

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ

BUILDINGS & COMMUNITY COMMITTEE

Agenda for the meeting on Tuesday 5th December 2023 at 7.30p.m.

1. **APOLOGIES**
2. **DECLARATION OF INTERESTS**
3. **MINUTES**
To receive the Buildings and Community Committee Meeting Minutes of 3rd October 2023
Matters Arising
4. **PUBLIC PARTICIPATION**
5. **ARCHIVIST REPORT**
6. **UPDATE - TOM CRUTCHFIELD TVBC LANDSCAPE ARCHITECT**
TVBC Offices - Romsey Former Magistrates Court Proposed Outside Improvements
7. **REVIEW OF BOOKINGS**
To review latest Bookings Graph
8. **FINANCE REPORT**
To receive latest Finance Report
9. **BUILDING MANAGER'S REPORT**
Work completed/Work in Progress 2023/24
Work Proposed 2023/24
10. **ROMSEY EXTRA DISPLAY BOARD – COUNCIL CHAMBER**
Update
11. **BUSINESS, EVENTS & TOURISM OFFICER'S REPORT**
12. **SHOPLIFTING CONCERNS - ROMSEY**
Update
13. **TOWN HALL BUILDING SECURITY**
Update
14. **PROJECTS LIST WORKING GROUP**
Update
15. **ROMSEY FUTURE**
Update
16. **YOUTH DEMOCRACY EVENT**
Cllr. C. Birkett to give update
17. **MAYORAL AWARD SCHEME/ENVIRONMENTAL AWARD**
Nominations

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GRANTS

None

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BUILDINGS & COMMUNITY COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 3rd October 2023

In the Chair: Councillor S. Wilkinson

Attendance:

A Councillor C. Birkett	P Councillor A. Goddard
A Councillor C. Burgess	A Councillor N. Gwynne
A Councillor J. Burnage	A Councillor R. Kohli
P Councillor M. Cooper	P Councillor J. Parker
P Councillor J. Critchley	P Councillor J. Urquhart
A Councillor I. Culley	
P Councillor S. Gidley	

Clerk: Judith Giles
Public: 0

Present:

Suzi Shilling – Business, Events & Tourism Officer
Debbie Forder – Events Manager

1. APOLOGIES

Apologies received from Cllr. C. Birkett, Cllr. C. Burgess, Cllr. J. Burnage, Cllr. I. Culley, Cllr. N. Gwynne, Cllr. R. Kohli, Howard Brisland – Building Manager

2. DECLARATIONS OF INTEREST

None

3. MINUTES

The minutes of the Building & Town Committee Meeting held on 1st August 2023 were confirmed as a correct record.

PROPOSED: Cllr. J. Parker
SECONDED: Cllr. A. Goddard

CARRIED

Matters Arising

None

4. PUBLIC PARTICIPATION

None

5. UPDATE - TOM CRUTCHFIELD TVBC LANDSCAPE ARCHITECT

Not received

6. ARCHIVIST REPORT

None received.

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BUILDINGS & COMMUNITY COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 3rd October 2023

7. REVIEW OF BOOKINGS

The Events Manager reported Town Hall bookings are looking good. Barclays are now present in the Town Hall on Wednesdays as well as Tuesdays and Thursdays from 6th September 2023. Not as many weddings booked for 2024 as in 2023.

8. FINANCE REPORT

The Chief Officer presented Month 5 to the Committee. No areas of concern were raised.

9. TOWN HALL BUILDING SECURITY

Town Hall security was discussed when the Town Hall is open. The Building Manager is currently looking at different options. Once costs are received they will be brought to the next Buildings & Community Committee Meeting in 5th December 2023.

10. BUILDING AND ENVIRONMENT MANAGER'S REPORT (Appendix 1)

Noted.

11. PROPOSED BUILDINGS & COMMUNITY BUDGET 2024-25

To receive proposed Buildings & Community Budget for 2024-25

RESOLUTION NO.

It was **RESOLVED** to approve Buildings & Community Budget 2024-25 to the Finance & Resources Committee

PROPOSER: Cllr. J. Parker

SECONDER: Cllr. A Goddard

CARRIED

12. BUSINESS, EVENTS AND TOURISM OFFICER'S REPORT (Appendix 2)

Noted. The Business, Events & Tourism Officer reported it is Beggar's Fair 30th Anniversary next year. It was suggested Beggar's Fair Committee apply to Romsey Town Council for a grant towards this event.

It was discussed that it is imperative the public report any issues to the Police on 101. This will then enable them to identify where the problem areas are.

Romsey & District Society litter pick will take place on Saturday 7th October 2023 - 9.15a.m. meeting at the Crosfield Hall.

13. ROMSEY TOWN COUNCIL NEWSLETTER

A discussion was held regarding the RTC Newsletter. It was agreed the Chief Officer set up a Working Group to discuss a possible new format.

14. ROMSEY EXTRA DISPLAY BOARD – COUNCIL CHAMBER

The Chief Officer presented the format for the Romsey Extra Display Board which is to be located in the Council Chamber. Councillors identified changes required. Cllr. M. Cooper to send to Chief Officer and Cllr J. Parker (ex REPC Chair). Amended format for display board will be brought back to this Committee at the December meeting for approval.

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Minutes of the Meeting held on Tuesday 3rd October 2023

15. PROJECT LIST

Cllr. J. Parker reported projects list is now created and brought forward. It is divided into 3 sections 1. Projects entirely under control of Town Council. 2. Large projects where Town Council may not take the lead. 3. Small ongoing projects. Updated version with changes is awaited. Once received Project Group will reconvene and define what projects should be recommended for taking forward.

16. FINANCING PROJECTS

It is hoped the Former Magistrates Court project (TVBC offices) will be funded by TVBC . Awaiting confirmation. Cllr. J. Critchley reported some projects could be funded using CIL and S106 monies.

17. SHOPLIFTING CONCERNS - ROMSEY

Cllr. J. Critchley raised concerns regarding shop lifting in the town. The Chief Officer contacted Sgt. Chris Challis who reported he would like to see more CCTV in the town. The Business, Events & Tourism Officer said she is working with Test Valley Community Safety Management Group who have identified a few more cameras would be helpful. Cllr. J. Critchley asked if TVBC could support Sgt. Chris Challis request? This will be discussed at the next Buildings & Community Committee Meeting in December.

18. PROPOSAL TO CONTACT HAMPSHIRE POLICE AND CRIME COMMISSIONER

The Chief Officer furnished the Committee with a reply from Donna Jones - Hampshire Police and Crime Commissioner's Office regarding letter sent to her expressing RTC concern at the long running spate of Anti-Social Behaviour in Romsey and the lack of police resources to a level sufficient to combat the problem. Donna Jones - Hampshire Police and Crime Commissioner will attend RTC Full Council Meeting on 21st November 2023

19. PROPOSED CCTV – OLD BURIAL GROUND

It was agreed to defer until end of winter 2023/24 and re-visit next year.

20. ROMSEY FUTURE

Cllr. J. Parker reported there was a Programme Board on 12th September where a list of future projects were presented. A Stakeholder Event took place on 27th September. No outputs yet received. A Community Event is planned for 18th November to inform the public what Romsey Future has done.

