

Romsey Town Council Proposal for footpath upgrade

Greatbridge Industrial Estate to Grayling Mead and Fishlake Meadows

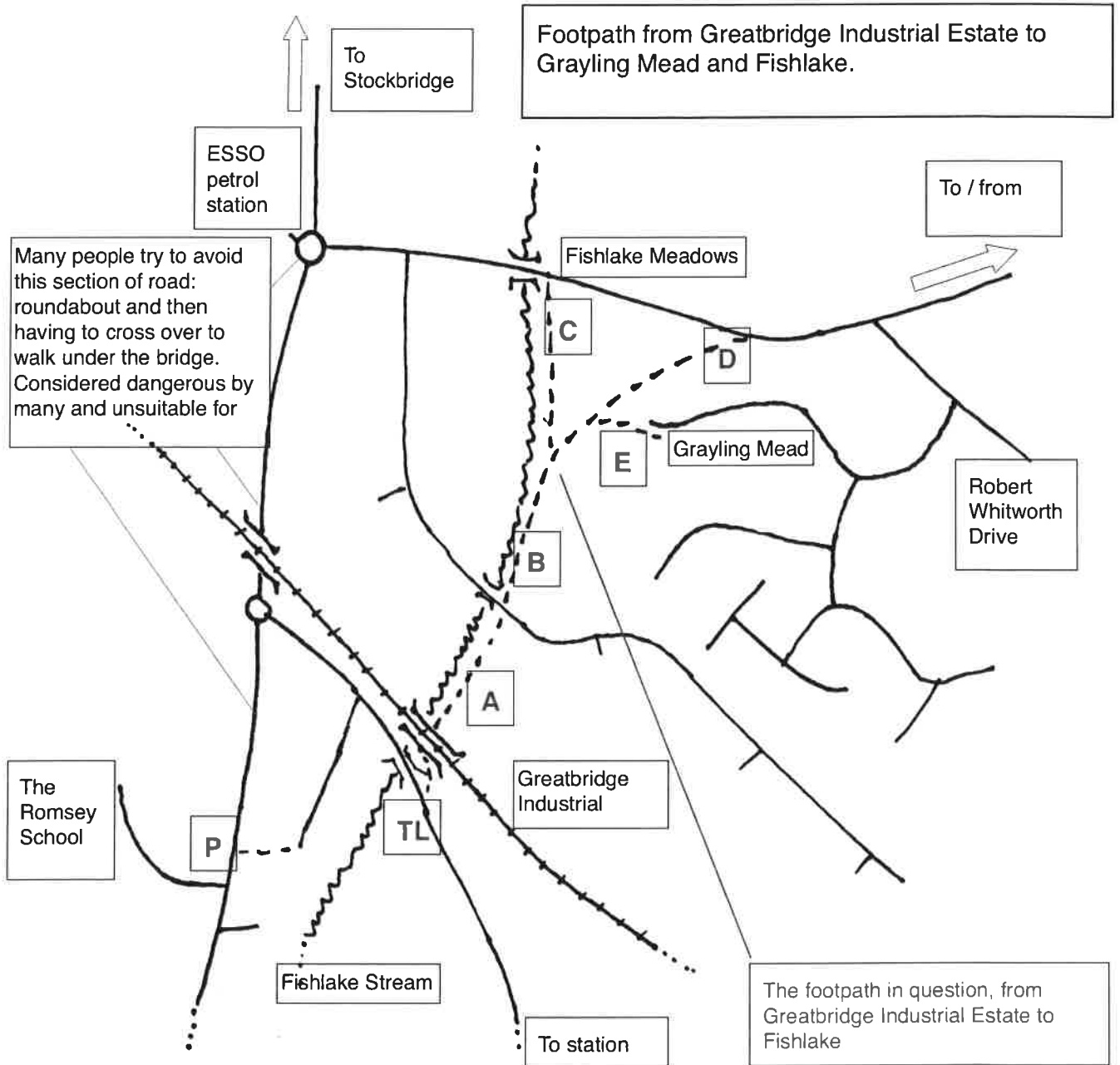
Endorsed by

Romsey 
Future

November 2022



Supplementary information to Romsey Future scoping document for footpath upgrade



- A** Footpath from Duttons Road traffic lights. This was improved to a good standard a few years ago.
- B** Footpath alongside the stream. Narrow and particularly poor
- C** A wider and acceptable part onto Fishlake Meadows. This section A-C is the HCC footpath. To D & E extensions by use.
- D** A narrow section used by people from Cupernham (walkers and bikers) to access the footpath towards the town and Romsey School.
- E** The section towards Grayling Mead. Used by residents from nearby streets and further afield
- TL** Lights controlled pedestrian crossing installed around 2018 following local campaign
- P** Pedestrian crossing from Lansdowne Close towards The Romsey School

Footpath, Greatbridge Industrial Estate to Grayling Mead and Fishlake Meadows



Footpath in summer drought



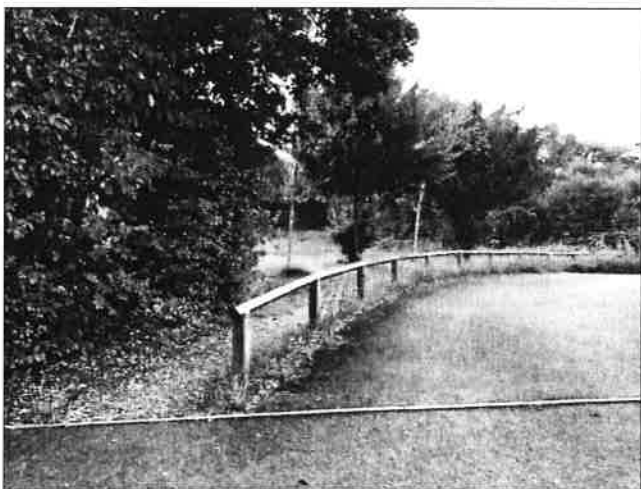
Footpath in winter wet



Start of path at Greatbridge Ind Estate



End of the HCC path at Fishlake Meadows (map point C)



Start of path at Grayling Mead



Start of the path at Fishlake Meadows (map point D)



Improved section of path from Duttons Road to Greatbridge Industrial Estate. The next section, onward to Fishlake and Grayling Mead is shown on the right.



Path (section C) alongside stream from Greatbridge Industrial Estate to Grayling and Fishlake Meadows. This is the rest of the path after using the section on the left!

SUMMARY

For the steady footed in summer this path is just about acceptable as a rural trail. However in winter and when wet it is as variously described by local residents as, inadequate, awful, dangerous, slippery, muddy, uneven.

What about pushchairs, cycles, mobility scooters, older people who are unsteady etc?

My discussions with local residents have made it abundantly clear that this path is used on a regular basis by most of them. I am now aware that it is also used by people from further afield who come down Fishlake Meadows and turn onto the path.

It is true that there is a pavement to the Esso garage and into town but it means dealing with the roundabout and crossing the main road to pass under the railway bridge. All considered too dangerous for many, especially youngsters. After all, the traffic lights at the Duttons Road crossing were installed for this reason.

The local residents are of one view: they would like the footpath upgraded to a standard whereby its use, especially in the winter, by everyone - adults, school pupils, parents with pushchairs and disabled - is safe and pleasant.

17 August 2022



Dear resident

**Footpath from Grayling Mead towards
Greatbridge**

I am aware that the footpath from the end of Grayling Mead towards Greatbridge, including the part alongside the stream, is very poor, particularly in wet conditions when it becomes muddy and slippery.

