energies	dd308	28.32		Gas 31/7-31/8/23
28/09/2023	Total Energies	dd309	1,275.66		Gas 31/7-31/8/23
28/09/2023	Total Energies	dd310	81.51		Gas 31/7-31/8/23
28/09/2023	Vodafone Limited	dd311	42.41		Mobile 18/9-17/10
29/09/2023	Global Payments - Direct Debit	dd312	36.00		Monthly service fee
29/09/2023	HSBC	dd313	36.78		Bank charges 8/8-7/9
<b>Total Payments</b>			<b>459,081.41</b>		

12/10/2023

Fleet Town Council 2023/2024

Page 1

13:21

PURCHASE LEDGER INVOICE LISTING

User: RH

Purchase Ledger for Month No 6

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/08/2023	24032		AMETHYST	AMETHYST	6,632.27	1,326.45	7,958.72	4210	150	6,632.27	2nd payment
28/09/2023	24114		AMETHYST	AMETHYST	6,632.26	1,326.45	7,958.71	4210	150	6,632.26	3rd payment
25/09/2023	INV00427118		BDO	BDO	2,100.00	420.00	2,520.00	4580	101	2,100.00	Ltd assurance review
29/09/2023	227T48672		BIFFA	BIFFA	54.45	10.89	65.34	4156	204	54.45	Glass waste Sept23
30/09/2023	3075036033		BOC	BOC	46.60	9.32	55.92	4700	201	46.60	Gas
30/08/2023	228782		BOOKER	BOOKER	408.45	70.03	478.48	4700	201	31.07	Bar supplies
								4763	201	11.99	Bar supplies
								4710	201	211.45	Bar supplies
								4761	201	48.60	Bar supplies
								4152	204	34.45	Bar supplies
								4832	150	70.89	Bar supplies
16/09/2023	M0632		BT	BT	101.16	20.23	121.39	4487	204	101.16	Broadband 1/9-30/9
04/09/2023	10000220195		CASTLE WATER DD	CASTLEWADD	202.73	23.47	226.20	4115	320	202.73	Water 1/8-31/8/23
06/09/2023	10000254072		CASTLEWATER	CASTLEWATE	5,146.60	628.82	5,775.42	4115	204	5,146.60	Water 1/8-31/8/23
06/09/2023	52981		CBS	CBS	824.00	164.80	988.80	4170	204	824.00	Contract 1/9-30/9/23
06/09/2023	52982		CBS	CBS	450.08	90.02	540.10	4170	204	450.08	Contract 1/9-30/9/23
30/09/2023	59627		CENTRAL COM LIVEPAY	CCMLPAY	48.00	9.60	57.60	4550	101	48.00	Payroll Sept 23
30/09/2023	P657677		CHAMBERS	CHAMBERS	216.70	43.34	260.04	4155	204	177.45	Mixed waste Sept 23
								4156	204	39.25	Mixed waste Sept 23
30/09/2023	P657678		CHAMBERS	CHAMBERS	31.26	6.25	37.51	4155	205	31.26	Mixed waste
01/09/2023	10040530		CHUBB FIRE	CHUBB	1,506.24	301.25	1,807.49	4207	204	1,506.24	Service repairs
06/09/2023	INV0092223		ODLINGS LTD	COLUMBARIA	225.00	45.00	270.00	4935	350	225.00	Posy on a spiral
08/09/2023	INV0092271		ODLINGS LTD	COLUMBARIA	197.00	39.40	236.40	4935	350	197.00	Sanctum 2000 tablet
08/09/2023	09JUN23		COMEDY COMPANY	COMEDYCOMP	1,000.00	200.00	1,200.00	788	0	1,000.00	Comedy 9/9/23
02/09/2023	2638		CONNCOMPUT	CONNECT	20.00	4.00	24.00	4484	101	20.00	Laptop inspection
23/09/2023	2641		CONNCOMPUT	CONNECT	360.00	72.00	432.00	4484	101	360.00	Monthly support
19/09/2023	907322305		MOLSON COORS	COORS	2,957.42	591.48	3,548.90	4700	201	2,957.42	Bar supplies
19/09/2023	C000737724		CRONER	CRONER	344.01	64.97	408.98	4551	101	189.21	HR Sept 23

Purchase Ledger for Month No 6

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
								4187	101	154.80	H&S Sept 23
14/09/2023	2313		FLEETJAZZ	FLTJAZ	720.00	0.00	720.00	807	0	720.00	Advance Oct concert
30/09/2023	30SEPT23		GLOBAL PAYMENTS DD	GLOBALDD	618.29	0.70	618.99	4422	201	618.29	Bank charges 1/9-30/9
30/09/2023	50378493		GLOBAL PAYMENTS DD	GLOBALDD	30.00	6.00	36.00	4422	201	30.00	Mthly service charge 1/9-30/9
04/09/2023	58266055		HCC	HCC	68.67	13.73	82.40	4400	101	68.67	Stationery
30/08/2023	INV24565		HOGS BACK	HOGSBACK	199.07	39.81	238.88	4700	201	199.07	Bar supplies
06/09/2023	INV24811		HOGS BACK	HOGSBACK	394.20	78.84	473.04	4700	201	394.20	Bar supplies
20/09/2023	INV25307		HOGS BACK	HOGSBACK	341.98	68.40	410.38	4700	201	341.98	Bar supplies
12/09/2023	07092023		HSBC	HSBC	36.78	0.00	36.78	4420	101	36.78	Bank charges 8/8-7/9
22/09/2023	10808402		HSBC	HSBC	58.20	0.00	58.20	4420	101	58.20	Bank charges
22/09/2023	10845838		HSBC	HSBC	12.97	0.00	12.97	4420	101	12.97	Bank charges
06/09/2023	CREDITCARD		HSBC	HSBC	1,246.23	117.36	1,363.59	4445	101	6.00	CC/CB/GIFFGAFF/AUG23
								4445	101	6.00	CC/CB/GIFFGAFF/AUG23
								4832	150	29.86	CC/CB/GREENING PROMO/AUG23
								4832	150	45.75	CC/CB/GREENING REFRESH/AUG23
								4832	150	46.43	CC/BC/GREENING BANNER/AUG23
								4562	160	100.00	CC/CB/RIBA SERVICES CONT/AUG23
								4170	204	105.50	CC/DD/DECORATING SUPPLIE/AUG23
								4170	204	16.24	CC/DD/DECORATING SUPPLIE/AUG23
								4170	204	9.73	CC/BC/BULB/AUG23
								4170	204	131.17	CC/AR/PAINT/AUG23
								4185	204	65.52	CC/DD/3D DISPLAY/AUG23
								4185	201	54.14	CC/AR/SPLITTER DEVICE/AUG23
								4763	201	59.43	CC/DD/BAR SUPPLIES/AUG23
								4761	201	65.94	CC/DD/BAR SUPPLIES/AUG23
								4030	101	115.00	CC/BC/TRAINING/AUG23
								4486	101	169.20	CC/BC/MICROSOFT/AUG23
								4486	101	3.00	CC/BC/MICROSOFT/AUG23
								4486	101	135.15	CC/BC/MICROSOFT/AUG23

## Purchase Ledger for Month No 6

## 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
								4420	101	32.00	CC/BC/ANNUAL FEE/AUG23
								4481	204	8.33	CC/AR/SPOTIFY/AUG23
								4432	201	41.84	CC/AR/FACEBOOK/AUG23
01/09/2023	Q130246		IHASCO	IHASCO	50.00	10.00	60.00	4030	101	50.00	Training
14/09/2023	010		JAMIE BOND	JAMIEBOND	122.30	0.00	122.30	4720	201	122.30	Sound technician
23/09/2023	05		JOOLS WARREN	JOOLS	150.00	0.00	150.00	758	0	150.00	Sound engineer kast off kinks
27/09/2023	27092023		MARK SOUTHGATE	MARKSOUTHG	2,486.00	0.00	2,486.00	758	0	2,486.00	Kast off kinks
27/09/2023	27092023		MICK AVORY	MICK AVORY	596.50	119.30	715.80	758	0	596.50	Kast off kinks
18/09/2023	3253A		MILLERS ARK ANIMALS	MILLERSARK	250.00	0.00	250.00	503	0	250.00	Deposit for 22/11/23
09/08/2023	07231646		MINTNETWORK	MINTNETWOR	98.34	19.67	118.01	4440	101	98.34	Tel calls July 23
11/09/2023	08231646		MINTNETWORK	MINTNETWOR	97.22	19.44	116.66	4440	101	97.22	Tel calls Aug 23
30/09/2023	16793		NIGEL JEFFRIES	NIGELJEFFR	75.00	15.00	90.00	4202	325	75.00	Install plaques
30/09/2023	16852		NIGEL JEFFRIES	NIGELJEFFR	13,453.25	2,690.65	16,143.90	4200	208	2,263.07	Grnds Maint Sep 23
								4200	301	1,432.42	Grnds Maint Sep 23
								4200	310	3,848.97	Grnds Maint Sep 23
								4200	315	2,051.73	Grnds Maint Sep 23
								4200	320	1,744.77	Grnds Maint Sep 23
								4200	325	722.93	Grnds Maint Sep 23
								4200	350	1,083.73	Grnds Maint Sep 23
								4200	330	305.63	Grnds Maint Sep 23
16/09/2023	IN08350746		NPOWER	NPOWER	22.82	1.19	24.01	4122	310	22.82	Elec 1/8-31/8/23
16/09/2023	IN08365631		NPOWER	NPOWER	2,735.05	547.01	3,282.06	4122	204	2,735.05	Elec 1/8-31/8/23
16/09/2023	IN08404749		NPOWER DD	NPOWERDD	220.59	11.03	231.62	4122	310	220.59	Elec 1/8-31/8/23
16/09/2023	IN08404752		NPOWER DD	NPOWERDD	62.01	3.10	65.11	4122	315	62.01	Elec 1/8-31/8/23
16/09/2023	IN08404755		NPOWER DD	NPOWERDD	27.11	1.36	28.47	4122	320	27.11	Elec 1/8-31/8/23
16/09/2023	IN08404788		NPOWER DD	NPOWERDD	214.66	10.73	225.39	4122	208	214.66	Elec 1/8-31/8/23
16/09/2023	IN08404790		NPOWER DD	NPOWERDD	131.87	6.59	138.46	4122	205	131.87	Elec 1/8-31/8/23
12/09/2023	3293		NPTREEMANAGE	NPTREE	190.00	38.00	228.00	4250	310	190.00	Emergency damaged branch
29/09/2023	INV3029		ODIN EVENTS	ODIN	1,600.00	320.00	1,920.00	503	0	1,600.00	Snow globe hire

