



Notice is hereby given of

THE POLICY AND FINANCE COMMITTEE MEETING

on

Wednesday 23rd July 2025 at 7pm at The Harlington

All Committee members are summoned to attend.

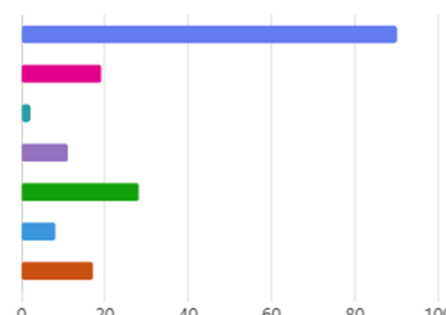
To Councillors:

P. Einchcomb, R. Fang, L. Holt, S. Neves, R. Richmond, B. Schofield, J. Stanton,
D. Taylor, S. Tilley and G. Woods

Rita Tong, Executive Officer
16th July 2025

AGENDA

| | |
|------------------------------------|---|
| 1. | APOLOGIES Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable |
| 2. | DECLARATIONS OF INTEREST Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting. Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest. |
| 3. | QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public. |
| 4. | MINUTES OF PREVIOUS MEETING To receive and approve as a correct record the minutes of the Policy and Finance Committee meeting held on 14 th May 2025 (<i>copy attached</i>). |
| Part 1 – ITEMS FOR DECISION | |
| 5. | QUARTERLY FINANCIAL MONITORING REPORT To consider and agree the quarterly report for the period ending 30 June 2025. Reports for 2024/25 as at 30 June 2025: <ul style="list-style-type: none">a. Q4 Income & Expenditure Accountb. Q4 Budget Monitoring Reportc. Balance sheet as at 30 June 2025d. List of Purchase Ledger Paymentse. List of Debtorsf. Harlington Performance Totals |

| | | | | | | | | | | | | | | | |
|-------------------------------|---|-------------------|----|--------------------------|----|----------------------|---|-------------------------|----|-----------|----|-----------|---|---------|----|
| | <p>RECOMMENDATIONS To receive and accept the Quarterly Report and accounts for the period ending 30 June 2025.</p> | | | | | | | | | | | | | | |
| 6. | <p>INVESTMENT REPORT To consider the quarterly investment report for the period ending 30 June 2025 (<i>copy attached</i>).</p> <p>HSBC have since reported that they are reducing their interest rates from 29 July 2025 due to the reduction in the Bank of England base rate.</p> <p>RECOMMENDATION To note the balances held in the Fleet Town Council Accounts.</p> | | | | | | | | | | | | | | |
| 7. | <p>GRANTS To consider and agree the following application for grant funding and to receive a record of grants awarded for 2025/26 (<i>copies attached</i>):</p> <p>a) Fleet Repair Cafe - £346 for twelve car parking spaces in Victoria Road Car Park for four hours on a Saturday morning 12 times per year.</p> <p>RECOMMENDATIONS a) To consider the grant request. b) To note the record of grants awarded for 2025/26.</p> | | | | | | | | | | | | | | |
| 8. | <p>HALLMASTER REPORTS To consider a report by the Executive Officer on Hallmaster reports (<i>copy attached</i>).</p> <p>RECOMMENDATIONS To note the report and consider its recommendations.</p> | | | | | | | | | | | | | | |
| Part 2 – ITEMS TO NOTE | | | | | | | | | | | | | | | |
| 9. | <p>ANNOUNCEMENTS To receive and note announcements from the Executive Officer or any Member by permission of the Chair.</p> | | | | | | | | | | | | | | |
| 10. | <p>BOX OFFICE / RECEPTION VISITS At the request of management, the Box Office team has been recording the number of visitors received and the purpose of their visit. This data has been collected over a two-month period and is intended to provide insight into patterns of use and inform future service planning.</p> <div style="display: flex; align-items: flex-start;"> <table style="margin-right: 20px;"> <tbody> <tr> <td>● Buying a Ticket</td><td>90</td></tr> <tr> <td>● Enquiring about a show</td><td>19</td></tr> <tr> <td>● Fleet Town Council</td><td>2</td></tr> <tr> <td>● Hart District Council</td><td>11</td></tr> <tr> <td>● Library</td><td>28</td></tr> <tr> <td>● Toilets</td><td>8</td></tr> <tr> <td>● Other</td><td>17</td></tr> </tbody> </table>  </div> | ● Buying a Ticket | 90 | ● Enquiring about a show | 19 | ● Fleet Town Council | 2 | ● Hart District Council | 11 | ● Library | 28 | ● Toilets | 8 | ● Other | 17 |
| ● Buying a Ticket | 90 | | | | | | | | | | | | | | |
| ● Enquiring about a show | 19 | | | | | | | | | | | | | | |
| ● Fleet Town Council | 2 | | | | | | | | | | | | | | |
| ● Hart District Council | 11 | | | | | | | | | | | | | | |
| ● Library | 28 | | | | | | | | | | | | | | |
| ● Toilets | 8 | | | | | | | | | | | | | | |
| ● Other | 17 | | | | | | | | | | | | | | |
| 11. | <p>DATE AND TIME OF NEXT MEETING The next meeting of the Policy and Finance Committee is scheduled for Wednesday 15th October 2025 at 7pm in the Harlington.</p> | | | | | | | | | | | | | | |

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 14th May 2025 at 7pm
at The Harlington**

* Councillor Holt (Chairman)

* Councillor Woods (Vice Chairman)

| | |
|------------------------|------------------------|
| * Councillor Einchcomb | 0 Councillor Schofield |
| * Councillor Fang | * Councillor Stanton |
| * Councillor Neves | # Councillor Taylor |
| * Councillor Richmond | * Councillor Tilley |
| 0 Councillor Robinson | |

* Present # Absent & No Apology Received 0 Apology for Absence L Late

Also in attendance:

Rita Tong – Executive Officer

PF MAY 2025 ITEM 1 ELECTION OF CHAIRMAN

Councillor Holt was nominated and seconded for the position of Chairman of the Policy & Finance Committee for the 2025/26 local government year. There were no other nominations.

PF MAY2025 ITEM 2 ELECTION OF VICE CHAIRMAN

Councillor Neves was nominated and seconded for the position of Vice-Chairman of the Policy & Finance Committee for the 2025/26 local government year. There were no other nominations.

PF MAY 2025 ITEM 3 APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

PF MAY 2025 ITEM 4 DECLARATIONS OF INTEREST

There were no declarations of interest.

PF MAY 2025 ITEM 5 QUESTIONS FROM THE PUBLIC

There were no questions from the public.

PF MAY 2025 ITEM 6 MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Wednesday 19th February 2025 were approved and signed by the Chairman.

PF MAY 2025 ITEM 7 QUARTERLY FINANCIAL MONITORING REPORT

To consider and agree the quarterly report for the period ending 31 March 2025. Reports for 2024/25 as at 31 March 2025:

- a. Q4 Income & Expenditure Account
- b. Q4 Budget Monitoring Report 2
- c. Balance sheet as at 31 March 2025
- d. List of Purchase Ledger Payments
- e. List of Debtors
- f. Harlington Performance Totals

RESOLVED

- a. To receive and accept the Quarterly Report and accounts for the period ending 31 March 2025.
- b. To allocate £85,000 of the 2024/25 surplus to EMR Harlington Development Fund.

PF MAY 2025 ITEM 8 INVESTMENT REPORT

To consider the quarterly investment report for the period ending 31 March 2025.

| Account | Funds |
|-----------------------------------|----------------------|
| HSBC Current Bank Account | £89,855.88 |
| HSBC Savings Account | £810,390.65 |
| Nationwide Business Instant Saver | £408,576.39 |
| CCLA Public Sector Deposit Fund | £3,024,735.00 |
| TOTAL | £4,333,557.92 |

RESOLVED

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

PF MAY 2025 ITEM 9 PAYMENT AUTHORISATION PROCESS

A critical issue has arisen regarding delayed payments to artists and suppliers, which is now significantly impacting service delivery and stakeholder relationships. A recent case involved a threat to cancel a scheduled performance due to payment not being received in time. The officer involved is experiencing escalating pressure from unpaid suppliers, with some now refusing future bookings and others offering dates to alternative venues due to our reputation for late payment.

Key Issues:

- Repeated delays in supplier payments are damaging the Council's reputation and relationships with trusted providers.
- Operational staff are unable to deliver services effectively without a reliable and responsive payment process.
- The current system relies heavily on timely action from Members acting as payment authorisers.
- Lack of a consistent payment schedule is contributing to unpredictability and risk.

RESOLVED

- a. To move to weekly payment runs.
- b. To fix the payment processing day as Tuesday to ensure payments are made within the same week.
- c. That Members commencing the authorisation process shall notify all other authorising Members by email at the outset, to avoid duplication of effort and unnecessary time investment.
- d. That invoices included in the payment run shall be re-ordered to match the order of the payment documentation, to facilitate the review and authorisation process.

PF MAY 2025 ITEM 10 COUNCIL POLICIES AND PROCEDURES

Members have previously expressed concern that many of the Council's existing policies are overly lengthy and conflate policy with operational procedure. Several current policies duplicate legislative content unnecessarily. The Executive Officer therefore proposes removing such legislative summaries from policy documents and replacing them with references or links to the relevant legislation or guidance. Additionally, Members have indicated a preference for focusing on high-level direction and principles, rather than reviewing operational procedures—except where procedures directly involve Member input (e.g. Disciplinary Procedures). In such cases, Members wish to retain oversight.

RESOLVED

- a. Members confirmed which policies and procedures they wished to retain oversight of (see attached).
- b. To endorse the approach of streamlining policies by removing legislative duplication.
- c. As a general principle, Members do not need to see procedures based on legislative requirements, except where the Council has chosen to enhance statutory minimum benefits.

PF MAY 2025 ITEM 11 ANNOUNCEMENTS

The following announcement was made:

- Those Members who have not yet had their photo taken by the Communications Officer were requested to contact her to arrange a mutually suitable time.

PF MAY 2025 ITEM 12 MARTYN'S LAW

Members noted that on Thursday 3 April 2025, the Terrorism (Protection of Premises) Act 2025, commonly known as Martyn's Law, received Royal Assent. This landmark legislation aims to enhance public safety across the UK, by mandating improved security measures at public venues and events, thereby reducing the risk of terrorist attacks. The government have stated that there will be an implementation period of at least 24 months before the Act comes into force.

PF MAY 2025 ITEM 13 GRANTS

Members noted that Grants authorised in 2024/25 relating to the 2025/26 financial year have now been paid or allocated.

Members considered a request by Councillor Tilley for the Police to have use of The Harlington Function room free of charge for a community Coffee Morning.

RESOLVED

- a. To grant the Police grant aid in kind for room hire and tea and coffee facilities from the Community Support budget.
- b. To request that Councillors from the Council and directors from Fleet BID be allowed to come in their official capacity.
- c. That should this be intended to become a regular event, a formal grant application be submitted.

PF MAY 2025 ITEM 14 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 23rd July 2025 at 7pm in the Harlington.

There being no further business the meeting closed at 8:42pm.

Signed: **Date:**
Chairman

Detailed Income & Expenditure by Budget Heading 09/07/2025

Month No: 3

Cost Centre Report

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|------|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 101 | Central Administration | | | | | | | | |
| 1500 | Miscellaneous Income | 12,505 | 4,660 | 0 | (4,660) | | | 0.0% | 1,810 |
| 1870 | Interest Income | 153,350 | 40,360 | 83,000 | 42,640 | | | 48.6% | |
| | Central Administration :- Income | 165,855 | 45,019 | 83,000 | 37,981 | | | 54.2% | 1,810 |
| 4000 | Salaries | 165,197 | 42,313 | 171,645 | 129,332 | | 129,332 | 24.7% | |
| 4001 | Employers National Insurance | 16,613 | 5,409 | 22,000 | 16,591 | | 16,591 | 24.6% | |
| 4002 | Employers Pension | 10,905 | 2,892 | 11,885 | 8,993 | | 8,993 | 24.3% | |
| 4011 | Staff Recruitment | 300 | 0 | 150 | 150 | | 150 | 0.0% | |
| 4015 | Recharge staff hours | (8,700) | 0 | (8,700) | (8,700) | | (8,700) | 0.0% | |
| 4030 | Training | 1,931 | 30 | 1,300 | 1,270 | | 1,270 | 2.3% | |
| 4041 | Mileage/Travel/Sustenance | 169 | 24 | 100 | 76 | | 76 | 23.6% | |
| 4130 | Insurance | 9,858 | 16,902 | 14,300 | (2,602) | | (2,602) | 118.2% | |
| 4156 | Recycling | 0 | 0 | 150 | 150 | | 150 | 0.0% | |
| 4175 | Equipment Maintenance | 0 | 0 | 800 | 800 | | 800 | 0.0% | |
| 4185 | Equipment | 701 | 308 | 6,000 | 5,692 | | 5,692 | 5.1% | |
| 4187 | Health & Safety | 4,876 | 662 | 3,500 | 2,838 | | 2,838 | 18.9% | |
| 4400 | Stationery & Consumables | 2,790 | 542 | 2,300 | 1,758 | | 1,758 | 23.6% | |
| 4420 | Bank Charges | 1,817 | 989 | 2,500 | 1,511 | | 1,511 | 39.5% | |
| 4430 | Promotion/Publicity/Vision | 3,287 | 0 | 5,500 | 5,500 | | 5,500 | 0.0% | |
| 4435 | Website | 480 | 1,528 | 1,100 | (428) | | (428) | 138.9% | |
| 4440 | Telephone & Broadband | 1,570 | 558 | 3,300 | 2,742 | | 2,742 | 16.9% | |
| 4445 | Mobile Phones | 339 | 42 | 160 | 118 | | 118 | 26.3% | |
| 4455 | Postage | 55 | 0 | 150 | 150 | | 150 | 0.0% | |
| 4460 | Subscriptions | 3,359 | 2,729 | 3,500 | 771 | | 771 | 78.0% | |
| 4480 | Computer Maintenance | 89 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4481 | Software/Licenses | 3,021 | 2,024 | 6,000 | 3,976 | | 3,976 | 33.7% | |
| 4484 | Computer Support | 5,229 | 1,135 | 5,100 | 3,965 | | 3,965 | 22.2% | |
| 4486 | E-mail Exchange | 4,427 | 895 | 5,340 | 4,445 | | 4,445 | 16.8% | |
| 4550 | Payroll Services | 833 | 140 | 840 | 700 | | 700 | 16.7% | |
| 4551 | HR Services and staff welfare | 2,271 | 568 | 3,300 | 2,732 | | 2,732 | 17.2% | |
| 4555 | Legal Fees and Costs | 1,303 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4560 | Accountancy fees | 868 | 0 | 900 | 900 | | 900 | 0.0% | |
| 4561 | VAT Consultancy fees | 240 | 0 | 250 | 250 | | 250 | 0.0% | |
| 4580 | Audit Fees | 5,850 | 273 | 4,120 | 3,847 | | 3,847 | 6.6% | |
| 4740 | Licences | 6 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4995 | Miscellaneous Expenditure | 14,065 | 4,446 | 0 | (4,446) | | (4,446) | 0.0% | 1,748 |
| | Central Administration :- Indirect Expenditure | 253,748 | 84,409 | 270,990 | 186,581 | 0 | 186,581 | 31.1% | 1,748 |
| | Net Income over Expenditure | (87,893) | (39,389) | (187,990) | (148,601) | | | | |
| 6001 | plus Transfer from EMR | 0 | 1,748 | 0 | (1,748) | | | | |
| 6000 | less Transfer to EMR | 2,318 | 1,810 | 0 | (1,810) | | | | |
| | Movement to/(from) Gen Reserve | (90,211) | (39,452) | (187,990) | (148,538) | | | | |

Detailed Income & Expenditure by Budget Heading 09/07/2025

Month No: 3

Cost Centre Report

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|------------|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>105</u> | <u>Civic and Democratic</u> | | | | | | | | |
| 4012 | Pension liability | 0 | 0 | 10,000 | 10,000 | | 10,000 | 0.0% | (10,000) |
| 4041 | Mileage/Travel/Sustenance | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4430 | Promotion/Publicity/Vision | 1,453 | 140 | 5,000 | 4,860 | | 4,860 | 2.8% | |
| 4530 | Councillor Development | 414 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4535 | Chairman's Expense Allowance | 92 | 115 | 1,200 | 1,085 | | 1,085 | 9.6% | |
| 4537 | Members Expense Allowances | 391 | 42 | 800 | 758 | | 758 | 5.3% | |
| 4540 | Elections | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | (5,000) |
| | Civic and Democratic :- Indirect Expenditure | 2,350 | 298 | 22,600 | 22,302 | 0 | 22,302 | 1.3% | (15,000) |
| | Net Expenditure | (2,350) | (298) | (22,600) | (22,302) | | | | |
| 6001 | plus Transfer from EMR | 0 | (15,000) | 0 | 15,000 | | | | |
| 6000 | less Transfer to EMR | 15,000 | 0 | 0 | 0 | | | | |
| | Movement to/(from) Gen Reserve | (17,350) | (15,298) | (22,600) | (7,302) | | | | |
| <u>110</u> | <u>Grants</u> | | | | | | | | |
| 4241 | Grant - Fleet Phoenix | 15,834 | 0 | 12,000 | 12,000 | | 12,000 | 0.0% | |
| 4242 | Grant - Sashas Project | 10,933 | 0 | 7,540 | 7,540 | | 7,540 | 0.0% | |
| 4538 | Community Support | 0 | 77 | 1,500 | 1,423 | | 1,423 | 5.1% | |
| 4800 | Fleet Connect | 13,152 | 5,589 | 13,415 | 7,826 | | 7,826 | 41.7% | |
| 4810 | Basingstoke Canal | 18,309 | 0 | 15,600 | 15,600 | | 15,600 | 0.0% | |
| 4855 | Community grants | 4,200 | 1,000 | 3,700 | 2,700 | | 2,700 | 27.0% | |
| | Grants :- Indirect Expenditure | 62,428 | 6,666 | 53,755 | 47,089 | 0 | 47,089 | 12.4% | 0 |
| | Net Expenditure | (62,428) | (6,666) | (53,755) | (47,089) | | | | |
| <u>115</u> | <u>Precept</u> | | | | | | | | |
| 1900 | Precept - operational | 903,236 | 490,185 | 980,370 | 490,185 | | | 50.0% | |
| | Precept :- Income | 903,236 | 490,185 | 980,370 | 490,185 | | | 50.0% | 0 |
| | Net Income | 903,236 | 490,185 | 980,370 | 490,185 | | | | |
| <u>120</u> | <u>Projects</u> | | | | | | | | |
| 4185 | Equipment | 11,912 | 0 | 0 | 0 | | 0 | 0.0% | (38,000) |
| 4235 | Play Equipment | 0 | 0 | 38,000 | 38,000 | | 38,000 | 0.0% | |
| 4435 | Website | 840 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4440 | Telephone & Broadband | (697) | 0 | 12,000 | 12,000 | | 12,000 | 0.0% | |
| 4559 | Professional fees | 0 | 3,500 | 0 | (3,500) | | (3,500) | 0.0% | |
| | Projects :- Indirect Expenditure | 12,055 | 3,500 | 50,000 | 46,500 | 0 | 46,500 | 7.0% | (38,000) |
| | Net Expenditure | (12,055) | (3,500) | (50,000) | (46,500) | | | | |
| 6001 | plus Transfer from EMR | 0 | (38,000) | 0 | 38,000 | | | | |
| 6000 | less Transfer to EMR | 38,000 | 0 | 0 | 0 | | | | |
| | Movement to/(from) Gen Reserve | (50,055) | (41,500) | (50,000) | (8,500) | | | | |

