



Notice is hereby given of

THE POLICY AND FINANCE COMMITTEE MEETING

on

Wednesday 18th February 2026 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
11th February 2026

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	<p>Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.</p> <p>Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.</p>
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 15 th October 2025 (<i>copy attached</i>).
Part 1 – ITEMS FOR DECISION	
5. QUARTERLY FINANCIAL MONITORING REPORT	<p>To consider and agree the quarterly report for the period ending 31 December 2025.</p> <p>Reports for 2025/26 as at 31 December 2025:</p> <ul style="list-style-type: none">a. Q3 Income & Expenditure Accountb. Q3 Budget Monitoring Reportc. Balance sheet as at 31 December 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 31 December 2025.</p>
6.	<p>INVESTMENT REPORT To consider the quarterly investment report for the period ending 31 December 2025 (<i>copy attached</i>).</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> <ul style="list-style-type: none"> • Fleet & District Carnival Association - £1,000 to go towards costs in celebrating the 70th Anniversary of the event. • Repair Café - £630 to pay for room hire at The Harlington. • Fleet Lions - £580 to support the purchase of protective jackets. <p>RECOMMENDATIONS a) To consider the grant requests. b) To note the record of grants awarded for 2025/26.</p>
8.	<p>CYBER ESSENTIALS The Members consider the attached report regarding the Council's desire to be resilient against cyber-attacks through gaining the Cyber Essentials standard.</p> <p>RECOMMENDATIONS a) Members note the issues raised in the report. b) Members agree the framework required to ensure cyber resilience. c) Members determine what, if any, of the actions proposed they support.</p>
9.	<p>CLIMATE CHANGE POLICY The Climate Change Policy was approved by Full Council in July 2022 and was due for review in line with the Council's policy review timetable. A review of the policy has now been undertaken.</p> <p>The review concluded that the policy remains fit for purpose and continues to reflect the Council's existing commitments and ambitions in relation to climate change and carbon reduction.</p> <p>The reviewed version:</p> <ul style="list-style-type: none"> • Retains the original aims and targets, including the Council's ambition to achieve net zero carbon emissions by 2035; • Does not introduce any new policy commitments or remove any existing ones; • Includes minor editorial and formatting updates to improve clarity and consistency; • Adds a short Monitoring and Review section to reflect good governance practice and to confirm the review cycle. <p>These amendments do not alter the intent or substance of the policy.</p> <p>RECOMMENDATION That Members review and approve the updated <i>Climate Change Policy</i>.</p>
10.	<p>COMMUNICATIONS & SOCIAL MEDIA POLICY The existing <i>Computer Use and Communications Policy</i> and <i>Internet / Email / Social Media Policy</i> have been reviewed with the aim of combining them into a single, streamlined document. The attached draft <i>Communications & Social Media Policy</i> reflects this</p>

	<p>consolidation and incorporates updated guidance on communication standards, responsibilities, and the use of digital platforms.</p> <p>RECOMMENDATION That Members review and approve the new combined <i>Communications & Social Media Policy</i>.</p>
11.	<p>SAFEGUARDING CHILDREN AND ADULTS AT RISK POLICY The Council’s Safeguarding Policy was last reviewed in February 2022 and was due for review in February 2024.</p> <p>Although the existing policy has remained broadly effective, a review has been undertaken to ensure it remains current, proportionate and aligned with up-to-date legislation and best practice.</p> <p>The policy has been updated to:</p> <ul style="list-style-type: none"> • Reflect updated statutory guidance, including Working Together to Safeguard Children (2023). • Adopt current terminology, including the use of “adults at risk”. • Clarify the Council’s safeguarding role as a facility provider, noting that the Council does not directly employ or deliver services to children. • Strengthen safeguarding expectations for external hirers and contractors using Council facilities. • Improve governance clarity around roles, training and review arrangements. <p>The revised policy:</p> <ul style="list-style-type: none"> • Updates legislative and guidance references. • Clearly defines responsibilities between the Council and external organisations. • Modernises safer recruitment and DBS wording. • Confirms safeguarding reporting arrangements and review cycles. <p>The Safeguarding Process Chart remains unchanged.</p> <p>RECOMMENDATIONS That Members review and approve the revised <i>Safeguarding Children and Adults at Risk Policy</i>.</p>
Part 2 – ITEMS TO NOTE	
12.	<p>ANNOUNCEMENTS To receive and note announcements from the Executive Officer or any Member by permission of the Chair.</p>
13.	<p>DATE AND TIME OF NEXT MEETING The next meeting of the Policy and Finance Committee is scheduled for Wednesday 22nd April 2026 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 15th October 2025 at 7pm
at The Harlington

* Councillor Holt (Chairman)

0 Samantha Neves (Vice Chairman)

0 Councillor Einchcomb

Councillor Fang

* Councillor Richmond

* Councillor Schofield

0 Councillor Stanton

0 Councillor Taylor

* Councillor Tilley

* Councillor Woods

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

Also in attendance:

Rita Tong – Executive Officer

Sam Mabbott – CEO Citizens Advice Hart

PF OCTOBER 2025 ITEM 1

APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

PF OCTOBER 2025 ITEM 2

DECLARATIONS OF INTEREST

There were no declarations of interest.

PF OCTOBER 2025 ITEM 3

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

PF OCTOBER 2025 ITEM 4

MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Wednesday 14th May 2025 were approved and signed by the Chairman.

PF OCTOBER 2025 ITEM 5

QUARTERLY FINANCIAL MONITORING REPORT

Members considered the quarterly reports for the period ending 30 September 2025.

Reports for 2024/25 as at 30 September 2025:

a. Q4 Income & Expenditure Account

b. Q4 Budget Monitoring Report 2

c. Balance sheet as at 30 September 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 30 September 2025.
- b. To use £2,500 of the Projects Equipment budget to purchase office chairs for all staff.

PF OCTOBER 2025 ITEM 6 INVESTMENT REPORT

Members considered the quarterly investment report for the period ending 30 September 2025.

Account	Funds
HSBC Current Bank Account	£866,251.20
HSBC Savings Account	£817,361.33
Nationwide Business Instant Saver	£414,382.58
CCLA Public Sector Deposit Fund	£3,035,273.27
TOTAL	£5,133,268.38

RESOLVED

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

PF OCTOBER 2025 ITEM 7 GRANTS

Members considered an application from Citizens Advice Hart for a grant of £2,500 to support the provision of free, impartial, independent, and confidential advice.

Members also discussed whether the current approach to grant awards should be reviewed, particularly the number of organisations supported on a recurring basis. It was agreed that a full review should be undertaken by the new administration.

RESOLVED

- a) To award £2,500 to Citizens Advice Hart to support the provision of free, impartial, independent, and confidential advice.
- b) To note the record of grants awarded for 2025/26.
- c) To review the mechanism for awarding grants after May 2026.

Sam Mabbott left the meeting at the end of this item.

PF OCTOBER 2025 ITEM 8 ACCOUNTS SOFTWARE

Members noted that, as agreed at Full Council last month (see FC September 2025 Item 12), notice had been given to and accepted by Rialtas Business Solutions.

Members considered information on Xero price plans and reviewed which option would provide comparable functionality to the Council's existing financial software.

It was agreed that, given the size and complexity of Fleet Town Council, the **Xero Ultimate plan** was the most suitable. This plan has an annual cost of **£780**, compared with the current **£1,760** for the non-cloud-based system.

RESOLVED

That the Council should move to Xero's Ultimate plan.

PF OCTOBER 2025 ITEM 9 MOTV 2025 REPORT

Members considered the report from Cllr Tilley on the *Music on The Views* event held on 30 August 2025.

Members acknowledged that maintaining visibility of *The Harlington* brand during the renovation project would be important, and that this festival provided a valuable opportunity to achieve that.

It was noted that while 2026 would be a "business as usual" year, the event would play a key role in 2027 and therefore required some financial security to ensure its continuation. Members agreed to financially support the early stages of the project when costs could be incurred without sufficient ticket income.

RESOLVED

To note the report and to approve that the Council financially support the *Music on The Views* 2026 event in the early stages of the project.

PF OCTOBER 2025 ITEM 10 CREDIT CARD POLICY

Members reviewed the amended Credit Card policy that reflects the changes agreed at Full Council in February 2025 (see item 8).

RESOLVED

To approve the amended Credit Card Policy.

PF OCTOBER 2025 ITEM 11 2026/27 DRAFT BUDGET

Members considered the draft 2026/27 budget, which had been updated from the baseline budget presented to the Budget Working Group on 27 August 2025. The alternative budget included estimated costs for operating from a different site during *The Harlington* renovation, together with estimated project costs based on Option 2.

Members noted that the public consultation on the preferred design option was due to conclude by 15 November 2025, and that the outcome of that consultation will decide the final budget.

RESOLVED

To recommend the above approach to the 2026/27 budget to Full Council.

PF OCTOBER 2025 ITEM 12 ANNOUNCEMENTS

The following announcement was made:

- The draft leaflet for the public consultation on the design options for *The Harlington* renovation project will be circulated to all Members on Thursday 16 October 2025. The leaflet is intended to inform residents about the proposed options and gather their feedback to guide the Council's final decision.

PF OCTOBER 2025 ITEM 13

DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 18th February 2026 at 7pm in the Harlington.

There being no further business the meeting closed at 9.03pm.

Signed: **Date:**
Chairman

Detailed Income & Expenditure by Phased Budget Heading 19/01/2026

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Central Administration</u>											
1500 Miscellaneous Income	0	0	0	4,738	0	(4,738)	0			0.0%	1,748
1870 Interest Income	12,420	6,900	(5,520)	115,793	62,100	(53,693)	83,000			139.5%	
Central Administration :- Income	12,420	6,900	(5,520)	120,531	62,100	(58,431)	83,000			145.2%	1,748
4000 Salaries	14,072	14,305	233	127,306	128,745	1,439	171,645	44,339		74.2%	
4001 Employers National Insurance	1,800	1,835	35	16,283	16,515	232	22,000	5,717		74.0%	
4002 Employers Pension	962	990	28	8,694	8,910	216	11,885	3,191		73.1%	
4011 Staff Recruitment	0	0	0	0	0	0	150	150		0.0%	
4015 Recharge staff hours	0	0	0	0	0	0	(8,700)	(8,700)		0.0%	
4030 Training	0	100	100	780	900	120	1,300	520		60.0%	
4041 Mileage/Travel/Sustenance	62	0	(62)	194	50	(144)	100	(94)		193.5%	
4130 Insurance	0	0	0	16,902	14,300	(2,602)	14,300	(2,602)		118.2%	
4156 Recycling	0	0	0	0	0	0	150	150		0.0%	
4175 Equipment Maintenance	0	60	60	0	540	540	800	800		0.0%	
4185 Equipment	11	500	489	4,297	4,500	203	6,000	1,703		71.6%	
4187 Health & Safety	155	300	145	662	2,700	2,038	3,500	2,838		18.9%	
4225 South and South East in Bloom	0	0	0	92	0	(92)	0	(92)		0.0%	
4400 Stationery & Consumables	83	200	117	1,963	1,800	(163)	2,300	337		85.3%	
4420 Bank Charges	183	200	17	2,250	1,800	(450)	2,500	250		90.0%	
4430 Promotion/Publicity/Vision	0	0	0	3,584	2,750	(834)	5,500	1,916		65.2%	
4432 Marketing	0	0	0	39	0	(39)	0	(39)		0.0%	
4435 Website	0	250	250	1,528	750	(778)	1,100	(428)		138.9%	
4440 Telephone & Broadband	186	275	89	1,674	2,475	801	3,300	1,626		50.7%	

Detailed Income & Expenditure by Phased Budget Heading 19/01/2026

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4445 Mobile Phones	162	10	(152)	240	90	(150)	160		(80)	150.0%	
4455 Postage	(84)	10	94	0	90	90	150		150	0.0%	
4460 Subscriptions	0	0	0	4,040	3,500	(540)	3,500		(540)	115.4%	
4480 Computer Maintenance	0	0	0	2,280	0	(2,280)	1,500		(780)	152.0%	
4481 Software/Licenses	65	0	(65)	2,445	2,500	55	6,000		3,555	40.7%	
4484 Computer Support	378	425	47	3,404	3,825	421	5,100		1,696	66.7%	
4486 E-mail Exchange	673	445	(228)	4,272	4,005	(267)	5,340		1,068	80.0%	
4550 Payroll Services	44	70	27	402	630	228	840		438	47.9%	
4551 HR Services and staff welfare	189	275	86	1,703	2,475	772	3,300		1,597	51.6%	
4555 Legal Fees and Costs	55	0	(55)	(623)	0	623	2,000		2,623	(31.2%)	
4560 Accountancy fees	0	0	0	0	0	0	900		900	0.0%	
4561 VAT Consultancy fees	0	0	0	0	250	250	250		250	0.0%	
4580 Audit Fees	0	0	0	(38)	3,620	3,658	4,120		4,158	(0.9%)	
4995 Miscellaneous Expenditure	500	0	(500)	5,082	0	(5,082)	0		(5,082)	0.0%	1,748
Central Administration :- Indirect Expenditure	19,495	20,250	755	209,453	207,720	(1,733)	270,990	0	61,537	77.3%	1,748
Net Income over Expenditure	(7,075)	(13,350)	(6,275)	(88,922)	(145,620)	(56,698)	(187,990)				
6001 plus Transfer from EMR	0	0	0	1,748	0	(1,748)	0				
6000 less Transfer to EMR	0	0	0	1,748	0	(1,748)	0				
Movement to/(from) Gen Reserve	(7,075)	(13,350)	(6,275)	(88,922)	(145,620)	(60,193)	(187,990)				

Detailed Income & Expenditure by Phased Budget Heading 19/01/2026

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>105</u> <u>Civic and Democratic</u>											
4012 Pension liability	0	0	0	8,100	10,000	1,900	10,000		1,900	81.0%	(1,900)
4041 Mileage/Travel/Sustenance	0	0	0	0	50	50	100		100	0.0%	
4430 Promotion/Publicity/Vision	0	0	0	155	2,500	2,345	5,000		4,845	3.1%	
4530 Councillor Development	0	125	125	152	375	223	500		348	30.4%	
4535 Chairman's Expense Allowance	17	100	83	204	900	696	1,200		996	17.0%	
4537 Members Expense Allowances	0	60	60	121	540	419	800		679	15.1%	
4540 Elections	0	0	0	0	5,000	5,000	5,000		5,000	0.0%	(5,000)
Civic and Democratic :- Indirect Expenditure	<u>17</u>	<u>285</u>	<u>268</u>	<u>8,732</u>	<u>19,365</u>	<u>10,633</u>	<u>22,600</u>	<u>0</u>	<u>13,868</u>	<u>38.6%</u>	<u>(6,900)</u>
Net Expenditure	(17)	(285)	(268)	(8,732)	(19,365)	(10,633)	(22,600)				
6001 plus Transfer from EMR	0	0	0	(6,900)	0	6,900	0				
Movement to/(from) Gen Reserve	(17)	(285)	(268)	(15,632)	(19,365)	(3,733)	(22,600)				
<u>110</u> <u>Grants</u>											
4241 Grant - Fleet Phoenix	0	0	0	0	0	0	12,000		12,000	0.0%	
4242 Grant - Sashas Project	0	0	0	0	0	0	7,540		7,540	0.0%	
4538 Community Support	0	0	0	1,309	750	(559)	1,500		191	87.3%	
4800 Fleet Connect	0	0	0	13,414	13,415	1	13,415		1	100.0%	
4810 Basingstoke Canal	0	15,600	15,600	18,309	15,600	(2,709)	15,600		(2,709)	117.4%	
4855 Community grants	0	1,000	1,000	3,655	3,000	(655)	3,700		45	98.8%	
Grants :- Indirect Expenditure	<u>0</u>	<u>16,600</u>	<u>16,600</u>	<u>36,687</u>	<u>32,765</u>	<u>(3,922)</u>	<u>53,755</u>	<u>0</u>	<u>17,068</u>	<u>68.2%</u>	<u>0</u>
Net Expenditure	0	(16,600)	(16,600)	(36,687)	(32,765)	3,922	(53,755)				

Detailed Income & Expenditure by Phased Budget Heading 19/01/2026

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>115</u> Precept											
1900 Precept - operational	0	0	0	980,370	980,370	0	980,370			100.0%	
Precept :- Income	0	0	0	980,370	980,370	0	980,370			100.0%	0
Net Income	0	0	0	980,370	980,370	0	980,370				
<u>120</u> Projects											
4185 Equipment	0	0	0	2,372	0	(2,372)	0		(2,372)	0.0%	(38,000)
4235 Play Equipment	0	0	0	0	38,000	38,000	38,000		38,000	0.0%	
4440 Telephone & Broadband	0	0	0	0	12,000	12,000	12,000		12,000	0.0%	
4559 Professional fees	0	0	0	3,500	0	(3,500)	0		(3,500)	0.0%	
Projects :- Indirect Expenditure	0	0	0	5,872	50,000	44,128	50,000	0	44,128	11.7%	(38,000)
Net Expenditure	0	0	0	(5,872)	(50,000)	(44,128)	(50,000)				
6001 plus Transfer from EMR	0	0	0	(38,000)	0	38,000	0				
Movement to/(from) Gen Reserve	0	0	0	(43,872)	(50,000)	(6,128)	(50,000)				
<u>150</u> Events, Town Centre and Climat											
1200 Christmas Day lunch	0	0	0	1,600	0	(1,600)	0			0.0%	
1940 Christmas Festivities Grants/S	0	0	0	1,000	0	(1,000)	0			0.0%	
Events, Town Centre and Climat :- Income	0	0	0	2,600	0	(2,600)	0				0
4176 Action Day	0	0	0	54	500	446	500		446	10.8%	

Detailed Income & Expenditure by Phased Budget Heading 19/01/2026

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4210 Floral Displays	0	0	0	20,439	20,300	(139)	20,300		(139)	100.7%	
4295 Christmas Festivities Costs	2,234	3,000	766	3,805	3,000	(805)	3,000		(805)	126.8%	
4655 Town Centre Xmas Decorations	3,621	0	(3,621)	18,866	20,000	1,134	20,000		1,134	94.3%	
4656 Christmas Gurkha Square	0	0	0	3,728	4,100	373	4,100		373	90.9%	
4657 Christmas Day Lunch	2,023	2,200	177	2,023	2,200	177	2,200		177	92.0%	
4660 Remembrance Day	195	0	(195)	1,514	3,450	1,936	3,450		1,936	43.9%	
4832 Climate Change	0	0	0	720	800	80	5,800		5,080	12.4%	
Events, Town Centre and Climat :- Indirect Expenditure	8,074	5,200	(2,874)	51,149	54,350	3,201	59,350	0	8,201	86.2%	0
Net Income over Expenditure	(8,074)	(5,200)	2,874	(48,549)	(54,350)	(5,801)	(59,350)				
<u>155 Music on the Views</u>											
1920 Music on The Views Grants/Spon	0	0	0	6,175	0	(6,175)	0			0.0%	
1930 Music on The Views Ticket Sale	0	0	0	14,706	0	(14,706)	0			0.0%	
Music on the Views :- Income	0	0	0	20,881	0	(20,881)	0				0
4130 Insurance	0	0	0	1,039	0	(1,039)	0		(1,039)	0.0%	
4152 Cleaning - Supplies	0	0	0	23	0	(23)	0		(23)	0.0%	
4180 Equipment Hire	0	0	0	9,192	0	(9,192)	0		(9,192)	0.0%	
4187 Health & Safety	0	0	0	2,310	0	(2,310)	0		(2,310)	0.0%	
4290 Music on The Views Events Cost	0	0	0	1,757	0	(1,757)	0		(1,757)	0.0%	
4400 Stationery & Consumables	0	0	0	152	0	(152)	0		(152)	0.0%	
4432 Marketing	0	0	0	427	0	(427)	0		(427)	0.0%	
4720 Performance Costs	0	0	0	8,550	0	(8,550)	0		(8,550)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 19/01/2026

