Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ

BUILDING & TOWN COMMITTEE
Agenda for the meeting on Tuesday 7th February 2023 at 7.30p.m.

1. **APOLOGIES**

2. **DECLARATION OF INTERESTS**

3. **MINUTES**
   To receive the Building and Town Committee Meeting 6th December 2022
   Matters Arising

4. **PUBLIC PARTICIPATION**

5. **ARCHIVIST REPORT**

6. **ROMSEY VOLUNTEER'S CEREMONIAL FLAG**
   Update

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 2022/23
   Work Proposed 2022/23

10. **BUSINESS, EVENTS & TOURISM OFFICER'S REPORT**

11. **NEWSLETTER**
    To discuss future distribution of Newsletter

12. **EARMARKED RESERVE PROVISIONAL PROJECT LIST POST MAY 2023 ELECTIONS**
    To update list of realistic projects

13. **ROMSEY INFRASTRUCTURE IMPROVEMENTS**
    Update

14. **ROMSEY FUTURE**
    Update

15. **MAYORAL AWARD SCHEME/ENVIRONMENTAL AWARD**
    Nominations

16. **GRANTS**
    Romsey Carnival Committee – Coronation - Street Party £400
    Bartletts Almshouses - £950
    Romsey Chamber Music Festival - £1,000

1. **A RESOLUTION that the press and the public be excluded from the meeting due to the confidential nature of the business to be discussed (LGA 1972, schedule 12). The nature of the business will relate to Allotments**

Chief Officer Date:- 310123

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BUILDING & TOWN COMMITTEE

Agenda for the meeting on Tuesday 7th February 2023 at 7.30p.m.

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BUILDING & TOWN COMMITTEE MEETING
Minutes of the Meeting held on Tuesday 6th December 2022
In the Chair: Councillor S. Wilkinson
Attendance:

P. Cllr. D. Baverstock
A. Cllr. J. Burnage
A. Cllr. J. Cairney
P. Cllr. M. Cooper
P Cllr. I. Culley
P Cllr. N. Gwynne
A. Cllr. J. Critchley
- Cllr. K. Dunleavey
P. Cllr. J. Parker
P. Cllr. C. Wise
P. Cllr. S. Wilkinson

Clerk: Judith Giles
Public: 0

Present:

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

1. **APOLOGIES**
Cllr. J. Burnage, Cllr. J Cairney & Cllr. J. Critchley

2. **DECLARATION OF INTEREST**
None

3. **MINUTES**
The minutes of the Building & Town Committee Meeting held on 6th December 2022 were confirmed as a correct record.
PROPOSED: Cllr. J. Parker
SECONDED: Cllr. J. Critchley
CARRIED
Matters Arising –
Agenda item 8 - Cllr. I Culley requested the minutes be amended to "Cllr. I. Culley raised concerns regarding the **environmental impact** and cost for the energy to the Christmas Lights"

4. **PUBLIC PARTICIPATION** – None

5. **ARCHIVIST REPORT**
None received

6. **ROMSEY VOLUNTEER'S CEREMONIAL FLAG**
The Building Manager gave an outline of the history regarding the Romsey Volunteer's Ceremonial Flag. It was agreed to investigate grants to cover the £4,250 cost of refurbishing the flag which may be available from Barker Mills Trust, Hampshire Cultural Trust, Romsey Arts Foundation or Florence Nightingale Trust and report back to the next meeting. The Building Manager asked the Committee to email him if they required further information. Cllr. J. Parker will talk to the Collections Committee at King John's House with a view to the flag possibly being displayed there.

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BUILDING & TOWN COMMITTEE MEETING
Minutes of the Meeting held on Tuesday 6th December 2022

7. REVIEW OF BOOKINGS
The Events Manager reported bookings continue to be on the increase. Income has risen quite significantly this year due to Barclays Bank hiring the Town Hall for 2 days a week from w/c 12th December 2022.

8. FINANCE REPORT
The Chief Officer presented Month 5. Cllr. J. Parker queried the Town Hall Bar costs. The Event's Manager to investigate and report back to the next meeting.

9. BUILDING MANAGER'S REPORT (Appendix 2)
Noted. Cllr. M. Cooper reported he is happy to help maintain the new Tadburn noticeboard after it is put in place. Cllr. J. Parker asked what information has the Building Manager received to date regarding the speed indicator sign. The Building Manager said he has contacted Hampshire Highways and is awaiting a response. Cllr. J. Parker reported he has some information which he will share with the Building Manager. Cllr. J. Parker asked if it was the intention to ask KJH to replace bench which needs replacing. Cllr. M. Cooper reported slots are in demand for memorial benches and there is a waiting list. In these circumstances RTC will not pay for a replacement bench. Cllr. N. Gwynne said the Christmas Lights Switch-On event was a great success, especially with the inclusion of the "Ugly Sisters" from RAODS. He said if RTC would like them to be part of the Christmas Switch-On Event on a regular basis to please let him know. Cllr. I. Culley asked if the Town Way Markers will be refurbished by summer 2023? The Building Manager reported he is currently looking at 3 options: 1) replace all way markers, 2) refurbish using own resources or 3) get refurbished by a contractor. The Business, Events & Tourism Officer said she has been asked it the Christmas tree lights can be switched on during the day and not just from 3.00p.m. It was agreed to switch the lights on at 8.00a.m. so people can enjoy throughout the day

10. BUSINESS, EVENTS AND TOURISM OFFICER REPORT (Appendix 2)
Noted.

11. EARMARKED RESERVE PROVISIONAL PROJECT LIST POST MAY 2023 ELECTIONS

1. Footpath barriers for mobility scooters to pass, maybe we could do at least the two easier and cheaper ones at The Plaza and Senlac Close.
2. A contribution towards the footpath upgrade to Grayling Mead once approved by Romsey Future.
3. Town Way Marker signs restoration.
4. Moving the SLR speed indicator round the town. Speeding appears to be an increasing problem and it is something we may be able to reduce.
5. Romsey Extra – Tree planting at various locations
6. Splash Park
7. Solar Panels – Town Hall
8. Work needed behind TVBC Offices – Former Magistrates Court
9. Christmas Market Costume Event – 2023

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BUILDING & TOWN COMMITTEE MEETING
Minutes of the Meeting held on Tuesday 6th December 2022

2 new footpaths between Abbotswood and Ganger Farm to be joined up (While typing minutes Cllr. D. Baverstock confirmed meeting has taken place with Dave Tasker, TVBC and approval given)

10. Romsey Future Projects

12.MAYOR'S AWARD SCHEME

RESOLUTION NO. 22/21

It was **RESOLVED** to grant the following a Mayor's Award:

1) Chairman of the Project Board for design of the Piazza in the Market Place
2) Romsey Carnival Committee for the Queen's Platinum Jubilee Celebrations Street Party
3) Ian Richards – for over 40 years erecting town summer bunting
4) Romsey Foodbank for supporting the town

PROPOSED: Cllr. J. Parker
SECONDED: Cllr. S. Wilkinson
CARRIED

Chief Officer to personalise Mayors' Award Scheme Certificate

13. NEW VOTING REQUIREMENTS – ELECTIONS 4TH MAY 2023

Cllr. D. Baverstock reported a change in voting requirements for elections in May 2023. A discussion as held with regards to concerns for people who have no official identification. Chief Officer to contact Frances Cleland, TVBC Election Office for information regarding individuals who may not have official identification and report to Full Council meeting on 17th January 2023.

