



Notice is hereby given of

**THE POLICY AND FINANCE COMMITTEE MEETING**  
on  
**Wednesday 21<sup>st</sup> February 2024 at 7pm at The Harlington**

All Committee members are summoned to attend.

**To Councillors:**

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

Rochelle Halliday, Executive Officer  
14<sup>th</sup> February 2024

**AGENDA**

|                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. APOLOGIES</b>                                                       | Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>2. DECLARATIONS OF INTEREST</b>                                        | <p>Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.</p> <p>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.</p>                                                                                                                                                                                               |
| <b>3. QUESTIONS FROM THE PUBLIC</b> (3 min per person maximum 15 minutes) | To receive questions and statements from members of the public.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>4. MINUTES OF PREVIOUS MEETING</b>                                     | To receive and approve as a correct record the minutes of the Policy and Finance Committee meeting held on 18 <sup>th</sup> October 2023 ( <i>copy attached</i> ).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Part 1 – ITEMS FOR DECISION</b>                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>5. QUARTERLY FINANCIAL MONITORING REPORT</b>                           | <p>To consider and agree the quarterly report of the Executive Officer and The Harlington General Manager (<i>copies attached</i>) for the period ending 31<sup>st</sup> December 2023 and to receive:</p> <p><b>A) Reports for 2023/24 as at 31<sup>st</sup> December 2023:</b><br/><u>Included in the agenda pack</u></p> <ul style="list-style-type: none"><li>a. Quarterly Report</li><li>b. Harlington Monthly Performance Totals</li><li>c. Review of Panto financials</li><li>d. 2023/24 Year to Date and Budget Projections report</li><li>e. Balance sheet as at 31<sup>st</sup> December 2023</li></ul> <p><u>On FTC portal and website</u></p> <ul style="list-style-type: none"><li>f. Bank &amp; Investments Reconciliation</li><li>g. List of Purchase Ledger Payments</li><li>h. List of Debtors (as at date report is produced)</li></ul> |

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

**RECOMMENDATIONS**

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

**6. GRANT APPLICATIONS**

**A)** To consider and agree the following applications for grant funding (*applications and accompanying documents attached*):

- a) Fleet and District Carnival – requesting £1,000 towards the cost of providing toilets at the Fleet and District Carnival on 6<sup>th</sup> July 2024.
- b) Fleet Market CIC - requesting that £1,000 to fund three special events at Fleet Market over the next few months.

**B)** To consider and agree other expenditure from grant funding (*see Executive Officer's report*):

- a) The transfer of £2,084 surplus funds allocated for the Coronation event to a new control account for the prospective Music on The Views 2024 event.
- b) The transfer of £2,034 of available funding from the 110 Grants cost centre to the prospective Music on The Views 2024 event control account, subject to there being no further grant requests received for the financial year.

**C)** Record of grants awarded this financial year.

- a) To note the record of grants awarded for 2023/24 and proposed allocations.

**RECOMMENDATIONS**

**A)**

- a) Fleet and District Carnival - to approve the request.
- b) Fleet Market CIC - to approve the request.

**B)**

- a) To approve the transfer of £2,084 surplus funds allocated for the Coronation event to a new control amount for the prospective Music on The Views event 2024.
- b) To approve the transfer of £2,034 of available funding from the 110 Grant cost centre to the prospective Music on The Views 2024 event control account, subject to there being no further grant requests received for the financial year.

**C)**

- a) To note the record of the grants awarded for 2023/24.

**7. INVESTMENT REPORT**

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

**RECOMMENDATION**

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

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>8.</b></p>  | <p><b>THE HARLINGTON DEVELOPMENT – EVALUATING THE IMPACT ON OPERATIONS</b><br/>         To consider and agree setting up a Working Group from the Committee to evaluate the financial and operational impact of the proposed development of The Harlington (see <i>Executive Officer’s Report</i>).</p> <p><b>RECOMMENDATION</b><br/>         To approve setting up a Working Group as proposed, that will make the appropriate recommendations to the Committee and Council, as required.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>9.</b></p>  | <p><b>FLEET REPAIR CAFÉ</b><br/>         To consider and agree providing space at The Harlington rooms free of charge as a venue for the Fleet Repair Café (see <i>Executive Officer’s Report</i>).</p> <p><b>RECOMMENDATION</b><br/>         To approve the request.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>10.</b></p> | <p><b>POLICY REVIEWS</b><br/>         To consider and agree the following draft policies (<i>copies attached &amp; see Officer’s report on Policies</i>):</p> <ul style="list-style-type: none"> <li>a) Freedom of Information Policy / Publication Scheme</li> <li>b) Fire Safety Policy</li> <li>c) Rules and Regulations Fleet Cemetery</li> <li>d) Stress in the Workplace Policy</li> <li>e) Credit Card Policy</li> <li>f) Grievance Policy</li> <li>g) Disciplinary Policy</li> <li>h) Lone Worker Policy</li> <li>i) Risk Management Policy</li> </ul> <p><b>RECOMMENDATIONS</b><br/>         To approve the following policies as proposed:</p> <ul style="list-style-type: none"> <li>a) Freedom of Information Policy / Publication Scheme</li> <li>b) Fire Safety Policy</li> <li>c) Rules and Regulations Fleet Cemetery</li> <li>d) Stress in the Workplace Policy</li> <li>e) Credit Card Policy</li> <li>f) Grievance Policy</li> <li>g) Disciplinary Policy</li> <li>h) Lone Worker Policy</li> <li>i) Risk Management Policy</li> </ul> |

**Part 2 – ITEMS TO NOTE**

**11. EXECUTIVE OFFICER'S REPORT**

To receive and note the update report from the Executive Officer (*copy attached*).

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

The next meeting of the Policy and Finance Committee is scheduled for Wednesday 15<sup>th</sup> May 2024 at 7pm in 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 matters for consideration.**



## **FLEET TOWN COUNCIL**

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

**Wednesday 18<sup>th</sup> October 2023 at 7pm  
At The Harlington**

#### **PRESENT**

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

**Also Present:** Rochelle Halliday – Executive Officer  
Alex Robins – Harlington General Manager  
Sarah Moore – Finance and Administration Manager  
Louise Rogers – Administration Support Officer

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

Members received and accepted apologies of absence from Cllrs Engström (away), Fang (work commitments) and Taylor (work commitments).

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

There were no declarations of interest.

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

There were no members of the public present.

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

The minutes of the Policy and Finance Committee held on 19th July 2023 were approved and signed by the Chairman.

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

Members considered the reports with an overview of the financial performance for the period ending 30th September 2023.

The Committee reviewed the following reports, as at 30th September 2023:

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

- d) Balance sheets as at 30th September 2023.
- e) Statutory Income & Expenditure
- f) Bank & Investments Reconciliation
- g) List of Purchase Ledger Payments
- h) List of Debtors

The quarterly report and Harlington monthly totals were reviewed.  
The following items were discussed:

**Quarterly report-** Members discussed the Hart District Association of Parish and Town Council's (HDAPTC) woodland management, members agreed to discuss in more depth at the next RLA meeting.

**Harlington monthly totals-** Harlington events are all going well, and budgeting for this continuing in the future. Tickets sales are higher than previous years although costs have also increased, the customer base is continuing to grow with new customers but there is also a good level of returning customers.

Members discussed the marketing of the hall hire. The Harlington General Manager will provide a more detailed report on the hall hire income and marketing of the hall hire at the next RLA meeting.

The Harlington has had some general repairs such as plumbing and lighting.

**Year to date and Budget Projections-** Budget predictions are positive for the year end at this point. Members discussed that ticket sales are showing as zero for the Harlington and should be reflected in the actual Year to Date report.

Members discussed to check if the underspend at the Cemetery is for the Cemetery extension and to also check where the badger activity works is accounted for.

**Balance sheets-** Members discussed the high level of funds in the current account as second payment of precept was received in the month.

**Statutory Income and Expenditure-** Members agreed to remove the Statutory Income and Expenditure report as the Year to Date actuals are shown on the budget report.

**List of Debtors-** the report is showing the following month's ledger balance, it was discussed to check with the software company if the debtors account should not pull through the following month's ledger balance.

## **RESOLVED**

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

## **PF OCTOBER 2023 ITEM 6**

## **INVESTMENT REPORT**

Members considered the quarterly investment report and discussed the level of funds in the Council's current account with a higher rate of interest. It was discussed moving £500,000 into a short term access account with a higher rate of interest. This can be transferred over by the Executive Officer as long as it is countersigned by two bank signatories.

## **RESOLVED**

1. To note the balances held in the Fleet Town Council accounts.
2. To approve that the Executive Officer transfers £500,000 to a short term access account with the countersigning of two bank signatories.

## **PF OCTOBER 2023 ITEM 7**

## **BUDGET 2024/25 - FIRST DRAFT**

Members received a summary of the first draft of the Council's budget for 2024/25 financial year. And commented on the following:

The ongoing effects of inflation and underbudgeting for playground works, tree works and utility bills in the current year has meant there is additional expenditure drafted in next year's budget to catch up.

It is advised that it is not usual or good practice to fund operational expenditure from general reserves.

Although the Council's general reserves are within acceptable limits, due to the nature of our operations and assets they are vulnerable to major unforeseen events.

Utility bills have a good estimate in budget, risks to income should also be evaluated as part of the budget setting process.

There has been an assumption that inflation will continue to fall from the current level.

It was discussed that the management of income generation should also be a focus for this budget.

To start a risk modelling process for the Harlington development early 2024.

The first Budget Working Group meeting is to be arranged for November. Councillors are to feedback comments regarding the draft budget to the Executive Officer to prepare for the meeting.

The Harlington General Manager left the meeting at 9pm.

## **PF OCTOBER 2023 ITEM 8**

## **GRANT APPLICATION**

Members received and discussed the following grant application:

- a) Citizens Advice Hart - requesting £1,000 to run a project for Citizens Advice First Aid.

## **RESOLVED**

1. To approve issuing a grant of £1,000 to Citizens Advice Hart to run the project for one Advice First Aid course, materials, and to support 12 volunteers plus contribution to supervision and training of volunteers to support the increasing numbers of local clients dropping not Hart offices.
2. To note the record of the grants awarded for 2023/24.

**PF OCTOBER 2023 ITEM 9                      POLICIES**

Members reviewed the proposed changes to the polices required to bring it in line with legislation.

**Uniform Policy-** The heading in section 2 still reads ‘Steel Toed Safety Boots’ to correct to ‘Steel Toed Safety Footwear’.

**Eye Test Policy-** In section 4.1 to remove ‘on’ before ‘securely’.

**RESOLVED**

1. To approve the Uniform policy with the subject to change the heading for section 2 to ‘Steel Toed Safety Footwear’.
2. To approve the Eye Test policy with the subject to removing ‘on’ before ‘securely’ in section 4.1.

**PF OCTOBER 2023 ITEM 10                      EXECUTIVE OFFICER’S REPORT**

Members noted the report of the Executive Officer.

**PF OCTOBER 2023 ITEM 11                      DATE AND TIME OF NEXT MEETING**

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

There being no further business the meeting closed at 9.15pm.

**Part 3- CONFIDENTIAL ITEMS**

There are no confidential items.

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

**Chairman**



## Monthly Performance Totals (net of VAT)

|                                   | 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>                      |                  |              |               |             |              |                 |               |              |                 |                          |                         |                                |
| 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>           | £ 1,959.20       | £ 18,810.84  |               | £ 10,321.65 | £ 8,489.19   | £ 15,287.00     | £ 6,187.09    | £ 9,099.91   | £ 1,668.26      | £ 36,057.04              | £ 18,177.00             | £ 17,880.04                    |
| <b>May</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>             | £ 2,164.20       | £ 20,230.01  |               | £ 14,705.60 | £ 5,524.41   | £ 9,304.86      | £ 3,750.34    | £ 5,554.52   | £ 1,460.01      | £ 31,699.07              | £ 19,915.95             | £ 11,783.12                    |
| <b>June</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>            | £ 2,369.00       | £ 15,391.67  |               | £ 8,697.93  | £ 6,693.74   | £ 9,967.83      | £ 4,009.46    | £ 5,958.37   | £ 1,575.72      | £ 27,728.50              | £ 14,283.11             | £ 13,445.39                    |
| <b>July</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>            | £ 5,220.20       | £ 6,434.16   |               | £ 3,788.27  | £ 2,645.89   | £ 8,675.52      | £ 3,493.80    | £ 5,181.72   | £ 1,591.28      | £ 20,329.88              | £ 8,873.35              | £ 11,456.53                    |
| <b>August</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>October</b>               | <b>Hall Hire Income</b> | <b>Ticket sales</b> | <b>% of capacity</b> | <b>Perf costs</b> | <b>Contribution</b> | <b>Ancillary sales</b> | <b>Cost of stock</b> | <b>Contribution</b> | <b>Casual Staffing</b> | <b>Total performance income</b> | <b>Total performance costs</b> | <b>Total performance contribution</b> |          |        |           |   |          |          |           |        |           |          |           |
| Cheesy Bingo Party           | £                       | -                   | £                    | 2,881.67          | 100%                | £                      | 2,005.02             | £                   | 876.65                 | £                               | 2,870.90                       | £                                     | 1,161.13 | £      | 1,709.77  | £ | 401.13   | £        | 5,752.57  | £      | 3,567.28  | £        | 2,185.29  |
| Vox School                   | £                       | 687.75              | £                    | -                 | n/a                 | £                      | -                    | £                   | -                      | £                               | 350.33                         | £                                     | 142.93   | £      | 207.40    | £ | 61.22    | £        | 1,038.08  | £      | 204.15    | £        | 833.93    |
| Film Club x 2                | £                       | 300.00              | £                    | -                 | n/a                 | £                      | -                    | £                   | -                      | £                               | 315.49                         | £                                     | 126.97   | £      | 188.52    | £ | 21.88    | £        | 615.49    | £      | 148.85    | £        | 466.64    |
| Roller Disco                 | £                       | 245.00              | £                    | -                 | n/a                 | £                      | -                    | £                   | -                      | £                               | 465.32                         | £                                     | 195.70   | £      | 269.62    | £ | 121.78   | £        | 710.32    | £      | 317.48    | £        | 392.84    |
| Jazz Club                    | £                       | -                   | £                    | 1,637.50          | 70%                 | £                      | 1,126.69             | £                   | 510.81                 | £                               | 606.99                         | £                                     | 243.93   | £      | 363.06    | £ | 90.91    | £        | 2,244.49  | £      | 1,461.53  | £        | 782.96    |
| Paul Young                   | £                       | -                   | £                    | 9,237.50          | 90%                 | £                      | 6,902.26             | £                   | 2,335.24               | £                               | 1,538.33                       | £                                     | 617.65   | £      | 920.68    | £ | 252.68   | £        | 10,775.83 | £      | 7,772.59  | £        | 3,003.24  |
| Comedy Club                  | £                       | -                   | £                    | 1,643.33          | 60%                 | £                      | 1,032.66             | £                   | 610.67                 | £                               | 1,277.33                       | £                                     | 516.57   | £      | 760.76    | £ | 213.20   | £        | 2,920.66  | £      | 1,762.43  | £        | 1,158.23  |
| Roller Disco drop in session | £                       | 150.00              | £                    | -                 | n/a                 | £                      | -                    | £                   | -                      | £                               | 104.00                         | £                                     | 43.28    | £      | 60.72     | £ | 74.76    | £        | 254.00    | £      | 118.04    | £        | 135.96    |
| The Bohemians                | £                       | -                   | £                    | 3,716.67          | 65%                 | £                      | 2,576.00             | £                   | 1,140.67               | £                               | 2,238.99                       | £                                     | 898.71   | £      | 1,340.28  | £ | 254.88   | £        | 5,955.66  | £      | 3,729.59  | £        | 2,226.07  |
| Floyd Effect                 | £                       | -                   | £                    | 4,895.83          | 100%                | £                      | 3,407.31             | £                   | 1,488.52               | £                               | 2,621.99                       | £                                     | 1,051.57 | £      | 1,570.42  | £ | 307.63   | £        | 7,517.82  | £      | 4,766.51  | £        | 2,751.31  |
| Rock Choir x 3               | £                       | 300.00              | £                    | -                 | n/a                 | £                      | -                    | £                   | -                      | £                               | 94.91                          | £                                     | 37.96    | £      | 56.95     | £ | -        | £        | 394.91    | £      | 37.96     | £        | 356.95    |
| Ceroc x 4                    | £                       | 1,139.20            | £                    | -                 | n/a                 | £                      | -                    | £                   | -                      | £                               | 532.41                         | £                                     | 213.09   | £      | 319.32    | £ | 177.77   | £        | 1,671.61  | £      | 390.86    | £        | 1,280.75  |
| <b>TOTALS FOR OCTOBER</b>    | £                       | 2,821.95            | £                    | 24,012.50         |                     | £                      | 17,049.94            | £                   | 6,962.56               | £                               | 13,016.99                      | £                                     | 5,249.49 | £      | 7,767.50  | £ | 1,977.84 | £        | 39,851.44 | £      | 24,277.27 | £        | 15,574.17 |
| <b>November</b>              | <b>Hall Hire Income</b> | <b>Ticket sales</b> | <b>% of capacity</b> | <b>Perf costs</b> | <b>Contribution</b> | <b>Ancillary sales</b> | <b>Cost of stock</b> | <b>Contribution</b> | <b>Casual Staffing</b> | <b>Total performance income</b> | <b>Total performance costs</b> | <b>Total performance contribution</b> |          |        |           |   |          |          |           |        |           |          |           |
| Big Country                  | £                       | -                   | £                    | 7,975.00          | 73%                 | £                      | 4,500.00             | £                   | 3,475.00               | £                               | 2,886.74                       | £                                     | 1,157.01 | £      | 1,729.73  | £ | 257.49   | £        | 10,861.74 | £      | 5,914.50  | £        | 4,947.24  |
| Buble Sinatra                | £                       | -                   | £                    | 4,791.67          | 100%                | £                      | 2,800.00             | £                   | 1,991.67               | £                               | 1,423.33                       | £                                     | 574.34   | £      | 848.99    | £ | 335.77   | £        | 6,215.00  | £      | 3,710.11  | £        | 2,504.89  |
| Marti Pellow                 | £                       | -                   | £                    | 11,145.00         | 100%                | £                      | 8,294.75             | £                   | 2,850.25               | £                               | 1,432.58                       | £                                     | 575.57   | £      | 857.01    | £ | 367.69   | £        | 12,577.58 | £      | 9,238.01  | £        | 3,339.57  |
| Roller Disco                 | £                       | 245.00              | £                    | -                 | n/a                 | £                      | -                    | £                   | -                      | £                               | 279.66                         | £                                     | 117.42   | £      | 162.24    | £ | 116.57   | £        | 524.66    | £      | 233.99    | £        | 290.67    |
| Comedy Club                  | £                       | -                   | £                    | 2,442.50          | 88%                 | £                      | 1,558.51             | £                   | 883.99                 | £                               | 1,840.91                       | £                                     | 741.65   | £      | 1,099.26  | £ | 234.30   | £        | 4,283.41  | £      | 2,534.46  | £        | 1,748.95  |
| Jazz Club                    | £                       | -                   | £                    | 2,112.50          | 91%                 | £                      | 1,164.99             | £                   | 947.51                 | £                               | 685.40                         | £                                     | 276.41   | £      | 408.99    | £ | 72.54    | £        | 2,797.90  | £      | 1,513.94  | £        | 1,283.96  |
| Film Club x 2                | £                       | 300.00              | £                    | -                 | n/a                 | £                      | -                    | £                   | -                      | £                               | 315.40                         | £                                     | 126.94   | £      | 188.46    | £ | 21.88    | £        | 615.40    | £      | 148.82    | £        | 466.58    |
| 80's Rewind                  | £                       | -                   | £                    | 7,483.33          | 100%                | £                      | 3,200.00             | £                   | 4,283.33               | £                               | 6,029.65                       | £                                     | 2,412.59 | £      | 3,617.06  | £ | 538.25   | £        | 13,512.98 | £      | 6,150.84  | £        | 7,362.14  |
| 80's Rewind                  | £                       | -                   | £                    | 7,516.67          | 100%                | £                      | 3,200.00             | £                   | 4,316.67               | £                               | 6,861.66                       | £                                     | 2,746.76 | £      | 4,114.90  | £ | 539.62   | £        | 14,378.33 | £      | 6,486.38  | £        | 7,891.95  |
| Rock Choir x 3               | £                       | 300.00              | £                    | -                 | n/a                 | £                      | -                    | £                   | -                      | £                               | 89.83                          | £                                     | 35.93    | £      | 53.90     | £ | -        | £        | 389.83    | £      | 35.93     | £        | 353.90    |
| Ceroc x 5                    | £                       | 1,424.00            | £                    | -                 | n/a                 | £                      | -                    | £                   | -                      | £                               | 616.99                         | £                                     | 247.72   | £      | 369.27    | £ | 224.25   | £        | 2,040.99  | £      | 471.97    | £        | 1,569.02  |
| <b>TOTALS FOR NOVEMBER</b>   | £                       | 2,269.00            | £                    | 43,466.67         |                     | £                      | 24,718.25            | £                   | 18,748.42              | £                               | 22,462.15                      | £                                     | 9,012.34 | £      | 13,449.81 | £ | 2,708.36 | £        | 68,197.82 | £      | 36,438.95 | £        | 31,758.87 |
| <b>December</b>              | <b>Hall Hire Income</b> | <b>Ticket sales</b> | <b>% of capacity</b> | <b>Perf costs</b> | <b>Contribution</b> | <b>Ancillary sales</b> | <b>Cost of stock</b> | <b>Contribution</b> | <b>Casual Staffing</b> | <b>Total performance income</b> | <b>Total performance costs</b> | <b>Total performance contribution</b> |          |        |           |   |          |          |           |        |           |          |           |
| Mainly Madness               | £                       | -                   | £                    | 5,050.00          | 89%                 | £                      | 3,436.35             | £                   | 1,613.65               | £                               | 4,629.34                       | £                                     | 1,854.16 | £      | 2,775.18  | £ | 476.55   | £        | 9,679.34  | £      | 5,767.06  | £        | 3,912.28  |
| Comedy Club                  | £                       | -                   | £                    | 3,800.00          | 100%                | £                      | 1,701.74             | £                   | 2,098.26               | £                               | 3,173.33                       | £                                     | 1,277.77 | £      | 1,895.56  | £ | 380.69   | £        | 6,973.33  | £      | 3,360.20  | £        | 3,613.13  |
| Jazz Club                    | £                       | -                   | £                    | 3,194.17          | 100%                | £                      | 2,268.93             | £                   | 925.24                 | £                               | 728.07                         | £                                     | 293.28   | £      | 434.79    | £ | 101.47   | £        | 3,922.24  | £      | 2,663.68  | £        | 1,258.56  |
| Panto                        | £                       | 15,869.10           | £                    | -                 | 62%                 | £                      | -                    | £                   | -                      | £                               | 13,883.12                      | £                                     | 6,018.78 | £      | 7,864.34  | £ | 5,189.04 | £        | 29,752.22 | £      | 11,207.82 | £        | 18,544.40 |
| <b>TOTALS FOR DECEMBER</b>   | £                       | 15,869.10           | £                    | 12,044.17         |                     | £                      | 7,407.02             | £                   | 4,637.15               | £                               | 22,413.86                      | £                                     | 9,443.99 | £      | 12,969.87 | £ | 6,147.75 | £        | 50,327.13 | £      | 22,998.76 | £        | 27,328.37 |
| <b>January</b>               | <b>Hall Hire Income</b> | <b>Ticket sales</b> | <b>% of capacity</b> | <b>Perf costs</b> | <b>Contribution</b> | <b>Ancillary sales</b> | <b>Cost of stock</b> | <b>Contribution</b> | <b>Casual Staffing</b> | <b>Total performance income</b> | <b>Total performance costs</b> | <b>Total performance contribution</b> |          |        |           |   |          |          |           |        |           |          |           |
| Film Club x 2                | £                       | 300.00              | £                    | -                 | n/a                 | £                      | -                    | £                   | -                      | £                               | 304.91                         | £                                     | 122.74   | £      | 182.17    | £ | 10.94    | £        | 604.91    | £      | 133.68    | £        | 471.23    |
| Lunchtime Jazz               | £                       | -                   | £                    | -                 | n/a                 | £                      | -                    | £                   | -                      | £                               | 174.32                         | £                                     | 69.85    | £      | 104.47    | £ | -        | £        | 174.32    | £      | 69.85     | £        | 104.47    |
| Jazz Club                    | £                       | -                   | £                    | 1,666.67          | 72%                 | £                      | 1,037.98             | £                   | 628.69                 | £                               | 551.58                         | £                                     | 221.95   | £      | 329.63    | £ | 70.34    | £        | 2,218.25  | £      | 1,330.27  | £        | 887.98    |

|                           |   |           |   |            |      |   |            |   |           |   |            |   |           |   |           |   |           |   |            |   |            |   |            |
|---------------------------|---|-----------|---|------------|------|---|------------|---|-----------|---|------------|---|-----------|---|-----------|---|-----------|---|------------|---|------------|---|------------|
| Roller Disco              | £ | 245.00    | £ | -          | n/a  | £ | -          | £ | -         | £ | 515.33     | £ | 222.41    | £ | 292.92    | £ | 72.94     | £ | 760.33     | £ | 295.35     | £ | 464.98     |
| Comedy Club               | £ | -         | £ | 2,235.00   | 82%  | £ | 1,421.98   | £ | 813.02    | £ | 1,681.66   | £ | 678.57    | £ | 1,003.09  | £ | 171.92    | £ | 3,916.66   | £ | 2,272.47   | £ | 1,644.19   |
| AC/DC UK                  | £ | -         | £ | 7,500.00   | 100% | £ | 4,473.70   | £ | 3,026.30  | £ | 4,473.83   | £ | 1,793.08  | £ | 2,680.75  | £ | 336.06    | £ | 11,973.83  | £ | 6,602.84   | £ | 5,370.99   |
| Stayin Alive              | £ | -         | £ | 3,750.00   | 86%  | £ | 2,000.00   | £ | 1,750.00  | £ | 1,718.00   | £ | 692.03    | £ | 1,025.97  | £ | 216.21    | £ | 5,468.00   | £ | 2,908.24   | £ | 2,559.76   |
| Rock Choir x 3            | £ | 300.00    | £ | -          | n/a  | £ | -          | £ | -         | £ | 97.66      | £ | 39.06     | £ | 58.60     | £ | -         | £ | 397.66     | £ | 39.06      | £ | 358.60     |
| Ceroc x 4                 | £ | 1,139.20  | £ | -          | n/a  | £ | -          | £ | -         | £ | 232.91     | £ | 96.19     | £ | 136.72    | £ | 46.49     | £ | 1,372.11   | £ | 142.68     | £ | 1,229.43   |
| <b>TOTALS FOR JANUARY</b> | £ | 1,984.20  | £ | 15,151.67  |      | £ | 8,933.66   | £ | 6,218.01  | £ | 9,750.20   | £ | 3,935.88  | £ | 5,814.32  | £ | 924.90    | £ | 26,886.07  | £ | 13,794.44  | £ | 13,091.63  |
| <b>TOTALS</b>             | £ | 38,165.05 | £ | 166,645.86 |      | £ | 103,501.51 | £ | 63,144.35 | £ | 118,271.92 | £ | 48,057.10 | £ | 70,214.82 | £ | 19,244.46 | £ | 323,082.83 | £ | 170,803.07 | £ | 152,279.76 |

**OFFICER:** Alex Robins, The Harlington General Manager  
**DATE:** 14<sup>th</sup> February 2024  
**MEETING:** Policy & Finance Committee 21<sup>st</sup> February 2024  
**SUBJECT:** Item 5.a.c. – Review of panto financials

2023's production of Dick Whittington took place across the same period structure as the previous year, however, with an increase of a further five shows. There were two clear days throughout the run, and all performance days featured two shows.