Detailed Income & Expenditure by Budget Heading 09/07/2025

Month No: 3

Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 150 Events, Town Centre and Climat | | | | | | | | |
| 1053 Grant money and funding | 1,355 | 0 | 0 | 0 | | | 0.0% | |
| 1200 Christmas Day lunch | 5,139 | 0 | 0 | 0 | | | 0.0% | |
| 1920 Music on The Views Grants/Spon | 12,775 | 0 | 0 | 0 | | | 0.0% | |
| 1930 Music on The Views Ticket Sale | 11,900 | 0 | 0 | 0 | | | 0.0% | |
| 1940 Christmas Festivities Grants/S | 15,088 | 0 | 0 | 0 | | | 0.0% | |
| Events, Town Centre and Climat :- Income | 46,258 | 0 | 0 | 0 | | | | 0 |
| 4176 Action Day | 311 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4210 Floral Displays | 20,960 | 92 | 20,300 | 20,208 | | 20,208 | 0.5% | |
| 4290 Music on The Views Events Cost | 18,643 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4295 Christmas Festivities Costs | 8,132 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| 4655 Town Centre Xmas Decorations | 19,838 | 99 | 20,000 | 19,901 | | 19,901 | 0.5% | |
| 4656 Christmas Gurkha Square | 3,663 | 0 | 4,100 | 4,100 | | 4,100 | 0.0% | |
| 4657 Christmas Day Lunch | 1,500 | 0 | 2,200 | 2,200 | | 2,200 | 0.0% | |
| 4660 Remembrance Day | 1,092 | 0 | 3,450 | 3,450 | | 3,450 | 0.0% | |
| 4832 Climate Change | 1,727 | 720 | 5,800 | 5,080 | | 5,080 | 12.4% | |
| Events, Town Centre and Climat :- Indirect Expenditure | 75,865 | 911 | 59,350 | 58,439 | 0 | 58,439 | 1.5% | 0 |
| Net Income over Expenditure | (29,607) | (911) | (59,350) | (58,439) | | | | |
| 6001 plus Transfer from EMR | (5,956) | 0 | 0 | 0 | | | | |
| 6000 less Transfer to EMR | 12,171 | 0 | 0 | 0 | | | | |
| Movement to/(from) Gen Reserve | (47,735) | (911) | (59,350) | (58,439) | | | | |
| 155 Music on the Views | | | | | | | | |
| 1920 Music on The Views Grants/Spon | 0 | 5,065 | 0 | (5,065) | | | 0.0% | |
| 1930 Music on The Views Ticket Sale | 0 | 9,360 | 0 | (9,360) | | | 0.0% | |
| Music on the Views :- Income | 0 | 14,425 | 0 | (14,425) | | | | 0 |
| 4130 Insurance | 0 | 1,039 | 0 | (1,039) | | (1,039) | 0.0% | |
| 4180 Equipment Hire | 0 | 277 | 0 | (277) | | (277) | 0.0% | |
| 4290 Music on The Views Events Cost | (560) | 560 | 0 | (560) | | (560) | 0.0% | |
| 4432 Marketing | 560 | 32 | 0 | (32) | | (32) | 0.0% | |
| Music on the Views :- Indirect Expenditure | 0 | 1,908 | 0 | (1,908) | 0 | (1,908) | | 0 |
| Net Income over Expenditure | 0 | 12,517 | 0 | (12,517) | | | | |
| 160 Harlington Development | | | | | | | | |
| 1902 Precept - New Harlington | 439,622 | 227,811 | 455,622 | 227,811 | | | 50.0% | |
| Harlington Development :- Income | 439,622 | 227,811 | 455,622 | 227,811 | | | 50.0% | 0 |

Detailed Income & Expenditure by Budget Heading 09/07/2025

Month No: 3

Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4015 Recharge staff hours | 13,900 | 0 | 13,900 | 13,900 | | 13,900 | 0.0% | |
| 4185 Equipment | 0 | 222 | 0 | (222) | | (222) | 0.0% | |
| 4555 Legal Fees and Costs | 400 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4559 Professional fees | 36,426 | 47,617 | 0 | (47,617) | | (47,617) | 0.0% | |
| 4565 Survey and consultation | 2,621 | 0 | 0 | 0 | 3,518 | (3,518) | 0.0% | |
| 4752 Hospitality | 0 | 56 | 0 | (56) | | (56) | 0.0% | |
| 4890 Earmarked New Harlington | 0 | 0 | 441,722 | 441,722 | | 441,722 | 0.0% | |
| Harlington Development :- Indirect Expenditure | 53,347 | 47,895 | 455,622 | 407,727 | 3,518 | 404,209 | 11.3% | 0 |
| Net Income over Expenditure | 386,275 | 179,916 | 0 | (179,916) | | | | |
| 6001 plus Transfer from EMR | (386,275) | 0 | 0 | 0 | | | | |
| Movement to/(from) Gen Reserve | 0 | 179,916 | 0 | (179,916) | | | | |
| <u>201 Harlington - Events</u> | | | | | | | | |
| 1000 Hall Hire | 98,169 | 10,483 | 98,000 | 87,517 | | | 10.7% | |
| 1001 WRVS Hall Hire | 42 | 0 | 0 | 0 | | | 0.0% | |
| 1002 POINT Hall Hire | 26,767 | 0 | 19,540 | 19,540 | | | 0.0% | |
| 1036 Fleet Baptist Preschool | 4,760 | 1,420 | 4,750 | 3,330 | | | 29.9% | |
| 1420 Bar Sales | 145,125 | 36,748 | 147,500 | 110,752 | | | 24.9% | |
| 1430 Merchandise | 0 | 42 | 0 | (42) | | | 0.0% | |
| 1431 Confectionery | 3,525 | 200 | 2,800 | 2,600 | | | 7.2% | |
| 1432 Ices | 2,874 | 73 | 2,500 | 2,427 | | | 2.9% | |
| 1433 Snacks | 3,710 | 566 | 3,000 | 2,434 | | | 18.9% | |
| 1435 Box Office Charges | 15,748 | 2,483 | 16,300 | 13,817 | | | 15.2% | |
| 1450 Ticket Sales | 241,059 | 27,189 | 261,200 | 234,011 | | | 10.4% | |
| 1500 Miscellaneous Income | 0 | 104 | 0 | (104) | | | 0.0% | |
| Harlington - Events :- Income | 541,778 | 79,308 | 555,590 | 476,282 | | | 14.3% | 0 |
| 4000 Salaries | 199,703 | 50,492 | 222,575 | 172,083 | | 172,083 | 22.7% | |
| 4001 Employers National Insurance | 15,974 | 5,344 | 28,285 | 22,941 | | 22,941 | 18.9% | |
| 4002 Employers Pension | 8,779 | 2,100 | 8,915 | 6,815 | | 6,815 | 23.6% | |
| 4015 Recharge staff hours | (5,200) | 0 | (5,200) | (5,200) | | (5,200) | 0.0% | |
| 4175 Equipment Maintenance | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4182 Technical Equipment Sundries | 465 | 0 | 750 | 750 | | 750 | 0.0% | |
| 4183 Technical Equipment Hire | 0 | 90 | 500 | 410 | | 410 | 18.0% | |
| 4185 Equipment | 3,632 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| 4422 Bank & Card Transactions | 14,129 | 1,781 | 14,000 | 12,219 | | 12,219 | 12.7% | |
| 4432 Marketing | 21,387 | 9,859 | 20,000 | 10,141 | | 10,141 | 49.3% | |
| 4433 Marketing Support | 9,437 | 1,665 | 10,000 | 8,335 | | 8,335 | 16.6% | |
| 4490 Sales System Costs | 17,335 | 3,054 | 14,000 | 10,946 | | 10,946 | 21.8% | |
| 4700 Bar Purchases | 57,505 | 13,573 | 59,000 | 45,427 | | 45,427 | 23.0% | |

Detailed Income & Expenditure by Budget Heading 09/07/2025

Month No: 3

Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4710 Bar Consumables | 2,062 | 84 | 1,500 | 1,416 | | 1,416 | 5.6% | |
| 4715 Stocktaking | 185 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4720 Performance Costs | 164,693 | 17,349 | 165,000 | 147,651 | | 147,651 | 10.5% | |
| 4728 Till App | 840 | 210 | 1,200 | 990 | | 990 | 17.5% | |
| 4740 Licences | 4,916 | 75 | 6,000 | 5,925 | | 5,925 | 1.3% | |
| 4752 Hospitality | 452 | 19 | 500 | 481 | | 481 | 3.8% | |
| 4761 Confectionery | 1,168 | 146 | 1,650 | 1,504 | | 1,504 | 8.8% | |
| 4762 Ices | 1,170 | 162 | 1,000 | 838 | | 838 | 16.2% | |
| 4763 Snacks | 1,255 | 60 | 1,350 | 1,290 | | 1,290 | 4.4% | |
| Harlington - Events :- Indirect Expenditure | 519,885 | 106,062 | 555,525 | 449,463 | 0 | 449,463 | 19.1% | 0 |
| Net Income over Expenditure | 21,893 | (26,754) | 65 | 26,819 | | | | |
| <u>204 Building</u> | | | | | | | | |
| 1031 HCC Library | 8,873 | 10,620 | 13,500 | 2,880 | | | 78.7% | |
| Building :- Income | 8,873 | 10,620 | 13,500 | 2,880 | | | 78.7% | 0 |
| 4000 Salaries | 66,638 | 17,032 | 70,045 | 53,013 | | 53,013 | 24.3% | |
| 4001 Employers National Insurance | 6,584 | 2,181 | 9,005 | 6,824 | | 6,824 | 24.2% | |
| 4002 Employers Pension | 3,295 | 839 | 3,455 | 2,616 | | 2,616 | 24.3% | |
| 4011 Staff Recruitment | 624 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4030 Training | 871 | 320 | 2,000 | 1,680 | | 1,680 | 16.0% | |
| 4041 Mileage/Travel/Sustenance | 589 | 333 | 500 | 167 | | 167 | 66.7% | |
| 4110 Rates | 17,515 | 16,260 | 17,500 | 1,240 | | 1,240 | 92.9% | |
| 4115 Water & Sewerage | 8,239 | 2,718 | 5,820 | 3,102 | | 3,102 | 46.7% | |
| 4120 Gas | 21,612 | 5,232 | 44,000 | 38,768 | | 38,768 | 11.9% | |
| 4122 Electricity | 47,594 | 7,490 | 61,710 | 54,220 | | 54,220 | 12.1% | |
| 4130 Insurance | 0 | 0 | 4,100 | 4,100 | | 4,100 | 0.0% | |
| 4150 Cleaning | 35,132 | 8,409 | 41,800 | 33,391 | | 33,391 | 20.1% | |
| 4151 Cleaning - Equipment | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4152 Cleaning - Supplies | 3,779 | 1,642 | 7,000 | 5,358 | | 5,358 | 23.5% | |
| 4155 Refuse Collection | 2,203 | 713 | 2,500 | 1,787 | | 1,787 | 28.5% | |
| 4156 Recycling | 744 | 200 | 800 | 600 | | 600 | 25.0% | |
| 4170 Building Maintenance | 29,844 | 4,990 | 26,250 | 21,260 | | 21,260 | 19.0% | |
| 4172 Building Compliance | 3,851 | 2,528 | 6,000 | 3,472 | 541 | 2,931 | 51.2% | |
| 4175 Equipment Maintenance | 967 | 191 | 0 | (191) | | (191) | 0.0% | |
| 4180 Equipment Hire | 228 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4185 Equipment | 3,511 | 134 | 1,000 | 866 | | 866 | 13.4% | |
| 4187 Health & Safety | 3,751 | 195 | 1,700 | 1,505 | | 1,505 | 11.5% | |
| 4188 Fire and Intruder Monitoring | 175 | 0 | 575 | 575 | | 575 | 0.0% | |
| 4207 Fire & Intruder Systems | 3,185 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |

Detailed Income & Expenditure by Budget Heading 09/07/2025

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Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4400 Stationery & Consumables | 672 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4445 Mobile Phones | 519 | 144 | 500 | 356 | | 356 | 28.7% | |
| 4455 Postage | 32 | 0 | 250 | 250 | | 250 | 0.0% | |
| 4481 Software/Licenses | 2,390 | 1,196 | 2,000 | 804 | | 804 | 59.8% | |
| 4487 Wi-Fi | 2,372 | 545 | 2,700 | 2,155 | | 2,155 | 20.2% | |
| 4745 Uniforms | 288 | 41 | 300 | 259 | | 259 | 13.6% | |
| Building :- Indirect Expenditure | 267,204 | 73,333 | 315,510 | 242,177 | 541 | 241,636 | 23.4% | 0 |
| Net Income over Expenditure | (258,331) | (62,713) | (302,010) | (239,297) | | | | |
| 205 Ancells Community Centre | | | | | | | | |
| 1000 Hall Hire | 32,947 | 5,606 | 28,000 | 22,394 | | | 20.0% | |
| Ancells Community Centre :- Income | 32,947 | 5,606 | 28,000 | 22,394 | | | 20.0% | 0 |
| 4000 Salaries | 27,308 | 6,530 | 30,050 | 23,520 | | 23,520 | 21.7% | |
| 4001 Employers National Insurance | 2,055 | 714 | 3,230 | 2,516 | | 2,516 | 22.1% | |
| 4002 Employers Pension | 2,313 | 514 | 2,500 | 1,986 | | 1,986 | 20.6% | |
| 4041 Mileage/Travel/Sustenance | 350 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4115 Water & Sewerage | 1,364 | 194 | 960 | 766 | | 766 | 20.2% | |
| 4120 Gas | 2,308 | 534 | 3,520 | 2,986 | | 2,986 | 15.2% | |
| 4122 Electricity | 1,916 | 549 | 2,420 | 1,871 | | 1,871 | 22.7% | |
| 4150 Cleaning | 6,428 | 2,082 | 9,000 | 6,918 | | 6,918 | 23.1% | |
| 4152 Cleaning - Supplies | 1,190 | 819 | 1,000 | 181 | | 181 | 81.9% | |
| 4155 Refuse Collection | 447 | 105 | 525 | 420 | | 420 | 20.0% | |
| 4170 Building Maintenance | 5,145 | 51 | 3,500 | 3,449 | | 3,449 | 1.5% | |
| 4185 Equipment | 222 | 663 | 0 | (663) | | (663) | 0.0% | |
| 4187 Health & Safety | 1,082 | 0 | 150 | 150 | | 150 | 0.0% | |
| 4280 Ancells Car Park | 9,122 | 0 | 7,500 | 7,500 | | 7,500 | 0.0% | |
| 4445 Mobile Phones | 225 | 20 | 300 | 280 | | 280 | 6.8% | |
| 4455 Postage | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4481 Software/Licenses | 0 | 18 | 0 | (18) | | (18) | 0.0% | |
| 4487 Wi-Fi | 0 | 219 | 0 | (219) | | (219) | 0.0% | |
| 4740 Licences | 2,215 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| Ancells Community Centre :- Indirect Expenditure | 63,689 | 13,013 | 68,255 | 55,242 | 0 | 55,242 | 19.1% | 0 |
| Net Income over Expenditure | (30,742) | (7,408) | (40,255) | (32,847) | | | | |
| 208 Ancells Farm Park and Pavilion | | | | | | | | |
| 1050 Outdoor Space Hire | 66 | 0 | 0 | 0 | | | 0.0% | |
| 1060 Pitch Hire | 2,979 | 0 | 2,300 | 2,300 | | | 0.0% | |
| Ancells Farm Park and Pavilion :- Income | 3,045 | 0 | 2,300 | 2,300 | | | 0.0% | 0 |

Detailed Income & Expenditure by Budget Heading 09/07/2025

Month No: 3

Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4110 Rates | 1,185 | 1,185 | 1,235 | 50 | | 50 | 96.0% | |
| 4115 Water & Sewerage | 290 | 84 | 900 | 816 | | 816 | 9.4% | |
| 4120 Gas | 460 | 181 | 440 | 259 | | 259 | 41.2% | |
| 4122 Electricity | 544 | 110 | 660 | 550 | | 550 | 16.6% | |
| 4150 Cleaning | 1,620 | 142 | 1,700 | 1,558 | | 1,558 | 8.3% | |
| 4170 Building Maintenance | 1,479 | 0 | 2,600 | 2,600 | | 2,600 | 0.0% | |
| 4175 Equipment Maintenance | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4185 Equipment | 208 | 203 | 0 | (203) | | (203) | 0.0% | |
| 4187 Health & Safety | 776 | 0 | 300 | 300 | | 300 | 0.0% | |
| 4200 Grounds Maintenance | 27,846 | 4,652 | 30,960 | 26,308 | | 26,308 | 15.0% | |
| 4202 Additional Ground Works | 1,730 | 570 | 500 | (70) | | (70) | 113.9% | |
| 4205 CCTV | 229 | 0 | 250 | 250 | | 250 | 0.0% | |
| 4206 Lamppost Maintenance | 76 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4220 Friends Group support | 227 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4225 South and South East in Bloom | 55 | 0 | 70 | 70 | | 70 | 0.0% | |
| 4230 Playground Maintenance | 3,277 | 90 | 9,000 | 8,910 | | 8,910 | 1.0% | |
| 4250 Tree Surgery | 5,704 | 2,587 | 3,000 | 414 | | 414 | 86.2% | |
| Ancells Farm Park and Pavilion :- Indirect Expenditure | 45,707 | 9,803 | 52,215 | 42,412 | 0 | 42,412 | 18.8% | 0 |
| Net Income over Expenditure | (42,662) | (9,803) | (49,915) | (40,112) | | | | |
| 301 Open Spaces | | | | | | | | |
| 1053 Grant money and funding | 822 | 0 | 0 | 0 | | | 0.0% | |
| 1500 Miscellaneous Income | 10 | 0 | 0 | 0 | | | 0.0% | |
| Open Spaces :- Income | 832 | 0 | 0 | 0 | | | | 0 |
| 4000 Salaries | 16,369 | 4,220 | 17,250 | 13,030 | | 13,030 | 24.5% | |
| 4001 Employers National Insurance | 1,638 | 539 | 2,210 | 1,671 | | 1,671 | 24.4% | |
| 4002 Employers Pension | 818 | 211 | 865 | 654 | | 654 | 24.4% | |
| 4041 Mileage/Travel/Sustenance | 571 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4169 Street and Park Furniture | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4185 Equipment | 174 | 89 | 500 | 411 | | 411 | 17.9% | |
| 4200 Grounds Maintenance | 17,626 | 2,944 | 19,620 | 16,676 | | 16,676 | 15.0% | |
| 4202 Additional Ground Works | 225 | 125 | 1,500 | 1,375 | | 1,375 | 8.3% | |
| 4203 General Upkeep | 0 | 98 | 0 | (98) | | (98) | 0.0% | |
| 4206 Lamppost Maintenance | 0 | 0 | 700 | 700 | | 700 | 0.0% | |
| 4208 Speedwatch and SIDS | 0 | 0 | 1,100 | 1,100 | | 1,100 | 0.0% | |
| 4225 South and South East in Bloom | 143 | 165 | 150 | (15) | | (15) | 110.0% | |
| 4235 Play Equipment | 0 | 0 | 28,500 | 28,500 | | 28,500 | 0.0% | |
| 4250 Tree Surgery | 805 | 0 | 2,000 | 2,000 | 120 | 1,880 | 6.0% | |
| 4445 Mobile Phones | 141 | 24 | 150 | 126 | | 126 | 16.1% | |