I believe that a wider, flat and more stable surface would complete the path from Duttons Road through the industrial estate into Fishlake housing and be a great improvement for the residents.

I am working on a report to TVBC Romsey Future for this work and in order to assess support may I ask you a few questions:

1. Does anyone in your household use the path on a regular basis?
For shopping/town? For school? Walking/recreation? Other?
2. What do you think about the current condition of the path?
3. Would you support a proposal to improve the surface?

Please you could drop me an email with your answers to these questions plus any comments that you may have.

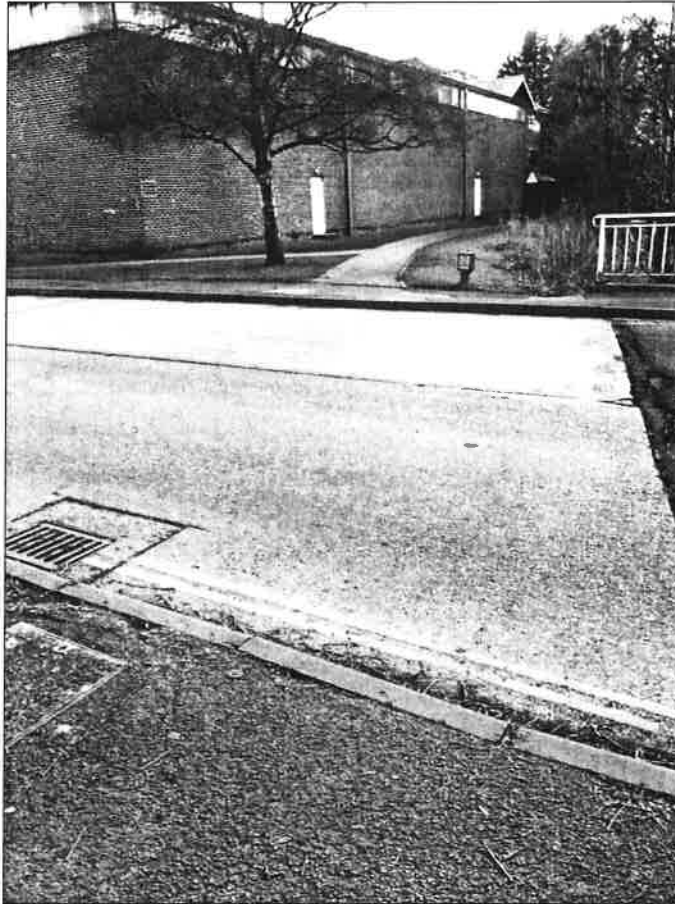
My email address is cljcritchley@romseytc.org.uk and my phone number, if you prefer, is 07831870120.

Cllr John Critchley
Abbey Ward, Romsey Town Council



I spoke directly to 21 residents in Grayling Mead, St John's Close, Eldridge Gardens and The Cloisters and continue to receive by email. Almost everyone uses the path and supports an upgrade because of the present condition of the path, especially in winter.

Information from here on has been added since Romsey Future's endorsement and are just for clarification of a few points.



Drop kerbs will be needed at this point on the industriaia estate.

Project Scoping Document

Project Name: Improvements to the footpath to Grayling Mead and Fishlake Meadows

Applicant Name: Cllr John Critchley, Romsey Town Council

Applicant Email Address: cllrjcritchley@romseytc.org.uk

Document Date: 20 October 2022

1. Provide description of the project and support required - what is the project looking to achieve? (As appropriate please provide details of location, residents or partners involved, plans etc.)

Footpath upgrade from Greatbridge Industrial Estate to Grayling Mead and Fishlake. The current state of the path is narrow and uneven. In wet weather it is unpleasant, sometimes unusable and potentially dangerous. It is used by residents including pupils who walk or cycle to school so it would be preferable to make it a pedestrian and cycle path.

I have consulted local residents who are extremely keen to have an upgrade, wider, all weather for walkers, cycles, pushchairs and mobility scooters. Supplementary information including map attached.

2. Romsey Future's Vision document sets out the partnership's key ambitions for the town. These are for Romsey to be: well connected, environmentally responsible, a strong community, place focussed, people centred, and economically thriving. How does your proposal link to these ambitions and in what way will it further these aspirations set out in this vision document?

This fits well with the Vision. Residents walk, rather than drive, to town for shopping and leisure (environmentally responsible). The path is a fundamental link between the town centre and the north west of the outer town (well connected). The path is used by residents of all ages including school pupils (community, place and people centred). Enables residents to get into the centre easily for shopping (economy). And a. Major point: all year round!

3. Provide evidence of need or community support for the project. (Please attach any consultation results, research carried out)

I did a survey door to door in the immediate residential areas well as leaving a letter with those to whom I could to speak with. I spoke with twenty residents and received emails from another thirty. All but one supports this proposal.

Descriptions of the current path from residents were: muddy and slippery in the wet, impossible in winter, unsuitable for less able walkers, prams/buggies, mobility scooters etc, dangerous (a couple of residents have slipped and hurt themselves), inadequate, poor etc.

During this research I was told that residents and pupils from as far away as Oxlease and north Cupernham use this path which connects via the Fishlake Meadows foot/cycle path.

4. Who will benefit from this project? (please indicate the potential number of beneficiaries)

Many residents in the Fishlake and Cupernham area. I cannot put a number on it but this footpath link is used by many local people.

5. Impact of this proposed project – what difference will the proposal make to people's lives?

This will provide a safer way for residents of all ages to walk and cycle between Cupemham and the town centre and schools. The other pavement route is via the Esso garage roundabout and road crossing by Budds Lane. This is considered to be quite dangerous especially for young people and cyclists.

6. Research and evidence – what evidence do you have to demonstrate that this is a viable idea? Has this been tried before, if so where has it happened and what happened?

See 3 above. This is more than desirable, it is essential. The current path is not fit for purpose.

7. Support sought from Romsey Future, for example, funding, endorsement, specialist support, publicity.

Initially, support and endorsement. Then TVBC or HCC, or both, to cost and agree to go ahead with the work. Either TVBC or HCC would have to finance and manage this as it is out of our scope.

8. Resource Implications – what are the costs associated with the proposal? How will it be funded? Who will lead on the project and support its delivery? Once delivered, are there any ongoing costs?

We realise that this is not a cheap project but it would provide a better and safer link for residents.

9. What support/resource does the project currently have in place i.e. volunteers, active resident group, match funding etc

Local residents and Romsey Town Council support this proposal but it is beyond these groups to cost and finance.

10. Risk – what risks are associated with this proposal, and its delivery? What actions are proposed to mitigate or minimise these risks?

No risk as far as I can see; only benefits.

11. Anticipated start date and expected timescales

ASAP!

Romsey Town Council Proposal for barriers upgrade

that will allow larger mobility scooters to pass through at three locations.

Endorsed by

Romsey 
Future

November 2022



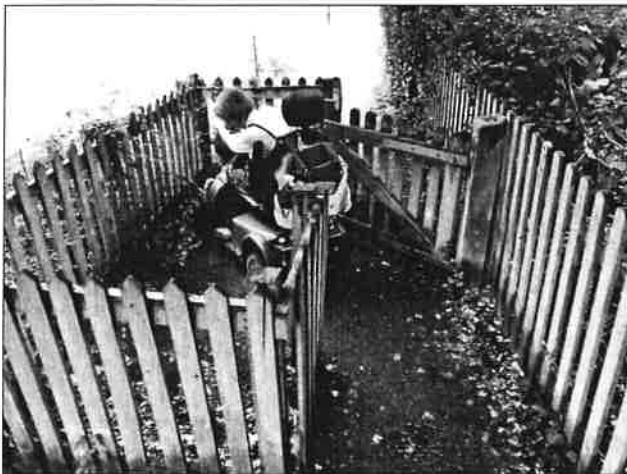
Supplementary information to Romsey Future scoping document for footpath barriers



Mobility scooters seem to be extremely manoeuvrable but they in fact suffer from a problem when it comes to getting through barriers.

