



Notice is hereby given of

**THE POLICY AND FINANCE COMMITTEE MEETING**  
on  
**Wednesday 19<sup>th</sup> July 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  
12<sup>th</sup> July 2023

1.	<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.
2.	<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.
3.	<b>QUESTIONS FROM THE PUBLIC</b> (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	<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 17 <sup>th</sup> May 2023 ( <i>copy attached</i> ).
<b>Part 1 – ITEMS FOR DECISION</b>	
5.	<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> June 2023 and to receive:  <b>A Reports for 2023/24 as at 30<sup>th</sup> June 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> June 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><li>Purchase Ledger and Cashbook Payments Reports</li><li>Debtors Report</li></ol>

	<p><b>B</b> To confirm that the bank reconciliation and the list of payments for June 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> June 2023.</p> <p>b) To confirm that the bank reconciliation and the list of payments for June 2023 have been verified and signed by Councillor Robinson.</p>
6.	<p><b>BUDGET PREPARATION TIMETABLE 2024/2025</b></p> <p>a) To agree the Budget Preparation Timetable for 2024/2025 and to receive any supplementary guidance from Members (<i>copy attached</i>).</p> <p>b) To agree the Members from the Policy and Finance Committee to serve on the Budget Preparation Working Group.</p> <p><b>RECOMMENDATIONS</b></p> <p>a) To approve the proposed timetable.</p> <p>b) To approve the Members from the Policy and Finance Committee to serve on the Budget Preparation Working Group.</p> <p>c) That Members give any guidance to officers to aid the preparation of the 2024/2025 budget.</p>
7.	<p><b>INVESTMENT REPORT</b></p> <p>To consider the quarterly investment report for the period ending 30<sup>th</sup> June 2023 (<i>copy attached</i>).</p> <p><b>RECOMMENDATION</b></p> <p>To note the balances held in the Fleet Town Council Accounts.</p>
8.	<p><b>WRITING OFF OF UNPAID ACCOUNTS</b></p> <p>To consider and agree the writing off of unpaid accounts (<i>See Executive Officer's report</i>).</p> <p><b>RECOMMENDATION</b></p> <p>To approve writing off the stated unpaid accounts.</p>
9.	<p><b>POLICY REVIEW</b></p> <p>To receive and agree the proposed policies listed below (<i>copies attached &amp; see Executive Officer's report</i>).</p> <p>a) Complaints</p> <p>b) Retention and Disposal of Documents (new)</p> <p>c) Privacy Notice – General (new)</p> <p>d) Privacy Notice – Staff &amp; Councillors (new)</p> <p>e) Subject Access Request (new)</p> <p>f) Volunteer (new)</p> <p><b>RECOMMENDATIONS</b></p> <p>To approve the policies listed a) to f).</p>
<b>Part 2 – ITEMS TO NOTE</b>	
10.	<p><b>IT INFRASTRUCTURE AND IT SUPPORT CONTRACT</b></p> <p>To review information for the Council's IT support contract and the infrastructure required to upgrade the Council's IT systems, prior to Council approval (<i>See Executive Officer's report</i>).</p>
11.	<p><b>EXECUTIVE OFFICER'S REPORT</b></p> <p>To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p>
12.	<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>The next meeting of the Policy and Finance Committee is scheduled to be held on Wednesday 18<sup>th</sup> October 2023 at 7pm in the Harlington.</p>



## **FLEET TOWN COUNCIL**

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

**Wednesday 17<sup>th</sup> May 2023 at 7pm  
at The Harlington**

#### **PRESENT**

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

#### **In Attendance:**

Rochelle Halliday – Executive Officer  
Alex Robins – The Harlington General Manager  
Sarah Moore – Finance & Admin Manager  
2 representatives from All Saints Church (left after Item 12)  
2 representatives from Vox Choir (left after Item 12)  
1 representative from Revive Ukraine (left after Item 12)

#### **PF MAY 2023 ITEM 1 ELECTION OF CHAIRMAN**

Cllr Holt was nominated and seconded for the position of Chairman for the Committee. There were no other nominations.

#### **RESOLVED**

That Cllr Holt be elected as Chairman of the Policy & Finance Committee for the local government year 2023/2024.

#### **PF MAY 2023 ITEM 2 ELECTION OF VICE CHAIRMAN**

Cllr Engström was nominated and seconded for the position of Vice Chairman for the Committee. There were no other nominations.

#### **RESOLVED**

That Cllr Engström be elected as Vice Chairman of the Policy & Finance Committee for the local government year 2023/2024.

#### **PF MAY 2023 ITEM 3 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Robinson (prior engagement).

Cllr Fang was absent.

#### **PF MAY 2023 ITEM 4 DECLARATIONS OF INTEREST**

There were no declarations of interest made for any item on the agenda.

## **PF MAY 2023 ITEM 5            QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

## **PF MAY 2023 ITEM 6            MINUTES OF PREVIOUS MEETING**

The minutes of the Policy and Finance Committee held on 15<sup>th</sup> February 2023 were approved as a true record and were signed by the Chairman.

It was agreed to consider item 12 next.

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

### a) Draft AGAR for the year ending 31<sup>st</sup> March 2023

Members received the draft Annual Governance and Accountability Return figures. An updated AGAR, to show the revised figures after the close of the financial year on 15<sup>th</sup> May 2023, was tabled.

The year end position showed an improved position against budget due to the delay of some projects, in-year cost savings and a much stronger performance of The Harlington than budgeted.

### b) Review of Internal Controls 31<sup>st</sup> March 2023

Members considered the document reviewing the effectiveness of the Council's internal controls.

It was agreed to add obtaining legal advice to assist with decision making to section 3 – Professional Advice.

### **RESOLVED**

1. To note the draft AGAR the year ending 31<sup>st</sup> March 2023.
2. To recommend to Council approval of the report reviewing the effectiveness of the Council's system of internal control, subject to the change detailed above.

## **PF MAY 2023 ITEM 8            QUARTERLY FINANCIAL MONITORING REPORT**

Members considered the financial reports for the period ending 31<sup>st</sup> March 2023:

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

The Year End report and Harlington monthly totals reports were reviewed. The Executive Officer tabled a revised balance sheet showing the actuals for the year end. The final balance sheet will be issued at the June Council meeting.

Members were informed that there is extensive badger activity at the cemetery, resulting in the deep excavation of some graves. Due to the risk to public safety, the Council's Chairman and the Executive Officer have used emergency powers (Financial Regulation 3.2.5) to authorise a consultant to prepare and submit the licence application to Natural England to manage the sett.

Further costs will be reported to the Council as it is likely that emergency funding will need to be allocated to manage the badger sett.

The Harlington General Manager left the meeting at 8.15pm.

Cllr Robinson had confirmed by email to Cllrs Holt and Schofield that the March 2023 bank reconciliation check had been completed without any qualifications.

#### **RESOLVED**

1. To accept the Quarterly Financial Monitoring reports for the period 31<sup>st</sup> March 2023.
2. To accept the emailed statement from Cllr Robinson that the bank reconciliation and list of payments for March 2023 have been verified and signed.

#### **PF MAY 2023 ITEM 9                      DRAFT ASSET REGISTER AT 31<sup>st</sup> MARCH 2023**

The Asset Register is now recorded within the Council's main accounting system. A check is to be performed on some data entry anomalies for current values, which were identified at the meeting.

#### **RESOLVED**

That, subject to the amendments discussed, the Asset Register at 31<sup>st</sup> March 2023 is recommended to the Council for approval.

#### **PF MAY 2023 ITEM 10                      INVESTMENT REPORT**

Members considered and the quarterly investment report.

Officers were asked to look into the Cambridge Building Society account for Councils –

**Action: Executive Officer.**

#### **RESOLVED**

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

#### **PF MAY 2023 ITEM 11                      LIST OF REGULAR DIRECT DEBITS**

Members reviewed the list of regularly scheduled direct debits for Council expenditure. A query was raised regarding the Ancells Pavilion business rates entry. *Addendum:* this listing is correct as the Community Centre has an exemption for business rates in this financial year.

#### **RESOLVED**

To approve the listed direct debits for the current financial year.

## PF MAY 2023 ITEM 12 GRANT APPLICATIONS

Members received and discussed the following grant applications:

### a) All Saints Church - requesting £1,000 towards creating a new community garden

- If the Church are unable raise the full amount for the project, they may take longer to complete the work and will have to do more themselves, but the project will still go ahead.

The representatives from All Saints Church left at 7:10pm.

### b) Vox Choir - requesting £1,000 towards venue hire and associated costs for a charity concert at the Harlington

- The group were advised to also apply to other bodies.

### c) Revive Ukraine – requesting £800 towards the hire of The Harlington for social events

- Since Hart District Council hold specific funding to provide support to Ukrainian's in the district, the group was advised to make an application to Hart District Council first.
- If unsuccessful, the Committee will reconsider the application at a future meeting.

### d) Victim Support - £200 towards personal security items for victims of crime and their families

- Next year Victim Support should attend the meeting to express any application for funding in person.
- The charity support victims of crime in the Fleet area.

All members of the public left at 7.35pm.

## RESOLVED

1. To approve issuing a grant of £1,000 to All Saints Church towards the creation of a community garden at All Saints Church, Fleet.
2. To approve issuing a grant of £1,000 to Vox Choir towards hiring The Harlington, drinks and associated costs for a charity concert in June.
3. To approve issuing a grant of £200 to Victim Support towards the purchase of personal security items for victims of crime and their families.
4. To note the record of grants awarded to date.

## PF MAY 2023 ITEM 13 POLICIES

### a) Health and Safety

Members reviewed the proposed amendments to the Health and Safety policy, which were largely to update the allocation of responsibilities to reflect current practice.

Members acknowledged that it is important to have a regular programme of health and safety training in place.

It was agreed that the policy should be amended to reflect that any policy changes are to be reviewed by the Policy and Finance Committee and any operational matters reported to the RLA Committee.

b) Data Protection and Privacy

The proposed changes to the policy were reviewed. The changes were made to ensure the policy is legally compliant and consistent with best practice. Various typographical errors were identified, which will be corrected in the policy.

Members discussed the sharing of personal data received as a Councillor. **Action: Executive Officer** to share this policy with the whole Council.

It was noted that this is now a Data Protection policy only. A privacy policy is a separate document that needs to be created,

c) CCTV

Members reviewed the proposed changes to this policy, required to bring it in line with best practice.

A small number of corrections were identified.

d) Tree

The revise Tree policy was reviewed. Members suggested amendments to items 5 and 6.

**RESOLVED**

1. To approve the Health and Safety policy, subject to the amendments discussed.
2. To approve the Data Protection policy, subject to the amendments discussed.
3. To approve the CCTV policy, subject to the amendments discussed.
4. To approve the Tree policy, subject to the amendments discussed.

**PF MAY 2023 ITEM 14 EXECUTIVE OFFICER'S REPORT**

Members noted the report of the Executive Officer.

**PF MAY 2023 ITEM 15 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Wednesday 19<sup>th</sup> July 2023 at 7pm in the Harlington.

There being no further business the meeting closed at 9.30pm.

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

**Chairman**

**OFFICER:** Rochelle Halliday, Executive Officer / Alex Robins, The Harlington General Manager  
**DATE:** 12<sup>th</sup> July 2023  
**MEETING:** Policy & Finance Committee 19<sup>th</sup> July 2023  
**SUBJECT:** Item 5aa – Quarterly Financial Monitoring Report

**Council Operations**

The table below shows any significant variances against budget for the Council's income and expenditure.

<p>1870 / 101 – <b>Bank Interest (Central Administration)</b></p>	<ul style="list-style-type: none"> <li>Bank and investment income received is projected to be £14k more than expected, due to the high interest rate received on the CCLA investment.</li> </ul>
<p>4200 / 208, 301, 310, 315, 320, 325, 330 &amp; 350 – <b>Grounds Maintenance (under contract at various sites)</b></p>	<ul style="list-style-type: none"> <li>The Council budgeted a 10% increase to the grounds maintenance contract with NJL Box Green. The actual increase applied from 1<sup>st</sup> April is 10.9%, however, this additional amount will still be within budget. This is due to an additional amount budgeted for grounds maintenance at the Cemetery.</li> </ul>
<p>4120 / 204 &amp; 205 – <b>Gas (Harlington &amp; Ancells Farm CC)</b></p>	<ul style="list-style-type: none"> <li>Gas costs at The Harlington and Ancells Farm Community Centre are projected to collectively exceed budget by £5.4k. This is based on last year's consumption figures and the lower unit rate charges.</li> <li>For next year's budget half yearly actual consumption for 2023 will be used to predict the bills.</li> </ul>
<p>4122 / 204 &amp; 205 - <b>Electricity (Harlington &amp; Ancells Farm CC)</b></p>	<ul style="list-style-type: none"> <li>As above, electricity costs are projected to be over budget by £3,200 at The Harlington. Ancells is predicted to be on budget.</li> </ul>
<p>4202 / 208 – <b>Additional Grounds Maintenance (Ancells Farm Park)</b></p>	<ul style="list-style-type: none"> <li>The approval of the bollards installation at Ancells Farm Park to secure the site has pushed additional grounds maintenance over budget by £1,200. This overspend should be recoverable within the cost centre, if playground and building maintenance are under budget and income is on target.</li> </ul>
<p>4115 / 350 – <b>Water (Cemetery)</b> 4202 / 350 – <b>Additional Grounds Maintenance (Cemetery)</b></p>	<ul style="list-style-type: none"> <li>Due to a water leak at the Fleet Cemetery toilets, caused by a burst pipe, water charges at the Cemetery have exceeded budget by £1.7k. The leak has now been repaired.</li> <li>The final balance of the Cemetery extension invoice was paid in June (£5.1k). This has resulted in an overspend of £4.5k on additional grounds maintenance, as it was not budgeted.</li> </ul>



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

### General

The new financial year has started in positive fashion, with hall hire looking busy, shows selling and bar sales remaining strong. May and June generally start to slow for the summer, especially when the weather is good, which it has been. This tends to affect regular shows such as the comedy club but is an annual trend.

As things stand, income and expenditure are on target at this early point in the year, with no significant issues being recorded. Building maintenance is the area that needs to be watched, as constant repairs continue to be needed.

### **Ticket sales**

Sales have continued where they left off in the previous financial year. The comedy club has seen its usual summer slowdown, with most other shows seeing good numbers through the doors.