## Purchase Ledger for Month No 6

## 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
08/09/2023	5429504		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	Card charges Sep 23
08/09/2023	5429505		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	Card charges Sep 23
30/09/2023	001804		CHCLEANING	PRIMA	2,485.80	497.16	2,982.96	4150	204	2,485.80	Cleaning 1/9-30/9/23
30/09/2023	001805		CHCLEANING	PRIMA	629.85	125.97	755.82	4150	205	629.85	Cleaning 1/9-30/9/23
30/09/2023	001806		CHCLEANING	PRIMA	384.85	76.97	461.82	4150	204	384.85	Cleaning 1/9-30/9/23
30/09/2023	001807		CHCLEANING	PRIMA	115.65	23.13	138.78	4150	315	115.65	Cleaning 1/9-30/9/23
30/09/2023	001808		CHCLEANING	PRIMA	57.75	11.55	69.30	4150	310	57.75	Cleaning 1/9-30/9/23
30/09/2023	001809		CHCLEANING	PRIMA	115.65	23.13	138.78	4150	320	115.65	Cleaning 1/9-30/9/23
30/09/2023	001810		CHCLEANING	PRIMA	128.50	25.70	154.20	4150	208	128.50	Cleaning 1/9-30/9/23
18/09/2023	18092023		PRINCESTONES	PRINCESTON	120.00	0.00	120.00	4936	350	120.00	ashes interment
29/09/2023	9068600148		ROYAL MAIL GROUP LTD	ROYALMAIL	99.90	19.98	119.88	4455	101	99.90	Response services licence
16/09/2023	SEPEXP		SARAH MOORE	SARAHMOORE	5.22	0.00	5.22	4041	101	5.22	Sept expense
01/09/2023	46996		SDSL	SDSL	330.00	66.00	396.00	4485	101	330.00	Computer backup 1/10-31/12/23
01/09/2023	INV18000		SG POS	SGPOS	70.00	14.00	84.00	4728	201	70.00	Web services Sept 23
04/09/2023	AUGEXP		SIAN TAYLOR	SIAN	13.50	0.00	13.50	4041	350	13.50	August expense
29/09/2023	9519001070004		SSE SOUTHERN ELECTRI	SSE SOUTHE	173.01	8.65	181.66	4122	325	173.01	Elec 30/6-28/9
06/09/2023	3686	4759	SOUTHEASTBLOOM	SSEAST	66.00	0.00	66.00	4225	208	66.00	3 Tickets
01/09/2023	INV1405		SUSX HR HUB	SUX HR HUB	80.00	16.00	96.00	4551	101	80.00	HR services Sept 23
28/09/2023	INV11239		THE ENERGY AUDITING	TEAM	426.00	85.20	511.20	4172	204	426.00	DEC for Harlington
30/09/2023	23090140		TICKETSOLVE	TICKETSOLV	1,074.44	0.00	1,074.44	4490	201	1,074.44	Ticket sales Sep 23
12/09/2023	31341661423		TOTAL ENERGIES DD	TOTENGDD	1,063.05	212.61	1,275.66	4120	204	1,063.05	Gas 31/7-31/8/23
12/09/2023	31341666923		TOTAL ENERGIES DD	TOTENGDD	77.62	3.89	81.51	4120	205	77.62	Gas 31/7-31/8/23
12/09/2023	31341673523		TOTAL ENERGIES DD	TOTENGDD	26.97	1.35	28.32	4120	208	26.97	Gas 31/7-31/8/23
01/09/2023	HI591015		UNITED HYGIENE	UWR	148.68	29.74	178.42	4152	205	148.68	Sani service 1/9-30/9
01/09/2023	HI591065		UNITED HYGIENE	UWR	660.27	132.05	792.32	4152	204	660.27	Sani service 1/9-30/9/23
06/09/2023	2966094	4761	VIKING	VIKING	66.91	13.38	80.29	4400	101	66.91	Stationery
13/09/2023	3001634		VIKING	VIKING	63.89	12.78	76.67	4400	101	63.89	Laminator
15/09/2023	3014745		VIKING	VIKING	49.97	9.99	59.96	4400	101	49.97	Stationery
18/09/2023	B5615799272		VODAFONE	VODAFONE	35.34	7.07	42.41	4445	204	11.78	Mobile 18/9-17/10



## Purchase Ledger for Month No 6

## Order by Supplier A/c

## Nominal Ledger Analysis

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Ref No</u>	<u>Supplier A/c Name</u>	<u>Supplier A/c Code</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>A/C</u>	<u>Centre</u>	<u>Amount</u>	<u>Analysis Description</u>
								4445	301	11.78	Mobile 18/9-17/10
								4445	101	11.78	Mobile 18/9-17/10
				<b>TOTAL INVOICES</b>	<u>64,492.01</u>	<u>11,043.95</u>	<u>75,535.96</u>			<u>64,492.01</u>	

12/10/2023

Fleet Town Council 2023/2024

Page 1

13:22

Sales Ledger Aged Account Balances

User: RH

## Outstanding Balances by Month as at 30/09/2023

A/C Code	Customer Name	Balance	Sep 2023	Aug 2023	Jul 2023	Prior Months	On A/c Pymnts
<b>Ledger No 1: Sales Ledger 1</b>							
ALAN	ALAN MACHON	630.00	0.00	0.00	0.00	0.00	0.00
BABY	BABY	1,564.80	698.40	866.40	0.00	0.00	0.00
BAKER	TWG	135.00	135.00	0.00	0.00	0.00	0.00
BLOODNAT	BLO	799.20	399.60	399.60	0.00	0.00	0.00
C TERRY	CATE TERRY	81.39	81.39	0.00	0.00	0.00	0.00
CAVENDISH	CAVENDISH ADVOCACY	255.00	36.00	219.00	0.00	0.00	0.00
CEMETERY	CEM	300.00	0.00	0.00	0.00	300.00	0.00
CONVERY C	CONVERY C	110.00	0.00	0.00	0.00	0.00	0.00
DALBY	DALBY	75.36	75.36	0.00	0.00	0.00	0.00
DISCOKATE	DIS	297.00	297.00	0.00	0.00	0.00	0.00
EDWARDS	EDW	772.20	772.20	0.00	0.00	0.00	0.00
ELVETHAMH	ELVETHAM HOTEL	500.00	500.00	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	1,840.36	0.00	1,840.36	0.00	0.00	0.00
FLUX	DONNA FLUX	50.94	50.94	0.00	0.00	0.00	0.00
FOSS R	FOS	23.76	23.76	0.00	0.00	0.00	0.00
FTFCFC	FLEET TOWN COLTS FC	183.00	0.00	183.00	0.00	0.00	0.00
FTFC	FLEET	600.00	0.00	0.00	0.00	0.00	0.00
GEORGE	GEORGE PARKER	3,760.00	3,760.00	0.00	0.00	0.00	0.00
GOULDEN	SELINA GOULDEN	87.84	0.00	0.00	0.00	87.84	0.00
HAINES	HAI	119.28	51.12	0.00	0.00	68.16	0.00
HART	HART YOUTH	1,399.71	0.00	1,399.71	0.00	0.00	0.00
HARTTAXIS	HART TAXIS	250.00	0.00	0.00	0.00	0.00	0.00
KATHE	KUMAR KATHE	0.01	0.00	0.01	0.00	0.00	0.00
KAWWANN	KAW	219.60	0.00	0.00	0.00	219.60	0.00
KICKERS	LITTLE KICKERS	18.00	0.00	0.00	0.00	0.00	0.00
MESSENGER	MESSENGER	726.87	726.87	0.00	0.00	0.00	0.00
PRE	AF	900.30	0.00	0.00	0.00	900.30	0.00
ROBE	ROBE	169.56	84.78	0.00	0.00	0.00	0.00
ROCK CHOIR	CHOIR	432.00	432.00	0.00	0.00	0.00	0.00
SEEDALL	SEE	177.97	177.97	0.00	0.00	0.00	0.00
SMT	SMT MANAGEMENT CONSU	500.00	0.00	0.00	0.00	0.00	0.00
TEA	TEA	193.68	193.68	0.00	0.00	0.00	0.00
U3A HARLY	U3A	126.00	126.00	0.00	0.00	0.00	0.00
<b>Total Sales Ledger No 1</b>		<b>17,452.43</b>	<b>8,775.67</b>	<b>4,908.08</b>	<b>0.00</b>	<b>1,575.90</b>	<b>0.00</b>
<b>TOTAL SALES LEDGER BALANCES</b>		<b>17,452.43</b>	<b>8,775.67</b>	<b>4,908.08</b>	<b>0.00</b>	<b>1,575.90</b>	<b>0.00</b>