Detailed Income & Expenditure by Budget Heading 09/07/2025

Month No: 3

Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4481 Software/Licenses | 0 | 175 | 0 | (175) | | (175) | 0.0% | |
| 4740 Licences | 70 | 70 | 100 | 30 | | 30 | 70.0% | |
| 4745 Uniforms | 0 | 31 | 200 | 169 | | 169 | 15.4% | |
| Open Spaces :- Indirect Expenditure | 38,580 | 8,692 | 75,845 | 67,153 | 120 | 67,033 | 11.6% | 0 |
| Net Income over Expenditure | (37,748) | (8,692) | (75,845) | (67,153) | | | | |
| 310 Calthorpe Park | | | | | | | | |
| 1050 Outdoor Space Hire | 400 | 110 | 300 | 190 | | | 36.7% | |
| 1057 Fleet Football Club Rent | 2,000 | 1,750 | 5,000 | 3,250 | | | 35.0% | |
| 1059 Refreshment Kiosk | 7,861 | 1,056 | 6,500 | 5,444 | | | 16.2% | |
| 1060 Pitch Hire | 2,692 | 0 | 1,800 | 1,800 | | | 0.0% | |
| 1064 Tennis Membership card | 7,758 | 3,468 | 8,000 | 4,532 | | | 43.3% | |
| 1065 Tennis Hire | 4,513 | 1,919 | 2,000 | 81 | | | 95.9% | |
| Calthorpe Park :- Income | 25,224 | 8,302 | 23,600 | 15,298 | | | 35.2% | 0 |
| 4115 Water & Sewerage | 674 | 208 | 1,270 | 1,062 | | 1,062 | 16.4% | |
| 4122 Electricity | 2,282 | 353 | 3,630 | 3,277 | | 3,277 | 9.7% | |
| 4130 Insurance | 0 | 0 | 3,060 | 3,060 | | 3,060 | 0.0% | |
| 4150 Cleaning | 732 | 192 | 1,065 | 873 | | 873 | 18.0% | |
| 4170 Building Maintenance | 1,050 | 940 | 2,000 | 1,060 | | 1,060 | 47.0% | |
| 4175 Equipment Maintenance | 0 | 0 | 200 | 200 | | 200 | 0.0% | |
| 4185 Equipment | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4187 Health & Safety | 916 | 173 | 300 | 128 | | 128 | 57.5% | |
| 4200 Grounds Maintenance | 49,340 | 9,891 | 52,620 | 42,729 | | 42,729 | 18.8% | |
| 4202 Additional Ground Works | 2,459 | 160 | 3,000 | 2,840 | | 2,840 | 5.3% | |
| 4205 CCTV | 1,248 | 2,700 | 4,000 | 1,300 | | 1,300 | 67.5% | |
| 4220 Friends Group support | 0 | 0 | 110 | 110 | | 110 | 0.0% | |
| 4225 South and South East in Bloom | 80 | 85 | 80 | (5) | | (5) | 106.3% | |
| 4230 Playground Maintenance | 8,783 | 0 | 4,100 | 4,100 | | 4,100 | 0.0% | |
| 4250 Tree Surgery | 6,522 | 2,270 | 7,000 | 4,730 | | 4,730 | 32.4% | |
| 4590 Repairs and Renewals | 756 | 0 | 7,000 | 7,000 | | 7,000 | 0.0% | (7,000) |
| 4651 LTA Registration - membership | 420 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4653 Tennis Software | 905 | 0 | 950 | 950 | | 950 | 0.0% | |
| 4740 Licences | 6 | 0 | 70 | 70 | | 70 | 0.0% | |
| Calthorpe Park :- Indirect Expenditure | 76,172 | 16,972 | 91,455 | 74,483 | 0 | 74,483 | 18.6% | (7,000) |
| Net Income over Expenditure | (50,948) | (8,670) | (67,855) | (59,185) | | | | |
| 6001 plus Transfer from EMR | 0 | (7,000) | 0 | 7,000 | | | | |
| 6000 less Transfer to EMR | 7,000 | 0 | 0 | 0 | | | | |
| Movement to/(from) Gen Reserve | (57,948) | (15,670) | (67,855) | (52,185) | | | | |

Detailed Income & Expenditure by Budget Heading 09/07/2025

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| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 315 Oakley Park | | | | | | | | |
| 1050 Outdoor Space Hire | 56 | 0 | 100 | 100 | | | 0.0% | |
| 1060 Pitch Hire | 4,200 | 0 | 2,800 | 2,800 | | | 0.0% | |
| Oakley Park :- Income | 4,256 | 0 | 2,900 | 2,900 | | | 0.0% | 0 |
| 4122 Electricity | 345 | 132 | 850 | 718 | | 718 | 15.5% | |
| 4150 Cleaning | 1,452 | 381 | 1,600 | 1,219 | | 1,219 | 23.8% | |
| 4170 Building Maintenance | 200 | 190 | 500 | 310 | | 310 | 38.0% | |
| 4175 Equipment Maintenance | 0 | 0 | 50 | 50 | | 50 | 0.0% | |
| 4185 Equipment | 208 | 203 | 0 | (203) | | (203) | 0.0% | |
| 4187 Health & Safety | 696 | 173 | 300 | 128 | | 128 | 57.5% | |
| 4200 Grounds Maintenance | 25,246 | 4,217 | 28,080 | 23,863 | | 23,863 | 15.0% | |
| 4202 Additional Ground Works | 400 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4205 CCTV | 1,399 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4220 Friends Group support | 80 | 0 | 110 | 110 | | 110 | 0.0% | |
| 4225 South and South East in Bloom | 110 | 120 | 120 | 0 | | 0 | 100.0% | |
| 4230 Playground Maintenance | 2,073 | 894 | 1,800 | 906 | | 906 | 49.7% | |
| 4250 Tree Surgery | 3,225 | 1,383 | 3,000 | 1,618 | | 1,618 | 46.1% | |
| Oakley Park :- Indirect Expenditure | 35,434 | 7,692 | 38,410 | 30,718 | 0 | 30,718 | 20.0% | 0 |
| Net Income over Expenditure | (31,178) | (7,692) | (35,510) | (27,818) | | | | |
| 320 Basingbourne Park | | | | | | | | |
| 1060 Pitch Hire | 3,780 | 220 | 1,500 | 1,280 | | | 14.6% | |
| 1550 Insurance funds received | 4,690 | 0 | 0 | 0 | | | 0.0% | |
| Basingbourne Park :- Income | 8,470 | 220 | 1,500 | 1,280 | | | 14.6% | 0 |
| 4115 Water & Sewerage | 760 | 268 | 740 | 472 | | 472 | 36.2% | |
| 4122 Electricity | 356 | 100 | 500 | 400 | | 400 | 20.1% | |
| 4150 Cleaning | 1,452 | 381 | 1,600 | 1,219 | | 1,219 | 23.8% | |
| 4170 Building Maintenance | 6,587 | 402 | 1,500 | 1,098 | 283 | 815 | 45.7% | |
| 4175 Equipment Maintenance | 130 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4185 Equipment | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4187 Health & Safety | 696 | 173 | 160 | (13) | | (13) | 107.8% | |
| 4200 Grounds Maintenance | 21,469 | 3,586 | 23,880 | 20,294 | | 20,294 | 15.0% | |
| 4202 Additional Ground Works | 1,770 | 570 | 2,400 | 1,830 | | 1,830 | 23.7% | |
| 4205 CCTV | 1,399 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4220 Friends Group support | 151 | 0 | 120 | 120 | | 120 | 0.0% | |
| 4225 South and South East in Bloom | 110 | 120 | 120 | 0 | | 0 | 100.0% | |
| 4230 Playground Maintenance | 12,021 | 1,890 | 2,400 | 510 | | 510 | 78.7% | |
| 4250 Tree Surgery | 10,530 | 3,125 | 6,000 | 2,875 | | 2,875 | 52.1% | |
| 4995 Miscellaneous Expenditure | 0 | 1,355 | 0 | (1,355) | | (1,355) | 0.0% | |
| Basingbourne Park :- Indirect Expenditure | 57,431 | 11,970 | 41,020 | 29,050 | 283 | 28,767 | 29.9% | 0 |
| Net Income over Expenditure | (48,961) | (11,750) | (39,520) | (27,770) | | | | |

Detailed Income & Expenditure by Budget Heading 09/07/2025

Month No: 3

Cost Centre Report

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|------------|---------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 325 | The Views | | | | | | | | |
| 1050 | Outdoor Space Hire | 1,491 | 1,500 | 1,500 | 0 | | | 100.0% | |
| | The Views :- Income | 1,491 | 1,500 | 1,500 | 0 | | | 100.0% | 0 |
| 4122 | Electricity | 1,229 | 0 | 600 | 600 | | 600 | 0.0% | |
| 4185 | Equipment | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4187 | Health & Safety | 330 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4200 | Grounds Maintenance | 8,895 | 1,486 | 9,900 | 8,414 | | 8,414 | 15.0% | |
| 4202 | Additional Ground Works | 1,634 | 0 | 900 | 900 | | 900 | 0.0% | |
| 4225 | South and South East in Bloom | 55 | 60 | 60 | 0 | | 0 | 100.0% | |
| 4230 | Playground Maintenance | 3,316 | 0 | 9,600 | 9,600 | | 9,600 | 0.0% | |
| 4250 | Tree Surgery | 460 | 0 | 800 | 800 | | 800 | 0.0% | |
| | The Views :- Indirect Expenditure | 15,920 | 1,546 | 21,960 | 20,414 | 0 | 20,414 | 7.0% | 0 |
| | Net Income over Expenditure | (14,428) | (46) | (20,460) | (20,414) | | | | |
| 330 | Edenbrook | | | | | | | | |
| 4200 | Grounds Maintenance | 3,761 | 628 | 4,200 | 3,572 | | 3,572 | 15.0% | |
| 4202 | Additional Ground Works | 0 | 0 | 300 | 300 | | 300 | 0.0% | |
| 4230 | Playground Maintenance | 140 | 0 | 600 | 600 | | 600 | 0.0% | |
| 4250 | Tree Surgery | 190 | 0 | 750 | 750 | | 750 | 0.0% | |
| | Edenbrook :- Indirect Expenditure | 4,091 | 628 | 5,850 | 5,222 | 0 | 5,222 | 10.7% | 0 |
| | Net Expenditure | (4,091) | (628) | (5,850) | (5,222) | | | | |
| 6001 | plus Transfer from EMR | (60,000) | 0 | 0 | 0 | | | | |
| | Movement to/(from) Gen Reserve | (64,091) | (628) | (5,850) | (5,222) | | | | |
| 350 | Cemetery | | | | | | | | |
| 1100 | Interment Fees | 22,870 | 2,685 | 21,000 | 18,315 | | | 12.8% | |
| 1110 | Scattering of Ashes | 0 | 0 | 100 | 100 | | | 0.0% | |
| 1120 | Sale of Exclusive Rights | 35,575 | 6,070 | 28,000 | 21,930 | | | 21.7% | |
| 1121 | Transfer of Exclusive Rights | 2,890 | 435 | 2,000 | 1,565 | | | 21.8% | |
| 1130 | Memorial Cemetery Fees | 8,910 | 1,200 | 7,000 | 5,800 | | | 17.1% | |
| 1131 | Memorial Roses | 0 | 383 | 0 | (383) | | | 0.0% | |
| 1132 | Memorial Kerbstones | 588 | 0 | 2,500 | 2,500 | | | 0.0% | |
| 1133 | Memorial Sanctums | 12,026 | 8,398 | 8,100 | (298) | | | 103.7% | |
| 1134 | GoR Planted Area | 3,542 | 0 | 1,000 | 1,000 | | | 0.0% | |
| 1137 | GoR Ashes digging | 510 | 0 | 1,000 | 1,000 | | | 0.0% | |
| 1140 | Bench contribution | 1,160 | 0 | 0 | 0 | | | 0.0% | |
| 1145 | Plaque contribution | 190 | 0 | 0 | 0 | | | 0.0% | |
| | Cemetery :- Income | 88,260 | 19,171 | 70,700 | 51,529 | | | 27.1% | 0 |

Detailed Income & Expenditure by Budget Heading 09/07/2025

Month No: 3

Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4000 Salaries | 6,171 | 1,709 | 7,030 | 5,321 | | 5,321 | 24.3% | |
| 4001 Employers National Insurance | 0 | 69 | 305 | 236 | | 236 | 22.5% | |
| 4002 Employers Pension | 309 | 85 | 350 | 265 | | 265 | 24.4% | |
| 4041 Mileage/Travel/Sustenance | 339 | 108 | 500 | 392 | | 392 | 21.6% | |
| 4110 Rates | 2,096 | 2,096 | 2,160 | 64 | | 64 | 97.0% | |
| 4115 Water & Sewerage | (959) | 70 | 530 | 460 | | 460 | 13.2% | |
| 4150 Cleaning | 0 | 0 | 200 | 200 | | 200 | 0.0% | |
| 4155 Refuse Collection | 1,335 | 228 | 1,100 | 872 | | 872 | 20.7% | |
| 4170 Building Maintenance | 0 | 0 | 400 | 400 | | 400 | 0.0% | |
| 4185 Equipment | 0 | 173 | 0 | (173) | | (173) | 0.0% | |
| 4187 Health & Safety | 74 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4200 Grounds Maintenance | 13,335 | 2,228 | 15,540 | 13,313 | | 13,313 | 14.3% | |
| 4201 Ground Works (Badgers) | 557 | 0 | 4,000 | 4,000 | | 4,000 | 0.0% | |
| 4202 Additional Ground Works | 957 | 580 | 500 | (80) | | (80) | 116.0% | |
| 4203 General Upkeep | 18 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4225 South and South East in Bloom | 90 | 95 | 100 | 5 | | 5 | 95.0% | |
| 4250 Tree Surgery | 2,620 | 1,041 | 2,300 | 1,259 | | 1,259 | 45.3% | |
| 4400 Stationery & Consumables | 57 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4445 Mobile Phones | 0 | 0 | 80 | 80 | | 80 | 0.0% | |
| 4460 Subscriptions | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4481 Software/Licenses | 669 | 105 | 500 | 395 | | 395 | 21.0% | |
| 4555 Legal Fees and Costs | 0 | 3,000 | 0 | (3,000) | | (3,000) | 0.0% | |
| 4935 GoR Memorial inscriptions | 2,877 | 1,070 | 2,000 | 930 | | 930 | 53.5% | |
| 4936 GoR Ashes digging | 950 | 190 | 1,000 | 810 | | 810 | 19.0% | |
| 4942 H and S Memorial repairs | 0 | 0 | 325 | 325 | | 325 | 0.0% | (325) |
| 4944 H and S Memorial inspections | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | (1,000) |
| Cemetery :- Indirect Expenditure | 31,494 | 12,845 | 40,220 | 27,375 | 0 | 27,375 | 31.9% | (1,325) |
| Net Income over Expenditure | 56,766 | 6,327 | 30,480 | 24,154 | | | | |
| 6001 plus Transfer from EMR | 0 | (1,325) | 0 | 1,325 | | | | |
| 6000 less Transfer to EMR | 1,325 | 0 | 0 | 0 | | | | |
| Movement to/(from) Gen Reserve | 55,441 | 5,002 | 30,480 | 25,478 | | | | |
| <u>475 Lengthsman Scheme</u> | | | | | | | | |
| 1053 Grant money and funding | 6,600 | 3,300 | 3,300 | 0 | | | 100.0% | |
| Lengthsman Scheme :- Income | 6,600 | 3,300 | 3,300 | 0 | | | 100.0% | 0 |
| 4202 Additional Ground Works | 3,300 | 0 | 3,300 | 3,300 | | 3,300 | 0.0% | |
| Lengthsman Scheme :- Indirect Expenditure | 3,300 | 0 | 3,300 | 3,300 | 0 | 3,300 | 0.0% | 0 |
| Net Income over Expenditure | 3,300 | 3,300 | 0 | (3,300) | | | | |

Detailed Income & Expenditure by Budget Heading 09/07/2025

Month No: 3

Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income | 2,276,746 | 905,466 | 2,221,882 | 1,316,416 | | | 40.8% | |
| Expenditure | 1,618,699 | 408,142 | 2,221,882 | 1,813,740 | 4,462 | 1,809,278 | 18.6% | |
| Net Income over Expenditure | 658,047 | 497,324 | 0 | (497,324) | | | | |
| plus Transfer from EMR | (452,231) | (59,577) | 0 | 59,577 | | | | |
| less Transfer to EMR | 75,814 | 1,810 | 0 | (1,810) | | | | |
| Movement to/(from) Gen Reserve | 130,002 | 435,937 | 0 | (435,937) | | | | |

Fleet Town Council Current Year

Income and Expenditure Account for Year Ended 31 March 2024

| 31 March 2023 | | 31 March 2024 |
|------------------|--------------------------------|----------------|
| | Operating Income | |
| 165,855 | Central Administration | 45,019 |
| 903,236 | Precept | 490,185 |
| 46,258 | Events, Town Centre and Climat | 0 |
| 0 | Music on the Views | 14,425 |
| 439,622 | Harlington Development | 227,811 |
| 541,778 | Harlington - Events | 79,308 |
| 8,873 | Building | 10,620 |
| 32,947 | Ancells Community Centre | 5,606 |
| 3,045 | Ancells Farm Park and Pavilion | 0 |
| 832 | Open Spaces | 0 |
| 25,224 | Calthorpe Park | 8,302 |
| 4,256 | Oakley Park | 0 |
| 8,470 | Basingbourne Park | 220 |
| 1,491 | The Views | 1,500 |
| 88,260 | Cemetery | 19,171 |
| 6,600 | Lengthsman Scheme | 3,300 |
| 2,276,746 | Total Income | 905,466 |
| | Running Costs | |
| 253,748 | Central Administration | 84,409 |
| 2,350 | Civic and Democratic | 298 |
| 62,428 | Grants | 6,666 |
| 12,055 | Projects | 3,500 |
| 75,865 | Events, Town Centre and Climat | 911 |
| 0 | Music on the Views | 1,908 |
| 53,347 | Harlington Development | 47,895 |
| 519,885 | Harlington - Events | 106,062 |
| 267,204 | Building | 73,333 |
| 63,689 | Ancells Community Centre | 13,013 |
| 45,707 | Ancells Farm Park and Pavilion | 9,803 |
| 38,580 | Open Spaces | 8,692 |
| 76,172 | Calthorpe Park | 16,972 |
| 35,434 | Oakley Park | 7,692 |
| 57,431 | Basingbourne Park | 11,970 |
| 15,920 | The Views | 1,546 |
| 4,091 | Edenbrook | 628 |
| 31,494 | Cemetery | 12,845 |
| 3,300 | Lengthsman Scheme | 0 |
| 1,618,699 | Total Expenditure | 408,142 |
| | General Fund Analysis | |
| 441,727 | Opening Balance | 570,729 |
| 2,276,746 | Plus : Income for Year | 905,466 |
| 2,718,473 | | 1,476,195 |
| 1,618,699 | Less : Expenditure for Year | 408,142 |
| 1,099,774 | | 1,068,053 |
| 529,045 | Transfers TO / FROM Reserves | 146,387 |
| 570,729 | Closing Balance | 921,666 |

5. **QUARTERLY FINANCIAL MONITORING REPORT FOR Q1 TO 30 JUNE 2025**

Members to consider a budget monitoring report to 30 June 2025 against budget (detailed report attached for the information of Members).

| Cost Centre | YTD Actual | Full Year | Budget | Projected |
|--------------------------------------|-------------------|------------------|---------------|------------------|
| | £ | Forecast | £ | Variance |
| | | £ | | £ |
| Central Administration | - 39,452 | - 169,400 | - 187,990 | 18,590 |
| Civic & Democratic | - 15,298 | - 22,600 | - 22,600 | - |
| Grants | - 6,666 | - 63,691 | - 53,755 | - 9,936 |
| Precept | 490,185 | 980,370 | 980,370 | - |
| Projects | - 41,500 | - 50,000 | - 50,000 | - |
| Events, Town Centre & Climate Change | - 911 | - 59,350 | - 59,350 | - |
| Music on the Views | 12,517 | - | - | - |
| Harlington Development | 179,916 | - | - | - |
| Harlington Events | - 26,754 | 65 | 65 | - |
| Building | - 62,713 | - 302,010 | - 302,010 | - |
| Ancells Community Centre | - 7,408 | - 34,751 | - 40,255 | 5,504 |
| Ancells Farm Park & Pavilion | - 9,803 | - 49,915 | - 49,915 | - |
| Open Spaces | - 8,692 | - 75,845 | - 75,845 | - |
| Calthorpe Park | - 15,670 | - 64,855 | - 67,855 | 3,000 |
| Oakley Park | - 7,692 | - 35,510 | - 35,510 | - |
| Basingbourne Park | - 11,750 | - 39,520 | - 39,520 | - |
| The Views | - 46 | - 20,460 | - 20,460 | - |
| Edenbrook | - 628 | - 5,850 | - 5,850 | - |
| Cemetery | 5,002 | 27,480 | 30,480 | - 3,000 |
| Lengthsman Scheme | 3,300 | - | - | - |
| Net Income Over Expenditure | 435,937 | 14,158 | - | 14,158 |

KEY VARIANCES

| CENTRAL & ADMINISTRATION | |
|--|---|
| 1000 / 101 – Bank Interest | Bank and investment income received is £19.7k more than budgeted, due to the high interest rate received on the CCLA investment. |
| 4130 / 101 – Insurance | £2.6k over budget but includes The Harlington and FTFC which have budgets with cost centres 204 and 310 respectively. Overall, insurance is £3.5k under combines budgets. |
| 4560 / 101 – Accountancy Fees 4561 / 101 – VAT Consultancy Fees | Do not need Rialtas staff to complete the financial year end as Executive Officer capable of performing this task (closed off 2024/25). In |

| | |
|--|--|
| | addition, do not believe there is any value in having VAT consultant on retainer as have not used in years. Together, £1.1k in savings achieved. |
| GRANTS | |
| 4810 / 110 – Basingstoke Canal | The annual invoice from Hampshire County Council was £2.7k higher than expected in 2024/25. It was later identified that this was an error in budgeting and will unfortunately carry over to this year's budget. |
| 4241/110 – Fleet Phoenix 4242/110 – Sashas Project | EO noted that calculations had not been amended in recent years to reflect rising hourly charges. This was not identified in time for the 2025/26 budget so will carry over to this year's budget. This is offset by higher income in Harlington Hall Hire so no net impact. |
| ANCELLS COMMUNITY CENTRE | |
| 4000 / 205 – Salaries 4001 / 205 – Employers NI 4002 / 205 – Employers Pension 4041 / 205 – Mileage 4445 / 205 – Mobile Phone | £6.5k salary and on cost savings with retirement of Ancells Supervisor who is not planned to be replaced. |
| CALTHORPE PARK | |
| 1057 / 310 – Fleet Football Club Rent | Includes reimbursement of insurance at £500 per quarter. |
| 4130 / 310 - Insurance | £3k insurance amount budgeted for FTFC but actual spend under Central Administration. Due to economies of scale, the FTFC element is around £2k. |
| CEMETERY | |
| 4555 / 350 – Legal Fees | £3k to register unregistered land at the cemetery. Refer FC May 2025 Item 19 for authorisation for spend. |

Members should note that, following the retirement of the Ancells Supervisor – the last remaining member of staff enrolled in the Hampshire Local Government Pension Scheme (LGPS) – the Council's pension liability has now crystallised.

