



## THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

### THE POLICY AND FINANCE COMMITTEE

**Wednesday 19<sup>th</sup> October 2022, 7.00pm at The Harlington**

All committee members are summoned to attend

To Councillors: P. Einchcomb, S. Engström, R. Fang, L. Holt, R. Robinson, R. Richmond, B. Schofield, S. Tilley and G. Woods

Signed: 

Rochelle Halliday, Executive Officer  
Date: 12<sup>th</sup> October 2022

### AGENDA

#### 1. APOLOGIES

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

#### 2. DECLARATIONS OF INTEREST

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

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

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

To receive questions and statements from members of the public.

#### 4. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Policy and Finance Committee held on Wednesday 20<sup>th</sup> July 2022 (*copy attached*).

## Part 1 – ITEMS FOR DECISION

### 5. QUARTERLY FINANCIAL MONITORING REPORT

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

#### A 2022/23

- |  |                                    |
|--|------------------------------------|
| a. Quarterly Report                          | <i>included in the agenda pack</i> |
| b. Harlington Monthly Performance totals     | <i>included in the agenda pack</i> |
| c. 2022/23 Projections at 30 September 2022  | <i>included in the agenda pack</i> |
| d. Balance sheet as at 30 September 2022     | <i>included in the agenda pack</i> |
| e. Budget detail as at 30 September 2022     | <i>included in the agenda pack</i> |
| f. Earmarked Reserves                        | <i>included in the agenda pack</i> |
| g. Detailed Income & Expenditure – Sept 2022 | <i>on FTC portal and website</i>   |
| h. Bank Reconciliation – September 2022      | <i>on FTC portal and website</i>   |
| i. Cash Book Receipts – September 2022       | <i>on FTC portal and website</i>   |
| j. List of Payments – September 2022         | <i>on FTC portal or website</i>    |
| k. List of Purchase Ledger Payments          | <i>on FTC portal or website</i>    |
| l. List of Debtors                           | <i>on FTC portal and website</i>   |
| m. Q 2 VAT return 2022/23                    | <i>on FTC portal and website</i>   |

*All of the above documents are available on the FTC portal and FTC website.*

**B** To confirm that the bank reconciliations for September 2022 equal zero and Councillor Robinson to confirm that the bank statements match the reconciliations and has signed the bank statements and payment schedules.

#### RECOMMENDATION

- a. To receive and accept into the minutes the 2022/23 Quarterly Report and Accounts.
- b. To confirm that the bank reconciliations for September 2022 equal zero and Councillor Robinson to confirm that the bank statements match the reconciliations and has signed the bank statements and payment schedules.

### 6. BRIEFING PAPER – BACKGROUND AND CHALLENGES FOR 2022 TO 2026 (*copy attached*).

To review and update the briefing paper issued for the 25<sup>th</sup> May 2022 Policy and Finance Committee meeting, for consideration in light of next year's budget discussions.

#### RECOMMENDATION

To review and update the briefing paper as required.

### 7. BUDGET 2023/24

- a. To review the requested budget options for 2023/24 (*see attached draft budget spreadsheet and summary of proposed changes spreadsheet*).
- b. To agree dates for the Budget Preparation Working Group meetings.

#### RECOMMENDATION

- a. To review the budget options and determine the key principles for preparing next year's budget and precept request.

- b. To agree meeting dates as required to enable the draft budget and precept to be reviewed at the Council meeting in December and for final approval at the Council meeting in January.

## **8. INVESTMENT REPORTS**

- a. To receive an investment options report for consideration (*copy attached*).
- b. To consider the quarterly investment report (*copy attached*).

### **RECOMMENDATION**

- a. To consider future investment options for Fleet Town Council.
- b. To note the balances held in the Fleet Town Council Accounts.

## **9. GRANTS**

Members to receive and note the record of the grants awarded to date (*copy attached*).

### **RECOMMENDATION**

To note the grant awards report.

## **10. WRITING OFF OF BAD DEBTS**

The Council has the following bad debts for hires at Ancells Farm Community Centre (see attached reports):

1. M Rejniak - £379.50 unpaid periodic hires between November 2020 to November 2021
2. Rockfit - £122.40 unpaid periodic hires between February 2020 and March 2020

The hirers have been chased several times for payment.

### **RECOMMENDATION**

To write off both bad debts totalling £501.90.

## **11. POLICIES**

To receive and review the following policies (*copies attached*):

- a. Health & Safety
- b. Standing Orders (review only)
- c. Financial Regulations (review only)
- d. Asbestos Management Plan
- e. Control and Management of Contractors Policy
- f. Contractor Management Checklist

### **RECOMMENDATION**

To approve the following policies:

- a. Health & Safety
- b. Standing Orders (review only)
- c. Financial Regulations (review only)
- d. Asbestos Management Plan
- e. Control and Management of Contractors Policy
- f. Contractor Management Checklist

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

### **12. EXECUTIVE OFFICER'S REPORT**

To note any updates from the Executive Officer.

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

The next meeting of the Policy and Finance Committee will be held on Wednesday 15<sup>th</sup> February 2023 at 7.00pm at The Harlington.

## **Part 3 CONFIDENTIAL ITEMS**

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

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

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

There are no confidential items.



## FLEET TOWN COUNCIL

### MINUTES OF THE POLICY AND FINANCE COMMITTEE

Wednesday 20<sup>th</sup> July 2022 at 7pm  
At The Harlington

#### PRESENT

**Councillors:** P. Einchcomb, S Engstrom, R. Robinson, B. Schofield, S Tilley, G. Woods (Deputy Chairman)

**Also Present:** Janet Stanton - Town Clerk  
Sarah Moore – Finance and Administration manager  
Wendy Allen – Acting Committee Clerk

#### PF July 2022 ITEM 1 APOLOGIES

Members received and accepted apologies for absence from Councillor Chenery due to family illness, Councillor Holt was on holiday and Councillor Richmond due to a family commitment.

#### PF July 2022 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### PF July 2022 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

#### PF July 2022 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Wednesday 25<sup>th</sup> May 2022 were approved and signed by the Deputy Chairman.

#### PF July 2022 ITEM 5 QUARTERLY FINANCIAL MONITORING REPORT

Members considered the commentary of the Town Clerk with an overview of the financial performance May 2022 to June 2022, together with the reports below:

- a. Quarterly Report
- aa. Harlington Monthly Performance Tables
- b. 2022-2023 Budget Projections as at 30 June 22
- c. Balance sheet as at 30<sup>th</sup> June 2022
- d. Budget detail as at 30<sup>th</sup> June 2022
- e. Detailed Income & expenditure – 30 June 22
- f. Bank Reconciliation – 31 May 2022
- g. Bank Reconciliation – 30 June 2022
- h. Cash Book Receipts – 31 May 2022
- i. Cash Book Receipts – 30 June 2022
- j. List of Payments 31 May 2022

- jj. List of purchase ledger payments May 22
- k. List of Payments – 30<sup>th</sup> June 2022
- kk. List of purchase ledger payments June 22
- l. List of Debtors

The following matters were raised and discussed:

- £40,000 extra costs mainly due to increase in grounds maintenance and staffing costs.
- As fuel prices are so high all costs are increasing.
- The Clerk and her successor will monitor the budget over the coming year.
- Harlington event ticket sales are not being purchased very far in advance and bar sales have not recovered.
- HDC hold £65,000 for Town Centre improvements as a result of the Aldi / Home Bargains development planning agreement to help resolve the loss of business. Applications are invited for this money and members are asked to put forward any ideas.
- S106 £55,000 claim not paid yet

Members noted that Councillor Robinson confirmed that the bank reconciliation for May 2022 and equals zero, and the bank statements match the reconciliation and has signed the bank statements and payment schedules.

## **RESOLVED**

A. To receive and accept into the minutes:

- a. Quarterly Report
  - aa. Harlington Monthly Performance Tables
- b. 2022-2023 Budget Projections as at 30 June 22
- c. Balance sheet as at 30<sup>th</sup> June 2022
- d. Budget detail as at 30<sup>th</sup> June 2022
- e. Detailed Income & expenditure – 30 June 22
- f. Bank Reconciliation – 31 May 2022
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- k. List of Payments – 30<sup>th</sup> June 2022
- kk. List of purchase ledger payments June 22
- l. List of Debtors

B. To accept Councillor Robinson's confirmation that the bank reconciliations for May 2022 equal zero and Councillor Robinson to confirm that the bank statements match the reconciliations and has signed the bank statements and payment schedules.

## **PF July 2022 ITEM 6**

## **INVESTMENT REPORT**

Members received and considered the quarterly investment report and discussed the following:

- Better rate for deposit accounts now available
- Consider moving £1.35m
- Length of time to commit the money in a new savings account

## **RESOLVED**

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

B. Request the Clerk to investigate a 3-year account for the £1.35 m currently held by CCLA to review at the September full Council meeting.

**PF July 2022 ITEM 7**

**BUDGET PREPARATION TIMETABLE 2023/2024**

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

- Working group to be open to all Councillors
- The Clerk has meeting with her successor on 9<sup>th</sup> and 16<sup>th</sup> August and will discuss the budget
- A maintenance budget was set for this year
- Produce draft budgets with a 5% and 10% uplift
- Public works loan board interest rate is fixed
- Strategy needs to be developed to include operational costs and aspirational projects

**RESOLVED**

- a. That the draft timetable be agreed
- b. That all Members to be given the opportunity to serve on the Budget Preparation Working Group
- c. That Members requested operational costs to be modelled at 5% and 10%
- d. Members to put forward any major spend ideas for consideration

**PF July 2022 ITEM 8**

**GRANTS**

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

- Rent waiver for Fleet Phoenix not inconsiderable
- The majority of year’s grant budget has been allocated to one user
- Basingstoke canal dredging has not been carried out regularly
- Grant expectation year on year by regular applicants to be managed
- Strategy meeting could consider the Community Grant

**RESOLVED**

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

**PF July 2022 ITEM 9 CLERK’S REPORT**

Nothing was reported.

**PF July 2022 ITEM 10**

**DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Wednesday 19<sup>th</sup> October 2022 at 7pm in the Harlington.

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

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

**Chairman**

## Officer Report

### Policy and Finance Committee Meeting

**SUBJECT:** Quarterly Financial Monitoring Report  
**OFFICERS:** Rochelle Halliday, Executive Officer / Alex Robins, The Harlington General Manager  
**DATE:** 12<sup>th</sup> October 2022

#### Background

The purpose of this report is to provide the Committee with an overview of the Council's financial performance up to 30 September 2022 and to highlight any issues. Individual cost centres have been reviewed and where there is a significant deviation from the expected income or expenditure additional comment is made to explain the reason for this.

The previous Town Clerk completed a full mid year update of the budget projections, which now shows an improved year end position from previously reported, with the overall budget deficit now standing at £44,890. Running costs will be closely monitored over the remaining half of the year.

Further savings are expected on the salary budget, due to the Council running with vacancies for the Committee Clerk and the Finance Administrator. The Committee Clerk role has been filled internally and has provided a small saving against budget. The Finance Administrator role will not be actively promoted at this stage as the finance workload is being managed at the moment. Longer term, this role will need to be filled to free up capacity for the Finance and Administration Manager.

#### Council Operations

- 101 Administration**  
4001 Employer's National Insurance - will be brought back into line with the budget due to the reversal of the Health and Social Care Levy from 6<sup>th</sup> November.
- 115 Precept**  
1900/1901 Precept Operational / New Harlington - the final instalment of the precept was received in September.
- 208 / 301 Various Open Spaces**  
**310 / 315** 4250 Tree Surgery - £12k is budgeted across various cost centres. Expected to go  
**320 / 325** £3k over budget for tree survey work and a further £3k over budget for ad hoc tree  
**350** surgery. Will continue to monitor spending in these cost centres.
- 315 Oakley Park**  
4202 Additional Grounds Works – the budget line is now overspent by £7.4k due to the footpath resurfacing, which will be funded from reserves.



## General

- It's proving to be a challenging year, even more so than anticipated. Hires are back at normal levels, however, audiences haven't returned to previous levels anywhere near as quickly as was expected. They are slowly growing but it's a sluggish process and will certainly not be a quick result. This is an industry wide issue and recognised by bands, promoters and venues across the country. Many shows are still being cancelled due to low ticket sales, something the officer is seeing across social media on a daily basis and through conversations with both bands and promoters.

The industry has been hit with many obstacles since Covid, most importantly to come would have to be the cost of living crisis. The full extent of this is yet to be seen and would be considered to be a key factor in how event sales perform across the remainder of 2022 and into the early part of 2023.

### **Ticket sales**

As mentioned in the General section above, sales have slowly grown, however not at the rate expected. Early signs show that there has been an upsurge in the past few weeks, with autumn sales slowly growing despite the rises in cost of living. People will come out for the right thing, but many seem to be limiting the number of events they attend.

In September alone three shows have been cancelled due to low ticket sales, another due to the band having to fly to New Zealand earlier than planned because of flight cancellations/delays and two more due to the passing of HM Queen Elizabeth. This represents the majority of the September programme.

The officer will continue to programme the "safest bets" for the time being and monitor performance in order to take decisive action if required, based on the financial viability of individual shows.

A new season brochure is scheduled to be produced and delivered in November, however, it hasn't been possible to make contact with the local delivery company used, despite numerous attempts. An alternative is being sought, with both door-to-door delivery and postal options being investigated. At present, although more expensive, it's looking likely that the postal option will be used on this occasion, being the only realistic way of fulfilling the drop within a reasonable period. This will also give the officer the option to include some additional areas and increase the circulation in order to drive ticket sales. Due to the previous brochure drop falling just prior to the current financial year, this is a very rare occasion the budget would allow for this to be possible.

### **Hall hire**

Hires are as back to normal as possible after the loss of such things as the music school over the closedown period. However new bookings have been added and the vaccination/screening programme continues and has been busy since their August closedown.

Income is exactly on target to date.

## **Bars**

Bar sales are determined by ticket sales, so are naturally below budget due to lower ticket sales and event cancellations. The positive news is that the customer spend per head is achieving or exceeding targets, meaning that as ticket sales continue to grow, the bars will start achieving budget. When people attend events they are continuing to spend as they had previously, so bar spend will grow directly in line with ticket sales.

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

Ancillary sales aren't as far adrift as they possibly should be in the current climate. A good December could put them back on target.

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

No coffee shop sales across the year. The area has been used for vaccinations and will continue to be so for the foreseeable future.

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

The officer is attempting to control building maintenance costs as far as is possible, but they are running higher than would be liked at this point in the year due to various essential system failures/repairs, some ongoing. Together with utility costs, these will be key to controlling costs throughout the remainder of the year.

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

- The centre is performing well against hall hire target and should be expected to hit budget at year end if this continues throughout the rest of the financial year.

In terms of expenditure, everything is running to target other than building maintenance, which has reached its annual budget due to unavoidable expense on the front door and various minor jobs internally.

## **RECOMMENDATION**

- That the contents of the report are noted.

Monthly Performance Totals (net of VAT)

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

<b>August</b>	<b>Hall Hire Income</b>	<b>Ticket sales</b>	<b>% of capacity</b>	<b>Perf costs</b>	<b>Contribution</b>	<b>Ancillary sales</b>	<b>Cost of stock</b>	<b>Contribution</b>	<b>Casual Staffing</b>	<b>Total performance income</b>	<b>Total performance costs</b>	<b>Total performance contribution</b>
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 553.74	£ 221.80	£ 331.94	£ 162.67	£ 1,692.94	£ 384.47	£ 1,308.47
<b>TOTALS FOR AUGUST</b>	<b>£ 1,139.20</b>	<b>£ -</b>		<b>£ -</b>	<b>£ -</b>	<b>£ 553.74</b>	<b>£ 221.80</b>	<b>£ 331.94</b>	<b>£ 162.67</b>	<b>£ 1,692.94</b>	<b>£ 384.47</b>	<b>£ 1,308.47</b>
<b>September</b>	<b>Hall Hire Income</b>	<b>Ticket sales</b>	<b>% of capacity</b>	<b>Perf costs</b>	<b>Contribution</b>	<b>Ancillary sales</b>	<b>Cost of stock</b>	<b>Contribution</b>	<b>Casual Staffing</b>	<b>Total performance income</b>	<b>Total performance costs</b>	<b>Total performance contribution</b>
Northsyde & Friends	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Bootleg Blondie	£ -	£ 4,087.96	80%	£ 1,000.00	£ 3,087.96	£ 2,527.73	£ 1,012.95	£ 1,514.78	£ 359.50	£ 6,615.69	£ 2,372.45	£ 4,243.24
Stayin Alive	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Vision Of Elvis	£ -	£ 2,953.33	64%	£ 2,500.00	£ 453.33	£ 901.74	£ 363.18	£ 538.56	£ 201.47	£ 3,855.07	£ 3,064.65	£ 790.42
The Stumble	£ -	£ 1,063.33	42%	£ 600.00	£ 463.33	£ 531.57	£ 214.30	£ 317.27	£ 94.68	£ 1,594.90	£ 908.98	£ 685.92
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 193.33	£ 78.16	£ 115.17	£ 26.91	£ 393.33	£ 105.07	£ 288.26
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 665.40	£ 277.16	£ 388.24	£ 68.63	£ 910.40	£ 345.79	£ 564.61
Comedy Club	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Connor Selby	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Jazz Club	£ -	£ 841.67	44%	£ 720.00	£ 121.67	£ 318.16	£ 127.72	£ 190.44	£ 82.17	£ 1,159.83	£ 929.89	£ 229.94
Terry Alderton	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
The Doors Alive	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Rock Choir x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 36.25	£ 14.50	£ 21.75	£ -	£ 236.25	£ 14.50	£ 221.75
Ceroc x 5	£ 1,424.00	£ -	n/a	£ -	£ -	£ 550.49	£ 221.27	£ 329.22	£ 216.69	£ 1,974.49	£ 437.96	£ 1,536.53
<b>TOTALS FOR SEPTEMBER</b>	<b>£ 2,069.00</b>	<b>£ 8,946.29</b>		<b>£ 4,820.00</b>	<b>£ 4,126.29</b>	<b>£ 5,724.67</b>	<b>£ 2,309.24</b>	<b>£ 3,415.43</b>	<b>£ 1,050.05</b>	<b>£ 16,739.96</b>	<b>£ 8,179.29</b>	<b>£ 8,560.67</b>
<b>TOTALS</b>	<b>£ 14,679.08</b>	<b>£ 49,386.80</b>		<b>£ 37,017.05</b>	<b>£ 12,369.75</b>	<b>£ 32,480.37</b>	<b>£ 13,096.50</b>	<b>£ 19,383.87</b>	<b>£ 5,721.90</b>	<b>£ 96,546.25</b>	<b>£ 55,835.45</b>	<b>£ 40,710.80</b>

**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 6)**

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**Note: Budget Report as at 30.09.22**

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>101</b>	<b><u>Central Administration</u></b>									
1053	Grant money and funding	0	2,870	0	99	0	0	0	0	0
1870	Interest Income	3,230	1,093	500	6,366	12,000	0	0	0	0
	<b>Total Income</b>	<b>3,230</b>	<b>3,963</b>	<b>500</b>	<b>6,465</b>	<b>12,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4000	Salaries	124,000	120,633	140,511	65,120	130,801	0	0	0	0
4001	Employers National Insurance	10,200	8,293	14,051	6,205	11,000	0	0	0	0
4002	Employers Pension	6,500	6,116	7,026	3,546	8,170	0	0	0	0
4005	Contracted Staffing	0	208	0	200	400	0	0	0	0
4011	Staff Recruitment	0	349	500	300	1,000	0	0	0	0
4015	Recharge staff hours	-18,480	-18,480	-19,219	-9,700	-19,219	0	0	0	0
4020	COVID19	1,000	256	1,000	0	0	0	0	0	0
4030	Training	3,000	330	3,000	781	3,000	0	0	0	0
4041	Mileage/Travel/Sustinance	102	30	100	12	100	0	0	0	0
4130	Insurance	9,500	9,130	9,675	9,196	9,675	0	0	0	0
4156	Recycling	500	0	500	0	500	0	0	0	0
4175	Equipment Maintenance	600	0	600	497	600	0	0	0	0
4185	Equipment	3,000	2,648	6,750	426	2,750	0	0	0	0
4187	Health & Safety	8,000	7,968	8,000	3,385	8,000	0	0	0	0
4400	Stationery & Consumables	3,500	3,807	3,640	1,143	3,640	0	0	0	0
4401	Document Management	5,000	0	5,000	0	0	0	0	0	0
4420	Bank Charges	3,060	1,585	3,182	822	2,500	0	0	0	0
4430	Promotion/Publicity/Vision	7,140	6,333	7,425	320	7,425	0	0	0	0
4435	Website	918	480	900	240	700	0	0	0	0

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

Note: Budget Report as at 30.09.22

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4440	Telephone & Broadband	2,400	1,407	2,496	355	2,496	0	0	0	0
4445	Mobile Phones	663	111	680	61	500	0	0	0	0
4455	Postage	102	176	106	137	106	0	0	0	0
4460	Subscriptions	3,060	2,826	3,208	2,694	3,208	0	0	0	0
4480	Computer Maintenance	1,020	605	1,060	545	1,060	0	0	0	0
4481	Software/Licenses	2,500	2,043	2,600	108	2,600	0	0	0	0
4484	Computer Support	6,120	6,060	6,360	2,543	6,360	0	0	0	0
4485	Computer Storage	1,734	1,320	1,800	660	1,500	0	0	0	0
4486	E-mail Exchange	3,570	3,533	3,712	1,396	3,712	0	0	0	0
4530	Councillor Development	0	0	0	0	0	0	0	0	0
4550	Payroll Services	612	419	650	329	650	0	0	0	0
4551	HR Services and staff welfare	2,040	1,073	2,590	484	2,000	0	0	0	0
4555	Legal Fees and Costs	2,040	1,696	2,120	288	2,120	0	0	0	0
4560	Accountancy fees	714	959	990	558	1,115	0	0	0	0
4561	VAT Consultancy fees	204	259	210	200	260	0	0	0	0
4564	Procurement fees	3,000	1,750	3,120	0	3,000	0	0	0	0
4580	Audit Fees	3,500	3,500	3,640	1,200	3,500	0	0	0	0
4995	Miscellaneous Expenditure	0	18	0	0	0	0	0	0	0
4997	Unplanned Expenditure	0	0	0	470	470	0	0	0	0
	<b>Overhead Expenditure</b>	<b>200,819</b>	<b>177,441</b>	<b>227,983</b>	<b>94,521</b>	<b>205,699</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(197,589)</b>	<b>(173,478)</b>	<b>(227,483)</b>	<b>(88,056)</b>	<b>(193,699)</b>		<b>0</b>		
<b>105</b>	<b><u>Civic and Democratic</u></b>									
4041	Mileage/Travel/Sustinance	156	0	160	0	160	0	0	0	0

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**Fleet Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 6)**

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**Note: Budget Report as at 30.09.22**

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4430	Promotion/Publicity/Vision	2,550	1,060	3,550	246	4,875	0	0	0	0
4530	Councillor Development	1,071	267	1,110	354	1,110	0	0	0	0
4535	Chairman's Allowance	1,185	697	1,230	163	1,230	0	0	0	0
4537	Members Allowances	2,040	241	2,120	59	2,120	0	0	0	0
4540	Elections	0	0	25,000	7,900	7,900	0	0	0	0
	<b>Overhead Expenditure</b>	<b>7,002</b>	<b>2,265</b>	<b>33,170</b>	<b>8,722</b>	<b>17,395</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(7,002)</b>	<b>(2,265)</b>	<b>(33,170)</b>	<b>(8,722)</b>	<b>(17,395)</b>		<b>0</b>		
<b>110</b>	<b><u>Grants</u></b>									
4538	Community Support	1,530	167	6,590	0	1,590	0	0	0	0
4800	Fleet Link	13,770	11,117	11,560	11,729	11,729	0	0	0	0
4810	Basingstoke Canal	18,675	18,309	19,041	18,309	18,309	0	0	0	0
4855	Community grants	10,812	10,633	11,244	7,740	11,244	0	0	0	0
	<b>Overhead Expenditure</b>	<b>44,787</b>	<b>40,226</b>	<b>48,435</b>	<b>37,778</b>	<b>42,872</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(44,787)</b>	<b>(40,226)</b>	<b>(48,435)</b>	<b>(37,778)</b>	<b>(42,872)</b>		<b>0</b>		
<b>115</b>	<b><u>Precept</u></b>									
1900	Precept - operational	677,777	677,777	733,823	733,824	733,823	0	0	0	0
1902	Precept - New Harlington	412,017	412,017	412,017	412,017	412,017	0	0	0	0
	<b>Total Income</b>	<b>1,089,794</b>	<b>1,089,794</b>	<b>1,145,840</b>	<b>1,145,840</b>	<b>1,145,840</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6000	less Transfer to EMR	0	412,017	0	206,009	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>1,089,794</b>	<b>677,777</b>	<b>1,145,840</b>	<b>939,832</b>	<b>1,145,840</b>		<b>0</b>		
<b>150</b>	<b><u>Events, Town Centre and Climat</u></b>									

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**Fleet Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 6)**

**Note: Budget Report as at 30.09.22**

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1051	Ghurkha Square Market	8,500	7,800	7,800	0	0	0	0	0	0
	<b>Total Income</b>	8,500	7,800	7,800	0	0	0	0	0	0
4041	Mileage/Travel/Sustinance	0	0	0	0	34	0	0	0	0
4176	Action Day	918	808	954	476	954	0	0	0	0
4210	Floral Displays	17,895	17,895	18,610	11,245	18,610	0	0	0	0
4222	Friends Group Get Together	150	0	150	0	0	0	0	0	0
4655	Town Centre Xmas Decorations	22,000	18,422	22,880	-1,686	22,880	0	0	0	0
4656	Christmas Gurkha Square	4,175	2,610	4,342	220	4,342	0	0	0	0
4657	Christmas Day Lunch	1,020	548	1,060	0	1,060	0	0	0	0
4660	Remembrance Day	306	212	315	133	315	0	0	0	0
4661	Gurkha Sq Market	7,200	7,200	7,200	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	53,664	47,696	55,511	10,388	48,195	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(45,164)	(39,896)	(47,711)	(10,388)	(48,195)		0		
<b>160</b>	<b><u>Harlington Development</u></b>									
4015	Recharge staff hours	30,000	27,480	28,219	14,200	28,219	0	0	0	0
4041	Mileage/Travel/Sustinance	400	0	400	0	400	0	0	0	0
4400	Stationery & Consumables	1,100	0	1,100	0	1,100	0	0	0	0
4430	Promotion/Publicity/Vision	20,000	0	20,000	0	20,000	0	0	0	0
4455	Postage	2,000	0	2,000	0	2,000	0	0	0	0
4555	Legal Fees and Costs	20,000	0	20,000	0	20,000	0	0	0	20,000
4560	Accountancy fees	1,500	0	1,500	0	1,500	0	0	0	0
4562	Design Consultancy fees	77,000	0	77,000	0	77,000	0	0	0	0

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 6)**

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**Note: Budget Report as at 30.09.22**