**SUBJECT: INVESTMENT AND CURRENT ACCOUNTS**

Account balances for Fleet Town Council as at 30 September 2023

<b>Account</b>	<b>Funds</b>	<b>Interest Rate</b>	<b>Comment</b>
HSBC Current Bank Account, Account No: 61539272	£1,388,879.02		
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£800,458.16	3.00%	Interest paid into Nationwide current account. Business 18-month saver. Interest calculated daily, capitalised annually and added to the account on the anniversary date and upon maturity.
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£1,700,000.00	4.63% Per annum	Interest paid into HSBC current account, monthly.
<b>TOTAL</b>	<b>£3,889,337.18</b>		

**Please note:**Interest received in December 22 into Nationwide account:

Nationwide

£458.08

Interest received in September 23 into HSBC account:

CCLA

£6,559.81

Interest received in August 23 into Cambridge BS account

Cambridge BS – closed 23/08/23

£891.10

**Recommendation**

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

## Forward Budget Detail - By Centre

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
<b>101</b>	<b>Central Administration</b>						
1870	Interest Income	14,000	0	69,000	69,000	69,000	0
	Total Income	<b>14,000</b>	<b>0</b>	<b>69,000</b>	<b>69,000</b>	<b>69,000</b>	<b>0</b>
4000	Salaries	163,764	0	168,780	168,780	168,780	0
4001	Employers National Insurance	16,376	0	17,865	17,865	17,865	0
4002	Employers Pension	9,145	0	9,426	9,426	9,426	0
4011	Staff Recruitment	500	0	150	150	150	0
4015	Recharge staff hours	(8,700)	0	(8,700)	(8,700)	(8,700)	0
4030	Training	3,000	0	1,300	1,300	1,300	0
4041	Mileage/Travel/Sustenance	100	0	100	100	100	0
4130	Insurance	10,575	0	10,100	10,100	10,100	0
4156	Recycling	500	0	300	300	300	0
4175	Equipment Maintenance	600	0	800	800	800	0
4185	Equipment	5,000	0	7,500	7,500	7,500	0
4187	Health & Safety	8,800	0	3,500	3,500	3,500	0
4400	Stationery & Consumables	3,600	0	2,500	2,500	2,500	0
4401	Document Management	3,000	0	0	0	0	0
4420	Bank Charges	3,000	0	2,500	2,500	2,500	0
4430	Promotion/Publicity/Vision	8,122	0	5,500	5,500	5,500	0
4435	Website	900	0	2,000	2,000	2,000	0
4440	Telephone & Broadband	3,000	0	3,300	3,300	3,300	0
4445	Mobile Phones	300	0	160	160	160	0
4455	Postage	150	0	150	150	150	0
4460	Subscriptions	3,200	0	3,150	3,150	3,150	0
4480	Computer Maintenance	1,500	0	1,500	1,500	1,500	0
4481	Software/Licenses	3,000	0	5,000	5,000	5,000	0
4484	Computer Support	6,300	0	9,000	9,000	9,000	0
4485	Computer Storage	1,800	0	0	0	0	0
4486	E-mail Exchange	3,850	0	0	0	0	0
4550	Payroll Services	800	0	800	800	800	0
4551	HR Services and staff welfare	2,500	0	3,300	3,300	3,300	0
4555	Legal Fees and Costs	3,000	0	2,000	2,000	2,000	0
4560	Accountancy fees	1,450	0	1,000	1,000	1,000	0
4561	VAT Consultancy fees	250	0	250	250	250	0
4580	Audit Fees	3,700	0	3,700	3,700	3,700	0
	Total Overhead Expenditure	<b>263,082</b>	<b>0</b>	<b>256,931</b>	<b>256,931</b>	<b>256,931</b>	<b>0</b>
	Net Income over Expenditure	<b>(249,082)</b>	<b>0</b>	<b>(187,931)</b>	<b>(187,931)</b>	<b>(187,931)</b>	<b>0</b>
<b>105</b>	<b>Civic and Democratic</b>						
4012	Pension liability	10,000	0	10,000	10,000	10,000	0
4041	Mileage/Travel/Sustenance	160	0	100	100	100	0
4430	Promotion/Publicity/Vision	2,500	0	2,500	2,500	2,500	0
4530	Councillor Development	1,000	0	500	500	500	0
4535	Chairman's Allowance	1,230	0	1,230	1,230	1,230	0
4537	Members Allowances	1,000	0	800	800	800	0
4540	Elections	6,250	0	5,000	5,000	5,000	0
	Total Overhead Expenditure	<b>22,140</b>	<b>0</b>	<b>20,130</b>	<b>20,130</b>	<b>20,130</b>	<b>0</b>

## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
Net Income over Expenditure	<b>(22,140)</b>	<b>0</b>	<b>(20,130)</b>	<b>(20,130)</b>	<b>(20,130)</b>	<b>0</b>
<b>110 Grants</b>						
4241 Grant - Fleet Phoenix	10,656	0	10,656	10,656	10,656	0
4242 Grant - Sashas Project	7,540	0	7,540	7,540	7,540	0
4538 Community Support	7,200	0	2,500	2,500	2,500	0
4800 Fleet Link	12,902	0	13,100	13,100	13,100	0
4810 Basingstoke Canal	19,041	0	19,400	19,400	19,400	0
4855 Community grants	3,704	0	3,700	3,700	3,700	0
Total Overhead Expenditure	<b>61,043</b>	<b>0</b>	<b>56,896</b>	<b>56,896</b>	<b>56,896</b>	<b>0</b>
Net Income over Expenditure	<b>(61,043)</b>	<b>0</b>	<b>(56,896)</b>	<b>(56,896)</b>	<b>(56,896)</b>	<b>0</b>
<b>115 Precept</b>						
1900 Precept - operational	846,115	0	896,882	913,804	925,650	0
Total Income	<b>846,115</b>	<b>0</b>	<b>896,882</b>	<b>913,804</b>	<b>925,650</b>	<b>0</b>
Net Income over Expenditure	<b>846,115</b>	<b>0</b>	<b>896,882</b>	<b>913,804</b>	<b>925,650</b>	<b>0</b>
<b>120 Projects</b>						
4235 Play Equipment	20,000	0	25,000	25,000	25,000	0
4435 Website	10,000	0	0	0	0	0
4440 Telephone & Broadband	3,500	0	0	0	0	0
Total Overhead Expenditure	<b>33,500</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>
Net Income over Expenditure	<b>(33,500)</b>	<b>0</b>	<b>(25,000)</b>	<b>(25,000)</b>	<b>(25,000)</b>	<b>0</b>
<b>150 Events, Town Centre and Climat</b>						
1051 Gurkha Square Market	7,800	0	7,800	7,800	7,800	0
Total Income	<b>7,800</b>	<b>0</b>	<b>7,800</b>	<b>7,800</b>	<b>7,800</b>	<b>0</b>
4176 Action Day	900	0	500	500	500	0
4210 Floral Displays	19,837	0	20,100	20,100	20,100	0
4222 Friends Group Get Together	100	0	0	0	0	0
4655 Town Centre Xmas	22,880	0	20,000	20,000	20,000	0
4656 Christmas Gurkha Square	4,300	0	4,000	4,000	4,000	0
4657 Christmas Day Lunch	1,166	0	1,500	1,500	1,500	0
4660 Remembrance Day	439	0	400	400	400	0
4661 Gurkha Sq Market	7,200	0	7,200	7,200	7,200	0
4832 Climate Change	5,000	0	500	500	500	0
Total Overhead Expenditure	<b>61,822</b>	<b>0</b>	<b>54,200</b>	<b>54,200</b>	<b>54,200</b>	<b>0</b>
Net Income over Expenditure	<b>(54,022)</b>	<b>0</b>	<b>(46,400)</b>	<b>(46,400)</b>	<b>(46,400)</b>	<b>0</b>
<b>160 Harlington Development</b>						
1902 Precept - New Harlington	412,017	0	436,738	444,978	450,747	0
Total Income	<b>412,017</b>	<b>0</b>	<b>436,738</b>	<b>444,978</b>	<b>450,747</b>	<b>0</b>
4015 Recharge staff hours	13,900	0	13,900	13,900	13,900	0