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4752 Hospitality	0	0	0	165	0	(165)	0		(165)	0.0%	
Music on the Views :- Indirect Expenditure	0	0	0	23,615	0	(23,615)	0	0	(23,615)		0
Net Income over Expenditure	0	0	0	(2,734)	0	2,734	0				
6001 plus Transfer from EMR	0	0	0	0	0	0	0				
6000 less Transfer to EMR	0	0	0	(2,734)	0	2,734	0				
Movement to/(from) Gen Reserve	0	0	0	0	0	5,468	0				
<u>160 Harlington Development</u>											
1902 Precept - New Harlington	0	0	0	455,622	455,622	0	455,622			100.0%	
Harlington Development :- Income	0	0	0	455,622	455,622	0	455,622			100.0%	0
4015 Recharge staff hours	0	0	0	0	0	0	13,900		13,900	0.0%	
4185 Equipment	0	0	0	292	0	(292)	0		(292)	0.0%	
4430 Promotion/Publicity/Vision	0	0	0	2,095	0	(2,095)	0		(2,095)	0.0%	
4555 Legal Fees and Costs	0	0	0	1,168	0	(1,168)	0		(1,168)	0.0%	
4559 Professional fees	0	0	0	324,804	0	(324,804)	0		(324,804)	0.0%	
4563 Planning and Building fees	0	0	0	1,054	0	(1,054)	0		(1,054)	0.0%	
4565 Survey and consultation	7,925	0	(7,925)	7,925	0	(7,925)	0	3,518	(11,443)	0.0%	
4580 Audit Fees	0	0	0	400	0	(400)	0		(400)	0.0%	
4752 Hospitality	0	0	0	56	0	(56)	0		(56)	0.0%	
4890 Earmarked New Harlington	0	0	0	0	0	0	441,722		441,722	0.0%	
Harlington Development :- Indirect Expenditure	7,925	0	(7,925)	337,794	0	(337,794)	455,622	3,518	114,310	74.9%	0
Net Income over Expenditure	(7,925)	0	7,925	117,828	455,622	337,794	0				

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201</u> <u>Harlington - Events</u>											
1000 Hall Hire	4,721	7,900	3,179	56,045	71,100	15,055	98,000			57.2%	
1001 WRVS Hall Hire	0	0	0	1,232	0	(1,232)	0			0.0%	
1002 POINT Hall Hire	0	0	0	0	0	0	19,540			0.0%	
1036 Fleet Baptist Preschool	0	0	0	1,420	3,150	1,730	4,750			29.9%	
1420 Bar Sales	26,741	20,500	(6,241)	97,335	113,000	15,665	147,500			66.0%	
1430 Merchandise	8	0	(8)	50	0	(50)	0			0.0%	
1431 Confectionery	2,028	1,650	(378)	2,467	2,450	(17)	2,800			88.1%	
1432 Ices	3,067	2,500	(567)	3,152	2,500	(652)	2,500			126.1%	
1433 Snacks	834	250	(584)	2,264	2,250	(14)	3,000			75.5%	
1435 Box Office Charges	2,291	2,000	(291)	11,645	12,400	755	16,300			71.4%	
1450 Ticket Sales	61,093	74,200	13,107	143,594	194,200	50,606	261,200			55.0%	
1500 Miscellaneous Income	0	0	0	118	0	(118)	0			0.0%	
Harlington - Events :- Income	100,782	109,000	8,218	319,321	401,050	81,729	555,590			57.5%	0
4000 Salaries	15,946	18,550	2,604	151,370	166,950	15,580	222,575	71,205		68.0%	
4001 Employers National Insurance	2,014	2,355	341	16,868	21,195	4,327	28,285	11,417		59.6%	
4002 Employers Pension	792	745	(47)	6,583	6,705	122	8,915	2,332		73.8%	
4015 Recharge staff hours	0	0	0	0	0	0	(5,200)	(5,200)		0.0%	
4175 Equipment Maintenance	0	0	0	0	500	500	1,000	1,000		0.0%	
4182 Technical Equipment Sundries	0	0	0	276	500	224	750	474		36.9%	
4183 Technical Equipment Hire	0	0	0	90	0	(90)	500	410		18.0%	
4185 Equipment	0	750	750	0	2,250	2,250	3,000	3,000		0.0%	
4422 Bank & Card Transactions	3,279	1,100	(2,179)	11,377	9,900	(1,477)	14,000	2,624		81.3%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4432 Marketing	0	0	0	11,044	20,000	8,956	20,000		8,956	55.2%	
4433 Marketing Support	1,890	2,500	610	7,621	7,500	(121)	10,000		2,379	76.2%	
4490 Sales System Costs	2,082	1,000	(1,082)	12,706	10,000	(2,706)	14,000		1,294	90.8%	
4700 Bar Purchases	4,066	4,600	534	38,014	41,400	3,386	59,000		20,986	64.4%	
4710 Bar Consumables	243	125	(118)	1,525	1,125	(400)	1,500		(25)	101.7%	
4715 Stocktaking	0	0	0	0	0	0	500		500	0.0%	
4720 Performance Costs	46,792	75,000	28,208	101,552	135,000	33,448	165,000		63,448	61.5%	
4728 Till App	70	100	30	630	900	270	1,200		570	52.5%	
4740 Licences	0	0	0	183	0	(183)	6,000		5,817	3.1%	
4752 Hospitality	0	125	125	19	375	356	500		481	3.8%	
4761 Confectionery	607	450	(157)	721	1,250	529	1,650		929	43.7%	
4762 Ices	1,080	1,000	(80)	1,242	1,000	(242)	1,000		(242)	124.2%	
4763 Snacks	130	250	120	319	1,050	731	1,350		1,031	23.6%	
Harlington - Events :- Indirect Expenditure	78,991	108,650	29,659	362,141	427,600	65,459	555,525	0	193,384	65.2%	0
Net Income over Expenditure	21,792	350	(21,442)	(42,819)	(26,550)	16,269	65				
<u>204 Building</u>											
1031 HCC Library	0	0	0	15,146	6,000	(9,146)	13,500			112.2%	
Building :- Income	0	0	0	15,146	6,000	(9,146)	13,500			112.2%	0
4000 Salaries	5,836	5,835	(1)	51,722	52,515	793	70,045		18,323	73.8%	
4001 Employers National Insurance	750	750	(0)	6,639	6,750	111	9,005		2,366	73.7%	
4002 Employers Pension	291	285	(6)	2,559	2,565	6	3,455		896	74.1%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 Staff Recruitment	0	0	0	86	0	(86)	500		414	17.2%	
4030 Training	0	500	500	457	1,500	1,043	2,000		1,543	22.9%	
4041 Mileage/Travel/Sustenance	0	40	40	344	360	16	500		156	68.7%	
4110 Rates	0	0	0	16,260	17,500	1,240	17,500		1,240	92.9%	
4115 Water & Sewerage	568	485	(83)	4,264	4,365	101	5,820		1,556	73.3%	
4120 Gas	2,503	3,650	1,147	7,875	32,850	24,975	44,000		36,125	17.9%	
4122 Electricity	3,788	5,140	1,352	24,178	46,260	22,082	61,710		37,532	39.2%	
4130 Insurance	0	0	0	0	4,100	4,100	4,100		4,100	0.0%	
4150 Cleaning	3,207	3,480	273	26,353	31,320	4,967	41,800		15,447	63.0%	
4151 Cleaning - Equipment	0	0	0	0	250	250	500		500	0.0%	
4152 Cleaning - Supplies	775	600	(175)	3,598	5,400	1,802	7,000		3,402	51.4%	
4155 Refuse Collection	629	200	(429)	3,145	1,800	(1,345)	2,500		(645)	125.8%	
4156 Recycling	61	65	4	536	585	49	800		264	67.0%	
4170 Building Maintenance Contracts	743	2,185	1,442	10,505	19,665	9,160	26,250		15,745	40.0%	
4172 Building Repairs	25	1,500	1,475	3,816	4,500	684	6,000	541	1,643	72.6%	
4175 Equipment Maintenance	0	0	0	191	0	(191)	0		(191)	0.0%	
4185 Equipment	260	250	(10)	1,369	750	(619)	1,000		(369)	136.9%	
4187 Health & Safety	0	100	100	3,128	900	(2,228)	1,700		(1,428)	184.0%	
4188 Fire and Intruder Monitoring	45	0	(45)	45	0	(45)	575		530	7.8%	
4207 Fire & Intruder Systems	0	0	0	0	2,500	2,500	2,500		2,500	0.0%	
4400 Stationery & Consumables	97	125	28	516	375	(141)	500		(16)	103.2%	
4445 Mobile Phones	31	40	9	399	360	(39)	500		101	79.7%	
4455 Postage	(30)	0	30	0	0	0	250		250	0.0%	
4481 Software/Licenses	104	0	(104)	2,138	1,000	(1,138)	2,000		(138)	106.9%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4487 Wi-Fi	182	200	18	1,636	1,800	164	2,700		1,064	60.6%	
4745 Uniforms	93	0	(93)	187	0	(187)	300		113	62.4%	
Building :- Indirect Expenditure	19,960	25,430	5,470	171,945	239,970	68,025	315,510	541	143,024	54.7%	0
Net Income over Expenditure	(19,960)	(25,430)	(5,470)	(156,799)	(233,970)	(77,171)	(302,010)				
<u>205 Ancells Community Centre</u>											
1000 Hall Hire	2,521	2,200	(321)	21,875	19,800	(2,075)	28,000			78.1%	
Ancells Community Centre :- Income	2,521	2,200	(321)	21,875	19,800	(2,075)	28,000			78.1%	0
4000 Salaries	1,849	2,505	656	17,477	22,545	5,068	30,050		12,573	58.2%	
4001 Employers National Insurance	237	270	33	2,115	2,430	315	3,230		1,115	65.5%	
4002 Employers Pension	92	205	113	1,056	1,845	789	2,500		1,444	42.2%	
4041 Mileage/Travel/Sustenance	0	40	40	0	360	360	500		500	0.0%	
4115 Water & Sewerage	395	80	(315)	1,159	720	(439)	960		(199)	120.8%	
4120 Gas	289	295	6	1,058	2,655	1,597	3,520		2,462	30.1%	
4122 Electricity	143	200	57	1,173	1,800	627	2,420		1,247	48.5%	
4150 Cleaning	694	750	56	6,246	6,750	504	9,000		2,754	69.4%	
4152 Cleaning - Supplies	0	75	75	819	675	(144)	1,000		181	81.9%	
4155 Refuse Collection	44	40	(4)	303	360	57	525		222	57.7%	
4170 Building Maintenance Contracts	140	300	160	4,329	2,700	(1,629)	3,500		(829)	123.7%	
4172 Building Repairs	0	0	0	5,621	0	(5,621)	0		(5,621)	0.0%	
4185 Equipment	0	0	0	455	0	(455)	0		(455)	0.0%	
4187 Health & Safety	0	0	0	0	75	75	150		150	0.0%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4280 Ancells Car Park	0	7,500	7,500	0	7,500	7,500	7,500		7,500	0.0%	
4445 Mobile Phones	0	25	25	20	225	205	300		280	6.8%	
4455 Postage	0	0	0	0	50	50	100		100	0.0%	
4460 Subscriptions	8	0	(8)	45	0	(45)	0		(45)	0.0%	
4481 Software/Licenses	0	0	0	18	0	(18)	0		(18)	0.0%	
4487 Wi-Fi	47	0	(47)	501	0	(501)	0		(501)	0.0%	
4740 Licences	0	0	0	0	0	0	3,000		3,000	0.0%	
Ancells Community Centre :- Indirect Expenditure	3,939	12,285	8,346	42,395	50,690	8,295	68,255	0	25,860	62.1%	0
Net Income over Expenditure	(1,418)	(10,085)	(8,667)	(20,520)	(30,890)	(10,370)	(40,255)				
<u>208 Ancells Farm Park and Pavilion</u>											
1060 Pitch Hire	241	0	(241)	241	0	(241)	2,300			10.5%	
Ancells Farm Park and Pavilion :- Income	241	0	(241)	241	0	(241)	2,300			10.5%	0
4110 Rates	0	0	0	1,185	1,235	50	1,235		50	96.0%	
4115 Water & Sewerage	29	75	46	236	675	439	900		664	26.3%	
4120 Gas	70	35	(35)	443	315	(128)	440		(3)	100.6%	
4122 Electricity	38	55	17	290	495	205	660		370	44.0%	
4150 Cleaning	142	140	(2)	851	1,260	410	1,700		850	50.0%	
4155 Refuse Collection	0	0	0	840	0	(840)	0		(840)	0.0%	
4170 Building Maintenance Contracts	0	200	200	0	1,800	1,800	2,600		2,600	0.0%	
4172 Building Repairs	0	0	0	248	0	(248)	0		(248)	0.0%	
4175 Equipment Maintenance	0	125	125	0	375	375	500		500	0.0%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4185 Equipment	0	0	0	(5)	0	5	0		5	0.0%	
4187 Health & Safety	0	25	25	72	225	153	300		228	24.0%	
4200 Grounds Maintenance	2,567	2,580	13	22,503	23,220	717	30,960		8,457	72.7%	
4202 Additional Ground Works	373	0	(373)	2,515	0	(2,515)	500		(2,015)	503.0%	
4205 CCTV	0	0	0	0	250	250	250		250	0.0%	
4220 Friends Group support	0	0	0	0	0	0	100		100	0.0%	
4225 South and South East in Bloom	0	0	0	0	70	70	70		70	0.0%	
4230 Playground Maintenance	4,205	750	(3,455)	5,773	6,750	977	9,000		3,227	64.1%	
4250 Tree Surgery	0	0	0	3,257	1,500	(1,757)	3,000		(257)	108.5%	
Ancells Farm Park and Pavilion :- Indirect Expenditure	7,423	3,985	(3,438)	38,208	38,170	(38)	52,215	0	14,007	73.2%	0
Net Income over Expenditure	(7,182)	(3,985)	3,197	(37,967)	(38,170)	(203)	(49,915)				
<u>301 Open Spaces</u>											
4000 Salaries	1,407	1,435	28	12,661	12,915	254	17,250		4,589	73.4%	
4001 Employers National Insurance	180	185	5	1,618	1,665	47	2,210		592	73.2%	
4002 Employers Pension	70	70	(0)	633	630	(3)	865		232	73.2%	
4041 Mileage/Travel/Sustenance	0	40	40	0	360	360	500		500	0.0%	
4169 Street and Park Furniture	0	0	0	0	250	250	500		500	0.0%	
4185 Equipment	0	0	0	122	0	(122)	500		378	24.4%	
4200 Grounds Maintenance	696	1,635	939	8,671	14,715	6,044	19,620		10,949	44.2%	
4202 Additional Ground Works	340	0	(340)	715	0	(715)	1,500		785	47.7%	
4203 General Upkeep	0	0	0	98	0	(98)	0		(98)	0.0%	
4206 Lamppost Maintenance	0	0	0	195	0	(195)	700		505	27.9%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4208 Speedwatch and SIDS	0	0	0	0	0	0	1,100		1,100	0.0%	
4225 South and South East in Bloom	0	0	0	165	150	(15)	150		(15)	110.0%	
4235 Play Equipment	0	0	0	0	0	0	28,500		28,500	0.0%	
4250 Tree Surgery	0	150	150	0	1,500	1,500	2,000	120	1,880	6.0%	
4445 Mobile Phones	0	12	12	57	108	51	150		93	38.2%	
4455 Postage	(6)	0	6	0	0	0	0		0	0.0%	
4481 Software/Licenses	0	0	0	175	0	(175)	0		(175)	0.0%	
4740 Licences	0	0	0	70	100	30	100		30	70.0%	
4745 Uniforms	0	0	0	31	0	(31)	200		169	15.4%	
Open Spaces :- Indirect Expenditure	2,687	3,527	840	25,211	32,393	7,182	75,845	120	50,514	33.4%	0
Net Expenditure	(2,687)	(3,527)	(840)	(25,211)	(32,393)	(7,182)	(75,845)				
<u>310 Calthorpe Park</u>											
1050 Outdoor Space Hire	0	0	0	1,084	0	(1,084)	300			361.3%	
1053 Grant money and funding	0	0	0	2,699	0	(2,699)	0			0.0%	
1057 Fleet Football Club Rent	0	1,250	1,250	3,500	3,750	250	5,000			70.0%	
1059 Refreshment Kiosk	528	500	(28)	4,222	4,500	278	6,500			65.0%	
1060 Pitch Hire	257	450	193	257	1,350	1,093	1,800			14.3%	
1064 Tennis Membership card	123	250	127	6,961	7,250	289	8,000			87.0%	
1065 Tennis Hire	56	150	94	4,825	1,550	(3,275)	2,000			241.3%	
Calthorpe Park :- Income	964	2,600	1,636	23,548	18,400	(5,148)	23,600			99.8%	0
4115 Water & Sewerage	75	105	30	624	945	321	1,270		646	49.1%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4122 Electricity	148	300	152	1,065	2,700	1,635	3,630		2,565	29.3%	
4130 Insurance	0	0	0	0	3,060	3,060	3,060		3,060	0.0%	
4150 Cleaning	64	85	21	576	765	189	1,065		489	54.1%	
4170 Building Maintenance Contracts	0	160	160	471	1,440	969	2,000		1,529	23.5%	
4172 Building Repairs	0	0	0	400	0	(400)	0		(400)	0.0%	
4175 Equipment Maintenance	0	0	0	0	0	0	200		200	0.0%	
4185 Equipment	0	0	0	55	0	(55)	500		445	11.0%	
4187 Health & Safety	0	0	0	377	0	(377)	300		(77)	125.5%	
4200 Grounds Maintenance	2,742	4,385	1,643	28,531	39,465	10,934	52,620		24,089	54.2%	
4202 Additional Ground Works	2,765	250	(2,515)	2,142	2,250	108	3,000		858	71.4%	
4205 CCTV	0	0	0	5,906	2,000	(3,906)	4,000		(1,906)	147.7%	
4220 Friends Group support	0	0	0	0	0	0	110		110	0.0%	
4225 South and South East in Bloom	0	0	0	85	80	(5)	80		(5)	106.3%	
4230 Playground Maintenance	0	0	0	1,215	0	(1,215)	4,100		2,885	29.6%	
4250 Tree Surgery	0	575	575	2,480	5,175	2,695	7,000		4,520	35.4%	
4455 Postage	(6)	0	6	0	0	0	0		0	0.0%	
4590 Repairs and Renewals	0	0	0	0	0	0	7,000		7,000	0.0%	(7,000)
4651 LTA Registration - membership	0	0	0	0	500	500	500		500	0.0%	
4653 Tennis Software	0	0	0	941	950	9	950		9	99.1%	
4740 Licences	0	0	0	0	0	0	70		70	0.0%	
Calthorpe Park :- Indirect Expenditure	5,788	5,860	72	44,869	59,330	14,461	91,455	0	46,586	49.1%	(7,000)
Net Income over Expenditure	(4,824)	(3,260)	1,564	(21,320)	(40,930)	(19,610)	(67,855)				
6001 plus Transfer from EMR	0	0	0	(7,000)	0	7,000	0				
Movement to/(from) Gen Reserve	(4,824)	(3,260)	1,564	(28,320)	(40,930)	(12,610)	(67,855)				