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4563	Planning and Building fees	45,000	500	45,000	0	45,000	0	0	0	0
4564	Procurement fees	15,000	0	15,000	0	15,000	0	0	0	0
4565	Survey and consultation	43,000	0	43,000	0	43,000	0	0	0	0
4570	Project Management	100,000	0	100,000	0	100,000	0	0	0	0
4999	Contingency	57,017	0	58,798	0	58,798	0	0	0	0
	<b>Overhead Expenditure</b>	412,017	27,980	412,017	14,200	412,017	0	0	0	20,000
6001	plus Transfer from EMR	0	27,980	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(412,017)</u>	<u>0</u>	<u>(412,017)</u>	<u>(14,200)</u>	<u>(412,017)</u>		<u>0</u>		
<b>201</b>	<b><u>Harlington - Events</u></b>									
1000	Hall Hire	67,000	113,019	90,000	54,116	90,000	0	0	0	0
1002	POINT Hall Hire	0	0	0	81	80	0	0	0	0
1033	Fleet Phoenix	1,000	1,000	1,000	0	1,000	0	0	0	0
1036	Fleet Baptist Preschool	3,500	3,132	4,500	1,313	4,500	0	0	0	0
1420	Bar Sales	74,000	62,564	112,500	29,989	85,000	0	0	0	0
1430	Merchandise	0	34	0	0	0	0	0	0	0
1431	Confectionery	1,500	2,789	3,000	110	2,500	0	0	0	0
1432	Ices	1,500	2,284	2,500	286	2,500	0	0	0	0
1433	Snacks	1,500	1,859	2,500	827	2,500	0	0	0	0
1435	Box Office Charges	9,000	7,903	17,500	3,665	10,000	0	0	0	0
1436	Technical Income	1	0	5,000	0	0	0	0	0	0
1450	Ticket Sales	115,000	97,081	190,000	24,385	140,000	0	0	0	0
	<b>Total Income</b>	274,001	291,666	428,500	114,772	338,080	0	0	0	0

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

Note: Budget Report as at 30.09.22

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4000	Salaries	150,000	124,122	189,500	80,605	164,500	0	0	0	0
4001	Employers National Insurance	15,000	6,745	15,950	7,343	15,000	0	0	0	0
4002	Employers Pension	7,500	6,320	9,500	3,827	8,500	0	0	0	0
4005	Contracted Staffing	0	5,407	0	0	0	0	0	0	0
4015	Recharge staff hours	-7,000	-7,000	-7,000	-3,500	-7,000	0	0	0	0
4020	COVID19	0	85	0	0	0	0	0	0	0
4152	Cleaning - Supplies	0	0	0	130	0	0	0	0	0
4170	Building Maintenance	0	0	0	82	0	0	0	0	0
4175	Equipment Maintenance	0	227	0	0	0	0	0	0	0
4182	Technical Equipment Sundries	1,000	1,901	1,000	8	1,000	0	0	0	0
4183	Technical Equipment Hire	500	71	500	60	500	0	0	0	0
4185	Equipment	5,000	4,963	3,000	181	3,000	0	0	0	0
4410	On-line charges	0	416	0	0	0	0	0	0	0
4420	Bank Charges	0	28	0	193	0	0	0	0	0
4422	Bank & Card Transactions	9,000	4,431	12,000	3,200	8,000	0	0	0	0
4432	Marketing	17,000	17,381	18,000	701	18,000	0	0	0	0
4433	Marketing Support	6,500	5,066	8,000	0	8,000	0	0	0	0
4455	Postage	0	0	0	8	0	0	0	0	0
4481	Software/Licenses	0	840	0	-840	0	0	0	0	0
4490	Sales System Costs	10,000	10,977	13,500	3,518	9,500	0	0	0	0
4700	Bar Purchases	30,000	25,957	45,000	14,706	34,000	0	0	0	0
4710	Bar Consumables	2,500	867	2,000	676	2,000	0	0	0	0
4715	Stocktaking	500	175	175	0	175	0	0	0	0
4720	Performance Costs	81,000	66,665	124,000	10,259	98,000	0	0	0	0

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 6)**

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**Note: Budget Report as at 30.09.22**

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4728	Till App	1,000	710	1,200	420	1,000	0	0	0	0
4730	Hall Hire Services	0	367	0	0	0	0	0	0	0
4740	Licences	5,500	2,989	7,000	6,214	6,200	0	0	0	0
4752	Hospitality	500	597	500	43	500	0	0	0	0
4761	Confectionery	1,000	1,034	1,800	214	1,500	0	0	0	0
4762	Ices	500	867	1,000	0	1,000	0	0	0	0
4763	Snacks	1,000	915	1,125	408	1,125	0	0	0	0
<b>Overhead Expenditure</b>		<b>338,000</b>	<b>283,123</b>	<b>447,750</b>	<b>128,459</b>	<b>374,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(63,999)</b>	<b>8,542</b>	<b>(19,250)</b>	<b>(13,687)</b>	<b>(36,420)</b>		<b>0</b>		
<b>202</b>	<b>Coffee Shop</b>									
4471	Write Off Stock	0	269	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		<b>0</b>	<b>269</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>0</b>	<b>(269)</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>		
<b>204</b>	<b>Building</b>									
1031	HCC Library	16,000	16,000	16,000	-2,629	13,371	0	0	0	0
1036	Fleet Baptist Preschool	0	1,436	0	0	0	0	0	0	0
1053	Grant money and funding	0	24,235	0	16,051	16,051	0	0	0	0
1431	Confectionery	0	0	0	239	0	0	0	0	0
<b>Total Income</b>		<b>16,000</b>	<b>41,671</b>	<b>16,000</b>	<b>13,661</b>	<b>29,422</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4000	Salaries	75,500	75,499	78,500	27,374	78,500	0	0	0	0
4001	Employers National Insurance	7,500	6,682	7,850	2,708	7,850	0	0	0	0

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

Note: Budget Report as at 30.09.22

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4002	Employers Pension	4,000	3,997	4,000	1,388	4,000	0	0	0	0
4011	Staff Recruitment	0	734	400	2	400	0	0	0	0
4015	Recharge staff hours	-2,000	-2,000	-2,000	-1,000	-2,000	0	0	0	0
4030	Training	1,000	1,279	750	570	1,000	0	0	0	0
4041	Mileage/Travel/Sustinance	500	290	500	151	500	0	0	0	0
4110	Rates	15,000	14,346	15,000	14,778	15,000	0	0	0	0
4115	Water & Sewerage	9,000	-780	10,500	0	5,000	0	0	0	0
4120	Gas	18,000	20,278	21,000	6,312	24,000	0	0	0	0
4122	Electricity	31,000	28,581	34,000	8,578	36,000	0	0	0	0
4150	Cleaning	33,500	22,108	34,000	13,914	34,000	0	0	0	0
4151	Cleaning - Equipment	500	0	500	0	500	0	0	0	0
4152	Cleaning - Supplies	9,500	7,628	10,000	3,590	10,000	0	0	0	0
4155	Refuse Collection	6,000	7,407	6,250	2,904	6,250	0	0	0	0
4156	Recycling	1,000	1,769	2,000	708	2,000	0	0	0	0
4170	Building Maintenance	17,000	32,152	18,000	15,350	22,000	0	0	0	0
4172	Building Compliance	1,000	3,102	1,000	1,468	2,000	0	0	0	0
4175	Equipment Maintenance	1,000	0	0	0	0	0	0	0	0
4185	Equipment	1,000	3,087	1,000	462	1,000	0	0	0	0
4187	Health & Safety	1,000	2,304	1,000	-366	1,000	0	0	0	0
4188	Fire and Intruder Monitoring	500	217	500	0	500	0	0	0	0
4207	Fire & Intruder Systems	2,000	1,010	1,750	1,140	1,750	0	0	0	0
4400	Stationery & Consumables	1,000	930	1,000	12	1,000	0	0	0	0
4445	Mobile Phones	500	484	500	253	500	0	0	0	0
4455	Postage	500	159	400	101	400	0	0	0	0

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 6)**

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**Note: Budget Report as at 30.09.22**

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4481	Software/Licenses	500	965	500	1,750	1,750	0	0	0	0
4487	Wi-Fi	1,500	448	1,700	469	1,500	0	0	0	0
4745	Uniforms	500	498	300	0	300	0	0	0	0
4997	Unplanned Expenditure	0	0	0	3,268	3,500	0	0	0	0
<b>Overhead Expenditure</b>		<b>238,000</b>	<b>233,177</b>	<b>250,900</b>	<b>105,885</b>	<b>260,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(222,000)</b>	<b>(191,506)</b>	<b>(234,900)</b>	<b>(92,224)</b>	<b>(230,778)</b>		<b>0</b>		
<b>205</b>	<b><u>Ancells Community Centre</u></b>									
1000	Hall Hire	15,000	22,306	25,000	12,359	25,000	0	0	0	0
<b>Total Income</b>		<b>15,000</b>	<b>22,306</b>	<b>25,000</b>	<b>12,359</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4000	Salaries	17,000	16,998	17,500	7,839	17,500	0	0	0	0
4001	Employers National Insurance	1,500	1,508	1,750	708	1,750	0	0	0	0
4002	Employers Pension	2,000	2,004	2,000	902	2,000	0	0	0	0
4041	Mileage/Travel/Sustinance	500	420	500	210	500	0	0	0	0
4115	Water & Sewerage	800	750	750	-642	750	0	0	0	0
4120	Gas	2,000	1,743	1,600	789	2,000	0	0	0	0
4122	Electricity	1,500	1,153	1,500	746	2,000	0	0	0	0
4150	Cleaning	7,000	6,069	7,350	2,863	7,350	0	0	0	0
4152	Cleaning - Supplies	1,500	1,991	1,500	664	1,500	0	0	0	0
4155	Refuse Collection	1,000	1,126	1,000	476	1,000	0	0	0	0
4170	Building Maintenance	2,000	1,732	2,000	2,132	3,000	0	0	0	0
4187	Health & Safety	0	420	0	0	0	0	0	0	0
4207	Fire & Intruder Systems	0	250	0	0	0	0	0	0	0

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 6)**

11:32

**Note: Budget Report as at 30.09.22**

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4280	Ancells Car Park	6,000	8,350	7,500	0	7,500	0	0	0	0
4445	Mobile Phones	300	300	300	150	300	0	0	0	0
4455	Postage	100	0	100	0	100	0	0	0	0
4740	Licences	2,300	2,125	2,500	0	2,500	0	0	0	0
<b>Overhead Expenditure</b>		45,500	46,939	47,850	16,837	49,750	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(30,500)	(24,634)	(22,850)	(4,478)	(24,750)		0		
<b>208</b>	<b><u>Ancells Farm Park and Pavilion</u></b>									
1000	Hall Hire	0	0	0	0	0	0	0	0	0
1050	Outdoor Space Hire	0	70	0	0	0	0	0	0	0
1060	Pitch Hire	2,924	3,637	2,250	97	4,079	0	0	0	0
<b>Total Income</b>		2,924	3,707	2,250	97	4,079	0	0	0	0
4110	Rates	1,208	1,185	1,232	1,185	1,185	0	0	0	0
4115	Water & Sewerage	390	240	400	164	350	0	0	0	0
4120	Gas	365	306	800	134	460	0	0	0	0
4122	Electricity	265	265	350	132	350	0	0	0	0
4150	Cleaning	1,390	1,402	1,445	573	1,445	0	0	0	0
4170	Building Maintenance	4,284	4,816	4,455	2,495	4,455	0	0	0	0
4175	Equipment Maintenance	470	0	485	160	485	0	0	0	0
4187	Health & Safety	312	0	325	0	325	0	0	0	0
4200	Grounds Maintenance	22,660	22,133	23,566	10,006	24,485	0	0	0	0
4202	Additional Ground Works	1,739	70	1,808	541	1,808	0	0	0	0
4205	CCTV	107	0	111	0	111	0	0	0	0

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**Fleet Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 6)**

11:32

**Note: Budget Report as at 30.09.22**

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4220	Friends Group support	118	0	122	90	122	0	0	0	0
4225	South and South East in Bloom	107	0	110	80	80	0	0	0	0
4230	Playground Maintenance	5,100	3,493	5,300	420	5,300	0	0	0	0
4250	Tree Surgery	2,040	6,563	2,120	315	2,120	0	0	0	0
<b>Overhead Expenditure</b>		40,555	40,473	42,629	16,293	43,081	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(37,631)	(36,766)	(40,379)	(16,197)	(39,002)		0		
<b>301</b>	<b><u>Open Spaces</u></b>									
1050	Outdoor Space Hire	0	120	0	0	0	0	0	0	0
1057	Fleet Football Club Rent	0	500	0	0	0	0	0	0	0
<b>Total Income</b>		0	620	0	0	0	0	0	0	0
4000	Salaries	13,400	16,910	13,987	6,029	14,125	0	0	0	0
4001	Employers National Insurance	1,300	1,597	1,398	837	1,674	0	0	0	0
4002	Employers Pension	700	696	699	376	710	0	0	0	0
4041	Mileage/Travel/Sustinance	816	102	848	230	848	0	0	0	0
4169	Street and Park Furniture	1,020	210	1,060	0	1,060	0	0	0	0
4170	Building Maintenance	316	0	328	40	328	0	0	0	0
4185	Equipment	1,530	186	1,591	342	1,591	0	0	0	0
4200	Grounds Maintenance	14,344	14,009	14,917	6,333	15,500	0	0	0	0
4202	Additional Ground Works	1,100	0	1,144	3,691	3,691	0	0	0	0
4206	Lamppost Maintenance	204	0	210	-115	210	0	0	0	0
4208	Speedwatch and SIDS	1,000	400	1,040	0	1,040	0	0	0	0
4250	Tree Surgery	1,040	1,325	1,080	625	1,080	0	0	0	0

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 6)**

11:32

**Note: Budget Report as at 30.09.22**

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4445	Mobile Phones	416	44	432	52	150	0	0	0	0
4740	Licences	224	70	100	0	100	0	0	0	0
4745	Uniforms	112	29	116	63	116	0	0	0	0
	<b>Overhead Expenditure</b>	<b>37,522</b>	<b>35,578</b>	<b>38,950</b>	<b>18,503</b>	<b>42,223</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(37,522)</b>	<b>(34,958)</b>	<b>(38,950)</b>	<b>(18,503)</b>	<b>(42,223)</b>		<b>0</b>		
<b>305</b>	<b><u>Town Centre</u></b>									
4041	Mileage/Travel/Sustinance	0	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>		
<b>310</b>	<b><u>Calthorpe Park</u></b>									
1050	Outdoor Space Hire	700	729	300	195	300	0	0	0	0
1057	Fleet Football Club Rent	2,000	500	2,000	500	2,000	0	0	0	0
1059	Refreshment Kisok	0	0	0	0	2,500	0	0	0	0
1060	Pitch Hire	1,008	994	0	135	2,043	0	0	0	0
1064	Tennis Membership card	7,500	9,798	7,800	7,130	7,800	0	0	0	0
1065	Tennis Hire	1,500	3,018	2,000	1,621	2,000	0	0	0	0
	<b>Total Income</b>	<b>12,708</b>	<b>15,039</b>	<b>12,100</b>	<b>9,580</b>	<b>16,643</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4115	Water & Sewerage	505	296	500	268	550	0	0	0	0
4122	Electricity	304	222	300	451	400	0	0	0	0
4150	Cleaning	1,485	1,262	1,544	368	1,544	0	0	0	0
4170	Building Maintenance	1,560	1,754	1,622	4,267	4,267	0	0	0	0

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

Note: Budget Report as at 30.09.22

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4175	Equipment Maintenance	800	0	830	0	830	0	0	0	0
4185	Equipment	884	274	919	0	919	0	0	0	0
4187	Health & Safety	316	420	328	0	328	0	0	0	0
4200	Grounds Maintenance	39,300	37,643	40,872	17,018	41,644	0	0	0	0
4202	Additional Ground Works	2,954	7,528	3,072	3,737	3,072	0	0	0	0
4205	CCTV	2,000	-937	3,000	-652	3,000	0	0	0	0
4220	Friends Group support	107	107	110	-107	110	0	0	0	0
4225	South and South East in Bloom	72	50	74	55	55	0	0	0	0
4230	Playground Maintenance	1,000	2,413	1,040	-719	1,040	0	0	0	0
4235	Play Equipment	0	22,500	0	0	0	0	0	0	0
4250	Tree Surgery	2,392	7,776	3,000	934	3,000	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	938	360	962	0	962	0	0	0	0
4653	Tennis Software	812	1,321	825	820	820	0	0	0	0
4740	Licences	72	70	72	70	70	0	0	0	0
4770	Write Off - Bad Debts	0	218	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>62,501</b>	<b>83,276</b>	<b>66,070</b>	<b>26,510</b>	<b>69,611</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>310 Net Income over Expenditure</b>	<b>-49,793</b>	<b>-68,237</b>	<b>-53,970</b>	<b>-16,930</b>	<b>-52,968</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6001	plus Transfer from EMR	0	23,710	0	0	0	0	0	0	0
6000	less Transfer to EMR	0	7,000	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(49,793)</b>	<b>(51,527)</b>	<b>(53,970)</b>	<b>(16,930)</b>	<b>(52,968)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>315</b>	<b>Oakley Park</b>									

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 6)**

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**Note: Budget Report as at 30.09.22**

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1050	Outdoor Space Hire	0	1,034	100	50	100	0	0	0	0
1053	Grant money and funding	0	191	0	0	7,000	0	0	0	0
1060	Pitch Hire	2,672	2,498	2,177	0	2,127	0	0	0	0
<b>Total Income</b>		2,672	3,723	2,277	50	9,227	0	0	0	0
4122	Electricity	316	420	350	207	550	0	0	0	0
4150	Cleaning	1,326	1,262	1,379	526	1,379	0	0	0	0
4170	Building Maintenance	1,040	0	1,080	407	1,080	0	0	0	0
4175	Equipment Maintenance	56	0	58	0	58	0	0	0	0
4180	Equipment Hire	56	0	0	0	0	0	0	0	0
4187	Health & Safety	316	420	328	0	328	0	0	0	0
4200	Grounds Maintenance	20,545	20,066	21,366	9,072	22,200	0	0	0	0
4202	Additional Ground Works	1,575	839	1,638	9,117	9,117	0	0	0	0
4205	CCTV	1,400	1,200	1,260	-1,200	1,260	0	0	0	0
4220	Friends Group support	105	63	108	0	108	0	0	0	0
4225	South and South East in Bloom	97	80	90	90	90	0	0	0	0
4230	Playground Maintenance	1,040	1,269	1,080	328	1,080	0	0	0	0
4250	Tree Surgery	1,560	3,955	1,620	385	1,620	0	0	0	0
<b>Overhead Expenditure</b>		29,432	29,572	30,357	18,932	38,870	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(26,760)	(25,849)	(28,080)	(18,882)	(29,643)		0		
<b>320</b>	<b><u>Basingbourne Park</u></b>									
1050	Outdoor Space Hire	0	70	0	30	30	0	0	0	0
1060	Pitch Hire	5,344	4,542	4,249	909	2,127	0	0	0	0

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 6)**

11:32

**Note: Budget Report as at 30.09.22**

	<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>	5,344	4,612	4,249	939	2,157	0	0	0	0
4115 Water & Sewerage	420	136	550	43	300	0	0	0	0
4122 Electricity	315	233	250	111	360	0	0	0	0
4150 Cleaning	1,326	1,262	1,382	526	1,382	0	0	0	0
4170 Building Maintenance	2,080	132	2,160	577	2,160	0	0	0	0
4185 Equipment	316	0	328	0	328	0	0	0	0
4187 Health & Safety	316	420	328	0	328	0	0	0	0
4200 Grounds Maintenance	17,470	17,064	18,168	7,714	18,880	0	0	0	0
4202 Additional Ground Works	1,341	1,075	1,390	5,171	6,000	0	0	0	0
4205 CCTV	1,400	1,200	1,248	-1,200	1,248	0	0	0	0
4220 Friends Group support	115	115	118	-115	118	0	0	0	0
4225 South and South East in Bloom	105	80	108	90	90	0	0	0	0
4230 Playground Maintenance	1,040	2,302	0	-124	1,080	0	0	0	0
4250 Tree Surgery	2,601	10,037	2,705	1,200	2,705	0	0	0	0
<b>Overhead Expenditure</b>	28,845	34,055	28,735	13,994	34,979	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	(23,501)	(29,443)	(24,486)	(13,055)	(32,822)		0		
<b>325 The Views</b>									
1050 Outdoor Space Hire	1,000	80	1,000	1,260	1,500	0	0	0	0
<b>Total Income</b>	1,000	80	1,000	1,260	1,500	0	0	0	0
4115 Water & Sewerage	0	-20	0	0	0	0	0	0	0
4122 Electricity	137	270	200	75	415	0	0	0	0
4169 Street and Park Furniture	0	0	0	836	0	0	0	0	0

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 6)**

11:32

**Note: Budget Report as at 30.09.22**

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4185	Equipment	107	0	110	0	110	0	0	0	0
4200	Grounds Maintenance	7,240	7,070	7,529	3,196	7,825	0	0	0	0
4202	Additional Ground Works	555	837	575	575	575	0	0	0	0
4230	Playground Maintenance	4,120	4,654	4,284	126	4,284	0	0	0	0
4250	Tree Surgery	316	845	328	0	328	0	0	0	0
	<b>Overhead Expenditure</b>	<b>12,475</b>	<b>13,656</b>	<b>13,026</b>	<b>4,809</b>	<b>13,537</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(11,475)</b>	<b>(13,576)</b>	<b>(12,026)</b>	<b>(3,549)</b>	<b>(12,037)</b>		<b>0</b>		
<b>330</b>	<b><u>Edenbrook</u></b>									
4200	Grounds Maintenance	3,060	2,989	3,182	1,351	3,310	0	0	0	0
4202	Additional Ground Works	235	0	240	340	340	0	0	0	0
4230	Playground Maintenance	2,080	418	2,163	126	2,163	0	0	0	0
	<b>Overhead Expenditure</b>	<b>5,375</b>	<b>3,407</b>	<b>5,585</b>	<b>1,817</b>	<b>5,813</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(5,375)</b>	<b>(3,407)</b>	<b>(5,585)</b>	<b>(1,817)</b>	<b>(5,813)</b>		<b>0</b>		
<b>350</b>	<b><u>Cemetery</u></b>									
1053	Grant money and funding	0	0	0	55,000	55,000	0	0	0	0
1100	Interment Fees	10,000	19,390	18,000	9,310	18,000	0	0	0	0
1110	Scattering of Ashes	500	0	500	0	0	0	0	0	0
1120	Sale of Exclusive Rights	16,000	27,710	17,000	14,920	20,000	0	0	0	0
1121	Transfer of Exclusive Rights	1,050	3,920	1,750	1,040	2,000	0	0	0	0
1130	Memorial Cemetery Fees	6,450	9,318	7,000	4,130	7,000	0	0	0	0
1131	Memorial Roses	700	540	0	0	0	0	0	0	0
1132	Memorial Kerbstones	5,000	2,147	3,000	833	3,000	0	0	0	0

Continued on next page

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

Note: Budget Report as at 30.09.22

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1133	Memorial Sanctums	20,000	5,830	10,000	10,524	15,000	0	0	0	0
1134	GoR Planted Area	700	970	700	423	700	0	0	0	0
1137	GoR Ashes digging	0	800	1,000	350	1,000	0	0	0	0
1140	Bench contribution	0	175	0	2,985	2,985	0	0	0	0
<b>Total Income</b>		<b>60,400</b>	<b>70,800</b>	<b>58,950</b>	<b>99,515</b>	<b>124,685</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4000	Salaries	5,700	3,728	5,928	2,390	5,928	0	0	0	0
4002	Employers Pension	300	186	592	119	300	0	0	0	0
4041	Mileage/Travel/Sustinance	530	328	294	216	400	0	0	0	0
4110	Rates	2,231	2,445	2,542	2,445	2,445	0	0	0	0
4115	Water & Sewerage	220	135	230	95	230	0	0	0	0
4150	Cleaning	500	0	520	0	520	0	0	0	0
4155	Refuse Collection	2,040	1,884	2,120	1,092	2,120	0	0	0	0
4170	Building Maintenance	520	0	540	117	540	0	0	0	0
4200	Grounds Maintenance	16,218	15,742	15,826	4,792	17,415	0	0	0	0
4202	Additional Ground Works	841	972	1,040	45,998	56,040	0	0	0	0
4203	General Upkeep	1,560	2,157	1,600	-345	1,600	0	0	0	0
4220	Friends Group support	105	0	108	0	108	0	0	0	0
4225	South and South East in Bloom	140	70	145	75	75	0	0	0	0
4250	Tree Surgery	1,040	2,051	1,080	652	1,080	0	0	0	0
4445	Mobile Phones	255	251	265	117	280	0	0	0	0
4460	Subscriptions	100	95	100	95	95	0	0	0	0
4481	Software/Licenses	450	678	705	0	705	0	0	0	0
4935	GoR Memorial inscriptions	1,200	1,744	1,040	992	2,000	0	0	0	0
4936	GoR Ashes digging	100	900	500	0	500	0	0	0	0

Continued on next page

**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 6)**

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**Note: Budget Report as at 30.09.22**

		<u>2021-2022</u>		<u>2022-2023</u>				<u>2023- 2024</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4938	Bench Memorial Costs	0	0	0	525	525	0	0	0	0
4942	H and S Memorial repairs	316	0	325	0	325	0	0	0	0
4944	H and S Memorial inspections	1,550	0	1,550	0	1,550	0	0	0	0
	<b>Overhead Expenditure</b>	<b>35,916</b>	<b>33,366</b>	<b>37,050</b>	<b>59,375</b>	<b>94,781</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>24,484</b>	<b>37,435</b>	<b>21,900</b>	<b>40,140</b>	<b>29,904</b>		<b>0</b>		
<b>475</b>	<b><u>Lengthsman Scheme</u></b>									
1053	Grant money and funding	0	3,300	3,300	3,300	3,300	0	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>3,300</b>	<b>3,300</b>	<b>3,300</b>	<b>3,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4202	Additional Ground Works	0	3,300	3,300	0	3,300	0	0	0	0
	<b>Overhead Expenditure</b>	<b>0</b>	<b>3,300</b>	<b>3,300</b>	<b>0</b>	<b>3,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,300</b>	<b>0</b>		<b>0</b>		
	<b>Total Budget Income</b>	<b>1,491,573</b>	<b>1,559,080</b>	<b>1,707,766</b>	<b>1,407,837</b>	<b>1,711,933</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Expenditure</b>	<b>1,592,410</b>	<b>1,135,798</b>	<b>1,789,318</b>	<b>577,020</b>	<b>1,756,823</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>
	<b>Net Income over Expenditure</b>	<b>-100,837</b>	<b>423,282</b>	<b>-81,552</b>	<b>830,817</b>	<b>-44,890</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-20,000</b>
	plus Transfer from EMR	0	51,690	0	0	0	0	0	0	0
	less Transfer to EMR	0	419,017	0	206,008	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(100,837)</b>	<b>55,954</b>	<b>(81,552)</b>	<b>624,808</b>	<b>(44,890)</b>		<b>0</b>		

## Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
101	Debtors Control	27,433
120	Vat Control	21,586
150	Stock - Bar	9,701
200	Bank Current/Deposit Account	1,047,868
210	Petty Cash - FTC	100
211	CCLA Pub Sector Deposit Fund	1,350,000
216	Nationwide deposit account	800,000
218	Cambridge B.S Savings account	100,000
220	Cash Floats	2,000
251	Petty Cash - Harlington	120
	<b>Total Current Assets</b>	<b>3,358,808</b>
	<u>Current Liabilities</u>	
503	Christmas Festivities Town Cen	9,703
504	Christmas Day Lunch	5,854
507	Jubilee 2022	6,547
515	Paye/NI Due	8,937
516	Pension Due	111
520	Wages Control Account	(111)
559	NAVI FEB 2020	3,656
565	Bootleg Blondie Jan 2022	2,956
591	Martin Kemp Sept 21	86
606	Mainly Madness Dec 21	2,458
623	Northsyde Jan 22	75
624	RU40 Feb 22	866
634	80s Rewind Nov 22	10,608
636	Comedy Feb 2022	700
637	Comedy March 2022	1,204
639	Fleet Jazz Feb 2022	(700)
641	Paul Zerdin May 22	(6,280)
642	Staying Alive May 22	(167)
644	Rod Stewart Songbook Oct 22	1,343
648	Terry Alderton Sept 21	14
654	Doors Alive - Sept 22	794
657	Absolute Bowie – July 22	564
658	Mainly Madness – December 22	1,817
659	Christmas Comedy – Dec 22	617
660	The Stumble – Sept 22	313
662	Dom Martin Band – Oct 22	1,428
663	The Mentulls – Nov 22	3
664	Ian Parker Band – Nov 22	752
665	Dr Feelgood – JUN 22	(973)
667	The Jam'd – NOV 22	1,116
668	The Bohemians – NOV 22	3,154
669	Bad Manners - NOV 22	1,864
670	Black Sabbath – OCT 22	1,128
671	Comedy – APR 22	(142)
672	Comedy – MAY 22	273
673	Comedy – JUN 22	305
674	Comedy – SEPT 22	75
675	Comedy – OCT 22	238
676	Comedy – NOV 22	113
677	Jazz – APR 22	477

## Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
678	Jazz – MAY 22	(151)	
679	Jazz – JUN 22	263	
680	Jazz – JUL 22	341	
681	Jazz – SEPT 22	155	
682	Jazz – OCT 22	(562)	
689	Rollin Stoned - Oct 22	1,252	
690	Fleet Jazz – Nov 22	33	
691	Fleet Jazz – Dec 22	165	
692	A Vision of Elvis Sep 22	453	
693	Elles Bailey Nov 22	2,897	
694	Gig for Ukraine 10 April 22	(559)	
695	Gig Ukraine stream 10 Apr 22	684	
697	Legends of Music - Jul 22	4,071	
698	Snow White - Dec 22	14,398	
699	Francis Rossi - May 23	1,650	
700	The Paul Young Show – Oct 23	1,417	
703	Fleet Film – 10th Oct 22	5	
706	Fleet Film – 28th Nov 22	10	
707	AC/DC UK Jan 23	412	
708	Oasish Feb 23	269	
709	The Flloyd Effect Oct 23	542	
711	Purple Zepplin Feb 23	33	
883	James Taylor Quartet Jan 22	(778)	
	<b>Total Current Liabilities</b>	<b>88,776</b>	
	<b>Net Current Assets</b>		<b>3,270,032</b>
	<b>Total Assets less Current Liabilities</b>		<b>3,270,032</b>
	<i>Represented by :-</i>		
300	Current Year Fund	811,940	
310	General Fund	123,398	
321	EMR - Pension Obligation	30,000	
329	EMR - Cemetery Mem Test 2024	3,425	
330	EMR - CP Tennis Sinking 2026	51,563	
332	EMR - S106 Sensory Garden 21	51,579	
360	Harlington Development Fund	2,198,127	
	<b>Total Equity</b>		<b>3,270,032</b>



## Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
315 FTC Reserve	0.00		0.00
320 Earmarked Reserves	0.00		0.00
321 EMR - Pension Obligation	30,000.00		30,000.00
322 EMR - Website Development 2022	0.00		0.00
323 EMR - Cemetery Ext- 2022	0.00		0.00
324 EMR - Park Improvements 2021	0.00		0.00
325 EMR - Community Pk Building 25	0.00		0.00
326 EMR - Office Refurbishment 21	0.00		0.00
327 EMR - Ancells Farm Rep/Dec 22	0.00		0.00
328 EMR - Paths - 2024	0.00		0.00
329 EMR - Cemetery Mem Test 2024	1,550.00	1,875.00	3,425.00
330 EMR - CP Tennis Sinking 2026	44,563.00	7,000.00	51,563.00
331 EMR - Community Buis Service 2	0.00		0.00
332 EMR - S106 Sensory Garden 21	51,579.00		51,579.00
333 EMR - Sustainable Projs 22	0.00		0.00
334 EMR-Calthorpe Park Play 2021	0.00		0.00
335 EMR - Climate Change LEDs -22	0.00		0.00
360 Harlington Development Fund	1,992,118.76	206,008.50	2,198,127.26
	<b><u>2,119,810.76</u></b>	<b><u>214,883.50</u></b>	<b><u>2,334,694.26</u></b>

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Central Administration</u>								
1053 Grant money and funding	0	99	0	(99)			0.0%	
1870 Interest Income	1,989	6,366	500	(5,866)			1273.3%	
Central Administration :- Income	<b>1,989</b>	<b>6,465</b>	<b>500</b>	<b>(5,965)</b>			<b>1293.0%</b>	<b>0</b>
4000 Salaries	10,450	65,120	140,511	75,391		75,391	46.3%	
4001 Employers National Insurance	1,100	6,205	14,051	7,846		7,846	44.2%	
4002 Employers Pension	583	3,546	7,026	3,480		3,480	50.5%	
4005 Contracted Staffing	200	200	0	(200)		(200)	0.0%	
4011 Staff Recruitment	0	300	500	200		200	60.0%	
4015 Recharge staff hours	(9,700)	(9,700)	(19,219)	(9,519)		(9,519)	50.5%	
4020 COVID19	0	0	1,000	1,000		1,000	0.0%	
4030 Training	60	781	3,000	2,219		2,219	26.0%	
4041 Mileage/Travel/Sustinance	12	12	100	88		88	11.7%	
4130 Insurance	0	9,196	9,675	479		479	95.0%	
4156 Recycling	0	0	500	500		500	0.0%	
4175 Equipment Maintenance	0	497	600	103		103	82.9%	
4185 Equipment	13	426	6,750	6,324		6,324	6.3%	
4187 Health & Safety	0	3,385	8,000	4,615		4,615	42.3%	
4400 Stationery & Consumables	172	1,143	3,640	2,497		2,497	31.4%	
4401 Document Management	0	0	5,000	5,000		5,000	0.0%	
4420 Bank Charges	32	822	3,182	2,360		2,360	25.8%	
4430 Promotion/Publicity/Vision	237	320	7,425	7,105		7,105	4.3%	
4435 Website	0	240	900	660		660	26.7%	
4440 Telephone & Broadband	99	355	2,496	2,141		2,141	14.2%	
4445 Mobile Phones	10	61	680	619		619	9.0%	
4455 Postage	0	137	106	(31)		(31)	129.3%	
4460 Subscriptions	225	2,694	3,208	514		514	84.0%	
4480 Computer Maintenance	0	545	1,060	515		515	51.4%	
4481 Software/Licenses	108	108	2,600	2,492		2,492	4.2%	
4484 Computer Support	732	2,543	6,360	3,817		3,817	40.0%	
4485 Computer Storage	330	660	1,800	1,140		1,140	36.7%	
4486 E-mail Exchange	300	1,396	3,712	2,316		2,316	37.6%	
4530 Councillor Development	0	0	0	(0)		(0)	0.0%	
4550 Payroll Services	64	329	650	321		321	50.6%	
4551 HR Services and staff welfare	75	484	2,590	2,106		2,106	18.7%	
4555 Legal Fees and Costs	245	288	2,120	1,833		1,833	13.6%	
4560 Accountancy fees	0	558	990	432		432	56.4%	
4561 VAT Consultancy fees	0	200	210	10		10	95.2%	
4564 Procurement fees	0	0	3,120	3,120		3,120	0.0%	
4580 Audit Fees	2,000	1,200	3,640	2,440		2,440	33.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4997 Unplanned Expenditure	470	470	0	(470)		(470)	0.0%	
Central Administration :- Indirect Expenditure	<b>7,817</b>	<b>94,521</b>	<b>227,983</b>	<b>133,462</b>	<b>0</b>	<b>133,462</b>	<b>41.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,829)</b>	<b>(88,056)</b>	<b>(227,483)</b>	<b>(139,427)</b>				
<b>105 Civic and Democratic</b>								
4041 Mileage/Travel/Sustinance	0	0	160	160		160	0.0%	
4430 Promotion/Publicity/Vision	136	246	3,550	3,304		3,304	6.9%	
4530 Councillor Development	0	354	1,110	756		756	31.9%	
4535 Chairman's Allowance	0	163	1,230	1,067		1,067	13.3%	
4537 Members Allowances	59	59	2,120	2,061		2,061	2.8%	
4540 Elections	7,900	7,900	25,000	17,100		17,100	31.6%	
Civic and Democratic :- Indirect Expenditure	<b>8,095</b>	<b>8,722</b>	<b>33,170</b>	<b>24,448</b>	<b>0</b>	<b>24,448</b>	<b>26.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(8,095)</b>	<b>(8,722)</b>	<b>(33,170)</b>	<b>(24,448)</b>				
<b>110 Grants</b>								
4538 Community Support	0	0	6,590	6,590		6,590	0.0%	
4800 Fleet Link	0	11,729	11,560	(169)		(169)	101.5%	
4810 Basingstoke Canal	0	18,309	19,041	732		732	96.2%	
4855 Community grants	7,540	7,740	11,244	3,504		3,504	68.8%	
Grants :- Indirect Expenditure	<b>7,540</b>	<b>37,778</b>	<b>48,435</b>	<b>10,657</b>	<b>0</b>	<b>10,657</b>	<b>78.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(7,540)</b>	<b>(37,778)</b>	<b>(48,435)</b>	<b>(10,657)</b>				
<b>115 Precept</b>								
1900 Precept - operational	366,912	733,824	733,823	(1)			100.0%	
1902 Precept - New Harlington	206,008	412,017	412,017	1			100.0%	206,009
Precept :- Income	<b>572,920</b>	<b>1,145,840</b>	<b>1,145,840</b>	<b>0</b>			<b>100.0%</b>	<b>206,009</b>
<b>Net Income</b>	<b>572,920</b>	<b>1,145,840</b>	<b>1,145,840</b>	<b>0</b>				
6000 less Transfer to EMR	0	206,009						
<b>Movement to/(from) Gen Reserve</b>	<b>572,920</b>	<b>939,832</b>						
<b>150 Events, Town Centre and Climat</b>								
1051 Ghurkha Square Market	0	0	7,800	7,800			0.0%	
Events, Town Centre and Climat :- Income	<b>0</b>	<b>0</b>	<b>7,800</b>	<b>7,800</b>			<b>0.0%</b>	<b>0</b>
4041 Mileage/Travel/Sustinance	(34)	0	0	0		0	0.0%	
4176 Action Day	0	476	954	478		478	49.9%	
4210 Floral Displays	0	11,245	18,610	7,365		7,365	60.4%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4222 Friends Group Get Together	0	0	150	150		150	0.0%	
4655 Town Centre Xmas Decorations	0	(1,686)	22,880	24,566		24,566	(7.4%)	
4656 Christmas Gurkha Square	0	220	4,342	4,122		4,122	5.1%	
4657 Christmas Day Lunch	0	0	1,060	1,060		1,060	0.0%	
4660 Remembrance Day	0	133	315	182		182	42.3%	
4661 Gurkha Sq Market	0	0	7,200	7,200		7,200	0.0%	
Events, Town Centre and Climat :- Indirect Expenditure	<b>(34)</b>	<b>10,388</b>	<b>55,511</b>	<b>45,123</b>	<b>0</b>	<b>45,123</b>	<b>18.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>34</b>	<b>(10,388)</b>	<b>(47,711)</b>	<b>(37,323)</b>				
<u>160 Harlington Development</u>								
4015 Recharge staff hours	14,200	14,200	28,219	14,019		14,019	50.3%	
4041 Mileage/Travel/Sustinance	0	0	400	400		400	0.0%	
4400 Stationery & Consumables	0	0	1,100	1,100		1,100	0.0%	
4430 Promotion/Publicity/Vision	0	0	20,000	20,000		20,000	0.0%	
4455 Postage	0	0	2,000	2,000		2,000	0.0%	
4555 Legal Fees and Costs	0	0	20,000	20,000		20,000	0.0%	
4560 Accountancy fees	0	0	1,500	1,500		1,500	0.0%	
4562 Design Consultancy fees	0	0	77,000	77,000		77,000	0.0%	
4563 Planning and Building fees	0	0	45,000	45,000		45,000	0.0%	
4564 Procurement fees	0	0	15,000	15,000		15,000	0.0%	
4565 Survey and consultation	0	0	43,000	43,000		43,000	0.0%	
4570 Project Management	0	0	100,000	100,000		100,000	0.0%	
4999 Contingency	0	0	58,798	58,798		58,798	0.0%	
Harlington Development :- Indirect Expenditure	<b>14,200</b>	<b>14,200</b>	<b>412,017</b>	<b>397,817</b>	<b>0</b>	<b>397,817</b>	<b>3.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(14,200)</b>	<b>(14,200)</b>	<b>(412,017)</b>	<b>(397,817)</b>				
<u>201 Harlington - Events</u>								
1000 Hall Hire	9,916	46,298	90,000	43,702			51.4%	
1002 POINT Hall Hire	(1)	81	0	(81)			0.0%	
1033 Fleet Phoenix	0	0	1,000	1,000			0.0%	
1036 Fleet Baptist Preschool	0	1,313	4,500	3,187			29.2%	
1420 Bar Sales	5,739	29,989	112,500	82,511			26.7%	
1431 Confectionery	(88)	110	3,000	2,890			3.7%	
1432 Ices	3	286	2,500	2,214			11.4%	
1433 Snacks	134	827	2,500	1,673			33.1%	
1435 Box Office Charges	814	3,665	17,500	13,835			20.9%	
1436 Technical Income	0	0	5,000	5,000			0.0%	
1450 Ticket Sales	0	24,385	190,000	165,615			12.8%	
Harlington - Events :- Income	<b>16,518</b>	<b>106,954</b>	<b>428,500</b>	<b>321,546</b>			<b>25.0%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 Salaries	18,561	80,605	189,500	108,895		108,895	42.5%	
4001 Employers National Insurance	1,843	7,343	15,950	8,607		8,607	46.0%	
4002 Employers Pension	915	3,827	9,500	5,673		5,673	40.3%	
4015 Recharge staff hours	(3,500)	(3,500)	(7,000)	(3,500)		(3,500)	50.0%	
4152 Cleaning - Supplies	0	130	0	(130)		(130)	0.0%	
4170 Building Maintenance	0	82	0	(82)		(82)	0.0%	
4182 Technical Equipment Sundries	0	8	1,000	992		992	0.8%	
4183 Technical Equipment Hire	0	60	500	440		440	12.0%	
4185 Equipment	0	181	3,000	2,819		2,819	6.0%	
4420 Bank Charges	136	193	0	(193)		(193)	0.0%	
4422 Bank & Card Transactions	481	3,200	12,000	8,800		8,800	26.7%	
4432 Marketing	20	701	18,000	17,299		17,299	3.9%	
4433 Marketing Support	0	0	8,000	8,000		8,000	0.0%	
4455 Postage	0	8	0	(8)		(8)	0.0%	
4481 Software/Licences	0	(840)	0	840		840	0.0%	
4490 Sales System Costs	502	3,518	13,500	9,982		9,982	26.1%	
4700 Bar Purchases	3,699	14,706	45,000	30,294		30,294	32.7%	
4710 Bar Consumables	8	676	2,000	1,324		1,324	33.8%	
4715 Stocktaking	0	0	175	175		175	0.0%	
4720 Performance Costs	450	10,259	124,000	113,741		113,741	8.3%	
4728 Till App	70	420	1,200	780		780	35.0%	
4740 Licences	0	6,214	7,000	786		786	88.8%	
4752 Hospitality	0	43	500	457		457	8.7%	
4761 Confectionery	65	214	1,800	1,586		1,586	11.9%	
4762 Ices	0	0	1,000	1,000		1,000	0.0%	
4763 Snacks	70	408	1,125	717		717	36.3%	
Harlington - Events :- Indirect Expenditure	<b>23,320</b>	<b>128,459</b>	<b>447,750</b>	<b>319,291</b>	<b>0</b>	<b>319,291</b>	<b>28.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,802)</b>	<b>(21,505)</b>	<b>(19,250)</b>	<b>2,255</b>				
<u>204 Building</u>								
1031 HCC Library	0	(2,629)	16,000	18,629			(16.4%)	
1053 Grant money and funding	0	16,051	0	(16,051)			0.0%	
1431 Confectionery	151	239	0	(239)			0.0%	
Building :- Income	<b>151</b>	<b>13,661</b>	<b>16,000</b>	<b>2,339</b>			<b>85.4%</b>	<b>0</b>
4000 Salaries	607	27,374	78,500	51,126		51,126	34.9%	
4001 Employers National Insurance	63	2,708	7,850	5,142		5,142	34.5%	
4002 Employers Pension	30	1,388	4,000	2,612		2,612	34.7%	
4011 Staff Recruitment	0	2	400	398		398	0.5%	
4015 Recharge staff hours	(1,000)	(1,000)	(2,000)	(1,000)		(1,000)	50.0%	

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4030 Training	42	570	750	180		180	75.9%	
4041 Mileage/Travel/Sustenance	135	151	500	349		349	30.3%	
4110 Rates	0	14,778	15,000	223		223	98.5%	
4115 Water & Sewerage	0	0	10,500	10,500		10,500	0.0%	
4120 Gas	0	6,312	21,000	14,688		14,688	30.1%	
4122 Electricity	0	8,578	34,000	25,422		25,422	25.2%	
4150 Cleaning	2,327	13,914	34,000	20,086		20,086	40.9%	
4151 Cleaning - Equipment	0	0	500	500		500	0.0%	
4152 Cleaning - Supplies	614	3,590	10,000	6,410		6,410	35.9%	
4155 Refuse Collection	553	2,904	6,250	3,346		3,346	46.5%	
4156 Recycling	144	708	2,000	1,292		1,292	35.4%	
4170 Building Maintenance	4,272	15,350	18,000	2,650		2,650	85.3%	
4172 Building Compliance	0	1,468	1,000	(468)		(468)	146.8%	
4185 Equipment	25	462	1,000	538		538	46.2%	
4187 Health & Safety	40	(366)	1,000	1,366		1,366	(36.6%)	
4188 Fire and Intruder Monitoring	0	0	500	500		500	0.0%	
4207 Fire & Intruder Systems	427	1,140	1,750	610		610	65.1%	
4400 Stationery & Consumables	0	12	1,000	988		988	1.2%	
4445 Mobile Phones	42	253	500	247		247	50.5%	
4455 Postage	0	101	400	299		299	25.2%	
4481 Software/Licenses	8	1,750	500	(1,250)		(1,250)	350.1%	
4487 Wi-Fi	78	469	1,700	1,231		1,231	27.6%	
4745 Uniforms	0	0	300	300		300	0.0%	
4997 Unplanned Expenditure	0	3,268	0	(3,268)		(3,268)	0.0%	
<b>Building :- Indirect Expenditure</b>	<b>8,407</b>	<b>105,885</b>	<b>250,900</b>	<b>145,015</b>	<b>0</b>	<b>145,015</b>	<b>42.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(8,255)</b>	<b>(92,224)</b>	<b>(234,900)</b>	<b>(142,676)</b>				
<u>205 Ancells Community Centre</u>								
1000 Hall Hire	1,030	10,175	25,000	14,825			40.7%	
<b>Ancells Community Centre :- Income</b>	<b>1,030</b>	<b>10,175</b>	<b>25,000</b>	<b>14,825</b>			<b>40.7%</b>	<b>0</b>
4000 Salaries	1,018	7,839	17,500	9,661		9,661	44.8%	
4001 Employers National Insurance	63	708	1,750	1,042		1,042	40.5%	
4002 Employers Pension	118	902	2,000	1,098		1,098	45.1%	
4041 Mileage/Travel/Sustenance	35	210	500	290		290	42.0%	
4115 Water & Sewerage	0	(642)	750	1,392		1,392	(85.6%)	
4120 Gas	85	789	1,600	811		811	49.3%	
4122 Electricity	142	746	1,500	754		754	49.7%	
4150 Cleaning	573	2,863	7,350	4,487		4,487	39.0%	
4152 Cleaning - Supplies	133	664	1,500	836		836	44.3%	

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4155 Refuse Collection	91	476	1,000	524		524	47.6%	
4170 Building Maintenance	349	2,132	2,000	(132)		(132)	106.6%	
4280 Ancells Car Park	0	0	7,500	7,500		7,500	0.0%	
4445 Mobile Phones	25	150	300	150		150	50.0%	
4455 Postage	0	0	100	100		100	0.0%	
4740 Licences	0	0	2,500	2,500		2,500	0.0%	
<b>Ancells Community Centre :- Indirect Expenditure</b>	<b>2,631</b>	<b>16,837</b>	<b>47,850</b>	<b>31,013</b>	<b>0</b>	<b>31,013</b>	<b>35.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,601)</b>	<b>(6,662)</b>	<b>(22,850)</b>	<b>(16,188)</b>				
<b>208 Ancells Farm Park and Pavilion</b>								
1000 Hall Hire	0	(0)	0	0			0.0%	
1060 Pitch Hire	0	97	2,250	2,153			4.3%	
<b>Ancells Farm Park and Pavilion :- Income</b>	<b>0</b>	<b>97</b>	<b>2,250</b>	<b>2,153</b>			<b>4.3%</b>	<b>0</b>
4110 Rates	0	1,185	1,232	47		47	96.2%	
4115 Water & Sewerage	0	164	400	236		236	40.9%	
4120 Gas	0	134	800	666		666	16.7%	
4122 Electricity	33	132	350	218		218	37.6%	
4150 Cleaning	117	573	1,445	872		872	39.6%	
4170 Building Maintenance	592	2,495	4,455	1,960		1,960	56.0%	
4175 Equipment Maintenance	0	160	485	325		325	33.0%	
4187 Health & Safety	0	0	325	325		325	0.0%	
4200 Grounds Maintenance	4,081	10,006	23,566	13,560		13,560	42.5%	
4202 Additional Ground Works	224	541	1,808	1,267		1,267	29.9%	
4205 CCTV	0	0	111	111		111	0.0%	
4220 Friends Group support	0	90	122	32		32	73.8%	
4225 South and South East in Bloom	80	80	110	30		30	72.7%	
4230 Playground Maintenance	0	420	5,300	4,880		4,880	7.9%	
4250 Tree Surgery	0	315	2,120	1,805		1,805	14.9%	
<b>Ancells Farm Park and Pavilion :- Indirect Expenditure</b>	<b>5,127</b>	<b>16,293</b>	<b>42,629</b>	<b>26,336</b>	<b>0</b>	<b>26,336</b>	<b>38.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,127)</b>	<b>(16,197)</b>	<b>(40,379)</b>	<b>(24,182)</b>				
<b>301 Open Spaces</b>								
4000 Salaries	1,213	6,029	13,987	7,958		7,958	43.1%	
4001 Employers National Insurance	126	837	1,398	561		561	59.8%	
4002 Employers Pension	61	376	699	323		323	53.9%	
4041 Mileage/Travel/Sustenance	0	230	848	618		618	27.2%	
4169 Street and Park Furniture	0	0	1,060	1,060		1,060	0.0%	
4170 Building Maintenance	0	40	328	288		288	12.3%	

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4185 Equipment	0	342	1,591	1,249		1,249	21.5%	
4200 Grounds Maintenance	2,583	6,333	14,917	8,584		8,584	42.5%	
4202 Additional Ground Works	3,691	3,691	1,144	(2,547)		(2,547)	322.6%	
4206 Lamppost Maintenance	0	(115)	210	325		325	(55.0%)	
4208 Speedwatch and SIDS	0	0	1,040	1,040		1,040	0.0%	
4250 Tree Surgery	0	625	1,080	455		455	57.9%	
4445 Mobile Phones	20	52	432	380		380	12.0%	
4740 Licences	0	0	100	100		100	0.0%	
4745 Uniforms	0	63	116	53		53	54.1%	
Open Spaces :- Indirect Expenditure	<b>7,694</b>	<b>18,503</b>	<b>38,950</b>	<b>20,447</b>	<b>0</b>	<b>20,447</b>	<b>47.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(7,694)</b>	<b>(18,503)</b>	<b>(38,950)</b>	<b>(20,447)</b>				
<u>305 Town Centre</u>								
4041 Mileage/Travel/Sustinance	0	(0)	0	0		0	0.0%	
Town Centre :- Indirect Expenditure	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>				
<u>310 Calthorpe Park</u>								
1050 Outdoor Space Hire	65	195	300	105			65.0%	
1057 Fleet Football Club Rent	500	500	2,000	1,500			25.0%	
1060 Pitch Hire	0	135	0	(135)			0.0%	
1064 Tennis Membership card	682	7,130	7,800	670			91.4%	
1065 Tennis Hire	222	1,621	2,000	379			81.0%	
Calthorpe Park :- Income	<b>1,469</b>	<b>9,580</b>	<b>12,100</b>	<b>2,520</b>			<b>79.2%</b>	<b>0</b>
4115 Water & Sewerage	0	268	500	232		232	53.5%	
4122 Electricity	243	451	300	(151)		(151)	150.2%	
4150 Cleaning	53	368	1,544	1,176		1,176	23.8%	
4170 Building Maintenance	0	4,267	1,622	(2,645)		(2,645)	263.1%	
4175 Equipment Maintenance	0	0	830	830		830	0.0%	
4185 Equipment	0	0	919	919		919	0.0%	
4187 Health & Safety	0	0	328	328		328	0.0%	
4200 Grounds Maintenance	6,941	17,018	40,872	23,854		23,854	41.6%	
4202 Additional Ground Works	826	3,737	3,072	(665)		(665)	121.7%	
4205 CCTV	0	(652)	3,000	3,652		3,652	(21.7%)	
4220 Friends Group support	0	(107)	110	217		217	(97.3%)	
4225 South and South East in Bloom	0	55	74	19		19	74.3%	
4230 Playground Maintenance	1,445	(719)	1,040	1,759		1,759	(69.1%)	
4250 Tree Surgery	280	934	3,000	2,066		2,066	31.1%	