The main issue is that the wheels are at the extremities and the effect is to pull the side of the chassis into the barriers when moving forward on a left or right lock.

Here are photographs of the barrier onto the canal path near The Plaza Theatre. Although they appear at first sight to be acceptable it is actually impossible to get a larger scooter through.



The kissing gate box has a different problem. This was designed so that cattle who enter the neighbouring field from the farm via The Causeway could not get onto the footpath to the Memorial Park.

It seems that the length of the box is too short to allow a larger scooter to enter, reverse, move the gate and then exit because the unit is not wide enough.

In fact it is almost impossible to achieve this with the space available even if the box were to be lengthened without being widened so an alternative may be required.



This type of gate may be a better alternative to the Sadler's Mill box, the same as those fitted around Abbotswood.

It would however require slightly more width than the current box thereby encroaching into the field. Would Broadlands Estates agree to this?



The barrier at The Vikings. The barriers are too close and also, though it is difficult to see here, there is a dip in the pavement so the chassis of a scooter can catch on it. This is the same problem as at the Plaza: the scooter cannot be turned before the rear wheel has passed the first barrier and then there isn't room to clear the second barrier.



While we are looking at scooters, here are some kerb problems. At the junction of the by-pass with Palmerston Street the island is not to the road so scooters have to go round the island.

In Chambers Avenue cars regularly park across the dropped kerb. Double yellow line needed.

In Middlebridge Street at the end of the path from Palmerston Street, there are no dropped kerbs



The barrier at The Harrage onto Southampton Road. Wide enough for everyone.



A selection of modern scooters. Smaller for car loading and larger for more stability and further distance.



If it were possible to also improve the path from the Memorial Park to Sadler's Mill that would be great. This is a very popular walk for residents and visitors, especially since the lockdown of 2020. It is reaching the point where a resurface with slight widening, would I am sure be much appreciated, especially for those with mobility scooters and parents with pushchairs.

Project Scoping Document

Project Name: Upgrading footpath barriers for mobility scooters

Applicant Name: John Critchley, representing Romsey Town Council

Applicant Email Address: Cllrjcritchley@romseytc.org.uk

Document Date: 20 October 2022

1. Provide description of the project and support required - what is the project looking to achieve? (As appropriate please provide details of location, residents or partners involved, plans etc.)

To correct a situation at three footpath locations so that it is easier for mobility scooters to pass through: The Vikings, the canal path near the Plaza, and Sadlers Mill.

2. Romsey Future's Vision document sets out the partnership's key ambitions for the town. These are for Romsey to be: well connected, environmentally responsible, a strong community, place focussed, people centred, and economically thriving.

How does your proposal link to these ambitions and in what way will it further these aspirations set out in this vision document?

One of the central tenants for the RF Vision is community. We must make it as easy as possible for people with mobility scooters, and wheelchairs, prams etc, to access the town and surrounding walks. That is only fair and decent is it not? In my view there is something in all the Vision that counts here.

3. Provide evidence of need or community support for the project. (Please attach any consultation results, research carried out)

This is not a proposal that really comes from me. Romsey Future members, including Julian Jones, Jan Burnage and Mark Cooper, and RTC/TVBC/HCC councillors, have been trying to solve this for a number of years. Is it right that there are still barriers that prevent modern mobility scooters accessing footpaths? I have toured the town with a mobility scooter user and member of Roam Ability Group to see many of the obstacles first hand. They are not only the barriers but also lack of dropped kerbs etc that are mentioned in this document's supplementary information.

4. Who will benefit from this project? (please indicate the potential number of beneficiaries)

Not really applicable for this project

10. Risk – what risks are associated with this proposal, and its delivery? What actions are proposed to mitigate or minimise these risks?

I think that there can only be support for this from our community so no risk to Romsey Future.

11. Anticipated start date and expected timescales

As soon as funding is available!

Information from here on has been added since Romsey Future's endorsement and are for clarification because of an update

The owner of the property alongside the path has recently (since the RF endorsed document) replaced the fence with a metal railing type. If a gate like the RADAR one (previously illustrated) could be arranged that was more in keeping with the conservation area surroundings that would be preferred.



MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 3rd January 2023

ATTENDANCE:

A	Councillor D. Baverstock	P	Councillor N. Gwynne
P	Councillor J. Cairney	P	Councillor J. Parker
P	Councillor J. Critchley(Chair)	P	Councillor S. Wilkinson
P	Councillor I. Culley		

In the Chair: Cllr. J. Critchley

Clerk: Judith Giles

Public: 0

1. Apologies

Cllr. D. Baverstock

2. Declarations of Interests

None

3. Minutes

- i) To receive the Finance & Resource Committee Meeting Minutes of 8th November 2022 subject to amendment to Minute 9 from "footbridge" to "footway"

PROPOSED: Councillor N. Gwynne

SECONDED: Councillor I. Culley

CARRIED

ii) **Matters Arising**

None

4. Public Participation

None

5. Town Hall Income

The Chief Officer reported Town Hall bookings for 2022-23 continue to be on the increase. Cllr. N. Gwynne asked if "date issued" could be included on Town Hall Income Graph sheet. Chief Officer to arrange. He also requested detail of bookings per month. Chief Officer to discuss with Events Manager.

6. Finance Report 2020/21

The Chief Officer presented Month 8 to the Committee. Chief Officer to check TSB – Mayor's Account funds listed under Code 212 - Current Assets. Code 545 – Wilder Romsey to be removed from Current Liabilities to Earmarked Reserve. Casual staff cost to be moved from bar expenditure to Town Hall as that person has to be in the building anyway.

7. Salaries Breakdown Summary for 2020/21

Noted. Cllr. I. Culley queried slight overspend as of Month 8. Chief Officer confirmed this is due to casual workers been required due to increase in bookings.

8. Interim Audit Report

RECOMMENDATION: to note and recommend Interim Audit Report to Full Council

RESOLUTION NO. 23/22


It was **RESOLVED** to recommend Interim Audit Report to Full Council

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. J. Cairney

CARRIED

As suggested by the Internal Auditor, Allotments Petty Cash will be reconciled and signed off prior to Year End 31st March 2023 and then half yearly. The Chief Officer to investigate Council Strategy for long-term investments in light of transfer of balances expected after merger with REPC

28/1/23


MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 3rd January 2023

Finance Reports Check

To meet the requirement of Financial Regulation (FR) 2.2 it was agreed a Councillor from the Finance & Resources Committee who is not a signatory, will independently check RTC Finance Reports to provide assurance to both the Council and Town Hall staff. The Chief Officer welcomed this initiative.

Romsey Town Council/Romsey Extra Merger

The Chief Officer furnished the Committee with the Consultation Response RTC/REPC – Merger and Staff Implications from David Maycock – Employment Director, South East Employers. The Committee confirmed the proposals where appropriate as set out in the consultation paper. In light of the resignation of the Romsey Extra Parish Clerk, RTC Chief Officer – Judith Giles agreed to act as “locum clerk” for REPC from 1st January 2023 – 31st March 2023 before the merger of the two Councils on 1st April 2023. REPC Chair – Cllr. J. Parker agreed the Chief Officer invoice REPC for services on a monthly basis. Cllr. J. Parker to confirm amount.