We are currently awaiting an actuarial valuation to confirm the exact amount of the liability. Indicative estimates received to date have ranged from **£10,000** (most recent) to **£70,000**.

The Council has an Earmarked Reserve (EMR) in place for this liability, which currently stands at **£60,000**.

Reserves

| | Balance b/f | Deficit / Surplus | Transfer from | Transfer to | Transfers Between | Balance c/f |
|-------------------------------------|------------------|-------------------|---------------|-------------|-------------------|------------------|
| | 1 April 2025 | from Revenue A/c | Revenue A/c | Revenue A/c | Reserves | 31 March 2026 |
| | £ | £ | £ | £ | £ | £ |
| Movement in Reserves | | | | | | |
| General Reserve | 570,729 | 435,937 | | | - 85,000 | 921,666 |
| | | | | | | |
| Earmarked Reserves | | | | | | |
| Pension Obligation | 50,000 | | 10,000 | | | 60,000 |
| Cemetery Memorial Testing | 6,075 | | 1,325 | | | 7,400 |
| CP Tennis Sinking Fund | 65,563 | | 7,000 | | | 72,563 |
| S106 Sensory Garden | 10,981 | | | | | 10,981 |
| Sale of Assets | 140 | | | | | 140 |
| Badgers Cemetery Works | 7,000 | | | | | 7,000 |
| Play Equipment | 92,517 | | 38,000 | | | 130,517 |
| Elections | 11,250 | | 5,000 | | | 16,250 |
| Edenbrook Commuted Sum | 116,160 | | | | | 116,160 |
| Harlington Development Fund | 3,207,505 | | | | 85,000 | 3,292,505 |
| Music on The Views | 7,032 | | | | | 7,032 |
| Christmas Day Lunch | 5,139 | | | | | 5,139 |
| Ancells Bus | 2,178 | | | | | 2,178 |
| Christmas Festival | 6,956 | | | | | 6,956 |
| VE80 | | | 62 | | | 62 |
| Sub Total Earmarked Reserves | 3,588,497 | - | 61,387 | - | 85,000 | 3,734,884 |
| | | | | | | |
| Total Reserves | 4,159,226 | 435,937 | 61,387 | - | - | 4,656,550 |

RECOMMENDATION

That the contents of the report are noted.

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2025

| <u>A/c</u> | <u>Description</u> | <u>Actual</u> |
|------------|--------------------------------|------------------|
| | <u>Current Assets</u> | |
| 101 | Debtors Control | 17,049 |
| 120 | Vat Control | 13,563 |
| 150 | Stock - Bar | 7,839 |
| 200 | Bank Current/Deposit Account | 494,056 |
| 210 | Petty Cash - FTC | 0 |
| 212 | HSBC Savings Account | 813,993 |
| 213 | CCLA Pub Sector Deposit Fund | 3,024,735 |
| 214 | Nationwide deposit account | 411,553 |
| 220 | Cash Floats | 2,000 |
| 230 | Ancells Damage Deposit Receipt | (200) |
| 235 | Harlington Damage Deposit Rece | (200) |
| 251 | Petty Cash - Harlington | 120 |
| | Total Current Assets | 4,784,508 |
| | <u>Current Liabilities</u> | |
| 500 | Creditors Control | 44,013 |
| 515 | Paye/NI Due | 12,838 |
| 516 | Pension Due | (0) |
| 520 | Wages Control Account | (31) |
| 530 | Accruals | 27,535 |
| 534 | Floyd Effect May 25 | 1,567 |
| 543 | Comedy Sept 24 | 150 |
| 547 | Ultra 90s Vs 2000s Jun 25 | 4,662 |
| 549 | 80's Rewind: Nov 25 | 9,127 |
| 560 | Taylormania Mar 25 | 2,299 |
| 562 | Genesis Connected Mar 25 | 0 |
| 564 | Barrioque Apr 25 | (231) |
| 565 | Comedy Dec 24 | 1,351 |
| 566 | Comedy Jan 25 | 718 |
| 567 | Comedy Feb 25 | 56 |
| 568 | Comedy Mar 25 | 882 |
| 569 | Comedy Apr 25 | 243 |
| 570 | Comedy May 25 | 72 |
| 571 | Comedy Jun 25 | (1,000) |
| 578 | Fleet Jazz Mar 25 | 67 |
| 579 | Fleet Jazz Apr 25 | 536 |
| 580 | Fleet Jazz May 25 | 963 |
| 581 | Fleet Jazz Jun 25 | 501 |
| 582 | Fleet Jazz Jul 25 | 1,835 |
| 606 | Music on the Views Aug 25 | 225 |
| 608 | Goldie Lookin Chain – June 25 | 467 |
| 610 | An evening with Clinton Baptis | 1,550 |
| 611 | Brave Rival – June25 | 2,334 |
| 612 | Studio 236 June25 | (1,222) |
| 614 | Bootleg Blondie – May25 | (1,550) |
| 615 | Bad Manners Oct 25 | 1,030 |
| 616 | Kerry Ellis – Nov25 | 1,400 |
| 617 | King King Acoustic | 104 |
| 618 | The Dumb Waiter – APR25 | 774 |
| 619 | Creedence – Nov25 | 730 |
| 620 | Comedy Sept 25 | 163 |
| 621 | Comedy Oct 25 | 213 |
| 628 | Johnny Cash Roadshow – Sept25 | 271 |

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2025

| <u>A/c</u> | <u>Description</u> | <u>Actual</u> |
|--|--------------------------------|------------------|
| 629 | Kast Off Kinks – Oct25 | 333 |
| 630 | Cheesy Bingo – Oct25 | 1,725 |
| 631 | Mainly Madness – Dec25 | 367 |
| 632 | Pop Gods Halloween – Oct25 | 33 |
| 634 | AC/DC UK – Jan26 | 348 |
| 635 | Jack Off The Beanstalk – Jan26 | 888 |
| 637 | Genesis Connected – Feb26 | 1,220 |
| 638 | Voodoo Room – Feb26 | 240 |
| 639 | Oasish – Feb26 | 788 |
| 640 | Hayseed Dixie – Mar26 | 208 |
| 641 | Purple Zeppelin – Mar26 | 440 |
| 642 | From Gold to Rio – Mar26 | 40 |
| 643 | Quo Connection – Mar26 | 80 |
| 650 | Flash – Sept 25 | 928 |
| 651 | Ultimate Elton – Nov 25 | 340 |
| 652 | Experience Beck – Feb 26 | 40 |
| 653 | Barrioque – Feb 26 | 211 |
| 654 | Taylormania – Mar 26 | 1,788 |
| 656 | Alice Armstrong – Oct 25 | 1,208 |
| 784 | The Jam'd April 24 | 237 |
| 847 | Martin Fry ABC Jun 25 | 1,859 |
| Total Current Liabilities | | 127,958 |
| Net Current Assets | | 4,656,550 |
| Total Assets less Current Liabilities | | 4,656,550 |
| <i>Represented by :-</i> | | |
| 300 | Current Year Fund | 497,324 |
| 310 | General Fund | 424,342 |
| 321 | EMR - Pension Obligation | 60,000 |
| 329 | EMR - Cemetery Mem Test 2024 | 7,400 |
| 330 | EMR - CP Tennis Sinking 2026 | 72,563 |
| 332 | EMR - S106 Sensory Garden 21 | 10,981 |
| 336 | EMR - Assets | 140 |
| 340 | EMR - Cemetery Works (Badgers) | 7,000 |
| 345 | EMR - Play Equipment | 130,517 |
| 350 | EMR - Elections 2026 | 16,250 |
| 355 | EMR - Edenbrook Commuted Sum | 116,160 |
| 360 | Harlington Development Fund | 3,292,505 |
| 365 | EMR - Music on the Views | 7,032 |
| 370 | EMR - Christmas Day Lunch | 5,139 |
| 375 | EMR - Ancells Bus | 2,178 |
| 380 | EMR - Christmas Festival | 6,956 |
| 385 | EMR - VE80 | 62 |
| Total Equity | | 4,656,550 |

List of Payments made between 01/04/2025 and 30/06/2025

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 01/04/2025 | Hart District Council - DD | dd830 | 205.80 | | Business Rates 25/26 |
| 01/04/2025 | Hart District Council - DD | dd831 | 1,636.25 | | Business Rates 25/26 |
| 01/04/2025 | Hart District Council - DD | dd832 | 114.13 | | Business rates 25/26 |
| 08/04/2025 | Booker Limited | dd833 | 93.54 | | Purchase Ledger DDR Payment |
| 09/04/2025 | Total Energies | dd834 | 53.23 | | gas 31/1-28/2/25 |
| 09/04/2025 | Total Energies | dd835 | 3,668.98 | | gas 31/1-28/2/25 |
| 09/04/2025 | Total Energies | dd836 | 407.27 | | gas 31/1-28/2/25 |
| 09/04/2025 | BACS P/L Pymnt Page 2658 | BACS Pymnt | 17,098.42 | | BACS P/L Pymnt Page 2658 |
| 10/04/2025 | Sage UK Ltd | dd837 | 12.00 | | Payroll Software 6/4-5/5/25 |
| 11/04/2025 | Fleet Town Council | DD | 4,099.28 | | L&G Pension Apr 25 |
| 14/04/2025 | Payment Sense Ltd | dd839 | 369.55 | | card charges 1/1-31/3/25 |
| 14/04/2025 | Payment Sense Ltd | dd840 | 31.23 | | card charges 1/1-31/3/25 |
| 14/04/2025 | NPower - Direct Debits | dd842 | 51.26 | | elec 1/2-28/2/25 |
| 14/04/2025 | HSBC | 14/4/25 | 96.02 | | Purchase Ledger DDR Payment |
| 15/04/2025 | NPower - Direct Debits | dd843 | 30.29 | | elec 1/2-28/2/25 |
| 15/04/2025 | NPower - Direct Debits | dd844 | 237.12 | | elec 1/2-28/2/25 |
| 15/04/2025 | NPower - Direct Debits | dd846 | 42.43 | | elec 1/2-28/2/25 |
| 15/04/2025 | HSBC | DD845 | 3,827.81 | | Credit Card Mar 25 |
| 16/04/2025 | Xero (UK) Ltd | dd847 | 0.96 | | Accounts software 13/4-12/5/25 |
| 16/04/2025 | Global Payments - Direct Debit | dd848 | 471.81 | | card charges 1/3-31/3/25 |
| 16/04/2025 | Castle Water Limited | dd849 | 64.66 | | water 1/3-31/3/25 |
| 16/04/2025 | Castle Water Limited | dd850 | 835.52 | | water 1/3-31/3/25 |
| 17/04/2025 | Castle Water Limited | dd851 | 27.52 | | water 1/3-31/3/25 |
| 17/04/2025 | Fleet Town Council | BACS | 142.28 | | LGPS Pension Apr 25 |
| 17/04/2025 | Fleet Town Council | BACS | 10,769.61 | | Inland Rev Apr 25 |
| 17/04/2025 | Fleet Town Council | BACS | 33,248.55 | | Payroll Apr 25 |
| 22/04/2025 | Fleet Town Council | DDR | 9,299.29 | | Inland Rev Apr 25 |
| 23/04/2025 | Central Computer Management Lt | dd852 | 86.40 | | payroll march 25 |
| 24/04/2025 | BACS P/L Pymnt Page 2643 | BACS Pymnt | 94,428.00 | | BACS P/L Pymnt Page 2643 |
| 24/04/2025 | Croner Group Ltd | dd853 | 408.98 | | H&S and HR April 25 |
| 24/04/2025 | Booker Limited | dd854 | 92.15 | | bar supplies |
| 25/04/2025 | BACS P/L Pymnt Page 2648 | BACS Pymnt | 47,982.94 | | BACS P/L Pymnt Page 2648 |
| 25/04/2025 | Payment Sense Ltd | dd855 | 113.94 | | card charges 1/3-31/3/25 |
| 25/04/2025 | Payment Sense Ltd | dd856 | 17.88 | | card charges 1/4-30/4/25 |
| 25/04/2025 | BOC Ltd | dd857 | 191.46 | | gas delivery |
| 28/04/2025 | Fleet Town Council | BACS | 1,000.00 | | FTC Carnival Grant |
| 29/04/2025 | HSBC | dd858 | 74.19 | | bank charges 8/3-7/4/25 |
| 30/04/2025 | Focus 4 U Ltd | dd859 | 8.34 | | Broadband router delivery |
| 30/04/2025 | Global Payments - Direct Debit | dd860 | 41.72 | | card charges 1/3-31/3/25 |
| 30/04/2025 | Vodafone Limited | dd861 | 44.50 | | Purchase Ledger DDR Payment |
| 01/05/2025 | Hart District Council - DD | dd862 | 210.00 | | Business Rates 25/26 |
| 01/05/2025 | Hart District Council - DD | dd863 | 1,634.00 | | Business Rates 25/26 |
| 01/05/2025 | Hart District Council - DD | dd864 | 119.00 | | Business rates 25/26 |
| 06/05/2025 | BACS P/L Pymnt Page 2663 | BACS Pymnt | 71,080.64 | | BACS P/L Pymnt Page 2663 |
| 06/05/2025 | Castle Water Limited | dd865 | 128.86 | | water 1/2-31/3/25 |
| 07/05/2025 | Booker Limited | dd866 | 128.89 | | Purchase Ledger DDR Payment |
| 09/05/2025 | Sage UK Ltd | dd867 | 53.40 | | Sage payroll 6/5-5/6 |

Bank Current/Deposit Account

List of Payments made between 01/04/2025 and 30/06/2025

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|-------------------------------|
| 09/05/2025 | Information Commissioner's Off | dd868 | 73.00 | | Data Protection ICO 2025/26 |
| 14/05/2025 | Fleet Town Council | DD | 4,034.75 | | L&G Pension May 25 |
| 15/05/2025 | Xero (UK) Ltd | dd869 | 0.96 | | Accts software 13/5-12/6/25 |
| 15/05/2025 | Payment Sense Ltd | dd871 | 184.36 | | Card charges 1/4-30/4/25 |
| 15/05/2025 | Payment Sense Ltd | dd872 | 26.16 | | Card charges 1/4-30/4/25 |
| 15/05/2025 | HSBC | dd873 | 92.91 | | Purchase Ledger DDR Payment |
| 15/05/2025 | HSBC | dd870 | 2,488.09 | | Credit card Apr 25 |
| 16/05/2025 | Total Energies | dd876 | 57.79 | | gas 28/2-31/3/25 |
| 16/05/2025 | Total Energies | dd877 | 3,997.92 | | gas 28/2-31/3/25 |
| 16/05/2025 | Total Energies | dd878 | 329.23 | | gas 28/2-31/3/25 |
| 16/05/2025 | Fleet Town Council | BACS | 142.28 | | LGPS Pension May 25 |
| 16/05/2025 | NPower - Direct Debits | dd874 | 51.46 | | credit elec 1/4-30/4/24 |
| 16/05/2025 | NPower - Direct Debits | dd880 | 33.15 | | elec 1/3-31/3/25 |
| 16/05/2025 | NPower - Direct Debits | dd875 | 27.86 | | credit elec 1/9-30/9/24 |
| 16/05/2025 | NPower - Direct Debits | dd879 | 43.89 | | credit elec 1/9-30/9/24 |
| 19/05/2025 | Global Payments - Direct Debit | dd881 | 518.91 | | card charges 1/4-30/4/25 |
| 20/05/2025 | Central Computer Management Lt | dd882 | 49.20 | | min charge payroll |
| 20/05/2025 | Castle Water Limited | dd883 | 77.84 | | water bas 1/4-30/4/25 |
| 20/05/2025 | Castle Water Limited | dd885 | 74.36 | | water afcc 1/4-30/4/25 |
| 20/05/2025 | Castle Water Limited | dd886 | 1,094.04 | | water har 1/4-30/4/25 |
| 20/05/2025 | BACS P/L Pymnt Page 2673 | BACS Pymnt | 24,801.78 | | BACS P/L Pymnt Page 2673 |
| 20/05/2025 | Fleet Town Council | BACS | 31,674.68 | | Payroll May 25 |
| 20/05/2025 | Booker Limited | dd884 | 22.74 | | Purchase Ledger DDR Payment |
| 21/05/2025 | Croner Group Ltd | dd887 | 408.98 | | H&S/HR May 25 |
| 21/05/2025 | Castle Water Limited | dd888 | 31.84 | | water anc pav 1/4-30/4/25 |
| 23/05/2025 | BOC Ltd | dd891 | 206.24 | | gas |
| 23/05/2025 | Payment Sense Ltd | dd889 | 113.94 | | card charges 1/4-30/4/25 |
| 23/05/2025 | Payment Sense Ltd | dd890 | 17.88 | | card charges 1/5-31/5/25 |
| 27/05/2025 | BACS P/L Pymnt Page 2680 | BACS Pymnt | 16,519.21 | | BACS P/L Pymnt Page 2680 |
| 29/05/2025 | Focus 4 U Ltd | dd892 | 197.89 | | service charges 1/5-30/6/25 |
| 29/05/2025 | Vodafone Limited | dd893 | 43.83 | | Purchase Ledger DDR Payment |
| 29/05/2025 | HSBC | dd894 | 50.73 | | bank charges 8/4-7/5/25 |
| 30/05/2025 | Global Payments - Direct Debit | dd892 | 46.22 | | bank/card charges 1/4-30/4/25 |
| 02/06/2025 | Hart District Council - DD | dd892 | 210.00 | | Business Rates 25/26 |
| 02/06/2025 | Hart District Council - DD | dd893 | 1,634.00 | | Business Rates 25/26 |
| 02/06/2025 | Hart District Council - DD | dd894 | 119.00 | | Business rates 25/26 |
| 03/06/2025 | Booker Limited | dd895 | 30.64 | | Purchase Ledger DDR Payment |
| 04/06/2025 | BACS P/L Pymnt Page 2687 | BACS Pymnt | 52,625.55 | | BACS P/L Pymnt Page 2687 |
| 11/06/2025 | BACS P/L Pymnt Page 2690 | BACS Pymnt | 18,353.76 | | BACS P/L Pymnt Page 2690 |
| 11/06/2025 | Sage UK Ltd | dd896 | 53.40 | | Purchase Ledger DDR Payment |
| 11/06/2025 | Fleet Town Council | BACS | 250.00 | | HART VE80 REFUND |
| 11/06/2025 | Fleet Town Council | BACS | 150.00 | | ELVETHAM VE80 GRANT |
| 12/06/2025 | Total Energies | dd903 | 71.43 | | gas 31/3-30/4/25 |
| 12/06/2025 | Total Energies | dd904 | 1,621.98 | | gas har 31/3-30/4/25 |
| 12/06/2025 | Total Energies | dd905 | 145.77 | | gas afcc 31/3-30/4/25 |
| 13/06/2025 | Payment Sense Ltd | dd915 | 150.02 | | card charges 1/5-31/5/25 |
| 13/06/2025 | Payment Sense Ltd | dd916 | 28.16 | | card charges 1/5-31/5/25 |