The first quarter has produced an average 75% capacity on ticket sales, which is very strong. There has only been one notable disappointment, which returned for the second time after being received very well the previous year. Unfortunately, it didn't attract the expected increase in sales and will be dropped from the programme moving forward.

### **Hall hire**

Hall hire has started the year well. The major dance school which has a high use of the dance studio has changed hands but will continue to run as before and may even increase their hire hours.

Although the major vaccination programme finished last year, the venue does remain a popular home for NHS community use, with blood donations and baby weighing being joined by a hire this month for Ukrainian refugee health checks.

### **Bars**

Bar sales have started the year extremely strongly, with good spend per head figures, helped to a degree by the continued stream of younger attendees at events in addition to the regular crowds.

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

Ancillary sales are on target in all areas.

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

It's early in the year and to date everything is pretty much on target. The main area to keep an eye on at present is building maintenance, which is running at a higher cost than would be ideal. This will be monitored, but is difficult to control, given the age and condition of the building. There is also evidence to suggest that utilities will be at a higher cost than budgeted for. This has been reflected in year end projections.

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

- The centre is performing to target.

#### **RECOMMENDATION**

- That the contents of the report are noted.

## Monthly Performance Totals (net of VAT)

<b>April</b>	<b>Hall Hire Income</b>	<b>Ticket sales</b>	<b>% of capacity</b>	<b>Perf costs</b>	<b>Contribution</b>	<b>Ancillary sales</b>	<b>Cost of stock</b>	<b>Contribution</b>	<b>Casual Staffing</b>	<b>Total performance income</b>	<b>Total performance costs</b>	<b>Total performance contribution</b>
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>TOTALS</b>	<b>£ 6,492.40</b>	<b>£ 54,432.52</b>		<b>£ 33,725.18</b>	<b>£ 20,707.34</b>	<b>£ 34,559.69</b>	<b>£ 13,946.89</b>	<b>£ 20,612.80</b>	<b>£ 4,703.99</b>	<b>£ 95,484.61</b>	<b>£ 52,376.06</b>	<b>£ 43,108.55</b>

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## Fleet Town Council 2023/2024

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## Annual Budget - By Centre (Actual YTD Month 3)

Note: Budget Report as at 30.06.23

		<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	9,657	28,000	0	0	0	0
	<b>Total Income</b>	<b>500</b>	<b>31,931</b>	<b>14,000</b>	<b>9,703</b>	<b>28,046</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4000	Salaries	140,511	130,727	163,764	34,932	160,000	0	0	0	0
4001	Employers National Insurance	14,051	13,038	16,376	3,673	16,000	0	0	0	0
4002	Employers Pension	7,026	7,195	9,145	1,979	9,000	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	-12	3,000	0	0	0	0
4041	Mileage/Travel/Sustenance	100	104	100	4	100	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	500	0	0	0	0
4175	Equipment Maintenance	600	0	600	0	600	0	0	0	0
4185	Equipment	6,750	461	5,000	0	5,000	0	0	0	0
4187	Health & Safety	8,000	8,000	8,800	-1,015	7,000	0	0	0	0
4400	Stationery & Consumables	3,640	3,566	3,600	521	3,600	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	699	3,000	0	0	0	0
4430	Promotion/Publicity/Vision	7,425	2,823	8,122	0	8,122	0	0	0	0
4435	Website	900	480	900	120	900	0	0	0	0
4440	Telephone & Broadband	2,496	1,193	3,000	211	3,500	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 3)

Note: Budget Report as at 30.06.23

	<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	680	158	300	47	300	0	0	0	0
4455 Postage	106	325	150	0	150	0	0	0	0
4460 Subscriptions	3,208	3,108	3,200	2,512	3,200	0	0	0	0
4480 Computer Maintenance	1,060	545	1,500	0	1,500	0	0	0	0
4481 Software/Licenses	2,600	2,435	3,000	320	3,000	0	0	0	0
4484 Computer Support	6,360	4,418	6,300	1,440	6,300	0	0	0	0
4485 Computer Storage	1,800	1,320	1,800	330	1,800	0	0	0	0
4486 E-mail Exchange	3,712	3,655	3,850	810	3,850	0	0	0	0
4530 Councillor Development	0	0	0	0	0	0	0	0	0
4550 Payroll Services	650	761	800	158	1,000	0	0	0	0
4551 HR Services and staff welfare	2,590	1,809	2,500	390	2,500	0	0	0	0
4555 Legal Fees and Costs	2,120	738	3,000	0	3,000	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	-1,100	2,000	0	0	0	0
4997 Unplanned Expenditure	0	670	0	31	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>227,983</b>	<b>200,438</b>	<b>263,082</b>	<b>55,455</b>	<b>254,353</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>(45,752)</b>	<b>(226,307)</b>		<b>0</b>		
<b>105 Civic and Democratic</b>									
4012 Pension liability	0	0	10,000	0	10,000	0	0	0	0
4041 Mileage/Travel/Sustenance	160	32	160	0	160	0	0	0	0
4430 Promotion/Publicity/Vision	3,550	2,038	2,500	0	2,500	0	0	0	0
4530 Councillor Development	1,110	402	1,000	98	1,000	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 3)

Note: Budget Report as at 30.06.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
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	1,000	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>22,140</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>(22,140)</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	0	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>0</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	423,058	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>423,058</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
	<b>Movement to/(from) Gen Reserve</b>	<b>1,145,840</b>	<b>742,463</b>	<b>846,115</b>	<b>423,058</b>	<b>846,115</b>		<b>0</b>		
<b>120</b>	<b>Projects</b>									
4235	Play Equipment	0	0	20,000	0	20,000	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 3)

Note: Budget Report as at 30.06.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
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>	0	0	33,500	0	33,500	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0	(33,500)	0	(33,500)		0		
<b>150</b>	<b><u>Events, Town Centre and Climat</u></b>									
1051	Ghurkha Square Market	7,800	0	7,800	0	0	0	0	0	0
	<b>Total Income</b>	7,800	0	7,800	0	0	0	0	0	0
4176	Action Day	954	476	900	334	900	0	0	0	0
4210	Floral Displays	18,610	16,847	19,837	65	19,837	0	0	0	0
4222	Friends Group Get Together	150	0	100	0	100	0	0	0	0
4655	Town Centre Xmas Decorations	22,880	20,065	22,880	7,552	22,880	0	0	0	0
4656	Christmas Gurkha Square	4,342	2,923	4,300	0	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	50	5,000	0	0	0	0
	<b>Overhead Expenditure</b>	55,511	42,539	61,822	8,000	54,622	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(47,711)	(42,539)	(54,022)	(8,000)	(54,622)		0		
<b>160</b>	<b><u>Harlington Development</u></b>									
1902	Precept - New Harlington	0	0	412,017	206,009	412,017	0	0	0	0
	<b>Total Income</b>	0	0	412,017	206,009	412,017	0	0	0	0
4015	Recharge staff hours	28,219	8,200	13,900	0	13,900	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 3)

Note: Budget Report as at 30.06.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
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	0	0	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	1,408	1,408	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	396,709	0	0	0	0
4999	Contingency	58,798	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		<b>412,017</b>	<b>8,640</b>	<b>412,017</b>	<b>1,408</b>	<b>412,017</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(412,017)</b>	<b>(8,640)</b>	<b>0</b>	<b>204,600</b>	<b>0</b>		<b>0</b>		
<b>201</b>	<b>Harlington - Events</b>									
1000	Hall Hire	90,000	113,331	102,000	16,041	102,000	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	33,962	107,000	0	0	0	0
1431	Confectionery	3,000	3,766	2,750	289	2,750	0	0	0	0
1432	Ices	2,500	2,562	2,750	10	2,750	0	0	0	0
1433	Snacks	2,500	3,016	3,000	613	3,000	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 3)

Note: Budget Report as at 30.06.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1435	Box Office Charges	17,500	12,296	15,000	2,432	15,000	0	0	0	0
1436	Technical Income	5,000	0	0	3,500	0	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>58,366</b>	<b>462,446</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4000	Salaries	189,500	146,541	225,772	47,334	225,772	0	0	0	0
4001	Employers National Insurance	15,950	11,434	17,124	3,724	17,124	0	0	0	0
4002	Employers Pension	9,500	6,146	8,562	2,140	8,562	0	0	0	0
4015	Recharge staff hours	-7,000	-1,500	-5,200	0	-5,200	0	0	0	0
4182	Technical Equipment Sundries	1,000	415	1,000	681	1,000	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	-64	3,000	0	0	0	0
4422	Bank & Card Transactions	12,000	10,076	11,000	2,062	11,000	0	0	0	0
4432	Marketing	18,000	17,248	20,000	7,785	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/Licences	0	168	0	0	0	0	0	0	0
4490	Sales System Costs	13,500	14,784	12,000	2,946	12,000	0	0	0	0
4700	Bar Purchases	45,000	48,594	42,800	10,967	42,800	0	0	0	0
4710	Bar Consumables	2,000	1,690	2,000	38	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	3,147	132,500	0	0	0	0
4728	Till App	1,200	840	1,200	140	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	0	500	0	0	0	0
4761	Confectionery	1,800	1,554	1,650	255	1,650	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 3)

Note: Budget Report as at 30.06.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4762	Ices	1,000	955	1,050	0	1,050	0	0	0	0
4763	Snacks	1,125	1,502	1,350	233	1,350	0	0	0	0
<b>Overhead Expenditure</b>		<b>447,750</b>	<b>393,111</b>	<b>494,308</b>	<b>84,988</b>	<b>494,308</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>(26,622)</b>	<b>(31,862)</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	5,235	62,485	0	0	0	0
4001	Employers National Insurance	7,850	7,851	6,248	507	6,248	0	0	0	0
4002	Employers Pension	4,000	3,989	3,124	264	3,124	0	0	0	0
4011	Staff Recruitment	400	987	500	70	500	0	0	0	0
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	16	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	205	5,500	0	0	0	0
4120	Gas	21,000	37,630	25,200	5,792	29,800	0	0	0	0
4122	Electricity	34,000	50,397	40,800	6,499	44,000	0	0	0	0
4150	Cleaning	34,000	32,368	37,400	7,541	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	2,016	10,000	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 3)

Note: Budget Report as at 30.06.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4155	Refuse Collection	6,250	8,204	6,875	2,079	6,875	0	0	0	0
4156	Recycling	2,000	1,940	2,200	599	2,200	0	0	0	0
4170	Building Maintenance	18,000	36,585	21,000	8,519	23,000	0	0	0	0
4172	Building Compliance	1,000	3,048	2,000	0	2,000	0	0	0	0
4185	Equipment	1,000	1,091	1,000	0	1,000	0	0	0	0
4187	Health & Safety	1,000	2,189	1,000	407	1,000	0	0	0	0
4188	Fire and Intruder Monitoring	500	112	550	105	550	0	0	0	0
4207	Fire & Intruder Systems	1,750	1,913	1,925	0	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	130	500	0	0	0	0
4455	Postage	400	115	400	0	400	0	0	0	0
4481	Software/Licenses	500	1,162	2,000	1,025	2,000	0	0	0	0
4487	Wi-Fi	1,700	939	1,700	237	1,700	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>	<b>250,900</b>	<b>301,297</b>	<b>250,707</b>	<b>58,120</b>	<b>262,332</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(234,900)</b>	<b>(275,724)</b>	<b>(234,707)</b>	<b>(51,785)</b>	<b>(246,332)</b>		<b>0</b>		
<b>205</b>	<b>Ancells Community Centre</b>									
1000	Hall Hire	25,000	26,930	26,000	8,579	26,000	0	0	0	0
	<b>Total Income</b>	<b>25,000</b>	<b>26,930</b>	<b>26,000</b>	<b>8,579</b>	<b>26,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4000	Salaries	17,500	17,480	25,564	4,196	25,564	0	0	0	0
4001	Employers National Insurance	1,750	1,751	2,014	275	2,014	0	0	0	0
4002	Employers Pension	2,000	2,005	2,167	433	2,167	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 3)

Note: Budget Report as at 30.06.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4041	Mileage/Travel/Sustenance	500	420	500	105	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	265	2,700	0	0	0	0
4122	Electricity	1,500	2,155	1,800	275	1,800	0	0	0	0
4150	Cleaning	7,350	6,871	8,100	1,890	8,100	0	0	0	0
4152	Cleaning - Supplies	1,500	1,492	1,500	446	1,500	0	0	0	0
4155	Refuse Collection	1,000	1,246	1,100	379	0	1,100	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	0	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	75	300	0	0	0	0
4455	Postage	100	0	100	0	100	0	0	0	0
4740	Licences	2,500	2,576	3,000	1,153	3,000	0	0	0	0
<b>Overhead Expenditure</b>		<b>47,850</b>	<b>49,652</b>	<b>59,390</b>	<b>17,819</b>	<b>57,570</b>	<b>1,100</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>(9,241)</b>	<b>(31,570)</b>		<b>0</b>		
<b>208</b>	<b>Ancells Farm Park and Pavilion</b>									
1050	Outdoor Space Hire	0	0	0	10	10	0	0	0	0
1060	Pitch Hire	2,250	2,758	2,300	0	2,300	0	0	0	0
<b>Total Income</b>		<b>2,250</b>	<b>2,758</b>	<b>2,300</b>	<b>10</b>	<b>2,310</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	77	1,200	0	0	0	0
4122	Electricity	350	355	420	20	600	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 3)

Note: Budget Report as at 30.06.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4150	Cleaning	1,445	1,391	1,590	386	1,590	0	0	0	0
4170	Building Maintenance	4,455	2,887	4,500	1,179	4,500	0	0	0	0
4175	Equipment Maintenance	485	580	500	0	500	0	0	0	0
4187	Health & Safety	325	630	325	11	325	0	0	0	0
4200	Grounds Maintenance	23,566	24,289	25,923	6,567	27,157	0	0	0	0
4202	Additional Ground Works	1,808	541	1,800	250	3,000	0	0	0	0
4205	CCTV	111	0	100	0	100	0	0	0	0
4220	Friends Group support	122	90	120	0	120	0	0	0	0
4225	South and South East in Bloom	110	80	100	0	0	0	0	0	0
4230	Playground Maintenance	5,300	7,961	5,300	462	5,300	0	0	0	0
4250	Tree Surgery	2,120	735	2,000	0	2,000	0	0	0	0
<b>Overhead Expenditure</b>		<b>42,629</b>	<b>41,497</b>	<b>45,378</b>	<b>10,807</b>	<b>48,377</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>(10,797)</b>	<b>(46,067)</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	354	354	0	0	0	0
<b>Total Income</b>		<b>0</b>	<b>6,595</b>	<b>0</b>	<b>354</b>	<b>354</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4000	Salaries	13,987	13,630	15,534	3,889	15,500	0	0	0	0
4001	Employers National Insurance	1,398	1,592	1,553	380	1,520	0	0	0	0
4002	Employers Pension	699	757	777	194	775	0	0	0	0
4041	Mileage/Travel/Sustenance	848	519	800	61	500	0	0	0	0
4169	Street and Park Furniture	1,060	0	1,100	460	1,100	0	0	0	0
4170	Building Maintenance	328	140	0	0	0	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 3)