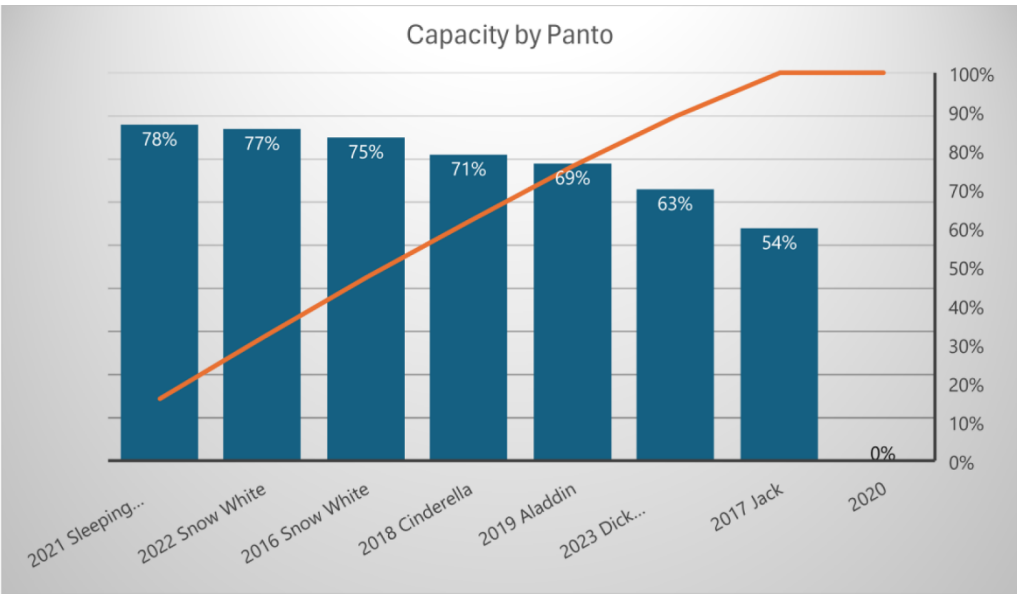
The production attracted a slightly smaller number of attendees than the previous year, which, given the increased number of seats to sell, shows a lower capacity occupation than previously. The increase in building occupancy together with additional staffing levels meant the hire costs to Starburst increased on previous years.

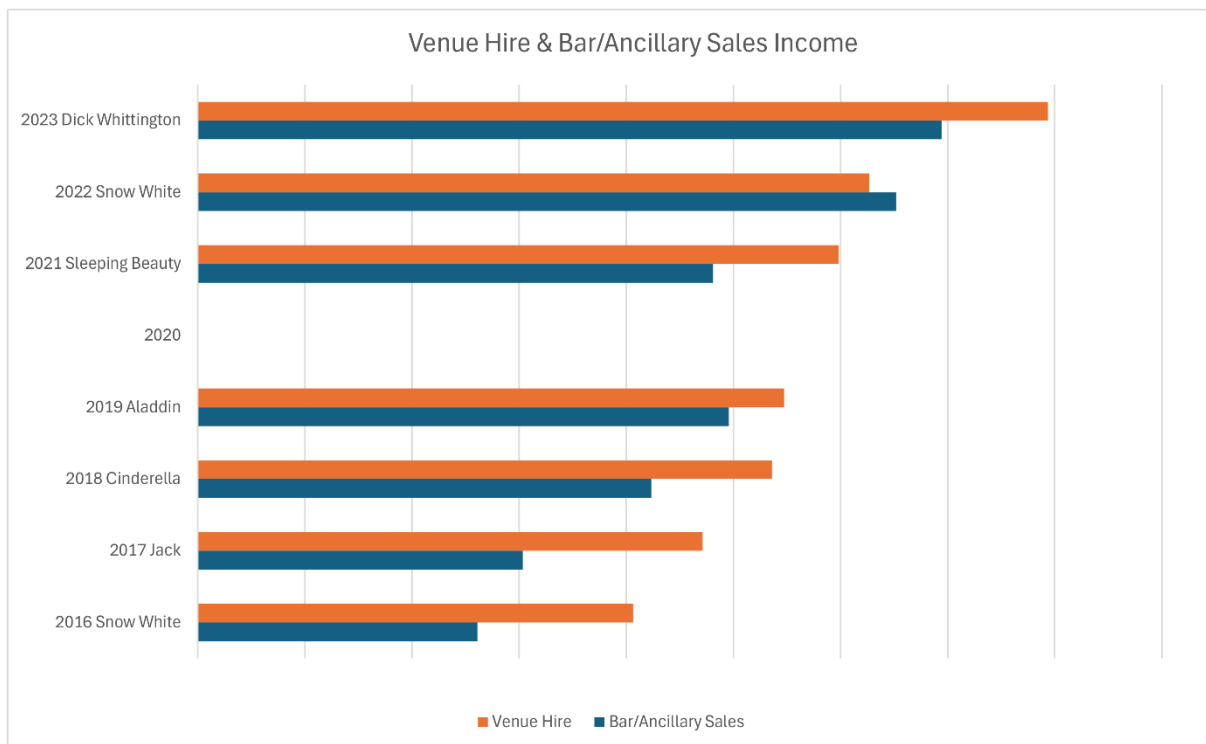
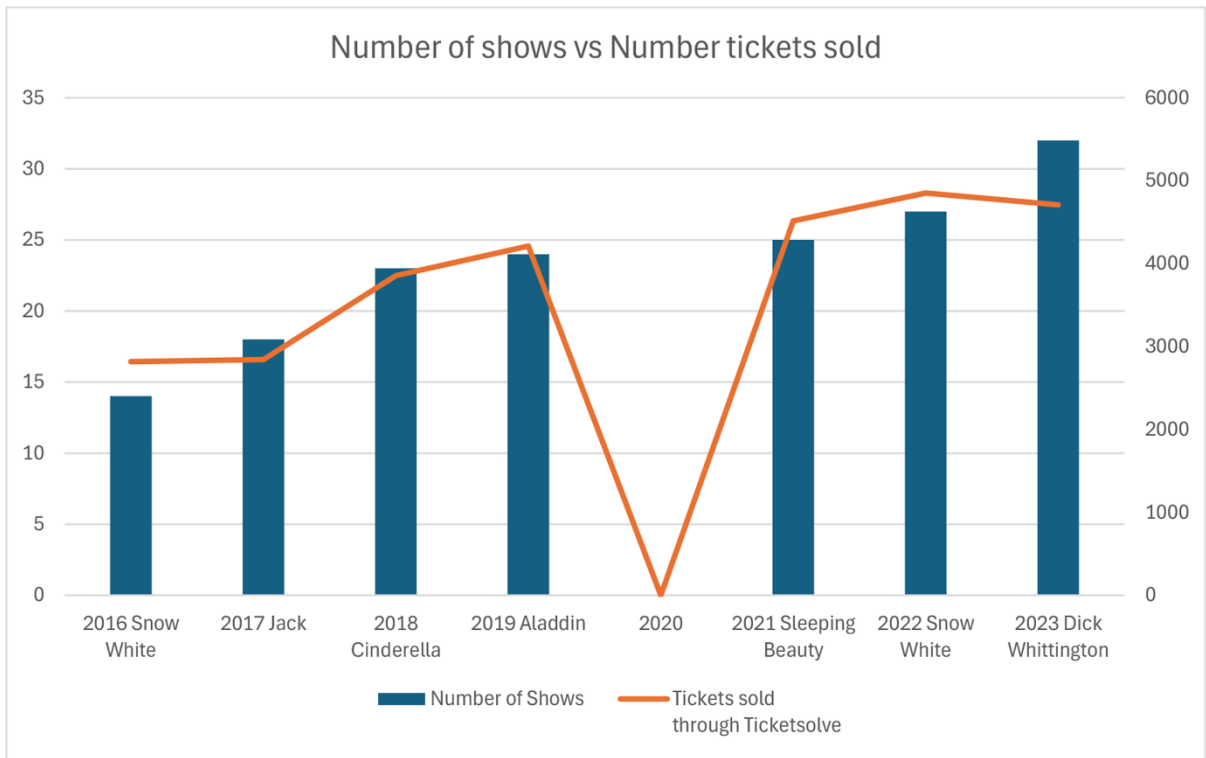
Sales trends tend to be the same year on year, with the first week of evenings being at low capacity, together with a dip in tickets sold after Christmas. However, the first week of the run allows local schools to attend the early performances, which is a good community initiative, so even lower capacity performances in the evenings don't harm the production financially.

School performances and group deals (numbers of which are not accounted for in the figures on this report due to being invoiced directly through Starburst and not the Harlington box office) do sell at a greatly reduced price, so although it's understood that group numbers were higher than the previous year, the amount of income they generate doesn't have the same impact as general ticket sales.

In the lead up to the run, ticket sales were approximately 10% down on the previous year. This meant that Starburst needed to run last minute offers to close the shortfall. It helped to a degree to increase numbers, but income was at a lower average ticket price.

Graphs below show capacity percentages year on year, number of shows v number of tickets sold and bar/ancillary income plus hire income. (Due to commercial sensitivity, actual numbers haven't been included for hire income as this is customer information. Details available on request.)





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## Fleet Town Council 2023/2024

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.23

|            |                               | <u>2022-2023</u> |         | <u>2023-2024</u> |            |           |           | <u>2024-2025</u> |     |                 |
|------------|-------------------------------|------------------|---------|------------------|------------|-----------|-----------|------------------|-----|-----------------|
|            |                               | Budget           | Actual  | Total            | Actual YTD | Projected | Committed | Agreed           | EMR | Carried Forward |
| <b>101</b> | <b>Central Administration</b> |                  |         |                  |            |           |           |                  |     |                 |
| 1500       | Miscellaneous Income          | 0                | 367     | 0                | 46         | 46        | 0         | 0                | 0   | 0               |
| 1870       | Interest Income               | 500              | 31,564  | 14,000           | 48,744     | 70,000    | 0         | 69,000           | 0   | 0               |
|            | <b>Total Income</b>           | 500              | 31,931  | 14,000           | 48,790     | 70,046    | 0         | 69,000           | 0   | 0               |
| 4000       | Salaries                      | 140,511          | 130,727 | 163,764          | 110,638    | 150,200   | 0         | 169,894          | 0   | 0               |
| 4001       | Employers National Insurance  | 14,051           | 13,038  | 16,376           | 11,532     | 15,500    | 0         | 17,983           | 0   | 0               |
| 4002       | Employers Pension             | 7,026            | 7,195   | 9,145            | 6,230      | 8,500     | 0         | 9,488            | 0   | 0               |
| 4005       | Contracted Staffing           | 0                | 200     | 0                | 0          | 0         | 0         | 0                | 0   | 0               |
| 4011       | Staff Recruitment             | 500              | 909     | 500              | -300       | -300      | 0         | 150              | 0   | 0               |
| 4015       | Recharge staff hours          | -19,219          | -6,700  | -8,700           | 0          | -8,700    | 0         | -8,700           | 0   | 0               |
| 4020       | COVID19                       | 1,000            | 0       | 0                | 0          | 0         | 0         | 0                | 0   | 0               |
| 4030       | Training                      | 3,000            | 1,675   | 3,000            | 401        | 2,500     | 0         | 1,300            | 0   | 0               |
| 4041       | Mileage/Travel/Sustenance     | 100              | 104     | 100              | 29         | 50        | 0         | 100              | 0   | 0               |
| 4130       | Insurance                     | 9,675            | 9,196   | 10,575           | 9,171      | 9,171     | 0         | 10,100           | 0   | 0               |
| 4156       | Recycling                     | 500              | 479     | 500              | 0          | 0         | 0         | 150              | 0   | 0               |
| 4175       | Equipment Maintenance         | 600              | 0       | 600              | 0          | 300       | 0         | 800              | 0   | 0               |
| 4185       | Equipment                     | 6,750            | 461     | 5,000            | 2,282      | 3,000     | 0         | 6,000            | 0   | 0               |
| 4187       | Health & Safety               | 8,000            | 8,000   | 8,800            | -395       | 100       | 0         | 3,500            | 0   | 0               |
| 4400       | Stationery & Consumables      | 3,640            | 3,566   | 3,600            | 2,008      | 2,800     | 0         | 2,300            | 0   | 0               |
| 4401       | Document Management           | 5,000            | 0       | 3,000            | 3,000      | 3,000     | 0         | 0                | 0   | 0               |
| 4420       | Bank Charges                  | 3,182            | 2,370   | 3,000            | 1,643      | 2,300     | 0         | 2,500            | 0   | 0               |
| 4430       | Promotion/Publicity/Vision    | 7,425            | 2,823   | 8,122            | 3,343      | 6,000     | 0         | 5,500            | 0   | 0               |
| 4435       | Website                       | 900              | 480     | 900              | 360        | 600       | 0         | 1,100            | 0   | 0               |

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.23

|            |                                       | <u>2022-2023</u> |                  | <u>2023-2024</u> |                  |                  |            | <u>2024-2025</u> |          |                 |
|------------|---------------------------------------|------------------|------------------|------------------|------------------|------------------|------------|------------------|----------|-----------------|
|            |                                       | Budget           | Actual           | Total            | Actual YTD       | Projected        | Committed  | Agreed           | EMR      | Carried Forward |
| 4440       | Telephone & Broadband                 | 2,496            | 1,193            | 3,000            | 825              | 1,200            | 0          | 3,300            | 0        | 0               |
| 4445       | Mobile Phones                         | 680              | 158              | 300              | 178              | 270              | 0          | 160              | 0        | 0               |
| 4455       | Postage                               | 106              | 325              | 150              | 75               | 100              | 0          | 150              | 0        | 0               |
| 4460       | Subscriptions                         | 3,208            | 3,108            | 3,200            | 2,982            | 2,982            | 0          | 3,100            | 0        | 0               |
| 4480       | Computer Maintenance                  | 1,060            | 545              | 1,500            | 1,000            | 1,000            | 0          | 1,500            | 0        | 0               |
| 4481       | Software/Licenses                     | 2,600            | 2,435            | 3,000            | 851              | 3,000            | 0          | 6,000            | 0        | 0               |
| 4484       | Computer Support                      | 6,360            | 4,418            | 6,300            | 3,774            | 5,500            | 0          | 9,000            | 0        | 0               |
| 4485       | Computer Storage                      | 1,800            | 1,320            | 1,800            | 1,336            | 1,800            | 0          | 0                | 0        | 0               |
| 4486       | E-mail Exchange                       | 3,712            | 3,655            | 3,850            | 3,492            | 4,623            | 0          | 0                | 0        | 0               |
| 4530       | Councillor Development                | 0                | 0                | 0                | 0                | 0                | 0          | 0                | 0        | 0               |
| 4550       | Payroll Services                      | 650              | 761              | 800              | 472              | 660              | 0          | 800              | 0        | 0               |
| 4551       | HR Services and staff welfare         | 2,590            | 1,809            | 2,500            | 2,932            | 4,409            | 0          | 3,300            | 0        | 0               |
| 4555       | Legal Fees and Costs                  | 2,120            | 738              | 3,000            | 0                | 2,000            | 441        | 2,000            | 0        | 0               |
| 4560       | Accountancy fees                      | 990              | 990              | 1,450            | 323              | 1,450            | 0          | 900              | 0        | 0               |
| 4561       | VAT Consultancy fees                  | 210              | 200              | 250              | 210              | 210              | 0          | 250              | 0        | 0               |
| 4564       | Procurement fees                      | 3,120            | 0                | 0                | 0                | 0                | 0          | 0                | 0        | 0               |
| 4580       | Audit Fees                            | 3,640            | 3,592            | 3,700            | 1,350            | 3,450            | 0          | 4,120            | 0        | 0               |
| 4997       | Unplanned Expenditure                 | 0                | 670              | 0                | 31               | 31               | 0          | 0                | 0        | 0               |
|            | <b>Overhead Expenditure</b>           | <b>227,983</b>   | <b>200,438</b>   | <b>263,082</b>   | <b>169,773</b>   | <b>227,706</b>   | <b>441</b> | <b>256,745</b>   | <b>0</b> | <b>0</b>        |
|            | <b>Movement to/(from) Gen Reserve</b> | <b>(227,483)</b> | <b>(168,507)</b> | <b>(249,082)</b> | <b>(120,983)</b> | <b>(157,660)</b> |            | <b>(187,745)</b> |          |                 |
| <b>105</b> | <b><u>Civic and Democratic</u></b>    |                  |                  |                  |                  |                  |            |                  |          |                 |
| 4012       | Pension liability                     | 0                | 0                | 10,000           | 0                | 0                | 0          | 10,000           | 0        | 0               |
| 4041       | Mileage/Travel/Sustenance             | 160              | 32               | 160              | 0                | 50               | 0          | 100              | 0        | 0               |

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.23

|            |                                       | <u>2022-2023</u> |                  | <u>2023-2024</u> |                 |                 |           | <u>2024-2025</u> |          |                 |
|------------|---------------------------------------|------------------|------------------|------------------|-----------------|-----------------|-----------|------------------|----------|-----------------|
|            |                                       | Budget           | Actual           | Total            | Actual YTD      | Projected       | Committed | Agreed           | EMR      | Carried Forward |
| 4430       | Promotion/Publicity/Vision            | 3,550            | 2,038            | 2,500            | 0               | 200             | 0         | 2,500            | 0        | 0               |
| 4530       | Councillor Development                | 1,110            | 402              | 1,000            | 698             | 800             | 0         | 500              | 0        | 0               |
| 4535       | Chairman's Expense Allowance          | 1,230            | 348              | 1,230            | 60              | 100             | 0         | 1,230            | 0        | 0               |
| 4537       | Members Expense Allowances            | 2,120            | 149              | 1,000            | 531             | 650             | 0         | 800              | 0        | 0               |
| 4540       | Elections                             | 25,000           | 7,900            | 6,250            | 0               | 0               | 0         | 5,000            | 0        | 0               |
|            | <b>Overhead Expenditure</b>           | <b>33,170</b>    | <b>10,868</b>    | <b>22,140</b>    | <b>1,289</b>    | <b>1,800</b>    | <b>0</b>  | <b>20,130</b>    | <b>0</b> | <b>0</b>        |
| 6000       | less Transfer to EMR                  | 0                | 0                | 0                | 16,250          | 16,250          | 0         | 0                | 0        | 0               |
|            | <b>Movement to/(from) Gen Reserve</b> | <b>(33,170)</b>  | <b>(10,868)</b>  | <b>(22,140)</b>  | <b>(17,539)</b> | <b>(18,050)</b> |           | <b>(20,130)</b>  |          |                 |
| <b>110</b> | <b>Grants</b>                         |                  |                  |                  |                 |                 |           |                  |          |                 |
| 4241       | Grant - Fleet Phoenix                 | 0                | 0                | 10,656           | 10,656          | 10,656          | 0         | 11,656           | 0        | 0               |
| 4242       | Grant - Sashas Project                | 0                | 0                | 7,540            | 7,540           | 7,540           | 0         | 7,540            | 0        | 0               |
| 4538       | Community Support                     | 6,590            | 1,320            | 7,200            | 0               | 7,200           | 0         | 1,500            | 0        | 0               |
| 4800       | Fleet Connect                         | 11,560           | 11,729           | 12,902           | 12,304          | 12,902          | 0         | 13,153           | 0        | 0               |
| 4810       | Basingstoke Canal                     | 19,041           | 18,309           | 19,041           | 18,309          | 19,041          | 0         | 15,600           | 0        | 0               |
| 4855       | Community grants                      | 11,244           | 9,780            | 3,704            | 2,200           | 3,704           | 0         | 3,700            | 0        | 0               |
|            | <b>Overhead Expenditure</b>           | <b>48,435</b>    | <b>41,138</b>    | <b>61,043</b>    | <b>51,009</b>   | <b>61,043</b>   | <b>0</b>  | <b>53,149</b>    | <b>0</b> | <b>0</b>        |
|            | <b>Movement to/(from) Gen Reserve</b> | <b>(48,435)</b>  | <b>(41,138)</b>  | <b>(61,043)</b>  | <b>(51,009)</b> | <b>(61,043)</b> |           | <b>(53,149)</b>  |          |                 |
| <b>115</b> | <b>Precept</b>                        |                  |                  |                  |                 |                 |           |                  |          |                 |
| 1900       | Precept - operational                 | 733,823          | 733,824          | 846,115          | 846,115         | 846,115         | 0         | 903,236          | 0        | 0               |
| 1902       | Precept - New Harlington              | 412,017          | 412,017          | 0                | 0               | 0               | 0         | 0                | 0        | 0               |
|            | <b>Total Income</b>                   | <b>1,145,840</b> | <b>1,145,840</b> | <b>846,115</b>   | <b>846,115</b>  | <b>846,115</b>  | <b>0</b>  | <b>903,236</b>   | <b>0</b> | <b>0</b>        |
| 6000       | less Transfer to EMR                  | 0                | 403,377          | 0                | 0               | 0               | 0         | 0                | 0        | 0               |

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.23

|                                       |                                              | <u>2022-2023</u> |                | <u>2023-2024</u> |                 |                 |           | <u>2024-2025</u> |          |                 |
|---------------------------------------|----------------------------------------------|------------------|----------------|------------------|-----------------|-----------------|-----------|------------------|----------|-----------------|
|                                       |                                              | Budget           | Actual         | Total            | Actual YTD      | Projected       | Committed | Agreed           | EMR      | Carried Forward |
| <b>Movement to/(from) Gen Reserve</b> |                                              | <u>1,145,840</u> | <u>742,463</u> | <u>846,115</u>   | <u>846,115</u>  | <u>846,115</u>  |           | <u>903,236</u>   |          |                 |
| <b>120</b>                            | <b><u>Projects</u></b>                       |                  |                |                  |                 |                 |           |                  |          |                 |
| 4235                                  | Play Equipment                               | 0                | 0              | 20,000           | 0               | 0               | 0         | 38,000           | 0        | 0               |
| 4435                                  | Website                                      | 0                | 0              | 10,000           | 0               | 10,000          | 0         | 0                | 0        | 0               |
| 4440                                  | Telephone & Broadband                        | 0                | 0              | 3,500            | 0               | 3,500           | 0         | 0                | 0        | 0               |
|                                       | <b>Overhead Expenditure</b>                  | <u>0</u>         | <u>0</u>       | <u>33,500</u>    | <u>0</u>        | <u>13,500</u>   | <u>0</u>  | <u>38,000</u>    | <u>0</u> | <u>0</u>        |
| 6000                                  | less Transfer to EMR                         | 0                | 0              | 0                | 20,000          | 20,000          | 0         | 0                | 0        | 0               |
| <b>Movement to/(from) Gen Reserve</b> |                                              | <u>0</u>         | <u>0</u>       | <u>(33,500)</u>  | <u>(20,000)</u> | <u>(33,500)</u> |           | <u>(38,000)</u>  |          |                 |
| <b>150</b>                            | <b><u>Events, Town Centre and Climat</u></b> |                  |                |                  |                 |                 |           |                  |          |                 |
| 1051                                  | Gurkha Square Market                         | 7,800            | 0              | 7,800            | 0               | 0               | 0         | 7,800            | 0        | 0               |
| 1053                                  | Grant money and funding                      | 0                | 0              | 0                | 2,835           | 2,835           | 0         | 0                | 0        | 0               |
|                                       | <b>Total Income</b>                          | <u>7,800</u>     | <u>0</u>       | <u>7,800</u>     | <u>2,835</u>    | <u>2,835</u>    | <u>0</u>  | <u>7,800</u>     | <u>0</u> | <u>0</u>        |
| 4176                                  | Action Day                                   | 954              | 476            | 900              | 334             | 500             | 0         | 500              | 0        | 0               |
| 4210                                  | Floral Displays                              | 18,610           | 16,847         | 19,837           | 19,962          | 19,962          | 0         | 20,100           | 0        | 0               |
| 4222                                  | Friends Group Get Together                   | 150              | 0              | 100              | 0               | 0               | 0         | 0                | 0        | 0               |
| 4655                                  | Town Centre Xmas Decorations                 | 22,880           | 20,065         | 22,880           | 19,553          | 22,880          | 0         | 20,000           | 0        | 0               |
| 4656                                  | Christmas Gurkha Square                      | 4,342            | 2,923          | 4,300            | 6,949           | 6,949           | 0         | 4,000            | 0        | 0               |
| 4657                                  | Christmas Day Lunch                          | 1,060            | 1,998          | 1,166            | 1,474           | 1,474           | 0         | 1,500            | 0        | 0               |
| 4660                                  | Remembrance Day                              | 315              | 229            | 439              | 290             | 290             | 0         | 400              | 0        | 0               |
| 4661                                  | Gurkha Sq Market                             | 7,200            | 0              | 7,200            | 0               | 0               | 0         | 7,200            | 0        | 0               |
| 4832                                  | Climate Change                               | 0                | 0              | 5,000            | 312             | 1,000           | 110       | 5,800            | 0        | 0               |