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>315 Oakley Park</u>											
1050 Outdoor Space Hire	0	0	0	395	0	(395)	100			395.2%	
1060 Pitch Hire	618	0	(618)	1,203	1,400	197	2,800			42.9%	
1500 Miscellaneous Income	0	0	0	360	0	(360)	0			0.0%	
Oakley Park :- Income	618	0	(618)	1,958	1,400	(558)	2,900			67.5%	0
4122 Electricity	43	70	27	334	630	296	850	516		39.3%	
4150 Cleaning	127	135	8	1,143	1,215	72	1,600	457		71.5%	
4170 Building Maintenance Contracts	0	0	0	190	0	(190)	500	310		38.0%	
4172 Building Repairs	0	0	0	95	0	(95)	0	(95)		0.0%	
4175 Equipment Maintenance	0	0	0	0	0	0	50	50		0.0%	
4185 Equipment	0	0	0	(5)	0	5	0	5		0.0%	
4187 Health & Safety	0	0	0	245	0	(245)	300	56		81.5%	
4200 Grounds Maintenance	2,467	2,340	(127)	21,240	21,060	(180)	28,080	6,840		75.6%	
4202 Additional Ground Works	0	0	0	360	0	(360)	500	140		72.0%	
4205 CCTV	0	0	0	3,206	1,500	(1,706)	1,500	(1,706)		213.7%	
4220 Friends Group support	0	0	0	0	0	0	110	110		0.0%	
4225 South and South East in Bloom	0	0	0	120	120	0	120	0		100.0%	
4230 Playground Maintenance	1,787	0	(1,787)	4,713	0	(4,713)	1,800	(2,913)		261.9%	
4250 Tree Surgery	0	250	250	2,103	2,250	148	3,000	898		70.1%	
Oakley Park :- Indirect Expenditure	4,424	2,795	(1,629)	33,743	26,775	(6,968)	38,410	0	4,667	87.8%	0
Net Income over Expenditure	(3,806)	(2,795)	1,011	(31,785)	(25,375)	6,410	(35,510)				

Detailed Income & Expenditure by Phased Budget Heading 19/01/2026

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>320</u> <u>Basingbourne Park</u>											
1050 Outdoor Space Hire	0	0	0	853	0	(853)	0			0.0%	
1053 Grant money and funding	0	0	0	1,355	0	(1,355)	0			0.0%	
1060 Pitch Hire	161	0	(161)	1,374	750	(624)	1,500			91.6%	
1500 Miscellaneous Income	0	0	0	1,683	0	(1,683)	0			0.0%	
Basingbourne Park :- Income	161	0	(161)	5,265	750	(4,515)	1,500			351.0%	0
4115 Water & Sewerage	(936)	60	996	3,820	540	(3,280)	740		(3,080)	516.2%	
4122 Electricity	54	40	(14)	340	360	20	500		160	67.9%	
4150 Cleaning	127	135	8	1,143	1,215	72	1,600		457	71.5%	
4170 Building Maintenance Contracts	0	0	0	60	750	690	1,500	283	1,157	22.9%	
4172 Building Repairs	0	0	0	2,710	0	(2,710)	0		(2,710)	0.0%	
4185 Equipment	0	0	0	0	0	0	100		100	0.0%	
4187 Health & Safety	0	11	11	245	99	(146)	160		(85)	152.8%	
4200 Grounds Maintenance	2,317	1,990	(327)	19,377	17,910	(1,467)	23,880		4,503	81.1%	
4202 Additional Ground Works	373	200	(173)	1,192	1,800	608	2,400		1,208	49.7%	
4205 CCTV	0	0	0	3,206	1,500	(1,706)	1,500		(1,706)	213.7%	
4220 Friends Group support	127	0	(127)	127	0	(127)	120		(7)	105.8%	
4225 South and South East in Bloom	0	0	0	120	120	0	120		0	100.0%	
4230 Playground Maintenance	820	0	(820)	1,290	0	(1,290)	2,400		1,110	53.8%	
4250 Tree Surgery	0	500	500	7,368	4,500	(2,868)	6,000		(1,368)	122.8%	
4995 Miscellaneous Expenditure	0	0	0	1,355	0	(1,355)	0		(1,355)	0.0%	
Basingbourne Park :- Indirect Expenditure	2,881	2,936	55	42,352	28,794	(13,558)	41,020	283	(1,615)	103.9%	0
Net Income over Expenditure	(2,721)	(2,936)	(215)	(37,087)	(28,044)	9,043	(39,520)				

Detailed Income & Expenditure by Phased Budget Heading 19/01/2026

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>325 The Views</u>											
1050 Outdoor Space Hire	0	0	0	1,500	1,500	0	1,500			100.0%	
1054 PWLB	0	0	0	163,500	0	(163,500)	0			0.0%	
The Views :- Income	0	0	0	165,000	1,500	(163,500)	1,500			11000.0%	0
4122 Electricity	0	50	50	0	450	450	600	600		0.0%	
4155 Refuse Collection	0	0	0	3,896	0	(3,896)	0	(3,896)		0.0%	
4185 Equipment	0	0	0	28	0	(28)	100	72		27.6%	
4187 Health & Safety	0	0	0	466	0	(466)	0	(466)		0.0%	
4200 Grounds Maintenance	1,300	825	(475)	10,069	7,425	(2,644)	9,900	(169)		101.7%	
4202 Additional Ground Works	0	0	0	0	0	0	900	900		0.0%	
4225 South and South East in Bloom	0	0	0	60	60	0	60	0		100.0%	
4230 Playground Maintenance	0	800	800	1,020	7,200	6,180	9,600	8,580		10.6%	
4250 Tree Surgery	0	0	0	0	0	0	800	800		0.0%	
The Views :- Indirect Expenditure	1,300	1,675	375	15,539	15,135	(404)	21,960	0	6,421	70.8%	0
Net Income over Expenditure	(1,300)	(1,675)	(375)	149,461	(13,635)	(163,096)	(20,460)				
<u>330 Edenbrook</u>											
4187 Health & Safety	0	0	0	144	0	(144)	0	(144)		0.0%	
4200 Grounds Maintenance	500	350	(150)	3,959	3,150	(809)	4,200	241		94.3%	
4202 Additional Ground Works	0	0	0	260	0	(260)	300	40		86.7%	
4230 Playground Maintenance	0	0	0	0	0	0	600	600		0.0%	
4250 Tree Surgery	0	0	0	0	0	0	750	750		0.0%	
Edenbrook :- Indirect Expenditure	500	350	(150)	4,363	3,150	(1,213)	5,850	0	1,487	74.6%	0
Net Expenditure	(500)	(350)	150	(4,363)	(3,150)	1,213	(5,850)				

Detailed Income & Expenditure by Phased Budget Heading 19/01/2026

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>350 Cemetery</u>											
1100 Interment Fees	630	1,750	1,120	16,279	15,750	(529)	21,000			77.5%	
1110 Scattering of Ashes	0	0	0	0	0	0	100			0.0%	
1120 Sale of Exclusive Rights	6,020	2,300	(3,720)	20,490	20,700	210	28,000			73.2%	
1121 Transfer of Exclusive Rights	525	160	(365)	1,310	1,440	130	2,000			65.5%	
1130 Memorial Cemetery Fees	210	600	390	5,449	5,400	(49)	7,000			77.8%	
1131 Memorial Roses	0	0	0	2,267	0	(2,267)	0			0.0%	
1132 Memorial Kerbstones	0	200	200	479	1,800	1,321	2,500			19.2%	
1133 Memorial Sanctums	(37)	675	712	22,878	6,075	(16,803)	8,100			282.4%	
1134 GoR Planted Area	0	80	80	241	720	479	1,000			24.1%	
1137 GoR Ashes digging	0	80	80	310	720	410	1,000			31.0%	
Cemetery :- Income	7,348	5,845	(1,503)	69,701	52,605	(17,096)	70,700			98.6%	0
4000 Salaries	606	585	(21)	6,662	5,265	(1,397)	7,030	368		94.8%	
4001 Employers National Insurance	28	25	(3)	436	225	(211)	305	(131)		143.1%	
4002 Employers Pension	30	30	(0)	333	270	(63)	350	17		95.2%	
4041 Mileage/Travel/Sustenance	0	40	40	339	360	21	500	161		67.9%	
4110 Rates	0	0	0	2,096	2,160	64	2,160	64		97.0%	
4115 Water & Sewerage	2,180	45	(2,135)	2,384	405	(1,979)	530	(1,854)		449.8%	
4150 Cleaning	0	0	0	0	0	0	200	200		0.0%	
4155 Refuse Collection	117	90	(27)	919	810	(109)	1,100	181		83.6%	
4170 Building Maintenance Contracts	0	0	0	0	0	0	400	400		0.0%	
4172 Building Repairs	0	0	0	132	0	(132)	0	(132)		0.0%	
4185 Equipment	0	0	0	173	0	(173)	0	(173)		0.0%	

Detailed Income & Expenditure by Phased Budget Heading 19/01/2026

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4187 Health & Safety	0	0	0	0	0	0	100		100	0.0%	
4200 Grounds Maintenance	2,042	1,295	(747)	15,652	11,655	(3,997)	15,540		(112)	100.7%	
4201 Ground Works (Badgers)	0	0	0	0	0	0	4,000		4,000	0.0%	
4202 Additional Ground Works	0	0	0	4,835	0	(4,835)	500		(4,335)	967.0%	
4203 General Upkeep	0	0	0	0	0	0	100		100	0.0%	
4225 South and South East in Bloom	0	0	0	95	100	5	100		5	95.0%	
4250 Tree Surgery	1,550	150	(1,400)	2,841	1,350	(1,491)	2,300		(541)	123.5%	
4445 Mobile Phones	0	0	0	0	0	0	80		80	0.0%	
4460 Subscriptions	0	0	0	0	0	0	100		100	0.0%	
4481 Software/Licenses	0	0	0	711	0	(711)	500		(211)	142.3%	
4555 Legal Fees and Costs	0	0	0	3,000	0	(3,000)	0		(3,000)	0.0%	
4935 GoR Memorial inscriptions	387	150	(237)	4,400	1,350	(3,050)	2,000		(2,400)	220.0%	
4936 GoR Ashes digging	95	80	(15)	785	720	(65)	1,000		215	78.5%	
4942 H and S Memorial repairs	0	0	0	1,567	0	(1,567)	325		(1,242)	482.2%	(325)
4944 H and S Memorial inspections	0	0	0	208	0	(208)	1,000		793	20.8%	(1,000)
Cemetery :- Indirect Expenditure	7,036	2,490	(4,546)	47,568	24,670	(22,898)	40,220	0	(7,348)	118.3%	(1,325)
Net Income over Expenditure	311	3,355	3,044	22,134	27,935	5,801	30,480				
6001 plus Transfer from EMR	0	0	0	875	0	(875)	0				
Movement to/(from) Gen Reserve	311	3,355	3,044	23,009	27,935	4,926	30,480				

Detailed Income & Expenditure by Phased Budget Heading 19/01/2026

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>475 Lengthsman Scheme</u>											
1053 Grant money and funding	0	0	0	3,300	3,300	0	3,300			100.0%	
Lengthsman Scheme :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,300</u>	<u>3,300</u>	<u>0</u>	<u>3,300</u>			<u>100.0%</u>	<u>0</u>
4202 Additional Ground Works	0	0	0	0	0	0	3,300		3,300	0.0%	
Lengthsman Scheme :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,300</u>	<u>0</u>	<u>3,300</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,300</u>	<u>3,300</u>	<u>0</u>	<u>0</u>				
Grand Totals:- Income	125,055	126,545	1,490	2,205,360	2,002,897	(202,463)	2,221,882			99.3%	
Expenditure	170,440	212,318	41,878	1,501,635	1,310,877	(190,758)	2,221,882	4,462	715,785	67.8%	
Net Income over Expenditure	(45,385)	(85,773)	(40,388)	703,724	692,020	(11,704)	0				
plus Transfer from EMR	0	0	0	(49,277)	0	49,277	0				
less Transfer to EMR	0	0	0	(986)	0	986	0				
Movement to/(from) Gen Reserve	(45,385)	(85,773)	(40,388)	655,433	692,020	36,587	0				

Fleet Town Council Current Year
Income and Expenditure Account for Year Ended 31 March 2026

31 March 2025		31 March 2026
	Operating Income	
165,855	Central Administration	120,531
903,236	Precept	980,370
46,258	Events, Town Centre and Climat	2,600
0	Music on the Views	20,881
439,622	Harlington Development	455,622
541,778	Harlington - Events	319,321
8,873	Building	15,146
32,947	Ancells Community Centre	21,875
3,045	Ancells Farm Park and Pavilion	241
832	Open Spaces	0
25,224	Calthorpe Park	23,548
4,256	Oakley Park	1,958
8,470	Basingbourne Park	5,265
1,491	The Views	165,000
88,260	Cemetery	69,701
6,600	Lengthsman Scheme	3,300
2,276,746	Total Income	2,205,360
	Running Costs	
253,748	Central Administration	209,453
2,350	Civic and Democratic	8,732
62,428	Grants	36,687
12,055	Projects	5,872
75,865	Events, Town Centre and Climat	51,149
0	Music on the Views	23,615
53,347	Harlington Development	337,794
519,885	Harlington - Events	362,141
267,204	Building	171,945
63,689	Ancells Community Centre	42,395
45,707	Ancells Farm Park and Pavilion	38,208
38,580	Open Spaces	25,211
76,172	Calthorpe Park	44,869
35,434	Oakley Park	33,743
57,431	Basingbourne Park	42,352
15,920	The Views	15,539
4,091	Edenbrook	4,363
31,494	Cemetery	47,568
3,300	Lengthsman Scheme	0
1,618,699	Total Expenditure	1,501,635
	General Fund Analysis	
441,727	Opening Balance	570,729
2,276,746	Plus : Income for Year	2,205,360
2,718,473		2,776,088
1,618,699	Less : Expenditure for Year	1,501,635
1,099,774		1,274,453
529,045	Transfers TO / FROM Reserves	133,291
570,729	Closing Balance	1,141,162

Fleet Town Council Current Year

Income and Expenditure Account for Year Ended 31 March 2025

31 March 2024		31 March 2025
	Operating Income	
165,855	Central Administration	120,531
903,236	Precept	980,370
46,258	Events, Town Centre and Climat	2,600
0	Music on the Views	20,881
439,622	Harlington Development	455,622
541,778	Harlington - Events	319,321
8,873	Building	15,146
32,947	Ancells Community Centre	21,875
3,045	Ancells Farm Park and Pavilion	241
832	Open Spaces	0
25,224	Calthorpe Park	23,548
4,256	Oakley Park	1,958
8,470	Basingbourne Park	5,265
1,491	The Views	165,000
88,260	Cemetery	69,701
6,600	Lengthsman Scheme	3,300
2,276,746	Total Income	2,205,360
	Running Costs	
253,748	Central Administration	209,453
2,350	Civic and Democratic	8,732
62,428	Grants	36,687
12,055	Projects	5,872
75,865	Events, Town Centre and Climat	51,149
0	Music on the Views	23,615
53,347	Harlington Development	337,794
519,885	Harlington - Events	362,141
267,204	Building	171,945
63,689	Ancells Community Centre	42,395
45,707	Ancells Farm Park and Pavilion	38,208
38,580	Open Spaces	25,211
76,172	Calthorpe Park	44,869
35,434	Oakley Park	33,743
57,431	Basingbourne Park	42,352
15,920	The Views	15,539
4,091	Edenbrook	4,363
31,494	Cemetery	47,568
3,300	Lengthsman Scheme	0
1,618,699	Total Expenditure	1,501,635
	General Fund Analysis	
441,727	Opening Balance	570,729
2,276,746	Plus : Income for Year	2,205,360
2,718,473		2,776,088
1,618,699	Less : Expenditure for Year	1,501,635
1,099,774		1,274,453
529,045	Transfers TO / FROM Reserves	133,291
570,729	Closing Balance	1,141,162

5. **QUARTERLY FINANCIAL MONITORING REPORT FOR Q1 TO 31 DECEMBER 2025**

Members to consider a budget monitoring report to 31 December 2025 against budget (detailed report attached for the information of Members).

Cost Centre	YTD Actual	Full Year	Budget	Projected
	£	Forecast	£	Variance
		£	£	£
Central Administration	- 88,923	- 122,490	- 187,990	65,500
Civic & Democratic	- 15,633	- 22,600	- 22,600	-
Grants	- 36,687	- 63,508	- 53,755	- 9,753
Precept	980,370	980,370	980,370	-
Projects	- 43,872	- 50,000	- 50,000	-
Events, Town Centre & Climate Change	- 48,549	- 59,350	- 59,350	-
Music on the Views	-	-	-	-
Harlington Development	117,828	-	-	-
Harlington Events	- 42,819	- 9,986	65	- 10,051
Building	- 156,799	- 297,910	- 302,010	4,100
Ancells Community Centre	- 20,520	- 39,100	- 40,255	1,155
Ancells Farm Park & Pavilion	- 37,967	- 49,915	- 49,915	-
Open Spaces	- 25,211	- 75,845	- 75,845	-
Calthorpe Park	- 28,320	- 66,755	- 67,855	1,100
Oakley Park	- 31,785	- 37,210	- 35,510	- 1,700
Basingbourne Park	- 37,087	- 46,000	- 39,520	- 6,480
The Views	149,461	- 23,500	- 20,460	- 3,040
Edenbrook	- 4,363	- 5,850	- 5,850	-
Cemetery	23,009	27,480	30,480	- 3,000
Lengthsman Scheme	3,300	-	-	-
Net Income Over Expenditure	655,433	37,831	-	37,831

KEY VARIANCES

CENTRAL & ADMINISTRATION	
1000 / 101 – Bank Interest	Bank and investment income received is £53.7k more than budgeted, due to the high interest rate received on the CCLA investment. Forecasted to be £68.8k over by year end,
4130 / 101 – Insurance	£3.1k over budget but includes The Harlington and FTFC which have budgets with cost centres 204 and 310 respectively. Overall, insurance is £3k under combined budgets.