14. ROMSEY INFRASTRUCTURE IMPROVEMENTS

Cllr. C. Wise asked if cycle path from Ganger Farm to Abbotswood could be put in place. Cllr. N. Gwynne reported Cllr. J. Burnage has raised this issue with Dave Tasker, TVBC. (discussed item 11 above)

15. ROMSEY FUTURE

Cllr. J. Parker reported meeting has taken place and Programme Board have looked at 6 projects. (discussed item 11 above)

16. GRANTS

None

Meeting closed 8.57p.m.

Romsey Town Council Att 1

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

Building Manager Report to Building and Town Committee 6th December 2022.

1	**Utilities**	We have a new water supplier for both the Town Hall and Allotments. The savings are not great but every little helps.
2.	**Speed Indicator Sign**	This is stored in the TH Basement. Upon request I have shown Marc Nokes the sign and set up as he is a potential contractor. During this process it became apparent some information was missing. Therefore, I contacted both the manufacturer and Hampshire Highways. Westcotec have supplied the missing information. HH have yet to respond.
3.	**Tadburn Notice Board**	This has now been received and will be erected presently.
4.	**Allotments**	The new Rules Notice Board has been received and passed to the committee.
5.	**Bench Seats**	1. We have a request to site a funded memorial bench on the corner of the Hundred and Palmerston St. Hampshire Highways have not yet replied to my request. 2. KJH Garden has a bench that was donated by RTC in 1995. It is now degrading and requires replacing.
6.	**Archive**	I have been working with Barbara Bainbridge on the Romsey Volunteers Flag. See separate agenda item.
7.	**Merger RTC/RE**	I am awaiting the Grounds Maintenance contract information from RE Clerk so that I can continue to manage the contracts.
8.	**Exterior Decorations**	Work has been slow to start due to Hampshire Highways licensing issues and the weather.
9.	**Town Way Markers**	I am awaiting quotations for the work.

QUALITY TOWN COUNCIL

Romsey Town Council Att 1

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10.	**Court Room Ventilation**	This unit has been retrieved from EMH and is now in the TH although not yet installed. An installation plan has been Finalised and the work – mostly in-house - will proceed as time allows.
11	**Land At the Star**	General tiding works will take place as soon as weather and in – house labor availability coincide.
12.	**Security / Events**	I have signed up RTC to the Purple Guide. This is an industry led guide for outdoor events. It is seen as the "Gold Standard" and surpasses the basic legislation. It is advised by both the Police and H&E that this is used.
13.	**Christmas Lights**	Christmas lights switch on was an extremely successful event. The installation this year was the easiest ever. Despite tree sourcing issues. The stage was a great success and will now be a permanent fixture. Even crowd control was the best ever. However, there is still room for improvement. See previous item.

QUALITY
TOWN
COUNCIL

Suzi Shilling – Business, Events and Tourism Officer Appendix 2

Monthly Report to Building and Town Committee

ShopWatch is now underway with all the National Accounts on the WhatsApp group and most of the independent traders and some market traders.

Managed to take an array of photographs of the Remembrance Service.

Christmas events are underway, and after attending the Lights Switch on and Carnival and Lantern Parade, I have been working with organisers to examine how we can ensure we have adequate crowd control in place for the next events and next year. The popularity has undoubtably grown in numbers over the years even with this year doing relatively little publicity.

Wrote an article for Romsey and District Magazine

Working to produce the Romsey Town Council volunteer day on the 22nd of January with many of the Volunteer and Charity groups in and around Romsey.

Received some wonderful feedback from those who used the disabled area on the Lights Switch on/Carnival and Lantern Parade.

Event & Business Group Meetings:

- Romsey Mutual Business Group Breakfast Meeting
- 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.
- Hampshire Story – promoting Hampshire Business and Tourism
- Hallow Scream (Carnival Committee at Crosfield Hall)
- Romsey Chamber of Commerce and Industry Exec Meetings
- Marshal Volunteer Meeting
- Rotary Club Talk
- Green Halo Conference – Investing in the Future (For Romsey future)

Organisations

Met with:

Met with Conor O'Hagan, Volunteer Co-Ordinator for Hampshire and Isle of Wight Wildlife Trust and also attended a talk about Fishlake Meadows as their guest.

Chamber of Commerce – attended Exec meetings, breakfast meeting and social gatherings. Helping to prepare for the Saving Santa Christmas

Met with Christianne Ireland from **Unity Online** who is happy to partner in creating a Volunteer Fair in January 2023.

Teams meet up with **ShopAppy** representative to discuss developments.

Jackie Edwards, **Antique Fair** met and worked through plans for the Fair which is on the 16 October.

Businesses

Members are all now signed up and the chat has been very productive - Working with PCSO Dragos Andrei, **Hampshire Police**, we have set 'ShopWatch' which is similar to 'PubWatch' but for local shops and market traders of the town. Everyone will be a part of a WhatsApp group in a bid to reduce shoplifting and anti-social behaviour. The response has been unanimous throughout the town and been warmly welcomed.

Met with Karen Clarkson, Parker Bullen Solicitors to discuss how they want to engage with the community

Met with Andy Pringle from Incuhive who provide small business and start up spaces across Hampshire

Attended the opening of Fig and Fox

Met up with Stratland Estates to discuss my role and their business and future events.

TVBC

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

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

Monthly catch up with Michael White, Licensing

Bi-monthly catch up with Andy Ferrier

HCC

Liaised with them in reference to the press release, photoshoot and award given for the People's Choice Award and Quality Place Judges Award.

Elected Members

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

Key priorities:

Short Term:

- Tourism App
  - Small changes to the app to make it more accessible and useable for what we require
  - Imput with data and photos
- Future events
  - Tourism Conference for the 1st of March 2023 whereby local attractions, retail, accommodation providers and food and drink establishments attend.
  - Partnering with UnityOnline to launch a Volunteer Fair for Romsey and Southern Test Valley in January 2023.
- Opportunities
  - Still to meet with Go New Forest to look at how they set up, key learnings etc. (Go New Forest is a 'not for profit' Community Interest Company set up to manage and develop tourism in the new Forest and has 220 paying members. This organisation replaced New Forest Tourism Association and New Forest District Council's tourism service)
  - Ongoing - Collate and compile database of attractions/accommodation providers/retail/cafes/pubs and restaurants for tourism website and where needed the tourism app
  - Ongoing - obtain quality photos for tourism app and website

Long Term:

- Volunteer Fair (Jan 2023) – liaise with further businesses and organisations
- Social media course for small businesses – Feb 2023
- Four Fun Fridays / Wacky Wednesdays for summer next year.
- Redesign and resize logo for all Visit Romsey social media and website to complement Visit Test Valley branding.
- Future funding for tourism: tourism app, promoted posts on social, photoshoot, rebranding.