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.23

|                                        |                                      | <u>2022-2023</u> |          | <u>2023-2024</u> |            |           |           | <u>2024-2025</u> |     |                 |
|----------------------------------------|--------------------------------------|------------------|----------|------------------|------------|-----------|-----------|------------------|-----|-----------------|
|                                        |                                      | Budget           | Actual   | Total            | Actual YTD | Projected | Committed | Agreed           | EMR | Carried Forward |
| <b>Overhead Expenditure</b>            |                                      | 55,511           | 42,539   | 61,822           | 48,874     | 53,055    | 110       | 59,500           | 0   | 0               |
| <b>Movement to/(from) Gen Reserve</b>  |                                      | (47,711)         | (42,539) | (54,022)         | (46,039)   | (50,220)  |           | (51,700)         |     |                 |
| <b>160</b>                             | <b><u>Harlington Development</u></b> |                  |          |                  |            |           |           |                  |     |                 |
| 1902                                   | Precept - New Harlington             | 0                | 0        | 412,017          | 412,017    | 412,017   | 0         | 439,622          | 0   | 0               |
| <b>Total Income</b>                    |                                      | 0                | 0        | 412,017          | 412,017    | 412,017   | 0         | 439,622          | 0   | 0               |
| 4015                                   | Recharge staff hours                 | 28,219           | 8,200    | 13,900           | 0          | 13,900    | 0         | 13,900           | 0   | 0               |
| 4041                                   | Mileage/Travel/Sustenance            | 400              | 0        | 0                | 0          | 0         | 0         | 0                | 0   | 0               |
| 4400                                   | Stationery & Consumables             | 1,100            | 0        | 0                | 0          | 0         | 0         | 0                | 0   | 0               |
| 4430                                   | Promotion/Publicity/Vision           | 20,000           | 0        | 0                | 0          | 0         | 0         | 0                | 0   | 0               |
| 4455                                   | Postage                              | 2,000            | 0        | 0                | 0          | 0         | 0         | 0                | 0   | 0               |
| 4555                                   | Legal Fees and Costs                 | 20,000           | 440      | 0                | 0          | 0         | 0         | 0                | 0   | 0               |
| 4560                                   | Accountancy fees                     | 1,500            | 0        | 0                | 0          | 0         | 0         | 0                | 0   | 0               |
| 4562                                   | Design Consultancy fees              | 77,000           | 0        | 0                | 100        | 100       | 0         | 0                | 0   | 0               |
| 4563                                   | Planning and Building fees           | 45,000           | 0        | 0                | 0          | 0         | 0         | 0                | 0   | 0               |
| 4564                                   | Procurement fees                     | 15,000           | 0        | 0                | 0          | 0         | 0         | 0                | 0   | 0               |
| 4565                                   | Survey and consultation              | 43,000           | 0        | 0                | 2,282      | 2,282     | 3,518     | 0                | 0   | 0               |
| 4570                                   | Project Management                   | 100,000          | 0        | 0                | 0          | 0         | 0         | 0                | 0   | 0               |
| 4890                                   | Earmarked New Harlington             | 0                | 0        | 398,117          | 0          | 0         | 0         | 425,722          | 0   | 0               |
| 4999                                   | Contingency                          | 58,798           | 0        | 0                | 0          | 0         | 0         | 0                | 0   | 0               |
| <b>Overhead Expenditure</b>            |                                      | 412,017          | 8,640    | 412,017          | 2,382      | 16,282    | 3,518     | 439,622          | 0   | 0               |
| <b>160 Net Income over Expenditure</b> |                                      | -412,017         | -8,640   | 0                | 409,635    | 395,735   | -3,518    | 0                | 0   | 0               |
| 6000                                   | less Transfer to EMR                 | 0                | 0        | 0                | 206,009    | 395,735   | 0         | 0                | 0   | 0               |

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.23

|                                       |                                   | <u>2022-2023</u> |                | <u>2023-2024</u> |                |                |           | <u>2024-2025</u> |          |                 |
|---------------------------------------|-----------------------------------|------------------|----------------|------------------|----------------|----------------|-----------|------------------|----------|-----------------|
|                                       |                                   | Budget           | Actual         | Total            | Actual YTD     | Projected      | Committed | Agreed           | EMR      | Carried Forward |
| <b>Movement to/(from) Gen Reserve</b> |                                   | <u>(412,017)</u> | <u>(8,640)</u> | <u>0</u>         | <u>203,626</u> | <u>0</u>       |           | <u>0</u>         |          |                 |
| <b>201</b>                            | <b><u>Harlington - Events</u></b> |                  |                |                  |                |                |           |                  |          |                 |
| 1000                                  | Hall Hire                         | 90,000           | 113,331        | 102,000          | 50,944         | 90,000         | 0         | 96,000           | 0        | 0               |
| 1002                                  | POINT Hall Hire                   | 0                | 153            | 18,196           | 18,196         | 18,196         | 0         | 18,196           | 0        | 0               |
| 1033                                  | Fleet Phoenix                     | 1,000            | 1,000          | 0                | 0              | 0              | 0         | 0                | 0        | 0               |
| 1036                                  | Fleet Baptist Preschool           | 4,500            | 4,402          | 4,750            | 3,324          | 4,750          | 0         | 4,750            | 0        | 0               |
| 1420                                  | Bar Sales                         | 112,500          | 112,292        | 107,000          | 100,986        | 131,000        | 0         | 138,000          | 0        | 0               |
| 1431                                  | Confectionery                     | 3,000            | 3,766          | 2,750            | 2,940          | 3,350          | 0         | 2,750            | 0        | 0               |
| 1432                                  | Ices                              | 2,500            | 2,562          | 2,750            | 2,704          | 2,800          | 0         | 2,500            | 0        | 0               |
| 1433                                  | Snacks                            | 2,500            | 3,016          | 3,000            | 2,482          | 3,350          | 0         | 3,000            | 0        | 0               |
| 1435                                  | Box Office Charges                | 17,500           | 12,296         | 15,000           | 10,058         | 14,000         | 0         | 15,500           | 0        | 0               |
| 1436                                  | Technical Income                  | 5,000            | 0              | 0                | 3,500          | 3,500          | 0         | 0                | 0        | 0               |
| 1450                                  | Ticket Sales                      | 190,000          | 181,591        | 207,000          | 78,390         | 218,000        | 0         | 244,000          | 0        | 0               |
|                                       | <b>Total Income</b>               | <u>428,500</u>   | <u>434,408</u> | <u>462,446</u>   | <u>273,523</u> | <u>488,946</u> | <u>0</u>  | <u>524,696</u>   | <u>0</u> | <u>0</u>        |
| 4000                                  | Salaries                          | 189,500          | 146,541        | 225,772          | 147,036        | 183,000        | 0         | 229,671          | 0        | 0               |
| 4001                                  | Employers National Insurance      | 15,950           | 11,434         | 17,124           | 11,726         | 14,500         | 0         | 18,223           | 0        | 0               |
| 4002                                  | Employers Pension                 | 9,500            | 6,146          | 8,562            | 6,478          | 8,000          | 0         | 8,845            | 0        | 0               |
| 4015                                  | Recharge staff hours              | -7,000           | -1,500         | -5,200           | 0              | -5,200         | 0         | -5,200           | 0        | 0               |
| 4182                                  | Technical Equipment Sundries      | 1,000            | 415            | 1,000            | 1,337          | 1,337          | 0         | 750              | 0        | 0               |
| 4183                                  | Technical Equipment Hire          | 500              | 410            | 500              | 0              | 500            | 0         | 500              | 0        | 0               |
| 4185                                  | Equipment                         | 3,000            | 2,985          | 3,000            | 4,146          | 6,500          | 0         | 3,000            | 0        | 0               |
| 4422                                  | Bank & Card Transactions          | 12,000           | 10,076         | 11,000           | 10,222         | 14,500         | 0         | 13,500           | 0        | 0               |
| 4432                                  | Marketing                         | 18,000           | 17,248         | 20,000           | 19,771         | 20,000         | 0         | 20,000           | 0        | 0               |

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.23

|            |                                       | <u>2022-2023</u> |                | <u>2023-2024</u> |                 |                |           | <u>2024-2025</u> |          |                 |
|------------|---------------------------------------|------------------|----------------|------------------|-----------------|----------------|-----------|------------------|----------|-----------------|
|            |                                       | Budget           | Actual         | Total            | Actual YTD      | Projected      | Committed | Agreed           | EMR      | Carried Forward |
| 4433       | Marketing Support                     | 8,000            | 3,817          | 10,000           | 3,600           | 10,000         | 0         | 10,000           | 0        | 0               |
| 4481       | Software/Licenses                     | 0                | 168            | 0                | 0               | 0              | 0         | 0                | 0        | 0               |
| 4490       | Sales System Costs                    | 13,500           | 14,784         | 12,000           | 11,242          | 16,200         | 0         | 13,500           | 0        | 0               |
| 4700       | Bar Purchases                         | 45,000           | 48,594         | 42,800           | 37,678          | 52,400         | 0         | 55,200           | 0        | 0               |
| 4710       | Bar Consumables                       | 2,000            | 1,690          | 2,000            | 722             | 2,000          | 0         | 2,000            | 0        | 0               |
| 4715       | Stocktaking                           | 175              | 185            | 500              | 0               | 500            | 0         | 500              | 0        | 0               |
| 4720       | Performance Costs                     | 124,000          | 118,208        | 132,500          | 55,735          | 145,000        | 0         | 161,500          | 0        | 0               |
| 4728       | Till App                              | 1,200            | 840            | 1,200            | 630             | 1,200          | 0         | 1,200            | 0        | 0               |
| 4740       | Licences                              | 7,000            | 6,882          | 7,000            | 0               | 7,000          | 0         | 6,000            | 0        | 0               |
| 4752       | Hospitality                           | 500              | 177            | 500              | 346             | 500            | 0         | 500              | 0        | 0               |
| 4761       | Confectionery                         | 1,800            | 1,554          | 1,650            | 911             | 1,200          | 0         | 1,650            | 0        | 0               |
| 4762       | Ices                                  | 1,000            | 955            | 1,050            | 1,080           | 1,080          | 0         | 1,000            | 0        | 0               |
| 4763       | Snacks                                | 1,125            | 1,502          | 1,350            | 731             | 1,350          | 0         | 1,350            | 0        | 0               |
|            | <b>Overhead Expenditure</b>           | <b>447,750</b>   | <b>393,111</b> | <b>494,308</b>   | <b>313,390</b>  | <b>481,567</b> | <b>0</b>  | <b>543,689</b>   | <b>0</b> | <b>0</b>        |
|            | <b>Movement to/(from) Gen Reserve</b> | <b>(19,250)</b>  | <b>41,296</b>  | <b>(31,862)</b>  | <b>(39,868)</b> | <b>7,379</b>   |           | <b>(18,993)</b>  |          |                 |
| <b>204</b> | <b><u>Building</u></b>                |                  |                |                  |                 |                |           |                  |          |                 |
| 1031       | HCC Library                           | 16,000           | 9,522          | 16,000           | 15,869          | 15,869         | 0         | 13,500           | 0        | 0               |
| 1053       | Grant money and funding               | 0                | 16,051         | 0                | 0               | 0              | 0         | 0                | 0        | 0               |
| 1431       | Confectionery                         | 0                | 0              | 0                | 0               | 0              | 0         | 0                | 0        | 0               |
|            | <b>Total Income</b>                   | <b>16,000</b>    | <b>25,573</b>  | <b>16,000</b>    | <b>15,869</b>   | <b>15,869</b>  | <b>0</b>  | <b>13,500</b>    | <b>0</b> | <b>0</b>        |
| 4000       | Salaries                              | 78,500           | 78,497         | 62,485           | 32,520          | 62,485         | 0         | 72,964           | 0        | 0               |
| 4001       | Employers National Insurance          | 7,850            | 7,851          | 6,248            | 3,166           | 6,248          | 0         | 7,712            | 0        | 0               |

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.23

|      |                              | <u>2022-2023</u> |        | <u>2023-2024</u> |            |           |           | <u>2024-2025</u> |     |                 |
|------|------------------------------|------------------|--------|------------------|------------|-----------|-----------|------------------|-----|-----------------|
|      |                              | Budget           | Actual | Total            | Actual YTD | Projected | Committed | Agreed           | EMR | Carried Forward |
| 4002 | Employers Pension            | 4,000            | 3,989  | 3,124            | 1,572      | 3,124     | 0         | 3,648            | 0   | 0               |
| 4011 | Staff Recruitment            | 400              | 987    | 500              | 262        | 500       | 0         | 500              | 0   | 0               |
| 4015 | Recharge staff hours         | -2,000           | 0      | 0                | 0          | 0         | 0         | 0                | 0   | 0               |
| 4030 | Training                     | 750              | 745    | 1,000            | 1,150      | 1,150     | 0         | 1,000            | 0   | 0               |
| 4041 | Mileage/Travel/Sustenance    | 500              | 451    | 500              | 107        | 500       | 0         | 500              | 0   | 0               |
| 4110 | Rates                        | 15,000           | 14,829 | 15,000           | 16,825     | 16,824    | 0         | 17,000           | 0   | 0               |
| 4115 | Water & Sewerage             | 10,500           | 3,267  | 5,500            | 7,780      | 9,400     | 0         | 5,500            | 0   | 0               |
| 4120 | Gas                          | 21,000           | 37,630 | 25,200           | 14,415     | 37,000    | 0         | 40,000           | 0   | 0               |
| 4122 | Electricity                  | 34,000           | 50,397 | 40,800           | 24,433     | 47,000    | 0         | 56,100           | 0   | 0               |
| 4130 | Insurance                    | 0                | 0      | 0                | 0          | 0         | 0         | 4,000            | 0   | 0               |
| 4150 | Cleaning                     | 34,000           | 32,368 | 37,400           | 24,436     | 33,000    | 0         | 39,250           | 0   | 0               |
| 4151 | Cleaning - Equipment         | 500              | 19     | 500              | 192        | 500       | 0         | 500              | 0   | 0               |
| 4152 | Cleaning - Supplies          | 10,000           | 8,794  | 10,000           | 6,960      | 10,000    | 0         | 7,500            | 0   | 0               |
| 4155 | Refuse Collection            | 6,250            | 8,204  | 6,875            | 3,687      | 4,500     | 0         | 4,000            | 0   | 0               |
| 4156 | Recycling                    | 2,000            | 1,940  | 2,200            | 1,274      | 1,400     | 0         | 500              | 0   | 0               |
| 4170 | Building Maintenance         | 18,000           | 36,585 | 21,000           | 24,540     | 31,500    | 0         | 25,000           | 0   | 0               |
| 4172 | Building Compliance          | 1,000            | 3,048  | 2,000            | 6,402      | 10,500    | 541       | 6,000            | 0   | 0               |
| 4175 | Equipment Maintenance        | 0                | 0      | 0                | 185        | 185       | 0         | 0                | 0   | 0               |
| 4180 | Equipment Hire               | 0                | 0      | 0                | 50         | 50        | 0         | 0                | 0   | 0               |
| 4185 | Equipment                    | 1,000            | 1,091  | 1,000            | 830        | 1,000     | 0         | 1,000            | 0   | 0               |
| 4187 | Health & Safety              | 1,000            | 2,189  | 1,000            | 965        | 1,025     | 0         | 1,000            | 0   | 0               |
| 4188 | Fire and Intruder Monitoring | 500              | 112    | 550              | 361        | 550       | 0         | 575              | 0   | 0               |
| 4207 | Fire & Intruder Systems      | 1,750            | 1,913  | 1,925            | 2,665      | 3,000     | 0         | 2,025            | 0   | 0               |
| 4400 | Stationery & Consumables     | 1,000            | 104    | 1,000            | 333        | 700       | 0         | 500              | 0   | 0               |

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.23

|                                       |                                        | <u>2022-2023</u> |                  | <u>2023-2024</u> |                  |                  |            | <u>2024-2025</u> |          |                 |
|---------------------------------------|----------------------------------------|------------------|------------------|------------------|------------------|------------------|------------|------------------|----------|-----------------|
|                                       |                                        | Budget           | Actual           | Total            | Actual YTD       | Projected        | Committed  | Agreed           | EMR      | Carried Forward |
| 4445                                  | Mobile Phones                          | 500              | 507              | 500              | 389              | 500              | 0          | 500              | 0        | 0               |
| 4455                                  | Postage                                | 400              | 115              | 400              | 8                | 50               | 0          | 250              | 0        | 0               |
| 4481                                  | Software/Licenses                      | 500              | 1,162            | 2,000            | 1,416            | 2,000            | 0          | 2,000            | 0        | 0               |
| 4487                                  | Wi-Fi                                  | 1,700            | 939              | 1,700            | 800              | 1,400            | 0          | 2,500            | 0        | 0               |
| 4745                                  | Uniforms                               | 300              | 298              | 300              | 119              | 300              | 0          | 300              | 0        | 0               |
| 4997                                  | Unplanned Expenditure                  | 0                | 3,268            | 0                | 0                | 0                | 0          | 0                | 0        | 0               |
| <b>Overhead Expenditure</b>           |                                        | <b>250,900</b>   | <b>301,297</b>   | <b>250,707</b>   | <b>177,841</b>   | <b>286,391</b>   | <b>541</b> | <b>302,324</b>   | <b>0</b> | <b>0</b>        |
| <b>Movement to/(from) Gen Reserve</b> |                                        | <b>(234,900)</b> | <b>(275,724)</b> | <b>(234,707)</b> | <b>(161,972)</b> | <b>(270,522)</b> |            | <b>(288,824)</b> |          |                 |
| <b>205</b>                            | <b><u>Ancells Community Centre</u></b> |                  |                  |                  |                  |                  |            |                  |          |                 |
| 1000                                  | Hall Hire                              | 25,000           | 26,930           | 26,000           | 20,884           | 26,000           | 0          | 27,500           | 0        | 0               |
| <b>Total Income</b>                   |                                        | <b>25,000</b>    | <b>26,930</b>    | <b>26,000</b>    | <b>20,884</b>    | <b>26,000</b>    | <b>0</b>   | <b>27,500</b>    | <b>0</b> | <b>0</b>        |
| 4000                                  | Salaries                               | 17,500           | 17,480           | 25,564           | 16,875           | 25,564           | 0          | 22,478           | 0        | 0               |
| 4001                                  | Employers National Insurance           | 1,750            | 1,751            | 2,014            | 1,238            | 2,014            | 0          | 1,791            | 0        | 0               |
| 4002                                  | Employers Pension                      | 2,000            | 2,005            | 2,167            | 1,569            | 2,167            | 0          | 2,100            | 0        | 0               |
| 4041                                  | Mileage/Travel/Sustenance              | 500              | 420              | 500              | 315              | 500              | 0          | 500              | 0        | 0               |
| 4115                                  | Water & Sewerage                       | 750              | -559             | 825              | 338              | 750              | 0          | 900              | 0        | 0               |
| 4120                                  | Gas                                    | 1,600            | 3,209            | 1,920            | 1,114            | 3,300            | 0          | 3,200            | 0        | 0               |
| 4122                                  | Electricity                            | 1,500            | 2,155            | 1,800            | 1,021            | 2,200            | 0          | 2,200            | 0        | 0               |
| 4150                                  | Cleaning                               | 7,350            | 6,871            | 8,100            | 4,666            | 7,700            | 0          | 8,500            | 0        | 0               |
| 4152                                  | Cleaning - Supplies                    | 1,500            | 1,492            | 1,500            | 1,338            | 1,800            | 0          | 1,000            | 0        | 0               |
| 4155                                  | Refuse Collection                      | 1,000            | 1,246            | 1,100            | 648              | 850              | 0          | 500              | 0        | 0               |
| 4170                                  | Building Maintenance                   | 2,000            | 4,083            | 3,000            | 2,850            | 3,000            | 439        | 3,000            | 0        | 0               |

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.23

|                                       |                                              | <u>2022-2023</u> |                 | <u>2023-2024</u> |                 |                 |            | <u>2024-2025</u> |          |                 |
|---------------------------------------|----------------------------------------------|------------------|-----------------|------------------|-----------------|-----------------|------------|------------------|----------|-----------------|
|                                       |                                              | Budget           | Actual          | Total            | Actual YTD      | Projected       | Committed  | Agreed           | EMR      | Carried Forward |
| 4187                                  | Health & Safety                              | 0                | 755             | 0                | 77              | 100             | 0          | 150              | 0        | 0               |
| 4280                                  | Ancells Car Park                             | 7,500            | 5,869           | 7,500            | 5,944           | 6,000           | 0          | 7,500            | 0        | 0               |
| 4445                                  | Mobile Phones                                | 300              | 300             | 300              | 225             | 300             | 0          | 300              | 0        | 0               |
| 4455                                  | Postage                                      | 100              | 0               | 100              | 0               | 0               | 0          | 100              | 0        | 0               |
| 4740                                  | Licences                                     | 2,500            | 2,576           | 3,000            | 1,294           | 3,000           | 0          | 2,500            | 0        | 0               |
| <b>Overhead Expenditure</b>           |                                              | <b>47,850</b>    | <b>49,652</b>   | <b>59,390</b>    | <b>39,512</b>   | <b>59,245</b>   | <b>439</b> | <b>56,719</b>    | <b>0</b> | <b>0</b>        |
| <b>Movement to/(from) Gen Reserve</b> |                                              | <b>(22,850)</b>  | <b>(22,723)</b> | <b>(33,390)</b>  | <b>(18,629)</b> | <b>(33,245)</b> |            | <b>(29,219)</b>  |          |                 |
| <b>208</b>                            | <b><u>Ancells Farm Park and Pavilion</u></b> |                  |                 |                  |                 |                 |            |                  |          |                 |
| 1050                                  | Outdoor Space Hire                           | 0                | 0               | 0                | 10              | 10              | 0          | 0                | 0        | 0               |
| 1052                                  | S106 Money received                          | 0                | 0               | 0                | 12,980          | 12,980          | 0          | 0                | 0        | 0               |
| 1060                                  | Pitch Hire                                   | 2,250            | 2,758           | 2,300            | 2,279           | 2,500           | 0          | 2,300            | 0        | 0               |
| 1610                                  | Utilities Refunds                            | 0                | 0               | 0                | 356             | 356             | 0          | 0                | 0        | 0               |
| <b>Total Income</b>                   |                                              | <b>2,250</b>     | <b>2,758</b>    | <b>2,300</b>     | <b>15,625</b>   | <b>15,846</b>   | <b>0</b>   | <b>2,300</b>     | <b>0</b> | <b>0</b>        |
| 4110                                  | Rates                                        | 1,232            | 1,185           | 1,300            | 1,185           | 1,185           | 0          | 1,200            | 0        | 0               |
| 4115                                  | Water & Sewerage                             | 400              | 333             | 440              | 688             | 800             | 0          | 850              | 0        | 0               |
| 4120                                  | Gas                                          | 800              | 440             | 960              | 236             | 350             | 0          | 400              | 0        | 0               |
| 4122                                  | Electricity                                  | 350              | 355             | 420              | 371             | 530             | 0          | 600              | 0        | 0               |
| 4150                                  | Cleaning                                     | 1,445            | 1,391           | 1,590            | 1,157           | 1,536           | 0          | 1,600            | 0        | 0               |
| 4170                                  | Building Maintenance                         | 4,455            | 2,887           | 4,500            | 1,291           | 2,200           | 388        | 2,500            | 0        | 0               |
| 4175                                  | Equipment Maintenance                        | 485              | 580             | 500              | 261             | 300             | 0          | 500              | 0        | 0               |
| 4185                                  | Equipment                                    | 0                | 0               | 0                | 12,980          | 12,980          | 0          | 0                | 0        | 0               |
| 4187                                  | Health & Safety                              | 325              | 630             | 325              | 56              | 100             | 0          | 300              | 0        | 0               |

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.23

|            |                                       | <u>2022-2023</u> |                 | <u>2023-2024</u> |                 |                 |            | <u>2024-2025</u> |          |                 |
|------------|---------------------------------------|------------------|-----------------|------------------|-----------------|-----------------|------------|------------------|----------|-----------------|
|            |                                       | Budget           | Actual          | Total            | Actual YTD      | Projected       | Committed  | Agreed           | EMR      | Carried Forward |
| 4200       | Grounds Maintenance                   | 23,566           | 24,289          | 25,923           | 20,145          | 26,950          | 0          | 29,470           | 0        | 0               |
| 4202       | Additional Ground Works               | 1,808            | 541             | 1,800            | 3,180           | 3,180           | 0          | 500              | 0        | 0               |
| 4205       | CCTV                                  | 111              | 0               | 100              | 0               | 100             | 0          | 100              | 0        | 0               |
| 4206       | Lamppost Maintenance                  | 0                | 0               | 0                | 76              | 0               | 0          | 0                | 0        | 0               |
| 4220       | Friends Group support                 | 122              | 90              | 120              | 0               | 120             | 0          | 100              | 0        | 0               |
| 4225       | South and South East in Bloom         | 110              | 80              | 100              | 66              | 66              | 0          | 70               | 0        | 0               |
| 4230       | Playground Maintenance                | 5,300            | 7,961           | 5,300            | 3,364           | 5,300           | 0          | 10,600           | 0        | 0               |
| 4250       | Tree Surgery                          | 2,120            | 735             | 2,000            | 1,490           | 4,000           | 350        | 4,100            | 0        | 0               |
|            | <b>Overhead Expenditure</b>           | <b>42,629</b>    | <b>41,497</b>   | <b>45,378</b>    | <b>46,545</b>   | <b>59,697</b>   | <b>738</b> | <b>52,890</b>    | <b>0</b> | <b>0</b>        |
|            | <b>Movement to/(from) Gen Reserve</b> | <b>(40,379)</b>  | <b>(38,740)</b> | <b>(43,078)</b>  | <b>(30,920)</b> | <b>(43,851)</b> |            | <b>(50,590)</b>  |          |                 |
| <b>301</b> | <b>Open Spaces</b>                    |                  |                 |                  |                 |                 |            |                  |          |                 |
| 1053       | Grant money and funding               | 0                | 4,095           | 0                | 0               | 0               | 0          | 0                | 0        | 0               |
| 1059       | Refreshment Kiosk                     | 0                | 2,500           | 0                | 0               | 0               | 0          | 0                | 0        | 0               |
|            | <b>Total Income</b>                   | <b>0</b>         | <b>6,595</b>    | <b>0</b>         | <b>0</b>        | <b>0</b>        | <b>0</b>   | <b>0</b>         | <b>0</b> | <b>0</b>        |
| 4000       | Salaries                              | 13,987           | 13,630          | 15,534           | 11,650          | 15,530          | 0          | 19,890           | 0        | 0               |
| 4001       | Employers National Insurance          | 1,398            | 1,592           | 1,553            | 1,173           | 1,640           | 0          | 2,287            | 0        | 0               |
| 4002       | Employers Pension                     | 699              | 757             | 777              | 583             | 780             | 0          | 994              | 0        | 0               |
| 4041       | Mileage/Travel/Sustenance             | 848              | 519             | 800              | 255             | 350             | 0          | 500              | 0        | 0               |
| 4169       | Street and Park Furniture             | 1,060            | 0               | 1,100            | 805             | 800             | 0          | 500              | 0        | 0               |
| 4170       | Building Maintenance                  | 328              | 140             | 0                | 0               | 0               | 0          | 0                | 0        | 0               |
| 4185       | Equipment                             | 1,591            | 342             | 1,500            | 53              | 500             | 0          | 500              | 0        | 0               |
| 4200       | Grounds Maintenance                   | 14,917           | 15,374          | 17,050           | 12,751          | 17,100          | 0          | 18,650           | 0        | 0               |