21. MAYORAL AWARD SCHEME/ENVIRONMENTAL AWARD

None

22. GRANTS

RESOLUTION NO. 23/29

It was **RESOLVED** to award £250 to Test Valley Young Entrepreneurs Contest 2023

PROPOSED: Cllr. S. Gidley

SECONDED: Cllr. J. Urquhart

CARRIED

Meeting closed 9.24p.m.

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Tel: 01794-512837
Email: howard.brisland@romseytc.org.uk



Building & Environment Manager Report to Buildings and Communities Committee 3rd October 2023

1. **KC Allotments** Gate has been ordered. Installation date not yet available but, thought to be very early October.

There are reports of leaking pipes. David Chase is conducting enquiries.
2. **Speed Limit Reminder Sign** Cllr Critchley has provided me with lots of excellent location information. I have now submitted an application to HCC to approve these new locations.
3. **Woodley Village Hall Notice Board** The new notice board has been fitted and a key supplied to Cllr Theron.
4. **Ashfield Roundabout Signage** TVBC have agreed to remove the damaged signs from this roundabout.
5. **Christmas Lights** Lighting repairs have been completed. License obtained. Tree, Picket fencing and stage ordered. All ready for SJT to rig festoons from 30th October.
6. **Budget** Has been prepared. However, with costs rising in the present climate it is not easy to pin things down.
7. **Woodley Village Hall** An order has been placed to replace the Facias and Soffits. I am discussing adding all long term maintenance commitments to a spreadsheet as per the Town Hall rather the current reactive system.
8. **Exterior Decorations** Snagging carried out. Small remedial items in progress.
9. **Town Way Markers** After many hours of work I now had two companies willing to quote. One has now dropped out, making 12 declined. I will proceed with getting a firm quote from the only willing contractor.

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10. **SR Allotments** Track repairs and car park upgrade. I have one quote and another declined. The quote is credible and in line with the verbal budget indicated by the declining contractor. He is just too busy. Quotes are around £24K so funding needs to be identified. There is £6789 in the EMR. Discussion with SRA Committee needed.
11. **Bus Stops** Scrag Hill – Broken Window. Order placed on Externiture. Crampmoor – Rotten Facias and Soffits being replaced in conjunction with WVH works to get a price advantage.
12. **Honors Board** Have been updated.
13. **Security** Video entry system. Quotations are currently being sourced.
14. **Lengthsman** We have now received the monies due to us. However, I am still struggling to find a person willing to undertake the work. I am now discussing with the Chief Officer an alternative solution.
15. **REPC Website/Domain name** We have extended the life of this web site until 30th September 2024. Old REPC Councillors had indicated they wanted to consider its future. It is currently dormant with no updates taking place since 1st April 2023.

Monthly Report to Building and Communities Committee

Despite a rather wet summer our events have been incredibly lucky to have survived with in some cases bigger audiences than last year!

July was packed with events starting with the Mayors Picnic. This was as ever well attended and with the Mayor's gazebo it was great to have a presence. Many of your constituency came to air their views and were greeted by either the Mayor and Mayoress or Nicqui and I. There is a huge opportunity to do more to integrate with our community at this event and I would strongly recommend we look at this as part of our future event fixtures to be manned by Councillors and staff as a showcase to what our Council does and how we can help the community.

The Beggars Fair certainly filled the town with joyous music and crowded streets. There was minimum trouble and retailers and pubs all talked positively about the event. In 2024 it will be the 30th annual event next year. This is a huge asset to Romsey tourism and brings vast numbers of day visitors and money to our town. The costs attached to this event are high and it is free to attend. I would therefore like to try, with your assistance, to help them create a buoyant float to secure the future of this event and have your support to enlarge it for next year's 30th celebrations.

The Romsey Festival was also a tremendous success with some great attendance figures and a huge array of varied events across the area celebrating the arts. Sadly, the weather was a little rough for the Summer Carnival and Bed Race, but this was still well attended, and everyone had an amazing time and raised money for charity.

The sun shone for the second Food Fair drawing in crowds and a lovely atmosphere it was highly successful in promoting local produce with many stalls selling out by the end of the day. Other food establishments also reported fantastic takings for the day which is incredibly positive the event can be successful for all.

The End of Summer Drinks by the Chamber was held at Romsey Town Hall and was well attended by Romsey Businesses members and non-members. It was fantastic for local businesses to work in partnership to achieve such a fantastic space for everyone to network in. Also, the evening raised monies for Alfie's Wish.

The first Jobs Fair at Crosfield Hall was held mid-September and we were lucky to have local businesses such as The Work Shop, Bradbeers, Co-Op and Hilliers who all reported a high number of promising candidates. All attending businesses were keen to do this event again in early 2024.

The Town Centre (retail and Markets) has reported a slower attendance of buyers and feel today's climate has slowed spending.

Trips and falls are a concern in the centre of Town with many of the traders voicing their concerns. Bradbeers first aiders have been attending many of the incidents. I have asked that they and ShopWatch members report to me when and where, to try and get a grasp of the severity.

Event & Business Group Meetings:

- Romsey Mutual Business Group Breakfast Meetings
- Test Valley Community Safety Management Group
- **Continued action** - Romsey Disabled People Partnership – Worked with TVBC and was introduced to members. The group is looking to increase attendees to help discuss how the Town can help, assist, and cater for those with all disabilities. Please continue to pass this plea onto your constituencies.
- Romsey Chamber of Commerce Networking, Breakfast Meetings and Exec Meetings
- Test Valley Tourism Meetings
- Beggars Fair Committee Meetings
- Romsey Carnival Committee Meetings
- Romsey Festival Meetings
- Romsey Food Fair Meetings
- Romsey Pubwatch
- Visit Test Valley Comms Meetings

Event priorities have been:

- Romsey Festival - promotion / marketing, problem solving and crisis management.
- Italian Twinning Visit (Treviglio performers)
- Marshals - encouraging additional volunteers to join the team, managing schedules, operations, and protocols for each event. Taking advice from different parties on the complexed needs to improve the security and safety of the town during events.
- Beggars Fair - promotion / marketing, problem solving and crisis management.
- Bed Race/Carnival - promotion / marketing, problem solving and crisis management.
- Work with Outreach Radio to produce an advert for Romsey events in July.
- September Food Fair – press release and promotion/radio/social media, marshals, problem solving.
- End of Summer Drinks Party for Romsey Businesses – press release and promotion, ideas generation, sign-up and negotiations, set up and catering.
- Antiques Collectable & Decorative Arts Fair - press release, promotion and liaising with Market Manager with set up and planning of the event in October.
- Christmas events

Business

Promoting and liaising with Job Centre to help promote the new Jobs Fair at Crosfield Hall to potential businesses to showcase their opportunities and then to help generate prospective employees.

Working in partnership with Hampshire Police/ShopWatch to help reduce anti-social behaviour and shoplifting in the area.

- Talked with accounts in Dukes Mill regarding the change of use in that area to discourage anti-social behaviour.
- TV Community Safety Management Group aware of these issues in the town – had additional discussions for ideas to help alleviate issues.

Attended a free Google Training Programme set up by Hampshire Chamber.