Note: Budget Report as at 30.06.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4185	Equipment	1,591	342	1,500	53	1,500	0	0	0	0
4200	Grounds Maintenance	14,917	15,374	17,050	4,156	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	655	1,188	0	0	0	0
4445	Mobile Phones	432	112	150	35	150	0	0	0	0
4740	Licences	100	70	100	0	100	0	0	0	0
4745	Uniforms	116	63	100	0	100	0	0	0	0
<b>Overhead Expenditure</b>		<b>38,950</b>	<b>42,836</b>	<b>43,592</b>	<b>9,782</b>	<b>43,272</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(38,950)</b>	<b>(36,241)</b>	<b>(43,592)</b>	<b>(9,428)</b>	<b>(42,918)</b>		<b>0</b>		
<b>310</b>	<b><u>Calthorpe Park</u></b>									
1050	Outdoor Space Hire	300	420	300	182	300	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	2,250	5,500	0	0	0	0
1060	Pitch Hire	0	2,178	1,800	0	1,800	0	0	0	0
1064	Tennis Membership card	7,800	8,962	8,500	3,463	8,500	0	0	0	0
1065	Tennis Hire	2,000	1,976	2,000	883	2,000	0	0	0	0
<b>Total Income</b>		<b>12,100</b>	<b>18,036</b>	<b>20,100</b>	<b>7,278</b>	<b>20,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4115	Water & Sewerage	500	680	550	520	550	0	0	0	0
4122	Electricity	300	2,862	720	538	720	0	0	0	0
4150	Cleaning	1,544	735	1,698	173	1,698	0	0	0	0
4170	Building Maintenance	1,622	7,266	1,600	0	1,600	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 3)

Note: Budget Report as at 30.06.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4175	Equipment Maintenance	830	160	300	0	300	0	0	0	0
4185	Equipment	919	0	900	0	900	0	0	0	0
4187	Health & Safety	328	630	330	99	330	0	0	0	0
4200	Grounds Maintenance	40,872	41,311	45,808	11,168	46,188	0	0	0	0
4202	Additional Ground Works	3,072	4,062	4,500	0	4,500	0	0	0	0
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	462	2,000	0	0	0	0
4250	Tree Surgery	3,000	1,899	3,300	1,230	3,300	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	902	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>15,202</b>	<b>74,228</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>(7,924)</b>	<b>(54,128)</b>		<b>0</b>		
<b>315</b>	<b><u>Oakley Park</u></b>									
1050	Outdoor Space Hire	100	318	100	50	100	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	0	2,127	0	0	0	0
	<b>Total Income</b>	<b>2,277</b>	<b>21,121</b>	<b>2,227</b>	<b>50</b>	<b>2,227</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4122	Electricity	350	654	660	109	660	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 3)

Note: Budget Report as at 30.06.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4150	Cleaning	1,379	1,262	1,517	347	1,517	0	0	0	0
4170	Building Maintenance	1,080	407	1,080	0	1,080	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
4187	Health & Safety	328	630	330	0	330	0	0	0	0
4200	Grounds Maintenance	21,366	22,021	24,420	5,953	24,621	0	0	0	0
4202	Additional Ground Works	1,638	9,117	1,700	0	1,700	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	0	1,188	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>6,959</b>	<b>34,408</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>(6,909)</b>	<b>(32,181)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>320</b>	<b>Basingbourne Park</b>									
1050	Outdoor Space Hire	0	30	0	0	0	0	0	0	0
1060	Pitch Hire	4,249	2,327	2,130	0	2,130	0	0	0	0
	<b>Total Income</b>	<b>4,249</b>	<b>2,357</b>	<b>2,130</b>	<b>0</b>	<b>2,130</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4115	Water & Sewerage	550	227	330	202	330	0	0	0	0
4122	Electricity	250	377	432	18	432	0	0	0	0
4150	Cleaning	1,382	1,262	1,520	347	1,520	0	0	0	0
4170	Building Maintenance	2,160	4,563	2,376	0	2,376	0	0	0	0
4185	Equipment	328	0	361	0	361	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 3)

Note: Budget Report as at 30.06.23

		<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	56	330	0	0	0	0
4200	Grounds Maintenance	18,168	18,726	20,768	5,063	20,938	0	0	0	0
4202	Additional Ground Works	1,390	7,746	1,529	0	1,529	0	0	0	0
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	0	1,188	0	0	0	0
4250	Tree Surgery	2,705	4,861	2,700	120	2,700	0	0	0	0
	<b>Overhead Expenditure</b>	<b>28,735</b>	<b>42,247</b>	<b>33,004</b>	<b>5,905</b>	<b>33,174</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>(5,905)</b>	<b>(31,044)</b>		<b>0</b>		
<b>325</b>	<b>The Views</b>									
1050	Outdoor Space Hire	1,000	1,427	1,500	1,387	1,500	0	0	0	0
	<b>Total Income</b>	<b>1,000</b>	<b>1,427</b>	<b>1,500</b>	<b>1,387</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4122	Electricity	200	436	504	176	504	0	0	0	0
4169	Street and Park Furniture	0	836	0	0	0	0	0	0	0
4185	Equipment	110	54	100	99	100	0	0	0	0
4200	Grounds Maintenance	7,529	7,759	8,608	2,098	8,675	0	0	0	0
4202	Additional Ground Works	575	41,312	633	0	633	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	0	4,712	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>2,422</b>	<b>15,035</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>-1,035</b>	<b>-13,535</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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## Annual Budget - By Centre (Actual YTD Month 3)

Note: Budget Report as at 30.06.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6001	plus Transfer from EMR	0	40,598	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(12,026)</b>	<b>(8,499)</b>	<b>(13,418)</b>	<b>(1,035)</b>	<b>(13,535)</b>		0		
<b>330</b>	<b><u>Edenbrook</u></b>									
4200	Grounds Maintenance	3,182	3,280	3,641	887	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	340	1,500	0	0	0	0
4250	Tree Surgery	0	65	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>5,585</b>	<b>3,811</b>	<b>5,541</b>	<b>1,227</b>	<b>5,568</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(5,585)</b>	<b>(3,811)</b>	<b>(5,541)</b>	<b>(1,227)</b>	<b>(5,568)</b>		0		
<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	7,150	18,600	0	0	0	0
1110	Scattering of Ashes	500	0	500	0	500	0	0	0	0
1120	Sale of Exclusive Rights	17,000	30,385	20,000	9,270	20,000	0	0	0	0
1121	Transfer of Exclusive Rights	1,750	1,970	1,750	480	1,750	0	0	0	0
1130	Memorial Cemetery Fees	7,000	6,800	7,000	1,990	7,000	0	0	0	0
1132	Memorial Kerbstones	3,000	3,256	3,000	595	3,000	0	0	0	0
1133	Memorial Sanctums	10,000	15,162	12,000	0	12,000	0	0	0	0
1134	GoR Planted Area	700	1,916	700	408	700	0	0	0	0
1137	GoR Ashes digging	1,000	350	1,000	120	1,000	0	0	0	0
1140	Bench contribution	0	2,985	0	1,353	1,353	0	0	0	0
	<b>Total Income</b>	<b>58,950</b>	<b>136,275</b>	<b>64,550</b>	<b>21,366</b>	<b>65,903</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4000	Salaries	5,928	4,145	7,592	1,661	7,592	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 3)

Note: Budget Report as at 30.06.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4001	Employers National Insurance	0	0	0	2	2	0	0	0	0
4002	Employers Pension	592	207	400	83	400	0	0	0	0
4041	Mileage/Travel/Sustenance	294	451	450	115	460	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	2,500	0	0	0	0
4150	Cleaning	520	0	572	0	572	0	0	0	0
4155	Refuse Collection	2,120	2,284	2,332	654	2,332	0	0	0	0
4169	Street and Park Furniture	0	0	0	920	920	0	0	0	0
4170	Building Maintenance	540	117	500	111	500	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	1,706	13,005	0	0	0	0
4202	Additional Ground Works	1,040	45,998	1,000	5,558	6,000	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	110	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	1,100	0	0	0	0
4400	Stationery & Consumables	0	49	0	0	0	0	0	0	0
4445	Mobile Phones	265	280	100	70	100	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	165	1,800	0	0	0	0
4936	GoR Ashes digging	500	320	500	405	500	0	0	0	0
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

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 3)

Note: Budget Report as at 30.06.23

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	<b>Overhead Expenditure</b>	37,050	87,154	41,826	15,547	43,454	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	21,900	49,120	22,724	5,820	22,449		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	742,495	1,888,448	0	0	0	0
	<b>Expenditure</b>	1,789,318	1,433,508	1,953,623	325,608	1,951,371	1,100	0	0	0
	<b>Net Income over Expenditure</b>	-81,552	423,041	-73,138	416,887	-62,923	-1,100	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)	416,887	(62,923)		0		

28/06/2023

**Fleet Town Council 2023/2024**

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**Detailed Balance Sheet - Excluding Stock Movement****Month 3 Date 28/06/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
101	Debtors Control	12,047
120	Vat Control	884
150	Stock - Bar	9,308
200	Bank Current/Deposit Account	1,157,070
210	Petty Cash - FTC	92
211	CCLA Pub Sector Deposit Fund	1,350,000
216	Nationwide deposit account	800,458
218	Cambridge B.S Savings account	100,001
220	Cash Floats	2,000
251	Petty Cash - Harlington	120
	<b>Total Current Assets</b>	<b>3,431,980</b>
	<u>Current Liabilities</u>	
500	Creditors Control	18,109
503	Christmas Festivities Town Cen	5,132
504	Christmas Day Lunch	4,765
508	Coronation 2023	(1,116)
515	Paye/NI Due	8,522
520	Wages Control Account	(306)
645	Marti Pellow Pillow Talk Nov23	10,427
654	Doors Alive Mar 23	300
699	Francis Rossi - May 23	2,393
700	The Paul Young Show – Oct 23	4,887
703	Fleet Film – 10th Oct 22	(5)
706	Fleet Film – 28th Nov 22	(19)
709	The Floyd Effect Oct 23	4,771
716	Voodoo Room Jun 23	2,319
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	1,434
729	Jazz Jul 23	283
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	3,017
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	2,579
747	Bootleg Blondie Jun 23	3,107
748	Benidorm Tom Jul 23	2,015
749	Buble meet Sinatra Nov 23	1,938
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
756	Tommy Cannon Apr 24	60

## Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 28/06/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
757	80s Rewind Nov 23	4,567	
758	The Kast Off Kinks Sept 23	1,997	
759	Starburst Naughty 90s Jul 23	4,169	
760	Cheesy Bingo Oct 23	1,283	
769	John Lydon May 24	5,254	
771	Albert Cummings July 23	133	
772	Neil Diamond Sept 23	385	
773	Mainly Madness Dec 23	67	
774	AC/DC UK Jan 24	383	
775	Stayin Alive Jan 24	73	
776	T-Rextasy Feb 24	167	
777	Los Pacaminos Feb 24	63	
778	Paul Jones & Dave Kelly Feb 24	500	
779	ELO Encounter Feb 24	48	
780	Oasish Feb 24	183	
781	Genesis Mar 24	257	
782	Guns 2 Roses Mar 24	83	
783	From Gold to Rio Mar 24	128	
786	Fleet Film July 23	25	
787	Ultimate Eagles Sept 23	250	
791	Comedy Dec 23	147	
792	The Bohemians Oct 23	283	
793	Big Country Nov 23	(830)	
806	Fleet Jazz 19th Sept 23	50	
	<b>Total Current Liabilities</b>	<b>106,870</b>	
	<b>Net Current Assets</b>		<b>3,325,110</b>
	<b>Total Assets less Current Liabilities</b>		<b>3,325,110</b>
	<i>Represented by :-</i>		
300	Current Year Fund	452,852	
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>3,325,110</b>

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**Fleet Town Council 2023/2024**
**Income and Expenditure Account for Year Ended 31 March 2024**


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31 March 2023		31 March 2024
	<b>Operating Income</b>	
31,931	Central Administration	9,703
1,145,840	Precept	423,058
0	Harlington Development	206,009
434,408	Harlington - Events	58,366
25,573	Building	6,335
26,930	Ancells Community Centre	8,579
2,758	Ancells Farm Park and Pavilion	10
6,595	Open Spaces	354
18,036	Calthorpe Park	7,278
21,121	Oakley Park	50
2,357	Basingbourne Park	0
1,427	The Views	1,387
136,275	Cemetery	21,366
3,300	Lengthsman Scheme	0
<b>1,856,548</b>	<b>Total Income</b>	<b>742,495</b>
	<b>Running Costs</b>	
200,438	Central Administration	55,455
10,868	Civic and Democratic	153
41,138	Grants	31,813
42,539	Events, Town Centre and Climat	8,000
8,640	Harlington Development	1,408
393,111	Harlington - Events	84,988
301,297	Building	58,120
49,652	Ancells Community Centre	17,819
41,497	Ancells Farm Park and Pavilion	10,807
42,836	Open Spaces	9,782
64,077	Calthorpe Park	15,202
50,667	Oakley Park	6,959
42,247	Basingbourne Park	5,905
50,524	The Views	2,422
3,811	Edenbrook	1,227
87,154	Cemetery	15,547
3,010	Lengthsman Scheme	0
<b>1,433,508</b>	<b>Total Expenditure</b>	<b>325,608</b>
	<b>General Fund Analysis</b>	
329,407	Opening Balance	380,793
1,856,548	Plus : Income for Year	742,495
<b>2,185,955</b>		<b>1,123,288</b>
1,433,508	Less : Expenditure for Year	325,608
<b>752,447</b>		<b>797,680</b>
371,654	Transfers TO / FROM Reserves	0
<b>380,793</b>	<b>Closing Balance</b>	<b>797,680</b>