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.23

|                                       |                              | <u>2022-2023</u> |                 | <u>2023-2024</u> |                 |                 |            | <u>2024-2025</u> |          |                 |
|---------------------------------------|------------------------------|------------------|-----------------|------------------|-----------------|-----------------|------------|------------------|----------|-----------------|
|                                       |                              | Budget           | Actual          | Total            | Actual YTD      | Projected       | Committed  | Agreed           | EMR      | Carried Forward |
| 4202                                  | Additional Ground Works      | 1,144            | 3,691           | 2,500            | 650             | 2,500           | 0          | 1,500            | 0        | 0               |
| 4206                                  | Lamppost Maintenance         | 210              | 166             | 200              | -102            | 100             | 0          | 700              | 0        | 0               |
| 4208                                  | Speedwatch and SIDS          | 1,040            | 5,275           | 1,040            | 0               | 1,040           | 0          | 1,100            | 0        | 0               |
| 4250                                  | Tree Surgery                 | 1,080            | 1,105           | 1,188            | 1,135           | 2,500           | 120        | 2,500            | 0        | 0               |
| 4445                                  | Mobile Phones                | 432              | 112             | 150              | 106             | 150             | 0          | 150              | 0        | 0               |
| 4740                                  | Licences                     | 100              | 70              | 100              | 70              | 70              | 0          | 100              | 0        | 0               |
| 4745                                  | Uniforms                     | 116              | 63              | 100              | 41              | 100             | 0          | 200              | 0        | 0               |
| <b>Overhead Expenditure</b>           |                              | <b>38,950</b>    | <b>42,836</b>   | <b>43,592</b>    | <b>29,169</b>   | <b>43,160</b>   | <b>120</b> | <b>49,571</b>    | <b>0</b> | <b>0</b>        |
| <b>Movement to/(from) Gen Reserve</b> |                              | <b>(38,950)</b>  | <b>(36,241)</b> | <b>(43,592)</b>  | <b>(29,169)</b> | <b>(43,160)</b> |            | <b>(49,571)</b>  |          |                 |
| <b>310</b>                            | <b><u>Calthorpe Park</u></b> |                  |                 |                  |                 |                 |            |                  |          |                 |
| 1050                                  | Outdoor Space Hire           | 300              | 420             | 300              | 517             | 520             | 0          | 300              | 0        | 0               |
| 1057                                  | Fleet Football Club Rent     | 2,000            | 2,000           | 2,000            | 1,500           | 2,000           | 0          | 5,000            | 0        | 0               |
| 1059                                  | Refreshment Kiosk            | 0                | 2,500           | 5,500            | 6,604           | 8,000           | 0          | 6,500            | 0        | 0               |
| 1060                                  | Pitch Hire                   | 0                | 2,178           | 1,800            | 694             | 1,200           | 0          | 1,800            | 0        | 0               |
| 1064                                  | Tennis Membership card       | 7,800            | 8,962           | 8,500            | 6,978           | 8,100           | 0          | 8,000            | 0        | 0               |
| 1065                                  | Tennis Hire                  | 2,000            | 1,976           | 2,000            | 2,499           | 2,650           | 0          | 2,000            | 0        | 0               |
| <b>Total Income</b>                   |                              | <b>12,100</b>    | <b>18,036</b>   | <b>20,100</b>    | <b>18,793</b>   | <b>22,470</b>   | <b>0</b>   | <b>23,600</b>    | <b>0</b> | <b>0</b>        |
| 4115                                  | Water & Sewerage             | 500              | 680             | 550              | 575             | 730             | 0          | 1,200            | 0        | 0               |
| 4122                                  | Electricity                  | 300              | 2,862           | 720              | 1,894           | 3,000           | 0          | 3,300            | 0        | 0               |
| 4130                                  | Insurance                    | 0                | 0               | 0                | 0               | 0               | 0          | 3,000            | 0        | 0               |
| 4150                                  | Cleaning                     | 1,544            | 735             | 1,698            | 520             | 700             | 0          | 1,000            | 0        | 0               |
| 4170                                  | Building Maintenance         | 1,622            | 7,266           | 1,600            | 0               | 500             | 388        | 1,000            | 0        | 0               |

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.23

|            |                                        | <u>2022-2023</u> |                 | <u>2023-2024</u> |                 |                 |               | <u>2024-2025</u> |          |                 |
|------------|----------------------------------------|------------------|-----------------|------------------|-----------------|-----------------|---------------|------------------|----------|-----------------|
|            |                                        | Budget           | Actual          | Total            | Actual YTD      | Projected       | Committed     | Agreed           | EMR      | Carried Forward |
| 4175       | Equipment Maintenance                  | 830              | 160             | 300              | 92              | 100             | 0             | 200              | 0        | 0               |
| 4185       | Equipment                              | 919              | 0               | 900              | 0               | 100             | 0             | 500              | 0        | 0               |
| 4187       | Health & Safety                        | 328              | 630             | 330              | 279             | 300             | 0             | 300              | 0        | 0               |
| 4200       | Grounds Maintenance                    | 40,872           | 41,311          | 45,808           | 34,262          | 45,810          | 0             | 50,120           | 0        | 0               |
| 4202       | Additional Ground Works                | 3,072            | 4,062           | 4,500            | 100             | 200             | 0             | 3,000            | 0        | 0               |
| 4205       | CCTV                                   | 3,000            | 3,050           | 3,000            | 1,434           | 3,000           | 0             | 3,000            | 0        | 0               |
| 4220       | Friends Group support                  | 110              | -107            | 110              | 0               | 110             | 0             | 110              | 0        | 0               |
| 4225       | South and South East in Bloom          | 74               | 55              | 70               | 60              | 60              | 0             | 70               | 0        | 0               |
| 4230       | Playground Maintenance                 | 1,040            | 225             | 2,000            | 597             | 2,000           | 930           | 4,100            | 0        | 0               |
| 4250       | Tree Surgery                           | 3,000            | 1,899           | 3,300            | 2,380           | 7,500           | 0             | 6,900            | 0        | 0               |
| 4445       | Mobile Phones                          | 0                | 0               | 0                | 0               | 0               | 0             | 0                | 0        | 0               |
| 4590       | Repairs and Renewals                   | 7,000            | 0               | 7,000            | 0               | 0               | 0             | 7,000            | 0        | 0               |
| 4651       | LTA Registration - membership          | 962              | 360             | 1,000            | 408             | 500             | 0             | 500              | 0        | 0               |
| 4653       | Tennis Software                        | 825              | 820             | 902              | 881             | 881             | 0             | 950              | 0        | 0               |
| 4740       | Licences                               | 72               | 70              | 70               | 70              | 70              | 0             | 70               | 0        | 0               |
|            | <b>Overhead Expenditure</b>            | <b>66,070</b>    | <b>64,077</b>   | <b>73,858</b>    | <b>43,551</b>   | <b>65,561</b>   | <b>1,318</b>  | <b>86,320</b>    | <b>0</b> | <b>0</b>        |
|            | <b>310 Net Income over Expenditure</b> | <b>-53,970</b>   | <b>-46,042</b>  | <b>-53,758</b>   | <b>-24,759</b>  | <b>-43,091</b>  | <b>-1,318</b> | <b>-62,720</b>   | <b>0</b> | <b>0</b>        |
| 6000       | less Transfer to EMR                   | 0                | 0               | 0                | 7,000           | 7,000           | 0             | 0                | 0        | 0               |
|            | <b>Movement to/(from) Gen Reserve</b>  | <b>(53,970)</b>  | <b>(46,042)</b> | <b>(53,758)</b>  | <b>(31,758)</b> | <b>(50,091)</b> |               | <b>(62,720)</b>  |          |                 |
| <b>315</b> | <b><u>Oakley Park</u></b>              |                  |                 |                  |                 |                 |               |                  |          |                 |
| 1050       | Outdoor Space Hire                     | 100              | 318             | 100              | 291             | 300             | 0             | 100              | 0        | 0               |
| 1053       | Grant money and funding                | 0                | 18,676          | 0                | 0               | 0               | 0             | 0                | 0        | 0               |
| 1060       | Pitch Hire                             | 2,177            | 2,127           | 2,127            | 2,291           | 2,500           | 0             | 2,800            | 0        | 0               |

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.23

|                                       | <u>2022-2023</u> |          | <u>2023-2024</u> |            |           |           | <u>2024-2025</u> |     |                 |
|---------------------------------------|------------------|----------|------------------|------------|-----------|-----------|------------------|-----|-----------------|
|                                       | Budget           | Actual   | Total            | Actual YTD | Projected | Committed | Agreed           | EMR | Carried Forward |
| <b>Total Income</b>                   | 2,277            | 21,121   | 2,227            | 2,582      | 2,800     | 0         | 2,900            | 0   | 0               |
| 4122 Electricity                      | 350              | 654      | 660              | 406        | 770       | 0         | 770              | 0   | 0               |
| 4150 Cleaning                         | 1,379            | 1,262    | 1,517            | 1,041      | 1,400     | 0         | 1,500            | 0   | 0               |
| 4170 Building Maintenance             | 1,080            | 407      | 1,080            | 0          | 200       | 388       | 500              | 0   | 0               |
| 4175 Equipment Maintenance            | 58               | 0        | 60               | 0          | 60        | 0         | 50               | 0   | 0               |
| 4185 Equipment                        | 0                | 11,676   | 0                | 0          | 0         | 0         | 0                | 0   | 0               |
| 4187 Health & Safety                  | 328              | 630      | 330              | 0          | 100       | 0         | 300              | 0   | 0               |
| 4200 Grounds Maintenance              | 21,366           | 22,021   | 24,420           | 18,264     | 24,500    | 0         | 26,720           | 0   | 0               |
| 4202 Additional Ground Works          | 1,638            | 9,117    | 1,700            | 0          | 200       | 0         | 500              | 0   | 0               |
| 4205 CCTV                             | 1,260            | 1,153    | 1,260            | 1,260      | 1,260     | 0         | 1,200            | 0   | 0               |
| 4220 Friends Group support            | 108              | 75       | 110              | 0          | 80        | 0         | 110              | 0   | 0               |
| 4225 South and South East in Bloom    | 90               | 90       | 90               | 100        | 100       | 0         | 100              | 0   | 0               |
| 4230 Playground Maintenance           | 1,080            | 2,377    | 1,188            | 68         | 2,200     | 880       | 2,400            | 0   | 0               |
| 4250 Tree Surgery                     | 1,620            | 1,205    | 1,782            | 450        | 3,100     | 0         | 3,700            | 0   | 0               |
| <b>Overhead Expenditure</b>           | 30,357           | 50,667   | 34,197           | 21,588     | 33,970    | 1,268     | 37,850           | 0   | 0               |
| <b>Movement to/(from) Gen Reserve</b> | (28,080)         | (29,547) | (31,970)         | (19,006)   | (31,170)  |           | (34,950)         |     |                 |
| <b>320 Basingbourne Park</b>          |                  |          |                  |            |           |           |                  |     |                 |
| 1050 Outdoor Space Hire               | 0                | 30       | 0                | 0          | 0         | 0         | 0                | 0   | 0               |
| 1060 Pitch Hire                       | 4,249            | 2,327    | 2,130            | 521        | 900       | 0         | 1,500            | 0   | 0               |
| <b>Total Income</b>                   | 4,249            | 2,357    | 2,130            | 521        | 900       | 0         | 1,500            | 0   | 0               |
| 4115 Water & Sewerage                 | 550              | 227      | 330              | 354        | 450       | 0         | 700              | 0   | 0               |
| 4122 Electricity                      | 250              | 377      | 432              | 197        | 350       | 0         | 450              | 0   | 0               |

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.23

|                                       |                               | <u>2022-2023</u> |                 | <u>2023-2024</u> |                 |                 |              | <u>2024-2025</u> |          |                 |
|---------------------------------------|-------------------------------|------------------|-----------------|------------------|-----------------|-----------------|--------------|------------------|----------|-----------------|
|                                       |                               | Budget           | Actual          | Total            | Actual YTD      | Projected       | Committed    | Agreed           | EMR      | Carried Forward |
| 4150                                  | Cleaning                      | 1,382            | 1,262           | 1,520            | 1,041           | 1,400           | 0            | 1,500            | 0        | 0               |
| 4170                                  | Building Maintenance          | 2,160            | 4,563           | 2,376            | 113             | 2,300           | 671          | 1,000            | 0        | 0               |
| 4185                                  | Equipment                     | 328              | 0               | 361              | 0               | 100             | 0            | 100              | 0        | 0               |
| 4187                                  | Health & Safety               | 328              | 630             | 330              | 56              | 330             | 0            | 160              | 0        | 0               |
| 4200                                  | Grounds Maintenance           | 18,168           | 18,726          | 20,768           | 15,531          | 20,800          | 0            | 22,720           | 0        | 0               |
| 4202                                  | Additional Ground Works       | 1,390            | 7,746           | 1,529            | 1,160           | 1,200           | 0            | 400              | 0        | 0               |
| 4205                                  | CCTV                          | 1,248            | 1,153           | 1,250            | 1,250           | 1,250           | 0            | 1,250            | 0        | 0               |
| 4220                                  | Friends Group support         | 118              | 105             | 120              | 120             | 120             | 0            | 120              | 0        | 0               |
| 4225                                  | South and South East in Bloom | 108              | 90              | 100              | 100             | 100             | 0            | 100              | 0        | 0               |
| 4230                                  | Playground Maintenance        | 0                | 2,506           | 1,188            | 68              | 4,000           | 3,700        | 2,400            | 0        | 0               |
| 4250                                  | Tree Surgery                  | 2,705            | 4,861           | 2,700            | 2,607           | 9,200           | 0            | 5,500            | 0        | 0               |
| <b>Overhead Expenditure</b>           |                               | <b>28,735</b>    | <b>42,247</b>   | <b>33,004</b>    | <b>22,596</b>   | <b>41,600</b>   | <b>4,371</b> | <b>36,400</b>    | <b>0</b> | <b>0</b>        |
| <b>Movement to/(from) Gen Reserve</b> |                               | <b>(24,486)</b>  | <b>(39,891)</b> | <b>(30,874)</b>  | <b>(22,075)</b> | <b>(40,700)</b> |              | <b>(34,900)</b>  |          |                 |
| <b>325</b>                            | <b><u>The Views</u></b>       |                  |                 |                  |                 |                 |              |                  |          |                 |
| 1050                                  | Outdoor Space Hire            | 1,000            | 1,427           | 1,500            | 1,387           | 1,387           | 0            | 1,500            | 0        | 0               |
| 1500                                  | Miscellaneous Income          | 0                | 0               | 0                | 500             | 500             | 0            | 0                | 0        | 0               |
| <b>Total Income</b>                   |                               | <b>1,000</b>     | <b>1,427</b>    | <b>1,500</b>     | <b>1,887</b>    | <b>1,887</b>    | <b>0</b>     | <b>1,500</b>     | <b>0</b> | <b>0</b>        |
| 4122                                  | Electricity                   | 200              | 436             | 504              | 379             | 580             | 0            | 550              | 0        | 0               |
| 4169                                  | Street and Park Furniture     | 0                | 836             | 0                | 0               | 0               | 0            | 0                | 0        | 0               |
| 4185                                  | Equipment                     | 110              | 54              | 100              | 99              | 100             | 0            | 100              | 0        | 0               |
| 4200                                  | Grounds Maintenance           | 7,529            | 7,759           | 8,608            | 6,435           | 8,610           | 0            | 9,420            | 0        | 0               |
| 4202                                  | Additional Ground Works       | 575              | 41,312          | 633              | 353             | 353             | 0            | 900              | 0        | 0               |

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.23

|            |                                        | <u>2022-2023</u> |                | <u>2023-2024</u> |                |                 |           | <u>2024-2025</u> |     |                 |
|------------|----------------------------------------|------------------|----------------|------------------|----------------|-----------------|-----------|------------------|-----|-----------------|
|            |                                        | Budget           | Actual         | Total            | Actual YTD     | Projected       | Committed | Agreed           | EMR | Carried Forward |
| 4225       | South and South East in Bloom          | 0                | 0              | 0                | 50             | 50              | 0         | 60               | 0   | 0               |
| 4230       | Playground Maintenance                 | 4,284            | 126            | 4,712            | 519            | 4,305           | 2,840     | 9,600            | 0   | 0               |
| 4250       | Tree Surgery                           | 328              | 0              | 361              | 0              | 361             | 0         | 800              | 0   | 0               |
|            | <b>Overhead Expenditure</b>            | 13,026           | 50,524         | 14,918           | 7,835          | 14,359          | 2,840     | 21,430           | 0   | 0               |
|            | <b>325 Net Income over Expenditure</b> | -12,026          | -49,097        | -13,418          | -5,948         | -12,472         | -2,840    | -19,930          | 0   | 0               |
| 6001       | plus Transfer from EMR                 | 0                | 40,598         | 0                | 0              | 0               | 0         | 0                | 0   | 0               |
|            | <b>Movement to/(from) Gen Reserve</b>  | <u>(12,026)</u>  | <u>(8,499)</u> | <u>(13,418)</u>  | <u>(5,948)</u> | <u>(12,472)</u> |           | <u>(19,930)</u>  |     |                 |
| <b>330</b> | <b><u>Edenbrook</u></b>                |                  |                |                  |                |                 |           |                  |     |                 |
| 4200       | Grounds Maintenance                    | 3,182            | 3,280          | 3,641            | 2,721          | 3,640           | 0         | 3,980            | 0   | 0               |
| 4202       | Additional Ground Works                | 240              | 0              | 400              | 0              | 400             | 0         | 300              | 0   | 0               |
| 4230       | Playground Maintenance                 | 2,163            | 466            | 1,500            | 475            | 1,500           | 0         | 500              | 0   | 0               |
| 4235       | Play Equipment                         | 0                | 0              | 0                | 0              | 0               | 0         | 60,000           | 0   | 0               |
| 4250       | Tree Surgery                           | 0                | 65             | 0                | 0              | 0               | 0         | 750              | 0   | 0               |
|            | <b>Overhead Expenditure</b>            | 5,585            | 3,811          | 5,541            | 3,196          | 5,540           | 0         | 65,530           | 0   | 0               |
|            | <b>Movement to/(from) Gen Reserve</b>  | <u>(5,585)</u>   | <u>(3,811)</u> | <u>(5,541)</u>   | <u>(3,196)</u> | <u>(5,540)</u>  |           | <u>(65,530)</u>  |     |                 |
| <b>350</b> | <b><u>Cemetery</u></b>                 |                  |                |                  |                |                 |           |                  |     |                 |
| 1053       | Grant money and funding                | 0                | 55,000         | 0                | 0              | 0               | 0         | 0                | 0   | 0               |
| 1100       | Interment Fees                         | 18,000           | 18,450         | 18,600           | 18,280         | 24,000          | 0         | 21,000           | 0   | 0               |
| 1110       | Scattering of Ashes                    | 500              | 0              | 500              | 0              | 100             | 0         | 100              | 0   | 0               |
| 1120       | Sale of Exclusive Rights               | 17,000           | 30,385         | 20,000           | 24,990         | 36,000          | 0         | 28,000           | 0   | 0               |
| 1121       | Transfer of Exclusive Rights           | 1,750            | 1,970          | 1,750            | 2,400          | 3,300           | 0         | 2,000            | 0   | 0               |

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.23

|                     |                              | <u>2022-2023</u> |                | <u>2023-2024</u> |               |               |           | <u>2024-2025</u> |          |                 |
|---------------------|------------------------------|------------------|----------------|------------------|---------------|---------------|-----------|------------------|----------|-----------------|
|                     |                              | Budget           | Actual         | Total            | Actual YTD    | Projected     | Committed | Agreed           | EMR      | Carried Forward |
| 1130                | Memorial Cemetery Fees       | 7,000            | 6,800          | 7,000            | 6,760         | 9,500         | 0         | 7,000            | 0        | 0               |
| 1132                | Memorial Kerbstones          | 3,000            | 3,256          | 3,000            | 1,145         | 2,000         | 0         | 2,500            | 0        | 0               |
| 1133                | Memorial Sanctums            | 10,000           | 15,162         | 12,000           | 7,136         | 12,500        | 0         | 8,100            | 0        | 0               |
| 1134                | GoR Planted Area             | 700              | 1,916          | 700              | 1,670         | 1,800         | 0         | 1,000            | 0        | 0               |
| 1137                | GoR Ashes digging            | 1,000            | 350            | 1,000            | 420           | 500           | 0         | 1,000            | 0        | 0               |
| 1140                | Bench contribution           | 0                | 2,985          | 0                | 1,353         | 1,353         | 0         | 0                | 0        | 0               |
| 1145                | Plaque contribution          | 0                | 0              | 0                | 167           | 167           | 0         | 0                | 0        | 0               |
| <b>Total Income</b> |                              | <b>58,950</b>    | <b>136,275</b> | <b>64,550</b>    | <b>64,321</b> | <b>91,220</b> | <b>0</b>  | <b>70,700</b>    | <b>0</b> | <b>0</b>        |
| 4000                | Salaries                     | 5,928            | 4,145          | 7,592            | 4,769         | 6,200         | 0         | 6,185            | 0        | 0               |
| 4001                | Employers National Insurance | 0                | 0              | 0                | 2             | 2             | 0         | 15               | 0        | 0               |
| 4002                | Employers Pension            | 592              | 207            | 400              | 238           | 310           | 0         | 310              | 0        | 0               |
| 4041                | Mileage/Travel/Sustenance    | 294              | 451            | 450              | 318           | 450           | 0         | 500              | 0        | 0               |
| 4110                | Rates                        | 2,542            | 2,445          | 2,500            | 2,096         | 2,096         | 0         | 2,100            | 0        | 0               |
| 4115                | Water & Sewerage             | 230              | 260            | 253              | 1,530         | 2,000         | 0         | 500              | 0        | 0               |
| 4150                | Cleaning                     | 520              | 0              | 572              | 0             | 100           | 0         | 200              | 0        | 0               |
| 4155                | Refuse Collection            | 2,120            | 2,284          | 2,332            | 1,853         | 2,000         | 0         | 1,100            | 0        | 0               |
| 4169                | Street and Park Furniture    | 0                | 0              | 0                | 1,215         | 1,215         | 0         | 0                | 0        | 0               |
| 4170                | Building Maintenance         | 540              | 117            | 500              | 162           | 170           | 0         | 400              | 0        | 0               |
| 4187                | Health & Safety              | 0                | 93             | 0                | 0             | 0             | 0         | 100              | 0        | 0               |
| 4200                | Grounds Maintenance          | 15,826           | 26,017         | 19,157           | 9,647         | 13,000        | 0         | 14,120           | 0        | 0               |
| 4201                | Ground Works (Badgers)       | 0                | 0              | 0                | 3,039         | 3,039         | 0         | 4,000            | 0        | 0               |
| 4202                | Additional Ground Works      | 1,040            | 45,998         | 1,000            | 6,361         | 6,361         | 0         | 500              | 0        | 0               |
| 4203                | General Upkeep               | 1,600            | -345           | 1,200            | 0             | 1,200         | 0         | 100              | 0        | 0               |
| 4220                | Friends Group support        | 108              | 0              | 110              | 0             | 0             | 0         | 0                | 0        | 0               |

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.23

|            |                                        | <u>2022-2023</u> |               | <u>2023-2024</u> |               |               |           | <u>2024-2025</u> |          |                 |
|------------|----------------------------------------|------------------|---------------|------------------|---------------|---------------|-----------|------------------|----------|-----------------|
|            |                                        | Budget           | Actual        | Total            | Actual YTD    | Projected     | Committed | Agreed           | EMR      | Carried Forward |
| 4225       | South and South East in Bloom          | 145              | 75            | 75               | 80            | 80            | 0         | 80               | 0        | 0               |
| 4250       | Tree Surgery                           | 1,080            | 972           | 1,100            | 0             | 4,100         | 0         | 2,300            | 0        | 0               |
| 4400       | Stationery & Consumables               | 0                | 49            | 0                | 0             | 0             | 0         | 0                | 0        | 0               |
| 4445       | Mobile Phones                          | 265              | 280           | 100              | 105           | 140           | 0         | 80               | 0        | 0               |
| 4455       | Postage                                | 0                | 0             | 0                | 75            | 75            | 0         | 0                | 0        | 0               |
| 4460       | Subscriptions                          | 100              | 95            | 100              | 0             | 100           | 0         | 100              | 0        | 0               |
| 4481       | Software/Licenses                      | 705              | 466           | 760              | 600           | 600           | 0         | 500              | 0        | 0               |
| 4935       | GoR Memorial inscriptions              | 1,040            | 2,701         | 1,800            | 1,723         | 2,800         | 0         | 2,000            | 0        | 0               |
| 4936       | GoR Ashes digging                      | 500              | 320           | 500              | 1,145         | 1,640         | 0         | 1,000            | 0        | 0               |
| 4938       | Bench Memorial Costs                   | 0                | 525           | 0                | 0             | 0             | 0         | 0                | 0        | 0               |
| 4942       | H and S Memorial repairs               | 325              | 0             | 325              | 0             | 0             | 0         | 325              | 0        | 0               |
| 4944       | H and S Memorial inspections           | 1,550            | 0             | 1,000            | 0             | 0             | 0         | 1,000            | 0        | 0               |
|            | <b>Overhead Expenditure</b>            | <b>37,050</b>    | <b>87,154</b> | <b>41,826</b>    | <b>34,958</b> | <b>47,678</b> | <b>0</b>  | <b>37,515</b>    | <b>0</b> | <b>0</b>        |
|            | <b>350 Net Income over Expenditure</b> | <b>21,900</b>    | <b>49,120</b> | <b>22,724</b>    | <b>29,363</b> | <b>43,542</b> | <b>0</b>  | <b>33,185</b>    | <b>0</b> | <b>0</b>        |
| 6000       | less Transfer to EMR                   | 0                | 0             | 0                | 1,325         | 1,325         | 0         | 0                | 0        | 0               |
|            | <b>Movement to/(from) Gen Reserve</b>  | <b>21,900</b>    | <b>49,120</b> | <b>22,724</b>    | <b>28,038</b> | <b>42,217</b> |           | <b>33,185</b>    |          |                 |
| <b>475</b> | <b><u>Lengthsman Scheme</u></b>        |                  |               |                  |               |               |           |                  |          |                 |
| 1053       | Grant money and funding                | 3,300            | 3,300         | 3,300            | 3,300         | 3,300         | 0         | 3,300            | 0        | 0               |
|            | <b>Total Income</b>                    | <b>3,300</b>     | <b>3,300</b>  | <b>3,300</b>     | <b>3,300</b>  | <b>3,300</b>  | <b>0</b>  | <b>3,300</b>     | <b>0</b> | <b>0</b>        |
| 4202       | Additional Ground Works                | 3,300            | 3,010         | 3,300            | 0             | 3,300         | 0         | 3,300            | 0        | 0               |
|            | <b>Overhead Expenditure</b>            | <b>3,300</b>     | <b>3,010</b>  | <b>3,300</b>     | <b>0</b>      | <b>3,300</b>  | <b>0</b>  | <b>3,300</b>     | <b>0</b> | <b>0</b>        |