TVBC

Monthly catch-up meetings with **Jennie Pell**, Principle Economic Development Officer

Met and discussed all things southern Test Valley with the new Economic Development Officer, Jackie Hewson.

Tourism Comms meeting

Monthly catch up with **Louisa Rice**, Engagement Team Leader

HCC

Prepared a detailed photo library of all flawed paving in the centre of town including areas which is: broken, uneven, needs replacing, mended temporarily and need upgrading.

Elected Members

Ad hoc meetings with Councillors to resolve any issues and keep updated with all things Romsey.

Key priorities:

Future events

- Antiques Collectable & Decorative Arts Fair
- Armistice Day and Remembrance Sunday
- Beggars Fair
- Christmas Lights Switch On, Carnival and Lanterns Parade
- Saving Santa
- Carols in the Marketplace
- Santa Run (new to Romsey)
- Volunteer Fair Jan 2024
- Jobs Fair – working with TVBC and DWP – 2nd event planned for Feb/Mar 2024.

Opportunities

- Armistice Day and Remembrance Sunday: This year is planning to be one of the biggest events, will promote to local news agencies.
- New Markets for 2024?
- New events for 2024?
- 30th Beggars Fair 2024

Threats

- Turning trend of converting commercial shops and office space to residential in Central Romsey.
- State of pavements in Town Centre
- Areas of Romsey looking tired, weeds, broken and rotting benches

Empty Retail Space

M & Co – planning applications in process

Old Cornmarket (prev. Barclays) - Vacant

2 Latimer Street (prev. Herbwise) – Vacant

7 Bell Street – Vacant

29, 31A The Hundred (prev Ladbrooks) – Vacant

56-58 The Hundred – Planning applications in process

6 Cornmarket (prev Computer Repair) – Vacant

1 Marketplace (prev Chemist/Print shop) - Vacant

Meetings coming up:

Catch up with Andy Ferrier – next due in October.

Romsey Food Partnership

Food Fair wrap-up meeting

Christmas Planning Meetings – all events

TVBC Communications Meeting

Test Valley Safety Management Group

Beggars Fair planning for the 30th event in 2024 – (additional funding required)

Chief Officer

From: Chief Officer
Sent: 27 November 2023 13:17
To: 'Crutchfield, Thomas'
Cc: RTCBUILDING&TOWN
Subject: RE: Romsey FMC

Hi Tom

Thanks for update, much appreciated. I look forward to hearing from you when approved.

Best regards
Judith

Judith Giles
Chief Officer
Romsey Town Council

From: Crutchfield, Thomas <TCrutchfield@testvalley.gov.uk>
Sent: Monday, November 27, 2023 12:27 PM
To: Chief Officer <chiefofficer@romseytc.org.uk>
Subject: FW: Romsey FMC

Hi Judith

I hope all is well... please see email trail below. The report was approved by Cabinet for the funding; however this now needs to go to Council for their approval before anything else go ahead. This will be held on the 17th January. Apologies this process is new to me, so I was not aware that it now had to go through this hurdle too.

Once this has gone through, I would be happy to come along again and report back.

Kind regards,

Tom Crutchfield CMLI, MA, BA Hons
Landscape Architect

Planning & Building
Test Valley Borough Council

From: Carter, Jenni <jcarter@testvalley.gov.uk>
Sent: Monday, November 27, 2023 11:45 AM
To: Crutchfield, Thomas <TCrutchfield@testvalley.gov.uk>; Green, Karen <KGreen@testvalley.gov.uk>
Subject: RE: Romsey FMC

Hi Tom,

As Karen has said, the report was approved by Cabinet, but it is a recommendation to Council and needs their approval before anything can go ahead.

The Council meeting it is going to is on 17th January so approval won't be given until then.

Regards,

Jenni

Jenni Carter
Accountancy Manager
Test Valley Borough Council
01264 368236
jcarter@testvalley.gov.uk
www.testvalley.gov.uk

From: Crutchfield, Thomas <TCrutchfield@testvalley.gov.uk>
Sent: Friday, November 24, 2023 12:05 PM
To: Green, Karen <KGreen@testvalley.gov.uk>
Cc: Carter, Jenni <jcarter@testvalley.gov.uk>
Subject: RE: Romsey FMC

Thanks Karen, that's great news.

Romsey TC are wanting me to report back with an update next week, so I would be grateful if Jenni could confirm our position when she is back in the office.

Kind regards,

Tom

From: Green, Karen <KGreen@testvalley.gov.uk>
Sent: Friday, November 24, 2023 12:03 PM
To: Crutchfield, Thomas <TCrutchfield@testvalley.gov.uk>
Cc: Carter, Jenni <jcarter@testvalley.gov.uk>
Subject: RE: Romsey FMC

Hi Tom

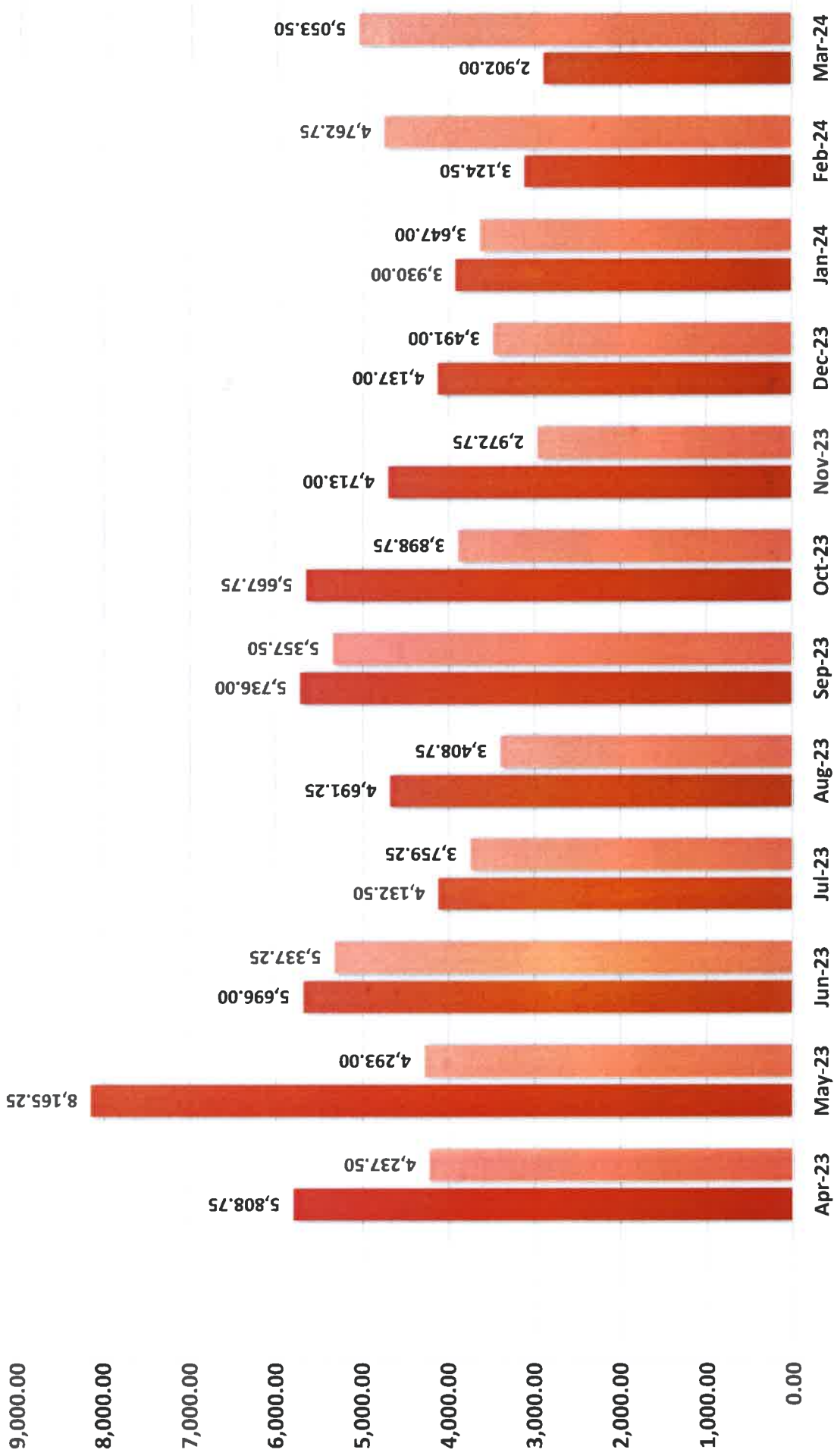
I believe the report was all approved at Cabinet. I think this now means the monies are available to spend but I have copied Jenni in just in case I have misinformed you.