## Fleet Town Council 2023/2024

## Bank - Cash and Investment Reconciliation as at 30 June 2023

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	30/06/2023 HSBC	1,205,260.38
2	30/06/2023 Petty Cash	55.95
		<b>1,205,316.33</b>
<u>Other Cash &amp; Bank Balances</u>		
	CCLA Pub Sector Deposit Fund	1,350,000.00
	Cambridge B.S Savings account	100,000.55
	Cash Floats	2,000.00
	Nationwide deposit account	800,458.16
	Petty Cash - Harlington	120.00
		<b>2,252,578.71</b>
		<b>3,457,895.04</b>
<u>Unpresented Payments</u>		
1	26/06/2023 BACS Pymnt	30,010.78
		<b>30,010.78</b>
		<b>3,427,884.26</b>
<u>Receipts not on Bank Statement</u>		
0	30/06/2023 All Receipts Cleared	0.00
		<b>0.00</b>
<b>Closing Balance</b>		
		<b>3,427,884.26</b>
<u>All Cash &amp; Bank Accounts</u>		
1	Bank Current/Deposit Account	1,175,249.60
2	Petty Cash - FTC	55.95
	Other Cash & Bank Balances	2,252,578.71
	<b>Total Cash &amp; Bank Balances</b>	<b>3,427,884.26</b>



Date: 12/07/2023

Fleet Town Council 2023/2024

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Time: 09:24

Cashbook 1

User: SM

Bank Current/Deposit Account

Payments made between 01/06/2023 and 30/06/2023

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/06/2023	Hart District Council - DD	DD207	205.80	205.80		500			Business Rates 2023/24
01/06/2023	Hart District Council - DD	DD208	1,636.25	1,636.25		500			Business rates 2023/24
01/06/2023	Hart District Council - DD	DD209	114.13	114.13		500			Business rates 2023/24
02/06/2023	BACS P/L Pymnt Page 2194	BACS Pymnt	-1,963.66	-1,963.66		500			BACS P/L Pymnt Page 2194
05/06/2023	BACS P/L Pymnt Page 2186	BACS Pymnt	15,535.84	15,535.84		500			BACS P/L Pymnt Page 2186
06/06/2023	Booker Limited	DD232	100.81	100.81		500			Bar supplies
08/06/2023	BACS P/L Pymnt Page 2188	BACS Pymnt	14,133.56	14,133.56		500			BACS P/L Pymnt Page 2188
08/06/2023	BACS P/L Pymnt Page 2190	BACS Pymnt	29,376.01	29,376.01		500			BACS P/L Pymnt Page 2190
12/06/2023	HSBC	DD210	74.48	74.48		500			Bank charges
12/06/2023	HSBC	DD211	12.86	12.86		500			Bank charges Apr23
13/06/2023	HSBC	DD215	1,354.78	1,354.78		500			Credit Card May 23
14/06/2023	Payment Sense Ltd	DD212	138.53	138.53		500			Card charges 1/5- 31/5/23
14/06/2023	Payment Sense Ltd	DD213	30.36	30.36		500			Card charges 1/5- 31/5/23
16/06/2023	Fleet Town Council	DD	3,540.14			516		3,540.14	L&G Pension Jun 23
16/06/2023	Global Payments - Direct Debit	DD214	497.24	497.24		500			Bank charges May 23
16/06/2023	Castle Water Limited	DD216	569.36	569.36		500			Water 1/4/23- 30/9/23
20/06/2023	Central Computer Management Lt	DD217	57.60	57.60		500			Payroll May 23
20/06/2023	Booker Limited	DD218	124.93	124.93		500			Bar supplies
20/06/2023	Fleet Town Council	DDR	24,912.50			516		121.45	Payroll June 2023
						520		24,791.05	Payroll June 2023
22/06/2023	Fleet Town Council	DDR	8,815.83			515		8,815.83	Inland Rev June 2023
23/06/2023	Payment Sense Ltd	DD219	113.94	113.94		500			Card charges
23/06/2023	Payment Sense Ltd	DD220	17.88	17.88		500			Card charges
23/06/2023	BOC Ltd	DD221	55.92	55.92		500			Gas
26/06/2023	BACS P/L Pymnt Page 2197	BACS Pymnt	30,010.78	30,010.78		500			BACS P/L Pymnt Page 2197
26/06/2023	NPower - Direct Debits	DD222	57.97	57.97		500			Elec 1/4-30/4/23
26/06/2023	NPower - Direct Debits	DD223	27.35	27.35		500			Elec 1/4-30/4/23
26/06/2023	NPower - Direct Debits	DD224	141.52	141.52		500			Elec 1/4-30/4/23
26/06/2023	NPower - Direct Debits	DD225	245.14	245.14		500			Elec 1/4-30/4/23
27/06/2023	Total Energies	DD226	2,452.29	2,452.29		500			Gas 30/4/23-31/5/23
27/06/2023	Total Energies	DD227	119.26	119.26		500			Gas 30/4/23-31/5/23
<b>Subtotal Carried Forward:</b>			132,509.40	95,240.93	0.00			37,268.47	

## Bank Current/Deposit Account

Payments made between 01/06/2023 and 30/06/2023

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
28/06/2023	Vodafone Limited	DD228	42.41	42.41		500			Mobile Phones June 23
29/06/2023	BT Payment Services Ltd	DD229	94.99	94.99		500			Broadband Jun 2023
29/06/2023	Global Payments - Direct Debit	DD230	36.00	36.00		500			Card charges May 23
29/06/2023	HSBC	DD231	74.19	74.19		500			Bank Charges 8/5-7/6/23
<b>Total Payments:</b>			132,756.99	95,488.52	0.00			37,268.47	

Purchase Ledger for Month No 3

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/06/2023	GRANT2023		ALL SAINTS CHURCH	A S CHURCH	1,000.00	0.00	1,000.00	4855	110	1,000.00	Grant 2023
04/06/2023	84008444		BASINGDEAN	BASINGDEAN	70.00	0.00	70.00	4740	310	70.00	Annual fee 2023
07/06/2023	MAYEXP		BENCRANE	BENC	30.06	0.00	30.06	4041	301	30.06	May Expenses
30/06/2023	227C83814		BIFFA	BIFFA	75.78	15.16	90.94	4156	204	75.78	Waste
30/06/2023	227C83815		BIFFA	BIFFA	42.34	8.47	50.81	4155	205	42.34	Waste collection Jun 23
30/06/2023	227T45566		BIFFA	BIFFA	799.55	159.91	959.46	4155	204	799.55	Waste collection jun 23
30/06/2023	227T45567		BIFFA	BIFFA	143.80	28.76	172.56	4156	204	143.80	Waste collection Jun 23
30/06/2023	227T45568		BIFFA	BIFFA	129.35	25.87	155.22	4155	205	129.35	Waste collection Jun 23
30/06/2023	227T45569		BIFFA	BIFFA	54.45	10.89	65.34	4156	204	54.45	Waste collection Jun 23
19/06/2023	1006202301		BLUES BROTHERS	BLUESBROTH	1,706.04	0.00	1,706.04	746	0	1,706.04	Ultimate commitments 10/6/23
30/06/2023	3073787179		BOC	BOC	122.15	24.42	146.57	4700	201	122.15	Gas
15/06/2023	0195794		BOOKER	BOOKER	104.11	20.82	124.93	4761	201	72.90	Bar supplies
								4700	201	24.22	Bar supplies
								4152	204	6.99	Bar supplies
26/05/2023	0213185		BOOKER	BOOKER	84.01	16.80	100.81	4710	201	37.99	Bar supplies
								4761	201	36.45	Bar supplies
								4700	201	9.57	Bar supplies
28/06/2023	BB02		BOOTLEG BLONDIE	BOOTLEGBLO	1,250.00	0.00	1,250.00	747	0	1,250.00	Bootleg Blondier 29/6/23
30/06/2023	3270		BRANDPEST	BRAND	40.00	8.00	48.00	4187	204	40.00	Pes control contract jun 23
30/06/2023	3273		BRANDPEST	BRAND	55.00	11.00	66.00	4187	205	55.00	Wasps
15/06/2023	M060R4		BT	BT	79.16	15.83	94.99	4487	204	79.16	Broadband Jun 2023
02/06/2023	9082090		CASTLE WATER DD	CASTLEWADD	519.64	49.72	569.36	4115	310	519.64	Water 1/4/23-30/9/23
07/06/2023	52432		CBS	CBS	824.00	164.80	988.80	4170	204	824.00	Contract 1/6-30/6/23
07/06/2023	52433		CBS	CBS	450.08	90.02	540.10	4170	204	450.08	Contract 1/6-30/6/23
30/06/2023	58903		CENTRAL COM LIVEPAY	CCMLPAY	48.00	9.60	57.60	4550	101	48.00	Payroll June 2023
01/06/2023	257358		CIA	CIA	881.00	176.20	1,057.20	4175	310	881.00	LTA charge 1/7/23-30/6/24
21/06/2023	2631		CONNCOMPUT	CONNECT	720.00	144.00	864.00	4484	101	720.00	Support June and July 2023
06/06/2023	907157276		MOLSON COORS	COORS	1,030.44	206.09	1,236.53	4700	201	1,030.44	Bar supplies

Purchase Ledger for Month No 3

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
20/06/2023	907179732		MOLSON COORS	COORS	1,376.91	275.38	1,652.29	4700	201	1,376.91	Bar supplies
29/06/2023	MAY23		DAN DUNK	DAN DUNK	15.66	0.00	15.66	4041	204	15.66	Expense May 23
26/06/2023	1013		DIRESTRAITS	DIRESTRAIT	2,000.00	400.00	2,400.00	741	0	2,000.00	Dire straits
19/06/2023	INV05003	4737	DTM CONTRACTORS LTD	DTM CONTR	433.77	86.75	520.52	4170	205	433.77	Repair/replace crash bar
01/06/2023	CN02479		ENVIROMENTAL H S	ENVIROMENT	-1,636.38	-327.28	-1,963.66	4187	101	-1,636.38	Credit Annual Contract
26/06/2023	26062023		END EXPL SCOUTS	EXPLORERS	1,800.00	0.00	1,800.00	508	0	1,800.00	Scouts - Coronation
01/06/2023	20725		FESTIVE LIGHTING	FESTIVELIG	7,486.69	1,497.34	8,984.03	4655	150	7,486.69	Y2 hire charges 2023
20/06/2023	2309		FLEETJAZZ	FLTJAZ	720.00	0.00	720.00	729	0	720.00	Advance July
10/06/2023	21		GC LIGHTING	GC LIGHTNG	144.00	0.00	144.00	746	0	144.00	Ultimate commitments
23/06/2023	22		GC LIGHTING	GC LIGHTNG	96.00	0.00	96.00	741	0	96.00	Money for nothing lighting
05/06/2023	58257459	4736	HCC	HCC	98.55	19.71	118.26	4400	101	98.55	Stationery
19/06/2023	58259220	04738	HCC	HCC	43.12	8.62	51.74	4400	101	43.12	Stationery
06/06/2023	3611650783	4726	HCC	HCC	12,304.00	0.00	12,304.00	4800	110	12,304.00	Fleet Connect 2023/24
28/06/2023	4000010848		HDC	HDC	153.00	30.60	183.60	4720	201	153.00	Hire of annex car park 2023
09/06/2023	INV21313		HOGS BACK	HOGSBACK	199.07	39.81	238.88	4700	201	199.07	Bar supplies
14/06/2023	INV21575		HOGS BACK	HOGSBACK	199.07	39.81	238.88	4700	201	199.07	Bar supplies
23/06/2023	10547525		HSBC	HSBC	234.56	0.00	234.56	4420	101	234.56	Bank Charges May 23
23/06/2023	10582999		HSBC	HSBC	13.19	0.00	13.19	4420	101	13.19	Bank Charges May 23
06/06/2023	CCARDMAY		HSBC	HSBC	1,239.57	115.21	1,354.78	4445	101	6.00	CC/CB/MAY23/GIFFGAFF
								4763	201	124.29	CC/CB/MAY23/BAR SNACKS
								4400	101	4.58	CC/CB/MAY23/PAPER
								508	0	-108.42	CC/CB/MAY23/CORON GENER
								4030	101	32.68	CC/CB/MAY23/RH SOCIAL MEDIA
								4030	101	40.00	CC/CB/MAY23/MINUTE COURSE LR
								4155	350	80.00	CC/CB/MAY23/GARDEN WASTE
								4170	208	250.00	CC/BC/MAY23/INS EXCESS
								4486	101	3.00	CC/BC/MAY23/MICROSOFT
								4486	101	135.15	CC/BC/MAY23/MICROSOFT
								4486	101	166.07	CC/BC/MAY23/MICROSOFT

## Purchase Ledger for Month No 3

## Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								4481	204	8.33	CC/AR/MAY23/SPOTIFY
								4720	201	333.33	CC/AR/MAY23/ARTIST ACCOM
								4720	201	71.22	CC/AR/MAY23/ARTIST HOSPITALITY
								4011	204	69.99	CC/AR/MAY23/JOB ADVERT
								4432	201	23.35	CC/AR/MAY23/FACEBOOK
07/06/2023	MAY23		HSBC	HSBC	74.19	0.00	74.19	4420	101	74.19	Bank Charges 8/5-7/6/23
15/06/2023	ALBC7		IVY MUSIC COMPANY	IVYMUSIC	600.00	0.00	600.00	771	0	600.00	Albert Cummings 15/7
20/06/2023	CORON		JANET STANTON	JANET	142.50	0.00	142.50	508	0	142.50	Food/Drink bowls
05/04/2023	CINV001		KOLMIKON	KOLMIKON	150.00	0.00	150.00	4720	201	150.00	Lighting operator
30/04/2023	CINV005		KOLMIKON	KOLMIKON	150.00	0.00	150.00	4720	201	150.00	Lighting operator
01/06/2023	INV110829		LOCAL EXPOSURE LTD	LOCAL EXP	291.66	58.33	349.99	4432	201	291.66	Google street view annual char
07/06/2023	470471		MASON OWEN	MASON OWEN	5,944.49	1,188.90	7,133.39	4280	205	5,944.49	Service Charges 23/24
09/06/2023	05231646		MINTNETWORK	MINTNETWOR	104.31	20.86	125.17	4440	101	104.31	Tel Calls May 23
31/05/2023	16349		NIGEL JEFFRIES	NIGELJEFFR	13,453.25	2,690.65	16,143.90	4200	208	2,263.07	Grounds Maint May 23
								4200	301	1,432.42	Grounds Maint May 23
								4200	310	3,848.97	Grounds Maint May 23
								4200	315	2,051.73	Grounds Maint May 23
								4200	320	1,744.77	Grounds Maint May 23
								4200	325	722.93	Grounds Maint May 23
								4200	350	1,083.73	Grounds Maint May 23
								4200	330	305.63	Grounds Maint May 23
08/06/2023	16409	4731	NIGEL JEFFRIES	NIGELJEFFR	760.00	152.00	912.00	4169	350	760.00	Supply and plant bedding displ
21/06/2023	16415		NIGEL JEFFRIES	NIGELJEFFR	70.00	14.00	84.00	4169	301	70.00	Bench repair
21/06/2023	16416		NIGEL JEFFRIES	NIGELJEFFR	160.00	32.00	192.00	4169	350	160.00	Move bench
30/06/2023	16475		NIGEL JEFFRIES	NIGELJEFFR	13,453.25	2,690.65	16,143.90	4200	208	2,263.07	Gronds Maint June 23
								4200	301	1,432.42	Gronds Maint June 23
								4200	310	3,848.97	Gronds Maint June 23
								4200	315	2,051.73	Gronds Maint June 23
								4200	320	1,744.77	Gronds Maint June 23