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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4445 Mobile Phones	(10)	0	0	(0)		(0)	0.0%	
4590 Repairs and Renewals	0	0	7,000	7,000		7,000	0.0%	
4651 LTA Registration - membership	0	0	962	962		962	0.0%	
4653 Tennis Software	0	820	825	5		5	99.4%	
4740 Licences	0	70	72	2		2	97.2%	
<b>Calthorpe Park :- Indirect Expenditure</b>	<b>9,776</b>	<b>26,510</b>	<b>66,070</b>	<b>39,560</b>	<b>0</b>	<b>39,560</b>	<b>40.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(8,308)</b>	<b>(16,930)</b>	<b>(53,970)</b>	<b>(37,040)</b>				
<b>315 Oakley Park</b>								
1050 Outdoor Space Hire	30	50	100	50			50.0%	
1060 Pitch Hire	0	0	2,177	2,177			0.0%	
<b>Oakley Park :- Income</b>	<b>30</b>	<b>50</b>	<b>2,277</b>	<b>2,227</b>			<b>2.2%</b>	<b>0</b>
4122 Electricity	48	207	350	143		143	59.3%	
4150 Cleaning	105	526	1,379	853		853	38.1%	
4170 Building Maintenance	0	407	1,080	673		673	37.7%	
4175 Equipment Maintenance	0	0	58	58		58	0.0%	
4187 Health & Safety	0	0	328	328		328	0.0%	
4200 Grounds Maintenance	3,700	9,072	21,366	12,294		12,294	42.5%	
4202 Additional Ground Works	0	9,117	1,638	(7,479)		(7,479)	556.6%	
4205 CCTV	0	(1,200)	1,260	2,460		2,460	(95.2%)	
4220 Friends Group support	0	0	108	108		108	0.0%	
4225 South and South East in Bloom	0	90	90	0		0	100.0%	
4230 Playground Maintenance	0	328	1,080	752		752	30.4%	
4250 Tree Surgery	0	385	1,620	1,235		1,235	23.8%	
<b>Oakley Park :- Indirect Expenditure</b>	<b>3,853</b>	<b>18,932</b>	<b>30,357</b>	<b>11,425</b>	<b>0</b>	<b>11,425</b>	<b>62.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,823)</b>	<b>(18,882)</b>	<b>(28,080)</b>	<b>(9,198)</b>				
<b>320 Basingbourne Park</b>								
1050 Outdoor Space Hire	0	30	0	(30)			0.0%	
1060 Pitch Hire	0	909	4,249	3,340			21.4%	
<b>Basingbourne Park :- Income</b>	<b>0</b>	<b>939</b>	<b>4,249</b>	<b>3,310</b>			<b>22.1%</b>	<b>0</b>
4115 Water & Sewerage	0	43	550	507		507	7.9%	
4122 Electricity	34	111	250	139		139	44.6%	
4150 Cleaning	105	526	1,382	856		856	38.0%	
4170 Building Maintenance	299	577	2,160	1,583		1,583	26.7%	
4185 Equipment	0	0	328	328		328	0.0%	
4187 Health & Safety	0	0	328	328		328	0.0%	
4200 Grounds Maintenance	3,146	7,714	18,168	10,454		10,454	42.5%	

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4202 Additional Ground Works	180	5,171	1,390	(3,781)		(3,781)	372.0%	
4205 CCTV	0	(1,200)	1,248	2,448		2,448	(96.2%)	
4220 Friends Group support	0	(115)	118	233		233	(97.5%)	
4225 South and South East in Bloom	0	90	108	18		18	83.3%	
4230 Playground Maintenance	0	(124)	0	124		124	0.0%	
4250 Tree Surgery	0	1,200	2,705	1,505		1,505	44.4%	
<b>Basingbourne Park :- Indirect Expenditure</b>	<b>3,764</b>	<b>13,994</b>	<b>28,735</b>	<b>14,741</b>	<b>0</b>	<b>14,741</b>	<b>48.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,764)</b>	<b>(13,055)</b>	<b>(24,486)</b>	<b>(11,431)</b>				
<b>325 The Views</b>								
1050 Outdoor Space Hire	0	1,260	1,000	(260)			126.0%	
<b>The Views :- Income</b>	<b>0</b>	<b>1,260</b>	<b>1,000</b>	<b>(260)</b>			<b>126.0%</b>	<b>0</b>
4122 Electricity	0	75	200	125		125	37.7%	
4169 Street and Park Furniture	836	836	0	(836)		(836)	0.0%	
4185 Equipment	0	0	110	110		110	0.0%	
4200 Grounds Maintenance	1,304	3,196	7,529	4,333		4,333	42.5%	
4202 Additional Ground Works	575	575	575	(0)		(0)	100.0%	
4230 Playground Maintenance	0	126	4,284	4,158		4,158	2.9%	
4250 Tree Surgery	0	0	328	328		328	0.0%	
<b>The Views :- Indirect Expenditure</b>	<b>2,714</b>	<b>4,809</b>	<b>13,026</b>	<b>8,217</b>	<b>0</b>	<b>8,217</b>	<b>36.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,714)</b>	<b>(3,549)</b>	<b>(12,026)</b>	<b>(8,477)</b>				
<b>330 Edenbrook</b>								
4200 Grounds Maintenance	551	1,351	3,182	1,831		1,831	42.5%	
4202 Additional Ground Works	340	340	240	(100)		(100)	141.7%	
4230 Playground Maintenance	0	126	2,163	2,037		2,037	5.8%	
<b>Edenbrook :- Indirect Expenditure</b>	<b>891</b>	<b>1,817</b>	<b>5,585</b>	<b>3,768</b>	<b>0</b>	<b>3,768</b>	<b>32.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(891)</b>	<b>(1,817)</b>	<b>(5,585)</b>	<b>(3,768)</b>				
<b>350 Cemetery</b>								
1053 Grant money and funding	0	55,000	0	(55,000)			0.0%	
1100 Interment Fees	2,180	9,310	18,000	8,690			51.7%	
1110 Scattering of Ashes	0	0	500	500			0.0%	
1120 Sale of Exclusive Rights	2,680	14,920	17,000	2,080			87.8%	
1121 Transfer of Exclusive Rights	0	1,040	1,750	710			59.4%	
1130 Memorial Cemetery Fees	615	4,130	7,000	2,870			59.0%	
1132 Memorial Kerbstones	0	833	3,000	2,167			27.8%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1133 Memorial Sanctums	2,017	10,524	10,000	(524)			105.2%	
1134 GoR Planted Area	0	423	700	277			60.4%	
1137 GoR Ashes digging	0	350	1,000	650			35.0%	
1140 Bench contribution	0	2,985	0	(2,985)			0.0%	
<b>Cemetery :- Income</b>	<b>7,492</b>	<b>99,515</b>	<b>58,950</b>	<b>(40,565)</b>			<b>168.8%</b>	<b>0</b>
4000 Salaries	283	2,390	5,928	3,538	3,538		40.3%	
4002 Employers Pension	14	119	592	473	473		20.2%	
4041 Mileage/Travel/Sustinance	61	216	294	78	78		73.6%	
4110 Rates	0	2,445	2,542	97	97		96.2%	
4115 Water & Sewerage	0	95	230	135	135		41.5%	
4150 Cleaning	0	0	520	520	520		0.0%	
4155 Refuse Collection	506	1,092	2,120	1,028	1,028		51.5%	
4170 Building Maintenance	0	117	540	423	423		21.7%	
4200 Grounds Maintenance	1,954	4,792	15,826	11,034	11,034		30.3%	
4202 Additional Ground Works	5,976	45,998	1,040	(44,958)	(44,958)		4422.9%	
4203 General Upkeep	518	(345)	1,600	1,945	1,945		(21.6%)	
4220 Friends Group support	0	0	108	108	108		0.0%	
4225 South and South East in Bloom	0	75	145	70	70		51.7%	
4250 Tree Surgery	0	652	1,080	428	428		60.4%	
4445 Mobile Phones	23	117	265	148	148		44.0%	
4460 Subscriptions	0	95	100	5	5		95.0%	
4481 Software/Licenses	0	0	705	705	705		0.0%	
4935 GoR Memorial inscriptions	0	992	1,040	48	48		95.4%	
4936 GoR Ashes digging	0	0	500	500	500		0.0%	
4938 Bench Memorial Costs	525	525	0	(525)	(525)		0.0%	
4942 H and S Memorial repairs	0	0	325	325	325		0.0%	
4944 H and S Memorial inspections	0	0	1,550	1,550	1,550		0.0%	
<b>Cemetery :- Indirect Expenditure</b>	<b>9,860</b>	<b>59,375</b>	<b>37,050</b>	<b>(22,325)</b>	<b>0</b>	<b>(22,325)</b>	<b>160.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,368)</b>	<b>40,140</b>	<b>21,900</b>	<b>(18,240)</b>				
<u>475 Lengthsman Scheme</u>								
1053 Grant money and funding	0	3,300	3,300	0			100.0%	
<b>Lengthsman Scheme :- Income</b>	<b>0</b>	<b>3,300</b>	<b>3,300</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4202 Additional Ground Works	0	0	3,300	3,300	3,300		0.0%	
<b>Lengthsman Scheme :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>3,300</b>	<b>3,300</b>	<b>0</b>	<b>3,300</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>3,300</b>	<b>0</b>	<b>(3,300)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	601,599	1,397,835	1,707,766	309,931			81.9%	
Expenditure	115,656	577,020	1,789,318	1,212,298	0	1,212,298	32.2%	
<b>Net Income over Expenditure</b>	<b>485,943</b>	<b>820,815</b>	<b>(81,552)</b>	<b>(902,367)</b>				
less Transfer to EMR	0	206,008						
<b>Movement to/(from) Gen Reserve</b>	<b>485,943</b>	<b>614,806</b>						

**Bank Reconciliation Statement as at 30/09/2022  
for Cashbook 1 - Bank Current/Deposit Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC	31/07/2022	613	1,103,091.43
			<hr/> 1,103,091.43
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
26/09/2022 BACS Pymnt BACS P/L Pymnt Page 2038		55,223.41	
			<hr/> 55,223.41
			1,047,868.02
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<hr/> 0.00
			1,047,868.02
		<b>Balance per Cash Book is :-</b>	<b>1,047,868.02</b>
		<b>Difference is :-</b>	<b>0.00</b>

## Bank Current/Deposit Account

Payments made between 01/09/2022 and 30/09/2022

## 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>
07/09/2022	BACS P/L Pymnt Page 2037	BACS Pymnt	-11,724.00	-11,724.00		500			BACS P/L Pymnt Page 2037
09/09/2022	HSBC	DD23	86.80	86.80		500			HSBC Charges1/7/22 - 31/7/22
09/09/2022	HSBC	DD24	13.41	13.41		500			HSBC Charges 1/7/22 - 31/7/22
12/09/2022	BACS P/L Pymnt Page 2032	BACS Pymnt	47,755.17	47,755.17		500			BACS P/L Pymnt Page 2032
12/09/2022	Legal and General	DD	3,116.94			516		3,116.94	Pension Sept 22
13/09/2022	CommercialCards/HSBC	DD	1,194.42		126.49	4170	204	85.07	C/Card-DD -Cables from amazon
						4700	201	52.55	C/Card-DD-Bar Supplies
						4763	201	69.90	C/Card-DD-Bar snacks
						4700	201	15.78	C/Card-DD-bar snacks
						4761	201	64.93	C/Card-DD- CONFECTIONARY
						4185	204	36.90	C/Card-DD-Table feet
						4185	204	21.90	C/Card-DD-table feet
						4700	201	81.93	C/Card-DD- Dispensing Equip
						4185	204	-33.55	C/Card-DD-Refund table feet
						4481	204	8.33	C/Card-AR-spotify monthly fee
						4432	201	20.00	C/Card-AR- facebook advert
						4030	101	60.00	C/Card-CB- safeguard trainingx2
						4481	101	107.90	C/Card-CB- software batch print
						4041	101	11.72	C/Card-CB-send award back
						4170	204	29.17	C/Card-BC-paint for rvs
						4185	101	13.26	C/Card-BC-ethanet cable
						4170	204	7.49	C/Card-BC-ant traps
						4420	101	32.00	C/Card-BC-Annual Card Fee
						4486	101	3.00	C/Card-BC- microsoft
<b>Subtotal Carried Forward:</b>			40,442.74	36,131.38	126.49			3,805.22	

## Bank Current/Deposit Account

Payments made between 01/09/2022 and 30/09/2022

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						4486	101	195.58	C/Card-BC-microsoft
						4486	101	101.57	C/Card-BC-microsoft
						4430	101	82.50	C/Card-BC-online survey
14/09/2022	Payment Sense Ltd	DD25	56.74	56.74		500			August Charges
14/09/2022	Payment Sense Ltd	DD26	25.07	25.07		500			Aug charges 1/8/22-31/8/22
16/09/2022	Global Payments - Direct Debit	DD27	260.04	260.04		500			Bank charges 1/8/22-31/8/22
20/09/2022	Central Computer Management Lt	DD28	76.80	76.80		500			Aug Payroll
20/09/2022	Fleet Town Council	DDR	24,955.17			520		24,955.17	Sep 22 Payroll
22/09/2022	Fleet Town Council	DDR	9,081.76			515		9,081.76	Inland Revenue Sep 22
23/09/2022	Payment Sense Ltd	DD29	113.94	113.94		500			Terminal Rental
23/09/2022	Payment Sense Ltd	DD30	17.88	17.88		500			Terminal Rental
23/09/2022	BOC Ltd	DD31	46.75	46.75		500			Gas supply
26/09/2022	BACS P/L Pymnt Page 2038	BACS Pymnt	55,223.41	55,223.41		500			BACS P/L Pymnt Page 2038
27/09/2022	Booker Limited	DD37	195.17	195.17		500			Bar supplies
28/09/2022	Vodafone Limited	DD38	37.28	37.28		500			Mobile phones
29/09/2022	HSBC	DD32	35.92	35.92		500			Activity charges
30/09/2022	BT Payment Services Ltd	DD32	93.89	93.89		500			Broadband/Phone Aug 22
30/09/2022	NPower - Direct Debits	DD32	50.08	50.08		500			Elec 1/7-31/7/22
30/09/2022	Global Payments - Direct Debit	DD33	36.00	36.00		500			Global Payments Aug 22
30/09/2022	NPower - Direct Debits	DD33	35.85	35.85		500			Elec 1/7/22-31/7/22
30/09/2022	NPower - Direct Debits	DD34	148.69	148.69		500			Elec 1/7/22-31/7/22
30/09/2022	NPower - Direct Debits	DD35	254.69	254.69		500			Elec 1/7/22-31/7/22
30/09/2022	NPower - Direct Debits	DD36	34.19	34.19		500			Elec 1/7/22-31/7/22
<b>Total Payments:</b>			131,222.06	92,873.77	126.49			38,221.80	

## List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>6THSENSE</b> <b>SIXTH SENSE MARKETING</b>							
<i>Renewal Xmas Domain Name</i>	22/08/2022	2063	1	96.13	0.00	96.13	0.00
					<b>0.00</b>	<b>96.13</b>	
Above paid on 12/09/2022 by Online Payment Ref 6THSENSE							
<b>AIM</b> <b>Artistes International Management Ltd</b>							
<i>A vision of elvis performance</i>	20/09/2022	3847	1	3,000.00	0.00	3,000.00	0.00
					<b>0.00</b>	<b>3,000.00</b>	
Above paid on 26/09/2022 by Online Payment Ref AIM							
<b>BIFFA</b> <b>Biffa Waste Services Ltd</b>							
<i>Waste Bin</i>	19/08/2022	227T35183	1	663.70	0.00	663.70	0.00
<i>Waste Bin</i>	19/08/2022	227T35184	1	128.26	0.00	128.26	0.00
<i>Waste Bin</i>	19/08/2022	227T35185	1	108.82	0.00	108.82	0.00
<i>Waste Bin 1833326</i>	19/08/2022	227T35186	1	607.00	0.00	607.00	0.00
<i>Waste Bin</i>	19/08/2022	227T35187	1	44.06	0.00	44.06	0.00
					<b>0.00</b>	<b>1,551.84</b>	
Above paid on 12/09/2022 by Online Payment Ref BIFFA							
<b>BOC</b> <b>BOC Ltd</b>							
<i>Gas supply</i>	31/08/2022	3069648411	1	46.75	0.00	46.75	0.00
					<b>0.00</b>	<b>46.75</b>	
Above paid on 23/09/2022 by Direct Debit DD31							
<b>BOOKER</b> <b>Booker Limited</b>							
<i>Bar supplies</i>	16/09/2022	0151108	1	195.17	0.00	195.17	0.00
					<b>0.00</b>	<b>195.17</b>	
Above paid on 27/09/2022 by Direct Debit DD37							
<b>BOOTLEGBLO</b> <b>Rhino Agency</b>							
<i>Performance fee 3/9/22</i>	30/08/2022	BB1	1	1,000.00	0.00	1,000.00	0.00
					<b>0.00</b>	<b>1,000.00</b>	
Above paid on 12/09/2022 by Online Payment Ref BOOTLEGBLO							



## List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BRAND</b> <b>Brand Pest Control</b>							
<i>Pest control Contract</i>	15/08/2022	2887	1	48.00	0.00	48.00	0.00
					<b>0.00</b>	<b>48.00</b>	
Above paid on 12/09/2022 by Online Payment Ref BRAND							
<b>BT</b> <b>BT Payment Services Ltd</b>							
<i>Broadband/Phone Aug 22</i>	16/09/2022	M051QTSEP	1	93.89	0.00	93.89	0.00
					<b>0.00</b>	<b>93.89</b>	
Above paid on 30/09/2022 by Direct Debit DD32							
<b>CBS</b> <b>Comfort Building Services Ltd</b>							
<i>Contract Aug 22</i>	11/08/2022	51187	1	988.80	0.00	988.80	0.00
<i>Contract Aig</i>	11/08/2022	51188	1	509.47	0.00	509.47	0.00
<i>Supply and fit linkage kit</i>	31/08/2022	51272	1	1,786.80	0.00	1,786.80	0.00
<i>Contract Sept 22</i>	08/09/2022	51290	1	988.80	0.00	988.80	0.00
<i>Contract Sept 22</i>	08/09/2022	51291	1	509.47	0.00	509.47	0.00
					<b>0.00</b>	<b>4,783.34</b>	
Above paid on 26/09/2022 by Online Payment Ref CBS							
<b>CCMLPAY</b> <b>Central Computer Management Ltd</b>							
<i>Aug Payroll</i>	31/08/2022	56494	1	76.80	0.00	76.80	0.00
					<b>0.00</b>	<b>76.80</b>	
Above paid on 20/09/2022 by Direct Debit DD28							
<b>CEDERDALE</b> <b>Cedardale</b>							
<i>Replacement to pay</i>	08/09/2022	17378B	1	11,724.00	0.00	11,724.00	0.00
<i>Receive bounced payment</i>	07/09/2022	17378C	1	-11,724.00	0.00	-11,724.00	0.00
					<b>0.00</b>	<b>0.00</b>	
No payment due as Credit Notes have been applied							
<b>CHUBB</b> <b>Chubb Fire &amp; Security Limited</b>							
<i>Fire alarm service</i>	12/09/2022	9535146	1	387.24	0.00	387.24	0.00
<i>Fire alarm contract service</i>	15/09/2022	9543771	1	125.38	0.00	125.38	0.00
					<b>0.00</b>	<b>512.62</b>	
Above paid on 26/09/2022 by Online Payment Ref CHUBB							

## List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CONNECT</b> <b>Connect Computer Consultants Ltd</b>							
<i>Monthly Support May 22</i>	01/09/2022	2579	1	432.00	0.00	432.00	0.00
<i>Monthly support Oct 22</i>	11/09/2022	2597	1	445.99	0.00	445.99	0.00
					<b>0.00</b>	<b>877.99</b>	
Above paid on 26/09/2022 by Online Payment Ref CONNECT							
<b>COORS</b> <b>Molson Coors Brewing Co (UK) Ltd-ROP</b>							
<i>Bar supplies</i>	13/09/2022	09/09 MXBOX	1	839.43	0.00	839.43	0.00
<i>Bar supplies</i>	23/08/2022	19/08 A423114	1	1,622.80	0.00	1,622.80	0.00
<i>Credit for bar supplies</i>	30/08/2022	BEERMATE DOC	1	-32.46	0.00	-32.46	0.00
					<b>0.00</b>	<b>2,429.77</b>	
Above paid on 12/09/2022 by Online Payment Ref COORS							
<b>DOMMARTIN</b> <b>Dom Martin c/o Midnight Mango Ltd</b>							
<i>Deposit Show 23/10/22</i>	13/09/2022	DOMM-10	1	300.00	0.00	300.00	0.00
					<b>0.00</b>	<b>300.00</b>	
Above paid on 26/09/2022 by Online Payment Ref DOMMARTIN							
<b>DTM CONTR</b> <b>DTM Contractors Ltd</b>							
<i>Reaplace tap market trader stor</i>	30/08/2022	1239	1	58.74	0.00	58.74	0.00
<i>Toilet repair, cupboard repair</i>	31/08/2022	1240	1	418.68	0.00	418.68	0.00
<i>Fix rail</i>	01/09/2022	1242	1	269.38	0.00	269.38	0.00
<i>remove/replce brackets of stag</i>	06/09/2022	1244	1	87.95	0.00	87.95	0.00
<i>Remedial work EICR</i>	06/09/2022	1245	1	327.60	0.00	327.60	0.00
<i>Replace oversink hand wash hea</i>	09/09/2022	1247	1	358.34	0.00	358.34	0.00
<i>Re-adhere carpet</i>	12/09/2022	1249	1	50.39	0.00	50.39	0.00
<i>Repair pavers</i>	12/09/2022	1251	1	383.23	0.00	383.23	0.00
<i>Install 12 benches</i>	16/09/2022	1254	1	2,683.47	0.00	2,683.47	0.00
					<b>0.00</b>	<b>4,637.78</b>	
Above paid on 26/09/2022 by Online Payment Ref DTMCONTR							
<b>EINCHCOMB</b> <b>Paul Einchcomb</b>							
<i>August Expenses</i>	20/09/2022	AUG EXPENSE	1	70.09	0.00	70.09	0.00
					<b>0.00</b>	<b>70.09</b>	
Above paid on 26/09/2022 by Online Payment Ref EINCHCOMB							

## List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>FLEETFILM</b> <b>FLEET FILM SOCIETY</b>							
<i>Sunrise- gala evening</i>	10/08/2022	05/22	1	20.00	0.00	20.00	0.00
					<b>0.00</b>	<b>20.00</b>	
Above paid on 12/09/2022 by Online Payment Ref FLEETFILM							
<b>FLTJAZ</b> <b>Fleet Jazz Club</b>							
<i>Jazz Club</i>	09/08/2022	22/14	1	782.90	0.00	782.90	0.00
<i>Box office split July</i>	11/08/2022	22/15	1	93.87	0.00	93.87	0.00
<i>Advance Oct 22</i>	06/09/2022	22/16	1	720.00	0.00	720.00	0.00
					<b>0.00</b>	<b>1,596.77</b>	
Above paid on 12/09/2022 by Online Payment Ref FLTJAZ							
<b>GLOBALDD</b> <b>Global Payments - Direct Debit</b>							
<i>Bank charges 1/8/22-31/8/22</i>	31/08/2022	28181281AUG	1	260.04	0.00	260.04	0.00
					<b>0.00</b>	<b>260.04</b>	
Above paid on 16/09/2022 by Direct Debit DD27							
<b>GLOBALDD</b> <b>Global Payments - Direct Debit</b>							
<i>Global Payments Aug 22</i>	31/08/2022	50356551	1	36.00	0.00	36.00	0.00
					<b>0.00</b>	<b>36.00</b>	
Above paid on 30/09/2022 by Direct Debit DD33							
<b>HDC</b> <b>Hart District Council</b>							
<i>Election Costs</i>	20/07/2022	4000010066	1	8,967.13	0.00	8,967.13	0.00
<i>Hire of Annex Car Park</i>	09/09/2022	4000010224	1	162.00	0.00	162.00	0.00
					<b>0.00</b>	<b>9,129.13</b>	
Above paid on 26/09/2022 by Online Payment Ref HDC							
<b>HOGSBACK</b> <b>Hogs Back Brewery Ltd.</b>							
<i>Bar supplies</i>	01/09/2022	INV-09332	1	108.78	0.00	108.78	0.00
<i>Bar supplies</i>	01/09/2022	INV-09397	1	108.78	0.00	108.78	0.00
<i>Bar supplies</i>	11/05/2022	INV-09682	1	108.78	0.00	108.78	0.00
<i>Bar supplies</i>	15/06/2022	INV-10614	1	326.34	0.00	326.34	0.00
<i>Bar supplies</i>	24/08/2022	INV-12440	1	217.56	0.00	217.56	0.00

## List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Bar supplies</i>	14/09/2022	INV-12982	1	217.56	0.00	217.56	0.00
					<b>0.00</b>	<b>1,087.80</b>	

Above paid on 26/09/2022 by Online Payment Ref HOGSBACK

HSBC	HSBC						
<i>HSBC Charges 1/7/22 - 31/7/22</i>	22/08/2022	9701866	1	86.80	0.00	86.80	0.00
					<b>0.00</b>	<b>86.80</b>	

Above paid on 09/09/2022 by Direct Debit DD23

HSBC	HSBC						
<i>HSBC Charges 1/7/22 - 31/7/22</i>	22/08/2022	9738481	1	13.41	0.00	13.41	0.00
					<b>0.00</b>	<b>13.41</b>	

Above paid on 09/09/2022 by Direct Debit DD24

HSBC	HSBC						
<i>Activity charges</i>	31/08/2022	272ACTI	1	35.92	0.00	35.92	0.00
					<b>0.00</b>	<b>35.92</b>	

Above paid on 29/09/2022 by Direct Debit DD32

JAMIEBOND	Jamie Bond						
<i>Sound desk training 17/8/22</i>	20/08/2022	006	1	42.17	0.00	42.17	0.00
					<b>0.00</b>	<b>42.17</b>	

Above paid on 12/09/2022 by Online Payment Ref JAMIEBOND

MARY C HAR	Mary C Harris						
<i>Committee clerk cover Sept22</i>	09/09/2022	MCH 22/01	1	200.00	0.00	200.00	0.00
					<b>0.00</b>	<b>200.00</b>	

Above paid on 26/09/2022 by Online Payment Ref MCHarris

MINTNETWOR	Mint Network Ltd						
<i>Tel Lines Jul 22</i>	10/08/2022	07221646	1	118.97	0.00	118.97	0.00
					<b>0.00</b>	<b>118.97</b>	

Above paid on 12/09/2022 by Online Payment Ref MINTNETWOR

List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>NIGELJEFFR Nigel Jeffries Landscapes Limited</b>							
<i>Grnds Maint Jul 22</i>	31/07/2022	15230	1	14,555.86	0.00	14,555.86	0.00
<i>Remove bench and dispose</i>	31/08/2022	15302	1	216.00	0.00	216.00	0.00
<i>Sorrel Play Park repair</i>	31/08/2022	15303	1	408.00	0.00	408.00	0.00
<i>Aerial runway platform works</i>	31/08/2022	15304	1	1,734.00	0.00	1,734.00	0.00
<i>Bench at Cemetery</i>	31/08/2022	15305	1	630.00	0.00	630.00	0.00
<i>Grnds Maint Contract Aug 22</i>	31/08/2022	15356	1	14,555.86	0.00	14,555.86	0.00
					<b>0.00</b>	<b>32,099.72</b>	

Above paid on 12/09/2022 by Online Payment Ref NIGELJEFFR

<b>NPOWERDD NPower - Direct Debits</b>							
<i>Elec 1/7-31/7/22</i>	31/08/2022	IN04464449	1	50.08	0.00	50.08	0.00
					<b>0.00</b>	<b>50.08</b>	

Above paid on 30/09/2022 by Direct Debit DD32

<b>NPOWERDD NPower - Direct Debits</b>							
<i>Elec 1/7/22-31/7/22</i>	31/08/2022	IN04479473	1	35.85	0.00	35.85	0.00
					<b>0.00</b>	<b>35.85</b>	

Above paid on 30/09/2022 by Direct Debit DD33

<b>NPOWERDD NPower - Direct Debits</b>							
<i>Elec 1/7/22-31/7/22</i>	31/08/2022	IN04464489	1	148.69	0.00	148.69	0.00
					<b>0.00</b>	<b>148.69</b>	

Above paid on 30/09/2022 by Direct Debit DD34

<b>NPOWERDD NPower - Direct Debits</b>							
<i>Elec 1/7/22-31/7/22</i>	31/08/2022	IN04490663	1	254.69	0.00	254.69	0.00
					<b>0.00</b>	<b>254.69</b>	

Above paid on 30/09/2022 by Direct Debit DD35

<b>NPOWERDD NPower - Direct Debits</b>							
<i>Elec 1/7/22-31/7/22</i>	31/08/2022	IN04464488	1	34.19	0.00	34.19	0.00
					<b>0.00</b>	<b>34.19</b>	