Kind Regards

Karen

Karen Green
Principal Accountant - Services
Finance

Romsey Town Hall Booking Income 2023 - 2024 - date compiled 15.11.23



■ 2023/2024 ■ 2022/2023

Booking on System Apr 2023 - Mar 2024 - £58,079.00 - Cumulative Total £39,897.50 - Oct 23

Romsey Town Council
Budget Report to 31st October 2023

General Notes:

Attached are the summary income & expenditure report for month 7 to October 2023. This report shows a current year surplus of income over expenditure of £266,859 which includes the precept which was received on 12th April 2023 & 25th September 2023.

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 £530,974:

This is made up of the following -

Current Year Surplus		£266,859
General Reserve Brought Forward		£165,147
Other Earmarked Reserves		£98,968
Total		£530,974

The budget is analysed and phased over the year and the percentage of budget if analysed evenly over the year to date is 58.33% but members are reminded that income & expenditure rarely follows this pattern over the year.

Total expenditure for month 7 was 51.5% 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	£12,594
Actual	£9,618
Under/(Over)	£2,976

Year to Date Budget	£151,128
Actual	£75,602
% of Budget Used	50.03%

Annual IT support for £12,174 and annual subscription of £2,292 for HALC & NALC was paid in April 2023.

No further concerns.

103 Grants

No further concerns.

104 Civic

No further concerns.

105 Finance

Annual insurance cost of £7,305 was incurred in April for 2023/24 against its annual budget of £6000.

No further concerns.

107 Market

No further concerns.

Romsey Town Council
Budget Report to 31st October 2023

Analysis by Cost Centre (Continued)

110 Town Hall

Month Budget	£17,264
Actual	£12,585
Under/(Over)	£4,679

Year to Date Budget	£207,165
Actual	£129,866
% of Budget Used	62.69%

1st Loan repayment made in April 2023 & 1st Loan repayment for Lift was made in June 2023.

£20.4k spent on Roof Repairs for Townhall

111 Town Hall Bar

No further concerns.

112 Town Hall Film Shows

No further concerns.

120 Allotments - Southampton Road

No concerns.

121 Allotments - Kings Chase

No concerns.

125 Town Centre Management

No further concerns.

126 Woodley Village Hall

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 7 Date 31/10/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Trade Debtors	(1,107)	
103	Prepayments	5,114	
105	VAT	2,906	
120	Bar Stock	1,434	
201	Lloyds Current Account	515,026	
202	Building Managers Imprest A/c	924	
204	TSB Deposit A/c	3,527	
212	Mayors Charity A/c	3,192	
215	War Horse A/c 35433560	14,614	
230	Bar Float	300	
	Total Current Assets		545,932
	<u>Current Liabilities</u>		
500	Trade Creditors - CHQ	2,358	
506	Retentions Payable	1,031	
515	PAYE and NI Due	3,702	
516	Superannuation Due	3,041	
534	Mayors Charity Control Acct	3,192	
545	Wilder Romsey	1,169	
561	Booking Deposits	65	
562	Damage Deposits	400	
	Total Current Liabilities		14,958
	Net Current Assets		530,974
	Total Assets less Current Liabilities		530,974
	<u>Represented by :-</u>		
301	Current Year Fund	266,859	
310	General Reserve	165,147	
321	EMR Allotment Fund SR	6,789	
336	EMR Town Hall Major Mainten'ce	37,542	
337	EMR Town Hall Equipment	6,667	
339	EMR Marshals In Romsey	245	
343	EMR Romsey Website	2,812	
345	EMR War Horse Fund	11,266	
349	EMR Grants	2,200	
350	EMR Markets	1,908	
351	EMR Town Centre Management	7,092	
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	7,958	
	Total Equity		530,974

Summary Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Administration	Income	0	224	0	(224)			0.0%
	Expenditure	9,618	75,827	151,128	75,301		75,301	50.2%
	Movement to/(from) Gen Reserve	<u>(9,618)</u>	<u>(75,602)</u>					
103 Grants	Expenditure	250	3,600	10,500	6,900		6,900	34.3%
104 Civic	Expenditure	1,940	4,734	14,945	10,211		10,211	31.7%
105 Finance	Income	391	475,256	473,505	(1,751)			100.4%
	Expenditure	6,628	20,917	68,754	47,837		47,837	30.4%
	Movement to/(from) Gen Reserve	<u>(6,237)</u>	<u>454,339</u>					
107 Market	Income	1,401	4,148	6,000	1,853			69.1%
	Expenditure	0	0	400	400		400	0.0%
	Movement to/(from) Gen Reserve	<u>1,401</u>	<u>4,148</u>					
110 Town Hall	Income	3,751	54,245	65,924	11,679			82.3%
	Expenditure	12,585	129,866	207,165	77,299		77,299	62.7%
	Movement to/(from) Gen Reserve	<u>(8,834)</u>	<u>(75,621)</u>					
111 Town Hall Bar	Income	318	3,373	2,600	(773)			129.7%
	Expenditure	36	1,580	2,310	730		730	68.4%
	Movement to/(from) Gen Reserve	<u>282</u>	<u>1,794</u>					
112 Town Hall Film Shows	Income	655	3,718	12,150	8,432			30.6%
	Expenditure	553	3,327	8,950	5,623		5,623	37.2%
	Movement to/(from) Gen Reserve	<u>102</u>	<u>391</u>					
120 Allotments - Southampton Rd	Income	1,960	3,325	2,705	(620)			122.9%
	Expenditure	27	1,748	2,705	957		957	64.6%
	Movement to/(from) Gen Reserve	<u>1,933</u>	<u>1,577</u>					
121 Allotments - Kings Chase	Income	0	975	900	(75)			108.3%
	Expenditure	90	2,160	0	(2,160)		(2,160)	0.0%
	Movement to/(from) Gen Reserve	<u>(90)</u>	<u>(1,185)</u>					
125 Town Centre Management	Income	0	9,564	10,000	436			95.6%
	Expenditure	4,220	29,477	55,132	25,655		25,655	53.5%
	Movement to/(from) Gen Reserve	<u>(4,220)</u>	<u>(19,913)</u>					
126 Woodley Village Hall	Income	0	0	5	5			0.0%
	Expenditure	0	2,471	0	(2,471)		(2,471)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(2,471)</u>					
130 Environmental	Income	0	6,000	0	(6,000)			0.0%
	Expenditure	743	9,278	16,400	7,122		7,122	56.6%
	Movement to/(from) Gen Reserve	<u>(743)</u>	<u>(3,278)</u>					
135 Marshalls	Income	0	400	0	(400)			0.0%
	Expenditure	0	177	400	223		223	44.3%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>223</u>					
140 Planning	Expenditure	0	0	1,000	1,000		1,000	0.0%