4555 / 101 – Legal Fees & Costs	£1.6k spent on unauthorised encampment at Ancells Farm and £1.5k spent on Cemetery extension. Neither item had a budget.
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 has unfortunately carried 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.
HARLINGTON – EVENTS	
1000 / 201 – Hall Hire	£2.5k below budget income forecasted due to loss of regular hires.
1036 / 201 – Fleet Baptist School	£3.3k below budget income due to preschool closing at end of academic year.
4422 / 201 – Bank & Card Transaction Fees 4490 / 201 – Sales System Costs	£4.3k over budget based on year-to-date activity.
BUILDING	
4130 / 210 - Insurance	£4.1k insurance amount budgeted for The Harlington as now our responsibility under the lease. Actual spend under Central Administration as one policy.
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.
4172 / 205 – Building Maintenance	£5.6k spent on boiler and toilet repairs.
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.
4205 / 310 - CCTV	£1.9k over budget because of the increase in transmission line costs provided by BT and HDC recovery charges for operating,

	monitoring and maintaining the assets on behalf of FTC.
OAKLEY PARK	
4205 / 315 - CCTV	£1.7k over budget because of the increase in transmission line costs provided by BT and HDC recovery charges for operating, monitoring and maintaining the assets on behalf of FTC.
BASINGBOURNE PARK	
4115 / 320 – Water & Sewerage	£3.3k overspend forecast due to leak in pipe. Leak has been repaired and a claim was submitted with Castle Water but declined.
4205 / 320 - CCTV	£1.7k over budget because of the increase in transmission line costs provided by BT and HDC recovery charges for operating, monitoring and maintaining the assets on behalf of FTC.
4250 / 320 – Tree Surgery	£1.5k overspend - £2.6k spent on Priority 2 tree works and £4.4k on Priority 3 tree works.
THE VIEWS	
1053 / 325 – Grant Money & Funding	At the request of the Fleet BID, FTC have invoiced the £50k they agreed to contribute towards The Views playground renovation project.
4155 / 325 – Refuse Collection	£3k to remove 7 tonnes of insulation found under the skatepark. This should be covered by the PWLB loan when received.
CEMETERY	
4202 / 350 – Additional Grounds Work	£4k unbudgeted replacement of fence
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 the fire on New's Year's Eve has resulted in a number of unbudgeted costs (see below) which should be recoverable through insurance.

- £2,850 Cost to decontaminate surfaces
- £4k to £20k to repair fire damage to space above entrance to building.

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	1 December 202
	£	£	£	£	£	£
Movement in Reserves						
General Reserve	570,729	655,433			- 85,000	1,141,162
Earmarked Reserves						
Pension Obligation	50,000		10,000	- 8,100		51,900
Cemetery Memorial Testing	6,075		1,325	- 2,200		5,200
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			- 2,734		4,298
Christmas Day Lunch	5,139					5,139
Ancells Bus	2,178					2,178
Christmas Festival	6,956					6,956
VE80 Event			62	-62		-
Sub Total Earmarked Reserves	3,588,497	-	61,387	- 13,096	85,000	3,721,788
Total Reserves	4,159,226	655,433	61,387	- 13,096	-	4,862,950

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.

RECOMMENDATION

That the contents of the report are noted.

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
101	Debtors Control	3,032
120	Vat Control	28,846
150	Stock - Bar	7,839
200	Bank Current/Deposit Account	313,660
210	Petty Cash - FTC	0
212	HSBC Savings Account	1,221,502
213	CCLA Pub Sector Deposit Fund	3,065,670
214	Nationwide deposit account	417,052
220	Cash Floats	2,000
230	Ancells Damage Deposit Receipt	(900)
235	Harlington Damage Deposit Rece	(200)
251	Petty Cash - Harlington	120
	Total Current Assets	5,058,620
	<u>Current Liabilities</u>	
500	Creditors Control	74,867
515	Paye/NI Due	11,382
562	Genesis Connected Mar 25	0
606	Music on the Views Aug 25	225
620	Comedy Sept 25	767
621	Comedy Oct 25	726
622	Comedy Nov 25	1,165
623	Christmas Comedy 25	2,625
627	Fleet Jazz Dec 25	2,876
632	Pop Gods Halloween – Nov26	127
633	Starburst Panto25	33,862
634	AC/DC UK – Jan26	6,087
635	Jack Off The Beanstalk – Jan26	10,090
636	Cheesy Bingo – Jan26	3,630
637	Genesis Connected – Feb26	4,614
638	Voodoo Room – Feb26	2,338
639	Oasish – Feb26	6,032
640	Hayseed Dixie – Mar26	1,333
641	Purple Zeppelin – Mar26	1,508
642	From Gold to Rio – Mar26	768
643	Quo Connection – Mar26	782
644	Comedy – Jan26	838
645	Comedy – Feb26	388
646	Comedy – Mar26	75
647	Jazz – Jan26	(483)
648	Jazz – Feb26	67
650	Flash – Sept 25	4,235
652	Experience Beck – Feb 26	(83)
653	Barrioke – Feb 26	3,971
654	Taylormania – Mar 26	4,904
655	Cheesy Bingo – Apr 26	1,860
656	Alice Armstrong – Oct 25	1,652
657	Shaun Ryder – Oct26	175
658	Steve Craddock – Apr26	6,700
659	Ultra 90s Vs 2000s May 26	(458)
660	Floyd Effect – Apr26	747
661	Santa Grotto 2025	(50)
665	Fleet Jazz Apr 26	67

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
666	Fleet Jazz May 26	33	
669	ELO Encounter April 26	960	
670	Luke Combs Experience May 26	(60)	
671	Good Times June 26	(103)	
672	MacBusted May 26	(408)	
673	The Jam'd Oct 26	147	
676	Flash Queen Jun 26	225	
678	Guns 2 Roses Jun 26	110	
679	Money 4 Nothing Jun 26	672	
680	Hollie Rogers Jun 26	1,678	
681	Matt Long album launch May 26	2,013	
	Total Current Liabilities	195,671	
	Net Current Assets		4,862,950
	Total Assets less Current Liabilities		4,862,950
	<i>Represented by :-</i>		
300	Current Year Fund	703,724	
310	General Fund	437,438	
321	EMR - Pension Obligation	51,900	
329	EMR - Cemetery Mem Test 2024	5,200	
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	4,298	
370	EMR - Christmas Day Lunch	5,139	
375	EMR - Ancells Bus	2,178	
380	EMR - Christmas Festival	6,956	
	Total Equity		4,862,950

List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
6THSENSE SIXTH SENSE MARKETING							
<i>fleet festival domain name/wix</i>	30/11/2025	2759	1	227.96	0.00	227.96	0.00
					0.00	227.96	
Above paid on 03/12/2025 by Online Payment Ref 6THSENSE							
ALLSERVICE All Service 4 U Ltd							
<i>Purchase Ledger DDR Payment</i>	24/12/2025	ON ACC 75	1	0.00	0.00	9.00	-9.00
					0.00	9.00	
Above paid on 24/12/2025 by Direct Debit dd1104							
BASINGDEAN BASINGSTOKE AND DEANE BOROUGH COUNCIL							
<i>licence open spaces</i>	18/12/2025	84025159	1	70.00	0.00	70.00	0.00
					0.00	70.00	
Above paid on 03/12/2025 by Online Payment Ref BASINGDEAN							
BENDONALD Ben Donaldson							
<i>sound engineer</i>	22/11/2025	HC-03	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 12/12/2025 by Online Payment Ref BENDONALD							
BOC BOC Ltd							
<i>gas delivery</i>	30/11/2025	3085508383	1	259.27	0.00	259.27	0.00
					0.00	259.27	
Above paid on 24/12/2025 by Direct Debit dd1103							
BOOKER Booker Limited							
<i>bar supplies</i>	28/11/2025	0123985	1	351.91	0.00	351.91	0.00
<i>bar supplies</i>	10/12/2025	0579856	1	312.68	0.00	312.68	0.00
					0.00	664.59	
Above paid on 16/12/2025 by Direct Debit dd1089							
BOOKER Booker Limited							
<i>Purchase Ledger DDR Payment</i>	02/12/2025	ON ACC 76	1	0.00	0.00	150.75	-150.75
					0.00	150.75	
Above paid on 02/12/2025 by Direct Debit dd1109							

List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CASTLEWADD Castle Water Limited							
<i>water 1/11-30/11/25</i>	02/12/2025	10008377323	1	2,180.36	0.00	2,180.36	0.00
					0.00	2,180.36	
Above paid on 16/12/2025 by Direct Debit dd1088							
CASTLEWADD Castle Water Limited							
<i>water 1/11-30/11/25</i>	02/12/2025	10008393611	1	440.11	0.00	440.11	0.00
					0.00	440.11	
Above paid on 16/12/2025 by Direct Debit dd1093							
CASTLEWADD Castle Water Limited							
<i>water 1/11-30/11/25</i>	02/12/2025	10008392953	1	625.56	0.00	625.56	0.00
					0.00	625.56	
Above paid on 16/12/2025 by Direct Debit dd1094							
CASTLEWADD Castle Water Limited							
<i>water 1/11-30/11/25</i>	03/12/2025	10008427736	1	81.23	0.00	81.23	0.00
					0.00	81.23	
Above paid on 17/12/2025 by Direct Debit dd1096							
CASTLEWADD Castle Water Limited							
<i>water 1/11-30/11/25</i>	04/12/2025	10008503246	1	31.84	0.00	31.84	0.00
					0.00	31.84	
Above paid on 18/12/2025 by Direct Debit dd1099							
CBS Comfort Building Services Ltd							
<i>ceiling and electric repairs</i>	20/11/2025	54265	1	2,918.69	0.00	2,918.69	0.00
<i>light repairs</i>	20/11/2025	54266	1	333.60	0.00	333.60	0.00
<i>light repairs</i>	24/11/2025	Z002622	1	329.52	0.00	329.52	0.00
<i>toilet repairs</i>	24/11/2025	Z002652	1	337.00	0.00	337.00	0.00
<i>toilet repairs</i>	24/11/2025	Z002653	1	510.32	0.00	510.32	0.00
<i>maint contract dec 25</i>	01/12/2025	Z002721	1	891.20	0.00	891.20	0.00
					0.00	5,320.33	
Above paid on 03/12/2025 by Online Payment Ref CBS							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CHAMBERS Chambers Waste Management plc							
<i>skip nov 25</i>	23/11/2025	P813406	1	468.12	0.00	468.12	0.00
<i>waste/recycling nov 25</i>	30/11/2025	P816083	1	317.50	0.00	317.50	0.00
<i>waste nov 25</i>	30/11/2025	P816084	1	35.40	0.00	35.40	0.00
<i>waste nov 25</i>	30/11/2025	P816085	1	112.75	0.00	112.75	0.00
					0.00	933.77	
Above paid on 30/11/2025 by Online Payment Ref CHAMBERS							
CHRISTRIMB Chris Trimby Audio							
<i>audio engineer</i>	01/12/2025	471	1	450.00	0.00	450.00	0.00
					0.00	450.00	
Above paid on 30/11/2025 by Online Payment Ref CHRISTRIMB							
CHUBB Chubb Fire & Security Limited							
<i>fire alarm service</i>	25/11/2025	11226708	1	168.40	0.00	168.40	0.00
<i>fire alarm service and repair</i>	26/11/2025	11227044	1	843.36	0.00	843.36	0.00
					0.00	1,011.76	
Above paid on 03/12/2025 by Online Payment Ref CHUBB							
CLOUDYIT Cloudy Group Ltd							
<i>refund 5/11-31/12/25</i>	01/12/2025	CN-7677	1	-40.48	0.00	-40.48	0.00
<i>IT, Teams, Email Dec 25</i>	01/12/2025	INV-D-09794	1	1,525.44	0.00	1,525.44	0.00
					0.00	1,484.96	
Above paid on 03/12/2025 by Online Payment Ref CLOUDYIT							
COLUMBARIA The Columbaria Company							
<i>sanctum 2000 plaque</i>	21/11/2025	INV0106089	1	369.60	0.00	369.60	0.00
<i>posy on spiral, plaque</i>	01/12/2025	INV0106252	1	464.40	0.00	464.40	0.00
					0.00	834.00	
Above paid on 03/12/2025 by Online Payment Ref COLUMBARIA							
COORS Molson Coors Brewing Co (UK) Ltd-ROP							
<i>bar supplies</i>	18/11/2025	908457233	1	1,703.37	0.00	1,703.37	0.00
<i>bar supplies</i>	25/11/2025	908466581	1	3,235.35	0.00	3,235.35	0.00

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>bar supplies</i>	02/12/2025	908475894	1	992.05	0.00	992.05	0.00
					0.00	5,930.77	

Above paid on 30/11/2025 by Online Payment Ref COORS

CRAFTYBREW Crafty Brewing Company Ltd

<i>bar supplies</i>	18/11/2025	24250	1	306.00	0.00	306.00	0.00
<i>bar supplies</i>	18/11/2025	INV-24250	1	306.00	0.00	306.00	0.00
					0.00	612.00	

Above paid on 12/12/2025 by Online Payment Ref CRAFTYBREW

CRONER Croner Group Ltd

<i>HR and H&S</i>	19/12/2025	C001139871	1	408.98	0.00	408.98	0.00
					0.00	408.98	

Above paid on 23/12/2025 by Direct Debit dd110

DAVIDJULL David Jull

<i>xmas comedy 6/12</i>	06/12/2025	061225	1	400.00	0.00	400.00	0.00
					0.00	400.00	

Above paid on 30/11/2025 by Online Payment Ref DAVIDJULL

ENCHANTED Enchanted Performers Theatre Company

<i>fleet xmas festivities</i>	25/11/2025	351	1	475.00	0.00	475.00	0.00
					0.00	475.00	

Above paid on 03/12/2025 by Online Payment Ref ENCHANTED

EXPLORERS Odiham District Scout Council

<i>litterpick xmas festival</i>	04/12/2025	XMASFES	1	500.25	0.00	500.25	0.00
					0.00	500.25	

Above paid on 30/11/2025 by Online Payment Ref EXPLORERS

EXTRAMILE The Extra Mile

<i>leaflet distribution</i>	09/12/2025	1291	1	1,890.00	0.00	1,890.00	0.00
					0.00	1,890.00	

Above paid on 12/12/2025 by Online Payment Ref EXTRAMILE

List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FESTIVELIG THE FESTIVE LIGHTING COMPANY LTD							
<i>xmas lights</i>	01/12/2025	INV-2025-06-000031	1	4,345.59	0.00	4,345.59	0.00
					0.00	4,345.59	
Above paid on 03/12/2025 by Online Payment Ref THEFESTIVE							
FLTJAZ Fleet Jazz Club							
<i>jazz expen dec</i>	15/11/2025	25/16	1	720.00	0.00	720.00	0.00
<i>jazz expenditure</i>	04/12/2025	25/17	1	1,758.70	0.00	1,758.70	0.00
					0.00	2,478.70	
Above paid on 30/11/2025 by Online Payment Ref FLTJAZ							
FOCUS Focus 4 U Ltd							
<i>broadband jan 26</i>	15/12/2025	11003497	1	67.19	0.00	67.19	0.00
					0.00	67.19	
Above paid on 31/12/2025 by Direct Debit dd1107							
FREINDS Friends of Basingbourne Park							
<i>rhs membership</i>	08/12/2025	FOBPDEC2	1	47.00	0.00	47.00	0.00
<i>FOBP Insurance reclaim</i>	08/12/2025	FOBPDEC25	1	80.00	0.00	80.00	0.00
					0.00	127.00	
Above paid on 30/11/2025 by Online Payment Ref FREINDS							
GC LIGHTNG GC Lighting							
<i>lighting ultimate elton</i>	21/11/2025	52	1	105.00	0.00	105.00	0.00
<i>wildboys lighting</i>	28/11/2025	53	1	250.00	0.00	250.00	0.00
<i>mainly madness lighting</i>	05/12/2025	54	1	120.00	0.00	120.00	0.00
					0.00	475.00	
Above paid on 30/11/2025 by Online Payment Ref GCLIGHTNG							
GLOBALDD Global Payments - Direct Debit							
<i>bank/card charges 1/10-31/10/2</i>	31/10/2025	31OCT2025	1	0.45	0.00	0.45	0.00
<i>correction 31/10/25</i>	18/12/2025	CORRECTION1	1	-0.45	0.00	-0.45	0.00
					0.00	0.00	
No payment due as Credit Notes have been applied							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
GLOBALDD Global Payments - Direct Debit							
<i>bank charges 1/10-31/10/25</i>	31/10/2025	50414856	1	71.14	0.00	71.14	0.00
					0.00	71.14	
Above paid on 01/12/2025 by Direct Debit dd1075							
GLOBALDD Global Payments - Direct Debit							
<i>card charges 1/11-28/11/25</i>	28/11/2025	30NOV25	1	1,208.41	0.00	1,208.41	0.00
					0.00	1,208.41	
Above paid on 16/12/2025 by Direct Debit dd1091							
GLOBALDD Global Payments - Direct Debit							
<i>card charges 1/11-30/11/25</i>	30/11/2025	50416154	1	128.66	0.00	128.66	0.00
					0.00	128.66	
Above paid on 30/12/2025 by Direct Debit dd1106							
GREENER Greener Fleet Waste Prevention							
<i>items for light repair</i>	02/12/2025	001	1	11.50	0.00	11.50	0.00
<i>donation for xmas lights repai</i>	02/12/2025	002	1	50.00	0.00	50.00	0.00
					0.00	61.50	
Above paid on 03/12/2025 by Online Payment Ref GREENER							
HCC Hampshire County Council							
<i>cont to fleet connect</i>	20/11/2025	3612043973	1	7,824.83	0.00	7,824.83	0.00
<i>paper and hand towel</i>	08/12/2025	58336282	1	171.05	0.00	171.05	0.00
<i>toilet roll</i>	08/12/2025	58336283	1	542.64	0.00	542.64	0.00
<i>archive donation 2025</i>	04/12/2025	L01506793A7	1	500.00	0.00	500.00	0.00
					0.00	9,038.52	
Above paid on 30/11/2025 by Online Payment Ref HCC							
HDC DD Hart District Council - DD							
<i>Business Rates 25/26</i>	01/04/2025	701024754 2526	1	420.00	0.00	210.00	210.00
					0.00	210.00	
Above paid on 01/12/2025 by Direct Debit dd1076							