Continued over page

## Forward Budget Detail - By Centre

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4890	Earmarked New Harlington	398,117	0	422,838	431,078	436,847	0
	Total Overhead Expenditure	<b>412,017</b>	<b>0</b>	<b>436,738</b>	<b>444,978</b>	<b>450,747</b>	<b>0</b>
	Net Income over Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>201 Harlington - Events</b>							
1000	Hall Hire	102,000	0	96,000	96,000	96,000	0
1002	POINT Hall Hire	18,196	0	18,196	18,196	18,196	0
1036	Fleet Baptist Preschool	4,750	0	4,750	4,750	4,750	0
1420	Bar Sales	107,000	0	134,000	134,000	134,000	0
1431	Confectionery	2,750	0	2,750	2,750	2,750	0
1432	Ices	2,750	0	2,500	2,500	2,500	0
1433	Snacks	3,000	0	3,000	3,000	3,000	0
1435	Box Office Charges	15,000	0	15,000	15,000	15,000	0
1450	Ticket Sales	207,000	0	234,000	234,000	234,000	0
	Total Income	<b>462,446</b>	<b>0</b>	<b>510,196</b>	<b>510,196</b>	<b>510,196</b>	<b>0</b>
4000	Salaries	225,772	0	245,172	245,172	245,172	0
4001	Employers National Insurance	17,124	0	18,516	18,516	18,516	0
4002	Employers Pension	8,562	0	8,993	8,993	8,993	0
4015	Recharge staff hours	(5,200)	0	(5,200)	(5,200)	(5,200)	0
4182	Technical Equipment Sundries	1,000	0	1,000	1,000	1,000	0
4183	Technical Equipment Hire	500	0	500	500	500	0
4185	Equipment	3,000	0	3,000	3,000	3,000	0
4422	Bank & Card Transactions	11,000	0	13,000	13,000	13,000	0
4432	Marketing	20,000	0	20,000	20,000	20,000	0
4433	Marketing Support	10,000	0	10,000	10,000	10,000	0
4490	Sales System Costs	12,000	0	13,000	13,000	13,000	0
4700	Bar Purchases	42,800	0	53,600	53,600	53,600	0
4710	Bar Consumables	2,000	0	2,000	2,000	2,000	0
4715	Stocktaking	500	0	500	500	500	0
4720	Performance Costs	132,500	0	160,000	160,000	160,000	0
4728	Till App	1,200	0	1,200	1,200	1,200	0
4740	Licences	7,000	0	6,000	6,000	6,000	0
4752	Hospitality	500	0	500	500	500	0
4761	Confectionery	1,650	0	1,650	1,650	1,650	0
4762	Ices	1,050	0	1,000	1,000	1,000	0
4763	Snacks	1,350	0	1,350	1,350	1,350	0
	Total Overhead Expenditure	<b>494,308</b>	<b>0</b>	<b>555,781</b>	<b>555,781</b>	<b>555,781</b>	<b>0</b>
	Net Income over Expenditure	<b>(31,862)</b>	<b>0</b>	<b>(45,585)</b>	<b>(45,585)</b>	<b>(45,585)</b>	<b>0</b>
<b>204 Building</b>							
1031	HCC Library	16,000	0	12,000	12,000	12,000	0
	Total Income	<b>16,000</b>	<b>0</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>0</b>
4000	Salaries	62,485	0	67,103	67,103	67,103	0
4001	Employers National Insurance	6,248	0	7,123	7,123	7,123	0
4002	Employers Pension	3,124	0	3,355	3,355	3,355	0
4011	Staff Recruitment	500	0	500	500	500	0
4030	Training	1,000	0	1,000	1,000	1,000	0

## Forward Budget Detail - By Centre

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4041	Mileage/Travel/Sustenance	500	0	500	500	500	0
4110	Rates	15,000	0	17,000	17,000	17,000	0
4115	Water & Sewerage	5,500	0	5,500	5,500	5,500	0
4120	Gas	25,200	0	41,200	41,200	41,200	0
4122	Electricity	40,800	0	58,000	58,000	58,000	0
4130	Insurance	0	0	4,000	4,000	4,000	0
4150	Cleaning	37,400	0	39,250	39,250	39,250	0
4151	Cleaning - Equipment	500	0	500	500	500	0
4152	Cleaning - Supplies	10,000	0	7,500	7,500	7,500	0
4155	Refuse Collection	6,875	0	4,000	4,000	4,000	0
4156	Recycling	2,200	0	500	500	500	0
4170	Building Maintenance	21,000	0	25,000	25,000	25,000	0
4172	Building Compliance	2,000	0	6,000	6,000	6,000	0
4185	Equipment	1,000	0	1,000	1,000	1,000	0
4187	Health & Safety	1,000	0	1,000	1,000	1,000	0
4188	Fire and Intruder Monitoring	550	0	575	575	575	0
4207	Fire & Intruder Systems	1,925	0	2,025	2,025	2,025	0
4400	Stationery & Consumables	1,000	0	500	500	500	0
4445	Mobile Phones	500	0	500	500	500	0
4455	Postage	400	0	250	250	250	0
4481	Software/Licenses	2,000	0	2,000	2,000	2,000	0
4487	Wi-Fi	1,700	0	2,250	2,250	2,250	0
4745	Uniforms	300	0	300	300	300	0
	Total Overhead Expenditure	<b>250,707</b>	<b>0</b>	<b>298,431</b>	<b>298,431</b>	<b>298,431</b>	<b>0</b>
	Net Income over Expenditure	<b>(234,707)</b>	<b>0</b>	<b>(286,431)</b>	<b>(286,431)</b>	<b>(286,431)</b>	<b>0</b>
<b>205</b>	<b>Ancells Community Centre</b>						
1000	Hall Hire	26,000	0	27,500	27,500	27,500	0
	Total Income	<b>26,000</b>	<b>0</b>	<b>27,500</b>	<b>27,500</b>	<b>27,500</b>	<b>0</b>
4000	Salaries	25,564	0	27,504	27,504	27,504	0
4001	Employers National Insurance	2,014	0	2,343	2,343	2,343	0
4002	Employers Pension	2,167	0	2,350	2,350	2,350	0
4041	Mileage/Travel/Sustenance	500	0	500	500	500	0
4115	Water & Sewerage	825	0	900	900	900	0
4120	Gas	1,920	0	3,400	3,400	3,400	0
4122	Electricity	1,800	0	2,200	2,200	2,200	0
4150	Cleaning	8,100	0	8,500	8,500	8,500	0
4152	Cleaning - Supplies	1,500	0	1,000	1,000	1,000	0
4155	Refuse Collection	1,100	0	500	500	500	0
4170	Building Maintenance	3,000	0	3,000	3,000	3,000	0
4187	Health & Safety	0	0	150	150	150	0
4280	Ancells Car Park	7,500	0	7,500	7,500	7,500	0
4445	Mobile Phones	300	0	300	300	300	0
4455	Postage	100	0	100	100	100	0
4740	Licences	3,000	0	2,500	2,500	2,500	0
	Total Overhead Expenditure	<b>59,390</b>	<b>0</b>	<b>62,747</b>	<b>62,747</b>	<b>62,747</b>	<b>0</b>
	Net Income over Expenditure	<b>(33,390)</b>	<b>0</b>	<b>(35,247)</b>	<b>(35,247)</b>	<b>(35,247)</b>	<b>0</b>

## Forward Budget Detail - By Centre

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
<b>208 Ancells Farm Park and Pavilion</b>							
1060 Pitch Hire		2,300	0	2,300	2,300	2,300	0
	Total Income	<b>2,300</b>	<b>0</b>	<b>2,300</b>	<b>2,300</b>	<b>2,300</b>	<b>0</b>
4110 Rates		1,300	0	1,200	1,200	1,200	0
4115 Water & Sewerage		440	0	850	850	850	0
4120 Gas		960	0	500	500	500	0
4122 Electricity		420	0	600	600	600	0
4150 Cleaning		1,590	0	1,600	1,600	1,600	0
4170 Building Maintenance		4,500	0	2,500	2,500	2,500	0
4175 Equipment Maintenance		500	0	500	500	500	0
4187 Health & Safety		325	0	300	300	300	0
4200 Grounds Maintenance		25,923	0	29,872	29,872	29,872	0
4202 Additional Ground Works		1,800	0	1,500	1,500	1,500	0
4205 CCTV		100	0	100	100	100	0
4220 Friends Group support		120	0	100	100	100	0
4225 South and South East in		100	0	70	70	70	0
4230 Playground Maintenance		5,300	0	10,600	10,600	10,600	0
4250 Tree Surgery		2,000	0	4,100	4,100	4,100	0
	Total Overhead Expenditure	<b>45,378</b>	<b>0</b>	<b>54,392</b>	<b>54,392</b>	<b>54,392</b>	<b>0</b>
	Net Income over Expenditure	<b>(43,078)</b>	<b>0</b>	<b>(52,092)</b>	<b>(52,092)</b>	<b>(52,092)</b>	<b>0</b>
<b>301 Open Spaces</b>							
4000 Salaries		15,534	0	16,466	16,466	16,466	0
4001 Employers National Insurance		1,553	0	1,894	1,894	1,894	0
4002 Employers Pension		777	0	832	832	832	0
4041 Mileage/Travel/Sustenance		800	0	500	500	500	0
4169 Street and Park Furniture		1,100	0	500	500	500	0
4185 Equipment		1,500	0	500	500	500	0
4200 Grounds Maintenance		17,050	0	18,910	18,910	18,910	0
4202 Additional Ground Works		2,500	0	2,000	2,000	2,000	0
4206 Lamppost Maintenance		200	0	110	110	110	0
4208 Speedwatch and SIDS		1,040	0	1,100	1,100	1,100	0
4250 Tree Surgery		1,188	0	2,500	2,500	2,500	0
4445 Mobile Phones		150	0	150	150	150	0
4740 Licences		100	0	100	100	100	0
4745 Uniforms		100	0	200	200	200	0
	Total Overhead Expenditure	<b>43,592</b>	<b>0</b>	<b>45,762</b>	<b>45,762</b>	<b>45,762</b>	<b>0</b>
	Net Income over Expenditure	<b>(43,592)</b>	<b>0</b>	<b>(45,762)</b>	<b>(45,762)</b>	<b>(45,762)</b>	<b>0</b>
<b>310 Calthorpe Park</b>							
1050 Outdoor Space Hire		300	0	300	300	300	0
1057 Fleet Football Club Rent		2,000	0	2,000	2,000	2,000	0
1059 Refreshment Kiosk		5,500	0	6,500	6,500	6,500	0
1060 Pitch Hire		1,800	0	1,800	1,800	1,800	0
1064 Tennis Membership card		8,500	0	8,000	8,000	8,000	0
1065 Tennis Hire		2,000	0	2,000	2,000	2,000	0



## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
Total Income	<b>20,100</b>	<b>0</b>	<b>20,600</b>	<b>20,600</b>	<b>20,600</b>	<b>0</b>
4115 Water & Sewerage	550	0	1,200	1,200	1,200	0
4122 Electricity	720	0	3,300	3,300	3,300	0
4150 Cleaning	1,698	0	1,000	1,000	1,000	0
4170 Building Maintenance	1,600	0	1,000	1,000	1,000	0
4175 Equipment Maintenance	300	0	200	200	200	0
4185 Equipment	900	0	500	500	500	0
4187 Health & Safety	330	0	300	300	300	0
4200 Grounds Maintenance	45,808	0	50,810	50,810	50,810	0
4202 Additional Ground Works	4,500	0	2,500	2,500	2,500	0
4205 CCTV	3,000	0	3,000	3,000	3,000	0
4220 Friends Group support	110	0	110	110	110	0
4225 South and South East in	70	0	70	70	70	0
4230 Playground Maintenance	2,000	0	4,100	4,100	4,100	0
4250 Tree Surgery	3,300	0	6,900	6,900	6,900	0
4590 Repairs and Renewals	7,000	0	7,000	7,000	7,000	0
4651 LTA Registration -	1,000	0	500	500	500	0
4653 Tennis Software	902	0	950	950	950	0
4740 Licences	70	0	70	70	70	0
Total Overhead Expenditure	<b>73,858</b>	<b>0</b>	<b>83,510</b>	<b>83,510</b>	<b>83,510</b>	<b>0</b>
Net Income over Expenditure	<b>(53,758)</b>	<b>0</b>	<b>(62,910)</b>	<b>(62,910)</b>	<b>(62,910)</b>	<b>0</b>
<b>315 Oakley Park</b>						
1050 Outdoor Space Hire	100	0	100	100	100	0
1060 Pitch Hire	2,127	0	2,800	2,800	2,800	0
Total Income	<b>2,227</b>	<b>0</b>	<b>2,900</b>	<b>2,900</b>	<b>2,900</b>	<b>0</b>
4122 Electricity	660	0	770	770	770	0
4150 Cleaning	1,517	0	1,500	1,500	1,500	0
4170 Building Maintenance	1,080	0	500	500	500	0
4175 Equipment Maintenance	60	0	50	50	50	0
4187 Health & Safety	330	0	300	300	300	0
4200 Grounds Maintenance	24,420	0	27,083	27,083	27,083	0
4202 Additional Ground Works	1,700	0	1,000	1,000	1,000	0
4205 CCTV	1,260	0	1,200	1,200	1,200	0
4220 Friends Group support	110	0	110	110	110	0
4225 South and South East in	90	0	100	100	100	0
4230 Playground Maintenance	1,188	0	2,400	2,400	2,400	0
4250 Tree Surgery	1,782	0	3,700	3,700	3,700	0
Total Overhead Expenditure	<b>34,197</b>	<b>0</b>	<b>38,713</b>	<b>38,713</b>	<b>38,713</b>	<b>0</b>
Net Income over Expenditure	<b>(31,970)</b>	<b>0</b>	<b>(35,813)</b>	<b>(35,813)</b>	<b>(35,813)</b>	<b>0</b>
<b>320 Basingbourne Park</b>						
1060 Pitch Hire	2,130	0	1,500	1,500	1,500	0
Total Income	<b>2,130</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>
4115 Water & Sewerage	330	0	550	550	550	0
4122 Electricity	432	0	450	450	450	0

## Forward Budget Detail - By Centre

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4150	Cleaning	1,520	0	1,500	1,500	1,500	0
4170	Building Maintenance	2,376	0	1,000	1,000	1,000	0
4185	Equipment	361	0	100	100	100	0
4187	Health & Safety	330	0	300	300	300	0
4200	Grounds Maintenance	20,768	0	23,030	23,030	23,030	0
4202	Additional Ground Works	1,529	0	1,000	1,000	1,000	0
4205	CCTV	1,250	0	1,250	1,250	1,250	0
4220	Friends Group support	120	0	120	120	120	0
4225	South and South East in	100	0	100	100	100	0
4230	Playground Maintenance	1,188	0	2,400	2,400	2,400	0
4250	Tree Surgery	2,700	0	5,500	5,500	5,500	0
	Total Overhead Expenditure	<b>33,004</b>	<b>0</b>	<b>37,300</b>	<b>37,300</b>	<b>37,300</b>	<b>0</b>
	Net Income over Expenditure	<b>(30,874)</b>	<b>0</b>	<b>(35,800)</b>	<b>(35,800)</b>	<b>(35,800)</b>	<b>0</b>
<b>325 The Views</b>							
1050	Outdoor Space Hire	1,500	0	1,500	1,500	1,500	0
	Total Income	<b>1,500</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>
4122	Electricity	504	0	550	550	550	0
4185	Equipment	100	0	100	100	100	0
4200	Grounds Maintenance	8,608	0	9,500	9,500	9,500	0
4202	Additional Ground Works	633	0	500	500	500	0
4225	South and South East in	0	0	60	60	60	0
4230	Playground Maintenance	4,712	0	9,600	9,600	9,600	0
4250	Tree Surgery	361	0	800	800	800	0
	Total Overhead Expenditure	<b>14,918</b>	<b>0</b>	<b>21,110</b>	<b>21,110</b>	<b>21,110</b>	<b>0</b>
	Net Income over Expenditure	<b>(13,418)</b>	<b>0</b>	<b>(19,610)</b>	<b>(19,610)</b>	<b>(19,610)</b>	<b>0</b>
<b>330 Edenbrook</b>							
4200	Grounds Maintenance	3,641	0	4,050	4,050	4,050	0
4202	Additional Ground Works	400	0	300	300	300	0
4230	Playground Maintenance	1,500	0	3,050	3,050	3,050	0
4250	Tree Surgery	0	0	750	750	750	0
	Total Overhead Expenditure	<b>5,541</b>	<b>0</b>	<b>8,150</b>	<b>8,150</b>	<b>8,150</b>	<b>0</b>
	Net Income over Expenditure	<b>(5,541)</b>	<b>0</b>	<b>(8,150)</b>	<b>(8,150)</b>	<b>(8,150)</b>	<b>0</b>
<b>350 Cemetery</b>							
1100	Interment Fees	18,600	0	21,000	21,000	21,000	0
1110	Scattering of Ashes	500	0	100	100	100	0
1120	Sale of Exclusive Rights	20,000	0	28,000	28,000	28,000	0
1121	Transfer of Exclusive Rights	1,750	0	2,000	2,000	2,000	0
1130	Memorial Cemetery Fees	7,000	0	7,000	7,000	7,000	0
1132	Memorial Kerbstones	3,000	0	2,500	2,500	2,500	0
1133	Memorial Sanctums	12,000	0	8,100	8,100	8,100	0
1134	GoR Planted Area	700	0	1,000	1,000	1,000	0
1137	GoR Ashes digging	1,000	0	1,000	1,000	1,000	0

## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
Total Income	<b>64,550</b>	<b>0</b>	<b>70,700</b>	<b>70,700</b>	<b>70,700</b>	<b>0</b>
4000 Salaries	7,592	0	6,144	6,144	6,144	0
4001 Employers National Insurance	0	0	10	10	10	0
4002 Employers Pension	400	0	307	307	307	0
4041 Mileage/Travel/Sustenance	450	0	500	500	500	0
4110 Rates	2,500	0	2,100	2,100	2,100	0
4115 Water & Sewerage	253	0	500	500	500	0
4150 Cleaning	572	0	200	200	200	0
4155 Refuse Collection	2,332	0	1,100	1,100	1,100	0
4170 Building Maintenance	500	0	400	400	400	0
4187 Health & Safety	0	0	100	100	100	0
4200 Grounds Maintenance	19,157	0	14,310	14,310	14,310	0
4202 Additional Ground Works	1,000	0	500	500	500	0
4203 General Upkeep	1,200	0	100	100	100	0
4220 Friends Group support	110	0	0	0	0	0
4225 South and South East in	75	0	80	80	80	0
4250 Tree Surgery	1,100	0	2,300	2,300	2,300	0
4445 Mobile Phones	100	0	80	80	80	0
4460 Subscriptions	100	0	100	100	100	0
4481 Software/Licenses	760	0	500	500	500	0
4935 GoR Memorial inscriptions	1,800	0	2,000	2,000	2,000	0
4936 GoR Ashes digging	500	0	1,000	1,000	1,000	0
4942 H and S Memorial repairs	325	0	325	325	325	0
4944 H and S Memorial inspections	1,000	0	1,000	1,000	1,000	0
Total Overhead Expenditure	<b>41,826</b>	<b>0</b>	<b>33,656</b>	<b>33,656</b>	<b>33,656</b>	<b>0</b>
Net Income over Expenditure	<b>22,724</b>	<b>0</b>	<b>37,044</b>	<b>37,044</b>	<b>37,044</b>	<b>0</b>
<b>475 Lengthsman Scheme</b>						
1053 Grant money and funding	3,300	0	3,300	3,300	3,300	0
Total Income	<b>3,300</b>	<b>0</b>	<b>3,300</b>	<b>3,300</b>	<b>3,300</b>	<b>0</b>
4202 Additional Ground Works	3,300	0	3,300	3,300	3,300	0
Total Overhead Expenditure	<b>3,300</b>	<b>0</b>	<b>3,300</b>	<b>3,300</b>	<b>3,300</b>	<b>0</b>
Net Income over Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Budget Income</b>	<b>1,880,485</b>	<b>0</b>	<b>2,062,916</b>	<b>2,088,078</b>	<b>2,105,693</b>	<b>0</b>
<b>Expenditure</b>	<b>1,953,623</b>	<b>0</b>	<b>2,092,747</b>	<b>2,100,987</b>	<b>2,106,756</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(73,138)</b>	<b>0</b>	<b>(29,831)</b>	<b>(12,909)</b>	<b>(1,063)</b>	<b>0</b>