Summary Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
160	War Horse Fund							
	Income	13	74	0	(74)			0.0%
	Expenditure	13	74	0	(74)		(74)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
170	Christmas Lights Fund							
	Income	2,000	2,000	2,000	0			100.0%
	Expenditure	8,237	11,207	36,000	24,793		24,793	31.1%
	Movement to/(from) Gen Reserve	<u>(6,237)</u>	<u>(9,207)</u>					
Grand Totals:- Income		10,489	563,303	575,789	12,486			97.8%
Expenditure		44,941	296,444	575,789	279,345	0	279,345	51.5%
Net Income over Expenditure		<u>(34,452)</u>	<u>266,859</u>	<u>0</u>	<u>(266,859)</u>			
Movement to/(from) Gen Reserve		<u>(34,452)</u>	<u>266,859</u>					

Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

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								
1070 Income - Planning Clerk	0	224	0	(224)			0.0%	
Administration :- Income	<u>0</u>	<u>224</u>	<u>0</u>	<u>(224)</u>				<u>0</u>
4001 Salaries	4,969	35,022	82,980	47,958	47,958	42.2%		
4002 Employers N.I	476	3,369	7,456	4,087	4,087	45.2%		
4003 Employers superann	822	5,761	11,610	5,849	5,849	49.6%		
4006 Contract Accountancy Costs	1,891	3,481	7,000	3,519	3,519	49.7%		
4009 Staff Travel	0	24	50	26	26	48.6%		
4013 Website Admin	42	473	350	(123)	(123)	135.1%		
4020 Staff Training	0	0	300	300	300	0.0%		
4040 Recruitment Advertisements	0	0	150	150	150	0.0%		
4512 Telephone	121	1,017	1,800	783	783	56.5%		
4513 Postage	0	234	1,000	766	766	23.4%		
4514 Stationery	48	398	1,000	602	602	39.8%		
4515 Photocopying	178	1,821	2,600	779	779	70.0%		
5012 Council Offices in Town Hall	1,000	7,000	12,000	5,000	5,000	58.3%		
5250 Subscriptions	0	2,616	2,600	(16)	(16)	100.6%		
5260 Outsourced Payroll	71	497	1,000	503	503	49.7%		
5270 IT & Computer Costs	0	13,963	19,232	5,269	5,269	72.6%		
5291 Professional Fees -RE Merger	0	150	0	(150)	(150)	0.0%		
Administration :- Indirect Expenditure	<u>9,618</u>	<u>75,827</u>	<u>151,128</u>	<u>75,301</u>	<u>0</u>	<u>75,301</u>	<u>50.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(9,618)</u>	<u>(75,602)</u>	<u>(151,128)</u>	<u>(75,526)</u>				
103 Grants								
5890 Community Grants	250	3,600	8,500	4,900	4,900	42.4%		
5893 Community Grant - Bandstand	0	0	1,000	1,000	1,000	0.0%		
6100 Arts Festival	0	0	1,000	1,000	1,000	0.0%		
Grants :- Indirect Expenditure	<u>250</u>	<u>3,600</u>	<u>10,500</u>	<u>6,900</u>	<u>0</u>	<u>6,900</u>	<u>34.3%</u>	<u>0</u>
Net Expenditure	<u>(250)</u>	<u>(3,600)</u>	<u>(10,500)</u>	<u>(6,900)</u>				
104 Civic								
4001 Salaries	0	106	500	394	394	21.2%		
4043 Council Newsletter	580	1,071	7,400	6,329	6,329	14.5%		
5011 Council Use of Town Hall	0	0	2,000	2,000	2,000	0.0%		
6502 Members training	0	327	400	73	73	81.7%		
6550 Meetings Advertisements	0	100	0	(100)	(100)	0.0%		
6750 Mayors Allowance	0	500	500	0	0	100.0%		
6760 Town Crier	0	30	450	420	420	6.7%		

Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

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
6761 Mace Bearer	0	0	195	195		195	0.0%	
6762 Civic Costs	1,360	2,600	3,500	900		900	74.3%	
Civic :- Indirect Expenditure	1,940	4,734	14,945	10,211	0	10,211	31.7%	0
Net Expenditure	(1,940)	(4,734)	(14,945)	(10,211)				
105 Finance								
1176 Precept	0	473,455	473,455	0			100.0%	
1190 Interest Received	391	1,801	50	(1,751)			3601.6%	
Finance :- Income	391	475,256	473,505	(1,751)			100.4%	0
5011 Council Use of Town Hall	0	0	500	500		500	0.0%	
5251 Insurances	0	8,128	6,000	(2,128)		(2,128)	135.5%	
5271 Audit Fees	2,050	2,075	2,220	145		145	93.5%	
5280 Bank Charges	24	134	400	266		266	33.5%	
5282 Card Reader Charges	5	6	0	(6)		(6)	0.0%	
5290 Legal & Professional Fees	0	0	500	500		500	0.0%	
5400 Elections	19,307	19,331	6,000	(13,331)		(13,331)	322.2%	
7240 Tfr to EMR Elections	0	6,000	0	(6,000)		(6,000)	0.0%	
7340 Tfr from EMR Elections	(14,757)	(14,757)	0	14,757		14,757	0.0%	
7350 Tfr to Earmarked Reserves	0	0	53,134	53,134		53,134	0.0%	
Finance :- Indirect Expenditure	6,628	20,917	68,754	47,837	0	47,837	30.4%	0
Net Income over Expenditure	(6,237)	454,339	404,751	(49,588)				
107 Market								
1030 Income - Market Stalls	1,401	4,148	6,000	1,853			69.1%	
Market :- Income	1,401	4,148	6,000	1,853			69.1%	0
5250 Subscriptions	0	0	400	400		400	0.0%	
Market :- Indirect Expenditure	0	0	400	400	0	400	0.0%	0
Net Income over Expenditure	1,401	4,148	5,600	1,453				
110 Town Hall								
1001 Income - Rental	0	7,500	11,200	3,700			67.0%	
1002 Income - Bookings	2,751	39,277	38,000	(1,277)			103.4%	
1003 Town Council Office Rent	1,000	7,000	12,000	5,000			58.3%	
1015 Income - Tea/Coffee	0	0	50	50			0.0%	
1020 Income - Cleaning	0	468	624	156			75.0%	
1022 Income - Councils own hirings	0	0	4,050	4,050			0.0%	
Town Hall :- Income	3,751	54,245	65,924	11,679			82.3%	0

Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

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
4001 Salaries	6,150	43,032	70,767	27,735		27,735	60.8%	
4002 Employers N.I	430	3,084	4,866	1,782		1,782	63.4%	
4003 Employers superann	903	6,368	12,582	6,214		6,214	50.6%	
4005 Holiday Cleaning	0	27	660	634		634	4.0%	
4008 Function Attendants & Casuals	1,349	11,224	9,500	(1,724)		(1,724)	118.1%	
4010 Wages - Maintenance	737	5,156	9,838	4,682		4,682	52.4%	
4020 Staff Training	0	0	1,200	1,200		1,200	0.0%	
4030 Uniforms	0	75	300	225		225	25.0%	
4501 Janitorial	42	1,154	1,200	46		46	96.1%	
4504 Catering Costs	0	1	100	99		99	1.4%	
4505 Health and Safety	170	356	1,000	644		644	35.6%	
4510 Rates	2,405	16,832	22,400	5,568		5,568	75.1%	
4511 Utilities	85	4,476	11,000	6,524		6,524	40.7%	
4514 Stationery	153	153	0	(153)		(153)	0.0%	
4520 Licences	67	878	2,450	1,572		1,572	35.8%	
4572 Long Term Building Repairs	0	0	20,000	20,000		20,000	0.0%	
4751 Maintenance External	0	20,405	1,500	(18,905)		(18,905)	1360.3%	
4800 Maintenance Internal	31	7,629	12,000	4,371		4,371	63.6%	
4850 Furniture/Equipment Purchased	0	1,713	4,000	2,287		2,287	42.8%	
4851 Fixed Cost Maintenance	64	1,792	8,000	6,208		6,208	22.4%	
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	354	500	146		146	70.7%	
6014 Hanging baskets/Xmas Trees	0	110	700	590		590	15.7%	
7150 Loan Capital + Interest	0	2,476	4,952	2,476		2,476	50.0%	
7152 Lift Loan Capital + Interest	0	2,572	5,150	2,578		2,578	49.9%	
Town Hall :- Indirect Expenditure	12,585	129,866	207,165	77,299	0	77,299	62.7%	0
Net Income over Expenditure	(8,834)	(75,621)	(141,241)	(65,620)				
111 Town Hall Bar								
1013 Income - Bar Sales	318	3,099	2,600	(499)			119.2%	
3004 Corkage	0	274	0	(274)			0.0%	
Town Hall Bar :- Income	318	3,373	2,600	(773)			129.7%	0
3000 Bar Purchases	31	1,536	1,300	(236)		(236)	118.1%	
Town Hall Bar :- Direct Expenditure	31	1,536	1,300	(236)	0	(236)	118.1%	0
4001 Salaries	0	0	750	750		750	0.0%	
4304 Damaged Stock	0	15	0	(15)		(15)	0.0%	
4305 Stocktaking	0	0	260	260		260	0.0%	
4850 Furniture/Equipment Purchased	0	6	0	(6)		(6)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

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
5282 Card Reader Charges	6	23	0	(23)		(23)	0.0%	
Town Hall Bar :- Indirect Expenditure	6	44	1,010	966	0	966	4.3%	0
Net Income over Expenditure	282	1,794	290	(1,504)				
112 Town Hall Film Shows								
1051 Income - Film Refreshments	17	72	150	78			47.8%	
1053 Income - Film Tickets	638	3,646	12,000	8,354			30.4%	
Town Hall Film Shows :- Income	655	3,718	12,150	8,432			30.6%	0
4008 Function Attendants & Casuals	143	851	2,500	1,649		1,649	34.0%	
4950 Film Hire/Purchases	399	2,396	5,900	3,504		3,504	40.6%	
4951 Film Refreshment Costs	3	31	150	119		119	20.6%	
5282 Card Reader Charges	8	50	400	350		350	12.4%	
Town Hall Film Shows :- Indirect Expenditure	553	3,327	8,950	5,623	0	5,623	37.2%	0
Net Income over Expenditure	102	391	3,200	2,809				
120 Allotments - Southampton Rd								
1000 Income - General	1,960	3,325	2,705	(620)			122.9%	
Allotments - Southampton Rd :- Income	1,960	3,325	2,705	(620)			122.9%	0
4509 Water Rates	20	553	750	197		197	73.7%	
5250 Subscriptions	0	55	55	0		0	100.0%	
5300 Rent - Broadlands	0	1,100	1,100	0		0	100.0%	
5309 Maintenance Equipment	7	7	150	143		143	4.5%	
5311 Hedge Cutting	0	0	220	220		220	0.0%	
5312 Pest Control	0	0	250	250		250	0.0%	
5315 Sundries Allotments	0	33	180	147		147	18.5%	
Allotments - Southampton Rd :- Indirect Expenditure	27	1,748	2,705	957	0	957	64.6%	0
Net Income over Expenditure	1,933	1,577	0	(1,577)				
121 Allotments - Kings Chase								
1000 Income - General	0	975	900	(75)			108.3%	
Allotments - Kings Chase :- Income	0	975	900	(75)			108.3%	0
5282 Card Reader Charges	0	1	0	(1)		(1)	0.0%	
5305 Room Hire	37	37	0	(37)		(37)	0.0%	
5309 Maintenance Equipment	53	2,123	0	(2,123)		(2,123)	0.0%	
Allotments - Kings Chase :- Indirect Expenditure	90	2,160	0	(2,160)	0	(2,160)		0
Net Income over Expenditure	(90)	(1,185)	900	2,085				

Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

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
125 Town Centre Management								
1071 Income - Salary Recharge (TV)	0	9,541	10,000	459			95.4%	
1109 Income - ShopAppy	0	23	0	(23)			0.0%	
Town Centre Management :- Income	0	9,564	10,000	436			95.6%	0
4001 Salaries	3,147	22,029	41,178	19,149		19,149	53.5%	
4002 Employers N.I	324	2,267	3,958	1,691		1,691	57.3%	
4003 Employers superann	664	4,651	8,746	4,095		4,095	53.2%	
4500 Town Centre Management	10	390	1,000	610		610	39.0%	
4512 Telephone	10	75	250	175		175	30.0%	
5405 Town Centre Events	65	65	0	(65)		(65)	0.0%	
Town Centre Management :- Indirect Expenditure	4,220	29,477	55,132	25,655	0	25,655	53.5%	0
Net Income over Expenditure	(4,220)	(19,913)	(45,132)	(25,219)				
126 Woodley Village Hall								
1080 Income - Woodley V H Rent	0	0	5	5			0.0%	
Woodley Village Hall :- Income	0	0	5	5			0.0%	0
4572 Long Term Building Repairs	0	2,471	0	(2,471)		(2,471)	0.0%	
Woodley Village Hall :- Indirect Expenditure	0	2,471	0	(2,471)	0	(2,471)		0
Net Income over Expenditure	0	(2,471)	5	2,476				
130 Environmental								
1601 Lengthsman Contributions	0	6,000	0	(6,000)			0.0%	
Environmental :- Income	0	6,000	0	(6,000)				0
4511 Utilities	0	(1,327)	400	1,727		1,727	(331.7%)	
4601 Lengthsman	0	0	1,200	1,200		1,200	0.0%	
4602 Speedwatch	0	990	1,000	10		10	99.0%	
4603 Grounds Maintenance	268	1,703	3,500	1,797		1,797	48.7%	
4605 Other/Projects	0	0	2,700	2,700		2,700	0.0%	
6009 Land at the Star Maintenance	0	0	400	400		400	0.0%	
6010 Bus Shelters	476	1,807	2,600	793		793	69.5%	
6011 Town Seats	0	0	550	550		550	0.0%	
6012 Street Lights	0	(8)	2,000	2,008		2,008	(0.4%)	
6015 Signs	0	513	500	(13)		(13)	102.5%	
6022 Planting for CornMarket	0	11	400	389		389	2.8%	
6023 Drinking Water Fountain	0	13	200	187		187	6.4%	
6025 Bollard/St Furn Mtce	0	0	400	400		400	0.0%	
6026 Bunting	0	5,576	550	(5,026)		(5,026)	1013.8%	
Environmental :- Indirect Expenditure	743	9,278	16,400	7,122	0	7,122	56.6%	0
Net Income over Expenditure	(743)	(3,278)	(16,400)	(13,122)				

Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

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
135 Marshalls								
1103 Income - Marshalls Donations	0	400	0	(400)			0.0%	
Marshalls :- Income	<u>0</u>	<u>400</u>	<u>0</u>	<u>(400)</u>				<u>0</u>
5103 Marshalls In Romsey	0	177	400	223		223	44.3%	
Marshalls :- Indirect Expenditure	<u>0</u>	<u>177</u>	<u>400</u>	<u>223</u>	<u>0</u>	<u>223</u>	<u>44.3%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>223</u>	<u>(400)</u>	<u>(623)</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	13	74	0	(74)			0.0%	
War Horse Fund :- Income	<u>13</u>	<u>74</u>	<u>0</u>	<u>(74)</u>				<u>0</u>
4855 War Horse Fund Expenses	0	160	160	0		0	100.0%	
7350 Tfr to Earmarked Reserves	13	74	0	(74)		(74)	0.0%	
7355 Tfr from Earmarked Reserves	0	(160)	(160)	0		0	100.0%	
War Horse Fund :- Indirect Expenditure	<u>13</u>	<u>74</u>	<u>0</u>	<u>(74)</u>	<u>0</u>	<u>(74)</u>		<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>				
170 Christmas Lights Fund								
1009 Income - Grants	0	0	2,000	2,000			0.0%	
1011 Income - Donations	2,000	2,000	0	(2,000)			0.0%	
Christmas Lights Fund :- Income	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
6764 Christmas in Romsey	8,237	8,302	32,000	23,698		23,698	25.9%	
6765 Christmas Light Refurb	0	2,905	4,000	1,095		1,095	72.6%	
Christmas Lights Fund :- Indirect Expenditure	<u>8,237</u>	<u>11,207</u>	<u>36,000</u>	<u>24,793</u>	<u>0</u>	<u>24,793</u>	<u>31.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,237)</u>	<u>(9,207)</u>	<u>(34,000)</u>	<u>(24,793)</u>				
Grand Totals:- Income	10,489	563,303	575,789	12,486			97.8%	
Expenditure	44,941	296,444	575,789	279,345	0	279,345	51.5%	
Net Income over Expenditure	<u>(34,452)</u>	<u>266,859</u>	<u>0</u>	<u>(266,859)</u>				
Movement to/(from) Gen Reserve	<u>(34,452)</u>	<u>266,859</u>						

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



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Building & Environment Manager Report to Buildings and Communities Committee 5th December 2023

- | | | |
|-----|--|--|
| 1 | KC Allotments | Gate has been installed.
Water troughs are being installed. Cllr. Theron has latest. |
| 2. | Speed Limit
Reminder Sign | This is now with Mayur Patel Principal Traffic Management Engineer at HCC. Awaiting results of application. |
| 3. | Land at the Star | This has had its end of year tidy. |
| 4. | Ashfield
Roundabout
Signage | The damaged REPC signs have been removed from this roundabout. |
| 5. | Christmas Lights | All complete with no issues. Weekly monitoring now in action. |
| 6. | Station Road
Traffic lights
Bench | This bench has been resecured and is now serviceable. It is thought that a car had hit it. |
| 7. | Woodley Village
Hall | Facias and Soffits have been replaced.
I am working with the Chairman on long term maintenance. |
| 8. | Exterior
Decorations | Complete. |
| 9. | Town Way Markers | Three companies will now quote. I am intending to have submissions back by 26 th January 2024 so a supplier can be selected at the meeting 6 th February 2024. |
| 10. | SR Allotments | This has now been reassessed to a fundable level. Will get quotes for work to be carried out when weather improves in spring. |
| 11 | Bus Stop | Scrag Hill – Broken Window. Replaced.
All cleaned to schedule. |

Romsey Town Council

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- | | | |
|----|---------------------------------|---|
| 12 | Honors Board | Separate agenda item. |
| 13 | Security | Separate agenda item. |
| 14 | Lengthsman | This position has now been approved by F&R. Recruitment will start in the new year. |
| 15 | REPC Website/Domain name | Decision needed upon the future of this dormant and redundant website beyond 30 th September 2024. |

Romsey Town Council and Romsey Extra Parish Council Merger 1st April 2023

Romsey Town Council with its population of 15,261 (2021) and Romsey Extra Parish Council, population 6,256 (2021) were merged on 1st April 2023 following a Community Governance Review conducted by Test Valley Borough Council. The rural parish of Romsey Extra with its woodlands, fields and water-meadows, was formed in 1894. Through its 129 years of existence Extra encircled the built-up area of Romsey Town.

As demand for housing rose at the end of the twentieth century it was met by building on the rural land mainly to the north-west of Romsey Town with estates such as Abbotswood, Ganger Farm and Kings Chase being created. New residents moved to what they thought was Romsey but found themselves in the rural parish of Romsey Extra. The Governance Review recognising reality, created a new Romsey Town with a population of approximately 21,500. A small area of Romsey Extra, Stanbridge Earls, was transferred to Awbridge Parish Council.

The merging of Town and Extra creates a stronger, unified voice for Romsey. Most Romsey Extra residents in the new developments thought they lived in Romsey. Now they do.

For a full history see <https://www.ltvas.org.uk/>



The Romsey Extra Parish Council Chairman's badge.

It shows Romsey Town surrounded by the larger, lighter area of Romsey Extra.



The merger was celebrated in Romsey Town Hall 6th April 2023.

Town Mayor, Cllr. Neil Gwynne, and the Chairman of Romsey Extra Parish Council, Cllr John Parker, welcome the merger.