List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HDC DD Hart District Council - DD							
<i>Business Rates 25/26</i>	01/04/2025	70102478325/26	1	3,268.00	0.00	1,634.00	1,634.00
					0.00	1,634.00	
Above paid on 01/12/2025 by Direct Debit dd1077							
HDC DD Hart District Council - DD							
<i>Business rates 25/26</i>	01/04/2025	70106630125/26	1	238.00	0.00	119.00	119.00
					0.00	119.00	
Above paid on 01/12/2025 by Direct Debit dd1078							
HSBC HSBC							
<i>Credit Card Nov 25</i>	08/12/2025	C/CARDNOV25	1	2,816.77	0.00	2,816.77	0.00
					0.00	2,816.77	
Above paid on 15/12/2025 by Direct Debit DD1108							
HSBC HSBC							
<i>bank charges 1/10-31/10/25</i>	26/11/2025	12979289	1	121.12	0.00	121.12	0.00
					0.00	121.12	
Above paid on 12/12/2025 by Direct Debit dd1085							
HSBC HSBC							
<i>bank charges 8/11-7/12/25</i>	16/12/2025	7DEC25	1	65.64	0.00	65.64	0.00
					0.00	65.64	
Above paid on 29/12/2025 by Direct Debit dd1105							
INFINITY Infinity Playgrounds Ltd							
<i>patch repair works</i>	26/11/2025	INV-01743	1	564.00	0.00	564.00	0.00
<i>repair zip wire</i>	10/12/2025	INV-01767	1	984.00	0.00	984.00	0.00
					0.00	1,548.00	
Above paid on 12/12/2025 by Online Payment Ref INFINITY							
IWASTE Intelligent Waste Management Ltd							
<i>fluorescent tube disposal</i>	04/12/2025	SI-44039	1	177.00	0.00	177.00	0.00
					0.00	177.00	
Above paid on 30/11/2025 by Online Payment Ref IWASTE							

List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LONDONCAT London Catering & Hygiene Solutions Ltd							
<i>cleaning supplies</i>	02/12/2025	150916	1	215.64	0.00	215.64	0.00
					0.00	215.64	
Above paid on 03/12/2025 by Online Payment Ref LONDONCAT							
LUNA Luna Safety Group							
<i>security staff</i>	01/12/2025	INV-241	1	1,848.60	0.00	1,848.60	0.00
					0.00	1,848.60	
Above paid on 30/11/2025 by Online Payment Ref LUNA							
MENSSHED Church Crookham and Fleet Mens Shed							
<i>kids zone sign flet festival</i>	01/12/2025	000640	1	165.00	0.00	165.00	0.00
					0.00	165.00	
Above paid on 03/12/2025 by Online Payment Ref MENSSHED							
MILESWHEWA Miles Wheway							
<i>sound engineer</i>	25/11/2025	MWI1024	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 12/12/2025 by Online Payment Ref MILESWHEWA							
NICOLASCAR Nicola Scarsini							
<i>xmas day chef 2025</i>	10/12/2025	XMAS25	1	750.00	0.00	750.00	0.00
					0.00	750.00	
Above paid on 12/12/2025 by Online Payment Ref NICOLASCAR							
NIGELJEFFR Nigel Jeffries Landscapes Limited							
<i>remove remembrance silhoutte</i>	25/11/2025	20079	1	108.00	0.00	108.00	0.00
<i>grnds maint nov 25</i>	30/11/2025	20147	1	17,554.90	0.00	17,554.90	0.00
<i>replace fences</i>	30/11/2025	20208	1	408.00	0.00	408.00	0.00
<i>replace park bins</i>	30/11/2025	20209	1	894.00	0.00	894.00	0.00
					0.00	18,964.90	
Above paid on 12/12/2025 by Online Payment Ref NIGELJEFFR							

List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
NPOWER NPOWER Ltd							
<i>elec 1/11-30/11/25</i>	16/12/2025	IN14502443	1	4,545.85	0.00	4,545.85	0.00
<i>elec 1/11-30/11/25</i>	16/12/2025	IN14589639	1	28.80	0.00	28.80	0.00
					0.00	4,574.65	
Above paid on 12/12/2025 by Online Payment Ref NPOWER							
NPOWERDD NPower - Direct Debits							
<i>Elec 16/5 correction</i>	18/12/2025	CORRECTION	1	-0.18	0.00	-0.18	0.00
<i>elec 1/4-30/4/25</i>	16/05/2025	IN13191128	1	0.18	0.00	0.18	0.00
					0.00	0.00	
No payment due as Credit Notes have been applied							
NPOWERDD NPower - Direct Debits							
<i>elec 1/10-31/10/25</i>	16/11/2025	IN14392729	1	49.17	0.00	49.17	0.00
					0.00	49.17	
Above paid on 16/12/2025 by Direct Debit dd1086							
NPOWERDD NPower - Direct Debits							
<i>elec 1/10-31/10/25</i>	16/11/2025	IN14392731	1	32.15	0.00	32.15	0.00
					0.00	32.15	
Above paid on 16/12/2025 by Direct Debit dd1087							
NPOWERDD NPower - Direct Debits							
<i>elec 1/10-31/10/25</i>	16/11/2025	IN14392760	1	148.88	0.00	148.88	0.00
					0.00	148.88	
Above paid on 16/12/2025 by Direct Debit dd1090							
NPOWERDD NPower - Direct Debits							
<i>elec 1/10-31/10/25</i>	16/11/2025	IN14392728	1	132.28	0.00	132.28	0.00
					0.00	132.28	
Above paid on 16/12/2025 by Direct Debit dd1092							

List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
NPOWERDD NPower - Direct Debits							
<i>elec 1/10-31/10/25</i>	16/11/2025	IN14392759	1	48.17	0.00	48.17	0.00
					0.00	48.17	
Above paid on 16/12/2025 by Direct Debit dd1095							
NPTREE NP Tree Management Ltd							
<i>crown and reduce oak trees</i>	04/12/2025	4165	1	816.00	0.00	816.00	0.00
					0.00	816.00	
Above paid on 30/11/2025 by Online Payment Ref NPTREE							
NUMBERS Do The Numbers Ltd							
<i>review voting data</i>	24/11/2025	12/1899	1	400.00	0.00	400.00	0.00
					0.00	400.00	
Above paid on 25/11/2025 by Online Payment Ref NUMBERS							
PAYMENTSEN Payment Sense Ltd							
<i>card charges 1/11-30/11/25</i>	30/11/2025	30NOV25	1	406.16	0.00	377.64	28.52
					0.00	377.64	
Above paid on 12/12/2025 by Direct Debit dd1083							
PAYMENTSEN Payment Sense Ltd							
<i>card charges 1/11-30/11/25</i>	30/11/2025	30NOV25	1	28.52	0.00	28.52	0.00
					0.00	28.52	
Above paid on 12/12/2025 by Direct Debit dd1084							
PAYMENTSEN Payment Sense Ltd							
<i>bank charges 1/12-31/12/25</i>	05/12/2025	6315855	1	17.88	0.00	17.88	0.00
					0.00	17.88	
Above paid on 19/12/2025 by Direct Debit dd1101							
PAYMENTSEN Payment Sense Ltd							
<i>bank charges 14/11-13/12/25</i>	05/12/2025	6315856	1	113.94	0.00	113.94	0.00
					0.00	113.94	
Above paid on 19/12/2025 by Direct Debit dd1102							

List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
POLAR NICC Limited t/as Polar Krush							
<i>bar supplies</i>	18/11/2025	INV0901794	1	213.70	0.00	213.70	0.00
					0.00	213.70	
Above paid on 25/11/2025 by Online Payment Ref POLAR							
PRIMA CH Cleaning Services							
<i>cleaning 1/11-30/11/25</i>	30/11/2025	002232	1	2,821.50	0.00	2,821.50	0.00
<i>cleaning 1/11-30/11/25</i>	30/11/2025	002233	1	832.86	0.00	832.86	0.00
<i>cleaning 1/11-30/11/25</i>	30/11/2025	002234	1	508.86	0.00	508.86	0.00
<i>cleaning 1/11-30/11/25</i>	30/11/2025	002235	1	152.46	0.00	152.46	0.00
<i>cleaning 1/11-30/11/25</i>	30/11/2025	002237	1	152.46	0.00	152.46	0.00
<i>cleaning 1/11-30/11/25</i>	30/11/2025	002238	1	170.10	0.00	170.10	0.00
<i>cleaning 1/11-30/11/25</i>	30/11/2025	02236	1	76.86	0.00	76.86	0.00
					0.00	4,715.10	
Above paid on 03/12/2025 by Online Payment Ref CHCleaning							
PRINCESTON Alan Prince-Princestones							
<i>ashes interment</i>	01/12/2025	011225	1	95.00	0.00	95.00	0.00
					0.00	95.00	
Above paid on 03/12/2025 by Online Payment Ref PRINCESTON							
PROD production.gg							
<i>engineer remembrance</i>	28/11/2025	523	1	210.00	0.00	210.00	0.00
					0.00	210.00	
Above paid on 12/12/2025 by Online Payment Ref PROD							
RBL The Royal British Legion Poppy Appeal							
<i>poppy wreath donation</i>	01/12/2025	WREATH25 2	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 12/12/2025 by Online Payment Ref RBL							
REDRIVER Red River Artisits Ltd							
<i>creedence performance</i>	25/11/2025	1107	1	3,844.15	0.00	3,844.15	0.00
					0.00	3,844.15	
Above paid on 12/12/2025 by Online Payment Ref REDRIVER							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
REDSHANK Redshank IT Services Ltd							
<i>toner cartridge</i>	05/12/2025	77888	1	104.40	0.00	104.40	0.00
					0.00	104.40	
Above paid on 30/11/2025 by Online Payment Ref REDSHANK							
RITATONG Rita Tong							
<i>nov 25 expense</i>	23/11/2025	NOV25EXPR	1	44.68	0.00	44.68	0.00
					0.00	44.68	
Above paid on 03/12/2025 by Online Payment Ref RITATONG							
SAGE Sage UK Ltd							
<i>payroll 6/12-5/1/26</i>	06/12/2025	GB-01396238	1	52.20	0.00	52.20	0.00
					0.00	52.20	
Above paid on 11/12/2025 by Direct Debit dd1082							
SARAHMC Sarah McKibbin							
<i>expense</i>	10/12/2025	DECEXPSMC	1	29.99	0.00	29.99	0.00
<i>november expense</i>	30/11/2025	NOVEXPSMC	1	24.99	0.00	24.99	0.00
					0.00	54.98	
Above paid on 30/11/2025 by Online Payment Ref SARAHMC							
SARAHMOORE Sarah Moore							
<i>december expense</i>	01/12/2025	DEC25EXPSM	1	46.02	0.00	46.02	0.00
<i>nov 25 expense</i>	23/11/2025	NOV25EXPSM	1	22.84	0.00	22.84	0.00
					0.00	68.86	
Above paid on 03/12/2025 by Online Payment Ref SARAHMOORE							
SD CONSULT S A Douglas t/as SD Consultancy							
<i>safety officer</i>	01/12/2025	LSG/104	1	836.00	0.00	836.00	0.00
					0.00	836.00	
Above paid on 03/12/2025 by Online Payment Ref SDCONSULT							

List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SGPOS SG POS / Shelfguard Systems							
<i>web services dec 25</i>	01/12/2025	INV-18569	1	84.00	0.00	84.00	0.00
					0.00	84.00	
Above paid on 03/12/2025 by Online Payment Ref SGPOS							
SIAN Sian Taylor							
<i>nov 25 expense</i>	21/11/2025	NOV25EXPST	1	33.75	0.00	33.75	0.00
					0.00	33.75	
Above paid on 03/12/2025 by Online Payment Ref SIANT							
STARBURST Starburst Foundation							
<i>2nd ticket sale drawdown</i>	02/12/2025	INV-0304	1	25,000.00	0.00	25,000.00	0.00
					0.00	25,000.00	
Above paid on 30/11/2025 by Online Payment Ref STARBURST							
STJOHN St John Ambulance							
<i>1st aid xmas festival</i>	04/12/2025	SP25008092	1	805.60	0.00	805.60	0.00
					0.00	805.60	
Above paid on 30/11/2025 by Online Payment Ref STJOHN							
T JAYS T Jays Fun 4 All							
<i>snowglobe fleet festivities</i>	26/11/2025	JAY-SARAH	1	550.00	0.00	550.00	0.00
					0.00	550.00	
Above paid on 03/12/2025 by Online Payment Ref TJAYS							
TAKING COV Taking Cover Ltd							
<i>80s nights performance</i>	29/11/2025	RA006	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on 12/12/2025 by Online Payment Ref TAKINGCOV							
TICKETSOLV TicketSolve Ltd							
<i>tickets sales nov 25</i>	30/11/2025	25110093	1	2,118.20	0.00	2,118.20	0.00
					0.00	2,118.20	
Above paid on 03/12/2025 by Online Payment Ref TICKETSOLV							

List of Purchase Ledger Payments for Month 9

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TOTENGDD Total Energies							
gas 30/9-31/10/25	11/11/2025	394750273/25	1	69.03	0.00	69.03	0.00
					0.00	69.03	
Above paid on 09/12/2025 by Direct Debit dd1079							
TOTENGDD Total Energies							
gas 30/9-31/10/25	11/11/2025	394750295/25	1	2,943.56	0.00	2,943.56	0.00
					0.00	2,943.56	
Above paid on 09/12/2025 by Direct Debit dd1080							
TOTENGDD Total Energies							
gas 30/9-31/10/25	11/11/2025	394750306/25	1	223.82	0.00	223.82	0.00
					0.00	223.82	
Above paid on 09/12/2025 by Direct Debit dd1081							
ULTIMATEEL Paul D Bacon							
ultimate elton performance	25/11/2025	000872	1	2,000.00	0.00	2,000.00	0.00
					0.00	2,000.00	
Above paid on 12/12/2025 by Online Payment Ref ULTIMATEEL							
VIMTO Vimto Limited							
bar supplies	20/11/2025	90050213	1	217.86	0.00	217.86	0.00
bar supplies	20/11/2025	90050357	1	557.96	0.00	557.96	0.00
					0.00	775.82	
Above paid on 03/12/2025 by Online Payment Ref VIMTO							
VIRGIN Virgin Media Business							
broadband 19/11-19/12	19/11/2025	446188-022	1	218.20	0.00	218.20	0.00
					0.00	218.20	
Above paid on 25/11/2025 by Online Payment Ref VIRGIN							
VITAPLAY Vita Play Limited							
playground repairs	21/11/2025	4965	1	5,022.00	0.00	5,022.00	0.00
					0.00	5,022.00	
Above paid on 03/12/2025 by Online Payment Ref VITAPLAY							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
WAYMEDIA A WAY WITH MEDIA LTD							
<i>kerry ellis 5/11</i>	27/11/2025	INV-1268	1	3,324.62	0.00	3,324.62	0.00
					0.00	3,324.62	
Above paid on 03/12/2025 by Online Payment Ref WAYMEDIA							
XERO Xero (UK) Ltd							
<i>accounts software 13/12-12/1/2</i>	13/12/2025	INV-26882722	1	78.00	0.00	78.00	0.00
					0.00	78.00	
Above paid on 17/12/2025 by Direct Debit dd1097							
Total Purchase Ledger Payments for Month 9					0.00	132,374.82	

Location	Booking Name	Owing (£)	Days Overdue
Harlington	Rebecca Fraiz	£316.20	29
Harlington	Louise's Salsa Steps Classes	£20.40	29
Ancells	Victoria Clarke	£1,030.93	29
Ancells	MPower Menopause Fitness	£10.15	29

Outstanding Balances by Due Date as at 27/01/2026

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							
BEAN	BEAN AT THE PARK	1,161.68	0.00	583.34	583.34	-5.00	0.00
BID	FLEET BID	60,000.00	0.00	60,000.00	0.00	0.00	0.00
FTFC	FLEET	2,000.00	2,000.00	0.00	0.00	0.00	0.00
GODDARDS	GODDARDS	2,080.00	0.00	0.00	0.00	2,080.00	0.00
Total Sales Ledger No 1		65,241.68	2,000.00	60,583.34	583.34	2,075.00	0.00
TOTAL SALES LEDGER BALANCES		65,241.68	2,000.00	60,583.34	583.34	2,075.00	0.00

2025/26

Monthly Performance Totals (net of VAT)

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
Barrioke	£ -	£ 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
July	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
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 335.91	£ 135.21	£ 200.70	£ -	£ 335.91	£ 135.21	£ 200.70
Film Club x 1	£ 150.00	£ -	n/a	£ -	£ -	£ 72.25	£ 28.90	£ 43.35	£ -	£ 222.25	£ 28.90	£ 193.35
Jazz Club	£ -	£ 3,123.33	n/a	£ 1,387.92	£ 1,735.41	£ 911.82	£ 367.43	£ 544.39	£ 61.06	£ 4,035.15	£ 1,816.41	£ 2,218.74
Ceroc x 5	£ 1,424.00	£ -	n/a	£ -	£ -	£ 6.25	£ 2.50	£ 3.75	£ -	£ 1,430.25	£ 2.50	£ 1,427.75
TOTALS FOR JULY	£ 1,574.00	£ 3,123.33		£ 1,387.92	£ 1,735.41	£ 1,326.23	£ 534.04	£ 792.19	£ 61.06	£ 6,023.56	£ 1,983.02	£ 4,040.54
August	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
Music on the Views	£ -	£ -	n/a	£ -	£ -	£ 1,536.08	£ 614.43	£ 921.65	£ -	£ 1,536.08	£ 614.43	£ 921.65
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 135.91	£ 54.36	£ 81.55	£ -	£ 135.91	£ 54.36	£ 81.55
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,139.20	£ -	£ 1,139.20