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## Annual Budget - By Centre (Actual YTD Month 9)

Note: Budget Report as at 31.12.23

|                                       | <u>2022-2023</u> |                | <u>2023-2024</u> |                |                |                | <u>2024-2025</u> |          |                 |
|---------------------------------------|------------------|----------------|------------------|----------------|----------------|----------------|------------------|----------|-----------------|
|                                       | Budget           | Actual         | Total            | Actual YTD     | Projected      | Committed      | Agreed           | EMR      | Carried Forward |
| <b>Movement to/(from) Gen Reserve</b> | <u>0</u>         | <u>290</u>     | <u>0</u>         | <u>3,300</u>   | <u>0</u>       |                | <u>0</u>         |          |                 |
| <b>Total Budget Income</b>            | 1,707,766        | 1,856,548      | 1,880,485        | 1,727,061      | 2,000,251      | 0              | 2,091,154        | 0        | 0               |
| <b>Expenditure</b>                    | 1,789,318        | 1,433,508      | 1,953,623        | 1,013,508      | 1,515,454      | 15,704         | 2,160,684        | 0        | 0               |
| <b>Net Income over Expenditure</b>    | <u>-81,552</u>   | <u>423,041</u> | <u>-73,138</u>   | <u>713,554</u> | <u>484,797</u> | <u>-15,704</u> | <u>-69,530</u>   | <u>0</u> | <u>0</u>        |
| plus Transfer from EMR                | 0                | 40,598         | 0                | 0              | 0              | 0              | 0                | 0        | 0               |
| less Transfer to EMR                  | 0                | 403,377        | 0                | 250,584        | 440,310        | 0              | 0                | 0        | 0               |
| <b>Movement to/(from) Gen Reserve</b> | <u>(81,552)</u>  | <u>60,262</u>  | <u>(73,138)</u>  | <u>462,970</u> | <u>44,487</u>  |                | <u>(69,530)</u>  |          |                 |



02/02/2024

**Fleet Town Council 2023/2024**

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**Detailed Balance Sheet - Excluding Stock Movement****Month 9 Date 31/12/2023**

| <u>A/c</u> | <u>Description</u>             | <u>Actual</u>    |
|------------|--------------------------------|------------------|
|            | <u>Current Assets</u>          |                  |
| 101        | Debtors Control                | 29,871           |
| 120        | Vat Control                    | 10,047           |
| 150        | Stock - Bar                    | 9,308            |
| 200        | Bank Current/Deposit Account   | 1,220,554        |
| 210        | Petty Cash - FTC               | 48               |
| 211        | CCLA Pub Sector Deposit Fund   | 1,700,000        |
| 216        | Nationwide deposit account     | 800,458          |
| 220        | Cash Floats                    | 2,000            |
| 251        | Petty Cash - Harlington        | 120              |
|            | <b>Total Current Assets</b>    | <b>3,772,406</b> |
|            | <u>Current Liabilities</u>     |                  |
| 500        | Creditors Control              | 56,830           |
| 503        | Christmas Festivities Town Cen | 5,659            |
| 504        | Christmas Day Lunch            | 5,113            |
| 508        | Coronation 2023                | (2,916)          |
| 515        | Paye/NI Due                    | 11,748           |
| 645        | Marti Pellow Pillow Talk Nov23 | 2,738            |
| 700        | The Paul Young Show – Oct 23   | 2,334            |
| 709        | The Floyd Effect Oct 23        | 1,489            |
| 720        | Comedy Apr 23                  | 183              |
| 721        | Comedy May 23                  | 97               |
| 729        | Jazz Jul 23                    | (88)             |
| 749        | Buble meet Sinatra Nov 23      | 1,452            |
| 750        | Fleet Film 3 Apr 23            | 9                |
| 751        | Fleet Film 24 Apr 23           | 9                |
| 752        | Fleet Film 8 May 23            | 5                |
| 753        | Fleet Film 22 May 23           | 14               |
| 755        | Fleet Film 26 Jun 23           | 42               |
| 757        | 80s Rewind Nov 23              | 7,460            |
| 759        | Starburst Naughty 90s Jul 23   | 3,832            |
| 761        | Mainly Madness Dec 23          | (120)            |
| 769        | John Lydon May 24              | 9,537            |
| 772        | Neil Diamond Sept 23           | 1,282            |
| 773        | Mainly Madness Dec 23          | 6,483            |
| 774        | AC/DC UK Jan 24                | 5,483            |
| 775        | Stayin Alive Jan 24            | 2,235            |
| 776        | T-Rextasy Feb 24               | 3,163            |
| 777        | Los Pacaminos Feb 24           | 875              |
| 778        | Paul Jones & Dave Kelly Feb 24 | 2,771            |
| 779        | ELO Encounter Feb 24           | 2,868            |
| 780        | Oasish Feb 24                  | 3,900            |
| 781        | Genesis Mar 24                 | 3,583            |
| 782        | Guns 2 Roses Mar 24            | 1,515            |
| 783        | From Gold to Rio Mar 24        | 1,050            |
| 784        | The Jam'd April 24             | 817              |
| 785        | Dick Whittington Dec 23        | 28,502           |
| 786        | Fleet Film July 23             | 31               |
| 789        | Comedy Oct 23                  | 643              |
| 790        | Comedy Nov 23                  | 1,445            |
| 791        | Comedy Dec 23                  | 3,688            |
| 792        | The Bohemians Oct 23           | 856              |
| 793        | Big Country Nov 23             | 1,895            |

## Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2023

| <u>A/c</u> | <u>Description</u>                           | <u>Actual</u>  |                  |
|------------|----------------------------------------------|----------------|------------------|
| 794        | Fleet Film 11th Sept 23                      | 24             |                  |
| 795        | Fleet Film 25th Sept 23                      | 13             |                  |
| 796        | Fleet Film 9th Oct 23                        | 15             |                  |
| 797        | Fleet Film 23rd Oct 23                       | 33             |                  |
| 798        | Fleet Film 13th Nov 23                       | 20             |                  |
| 808        | Fleet Jazz 14th Nov 23                       | 845            |                  |
| 809        | Fleet Jazz 5th Dec 23                        | 2,474          |                  |
| 810        | 90s Rewind Jun 24                            | (825)          |                  |
| 812        | Steve Harley Apr 25                          | 1,587          |                  |
| 813        | Comedy Jan 24                                | 475            |                  |
| 814        | Comedy Feb 24                                | 50             |                  |
| 815        | Comedy Mar 24                                | 25             |                  |
| 816        | Lunchtime Jazz Sept 23                       | 17             |                  |
| 817        | Grotto Dec 23                                | 1,820          |                  |
| 818        | Shaun Ryder Nov 24                           | 1,150          |                  |
| 819        | Rock for Heroes Mar 24                       | 450            |                  |
| 820        | Fleet Jazz Jan 24                            | (387)          |                  |
| 821        | Fleet Jazz Feb 24                            | 67             |                  |
| 823        | Nine Below Zero Dr Feelgood De               | 229            |                  |
|            | <b>Total Current Liabilities</b>             | <b>186,595</b> |                  |
|            | <b>Net Current Assets</b>                    |                | <b>3,585,812</b> |
|            | <b>Total Assets less Current Liabilities</b> |                | <b>3,585,812</b> |
|            | <i>Represented by :-</i>                     |                |                  |
| 300        | Current Year Fund                            | 703,554        |                  |
| 310        | General Fund                                 | 130,209        |                  |
| 321        | EMR - Pension Obligation                     | 40,000         |                  |
| 329        | EMR - Cemetery Mem Test 2024                 | 4,750          |                  |
| 330        | EMR - CP Tennis Sinking 2026                 | 58,563         |                  |
| 332        | EMR - S106 Sensory Garden 21                 | 10,981         |                  |
| 340        | EMR - Cemetery Works (Badgers)               | 10,000         |                  |
| 345        | EMR - Play Equipment                         | 20,000         |                  |
| 350        | EMR - Elections 2026                         | 6,250          |                  |
| 360        | Harlington Development Fund                  | 2,601,505      |                  |
|            | <b>Total Equity</b>                          |                | <b>3,585,812</b> |

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**Fleet Town Council 2023/2024**
**Bank - Cash and Investment Reconciliation as at 31 December 2023**


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|                                       | <u>Account Description</u>            | <u>Balance</u>      |
|---------------------------------------|---------------------------------------|---------------------|
| <u>Bank Statement Balances</u>        |                                       |                     |
| 1                                     | 29/12/2023 HSBC                       | 1,219,764.34        |
| 2                                     | 30/11/2023 Petty Cash                 | 47.70               |
|                                       |                                       | <b>1,219,812.04</b> |
| <u>Other Cash &amp; Bank Balances</u> |                                       |                     |
|                                       | CCLA Pub Sector Deposit Fund          | 1,700,000.00        |
|                                       | Cash Floats                           | 2,000.00            |
|                                       | Nationwide deposit account            | 800,458.16          |
|                                       | Petty Cash - Harlington               | 120.00              |
|                                       |                                       | <b>2,502,578.16</b> |
|                                       |                                       | <b>3,722,390.20</b> |
| <u>Receipts not on Bank Statement</u> |                                       |                     |
| 0                                     | 31/12/2023 All Receipts Cleared       | 0.00                |
|                                       |                                       | <b>0.00</b>         |
| <b>Closing Balance</b>                |                                       |                     |
|                                       |                                       | <b>3,722,390.20</b> |
| <u>All Cash &amp; Bank Accounts</u>   |                                       |                     |
| 1                                     | Bank Current/Deposit Account          | 1,220,553.94        |
| 2                                     | Petty Cash - FTC                      | 47.70               |
|                                       | Other Cash & Bank Balances            | 2,502,578.16        |
|                                       | <b>Total Cash &amp; Bank Balances</b> | <b>3,723,179.80</b> |

Date: 11/01/2024

Fleet Town Council 2023/2024

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Time: 11:51

Cashbook 1

User: SM

Bank Current/Deposit Account

Payments made between 01/12/2023 and 29/12/2023

## Nominal Ledger Analysis

| Date                             | Payee Name                     | Reference  | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount  | Transaction Details            |
|----------------------------------|--------------------------------|------------|--------------|-------------|-------|-----|--------|-----------|--------------------------------|
| 01/12/2023                       | NPower - Direct Debits         | dd367      | 27.32        | 27.32       |       | 500 |        |           | Elec 1/9-30/9/23               |
| 01/12/2023                       | NPower - Direct Debits         | dd368      | 14.26        | 14.26       |       | 500 |        |           | Elec 1/10-31/10                |
| 01/12/2023                       | NPower - Direct Debits         | dd369      | 51.40        | 51.40       |       | 500 |        |           | Elec 1/9-30/9/23               |
| 01/12/2023                       | NPower - Direct Debits         | dd370      | 137.38       | 137.38      |       | 500 |        |           | Elec 1/9-30/9/23               |
| 01/12/2023                       | NPower - Direct Debits         | dd371      | 14.55        | 14.55       |       | 500 |        |           | Elec 1/9-30/9/23               |
| 01/12/2023                       | Hart District Council - DD     | dd372      | 210.00       | 210.00      |       | 500 |        |           | Business Rates<br>2023/24      |
| 01/12/2023                       | Hart District Council - DD     | dd373      | 1,634.00     | 1,634.00    |       | 500 |        |           | Business rates<br>2023/24      |
| 01/12/2023                       | Hart District Council - DD     | dd374      | 119.00       | 119.00      |       | 500 |        |           | Business rates<br>2023/24      |
| 05/12/2023                       | Booker Limited                 | dd375      | 534.87       | 534.87      |       | 500 |        |           | Bar supplies                   |
| 08/12/2023                       | BACS P/L Pymnt Page 2305       | BACS Pymnt | 80,408.72    | 80,408.72   |       | 500 |        |           | BACS P/L Pymnt<br>Page 2305    |
| 12/12/2023                       | Fleet Town Council             | DD         | 4,323.42     |             |       | 516 |        | 4,323.42  | L&G Pension Dec 23             |
| 12/12/2023                       | HSBC                           | DD377      | 3,501.60     | 3,501.60    |       | 500 |        |           | Credit Card Nov 23             |
| 12/12/2023                       | HSBC                           | dd378      | 63.41        | 63.41       |       | 500 |        |           | Bank charges                   |
| 12/12/2023                       | HSBC                           | dd379      | 63.72        | 63.72       |       | 500 |        |           | bank charges                   |
| 14/12/2023                       | Payment Sense Ltd              | dd380      | 404.96       | 404.96      |       | 500 |        |           | Bank charges 1/11-<br>30/11/23 |
| 14/12/2023                       | Payment Sense Ltd              | dd381      | 28.13        | 28.13       |       | 500 |        |           | Bank charges 1/11-<br>30/11/23 |
| 18/12/2023                       | Global Payments - Direct Debit | dd382      | 1,112.15     | 1,112.15    |       | 500 |        |           | Bank charges Nov<br>23         |
| 19/12/2023                       | BACS P/L Pymnt Page 2314       | BACS Pymnt | 46,437.84    | 46,437.84   |       | 500 |        |           | BACS P/L Pymnt<br>Page 2314    |
| 19/12/2023                       | Booker Limited                 | dd383      | 79.13        | 79.13       |       | 500 |        |           | Bar supplies                   |
| 20/12/2023                       | Central Computer Management Lt | dd384      | 64.80        | 64.80       |       | 500 |        |           | Payroll Nov 23                 |
| 20/12/2023                       | Castle Water Limited           | dd385      | 54.09        | 54.09       |       | 500 |        |           | Water 1/11-30/11/23            |
| 20/12/2023                       | Fleet Town Council             | DDR        | 33,076.98    |             |       | 516 |        | 121.45    | Payroll Dec 23                 |
|                                  |                                |            |              |             |       | 520 |        | 32,955.53 | Payroll Dec 23                 |
| 21/12/2023                       | Croner Group Ltd               | dd386      | 408.98       | 408.98      |       | 500 |        |           | HR and HS Dec 23               |
| 22/12/2023                       | Payment Sense Ltd              | dd387      | 155.94       | 155.94      |       | 500 |        |           | Bank charges Nov               |
| 22/12/2023                       | Payment Sense Ltd              | dd388      | 59.88        | 59.88       |       | 500 |        |           | Bank charges                   |
| 22/12/2023                       | Castle Water Limited           | dd389      | 15.68        | 15.68       |       | 500 |        |           | Water 1/11-30/11/23            |
| 22/12/2023                       | BOC Ltd                        | dd390      | 241.51       | 241.51      |       | 500 |        |           | Gas                            |
| 22/12/2023                       | Fleet Town Council             | DDR        | 10,204.34    |             |       | 515 |        | 10,204.34 | Inland Rev Dec 2023            |
| 29/12/2023                       | NPower - Direct Debits         | dd391      | 54.18        | 54.18       |       | 500 |        |           | Elec 1/10-31/10/23             |
| 29/12/2023                       | NPower - Direct Debits         | dd392      | 29.47        | 29.47       |       | 500 |        |           | Elec 1/10-31/10/23             |
| 29/12/2023                       | Global Payments - Direct Debit | dd393      | 89.46        | 89.46       |       | 500 |        |           | Bank charges Nov<br>23         |
| 29/12/2023                       | NPower - Direct Debits         | dd394      | 155.58       | 155.58      |       | 500 |        |           | Elec 1/10-31/10/23             |
| 29/12/2023                       | NPower - Direct Debits         | dd395      | 227.45       | 227.45      |       | 500 |        |           | Elec 1/10-31/10/23             |
| 29/12/2023                       | NPower - Direct Debits         | dd396      | 19.75        | 19.75       |       | 500 |        |           | Elec 1/10-31/10/23             |
| <b>Subtotal Carried Forward:</b> |                                |            | 184,023.95   | 136,419.21  | 0.00  |     |        | 47,604.74 |                                |

## Bank Current/Deposit Account

Payments made between 01/12/2023 and 29/12/2023

## Nominal Ledger Analysis

| <u>Date</u>            | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Details</u>     |
|------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| 29/12/2023             | Vodafone Limited  | dd397            | 42.41               | 42.41              |              | 500        |               |                 | Purchase Ledger<br>DDR Payment |
| 29/12/2023             | HSBC              | dd398            | 102.86              | 102.86             |              | 500        |               |                 | Bank charges                   |
| <b>Total Payments:</b> |                   |                  | 184,169.22          | 136,564.48         | 0.00         |            |               | 47,604.74       |                                |

16/01/2024

## Fleet Town Council 2023/2024

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## PURCHASE LEDGER INVOICE LISTING

User: RH

## Purchase Ledger for Month No 9

## Order by Supplier A/c

## Nominal Ledger Analysis

| Invoice Date | Invoice Number | Ref No | Supplier A/c Name | Supplier A/c Code | Net Value | VAT    | Invoice Total | A/C  | Centre | Amount   | Analysis Description          |
|--------------|----------------|--------|-------------------|-------------------|-----------|--------|---------------|------|--------|----------|-------------------------------|
| 04/12/2023   | DEC23          |        | ALDERFARNCC       | AFCC              | 60.00     | 0.00   | 60.00         | 503  | 0      | 60.00    | Mounts for Xmas Festivities   |
| 18/12/2023   | 84011499       |        | BASINGDEAN        | BASINGDEAN        | 70.00     | 0.00   | 70.00         | 4740 | 301    | 70.00    | Premises licence Rnl 18/12/23 |
| 29/12/2023   | 227T51782      |        | BIFFA             | BIFFA             | 54.45     | 10.89  | 65.34         | 4156 | 204    | 54.45    | Glass recycling 25/11-29/12   |
| 31/12/2023   | 3076294540     |        | BOC               | BOC               | 123.52    | 24.69  | 148.21        | 4700 | 201    | 123.52   | Gas                           |
| 10/11/2023   | 0118619CR      |        | BOOKER            | BOOKER            | -102.66   | -14.26 | -116.92       | 4752 | 201    | -42.35   | Credit to clear 0118619       |
|              |                |        |                   |                   |           |        |               | 4700 | 201    | -40.94   | Credit to clear 0118619       |
|              |                |        |                   |                   |           |        |               | 4152 | 204    | -13.98   | Credit to clear 0118619       |
|              |                |        |                   |                   |           |        |               | 4660 | 150    | -5.39    | Credit to clear 0118619       |
| 21/12/2023   | 0124638        |        | BOOKER            | BOOKER            | 343.43    | 38.77  | 382.20        | 4700 | 201    | 31.30    | Bar supplies                  |
|              |                |        |                   |                   |           |        |               | 4761 | 201    | 12.15    | Bar supplies                  |
|              |                |        |                   |                   |           |        |               | 4152 | 204    | 47.97    | Bar supplies                  |
|              |                |        |                   |                   |           |        |               | 504  | 0      | 252.01   | Xmas Dinner supplies          |
| 08/12/2023   | 0242354        |        | BOOKER            | BOOKER            | 65.94     | 13.19  | 79.13         | 4700 | 201    | 65.94    | Bar supplies                  |
| 18/12/2023   | 3645           |        | BRANDPEST         | BRAND             | 40.00     | 8.00   | 48.00         | 4187 | 204    | 40.00    | Pest control Contract         |
| 16/12/2023   | M066EV         |        | BT                | BT                | 101.16    | 20.23  | 121.39        | 4487 | 204    | 101.16   | Broadband 1/1-31/12/23        |
| 31/12/2023   | XMAS1          |        | CAPTURED MOMENT   | CAPTUREDMO        | 32.50     | 0.00   | 32.50         | 4655 | 150    | 32.50    | Xmas light Electrics          |
| 04/12/2023   | 10000809193    |        | CASTLE WATER DD   | CASTLEWADD        | 192.69    | 0.00   | 192.69        | 4115 | 350    | 192.69   | Water 1/11-30/11/23           |
| 06/12/2023   | 10000871155    |        | CASTLE WATER DD   | CASTLEWADD        | 50.24     | 3.85   | 54.09         | 4115 | 310    | 50.24    | Water 1/11-30/11/23           |
| 08/12/2023   | 10000944350    |        | CASTLE WATER DD   | CASTLEWADD        | 14.52     | 1.16   | 15.68         | 4115 | 208    | 14.52    | Water 1/11-30/11/23           |
| 13/12/2023   | 10000965100    |        | CASTLE WATER DD   | CASTLEWADD        | -49.61    | -4.44  | -54.05        | 4115 | 320    | -49.61   | Water credit 1/10-31/10/23    |
| 13/12/2023   | 10000965102    |        | CASTLE WATER DD   | CASTLEWADD        | -32.30    | -2.34  | -34.64        | 4115 | 320    | -32.30   | Water credit 1/9-30/9/23      |
| 13/12/2023   | 10000965104    |        | CASTLE WATER DD   | CASTLEWADD        | -202.73   | -23.47 | -226.20       | 4115 | 320    | -202.73  | Water credit 1/8-31/8/23      |
| 14/12/2023   | 10000969426    |        | CASTLE WATER DD   | CASTLEWADD        | 152.72    | 12.16  | 164.88        | 4115 | 320    | 152.72   | Water 1/8-30/11/23            |
| 04/12/2023   | 10000822863    |        | CASTLEWATER       | CASTLEWATE        | 729.41    | 84.55  | 813.96        | 4115 | 204    | 729.41   | Water 1/11-30/11/23           |
| 07/12/2023   | 10000911844    |        | CASTLEWATER       | CASTLEWATE        | 64.63     | 7.39   | 72.02         | 4115 | 205    | 64.63    | Water 1/11-30/11/23           |
| 07/12/2023   | 53440          |        | CBS               | CBS               | 824.00    | 164.80 | 988.80        | 4170 | 204    | 824.00   | Contract Dec 23               |
| 07/12/2023   | 53441          |        | CBS               | CBS               | 463.13    | 92.63  | 555.76        | 4170 | 204    | 463.13   | Contract Dec 23               |
| 11/12/2023   | Z000102        | 4788   | CBS               | CBS               | 3,334.00  | 666.80 | 4,000.80      | 4170 | 204    | 3,334.00 | Install circuits              |

Purchase Ledger for Month No 9

Order by Supplier A/c

Nominal Ledger Analysis

| Invoice Date | Invoice Number | Ref No | Supplier A/c Name   | Supplier A/c Code | Net Value | VAT    | Invoice Total | A/C  | Centre | Amount | Analysis Description           |
|--------------|----------------|--------|---------------------|-------------------|-----------|--------|---------------|------|--------|--------|--------------------------------|
| 31/12/2023   | 60403          |        | CENTRAL COM LIVEPAY | CCMLPAY           | 60.00     | 12.00  | 72.00         | 4550 | 101    | 60.00  | Payroll Dec 23                 |
| 31/12/2023   | P677663        |        | CHAMBERS            | CHAMBERS          | 248.09    | 49.62  | 297.71        | 4156 | 204    | 63.05  | Mixed Waste 1/12-31/12/23      |
|              |                |        |                     |                   |           |        |               | 4155 | 204    | 185.04 | Mixed Waste 1/12-31/12/23      |
| 31/12/2023   | P677664        |        | CHAMBERS            | CHAMBERS          | 32.55     | 6.51   | 39.06         | 4155 | 350    | 32.55  | Mixed waste 1/12-31/12/23      |
| 31/12/2023   | P677665        |        | CHAMBERS            | CHAMBERS          | 28.38     | 5.68   | 34.06         | 4155 | 205    | 28.38  | Mixed Waste 1/12-31/12/23      |
| 07/12/2023   | 10185420       |        | CHUBB FIRE          | CHUBB             | 115.98    | 23.20  | 139.18        | 4170 | 205    | 115.98 | Fire alarm contract            |
| 07/12/2023   | 10185434       |        | CHUBB FIRE          | CHUBB             | 140.68    | 28.14  | 168.82        | 4170 | 205    | 140.68 | Emergency lighting contract    |
| 01/12/2023   | INVD02462      |        | CLOUDY IT           | CLOUDYIT          | 529.48    | 105.90 | 635.38        | 4485 | 101    | 105.84 | IT Support 20/11-31/12/23      |
|              |                |        |                     |                   |           |        |               | 4484 | 101    | 423.64 | IT Support 20/11-31/12/23      |
| 01/11/2023   | INV0093268     |        | ODLINGS LTD         | COLUMBARIA        | 135.00    | 27.00  | 162.00        | 4935 | 350    | 135.00 | Posy on a spiral               |
| 15/12/2023   | INV0094029     |        | ODLINGS LTD         | COLUMBARIA        | 164.00    | 32.80  | 196.80        | 4935 | 350    | 164.00 | Sanctum tablet                 |
| 15/12/2023   | 151223         |        | CONGAKEYS           | CONGA             | 400.00    | 0.00   | 400.00        | 791  | 0      | 400.00 | Comedy                         |
| 05/12/2023   | 907435455      |        | MOLSON COORS        | COORS             | 517.33    | 103.46 | 620.79        | 4700 | 201    | 517.33 | Bar supplies                   |
| 19/12/2023   | C000765798     |        | CRONER              | CRONER            | 344.01    | 64.97  | 408.98        | 4551 | 101    | 189.21 | HR and HS Dec 23               |
|              |                |        |                     |                   |           |        |               | 4187 | 101    | 154.80 | HR and HS Dec 23               |
| 03/12/2023   | 2317           |        | FLEETJAZZ           | FLTJAZ            | 986.35    | 0.00   | 986.35        | 820  | 0      | 720.00 | Advance Jan                    |
|              |                |        |                     |                   |           |        |               | 808  | 0      | 266.35 | Box office Nov                 |
| 01/12/2023   | 27             |        | GC LIGHTING         | GC LIGHTNG        | 120.00    | 0.00   | 120.00        | 761  | 0      | 120.00 | Lighting Mainly Madness        |
| 11/12/2023   | DECEXP         |        | GEORGE WOODS        | GEORGEW           | 70.20     | 0.00   | 70.20         | 4537 | 105    | 70.20  | Expense                        |
| 31/12/2023   | 50383211       |        | GLOBAL PAYMENTS DD  | GLOBALDD          | 46.80     | 9.36   | 56.16         | 4422 | 201    | 46.80  | Monthly service fee 1/12-31/12 |
| 29/12/2023   | DEC23          |        | GLOBAL PAYMENTS DD  | GLOBALDD          | 821.08    | 0.70   | 821.78        | 4422 | 201    | 821.08 | Bank charges 1/12-29/12        |
| 11/12/2023   | 58275666       | 4792   | HCC                 | HCC               | 72.51     | 14.50  | 87.01         | 4400 | 101    | 72.51  | Stationery                     |
| 12/12/2023   | 71223          |        | HSBC                | HSBC              | 102.86    | 0.00   | 102.86        | 4420 | 101    | 102.86 | Bank charges                   |
| 28/12/2023   | 11118886       |        | HSBC                | HSBC              | 13.30     | 0.00   | 13.30         | 4420 | 101    | 13.30  | Bank charges 1/11-30/11        |
| 05/12/2023   | CCARDNOV23     |        | HSBC                | HSBC              | 3,108.51  | 393.09 | 3,501.60      | 4481 | 204    | 9.16   | CC/AR/NOV23/SPOTIFY            |
|              |                |        |                     |                   |           |        |               | 4400 | 204    | 71.98  | CC/AR/NOV23/WRISTBANDS         |
|              |                |        |                     |                   |           |        |               | 4400 | 204    | 9.83   | CC/AR/NOV23/HEADPHONES         |
|              |                |        |                     |                   |           |        |               | 4400 | 101    | 20.80  | CC/BC/NOV23/OFFICE SUPPLIES    |
|              |                |        |                     |                   |           |        |               | 4400 | 101    | 268.00 | CC/BC/NOV23/REGISTER OF BURIAL |