Meetings and events coming up:

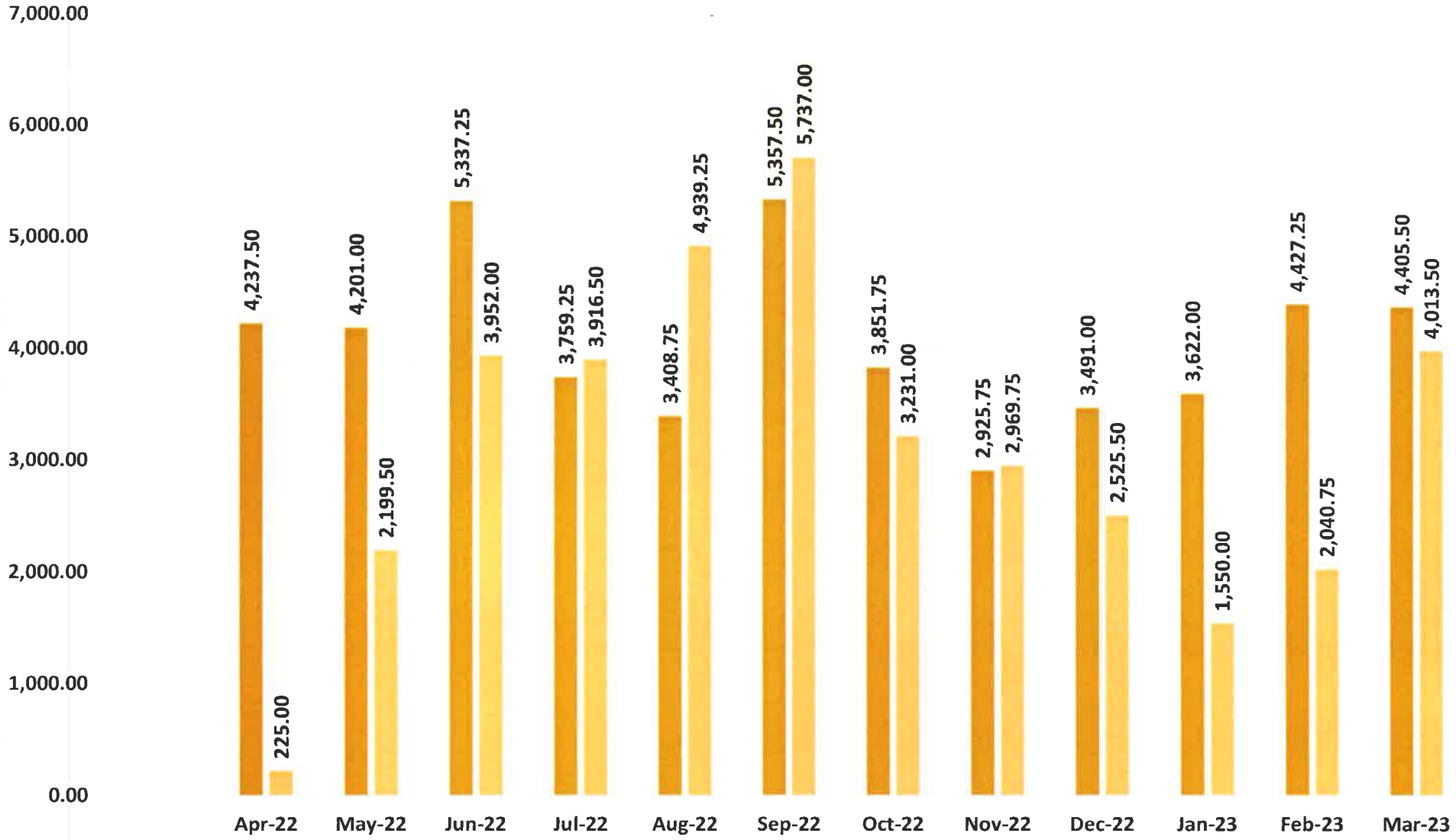
Romsey Future Programme Board

Tourism Meeting - monthly

Christmas events and wash ups of events

Linda Bate – Youth in Romsey (tbc)

Romsey Town Hall Booking Income 2022 - 2023 - date compiled 20.1.23



Booking on System Apr 2022 - Mar 2023 - £49,024.50 - Cumulative Total £36,569.75 - Dec 22

Romsey Town Council

Budget Report to 31st December 2022

General Notes:

Attached are the summary income & expenditure report for month 9 to December 2022. This report shows a current year surplus of income over expenditure of £87,523 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 £354,092:

This is made up of the following -

Current Year Surplus	£87,523
General Reserve Brought Forward	£147,213
Other Earmarked Reserves	£119,356
Total	£354,092

The budget is analysed and phased over the year and the percentage of budget if analysed evenly over the year to date is 75% but members are reminded that income & expenditure rarely follows this pattern over the year.

Total expenditure for month 9 was 80.50% 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	£8,166
Under/(Over)	£1,931

Year to Date Budget	£121,160
Actual	£91,272
% of Budget Used	75.33%

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

No further concerns.

104 Civic

No further concerns.

105 Finance

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

No further concerns.

107 Market

No further concerns.

Romsey Town Council

Budget Report to 31st December 2022

Analysis by Cost Centre (Continued)

110 Town Hall

Month Budget	£15,555
Actual	£15,336
Under/(Over)	£219

Year to Date Budget	£186,662
Actual	£152,828
% of Budget Used	81.87%

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.

Romsey Town Council

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2022

A/c	Description	Actual		
	Current Assets			
100	Trade Debtors	3,487		
103	Prepayments	2,281		
105	VAT	9,470		
120	Bar Stock	1,434		
201	Lloyds Current Account	328,479		
202	Building Managers Imprest A/c	1,251		
204	TSB Deposit A/c	4,224		
212	Mayors Charity A/c	2,679		
215	War Horse A/c 35433560	14,519		
230	Bar Float	300		
235	Petty Cash - Allotment	2		
	Total Current Assets		**368,126**	
	Current Liabilities			
500	Trade Creditors - CHQ	2,894		
515	PAYE and NI Due	3,780		
516	Superannuation Due	3,047		
534	Mayors Charity Control Acct	2,679		
545	Wilder Romsey	1,169		
561	Booking Deposits	65		
562	Damage Deposits	400		
	Total Current Liabilities		**14,034**	
	Net Current Assets			**354,092**
	Total Assets less Current Liabilities			**354,092**
	Represented by :-			
301	Current Year Fund	87,523		
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	11,331		
349	EMR Grants	2,200		
350	EMR Markets	1,908		
351	EMR Town Centre Management	2,978		
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	9,680		
	Total Equity			**354,092**

Romsey Town Council

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	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	1,265	1,575	310			80.3%	
Administration :- Income	**112**	**1,281**	**1,575**	**294**			**81.3%**	**0**
4001 Salaries	4,969	43,081	61,250	18,169		18,169	70.3%	
4002 Employers N.I	476	4,315	5,650	1,335		1,335	76.4%	
4003 Employers superann	822	7,354	9,650	2,296		2,296	76.2%	
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	327	350	23		23	93.3%	
4020 Staff Training	0	49	300	251		251	16.3%	
4040 Recruitment Advertisements	0	0	150	150		150	0.0%	
4512 Telephone	123	995	1,600	605		605	62.2%	
4513 Postage	260	879	600	(279)		(279)	146.4%	
4514 Stationery	40	842	850	8		8	99.1%	
4515 Photocopying	407	2,090	2,600	510		510	80.4%	
5012 Council Offices in Town Hall	1,000	9,000	12,000	3,000		3,000	75.0%	
5250 Subscriptions	0	2,811	2,600	(211)		(211)	108.1%	
5260 Outsourced Payroll	68	505	1,000	495		495	50.5%	
5270 I T & Computer Costs	29	16,914	15,510	(1,404)		(1,404)	109.1%	
5272 Accountantcy Fees	0	789	0	(789)		(789)	0.0%	
Administration :- Indirect Expenditure	**8,234**	**91,340**	**121,160**	**29,820**	**0**	**29,820**	**75.4%**	**0**
Net Income over Expenditure	**(8,121)**	**(90,059)**	**(119,585)**	**(29,526)**				
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	122	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%	