TOTALS FOR AUGUST	£	1,139.20	£	-	£	-	£	-	£	1,671.99	£	668.79	£	1,003.20	£	-	£	2,811.19	£	668.79	£	2,142.40	
September	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											
Johnny Cash Roadshow	£	-	£	2,291.67	50%	£	3,000.00	-£	708.33	£	1,032.48	£	416.53	£	615.95	£	275.24	£	3,324.15	£	3,691.77	-£	367.62
Comedy Club	£	-	£	1,791.67	65%	£	1,125.64	£	666.03	£	1,575.16	£	636.73	£	938.43	£	308.60	£	3,366.83	£	2,070.97	£	1,295.86
Jazz Club	£	-	£	1,641.67	70%	£	1,093.67	£	548.00	£	525.33	£	210.60	£	314.73	£	27.47	£	2,167.00	£	1,331.74	£	835.26
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	522.24	£	218.62	£	303.62	£	88.24	£	767.24	£	306.86	£	460.38
Lunchtime Jazz	£	-	£	-	45%	£	-	£	-	£	163.41	£	65.63	£	97.78	£	-	£	163.41	£	65.63	£	97.78
Film Club x 2	£	300.00	£	-	67%	£	-	£	-	£	291.15	£	116.51	£	174.64	£	-	£	591.15	£	116.51	£	474.64
Flash Tribute to Queen	£	-	£	4,550.00	74%	£	3,153.60	£	1,396.40	£	2,425.91	£	972.36	£	1,453.55	£	274.73	£	6,975.91	£	4,400.69	£	2,575.22
Ceroc x 4	£	1,139.20	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	1,139.20	£	-	£	1,139.20
TOTALS FOR SEPTEMBER	£	1,684.20	£	10,275.01		£	8,372.91	£	1,902.10	£	6,535.68	£	2,636.98	£	3,898.70	£	974.28	£	18,494.89	£	11,984.17	£	6,510.72
October	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											
Lunchtime Jazz	£	-	£	-	n/a	£	-	£	-	£	156.16	£	62.94	£	93.22	£	-	£	156.16	£	62.94	£	93.22
Kast Off Kinks	£	-	£	2,502.50	55%	£	1,731.77	£	770.73	£	1,165.91	£	468.39	£	697.52	£	250.30	£	3,668.41	£	2,450.46	£	1,217.95
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	654.91	£	270.39	£	384.52	£	91.58	£	899.91	£	361.97	£	537.94
Cheesy Bingo	£	-	£	3,645.00	100%	£	2,537.23	£	1,107.77	£	3,318.32	£	1,341.36	£	1,976.96	£	402.94	£	6,963.32	£	4,281.53	£	2,681.79
Jazz Club	£	-	£	1,958.33	84%	£	1,301.14	£	657.19	£	616.91	£	247.96	£	368.95	£	54.94	£	2,575.24	£	1,604.04	£	971.20
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	284.66	£	114.16	£	170.50	£	-	£	584.66	£	114.16	£	470.50
Comedy Club	£	-	£	1,700.83	62%	£	1,065.87	£	634.96	£	1,504.66	£	607.33	£	897.33	£	238.09	£	3,205.49	£	1,911.29	£	1,294.20
Bad Manners	£	-	£	7,270.83	79%	£	6,020.00	£	1,250.83	£	4,407.82	£	1,766.13	£	2,641.69	£	442.60	£	11,678.65	£	8,228.73	£	3,449.92
The Witching Hour	£	1,544.57	£	-	100%	£	-	£	-	£	2,211.73	£	890.32	£	1,321.41	£	421.25	£	3,756.30	£	1,311.57	£	2,444.73
Ceroc x 5	£	1,424.00	£	-	n/a	£	-	£	-	£	116.16	£	46.92	£	69.24	£	-	£	1,540.16	£	46.92	£	1,493.24
TOTALS FOR OCTOBER	£	3,513.57	£	17,077.49		£	12,656.01	£	4,421.48	£	14,437.24	£	5,815.90	£	8,621.34	£	1,901.70	£	35,028.30	£	20,373.61	£	14,654.69
November	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											
Kerry Ellis	£	-	£	3,725.00	44%	£	2,770.52	£	954.48	£	408.24	£	166.52	£	241.72	£	152.63	£	4,133.24	£	3,089.67	£	1,043.57
Lunchtime Jazz	£	-	£	-	n/a	£	-	£	-	£	207.58	£	83.63	£	123.95	£	-	£	207.58	£	83.63	£	123.95
Dom Martin & Blue Nation	£	1,197.20	£	-	n/a	£	-	£	-	£	1,654.57	£	664.28	£	990.29	£	271.68	£	2,851.77	£	935.96	£	1,915.81
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	143.74	£	57.55	£	86.19	£	-	£	443.74	£	57.55	£	386.19
Jazz Club	£	-	£	1,841.67	79%	£	1,177.56	£	664.11	£	573.48	£	231.81	£	341.67	£	54.94	£	2,415.15	£	1,464.31	£	950.84
Comedy Club	£	-	£	1,885.00	69%	£	1,187.06	£	697.94	£	1,700.24	£	682.94	£	1,017.30	£	259.45	£	3,585.24	£	2,129.45	£	1,455.79
Creedence Clearwater Review	£	-	£	4,590.00	100%	£	3,203.46	£	1,386.54	£	2,220.15	£	891.88	£	1,328.27	£	330.37	£	6,810.15	£	4,425.71	£	2,384.44
Ultimate Elton	£	-	£	4,221.67	94%	£	2,000.00	£	2,221.67	£	2,060.99	£	830.69	£	1,230.30	£	357.16	£	6,282.66	£	3,187.85	£	3,094.81
Xmas light switch on	£	-	£	-	n/a	£	-	£	-	£	545.82	£	219.12	£	326.70	£	-	£	545.82	£	219.12	£	326.70
80's Rewind	£	-	£	8,250.00	100%	£	3,250.00	£	5,000.00	£	5,659.49	£	2,265.51	£	3,393.98	£	625.16	£	13,909.49	£	6,140.67	£	7,768.82
80's Rewind	£	-	£	8,250.00	100%	£	3,250.00	£	5,000.00	£	5,377.32	£	2,152.47	£	3,224.85	£	661.81	£	13,627.32	£	6,064.28	£	7,563.04
Ceroc x 4	£	1,139.20	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	1,139.20	£	-	£	1,139.20
TOTALS FOR NOVEMBER	£	2,636.40	£	32,763.34		£	16,838.60	£	15,924.74	£	20,551.62	£	8,246.40	£	12,305.22	£	2,713.20	£	55,951.36	£	27,798.20	£	28,153.16
December	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											
Jazz Club	£	-	£	3,595.83	100%	£	2,089.39	£	1,506.44	£	761.41	£	305.40	£	456.01	£	54.95	£	4,357.24	£	2,449.74	£	1,907.50
Mainly Madness	£	-	£	5,610.00	68%	£	3,407.40	£	2,202.60	£	4,169.65	£	1,671.41	£	2,498.24	£	418.20	£	9,779.65	£	5,497.01	£	4,282.64
Comedy Club	£	-	£	3,025.00	75%	£	1,265.18	£	1,759.82	£	1,884.74	£	756.19	£	1,128.55	£	369.35	£	4,909.74	£	2,390.72	£	2,519.02
Panto	£	19,695.58	£	-	75%	£	-	£	-	£	14,211.71	£	6,062.44	£	8,149.27	£	4,509.50	£	33,907.29	£	10,571.94	£	23,335.35
TOTALS FOR DECEMBER	£	19,695.58	£	12,230.83		£	6,761.97	£	5,468.86	£	21,027.51	£	8,795.44	£	12,232.07	£	5,352.00	£	52,953.92	£	20,909.41	£	32,044.51
January	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											
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	302.33	£	122.50	£	179.83	£	-	£	602.33	£	122.50	£	479.83
Lunchtime Jazz	£	-	£	-	n/a	£	-	£	-	£	132.74	£	53.30	£	79.44	£	-	£	132.74	£	53.30	£	79.44
Jazz Club	£	-	£	1,725.00	76%	£	1,006.14	£	718.86	£	588.33	£	236.49	£	351.84	£	54.94	£	2,313.33	£	1,297.57	£	1,015.76
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	663.74	£	281.28	£	382.46	£	42.73	£	908.74	£	324.01	£	584.73
Comedy Club	£	-	£	2,340.00	89%	£	1,486.45	£	853.55	£	2,019.82	£	817.56	£	1,202.26	£	256.40	£	4,359.82	£	2,560.41	£	1,799.41

AC/DC UK	£	-	£ 8,213.33	100%	£ 4,814.83	£ 3,398.50	£ 3,994.24	£ 1,599.48	£ 2,394.76	£ 405.99	£	12,207.57	£	6,820.30	£	5,387.27
Adult Panto x 2	£	-	£ 11,878.33	78%	£ 9,113.28	£ 2,765.05	£ 1,942.74	£ 803.45	£ 1,139.29	£ 528.09	£	13,821.07	£	10,444.82	£	3,376.25
Cheesy Bingo	£	-	£ 3,660.00	100%	£ 2,547.81	£ 1,112.19	£ 3,121.32	£ 1,254.70	£ 1,866.62	£ 418.21	£	6,781.32	£	4,220.72	£	2,560.60
TOTALS FOR JANUARY	£	545.00	£ 27,816.66		£ 18,968.51	£ 8,848.15	£ 12,765.26	£ 5,168.76	£ 7,596.50	£ 1,706.36	£	41,126.92	£	25,843.63	£	15,283.29
TOTALS	£	35,635.35	£ 175,402.99		£ 113,568.11	£ 61,834.88	£ 114,334.71	£ 46,328.97	£ 68,005.74	£ 18,373.15	£	325,373.05	£	178,270.23	£	147,102.82

SUBJECT: INVESTMENT AND CURRENT ACCOUNTS

Account balances for Fleet Town Council as of 31 January 2026

Account	Funds	Interest Rate	Comment
HSBC Current Bank Account, Account No: 61539272	£258,899.47		
HSBC Savings Account, Account No: 91620886	£1,223,078.51	1.53% Per annum	Interest paid into HSBC Savings account each month.
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£417,939.50	2.40%	Interest paid into Nationwide current account. Business 35 Day Saver, interest paid monthly
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£3,075,837.76	3.80% Per annum	Interest paid into CCLA current account, monthly.
TOTAL	£ 4,975,755.24		

Please note:Interest received on 31 January 26 into Nationwide account:

Nationwide

£901.28

Interest received on 31 January 26 into CCLA account:

CCLA

£9,919.68

Interest received on 21 January 26 into HSBC Savings account:

HSBC Savings

£1,576.91

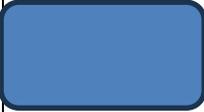
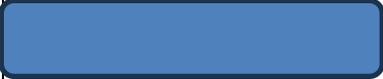
Recommendation

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	Fleet & District Carnival Association PO Box 508, Fleet, GU51 9GH 
2.	Name, Address and Status of Contact & position E-mail address	Leanne Walmsley Chairman 
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	Yes/No Charity Number: 264443
5.	Date of establishment of Organisation	10 th July 1972
6.	Details of purpose of Grant (please use additional sheet to include details)	2026 Fleet & District Carnival – Funding Support The cost of running the carnival goes up each year, with the 2025 event costing over £25,000. As the only free event for the Fleet & District community, the carnival is something everyone looks forward to and 2026 will be extra special as we celebrate the 70th anniversary of this much-loved tradition! We want to make the 2026 carnival our best yet, bringing even more fun, colour, and excitement for everyone to enjoy. This grant would help cover the cost of first aiders who will be on hand during the High Street procession and throughout Calthorpe Park, ensuring everyone can celebrate safely. We'd be so grateful for the continued support of Fleet Town Council in helping us make this milestone year one to remember for the whole community.
7.	Amount applied for	£1,000
8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	The whole Fleet community

9.	Projected income and expenditure of project/event	£25,000					
10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending
		Councillor Steve Forster Councillor Stephen Parker Councillor Tim Davies Councillor Jonathan Glen Councillor Adrian Collett David Neighbour Jane Warlock Elvetham Heath Parish Council	TBC	3 rd November			Pending
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	We rely heavily on councillor and council grants, along with local business sponsorships.					
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	N/A					
13.	How will you publically acknowledge Fleet Town Council's contribution?	We will advertise Fleet Town Council's support on our website, social media and programme.					

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

Signed... 

Date...3rd November 2025

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

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

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?		

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 <div style="background-color: #4a7ebb; width: 100%; height: 100%; border-radius: 15px;"></div>
2.	Name, Address and Status of Contact & position E-mail address	Janet Stanton Executive Committee Member of Greener Fleet Waste Prevention Charity <div style="background-color: #4a7ebb; width: 100%; height: 20px;"></div>
3.	Telephone Number of Contact	<div style="background-color: #4a7ebb; width: 100%; height: 20px;"></div>
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 27 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 moved out of its pilot phase and into full operation from January 2025. During this pilot phase, we demonstrated that the repair cafe was a viable way to help the community take local action against climate change.</p> <p>During 2025, we increased awareness and use of the Fleet Repair Café. During our monthly 2 ½ -hour sessions, 615 items were brought in for repair achieving a 73% fix rate. A further 16 % were repairable (but not by our repairers) and only</p>

		<p>11% were “end of life”. These fixed repairs stopped 798 kilos of waste going to landfill, avoided 7163 kilos of greenhouse gas being emitted and saved residents £30,990 by not having to buy new items.</p> <p>Our bank of volunteer repairers and helpers is slowly increasing from 20 to 27. We are also very lucky to have one young person who regularly helps with the refreshments and makes delicious cakes for the café!</p> <p>It has been one of the FTC’s aims to pass on skills to younger members of the community and, to date, have given a further 3 young people the opportunity to volunteer, watch and learn as part of their Duke of Edinburgh’s Award.</p> <p>Our aim now is to grow the FRC to its full potential and support the drive to make Fleet and Hart a carbon-neutral district by 2035.</p>					
7.	Amount applied for	<p>£630</p> <p>Room Hire in the Harlington Function Room /or The Harlington temporary accommodation in the Hart Shopping Centre.</p> <p>7 sessions x £75 +VAT = £630 (inc VAT) (Costs are based on 2026/27 price list)</p> <p>The available dates in The Harlington are: June 26, July 26, September 26, November 26, and (hopefully) in the temporary accommodation for January 27, February 27 and March 27</p>					
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>All the residents of Fleet. This not only saves our visitors money on replacement items, but also diverts waste from landfill, reduces carbon emissions, 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	<p>The Fleet Repair Café relies on income donated by visitors to meet its running costs and if funds are available the expenses to grow this project</p>					
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?	<p>It may be necessary for The Fleet Repair Café to look for an alternative location to hold the monthly sessions where there is no or very little cost for room hire.</p>					

12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	<p>Fleet Town Council working with National Greening Campaign helped to set up the Greener Fleet Waste Prevention Charity whose initial aim was to bring a repair café to Fleet. The Town Council supported this venture by allowing the monthly Repair Café to take place in the Harlington until the end March 2025</p> <p>In February, Fleet Town Council again kindly agreed to support the FRC with Room hire for 10 months although only 7 sessions will take place as the building was or will now be closed on three FRC sessions dates.</p>
13.	How will you publicly 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: 18 January 2026

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

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

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 16.01.26

	2024	2025	2026				TOTAL	
Repair Café Location			Library	Harlington	Harlington	Library		
Date	Total for 2024	Total for 2025	Jan-26	February	March	April	Total for 2026	Total 2024, 2025 & 2026
Repairers	77	119	11				11	207
Helpers - Adult	45	52	3				3	100
Helpers - under 18 and DOE		13	0				0	13
Requests	232	615	46				46	893
No of different customers (from Jan 25)		445	28				28	473
Powered requests	68	257	19				19	344
Unpowered requests	74	350	27				27	451
Fixed - Powered <small>unpowered inc up to Oct 24)</small>	125	131	10				10	266
Fixed un powered <small>from Oct 24</small>	23	311	27				27	361
Repair success rate	67%	72.92%	80.43%				80.43%	73.45%
Repairable - Powered		72	5				5	77
Repairable -Un- Powered		28	0				0	28
End of Life	23	68	4				4	95
Waste avoided, kg	280	798	35				35	1113
GHG avoided, kg	2247	7163	222				222	9632
On the day successfully fixed Customer savings	£11,358	£30,990	£2,210.00				£2,210	£44,558
Volunteer Hours	405	829	62				62	1296

PR ANALYSIS								
	Total for 2024	Total for 2025	Jan-26	February	March	April	Total for 2026	Total 2024, 2025 & 2026
Volunteer/repairer	18	28	2				2	48
Word of mouth	48	123	11				11	182
Displays/promotions	5	6	0				0	11
Posters/Banner	0	23	2				2	25
Website/Google	1	27	2				2	30
Social Media -	81	150	8				8	239
Flyer	12	9	0				0	21
Local Magazines	9	51	2				2	62
Other	0	32	1				1	33
No of Facebook Followers	0						0	0
Content interactions - end of month	0						0	0
First time Visitors (from 1.12.24)	17	308	13				13	338
Repeat Visitors	3	137	15				15	155

Age Range	Total for 2024	Total for 2025	Jan-26	February	March	April	Total for 2026	Total 2024, 2025 & 2026
16-24	0	5	0				0	5
25-34	4	14	2				2	20
35-44	37	64	4				4	105
45-54	37	97	4				4	138
55-64	54	106	8				8	168
65-74	21	79	3				3	103
75+	14	84	7				7	105

Post Codes	Total for 2024	Total for 2025	Jan-26	February	March	April	Total for 2026	Total 2024, 2025 & 2026
GU51 (except GU51 1)	92	241	17				17	350
GU52	50	113	6				6	169
GU51 1	12	25	0				0	37
Other	19	66	5				5	90

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	Fleet Lions Temporary Traffic Managements team c/o 13 Glen Road Fleet
2.	Name, Address and Status of Contact & position E-mail address	Mike Collen Manages the FLTTM on behalf of the Community and Project event team such as Remembrance parades, Christmas Festival, Carnival etc FLTTM has a ring fenced account within Fleet Lions accounts, currently standing at £70 <div style="background-color: #4a7ebb; width: 100px; height: 15px; margin-top: 5px;"></div>
3.	Telephone Number of Contact	<div style="background-color: #4a7ebb; width: 100px; height: 15px;"></div>
4.	Is the Organisation a Registered Charity?	Yes CIO Charity Number: 1177181
5.	Date of establishment of Organisation	52 years ago FLTTM was 2011
6.	Details of purpose of Grant (please use additional sheet to include details)	<p>This application is being submitted, on behalf of our brilliant community volunteers, to apply for grant funding to support the purchase of protective jackets for some of the key volunteer members who assist at local community festivals and events in Fleet.</p> <p>As you are aware, our volunteers play a vital role in ensuring that community events are safe, welcoming, and well-organised. They regularly support crowd guidance, marshalling, setup and breakdown, and offer public assistance during festivals and other celebrations attended by Fleet residents of all ages.</p> <p>To carry out these duties safely and effectively, we are seeking funding to purchase high-visibility, weatherproof protective jackets for key members of our volunteer team. These jackets will:</p> <ul style="list-style-type: none"> • Clearly identify these volunteers to members of the public and emergency services • Improve volunteer safety, particularly during busy or low-light conditions • Provide protection from adverse weather, enabling volunteers to remain on duty comfortably for longer periods