## Purchase Ledger for Month No 9

## Order by Supplier A/c

## Nominal Ledger Analysis

| Invoice Date | Invoice Number | Ref No | Supplier A/c Name | Supplier A/c Code | Net Value | VAT | Invoice Total | A/C  | Centre | Amount  | Analysis Description         |
|--------------|----------------|--------|-------------------|-------------------|-----------|-----|---------------|------|--------|---------|------------------------------|
|              |                |        |                   |                   |           |     |               | 4400 | 101    | 4.47    | CC/BC/NOV23/H&S STICKER      |
|              |                |        |                   |                   |           |     |               | 4400 | 101    | 36.95   | CC/BC/NOV23/WRITING PEN      |
|              |                |        |                   |                   |           |     |               | 4400 | 101    | 36.91   | CC/BC/NOV23/OFFICE SUPPLIES  |
|              |                |        |                   |                   |           |     |               | 4400 | 101    | 42.64   | CC/CB/NOV23/STATIONERY       |
|              |                |        |                   |                   |           |     |               | 4400 | 101    | 2.19    | CC/CB/NOV23/OFFICE SUPPLIES  |
|              |                |        |                   |                   |           |     |               | 4761 | 201    | 106.80  | CC/AR/NOV23/CONFECTIONERY    |
|              |                |        |                   |                   |           |     |               | 4761 | 201    | 106.80  | CC/AR/NOV23/CONFECTIONERY    |
|              |                |        |                   |                   |           |     |               | 4761 | 201    | 110.99  | CC/AR/NOV23/CONFECTIONERY    |
|              |                |        |                   |                   |           |     |               | 4761 | 201    | -106.80 | CC/AR/NOV23/CONFEC REFUND    |
|              |                |        |                   |                   |           |     |               | 4761 | 201    | 199.45  | CC/AR/NOV23/POPCORN AND      |
|              |                |        |                   |                   |           |     |               | 4185 | 204    | 599.00  | CC/AR/NOV23/GLASS DRYER      |
|              |                |        |                   |                   |           |     |               | 4185 | 204    | 31.66   | CC/AR/NOV23/RADIO EARPIECES  |
|              |                |        |                   |                   |           |     |               | 4185 | 204    | 133.32  | CC/BC/NOV23/LEAF BLOWER      |
|              |                |        |                   |                   |           |     |               | 4185 | 101    | 14.35   | CC/CB/NOV23/HDMI CABLES      |
|              |                |        |                   |                   |           |     |               | 4185 | 101    | 12.48   | CC/CB/NOV23/WIRELESS MOUSE   |
|              |                |        |                   |                   |           |     |               | 4185 | 101    | -12.48  | CC/CB/NOV23/WIRELESS MOUSE   |
|              |                |        |                   |                   |           |     |               | 4185 | 101    | 16.43   | CC/CB/NOV23/OFFICE SUPPLIES  |
|              |                |        |                   |                   |           |     |               | 4752 | 201    | 66.39   | CC/AR/NOV23/BAND CATERING    |
|              |                |        |                   |                   |           |     |               | 4752 | 201    | 1.99    | CC/AR/NOV23/CATERING         |
|              |                |        |                   |                   |           |     |               | 4752 | 201    | 3.80    | CC/AR/NOV23/CATERING         |
|              |                |        |                   |                   |           |     |               | 4187 | 204    | 14.20   | CC/AR/NOV23/1ST AID SUPPLIES |
|              |                |        |                   |                   |           |     |               | 4486 | 101    | 343.90  | CC/BC/NOV23/MICROSOFT        |
|              |                |        |                   |                   |           |     |               | 4486 | 101    | -58.82  | CC/BC/NOV23/MICROSFT CREDIT  |
|              |                |        |                   |                   |           |     |               | 4486 | 101    | 3.30    | CC/BC/NOV23/MICROSOFT        |
|              |                |        |                   |                   |           |     |               | 4486 | 101    | 88.20   | CC/BC/NOV23/MICROSOFT        |
|              |                |        |                   |                   |           |     |               | 4656 | 150    | 67.47   | CC/BC/NOV23/XMAS LIGHTS      |
|              |                |        |                   |                   |           |     |               | 4430 | 101    | 43.64   | CC/BC/NOV23/COUNCIL BANNER   |
|              |                |        |                   |                   |           |     |               | 4445 | 101    | 6.00    | CC/CB/NOV23/SIM CARD         |
|              |                |        |                   |                   |           |     |               | 4445 | 101    | 6.00    | CC/CB/NOV23/SIM CARD         |



## PURCHASE LEDGER INVOICE LISTING

## Purchase Ledger for Month No 9

## Order by Supplier A/c

## Nominal Ledger Analysis

| Invoice Date | Invoice Number | Ref No | Supplier A/c Name    | Supplier A/c Code | Net Value | VAT      | Invoice Total | A/C  | Centre | Amount   | Analysis Description         |
|--------------|----------------|--------|----------------------|-------------------|-----------|----------|---------------|------|--------|----------|------------------------------|
|              |                |        |                      |                   |           |          |               | 4445 | 101    | 6.00     | CC/CB/NOV23/SIM CARD         |
|              |                |        |                      |                   |           |          |               | 4657 | 150    | 26.83    | CC/CB/NOV23/XMAS TABLECLOTHS |
|              |                |        |                      |                   |           |          |               | 4657 | 150    | 125.94   | CC/CB/NOV23/XMAS EQUIPMENT   |
|              |                |        |                      |                   |           |          |               | 4657 | 150    | 38.30    | CC/CB/NOV23/XMAS GIFT BAGS   |
|              |                |        |                      |                   |           |          |               | 4657 | 150    | 278.03   | CC/CB/NOV23/XMAS FOOD        |
|              |                |        |                      |                   |           |          |               | 4657 | 150    | 60.00    | CC/CB/NOV23/MICROWAVE        |
|              |                |        |                      |                   |           |          |               | 4657 | 150    | 244.40   | CC/CB/NOV23/XMAS GIFTS       |
|              |                |        |                      |                   |           |          |               | 4700 | 201    | 28.01    | CC/CB/NOV23/BAR SUPPLIES     |
| 15/12/2023   | L401416        |        | KBO FIRE AND SECURIT | KBO               | 52.00     | 10.40    | 62.40         | 4170 | 204    | 52.00    | Keys                         |
| 12/12/2023   | 293308         |        | LAWMANS UK           | LAWMANS UK        | 630.00    | 126.00   | 756.00        | 4720 | 201    | 630.00   | Security Dec23               |
| 08/12/2023   | 11231646       |        | MINTNETWORK          | MINTNETWOR        | 109.45    | 21.89    | 131.34        | 4440 | 101    | 109.45   | Tel calls Nov 23             |
| 07/12/2023   | 56714          |        | NEW FOREST ICE CREAM | NEW F ICEC        | 1,080.00  | 216.00   | 1,296.00      | 4762 | 201    | 1,080.00 | Ice cream                    |
| 25/12/2023   | XMAS           |        | NICOLA SCARSINI      | NICOLASCAR        | 700.00    | 0.00     | 700.00        | 4657 | 150    | 700.00   | Chef for Xmas Dinner 2023    |
| 12/12/2023   | 17142          | 4793   | NIGEL JEFFRIES       | NIGELJEFFR        | 170.00    | 34.00    | 204.00        | 4202 | 320    | 170.00   | Supply/insta;; mesh screen   |
| 19/12/2023   | 17146          | 4757   | NIGEL JEFFRIES       | NIGELJEFFR        | 345.00    | 69.00    | 414.00        | 4169 | 301    | 345.00   | Repair bench                 |
| 31/12/2023   | 17201          |        | NIGEL JEFFRIES       | NIGELJEFFR        | 13,453.25 | 2,690.65 | 16,143.90     | 4200 | 208    | 2,263.07 | Main Contract Dec 23         |
|              |                |        |                      |                   |           |          |               | 4200 | 301    | 1,432.42 | Main Contract Dec 23         |
|              |                |        |                      |                   |           |          |               | 4200 | 310    | 3,848.97 | Main Contract Dec 23         |
|              |                |        |                      |                   |           |          |               | 4200 | 315    | 2,051.73 | Main Contract Dec 23         |
|              |                |        |                      |                   |           |          |               | 4200 | 320    | 1,744.77 | Main Contract Dec 23         |
|              |                |        |                      |                   |           |          |               | 4200 | 325    | 722.93   | Main Contract Dec 23         |
|              |                |        |                      |                   |           |          |               | 4200 | 350    | 1,083.73 | Main Contract Dec 23         |
|              |                |        |                      |                   |           |          |               | 4200 | 330    | 305.63   | Main Contract Dec 23         |
| 16/12/2023   | IN09230119     |        | NPOWER               | NPOWER            | 3,737.49  | 747.50   | 4,484.99      | 4122 | 204    | 3,737.49 | Elec 1/11-30/11/23           |
| 16/12/2023   | IN09295734     |        | NPOWER DD            | NPOWERDD          | 220.49    | 11.02    | 231.51        | 4122 | 310    | 220.49   | Elec 1/11-30/11/23           |
| 16/12/2023   | IN09295737     |        | NPOWER DD            | NPOWERDD          | 73.62     | 3.68     | 77.30         | 4122 | 315    | 73.62    | Elec 1/11-30/11/23           |
| 16/12/2023   | IN09295740     |        | NPOWER DD            | NPOWERDD          | 28.12     | 1.41     | 29.53         | 4122 | 320    | 28.12    | Elec 1/11-30/11/23           |
| 16/12/2023   | IN09295777     |        | NPOWER DD            | NPOWERDD          | 47.90     | 2.40     | 50.30         | 4122 | 208    | 47.90    | Elec 1/11-30/11/23           |
| 16/12/2023   | IN09295779     |        | NPOWER DD            | NPOWERDD          | 164.14    | 8.21     | 172.35        | 4122 | 205    | 164.14   | Elec 1/11-30/11/23           |

## Purchase Ledger for Month No 9

## Order by Supplier A/c

## Nominal Ledger Analysis

| Invoice Date | Invoice Number | Ref No | Supplier A/c Name    | Supplier A/c Code | Net Value | VAT      | Invoice Total | A/C  | Centre | Amount    | Analysis Description         |
|--------------|----------------|--------|----------------------|-------------------|-----------|----------|---------------|------|--------|-----------|------------------------------|
| 12/12/2023   | 3404           |        | NPTREEMANAGE         | NPTREE            | 480.00    | 96.00    | 576.00        | 4250 | 310    | 480.00    | Remove tree limb             |
| 08/12/2023   | 5560835        |        | PAYMENTSSENSE        | PAYMENTSSEN       | 49.90     | 9.98     | 59.88         | 4422 | 201    | 49.90     | Bank charges                 |
| 08/12/2023   | 5560836        |        | PAYMENTSSENSE        | PAYMENTSSEN       | 129.95    | 25.99    | 155.94        | 4422 | 201    | 129.95    | Bank charges Nov             |
| 29/12/2023   | DEC23          |        | PAYMENTSSENSE        | PAYMENTSSEN       | 500.74    | 0.00     | 500.74        | 4422 | 201    | 75.83     | card charges 1/12-31/12/23   |
|              |                |        |                      |                   |           |          |               | 4422 | 201    | 424.91    | card charges 1/12-31/12/23   |
| 31/12/2023   | 001860         |        | CHCLEANING           | PRIMA             | 2,403.45  | 480.69   | 2,884.14      | 4150 | 204    | 2,403.45  | Cleaning 1/12-31/12/23       |
| 31/12/2023   | 001861         |        | CHCLEANING           | PRIMA             | 128.50    | 25.70    | 154.20        | 4150 | 205    | 128.50    | Cleaning 1/12-31/12/23       |
| 31/12/2023   | 001862         |        | CHCLEANING           | PRIMA             | 384.85    | 76.97    | 461.82        | 4150 | 204    | 384.85    | Cleaning 1/12-31/12/23       |
| 31/12/2023   | 001863         |        | CHCLEANING           | PRIMA             | 115.65    | 23.13    | 138.78        | 4150 | 315    | 115.65    | Cleaning 1/12-31/12/23       |
| 31/12/2023   | 001864         |        | CHCLEANING           | PRIMA             | 57.75     | 11.55    | 69.30         | 4150 | 310    | 57.75     | Cleaning 1/12-31/12/23       |
| 31/12/2023   | 001865         |        | CHCLEANING           | PRIMA             | 115.65    | 23.13    | 138.78        | 4150 | 320    | 115.65    | Cleaning 1/12-31/12/23       |
| 31/12/2023   | 001866         |        | CHCLEANING           | PRIMA             | 128.50    | 25.70    | 154.20        | 4150 | 208    | 128.50    | Cleaning 1/12-31/12/23       |
| 20/12/2023   | 55552          |        | PRISM NETWORK        | PRISM             | 0.00      | 2,957.67 | 2,957.67      |      |        | 0.00      | ..**VAT Only Inv             |
| 08/12/2023   | 495            |        | PROD GG              | PROD              | 660.00    | 132.00   | 792.00        | 792  | 0      | 165.00    | Engineer x4 shows            |
|              |                |        |                      |                   |           |          |               | 793  | 0      | 165.00    | Engineer x4 shows            |
|              |                |        |                      |                   |           |          |               | 749  | 0      | 165.00    | Engineer x4 shows            |
|              |                |        |                      |                   |           |          |               | 4660 | 101    | 165.00    | Engineer x4 shows            |
| 31/12/2023   | 61669          |        | PRONTAPR             | PRONTA            | 10,614.30 | 0.00     | 10,614.30     | 4432 | 201    | 10,614.30 | Whats on guide printing      |
| 31/12/2023   | XMAS2          |        | RENEW HAIR           | RENEW             | 42.50     | 0.00     | 42.50         | 4655 | 150    | 42.50     | xmas light electrics         |
| 07/12/2023   | DECEXP23       |        | ROCHELLE HALLIDAY    | ROCHELLE          | 40.02     | 0.00     | 40.02         | 4535 | 105    | 40.02     | Dec 23 Expense               |
| 19/12/2023   | DECEX          |        | SARAH MOORE          | SARAHMOORE        | 14.70     | 0.00     | 14.70         | 4400 | 101    | 14.70     | Refreshments dec 23          |
| 01/12/2023   | 47758          |        | SDSL                 | SDSL              | 450.00    | 90.00    | 540.00        | 4485 | 101    | 450.00    | Offsite backup 1/1-31/3/24   |
| 01/12/2023   | INV18084       |        | SG POS               | SGPOS             | 70.00     | 14.00    | 84.00         | 4728 | 201    | 70.00     | Web services Dec 23          |
| 31/12/2023   | 53330          |        | SHIELD SECURITY SERV | SHIELD SEC        | 70.00     | 14.00    | 84.00         | 4188 | 204    | 70.00     | Keyholding Dec 23            |
| 15/12/2023   | DECEXP         |        | SIAN TAYLOR          | SIAN              | 20.25     | 0.00     | 20.25         | 4041 | 350    | 20.25     | Dec 23 Expense               |
| 11/12/2023   | PANTIODW233    |        | STARBURST            | STARBURST         | 25,000.00 | 0.00     | 25,000.00     | 785  | 0      | 25,000.00 | Panto 3rd invoice            |
| 16/12/2023   | SP23009532     |        | ST JOHN AMBULAN CE   | STJOHN            | 1,060.40  | 212.08   | 1,272.48      | 503  | 0      | 1,060.40  | St Johns Xmas Festivities 23 |
| 31/12/2023   | 23120178       |        | TICKETSOLVE          | TICKETSOLV        | 1,573.23  | 0.00     | 1,573.23      | 4490 | 201    | 1,573.23  | Gross Sales Dec 23           |
| 12/12/2023   | 121223         |        | SUE TILLEY           | TILLEY            | 27.96     | 0.00     | 27.96         | 4537 | 105    | 27.96     | Wine for cllr memorial       |

## Purchase Ledger for Month No 9

## Order by Supplier A/c

## Nominal Ledger Analysis

| Invoice Date          | Invoice Number | Ref No | Supplier A/c Name | Supplier A/c Code | Net Value        | VAT              | Invoice Total    | A/C  | Centre | Amount           | Analysis Description  |
|-----------------------|----------------|--------|-------------------|-------------------|------------------|------------------|------------------|------|--------|------------------|-----------------------|
| 12/12/2023            | 32396397523    |        | TOTAL ENERGIES DD | TOTENGDD          | 4,036.32         | 807.26           | 4,843.58         | 4120 | 204    | 4,036.32         | Gas 31/10-30/11/23    |
| 12/12/2023            | 32396402023    |        | TOTAL ENERGIES DD | TOTENGDD          | 344.25           | 68.85            | 413.10           | 4120 | 205    | 344.25           | Gas 31/10-30/11/23    |
| 14/12/2023            | 32434316723    |        | TOTAL ENERGIES DD | TOTENGDD          | 26.10            | 1.31             | 27.41            | 4120 | 208    | 26.10            | Gas 31/10-30/11/23    |
| 01/12/2023            | HI591675       |        | UNITED HYGIENE    | UWR               | 148.68           | 29.74            | 178.42           | 4152 | 205    | 148.68           | Hygiene 1/12-31/12/23 |
| 01/12/2023            | HI591725       |        | UNITED HYGIENE    | UWR               | 660.27           | 132.05           | 792.32           | 4152 | 204    | 660.27           | Hygiene 1/12-31/12/23 |
| 19/12/2023            | OPI686559      |        | VIMTO             | VIMTO             | 241.93           | 48.38            | 290.31           | 4700 | 201    | 241.93           | Bar supplies          |
| 18/12/2023            | B5626342914    |        | VODAFONE          | VODAFONE          | 35.34            | 7.07             | 42.41            | 4445 | 204    | 11.78            | Mobile 18/12-17/1/24  |
|                       |                |        |                   |                   |                  |                  |                  | 4445 | 301    | 11.78            | Mobile 18/12-17/1/24  |
|                       |                |        |                   |                   |                  |                  |                  | 4445 | 101    | 11.78            | Mobile 18/12-17/1/24  |
| <b>TOTAL INVOICES</b> |                |        |                   |                   | <u>84,828.80</u> | <u>11,236.94</u> | <u>96,065.74</u> |      |        | <u>84,828.80</u> |                       |

05/02/2024

Fleet Town Council 2023/2024

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Sales Ledger Aged Account Balances

User: SM

## Outstanding Balances by Month as at 05/02/2024

| A/C Code                           | Customer Name | Balance          | Feb 2024    | Jan 2024        | Dec 2023         | Prior Months    | On A/c Pymnts |
|------------------------------------|---------------|------------------|-------------|-----------------|------------------|-----------------|---------------|
| <b>Ledger No 1: Sales Ledger 1</b> |               |                  |             |                 |                  |                 |               |
| ASPNEY H L                         | ASPNEY H L    | 2,445.60         | 0.00        | 2,445.60        | 0.00             | 0.00            | 0.00          |
| COOP                               | COOP          | 900.00           | 0.00        | 900.00          | 0.00             | 0.00            | 0.00          |
| COT                                | COT           | 19.62            | 0.00        | 0.00            | 19.62            | 0.00            | 0.00          |
| EDWARDS                            | EDW           | 386.28           | 0.00        | 0.00            | 0.00             | 386.28          | 0.00          |
| FLUX                               | DONNA FLUX    | 50.94            | 0.00        | 0.00            | 0.00             | 50.94           | 0.00          |
| FOSS R                             | FOS           | 7.92             | 0.00        | 0.00            | 7.92             | 0.00            | 0.00          |
| FUNTIME                            | FUNTIME DANCE | 336.60           | 0.00        | 0.00            | 336.60           | 0.00            | 0.00          |
| HOLMES                             | HOLMES        | 4,250.00         | 0.00        | 4,250.00        | 0.00             | 0.00            | 0.00          |
| LIBRARY                            | FLEET         | 11,441.08        | 0.00        | 0.00            | 11,441.08        | 0.00            | 0.00          |
| LT DANCE                           | LT            | 312.00           | 0.00        | 312.00          | 0.00             | 0.00            | 0.00          |
| NAGULA                             | NAG           | 26.00            | 0.00        | 0.00            | 0.00             | 26.00           | 0.00          |
| PRE                                | AF            | 1,854.06         | 0.00        | 0.00            | 589.44           | 1,264.62        | 0.00          |
| ROBE                               | ROBE          | -56.52           | 0.00        | 0.00            | 0.00             | -56.52          | 0.00          |
| <b>Total Sales Ledger Bal</b>      |               | <b>21,973.58</b> | <b>0.00</b> | <b>7,907.60</b> | <b>12,394.66</b> | <b>1,671.32</b> | <b>0.00</b>   |
| <b>TOTAL SALES LEDGER BALANCES</b> |               | <b>21,973.58</b> | <b>0.00</b> | <b>7,907.60</b> | <b>12,394.66</b> | <b>1,671.32</b> | <b>0.00</b>   |

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

Updated: 13.02.24

| Recipient of Grant                                 | Code            | Purpose of the Grant                                  | Requested £          | Awarded £      | Date of Award | Company / Charity Reg. No. | Approval Committee | Date Paid           | Comments                                            |
|----------------------------------------------------|-----------------|-------------------------------------------------------|----------------------|----------------|---------------|----------------------------|--------------------|---------------------|-----------------------------------------------------|
| <b>GRANT - FLEET PHOENIX</b>                       |                 |                                                       |                      |                |               |                            |                    |                     |                                                     |
|                                                    | <b>4241/110</b> | <b>Budget: £10,656. Available Balance: £0</b>         |                      |                |               |                            |                    |                     |                                                     |
| Fleet Phoenix                                      |                 | Annual running costs of The Point                     | £10,656              | £10,656        |               | 1144057                    | Council            | Internal trf Dec 23 | Awarded as part of budget approval.                 |
|                                                    |                 |                                                       | <b>Total awarded</b> | <b>£10,656</b> |               |                            |                    |                     |                                                     |
| <b>GRANT - SASHA'S PROJECT</b>                     |                 |                                                       |                      |                |               |                            |                    |                     |                                                     |
|                                                    | <b>4242/110</b> | <b>Budget: £7,540. Available Balance: £0</b>          |                      |                |               |                            |                    |                     |                                                     |
| Sasha's Project                                    |                 | Hire of The Point as a crisis centre 2 nights per     | £7,540               | £7,540         | 05/04/2023    | 1195793                    | Council            | Internal trf Dec 23 | Hire granted until 31/03/2024.                      |
|                                                    |                 |                                                       | <b>Total awarded</b> | <b>£7,540</b>  |               |                            |                    |                     |                                                     |
| <b>COMMUNITY SUPPORT</b>                           |                 |                                                       |                      |                |               |                            |                    |                     |                                                     |
|                                                    | <b>4538/110</b> | <b>Budget: £7,200. Available Balance: £2,284</b>      |                      |                |               |                            |                    |                     |                                                     |
| Coronation Committee                               |                 | Coronation event                                      | £5,000               | £2,916         |               |                            | Council            | Internal trf Jan 24 |                                                     |
| Fleet Phoenix                                      |                 | Rent waiver for office and storage space              | £1,000               | £1,000         | 15/02/2023    | 1144057                    | P&F                | Internal trf Jan 24 |                                                     |
| Citizens Advice Hart                               |                 | Support essential services                            | £1,000               | £1,000         | 18/10/2023    |                            | P&F                | 07/11/2023          |                                                     |
|                                                    |                 |                                                       | <b>Total awarded</b> | <b>£4,916</b>  |               |                            |                    |                     |                                                     |
| <b>FLEET CONNECT</b>                               |                 |                                                       |                      |                |               |                            |                    |                     |                                                     |
|                                                    | <b>4800/110</b> | <b>Budget: £12,902. Available Balance: £598</b>       |                      |                |               |                            |                    |                     |                                                     |
| Hampshire County Council                           |                 | Fleet Connect 23/24 service run by RVS                | £12,304              | £12,304        | 01/03/2023    |                            | Council            | 06/06/2023          |                                                     |
|                                                    |                 |                                                       | <b>Total awarded</b> | <b>£12,304</b> |               |                            |                    |                     |                                                     |
| <b>BASINGSTOKE CANAL</b>                           |                 |                                                       |                      |                |               |                            |                    |                     |                                                     |
|                                                    | <b>4810/110</b> | <b>Budget: £19,041. Available Balance: £732</b>       |                      |                |               |                            |                    |                     |                                                     |
| Hampshire County Council                           |                 | Basingstoke Canal Society annual partner contribution | £18,309              | £18,309        | 31/05/2023    |                            | Council            | 09/06/2023          | Awarded as part of budget approval.                 |
|                                                    |                 |                                                       | <b>Total awarded</b> | <b>£18,309</b> |               |                            |                    |                     |                                                     |
| <b>COMMUNITY GRANTS</b>                            |                 |                                                       |                      |                |               |                            |                    |                     |                                                     |
|                                                    | <b>4855/110</b> | <b>Budget: £3,704. Available Balance: £2,504</b>      |                      |                |               |                            |                    |                     |                                                     |
| All Saints Church                                  |                 | Churchyard community garden                           | £1,000               | £1,000         | 17/05/2023    |                            | P&F                | 09/06/2023          |                                                     |
| Victim Support                                     |                 | Personal security items for crime victims             | £200                 | £200           | 17/05/2023    |                            | P&F                | 09/06/2023          | They must attend meeting for future requests.       |
| Vox Choir                                          |                 | Harlington hire costs for charity concert             | £1,000               | £1,000         | 17/05/2023    |                            | P&F                |                     | Event postponed - reinstate amount into grant fund. |
| Revive Ukraine                                     |                 | Harlington hire costs for social events               | 800                  |                |               |                            |                    | n/a                 | Denied P&F 17/5/23                                  |
|                                                    |                 |                                                       | <b>Total awarded</b> | <b>£1,200</b>  |               |                            |                    |                     |                                                     |
| <b>RENT WAIVERS &amp; OTHER COMMUNITY PAYMENTS</b> |                 |                                                       |                      |                |               |                            |                    |                     |                                                     |
| Fleet Cricket Club                                 |                 | Annual rent - Calthorpe Park                          |                      | £4,140         | 10/05/2023    |                            | Council            | n/a                 |                                                     |
| 1st Crookham Scouts                                |                 | Annual rent - Basingbourne Park                       |                      | £500           | 10/05/2023    | 302270                     | Council            | n/a                 |                                                     |
| Girl Guides                                        |                 | Annual rent - Basingbourne Park                       |                      | Peppercorn     | n/a           |                            |                    |                     |                                                     |
| 22nd and 26th Odiham Scouts                        |                 | Annual rent - Calthorpe Park                          |                      | £500           | 10/05/2023    | 306101 / 810148            | Council            | n/a                 |                                                     |
| Lions Community Store                              |                 | Annual rent - Basingbourne Park                       |                      | £500           | 10/05/2023    | 1177181                    | Council            | n/a                 |                                                     |
| Friends of Oakley Park                             |                 | Insurance repayment                                   |                      | £80            |               |                            |                    | 17/01/2024          |                                                     |
| Friends of Basingbourne Park                       |                 | Insurance repayment                                   |                      | £120           |               |                            |                    | 28/11/2023          |                                                     |
|                                                    |                 |                                                       | <b>Total</b>         | <b>£5,840</b>  |               |                            |                    |                     |                                                     |

| APPLICATIONS FOR CONSIDERATION 21/02/24 | PURPOSE                                                   | AMOUNT        | COST CENTRE ALLOCATION FROM AVAILABLE BALANCE                                                                  |
|-----------------------------------------|-----------------------------------------------------------|---------------|----------------------------------------------------------------------------------------------------------------|
| Fleet & District Carnival               | Provision of toilets at Fleet Carnival                    | £1,000        | 4855/110 Community Grants                                                                                      |
| Fleet Market CIC                        |                                                           | £1,000        | 4855/110 Community Grants                                                                                      |
| Music on The Views (1)                  | Transferral of Coronation funds to this event             | £2,084        | 4538/110 Community Support                                                                                     |
| Music on The Views (2)                  | Transferral of remaining cost centre budget to this event | £2,034        | Balance from all available codes within cost centre. Subject to no other grants being received before 31.03.24 |
| <b>Request Totals</b>                   |                                                           | <b>£6,118</b> |                                                                                                                |
| <b>Available Balance</b>                |                                                           | <b>£6,118</b> |                                                                                                                |
| <b>Difference</b>                       |                                                           | <b>£0</b>     |                                                                                                                |