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		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6502	Members training	0	0	400	400		400	0.0%	
6550	Meetings Advertisements	0	0	50	50		50	0.0%	
6750	Mayors Allowance	200	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	340	3,176	2,500	(676)		(676)	127.0%	
6766	WW1 Plaque	1,970	1,970	0	(1,970)		(1,970)	0.0%	
7355	Tfr from Earmarked Reserves	(1,970)	(1,970)	0	1,970		1,970	0.0%	
	Civic :- Indirect Expenditure	**662**	**7,326**	**8,995**	**1,669**	**0**	**1,669**	**81.4%**	**0**
	Net Income over Expenditure	**(662)**	**(7,296)**	**(8,995)**	**(1,699)**				
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	82	171	50	(121)			341.0%	
	Finance :- Income	**82**	**321,831**	**320,618**	**(1,213)**			**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	8	171	400	229		229	42.8%	
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	**8**	**7,326**	**13,300**	**5,974**	**0**	**5,974**	**55.1%**	**0**
	Net Income over Expenditure	**74**	**314,505**	**307,318**	**(7,187)**				
107	Market								
1030	Income - Market Stalls	0	4,821	5,000	179			96.4%	
	Market :- Income	**0**	**4,821**	**5,000**	**179**			**96.4%**	**0**
	Net Income	**0**	**4,821**	**5,000**	**179**				
110	Town Hall								
1001	Income - Rental	0	5,000	11,200	6,200			44.6%	
1002	Income - Bookings	3,899	40,848	35,000	(5,848)			116.7%	
1003	Town Council Office Rent	1,000	9,000	12,000	3,000			75.0%	
1015	Income - Tea/Coffee	0	0	50	50			0.0%	
1020	Income - Cleaning	0	312	624	312			50.0%	

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Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1022 Income - Councils own hirings	0	0	4,050	4,050			0.0%	
1023 Income - Projector	0	0	150	150			0.0%	
1110 Income - Deposits Forfeited	80	80	0	(80)			0.0%	
Town Hall :- Income	**4,979**	**55,240**	**63,074**	**7,834**			**87.6%**	**0**
4001 Salaries	5,721	52,152	61,550	9,398		9,398	84.7%	
4002 Employers N.I	453	4,232	5,400	1,168		1,168	78.4%	
4003 Employers superann	932	7,761	9,950	2,189		2,189	78.0%	
4005 Holiday Cleaning	0	469	600	131		131	78.1%	
4008 Function Attendants & Casuals	1,397	9,144	9,000	(144)		(144)	101.6%	
4010 Wages - Maintenance	638	5,795	7,500	1,705		1,705	77.3%	
4020 Staff Training	0	60	1,200	1,140		1,140	5.0%	
4030 Uniforms	0	129	300	171		171	42.9%	
4501 Janitorial	176	699	1,100	401		401	63.5%	
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	18,301	21,250	2,949		2,949	86.1%	
4511 Utilities	198	4,596	9,000	4,404		4,404	51.1%	
4520 Licences	436	969	2,450	1,481		1,481	39.5%	
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	0	6,458	10,000	3,542		3,542	64.6%	
4850 Furniture/Equipment Purchased	424	38,708	3,500	(35,208)		(35,208)	1105.9%	
4851 Fixed Cost Maintenance	356	2,476	7,500	5,024		5,024	33.0%	
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	2,572	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	**15,336**	**152,828**	**186,662**	**33,834**	**0**	**33,834**	**81.9%**	**0**
Net Income over Expenditure	**(10,357)**	**(97,588)**	**(123,588)**	**(26,000)**				
111 Town Hall Bar								
1013 Income - Bar Sales	510	3,222	1,500	(1,722)			214.8%	
Town Hall Bar :- Income	**510**	**3,222**	**1,500**	**(1,722)**			**214.8%**	**0**
3000 Bar Purchases	5	1,192	750	(442)		(442)	159.0%	
Town Hall Bar :- Direct Expenditure	**5**	**1,192**	**750**	**(442)**	**0**	**(442)**	**159.0%**	**0**

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Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9 **Cost Centre Report**

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001	Salaries	176	2,141	450	(1,691)		(1,691)	475.7%	
4304	Damaged Stock	0	15	0	(15)		(15)	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	3	16	0	(16)		(16)	0.0%	
	Town Hall Bar :- Indirect Expenditure	**178**	**1,790**	**1,200**	**(590)**	**0**	**(590)**	**149.1%**	**0**
	Net Income over Expenditure	**327**	**240**	**(450)**	**(690)**				
112	Town Hall Film Shows								
1051	Income - Film Refreshments	0	98	250	152			39.2%	
1053	Income - Film Tickets	384	6,993	12,000	5,007			58.3%	
	Town Hall Film Shows :- Income	**384**	**7,091**	**12,250**	**5,159**			**57.9%**	**0**
4008	Function Attendants & Casuals	166	1,700	2,500	800		800	68.0%	
4850	Furniture/Equipment Purchased	0	191	0	(191)		(191)	0.0%	
4950	Film Hire/Purchases	294	2,742	5,900	3,158		3,158	46.5%	
4951	Film Refreshment Costs	2	37	250	213		213	14.9%	
5282	Card Reader Charges	4	288	0	(288)		(288)	0.0%	
	Town Hall Film Shows :- Indirect Expenditure	**465**	**4,958**	**8,650**	**3,692**	**0**	**3,692**	**57.3%**	**0**
	Net Income over Expenditure	**(82)**	**2,133**	**3,600**	**1,467**				
120	Allotments - Southampton Rd								
1000	Income - General	90	3,290	2,705	(585)			121.6%	
	Allotments - Southampton Rd :- Income	**90**	**3,290**	**2,705**	**(585)**			**121.6%**	**0**
4509	Water Rates	(7)	782	750	(32)		(32)	104.2%	
4514	Stationery	0	40	0	(40)		(40)	0.0%	
5250	Subscriptions	0	55	55	0		0	100.0%	
5282	Card Reader Charges	1	1	0	(1)		(1)	0.0%	
5300	Rent - Broadlands	0	1,100	1,100	0		0	100.0%	
5309	Maintenance Equipment	229	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	(229)	(229)	0	229		229	0.0%	
	Allotments - Southampton Rd :- Indirect Expenditure	**(6)**	**3,061**	**2,705**	**(356)**	**0**	**(356)**	**113.2%**	**0**
	Net Income over Expenditure	**96**	**228**	**0**	**(228)**				

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Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
125	Town Centre Management								
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	**0**	**20,245**	**4,000**	**(16,245)**			**506.1%**	**0**
4001	Salaries	3,415	20,611	20,500	(111)		(111)	100.5%	
4002	Employers N.I	313	2,071	1,450	(621)		(621)	142.8%	
4003	Employers superann	647	4,135	0	(4,135)		(4,135)	0.0%	
4500	Town Centre Management	0	45	1,000	955		955	4.5%	
4512	Telephone	10	177	250	73		73	70.6%	
5405	Town Centre Events	0	0	4,000	4,000		4,000	0.0%	
7350	Tfr to Earmarked Reserves	0	4,120	0	(4,120)		(4,120)	0.0%	
7355	Tfr from Earmarked Reserves	(350)	(1,022)	0	1,022		1,022	0.0%	
	Town Centre Management :- Indirect Expenditure	**4,036**	**30,136**	**27,200**	**(2,936)**	**0**	**(2,936)**	**110.8%**	**0**
	Net Income over Expenditure	**(4,036)**	**(9,891)**	**(23,200)**	**(13,309)**				
130	Environmental								
1031	Income - Electric Bollards	0	10	0	(10)			0.0%	
	Environmental :- Income	**0**	**10**	**0**	**(10)**				**0**
4511	Utilities	22	124	450	326		326	27.5%	
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	479	479	500	21		21	95.8%	
6022	Planting for CornMarket	0	0	400	400		400	0.0%	
6023	Drinking Water Fountain	0	12	200	188		188	5.8%	
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	**501**	**1,380**	**4,700**	**3,320**	**0**	**3,320**	**29.4%**	**0**
	Net Income over Expenditure	**(501)**	**(1,370)**	**(4,700)**	**(3,330)**				
135	Marshalls								
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%	
6019	Road Closure	0	83	0	(83)		(83)	0.0%	
	Marshalls :- Indirect Expenditure	**0**	**83**	**400**	**317**	**0**	**317**	**20.7%**	**0**
	Net Income over Expenditure	**0**	**27**	**(400)**	**(427)**				