Meeting Ended: 8.34p.m.

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 28th February 2023

ATTENDANCE:

P	Councillor D. Baverstock	P	Councillor N. Gwynne
P	Councillor J. Cairney	P	Councillor J. Parker
P	Councillor J. Critchley(Chair)	P	Councillor S. Wilkinson
P	Councillor I. Culley		

In the Chair: Cllr. J. Critchley

Clerk: Judith Giles

Public: 0

1. Apologies

None

2. Declarations of Interests

None

3. Minutes

i) To receive the Finance & Resource Committee Meeting Minutes of 3rd January 2023

PROPOSED: Councillor S. Wilkinson

SECONDED: Councillor I. Culley

CARRIED

ii) **Matters Arising**

The Chief Officer reported TSB – Mayor's Account funds are listed under Code 212 - Current Assets and not Earmarked Reserve as it is not a Romsey Town Council Account. Also Code 545 – Wilder Romsey is listed under Current Liabilities as it not Romsey Town Council monies, but is being managed by RTC at their request.

4. Public Participation

None

5. Town Hall Income

The Chief Officer reported Town Hall bookings for 2022-23 continue to be on the increase. The hiring of the Mayor's Parlour two days a week by Barclays is proving to be very popular with the public.

6. Finance Report 2020/21

The Chief Officer presented Month 10 to the Committee. No concerns were raised.

7. Salaries Breakdown Summary for 2022/23

Noted. The Chief Officer reported the overspend for Cost Code 4001 – TCM is balanced out by income received from TVBC and REPC which is not detailed on this report.

8. Romsey Town Council/Romsey Extra Merger

The Chief Officer reported the Reorganisation Order for the implementation of the Romsey Community Governance Review 2022 will be signed by TVBC Chief Executive before 31st March 2023. Hampshire Pension Fund has confirmed an exit payment from REPC will not need to be paid on receipt of documentation confirming the merger and confirmation from RTC on headed paper that following the merger the Council are also taking on any pension liabilities. An Agreement is to be signed by RTC with Wellow Parish Council to employ a Lengthsman. The Chief Officer and Building Manager to arrange a meeting with the Wellow Parish Clerk to discuss how this works in practice. The Agreement will be referred to the Building & Town Committee Meeting on 18 April 2023.

Meeting Ended: 8.21p.m.

Romsey Town Council
Budget Report to 31st January 2023

General Notes:

Attached are the summary income & expenditure report for month 10 to January 2023. This report shows a current year surplus of income over expenditure of £68,744 which includes the 2nd half of the precept which was received on 20th September 2022.

The council has two long term liabilities of a loan with a current balance of £50,810 & £95,341, they are paid in twice yearly instalments and will be fully repaid by 18th May 2035 & 30th June 2046 respectively. The council took out a second loan for town hall lift.

The balance sheet shows that total funds available to the council are £334,969:

This is made up of the following -

Current Year Surplus	£68,744
General Reserve Brought Forward	£147,213
Other Earmarked Reserves	£119,012
Total	£334,969

The budget is analysed and phased over the year and the percentage of budget if analysed evenly over the year to date is 83% but members are reminded that income & expenditure rarely follows this pattern over the year.

Total expenditure for month 10 was 87.70% of the annual budget.

Please note this report is not designed to alleviate members or the RFO of their responsibility in managing the Town Council finances. It is merely provided as a snapshot of the current financial position and to highlight to members any potential problem areas that have been identified within the accounts.

The budget is set by The Council and it is the member's responsibility in partnership with the RFO to monitor and control the financial position throughout the year. More detailed information is available to Councillors than is provided for here.

Analysis by Cost Centre

101 Administration	
Month Budget	£10,097
Actual	£8,039
Under/(Over)	£2,058

Year to Date Budget	£121,160
Actual	£99,629
% of Budget Used	82.23%

Annual IT support for £14.8k and annual subscription of £1.9k for HALC & NALC was paid in April 2022.

No further concerns.

103 Grants	
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No further concerns.

104 Civic	
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No further concerns.

105 Finance	
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Annual insurance cost of £5.3k was incurred in April 2022/23 against its annual budget of £5k.

No further concerns.

107 Market	
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No further concerns.

Romsey Town Council
Budget Report to 31st January 2023

Analysis by Cost Centre (Continued)

110	Town Hall
Month Budget	£15,555
Actual	£14,455
Under/(Over)	£1,100

Year to Date Budget	£186,662
Actual	£167,395
% of Budget Used	89.68%

1st Loan repayment made in April 2022 & 1st Loan repayment for Lift was made in June 2022.

£16k spent on AV system & Electricals for Townhall of which £10k was funded from EMR Town Hall Major Maintenance

£8.2k and £10.2k spent on AV system & Electricals on August & September 2022 respectively.

£4k spent on stage light installation in Month 8.

No further concerns.

111 **Town Hall Bar**

No further concerns.

112 **Town Hall Film Shows**

No further concerns.

120 **Allotments**

No concerns.

125 **Town Centre Management**

No further concerns.

127 **Romsey Security**

No concerns.

130 **Environmental**

No concerns.

135 **Marshalls**

No concerns.

140 **Planning**

No concerns.

160 **War Horse Fund**

No concerns.

170 **Christmas Lights Fund**

No concerns.

Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 31/01/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Trade Debtors	(1,670)	
103	Prepayments	3,681	
105	VAT	10,931	
120	Bar Stock	1,434	
201	Lloyds Current Account	311,858	
202	Building Managers Imprest A/c	603	
204	TSB Deposit A/c	5,449	
212	Mayors Charity A/c	2,829	
215	War Horse A/c 35433560	14,526	
230	Bar Float	300	
235	Petty Cash - Allotment	2	
	Total Current Assets		349,943
	<u>Current Liabilities</u>		
500	Trade Creditors - CHQ	3,794	
515	PAYE and NI Due	3,691	
516	Superannuation Due	3,027	
534	Mayors Charity Control Acct	2,829	
545	Wilder Romsey	1,169	
561	Booking Deposits	65	
562	Damage Deposits	400	
	Total Current Liabilities		14,974
	Net Current Assets		334,969
	Total Assets less Current Liabilities		334,969
	<u>Represented by :-</u>		
301	Current Year Fund	68,744	
310	General Reserve	147,213	
321	EMR Allotment Fund	6,789	
336	EMR Town Hall Major Mainten'ce	58,167	
339	EMR Marshals In Romsey	245	
340	EMR Elections	8,757	
343	EMR Romsey Website	2,812	
345	EMR War Horse Fund	11,338	
349	EMR Grants	2,200	
350	EMR Markets	1,908	
351	EMR Town Centre Management	4,000	
353	EMR Neighbourhood Plan	913	
354	CIL Receipts	9,470	
355	EMR WW1 Event	1,797	
356	EMR Romsey Emergency Plan	2,309	
358	EMR Tourism & Heritage App	8,308	
	Total Equity		334,969