		<p>At present, our volunteers rely on light weight hi-viz jerkins over personal outerwear, which varies in visibility and suitability and does not provide a consistent or professional appearance. Supplying dedicated protective jackets would significantly enhance both safety and public confidence at events.</p> <p>We are requesting funding of £[amount] to cover the cost of purchasing approximately [number] protective jackets. These jackets would be reusable across multiple events and years, representing good value for money and long-term benefit to the community.</p> <p>This support would directly contribute to the continued success and safety of local festivals in Fleet and help ensure that volunteers feel valued, protected, and confident in their roles.</p> <p>It is getting more and more difficult to maintain the size of our volunteer force and anything that makes them feel more comfortable and valued will, we hope, lead to their retainment.</p> <p>Thank you very much for considering our application. We would be happy to provide any additional information or supporting documentation if required</p>																		
7.	Amount applied for	£580.00 incl VAT and shipping 20x Hi Viz and 6 x thick padded jackets with Community Volunteer																		
8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	All attendees at events such as Fleet Christmas Festival, Remembrance Service, Fleet Carnival, Music On The Views, Fleet Half Marathon etc. will benefit from having well supported volunteers to ensure their safety.																		
9.	Projected income and expenditure of project/event	<p>Projected Income and Expenditure (Across Multiple Events)</p> <p>Events covered: [e.g. Fleet Christmas Festival, Remembrance Service, Fleet Carnival, Music On The Views, Fleet Half Marathon etc.]</p> <p>Period: [April 2026 – onwards) Annual cycle of events</p> <p>It is almost impossible to gauge and summarise income across so many different events, so this is a difficult question to answer in the context of this application. However, as a summary, the income from the events comes from the following sources:</p> <table border="0"> <thead> <tr> <th>Source of Income</th> <th>Amount (£)</th> </tr> </thead> <tbody> <tr> <td>Fleet Town Council Grant (applied for)</td> <td>£580</td> </tr> <tr> <td>Donations at events</td> <td></td> </tr> <tr> <td>Local business sponsorship</td> <td></td> </tr> <tr> <td>Volunteer group reserves</td> <td>£70</td> </tr> <tr> <td>Total Projected Income</td> <td></td> </tr> </tbody> </table> <hr/> <p>Projected Expenditure</p> <table border="0"> <thead> <tr> <th>Item</th> <th>Amount (£)</th> </tr> </thead> <tbody> <tr> <td>6 Protective jackets for volunteers (6)20 Hi Viz</td> <td>£580</td> </tr> <tr> <td>Based on online costs from Workwear express</td> <td></td> </tr> </tbody> </table>	Source of Income	Amount (£)	Fleet Town Council Grant (applied for)	£580	Donations at events		Local business sponsorship		Volunteer group reserves	£70	Total Projected Income		Item	Amount (£)	6 Protective jackets for volunteers (6)20 Hi Viz	£580	Based on online costs from Workwear express	
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		Total Projected Expenditure					
		The requested grant funding will contribute specifically towards the purchase of reusable protective jackets for 6 key and 20 part time volunteers. These jackets will be used across multiple community events throughout the year, improving safety, visibility, and consistency at all festivals supported by our volunteer team.					
10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending
		none					
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	<p>If the grant application is not successful, the project will still go ahead, but on an even more reduced and phased basis.</p> <p>Jackets would be allocated first to fewer long standing and experienced key volunteers working in higher-risk or high-visibility roles, with additional jackets purchased over time as funds allow.</p> <p>Existing key volunteers would, we hope, continue to support events using current resources, although the absence of full funding would limit our ability to provide consistent protective equipment to all key volunteers in the short term. The stocks have dwindled so need 20 more</p> <p>While the project can proceed without the grant, funding from Fleet Town Council would allow this limited number of jackets to be purchased in full at the outset, ensuring immediate and consistent safety improvements across all events.</p>					
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	Initial set up of FLTTM 15 years ago was funded by grants from Parish Councils, HDC and Lions. In the past 2 years FTC supported the acquisition of a trailer					
13.	How will you publically acknowledge Fleet Town Council's contribution?	<p>Fleet Town Council would be acknowledged in event programmes, promotional materials, and on the various organisations' websites and social media channels, highlighting the Council's support for community safety and volunteering in Fleet.</p> <p>Where appropriate, verbal thanks would be given during public announcements at events. We would also be happy to provide photographs and a short-written report demonstrating how the funding has been used and the positive impact it has had.</p>					

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

Signed..... 

Date.....28/1/2026.....

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

	YES	T.C. USE CHECKED
Last Financial Years Accounts	No expenditure or income	
Constitution	See set up	
Copy of most recent Bank Statement for all accounts	n/a as its ring fenced	
Safeguarding Policy	We brief all marshals at events and briefing varies from event to event	

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?		

OFFICER: Sarah Moore, Finance & Admin Manager
DATE: 2nd February 2026
SUBJECT: Cyber Essentials

Background

Cyber security is critical in today's digital landscape due to the increasing frequency and sophistication of cyber-attacks. These attacks can compromise sensitive information, disrupt operations, and cause significant financial and reputational damage. Robust cyber security measures are therefore essential to safeguard the Council's data, maintain the trust of stakeholders, and ensure compliance with legal and regulatory requirements.

The Government Cyber Security Strategy sets out an ambition that all government organisations across the public sector are resilient to known vulnerabilities and attack methods by 2030.

Cyber Essentials is a government-backed scheme designed to help organisations protect themselves against a wide range of the most common cyber-attacks. The scheme is particularly valuable as many cyber-attacks are relatively basic in nature and often carried out by individuals with limited technical skills. These attacks can be likened to a thief trying a front door to see whether it is unlocked. By implementing the controls recommended by Cyber Essentials, the Council can significantly reduce its vulnerability to such attacks.

The Council approved the purchase of Cyber Essentials, with the service procured through Bulletproof on 4 August 2025. The certification must be achieved within 12 months of purchase.

To achieve Cyber Essentials certification, a number of technical, policy, and governance requirements must be met. At present, several significant issues require clarification or resolution, as set out below. As a result, the Council is not currently in a position to pass Cyber Essentials certification.

Additionally, effective information management is an essential element of cyber security. Poor email retention and inadequate digital housekeeping increase the volume of data held by the Council, expanding the potential impact of a cyber-attack and increasing the risk of data breaches involving personal or sensitive information.

Excessive retention also complicates compliance with data protection legislation and significantly increases the time, effort, and risk associated with responding to Freedom of Information and Subject Access Requests. Clear retention guidance, regular email deletion, and improved housekeeping practices are therefore necessary to reduce risk, support legal compliance, and improve the Council's overall cyber security posture.

We are investigating the implementation of automatic email deletion and will advise in the future when this may be implemented. We would suggest that any email which contains contract or important information is saved in a folder or passed to an officer for saving in the appropriate folders.

Recent UK Cyber Breaches and Cyber Security Trends (last 12 months)

- Marks and Spencer were hit by a major cyberattack in April 2025 that severely disrupted its digital and retail operations. Estimates predict the financial impact to be around £300 million, including lost revenue and operational disruption.
- Jaguar Land Rover experienced a major cyberattack in 2025 that severely disrupted production and is estimated to have cost the UK economy up to £1.9 billion in lost output and supply chain impacts. This was widely reported as one of the costliest cyberattacks in history.

- The Kido International ransomware attack targeted a large London nursery provider, exposing personal data of around 8000 children and staff.
- At least one London council – the Royal Borough of Kensington and Chelsea – experienced a data breach in 2025 with reports indicating that attackers accessed and copied council data. Connected councils including Westminster and Hammersmith & Fulham invoked emergency plans to isolate affected systems.
- Middlesbrough Council and others have publicly cited repeated cyber attack attempts, prompting increased investment in security strategy and defences.

Why this Matters for Cyber Essentials

These recent breaches show that:

- Weak device controls, unmanaged devices and lack of enforceable policies directly increase risk.
- Cyber Essentials is designed to mitigate common vulnerabilities (such as poor patching, weak passwords, lack of malware protection and uncontrolled access) that have been exploited in the incidents above.
- Without meeting baseline security standards such as those in Cyber Essentials the Council remains susceptible to similar attacks and data compromises.

Devices Accessing Council Information

There are currently 62 devices reported to have access to Council information:

- 37 Councillor owned devices, including desktop computers, laptops, tablets and mobiles.
- 25 staff devices, comprising:
 - 17 supported devices
 - 1 unsupported laptop
 - 6 unsupported devices (paid for by the Council)
 - 1 staff owned (BYO) devices

These include laptops, tablets, mobiles and a MacBook.

The high number of unsupported and personally owned devices accessing Council systems presents a significant compliance risk under Cyber Essentials.

Policy Gaps and Governance Issues

Although the Council has a Computer Policy and Internet, Phone, Social Media Policy, these documents do not provide sufficient detail or enforcement mechanisms to support Cyber Essentials compliance.

As part of the Bulletproof agreement, the Council purchased a full suite of Cyber Essentials aligned policies. These policies are designed specifically to meet certification requirements and cover the following areas:

- Acceptable Use Policy
Defines permitted and prohibited use of devices, including harassment, pirated software, password sharing, bypassing security controls and inappropriate downloads.
- Access Control Policy
Defines responsibility for granting, reviewing, and removing access to Council information.
- Anti-Malware Policy
Requires all devices and users accessing Council information to have approved anti-malware protection installed and maintained.
- Bring Your Own Device (BYOD) Policy
Defines security and management requirements for any non-Council-owned device accessing Council information.

- Information Security Awareness Policy
Requires mandatory security awareness training for all users, with annual refreshers.
- Password Policy
Defines minimum password length, complexity, and standards.
- Starters and Leavers Checklist
Ensures the Executive Officer is notified when access must be granted or removed.

Without approval and enforcement of these policies, Cyber Essentials cannot be achieved.

Staff Managed and BYO Device Issues

The following issues currently prevent compliance:

- Three Council-paid work mobiles require verification of adequate security controls, including PINs, software configuration and remote wipe software and all should be brought into support.
- One Council-paid work tablet has been confirmed as not meeting security requirements and should be brought into support.
- One MacBook and one iPad both Council owned must be brought into support.
- One unsupported laptop should be retired from use or checked for age and brought into support
- One supported laptop is out of date and cannot be patched or updated so should be retired from use and replaced.
- One staff member uses a personal mobile phone to access Council email and information. This must cease immediately.

Use of personal devices without enforceable security controls is not compatible with Cyber Essentials requirements.

Recommendations – Staff Devices

1. Approve all Bulletproof provided policies in line with Cyber Essentials requirements and roll them out to all staff and Councillors with access to Council information.
 - Failure to approve these policies removes any possibility of passing Cyber Essentials.
2. All Council paid mobiles and tablets should be replaced by managed devices to ensure compliance or handed to the EO to be brought into support or removed from use (if available due to age of devices).
3. Unsupported devices (including MacBook and iPad) must either be brought into support or removed from use.
4. Access to Council information must be revoked from any personal staff devices.
 - If access is retained, remote wipe software must be installed.
 - This includes acknowledgement that, if remote wipe is activated, all data (personal and work) will be removed.
5. All tablets and mobile devices must have remote wipe capability enabled to mitigate risks from loss, theft, or failure to return devices when staff leave.

Councillor (BYO) Device issues

Cyber Essentials requires the Council to be able to confirm and assure that any device accessing Council information:

- Is fully patched and up to date
- Has appropriate anti-malware installed
- Uses multi-factored authentication (MFA)
- Uses sufficiently strong passwords
- Can be remotely wipe if lost or compromised.

These requirements apply equally to Councillor owned devices. At present, the Council does not have the ability to enforce or verify compliance across a large number of BYO devices.

Recommendations – Councillor Devices

Given the volume and variety of Councillor owned devices, it is strongly recommended that:

- Councillors are issued with Council owned and fully supported tablets
- These tablets become the only permitted method for accessing Council information.
- Access from other personal tablets, laptops and mobile phones is restricted.

Council owned tablets would:

- Remain Council property and be returned on leaving office.
- Be fully maintained, patched and secured by the Council
- Provide a controlled, auditable environment suitable for Cyber Essentials Compliance.

Alternative Option

It is not possible to pass Cyber Essentials without:

- Approval of the required policies, and
- Full implementation of the controls defined within them.

If the Council does not wish to proceed with these changes, the only alternative is to discontinue Cyber Essentials, as certification will not be achievable under the current controls.

OFFICER: Sarah Moore, Finance & Admin Manager
DATE: 3rd February 2026
SUBJECT: Councillor Devices and Staff Mobiles/Devices

Background

To achieve compliance with Cyber Essentials, it has previously been identified that Councillors should be provided with Council-owned devices, and that all Councillor and Staff devices should be included within the Councils IT Management Plan.

Under this proposal:

- All devices that access Council data will be owned by the Council.
- Each device will be assigned to an individual Councillor or staff member.
- Devices will be fully managed, including setup, security, updates and connectivity.
- Devices will include remote wipe capability in the event of loss, theft, or failure to return equipment when a Councillor or staff member leaves.
- The Council will retain full control over access to Council data.

This approach significantly strengthens the Councils cyber security posture and supports compliance with Cyber Essentials requirements.

Main issues to be addressed by the proposal & benefits.

While this proposal introduces an initial capital cost and a modest increase in monthly expenditure, the benefits are substantial:

- Improved cyber security and reduced risk of data breaches
- Centralised control of devices and access to Council systems
- Compliance with Cyber Essentials requirements
- Reduced risk from unmanaged personal devices
- Ability to remotely secure or wipe devices if lost or stolen
- Clear asset ownership and accountability

The Council will own and manage all devices and connections used to access Council data.

Risk management considerations

Without changing current arrangements:

- The Council will not be able to pass Cyber Essentials
- The risk of data loss, unauthorised access, and non-compliance remains high
- The Council has limited control over personally owned devices accessing Council systems.

This proposal mitigates these risks by ensuring all access is via managed, Council owned devices.

One member of staff is paid £35 expense per month for a device that isn't managed. This cost would be removed in making these changes and provide Council with ownership and control of the device.

Alternatives considered.

Quotes were sought from the Council's current supplier and alternative device providers, however following review to purchase outside the current supplier although cost to buy is similar there is cost sending devices to current supplier for setup

Following review, it is recommended that devices are bulk purchased from the current supplier and added to the existing IT Management Plan as this provides:

- Best overall value
- Simplified management
- Continuity of service
- Compatibility with existing support arrangements.

Details are provided below for:

- Purchasing Councillor devices outright
- Staff mobiles under both contract and outright purchase options.

The Council currently uses SIM only contracts costing £6 per month, used on out-of-date devices that are not currently under the IT management plan. The SIM cards can be transferred to the devices purchased outright. This approach avoids higher long-term costs and provides flexibility, as SIM contracts can be cancelled at any time, unlike fixed term mobile contracts.

Devices detailed below:

18 Councillor tablets, Apple iPad A16 Wi-Fi, keyboard, case

6 Staff mobiles – contract – iPhone 14

6 Staff mobiles – outright – iPhone 15

Financial implications:

Councillor (18 Devices including management)

	A	B	C	D
	Cloudy IT - iPads, Keyboards and Cases	Cloudy - iPad only (no keyboard, pen or case)	Cloudy iPad and Amazon – keyboard, case and pen	Cloudy iPad and Argos – keyboard and case
Monthly Cost	£ 39.60	£ 39.60	£ 39.60	£ 39.60
One off cost	£ 10,192.00		£ 2,616.60	£ 1,567.35
iPad		£ 7,150	£ 7,150	£ 7,150
1st month total	£ 10,231.60	£ 7,189.60	£ 9,806.20	£ 8,756.95
Total per year	£ 10,667.20	£ 7,625.20	£ 10,281.40	£ 9,192.55
Total 2nd year	£ 475.20	£ 475.20	£ 475.20	£ 475.20

Recommendation

To approve Option C to include iPads and setup by Cloudy, keyboard, case and pen sourced from Amazon.

Staff mobiles (6 including management)

	A	B
	Cloudy IT – 2 Year Contract	Cloudy IT – Purchase outright
Monthly Cost	£ 252.00	£ 13.20
One off cost	£ 0	£ 3,601.50
1st month total	£ 252.00	£ 3,614.70
Total per year	£ 3,024.00	£ 3,759.90
Total 2nd year	£ 3,636.00	£ 158.40

Recommendation

To approve Option B to purchase outright, including setup and management.

Contractual Implications

- The Council is contracted with Cloudy IT until January 2029.
- Councillor devices and outright mobile purchases will form part of the existing IT Support contract.
- The 2-year mobile contract option would be separate from the IT support agreement and cannot be amended within the existing contract.

Recommendation

To approve the purchase of Councillor devices Option C and outright purchase of staff mobile phones Option B, to all be included within the existing Cloudy IT Management Plan.



Climate Change Policy

Approved by Full Council: July 2022
Last Reviewed: October 2025
Due for Review: October 2028

1. Introduction

Following the declaration of a national Climate Change Emergency, the UK Government set a target for the country to achieve net zero carbon emissions by 2050. To contribute towards this target, Fleet Town Council will work in partnership with Hampshire County Council and Hart District Council, with its own ambition to become a net zero carbon emitter by 2035.

Hampshire County Council declared a Climate Emergency in June 2019 and has set two key targets, which apply countywide:

- To achieve carbon neutrality by 2050; and
- To build resilience to the impacts of a 2°C temperature rise.

These goals will be achieved through a joined-up approach, addressing both carbon reduction and climate change resilience.

Hart District Council has also recognised the urgent need for action and aims to be a carbon neutral authority by 2035 (brought forward from 2040) and to achieve a carbon neutral district by 2040. Its objectives include delivering zero carbon emissions from its operations and providing community leadership to reduce greenhouse gas emissions across the district.

Fleet Town Council recognises its role in supporting these shared ambitions — providing community leadership, communication, and practical action to help make Fleet a carbon neutral town by 2035.

2. Aims

- To reduce the Council's own carbon emissions; and
- To achieve net zero carbon emissions by 2035.

3. Actions

Fleet Town Council will:

- Eliminate non-essential single-use plastics within Council operations.

- Encourage all Council suppliers and contractors to reduce their carbon footprint (e.g. grounds maintenance, building contractors, event providers).
- Request that all FTC tenants adopt measures to reduce their own carbon footprint.
- Continue to increase green infrastructure across Fleet, in line with the Fleet Neighbourhood Plan, including the replacement of any trees that are removed.
- Research and implement opportunities to reduce the carbon footprint of all Council-owned buildings and facilities.
- Encourage and facilitate waste reduction and recycling across all Council sites.
- Lobby higher-tier authorities to improve waste collection and recycling provision (e.g. food waste, plastics recycling).
- Review Council policies and decisions to ensure that climate change impacts are considered and mitigated wherever possible.

4. Monitoring and Review

Progress against this policy will be reviewed at least every three years, or more frequently if national or local policy changes.



Climate Change Policy

For Approval: July 2022

Due for Review: July 2024

1. Introduction

Following the declaration of the national Climate Change emergency, the Government has set a target for the United Kingdom of net zero carbon emissions by 2050. To help achieve this target, Fleet Town Council will be working in partnership with Hampshire County Council and Hart District Council with its own target to become a net zero carbon emitter by 2035.

Hampshire County Council declared a Climate Emergency in June 2019. Two targets have been set for the County Council, and these also apply to Hampshire as a whole:

- *To achieve Carbon neutrality by 2050*
- *To build resilience to the impacts of a two degree temperature rise.*

These targets will be achieved by taking a joined-up approach, by addressing carbon reduction and climate change resilience together.

Hart District Council has formally recognised the serious impact of climate change globally and the need for urgent action and has set a target to be a carbon neutral authority by 2035 (brought forward from 2040) and a carbon neutral district by 2040.

Its main objectives are to deliver zero carbon emissions from its operations and to provide community leadership to deliver a reduction in greenhouse gas emissions across the District.

Fleet Town Council recognizes its role in making Fleet Town carbon neutral by 2035 providing community leadership and communication.

2. Aims

To reduce the Council's own carbon emissions and achieve net zero carbon emissions by 2035.