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Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9 **Cost Centre Report**

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
140	Planning								
5011	Council Use of Town Hall	0	0	1,000	1,000		1,000	0.0%	
	Planning :- Indirect Expenditure	**0**	**0**	**1,000**	**1,000**	**0**	**1,000**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(1,000)**	**(1,000)**				
160	War Horse Fund								
1190	Interest Received	3	6	0	(6)			0.0%	
	War Horse Fund :- Income	**3**	**6**	**0**	**(6)**				**0**
4855	War Horse Fund Expenses	0	160	160	0		0	100.0%	
7350	Tfr to Earmarked Reserves	3	7	0	(7)		(7)	0.0%	
7355	Tfr from Earmarked Reserves	0	(160)	(160)	0		0	100.0%	
	War Horse Fund :- Indirect Expenditure	**3**	**7**	**0**	**(7)**	**0**	**(7)**		**0**
	Net Income over Expenditure	**0**	**(2)**	**0**	**2**				
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	**0**	**5,002**	**5,000**	**(2)**			**100.0%**	**0**
4001	Salaries	112	112	0	(112)		(112)	0.0%	
6764	Christmas in Romsey	8,156	26,594	29,000	2,406		2,406	91.7%	
6765	Christmas Light Refurb	0	1,477	4,000	2,524		2,524	36.9%	
	Christmas Lights Fund :- Indirect Expenditure	**8,268**	**28,183**	**33,000**	**4,817**	**0**	**4,817**	**85.4%**	**0**
	Net Income over Expenditure	**(8,268)**	**(23,181)**	**(28,000)**	**(4,819)**				
	Grand Totals:- Income	**6,160**	**422,178**	**415,722**	**(6,456)**			**101.6%**	
	Expenditure	**37,690**	**334,654**	**415,722**	**81,068**	**0**	**81,068**	**80.5%**	
	Net Income over Expenditure	**(31,531)**	**87,523**	**0**	**(87,523)**				
	Movement to/(from) Gen Reserve	**(31,531)**	**87,523**						

Romsey Town Council

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

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
Grand Totals:- Income	**6,160**	**422,178**	**415,722**	**(6,456)**			**101.6%**	
Expenditure	**37,690**	**334,654**	**415,722**	**81,068**	**0**	**81,068**	**80.5%**	
Net Income over Expenditure	**(31,531)**	**87,523**	**0**	**(87,523)**				
Movement to/(from) Gen Reserve	**(31,531)**	**87,523**						

Romsey Town Council

Summary Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
101 Administration	Income	112	1,281	1,575	294			81.3%
	Expenditure	8,234	91,340	121,160	29,820		29,820	75.4%
	Movement to/(from) Gen Reserve	(8,121)	(90,059)					
103 Grants	Expenditure	0	5,045	6,000	955		955	84.1%
104 Civic	Income	0	30	0	(30)			0.0%
	Expenditure	662	7,326	8,995	1,669		1,669	81.4%
	Movement to/(from) Gen Reserve	(662)	(7,296)					
105 Finance	Income	82	321,831	320,618	(1,213)			100.4%
	Expenditure	8	7,326	13,300	5,974		5,974	55.1%
	Movement to/(from) Gen Reserve	74	314,505					
107 Market	Income	0	4,821	5,000	179			96.4%
110 Town Hall	Income	4,979	55,240	63,074	7,834			87.6%
	Expenditure	15,336	152,828	186,662	33,834		33,834	81.9%
	Movement to/(from) Gen Reserve	(10,357)	(97,588)					
111 Town Hall Bar	Income	510	3,222	1,500	(1,722)			214.8%
	Expenditure	183	2,982	1,950	(1,032)		(1,032)	152.9%
	Movement to/(from) Gen Reserve	327	240					
112 Town Hall Film Shows	Income	384	7,091	12,250	5,159			57.9%
	Expenditure	465	4,958	8,650	3,692		3,692	57.3%
	Movement to/(from) Gen Reserve	(82)	2,133					
120 Allotments - Southampton Rd	Income	90	3,290	2,705	(585)			121.6%
	Expenditure	(6)	3,061	2,705	(356)		(356)	113.2%
	Movement to/(from) Gen Reserve	96	228					
125 Town Centre Management	Income	0	20,245	4,000	(16,245)			506.1%
	Expenditure	4,036	30,136	27,200	(2,936)		(2,936)	110.8%
	Movement to/(from) Gen Reserve	(4,036)	(9,891)					
130 Environmental	Income	0	10	0	(10)			0.0%
	Expenditure	501	1,380	4,700	3,320		3,320	29.4%
	Movement to/(from) Gen Reserve	(501)	(1,370)					
135 Marshalls	Income	0	110	0	(110)			0.0%
	Expenditure	0	83	400	317		317	20.7%
	Movement to/(from) Gen Reserve	0	27					
140 Planning	Expenditure	0	0	1,000	1,000		1,000	0.0%
160 War Horse Fund	Income	3	6	0	(6)			0.0%
	Expenditure	3	7	0	(7)		(7)	0.0%
	Movement to/(from) Gen Reserve	0	(2)					
170 Christmas Lights Fund	Income	0	5,002	5,000	(2)			100.0%
	Expenditure	8,268	28,183	33,000	4,817		4,817	85.4%
	Movement to/(from) Gen Reserve	(8,268)	(23,181)					

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Romsey Town Council

Summary Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	**6,160**	**422,178**	**415,722**	**(6,456)**			**101.6%**
Expenditure	**37,690**	**334,654**	**415,722**	**81,068**	**0**	**81,068**	**80.5%**
Net Income over Expenditure	**(31,531)**	**87,523**	**0**	**(87,523)**			
Movement to/(from) Gen Reserve	**(31,531)**	**87,523**					