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1008 Income - Photocopying	0	16	0	(16)			0.0%	
1070 Income - Planning Clerk	112	1,377	1,575	198			87.4%	
Administration :- Income	112	1,393	1,575	182			88.4%	0
4001 Salaries	5,080	48,161	61,250	13,089		13,089	78.6%	
4002 Employers N.I	492	4,807	5,650	843		843	85.1%	
4003 Employers superann	846	8,199	9,650	1,451		1,451	85.0%	
4006 Contract Accountancy Costs	0	1,390	7,000	5,610		5,610	19.9%	
4009 Staff Travel	0	0	50	50		50	0.0%	
4013 Website Admin	40	367	350	(17)		(17)	104.8%	
4020 Staff Training	0	49	300	251		251	16.3%	
4040 Recruitment Advertisements	0	0	150	150		150	0.0%	
4512 Telephone	117	1,112	1,600	488		488	69.5%	
4513 Postage	0	879	600	(279)		(279)	146.4%	
4514 Stationery	29	871	850	(21)		(21)	102.5%	
4515 Photocopying	140	2,480	2,600	120		120	95.4%	
5012 Council Offices in Town Hall	1,000	10,000	12,000	2,000		2,000	83.3%	
5250 Subscriptions	0	2,811	2,600	(211)		(211)	108.1%	
5260 Outsourced Payroll	71	576	1,000	424		424	57.6%	
5270 IT & Computer Costs	225	17,139	15,510	(1,629)		(1,629)	110.5%	
5272 Accountancy Fees	0	789	0	(789)		(789)	0.0%	
Administration :- Indirect Expenditure	8,039	99,629	121,160	21,531	0	21,531	82.2%	0
Net Income over Expenditure	(7,927)	(98,236)	(119,585)	(21,349)				
103 Grants								
5890 Community Grants	0	3,045	4,000	955		955	76.1%	
5893 Community Grant - Bandstand	0	1,000	1,000	0		0	100.0%	
6100 Arts Festival	0	1,000	1,000	0		0	100.0%	
Grants :- Indirect Expenditure	0	5,045	6,000	955	0	955	84.1%	0
Net Expenditure	0	(5,045)	(6,000)	(955)				
104 Civic								
1116 Income - Town Crier	0	30	0	(30)			0.0%	
Civic :- Income	0	30	0	(30)				0
4001 Salaries	0	205	500	295		295	41.0%	
4043 Council Newsletter	0	3,030	2,400	(630)		(630)	126.3%	
5011 Council Use of Town Hall	0	0	2,000	2,000		2,000	0.0%	
6502 Members training	0	0	400	400		400	0.0%	

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6550 Meetings Advertisements	0	0	50	50		50	0.0%	
6750 Mayors Allowance	0	344	500	156		156	68.8%	
6760 Town Crier	0	376	450	74		74	83.6%	
6761 Mace Bearer	0	195	195	0		0	100.0%	
6762 Civic Costs	186	3,362	2,500	(862)		(862)	134.5%	
6766 WW1 Plaque	0	1,970	0	(1,970)		(1,970)	0.0%	
7355 Tfr from Earmarked Reserves	0	(1,970)	0	1,970		1,970	0.0%	
Civic :- Indirect Expenditure	186	7,512	8,995	1,483	0	1,483	83.5%	0
Net Income over Expenditure	(186)	(7,482)	(8,995)	(1,513)				
105 Finance								
1060 Income - CIL Receipt	0	1,092	0	(1,092)			0.0%	
1176 Precept	0	320,568	320,568	0			100.0%	
1190 Interest Received	137	308	50	(258)			615.2%	
Finance :- Income	137	321,968	320,618	(1,350)			100.4%	0
5011 Council Use of Town Hall	0	0	500	500		500	0.0%	
5251 Insurances	0	5,162	5,000	(162)		(162)	103.2%	
5271 Audit Fees	0	900	1,900	1,000		1,000	47.4%	
5280 Bank Charges	19	190	400	210		210	47.5%	
5290 Legal & Professional Fees	0	0	500	500		500	0.0%	
5400 Elections	0	0	5,000	5,000		5,000	0.0%	
7350 Tfr to Earmarked Reserves	0	1,092	0	(1,092)		(1,092)	0.0%	
Finance :- Indirect Expenditure	19	7,345	13,300	5,955	0	5,955	55.2%	0
Net Income over Expenditure	118	314,623	307,318	(7,305)				
107 Market								
1030 Income - Market Stalls	1,582	6,403	5,000	(1,403)			128.1%	
Market :- Income	1,582	6,403	5,000	(1,403)			128.1%	0
Net Income	1,582	6,403	5,000	(1,403)				
110 Town Hall								
1001 Income - Rental	2,500	7,500	11,200	3,700			67.0%	
1002 Income - Bookings	3,087	43,935	35,000	(8,935)			125.5%	
1003 Town Council Office Rent	1,000	10,000	12,000	2,000			83.3%	
1015 Income - Tea/Coffee	0	0	50	50			0.0%	
1020 Income - Cleaning	156	468	624	156			75.0%	
1022 Income - Councils own hirings	0	0	4,050	4,050			0.0%	

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1023 Income - Projector	0	0	150	150			0.0%	
1110 Income - Deposits Forfeited	240	320	0	(320)			0.0%	
Town Hall :- Income	6,983	62,223	63,074	851			98.7%	0
4001 Salaries	5,721	57,873	61,550	3,677		3,677	94.0%	
4002 Employers N.I	419	4,651	5,400	749		749	86.1%	
4003 Employers superann	887	8,648	9,950	1,302		1,302	86.9%	
4005 Holiday Cleaning	73	542	600	58		58	90.3%	
4008 Function Attendants & Casuals	992	10,248	9,000	(1,248)		(1,248)	113.9%	
4010 Wages - Maintenance	638	6,434	7,500	1,066		1,066	85.8%	
4020 Staff Training	0	60	1,200	1,140		1,140	5.0%	
4030 Uniforms	0	129	300	171		171	42.9%	
4501 Janitorial	9	707	1,100	393		393	64.3%	
4504 Catering Costs	0	35	100	65		65	35.5%	
4505 Health and Safety	0	70	1,000	930		930	7.0%	
4510 Rates	2,033	20,334	21,250	916		916	95.7%	
4511 Utilities	2,297	6,893	9,000	2,107		2,107	76.6%	
4520 Licences	67	1,035	2,450	1,415		1,415	42.3%	
4572 Long Term Building Repairs	0	0	20,000	20,000		20,000	0.0%	
4751 Maintenance External	0	4	1,500	1,496		1,496	0.2%	
4800 Maintenance Internal	208	6,666	10,000	3,334		3,334	66.7%	
4850 Furniture/Equipment Purchased	0	38,708	3,500	(35,208)		(35,208)	1105.9%	
4851 Fixed Cost Maintenance	1,111	3,587	7,500	3,913		3,913	47.8%	
5011 Council Use of Town Hall	0	0	500	500		500	0.0%	
5220 Publicity & Marketing	0	0	2,000	2,000		2,000	0.0%	
5270 I T & Computer Costs	0	302	500	198		198	60.4%	
6014 Hanging baskets\Xmas Trees	0	372	700	328		328	53.2%	
7150 Loan Capital + Interest	0	4,952	4,952	0		0	100.0%	
7152 Lift Loan Capital + Interest	0	5,144	5,110	(34)		(34)	100.7%	
7355 Tfr from Earmarked Reserves	0	(10,000)	0	10,000		10,000	0.0%	
Town Hall :- Indirect Expenditure	14,455	167,395	186,662	19,267	0	19,267	89.7%	0
Net Income over Expenditure	(7,472)	(105,172)	(123,588)	(18,416)				
111 Town Hall Bar								
1013 Income - Bar Sales	225	3,447	1,500	(1,947)			229.8%	
Town Hall Bar :- Income	225	3,447	1,500	(1,947)			229.8%	0
3000 Bar Purchases	(58)	1,134	750	(384)		(384)	151.2%	
Town Hall Bar :- Direct Expenditure	(58)	1,134	750	(384)	0	(384)	151.2%	0
4001 Salaries	0	2,141	450	(1,691)		(1,691)	475.7%	