**SUBJECT: INVESTMENT AND CURRENT ACCOUNTS**

Account balances for Fleet Town Council as at 31 January 2024

| <b>Account</b>                                                                         | <b>Funds</b>         | <b>Interest Rate</b> | <b>Comment</b>                                                                                                                                                                              |
|----------------------------------------------------------------------------------------|----------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HSBC Current Bank Account,<br>Account No: 61539272                                     | £1,191,171.70        |                      |                                                                                                                                                                                             |
| Nationwide Building Society,<br>Business Instant Saver,<br>Account No: 900041402       | £824,735.07          | 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,<br>Public Sector Deposit Fund, Account No.: 0662920001 | £1,700,000.00        | 5.37%<br>Per annum   | Interest paid into HSBC current account, monthly.                                                                                                                                           |
| <b>TOTAL</b>                                                                           | <b>£3,715,906.77</b> |                      |                                                                                                                                                                                             |

**Please note:**Interest received in December 23 into Nationwide account:

Nationwide

£24,276.91

Interest received in January 24 into HSBC account:

CCLA

£7,607.61

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

**OFFICER:** Finance and Administration Manager  
**DATE:** 9<sup>th</sup> February 2024  
**MEETING:** Policy & Finance 21<sup>st</sup> February 2024  
**SUBJECT:** Item 10

## **1. Policy Reviews (Item 10)**

The following policies have been reviewed to ensure the Council is fully compliant and up to date with current requirements or best practise. Officers have reviewed all current policy review dates, which has led to the ones being reported.

Several sources have been used to compare and check including NALC, HALC and other town or parish councils.

All policies are essential to promote safety and consistency within the provided guidelines for all staff.

### 10a. Freedom of Information / Publication Scheme

- The ICO has produced a publication scheme to cover freedom of information requests.
- The policy has been updated with the publication scheme added.
- The publication allows for simpler information requests e.g. website or hard copy.

### 10b. Fire Safety Policy - New

- It was highlighted in the November Health and Safety audit that the Council don't have a Fire Safety Policy in place.
- Using Bright Safe documents and other sources, officers have created the policy.
- This policy details what the Council is responsible for maintaining, checking, and servicing with the frequency.
- The Council may be required to revise this policy in line with Martyn's Law affecting large venues.
- In line with this policy, Officers will be reviewing the current Emergency Action Plan.

### 10c. Rules and Regulations Fleet Cemetery

- The amendments include the detailing of the type of coffin permitted and the agreed change in permitted headstone size.

### 10d. Stress in the Workplace Policy - New

- As part of the Health, Safety and Welfare Act, the Council has a legal duty to protect workers from stress at work.
- As part of this, Officers have written this policy, performed a risk assessment and started a staff survey with the aim of creating an action plan to show the Council are protecting staff.
- This policy has been reviewed by the Establishment Committee and is recommended for approval subject to changes.

### 10e. Credit Card Policy

- Changes to staff have resulted in a change to this policy.
- The bar and Café Supervisor and Venue Technician have been removed from approved credit card holders.
- The Senior Duty Manager has been added.
- The General Manager is proposed to change from £2500 to £2000.
- The Senior Duty Manager is proposed to have an amount of £1500 to allow purchase of bar supplies.

- The Facilities and Open Spaces Manager is proposed to change from £2000 to £1500.
- The Project and Committee Officer is proposed to change from £2000 to £1000.
- The credit card limit has been amended to £6000 from £10,000.

#### 10f. Grievance Policy

- This policy has been updated to be fully compliant with current requirements, using ACAS as the direct source.

#### 10g. Disciplinary Policy

- This policy has been updated to be fully compliant with current requirements, using ACAS as the direct source.

#### 10h. Lone Worker Policy - New

- Guidelines advise that employers with lone workers should have a policy and procedure in place to ensure the health and safety of those workers.
- Following a NALC template and guidelines Officers have created a policy and procedure for staff who are or could be lone workers.
- The Council have a few staff who work alone or with a very limited number of colleagues. This policy will help protect those lone working staff and the Council.

#### 10i. Risk Management Policy

- This policy was overdue for review.
- Changes include Executive Officer title, and name of register.

### **RECOMMENDATIONS**

To approve policies a) to i).





## Freedom of Information Policy

Full Council Approved: October 2017 (Reviewed October 2020)  
Due for Review: October 2023

### Information available from Fleet Town Council under the model publication scheme

This policy details the information available from Fleet Town Council as recommended by the Information Commissioner's Office (ICO) to meet the requirements of the model publication scheme.

Information is available unless:

- We do not hold the information.
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute.
- The information is readily and publicly available from an external website; such information may have been provided by the Town Council or on its behalf.
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

The policy is not meant to give an exhaustive list of everything that is covered by the publication scheme and Fleet Town Council look to provide as much information as possible on a routine basis.

### Publishing datasets for re-use

Fleet Town Council are duty bound to publish any dataset held that has been requested, together with any updated versions, unless satisfied that it is not appropriate to do so. So far as reasonably practicable, Fleet Town Council must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and Fleet Town Council is the only owner, Fleet Town Council will make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright, or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence. The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA.

| Information to be published                                                                                                                                                                                                          | How the information can be obtained | Cost                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------|
| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations, and contacts). This will be current information only.                                                                              |                                     |                     |
| Who's who on the Council and its Committees                                                                                                                                                                                          | Website                             | Nil                 |
| Contact details for Executive Officer and Council members (named contacts where possible with telephone number and email address (if used))                                                                                          | Website                             | Nil                 |
| Location of main Council office and accessibility details                                                                                                                                                                            | Website                             | Nil                 |
| Staffing structure                                                                                                                                                                                                                   | Website                             | Nil                 |
| Constitutional and Legal Governance                                                                                                                                                                                                  | Website / Hard Copy                 | Nil / 10p per sheet |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum. |                                     |                     |
| Annual return form and report by auditor                                                                                                                                                                                             | Website                             | Nil                 |
| Finalised budget                                                                                                                                                                                                                     | Website                             | Nil                 |
| Precept                                                                                                                                                                                                                              | Website                             | Nil                 |
| Borrowing Approval letter                                                                                                                                                                                                            | Website                             | Nil                 |
| Financial Regulations and Standing Orders                                                                                                                                                                                            | Website                             | Nil                 |
| Grants given and received                                                                                                                                                                                                            | Website                             | Nil                 |
| List of current contracts awarded and value of contract                                                                                                                                                                              | Website                             | Nil                 |
| Members' allowances and expenses                                                                                                                                                                                                     | Website                             | Nil                 |
| Procurement                                                                                                                                                                                                                          | Website                             | Nil                 |
|                                                                                                                                                                                                                                      |                                     |                     |

| Information to be published                                                                                                                                                                                      | How the information can be obtained | Cost |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------|
| <p><b>Class 3 – What our priorities are and how we are doing</b><br/> (Strategies and plans, performance indicators, audits, inspections, and reviews). Current and previous year as a minimum.</p>              |                                     |      |
| Annual Report to Town Meeting (current and previous year as a minimum)                                                                                                                                           | Website                             | Nil  |
| Quality status                                                                                                                                                                                                   | n/a                                 |      |
| <p><b>Class 4 – How we make decisions</b><br/> (Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations). Current and previous council year as a minimum.</p> |                                     |      |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)                                                                                                                     | Website                             | Nil  |
| Agendas of meetings (as above)                                                                                                                                                                                   | Website                             | Nil  |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as confidential to the meeting.                                                                                    | Website                             | Nil  |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as confidential to the meeting.                                                                             | Website                             | Nil  |
| Responses to consultation papers (as part of meeting minutes)                                                                                                                                                    | Website                             | Nil  |
| Responses to planning applications (as part of meeting minutes)                                                                                                                                                  | Website                             | Nil  |
| Bye-laws                                                                                                                                                                                                         | Website                             | Nil  |
| <p><b>Class 5 – Our policies and procedures</b><br/> (Current written protocols, policies, and procedures for delivering our services and responsibilities). Current information only.</p>                       |                                     |      |

| <b>Information to be published</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>How the information can be obtained</b> | <b>Cost</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------|
| Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                              | Website                                    | Nil         |
| Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services (hard copy only, 10p per sheet).</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> <li>• Cemetery – Rules and Regulations</li> <li>• Control and Management of Contractors Policy</li> </ul> | Website                                    | Nil         |
| Records management policies (records retention, destruction and archive)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Website                                    | Nil         |
| Data protection policies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Website                                    | Nil         |
| Schedule of charges (for the publication of information)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Website                                    | Nil         |
| <p><b>Class 6 – Lists and Registers</b><br/>           (Information held in registers required by law and other lists and registers relating to the functions of the authority). Currently maintained lists and registers only. Some information may only be available by inspection.</p>                                                                                                                                                                                                                                                                                                                                                                                                                        |                                            |             |

| <b>Information to be published</b>                                                                                                                                                                                                                                                                          | <b>How the information can be obtained</b> | <b>Cost</b>         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|---------------------|
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)                                                                                                                                                          | Hard copy                                  | 10p per sheet       |
| Assets register                                                                                                                                                                                                                                                                                             | Website / Hard Copy                        | Nil / 10p per sheet |
| Register of members' interests                                                                                                                                                                                                                                                                              | Website                                    | Nil                 |
| Register of gifts and hospitality                                                                                                                                                                                                                                                                           | Hard copy                                  | 10p per sheet       |
| <p><b>Class 7 – The services we offer</b><br/>           (Information about the services we offer, leaflets, advice and guidance, transactions, media releases and newsletters produced for the public and businesses). Current information only. Some information may only be available by inspection.</p> |                                            |                     |
| Burial grounds / Cemetery.                                                                                                                                                                                                                                                                                  | Website / Hard copy                        | Nil / 10p per sheet |
| Community centres, pavilions and community/entertainment venues/spaces for hire                                                                                                                                                                                                                             | Website                                    | Nil                 |
| Parks, playing fields/pitches, and recreational facilities                                                                                                                                                                                                                                                  | Website                                    | Nil                 |
| Seating, litter bins, War Memorials, festive lighting, floral displays                                                                                                                                                                                                                                      | Website                                    | Nil                 |
| Services for which the council is entitled to recover a fee, with those fees (e.g. burial fees)                                                                                                                                                                                                             | Website                                    | Nil                 |
| <p><b>Additional Information</b><br/>           This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>                                                                                                                                          |                                            |                     |
| Finance and Risk Register                                                                                                                                                                                                                                                                                   | Hard Copy                                  | 10p per sheet       |
| Safety inspection records                                                                                                                                                                                                                                                                                   | Hard copy                                  | 10p per sheet       |

**Contact details:**

Rochelle Halliday; [Executive.officer@fleet-tc.gov.uk](mailto:Executive.officer@fleet-tc.gov.uk)  
01252 625246

**Schedule of Charges**

This describes how the charges have been arrived at and should be published as part of the guide.

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                           | <b>BASIS OF CHARGE</b>                                                 |
|--------------------------|----------------------------------------------|------------------------------------------------------------------------|
| <b>Disbursement cost</b> | Photocopying @ 10p per sheet (black & white) | Cost of paper, photocopy, electricity and staff hours                  |
|                          | Photocopying @ 20p per sheet (colour)        | Cost of paper, photocopy, electricity and staff hours                  |
|                          | Postage – variable                           | Actual cost of Royal Mail standard 2 <sup>nd</sup> class               |
| <b>Statutory Fee</b>     | Nil                                          | In accordance with the relevant legislation (quote the actual statute) |
| <b>Other</b>             | None identified                              |                                                                        |



# Fire Safety Policy

Policy and Finance Committee Approved:  
Reviewed: 21<sup>st</sup> February 2024  
Due for next Review: 21<sup>st</sup> February 2027

## 1. Introduction

1.1 The objectives of this policy are:

- To ensure that staff, hirers, contractors, and visitors to our premises are safe guarded from injury or death in the event of fire.
  - To have maintenance arrangements in place for systems and suitable procedures to minimise the risk of a fire starting and spreading.
  - To reduce the potential for fire to disrupt the Council and staff, damage the premises or harm the environment.
  - To ensure all staff are suitably trained, relative to their role in the Council.
- This Fire Safety Policy outlines the procedures and protocols to be followed in the event of a fire emergency. The policy aims to ensure the safety of all occupants by establishing a clear framework for fire prevention, evacuation, and emergency response.

## 2. Legal Requirements

2.1 This policy aligns with the legal requirements and regulations outlined in the relevant UK fire safety legislation applicable to the Council's operations.

## 3. Responsibilities

3.1 The Executive Officer is ultimately responsible for ensuring that the Council complies with all its statutory fire safety requirements. Day to day responsibility is passed to the Facilities Manager. The Facilities Manager will:

- Ensure that staff fire training is completed at the required frequencies.
- Arrange fire risk assessments at the required frequencies; manage and complete remedial works that may be identified in the assessments or as tests and services are completed.
- Arrange fire equipment, emergency lighting and other relevant tests and services at the required frequencies; manage and complete remedial works that may be identified.
- Ensure that all reported faults or shortcomings in fire safety are investigated with any remedial works managed and arranged.

3.2 Individuals must not put themselves or others at risk, must follow instructions and must report any faults or shortcomings in the fire safety arrangements.

3.3 Everyone has a duty not to damage or deliberately misuse any equipment provided for safety.

3.4 Any person that identifies a concern relating to fire safety should communicate the problem either to the Executive Officer or the Facilities Manager.

## **4. Arrangements**

### **4.1 Fire Risk Assessments**

#### 4.1.1

The Facilities Manager will arrange for annual Fire Risk Assessments to be carried out on the building and will complete the remedial actions within acceptable time scales.

#### 4.1.2

The Emergency Action Plan considers the findings from the Fire Risk Assessment.

#### 4.1.3

Fire Risk Assessments and related procedures are reviewed at least annually and updated as necessary.

#### 4.1.4

Regular fire risk assessments will be conducted under the direction of those responsible for fire safety to identify and mitigate potential fire hazards within the premises. Risk assessments shall be reviewed on an annual basis or when changes are made to the buildings, operations or anything which may change or alter the fire safety risk levels.

### **4.2 Training and instruction**

#### 4.2.1

All staff will receive initial fire training as part of the induction process, appropriate to their position and responsibilities. The training will include the Emergency Action Plan.

#### 4.2.2

Further fire safety training will be given to Senior Duty Officers and Duty Officers, who will have the responsibility of Fire Warden if on duty.

#### 4.2.3

All hirers are advised of evacuation procedures. Duty Managers will ensure the building is clear in an emergency.

### **4.3 Monitoring of the workplace**

#### 4.3.1

The Facilities Manager is responsible for:

- Ensuring the significant findings identified during the fire risk assessment.
- Ensuring the regular maintenance, inspection and testing of all fire safety installations and firefighting equipment.



- Maintaining fire exits and escape routes are free from obstructions and ensuring that fire doors operate normally.
- Ensuring fixed wiring tests are carried out in accordance with current regulations and that portable appliances are tested on an annual basis.

#### **4.4 Fire Evacuation Drills**

##### **4.4.1**

The Facilities Manager will arrange for fire evacuation drills for the building at suitable intervals. Evacuations will be held at varying times of the day and week so as to take into account the differing work patterns.

##### **4.4.2**

Full evacuation drills shall be carried out in collaboration with the Library and The Point hirers randomly but at least twice a year.

##### **4.4.3**

Drills will be random during a set week and led by selected random staff members.

#### **4.5 Maintenance, Testing, and Records**

##### **4.5.1**

Detailed records will be maintained and recorded in Bright Safe and within the office.

##### **4.5.2**

One call point is tested each week on a Monday between 8:30am-9:30am by either the Duty Officer or Facilities Manager. Any failings or faults detected during testing shall be reported to the Facilities Manager immediately for repair.

#### **4.6 Hirers**

##### **4.6.1**

Any person or organisation hiring a Council facility or part thereof shall:

- Ensure the activities they carry out do not put the facility or any of its occupants at risk.
- Not damage or deliberately misuse any equipment provided for fire safety.
- Ensure any equipment brought into the Facility is maintained and tested to the appropriate standard.

### **5. Fire Provisions**

#### **5.1 Fire Detection**

- A comprehensive fire detection system, including fire bells and buzz boxes with flashing bulbs, is installed in the Council building. The system is connected to Chubb Fire & Security for automatic response and contact with the Fire and Rescue Service.
- The system is serviced and inspected at regular intervals, arranged, and managed by the Facilities Manager

## **5.2 Emergency Lighting**

- The building has emergency lighting to ensure safe evacuation in the event of a power failure during a fire emergency.
- A monthly visual inspection is carried out by Duty Officers or Facilities Manager to ensure functionality. Any failings or faults detected during inspection shall be reported to the Facilities Manager.
- The Facilities Manager arranges and manages a full service and function test annually. The Facilities Manager will arrange and manage any remedial works that may be identified.

## **5.3 Fire Extinguishers**

- Fire extinguishers are provided at suitable locations in the building.
- Fire extinguishers should only be used by persons that have been trained, and then only when it is considered safe to do so.
- The Facilities Manager arranges servicing for all extinguishers annually and extinguishers are inspected monthly by duty officers to ensure no damage or discharge. Any faults should be immediately reported to the Facilities Manager who will arrange repairs to be carried out.

## **5.4 Fire Signage**

- Fire signage is provided throughout the buildings to give clear instruction and guidance when faced with an emergency. The signage will be monitored and updated as necessary by the Facilities Manager.
- Escape routes are identified by Fire Exit signs. Additional information signs are provided at Call Points, Fire Extinguishers and Lifts, to give further information.
- Signs shall be kept clean and readable. Any damaged signs should be immediately reported to the Facilities Manager who will arrange repairs to be carried out



# RULES AND REGULATIONS FLEET CEMETERY

Policy and Finance Committee Approved: 21<sup>st</sup> February 2024

Reviewed: Sept 2021, Feb 2024

Due for next Review: 1st February 2027

**All rules where relevant apply to both the interment of remains and ashes.**

## 1. General

1.1 The following will not be permitted in the cemetery:

- Dogs except for guide dogs and other disabled assistance dogs.
- Any person creating a disturbance or nuisance by:
  - Interfering with a burial, grave, headstone, memorial, or flowers.
  - Interfering with the operation of the Council's cemeteries, its staff, or contractors.
  - Behaving in a disorderly manner.
- Such persons will be required to leave the cemetery immediately. Fleet Town Council will take criminal proceedings against anyone whose actions are in breach of the Burial Act.
- Bicycles, vehicles or vans, except for Disabled Badge Holders and contractor's vehicles without the express permission of the Cemetery Officer. The speed limit in the cemetery is 5mph.

## 2. Notice of interments

2.1 The Notice of interment must be given to the Fleet Town Council (FTC) office on the correct form found on the Council's website, at least two days before the interment. The Notice of Interment must be signed by the owner(s) of the Exclusive Right of Burial signifying his or her consent to such burial. No burial, other than that of the owner of the Exclusive Right, will be allowed without the consent of the Exclusive Right's owner(s). See section 10(6) of The Local Authorities Cemeteries Order 1977.

2.2 Payment of fees (via BACs or cheque made payable to Fleet Town Council) must accompany the Notice. If the plot is being re-opened then a copy of the Grant of Exclusive Right of Burial is required.

2.3 If the Grant of Exclusive Right of Burial is not available then the Cemetery Officer must be satisfied of ownership.

2.4 The certificate of the Registrar of Deaths (green form) or the Cremation certificate must also be given to Fleet Town Council.

- 2.5 If a new plot is being purchased, a Grant of Exclusive Right of Burial (grave deed) will be issued.
- 2.6 When a grave is “purchased” this refers to the purchase of the exclusive right of burial in a grave space and not the purchase of the land itself.
- 2.7 If the owner(s) of The Rights wishes to transfer the ownership during their lifetime they must complete a Form of Assignment and submit it to the Council, together with the original Grant of Exclusive Right of Burial.
- 2.8 It is illegal for the Council to permit any burial in a grave subject to an existing Exclusive Right of Burial without first obtaining permission from the owner(s) of the right, unless one of the owners is being buried. There can be up to 2 owners of an Exclusive Right. For a burial other than that of the owners, both owners must give written permission for a burial is to take place. All owners are entitled to be interred in the grave if there is room.
- 2.9 If the sole owner is already deceased when an application is received, a transfer must take place and permission be received from the new owner prior to the burial in that grave. FTC recommends that a transfer of ownership takes place as soon as possible after the owner’s death. For details of transferring the Exclusive Right please contact the Cemetery Officer.
- 2.10 The owner(s) of Rights should keep Fleet Town Council updated of any changes of address.
- 2.11 In accordance with the Local Authorities Cemeteries Order 1977, all grave rights are sold for a fixed period. The number of years the rights have been granted in Fleet Cemetery is 99. At the end of this period the owner(s) of the rights may apply to the Council to extend those rights.

### **3. Interments**

- 3.1 It is the responsibility of the funeral director for the excavation of the grave and removal of any existing memorials or kerbstones and the replacement of same after burial.
- 3.2 All graves will be excavated and dug by a person or persons approved by the Council. Funeral directors must advise the council of the details of all gravediggers prior to use.
- 3.3 Undertakers are responsible for engaging gravediggers and for ensuring that such agents work in a responsible and safe manner and observe all Health and Safety legislation and codes of practice in force at the time of the excavation. All excavations must be shored up and if left unattended for any period of time boarded and appropriately guarded. Lock down covers must be used if an excavation is left overnight.
- 3.4 The levelling of a grave is the responsibility of the funeral director within 12 months after interment. Mounds can be removed by the Council as and when they think fit.
- 3.5 Only one funeral shall be permitted to take place in the cemetery at any one time.
- 3.6 The Council reserve the right to determine the position of any un-purchased or unreserved grave in the cemetery.

#### **4. Graves**

- 4.1 The grave space set aside for each person shall not exceed 2.75m x 1.37m (9 feet long by 4 feet 6 inches wide).
- 4.2 Only coffins and ashes containers made of biodegradable materials will be allowed. This applies to first, second or subsequent interments. The use of metal coffins/caskets and zinc/lead lined coffins are not permitted under any circumstances.
- 4.3 No part of the coffin shall be at a depth less than 1.0m (3 feet) below the level of the surface of the ground adjoining the grave.
- 4.4 Burial, in a grave in which an interment has already taken place, shall ensure the new coffin is effectively separated from any other coffin previously placed and remaining in the ground by means of a layer of earth not less than 150mm (6 inches) in depth.
- 4.5 No person shall disturb any interred human remains or remove any soil.
- 4.6 The family are responsible to remove any flowers from the grave once they have died.

#### **5. Lawn Cemetery**

- 5.1 Part of the cemetery has a lawn style layout (plots 2058 to 2322 inclusive – marked in purple on the cemetery map) – this means that only headstones are allowed and the grass around them is kept mown. Ornaments and flowers are only permitted in suitable containers on the concrete plinth supporting the headstone.
- 5.2 The planting of flowers, trees or shrubs is not permitted on the grave space, nor is the placing of ornaments or fencing. Any unauthorised ornaments or flowers etc will be removed without notice.
- 5.3 Flowers are permitted on the grave at the time of the interment however they should be removed within 3 weeks or when they die. The Council reserve the right to remove any flowers at any time if they become unsightly or interfere with any other grave space.