## Purchase Ledger for Month No 3

## 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
								4200	325	722.93	Gronds Maint June 23
								4200	350	1,083.73	Gronds Maint June 23
								4200	330	305.63	Gronds Maint June 23
16/06/2023	IN07364809		NPOWER	NPOWER	22.60	1.17	23.77	4122	310	22.60	Elec 1/5-31/5/23
16/06/2023	IN07387912		NPOWER	NPOWER	3,018.34	603.67	3,622.01	4122	204	3,018.34	Elec 1/5-31/5/23
16/06/2023	IN07460702		NPOWER DD	NPOWERDD	18.04	0.90	18.94	4122	208	18.04	Elec 1/5-31/5/23
16/06/2023	IN07595468		NPOWER DD	NPOWERDD	216.57	10.83	227.40	4122	310	216.57	Elec 1/5-31/5/23
16/06/2023	IN07595473		NPOWER DD	NPOWERDD	55.51	2.78	58.29	4122	315	55.51	Elec 1/5-31/5/23
16/06/2023	IN07595477		NPOWER DD	NPOWERDD	25.76	1.29	27.05	4122	320	25.76	Elec 1/5/23-31/5/23
16/06/2023	IN07595512		NPOWER DD	NPOWERDD	132.59	6.63	139.22	4122	205	132.59	Elec 1/5-31/5/23
09/06/2023	5288782		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	Card charges
09/06/2023	5288783		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	Card charges
01/06/2023	PBM20230011BC		PETER BARTON	PETERBRT	1,080.00	0.00	1,080.00	793	0	1,080.00	Big country
30/06/2023	001745		CHCLEANING	PRIMA	2,321.10	464.22	2,785.32	4150	204	2,321.10	Cleaning 1/6-30/6/23
30/06/2023	001746		CHCLEANING	PRIMA	629.85	125.97	755.82	4150	205	629.85	Cleaning 1/6-30/6/23
30/06/2023	001747		CHCLEANING	PRIMA	384.85	76.97	461.82	4150	204	384.85	Cleaning 1/6-30/6/23
30/06/2023	001748		CHCLEANING	PRIMA	115.65	23.13	138.78	4150	315	115.65	Cleaning 1/6-30/6/23
30/06/2023	001749		CHCLEANING	PRIMA	57.75	11.55	69.30	4150	310	57.75	Cleaning 1/6-30/6/23
30/06/2023	001750		CHCLEANING	PRIMA	115.65	23.13	138.78	4150	320	115.65	Cleaning 1/6-30/6/23
30/06/2023	001751		CHCLEANING	PRIMA	128.50	25.70	154.20	4150	208	128.50	Cleaning 1/6-30/6/23
28/06/2023	28062023		PRINCESTONES	PRINCESTON	95.00	0.00	95.00	4936	350	95.00	Ashes interment
26/06/2023	467		PROD GG	PROD	1,686.00	337.20	2,023.20	4720	201	1,686.00	Engineer services
05/06/2023	SIN015250		REJUVO	REJUVO	12,946.53	2,589.31	15,535.84	4200	350	12,946.53	Cemetery works
10/06/2023	001409		RUPERT PETERS MUSIC	RUPERT P M	150.00	0.00	150.00	716	0	150.00	Live sound voodoo room
21/06/2023	19298		SCANDOR	SCANDOR	5,110.90	1,022.18	6,133.08	4202	350	5,110.90	Releas of retention
01/06/2023	46192		SDSL	SDSL	330.00	66.00	396.00	4485	101	330.00	Computer backup
01/06/2023	INV17933		SG POS	SGPOS	70.00	14.00	84.00	4728	101	70.00	Web services June 2023
30/06/2023	51950		SHIELD SECURITY SERV	SHIELD SEC	35.00	7.00	42.00	4188	204	35.00	Keyholding June 23
26/06/2023	JUN23		SIAN TAYLOR	SIAN	50.33	0.00	50.33	4445	350	23.33	Expenses June 23- mobile

**Purchase Ledger for Month No 3**

**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
								4041	350	27.00	Expenses June 23 - mileage
01/06/2023	MAYEXP23		SIAN TAYLOR	SIAN	77.33	0.00	77.33	4445	350	23.33	Mobile
								4041	350	54.00	Mileage
08/06/2023	28306		SPECIALIST LIGHTING	SPECIALIST	606.00	121.20	727.20	4182	201	606.00	Lights
30/06/2023	9519001070003		SSE SOUTHERN ELECTRI	SSE SOUTHE	175.94	8.79	184.73	4122	325	175.94	Elec 1/4-29/6/23
01/06/2023	INV1344		SUSX HR HUB	SUX HR HUB	80.00	16.00	96.00	4551	101	80.00	Monthly HR Services
30/06/2023	23060068		TICKETSOLVE	TICKETSOLV	1,332.79	0.00	1,332.79	4490	201	1,332.79	Sales June 2023
09/06/2023	30289246323		TOTAL ENERGIES DD	TOTENGDD	2,043.57	408.72	2,452.29	4120	204	2,043.57	Gas 30/4/23-31/5/23
09/06/2023	30289247423		TOTAL ENERGIES DD	TOTENGDD	113.58	5.68	119.26	4120	205	113.58	Gas 30/4/23-31/5/23
10/06/2023	30334946923		TOTAL ENERGIES DD	TOTENGDD	26.97	1.35	28.32	4120	208	26.97	Gas 30/4-31/5/23
01/06/2023	HI590360		UNITED HYGIENE	UWR	148.68	29.74	178.42	4152	205	148.68	Hygiene 1/6-30/6/23
01/06/2023	HI590417		UNITED HYGIENE	UWR	660.27	132.05	792.32	4152	204	660.27	Hygiene 1/6-30/6/23
01/06/2023	GRANT23		VICTIM	VICTIM	200.00	0.00	200.00	4855	110	200.00	Grant 2023
21/06/2023	2629756	4740	VIKING	VIKING	35.87	7.17	43.04	4400	101	35.87	A3 paper
18/06/2023	B5604703551		VODAFONE	VODAFONE	35.34	7.07	42.41	4445	204	11.78	Mobile Phones June 23
								4445	301	11.78	Mobile Phones June 23
								4445	101	11.78	Mobile Phones June 23
<b>TOTAL INVOICES</b>					<u>106,976.10</u>	<u>16,393.07</u>	<u>123,369.17</u>			<u>106,976.10</u>	

Outstanding Balances by Month as at 12/07/2023

A/C Code	Customer Name	Balance	Jul 2023	Jun 2023	May 2023	Prior Months	On A/c Pymnts
<b>Ledger No 1: Sales Ledger 1</b>							
BABY	BABY	724.80	0.00	698.40	0.00	26.40	0.00
BAKER	TWG	228.00	0.00	43.80	184.20	0.00	0.00
BALLETSCH	BALLET	-10.20	0.00	0.00	0.00	-10.20	0.00
BLOODNAT	BLO	399.60	0.00	0.00	0.00	399.60	0.00
CALEBS	CALEBS COFFEE	2,853.87	0.00	0.00	2,853.87	0.00	0.00
CEMETERY	CEM	3,366.56	2,780.00	0.00	0.00	586.56	0.00
COT	COT	178.94	0.00	178.94	0.00	0.00	0.00
DALBY	DALBY	75.36	0.00	75.36	0.00	0.00	0.00
DOUGHTY	DOU	-0.01	0.00	0.00	0.00	-0.01	0.00
EDWARDS	EDW	1,665.98	0.00	831.66	834.32	0.00	0.00
FLEET COLT	COLTS	1,668.00	0.00	0.00	0.00	1,668.00	0.00
FLEET PCN	FLEET PCN	168.00	0.00	0.00	168.00	0.00	0.00
FOSS R	FOS	63.36	0.00	63.36	0.00	0.00	0.00
FTFC	FLEET	600.00	0.00	600.00	0.00	0.00	0.00
GODDARDS	GODDARDS	490.00	490.00	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	136.32	0.00	68.16	68.16	0.00	0.00
HOLMES	HOLMES	160.00	0.00	160.00	0.00	0.00	0.00
JEWETT	C JEWETT	92.70	0.00	0.00	0.00	92.70	0.00
KAWWANN	KAW	219.60	0.00	0.00	0.00	219.60	0.00
LT DANCE	LT	0.01	0.00	0.00	0.00	0.01	0.00
MESSENGER	MESSENGER	615.76	0.00	615.76	0.00	0.00	0.00
MORTGAGE	FLEET MORTGAGES	20.40	0.00	20.40	0.00	0.00	0.00
PARAFIT	PARA	65.00	0.00	65.00	0.00	0.00	0.00
PRE	AF	1,905.54	0.00	1,005.24	900.30	0.00	0.00
PREETHIKHARAVICHANTHAAR		75.36	0.00	75.36	0.00	0.00	0.00
ROCK CHOIR	CHOIR	576.00	0.00	576.00	0.00	0.00	0.00
SALSA	SALSA	244.80	0.00	244.80	0.00	0.00	0.00
SEEDALL	SEE	376.32	0.00	376.32	0.00	0.00	0.00
TEA	TEA	231.30	0.00	231.30	0.00	0.00	0.00
TIFF	TIFF	79.38	0.00	0.00	0.00	79.38	0.00
U3A HARLY	U3A	240.00	0.00	120.00	120.00	0.00	0.00
YATELEYFC	YATELEY FC	85.00	85.00	0.00	0.00	0.00	0.00
<b>Total Sales Ledger</b>		<b>17,683.59</b>	<b>3,355.00</b>	<b>6,049.86</b>	<b>5,128.85</b>	<b>3,149.88</b>	<b>0.00</b>
<b>TOTAL SALES LEDGER BALANCES</b>		<b>17,683.59</b>	<b>3,355.00</b>	<b>6,049.86</b>	<b>5,128.85</b>	<b>3,149.88</b>	<b>0.00</b>



**OFFICER:** Rochelle Halliday, Executive Officer  
**DATE:** 12<sup>th</sup> July 2023  
**MEETING:** Policy & Finance 19<sup>th</sup> July 2023  
**SUBJECT:** Item 6a – Budget Preparation Timetable 2024/2025

The Committee is asked to agree which Members of the Committee are to serve on the Budget Preparation Working Party and to approve the timetable for the preparation of the 2023/24 budget.

The suggested timetable is as follows:

<b>2023</b>	
<b>19 July</b>	P & F Committee note budget preparation timetable and appoint Budget Preparation Working Group.
<b>5 Sept - 3 Oct</b>	Budget drafting by staff, to include initial headline budget scenarios based on last year's financial performance and current year early projections.
<b>18 October</b>	P & F Committee consider first draft budget – agenda is issued 11 October.
<b>During this period possible meetings of the Budget Working Group as required</b>	
<b>22 November</b>	Agenda preparation for Council on 6 December 2023 to include the draft budget.
<b>6 December</b>	Council considers first draft of budget. Agreed amendments incorporated.
<b>18 December</b>	Final draft of budget to be prepared for Council approval on 3 January 2024.
<b>2024</b>	
<b>3 January</b>	Final approval of budget and precept.

**RECOMMENDATION**

- a) To approve the suggested timetable.

**SUBJECT: INVESTMENT AND CURRENT ACCOUNTS**

Account balances for Fleet Town Council as at 30 June 2023

<b>Account</b>	<b>Funds</b>	<b>Interest Rate</b>	<b>Comment</b>
HSBC Current Bank Account, Account No: 61539272	£1,205,260.38		
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.
The Cambridge Building Society, Account No: CB01348177	£100,000.00	1.0%	Interest paid into HSBC current account, annually.
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£1,350,000.00	4.73552% Per annum	Interest paid into HSBC current account, monthly.
<b>TOTAL</b>	<b>£3,455,718.54</b>		

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

Nationwide £458.08

Interest received in January 23 into HSBC account:

Cambridge Building Society for the year Jan – Dec 2022 £402.74

Interest received in June 23 into HSBC account:

CCLA £5,327.47

**Recommendation**

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



# Retention and Disposal of Documents Policy

Policy & Finance Committee Approval:  
Due for next Review:

## 1. Introduction

1.1 Fleet Town Council recognises that the efficient management of its records is necessary to comply with legal and regulatory obligations and to contribute to the effective overall management of the Council. This document provides the overall policy framework through which this effective management can be achieved.

## 2. Objectives:

- 2.1 To meet the requirements under the General Data Protection Regulation (GDPR), Freedom of Information and Human Rights legislation.
- 2.2 To ensure that records are retained for the appropriate length of time to satisfy legal, financial, and other requirements.
- 2.3 To provide consistent approach to record management.

## 3. Scope of the policy:

3.1 This policy applies to all records created, received, or maintained by the Council in the course of carrying out its functions.

3.2 This policy applies to all records in any format – hard copy or electronic.

3.3 Responsibilities:

- The Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Executive Officer of the Council.
- The Executive Officer and the Council must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the Council's records management guidelines.
- No records particularly those containing personal data will be retained longer than necessary.
- All Council related email correspondence must be carried out through official Council email addresses. Unless there is a valid reason to retain an email for longer, it should only be kept for as long as it is useful.

3.4 Archiving and Destruction:

- It is unnecessary for the Council to keep all information forever. Therefore, information may be either destroyed or archived in line with this policy.