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4304 Damaged Stock	14	29	0	(29)		(29)	0.0%	
4305 Stocktaking	0	0	250	250		250	0.0%	
4850 Furniture/Equipment Purchased	0	(382)	500	882		882	(76.4%)	
5282 Card Reader Charges	0	16	0	(16)		(16)	0.0%	
Town Hall Bar :- Indirect Expenditure	14	1,804	1,200	(604)	0	(604)	150.3%	0
Net Income over Expenditure	269	509	(450)	(959)				
<u>112 Town Hall Film Shows</u>								
1051 Income - Film Refreshments	15	113	250	137			45.2%	
1053 Income - Film Tickets	873	7,866	12,000	4,134			65.6%	
Town Hall Film Shows :- Income	888	7,979	12,250	4,271			65.1%	0
4008 Function Attendants & Casuals	63	1,763	2,500	737		737	70.5%	
4850 Furniture/Equipment Purchased	0	191	0	(191)		(191)	0.0%	
4950 Film Hire/Purchases	351	3,093	5,900	2,807		2,807	52.4%	
4951 Film Refreshment Costs	4	41	250	209		209	16.3%	
5282 Card Reader Charges	16	304	0	(304)		(304)	0.0%	
Town Hall Film Shows :- Indirect Expenditure	435	5,393	8,650	3,257	0	3,257	62.3%	0
Net Income over Expenditure	453	2,587	3,600	1,013				
<u>120 Allotments - Southampton Rd</u>								
1000 Income - General	60	3,350	2,705	(645)			123.8%	
Allotments - Southampton Rd :- Income	60	3,350	2,705	(645)			123.8%	0
4509 Water Rates	17	799	750	(49)		(49)	106.5%	
4514 Stationery	0	40	0	(40)		(40)	0.0%	
5250 Subscriptions	0	55	55	0		0	100.0%	
5282 Card Reader Charges	0	1	0	(1)		(1)	0.0%	
5300 Rent - Broadlands	0	1,100	1,100	0		0	100.0%	
5309 Maintenance Equipment	0	1,018	150	(868)		(868)	678.6%	
5311 Hedge Cutting	0	0	220	220		220	0.0%	
5312 Pest Control	0	0	250	250		250	0.0%	
5315 Sundries Allotments	0	295	180	(115)		(115)	163.9%	
7355 Tfr from Earmarked Reserves	0	(229)	0	229		229	0.0%	
Allotments - Southampton Rd :- Indirect Expenditure	17	3,078	2,705	(373)	0	(373)	113.8%	0
Net Income over Expenditure	43	271	0	(271)				

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>125 Town Centre Management</u>								
1009 Income - Grants	1,000	1,000	0	(1,000)			0.0%	
1071 Income - Salary Recharge (TV)	0	9,114	0	(9,114)			0.0%	
1072 Income - Salary Recharge (RE)	0	7,011	0	(7,011)			0.0%	
1109 Income - ShopAppy	0	4,120	0	(4,120)			0.0%	
1405 Income - Town Centre Grant	0	0	4,000	4,000			0.0%	
Town Centre Management :- Income	1,000	21,245	4,000	(17,245)			531.1%	0
4001 Salaries	3,415	24,026	20,500	(3,526)	(3,526)		117.2%	
4002 Employers N.I	313	2,384	1,450	(934)	(934)		164.4%	
4003 Employers superann	647	4,782	0	(4,782)	(4,782)		0.0%	
4500 Town Centre Management	2	47	1,000	953	953		4.7%	
4512 Telephone	11	187	250	63	63		74.9%	
5405 Town Centre Events	908	908	4,000	3,092	3,092		22.7%	
7350 Tfr to Earmarked Reserves	0	4,120	0	(4,120)	(4,120)		0.0%	
7355 Tfr from Earmarked Reserves	(350)	(1,372)	0	1,372	1,372		0.0%	
Town Centre Management :- Indirect Expenditure	4,946	35,082	27,200	(7,882)	0	(7,882)	129.0%	0
Net Income over Expenditure	(3,946)	(13,837)	(23,200)	(9,363)				
<u>130 Environmental</u>								
1031 Income - Electric Bollards	0	10	0	(10)			0.0%	
Environmental :- Income	0	10	0	(10)				0
4511 Utilities	25	149	450	301	301		33.0%	
6009 Land at the Star Maintenance	0	120	350	230	230		34.3%	
6011 Town Seats	0	6,873	400	(6,473)	(6,473)		1718.1%	
6012 Street Lights	0	646	2,000	1,354	1,354		32.3%	
6015 Signs	0	479	500	21	21		95.8%	
6022 Planting for CornMarket	0	0	400	400	400		0.0%	
6023 Drinking Water Fountain	16	28	200	172	172		14.0%	
6025 Bollard/St Furn Mtce	0	0	400	400	400		0.0%	
7355 Tfr from Earmarked Reserves	0	(6,873)	0	6,873	6,873		0.0%	
Environmental :- Indirect Expenditure	41	1,422	4,700	3,278	0	3,278	30.2%	0
Net Income over Expenditure	(41)	(1,412)	(4,700)	(3,288)				
<u>135 Marshalls</u>								
1103 Income - Marshalls Donations	0	110	0	(110)			0.0%	
Marshalls :- Income	0	110	0	(110)				0
5103 Marshalls In Romsey	0	0	400	400	400		0.0%	

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6019 Road Closure	0	83	0	(83)		(83)	0.0%	
Marshalls :- Indirect Expenditure	<u>0</u>	<u>83</u>	<u>400</u>	<u>317</u>	<u>0</u>	<u>317</u>	<u>20.7%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>27</u>	<u>(400)</u>	<u>(427)</u>				
140 Planning								
5011 Council Use of Town Hall	0	0	1,000	1,000		1,000	0.0%	
Planning :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>				
160 War Horse Fund								
1190 Interest Received	6	12	0	(12)			0.0%	
War Horse Fund :- Income	<u>6</u>	<u>12</u>	<u>0</u>	<u>(12)</u>				<u>0</u>
4855 War Horse Fund Expenses	0	160	160	0		0	100.0%	
7350 Tfr to Earmarked Reserves	6	13	0	(13)		(13)	0.0%	
7355 Tfr from Earmarked Reserves	0	(160)	(160)	0		0	100.0%	
War Horse Fund :- Indirect Expenditure	<u>6</u>	<u>13</u>	<u>0</u>	<u>(13)</u>	<u>0</u>	<u>(13)</u>		<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(2)</u>	<u>0</u>	<u>2</u>				
170 Christmas Lights Fund								
1009 Income - Grants	0	2,000	2,000	0			100.0%	
1011 Income - Donations	0	3,000	3,000	0			100.0%	
1190 Interest Received	0	2	0	(2)			0.0%	
Christmas Lights Fund :- Income	<u>0</u>	<u>5,002</u>	<u>5,000</u>	<u>(2)</u>			<u>100.0%</u>	<u>0</u>
6764 Christmas in Romsey	1,423	28,017	29,000	983		983	96.6%	
6765 Christmas Light Refurb	0	1,477	4,000	2,524		2,524	36.9%	
Christmas Lights Fund :- Indirect Expenditure	<u>1,423</u>	<u>29,493</u>	<u>33,000</u>	<u>3,507</u>	<u>0</u>	<u>3,507</u>	<u>89.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,423)</u>	<u>(24,492)</u>	<u>(28,000)</u>	<u>(3,508)</u>				
Grand Totals:- Income	10,993	433,171	415,722	(17,449)			104.2%	
Expenditure	29,523	364,427	415,722	51,295	0	51,295	87.7%	
Net Income over Expenditure	<u>(18,529)</u>	<u>68,744</u>	<u>0</u>	<u>(68,744)</u>				
Movement to/(from) Gen Reserve	<u>(18,529)</u>	<u>68,744</u>						