#### **6. Ashes plots within the Cemetery**

- 6.1 Cremated remains may be interred in a grave space or a dedicated ashes plot.
- 6.2 The only memorial permitted in the dedicated ashes plot is a tablet and for plots AP0092 to AP0297 measuring no more than 350 x 350 x 50mm (14 x 14 x 2 inches). A slight slope to the top of the tablet to assist water to run off is permitted.
- 6.3 Flowers and ornaments are permitted as long as they do not extend beyond the edge of the tablet and the family are responsible to remove any flowers once they have died.

## **7. Memorials**

7.1 All memorials are subject to the approval of the Council. A drawing showing the description, form and size of every memorial and a copy of the proposed inscription and its position on the memorial must be submitted to the Council for approval prior to production. All memorials will bear the plot number of the grave.

7.2 All memorials must be installed or re-fixed in accordance with the current BRAAM specifications in accordance with BS8415. All stonemasons working in the cemetery must provide the cemetery officer evidence of registration with BRAAM or NAAM. A digital photograph of the installed memorial must be forwarded to the Cemetery Officer.

7.3 All memorials shall be erected and remain the sole responsibility of the owner(s). The Council shall not be responsible for any damage which may occur unless caused by the Council or its agents nor repairing the fixing following failure identified during memorial testing. All materials of every description on private graves must be kept in reasonable repair and in good order at the expense of the owner(s). When in the opinion of the Council a memorial or grave represents a danger to other members of the public, the matter may be dealt with by the Council as they think fit. The owner(s) will be notified of the action taken, at their last known address.

7.4 The Council reserves the right to make safe any memorial which, in the opinion of the Cemetery Officer, represents an immediate danger to the public without further reference to the owner(s) of the Memorial in order to protect the safety of visitors to the cemetery. Inspections into the safety of all memorials shall be made by the Council. Fleet Town Council are required by law to carry out inspections on memorials every 5 years, to ensure that they are in a good and stable condition.

7.5 Kerb Stones will only be permitted in prescribed sections of the burial ground. Kerb Stones will not be allowed under any circumstances in the lawned area.

7.6 All memorials including inscriptions shall be completed before they are admitted into the burial ground, and no work of any kind thereon, apart from that of fixing and cleaning, will be allowed in the cemetery.

Masons or other persons employed in fixing memorials in the cemetery will be required to remove all spare soil and to clean up the ground carefully after completing their work. They will be held responsible for any damage caused by them either to the ground or memorials erected within the cemetery and charged accordingly with the cost of repairing such damage. The Council reserves the right to remove any memorial not erected in a workmanlike manner.

7.7 Headstones will not exceed 762mm (2 feet 6 inches) in height a maximum of 1200mm (3 feet 4 inches) in height. The base should not exceed 762mm (2 feet 6 inches) wide x 450mm (1 foot 6 inches) deep. Kerb sets should not exceed 1980mm (6 feet 6 inches) x 760mm (2 feet 6 inches). Kerb sets are not allowed in the lawn cemetery – plots 2058 to 2322 inclusive. Ashes plot memorials will be laid horizontal and not exceed 350mm x 350mm x 50mm (14 x 14 x 2 inches).

7.8 Whilst the responsibility for general safety lies with the burial authority, the owner of the memorial is responsible for maintaining the memorial in a good and safe condition and ensure that the masons erect them in accordance with current standards (BS 8415).

## **8. Garden of Remembrance**

8.1 The Garden of Remembrance has a range of memorial options for lease. These, and their conditions of use, are detailed in our Cemetery booklet.

8.2 The Council may from time to time make any alterations, additions, or amendments in or to the Rules and Regulations.



# Stress in the Workplace Policy

Policy and Finance Committee Approved:  
Reviewed: 21<sup>st</sup> February 2024  
Due for next Review: 21<sup>st</sup> February 2025

## Introduction

Fleet Town Council is committed to protecting the health, safety, and welfare of the Council's employees. The Council recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors in order for the Council to efficiently and effectively perform its duties.

This policy will apply to every member of staff. Managers are responsible for implementation and the Council is responsible for providing the necessary resources.

## Definition of Stress

HSE defines stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. This makes an important distinction between pressure, which can be positive if managed correctly, and stress, which is likely to be detrimental to physical or mental health if it is prolonged.

A person experiences stress when they perceive that the demands of their work are greater than their ability to cope. Coping means balancing the demands and pressures placed on you (i.e. the job requirements) with your skills and knowledge (i.e. your capabilities).

Stress can also result from having too few demands, as people will become bored, feel undervalued and lack recognition. If they feel they have little or no say over the work they do or how they do it, this may cause them stress.

## HSE's Stress Management Standards

As an employer, Fleet Town Council has a duty to ensure that risks arising from work activities are properly controlled. The HSE's Management Standards approach is designed to help employers work with their employees and their representatives to undertake risk assessments for stress and give managers the help they need to achieve these aims.

HSE's Management Standards highlight the six key areas of work design that, if not properly managed, may be associated with poor health and well-being, lower productivity, and increased sickness and other absences. The six Management Standards cover the primary



sources of stress at work (stressors). If these standards can be achieved, there is a lower likelihood that staff will be adversely affected by stress.

The stressors are:

- Demands – such as workload, work patterns and the work environment.
- Control – such as how much say the person has in the way they do their work.
- Support – such as the encouragement, support and resources provided by the organisation, line management and colleagues.
- Relationships – such as promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- Role – such as whether people understand their role within the Council and whether the Council ensures that they do not have conflicting roles.
- Change – such as how organisational change (large or small) is managed and communicated.

## **Risk Assessment**

A risk assessment is a vital component of this policy. It is only when the possible causes of stress have been identified that preventative or management strategies can be effectively put in place.

The Council has in place a generalised Stress Risk Assessment. The Council will conduct risk assessments to identify all workplace stressors and eliminate or control the risks from stress. Risk assessments will be regularly reviewed.

If at any time a risk assessment demonstrates that a Safety Committee needs to be in place, a select group of people will be asked to create the committee.

The Safety Committee will involve representation or represent the views of all elements of the workforce. They will perform a pivotal role in ensuring that this policy is implemented and oversee monitoring of the efficacy of the policy and other measures to reduce stress and promote workplace health and safety.

## **Responsibilities**

### Managers

Managers are responsible for:

- Conducting and implementing recommendations of risk assessments within their area.
- Ensuring good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensuring staff are fully trained to undertake their duties.
- Ensuring staff are provided with meaningful developmental opportunities.
- Monitoring workloads to ensure that people are not overloaded or underutilised.
- Discouraging work related contact with staff outside normal working hours or whilst on holiday.

- Monitoring working hours and overtime to ensure that staff are not overworking and monitoring holidays to ensure that staff are taking their full entitlement.
- Attending training, as requested, in good management practice and health and safety.
- Ensuring that bullying and harassment is not tolerated within their jurisdiction.
- Being vigilant and offering additional support to a member of staff experiencing stress outside work e.g. bereavement or separation.

## HR – Croner

The Council's HR provider Croner can:

- Give guidance to managers on the stress policy.
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

## Employees

Employees are responsible for:

- Raising issues of concern with the Health and Safety representative, their line manager or the Executive Officer.
- Taking an active part in the process of assessing the risk e.g. completing surveys or providing honest feedback when requested.
- Accepting opportunities for counselling when recommended.
- After a period of absence from work with stress related illness, cooperating with their manager and/or HR on a planned return to work.
- Taking personal responsibility for their own health and wellbeing by, working healthily, taking regular breaks, rest and holidays and supporting colleagues.

## Health and Safety Representatives

- Must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- Must be able to consult with members on the issue of stress including conducting any workplace surveys.
- Must be meaningfully involved in the risk assessment process.
- Should be allowed access to collective and anonymous data from HR.
- Should be provided with paid time away from normal duties to attend any training relating to workplace stress.
- Should conduct joint inspections of the workplace at least every 3 months to ensure that environmental stressors are properly controlled.

## **What to do if you feel you are suffering from work related stress**

Should any member of staff feel that they are suffering from an unacceptable level of work-related stress, they should inform their line manager who will treat the matter with sympathy and in confidence. If you do not feel you can approach your line manager, you can approach the Executive Officer or failing that, a member of the Council's Establishment Committee.

Should any member of staff have been off work with a stress-related illness, talk about it with your manager when on return to work. Say how you feel, explain what led to the event and what you would like to see happen. Take a colleague representative with you if you do not feel you can do this on your own. See also sources of support in Appendix 4.

**Appendices (see separate documents)**

Appendix 1 – Risk Assessment

Appendix 2 – Stress Questionnaire for Staff

Appendix 3 – Action Plan

Appendix 4 – Sources of Support



## Credit Card Policy / Procedure

Full Council Approved: June 2015  
Reviewed: October 2018, February 2022, May 2022, February 2024  
Due for next Review: February 2025

|                                              |                                                                                                                                 |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Fleet Town Council Credit card limit:</b> | £6,000                                                                                                                          |
| <b>Approved credit card holders:</b>         | General Manager – The Harlington<br>Facilities and Open Spaces Manager<br>Projects and Committee Officer<br>Senior Duty Manager |

### Credit Card limits

1. The overall credit card limit for the council is £6,000 and shall not be changed without the authorisation and resolution of Full Council.
2. See Appendix 1 for allocation of credit card limits per role.
3. Only 5 card holders are permitted.
4. This policy procedure shall be reviewed at least once during the life of the council.

### Use of credit cards

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

### Approval of credit card expenditure

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

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

## **Management of Cards**

All cards issued shall:

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

## **Payment**

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

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

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



## RECEIPT FOR FLEET TOWN COUNCIL CREDIT CARD

Name: .....

Position: .....

Credit Card Number: .....

Credit Limit Issued:.....

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

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

Signed:.....

Title: .....

Name: .....

Date: .....

Counter Signed: .....

Title: Executive Officer / Chairman of Council

Name: .....

Date: .....

## Appendix 1

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

A credit card limit is allocated to the following posts:

|                                    |        |
|------------------------------------|--------|
| General Manager                    | £2,000 |
| Facilities and Open spaces Manager | £1,500 |
| Project and Committee Officer      | £1,000 |
| Senior Duty Manager                | £1,500 |



# Disciplinary Policy and Procedure

Policy and Finance Approved: April 2015

Reviewed: Apr 15, Oct 21, Feb 24

Due for Next Review: 21<sup>st</sup> February 2025

## 1. Policy

1.1 The Council aims to ensure that there will be a fair and consistent approach to the enforcement of standards of conduct and performance in the Council. This policy and procedure is designed to help and encourage all employees to achieve and maintain standards of conduct, attendance, and job performance. This procedure sets out the action that will be taken when disciplinary rules are breached.

1.2 Matters which may be dealt with under this policy include discipline and dismissal for the following reasons (please note that this list is not exhaustive):

- Misconduct.
- Sub-standard performance.
- Harassment or victimisation.
- Misuse of Council facilities, including computer facilities (e.g. email and internet).
- Poor timekeeping.
- Unauthorised absence.

## 2. Principles

- Informal action will be offered, where appropriate, to resolve problems.
- No disciplinary action will be taken against an employee until the case has been fully investigated and a disciplinary hearing has taken place.
- For formal action the employee will be advised in writing of the nature of the complaint against them and will be given the opportunity to state their case before any decision is made.
- Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of meetings.
- At all stages of the procedure the employee will have the right to be accompanied by a trade union representative or work colleague.
- Any mitigating circumstances will be taken into account when reaching decisions on appropriate disciplinary penalties.
- No employee will be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will be dismissal without notice or payment in lieu of notice.



- An employee will have the right to appeal against any discipline imposed.
- The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

### **3. Procedure**

#### **3.1 Informal stage**

Minor faults will be dealt with informally. Where the matter is more serious the following procedure will be used.

#### **3.2 Stage 1**

This will normally be either:

An improvement note for unsatisfactory performance if performance does not meet acceptable standards.

This will set out the performance problem, the improvement that is required, the timescale, any help that may be given and the right of appeal. The employee will be advised that it constitutes the first stage of the formal procedure. A record of the improvement note will be kept for six months but will then be considered spent – subject to achieving and sustaining satisfactory performance.

Or

A first warning for misconduct if conduct does not meet acceptable standards. This will be in writing and set out the nature of the misconduct and the change in behaviour required and the right of appeal. The warning will also inform the employee that a final written warning may be considered if there is no sustained satisfactory improvement or change. A record of the warning will be kept, but it will be disregarded for disciplinary purposes after six months.

#### **3.3 Final written warning**

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve performance to the prescribed standard during the currency of a prior warning, a final written warning may be given to the employee. This will give details of the complaint, the improvement required and the timescale. It will also warn that a failure to improve may lead to dismissal (or some other action short of dismissal) and will advise of the right of appeal. A copy of this written warning will be kept but will be disregarded for disciplinary purposes after twelve months subject to achieving and sustaining satisfactory conduct or performance. In exceptional cases the period may be longer.

### **4. Dismissal or other sanction**

4.1 If there is still further misconduct or failure to improve performance to the prescribed standards the final step in the procedure may be dismissal or some other action short of dismissal such as demotion or disciplinary suspension or transfer (as allowed in the contract of employment). The employee will be provided, as soon as reasonably practicable, with written reasons for dismissal the date on which the

employment will terminate (in accordance with the employee's notice entitlement) and will be notified of their right to appeal.

If some sanction short of dismissal is imposed, the employee will receive details of the complaint, will be warned that dismissal could result if there is no satisfactory improvement, and will be advised of the right of appeal. A copy of the written warning will be kept but will be disregarded for disciplinary purposes after twelve months subject to achievement and sustenance of satisfactory conduct or performance.

## **5. Gross misconduct**

The following list provides some examples of offences which are normally regarded as gross misconduct:

- Theft or fraud.
- Physical violence or bullying.
- Deliberate and serious damage to property.
- Serious misuse of Council's property or name.
- Deliberately accessing internet sites containing pornographic, offensive, or obscene material.
- Serious insubordination.
- Unlawful discrimination or harassment.
- Bringing the Council into serious disrepute.
- Serious incapability at work brought on by alcohol or illegal drugs.
- Causing loss, damage, or injury through serious negligence.
- A serious breach of health and safety rules.
- A serious breach of confidence.

This list is not intended to be an exhaustive one and only gives an indication of the types of offence that may be considered gross misconduct.

If the employee is accused of gross misconduct, the Council may suspend the employee from work with pay while it investigates the alleged offence. This will be as brief as possible, normally for no more than five working days, and the Council will explain its reasons in writing. The employee shall not attend their place of work during the suspension, other than for the purpose of attending disciplinary proceedings, including investigatory interviews. The employee shall not contact any other employees or contacts of the Council, except the employees' companion, without the Council's consent.

If, on completion of the investigation and the full disciplinary procedure, the Council is satisfied that gross misconduct has occurred, the result will normally be summary dismissal, i.e. dismissal without notice or pay in lieu of notice.

## **6. Disciplinary investigations**

6.1 The Council is committed to ensuring that all potential infringements of disciplinary rules are fully investigated. This may entail carrying out interviews with the employee concerned and third parties such as witnesses, colleagues, and managers, as well as analysing written records and information. It may also involve a search of the

employee's person and/or property. The investigation report will be made available to all the parties concerned. The identity of witness will be kept confidential where necessary.

6.2 Where an employee is called to attend an investigatory interview, it will be made clear that this is not a disciplinary hearing.

## **7. Disciplinary hearing**

7.1 An employee will be invited in writing, to a disciplinary hearing once the investigations are complete. Prior to the meeting the employee will be informed of the nature of the allegations that are to be addressed. The disciplinary hearing will be conducted by members of the Council's Disciplinary Panel. The Establishment Committee will establish a Disciplinary Panel. At all stages of the procedure the employee will have the right to be accompanied by a trade union representative or work colleague.

## **8. Appeals**

8.1 An employee who wishes to appeal against a disciplinary decision must do so within five working days. The Establishment Committee will instigate an Appeal Panel comprising three members of the Establishment Committee, not previously involved in any earlier investigations on the same disciplinary matter. Should there be insufficient independent members of the Establishment Committee, the Chairman of the Establishment Committee will invite members of the Council who have had no previous involvement in the same matter, to join the Appeal Panel. Members of the Appeals Panel will hear all appeals and their decision is final. At the appeal any disciplinary penalty imposed will be reviewed. At all stages of the procedure the employee will have the right to be accompanied by a trade union representative or work colleague.

8.2 If the employee wishes to appeal against a disciplinary decision, they must do so through the Appeals Panel within five working days of the receipt of the disciplinary letter, The appeal should be made in writing, stating the ground(s) on which the disciplinary penalty should be reviewed.

8.3 Members of the Appeals Panel will hear the appeal. In the rare circumstances where this is not possible, alternative arrangements will be agreed with the employee and their companion.

8.4 The appeals hearing will be normally held within 10 working days of receipt of the letter. The decision of the Appeals Panel shall be final.

## **9. Appeals hearing**

9.1 At the appeals hearing, the employee will be given opportunity to state the ground(s) on which the appeal is made. The Disciplinary Panel who took the original decision will then have the opportunity to explain their decision to impose the given penalty. The members of the Appeals Panel conducting the appeal may exercise discretion as to whether or not the two parties will be present together during the proceedings. The hearing will be adjourned when all the evidence has been heard. The members of the Appeals Panel conduct the appeal will consider the merits of the appeal, in private, before reaching a decision.

- 9.2 The members of the Appeals Panel will, whenever possible, verbally inform the employee of the decision reached and confirm this in writing no later than five working days after the hearing.
- 9.3 The members of the Appeals Panel have the authority to quash or reduce a disciplinary penalty or, in exceptional and appropriate circumstances, to increase it, in accordance with the penalties specified in the Council's disciplinary procedure.
- 9.4 An appeal hearing is intended to focus on specific factors that the employee feels have received insufficient consideration such as:
- An inconsistent/inappropriate harsh penalty.
  - Extenuating circumstances.
  - Bias of the disciplining manager.
  - Unfairness of the hearing.
  - New evidence subsequently coming to light.
- 9.5 Where an appeal against dismissal fails, the effective date of termination shall be the date on which the employee was originally dismissed.

## Notes

1. Employees will receive a written invitation to all disciplinary meetings.
2. Outcomes of formal meetings will be confirmed to the employee in writing.
3. The timescales listed above will be adhered to wherever possible. Each party can request an extension of the permitted timescale, however, where there are good reasons.
4. The Council reserves the right to seek assistance from external facilitators at any stage in the disciplinary procedure, in the interests of seeking a satisfactory outcome for all those concerned.
5. For employees during their first year of employment, the Council reserves the right to speed up the decision-making process and may choose to follow a shortened version of the above procedure.
6. The grievance procedure should not be used for appeals against disciplinary decisions. That is the purpose of the disciplinary appeals procedure. If, however, the employee has a complaint against the behaviour of a manager during the course of a disciplinary case, they may raise it as a grievance with a senior manager. If necessary, the disciplinary procedure may be suspended for a short period until the grievance can be considered. Another manager may be brought in to deal with the disciplinary case.

## **10. Abuse of this policy**

- 10.1 Any abuse in the application of this policy will be dealt with in accordance with the Council's Disciplinary Policy and Procedure and may possibly result in disciplinary action being taken, up to and including dismissal.

## **11. Alterations and amendments to this policy**

11.1 This policy does not form part of an employee's contract of employment. The Council reserves the right to amend or withdraw this Policy at its absolute discretion, in accordance with the needs of the council.

## **12. Additional Information**

12.1 For further information, please contact the Executive Officer.



# Lone Worker Policy and Procedure

Policy and Finance Committee Approved:  
Reviewed: Feb 24  
Due for next Review: 21<sup>st</sup> February 2026

## 1. Purpose of this policy and procedure

- 1.1 Fleet Town Council recognises that some staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:
- Raises awareness of the safety issues relating to lone working.
  - Identifies and assesses potential risks to an individual working alone.
  - Explains the importance of reasonable and practicable precautions to minimise potential risk.
  - Provides appropriate support to lone workers and;
  - Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

## 2. The scope of this policy

- 2.1 It applies to all staff, whether full time, part time or temporary workers. It does not apply to Councillors.

## 3. Policy

- 3.1 We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the Councils policy is to consider carefully and deal with any health and safety risks for those who work alone.

## 4. Definition

- 4.1 'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:
- A caretaker who opens and closes a hall either early in the morning or late at night.
  - A groundsman tending to green space.
  - Office workers who work alone in the premises.
  - Homeworkers.

4.2 Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

## **5. Responsibilities**

5.1 All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

### Managers

- Will try to avoid the need for lone working as far as is reasonably practicable.
- Ensure that the worker is competent to work alone.
- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures.
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained.
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment.
- Must raise the alarm if staff cannot be contacted or do not return as anticipated.
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

### Lone workers

- Take reasonable care of themselves and others who may be affected by their work.
- To follow any instruction given by management or the Council.
- Raise with their line manager any concerns they have in relation to lone working.
- Not to work alone where there is inadequate information to undertake a risk assessment.
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst at working alone.

### Staff

- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication.
- Buddies should ensure they maintain and share up to date contact details (see below).

## **6. Risk Assessments**

6.1 Managers must complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity and updated as appropriate.

The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.

6.2 People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness.
- Faulty equipment.
- Travelling alone.
- Remote locations.
- Abuse from members of the public.
- Animal attacks.

## **7. Ways in which lone working risks can be reduced.**

7.1 Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated lone working, the Council will devise and implement a lone working plan that meets the needs and risks of their particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. This should be written down and communicated to all relevant staff and where appropriate. For example, the plan for a groundsman lone working with machinery will be more detailed than an administrator working late in the office. councillors.

7.2 Below are some example strategies that could be implemented (on their own or combined):

- Signing in and out system.
- Electronics (or hard copy) diaries to be kept up to date with meeting/visit/lone working details.
- Agreed working times and method of contact.
- Buddy scheme.

### Buddy scheme

The following information should be written down and kept by the lone worker and their buddy, next of kin and manager (see the Lone Working Buddy form):

- Name and contact details of the lone worker.
- Name, relationship and contact details of the buddy.
- Name, relationship and contact details of the lone workers next of kin.
- Name relationship and contact details of the lone workers manager.
- Any code word that would indicate that the lone worker needs assistance.
- Note: all these details must be kept securely in line with data protection legislation



If you change your contact details, you must let your buddy and manager know.

In circumstances where a buddy system is appropriate as a way of reducing the risk identified in the risk assessment, the buddy must have relevant details about your lone working, that may include.

- Where you are going (address or area if there is no address).
- Details of the purpose (i.e. preparing the hall, grass cutting, meeting).
- Contact details of anyone you intend to meet (any additional contact details for the location you are visiting).
- Your mode of transport.
- When you are expected to return.

Your buddy must know what to do if you do not return or make contact at the anticipated/agreed time.

## **8. Health and wellbeing**

8.1 In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

## **9. Reporting incidents**

9.1 Any incidents or perceived risks encountered while lone working should be recorded, reviewed, and acted upon. The report should include:

- A brief note of what happened, when, and who was involved.
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and if the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence and,
- In either instance this might also include recording details of any circumstances you think might have contributed to the incident e.g. the context of the interaction, perceptions about the condition of the perpetrator or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

9.2 If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager, buddy or councillor or colleague to let them know (or ask someone to do so on your behalf).

9.3 Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.

9.4 This is a non-contractual procedure which will be reviewed from time to time.



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## **Risk Management Policy and Procedure**

### **Risk Management Policy**

Fleet Town Council will institute systems and procedures to identify and manage threats and uncertainties to the financial, legal and reputational standing of the Council. Management of these risks shall eliminate or minimise their potential impact on the continuance of the Council's business.

### **Risk Management Procedure**

#### **1. Risk Management**

- a) **Calculation of Risk** – The level of risk shall be assessed by combining the probability of the occurrence of an event and its potential consequences.
- b) **Identification of Risk** – Risks and their consequences shall be identified by a Working Group comprising:
  - 1) Not less than three Councillors
  - 2) The Executive Officer
  - 3) The Harlington Manager
  - 4) The Project and Committee Officer
  - 5) The Finance and Administration Manager
- c) **Every new project or new initiative** should have a risk assessment.
- d) **Meetings and Minutes**
  - 1) Meetings will be organised by the Project and Committee Officer and take place at least twice a year.
  - 2) Ad-hoc meetings to be called in the event of the occurrence or identification of a significant risk.
  - 3) Formal minutes of the meetings shall be circulated to group members and reported to Full Council after each meeting.
  - 4) The Finance and Risk Register will be taken to a full Council meeting at least annually to gain approval and ensure that all Councillors remain aware of the key risks to Fleet Town Council and the measures being put in place.

## 2. Risk Recording

In order to ensure that all risks are identified, and managed appropriately, a register of identified risks will be updated and maintained by Fleet Town Council. In order that risks can be prioritised, this register will be split into two parts:

### a) Finance and Risk Register

The Finance and Risk Register will act as reference list for all significant Fleet Town Council risks and liabilities. Each risk will be assessed and rated, a short summary of the key policies/arrangements in place to mitigate/control the risk will be provided.

All entries on the Risk Register will be discussed and reviewed by the Working Group at least twice year.

To keep the register current and of value, it is important that lower risks such as those that are now deemed irrelevant, or those that are wholly managed to a satisfactory level in day-to-day operations do not remain on this part of the register.

To ensure that the management of risk is proportionately distributed among the Council Officers each risk area identified will have a 'risk manager' assigned to it within the register.

This will normally be assigned to the most relevant operational manager.

An appropriate method of version control will be kept ensuring that the most up to date register is in use, but that older versions of the register remain accessible.

### b) Archived Risk Register

All risks removed from Finance and Risk Register will be stored in the Archive Risk Register. The Archive Risk Register entries will be retained to demonstrate a complete picture of the risks identified and managed by Fleet Town Council, including those now effectively managed and not considered current. This may be required to demonstrate compliance at a later date and may be required should the risk entries again be considered current.

To ensure that the management of risk is proportionately distributed among the Council Officers each risk area identified will have a 'risk manager' assigned to it within the register.

This will normally be assigned to the most relevant operational manager.

An appropriate method of version control will be kept to ensure that the most up to date register is in use, but that older versions of the register remain accessible.

### **3. Risk Assessment**

Each risk will be assessed and given a risk category based upon the probability of the risk arising and the impact on Fleet Town Council. This will allow for the prioritisation of resources.

A traffic light and numerical indicator is used to show the risk category. A risk score matrix is contained within the register to provide guidance on assessing probability and impact.

If after existing mitigation, the risk status is acceptable then the risk should be tolerated; there is nothing more to do. However, if the status remains unacceptable further mitigating actions must be identified.