- Back-up copies stored on alternative media must be destroyed at the same time as the original version.
- Information held on more than one medium, including the website, should be destroyed at the same time.
- Confidential or sensitive data must be shredded. All other documentation should be shredded.
- Records which are duplicated, unimportant or only of a short-term value should be destroyed in the normal course of business.
- Electronic mailboxes must be routinely reviewed, and emails kept for a maximum 6 months, unless the data is required for a legitimate business reason, in which case it can be kept for longer.

## DATA RETENTION POLICY

Record Type	Minimum Retention Period	Reason
<b>COUNCIL ADMINISTRATION</b>		
Signed minutes of council & committee meetings	Permanent	Archive and legal record
Reports considered by council & committees	Permanent	Archive and legal record
Agenda papers	Permanent	Archive and legal record
Notes taken to compile minutes	Destroy once minutes approved	Management
Draft documents	Destroy once final version has been approved	Management
Routine correspondence hard copy & email	Retain as long as useful	Management
Request under FOI Act	5 years	Management
Complaints	5 years after closure of case	Management
Publications received incl. magazines & journals, reports from other bodies	Retain as long as useful and relevant	Management
<b>COUNCIL MEMBERS</b>		
Register of interests	18 months after individual ceases to be a member	Management
Members' Declarations of Interest	Permanent (noted in minutes)	Management
Dispensations under Localism Act 2012	Permanent (noted in minutes)	Management
<b>FINANCE</b>		
Annual Return & Year End Accounts	Permanent	Archive and legal record
Financial ledgers – receipts & payments	Permanent	Archive and legal record
Receipt books	6 years	VAT/audit
Copy invoices (sales)	6 years	VAT/audit
Paid invoices (purchases)	6 years	VAT/audit
Bank Statements	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit

<b>Record Type</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
Budget	Permanent (with minutes)	Archive
Budgetary preparation papers	2 years + current	Audit
Budgetary monitoring/control papers	2 years + current	Audit
Audit reports– internal & external	6 years	Audit
VAT records	6 years	VAT
Quotations & tenders	6 years	Limitations Act 1980
Scales of fees & charges	6 years	Management
Investments	Indefinite	Audit/Management
Payroll Files	12 years	Superannuation
Claim forms – expense & timesheets	Last completed audit year	Audit
<b>INSURANCE</b>		
Insurance Policy & Records	While valid	Management
Claims records & correspondence	7 years after all obligations are concluded	Legal requirement
Certificate of Employer's Liability	40 years	Legal requirement
<b>HUMAN RESOURCES</b>		
Personal files (not including payroll)	6 years after cease employment	Management
Job application forms (unsuccessful)	6 months	Management
Grievance & Disciplinary Records	Retain for period of employment	Management
Performance Development	5 years or period of employment	Management
<b>PROPERTY &amp; LEGAL</b>		
Asset Register	Permanent	Audit & Management
Leases (where FTC is lessee) & copies of land register	Permanent	Archive
Leases (where lessor)	6 years after expiry of lease	Management
Asset management records (inventories etc)	2 years	Management
Service records of equipment	7 years after disposal	Management
S106 Agreements	Permanent	Archive
Contract Documentation	6 years after completion	Limitation Act 1980
Unsuccessful quotes/tenders	2 years	Audit
<b>FACILITIES</b>		
Hire Agreements	6 years	VAT
Lettings Records	6 years	VAT
Copy Invoices (as finance above)	6 years	VAT/Audit
<b>HEALTH &amp; SAFETY</b>		
Equipment Inspection Records	6 years from disposal of equipment	Statutory
Premises Inspection Records	6 years from disposal of equipment	Management
Accident Record Books	25 years from closure of book	Statutory
Risk Assessments	3 years from closure of Council	Management
<b>PLANNING</b>		

<b>Record Type</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
Applications – all consultative documents	Not retained	Held by planning authority
Council comments	Not retained separately – Permanent (in minutes)	Held by planning authority
<b>PUBLIC RELATIONS</b>		
Council publications – newsletters/leaflets	Permanent	Archive
Press Releases	6 years	Archive
Press Cuttings	Permanent	Archive
<b>CEMETERY</b>		
Register of fees collected	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI.204)
Register of burials	Indefinite	As above
Register of purchased graves	Indefinite	As above
Register/plan of grave spaces	Indefinite	As above
Register of memorials	Indefinite	As above
Applications for interment	Indefinite	As above
Applications for right to erect memorials	Indefinite	As above
Disposal certificates	Indefinite	As above
Copy certificates to grant of exclusive right of burial	Indefinite	As above
Papers, letters, old boxes, and general documents	No minimum - destroy after 2 years	Management



**Privacy Policy**  
**General Public Privacy Notice**

Policy and Finance Committee Approved:  
Due for next Review:

**1. Your personal data – what is it?**

1.1 “Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual. ~~T.e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data~~he processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the Data Protection Act 2018, the General Data Protection Regulation (the “GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

**2. Who are we?**

2.1 This Privacy Notice has been prepared by Fleet Town Council, who is the data controller for your data.

**3. Other data controllers the Council works with:**

- [Other Local Authorities](#) (e.g. [Hart District Council](#), [Hampshire County Council](#))~~Hampshire County~~
- [Community groups;groups](#)
- [Charities;Charities](#)
- Other not for profit [entities;entities](#)
- [Contractors;Contractors](#)
- [Police? Police? Police](#)
- [Other organisations](#) (e.g. [Copyright Protection PRS](#), [PPL](#))

3.1 We may need to share your personal data that we hold with other data controllers so that they can carry out their responsibilities. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the Council and the other data controllers may be “joint data controllers”, which mean we are all collectively responsible to you for your data.

3.2 Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller. A description of what personal data the Council processes and for what purposes is set out in this Privacy Notice.

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#### **4. The Council will process some or all of the following personal data where necessary to perform its tasks:**

- Names, titles, aliases, videos and photographs.
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to the services provided by a Council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants.
- Where you pay for activities, such as use of Council facilities, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

#### **5. How we use sensitive personal data**

5.1 We may process sensitive personal data including, as appropriate:

- To comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing, and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
  - In limited circumstances, with your explicit written consent.
  - Where we need to conduct our legal obligations.
  - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

#### **6. Do we need your consent to process your sensitive personal data?**

6.1 In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

#### **7. The Council will comply with data protection law**

7.1 This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access, and disclosure.

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## 8. We use your personal data for some or all the following purposes:

- To deliver public services including to understand your needs to provide the services that you request, to understand what we can do for you and inform you of other relevant services and events.
- To confirm your identity to provide some services.
- To contact you by post, email, telephone or using social media (e.g. Facebook, Twitter, WhatsApp).
- To help us to build up a picture of how we are performing.
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions.
- To enable us to meet all legal and statutory obligations and powers including any delegated functions.
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury.
- To promote the interests of the Council.
- To maintain our own financial accounts and records.
- To seek your views, opinions, or comments.
- To notify you of changes to our facilities, services, events and staff, Councillors, and other role holders.
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives.
- To process relevant financial transactions including grants and payments for goods and services supplied to the Council.
- To allow the statistical analysis of data so we can plan the provision of services.
- For the streaming or recording of Council meetings and their publication online.
- Our processing may also include the use of CCTV systems for the prevention and prosecution of crime and for monitoring purposes.

## 9. What is the legal basis for processing your personal data?

9.1 The Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process the personal data of residents or people using the Council's services. We will always take into account your interests and rights.

9.2 This Privacy Notice sets out your rights and the Council's obligations to you. We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities ~~an allotment garden tenancy~~. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

## 10. Sharing your personal data.

10.1 This section provides information about the third parties with whom the Council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly because they

process and protect your personal data. It is likely that we will need to share your data with some or all the following (but only where necessary):

- The data controllers listed above under the heading “Other data controllers the Council works with”.
- Our agents, suppliers, and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software.
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

## 11. How long do we keep your personal data?

11.1 We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period. For example, it is currently best practice to keep financial records for a minimum period of 6 years to support HMRC audits or provide tax information.

11.2 We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Council is permitted to retain data to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose if we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

## 12. Your rights and your personal data

12.1 You have the following rights with respect to your personal data:

- When exercising any of the rights listed below, to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.
- **The right to access personal data we hold on you.**
  - At any point you can contact us to request the personal data we hold on to you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.
  - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
- **The right to correct and update the personal data we hold on you.**
  - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- **The right to have your personal data erased.**
  - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
  - When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- **The right to object to processing of your personal data or to restrict it to certain purposes only.**
  - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you

and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

- **The right to data portability**
  - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- **The right to withdraw your consent for the processing of any data to which consent was obtained.**
  - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- **The right to lodge a complaint with the Information Commissioner's Office.**
  - You can contact the Information Commissioner's Office on 0303 123 1113 or via their online web form at <https://ico.org.uk/global/contact-us/> or by letter to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

### 13. Transfer of Data Abroad

13.1 Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

### 14. Further processing

14.1 If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### 15. Changes to this notice.

15.1 We keep this Privacy Notice under regular review, and we will place any updates on [www.fleet-tc.gov.uk](http://www.fleet-tc.gov.uk).

### 16. Contact Details

16.1 Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

Executive Officer, Fleet Town Council, The Harlington, 236 Fleet Road, Fleet, Hampshire, GU51 4BY.

Tel: 01252 625246

Email: [info@fleetoffice@fleet-tc.gov.uk](mailto:info@fleetoffice@fleet-tc.gov.uk)

Field Code Changed

## **Privacy Policy Staff and Councillors**

### **Staff and Councillors Privacy Notice**

Policy and Finance Committee Approved:  
Due for next Review:

Privacy Notice for Staff, Councillors and Role Holders

“Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis, including; volunteers, contractors, agents, and other role holders within the Council including former staff and former Councillors. This also includes applicants or candidates for any of these roles.

#### **1. Your personal data – what is it?**

1.1 “Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the Data Protection Act 2018, the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

#### **2. Who are we?**

2.1 This Privacy Notice has been prepared by Fleet Town Council, who is the data controller for your data.

#### **3. Information about criminal convictions**

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided, we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.
- We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you during you working for us.

#### **4. The Council works together with:**

4.1 Other data controllers, such as local authorities, public authorities, central government, and agencies such as:

- HMRC.
- Staff pension providers.
- Former and prospective employers.
- DBS services suppliers.
- Payroll services providers.
- Recruitment agencies.
- Runnymede Borough Council (CCTV)

4.2 We may need to share personal data we hold with other data controllers so that they can carry out their responsibilities. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration, then the data controllers will be independent and will be individually responsible to you.

#### **5. The Council will comply with data protection law.**

5.1 This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about;
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access, and disclosure.

#### **6. What data do we process?**

- Names, titles, and aliases, photographs.
- Start date / leaving date.
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers, taxpayer identification numbers, staff identification numbers, tax reference codes and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.

- Other operational personal data created, obtained, or otherwise processed while carrying out our activities, including but not limited to, CCTV footage, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries, and insurance claims.
- Next of kin and emergency contact information.
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g., agency, staff referral)).
- Location of employment or workplace.
- Other staff data (not covered above) including level, performance management information, languages and proficiency, licences/certificates, immigration status, employment status, information for disciplinary and grievance proceedings, and personal biographies.
- CCTV footage.
- Information about your use of our information and communications systems.
- Health data, including hearing assessments, which may be shared for the purposes of obtaining professional advice or to comply with legal obligations.

## **7. We use your personal data for some or all of the following purposes:**

7.1 Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Deciding about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you.
- Liaising with your pension provider.
- Administering the contract, we have entered with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance, and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Deciding for the termination of our working relationship.
- Education, training, and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.

- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records.
- To seek your views or comments.
- To process a job application.
- To administer Councillors' interests.
- To provide a reference.

7.2 Our processing may also include the use of CCTV systems for monitoring and security purposes.

7.3 Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

7.4 We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract, we have entered with you.
- Where we need to comply with a legal obligation.
- We may also use your personal data in the following situations, which are likely to be rare:
  - Where we need to protect your interests (or someone else's interests).
  - Where it is needed in the public interest (or for official purposes).

## **8. How we use sensitive personal data**

8.1 We may process sensitive personal data relating to staff, Councillors and role holders including, as appropriate:

Information about your physical or mental health or condition to monitor sick leave and take decisions on your fitness for work.

Your racial or ethnic origin or religious or similar information to monitor compliance with equal opportunities legislation,

To comply with legal requirements and obligations to third parties.

8.2 These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing, and using this type of personal data.

8.3 We may process special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent.
  - Where we need to carry out our legal obligations.
  - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
  - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.

8.4 Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

## **9. Do we need your consent to process your sensitive personal data?**

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

## **10. What is the legal basis for processing your personal data?**

10.1 Some of our processing is necessary for compliance with a legal obligation. We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter a contract.

10.2 We will also process your data to assist you in fulfilling your role in the Council including administrative support or if processing is necessary for compliance with a legal obligation.

## **11. Sharing your personal data**

11.1 Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers, and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions, IT support or to maintain our database software.
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government, and agencies such as HMRC.
- Staff pension providers.
- Former and prospective employers.
- DBS services suppliers.
- Payroll services providers.
- Recruitment agencies.
- Credit reference agencies.
- Professional advisors.

## **12. How long do we keep your personal data?**

12.1 We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period. For example, it is currently best practice to keep financial records for a minimum period of 6 years to support HMRC audits or provide tax information.

12.2 We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Council is permitted to retain data to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose if we believe it is necessary to be able to defend or pursue



a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

### **13. Your responsibilities**

13.1 It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

### **14. Your rights in connection with personal data**

14.1 You have the following rights with respect to your personal data:

- When exercising any of the rights listed below, to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.
  - **The right to access personal data we hold on you.**
    - At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.
    - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
  - **The right to correct and update the personal data we hold on you.**
    - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
  - **The right to have your personal data erased.**
    - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
    - When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
  - **The right to object to processing of your personal data or to restrict it to certain purposes only.**
    - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
  - **The right to data portability.**
    - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
  - **The right to withdraw your consent for the processing of any data to which consent was obtained.**
    - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

- **The right to lodge a complaint with the Information Commissioner's Office.**
  - You can contact the Information Commissioner's Office on 0303 123 1113 or via their online web form at <https://ico.org.uk/global/contact-us/> or by letter to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

## **15. Transfer of Data Abroad**

15.1 Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

## **16. Further processing**

16.1 If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

## **17. Changes to this notice**

17.1 We keep this Privacy Notice under regular review, and we will place any updates on [www.fleet-tc.gov.uk](http://www.fleet-tc.gov.uk).