Summary Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Administration							
	Income	112	1,393	1,575	182			88.4%
	Expenditure	8,039	99,629	121,160	21,531		21,531	82.2%
	Movement to/(from) Gen Reserve	<u>(7,927)</u>	<u>(98,236)</u>					
103	Grants							
	Expenditure	0	5,045	6,000	955		955	84.1%
104	Civic							
	Income	0	30	0	(30)			0.0%
	Expenditure	186	7,512	8,995	1,483		1,483	83.5%
	Movement to/(from) Gen Reserve	<u>(186)</u>	<u>(7,482)</u>					
105	Finance							
	Income	137	321,968	320,618	(1,350)			100.4%
	Expenditure	19	7,345	13,300	5,955		5,955	55.2%
	Movement to/(from) Gen Reserve	<u>118</u>	<u>314,623</u>					
107	Market							
	Income	1,582	6,403	5,000	(1,403)			128.1%
110	Town Hall							
	Income	6,983	62,223	63,074	851			98.7%
	Expenditure	14,455	167,395	186,662	19,267		19,267	89.7%
	Movement to/(from) Gen Reserve	<u>(7,472)</u>	<u>(105,172)</u>					
111	Town Hall Bar							
	Income	225	3,447	1,500	(1,947)			229.8%
	Expenditure	(44)	2,938	1,950	(988)		(988)	150.7%
	Movement to/(from) Gen Reserve	<u>269</u>	<u>509</u>					
112	Town Hall Film Shows							
	Income	888	7,979	12,250	4,271			65.1%
	Expenditure	435	5,393	8,650	3,257		3,257	62.3%
	Movement to/(from) Gen Reserve	<u>453</u>	<u>2,587</u>					
120	Allotments - Southampton Rd							
	Income	60	3,350	2,705	(645)			123.8%
	Expenditure	17	3,078	2,705	(373)		(373)	113.8%
	Movement to/(from) Gen Reserve	<u>43</u>	<u>271</u>					
125	Town Centre Management							
	Income	1,000	21,245	4,000	(17,245)			531.1%
	Expenditure	4,946	35,082	27,200	(7,882)		(7,882)	129.0%
	Movement to/(from) Gen Reserve	<u>(3,946)</u>	<u>(13,837)</u>					
130	Environmental							
	Income	0	10	0	(10)			0.0%
	Expenditure	41	1,422	4,700	3,278		3,278	30.2%
	Movement to/(from) Gen Reserve	<u>(41)</u>	<u>(1,412)</u>					
135	Marshalls							
	Income	0	110	0	(110)			0.0%
	Expenditure	0	83	400	317		317	20.7%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>27</u>					
140	Planning							
	Expenditure	0	0	1,000	1,000		1,000	0.0%
160	War Horse Fund							
	Income	6	12	0	(12)			0.0%
	Expenditure	6	13	0	(13)		(13)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(2)</u>					
170	Christmas Lights Fund							
	Income	0	5,002	5,000	(2)			100.0%
	Expenditure	1,423	29,493	33,000	3,507		3,507	89.4%
	Movement to/(from) Gen Reserve	<u>(1,423)</u>	<u>(24,492)</u>					

Summary Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	10,993	433,171	415,722	(17,449)			104.2%
Expenditure	29,523	364,427	415,722	51,295	0	51,295	87.7%
Net Income over Expenditure	<u>(18,529)</u>	<u>68,744</u>	<u>0</u>	<u>(68,744)</u>			
Movement to/(from) Gen Reserve	<u>(18,529)</u>	<u>68,744</u>					

Current Account

List of Payments made between 01/01/2023 and 31/01/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/01/2023	Screwfix Ltd	DD1	35.66		7427-Batteries
03/01/2023	Public Works Loan Board	DD2	2,572.04		7401-Loan repayment
05/01/2023	Bongo Creative	Bacs1	400.00		7518/Volunteer Fair Brand
06/01/2023	Southern Cross Consulting Ltd	DD3	44.88		7497/VoIP call charges Dec22
09/01/2023	Lloyds Service Chg 10Nov-9Dec	DR	7.85		Lloyds Service Chg 10Nov-9Dec
09/01/2023	British Telecommunications plc	DD4	49.66		7494/BT Phone charges
10/01/2023	SGW Payroll Ltd	DD5	81.18		7481/Payroll services Dec22
12/01/2023	Mr T Crowther	001264	80.00		Mr T Crowther -S/L Refund
12/01/2023	PEAC (UK) Limited	DD6	300.00		7413-Copier rental Jan/Mar
15/01/2023	Test Valley Borough Council	Std Ord	2,033.00		Test Valley-Rates 22/23
16/01/2023	NEST Pensions	DD	135.72		NEST Pensions
17/01/2023	Octopus Energy Limited	DD7	1,476.33		7523/Ac A-9DF03FOF Dec2022
17/01/2023	Mr P Sissons	Bacs2	200.00		7519/Hosting Xmas lights event
23/01/2023	ACE Liftaway Limited	DD8	81.49		7496/Waste disposal 9Dec
26/01/2023	Salaries January 2023	DD	12,773.79		Salaries January 2023
30/01/2023	Agilico Workplace Technologies	Bacs3	188.45		7482/Copier usage - black
30/01/2023	Anchor Pipework Limited	Bacs4	609.60		7486/Replace pump
30/01/2023	Communications (Southern) Ltd	Bacs5	156.00		7483/Two-way radio hire Nov21
30/01/2023	PPL PRS Ltd	Bacs6	443.69		7479/Music licence
30/01/2023	Mr Joseph Robert Rowe	Bacs7	1,440.00		7485/Xmas tree erect/dismantle
30/01/2023	Misra Ltd t/a The Studio	Bacs8	69.24		7480/Christmas cards
30/01/2023	Hampshire Pension Fund	Bacs9	3,047.08		7514/HCC Superann Dec2022
30/01/2023	HM Revenue & Customs	Bacs10	3,780.25		7513/HMRC PAYE/NI Dec22
30/01/2023	Bongo Creative	Bacs11	400.00		7515/Volunteer Fair Brand
30/01/2023	Rialtas Business Solutions Ltd	Bacs12	154.50		7484/MTD for VAT to Mar23
30/01/2023	Southern Water	Bacs13	16.35		7516/Water22298320 7Jun-20Dec
31/01/2023	Utility Warehouse Limited	DD9	58.51		7528/Phone & broadband charges
Total Payments			30,635.27		

procedures. However, for those rentals not received by the time of the next meeting, they will be served eviction notices, verbally to start with, followed by a written letter.

A query was raised regarding the 'Sundries item of £245' showing on the Expenditure side of the accounts which was mentioned in the previous meeting.

Considering there is now a new treasurer and secretary in place it was agreed that a few weeks may be needed to get to the bottom of this issue. Hopefully by the date of the next meeting this issue will have been clarified. It was discussed that this amount may have been for the restocking of the Distribution Centre.