Romsey Town Council

Current Account

List of Payments made between 01/12/2022 and 31/12/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/12/2022	SJT Services (Southampton) Ltd	BACS01	4,782.00		7437-Stage light install
02/12/2022	NEST Pensions	DD	285.24		NEST Pensions
05/12/2022	Scottish Water business Stream	DD01	64.00		P/Ledger Electronic Payment
07/12/2022	Southern Cross Consulting Ltd	DD02	52.23		7430-VoIP Call charge Nov 22
08/12/2022	British Telecommunications plc	DD03	48.16		7426-Monthly phone charge
13/12/2022	NEST Pensions	DD	144.60		NEST Pensions
13/12/2022	Town Hall Imprest A/c	Transfer	500.00		Lloyds Bus Bank Instant A/c
13/12/2022	Troy Film Agency	Bacs1	144.54		7475/Film -The Road Dance
13/12/2022	Filmbank Distributors Limited	Bacs2	184.80		7460-Film-Where the crawdads
14/12/2022	HM Revenue & Customs	BACS	6,317.34		HMRC PAYE/NI Due
14/12/2022	Hampshire Pensions	BACS	4,258.77		HCC Superann Nov2022
14/12/2022	Octopus Energy Limited	DD1	1,220.32		Purchase Ledger Payment
14/12/2022	Filmbank Distributors Limited	Bacs3	184.80		7506/Film-Fisherman's Friends
14/12/2022	Communications (Southern) Ltd	Bacs04	70.20		7408-hire of 2-way radios
14/12/2022	Anglico Workplace Technologies	Bacs5	271.95		7412-Copier charge
14/12/2022	DCK Accounting Solutions Ltd	Bacs6	544.50		7405-Budget Setting
14/12/2022	DCK Accounting Solutions Ltd	Bacs7	402.00		7411-Accounts support
14/12/2022	Hampshire County Council	Bacs8	1,057.43		7436-Maint recharge Apr/Sept22
14/12/2022	JPS Fire and Security Ltd	Bacs9	72.00		7438-Fire alarm service-6mth
14/12/2022	Loyal Company of Town Criers	Bacs10	25.00		7469-Full membership 2022
14/12/2022	Auditing Solutions Ltd	Bacs11	576.00		7410-1st Interim audit 22/23
14/12/2022	Rialtas Business Solutions Ltd	Bacs12	255.00		7435-Software support & maint
14/12/2022	St John Ambulance	Bacs13	38.40		Purchase Ledger Payment
14/12/2022	Misra Ltd t/a The Studio	Bacs15	152.40		7414-A5 xmas cards
14/12/2022	Test Valley Borough Council	Bacs16	27.10		7406-Xmas light switchon-26Nov
14/12/2022	Greenbarnes Ltd	Bacs17	849.30		7474/Noticeboards & signwritin
14/12/2022	HM Revenue & Customs	BACS	-6,317.34		HMRC PAYE/NI Due
14/12/2022	Hampshire Pensions	BACS	-4,258.77		Hampshire Pensions
14/12/2022	HM Revenue & Customs	Bacs	6,317.34		7467-HMRC PAYE/NI due
14/12/2022	Hampshire Pension Fund	BACS	4,258.77		7468-Hampshire Pension Due
15/12/2022	Test Valley Borough Council	Std Ord	2,033.00		Test Valley-Rates 22/23
16/12/2022	Franco-Typ Postalia	DD	100.00		Franco-Typ Postalia - Postage
16/12/2022	Franco-Typ Postalia	DD	100.00		Franco-Typ Postalia -Postage
16/12/2022	Francotyp-Postalia Ltd	DD2	72.00		7415-Franking machine Dec/Mar
16/12/2022	Brunel Engraving Company Limit	Bacs20	177.00		7508/Nameplate & artwork
19/12/2022	South Central Makers	BACS	100.00		South Central Makers -S/L Rfnd
19/12/2022	Scottish Water business Stream	DD3	66.92		Purchase Ledger Payment
19/12/2022	Risk Magic Ltd	Bacs21	1,890.00		7293-Subscription Sept 22/23
21/12/2022	SGW Payroll Ltd	DD4	81.18		7402-Payroll processing M8
21/12/2022	Toye Kenning & Spencer Ltd	Bacs22	186.60		7477/Silver Scroll Bar
21/12/2022	Anchor Pipework Limited	Bacs23	345.60		7473/Heating plant servicing
21/12/2022	Pointer Group	Bacs24	2,364.00		7476/Lecturn mounted sign
22/12/2022	Salaries December 2022	DD	13,427.00		Salaries December 2022
22/12/2022	Everflow Limited	DD5	135.34		7487/Water 14Jan-13Feb
22/12/2022	SJT Services (Southampton) Ltd	Bacs25	9,393.60		7478/Xmas lights final pymnt
23/12/2022	ACE Liftaway Limited	Bacs26	221.16		7431-General waste
30/12/2022	Utility Warehouse Limited	DD6	58.10		7495/Phone & broadband charges

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Romsey Town Council

Current Account

List of Payments made between 01/12/2022 and 31/12/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
		Total Payments	53,279.58		

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ

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

Building Manager Report to Building and Town Committee 7th February 2023

1	**Rear Entrance**	The old PIR controlled lighting at back door failed and has been replaced with a modern energy saving LED micro-wave unit.
2.	**Speed Indicator Sign/Speed Watch**	As discussed with Cllr J Parker we are letting the dust settle with the merger before picking this up. I am still keeping pressure on the necessary external partners. Thanks to Cllr J Critchley for passing on the latest Speed Watch information from Hants Police.
3.	**Tadburn Notice Board**	This has now been received and will be erected presently.
4.	**Emergency Procedures**	These have been updated and issued to incorporate all the changes in both the building and procedures.
5.	**WiFi Connectivity**	We have added to the Local Area Network (LAN) ethernet cabling. This will enable the WiFi black spots to be eliminated.
6.	**Volunteers Flag**	No progress has been made with funding for repairs.
7.	**Merger RTC/RE**	I have spent significant amounts of time sorting out REPC items.
8.	**Exterior Decorations**	Work has been slow to start due to Hampshire Highways licensing issues and the weather.
9.	**Town Way Markers**	I am still awaiting quotations for the work.
10.	**Basement**	The floor in the central front basement has been painted to seal in dust and improve safety. The sump has also been pumped out.

QUALITY TOWN COUNCIL

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ

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

11	**Land At the Star**	This was tidied just prior to Christmas.
12.	**Security / Events**	New legislation will be introduced to tighten security at venues in the wake of the Manchester Arena bombing. The new rules, dubbed Martyn's Law, will cover all of the UK and require venues and local authorities to have preventative action plans against terror attacks, the government said. Draft legislation is due in early spring. We are keeping pace with this through our Membership of Protect UK and have updated our Event Risk Assessments. See hand-out.
13.	**Kings Chase Allotments**	The "abandoned" Transit is now gone from the Car Park. Thanks to TVBC for their help and assistance.

QUALITY TOWN COUNCIL

ProtectUK

"Martyn's Law" - What you need to know

ProtectUK publication date
01/02/2023

On Monday 19 December, the Government announced details for the Protect Duty, now to be known as 'Martyn's Law' in tribute of Martyn Hett, who was killed alongside 21 others in the Manchester Arena terrorist attack in 2017. The Homeland Security Group has provided a factsheet for organisations in order to socialise what the law will do, what the tier system is and how the law will be managed.

Part 1 – Introduction to Martyn's Law

What will Martyn's Law do?

Martyn's Law will keep people safe, enhancing our national security and reducing the risk to the public from terrorism by the protection of public venues.

It will place a requirement on those responsible for certain locations to consider the threat from terrorism and implement appropriate and proportionate mitigation measures.

The legislation will ensure parties are prepared, ready to respond and know what to do in the event of an attack. Better protection will be delivered through enhanced security systems, staff training, and clearer processes.

Who will be in scope?

Premises will fall within the scope of the duty where "qualifying activities" take place. This will include locations for purposes such as entertainment and leisure, retail, food and drink, museums and galleries, sports grounds, public areas of local and central government buildings (e.g. town halls), visitor attractions, temporary events, places of worship, health, and education.

It is proposed that the duty will apply to eligible premises which are either: a building (including collections of buildings used for the same purposes, e.g. a campus); or a location/event (including a temporary event) that has a defined boundary, allowing capacity to be known. Eligible locations whose maximum occupancy meets the above specified thresholds will then be drawn into the relevant tier.

Therefore, premises will be drawn into the scope of the duty if they meet the following three tests:

- That the premises is an eligible one – i.e., building or event with a defined boundary.
- That a qualifying activity takes place at the location; and
- That the maximum occupancy of the premises meets a specified threshold – either 100+ or 800+

How will it work?

The Bill will impose a duty on the owners and operators of certain locations to increase their preparedness for and protection from a terrorist attack by requiring them to take proportionate steps, depending on the size and nature of the activities that take place there.