Bank Current/Deposit Account

List of Payments made between 01/04/2025 and 30/06/2025

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 16/06/2025 | NPower - Direct Debits | dd897 | 47.29 | | elec 1/4-30/4/25 |
| 16/06/2025 | NPower - Direct Debits | dd898 | 38.15 | | elec 1/4-30/4/25 |
| 16/06/2025 | NPower - Direct Debits | dd899 | 128.99 | | elec 1/4-30/4/25 |
| 16/06/2025 | NPower - Direct Debits | dd902 | 37.12 | | elec 1/4-30/4/25 |
| 16/06/2025 | NPower - Direct Debits | dd899 | 439.16 | | elec 1/4-30/4/25 |
| 16/06/2025 | HSBC | dd901 | 2,606.47 | | Purchase Ledger DDR Payment |
| 17/06/2025 | Fleet Town Council | DD | 4,091.47 | | L&G Pension Jun 25 |
| 17/06/2025 | Fleet Town Council | BACS | 33.74 | | LGPS Pension Jun 25 |
| 17/06/2025 | Castle Water Limited | dd904 | 87.38 | | water 1/5-31/5/25 |
| 17/06/2025 | Castle Water Limited | dd905 | 32.49 | | water 1/5-31/5/25 |
| 17/06/2025 | Castle Water Limited | dd910 | 75.01 | | water 1/5-31/5/25 |
| 17/06/2025 | Castle Water Limited | dd911 | 1,083.22 | | water 1/5-31/5/25 |
| 17/06/2025 | Xero (UK) Ltd | dd906 | 0.96 | | accounting software 13/6-12/7/ |
| 17/06/2025 | Booker Limited | dd907 | 239.27 | | Purchase Ledger DDR Payment |
| 17/06/2025 | Global Payments - Direct Debit | dd908 | 464.02 | | card charges 1/5-30/5/25 |
| 17/06/2025 | Castle Water Limited | dd903 | 23.20 | | water 1/2-28/2/25 |
| 18/06/2025 | BACS P/L Pymnt Page 2693 | BACS Pymnt | 11,262.35 | | BACS P/L Pymnt Page 2693 |
| 18/06/2025 | Fleet Town Council | BACS | 250.00 | | Hart ve80 refund |
| 18/06/2025 | Fleet Town Council | BACS | 627.86 | | rbl ve80 donation |
| 20/06/2025 | Fleet Town Council | BACS | 32,498.16 | | Payroll June 2025 |
| 20/06/2025 | Payment Sense Ltd | dd912 | 113.94 | | card charges 1/5-31/5/25 |
| 20/06/2025 | Payment Sense Ltd | dd913 | 17.88 | | card charges 1/6-30/6/25 |
| 20/06/2025 | Central Computer Management Lt | dd914 | 49.20 | | Purchase Ledger DDR Payment |
| 23/06/2025 | Croner Group Ltd | dd917 | 408.98 | | H&S and HR Support June 2025 |
| 24/06/2025 | BACS P/L Pymnt Page 2699 | BACS Pymnt | 18,507.55 | | BACS P/L Pymnt Page 2699 |
| 25/06/2025 | Fleet Town Council | DD | 10,359.24 | | HMRC Inland Rev Jun 25 |
| 25/06/2025 | BOC Ltd | dd918 | 238.39 | | gas delivery |
| 25/06/2025 | Central Computer Management Lt | ref | -49.20 | | Purchase Ledger DDR Payment |
| 26/06/2025 | Focus 4 U Ltd | dd919 | 56.40 | | broadband 1/7-31/7/25 |
| 29/06/2025 | HSBC | dd920 | 54.29 | | bank charges 8/5-7/6/25 |
| 30/06/2025 | Global Payments - Direct Debit | dd921 | 49.00 | | card charges 1/5-31/5/25 |
| 30/06/2025 | Vodafone Limited | dd922 | 43.83 | | Purchase Ledger DDR Payment |
| 30/06/2025 | BACS P/L Pymnt Page 2705 | BACS Pymnt | 16,068.43 | | BACS P/L Pymnt Page 2705 |
| Total Payments | | | 567,742.17 | | |

Outstanding Balances by Due Date as at 09/07/2025

| A/C Code | Customer Name | Balance | Current | Up To 30 Days | Up To 60 Days | Over 60 Days | On A/c Pymnts |
|------------------------------------|----------------------|------------------|------------------|---------------|-----------------|-----------------|---------------|
| Ledger No 1: Sales Ledger 1 | | | | | | | |
| ATHLETICOVATHLETICO VETS FC | | 439.29 | 0.00 | 0.00 | 0.00 | 439.29 | 0.00 |
| BEAN | BEAN AT THE PARK | 578.34 | 0.00 | 578.34 | 0.00 | 0.00 | 0.00 |
| C BOOTH | C BOOTH | 1,020.00 | 0.00 | 0.00 | 1,020.00 | 0.00 | 0.00 |
| FLEETLIONS | FLEET LIONS | 734.65 | 0.00 | 0.00 | 0.00 | 734.65 | 0.00 |
| FTFC | FLEET | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| GODDARDS | GODDARDS | 210.00 | 0.00 | 210.00 | 0.00 | 0.00 | 0.00 |
| LECTHOMAS | LEC THOMAS | 53.36 | 0.00 | 53.36 | 0.00 | 0.00 | 0.00 |
| LIBRARY | FLEET | 12,743.54 | 12,743.54 | 0.00 | 0.00 | 0.00 | 0.00 |
| RUSHMOOR | RUSHMOOR ROTARY CLUB | -96.00 | 0.00 | 0.00 | 0.00 | 0.00 | -96.00 |
| SHARON | SHARON JAY | -1.00 | 0.00 | 0.00 | 0.00 | -1.00 | 0.00 |
| TERRY COLL | TERRY COLLIER | -50.00 | 0.00 | -50.00 | 0.00 | 0.00 | 0.00 |
| Total Sales Ledger No 1 | | 17,632.18 | 14,743.54 | 791.70 | 1,020.00 | 1,172.94 | -96.00 |
| TOTAL SALES LEDGER BALANCES | | 17,632.18 | 14,743.54 | 791.70 | 1,020.00 | 1,172.94 | -96.00 |

| April | 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 |
|----------------------|------------------|--------------|---------------|-------------|--------------|-----------------|---------------|--------------|-----------------|--------------------------|-------------------------|--------------------------------|
| The Big Abba Party | £ - | £ 3,608.00 | 57% | £ 1,750.00 | £ 1,858.00 | £ 1,887.74 | £ 755.63 | £ 1,132.11 | £ 274.73 | £ 5,495.74 | £ 2,780.36 | £ 2,715.38 |
| Lunchtime Jazz | £ - | £ - | n/a | £ - | £ - | £ 157.91 | £ 64.26 | £ 93.65 | £ - | £ 157.91 | £ 64.26 | £ 93.65 |
| Comedy Club | £ - | £ 1,242.50 | 45% | £ 1,000.00 | £ 242.50 | £ 874.74 | £ 354.22 | £ 520.52 | £ 286.93 | £ 2,117.24 | £ 1,641.15 | £ 476.09 |
| Jazz Club | £ - | £ 1,487.50 | 65% | £ 951.61 | £ 535.89 | £ 446.32 | £ 179.73 | £ 266.59 | £ 48.84 | £ 1,933.82 | £ 1,180.18 | £ 753.64 |
| The Dumb Waiter | £ - | £ 1,460.42 | 47% | £ 686.40 | £ 774.02 | £ 401.66 | £ 161.69 | £ 239.97 | £ 76.31 | £ 1,862.08 | £ 924.40 | £ 937.68 |
| Roller Disco | £ 245.00 | £ - | n/a | £ - | £ - | £ 268.66 | £ 112.01 | £ 156.65 | £ 61.05 | £ 513.66 | £ 173.06 | £ 340.60 |
| Clinton Baptise | £ - | £ 6,186.25 | 100% | £ 4,328.82 | £ 1,857.43 | £ 1,265.74 | £ 508.31 | £ 757.43 | £ 265.58 | £ 7,451.99 | £ 5,102.71 | £ 2,349.28 |
| Sex Pissed Dolls | £ - | £ 1,778.33 | 43% | £ 1,700.00 | £ 78.33 | £ 1,565.83 | £ 627.48 | £ 938.35 | £ 247.36 | £ 3,344.16 | £ 2,574.84 | £ 769.32 |
| Barrioque | £ - | £ 3,775.83 | 58% | £ 3,500.00 | £ 275.83 | £ 2,843.16 | £ 1,138.71 | £ 1,704.45 | £ 339.55 | £ 6,618.99 | £ 4,978.26 | £ 1,640.73 |
| Film Club x 2 | £ 300.00 | £ - | n/a | £ - | £ - | £ 201.41 | £ 80.90 | £ 120.51 | £ - | £ 501.41 | £ 80.90 | £ 420.51 |
| Ceroc x 4 | £ 1,139.20 | £ - | n/a | £ - | £ - | £ 154.41 | £ 62.29 | £ 92.12 | £ - | £ 1,293.61 | £ 62.29 | £ 1,231.32 |
| TOTALS FOR APRIL | £ 1,684.20 | £ 19,538.83 | | £ 13,916.83 | £ 5,622.00 | £ 10,067.58 | £ 4,045.23 | £ 6,022.35 | £ 1,600.35 | £ 31,290.61 | £ 19,562.41 | £ 11,728.20 |
| May | 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 |
| Floyd Effect | £ - | £ 5,460.00 | 100% | £ 3,799.80 | £ 1,660.20 | £ 1,968.16 | £ 793.29 | £ 1,174.87 | £ 320.51 | £ 7,428.16 | £ 4,913.60 | £ 2,514.56 |
| Money for Nothing | £ - | £ 4,590.83 | 100% | £ 2,500.00 | £ 2,090.83 | £ 2,050.82 | £ 823.82 | £ 1,227.00 | £ 320.52 | £ 6,641.65 | £ 3,644.34 | £ 2,997.31 |
| Bootleg Blondie | £ - | £ 3,895.00 | 71% | £ 1,400.00 | £ 2,495.00 | £ 2,234.58 | £ 895.63 | £ 1,338.95 | £ 314.41 | £ 6,129.58 | £ 2,610.04 | £ 3,519.54 |
| Film Club x 1 | £ 150.00 | £ - | n/a | £ - | £ - | £ 143.83 | £ 57.67 | £ 86.16 | £ - | £ 293.83 | £ 57.67 | £ 236.16 |
| Jazz Club | £ - | £ 1,683.33 | 73% | £ 1,019.22 | £ 664.11 | £ 541.32 | £ 218.53 | £ 322.79 | £ 82.72 | £ 2,224.65 | £ 1,320.47 | £ 904.18 |
| Comedy Club | £ - | £ 1,071.67 | 39% | £ 1,000.00 | £ 71.67 | £ 843.16 | £ 341.92 | £ 501.24 | £ 280.84 | £ 1,914.83 | £ 1,622.76 | £ 292.07 |
| Lunchtime Jazz | £ - | £ - | n/a | £ - | £ - | £ 175.57 | £ 70.56 | £ 105.01 | £ - | £ 175.57 | £ 70.56 | £ 105.01 |
| King King Acoustic | £ - | £ 2,829.17 | 59% | £ 2,500.00 | £ 329.17 | £ 728.24 | £ 293.73 | £ 434.51 | £ 167.99 | £ 3,557.41 | £ 2,961.72 | £ 595.69 |
| Ceroc x 5 | £ 1,424.00 | £ - | n/a | £ - | £ - | £ 8.25 | £ 3.30 | £ 4.95 | £ - | £ 1,432.25 | £ 3.30 | £ 1,428.95 |
| TOTALS FOR MAY | £ 1,574.00 | £ 19,530.00 | | £ 12,219.02 | £ 7,310.98 | £ 8,693.93 | £ 3,498.45 | £ 5,195.48 | £ 1,486.99 | £ 29,797.93 | £ 17,204.46 | £ 12,593.47 |
| June | 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 |
| 90's v 2000's Rewind | £ - | £ 8,176.67 | 100% | £ 3,150.00 | £ 5,026.67 | £ 5,736.16 | £ 2,298.63 | £ 3,437.53 | £ 528.08 | £ 13,912.83 | £ 5,976.71 | £ 7,936.12 |
| Brave Rival | £ - | £ 2,649.17 | 77% | £ 1,294.46 | £ 1,354.71 | £ 1,460.74 | £ 584.30 | £ 876.44 | £ 345.84 | £ 4,109.91 | £ 2,224.60 | £ 1,885.31 |
| Martin Fry | £ - | £ 7,815.00 | 73% | £ 5,804.16 | £ 2,010.84 | £ 793.58 | £ 319.86 | £ 473.72 | £ 290.00 | £ 8,608.58 | £ 6,414.02 | £ 2,194.56 |
| Film Club x 3 | £ 450.00 | £ - | n/a | £ - | £ - | £ 327.57 | £ 131.24 | £ 196.33 | £ 13.00 | £ 777.57 | £ 144.24 | £ 633.33 |
| The Jam'd | £ - | £ 3,428.33 | 54% | £ 1,750.00 | £ 1,678.33 | £ 2,191.83 | £ 877.93 | £ 1,313.90 | £ 299.45 | £ 5,620.16 | £ 2,927.38 | £ 2,692.78 |
| Cheesy Bingo | £ - | £ 3,485.00 | 100% | £ 2,424.43 | £ 1,060.57 | £ 2,325.74 | £ 933.83 | £ 1,391.91 | £ 394.50 | £ 5,810.74 | £ 3,752.76 | £ 2,057.98 |
| Jazz Club | £ - | £ 1,220.83 | 52% | £ 923.29 | £ 297.54 | £ 399.49 | £ 160.35 | £ 239.14 | £ 27.47 | £ 1,620.32 | £ 1,111.11 | £ 509.21 |
| Goldie Lookin Chain | £ - | £ 4,274.17 | 52% | £ 3,700.00 | £ 574.17 | £ 2,225.82 | £ 892.01 | £ 1,333.81 | £ 372.52 | £ 6,499.99 | £ 4,964.53 | £ 1,535.46 |
| Studio 236 | £ - | £ 1,998.33 | 37% | £ 3,400.00 | £ -1,401.67 | £ 1,628.83 | £ 653.09 | £ 975.74 | £ 306.35 | £ 3,627.16 | £ 4,359.44 | £ -732.28 |
| Lunchtime Jazz | £ - | £ - | n/a | £ - | £ - | £ 167.91 | £ 67.74 | £ 100.17 | £ - | £ 167.91 | £ 67.74 | £ 100.17 |
| Ceroc x 4 | £ 1,139.20 | £ - | n/a | £ - | £ - | £ - | £ - | £ - | £ - | £ 1,139.20 | £ - | £ 1,139.20 |
| TOTALS FOR JUNE | £ 1,589.20 | £ 33,047.50 | | £ 22,446.34 | £ 10,601.16 | £ 17,257.67 | £ 6,918.98 | £ 10,338.69 | £ 2,577.21 | £ 51,894.37 | £ 31,942.53 | £ 19,951.84 |
| TOTALS | £ 4,847.40 | £ 72,116.33 | | £ 48,582.19 | £ 23,534.14 | £ 36,019.18 | £ 14,462.66 | £ 21,556.52 | £ 5,664.55 | £ 112,982.91 | £ 68,709.40 | £ 44,273.51 |

SUBJECT: INVESTMENT AND CURRENT ACCOUNTS

Account balances for Fleet Town Council as at 30 June 2025

| Account | Funds | Interest Rate | Comment |
|--|-----------------------|--------------------|---|
| HSBC Current Bank Account, Account No: 61539272 | £495,126.53 | | |
| HSBC Savings Account, Account No: 91620886 | £813,992.78 | 1.72% Per annum | Interest paid into HSBC Savings account each month. |
| Nationwide Building Society, Business Instant Saver, Account No: 900041402 | £411,552.76 | 2.75% | Interest paid into Nationwide current account. Business 35 Day Saver, interest paid monthly |
| CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001 | £3,024,735.00 | 4.27% Per annum | Interest paid into HSBC current account, monthly. |
| TOTAL | £ 4,821,272.76 | | |

Please note:

Interest received on 30 June 25 into Nationwide account:
Nationwide

£968.53

Interest received on 3 June 25 into HSBC Current account:
CCLA

£11,127.45

Interest received on 21 June into HSBC Savings account:
HSBC Savings




£1,180.47

Recommendation

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

Application for Grant Form

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

| | | |
|----|---|---|
| 1. | Name of Organisation Address Bank Account details for payment Account Sort Code Account No | Fleet Repair Café (part Greener Fleet Waste Prevention Charity) c/o of Fleet Town Council, The Harlington, Fleet GU51 4BY  |
| 2. | Name, Address and Status of Contact & position E-mail address | Janet Stanton Executive Committee Member of Greener Fleet Waste Prevention Charity  |
| 3. | Telephone Number of Contact |  |
| 4. | Is the Organisation a Registered Charity? | No Charity Number: N/A |
| 5. | Date of establishment of Organisation | April 2024 |
| 6. | Details of purpose of Grant (please use additional sheet to include details) | <p>Background</p> <p>The Fleet Repair Cafe (FRC) is part of the Greener Fleet Waste Prevention Charity which Fleet Town Council helped to set up as part of the national Greening Campaign..</p> <p>It aims to repair visitors' household items - including electrical items, textiles, bikes, computers and more - and to educate them on simple fixes and how to keep the items in good working order. This not only saves our visitors money on replacement items, but also diverts waste from landfill and reduces carbon emissions.</p> <p>FRC is operated by a team of over 20 volunteers, and takes place on the first Saturday of every month. There is no charge for repairs, although we provide donation buckets for those who are able to support the initiative financially. Donations from visitors go towards the expenses of running the repair café.</p> <p>The FRC, which commenced in April 2024 is now fully operational. The Repair Café has demonstrated that it is a viable way to help the community take local action against climate change and we are pleased with the repair cafe's success.</p> <p>We now have a team of 20 dedicated volunteers who work for the community's benefit. They provide the skills, tools and some of the basic materials to repair the many items that are brought into the repair café. Each month they bring</p> |

| | | | | | | | |
|-----|---|---|--------|--------------|----------|---------|---------|
| | | <p>along large boxes of tools. testing equipment, sewing machines, materials etc to enable the many varying fixes to take place. The unfortunate down side of this is that the volunteers have to drive to The Harlington and park in the car park for the duration of the Repair Café incurring parking costs on top of their other contributions to the Repair Café.</p> <p>A request was made to park in the Fleet Town Council parking spaces behind the building once a month on a Saturday morning but understand that this is not possible as it would cause a precedent.</p> <p>To help support our volunteers, we are therefore applying for a grant to cover the cost of</p> <ul style="list-style-type: none"> 12 Car parking spaces in Victoria Road Car Park for 4 hours on a Saturday morning 12 times per year. | | | | | |
| 7. | Amount applied for | £346 | | | | | |
| 8. | Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes. | <p>The grant will help support and retain volunteers as well as providing a service for the residents of Fleet . The Volunteers are helping the community of Fleet save money by not having to buy replacement items. Their efforts divert waste from landfill, reduces carbon emissions as well as provides a space where local craftspeople are valued for their skills and supports the transfer of repair skills within our community.</p> <p>The Fleet Repair Café will also contribute to helping Fleet Town, Hampshire County and Hart District Councils achieve their target to become a net zero carbon emitter by 2035.</p> | | | | | |
| 9. | Projected income and expenditure of project/event | The Fleet Repair Café relies on income donated by visitors to meet its running costs. | | | | | |
| 10. | Details of any other grants applied for this project/event/activity and status | Body | Amount | Date applied | Approved | Refused | Pending |
| | | | | | | | |
| 11. | If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how? | The Fleet Repair Café will continue but the retention of existing and recruitment of new Volunteers will become more difficult. | | | | | |
| 12. | Details of any previous Grant awarded to your organisation by Fleet Town Council. | Fleet Town Council has waived the rent of using the old coffee shop area in The Harlington (via the grant process) on the first Saturday of the month. This is valued at a grant of £720. | | | | | |
| 13. | How will you publically acknowledge Fleet Town Council's contribution? | We will acknowledge Fleet Town Council's support on our web site, social media and on any editorial or promotional material produced. | | | | | |

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

Signed...