RH informed the committee that he had been in touch with the Town Hall Building Manager (Howard Brisland) and a new replacement Notice Board (A4x 9) for the allotment site, at a cost of around £240 was available to be picked up which he will arrange.

11.4 Allotments: At time of the meeting the waiting list stood at 14. Vacant Plots are numbers 07, 43, 85, 87, 98 & 105, 108 and 114. Post meeting, due to the endeavours of EM plots 07, 43, 87 & 98, 108 and 114 have been filled with only plots 85 and 105 still vacant.

It was agreed that the maximum size of shed shall be 6' x 4' and the permitted size of polytunnel will be 3m x 2m max with a proprietary holding down system.

11.5 Distribution Centre: The shop is now closed until next season.

11.6 Plot Assessment: First assessments for the coming year will commence in at the end of February/ beginning of March 2023.

It was suggested that all committee members walk about and socialise with other plot holders.

11.7 Councillor's Report: None.

11.8 AOB: The new rule 6A has now been incorporated into the rules and lodged onto the RTC website.

With no further business the meeting closed at 9.15pm.

Chris Davies

Committee Secretary

Mike Nobbs

Chairman

Date ... ***12/12/2022***

Next meeting to be held on Monday Xx January, 2023, 7.30pm at Romsey Town Hall , TBC.

ROMSEY TOWN COUNCIL ALLOTMENT ACCOUNT

Statement of Income and Expenditure
05.04.22 to 07.11.2022

Income	£	Expenditure	£	Budget £
Rents	2110.00	Broadland's Rent	1100.00	1100
Distribution Centre	99.50	Southern Water	677.36	750
Refund of Rents	10	NSALG	55.00	55
		Dist.Centre Stock		180
		Stationery/Post/misc	39.92	
		Replacement Fencing	789.00	150
		Hedge Cutting		220
		Rat Poison/Pest Control		250
		Skip Hire		
		Sundries / Dis.Centre	245.00	
		Transfer from ER fund	-789.00	
Totals	2219.50		2117.28	2705
Income less Expenditure	102.22			
Earmarked Reserve	7018.00	Cash in Hand (b/f 04.22)	2.46	
Less: Fencing Cost	<u>789.00</u>	Less Stationery	0.00	
	<u>6229.00</u>			
		Balance	<u>2.46</u>	

NOTES:

There are no outstanding loans for repayment.

Signifant high spends (other than Broadland's Rent and Water bills) will continue to be funded by the Earmarked Reserve account.

pp Roger House

Treasure

Romsey Town Council Allotments Management **Committee**

Minutes of the meeting held on the **12th December 2022**, at the Mayors Parlour, Romsey Town Hall, Romsey.

Those present: Mr Mike Nobbs, Mr John Waterman, Mr Roger House, Mrs Eleanor Vamplew, Ms Clementine Kingstone, Mr Chris Davies.

Apologies: Elvin Mullinger, Lisa Fallowfield & Cllr. J Cairney.

12.1 The Minutes of the last meeting were confirmed as read.
Any matters arising will be discussed under various headings.

12.2 Correspondence: Warning Notice has been handed to Mr Pile, plot 105, and he has subsequently terminated.

12.3 Finance: Finance reports from Romsey TC are still outstanding as Mrs E Vamplew has not received any notification of their availability, to date.

EV confirmed that RTC's accountant only comes in once a month and reports will not be available until that date.

At this stage of the year we are not aware of any outstanding expenditures at present.

It was agreed that the new BACS system of subscriptions payment has run smoothly and has simplified the gathering of yearly rents.

The previous query in the last minutes regarding Sundries item of £245/ £280 showing on the Expenditure side of the accounts was confirmed as being for the restocking of the distribution centre.

12.4 Allotments: RT confirmed that plot's 41 and 100 appeared to have not been worked for some time. CD to investigate.

At the date of the meeting there were still two vacant plots 85 and 105.

RH confirmed that the new notice board is currently in his possession ready for installation. Subsequently CD, RH and JM visited site to determine what materials etc. would be required to enable the boards construction and it was agreed a new backing board and support

framing was required, which will now come out of reserves.

12.5 Distribution Centre: MN confirmed that there are a couple of unused 48 Gallon water troughs available in the centre and could be available for purchase to tenants. Price to be agreed.

Further, there is also a multiuse strimmer/tree cutter also available with a suggested price of £ 160.00 and it was agreed that a list should be drawn up in due course of any unwanted and unused items.

CD has inspected the current condition of the centre and although the concrete columns are heavily cracked in places, it is his professional opinion that repairs can be undertaken to rectify and halt any further degradation. CD to prepare a specification for tender in due course.

The shop is now closed until next season.

12.6 Plot Assessment: First assessments for the coming year will commence in at the end of February/ beginning of March 2023.

It was suggested that all committee members walk about and socialise with other plot holders.

11.8 Councillor's Report: None.

11.9 AOB:

With no further business the meeting closed at 9.15pm.

Chris Davies

Committee Secretary

Mike Nobbs

Chairman

Date ... ***10/02/2023***

Next meeting is proposed to be held on Monday 13th February, 2023, 7.30pm at Romsey Town Hall.

ROMSEY TOWN COUNCIL ALLOTMENT ACCOUNT

Statement of Income and Expenditure

05.04.2022 to 31.12.2022

Income	£	Expenditure	£	Budget £
Rents	3290.00	Broadland's Rent	1100.00	1100
Distribution Centre	99.50	Southern Water	782.00	750
Refund of Rents	10.00	NSALG	55.00	55
		Card Reader Charges	1.00	180
		Dist Centre Stock		
		Stationery/Post/Misc	39.92	150
		Replacement Fencing	789.00	220
		Maintnenace/Equip	229.00	
		Hedge Cutting		250
		Rat Poison/Pest Control		
		Skip Hire		
		Sundries/Dist Centre	295.00	
		Transf from EAR	<u>-229.00</u>	
Totals	<u>3399.50</u>		<u>3061.92</u>	<u>2705</u>
Income less Expenditure	337.58			
Earmarked Reserve (ER)	7018	Cash in hand (b/f 04.22)	2.46	
Less:Fencing Cost	-789			
Less:Notice Board	<u>-229</u>			
	<u>6000</u>	Balance	<u>2.46</u>	

NOTES:

There are no outstanding loans for repayment.

Significant high spends (other than Broadland's Rent and Water bills) will continue to be funded by the Earmarked Reserve Account (EAR).

Chief Officer

From: Hampshire Association of Local Councils Member Area
<support@hampshirealcsupport.zendesk.com>
Sent: 28 January 2023 13:03
To: Chief Officer
Subject: Request #707: How would you rate the support you received?

Dear Chief,

Your feedback on our advice service is very important to us. Please take a moment to answer the question below.

How would you rate the support you received?

[Good, I'm satisfied](#)

[Bad, I'm unsatisfied](#)

Here's a reminder of what this request was about:



System Owner (Hampshire Association of Local Councils Member Area)

Dear Judith.

It is best practice to record when the councillor left the meeting and when they returned, as this gives the council a formal record that this particular councillor was not present for those business matters that were discussed/resolved during their absence.

This would apply to all instances, not just when they leave the room due to a declared interest.

Kind regards,

Amy Taylor
Operations Manager

Hampshire Association of Local Councils
Floor 2, Eastleigh House, Upper Market Street, Eastleigh, Hants, SO50 9YN
t: 02380 688061

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