## **18. Contact Details**

18.1 Please contact us if you have any questions about this Privacy Notice or the personal data, we hold about you or to exercise all relevant rights, queries, or complaints at:

Executive Officer, Fleet Town Council, The Harlington, 236 Fleet Road, Fleet, Hampshire, GU51 4BY

Tel: 01252 625246

Email: [info@fleet-tc.gov.uk](mailto:info@fleet-tc.gov.uk)



## Volunteer Policy

Policy and Finance Committee Approved:

Due for next Review:

### 1. Aims and Principles

1.1 Fleet Town Council believes that volunteering can make a positive difference to the local community and to an individual. Fleet Town Council would like volunteers to be involved in local projects and events run by the council. This is so local people can have an input and feedback about work that the council is doing.

### 2. Recruitment and selection

2.1 A vacant volunteer post for Fleet Town Council may be advertised through Hart Voluntary Action and the Council's website and promoted through social media. Anyone who approaches Fleet Town Council offering their services as a volunteer should be asked to complete an application form and should be interviewed if they are suitable. The principle of the Council's Equality and Diversity policy will be applied when selecting volunteers.

2.2 If the volunteer will be working with vulnerable service users, both references and a Disclosure and Barring Service (DBS) check will be needed.

2.3 If it is decided that the person is not suitable for the volunteering role they have applied for, an explanation should be provided. They should also be advised of other opportunities, as appropriate.

### 3. Security and screening

3.1 Fleet Town Council seeks to select volunteers who meet the specific requirements of the role descriptions relevant to the area of volunteering within Fleet Town Council.

3.2 For certain roles professional, technical, or other qualifications may be required, and volunteers involved in such roles will need to provide evidence of relevant qualifications or have independent confirmation of their experience.

### 4. Disclosure and Barring Service (DBS) Checks

4.1 All volunteers will be required to make a Criminal Convictions Declaration. Where appropriate, and in line with Fleet Town Council Child Protection and Vulnerable

Adults' Policies, volunteers may also be required to have an enhanced check through the Disclosure Service – the Government's Disclosure and Barring Service (DBS) before their placement is confirmed. Fleet Town Council staff will provide advice and assistance in the completion of the disclosure application. DBS checks from previous employment or volunteer placements may not be accepted.

- 4.2 Refusal to complete or update a DBS check form when requested will result in automatic withdrawal of the offer of a placement.
- 4.3 Volunteers can undergo induction and training whilst waiting for their DBS check to be completed but cannot undertake unsupervised face-to-face work until satisfactory checks have been received.
- 4.4 Volunteers are required to inform Fleet Town Council if, at any stage of their volunteering, they receive a conviction or are subject to proceedings that could impinge on their suitability for the role for which they are volunteering or the credibility of Fleet Town Council.
- 4.5 Fleet Town Council does not preclude potential volunteers with previous criminal convictions but will look at each case objectively and fairly without compromising our legal duty of care and considering: -
  - The relevance of any offence in relation to the proposed area of work and volunteer role.
  - The nature of the former offence(s) and the seriousness of them.
  - The time when the offence(s) occurred and whether there has been any pattern of offending.
  - The age and circumstances of the applicant at the time the offence(s) occurred.
  - Whether there has been any significant change of circumstances.

## **5. Role Description**

- 5.1 To ensure that volunteers are clear as to what is required and expected of them and, just as importantly, that their experience of volunteering is rewarding, they will receive a written Volunteer Role Description setting out tasks and responsibilities.
- 5.2 For some roles it will be possible for the volunteer to “build on” certain tasks once their confidence and experience has grown.
- 5.3 As a minimum the Volunteer Role Description will include: -
  - The role title.
  - The tasks and responsibilities associated with the role.
  - The skills and experience required to fulfil the role.
  - To whom, within Fleet Town Council, the volunteer is responsible.

## **6. Induction and Training**

- 6.1 Volunteers will undergo an induction process during which they will have the opportunity to read and discuss all relevant Fleet Town Council policies and

procedures, including those referred to in this policy document. As part of the induction process, they will also be:

- Provided a copy of their Volunteer Role Description.
- Briefed on all Health and Safety Procedures, including those relevant to their specific place of work.
- Introduced to colleagues (paid and unpaid) with whom they will work.
- Advised of any pre-training required in support of the role.
- Invited to sign a Volunteer Agreement (Appendix A) acknowledging that they have been made aware of and understand and all relevant policies, procedures and terms relating to their volunteer role.

6.2 It is the responsibility of the Fleet Town Council staff member supporting and supervising the volunteer to arrange for any training required for specific tasks to be delivered before the volunteer undertakes those tasks. Members of staff should also be aware of the need to continually assess volunteer training needs and should support volunteers in obtaining relevant qualifications and skills within the constraints of available resources.

6.3 A file will be made up for each volunteer, which should contain:

- Application form.
- Confidentiality agreement.
- CRB check.
- Emergency contact details.
- Induction record.
- Training record.

## **7. Support and Supervision**

7.1 Fleet Town Council is committed to supporting all volunteers in carrying out their role. To achieve this each volunteer will have a nominated member of staff responsible for supervising and supporting them in the performance of their role through frequent 'two-way' communication. At these meetings the staff member and volunteer will evaluate on-going activities, discuss, and as far as possible resolve any matters of concern and plan future activities. In some projects these sessions may be offered on a group basis, but volunteers may request a one-to-one meeting if they consider it necessary.

7.2 Volunteers are part of the Fleet Town Council team and will be invited to relevant meetings to keep them updated on activities and projects. This will also provide an opportunity for volunteers to share their views and concerns on Fleet Town Council activities.

7.3 Some volunteers may require extra support to carry out their volunteer roles if for instance they:

- Have physical disabilities or health conditions.
- Have learning disabilities.
- Have mental health issues.
- Are lacking in confidence after a long period of unemployment.

- Are striving to break patterns of negative behaviour, such as gambling or drug misuse.
- Are a non-English speaker.

7.4 Fleet Town Council must be informed immediately of any change in a volunteer's wellbeing, through the relevant supervising member of staff. Fleet Town Council reserve the right to request any volunteer to take time out from volunteering should there be any concerns over their wellbeing.

## **8. Expenses**

8.1 Payment of expenses ensures that potential volunteers are not excluded due to financial reasons. Out of pocket expenses will be paid to volunteers on production of receipts, for:

- Specialist clothing required to complete the task.
- Specialist equipment, including safety equipment.

8.2 Expenses are to be agreed with the Fleet Town Council before any volunteering takes place.

8.3 Fleet Town Council cannot pay for expenses incurred for the following:

- Childcare
- Telephone
- Postage

## **9. Health and Safety**

9.1 Fleet Town Council has a duty of care to volunteers as part of the Health and Safety and Work Act 1974 and the Management of Health and Safety Work Regulations 1999. In relation to the Fleet Town Council Health and Safety policy, a risk assessment should be carried out in relation to the duties any volunteer will be undertaking. Fleet Town Council has a standard risk assessment format that should be completed for any activities or events.

9.2 In addition to this, Fleet Town Council already has in place staff and volunteer risk assessments for any work that is undertaken for countryside work e.g., Action Days.

## **10. Insurance**

10.1 Should anything happen to volunteers whilst carrying out their duties, they are covered by Fleet Town Council employer's liability insurance. Volunteers should not be expected to use their own vehicle for undertaking voluntary duties, such as transporting service users, unless they are appropriately insured, and the documentation has been checked by the Council.

10.2 Fleet Town Council is unable to accept responsibility for the loss, theft or damage or personal possession or valuables.

## **11. Confidentiality**

11.1 Volunteers are bound by the same confidentiality requirements as paid staff. All volunteers are to sign a confidentiality agreement as part of their induction.

11.2 All information of a personal nature relating to our volunteers will be held in compliance with the Data Protection Act 2018 and will not be disclosed outside Fleet Town Council unless the Council has a legal duty to make such a disclosure. Personal data regarding the volunteer will not be held for longer than necessary and will be stored securely.

## **12. Resolution of Problems**

12.1 Volunteers may raise any problems they are experiencing with the Executive Officer, who will try to resolve the matter. Unresolved matters can be addressed through the Council's Complaints policy, if relevant.

12.2 Should the Council have an issue with the volunteer, this will be raised with the individual with the aim of bringing about a resolution.

12.3 If the Council considers that the volunteer's conduct or performance is not to a satisfactory standard and/or is unlikely to improve, the volunteer placement will be terminated. Situations that might lead to the termination of the placement include:

- The volunteers consistently failing to meet the requirements of the Volunteer Role Description.
- A breach of any relevant Fleet Town Council policy or procedure.
- When the volunteer is unable or unwilling to be directed in their involvement by a paid member of staff, or they are unable to relate effectively as part of the overall team.

## **13. Voluntary Termination of an Agreement**

13.1 Fleet Town Council considers that it should not be an embarrassment for volunteers to request that they terminate their agreement with us. It is appreciated that there are many reasons why volunteers "move on"; often it is through achievement and success; equally it may be that a volunteer finds the experience does not match their aspirations or to be unsatisfactory. We do however ask that volunteers who wish to end their placement give us as much notice as possible. Equally Fleet Town Council will also try to give volunteers advance notice if their placement needs to end sooner than planned for reasons such as funding.

13.2 Volunteers who leave Fleet Town Council for any reason will be invited to an exit interview. This procedure provides an opportunity to acknowledge their achievements whilst, through the feedback provided, helping to improve the support given to volunteers and provide vital monitoring and evaluation of our policies and procedures.



## Volunteer Agreement

Volunteers are an important and valued part of Fleet Town Council, and we hope that, as a full and valued member of our team, you find volunteering with us to be both enjoyable and rewarding.

This Agreement, made between \_\_\_\_\_(NAME) and Fleet Town Council (FTC) on \_\_\_\_\_(date) acknowledges that the former intends to donate services to FTC and FTC intends to accept the donation of those services.

**Note: This is not a Contract of Employment.**

Role Title: \_\_\_\_\_

Responsible to: \_\_\_\_\_

This agreement sets out what a volunteer can expect from FTC and what we can expect from the volunteer. We aim to be flexible and will do our best to accommodate the specific requirements of individual volunteers. A signed copy of this Agreement will be held by FTC.

Please refer to the Volunteers Policy for further information. All volunteers will be briefed on policies as part of their induction process but, in summary, FTC will, through the nominated member of staff named above:

- Provide you with a role description setting out your tasks (objectives) and responsibilities and any parameters within which they must be exercised.
- Introduce you to the role and ethos of FTC and your role within it.
- Provide any initial training, including induction training necessary for you to undertake your role.
- Respect your skills, dignity and individual wishes and do our best to meet them.
- Provide you with appropriate supervision and support whilst volunteering with FTC.
- Consult with you on a regular basis and keep you informed of any changes or emerging issues that may impact on your role.
- Insure you against injury you may suffer or cause through negligence.
- Address any complaints in accordance with the procedures set out in our Volunteer Policy.
- Apply our policies as appropriate to you and all volunteers. Details of which policies apply to volunteers are set out in our Volunteer Policy



**In return, as a volunteer you are expected to:**

- Agree that your services shall be donated with no entitlement or expectation of any present or future salary, wages, or other benefits for these voluntary services.
- Accept the responsibilities and limits set out in your volunteer role description.
- Follow the supervision and direction of any FTC personnel (employee, or volunteer) to whom you have been assigned to perform services and to participate in any training considered necessary by FTC to perform those services.
- Agree to sign a volunteer Attendance Record at each volunteering session if required.
- Always comply with FTC policies, procedures and standards applicable to volunteers.
- Respect and maintain, for the duration of this Agreement and thereafter, the confidentiality of information gained whilst volunteering with FTC particularly that relating to staff and service users.
- Not disclose any confidential or sensitive information to any unauthorised person
- Meet all agreed time commitments or provide reasonable notice where unforeseen circumstances prevent you from doing so that alternate arrangements can be made.

In signing this agreement, I, the volunteer named above accept and agree to the foregoing and further agree that this agreement is binding in honour only, is not intended to be a legally binding contract between FTC and myself and may be cancelled at any time at the discretion of either party. Neither FTC nor I intend any employment relationship to be created either now or at any time in the future.

<b>Signed (on behalf of FTC) :</b>	
<b>Name:</b>	
<b>Appointment:</b>	
<b>Date:</b>	
<b>Signed (Volunteer)</b>	
<b>Name:</b>	
<b>Date:</b>	



# Subject Access Request Policy

Policy and Finance Committee Approved:  
Due for next Review:

## Internal and External Subject Access Requests

### 1. Introduction

1.1 All living individuals (“data subjects”) have the right under the Data Protection Act 2018 to request a copy of the personal information that is held about them.

### 2. Purpose

2.1 This Policy outlines the procedures the Council will take when a data subject requests a copy of their personal data, commonly referred to as a “Subject Access Request” (SAR).

2.2 The Act entitles individuals to receive:

- a description of personal data.
- an explanation of why the data is being held.
- an explanation of who the data has been or may be given to.
- a copy of the data with technical terms explained.
- where available, given details of the source of the data.
- how long their data will be kept.

### 3. Scope

3.1 The Policy applies to all data subjects such as residents, service users and employees who request access to personal information that is held by the Council. It includes all personal data the Council collects and uses whether it is held in electronic or paper format and includes recordings, imaging records, photographs, and CCTV.

### 4. What is a Valid Request?

4.1 A SAR request is valid provided there is a sufficient description of the information required. You can make a subject access request (SAR) on someone else's behalf only if:

- You have their written permission to do so, or

- They are your child and are too young to make the request themselves. (Defined in accordance with the UN Convention on the Rights of the Child as anyone under 18, unless “under the law applicable to the child, majority is attained earlier”) or they may authorise someone to act on their behalf. As assessment of the child’s competency and the nature of the data requested will be assessed by the relevant Council Officers who will collect and collate the requested data.
- You have a power of attorney for the person concerned, or
- You have a court order authorising you to make the request.

## **5. Making a Request**

5.1 Requests can be made by email, letter or by telephone. The data subject must provide identification to evidence that they are the requestor or that they are a third party who has the right to make the request on behalf of another.