Date: 6 June, 2025

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

| | YES | T.C. USE CHECKED |
|---|-----|---------------------|
| Last Financial Years Accounts | | |
| Constitution | | |
| Copy of most recent Bank Statement for all accounts | | |
| Safeguarding Policy | | |

Office Use

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

FLEET REPAIR CAFE
2024/2025 Statistics - as at 10.06.2025

| Repair Café Location | | Harlington | Harlington | Harlington | Harlington | Harlington | Harlington | Harlington | Library | | |
|--|----------------|--------------|------------|------------|------------|------------|------------|------------|---------|----------------|---------------------|
| Date | Total for 2024 | January 2025 | February | March | April | May | June | July | August | Total for 2025 | Total 2024 and 2025 |
| | | | | | | | | | | | |
| Repairers | 77 | 9 | 9 | 11 | 10 | 8 | 9 | | | 56 | 133 |
| Helpers - Adult | 45 | 6 | 4 | 5 | 5 | 5 | 4 | | | 29 | 74 |
| Helpers - under 18 and DOE | | | | | 2 | 2 | 1 | | | 5 | 5 |
| Requests | 232 | 48 | 69 | 47 | 53 | 30 | 42 | | | 289 | 521 |
| No of different customers (from Jan 25) | | 28 | 47 | 38 | 36 | 21 | 31 | | | 201 | 201 |
| Powered requests | 68 | 16 | 32 | 16 | 17 | 13 | 18 | | | 112 | 180 |
| Unpowered requests | 74 | 24 | 37 | 31 | 36 | 17 | 24 | | | 169 | 243 |
| Fixed - Powered unpowered (inc up to Oct 24) | 125 | 11 | 16 | 12 | 9 | 5 | 11 | | | 64 | 189 |
| Fixed un powered from Oct 24 | 23 | 20 | 37 | 27 | 28 | 15 | 24 | | | 151 | 174 |
| Repair success rate | 67% | 77.5% | 76.8% | 82.9% | 69.8% | 66.6% | 83.3% | | | 76.15% | 71.57% |
| Repairable - Powered | | 2 | 8 | 3 | 3 | 3 | 4 | | | 23 | 23 |
| Repairable -Un- Powered | | 4 | 1 | 4 | 6 | 1 | 0 | | | 16 | 16 |
| End of Life | 23 | 3 | 6 | 1 | 7 | 6 | 3 | | | 26 | 49 |
| Waste avoided, kg | 280 | 126 | 72 | 102 | 66 | 26 | 73 | | | 465 | 745 |
| GHG avoided, kg | 2247 | 1098 | 714 | 803 | 702 | 168 | 892 | | | 4377 | 6624 |
| On the day successfully fixed | | | | | | | | | | | |
| Customer savings | £11,358 | £3,074 | £3,950 | £4,428.00 | £1,460.00 | £1,380.00 | £4,519.00 | | | £18,811.00 | £30,169.00 |
| Volunteer Hours | 405 | 61 | 55 | 64 | 91 | 65 | 65 | | | 401 | 806 |

PR ANALYSIS

| | Total for 2024 | Jan-25 | February | March | April | May | June | July | August | Total for 2025 | Total 2024 and 2025 |
|------------------------------------|----------------|--------|----------|-------|-------|-----|------|------|--------|----------------|---------------------|
| Volunteer/repairer | 18 | 4 | 3 | 4 | 0 | 4 | 2 | | | 0 | 35 |
| Word of mouth | 48 | 10 | 12 | 13 | 7 | 8 | 14 | | | 64 | 112 |
| Displays/promotions | 5 | 0 | 0 | 0 | 4 | 0 | 0 | | | 4 | 9 |
| Posters/Banner | 0 | 0 | 3 | 0 | | 0 | 0 | | | 3 | 3 |
| Website/Google | 1 | 0 | 0 | 5 | 4 | 1 | 3 | | | 13 | 14 |
| Social Media - | 81 | 10 | 15 | 12 | 17 | 4 | 10 | | | 68 | 149 |
| Flyer | 12 | 0 | 0 | 0 | 2 | 0 | 0 | | | 2 | 14 |
| Local Magazines | 9 | 0 | 10 | 2 | 1 | 4 | 2 | | | 19 | 28 |
| Other | 0 | 4 | 5 | 5 | 2 | 0 | 0 | | | 16 | 16 |
| | | | | | | | | | | | |
| First time Visitors (from 1.12.24) | 17 | 21 | 37 | 29 | 28 | 13 | 17 | | | 145 | 162 |
| Repeat Visitors | 3 | 0 | 10 | 12 | 9 | 8 | 14 | | | 53 | 56 |

| Age Range | Total for 2024 | Jan-25 | February | March | April | May | June | July | August | Total for 2025 | Total 2024 and 2025 |
|-----------|----------------|--------|----------|-------|-------|-----|------|------|--------|----------------|---------------------|
| 16-24 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | | | 1 | 1 |
| 25-34 | 4 | 2 | 0 | 1 | 4 | 1 | 2 | | | 10 | 14 |
| 35-44 | 37 | 6 | 6 | 11 | 6 | 1 | 3 | | | 33 | 70 |
| 45-54 | 37 | 7 | 14 | 10 | 5 | 4 | 8 | | | 48 | 85 |
| 55-64 | 54 | 7 | 12 | 7 | 7 | 9 | 7 | | | 49 | 103 |
| 65-74 | 21 | 4 | 5 | 5 | 8 | 4 | 7 | | | 33 | 54 |
| 75+ | 14 | 2 | 12 | 5 | 7 | 2 | 3 | | | 31 | 45 |

FLEET TOWN COUNCIL - RECORD OF GRANTS AWARDED 2025/26

| Code | Grant Name | Budget | Recipient of Grant | Purpose of the Grant | Awarded £ | Date of Award | Approval Committee | Date Paid | Comments | Balance |
|---|-------------------|-------------|------------------------------|---|--------------|------------------|-----------------------|------------|----------------------------------|-------------|
| 4241/110 | FLEET PHOENIX | £ 11,656.00 | | | | | | | | £ 11,656.00 |
| 4242/110 | SASHA'S PROJECT | £ 7,540.00 | | | | | | | | £ 7,540.00 |
| 4538/110 | COMMUNITY SUPPORT | £ 1,500.00 | Hampshire Police | Room hire for Coffee Morning open to public | £ 60.00 | 14/05/2025 | P&F | n/a | GAIK - journalled May 2025 | |
| | | | Community Groups | Room hire for discussion on implications of Martyn's Law on events | £ 17.00 | 04/06/2025 | Council | n/a | GAIK - journalled May 2025 | £ 1,423.00 |
| 4800/110 | FLEET CONNECT | £ 13,153.00 | | | £ 5,589.00 | | | | End of contract payment. | £ 7,564.00 |
| 4810/110 | BASINGSTOKE CANAL | £ 15,600.00 | | | | | | | | £ 15,600.00 |
| 4855/110 | COMMUNITY GRANTS | £ 3,700.00 | Fleet Carnival | £1000 to go towards the cost of providing first aiders for the event | £ 1,000.00 | 19/02/2025 | P&F | 28/04/2025 | Payment made 28/4/25 | £ 2,700.00 |
| TOTALS | | £ 53,149.00 | | | £ 6,666.00 | | | | | £ 46,483.00 |
| RENT WAIVERS & OTHER COMMUNITY PAYMENTS | | | Fleet Cricket Club | Annual rent - Calthorpe Park | £ 4,140.00 | 07/05/2025 | Annual TC | n/a | | |
| | | | 1st Crookham Scouts | Annual rent - Basingbourne Park | £ 500.00 | 07/05/2025 | Annual TC | n/a | | |
| | | | Girl Guides | | | | | | | |
| | | | 22nd and 26th Odiham Scouts | Annual rent - Calthorpe Park | £ 500.00 | 07/05/2025 | Annual TC | n/a | | |
| | | | Lions Community Store | Annual rent - Basingbourne Park | £ 500.00 | 07/05/2025 | Annual TC | n/a | | |
| | | | Friends of Oakley Park | | | | | | | |
| | | | Friends of Basingbourne Park | | | | | | | |
| | | | Fleet Phoenix | Office/Store Room | £ 1,200.00 | 07/05/2025 | Annual TC | n/a | | |
| | | | Fleet Repair Café | £720 GAIK for room hire at Harlington in 2025/26 from Climate Change budget | £ 720.00 | 19/02/2025 | P&F | n/a | GAIK - Journalled in April 2025. | |

8. HALLMASTER REPORTS

1. PURPOSE OF REPORT

To present usage reports from the Hallmaster booking system for both The Harlington and Ancells Farm Community Centre for the first quarter of the 2025/26 financial year and to invite Members to consider how such reporting could support future management and monitoring of these facilities.

2. BACKGROUND

Hallmaster provides the Council's booking management system for both community centres and can produce reports that monitor usage across different days, time periods, customers and rooms. This can support both operational decision-making and strategic planning.

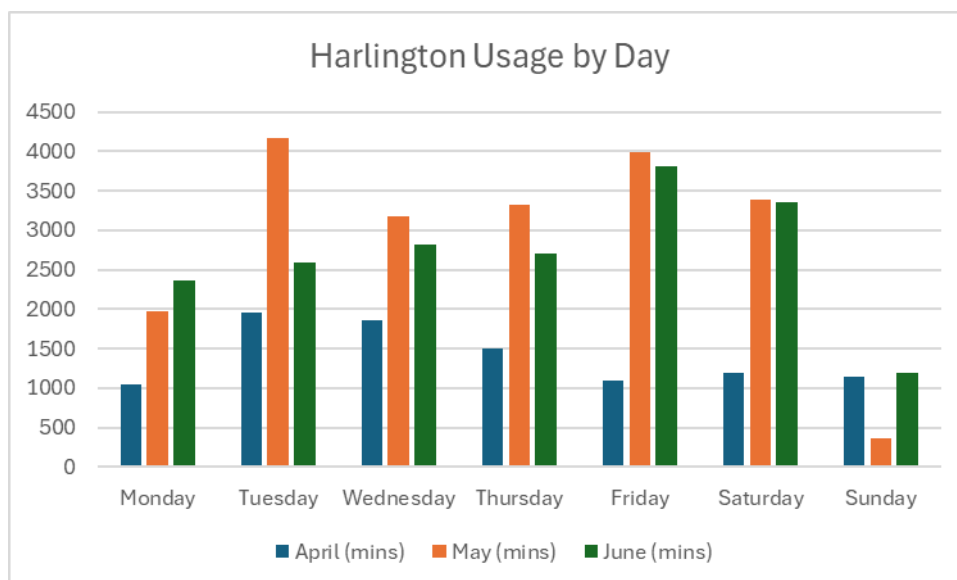
Attached for Members' consideration are reports on:

- Usage by Day of the Week
- Usage by Room

The reports cover April, May, and June 2025 for both The Harlington and Ancells Farm Community Centre.

3. USAGE BY DAY (THE HARLINGTON)

The Harlington's data shows increasing use over the quarter. April's figures were lower, which aligns with the Easter school holiday period where a number of bookings paused due to term-time-only schedules.



Operational Note:

The Harlington is not routinely open on Sundays to allow Duty Managers a guaranteed day off, as the building must be staffed whenever open. This explains the consistently low Sunday usage figures and is not reflective of demand.

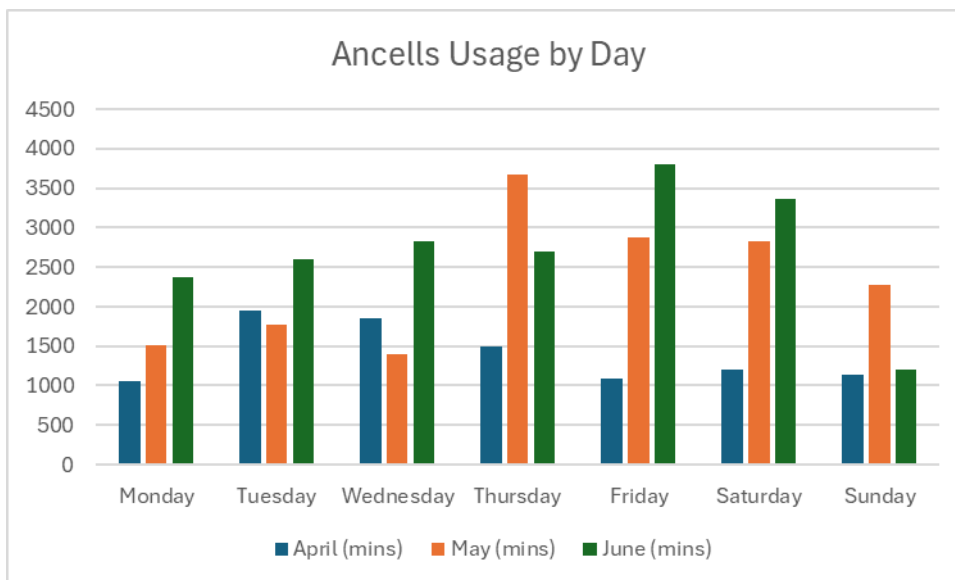
Observations:

- Increased usage is evident month-on-month.
- Tuesdays through Saturdays are consistently the busiest periods.

- Mondays show improvement but remain quieter overall.
- School holiday periods (e.g., Easter in April) reduce bookings tied to term-time only hirers.
- Opportunities exist to further develop usage on Mondays and potentially Saturdays where staffing allows.

4. USAGE BY DAY (ANCELLS)

Ancells' data shows a general increase in usage over the quarter, with notable fluctuations across specific weekdays. April's figures were lower, likely influenced by the Easter school holidays, which often reduce term-time-only bookings.



Operational Note:

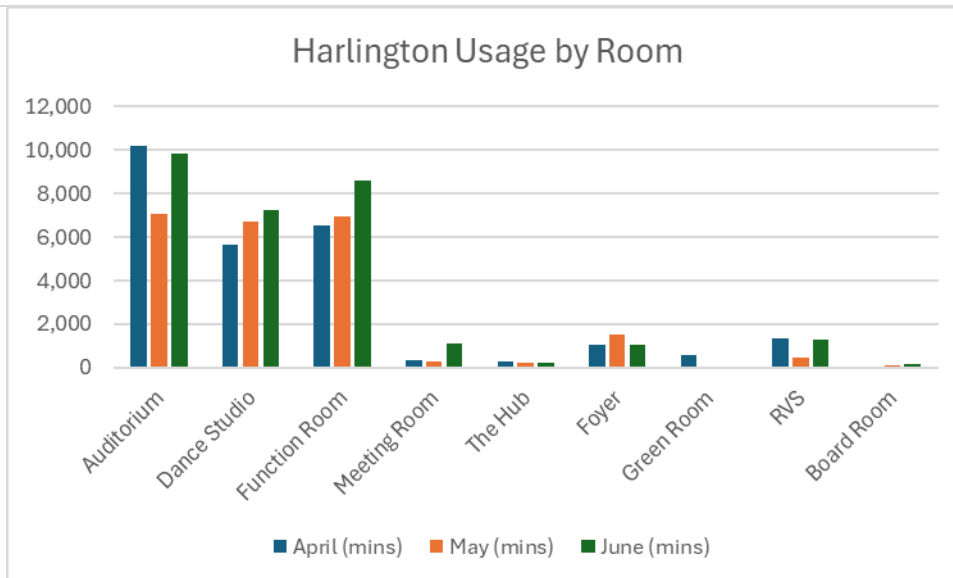
Ancells appears to operate consistently across all days of the week, including Sundays, unlike The Harlington. This allows for a broader spread of usage, though Sunday figures still fluctuate.

Observations:

- **Overall Increase:** Usage generally rises month-on-month, especially from April to June.
- **Fridays and Saturdays:** These are the busiest days in June, with Friday peaking at 3810 minutes.
- **Thursdays:** May saw a significant spike in Thursday usage (3675 mins), possibly due to one-off events or recurring bookings.
- **Sundays:** Usage is inconsistent—high in May (2280 mins), but lower in April and June.
- **Mondays:** Show steady growth, more than doubling from April to June.
- **Wednesdays:** Dip in May but rebound strongly in June.
- **April Dip:** Lower figures across most days, likely due to Easter holidays affecting term-time bookings.

5. ROOM USAGE (THE HARLINGTON)

Room usage at The Harlington shows varied patterns across the quarter, with some rooms consistently busy and others underutilized. April's figures reflect the Easter school holidays, which may explain lower usage in certain spaces.



Operational Note:

The **unused time** in June (220,971 minutes) suggests significant underutilization across the building, possibly due to scheduling gaps or limited bookings. The **Green Room** was unused in May and June, indicating either closure or lack of demand.

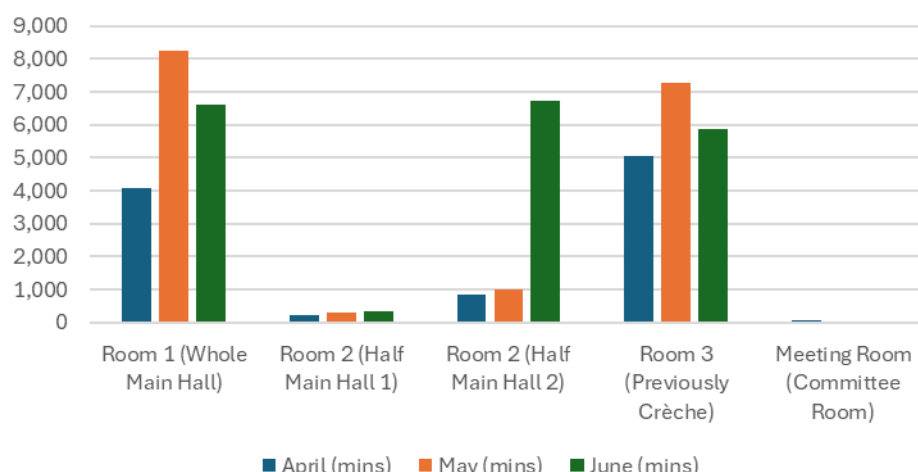
Observations:

- **Function Room & Dance Studio:** These rooms show consistent and increasing usage, especially in June.
- **Auditorium:** Usage peaked in April, dipped in May, and rose again in June—possibly reflecting event scheduling cycles.
- **Meeting Room:** Usage increased significantly in June, suggesting more small-group activities or meetings.
- **The Hub & Foyer:** Usage remained relatively stable, with the Foyer peaking in May.
- **Green Room:** Used only in April; unused thereafter.
- **RVS Room:** Usage dropped in May but recovered in June.
- **Board Room:** Low usage throughout but slightly increased month-on-month.
- **Unused Time in June:** Indicates a major opportunity to optimize room bookings and improve space utilization.

6. ROOM USAGE (ANCELLS)

Room usage at Ancells shows a steady increase from April to May, with some redistribution of activity in June. The data also highlights underutilization, particularly in June, where a large volume of time remained unused.

Ancells Usage by Room



Operational Note:

The Meeting Room was unused in May and June, and Room 2 (Half Main Hall 2) saw a dramatic increase in June, possibly due to a change in booking patterns or reallocation of activities.