Above paid on 30/09/2022 by Direct Debit DD36

## List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>NPTREE NP Tree Management Ltd</b>							
<i>Clear broken oak limb</i>	15/09/2022	2768	1	336.00	0.00	336.00	0.00
					<b>0.00</b>	<b>336.00</b>	
Above paid on 26/09/2022 by Online Payment Ref NPTREE							
<b>PAYMENTSEN Payment Sense Ltd</b>							
<i>August Charges</i>	01/09/2022	AUG CHARGES	1	56.74	0.00	56.74	0.00
					<b>0.00</b>	<b>56.74</b>	
Above paid on 14/09/2022 by Direct Debit DD25							
<b>PAYMENTSEN Payment Sense Ltd</b>							
<i>Aug charges 1/8/22-31/8/22</i>	01/09/2022	AUG CHARGE	1	25.07	0.00	25.07	0.00
					<b>0.00</b>	<b>25.07</b>	
Above paid on 14/09/2022 by Direct Debit DD26							
<b>PAYMENTSEN Payment Sense Ltd</b>							
<i>Terminal Rental</i>	09/09/2022	4801848	1	113.94	0.00	113.94	0.00
					<b>0.00</b>	<b>113.94</b>	
Above paid on 23/09/2022 by Direct Debit DD29							
<b>PAYMENTSEN Payment Sense Ltd</b>							
<i>Terminal Rental</i>	09/09/2022	4801847	1	17.88	0.00	17.88	0.00
					<b>0.00</b>	<b>17.88</b>	
Above paid on 23/09/2022 by Direct Debit DD30							
<b>PEAR Pear Technology Services Ltd</b>							
<i>Tech support upto 31/8/23</i>	31/08/2022	135477	1	270.00	0.00	270.00	0.00
					<b>0.00</b>	<b>270.00</b>	
Above paid on 12/09/2022 by Online Payment Ref PearTechno							
<b>PKF PKF Littlejohn LLP</b>							
<i>AGAR return 31/3/22</i>	03/09/2022	SB20221442	1	2,400.00	0.00	2,400.00	0.00
					<b>0.00</b>	<b>2,400.00</b>	
Above paid on 26/09/2022 by Online Payment Ref PKF							

## List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PRIMA CH Cleaning Services</b>							
Cleaning Aug 22	31/08/2022	001578	1	2,372.40	0.00	2,372.40	0.00
Cleaning Aug 22	31/08/2022	001579	1	687.12	0.00	687.12	0.00
Cleaning Aug 22	31/08/2022	001580	1	419.82	0.00	419.82	0.00
cleaning	31/08/2022	001581	1	126.18	0.00	126.18	0.00
Cleaning	31/08/2022	001582	1	63.00	0.00	63.00	0.00
cleaning	31/08/2022	001583	1	126.18	0.00	126.18	0.00
cleaning	31/08/2022	001584	1	140.22	0.00	140.22	0.00
					<b>0.00</b>	<b>3,934.92</b>	
Above paid on 12/09/2022 by Online Payment Ref CHCleaning							
<b>PROD production.gg</b>							
Egnineer services	13/09/2022	456	1	1,080.00	0.00	1,080.00	0.00
					<b>0.00</b>	<b>1,080.00</b>	
Above paid on 26/09/2022 by Online Payment Ref PROD							
<b>RTC SAFETY RTC Safety Surfaces Ltd</b>							
35mm Enviropave	02/09/2022	998995	1	4,429.20	0.00	4,429.20	0.00
					<b>0.00</b>	<b>4,429.20</b>	
Above paid on 12/09/2022 by Online Payment Ref RTCSAFETY							
<b>SCANDOR Scandor Landscape Contractors Limited</b>							
Work per valuation 3	14/09/2022	18759	1	7,792.44	0.00	7,792.44	0.00
					<b>0.00</b>	<b>7,792.44</b>	
Above paid on 26/09/2022 by Online Payment Ref SCANDOR							
<b>SDSL Safe Data Storage Ltd</b>							
Off site data backup	01/09/2022	43682	1	396.00	0.00	396.00	0.00
					<b>0.00</b>	<b>396.00</b>	
Above paid on 12/09/2022 by Online Payment Ref SDSL							
<b>SGPOS SG POS / Shelfguard Systems</b>							
Web Services Sept 22	01/09/2022	INV-17765	1	84.00	0.00	84.00	0.00
					<b>0.00</b>	<b>84.00</b>	
Above paid on 12/09/2022 by Online Payment Ref SGPOS							

## List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SIAN</b> <b>Sian Taylor</b>							
<i>Aug Expenses</i>	01/09/2022	AUG EXP	1	50.33	0.00	50.33	0.00
					<b>0.00</b>	<b>50.33</b>	
Above paid on 12/09/2022 by Online Payment Ref SIANT							
<b>SSEAST</b> <b>South &amp; South East in Bloom</b>							
<i>Four places at 2022 Awards</i>	23/08/2022	3491	1	80.00	0.00	80.00	0.00
					<b>0.00</b>	<b>80.00</b>	
Above paid on 12/09/2022 by Online Payment Ref South&Sout							
<b>STARBURST</b> <b>Starburst Foundation</b>							
<i>Final balance Legends of Music</i>	14/09/2022	LOM1	1	2,474.85	0.00	2,474.85	0.00
					<b>0.00</b>	<b>2,474.85</b>	
Above paid on 26/09/2022 by Online Payment Ref STARBURST							
<b>SURREYHILL</b> <b>Surrey Hills Solicitors LLP</b>							
<i>Charges for service</i>	31/08/2022	7600	1	294.00	0.00	294.00	0.00
					<b>0.00</b>	<b>294.00</b>	
Above paid on 12/09/2022 by Online Payment Ref SURREYHILL							
<b>SUX HR HUB</b> <b>The Sussex HR Hub Ltd</b>							
<i>Monthly Retinaed HR</i>	01/09/2022	INV-1138	1	90.00	0.00	90.00	0.00
					<b>0.00</b>	<b>90.00</b>	
Above paid on 12/09/2022 by Online Payment Ref TheSussexH							
<b>TEAM</b> <b>The Energy Auditing Agency Ltd</b>							
<i>EPC Cert</i>	09/09/2022	INV-9209	1	564.24	0.00	564.24	0.00
					<b>0.00</b>	<b>564.24</b>	
Above paid on 12/09/2022 by Online Payment Ref TEAM							
<b>THESTUMBLE</b> <b>The Stumble c/o Colin Black</b>							
<i>Performance fee 11/9/22</i>	11/09/2022	11092022	1	600.00	0.00	600.00	0.00
					<b>0.00</b>	<b>600.00</b>	
Above paid on 12/09/2022 by Online Payment Ref THESTUMBLE							



## List of Purchase Ledger Payments for Month 6

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TICKETSOLV</b> <b>TicketSolve Ltd</b>							
<i>Sales Aug 22</i>	31/08/2022	22080042	1	602.90	0.00	602.90	0.00
					<b>0.00</b>	<b>602.90</b>	
Above paid on 12/09/2022 by Online Payment Ref TICKETSOLV							
<b>TOT ENG</b> <b>TotalEnergies Gas and Power</b>							
<i>31/7-31/8 Gas</i>	10/09/2022	276850403/22	1	89.37	0.00	89.37	0.00
					<b>0.00</b>	<b>89.37</b>	
Above paid on 26/09/2022 by Online Payment Ref TOTENG							
<b>UWR</b> <b>United Hygiene Solutions</b>							
<i>Waste Bin 1/9-30/9/22</i>	01/09/2022	HI588342	1	159.31	0.00	159.31	0.00
<i>1/9-30/9/22 Supplies</i>	01/09/2022	HI588408	1	707.56	0.00	707.56	0.00
					<b>0.00</b>	<b>866.87</b>	
Above paid on 12/09/2022 by Online Payment Ref UHS							
<b>VIKING</b> <b>VIKING DIRECT</b>							
<i>Office Stationery and Stamps</i>	07/09/2022	9189852	1	146.67	0.00	146.67	0.00
<i>Office stationery</i>	09/09/2022	9203919	1	121.63	0.00	121.63	0.00
<i>Stationery</i>	20/09/2022	9251631	1	74.64	0.00	74.64	0.00
					<b>0.00</b>	<b>342.94</b>	
Above paid on 26/09/2022 by Online Payment Ref VIKING							
<b>VIMTO</b> <b>Vimto Limited</b>							
<i>Bar supplies</i>	14/09/2022	OP/I606311	1	694.40	0.00	694.40	0.00
					<b>0.00</b>	<b>694.40</b>	
Above paid on 26/09/2022 by Online Payment Ref VIMTO							
<b>VODAFONE</b> <b>Vodafone Limited</b>							
<i>Mobile phones</i>	18/09/2022	B5-563669298	1	37.28	0.00	37.28	0.00
					<b>0.00</b>	<b>37.28</b>	
Above paid on 28/09/2022 by Direct Debit DD38							



## Outstanding Balances by Month as at 06/10/2022

A/C Code	Customer Name	Balance	Oct 2022	Sep 2022	Aug 2022	Prior Months	On A/c Pymnts
<b>Ledger No 1, Sales Ledger 1</b>							
ARTS SOCIE	ARTS	108.00	0.00	108.00	0.00	0.00	0.00
BABY	BABY	724.80	0.00	698.40	26.40	0.00	0.00
BAKER	TWG	135.00	0.00	135.00	0.00	0.00	0.00
BALLETSCH	BALLET	357.00	0.00	357.00	0.00	0.00	0.00
BLOODNAT	BLO	799.20	0.00	399.60	399.60	0.00	0.00
BRASSEAU	BRA	2,320.50	0.00	785.40	0.00	1,535.10	0.00
CEMETERY	CEM	2,581.56	0.00	2,295.00	286.56	0.00	0.00
CEROC	CER	2,964.00	0.00	1,644.00	1,320.00	0.00	0.00
CINEMA	MELLOR	240.00	0.00	240.00	0.00	0.00	0.00
CULYER	CUL	37.68	0.00	37.68	0.00	0.00	0.00
DALBY	DALBY	53.82	0.00	53.82	0.00	0.00	0.00
DISCOKATE	DIS	297.00	0.00	297.00	0.00	0.00	0.00
EDWARDS	EDW	1,290.44	0.00	1,290.44	0.00	0.00	0.00
EWEN	VICKY	115.20	0.00	115.20	0.00	0.00	0.00
FOSS R	FOS	30.24	0.00	30.24	0.00	0.00	0.00
FTFC	FLEET	600.00	0.00	600.00	0.00	0.00	0.00
HART D C	HDC	3,000.00	0.00	0.00	3,000.00	0.00	0.00
HDC HV	HELEN VINCENT	246.00	0.00	246.00	0.00	0.00	0.00
LIBRARY	FLEET	16,045.69	0.00	0.00	0.00	16,045.69	0.00
LT DANCE	LT	473.00	0.00	0.00	0.00	473.00	0.00
MESSENGER	MESSENGER	604.17	0.00	604.17	0.00	0.00	0.00
PARAFIT	PARA	78.00	0.00	78.00	0.00	0.00	0.00
PRE	AF	960.38	0.00	960.38	0.00	0.00	0.00
REJINIAK	REJI	379.50	0.00	0.00	0.00	379.50	0.00
ROCK CHOIR	CHOIR	270.00	0.00	270.00	0.00	0.00	0.00
ROCKFIT	ALLAN	122.40	0.00	0.00	0.00	122.40	0.00
RS	RICHMOND	3,844.80	0.00	3,844.80	0.00	0.00	0.00
SALSA	SALSA	76.50	0.00	76.50	0.00	0.00	0.00
SEEDALL	SEE	217.60	0.00	217.60	0.00	0.00	0.00
SHRIMPTON	SHR	105.00	0.00	45.00	60.00	0.00	0.00
TEA	TEA	185.04	0.00	185.04	0.00	0.00	0.00
TIFF	TIFF	52.92	0.00	52.92	0.00	0.00	0.00
U3A HARLY	U3A	120.00	0.00	120.00	0.00	0.00	0.00
<b>Total Sales Ledger No 1</b>		<b>39,435.44</b>	<b>0.00</b>	<b>15,787.19</b>	<b>5,092.56</b>	<b>18,555.69</b>	<b>0.00</b>
<b>TOTAL SALES LEDGER BALANCES</b>		<b>39,435.44</b>	<b>0.00</b>	<b>15,787.19</b>	<b>5,092.56</b>	<b>18,555.69</b>	<b>0.00</b>

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
Cashbook	1		4		3,870.33	3,870.33	0.00
Cashbook	1		5		1,362.29	1,362.29	0.00
Cashbook	1		6		1,852.87	1,852.87	0.00
		<b>OUTPUT</b>		<b>Total Rate: E</b>	<b>7,085.49</b>	<b>7,085.49</b>	<b>0.00</b>
Sales Ledger	1	893	4		2,350.00	1,958.33	391.67
Sales Ledger	1	895	4		2,671.20	2,226.00	445.20
Sales Ledger	1	896	4		2,350.00	1,958.33	391.67
Sales Ledger	1	897	4		-2,350.00	-1,958.33	-391.67
Sales Ledger	1	898	4		-2,350.00	-1,958.33	-391.67
Sales Ledger	1	899	4		500.00	416.67	83.33
Sales Ledger	1	900	4		38.54	32.12	6.42
Sales Ledger	1	901	4		2,350.00	1,958.33	391.67
Sales Ledger	1	902	4		-30.60	-25.50	-5.10
Sales Ledger	1	906	4		146.40	122.00	24.40
Sales Ledger	1	907	4		288.00	240.00	48.00
Sales Ledger	1	908	4		-144.00	-120.00	-24.00
Sales Ledger	1	909	4		723.00	602.50	120.50
Sales Ledger	1	910	4		297.00	247.50	49.50
Sales Ledger	1	912	4		480.00	400.00	80.00
Sales Ledger	1	913	4		26,298.52	21,915.45	4,383.07
Cashbook	1		4		38,368.67	33,155.36	5,213.31
Sales Ledger	1	915	5		630.00	525.00	105.00
Sales Ledger	1	919	5		3,461.60	2,884.67	576.93
Sales Ledger	1	921	5		-91.20	-76.00	-15.20
Sales Ledger	1	922	5		3,230.00	2,691.67	538.33
Sales Ledger	1	923	5		328.80	274.00	54.80
Sales Ledger	1	925	5		4,440.49	3,700.41	740.08
Sales Ledger	1	927	5		243.36	202.80	40.56
Cashbook	1		5		14,194.45	12,261.48	1,932.97
Sales Ledger	1	926	6		73.20	61.00	12.20
Sales Ledger	1	928	6		962.48	802.06	160.42
Sales Ledger	1	930	6		-0.60	-0.50	-0.10
Sales Ledger	1	931	6		46.26	38.55	7.71
Sales Ledger	1	932	6		67.50	56.25	11.25
Sales Ledger	1	933	6		7.85	6.54	1.31
Sales Ledger	1	934	6		36.00	30.00	6.00
Sales Ledger	1	935	6		61.34	51.12	10.22
Sales Ledger	1	936	6		600.00	500.00	100.00
Sales Ledger	1	937	6		16.20	13.50	2.70
Sales Ledger	1	938	6		2,420.00	2,016.67	403.33
Sales Ledger	1	939	6		8.82	7.35	1.47
Sales Ledger	1	940	6		1,099.94	916.60	183.34
Sales Ledger	1	945	6		1,821.60	1,518.00	303.60
Cashbook	1		6		30,920.73	27,363.32	3,557.41

Previewed Draft - Do Not Submit to HMRC

Date: 05/10/2022

Fleet Town Council Current Year

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Time: 16:47

VAT Return: 01/07/2022 - 30/09/2022

User: SM

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
		<b>OUTPUT</b>		<b>Total Rate: S</b>	<b>136,565.55</b>	<b>117,014.92</b>	<b>19,550.63</b>
Sales Ledger	1	893	4		680.00	680.00	0.00
Sales Ledger	1	896	4		170.00	170.00	0.00
Sales Ledger	1	897	4		-680.00	-680.00	0.00
Sales Ledger	1	898	4		-170.00	-170.00	0.00
Sales Ledger	1	901	4		170.00	170.00	0.00
Sales Ledger	1	903	4		510.00	510.00	0.00
Sales Ledger	1	904	4		3,560.00	3,560.00	0.00
Sales Ledger	1	905	4		150.00	150.00	0.00
Sales Ledger	1	911	4		150.00	150.00	0.00
Sales Ledger	1	912	4		3,560.00	3,560.00	0.00
Cashbook	1		4		598.63	598.63	0.00
Sales Ledger	1	916	5		300.00	300.00	0.00
Sales Ledger	1	917	5		180.00	180.00	0.00
Sales Ledger	1	918	5		460.00	460.00	0.00
Sales Ledger	1	919	5		908.67	908.67	0.00
Sales Ledger	1	920	5		760.00	760.00	0.00
Sales Ledger	1	922	5		540.00	540.00	0.00
Sales Ledger	1	924	5		180.00	180.00	0.00
Sales Ledger	1	929	5		-180.00	-180.00	0.00
Sales Ledger	1	928	6		460.00	460.00	0.00
Sales Ledger	1	930	6		0.01	0.01	0.00
Sales Ledger	1	938	6		940.00	940.00	0.00
Sales Ledger	1	940	6		2,295.00	2,295.00	0.00
Sales Ledger	1	941	6		180.00	180.00	0.00
Sales Ledger	1	942	6		75.00	75.00	0.00
Sales Ledger	1	943	6		-75.00	-75.00	0.00
Sales Ledger	1	944	6		1,780.00	1,780.00	0.00
Cashbook	1		6		573,055.89	573,055.89	0.00
		<b>OUTPUT</b>		<b>Total Rate: Z</b>	<b>590,558.20</b>	<b>590,558.20</b>	<b>0.00</b>
Purchase Ledger	1	1044	4		109.13	103.94	5.19
Purchase Ledger	1	1046	4		132.46	126.15	6.31
Purchase Ledger	1	1055	5		169.52	161.45	8.07
Purchase Ledger	1	1059	5		233.21	222.11	11.10
Purchase Ledger	1	1063	5		414.50	394.77	19.73
Purchase Ledger	1	1069	6		89.37	85.11	4.26
Purchase Ledger	1	1074	6		523.50	498.57	24.93
		<b>INPUT</b>		<b>Total Rate: F</b>	<b>1,671.69</b>	<b>1,592.10</b>	<b>79.59</b>
Purchase Ledger	1	1042	4		22,383.66	18,653.05	3,730.61
Purchase Ledger	1	1044	4		53,385.83	44,488.20	8,897.63
Purchase Ledger	1	1046	4		27,860.21	23,216.85	4,643.36

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
Purchase Ledger	1	1048	4		193.70	161.42	32.28
Purchase Ledger	1	1049	4		194.22	161.86	32.36
Purchase Ledger	1	1050	4		890.29	741.91	148.38
Purchase Ledger	1	1051	4		22.80	19.00	3.80
Purchase Ledger	1	1053	4		799.53	771.76	27.77
Cashbook	1		4		342.41	327.92	14.49
Purchase Ledger	1	1055	5		21,139.75	17,616.44	3,523.31
Purchase Ledger	1	1059	5		93.89	78.24	15.65
Purchase Ledger	1	1060	5		35,366.79	29,472.32	5,894.47
Purchase Ledger	1	1062	5		217.70	217.00	0.70
Purchase Ledger	1	1063	5		376.86	314.05	62.81
Purchase Ledger	1	1064	5		37.28	31.07	6.21
Cashbook	1		5		1,696.34	1,531.57	164.77
Purchase Ledger	1	1065	6		44,049.90	36,708.23	7,341.67
Purchase Ledger	1	1068	6		-11,724.00	-9,770.00	-1,954.00
Purchase Ledger	1	1069	6		52,159.19	43,894.00	8,265.19
Purchase Ledger	1	1072	6		515.41	472.15	43.26
Purchase Ledger	1	1073	6		129.89	108.24	21.65
Purchase Ledger	1	1075	6		232.45	217.99	14.46
Cashbook	1		6		1,194.42	1,067.93	126.49
		<b>INPUT</b>		<b>Total Rate: S</b>	<b>251,558.52</b>	<b>210,501.20</b>	<b>41,057.32</b>
Purchase Ledger	1	1042	4		905.29	905.29	0.00
Purchase Ledger	1	1044	4		2,096.00	2,096.00	0.00
Purchase Ledger	1	1046	4		899.25	899.25	0.00
Purchase Ledger	1	1052	4		75.62	75.62	0.00
Cashbook	1		4		90.83	90.83	0.00
Purchase Ledger	1	1055	5		3,046.61	3,046.61	0.00
Purchase Ledger	1	1058	5		-170.00	-170.00	0.00
Purchase Ledger	1	1060	5		147.21	147.21	0.00
Cashbook	1		5		103.47	103.47	0.00
Purchase Ledger	1	1065	6		3,705.27	3,705.27	0.00
Purchase Ledger	1	1069	6		2,974.85	2,974.85	0.00
		<b>INPUT</b>		<b>Total Rate: Z</b>	<b>13,874.40</b>	<b>13,874.40</b>	<b>0.00</b>

**Previewed Draft - Do Not Submit to HMRC**

Date: 05/10/2022

**Fleet Town Council Current Year**

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Time: 16:47

VAT Return: 01/07/2022 - 30/09/2022

User: SM

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
<b>VAT Return Summary:</b>				<b>Total Outputs</b>	<b>734,209.24</b>	<b>714,658.61</b>	<b>19,550.63</b>
				<b>Total Inputs</b>	<b>267,104.61</b>	<b>225,967.70</b>	<b>41,136.91</b>
VAT due in the period on sales and other outputs						<b>Box 1</b>	19,550.63
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States						<b>2</b>	<u>0.00</u>
<b>Total VAT due</b>						<b>3</b>	<b>19,550.63</b>
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)						<b>4</b>	<u>41,136.91</u>
<b>Net VAT to reclaim from HMRC</b>						<b>5</b>	<b><u>21,586.28</u></b>
<b>Total value of sales and all other outputs excluding any VAT</b>						<b>6</b>	<b>714,658.00</b>
<b>Total value of purchases and all other inputs excluding any VAT</b>						<b>7</b>	<b>225,967.00</b>
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States						<b>8</b>	0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States						<b>9</b>	0.00
VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States							<b>0.00</b>

## Fleet Town Council Finances

### Background and Challenges for 2022 to 2026

#### 1. Background to Local Government Finances

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

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

Another source of monies is currently known as Section 106 contributions by developers which must be used for agreed projects to improve the local infrastructure. S106 is due to be replaced by a wider scheme called Community Infrastructure Levy commonly known as CIL. Note however, Permitted Development of offices to residential, nor developments of less than 15 properties, do not generate any S106 monies.

#### 2. FTC Financial History

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

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

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

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

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

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

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



### 3. Financial Challenges for the New Council

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

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

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

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

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

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

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

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

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

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

**SUBJECT: INVESTMENT AND CURRENT ACCOUNTS**

Account balances for Fleet Town Council as at 30 September 2023

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

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

Nationwide

£458.08

Interest received in September 23 into HSBC account:

CCLA

£6,559.81

Interest received in August 23 into Cambridge BS account

Cambridge BS – closed 23/08/23

£891.10

**Recommendation**

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

As at 10 October 2022

Cost Centre	Item Description	Actual 2019-2020	Actual 2020-2021	Actual 2021-2022	Current Year 2022-2023 Tax Base 10,676.06 (+4% on prior yr)	2022-2023 Projections (Net Expenditure)	Option 1 - 2023-2024 Budget - 5% uplift Tax Base 10,676.06	Option 2 - 2023-2024 Budget - 10% uplift Tax Base 10,676.06	Option 3	Option 4	Comments
<b>Total Precept &amp; Band D value</b>					<b>£1,145,840</b> Band D = £107.33 (+£4.13) per year		<b>£1,182,531</b> Band D = £110.76 (+£3.43) per year	<b>£1,219,223</b> Band D = £114.20 (+£6.87) per year			
<b>COUNCIL OPERATIONS</b>											
115	Precept Operations	-£631,819	-£672,341	-£677,777	-£733,823	-£733,823	-£770,514	-£807,206			
101	Central Admin	£172,785	£118,736	£173,478	£227,483	£193,699	£246,184	£257,172			
105	Civic & Democratic	£2,609	£3,736	£2,265	£33,170	£17,395	£8,396	£8,796			
110	Grants and Contributions										
110	Committed Grants										
110	Civic Grants	£39,373	£30,583	£40,226	£48,435	£42,872	£50,264	£52,657			
150	Events, Town Centre and Climate Change	£36,002	£35,732	£39,896	£47,711	£48,195	£50,397	£52,789			
301	Open Spaces	£31,649	£31,301	£34,958	£38,950	£42,223	£41,660	£43,642			
208	Ancells Farm Park	£31,986	£32,624	£36,766	£39,979	£39,002	£41,131	£43,143			
310	Calthorpe Park	£37,109	£67,689	£51,527	£53,970	£52,968	£50,030	£52,179			
315	Oakley Park	£22,216	£25,508	£25,849	£28,080	£29,643	£30,671	£32,134			
320	Basingbourne Park	£28,807	£22,583	£29,443	£24,486	£32,822	£29,718	£31,136			
325	The Views	£9,281	£8,769	£13,576	£12,026	£12,037	£12,639	£13,241			
330	Edenbrook	£3,300	£4,175	£3,407	£5,585	£5,813	£5,998	£6,284			
350	Cemetery	-£28,987	-£65,345	-£37,435	-£21,900	-£29,904	-£28,709	-£29,963			
475	Lengthsman	£530	£0	£0	£0	£0	£0	£0			
	<b>FTC Actual Operating Costs</b>				<b>£537,975</b>	<b>£486,765</b>	<b>£538,379</b>	<b>£563,210</b>			
<b>SUB TOTAL</b>	<b>COUNCIL OPERATIONS</b>	<b>-£245,159</b>	<b>-£356,250</b>	<b>-£263,821</b>	<b>-£195,848</b>	<b>-£247,058</b>	<b>-£232,135</b>	<b>-£243,996</b>	<b>£0</b>	<b>£0</b>	
<b>THE HARLINGTON</b>											
					<b>£0</b>			<b>£0</b>			
204	Building Operational Costs	£224,131	£230,244	£191,506	£234,900	£230,778	£249,285	£260,250			
201	Events	-£25,188	£131,919	-£8,542	£19,250	£36,420	£21,425	£32,170			
202	Café	-£9,187	£17,565	£269	£0	£0	£0	£0			
<b>SUB TOTAL</b>		<b>£189,756</b>	<b>£379,728</b>	<b>£183,233</b>	<b>£254,150</b>	<b>£267,198</b>	<b>£270,710</b>	<b>£292,420</b>	<b>£0</b>	<b>£0</b>	
205	Ancells Community	£18,780	£31,241	£24,634	£22,850	£24,750	£25,975	£27,700			
	<b>TOTAL AFCC</b>	<b>£18,780</b>	<b>£31,241</b>	<b>£24,634</b>	<b>£22,850</b>	<b>£24,750</b>	<b>£25,975</b>	<b>£27,700</b>	<b>£0</b>	<b>£0</b>	
<b>TOTAL</b>	<b>Harlington &amp; AFCC</b>	<b>£208,536</b>	<b>£410,969</b>	<b>£207,867</b>	<b>£277,000</b>	<b>£291,948</b>	<b>£296,685</b>	<b>£320,120</b>	<b>£0</b>	<b>£0</b>	
<b>TOTAL</b>	<b>FTC + Harlington + Ancells Community</b>	<b>-£36,623</b>	<b>£54,719</b>	<b>-£55,954</b>	<b>£81,152</b>	<b>£44,890</b>	<b>£64,550</b>	<b>£76,124</b>	<b>£0</b>	<b>£0</b>	