3. Actions

- To eliminate non-essential single use plastic within the Council's operations
- To encourage all Council suppliers, to reduce their carbon footprint e.g. Grounds maintenance, building contractors etc
- Request that all FTC tenants take measures to reduce their own carbon footprint
- Continue to replace and increase the amount of greening within Fleet in line with the recently adopted Fleet Neighbourhood Plan which includes environmental measures e.g. Replacement of any tree that is removed
- Research all opportunities to reduce the carbon footprint in all our buildings
- Encourage all waste to be recycled
- Lobby higher tier councils to improve waste collection and recycling eg food waste, more plastics recycling.
- To review council policies to consider climate change impacts on decisions.

Communications & Social Media Policy

Policy and Finance Approved: February 2026
Last Reviewed:
Due for Next Review: February 2029

1. Introduction

Effective communication supports transparency, trust, and accountability between the Council and the community. Social media and digital tools help share information quickly, engage residents, and promote Council work.

This policy guides councillors, staff, and representatives in using all communication channels responsibly, lawfully, and effectively.

2. Purpose and Key Principles

The purpose of this policy is to:

- Define roles and responsibilities for Council communications.
- Promote consistent, accurate, and respectful communication.
- Ensure compliance with legislation and data protection.
- Safeguard the Council's reputation and protect individuals from harm.

Key Principles:

1. **Clarity** – provide clear, timely, factual information.
2. **Engagement** – encourage respectful, two-way dialogue.
3. **Collaboration** – share knowledge, promote services, and support community initiatives.

3. Scope of the Policy

Applies to all councillors, employees, and volunteers acting for the Council, and to all forms of communication including social media, blogs, podcasts, press releases, and correspondence.

Covers both official Council accounts and personal accounts where a Council link is implied.

4. Legal and Ethical Framework

Communications must comply with relevant legislation including:

- Local Government Acts 1986 & 1988
- The Code of Recommended Practice on Local Authority Publicity

- Data Protection Act 2018 & UK GDPR
- Equality Act 2010
- Copyright and intellectual property law

Confidential or personal information must never be disclosed, and images of children or vulnerable adults require written consent.

5. Roles and Responsibilities

- **Executive Officer** – Principal spokesperson, responsible for approving and issuing official communications and press releases.
- **Chairman of the Council & Committee Chairs** – May speak on behalf of the Council in consultation with the Executive Officer.
- **Councillors** – May express personal opinions but must clarify they do not represent Council policy unless authorised.
- **Staff** – Must not share Council information without approval and must comply with employment policies.

All are expected to uphold professionalism and protect the Council's reputation.

6. Media and Public Engagement

- The media are welcome at Council meetings. Filming or recording is permitted in line with Standing Orders, but the Chairman should be informed when this right is exercised.
- Press releases must be factual, unbiased, and issued through the Executive Officer or Communications Officer.
- During election periods, Council publicity must remain strictly neutral. Councillors' individual campaigns must not use Council resources.

7. Social Media Use and Conduct

Council-managed social media accounts are administered by authorised officers under the Executive Officer's supervision.

Content and Moderation

Posts or comments may be removed if they:

- Are unrelated to Council business, offensive, defamatory, false, discriminatory, or politically motivated.
- Breach law, copyright, or public safety.

Expected Conduct

When using social media in any capacity:

- Be truthful, accurate, and respectful; correct errors promptly.
- Keep personal and Council matters separate.
- Avoid disclosing confidential or sensitive information.
- Do not use Council logos on personal accounts.
- Communicate professionally, apolitically, and inclusively.
- Engage constructively and avoid heated exchanges.

Guiding Principles:

Be human, engaging, professional, responsible, and strategic—share useful, factual, and relevant content.

8. Personal Use of Social Media

Councillors and staff should note that personal posts can still reflect on the Council.

- Avoid comments that bring the Council into disrepute.
- Clarify when views are personal.
- Councillors are advised to keep personal and councillor accounts separate.

9. Breaches of Policy

- **Staff:** Breaches may result in disciplinary action, up to and including dismissal for gross misconduct.
- **Councillors:** Breaches may result in referral to the Monitoring Officer under the Code of Conduct.
- **Illegal or criminal activity** (e.g. threats, hate speech, harassment) may be reported to the police.

10. Monitoring and Review

The Executive Officer will monitor and review this policy every three years or earlier if required by legislative or best-practice changes.

11. Related Council Documents

- Members' Code of Conduct
- Disciplinary & Grievance Procedures
- Standing Orders
- Data Protection & Privacy Policy
- Communications Strategy 2024



Computer Use and Communications Policy

Policy and Finance Approved: January 2015
Reviewed: February 2025
Due for Review: February 2028

1 Introduction

To provide our employees with the tools to do their jobs, Fleet Town Council makes available to its workforce access to one or more forms of electronic equipment and software, including computers, e-mail, telephones, and internet.

All employees and everyone connected with the Council should remember that electronic equipment and software provided remain the Council's property. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

2 Purpose of this Policy

To ensure that all employees are responsible for following guidelines which have been established for using computers, e-mail, telephones, internet or other software. No policy can lay down rules to cover every possible situation. Instead, it is designed to express the Council's philosophy and general principles when using electronic media when communicating both internally and externally on behalf of Fleet Town Council.

3 Prohibited Communications

Written and electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing;
- Derogatory to any individual or group;
- Obscene, sexually explicit or pornographic;
- Defamatory or threatening;
- In violation of any license governing the use of software; or
- Engaged in for any purpose that is illegal or contrary to Fleet Town Council policies or business interests.

Adopted by P&F Committee – 19 January 2015
Reviewed – October 2018; October 2021, February 2025

4 Personal Use

The computers, electronic media and services provided by the Council are primarily for business use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable, and all such use should be done in a manner that does not impact on individual's performing their jobs or negatively affect the systems' use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

5 Access to employee communications

The Council reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other policies.

Employees should not assume electronic communications are private. Accordingly, if they have sensitive information to transmit, they should use other means.

6 Software

To prevent computer viruses from being transmitted through the computer system, unauthorised downloading of any unauthorised software is strictly prohibited. Only software registered and/or approved through the Council may be downloaded. Employees should contact Cloudy IT, the Councils system administrator, if they have any questions.

7 Security/Appropriate Use

Employees must respect the confidentiality of other individuals' communications.

Employees are prohibited from engaging in, or attempting to engage in:

- Monitoring or intercepting the files or electronic communications of other employees or third parties;
- Using other people's logins or passwords;
- Except in cases in which explicit authorisation has been granted by management, no e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else; and
- All employees should be aware of the increasingly sophisticated scams and risks proposed to cybersecurity and when in any doubt should seek guidance from Cloudy IT.

8 Violations

Any employee who abuses the privilege of their access to e-mail or the Internet in violation of this policy may be subject to disciplinary action including possible termination of employment, and/or legal or criminal action.

9 Training and Guidance

Employees will be provided with regular cybersecurity training, software training and other appropriate training for their role and level of systems access.

10 Passwords

All computers, including laptops and tablets will require 2 factor authentication, which is set up by Cloudy IT, the system administrator. If you do not have a work mobile, your personnel mobile number will be required for authentication.

Passwords and logins must not be shared.

11 Incident Reporting

All employees must report any incident which could pose a risk to the Councils systems or data security to the Executive Officer without delay. This includes but is not limited to:

- Lost devices
- Potential risk arising from phishing emails/websites
- Passwords having been shared or compromised
- Unauthorised access to systems.



Internet/Email, Social Media and Mobile Phone use at work at work Policy

Full Council Approved: May 2019
Reviewed: May 2022
Due for next Review: May 2025

1. Introduction

The purpose of this policy is to provide a framework to ensure that there is continuity of procedures in the use of internet/email social media and mobile phone use within the Council. These systems have established themselves as important communication facilities within the Council and have provided contact with colleagues, residents and suppliers. Therefore, to ensure that we are able to utilise these systems to their optimum we have devised a policy that provides use of these facilities whilst ensuring compliance with the legislation throughout.

All staff using the Internet, external email, social media or mobile phones will be required to comply with this policy. Breaches of the procedure will be considered a serious breach and will lead to disciplinary action.

Inappropriate use can cause problems ranging from reputational damage to serious legal claims against the Council. The Council reserves the right to open any email and to check email and internet use.

2. Internet

Where appropriate, duly authorised staff are encouraged to make use of the Internet as part of their official and professional activities. Where personal views are expressed a disclaimer stating that this is the case should be clearly added to the correspondence. The intellectual property right and copyright must not be compromised when publishing on the Internet. The use of the Internet to access and/or distribute any kind of offensive material, or material that is not work related, leaves an individual liable to disciplinary action which could lead to dismissal.

3. Email

The use of email is encouraged as its appropriate use facilitates efficiency. Used correctly it is a facility that is of assistance to employees. Inappropriate use however causes many problems including distractions, time wasting and legal claims.

In using the email system, staff should give particular attention to the following points:

- Unauthorised or inappropriate use of the emails system may result in disciplinary action which could include summary dismissal.
- The email system is available for communication and matters directly concerned with the legitimate business of the Council. Employees using the Email system should give particular attention to the following points: -
 - All emails should maintain professional standards
 - Email messages and copies should only be sent to those for whom they are relevant
 - Flame mails (i.e. emails that are abusive) must not be sent.
 - If an email is confidential the user must ensure that the necessary steps are taken to protect confidentiality.
 - Offers or contracts transmitted by email are as legally binding on the Council as those sent on paper.

The Council will not tolerate the use of the emails system for unofficial or inappropriate purposes, including: -

- Any messages that could constitute bullying, harassment or other detrimental behaviour.
- Personal use (e.g. social invitations, personal messages, jokes, cartoons, chain letters or other private matters).
- On-line gambling.
- Accessing or transmitting pornography.
- Transmitting copyright information and/or software available to the user.
- Posting confidential information about other employees, the Council, residents or suppliers.

4. Social Media

Social media refers to the various internet-based communication sites, methods and tools, including Facebook, Twitter, Linked-In, Instagram and the ever-growing range of these. Social media use is subject to the same rules of the Council as relate to the use of email and the internet. They should be used sensitively and responsibly in dealings with and concerning staff, residents, suppliers and Council-related business and issues, both at and outside working

hours. Staff should not make use of any personal social media such as Facebook, Twitter etc during work hours except during normal break. The following are strictly forbidden:

- any message that could constitute discrimination, victimisation, bullying or harassment or considered to be personally offensive to the recipient(s), including but not limited to a protected characteristic as defined under the 2010 Equality Act (i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation).
- any message that refers or could be construed to refer, detrimentally, untruthfully or inaccurately to other colleagues, residents and other individuals or organisations who could be considered as having a connection with the Council
- or any message that could be detrimentally associated with the Council's operations and business.

5. Telephones and Mobile Phones

Telephones are essential for Council business. Incoming and outgoing personal calls are allowed in emergencies only. Staff should not make or receive personal calls on their mobile phones during work hours except during normal breaks, apart from emergency calls.

6. Breaches of this Policy

The Council will consider failure to follow this policy and any breaches of it as a serious matter and will be dealt with under the provisions of the Disciplinary Policy and Procedure. Any breaches found to be upheld following a disciplinary investigation could result in action being taken against the individual(s) involved up to and including summary dismissal.

Should the Council be found liable because of the act of an employee(s), it reserves the right to claim compensation from the individual(s) involved.

Employees who feel that they have cause for complaint as a result of email or internet communications should raise the matter with their manager in the first instance. If necessary, the complaint can be raised through the Council's Grievance Procedure.



Safeguarding Children and Adults at Risk Policy

Full Council Approved: December 2019
Reviewed: February 2026
Due for next Review: February 2029

1. Introduction and Purpose

Fleet Town Council is committed to taking all reasonable steps to safeguard the welfare of children and adults at risk who use its facilities or are present on Council premises. The Council seeks to promote a safe, respectful and inclusive environment and to foster a culture in which safeguarding concerns are recognised, taken seriously and acted upon appropriately.

This policy sets out the Council's safeguarding principles, responsibilities and procedures. It reflects relevant legislation and statutory guidance, including:

- The Children Act 1989 and 2004
- The Care Act 2014
- Working Together to Safeguard Children (HM Government, 2023)
- Counter-Terrorism and Security Act 2015 (Prevent Duty)

2. Scope and Application

This policy applies to:

- All Fleet Town Council employees, elected Members and volunteers.
- Contractors and consultants working on behalf of the Council.
- External organisations and individuals hiring or using Fleet Town Council facilities.

Fleet Town Council does not directly provide services to, or employ, children. Where children or adults at risk are involved in activities taking place on Council

premises, the primary responsibility for safeguarding rests with the organisation or individual delivering the activity.

The Council's role is that of a facility provider and duty-holder, and includes:

- Requiring appropriate safeguarding arrangements from hirers and contractors.
- Responding to safeguarding concerns arising on Council premises.
- Reporting concerns to the appropriate statutory agencies where required.

3. Policy Statement and Aims

Fleet Town Council will:

- Endeavour to keep children and adults at risk safe from abuse, harm and neglect.
- Respond promptly and appropriately to any safeguarding concerns.
- Act in the best interests of the child or adult at risk.
- Promote equality, inclusion and respect for all individuals.
- Work in accordance with relevant safeguarding legislation and guidance.

4. Definitions

Children

A child is any person under the age of 18, in accordance with the Children Act 1989.

Adults at Risk

An adult at risk is a person aged 18 or over who:

- Has care and support needs.
- Is experiencing, or is at risk of, abuse or neglect; and
- As a result of those needs, is unable to protect themselves from abuse or neglect.

External Bodies

An external body is any organisation, club, business, trustee or authorised representative hiring or using Fleet Town Council facilities.

5. Types of Abuse

Abuse may take many forms, including but not limited to:

- Physical abuse
- Emotional or psychological abuse

- Sexual abuse
- Neglect
- Financial or material abuse (adults at risk)
- Discriminatory abuse
- Modern slavery
- Domestic abuse
- Female Genital Mutilation (FGM)
- Radicalisation and extremism

6. Roles and Responsibilities

Overall Responsibility

Overall responsibility for safeguarding within Fleet Town Council lies with the Town Clerk / Executive Officer.

Safeguarding Officer

The Council will appoint a designated Safeguarding Officer, with appropriate training, to:

- Act as the main point of contact for safeguarding concerns.
- Provide advice and guidance to staff and Members.
- Ensure concerns are recorded and, where appropriate, referred to statutory agencies.

A deputy Safeguarding Officer will be appointed to provide cover in the absence of the designated officer.

Staff, Members and Volunteers

All staff, Members and volunteers have a duty to:

- Be alert to safeguarding concerns.
- Act in accordance with this policy.
- Report concerns promptly to the Safeguarding Officer.

7. Reporting and Responding to Concerns

Safeguarding concerns must be reported as soon as possible. In an emergency, where there is immediate risk of harm, call 999.

It is not the responsibility of Council staff or Members to investigate concerns, but to report them appropriately.

Responding to a Disclosure

Staff and Members should:

- Listen carefully and remain calm.
- Take the concern seriously.
- Reassure the individual that they have done the right thing.
- Avoid making promises of confidentiality.
- Record information accurately and promptly.
- Report the concern to the Safeguarding Officer.

8. Information Sharing and Confidentiality

Information relating to safeguarding concerns will be shared on a **need-to-know basis** and in accordance with data protection legislation.

Where there is a safeguarding concern, the need to protect a child or adult at risk may override normal confidentiality requirements.

9. External Organisations and Hirers

External organisations and individuals hiring Fleet Town Council facilities are required to:

- Have an appropriate and up-to-date safeguarding policy, where children or adults at risk are involved.
- Provide a copy of their safeguarding policy at the time of booking.
- Ensure suitable safeguarding procedures, supervision and staff training are in place.
- Comply with all relevant safeguarding legislation and guidance.

The Council reserves the right to refuse or cancel bookings where safeguarding arrangements are considered inadequate.

10. Recruitment, Vetting and Training

Fleet Town Council will adopt proportionate safer recruitment practices.

DBS checks will be undertaken where required by law and appropriate to the role. The use of the DBS Update Service may be considered.

Safeguarding training will be provided as follows:

- Basic safeguarding awareness for all staff and Members.
- Enhanced training for the Safeguarding Officer and deputy.
- Refresher training at appropriate intervals.

11. Use of Photography and Video

The use of images of children and adults at risk will be managed carefully to prevent misuse.

Images will not be used without appropriate consent from parents, guardians or the individual concerned.

12. Prevent Duty

Fleet Town Council recognises its responsibilities under the Prevent Duty to have due regard to the need to prevent people from being drawn into terrorism.

Concerns relating to radicalisation or extremism should be reported in accordance with this policy.

13. Review and Monitoring

This policy will be reviewed every three years, or sooner if there are changes in legislation or statutory guidance.



Child Protection and Adults at Risk Safeguarding Policy

Full Council Approved: December 2019
Reviewed: February 2022
Due for next Review: February 2024

1. Introduction and Aims

Fleet Town Council promotes good practice in safeguarding those using Fleet Town Council facilities. All Officers, Staff and Elected Members have a duty to safeguard children and adults at risk. This policy should be read in conjunction with any other relevant policies or codes of practice.

2. Scope of the Policy

This policy applies to anyone working for or on behalf of the Fleet Town Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

Any external bodies who provide activities in Fleet Town Council facilities for children or adults at risk is required to adhere to current safeguarding legislation and guidance.

3. Definitions

For the purpose of this policy “a child” means anyone under the age of 18 (The Children’s Act 1989)

An adult at risk is a person whose ability to protect him/ herself from violence, abuse or neglect is significantly impaired through physical or mental disability or illness, through old age or otherwise.

External Body means any person or trustee or authorised representative of a club or business hiring Fleet Town Council facilities.

4. Reporting concerns

Overall responsibility for Safeguarding lies with the Town Clerk. On a day to day basis the main point of contact for raising safeguarding issues is the designated Safeguarding Officer. The Safeguarding Officer will provide guidance on all safeguarding concerns and ensure referrals to statutory agencies are made where appropriate.

It is not up to Officers, Staff and Elected Members of Fleet Town Council to decide whether a vulnerable person is suffering harm as a result of abuse or neglect but it is up to Officers, Staff and Elected Members to report any concerns as soon as possible.

5. External bodies accessing Fleet Town Council facilities

External Bodies that use Fleet Town Council facilities will be required to provide their Safeguarding Policy, where applicable, at the time of booking facilities.

External Contractors, working on behalf of the Council, will be required to provide a suitable Child Protection and Vulnerable Adult Policy where applicable.

6. Recruitment and Training

Fleet Town Council implements robust safe recruitment practices. All staff and members are required to undertake safeguarding training which will be organised by the Safeguarding Officer.

SAFEGUARDING PROCESS

CONCERN

IMMEDIATE CONCERN FOR LIFE

YES

NO

CALL 999

DISCUSS WITH SAFEGUARDING OFFICER

STILL A CONCERN

YES

NO

OUT OF HOURS

SENIOR PERSON PRESENT TO CONTACT
MULTI AGENCY SAFEGUARDING HUB
0300 555 1373

SAFEGUARDING OFFICER TO PHONE
ADULT SERVICES
0300 555 1386
CHILDREN SERVICES
0300 555 1384
OR COMPLETE ONLINE REFERRAL FORM