Observations:

- **Room 1 (Whole Main Hall):** Usage peaked in May, then dropped in June—possibly due to redistribution to Half Hall 2.
- **Room 2 (Half Main Hall 2):** Sharp increase in June, indicating a shift in how the space is being used.
- **Room 3 (Crèche):** Consistently well-used, though slightly lower in June.
- **Meeting Room:** Minimal to no usage across the quarter—potential for repurposing or promotion.

7. IMPLICATIONS FOR MANAGEMENT

Routine monitoring of these reports could assist officers in identifying patterns, supporting pricing reviews, promotional activity, and potential adjustments to operational hours or resources. Consideration could also be given to introducing KPIs to monitor and drive performance.

Examples of KPI's include (data is mock data):

| KPI | Target / Benchmark | Current (Q1) | Previous (Q4) | Trend | Commentary / Action |
|-------------------------------------|-------------------------------------|--------------------------|---------------|-------|---|
| 1. Percentage Occupancy | 60%+ occupancy (industry benchmark) | 52% | 48% | ↑ | Usage improving; targeted marketing working |
| 2. Bookings by Day | Balanced usage across week | Even Mon-Sat, low Sunday | Same pattern | → | Sundays remain low (known operational choice) |
| 3. Income per Hour Available | £X/hour target | £37.50 | £35.00 | ↑ | Income increasing, especially Fridays/Saturdays |
| 4. Community vs. Commercial | 70% community, 30% commercial | 65% / 35% | 68% / 32% | → | Maintaining balance, no action needed |
| 5. Customer Satisfaction | 90%+ satisfaction | 93% | 92% | ↑ | Positive feedback on recent improvements |

Percentage Occupancy of Available Hours (Per Room / Per Centre)**Why it's useful:**

This KPI measures how efficiently the Council are utilising our available space and identifies under-used facilities. It helps to inform decisions on pricing, marketing, and programming, and allows comparisons over time or between sites. High occupancy suggests good demand; low occupancy may indicate opportunities for targeted promotion.

Bookings by Day of the Week**Why it's useful:**

Tracking usage by day shows patterns of demand and highlights gaps where additional marketing or different activities could improve utilisation. It also helps with resource planning (e.g., cleaning, maintenance, staffing) and justifies decisions about future service provision, opening hours, or investment.

Income per Room / per Hour Available**Why it's useful:**

This KPI links usage directly to financial performance, showing how effectively each space is contributing to revenue. It helps to identify rooms or times of day that are underperforming financially and supports future budgeting, pricing reviews, and decisions about whether certain spaces are viable to keep operational.

Ratio of Community Use vs. Commercial Use**Why it's useful:**

Monitoring the balance between community groups and commercial bookings ensures the Council remain aligned with the Council's strategic priorities. A healthy mix supports sustainability, while too much reliance on either may expose the Council to risk. This KPI helps guide future policy on charging and community access.

Customer Satisfaction / Feedback Scores**Why it's useful:**

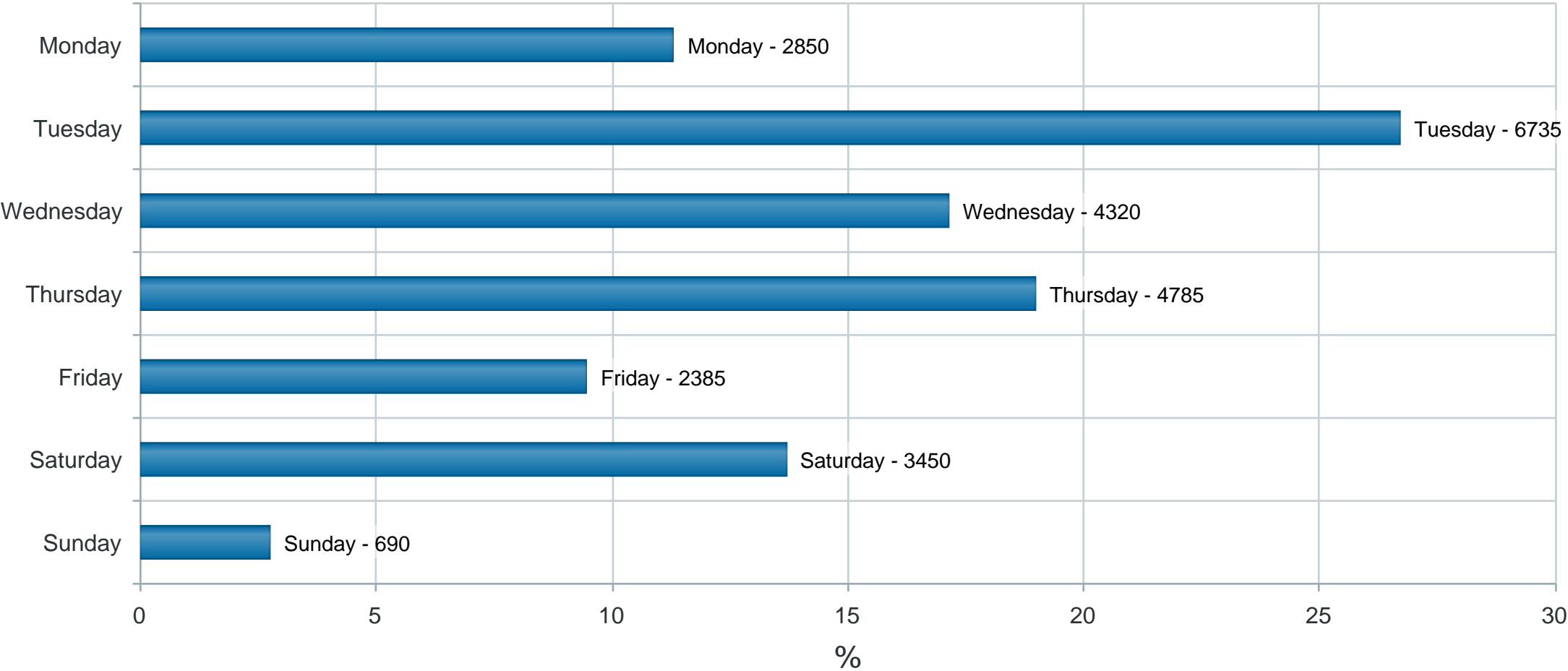
Occupancy alone doesn't tell the Council whether our users are happy. Tracking satisfaction through periodic surveys provides qualitative insight, supports continuous improvement, and can strengthen funding bids by demonstrating responsiveness to community needs. It also helps spot issues early before they affect reputation or usage.

8. RECOMMENDATIONS

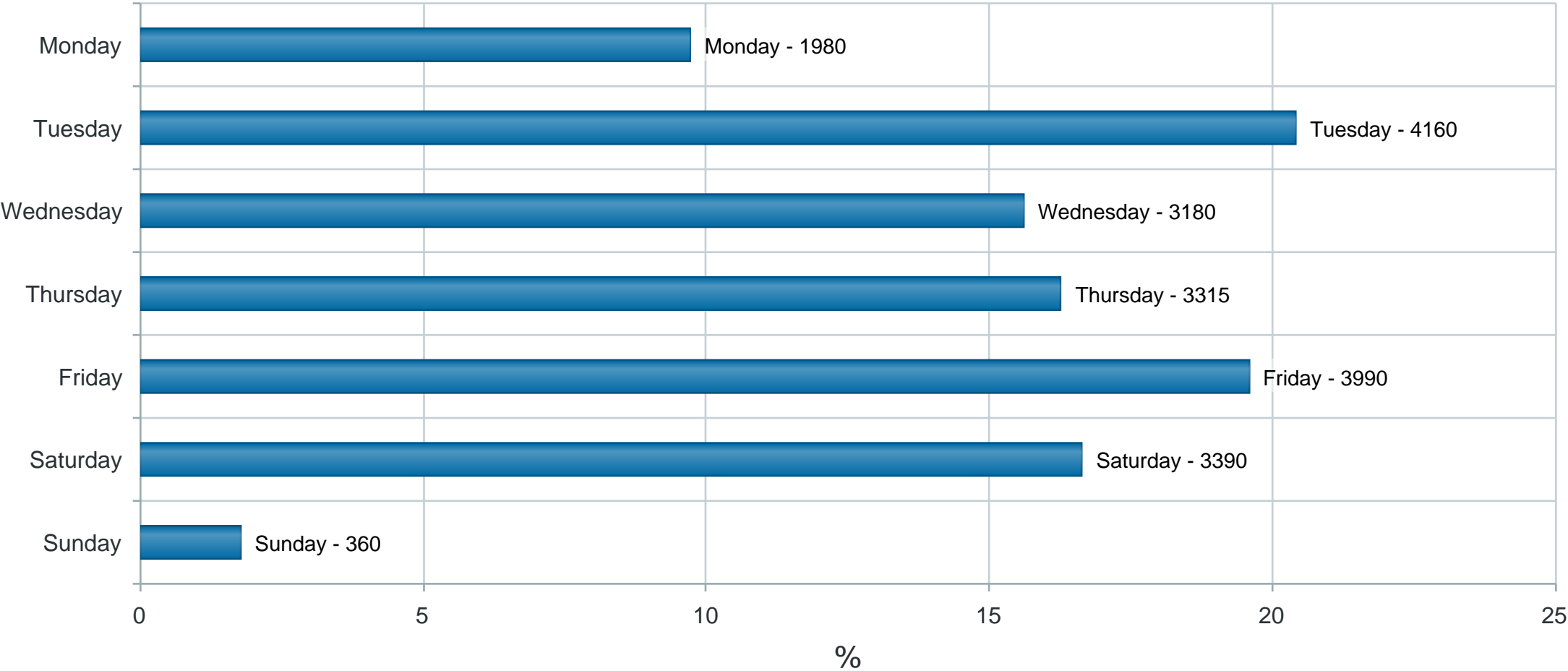
Members are asked to:

1. Consider whether Hallmaster reporting should be adopted for ongoing monitoring and management purposes.
2. Consider whether occupancy targets or Key Performance Indicators (KPIs) should be introduced to help drive improvements in utilisation.

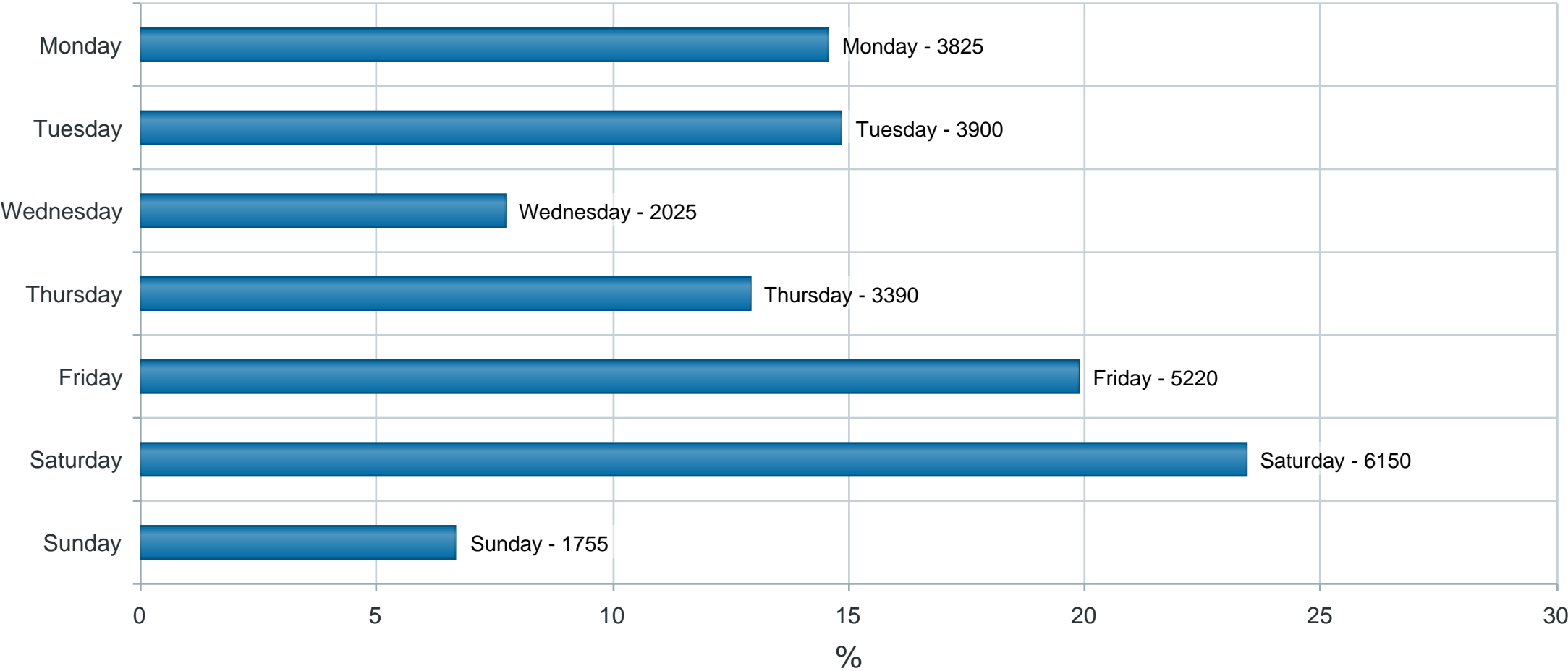
Harlington Occupancy per Day of the Week (in Minutes) (01/04/2025 - 30/04/2025)



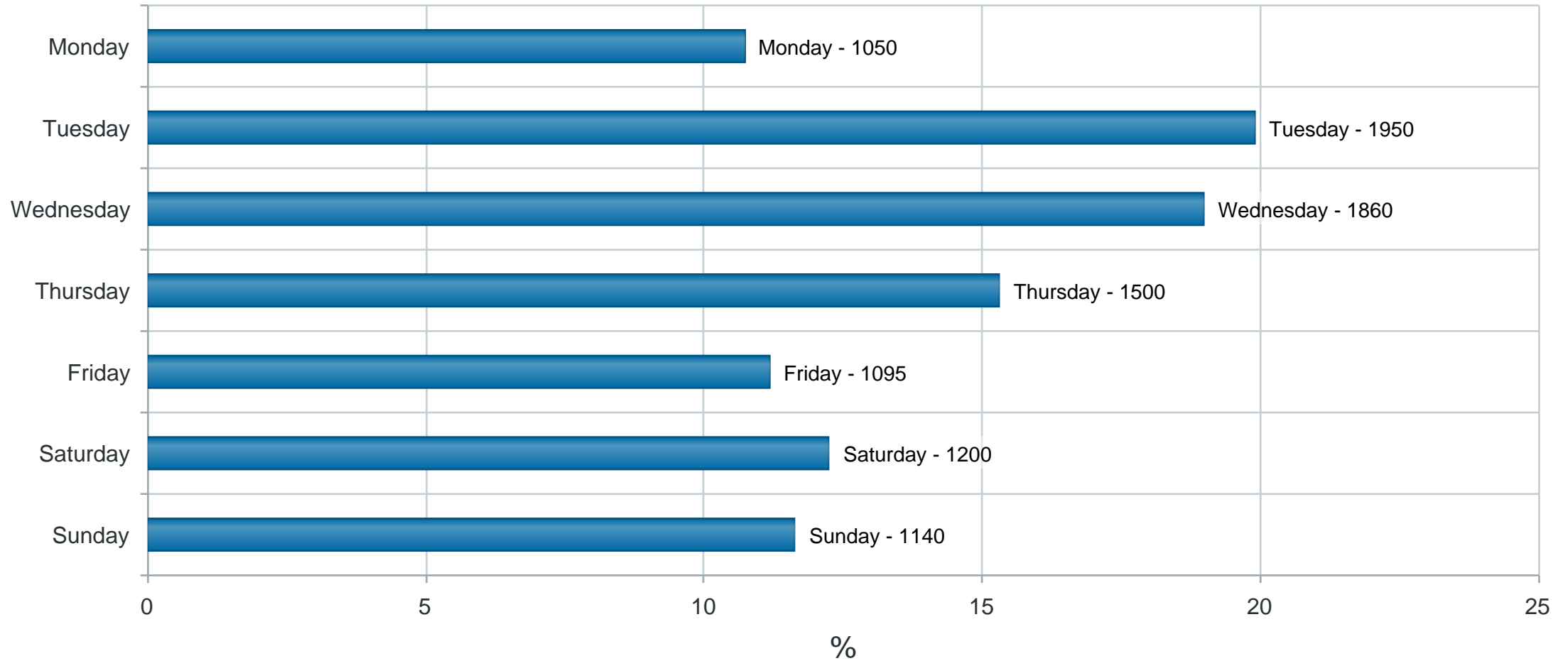
Harlington Occupancy per Day of the Week (in Minutes) (01/05/2025 - 31/05/2025)



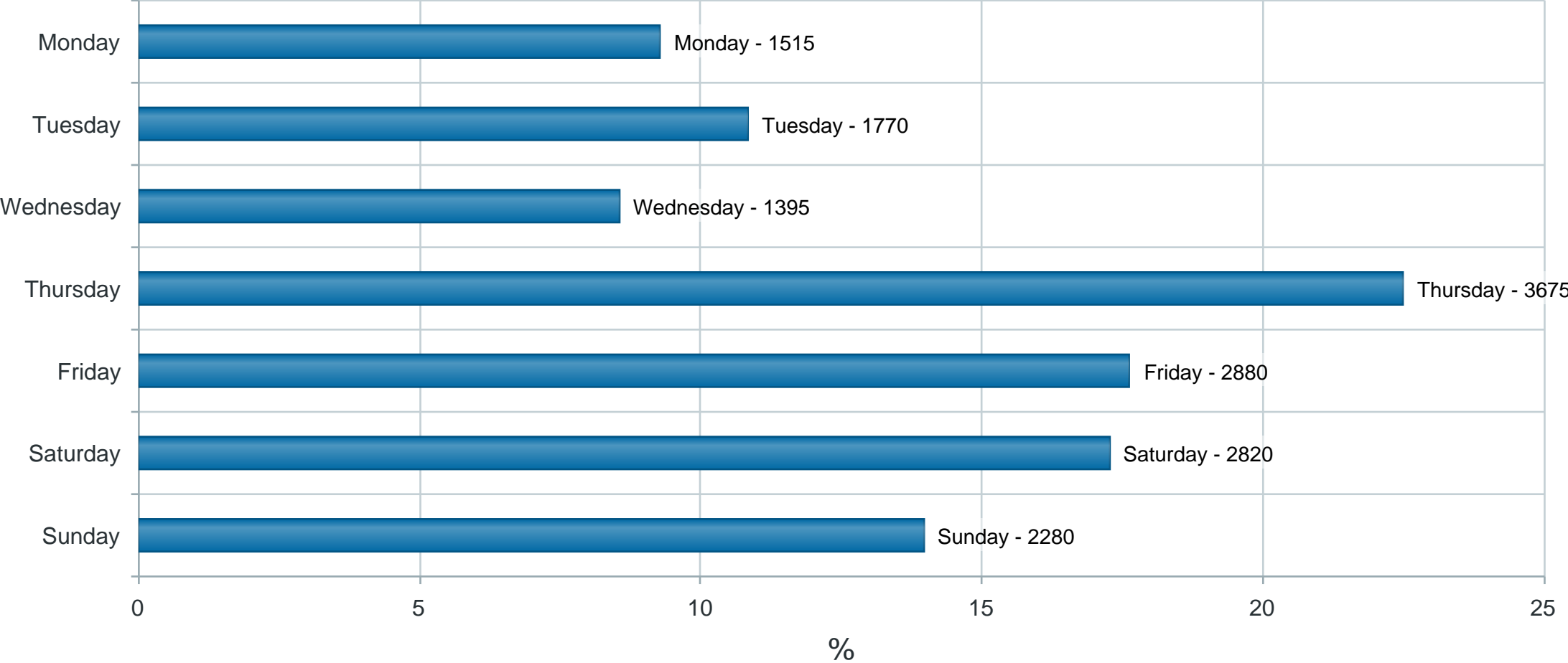
Harlington Occupancy per Day of the Week (in Minutes) (01/06/2025 - 30/06/2025)