Proportionality is a fundamental consideration for this legislation. It will therefore establish a tiered

model, linked to the activity that takes place at a location and its capacity:

- **A standard tier** will drive good preparedness outcomes. Duty holders will be required to undertake simple yet effective activities to improve protective security and preparedness. This will apply to qualifying locations with a maximum capacity of over 100. This could include larger retail stores, bars, or restaurants.
- **An enhanced tier** will see additional requirements placed on high-capacity locations in recognition of the potential catastrophic consequences of a successful attack. This will apply to locations with a capacity of over 800 people at any time. This could include live music venues, theatres, and department stores.

Who will it apply to?

Premises will fall within the scope of Martyn's Law where "qualifying activities" take place. This will include locations for purposes such as entertainment and leisure, retail, food and drink, museums and galleries, sports grounds, public areas of local and central government buildings (e.g. town halls), visitor attractions, temporary events, places of worship, health and education.

Eligible locations whose maximum occupancy meets the above specified thresholds will be then drawn into the relevant tier.

There will be some limited exclusions and exemptions from the duty. This includes locations where transport security regulations already apply; and those that are vacant over a reasonable period or are permanently closed. Those with a large floor space and low occupancy in practice (e.g. warehouses and storage facilities) as well as offices and private residential locations, will not be in scope.

Part 2 – What do the tiers mean?

What will the standard tier be asked to do?

Standard duty holders will need to undertake easy and simple activities to meet their obligations. This will include completion of free training, awareness raising and cascading of information to staff and completion of a preparedness plan.

The aim is to ensure staff are better prepared to respond quickly to evolving situations, aware of what processes they should follow, able to make rapid decisions and carry out actions that will save lives. This could be as simple as locking doors to delay attackers progress and access whilst guiding staff and customers to alternative exits. It could also enable lifesaving treatment to be administered by staff whilst awaiting the arrival of emergency services.

What will the enhanced tier be asked to do?

A risk assessment and security plan, considered to a 'reasonably practicable' standard, will be required. This will allow duty holders to assess the balance of risk reduction against the time, money and effort required to achieve a successful level of security preparedness - plus a recognised standard in other regulatory regimes (including Fire and Health and Safety).

What about locations run by volunteers?

The Government intended for places of worship to receive bespoke treatment under the duty, in reflection of the existing range of mitigation activities delivered and funded by the Government to reduce their vulnerability to terrorism and hate crime. All places of worship will be placed within the standard tier of the duty regardless of their capacity, barring a small cohort across all faiths that charge tourists for entry and/or hire out the site for large commercial events.

Charities, community groups and social enterprises own and operate a broad range of locations (museums, national trust sites, sizeable public venues e.g. The Royal Opera House and National

Theatre). Some organisations also hire out premises to others for various purposes. As most locations owned or operated by charitable organisations, community groups and social enterprises will likely fall below the 800+ capacity threshold, the Government considers the requirements to be proportionate.

Will this affect accessibility?

The duty requirements will vary but would, for many, include changes to security systems and processes, and how staff are trained. As such, many changes the duty will drive are likely to be 'behind the scenes' that the public would not notice. In some instances, physical security features might however be obvious to the public but they should never compromise accessibility.

Part 3 – How will Martyn's Law be managed?

How will Martyn's Law be enforced?

An inspection capability will be established to seek to educate, advise, and ensure compliance with the duty. Where necessary, the inspectorate will use a range of sanctions to ensure that breaches are dealt with effectively.

How will you ensure this doesn't create undue burden on businesses?

Consultation and ongoing liaison with the business community is integral to our approach. The Government has carefully considered the impact on premises and locations that may be captured. This includes ensuring requirements placed on duty holders are proportionate whilst achieving better public security, and without placing undue burden on parties responsible for public places. However, it is reasonable that many locations should take appropriate and proportionate measures to protect their staff and the public.

Will Martyn's Law apply to all of the UK?

Yes. The legislation will apply across England, Wales, Scotland and Northern Ireland, as national security is a reserved matter for the UK Government.

When will this important legislation be introduced?

The Government will introduce the Martyn's Law as soon as parliamentary time allows.

When will the Martyn's Law become law?

It is not possible to give a date. There will be a lead in time allowing for those captured by the duty to prepare for commencement, and as soon as the parliamentary timetable is known this will be sent out.

How will my business be supported on Martyn's Law?

Dedicated guidance and support will be provided for Martyn's Law, to ensure that those in scope have the required information on what to do and how best to do it. As part of this approach, we will expand the support available to those responsible for delivering security in public places.

A new online platform has been developed by the National Counter Terrorism Security Office (NaCTSO), Home Office and Pool Reinsurance to support all those seeking to enhance their protective security. ProtectUK is a central, consolidated hub for trusted guidance, advice, learning and engagement with experts in security and Counter Terrorism. It will serve as the 'go to' resource for free, 24/7 access, to the latest information on protective security and will be regularly updated with new engaging content and increased functionality.

ROMSEY TOWN COUNCIL -APPLICATION FORM FOR GRANT

NAME OF ORGANISATION:	ROMSEY CARNIVAL		
ADDRESS OR MEETING PLACE OF ORGANISATION:	34 STATION ROAD ROMSEY SO518FW		
NAME OF CONTACT:	SYLVIA FINCH		
PHONE NUMBER:	07747771876		
EMAIL ADDRESS:	info@romseycarnival.co.uk		
AMOUNT REQUESTED:	£400.00		
WHAT IS THE GRANT FOR? *If there is insufficient space here please attach a separate sheet*	FOR THE KING'S CORONATION STREET PARTY		
WHY IS THE GRANT NEEDED? *If there is insufficient space here please attach a separate sheet*	TO HELP TO FUND THE MOBILE TV SCREEN AND ENTERTAINMENT FOR THE KING'S CORONATION STREET PARTY ONMAY 6TH 2023		
HOW WILL ROMSEY OR ITS RESIDENTS BENEFIT? *If there is insufficient space here please attach a separate sheet*	TO UNITE THE COMMUNITY OF ROMSEY AND SURROUNDING VILLAGES TO COME TOGETHER AND CELEBRATE THE KING'S CORONATION ALL TOGETHER AT A FREE EVENT.		
HAVE YOU APPROACHED ANY OTHER BODIES FOR A GRANT?	NO		
IF YES PLEASE GIVE DETAILS *If there is insufficient space here please attach a separate sheet*			
HAVE YOU HAD A PREVIOUS GRANT FROM ROMSEY TOWN COUNCIL?	YES		
IF YES WAS THE INTENDED BENEFIT ACHIEVED? *If there is insufficient space here please attach a separate sheet*	YES		
ADDITIONAL INFORMATION REQUIRED	Latest Financial Accounts Enclosed	Please tick box	X

Date...24TH JANUARY 2023 ..... Signature .....

Please return form to: Romsey Town Council, 1 Market Place, Romsey, Hants, SO51 8YZ

ROMSEY TOWN COUNCIL

9th January 2023

To the officers of Romsey Town Carnival,

I have examined the Income and Expenditure report for the period to 30th November 2022 as prepared by the Treasurer.

I have confirmed the arithmetical accuracy of the report.

I am satisfied that appropriate levels are in place to ensure the proper treatment of accounting records for the level of activity. I would advise though that as the activity increases going forward formal cash book entries are maintained identifying invoices incurred individually and their method of payment etc.

Based on my examination I report that in my opinion the Income and Expenditure report for the period ending 30th November 2022 does not present any issues of concern and that the invoice and expenditure as reported falls within the principal activity of the organisation.

Derek Williamson F.A.I.A. F.I.P.A.

Goddards Accountants Walton Ltd

Spirit House, 8 High Street,

West Molesey, Surrey, KT8 2NA.