HARLINGTON DEVELOPMENT		Actual to 31.03.17	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Actual 2021-2022	Actual as at 30.09.2022	Cumulative 2022/2023 Year End Projection	Comments
	Brought forward	£0	-£285,435	-£511,052	-£879,793	-£1,216,717	-£1,608,082	-£1,992,119		
115	Precept	-£390,339	-£412,017	-£412,017	-£412,017	-£412,017	-£412,017	-£412,017		
160	Interest				-£5,957					
160	Expenditure	£104,904	£186,377	£43,276	£81,050	£20,652	£27,980	£14,200		
<b>TOTAL</b>	<b>FUNDS AVAILABLE</b>	<b>-£285,435</b>	<b>-£511,075</b>	<b>-£879,793</b>	<b>-£1,216,717</b>	<b>-£1,608,082</b>	<b>-£1,992,119</b>	<b>-£2,389,936</b>		

Available S106 Funding as at 19.04.2021	Available funds as at 11.05.19	Funds received a at 31.01.2020	Funds allocated but not paid as at 31.01.2020	Balance available as at 17.05.22	Funds requested but not paid as at 10.02.22	Comments
	Recreation & Leisure projects	£392,214	£24,789	£244,211	£150,883	£55,000
	<b>TOTAL</b>	<b>£392,214</b>	<b>£24,789</b>	<b>£244,211</b>	<b>£150,883</b>	<b>£95,883</b>

FTC RESERVES AS AT 31 MARCH 2022

Total Equity as at 31.03.2022	£2,449,217	General Fund	£329,407
		FTC Reserves	£0
		General EMR	£127,692
		Harlington EMR	£1,992,119
			£2,449,218

FTC RESERVES AS AT 30 SEPTEMBER 2022

Total Equity as at 30.09.22	£2,901,319	General Fund	£935,338
		FTC Reserves	
		General EMR	£136,567
		Harlington EMR	£2,198,127
			£3,270,032

**201- Events / Community****Income**

		<b>22/23 Budget</b>	<b>Projection 22/23</b>	<b>5%</b>	<b>10%</b>	<b>Comment</b>
1000	Hall Hire	£ 90,000.00	£ 90,000.00	£ 102,000.00	£ 102,000.00	Potential loss of vaccination booking
1002	Point Hall Hire	£ -	£ 80.00	£ -	£ -	
1033	Fleet Phoenix	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	
1036	Fleet Baptist Preschool	£ 4,500.00	£ 4,500.00	£ 4,500.00	£ 4,500.00	
1420	Bar Sales	£ 112,500.00	£ 85,000.00	£ 107,000.00	£ 107,000.00	In line with increased ticket sales
1431	Confectionery	£ 3,000.00	£ 2,500.00	£ 2,750.00	£ 2,750.00	
1432	Ices	£ 2,500.00	£ 2,500.00	£ 2,750.00	£ 2,750.00	
1433	Snacks	£ 2,500.00	£ 2,500.00	£ 3,000.00	£ 3,000.00	
1435	Box Office Charges	£ 17,500.00	£ 10,000.00	£ 15,000.00	£ 15,000.00	In line with increased ticket sales
1436	Technical Income	£ 5,000.00	£ -	£ -	£ -	
1450	Ticket Sales	£ 190,000.00	£ 140,000.00	£ 207,000.00	£ 207,000.00	Full programme of shows with minimally reduced attendance in certain areas
	<i>Total income</i>	<i>£ 428,500.00</i>	<i>£ 338,080.00</i>	<i>£ 445,000.00</i>	<i>£ 445,000.00</i>	

**Expenditure**

4000	Salaries (staffing)	£ 189,500.00	£ 164,500.00	£ 198,975.00	£ 208,450.00	No increase in salaries other than 5%/10% options
4001	NI	£ 15,950.00	£ 15,000.00	£ 16,750.00	£ 17,545.00	In line with salaries
4002	Employers Pension	£ 9,500.00	£ 8,500.00	£ 9,975.00	£ 10,450.00	In line with salaries
4015	Recharge Staff Hours	-£ 7,000.00	-£ 7,000.00	-£ 7,000.00	-£ 7,000.00	
4182	Technical Sundries	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	
4183	Technical Hires	£ 500.00	£ 500.00	£ 500.00	£ 500.00	
4185	Equipment	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	Minimal spend to replace/repair. No improvements budgeted for
4422	Bank & Card Transactions	£ 12,000.00	£ 8,000.00	£ 11,000.00	£ 11,000.00	In line with increased ticket sales
4432	Marketing	£ 18,000.00	£ 18,000.00	£ 20,000.00	£ 20,000.00	Slight increase to partially offset printing increases
4433	Marketing support	£ 8,000.00	£ 8,000.00	£ 10,000.00	£ 10,000.00	Slight increase to partially offset delivery increases
4490	Sales System Costs	£ 13,500.00	£ 9,500.00	£ 12,000.00	£ 12,000.00	In line with increased ticket sales
4700	Bar Purchases	£ 45,000.00	£ 34,000.00	£ 42,800.00	£ 42,800.00	In line with increased bar sales
4710	Bar Consumables	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	
4715	Stocktaking	£ 175.00	£ 175.00	£ 175.00	£ 500.00	
4720	Performance Costs	£ 124,000.00	£ 98,000.00	£ 132,500.00	£ 132,500.00	In line with increased number of shows
4728	Till App	£ 1,200.00	£ 1,000.00	£ 1,200.00	£ 1,200.00	
4740	Licences	£ 7,000.00	£ 6,200.00	£ 7,000.00	£ 7,000.00	PRS / PPL / Vimeo
4752	Hospitality	£ 500.00	£ 500.00	£ 500.00	£ 500.00	
4761	Confectionery	£ 1,800.00	£ 1,500.00	£ 1,650.00	£ 1,650.00	
4762	Ices	£ 1,000.00	£ 1,000.00	£ 1,050.00	£ 1,050.00	
4763	Snacks	£ 1,125.00	£ 1,125.00	£ 1,350.00	£ 1,350.00	
	<i>Total expenditure</i>	<i>£ 447,750.00</i>	<i>£ 374,500.00</i>	<i>£ 466,425.00</i>	<i>£ 477,495.00</i>	
	<i>Net Expenditure Over Income</i>	<i>£ 19,250.00</i>	<i>£ 36,420.00</i>	<i>£ 21,425.00</i>	<i>£ 32,495.00</i>	

**204-Building  
Income**

	22/23 Budget	Projection 22/23	5%	10%	Comment
1031 HCC Library	£ 16,000.00	£ 13,371.00	£ 16,000.00	£ 16,000.00	Income dependant on re-opening of the Harlington entrance
1053 Grant Money & Funding	£ -	£ 16,051.00	£ -	£ -	
<b>Total Income</b>	<b>£ 16,000.00</b>	<b>£ 29,422.00</b>	<b>£ 16,000.00</b>	<b>£ 16,000.00</b>	

**Expenditure**

4000 Salaries	£ 78,500.00	£ 78,500.00	£ 82,450.00	£ 86,350.00	No increase in salaries other than 5%/10% options
4001 NI	£ 7,850.00	£ 7,850.00	£ 8,250.00	£ 8,650.00	In line with salaries
4002 Employers Pension	£ 4,000.00	£ 4,000.00	£ 4,200.00	£ 4,400.00	In line with salaries
4011 Staff Recruitment	£ 400.00	£ 400.00	£ 500.00	£ 500.00	
4015 Recharge Staff Hours	-£ 2,000.00	-£ 2,000.00	-£ 2,000.00	-£ 2,000.00	
4030 Training	£ 750.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	
4041 Mileage/Travel/Sustenance	£ 500.00	£ 500.00	£ 500.00	£ 500.00	
4110 Rates	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ 15,000.00	
4115 Water & Sewerage	£ 10,500.00	£ 5,000.00	£ 5,250.00	£ 5,500.00	Increased by 5%/10% but actual increases not known at this time
4120 Gas	£ 21,000.00	£ 24,000.00	£ 25,200.00	£ 25,200.00	Increased by 5%/10% but actual increases not known at this time
4122 Electricity	£ 34,000.00	£ 36,000.00	£ 37,800.00	£ 39,600.00	Increased by 5%/10% but actual increases not known at this time
4150 Cleaning	£ 34,000.00	£ 34,000.00	£ 35,700.00	£ 37,400.00	Increased by 5%/10% but actual increases not known at this time
4151 Cleaning - Equipment	£ 500.00	£ 500.00	£ 500.00	£ 500.00	
4152 Cleaning - Supplies	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	
4155 Refuse Collection	£ 6,250.00	£ 6,250.00	£ 6,560.00	£ 6,875.00	Increased by 5%/10%
4156 Recycling	£ 2,000.00	£ 2,000.00	£ 2,100.00	£ 2,200.00	Increased by 5%/10%
4170 Building Maintenance	£ 18,000.00	£ 22,000.00	£ 20,000.00	£ 21,000.00	Building maintenance costs are rising due to failing systems/equipment
4172 Building Compliance	£ 1,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	Building maintenance costs are rising due to failing systems/equipment
4185 Equipment	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	
4187 Health & Safety	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	
4188 Fire & Intruder Monitoring	£ 500.00	£ 500.00	£ 525.00	£ 550.00	Increased by 5%/10%
4207 Fire & Intruder Systems	£ 1,750.00	£ 1,750.00	£ 1,850.00	£ 1,925.00	Increased by 5%/10%
4400 Stationery & Consumables	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	
4445 Mobile Phones	£ 500.00	£ 500.00	£ 500.00	£ 500.00	
4455 Postage	£ 400.00	£ 400.00	£ 400.00	£ 400.00	
4481 Software/Licenses	£ 500.00	£ 1,750.00	£ 2,000.00	£ 2,000.00	
4487 Wifi	£ 1,700.00	£ 1,500.00	£ 1,700.00	£ 1,700.00	
4745 Uniforms	£ 300.00	£ 300.00	£ 300.00	£ 300.00	
4997 Unplanned Expenditure	£ -	£ 3,500.00	£ -	£ -	
<b>Total Expenditure</b>	<b>£ 250,900.00</b>	<b>£ 260,200.00</b>	<b>£ 265,285.00</b>	<b>£ 275,050.00</b>	
<b>Net Expenditure Over Income</b>	<b>£ 234,900.00</b>	<b>£ 230,778.00</b>	<b>£ 249,285.00</b>	<b>£ 259,050.00</b>	

**205-Ancells  
Income**

		22/23 Budget	Projection 22/23	5%	10%	Comment
1000	Hall Hire	£ 25,000.00	£ 25,000.00	£ 26,000.00	£ 26,000.00	
	<i>Total Income</i>	£ 25,000.00	£ 25,000.00	£ 26,000.00	£ 26,000.00	

#### Expenditure

4000	Salaries	£ 17,500.00	£ 17,500.00	£ 18,375.00	£ 19,250.00	No increase in salaries other than 5%/10% options
4001	NI	£ 1,750.00	£ 1,750.00	£ 1,850.00	£ 1,925.00	In line with salaries
4002	Employers Pension	£ 2,000.00	£ 2,000.00	£ 2,100.00	£ 2,200.00	In line with salaries
4041	Mileage/Travel/Sustenance	£ 500.00	£ 500.00	£ 500.00	£ 500.00	
4115	Water & Sewerage	£ 750.00	£ 750.00	£ 800.00	£ 825.00	Increased by 5%/10% but actual increases not known at this time
4120	Gas	£ 1,600.00	£ 2,000.00	£ 2,100.00	£ 2,200.00	Increased by 5%/10% but actual increases not known at this time
4122	Electricity	£ 1,500.00	£ 2,000.00	£ 2,100.00	£ 2,200.00	Increased by 5%/10% but actual increases not known at this time
4150	Cleaning	£ 7,350.00	£ 7,350.00	£ 7,700.00	£ 8,100.00	Increased by 5%/10% but actual increases not known at this time
4152	Cleaning-Supplies	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	
4155	Refuse Collection	£ 1,000.00	£ 1,000.00	£ 1,050.00	£ 1,100.00	Increased by 5%/10%
4170	Building Maintenance	£ 2,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	
4280	Ancells Car Park	£ 7,500.00	£ 7,500.00	£ 7,500.00	£ 7,500.00	
4445	Mobile Phones	£ 300.00	£ 300.00	£ 300.00	£ 300.00	
4455	Postage	£ 100.00	£ 100.00	£ 100.00	£ 100.00	
4740	Licences	£ 2,500.00	£ 2,500.00	£ 3,000.00	£ 3,000.00	
	<i>Total Expenditure</i>	£ 47,850.00	£ 49,750.00	£ 51,975.00	£ 53,700.00	
	<i>Net Expenditure over Income</i>	£ 22,850.00	£ 24,750.00	£ 25,975.00	£ 27,700.00	

## Monthly Performance Totals (net of VAT)

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

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



**Officer:** Sarah Moore  
**Date:** 6th October 2022  
**Subject:** Investment Options

Item 8a.

£1,500,000						
	Bank	% Rate	Name	Interest paid	Notes	
1 Year	Cambridge & Counties Bank	3.30%	Fixed Rate Business and Charity Bond 51	Anniversary	No withdrawals	No early access
	Nationwide BS Business	2.75%	Business Fixed	On maturity	No withdrawals	No early access
	Virgin Money	2.75%	Business Fixed	On maturity	No withdrawals	No early access
3 year	Cambridge & Counties Bank	3.75%	Business Fixed	Anniversary	No withdrawals	No early access
	Nationwide	3.10%	Business Fixed	Anniversary	No withdrawals	No early access
5 year	Cambridge & Counties Bank	4.00%	Business Fixed	Anniversary	No withdrawals	No early access
	Nationwide	3.25%	Business Fixed	Anniversary	No withdrawals	No early access
Current Investment						
	Current Investment	% Rate	Name	Interest paid	Notes	
	CCLA	1.9666	Public Sector Deposit Fund	Monthly	Rate as of 06.10.22	

**RECOMMENDATION:**

1. To consider future investment options for Fleet Town Council.

**SUBJECT: INVESTMENT AND CURRENT ACCOUNTS****ITEM 8b**

Account balances for Fleet Town Council as at 30 September 2022

<b>Account</b>	<b>Funds</b>	<b>Interest Rate</b>	<b>Comment</b>
HSBC Current Bank Account, Account No: 61539272	£1,103,091.43		
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£400,000.08	0.35%	Interest paid into HSBC current account
The Cambridge Building Society, Account No: CB01348177	£100,000.00	0.1%	Interest paid into HSBC current account
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£1,350,000.00	1.9623% Per annum	Interest paid into HSBC current account
<b>TOTAL</b>	<b>£2,953,091.51</b>		

**Please note**

Interest received in September:

Nationwide

£135.89

CCLA

£1852.87

Cambridge Building Society for the year Jan – Dec 2021

£100.00

**Recommendation**

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

## Grants Awarded Financial Year 2022-2023

Item 9

Grant Available	Code	Budget £	Value of Community Grants Awarded	Company or Charity Registration No
Community Support	4538 110	£6,590	£0	
Fleet Link	4800 110	£11,560	£11,729	
Basingstoke canal	4810 110	£19,041	£18,309	
Community Grants	4855 110	£11,244	£8,380	
<b>Total regular grants</b>		<b>£48,435</b>	<b>£38,418</b>	

Community Grants Budget £10,812									
Recipient of grant	Purpose of the grant	Requested £	Value of Community Grants Awarded	Other Grants	Date of award	Company or Charity Registration No	Committee approving the award	Date grant paid	Comments
Sasha's Project	Hire of The Point as a crisis centre 2 nights per week	£0	£7,540		05.01.22	1195793	Council	Money transferred to The Harlington	Hire granted until 31/3/2023
Victim Support	Security items for the home	£200	£200		25.05.22	298028	P&F	19.07.22	
1st Crookham Scouts	Christmas Grotto experience fund raising	£640	£640		25.05.22	302270	P&F	After Xmas 22	For Christmas 2022
Lions Club of Fleet	Trailer	£1,400 (trailer) & £2,700 training)	£1,400		07.09.22	1177181	Council		
<b>Total Community Grants awarded 2022-23</b>			<b>£9,780</b>						
<b>Total Community Grant + Regular Grants Awarded</b>			<b>£48,198</b>						

Grants	
Group	Rent Waiver
Fleet Lions Community Store	£500
Scouts- Calthorpe Park	£500
Cricket Club	£3,750
Scouts - Basingbourne	£500
Girl Guides - Basingbourne	£500
	<b>£5,750</b>
The Point and RVS	
Fleet Phoenix	£10,656
	<b>£10,656</b>
<b>Total</b>	<b>£16,406</b>

### Assumptions

The Point used 48 weeks per year.

<u>Invoice Date</u>	<u>Invoice No</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>Date Paid</u>	<u>Amount Paid</u>	<u>Balance</u>
	<b>ROCKFIT</b>						
	<b>Toni Allan</b>						
27/02/2020	HC4356	68.00	13.60	81.60		0.00	81.60
26/03/2020	HC4376	34.00	6.80	40.80		0.00	40.80
	<b>TOTAL INVOICES FOR ROCKFIT</b>	<b>102.00</b>	<b>20.40</b>	<b>122.40</b>		<b>0.00</b>	<b>122.40</b>
	<b>TOTAL UNPAID INVOICES</b>	<b>102.00</b>	<b>20.40</b>	<b>122.40</b>		<b>0.00</b>	<b>122.40</b>

<u>Invoice Date</u>	<u>Invoice No</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>Date Paid</u>	<u>Amount Paid</u>	<u>Balance</u>
	<b>REJINIAK</b>						
	<b>Michal Rejniak</b>						
30/11/2020	AF1788	68.75	13.75	82.50		0.00	82.50
25/05/2021	AF1804	27.50	5.50	33.00		0.00	33.00
29/06/2021	AF1813	55.00	11.00	66.00		0.00	66.00
27/07/2021	AF1820	55.00	11.00	66.00		0.00	66.00
28/09/2021	AF1833	55.00	11.00	66.00		0.00	66.00
09/11/2021	AF1846	55.00	11.00	66.00		0.00	66.00
	<b>TOTAL INVOICES FOR REJINIAK</b>	<b>316.25</b>	<b>63.25</b>	<b>379.50</b>		<b>0.00</b>	<b>379.50</b>
	<b>TOTAL UNPAID INVOICES</b>	<b>316.25</b>	<b>63.25</b>	<b>379.50</b>		<b>0.00</b>	<b>379.50</b>



# FLEET TOWN COUNCIL

## Standing Orders

As at Oct 2022

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# FLEET TOWN COUNCIL

## Standing Orders

### 1. Meetings of Full Council and Committees

#### Emergency Temporary Measures e.g. Pandemic

- Meetings to be held via video (usually Microsoft Teams) for each Committee and Council Meeting during the COVID19 Crisis.
  - Members of the public may “attend” the virtual meeting and will need to contact [charlotte.benham@fleet-tc.gov.uk](mailto:charlotte.benham@fleet-tc.gov.uk) at least 24 hours before the meeting in order for access to be arranged.
  - Questions or statements from the public will need to be emailed to [charlotte.benham@fleet-tc.gov.uk](mailto:charlotte.benham@fleet-tc.gov.uk) at least 24 hours before the meeting.
  - Documents to accompany the agenda for the meeting will all be placed on [www.fleet-tc.gov.uk](http://www.fleet-tc.gov.uk) or can be accessed via the Members portal. Confidential documents will be emailed to all Fleet Town Councillors.
  - At the start of the meeting the Chair will state the method of Voting to be used. It will be a recorded vote for all meetings. The two methods of voting are:
    - Verbally - when asked, the Member to give their name and state For, Against or Abstain or
    - Electronically - when asked, in the “Conversation” section of Microsoft Teams to type the Agenda Item Number and For, Against or Abstain.
  - That all agendas are advertised on Fleet Town and Hart District Councils’ web sites.
  - These measures are to be reviewed at as and when required.
- a Meetings do take place in the Harlington which is licensed for the supply of alcohol as this is the most practical venue to hold Council meetings. Alcohol however is not served in the part of the building when the meeting is taking place.**
- b When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**
- c Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public’s exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public’s exclusion.**
- d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. This will be subject to the paragraphs below and will ordinarily occur during the time set aside for public participation at the beginning of the meeting.**
- e The period of time [which is at the Chair’s discretion] OR [which is designated for public participation in accordance with standing order 1(d) above] shall not exceed 15 minutes unless the Chair wishes to use their discretion.**
- f Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and must hand a written copy of the question to the **Executive Officer** immediately before the meeting at the latest. The length of the question must not**

exceed 65 words. The total time for public participation shall not exceed 15 minutes.

- g** In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. The question will be included in the minutes.
- h** In accordance with standing order 1(g) above. Questions will be answered in one of the following ways:
  - When an answer can be given immediately, the answer will be included in the first draft of the minutes.
  - When an answer requires research to be taken over a period of up to 4 weeks, the answer, as soon it is available, will be added to the draft minutes displayed on the Council website and will be included in the minutes adopted by the next following Council meeting.
  - When an answer still cannot be answered by this Council meeting then an update will be included at item 3 on the next and every subsequent agenda, until an answer can be provided and will then be included in the next available set of minutes.
- i** A summary record of a public participation session at a meeting shall be included in the minutes of that meeting.
- j** Any person speaking at a meeting shall address their comments to the Chair.
- k** Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.
- l** A copy of the above Public Participation rules shall be placed in the public seating area at the Council meeting.
- m** **Subject to standing order 1(n), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- n** **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- o** **In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- p** **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair may in their absence be done by, to or before the Vice-Chair (if any).**
- q** **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- r** **Subject to model standing order 1 (t) below and the meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- s** **The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (See also standing orders 2 (h) and (i) below.)**
- t** **Voting on any question, with the exception of Councillor co-option, shall be by a show of hands.**

**Voting by Secret Ballot is permitted for the co-option of a Councillor.**

**At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such**



**a request shall be made before moving on to the next item of business on the agenda.**

- u The minutes of a meeting shall record the names of councillors present and absent also the names of officers and visiting Councillors as well as the number of members of the public.**
- v The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**
- w An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (See also standing order 9 below.)**
- x No business may be transacted at a meeting unless at least one third of the whole number of members of the Council / Committee are present and in no case shall the quorum of a meeting be less than 3.**
- y If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.**
- z Meetings shall not exceed a period of 3 hours.**
- aa The Chair's decision as to the application of Standing Orders at meetings shall be final.**
- bb A Councillor's failure to observe Standing Orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with Standing Order 12b**
- cc A Councillor or non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

## **2. Annual Council meetings**

*See also standing order 1 above*

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e The election of the Chair and Vice-Chair of the Council shall be the first business completed at the annual meeting of the Council.**
- f The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g The Vice-Chair of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual**

meeting of the Council.

- h** In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.
- i** In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.
- j** Following the election of the Chair of the Council and Vice-Chair of the Council at the Annual General Meeting of the Council, the order of business shall be as follows.

  - i. In an election year, delivery by Councillors of their declarations of acceptance of office.
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
  - iii. Receipt of nominations to existing committees.
  - iv. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
  - v. Review and adoption of appropriate standing orders (including Review of delegation arrangements and terms of reference to committees, sub-committees, employees and other local authorities) and financial regulations.in line with the requirement at SO 33b
  - vi. Review of representation on or work with external bodies and arrangements for reporting back.
  - vii. Review of inventory of land and assets including buildings and office equipment.
  - viii. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
  - ix. Review of the Council's and/or employees' memberships of other bodies.
  - x. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

### 3 Extraordinary meetings

*See also standing order 1 above*

- a** The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b** If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two Councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.
- c** The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
- d** If the Chair of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

## 4. Preparation for Council meetings

- a. Agenda items are not to be debated if there is no supporting report or it is circulated less than three days prior to the meeting.
- b. Chair's should ensure that only items for which briefing papers have been circulated prior to the meeting are on the agenda.
- c. No financial approvals shall be given unless all relevant financial information is circulated at least three days prior to the meeting.
- d. Chair's are to assume that all briefing papers have been read.
- e. Members are responsible for reading all background papers prior to the meeting.

## 5. Motions requiring written notice

- a. In accordance with standing order 7(b)(iii), below no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 7 clear days before the next meeting.
- b. The Proper Officer may, before including a motion in the agenda received in accordance with standing order 5(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c. If the Proper Officer considers the wording of a motion received in accordance with standing order 5(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 5 clear days before the meeting.
- d. If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- e. Having consulted the Chair or councillors pursuant to standing order 5(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- f. Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.
- g. Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.
- h. Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- i. All Submitted Motions must have a supporting report as per Standing Order 5a.

## 6. Motions not requiring written notice

- a. Motions in respect of the following matters may be moved without written notice.
  - i. To appoint a person to preside at a meeting.
  - ii. To approve the absences of Councillors.
  - iii. To approve the accuracy of the minutes of the previous meeting.
  - iv. To correct an inaccuracy in the minutes of the previous meeting.
  - v. To dispose of business, if any, remaining from the last meeting.
  - vi. To alter the order of business on the agenda for reasons of urgency or expedience.
  - vii. To proceed to the next business on the agenda.
  - viii. To close or adjourn debate.

- ix. To refer by formal delegation a matter to a committee or an employee.
- x. To appoint a committee, sub-committee or working group or any councillors (including substitutes) thereto.
- xi. To receive nominations to a committee sub-committee or working group.
- xii. To dissolve a committee, sub-committee or working group.
- xiii. To note the minutes of a meeting of a committee sub-committee or working group.
- xiv. To consider a report and/or recommendations made by a committee or a sub-committee or a Working Group or an employee.
- xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
- xvi. To authorise legal deeds signed by two councillors and witnessed.  
(See standing orders 16 (a) and (b) below.)
- xvii. To authorise the payment of monies up to £250.
- xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
- xix. To extend the time limit for speeches.
- xx. To exclude the press and public for all or part of a meeting.
- xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- xxii. To give the consent of the Council if such consent is required by standing orders.
- xxiii. To suspend any standing order except those which are mandatory by law.**
- xxiv. To adjourn the meeting.
- xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- xxvi. To answer questions from councillors.
- xxvii. To give dispensations to Councillors where appropriate (see 9)

## 7. Proper Officer

- a The **Executive Officer** shall be the Council's Proper Officer. **The Executive Officer or other person duly authorised to so act during the Proper Officer's absence is appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence.** The Proper Officer or other duly authorised person appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The Council's Proper Officer shall do the following.
  - i. **Give notice to councillors confirming the time, date, venue and the agenda for a meeting by electronic delivery at least 3 clear days before a meeting provided any such email contains the electronic signature and title of the Proper Officer.**
  - ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - iii. Subject to standing orders 5a)–(e) above, include in the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it.
  - iv. **Convene a meeting of full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office, in accordance with standing order 7(b)i] and 7(b)ii] above.**
  - v. **Make available for inspection the minutes of meetings.**

- vi. **Receive and retain copies of byelaws made by other local authorities.**
- vii. **Receive and retain declarations of acceptance of office from councillors.**
- viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- ix. Keep proper records required before and after meetings;
- x. Process all requests made under the Freedom of Information Act 2000 and Data Protection legislation, in accordance with and subject to the Council's procedures relating to the same.
- xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form subject to the requirement of data protection, freedom of information legislation and other legitimate requirements (e.g. The Statute of Limitations Act 1980).
- xiii. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- xiv. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

## 8. Rules of debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chair's direction for reasons of expedience.
- b Subject to standing orders 5(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.
- c Subject to standing order 7(b)(iii) above, a motion included in an agenda not moved by the Councillor who tabled it, may be treated as withdrawn.
- d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chair, be reduced to writing and handed to the Chair who shall determine the order in which they are considered.
- e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- f Any amendment to a motion shall be either:
  - i. to leave out words;
  - ii. to add words;
  - iii. to leave out words and add other words.
- g A proposed and not carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i Subject to Standing Order 5(h) above, one or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.
- j Pursuant to standing order 5(h) above, the number of amendments to an original or substantive motion, which may be moved by a Councillor, is limited to one.
- k If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.
- l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.