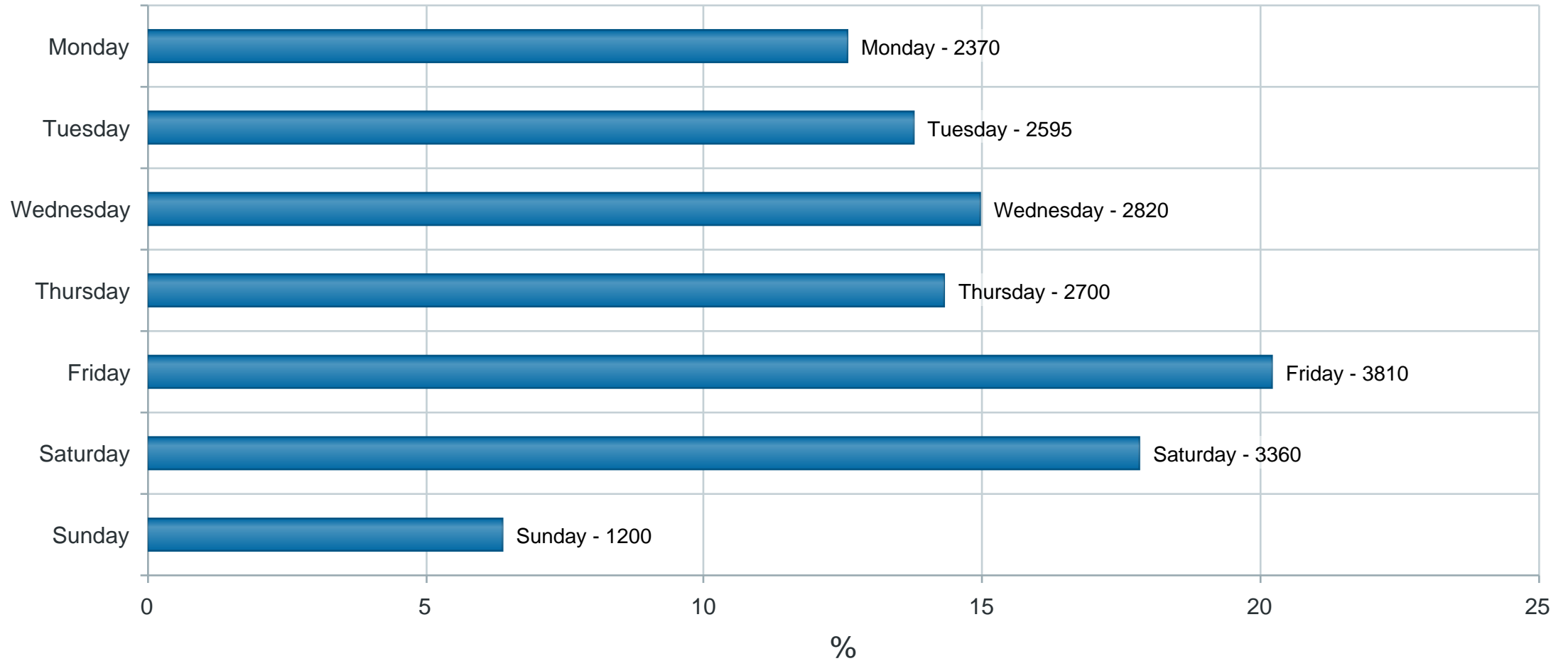
Occupancy per Day of the Week (in Minutes) (01/04/2025 - 30/04/2025)



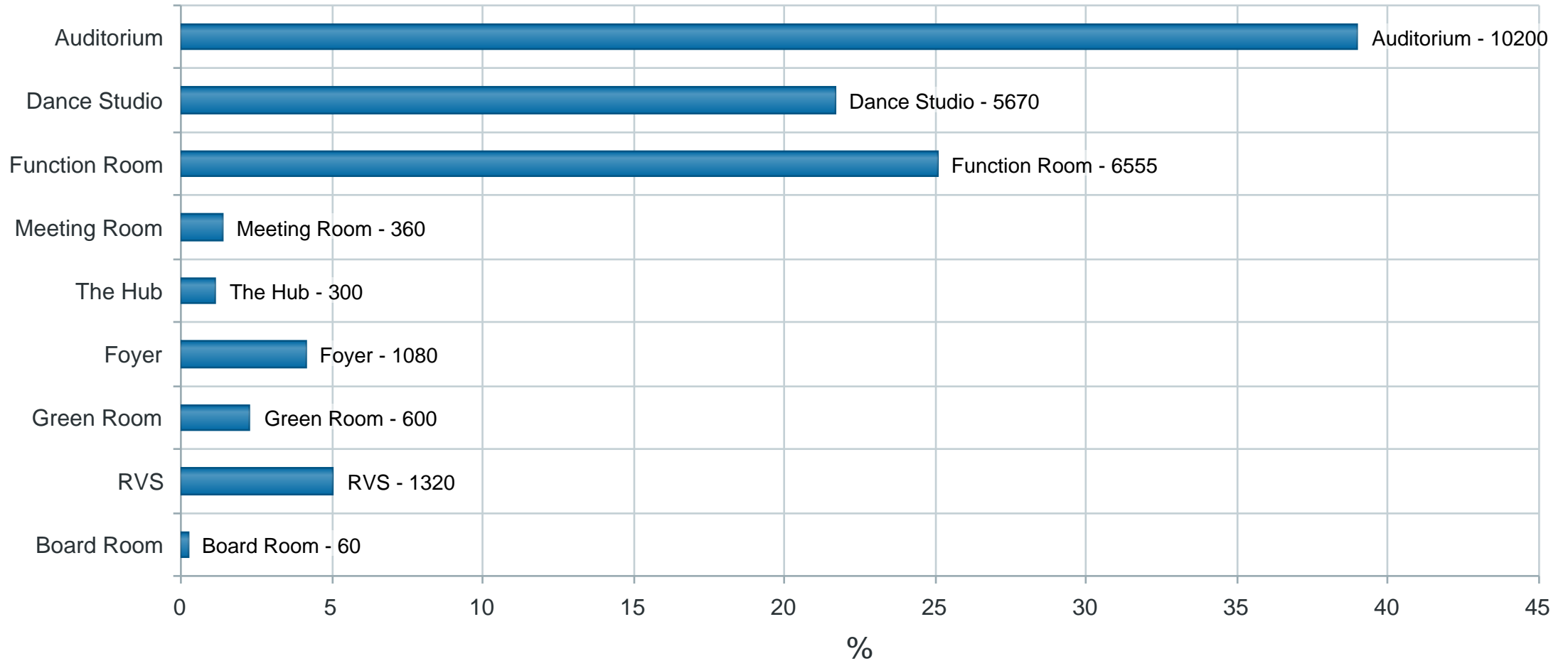
Occupancy per Day of the Week (in Minutes) (01/05/2025 - 31/05/2025)



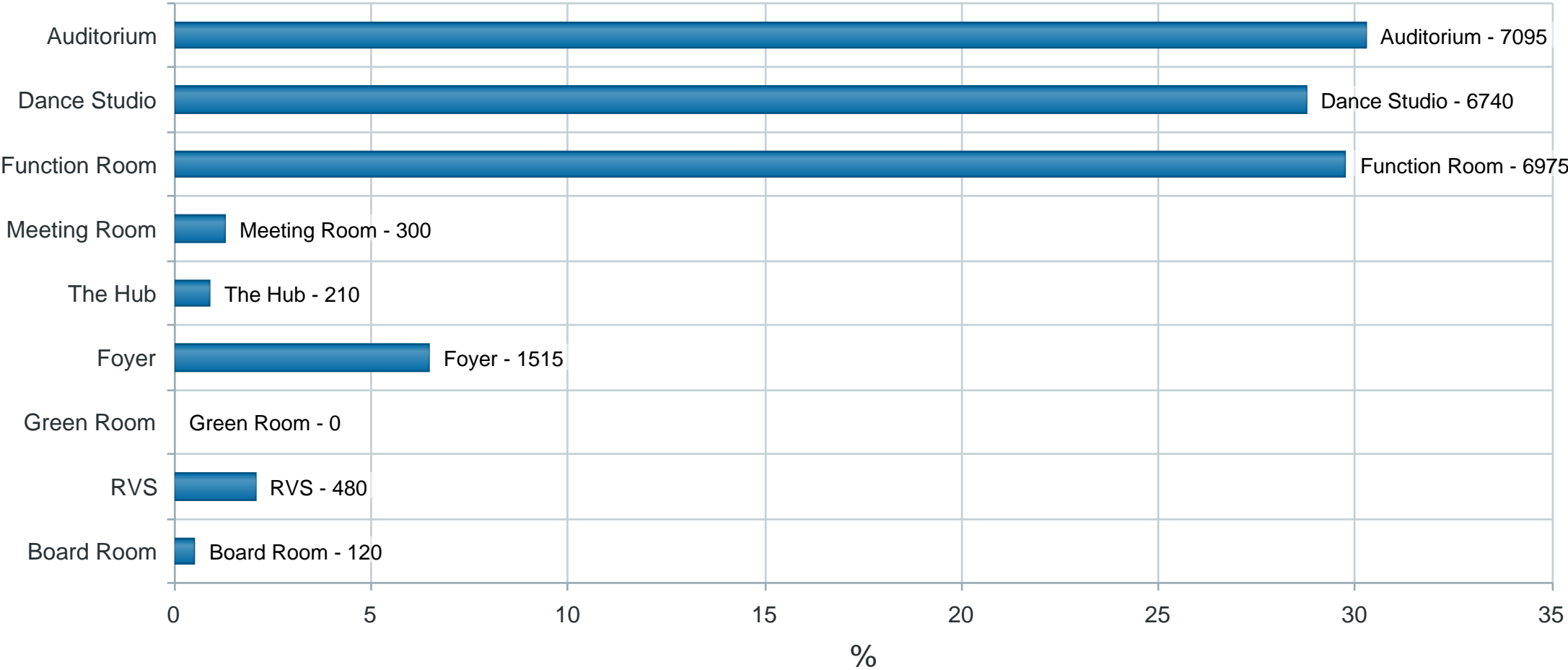
Occupancy per Day of the Week (in Minutes) (01/06/2025 - 30/06/2025)



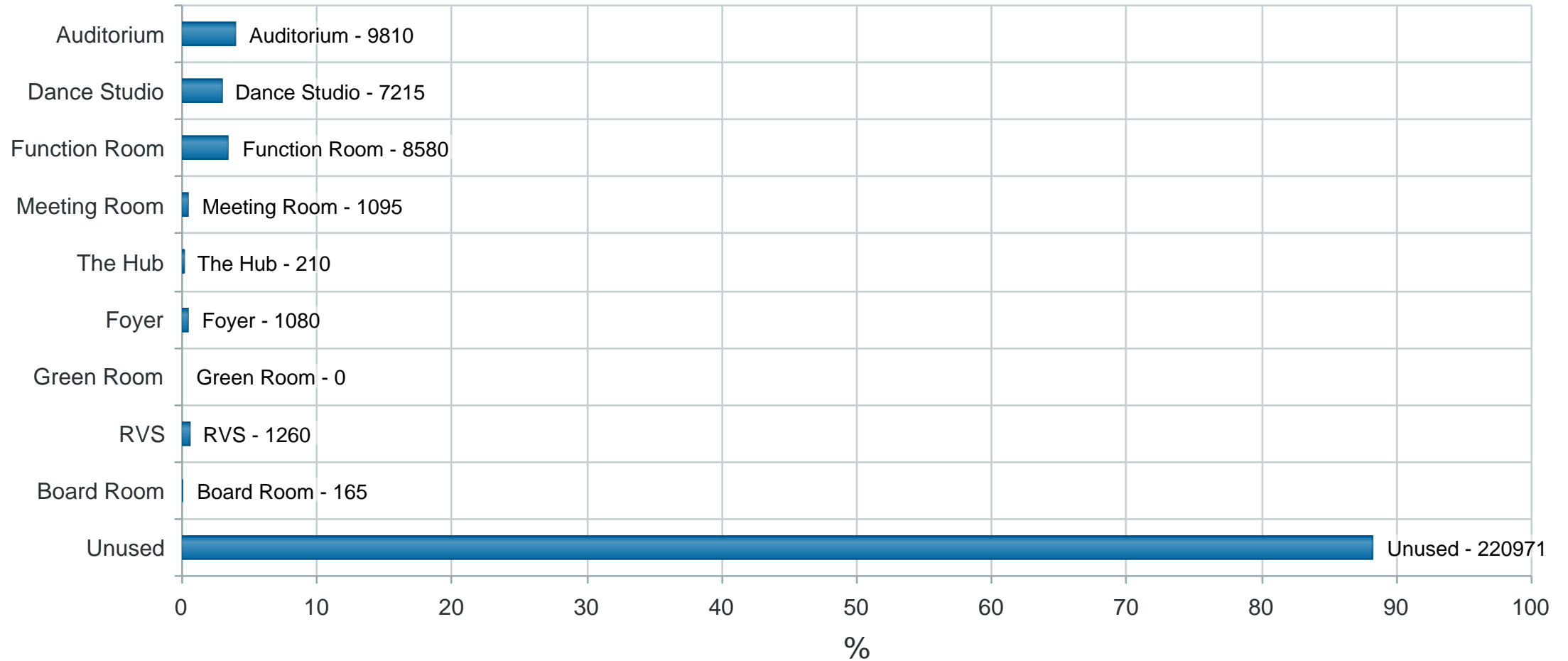
Harlington Room Occupancy (in Minutes) (01/04/2025 - 30/04/2025)



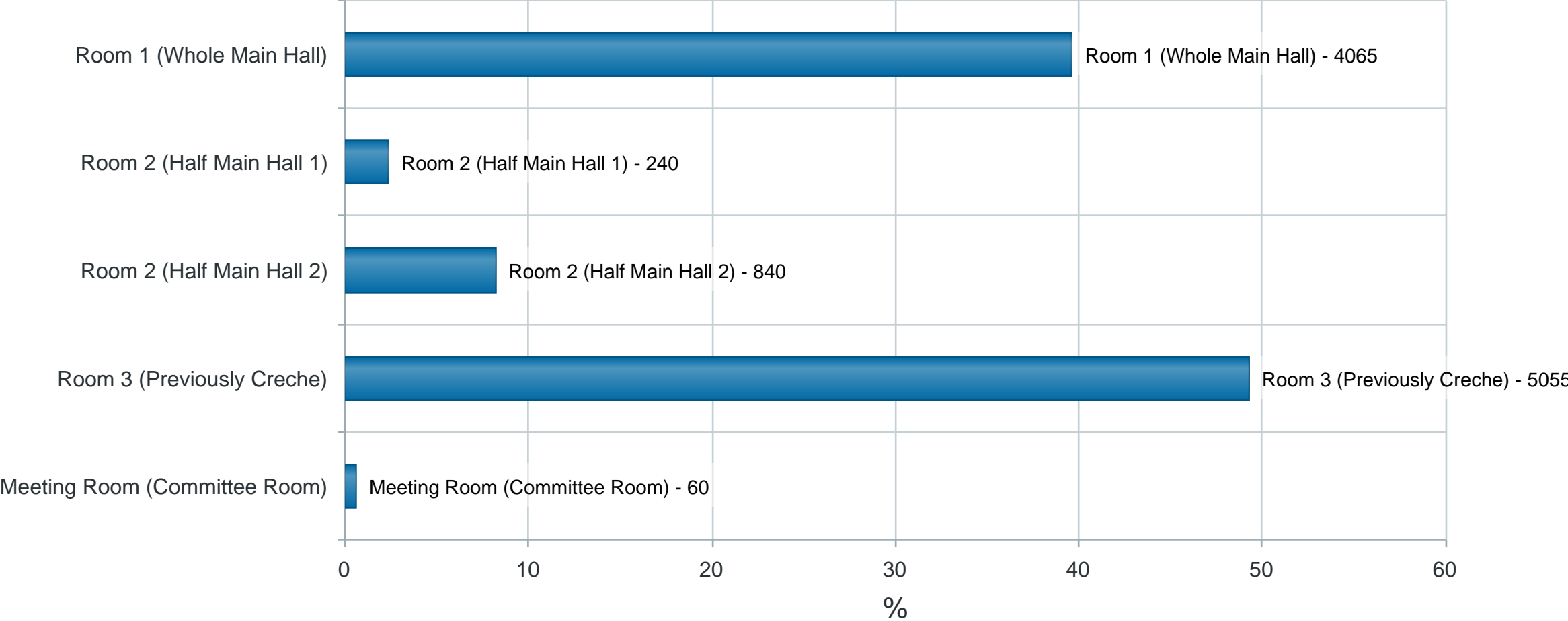
Harlington Room Occupancy (in Minutes) (01/05/2025 - 31/05/2025)



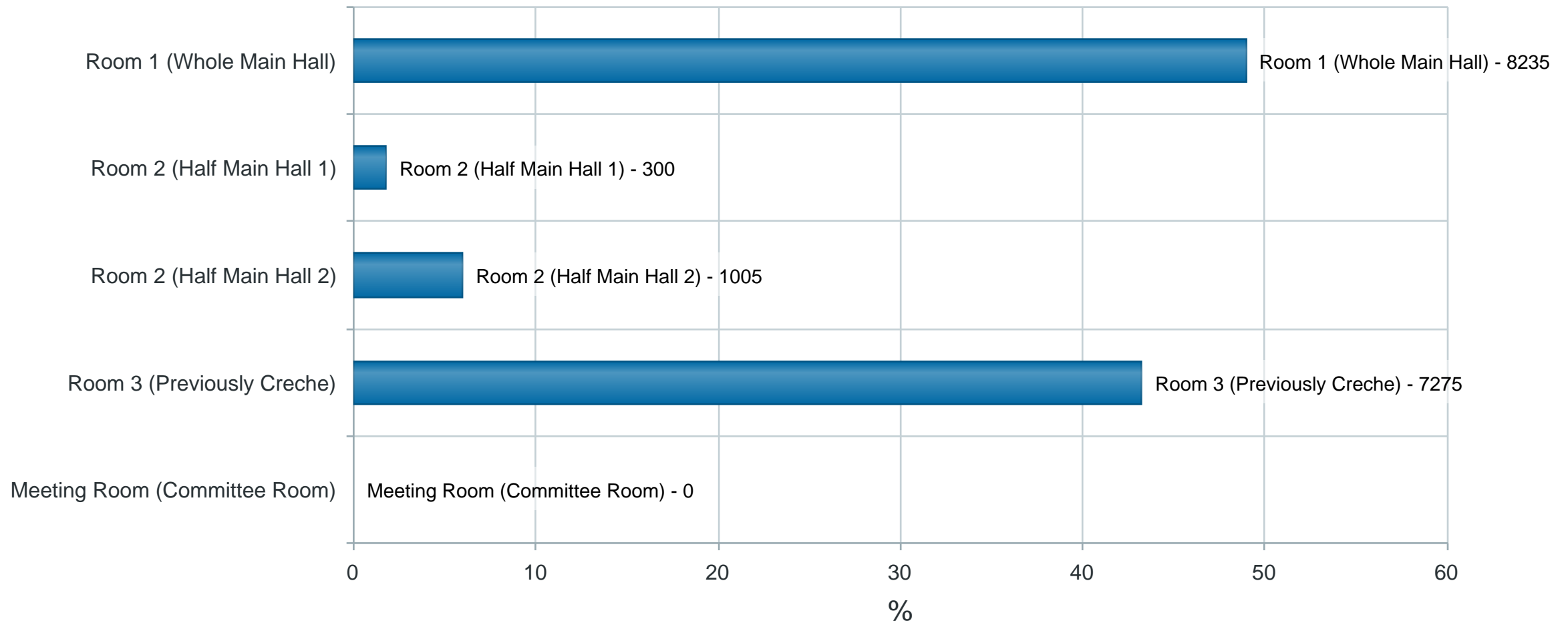
Harlington Room Occupancy (in Minutes) (01/06/2025 - 30/06/2025)



Room Occupancy - 2 (in Minutes) (01/04/2025 - 30/04/2025)



Room Occupancy (in Minutes) (01/05/2025 - 31/05/2025)



Room Occupancy Including Unused (in Minutes) (01/06/2025 - 30/06/2025)