## Notes Reference 5 Year Forward Budget

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1870	Interest Income	101	Central Administration	£53k CCLA. £16k Nationwide. Assumed account balances remain the same.
4000	Salaries	101	Central Administration	Based on 6% CPI increase to salary budget.
4030	Training	101	Central Administration	Reduced due to core courses now included in Croner HR package. Budget is for specialist courses.
4130	Insurance	101	Central Administration	10% increase to cover estimate index linking of cover.
4185	Equipment	101	Central Administration	Councillor tablets x18. Copier lease £1k. New PC to host Rialtas server £1.5k.
4187	Health & Safety	101	Central Administration	H&S contract £1.9k. £500 eye care vouchers. General contingency.
4430	Promotion/Publicity/Vision	101	Central Administration	2x newsletters.
4435	Website	101	Central Administration	Running costs plus contingency for new websites.
4440	Telephone & Broadband	101	Central Administration	Reduced landline cost for minimum service half year. Teams calling plan x15 staff £2.4k.
4481	Software/Licences	101	Central Administration	Rialtas fees increased significantly last year. New asset module.
4484	Computer Support	101	Central Administration	IT support, cloud backup and Microsoft 365 licences combined.
4551	HR Services and staff welfare	101	Central Administration	Croner contract £2.3k. Additional OH support £1k.
4012	Pension liability	105	Civic and Democratic	Transfer to ear marked reserve.
4430	Promotion/Publicity/Vision	105	Civic and Democratic	Future resident engagement activities. General communications budget.
4530	Councillor Development	105	Civic and Democratic	Reduced based on previous expenditure. No new Councillors.
4535	Chairman's Allowance	105	Civic and Democratic	Includes Remembrance wreath.
4540	Elections	105	Civic and Democratic	Elections 2026 EMR or by-election.
4241	Grant - Fleet Phoenix	110	Grants	Transfer to Harlington income.
4242	Grant - Sashas Project	110	Grants	Transfer to Harlington income.
4800	Fleet Link	110	Grants	CPI increase of 6% applied.
4810	Basingstoke Canal	110	Grants	CPI increase of 6% applied.
1900	Precept - operational	115	Precept	CPI increase of 6% applied (year 2 column). 8% increase (year 3). 9.4% increase (year 4).
4235	Play Equipment	120	Projects	£20k for future playground renovations. £5k for emergency equipment replacement.
4210	Floral Displays	150	Events, Town Centre and Climat	Contractual increase.
4655	Town Centre Xmas Decorations	150	Events, Town Centre and Climat	Contractual price.

## Notes Reference 5 Year Forward Budget

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
<b>4832</b>	Climate Change	<b>150</b>	Events, Town Centre and Climat	For community awareness activity only.
<b>1902</b>	Precept - New Harlington	<b>160</b>	Harlington Development	CPI increase of 6% applied (year 2 column). 8% increase (year 3). 9.4% increase (year 4).
<b>4000</b>	Salaries	<b>201</b>	Harlington - Events	Between 6% and 9.7% applied to salary budget for applicable staff. 9.7% increase to NLW projected.
<b>4000</b>	Salaries	<b>204</b>	Building	Between 6% and 9.7% applied to salary budget for applicable staff. 9.7% increase to NLW projected.
<b>4120</b>	Gas	<b>204</b>	Building	10% increase based on 23/24 projections.
<b>4122</b>	Electricity	<b>204</b>	Building	10% increase based on 23/24 projections.
<b>4130</b>	Insurance	<b>204</b>	Building	Harlington building insurance (based on quote).
<b>4155</b>	Refuse Collection	<b>204</b>	Building	General waste, recycling and glass collections combined.
<b>4156</b>	Recycling	<b>204</b>	Building	Ad hoc disposals.
<b>4172</b>	Building Compliance	<b>204</b>	Building	Legal inspections/certification - PAT, electrical inspection, LOLER, PUWER
<b>4487</b>	Wi-Fi	<b>204</b>	Building	New Virgin service with contractual 10% RPI applied for last 3 months.
<b>4000</b>	Salaries	<b>205</b>	Ancells Community Centre	Between 6% and 9.7% applied to salary budget for applicable staff. 9.7% increase to NLW projected.
<b>4120</b>	Gas	<b>205</b>	Ancells Community Centre	10% increase based on 23/24 projections.
<b>4122</b>	Electricity	<b>205</b>	Ancells Community Centre	10% increase based on 23/24 projections.
<b>4200</b>	Grounds Maintenance	<b>208</b>	Ancells Farm Park and Pavilion	Contractual RPI 10% increase applied.
<b>4230</b>	Playground Maintenance	<b>208</b>	Ancells Farm Park and Pavilion	Covers medium risks repairs from RoSPA 2023 report and allowance for high risk repairs in 2024.
<b>4250</b>	Tree Surgery	<b>208</b>	Ancells Farm Park and Pavilion	Estimate of tree works based on average actual cost over past 3 years.
<b>4000</b>	Salaries	<b>301</b>	Open Spaces	CPI increase of 6% applied to salary budget.
<b>4200</b>	Grounds Maintenance	<b>301</b>	Open Spaces	Contractual RPI 10% increase applied.
<b>4250</b>	Tree Surgery	<b>301</b>	Open Spaces	Estimate of tree works based on average actual cost over past 3 years.
<b>1059</b>	Refreshment Kiosk	<b>310</b>	Calthorpe Park	Rent plus recharge of electricity and water.

## Notes Reference 5 Year Forward Budget

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4115	Water & Sewerage	310	Calthorpe Park	Now covers increased useage by licencee.
4122	Electricity	310	Calthorpe Park	Now covers increased useage by licencee.
4170	Building Maintenance	310	Calthorpe Park	Flooding issues.
4200	Grounds Maintenance	310	Calthorpe Park	Contractual RPI 10% increase applied.
4230	Playground Maintenance	310	Calthorpe Park	Covers medium risks repairs from RoSPA 2023 report and allowance for high risk repairs in 2024.
4250	Tree Surgery	310	Calthorpe Park	Estimate of tree works based on average actual cost over past 3 years.
4122	Electricity	315	Oakley Park	10% increase based on 23/24 projections.
4200	Grounds Maintenance	315	Oakley Park	Contractual RPI 10% increase applied.
4230	Playground Maintenance	315	Oakley Park	Covers medium risks repairs from RoSPA 2023 report and allowance for high risk repairs in 2024.
4250	Tree Surgery	315	Oakley Park	Estimate of tree works based on average actual cost over past 3 years.
4200	Grounds Maintenance	320	Basingbourne Park	Contractual RPI 10% increase applied.
4230	Playground Maintenance	320	Basingbourne Park	Covers medium risks repairs from RoSPA 2023 report and allowance for high risk repairs in 2024.
4250	Tree Surgery	320	Basingbourne Park	Estimate of tree works based on average actual cost over past 3 years.
4122	Electricity	325	The Views	10% increase based on 23/24 projections.
4200	Grounds Maintenance	325	The Views	Contractual RPI 10% increase applied.
4230	Playground Maintenance	325	The Views	Covers medium risks repairs from RoSPA 2023 report and allowance for high risk repairs in 2024.
4250	Tree Surgery	325	The Views	Estimate of tree works based on average actual cost over past 3 years.
4200	Grounds Maintenance	330	Edenbrook	Contractual RPI 10% increase applied.
4230	Playground Maintenance	330	Edenbrook	Covers medium risks repairs from RoSPA 2023 report and allowance for high risk repairs in 2024.
4250	Tree Surgery	330	Edenbrook	Estimate of tree works based on average actual cost over past 3 years.
4000	Salaries	350	Cemetery	Based on 6% CPI increase to salary budget.
4200	Grounds Maintenance	350	Cemetery	Contractual RPI 10% increase applied.

Notes Reference 5 Year Forward Budget

---

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
<b>4250</b>	Tree Surgery	<b>350</b>	Cemetery	Estimate of tree works based on average actual cost over past 3 years.