LTVAS	Burbridge Barbara	Hibbard Ian
Current RE member	Burridge Janet	John Munn
Previous RE member	Conner Mark	Leach Sally
Previous RE member	Critchley John	Meric Phoebe
RTC member	Dowling Alan & Colla	Parker John
TVBC member (+1)	Dunleavy Karen	Ray John
RTC member	Farrer Andy	Ticoat Sue
TVBC officer	Giles Judith	Wason Christopher
Chief Officer	Gwynne Neil	Webb Melanie
RTC member	Harper-Adams Ruth	Herbert Las
Previous RE member	Harris Mary	Gea Julian
LTVAS	Hibbard Teresa	Hunt Kathy
Previous RE member		Kell Jeanette

Bi-Monthly Report to Buildings and Community Committee

Great British Spring Clean

GBSC is part of Keep Britain Tidy as is the nation's biggest mass-action environmental campaign. In 2024, the campaign returns from 15 March to 31 March. Can we do an event to encourage people to join it with councillors and staff to attend? Romsey refuse rescue – give out info on how to be a Community Litter. Also promote local litter picks for people to go to.

<https://www.testvalley.gov.uk/transportparkingandstreets/streetcleaningandlitter/community-litter-pickers>

Christmas Light Switch-On/Winter Carnival – 25th November 2023

Overall a successful event, however concerns re crowds. Wash-up meeting on 14th December 2023 to discuss way forward.

Saving Santa – Friday 8th December

Replacing the old late night shopping event this year, I have worked to produce the **Romsey Reindeer Trail** which is a Chamber of Commerce event. It promotes activities in the town from 4pm on the Saving Santa night to help boost trade in our shops, eateries, and businesses throughout the town with 60 traders signed up to the trail. This reduces the cost of staff for retailers and participants can come in early to join in with the celebration with local car parks free from 4pm. It will incorporate our Sunday Makers Market and traders from the Romsey Food Fair to attend in the Cornmarket. Many are doing additional activities such as Morris Dibben doing an art competition, Pearsons have teamed up with Scarth House and many businesses are offering drinks and nibbles to help create a community event. I have arranged for the 6 Romsey Co-op's to sell maps in the run up to the event to help increase their footfall as shops outside the town and welcomes participants from every area of Romsey. I have worked with Pet Corner to create an online pet photo competition and partnered with Aldi to give every participant a chocolate reindeer. A Romsey graphics designer had produced maps and branding for the event which we hope to replicate next year should it be successful.

Issues still outstanding: Dukes Mill, Cages outside Morrisons, state of pavements in the town.

Opportunities: Christmas Market 2024 – Can we have a meeting in January to start initial ideas?

Event & Business Group Meetings:

- Test Valley Community Safety Management Group – email sent to councillors after meeting.
- Food Fair Wrap Up Meeting
- **Continued action** - Romsey Disabled People Partnership – Worked with TVBC and was introduced to members. The group is looking to increase attendees to help discuss how the

Town can help, assist, and cater for those with all disabilities. Please continue to pass this plea onto your constituencies.

- Romsey Chamber of Commerce Networking, Breakfast Meetings and Exec Meetings
- Beggars Fair Committee Meetings
- Romsey Carnival Committee Meetings
- Romsey Food Fair Meetings
- Romsey Pubwatch
- Visit Test Valley Comms Meetings

Event priorities have been:

- Romsey Lights Switch On and Romsey Carnival/Lantern Parade – logistics, problem solving and crisis management.
- Marshals - encouraging additional volunteers to join the team – gained an additional 5 marshals with Cllr Colin Burgess coming out with us for Christmas Lights Switch on. Preparation for Antiques Fair, Remembrance Day and Christmas events managing schedules, operations, security and protocols for each event. Taking advice from different parties on the complexed needs to improve the security and safety of the town during events.
- Beggars Fair 30th anniversary event – proposed a 2024 Christmas Calendar countdown, promotion / marketing, and funding.
- Antiques Collectable & Decorative Arts Fair - press release, promotion and liaising with Market Manager with set up and planning of the event in October. Wrap up meeting and plans discussed for next year which will be the 10th year of the market.
- Set up and managed Romsey Reindeer Trail as part of the Romsey Chamber Saving Santa Christmas events.
- Volunteer Fair partnering with Unity Online (also Romsey Future and TVBC) for our second Fair on 21st January 2024 – please share on social media and talk up to contacts. If anyone would like a stall, please contact me.

Business

Promoting and liaising with Job Centre to help promote the second Jobs Fair at Crosfield Hall on 22 February 2024 to potential businesses to showcase their opportunities and then to help generate prospective employees.

Working with the Sunday Makers Market to bring in additional stalls to add a Christmas theme and experience for December.

Potential new Vegan Market to do a one-off event in Romsey in February 2024. Opportunity to do a couple a year.

Community

Working on the Romsey Food Partnership to create a working group to help and assist those in Romsey and Test Valley gain the support they need by bringing in key businesses to help facilitate new programmes, funding, and partnerships.

Attended Test Valley South Locality Health Forum to understand the problems and opportunities to our health service in South Test Valley. In future this would be something a councillor from RTC

should attend to understand how and what needs to be done to achieve a better provision for this area.

Attended and represented RTC as part of Romsey Future at their community event on a Saturday to talk about tourism in the town.

TVBC

Monthly catch-up meetings with **Jennie Pell**, Principle Economic Development Officer

Met and discussed all things southern Test Valley with the new Economic Development Officer, Jackie Hewson.

Tourism Comms meeting

Monthly catch up with Antony Chapman Community Engagement Officer (Community Safety).

HCC

Despite preparing a detailed photo library of all flawed paving in the centre of town including areas which is: broken, uneven, needs replacing, mended temporarily, and need upgrading. There has been no action.

Elected Members

Ad hoc meetings with Councillors to resolve any issues and keep updated with all things Romsey.

Key priorities:

Future events

- Antiques Collectable & Decorative Arts Fair
- Armistice Day and Remembrance Sunday
- Beggars Fair
- Christmas Lights Switch On, Carnival and Lanterns Parade
- Saving Santa
- Carols in the Marketplace
- Santa Run (new to Romsey)
- Volunteer Fair Jan 2024
- Jobs Fair – working with TVBC and DWP – 2nd event planned for Feb/Mar 2024.

Opportunities

- Armistice Day and Remembrance Sunday: This year is planning to be one of the biggest events, will promote to local news agencies.
- New Markets for 2024?
- New events for 2024?
- 30th Beggars Fair 2024

Threats

- Turning trend of converting commercial shops and office space to residential in Central Romsey.

- State of pavements in Town Centre
- Areas of Romsey looking tired, weeds, broken and rotting benches

Empty Retail Space

M & Co – planning applications in process

Old Cornmarket (prev. Barclays) - Vacant

7 Bell Street – Vacant (although there is a sign in the window announcing it will soon be an Antiques Shop and Tea Room)

29, 31A The Hundred (prev Ladbroke's) – Vacant

56-58 The Hundred – Planning applications in process

6 Cornmarket (prev Computer Repair) – Vacant

1 Marketplace (prev Chemist/Print shop) - Vacant

New business opening: Journeys End Interiors, 2 Latimer Street – opened on Saturday 25th November and I promoted on social which got huge attention.

The Mortgage Stop, 7 Love Lane (previously based outside central Romsey)

Meetings coming up:

Romsey Food Partnership

Christmas Wash-Up Meetings – all events

TVBC Communications Meeting

Test Valley Safety Management Group

The 'New@ Chamber breakfast meeting starts in January.

Beggars Fair 2024 30th anniversary

Food Fair 2024!!