- m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- o Subject to standing orders 8 (m) and (n) above, a Councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation.
- p During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- q A point of order shall be decided by the Chair and his decision shall be final.
- r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- s Subject to standing order 8(o) above, when a Councillor's motion is under debate no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be silent or for him to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting;
  - ix. To suspend any standing order, except those which are mandatory.
- t In respect of standing order 8 (s)(iv) above, the Chair shall first be satisfied that the motion has been sufficiently debated before being put to the vote. The Chair shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

## 9. Code of conduct (England)

*See also standing orders 1(v)–(w) above*

All Councillors shall observe the code of conduct adopted by the Council.

- a All Councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- b. It is a criminal offence for a member to participate and vote at a meeting on a matter which he / she is deemed to have a disclosable pecuniary interest. If a member is unsure as to whether they hold a disclosable pecuniary interest in a matter they should first seek advice from the **Executive Officer** well in advance of the meeting. If they feel they have a disclosable pecuniary interest then the Council will have to approve a dispensation prior to participating in the item at the meeting. Details of the dispensation will be recorded in the minutes.
- c. Where a member has a disclosable pecuniary interest in a matter he / she will leave the room whilst the matter is being discussed unless they have been given a dispensation as per 9(b).

## 10. Questions

- a A Councillor may seek an answer to a question concerning any business of the Council provided 5 clear days notice of the question has been given to the Proper Officer.

- b Every question shall be put and answered without discussion.

## 11. Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 6(a)(iv) above.
- c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the [ Full Council OR [ ] Committee] held on [date] in respect of [item] were a correct record but his view was not upheld by the majority of the [Full Council OR [ ] Committee] and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

## 12. Disorderly conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b If, in the opinion of the Chair, there has been a breach of standing order 12(a) above, the Chair shall express that opinion and thereafter any Councillor (including the Chair) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c If a resolution made in accordance with standing order 12(b) above, is disobeyed, the Chair may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

## 13. Rescission of previous resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least two-thirds of the members of the Council, or committee or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 13(a) above has been disposed of, no similar motion may be moved within a further 6 months.

## 14. Voting on appointments

- a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.

## 15. Expenditure

- a Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.
- b The Council's financial regulations shall be reviewed once a year.
- c The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

## 16. Execution of legal deeds

*See also standing order 6(a)(xvi) above*

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b **In accordance with a resolution made under standing order 16(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

## 17. Committees

*See also standing order 1 above*

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. may permit committees to determine the dates of their meetings;
  - iii. shall appoint and determine the term of office of Councillor or non-Councillor members of such a committee (unless it is a committee which regulates and controls the finances of the Council);
  - iv. may in accordance with standing orders, dissolve a committee at any time.

## 18. Sub Committees

*See also standing order 1 above*

- a Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

## 19. Working Groups

*See also standing order 1 above*

- a The Council or committees may appoint Working Groups comprised of a number of Councillors and non-councillors.
- b Working Groups and any sub-Working Group may consist wholly of persons who are non-councillors.
- c Officers will not generally be required to attend Working Groups unless deemed necessary.
- d Working Groups only have power to investigate and report, unless otherwise delegated.



## 20. Accounts and Financial Statement

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's Financial Regulations, which shall be reviewed at least annually.
- b The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 31 March, 30 June, 30 September and 31 January in each year a statement summarising the Council's receipts and payments for the each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each Councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

## 21. Estimates/precepts

- a **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.
- b Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than the 30<sup>th</sup> September.

## 22. Canvassing of and recommendations by Councillors

- a Canvassing Councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A Councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

## 23. Inspection of documents

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by Councillors.

## 24. Unauthorised activities

- a Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
  - i inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii issue orders, instructions or directions.

## 25. Confidential business

- a Councillors and employees shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A Councillor in breach of the provisions of standing order 25(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

## 26. General power of competence

- a The General Power of Competence (GPC) allows eligible local Councils “the power to do anything that individuals generally may do” as long as they don’t break other laws. This is the power of “first resort”.  

Eligibility criteria

Two thirds of the Council must be elected (even if the election was not contested). For Fleet Town Council this is 12 members.

The **Executive Officer** must hold the CiLCA qualification, including the GPC qualification, or be prepared to acquire the qualification within one year.
- b The Council is then required to revisit that decision and make a new resolution at every ‘relevant’ annual meeting of the Council to confirm that it still meets the criteria (if it does). (i.e. a ‘relevant’ annual meeting is the annual meeting of the Council after the ordinary election that normally take place every four years.)

## 27. Matters affecting Council employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council OR the establishment committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b Subject to the Council’s policy regarding absences from work, the Council’s most senior employee shall notify the Chair, in their absence, the Vice-Chair of any absence occasioned by illness or urgency and that person shall report such absence to the Council at its next meeting if the absence is for more than 5 days.
- c The Chair of the Council and the Chair of Establishment Committee shall in accordance with the Councils Appraisals system conduct a review of the performance and/or appraisal of the **Executive Officer** and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by Policy and Finance Committee.
- d Subject to the Council’s policy regarding the handling of grievance matters, the Council’s most senior employee (or other employees) shall contact the Chair or in their absence, the Vice-Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Establishment committee
- e Subject to the Council’s policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by the **Executive Officer** relates to the Chair or Vice-Chair of the Finance and Policy committee, this shall be communicated to another member of the Finance and Policy committee, which shall be reported back and progressed by resolution of the council.
- f Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- h Records documenting reasons for an employee’s absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 27(g) and (h) above if so justified.
- j Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 27(g) and (h) above shall be provided only to the **Executive Officer** and/or the Chair of the Council OR the Chair of the **Policy and Finance Committee**.

## 28. Responsibilities to provide information

*See also standing order 29*

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- ~~b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* The Council shall publish information in accordance with the **Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**~~

OR

*[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* b. The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

## 29. Management of Information

*See also standing order 30*

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

## 30. Responsibilities under data protection legislation

(Below is not an exclusive list).

*See also standing order 29.*

- a The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- b The Council shall have a written policy in place for responding to and managing a personal data breach.
- c The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.

- d The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- e The Council shall maintain a written record of its processing activities.

## 31. Freedom of Information Act 2000

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chair of the Finance and Policy committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under Standing Order 7(b)(x) above.

## 32. Relations with the press/media

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

## 33. Liaison with District and County Councillors

- a An invitation to attend a meeting of the Council shall be sent electronically, together with the agenda, to the Councillors of the District or County Council representing its electoral wards.
- b Unless the Council otherwise orders, a copy of each letter sent to the District or County Council shall be sent electronically to the District or County Councillor representing its electoral ward.
- c District and County Councillors may participate in Council meetings at the discretion of the Chair.

## 34. Financial matters

- a The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the accounting records and systems of internal control;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
  - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments;
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 34(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder**

**website regardless of what other means it uses to advertise the opportunity.**

- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. **tenders shall be opened by the Proper Officer or other duly appointed person in the presence of at least one councillor after the deadline for submission of tenders has passed;**
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £213,477 for a public service or supply contract or in excess of £5,336,937 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by legal professionals acting in disputes;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
  - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the **Executive Officer** / RFO shall act after consultation with the Chairman and Vice Chairman of council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

## **35. Allegations of breaches of the code of conduct**

All allegations of breaches of the Code of Conduct will be forwarded to the Monitoring Officer to investigate and deal with the complaint.

## 36. Variation, revocation and suspension of standing orders

- a Any or every part of the standing orders, except those which are **mandatory by law**, which are highlighted in bold, may be suspended by resolution of at least two-thirds of the councillors at a meeting in relation to any specific item of business
- b A motion to permanently add to or to vary or to revoke one or more of the Council's Standing Orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

## 37. Standing Orders to be given to Councillors

- a The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor upon delivery of his declaration of acceptance of office.

## 38. Delegation and terms of reference to the Planning Committee

- a. To consider and respond to all applications for planning permission and planning appeals referred to Town Council by Local Planning Authorities
- b. To consider all matters relating to Listed Building Consents, Buildings of Special Architectural Interest, Historic Buildings and the Conservation Areas;
- c. To identify, comment upon, and refer to the relevant authorities any matters considered to be in breach of planning permission;
- d. To consider and comment on all planning matters relating to the Town of Fleet and advise the District and Town Council as necessary;
- e. To comment upon and monitor Tree Applications, Tree Preservation Orders and to seek approval for further TPOs if deemed necessary;
- f. To commit to engage with residents and developers for pre-application consultation.
- g. To actively promote the needs of the Town for s106 contributions.
- h. To consider and comment on all planning policy matters relating to the town of Fleet and provide recommendations for report to the Town Council.
- i. To respond to all relevant consultation documents relating to planning policy and associated matters.
- j. Facilitate the development of a Neighbourhood Plan for approval by the whole council and review at least every five years.

## 39. Delegation and terms of reference to Policy and Finance Committee

- a. To regulate, manage and control the finance and resources of the Town Council, including the recommendation to Town Council of the annual budgets and precept within the Council's Financial Regulations;
- b. To review the expenditure on capital schemes and all budgets set by the Council;

- c. To provide guidance to Committees and Council on overall levels of income and expenditure, and the financial implication of its policies;
- d. To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and any other information;
- e. To ensure the preservation of probity and good financial and other practices within the Council;
- f. To consider and take appropriate action on all reports arising from both internal and external auditors;
- g. On the recommendation of the Risk Working Group, to take steps to identify and update key risks facing the Council, and to recommend to council appropriate measures to avoid, reduce or control those risks or their consequences including the provision of insurance cover.
- h. To review quarterly performance against budget and take any necessary action.
- i. To consider and where appropriate, authorise any requests for supplementary expenditure from spending committees, providing it falls within the overall approved Council budget and excluding General Reserves which must be authorised by Council.
- j. To manage the central administration budget.
- k. To agree grants to organisations making a contribution to the local community in accordance with Grants Policy
- l. To keep the Council's policies and procedures under review in accordance with the Councils Policy timetable and adopt all new policies as and when required.

## 40. Delegation and terms of reference to Recreation Leisure and Amenities Committee

- a. Oversee the management and improvement of the Council's recreational facilities.
- b. To oversee the management of Fleet Cemetery.
- c. Agree and monitor contracts for the maintenance of the Council's facilities
- d. Recommend fees for the use of the Council's facilities
- e. Oversee the maintenance of recreation grounds (Including children's play areas), recreational and amenity areas
- f. Review regular inspection of recreation ground equipment by an outside agency.
- g. To consult with interest groups and Fleet residents about matters within the committee's remit.
- h. To approve first time event applications.

## 41. Delegation to the Establishment Committee

- a. To set the level of staff resources together with matters relating to terms and conditions of employment, and level of salary within budgetary limits and guidelines.
- b. To ensure the Council complies with all legislative requirements relating to the employment of staff.
  - i. To advertise, interview and negotiate acceptable terms and conditions and
  - ii. make recommendations to employ the Senior Officer positions including **Executive Officer** and Senior Line Managers. For the sake of clarity all other positions shall be appointed by the **Executive Officer** or the Harlington General Manager as appropriate in accordance with the staffing resources, terms and conditions and salary levels determined by the Policy and Finance Committee and within budgetary provision.
- c. All members of the Establishment Committee must be members of the Town Council.

The maximum number of this committee shall be 8, including ex-officio members, so that there remains a pool of other councillors from whom 3 can be selected for any employment appeal hearing.

- d. To hear and resolve Grievance and Disciplinary hearing appeals.
- e. To agree annual bonuses in line with Council policy and contracts of employment
- f. To recommend annual pay reviews to be incorporated into annual budgets
- g. To develop policies related to the employment of staff

## 42. Delegation to the **Executive Officer**

- a. To act as the Councils Proper Officer wherever referred to.
- b. Power to spend all Council Budgets, and to delegate these to appropriate staff, within the limitations of the Council's Financial Regulations.
- c. Responsibility to manage all those employees who undertake Town Council (~~as opposed to The Harlington~~) functions and **to oversee the management of The Harlington**.
- d. Responsibility for the day to day management of The Council's facilities, finances and assets.
- e. **Overall** responsibility for the Health and Safety ~~along~~ of The Council's facilities including The Harlington and Ancells Farm Community Centre.
- f. To make appropriate Grant Applications to support the Council's Capital programme and service delivery.
- g. To appoint all employees who carry out the Town Council function save for Senior Line Managers.
- h. To deal with all Freedom of information Act requests in accordance with Legislation and Council Policy.
- i. Grant permission for event applications in line with Council Policy where it is a repeat application or a minor event.
- j. Power to grant block dispensations as per item 9 Code of Conduct.

## 43. Delegation to The Harlington and Ancells Farm Community Centre General Manager

- a. Responsibility to appoint and manage employees who carry out The Harlington and Ancells Farm Community Centre (as opposed to the Town Council) function.
- b. **Day to day** responsibility for the management and **implementation for** the Health and Safety of The Harlington and Ancells Farm Community Centre Facilities.





**FLEET TOWN COUNCIL**  
**FINANCIAL REGULATIONS**

**1. GENERAL**

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of financial control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the council meets these responsibilities.
- 1.2 The **Executive Officer** is the Proper Officer of the Town Council for the purpose of Section 112 of the Local Government Act 1972, and is also the Responsible Financial Officer (RFO) for the purpose of Section 151 of the same Act. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practice.
- 1.3 In the event that the **Executive Officer** is unable to fulfil these responsibilities owing to illness or other cause the Deputy Town Clerk or other duly authorised person shall be the appointed Proper Officer and RFO.
- 1.4 At least once a year, prior to approving the annual return, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practice.
- 1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 or other regulations then in force.
- 1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide which is published jointly by NALC and SLCC and updated from time to time.

## 2. ANNUAL ESTIMATES (BUDGET)

- 2.1 Officers shall formulate and submit proposals to the Policy and Finance Committee in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of October each year.
- 2.2 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the council.
- 2.3 The Council shall review the budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.
- 2.4 The annual budgets shall form the basis of financial control for the ensuing year.
- 2.5 The Council shall consider the need for and shall have regard to a three-year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual Budget.

## 3 BUDGETARY CONTROL

### 3.1 Budget and Responsibilities

Policy and Finance		Recreation Leisure and Amenities				Full Council	
The <b>Executive Officer</b> Administration		Harlington The Harlington General Manager		The <b>Executive Officer</b> Open Spaces and Parks		The <b>Executive Officer</b> Harlington Development	
Cost Centres		Cost Centres		Cost Centres		Cost Centres	
101	Central Admin	200	General	301	Open Spaces	160	New Harlington Dev.
		201	Events	208	AF Park		
105	Civic & Democratic Grants Precept Events Lengthsman Ear Marked Reserves??	202	Coffee Shop	310	Calthorpe Park		
		203	The Point	315	Oakley Park		
110		204	Building	320	B/bourne Pk		
115		205	AFCC	325	The Views		
150				330	Edenbrook		
475				350	Cemetery		
900							

- 3.1.1 No expenditure may be incurred that will exceed the amount provided in the budget for that Committees expenditure.
- 3.1.2 The RFO shall regularly provide the Policy and Finance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget and year end projections. These statements are to be prepared at least at the end of each financial quarter.

### 3.2 Financial Authorities

- 3.2.1 The **Executive Officer** is authorised to spend all budgeted items to deliver the smooth running of the Council.
- 3.2.2 The **Harlington General Manager** may spend, without further authorisation, any amount within budget that falls within the Harlington cost centres 200-205.
- 3.2.3 The **Executive Officer** and **The Harlington General Manager** are authorised to manage the items within a cost centre provided it does not exceed the net cost centre total.
- 3.2.4. The **Executive Officer** may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision subject to a limit of £1000. The **Executive Officer** shall report the action to the Council as soon as practicable thereafter.
- 3.2.5. The **Executive Officer** may arrange in consultation with the Chairman of the Council, to effect an emergency repair to an unlimited amount on any matter which carries a high risk to staff or members of the public, or a high risk in relation to loss of assets.

#### **4. ACCOUNTING AND AUDIT**

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 4.2 The RFO shall complete the annual financial statements of the Council, including the Council's annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.3 The RFO shall complete the Accounts of the Council contained in the Annual Governance and Accountability Return (AGAR) (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the AGAR for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 4.4 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practice. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the council.
- 4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

#### **5. BANKING ARRANGEMENTS**

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Policy and Finance Committee. They shall be regularly reviewed for efficiency.

- 5.2 A schedule of the payments required, forming part of the Agenda for the Meeting shall be prepared by the RFO and, together with the relevant invoices, be presented to the Audit working group or the nominated councillor. If the schedule is in order it shall be initialled by the Chairman of the Audit working group or the nominated councillor and shall subsequently be authorised by a resolution of the Policy and Finance Committee and if more appropriate the detail may be shown in the Minutes of the Meeting.

## **6 PAYMENT OF ACCOUNTS**

- 6.1 Payments shall be effected electronically or cheque drawn on the Council's bankers  
Electronic payments will be made by BACS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made.
- 6.2 All invoices for payment shall be examined, verified and certified by the RFO. The RFO shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall allocate them to the appropriate expenditure heading. The RFO shall take all steps to settle all invoices submitted, and which are in order, within 14 days of receipt.
- 6.4 Invoices will be scanned and sent via email to signatories of the bank together with the purchase ledger show the list of payments to be made and the BACS payment schedule.
- 6.5 2 bank signatories will check the invoices against the purchase ledger report and BACS payment schedule; using the security device provided by the bank they will authorise the payment electronically or sign a raised cheque. An email should then be sent confirming the authorisation.
- 6.6 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) A cash float of up to £100 for the administrative office and up to £2,500 for the Harlington for the purpose of defraying operational and other expenses and floats. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.
- 6.7 If thought appropriate by the Policy & Finance Committee, payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made.

## **7 PAYMENT OF SALARIES**

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by the Establishment Committee.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.

## **8 LOANS AND INVESTMENTS**

Financial Regs approved by Council 10 May 2017. Re-adopted annually at May Council

- 8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period.
- 8.2 The Council should diversify its risk away from all funds being held in one institution.
- 8.3 All investments of money under the control of the Council shall be in the name of the Council.
- 8.4 The Council's investment strategy is to secure maximum interest from interest bearing accounts taking into account 8.2 above.
- 8.5 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.
- 8.6 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

## **9 INCOME**

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 The Appropriate Committee will review all fees and charges annually, following a report of the **Executive Officer**.
- 9.3 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.4 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.5 The origin of each receipt shall be entered on the paying-in slip.
- 9.6 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.7 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least quarterly.
- 9.8 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10 ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining two or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (I) below.

## **11 CONTRACTS**

- 11.1 Procedures as to contracts are laid down as follows:

- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
  - (i) for the supply of gas, electricity, water, sewerage and telephone services;
  - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - (v) for additional audit work of the external Auditor up to an estimated value of £500
  - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where it is intended to enter into a contract exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the **Executive Officer** shall use [www.contractsfinder.service.gov.uk](http://www.contractsfinder.service.gov.uk).
- (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (d) Such invitation to tender shall state the general nature of the intended contract and the **Executive Officer** shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the **Executive Officer**. Each tendering firm shall be supplied with a tender for that contract.
- (e) All returned tenders shall be opened at the same time on the prescribed date by the **Executive Officer** in the presence of at least one member of Council.
- (f) If less than three tenders are received for contracts above £25,000 the Council may accept the lowest tender or seek further tenders.
- (g) When it is to enter into a contract less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the **Executive Officer** shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the **Executive Officer** shall obtain more than one quote if it is deemed necessary.
- (h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- (i) Where the value of a contract is likely to exceed £213,477 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2015 ("the Regulations") and Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.  
For construction works above £5,336,937 the council shall comply with the relevant requirements of the Regulations.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).



12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3 Subject to de minimus levels, any variation to a contract or addition to or omission from a contract must be approved by the **Executive Officer** (in Consultation with the Chairman of Policy & Finance) to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

### **13 STORES AND EQUIPMENT**

13.1 The officer shall be accountable for the care and custody of stores and equipment within their designated section.

13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

### **14 ASSETS, PROPERTIES AND ESTATES**

14.1 The **Executive Officer** shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

### **15 INSURANCE**

15.1 Following the annual risk assessment (per Financial Regulation 17), the **RFO** shall effect all insurances and negotiate all claims on the Council's insurers.

15.2 The RFO shall give prompt notification to the Council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

### **16 CHARITIES**

16.1 Where the Council is sole trustee of a Charitable body the **RFO** shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The ~~RFO~~ and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

## **17 RISK MANAGEMENT**

- 17.1 The council is responsible for putting in place arrangements for the management of risk. The **Executive Officer** shall prepare, for approval by the Policy & Finance Committee, a risk management register / policy in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Policy and Finance Committee at least annually.
- 17.2 When considering any new activity, on the recommendation of the Risk Working Group to the Policy and Finance Committee for onward recommendation to Full Council, **the RFO** shall prepare a draft risk assessment including risk management proposals for consideration and adoption.

## **18 REVISION OF FINANCIAL REGULATIONS**

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Policy and Finance Committee of any requirement for a consequential amendment to these financial regulations.

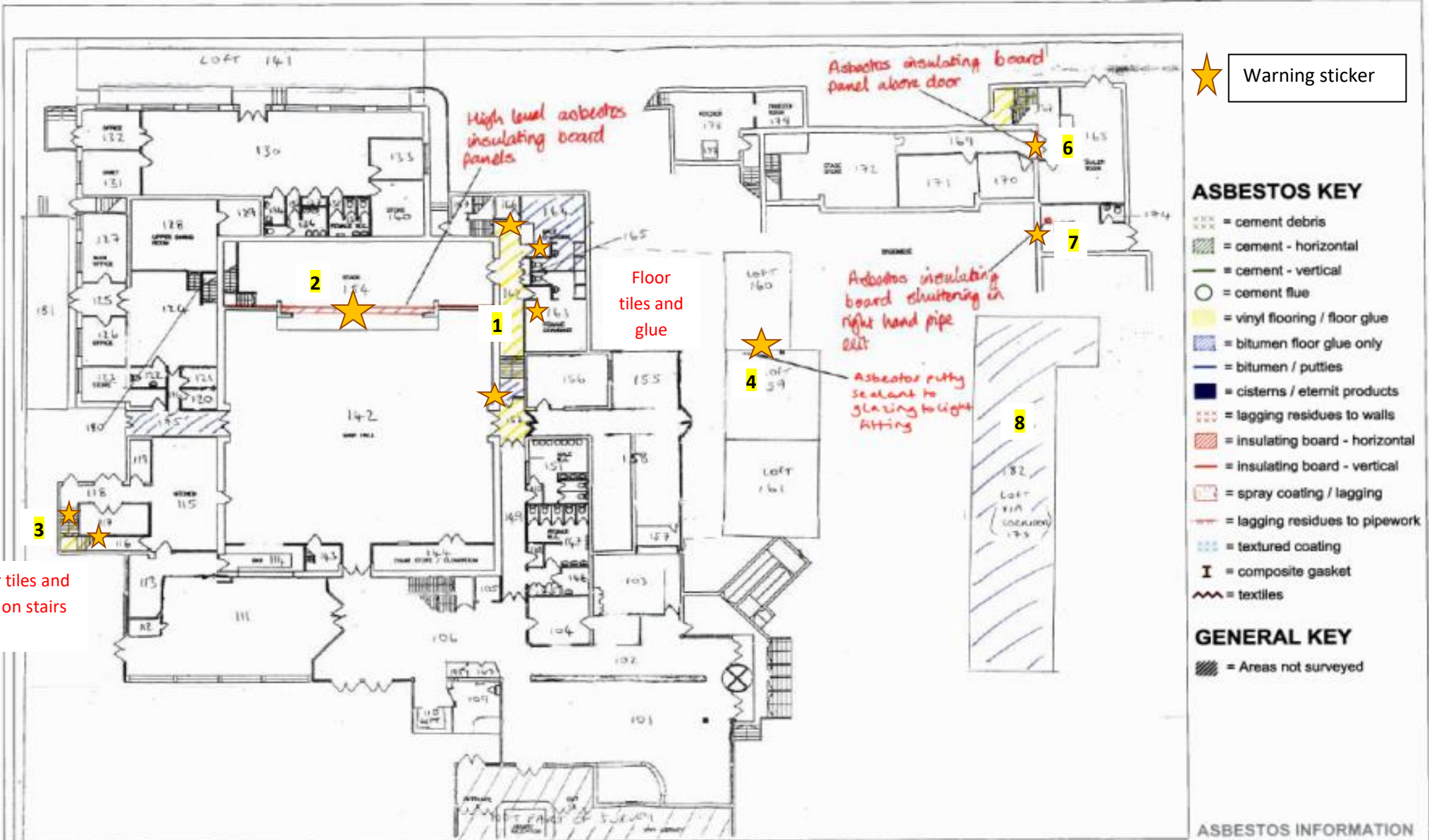




# Asbestos Management Plan

October 2022

ASBESTOS LOCATION PLAN – GROUND FLOOR/BASEMENT/LOFT



Floor tiles and glue on stairs

**Notes**  
 This plan only shows the location of asbestos related to the project in areas surveyed. Please read in conjunction with the ABR Project report. This plan should only be read in colour.