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

Updated: 10.10.23

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 internal trf	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: £732</b>							
Hampshire County Council		Basingstoke Canal Society annual partner contribution	£18,309	£18,309	31/05/2023			09/06/2023	Awarded as part of budget approval. Invoice due in June.
<b>Total awarded</b>			<b>£18,309</b>						
<b>COMMUNITY GRANTS</b>	<b>4855/110</b>	<b>Budget: £3,704. Amount remaining: £1,504</b>							
All Saints Church		Churchyard community garden	£1,000	£1,000	17/05/2023		P&F	09/06/2023	
Vox Choir		Harlington hire costs for charity concert	£1,000	£1,000	17/05/2023		P&F	n/a	Event postponed - no new event date.
Victim Support		Personal security items for crime victims	£200	£200	17/05/2023		P&F	09/06/2023	They must attend meeting for future requests.
Revive Ukraine		Harlington hire costs for social events	800					n/a	Denied P&F 17/5/23
<b>Total awarded</b>			<b>£2,200</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 18/10/23**

Citizens Advice Hart		General support and AFA training	£1,000						
<b>Total Requested</b>			<b>£1,000</b>						
<b>Total Available Funds (4538 &amp; 4855)</b>			<b>£2,704</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	Citizens Advice Hart Civic Offices Harlington Way Fleet GU51 4AE  <div style="border: 1px solid black; border-radius: 15px; height: 80px; width: 100%;"></div>
2.	Name, Address and Status of Contact & position   E-mail address	<div style="border: 1px solid black; border-radius: 5px; height: 15px; width: 100%;"></div> c/o Civic Offices Harlington Way Fleet  <div style="border: 1px solid black; border-radius: 5px; height: 25px; width: 100%;"></div>
3.	Telephone Number of Contact	01252 227198
4.	Is the Organisation a Registered Charity?	Yes/No-                      Charity Number: <div style="border: 1px solid black; border-radius: 5px; width: 60px; height: 15px; display: inline-block;"></div>
5.	Date of establishment of Organisation	April 2006
6.	Details of purpose of Grant  (please use additional sheet to include details)	<p>We have delivered a free, confidential and impartial advice service in Hart for over 50 years. We have helped thousands of clients find a way forward out of debt, housing issues, relationship breakdown and consumer issues. We have helped many gain the benefits they are entitled to and help to support their families. For those most vulnerable we have sourced additional grants and vouchers to enable clients to pay fuel bills and gain food parcels. We want to help more Fleet residents. We know there are vulnerable members of our community in need of support. With funding such as this from Fleet Town Council we can invest in training and supervising more volunteers to deliver our service.</p> <p>Due to the cost-of-living crisis, the demand continues to rise and we are constantly challenged to meet the demand with the limited resources we have. Additional funding for our essential service is vital to enable us to provide an accessible service by phone, email, website and in person. Many systems are online but a large number of our clients are digitally</p>

		<p>excluded. 40% of our clients are suffering long term health conditions or disability and mental health problems and in need of in person appointments. We need additional funding to resource our in-person appointments. 20% of our clients are face to face and we are seeing an increase of drop-ins from local residents – over 80 per month and most of these are in crisis and need of urgent help. We are in need of more trained advisers available to deal with the demand at our door in addition to appointments and phone calls/emails.</p> <p>We are delivering an Advice First Aid (AFA) project, providing Citizens Advice Hart training to frontline workers in other local partner organisations to become Advice First Aiders. This free training gives these individuals and groups the skills they need to triage for advice, deliver initial guidance and refer into Citizens Advice when needed. We are training our own volunteers in AFA to enable them to deal with the clients dropping into our offices in need of urgent support. By having trained volunteer advisers, we can better support clients and offer support more quickly rather than having to make an appointment for them to return. We recognise many of our clients are in desperate situations. They may be fleeing domestic violence, are homeless, or families without food or money to pay for heating. We can issue fuel and food vouchers and provide vital emergency and crisis support. One client recently stated in our client experience survey that we <b>CA Hart is ‘as vital as the NHS’</b>.</p> <p>We have trained the following Fleet organisations to become AFA partners and would love to be able to offer AFA training to more Fleet organisations:</p> <p>Minding The Garden  Communicare  Fleet Baptist Pre-School  Fleet Lions  Fleet Library  Fleet Town Council  Christians Together in Fleet &amp; Church Crookham</p>
7.	Amount applied for	£ 1,000
8.	<p>Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.</p>	<p>The funding will increase accessibility to our free advice services, inform local residents about our services and provide help where it is needed to the most vulnerable in our community. By providing advice we relieve stress and anxiety and improve lives.</p> <p>We know that money advice work is very effective, it is a cost-effective way to increase incomes in low-income households which can lead to increased standards of living. Additional income means that people can afford to put the heating on without worrying and have a healthier diet. They can take greater part in community life, and this can help to reduce isolation and loneliness.</p> <p>Income maximisation may also lead to improvements in mobility and quality of life. There is a marked negative effect of debt on physical health with Debt/income ratio associated with worse physical health.</p>

Studies have reported 62% of GPs agreed or strongly agreed that Citizens Advice services improved general health, as did 66% of health staff overall. 80% of Citizens Advice clients report improvement in their physical or mental wellbeing following Citizens Advice.

In our own outcomes research, 84% of our clients said that we had helped them to find a way forward and 72% said that their problem was now resolved.

However, we place equal weight on the qualitative comments that our clients make, e.g. -

“I would like to thank all the staff at CAB Fleet which showed a great understanding, care and proficiency regarding my issue. I can't thank him enough for the support that I received and follow up emails. I felt valued and cared for.”

“My 1st point of call adviser has been extremely helpful and always quick to reply to emails/phone calls and never judged me for the mess I had got myself into.”

“Thank you so much for being able to speak to a real person who was able to understand the problem which has now been resolved, thanks to your advisor.”

“Using citizens advice certainly helped me deal with financial issues, thankyou.”

“I found great reassurance, understanding, kindness, confidence, and most of all, informative advice!”

“Gave everything I needed to get through my troubles and without this amazing service I wouldn't like to think where I would be. They helped me more than I can express I'm forever in your deb, (Ironically).”

**Last year we provided the following outcomes for our clients:**

Income gain - £275,391 (45% increase from 2021/2022)

Debts written off - £201,428

Re-imburements, services, loans - £5,259 (473% increase from 2021/2022)

Repayments rescheduled - £2,631

Other - £7,359

We are providing advice for over 4000 client/cases each year. 32% of our clients are Fleet Town Council residents. **We have seen an increase in number of clients from Fleet of 46% over the same period last year.** We dealt with 600 issues for local residents and helped them find a way forward over the past six months. We monitor postcodes and outcomes of clients on our Casebook system.

9.	Projected income and expenditure of project/event	<p>We are requesting a contribution to our essential service and Advice First Aid project.</p> <p>The ongoing monthly cost of the AFA project (two training courses per month) is as follows:</p> <table border="1" data-bbox="499 347 1461 875"> <thead> <tr> <th data-bbox="499 347 1123 414">Expenditure Item</th> <th data-bbox="1123 347 1461 414">Cost (£)</th> </tr> </thead> <tbody> <tr> <td data-bbox="499 414 1123 470">Salaries</td> <td data-bbox="1123 414 1461 470">981</td> </tr> <tr> <td data-bbox="499 470 1123 526">Management</td> <td data-bbox="1123 470 1461 526">205</td> </tr> <tr> <td data-bbox="499 526 1123 582">Resources/training</td> <td data-bbox="1123 526 1461 582">54</td> </tr> <tr> <td data-bbox="499 582 1123 638">Admin</td> <td data-bbox="1123 582 1461 638">26</td> </tr> <tr> <td data-bbox="499 638 1123 694">Office/IT</td> <td data-bbox="1123 638 1461 694">189</td> </tr> <tr> <td data-bbox="499 694 1123 750">Governance</td> <td data-bbox="1123 694 1461 750">12</td> </tr> <tr> <td data-bbox="499 750 1123 806"><b>TOTAL</b></td> <td data-bbox="1123 750 1461 806"><b>£1467</b></td> </tr> </tbody> </table> <p>£1000 would allow us to run the project to deliver one AFA course, materials and support to 12 volunteers plus contribution to supervision and training of volunteers to support the increasing numbers of local clients dropping into our offices.</p>					Expenditure Item	Cost (£)	Salaries	981	Management	205	Resources/training	54	Admin	26	Office/IT	189	Governance	12	<b>TOTAL</b>	<b>£1467</b>
Expenditure Item	Cost (£)																					
Salaries	981																					
Management	205																					
Resources/training	54																					
Admin	26																					
Office/IT	189																					
Governance	12																					
<b>TOTAL</b>	<b>£1467</b>																					
10.	Details of any other grants applied for this project/event/activity and status	<table border="1"> <thead> <tr> <th data-bbox="485 1137 694 1211">Body</th> <th data-bbox="694 1137 858 1211">Amount</th> <th data-bbox="858 1137 1062 1211">Date applied</th> <th data-bbox="1062 1137 1227 1211">Approved</th> <th data-bbox="1227 1137 1391 1211">Refused</th> <th data-bbox="1391 1137 1552 1211">Pending</th> </tr> </thead> <tbody> <tr> <td data-bbox="485 1211 694 1435">HVA</td> <td data-bbox="694 1211 858 1435">£1,450.85</td> <td data-bbox="858 1211 1062 1435">Feb 23</td> <td data-bbox="1062 1211 1227 1435">March 23</td> <td data-bbox="1227 1211 1391 1435"></td> <td data-bbox="1391 1211 1552 1435"></td> </tr> </tbody> </table>	Body	Amount	Date applied	Approved	Refused	Pending	HVA	£1,450.85	Feb 23	March 23										
Body	Amount	Date applied	Approved	Refused	Pending																	
HVA	£1,450.85	Feb 23	March 23																			
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	Our essential services will continue as long as we continue to receive funding from HDC and other sources to be applied for. Our AFA project is dependent on the success of future funding applications.																				
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	Possibly 2016/2017																				
13.	How will you publically acknowledge Fleet Town Council's contribution?	We will include credits and logo on our website as partners and in material connected to our service and project work as well as in our annual report. We will share support info on social media.																				

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



Signed.....

Date...18/8/23.....

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	Y	
Safeguarding Policy	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?		