5.2 The following form is to be used to obtain details of verification.

## **6. Identification**

6.1 A list of the suggested documentation for verification is one of each from the two categories below:

### ID

- current passport
- current UK photocard driving license.
- birth certificate

### ADDRESS

- recent bank statement (with full address) dated within the last 3 months.
- recent original utility bill (with full address) dated within the last 3 months or
- current UK photo card driving licence (if not used for evidence of name)

## **7. Council Process for SARS**

- We will promptly acknowledge receipt of the SAR.
- The Council will comply at the latest within one month of receipt of the request. As a result, the date for the response will vary, depending on the month in which the request was made. The time limit commences on the day the request is received and the ID has been validated.
- The data subject will be advised with an explanation of if an extension is necessary.
- We will first verify whether we are controller of the data subject’s personal data. If we are not a controller, but merely a processor, we will inform the data subject and refer them to the actual controller.
- We will verify the identity of the data subject; if needed, request any further evidence on the identity of the data subject as detailed.
- We will verify whether we process the data requested. If we do not process any data, we will inform the data subject accordingly. At all times we will make sure the internal SAR policy is followed and progress can be monitored.

- We will ensure data will not be changed because of the SAR. Routine changes as part of the processing activities concerned are permitted.
- We will verify whether the data requested also involves data on other data subjects and make sure this data is filtered before the requested data is supplied to the data subject; if data cannot be filtered, we will ensure that other data subjects have consented to the supply of their data as part of the SAR.
- Once verification of the requester and data is confirmed we will send the information in the format indicated on the form. You may be able to arrange to come to the council offices to collect the information.
- A database will be maintained to allow the Council to report on the volume of requests and compliance against the statutory timescale.

You can read more about your right of access by visiting: <https://ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/>

## 8. Exemptions

8.1 The council will send you information within the scope of your request. However, the council is allowed under the Data Protection Act 2018 to withhold (redact) certain information in some circumstances. The council will only do this where an exemption applies – common examples that may apply are detailed below:

Exemption	Brief outline
Documents containing information about another person (third party)	<p>Where information relates to another individual (a third party) as well as the person making the request, the information about the person requesting will not be released if doing so will mean that information relating to the third party would be disclosed. The exceptions to this are where:</p> <ul style="list-style-type: none"> <li>• the third party has consented to the disclosure, or</li> <li>• it is reasonable in all the circumstances to disclose the information without that individual's consent.</li> </ul> <p>In deciding whether it may be reasonable to disclose the following will be considered:</p> <ol style="list-style-type: none"> <li>a) any duty of confidentiality owed to the third party</li> <li>b) whether the council feels it is necessary to seek consent of the third party</li> <li>c) whether the third party is capable of giving consent</li> <li>d) any express refusal of consent by the third party.</li> </ol> <p>The council will also consider whether the information in question is already known to the individual, or whether it is possible to undertake a partial redaction allowing us to disclose the information without identifying the third party.</p>
Documents written by another person (third party)	<p>Where a document is written by another person or organisation these are not automatically exempt.</p> <p>Whilst the council is allowed to seek a view from the author of the document, it is the Council's decision whether to disclose or not.</p>

	<p>Before applying this exemption, the council will take the following into account:</p> <ul style="list-style-type: none"> <li>• Does the document contain information already known to the requester?</li> <li>• Is it likely the requester would have already received a copy?</li> <li>• Is there anything contentious in the document that is likely to cause concern if disclosed?</li> <li>• Has that document been marked in any way to indicate that disclosure is not allowed?</li> </ul>
Legally privileged information	<p>Personal data is exempt if it consists of information for which legal professional privilege (LPP) could be maintained in legal proceedings. The LPP exemption is fairly narrow and cannot be applied to all legal documentation.</p> <p>The actual content of the information is important when considering whether LPP applies as just the mere fact that it is a communication with a lawyer / solicitor does not make the document legally privileged.</p> <p>LPP can be applied to documents created on instructing a lawyer or as a result of advice being given for the use in a legal case or in anticipation of a legal case.</p>
Serious harm to physical or mental health or condition	<p>Health data is exempt where granting a subject access request would be likely to cause serious harm to the physical or mental health or condition of the data subject or any other person. This exemption only applies in the most serious cases and can only be used in consultation with an appropriate medical professional.</p>
Management information	<p>Personal data processed for the purposes of management forecasting or planning is exempt where disclosure would be likely to prejudice the conduct of that business or other activity of the council.</p>

## 9. Complaints

9.1 If Data subjects are concerned about the response to their SAR, they have the right to ask for a Review if they are dissatisfied with the response.

9.2 If they are still not satisfied, the data subject has the right to request that the Information Commissioner make a further assessment of compliance:  
<https://ico.org.uk>

## Ask for copies of your data.

You have the right to ask for copies of your personal data we store and use. This is your right of access, also known as making a subject access request or SAR. We'll normally respond at the latest within one calendar month of receiving your request. There may be times where we need longer as outlined in the policy. We'll let you know if this is the case.

You don't have to use this form to ask for copies of your data, but it's helpful for us to know what you're looking for so we can respond fully and promptly.

Please send your completed form to us using the contact details at the bottom of the page.

You can read more about your right of access by visiting: <https://ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/>

### 1. Who's making this request?

We're asking for your contact details so we can send your response and discuss your request with you (if needed). You only need to give us relevant details. For example, you only need to give us your postal address if you'd like us to respond by post or if you think it would help us identify you. We may ask you for proof of ID if we feel it's reasonable and proportionate. The timescale for responding to your request will start when we receive this.

<b>Name</b>	
<b>Contact number</b>	
<b>Email Address</b>	
<b>Postal Address</b>	

Are you making this request on behalf of someone else?

- Yes**
- No (Please move to section three)**

## 2. Please provide contact details of the person you are making the request for.

If you're making the request on behalf of someone else, we need to know who they are and their contact details in case we need to get in touch.

<b>Name</b>	
<b>Contact number</b>	
<b>Email Address</b>	
<b>Postal Address</b>	

### Other contact information for the person you are making the request for

You also need to give us proof of your authority to act on their behalf. For example, this could be written authorisation from them or a relevant power of attorney.

Please send proof of authority together with this form when you make your request.

Yes, I've got proof of my authority to act on someone else's behalf and I'll include it with my form. (Please move to section four.)

No, I haven't got any proof of authority yet, but will send it at a later date. I understand you can't action my request until you receive this information.

## 3. How would you like us to respond to you?

We'll try and respond to you in the way that suits you. Please let us know if you need us to make any adjustments for you e.g. large font.

**Email**       **Post**       **Other (please specify)**

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#### 4. What personal data are you requesting?

If you know exactly what personal data you're looking for, it's helpful if you let us know.

For example, if you need a specific email, we could search for this using a particular word or phrase.

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**Briefly describe your request**

#### 5. Is there a date range of the personal data you're asking for?

It's helpful if you're as specific as possible about your request. For example, if you've been a customer for several years, but you only need data about your recent purchase history, you could ask for data about things you've bought only in the last few months.

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**Date from**

**Date to**

#### 6. Can you tell us anything else to help us with our search?

If there's anything else of relevance you can tell us to help us identify you or the data you're requesting, please include this here. For example, any aliases, date of birth, order number or a customer reference number.

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**Further information to help us find the data you need**

**Thank you. We will acknowledge receipt of this request within 3 days after receipt by the Council.**



**OFFICER:** Rochelle Halliday, Executive Officer  
**DATE:** 13<sup>th</sup> July 2023  
**MEETING:** Policy & Finance 19<sup>th</sup> July 2023  
**SUBJECT:** Item 11 - Executive Officer's Report

### **1. Budget Preparation Timetable 2024/2025 (Item 6c.)**

#### Guidance to Officers to aid the preparation of the 2024/2025 budget

The Committee is asked to provide some initial guidance on the principles for next year's draft budget.

General guidance on the following areas would be helpful to Officers:

- If the Consumer Prices Index percentage (month to be agreed) should be used as a basis for the budget increase and how this should be applied. The value of the grounds maintenance contract is based on the Retail Prices Index for April.
- Expectations regarding the allocated budget for Harlington Development.
- Whether the Council may wish to build up reserves to plan for future capital expenditure, such as playground replacement.
- Any expectations on The Harlington events and hall hire income and maintenance expenditure, allowing for the ageing facilities.
- Major projects to be considered in the year that will need costing for the budget.

Last financial year, the ongoing post COVID uncertainty was built into the budget, resulting in a deficit budget (funded from reserves) being set. The ongoing financial uncertainty of high inflation and relatively high energy costs, both of which the Council is exposed to, resulted in a deficit budget being also set for the current financial year.

Better than expected sales at The Harlington and cost savings resulted in a year end surplus last financial year, that was difficult to predict until the final quarter of the financial year.

Whilst the draft budget for next year will be set prudently, Members are asked to ensure there is enough contingency in the budget to deal with unforeseen events, such as the ongoing management of the badger sett at the Cemetery.

#### **RECOMMENDATION**

6c) That Members give any guidance to Officers to aid the preparation of the 2024/25 budget.

### **2. Investment Report (Item 7.)**

In addition to the Investment Report attached, the Finance and Administration Manager has completed a search of higher rate savings accounts.

Cambridge Building Society have a Council Saver account at 1.60% gross pa which it is believed to be the Council's account. Cambridge issue statements once a year in January, however, one of the account signatories could contact the Building Society to confirm the account type.

Cambridge Building Society also have Notice Business Saver, at 2.35% gross pa and 1-year fixed rate business bond at 3.50% gross pa, however these are either notice to withdraw accounts or no withdrawal within certain period of time.

Unity Trust Bank are a business banking and loans provider to Parish Councils and other organisations. They currently have a fee free 2.60% gross pa account with variable instant access.

The account cannot be used for making payments. As with the Cambridge account, money can be transferred to another account if required, for which there may be a fee.

There is a company called Arlingclose who provide financial advice on Parish Council investments, borrowing and accounting should it be needed. They have worked with numerous councils including Guildford, Winchester, Rushmoor, Yeovil and Swanage Town Council.

NatWest offer an 1.36% instant access savings account and Royal Bank of Scotland offer 1.92%. Cambridge & Counties Bank offer 3.75% with 95 day notice, interest paid on anniversary and Redwood Bank offer 2.85% on 35 day notice, interest also paid on anniversary. As discussed before, the Council is likely to prefer depositing funds with a recognised institution.

With the current HSBC account balance being £1.2 million, expenditure per month being around £60,000 and next precept being due in September, Officers believe it would be sensible to move £250,000 to CCLA as this is the highest interest rate account held, even if there is lead time to withdraw.

Should the Committee wish to Officers to explore any of these options further, please let the Executive Officer know at the meeting.

### 3. Writing Off of Unpaid Accounts (Item 8.)

The Committee is asked to consider writing off the unpaid accounts listed below and also an accounting anomaly. For the unpaid accounts, customers have been chased multiple times for payment. Officers have been informed that casual hall bookings and cemetery bookings should be paid in advance to confirm the booking. The more regular chasing of overdue accounts has also been requested to ensure debts do not accumulate.

#### Unpaid Accounts

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 Harlington Ticketing Error

- Request to write off £152.00.

Original show pricing for November 2022 wrongly applied to the rescheduled show on February 2023 as the event went on sale. The error was spotted as the sales went live, and the price was manually corrected immediately. This was a human error made by the Box Office. The show producer was not alerted to the error as this was an internal mistake. There is £152 to write off and records of all the reports to support this have been kept. The error was raised with The Harlington General Manager and Executive Officer at the time.

#### **RECOMMENDATION**

To approve writing off the stated unpaid accounts.

### 4. Policy Review (Item 9.)

The Finance and Administration Manager has prepared a number of new policies to address data protection requirements, the retention and disposal of documents and a volunteer policy.

The Complaints policy has been amended by the Admin Support Officer, supported by Cllr Schofield, mainly to clarify how the Council deals with Code of Conduct complaints received via the Monitoring Officer. Amended and additional wording is shown in red. Deleted text is crossed through.

## **RECOMMENDATIONS**

To approve policies a) to f) as listed on the agenda.

### **5. IT Infrastructure and IT Support Contract (Item 10.)**

The Finance and Administration Manager has been gathering information and initial quotes for the replacement of the Council's IT server and IT support service.

Officers were advised on 2<sup>nd</sup> March 2023 by the current IT support provider that both current servers will stop being supported by Microsoft as of 1<sup>st</sup> October 2023. This will mean no security or update patches will be issued, opening FTC up to a large security risk. The servers are also out of warranty. The IT support provider also advised that he is likely to be retiring before the end of 2023. All this together has prompted a thorough look at the Council's current IT infrastructure and the requirement for IT support. We do not believe there is a current contract in place for IT, although we pay for 8 hours of support per month.

After speaking with a few IT companies and from previous knowledge, most servers are now cloud based. This limits the potential cost of replacing the server hardware and the issue of physical backups, as this will take place in the cloud. It also enables easier access from offsite once set up, than is currently in place. The Council's existing IT support provider has advised that he does not support cloud operations and would therefore be unable to provide a quote.

Initial quotes have been received, but they all need fine tuning due to ensure they are standardised and to cater for all of the Council's requirements. Initial calculations show that the new IT infrastructure is likely to be within budget, although there are some unknown costs, such as upgrading the internet connection from ADSL to Fibre to the Cabinet with Wi-Fi boosters installed.

A local IT firm has completed an audit to map out the Council's IT infrastructure. This is a standalone audit and does not impact any decision on a supplier. The audit is not yet completed due to waiting time on Rialtas providing information about the cost of a cloud based service for the finance system.

When the likely move to a cloud based server was discussed at the last Risk Management Working Group meeting, it was suggested that all Members are issued with Chromebooks to access Council papers. The cost of this will be investigated and added to the IT infrastructure project for a future decision.

The final decision and full quotes for the IT infrastructure project and IT support contract will be brought to the September Council meeting for a decision. Officers would welcome any comments or suggestions from Members about the information provided.

### **6. Hygiene Contract Update**

The transfer of the soap, toilet roll and hygiene consumables contract to a new supplier has been put on hold. This is due to ambiguous information being provided by the current supplier regarding the termination notice period. The Finance and Administration Manager is currently in discussions with the supplier to determine the best course of action, which may include running the contract to the end period in 2024.

### **7. Review of Bank Signatories**

A review of the bank account signatories is desirable to expand the number of users who can authorise payments and to remove any inactive users. A proposal will be brought to a future meeting.

## **8. Ancells Farm Pavilion Business Rates**

To confirm that the business rates queried at the last meeting for the Ancells Farm Sports Pavilion are correct, as the Ancells Farm Community Centre has had business rates relief applied this year.

## **9. Letter of Thanks from All Saints Church**

Please find attached a lovely thank you letter from All Saints Church for the £1,000 grant awarded by the Council for the community garden.

If any Members would like to join me in visiting the garden and the restored Church, do let me know.