**PROJECT**  
 The Harlington Centre  
 Full site management survey

**SCALE**  
 NTS

**SURVEY DATE**  
 Oct 2014

**Surveyed by:**  
 LM / AD / DM / AL

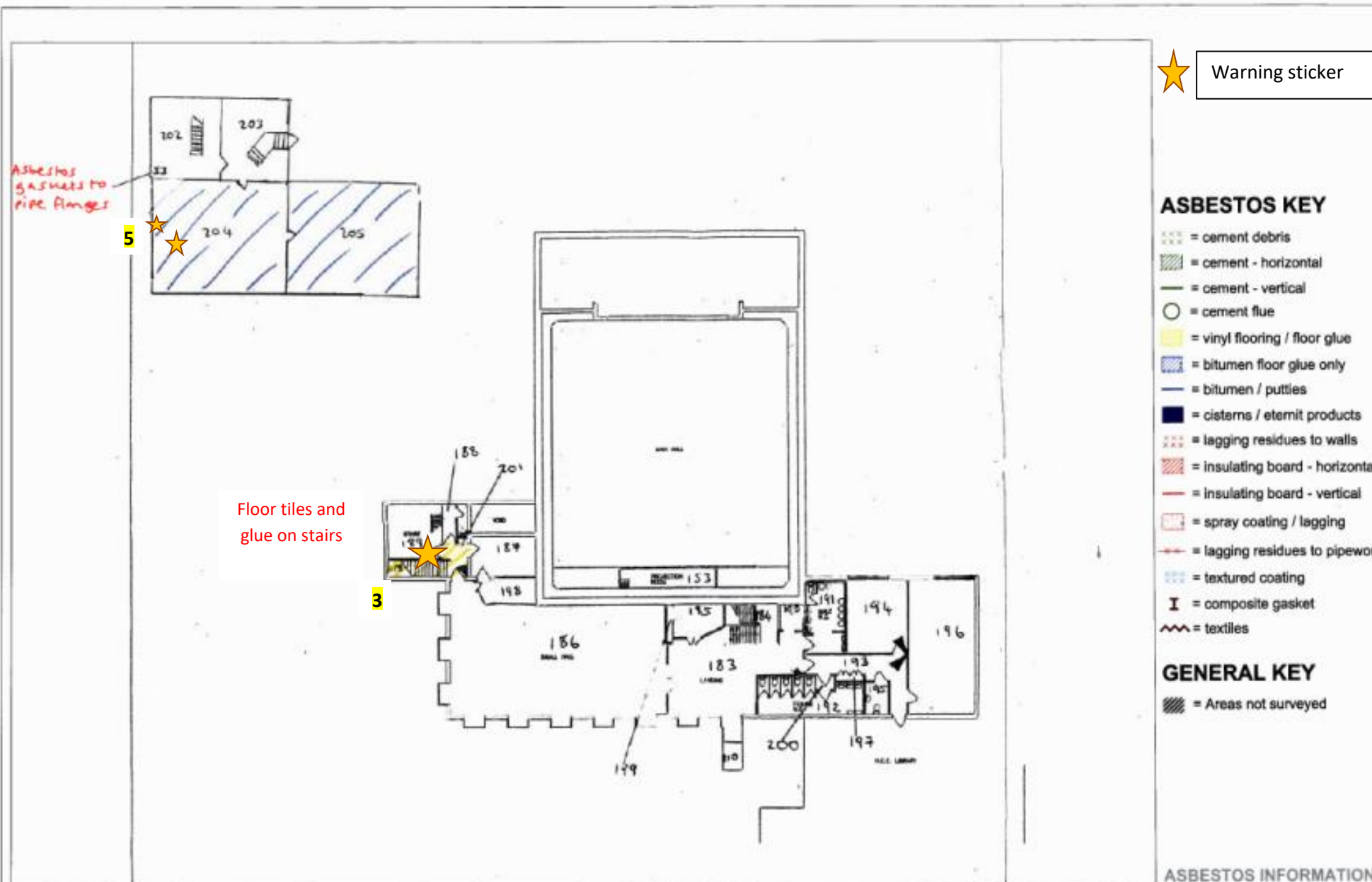
**SHEET CONTENTS**  
 Asbestos Location Plan  
 Sheet 1 of 2

**REQUEST NO.**  
 22799

**FILE REF.**  
 TheHarlingtonCentre-22799\_040514

**REVISION**  
 A

ASBESTOS INFORMATION



★ Warning sticker

- ASBESTOS KEY**
- ⋯ = cement debris
  - ▨ = cement - horizontal
  - ▧ = cement - vertical
  - = cement flue
  - = vinyl flooring / floor glue
  - ▩ = bitumen floor glue only
  - ▬ = bitumen / putties
  - = cisterns / eternit products
  - ⋯ = lagging residues to walls
  - ▨ = insulating board - horizontal
  - ▧ = insulating board - vertical
  - ▩ = spray coating / lagging
  - ⋯ = lagging residues to pipework
  - ⋯ = textured coating
  - I = composite gasket
  - 〰 = textiles
- GENERAL KEY**
- ▨ = Areas not surveyed

ASBESTOS INFORMATION

**Notes**  
 This plan only shows the location of asbestos related to the project in areas surveyed. Please read in conjunction with the ABR Project report.  
 This plan should only be read in colour.

**PROJECT**  
 The Harlington Centre  
 Full site management survey

**SCALE**  
 NTS

**SURVEY DATE**  
 Oct 2014

**Surveyed By**  
 LM / AD / DM / AL



**SHEET CONTENTS**  
 Asbestos Location Plan  
 Sheet 2 of 2

**REQUEST No.**  
 22799

**FILE REF.**  
 TheHarlingtonCentre-22799\_020214

**REVISION**  
 A

The following areas contain asbestos – shown on location plans above:

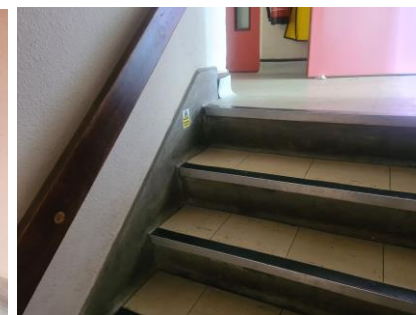
Asbestos – Do Not Disturb	Location	Description	Photo
1	Backstage corridor & both backstage changing rooms	Bitumen floor tile adhesive & blue vinyl floor tiles	
2	Stage	<p>High level beam casing on stage - on side opening into auditorium above opening, under the screen. (top pic)</p> <p>High level wall panels on back wall of stage. (second, third pics)</p>	





3



**Main Kitchen – Stairs leading to 2<sup>nd</sup> Floor**

**Bitumen floor tile adhesive & white vinyl floor tiles**





4	<b>Loft – sealant around light fitting. The loft area accessed via the hatch above the General Managers Office</b>	<b>Light fitting sealant</b>	
5	<b>Plant Room –i.e. the main loft area, on right hand side of space once you reach top of access ladder. Accessed via ladder in store room behind dance studio.</b>	<b>Gaskets on pipe flanges</b>	

<p><b>6</b></p>	<p><b>Basement – above double doors leading into under stage via back stage corridor stairs</b></p>	<p><b>Paneling above door frame</b></p>	
<p><b>7</b></p>	<p><b>Outside store i.e. 'market traders' - as you walk into store, about halfway across back wall where wall meets ceiling</b></p>	<p><b>Ceiling, shuttering to right hand pipe exit adjacent back wall</b></p>	



8

Roof void via right hand door in main loft.

Accessed via ladder in store room behind dance studio.

Floor covering (top pics) and roof felt padding (bottom pic)





**FULL ASBESTOS SURVEY AVAILABLE HERE BY CLICKING THE DOCUMENT BELOW**



asbestos  
register.pdf

## Asbestos Action Plan

Where	Product	Action	Priority	By when	By whom?
Backstage corridor - lino floor adhesive	BITUMEN	MONITOR	3	xxxxxx	Facilities Manager + Projects Officer
On Stage – high level wall panels	INSULATING BOARD	MONITOR	3	xxxxxx	Facilities Manager + Projects Officer
On Stage – high level beam casing	INSULATING BOARD	MONITOR	3	xxxxxx	Facilities Manager + Projects Officer
Bin store - ceiling, shuttering to right hand pipe exit adjacent back wall	INSULATING BOARD	MONITOR	3	xxxxxx	Facilities Manager + Projects Officer
Stairs in Kitchen – floor tiles	VINYL FLOORING	MONITOR	4	xxxxxx	Facilities Manager + Projects Officer
Stairs in Kitchen – floor tile adhesive	BITUMEN	MONITOR	3	xxxxxx	Facilities Manager + Projects Officer
Entrance into basement corridor – above doors	INSULATING BOARD	MONITOR	3	xxxxxx	Facilities Manager + Projects Officer
Loft (via hatch GM Office) – above light fitting	PUTTY	MONITOR	4	xxxxxx	Facilities Manager + Projects Officer
Roof Space – floor covering	BITUMEN	MONITOR	3	xxxxxx	Facilities Manager + Projects Officer
Roof Space – roof felt	BITUMEN	MONITOR	4	xxxxxx	Facilities Manager + Projects Officer
Plant Room (loft) – gaskets, pipe flanges	COMPOSITE GASKET	MONITOR	4	xxxxxx	Facilities Manager + Projects Officer

Priority 1	<p><b>Emergency action requiring restricted access &amp; a repair instruction</b> The potential hazard arising from this category warrants immediate action to restrict access to the affected area(s). Subsequent action, through the County's repair instruction programme, is undertaken within three months of issuing a repair instruction.</p>
Priority 2	<p><b>High Priority requiring a repair instruction</b> Material in this category is vulnerable to fibre release and therefore warrants attention to reduce the risk by either removal or encapsulation. P2 installations are remediated on a programmed basis, within 6 months of issuing a repair instruction.</p>
Priority 3	<p><b>Medium Priority requiring annual / regular re-inspection</b> This category indicates the need for regular monitoring of installations through the reinspection programme. Although the current risk of fibre release is low, this material may suffer deterioration through age/accidental damage. It is recommended that asbestos in this category is visually inspected on a periodic basis to ascertain any change in condition. Where such change occurs re-inspection will enable the risk assessment to be updated.</p>
Priority 4	<p><b>Low Priority requiring annual / regular re-inspection</b> This category indicates low priority. It is recommended that asbestos in this category is visually inspected on a periodic basis to ascertain any change in condition. Where such change occurs, re-inspection will enable the risk assessment to be updated.</p>

Responsible person: Facilities Manager

Date: xxxxxxxx

Monitoring Date: xxxxxxxxxx

*Note – In addition to the above, the condition of the ACMs and any obvious damage will be recorded and rectified through the monthly health and safety management checks of the premises. **CHECKS STORED IN SHARED DRIVE/HEALTH AND SAFETY\Asbestos Management Plan***

## ***Communication Plan***

### **1 Warnings/Signage**

Asbestos warning stickers/signs are affixed to all ACMs

### **2 Information and Training**

1. Basic awareness training provided to all staff liable to disturb Asbestos or appoint/control Contractors on induction.
2. Annual refresher training provided for all relevant staff (as above)

Training delivered via 'toolbox talks'.

### **3 Contractors**

All contractors liable to disturb ACMs on the premises will be provided with a copy of this plan. In addition, all Contractors that need to carry out intrusive works into the fabric of the building will be asked not to commence – or to halt any such work until such time as an appropriate assessment can be carried out for the presence of ACMs by a competent person.

### **4 Records**

Record sheets of inspections of ACMs will be signed off and saved on the system in the H&S folder.



# Control and Management of Contractors Policy

Compiled By	Projects & Committee Officer
Date	October 2022
Date of Review	October 2023

## **Policy Statement**

The aim of this Policy is to provide guidance to all staff within Fleet Town Council who are directly involved in the appointment, use and management of contractors.

The Policy will be most applicable for those managing open spaces and council buildings; however, other individuals may require the appointment of contractors from time to time. This policy will cater for all types of contractor and therefore all responsible persons employing contractors are required to follow this policy.

## **Definitions and Acronyms**

**“Contractor”** means an individual, company or organisation engaged by the Council (other than an employee) to carry out work for gain or reward.

**“Sub-contractors”** are individuals, companies or organisations employed to undertake works, for gain or reward, by the contractor.

**“All Contractors”** are both Contractors and Subcontractors

**“Responsible Person/Competent Person”** individuals who hold relevant qualifications, experience and training in order to carry out specified tasks.

**“HSE”** The Health and Safety executive

**“HASWA”** The Health and Safety at Work etc Act 1974

**“DSE”** Display screen Equipment Regulations

**“COSHH”** Control of Substances Hazardous to Health

**“CDM”** Construction, Design and Management Regulations

**“PPE”** Personal Protective Equipment

# **Control and Management of Contractors Policy**

## **1.0 Introduction**

The Health and Safety at Work Act 1974 places a duty on the Council to, as far as is reasonably practicable, ensure the health, safety and welfare of its staff and anyone else that may come into contact with the Council or its undertakings. This includes contractors or sub-contractors.

## **2.0 Scope**

Fleet Town Council uses contractors to undertake a wide variety of different tasks ranging from support services such as cleaning and waste disposal through to technical works such as electrical works or building repairs and major construction.

## **3.0 Objectives**

The purpose of this policy is to ensure that all contractors comply with Fleet Town Council policies/procedures and with relevant legislation. It shall ensure all parties fulfil their legal duties as well as contractual obligations.

## **4.0 Responsibilities**

The Town Clerk has overall responsibility for Health and Safety within Fleet Town Council. The Health and Safety Representative, General Manager, Facilities & Open Spaces Manager and Duty Managers also hold specific responsibilities throughout the Council and assist in ensuring that the policy is implemented as appropriate. The employing manager may pass responsibility to another relevant manager (in writing) i.e. General Manager, Facilities & Open Spaces Manager, Duty Manager, depending on the area/department in which the contractor will be working.

## **5.0 The Employing/Responsible Manager**

The employing/responsible manager must ensure that the contractor is competent to carry out the works specified and where possible, will utilise certified or accredited contractors/organisations. Throughout the contract period the employing manager will monitor the standard of the contractor's work and the progress made.

It is also the duty of the employing/ responsible manager to ensure that all relevant safety measures are taken not only to protect the contractors but all persons who may be affected by their work activity. The Council and all contractors have the duty to ensure that these work activities do not alter the safe conditions or impede the provision of a safe place of work for staff and visitors.

If works will interfere with any critical safety systems e.g. fire detection, these must be agreed in advance and appropriate mitigation put in place.

The health and safety needs of any contract must be assessed and a Management of Contractors Checklist completed prior to appointment / before using contractors to carry out works on behalf of the Council. Resources will be provided as required. Any equipment provided to contractors must be managed appropriately.

Some contractors will have duties under the 'The Construction Design and Management Regulations' (CDM regulations), these will generally be those who undertake large construction projects.

In some cases works may require more than one contractor at a time to be working in the same area or on the same premises. It is vital that parties share relevant information and for those with duties under the CDM regulations, share information that comes under the statutory requirements of the CDM regulations.

The employing/ responsible manager must co-ordinate contractor activities and provide adequate information regarding health and safety issues on the premises. Specifically he/she

should undertake a risk assessment and set out suitable control measures in order to manage any significant risk, or, ensure these are adequately carried out by the contractor.

It is the duty of the employing/ responsible manager to provide every contractor with information on emergency procedures relevant to the premises and provide details of particular hazards in the area.

Information on specific hazards such as Asbestos must be supplied by the employing/ responsible manager.

## **6.0 Contractors**

Contractors have a duty to supply a safe place of work to their staff. It is equally the contractor's responsibility to obtain relevant health and safety related information from the Council. Once this information has been obtained by the contractor they must then develop risk assessments / safe systems of work relevant to the premises and work activities. The employing/ responsible manager must be made aware of their health and safety arrangements.

The contractors must ensure that work carried out does not compromise the health, safety or welfare of others i.e. staff, visitors and general public.

It is the contractor's responsibility to make their own provisions for first aid. (This includes trained/competent first aiders and equipment.)

## **7.0 Sub-Contractors**

Sub-contractors have the same responsibilities as contractors. The sub-contractors may use equipment provided by the contractor and may be working under the supervision of the contractor.

It is the responsibility of the contractor to ensure that all sub-contractors meet the requirements of this policy.

# Managing Contractors Procedure

## 1.0 Purpose of Procedure

The purpose of this procedure is to provide information on the way in which both staff and contractors must work in order to prevent incidents and accidents related to contractor's work activities.

All employing/ responsible managers and contractors must follow this procedure, however, it does not remove any other legal obligations placed upon the contractor/s.

## 2.0 Employing/Responsible Manager Requirements

The employing/ responsible manager has a duty to follow Council procedure to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of anyone who may be affected by their work activities.

## 3.0 Before the works commence

Before contractors are employed, adequate checks must be undertaken to ensure that the contractors are competent to carry out works or activities. To do this, the employing/ responsible manager must complete out a Contractor Management Checklist to decide if/what additional information may be required from the contractor before they are appointed, and what information they require from the Council in order to plan and carry out the work activity safely.

The employing/ responsible manager must inform departments affected by the contractor's work in reasonable time, so that any areas affected by the works can plan for the disruption to normal routines etc.

Before works/activities commence it is essential that adequate information is given to the contractor regarding risk identification. This will require formal risk assessment in most cases.

Suitable and sufficient risk assessment must be carried out by the employing manager and all contractors before work commences.

Contractors who work on the site should be made aware of hazards identified within the risk assessment. In some cases additional instructions/information will need to be issued to contractors. These will cover areas of high risk including the following:

- Asbestos
- Electrics
- Working at height
- Hot works
- Road safety
- PPE
- Hazardous substance
- Confined spaces

## 4.0 Security

The employing/relevant manager must ensure any relevant security procedures are enforced. This will require informing the contractors of their access routes throughout the site, information regarding confidentiality and any high-risk areas.

## 5.0 Fire Safety

The employing/ responsible manager must inform the contractor of emergency arrangements.

The employing manager must show the Contractors and their employees on arrival at the work site, the following basic fire safety measures:



- 1) The closest fire escape
- 2) The location of the nearest fire-fighting appliance
- 3) The location of the nearest fire alarm and the method of activation

Contractors are responsible for the provision of suitable and sufficient firefighting equipment appropriate to the work involved and must obey alarm signals whilst on Council premises. Smoking is prohibited in all areas of council buildings and contract staff are required to comply with this.

## **6.0 Welfare Arrangements**

Washrooms may be made available to use by Contractors, or Sub-Contractors, as defined by the Facilities & Open Spaces Manager / Duty Manager or other suitable persons. The conditions for the use of such facilities are that they are used only during the time specified by the Council.

## **7.0 Accident/Incident Reporting**

The contractor must report all accidents/incidents and near misses to the employing/relevant manager, (relevant manager here being the Duty Manager or Open Spaces Manager). Contractors will assist in filling in relevant incident report forms. They must also report using their own systems.

If an incident/Accident requires a RIDDOR report and follow up investigation, it is essential that this is carried out by the contractor in accordance to relevant HSE Legislation. This needs to be forwarded to the employing/relevant manager and the Health and Safety Representative for reference.

## **8.0 Occupied premises**

Where Council premises are occupied, the Contractor or Sub-Contractor must ensure that all works carried out in such a manner as to cause minimum disruption to daily business.

## **9.0 Delivery, Unloading and Hoisting of Materials**

The Contractor or Sub-Contractor is responsible for the delivery, unloading, hoisting and storage of all their own materials. At no time should these works impede or make dangerous, access to areas outside the immediate vicinity of the works.

## **10.0 Housekeeping**

All Contractors must ensure that rubbish or excess equipment and materials is not allowed to accumulate in the immediate work area, and in no circumstances is material for disposal to be stored outside the working area unless in the Contractor's, or Sub-Contractor's own authorised skip. All surplus materials and/or rubbish should be cleared from the site on completion of the contract.

## **11.0 Control of pollution**

Contractors may not deposit any waste, chemicals or any other substances whatever into drains or waste containers on Council premises unless express permission has been given.

For Open Spaces especially, arrangements should be made to prevent sand, soil, cement or any other solid materials being washed into drainage or sewage systems. Under no circumstances should hazardous substances be flushed into drainage or sewage systems as a means of disposal.

**Fleet Town Council  
Contractor Management Checklist**

Before using contractors to carry out tasks on the premises it is important to ensure that the contractor has not only given adequate regard to health and safety within their own arrangements, but also that all relevant health & safety information has been provided to the contractor by FTC.

The following checklist can be used to decide what additional information may be required from the contractor before they are appointed, and what information they require from FTC in order to plan and carry out the work activity safely. Any additional information provided by the contractor, or forms signed by them should be kept with this file for future reference.

**Whilst works are being carried out by a contractor you must periodically observe their activities to ensure they are acting safely e.g. following method statements/ risk assessments. For longer term or higher risk contracts these monitoring checks and any remedial action must be recorded.**

<b>FTC representative:</b>		<b>Date:</b>	
<b>Contractor details, contact number(s), address etc:</b>			
<b>Description of task/ contract:</b>			
<b>Date/ frequency of work activity:</b>			
<b>Information to be considered by FTC representative prior to appointing contractor / works taking place.</b>		<b>Y / N or N/A</b>	<b>Signed (Employee)</b>
Have you established and recorded the full extent of the works/service required?			
Have you requested a 'method statement' from the contractor, providing information on how they intend on completing the works requested? (e.g. equipment to be used, access method, time required etc.)			
Have you or the contractor identified any hazards associated with the work task or environment that may require closer attention/controls, e.g.: Work at height (e.g. on roof), electrical work, gas work, excavation, hot work (e.g. welding), use of hazardous substances, unstable or uneven ground, work in car park, creation of dust/noise etc.  Detail hazards identified (continue in notes section if necessary):			
If yes to the above have you provided this information to the contractor / requested a copy of their risk assessment(s)?			

<p>Will the works disrupt any services? E.g. Electricity, gas, fire alarm etc.</p> <p>Detail likely disruption to services:</p>		
<p>If yes, have you ensured there will be no effect on safety as a result?</p>		
<p>Have you advised the contractor of the services they may disrupt?</p>		
<p>Will the works have to be carried out at a specific day(s) or time(s)?</p> <p>Detail day/time constraints:</p>		
<p>If yes, have you ensured there will be no effect on safety as a result?</p>		
<p>Will the contractor be liable to disturb and Asbestos containing materials on the premises or access any areas not previously surveyed? (e.g. voids).</p> <p>If yes, detail where:</p>		
<p>If yes to the above have you provided this information to the contractor and requested a copy of their risk assessment(s)?</p>		
<p>Will the contractor be required to use their own electrical equipment? e.g. pressure washer, drill etc.</p> <p>What type of equipment are they likely to be using:</p>		
<p>If yes to the above have you advised the contractor that all electrical equipment must be suitably PAT tested/maintained – and requested a copy of their risk assessment(s)?</p>		
<p>Will the contractor be required to use their own work equipment? e.g. angle grinder, disc cutter, chain saw etc.</p> <p>What type of equipment are they likely to be using:</p>		
<p>If yes to the above have you advised the contractor that all work equipment must be used safely (e.g. using fitted guards) and suitably maintained – and requested a copy of their risk assessment(s)?</p>		
<p>Have you advised the contractor of the first aid facilities/personnel on site and that any additional requirements must be met by themselves?</p>		
<p>Have you advised the contractor of FTC's accident reporting procedure?</p>		
<p>Have you advised the contractor of FTC's fire safety &amp; security arrangements (e.g. assembly points, tests etc.)?</p>		
<p>Is the work notifiable under CDM Regulations? (e.g. construction projects longer than 30 days/involve more than 500 person days of work) If yes, seek additional advice as specific legislation/controls will apply.</p>		

**Additional notes:**



# Health and Safety Policy

## General Statement of Policy

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

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

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

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

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

Successful health and safety management will be achieved by:

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

In particular the Council will provide the following:

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

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



## Health & Safety Policy Organisational Arrangements

### Introduction

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

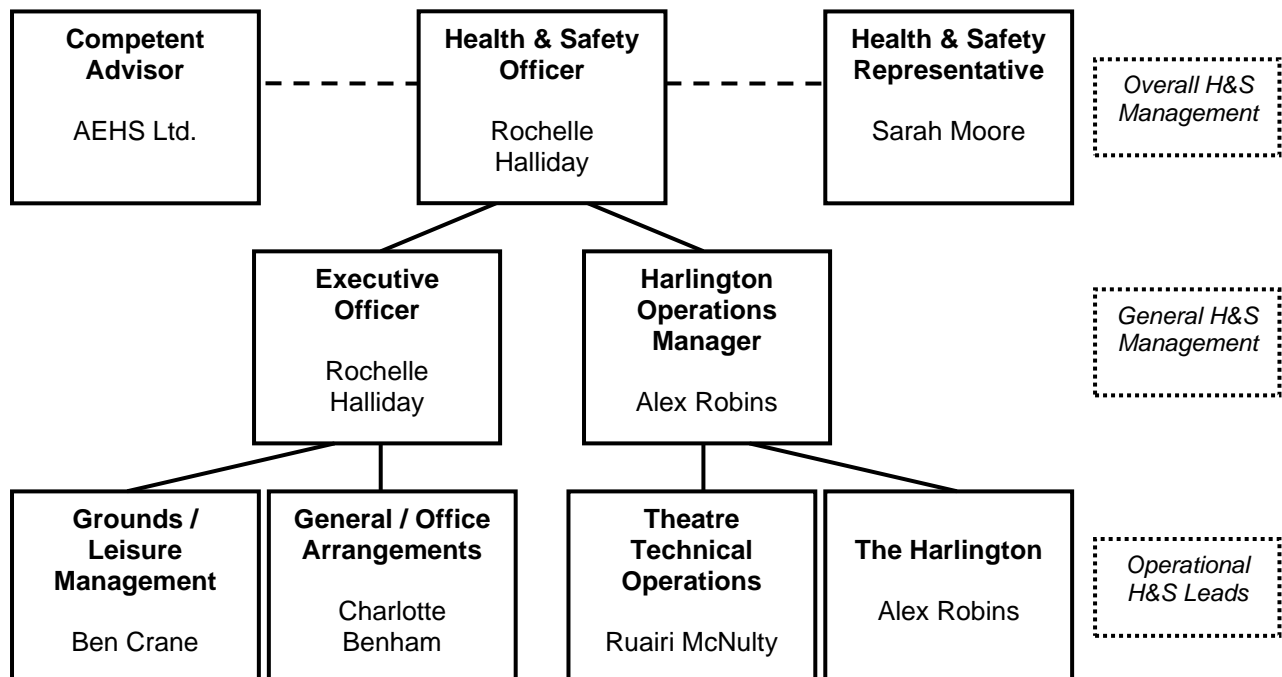
The policy statement and organisational arrangements reinforces Fleet Town Council's commitment to health & safety by:

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

### Council Structure

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



## **Health & Safety Officer**

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

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

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

## **Health & Safety Representative**

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

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

## **General Health & Safety Managers**

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

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

## **Operational Health & Safety Leads**

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

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

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

### **Grounds / Leisure**

Skate Park  
Ancells Farm  
Community Centre  
Grounds  
maintenance  
Woodlands and  
watercourses  
Parks  
Outside Event Mgt  
Pavilions  
Playgrounds  
Cemetery  
Associated  
Contractors

### **General / Office**

DSE arrangements  
Office equipment and  
general safety  
General Contractor  
Management

### **The Harlington**

Bars & Café  
Building safety  
Arrangements  
Tenants and building  
users  
Associated  
Contractors  
Performance/Events  
Auditorium  
The Point  
RVS

### **Theatre Operations**

Theatre Operations  
Associated  
Contractors

## **Employees**

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

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



## Policy and Finance Committee Meeting 19<sup>th</sup> October 2022

**OFFICER:** Rochelle Halliday  
**DATE:** 11<sup>th</sup> October 2022  
**SUBJECT:** Executive Officer's Report

### 1. Council Budget for 2023/24

The first draft budget and precept options have been prepared by the former Town Clerk, for consideration by the Committee. The proposals include a 5% and 10% uplift on all budget lines, taking into account the requirements for the year.

The current rate of inflation is 9.9% and the rate for September will be released on 19<sup>th</sup> October, which will help inform the Council's future budget discussions.

All Council Members will be contacted to arrange dates for the Budget Preparation Working Group meeting, to consider the budget options further.

### 2. S160 for the Oakley Park Trim Trail

The Council's s106 application for the Oakley Park trim trail (£12,360) has now been approved by Hart District Council.

### 3. Hampshire County Council Parish & Town Council Investment Fund

Members are asked to consider whether the Council has any projects in the current financial year that may qualify for the Hampshire County Council Investment Fund.

The fund could be used to deliver any initiative that builds community resilience, specialist training for the delivery of community services or for projects that help reduce climate change.

For more information, please visit <https://www.hants.gov.uk/community/grants/grants-list/parish-town-council-investment-fund>

### 4. Office Furniture

Hart District Council has offered FTC a range of used office furniture to update some of the pieces in the Council Offices. In return Hart has asked for the hire of The Harlington and bar for a staff event, on a mutually acceptable date. They would be looking for the room hire free of charge, however, drinks at the bar would be paid for by Hart employees.

### 5. Council Policies

A routine review of the Council's policies it to be undertaken by the Executive Officer and Finance & Administration Manager to check for legal compliance and to strengthen accountability, where needed.