# Eye Test Policy

Policy and Finance Committee Approved:  
Due for next Review:

## 1. Introduction

1.1 Fleet Town Council has certain responsibilities under the Display Screen Equipment (D.S.E.) regulations that all employees are required to co-operate with under the arrangements for Health and Safety. The Health and Safety (Display Screen Equipment) Regulations 1992 advise that by law employers must arrange an eye test for employees who request one and are entitled D.S.E. users and must by law advise employees of their right to access eye tests and contribution to glasses if needed for DSE use. [www.hse.gov.uk/msd/dse/eye-tests](http://www.hse.gov.uk/msd/dse/eye-tests)

## 2. Benefit for all employees

2.1 The Council will purchase Optical Care eVouchers from Specsavers for any employee who requests an eye test.

2.2 The Optical Care eVoucher current cost is £35 per voucher and will provide the following benefits.

Full eyesight examination
One pair of glasses from the £49 range or £49 towards VDU glasses.
£20 off when purchasing from the £99 range with Premium Club.
If no prescription is required, a pair of non-prescription sunglasses

2.3 Any cost over £49 must be borne by the employee.

2.4 There is no requirement for an employee to have completed their probation period or any length of service to qualify for reimbursement.

## 3. Employee responsibilities

3.1 Employees should request an eVoucher from the Executive Officer. Once the eVoucher is received the employee can make an appointment at any Specsavers.

3.2 Employees should make every reasonable effort to make appointments outside of working hours. Any appointments made during working hours should be taken as toil, holiday or worked to make up the time.

3.3 Eye tests are advisable every two years, but it is best to attend earlier if any eye problems occur or if advised by your optometrist. eVouchers will be provided no more than once a year for an eye test for VDU use, unless specifically advised by your optometrist to be more often.

#### **4. Employer responsibilities**

4.1 A log of eVoucher requests will be kept for a minimum of 4 years on securely on the Staff drive.

DRAFT

**OFFICER:** Rochelle Halliday, Executive Officer  
**DATE:** 12<sup>th</sup> October 2023  
**MEETING:** Policy & Finance 18<sup>th</sup> October 2023  
**SUBJECT:** Item 10 - Executive Officer's Report

## 1. Budget 2024/25 – First Draft (Item 7.)

### Budget Document

The forward budget report from the finance software has been used to present the first draft of the 2024/25 budget. This report is designed for yearly budget planning, but also provides a useful side by comparison for budget options for a single year. The heading titles can't be changed in the report and so the heading key is as follows:

- **Current Year** = shows budget for 2023/24 current year.
- **Next Year Budget** = ignore this column.
- **Year 2 Budget** = 2024/25 draft budget with a 6% increase to the precept and an in year deficit of £29.8k.
- **Year 3 Budget** = 2024/25 draft budget based on an 8% increase to the precept and showing an in year deficit of £12.9k.
- **Year 4 Budget** = 2024/25 draft budget based on a 9.4% increase to the precept and showing an in year deficit of £1.0k.

### Budget Assumptions

- A maintenance budget has been drafted.
- The precept amounts are illustrative at this stage.
- The Operational Precept and Harlington Development Precept are shown with respective increases, to ensure that both elements do not lag behind inflation.
- Operating costs for the Repair Café have not been included as it is anticipated that this will be funded from either grants or use of the building when it is otherwise occupied.
- That all existing tenancies, where an income is received, will remain the same.
- Some budget lines have been reduced where spend over the past three years was consistently under budget.

### Points to Note

- **Grounds Maintenance Contract** - The value of the grounds maintenance contract is increased by RPI (minus 0.5% as it is a continuing contract) each year. Contract costs for the current year's budget were underestimated. There is a slight overestimate in the draft budget (10% increase), which will be adjusted in line with the published RPI rates and an assumption that inflation is to fall.
- **Staffing Costs** – Between 6% (CPI) and 9.7% has been applied to the staff salary budget. Information from the Low Pay Commission suggests that the National Living Wage is likely to increase by approximately 9.7%, in order to reach the Government's target of two-thirds median wages in 2024.
- **Gas and Electricity Costs** – The current year's budget for gas and electricity was underestimated. Due to the continued uncertainty with energy wholesale prices, a 10% increase has been applied to the draft budget. Current year projections have been updated to reflect current year costs more accurately and next year's budget is based on the current year expected outturn.



- **Playground Maintenance** – Additional amounts have been included in the draft budget for playground maintenance. This is to enable all of the medium level repairs to be completed next year. An estimate for high risk repairs in 2024 has also been added to the draft budget. These repairs should bring the playground maintenance up to date and ensure the facilities remain in good order.
- **Playground Reserve** - £20k has been allocated to put towards a future replacement playground equipment. A further £5k has been allocated within this budget line to cover emergency repairs to play equipment to ensure equipment is not left out of action for too long.
- **Tree Surgery** - Additional budget has been allocated to tree surgery. This is based on previous expenditure and previous tree survey reports. Further work will be required to refine the tree surgery estimates in the budget, once the tree survey has been completed in November.
- **Edenbrook Playground Maintenance** – a commuted sum from the developer is included in the Council's general reserve. For clarity this should be brought into a specific ear marked reserve, with in year expenditure funded from that reserve. Any change requires Council approval.
- **Harlington Income** – The draft budget is based on the upturn in sales in the current year and the expectation that spend per head and ancillary sales will continue to increase. However, this has been offset by an increase in operating costs due to inflation, an expectation of more building repairs due to the condition of the building and the correlation between sales and supplies.

#### 2023/24 Year End Reserves Position

- The year end general reserves balance is projected to be approximately £370k (the opening balance at the start of the year was £380k). This does not take into account the reallocation of the Edenbrook playgrounds ear marked reserve from general reserves, which will be calculated in due course.
- The Council may wish to bring forward the following items drafted in the 2024/25 budget to the current financial year, if it is financially advantageous to do so:
  - Purchase of Councillor Chromebooks to reduce printed paperwork – saving £4.5k.
  - Playgrounds emergency works ear marked reserve - £5k (in addition to the £20k already allocated).
  - Pension liability ear marked reserve - £5k.
- Depending on the final year end position, this would be either funded from general reserves and / or any in year surplus but would have the effect of reducing next year's projected budget deficit.

#### Budget Working Group

- Meetings are to be arranged to review the draft budget in detail.
- Policy and Finance Committee members are all eligible to serve on the Working Group.
- Members are asked to consider whether the draft budget includes all expected expenditure and to give guidance on the discretionary expenditure lines. Income projections for The Harlington should also be reviewed.

#### **RECOMMENDATION**

To consider and provide guidance for the budget setting process.

#### **2. Policy Reviews (Item 9.)**

The Uniform and Eye Test policies were reviewed by the Establishment Committee.

#### Uniform Policy - amendments

- To change the wording of 'safety boots' to 'safety footwear'.
- 1.1 Duty Managers to be added before 'staff' on the first line.

- 2.3 change 'cost' to 'contribution'.
- 2.2 add 'up to £30.00 contribution' after reimbursement.

#### Eye Test Policy – new

- New policy to confirm the legal requirements under the Display Screen Equipment Regulations.
- Since reviewed by the Establishment Committee, the eye test reclaim section has been updated. The Finance & Admin Manager obtained a quote from Specsavers for an eye care voucher scheme, which costs £35 per employee, versus £125 per employee originally drafted.
- Entitlement was updated to annually (rather than every two years) so that it could be an annual employee benefit for Display Screen Equipment users.

#### **RECOMMENDATIONS**

To approve policies a) and b), as recommended for approval by the Establishment Committee.



## Uniform Policy

Policy and Finance Committee Approved:

Due for next Review:

### 1. Introduction

- 1.1 This policy applies to Duty Manager staff who are required to wear a uniform or safety footwear at work to complete your role. Specific uniform requirements will be discussed with either The Harlington Manager or the Executive Officer.

### 2. Permanent Staff

**Where your job role requires you to wear uniform the requirements are detailed below.**

#### T-shirts

- 2.1 If you are required to wear logo t-shirts, these will be provided by the Council. These are to be returned at the end of employment as they remain the property of the Council.

#### Steel Toed Safety Boots

- 2.2 For the health and safety of employees, certain employees are required to wear steel toed safety footwear. One pair should be purchased before the first shift and worn daily or on every rota'd shift. An expense form should be submitted with the receipt for full reimbursement up to £30.00 contribution.
- 2.3 Replacement footwear can be purchased on agreement with either The Harlington Manager or Executive Officer at a maximum contribution of £30.00 once per year.
- 2.4 Alternatively, the Council may purchase suitable safety footwear for the employee directly on request up to a maximum of one per year.

#### Black Trousers

- 2.5 Some employees are required to wear smart black jeans (no rips or fading). A maximum of 3 pairs of jeans can be purchased in any one year. These should be purchased before the first shift and worn daily or on every rota'd shift.

- 2.6 Replacements or additional pairs of jeans required due to wear and tear can be purchased after the first year only and only once agreed with either the Harlington Manager or Executive Officer.
- 2.7 An expense form should be submitted with the receipt for reimbursement. The receipt(s) must be kept and submitted for reimbursement. Up to a maximum of £30.00 can be expensed per pair of trousers and up to a maximum of 3 pairs once per year.

### **3. Casual Staff**

#### **Uniform Requirements**

##### T-shirts

- 3.1 Casual staff are required to wear logo t-shirts, which are provided by the Council. These are to be returned at the end of employment as they remain the property of Fleet Town Council/The Harlington.

##### Other

- 3.2 Casual staff are requested to wear dark trousers or skirts, without logos, rips or fading, and smart, dark, comfortable shoes.

### **4. Reimbursement**

- 4.1 Expense claims will be paid into the same bank account held by the Council for the employee's salary payment.