EVENT	INCOME	EXPS	PROFIT
OPENING BALANCE	3767.70	0.00	3767.70
SAVING SANTA	174.30	92.00	82.30
CHRISTMAS PARTIES CANCELLED	0.00	362.19	-362.19
AGM	0.00	0.00	0.00
ROYAL PARTY SELECTION	0.00	0.00	0.00
DONATIONS/GRANTS	0.00	0.00	0.00
ROYAL PARTY EXPENSES	0.00	0.00	0.00

CORONATION STREET PARTY	0.00	0.00	0.00
MAYOR'S PICNIC	0.00	0.00	0.00
BED RACE/FUN RUN	0.00	0.00	0.00
SUMMER PROCESSION	0.00	0.00	0.00
ROMSEY SHOW	0.00	0.00	0.00
SPRING QUIZ	0.00	0.00	0.00
SUMMER QUIZ	0.00	0.00	0.00
HALLOW SCREAM	0.00	0.00	0.00
WINTER QUIZ	0.00	0.00	0.00

WINTER BINGO	0.00	0.00	0.00
WINTER PROCESSION	0.00	0.00	0.00
WEB & INTERNET	0.00	8.40	-8.40
STATIONERY	0.00	0.00	0.00
EQUIPMENT PURCHASED	0.00	0.00	0.00
FIRST AID	0.00	0.00	0.00
RADIO'S	0.00	0.00	0.00
INSURANCES	0.00	0.00	0.00

TVBC TEMPORARY EVENTS NOTICES	0.00	0.00	0.00
PROGRAMMES/FLYERS/PUBLICITY	0.00	0.00	0.00
REMEMBRANCE	0.00	0.00	0.00
LANTERN PARADE	1676.79	0.00	1676.79
GIFTS	0.00	0.00	0.00
STORAGE	0.00	0.00	0.00
BANK INTEREST	1.24	0.00	1.24
TOTALS	5620.03	462.59	5157.44

B/F 2022 CASH ACCOUNT	1191.34

B/F 2022 CHEQUE ACCOUNT	577.43
B/F 2022 SAVINGS ACCOUNT	3675.72
TOTAL	5444.49
DECEMBER 2023 CASH ACCOUNT	0.00
DECEMBER 2023 CHEQUE ACCOUNT	1482.28
DECEMBER 2023 SAVINGS ACCOUNT	3676.96
TOTAL	5159.24

2130.91 NOV 21

5159.24 BANK
1676.79 LANTERNS
3482.45

ROMSEY TOWN COUNCIL -APPLICATION FORM FOR GRANT

NAME OF ORGANISATION:	Bartlett's Almshouses
ADDRESS OR MEETING PLACE OF ORGANISATION:	The Meads Romsey
NAME OF CONTACT:	Neil Gwynne (Chair of Trustees)
PHONE NUMBER:	07884 023646
EMAIL ADDRESS:	Cllrngwynne@romseytc.org.uk
AMOUNT REQUESTED:	£950
WHAT IS THE GRANT FOR? *If there is insufficient space here please attach a separate sheet*	The Almshouses subsidise energy costs to their tenants – but in turn fall through the cracks re other grants. They do not qualify for the TVBC cost of living grants (as those are not for direct energy costs). And they do not qualify for the Community Asset Fund (as the 'community' is only ten people). The energy costs that the Trust faces have increased approximately 60% since this time last year. Longer term they are going to: . increase charges to tenants (from April 2023) . look at pros and cons of meters for each tenant . consider fundraising opportunities But in the short term – i.e. this winter – they are looking for support on meeting these very high energy costs. For example in the month of December 2022 alone – and for only 6 of the ten properties they own – the gas bill was £2,782.74. This equates to nearly all of the rent that the tenants pay each month, leaving almost nothing for any other Almshouse costs.
WHY IS THE GRANT NEEDED? *If there is insufficient space here please attach a separate sheet*	There are two almshouses in Romsey. Bartletts are in a reasonable financial position, but it is not as strong as the financial position of Kents almshouses. And they have, in the cottages, a building that is far more expensive to maintain. If some support is not obtained to help them through the energy costs this winter, then funding will come from their reserves.
HOW WILL ROMSEY OR ITS RESIDENTS BENEFIT? *If there is insufficient space here please attach a separate sheet*	Currently ten Romsey residents (and their friends/family) will directly benefit. But it is also helping to ensure that the charity remains financially viable – and able to continue to provide subsidised accommodation to those in need for many years to come.

HAVE YOU APPROACHED ANY OTHER BODIES FOR A GRANT?	NO – Not yet.		
IF YES PLEASE GIVE DETAILS *If there is insufficient space here please attach a separate sheet*	However, I do intent to approach Borough councillors for Romsey wards, re their councillor grants.		
HAVE YOU HAD A PREVIOUS GRANT FROM ROMSEY TOWN COUNCIL?	NO		
IF YES WAS THE INTENDED BENEFIT ACHIEVED? *If there is insufficient space here please attach a separate sheet*			
ADDITIONAL INFORMATION REQUIRED	Latest Financial Accounts Enclosed	Please tick box	

Date...19th January 2023 Signature .....N A Gwynne

Please return form to: Romsey Town Council, 1 Market Place, Romsey, Hants, SO51 8YZ

Bartletts Almshouses
Statement of Account as at 31st December 2022

			31/12/2022	31/08/2022
TSB Main Account		£	27,536.56	£ 22,338.51
TSB Cyclical Account		£	7,880.78	£ 7,516.06
CAF Bank (Total)		£	64,921.63	£ 64,735.12
Bank Total		**£**	**100,338.97**	**£ 94,589.69**
Income	Sep-22	£	4,958.64	
	Oct-22	£	5,553.64	
	Nov-22	£	4,958.30	
	Dec-22	£	4,958.30	
	CAF Bank Interest	£	206.51	
Income Total		**£**	**20,635.39**	**£ 19,872.26**
Expenditure	Repairs and Maintenance	£	8,301.40	£ 7,701.61
	Heating	£	3,402.70	£ 5,369.46
	Honoraria	£	2,103.90	£ -
	Sundaries	£	596.83	£ 496.28
	Almshouse Association	£	196.00	
	Insurance	£	-	£ 1,575.64
	Donation	£	200.00	£ 400.00
	Audit Fee	£	150.00	£ -
	CAF Bank Fee	£	20.00	
Expenditure Total		**£**	**14,970.83**	**£ 15,542.99**
	Excess Income	£	5,664.56	£ 4,329.27
	Excess Expenditure			
Payments still to be drawn on account		£	90.00	
Money held for Hardship fund		£	1,000.00	
Actual available funds		£	99,248.97	

ROMSEY TOWN COUNCIL -APPLICATION FORM FOR GRANT

NAME OF ORGANISATION:	Romsey Chamber Music Festival
ADDRESS OR MEETING PLACE OF ORGANISATION:	Monkswood, Winchester Rd, Ampfield, Romsey Hants, So51 9BU
NAME OF CONTACT:	Laura Rickard
PHONE NUMBER:	07557735661
EMAIL ADDRESS:	laura@romseychambermusic.com
AMOUNT REQUESTED:	£1000
WHAT IS THE GRANT FOR? *If there is insufficient space here please attach a separate sheet*	The grant requested is to contribute towards the costs of the Romsey Chamber Music Festival 2023. This year's festival takes place from 30th May to 4th June, with 10 events performed by world-class professional musicians from across the globe. The festival also visits local schools, works with young musicians and increases access amongst the community to high calibre music-making. The tickets for the festival are low cost, with many free to access events and holds a family concert for those who might normally feel uncomfortable in a traditional concert setting.
WHY IS THE GRANT NEEDED? *If there is insufficient space here please attach a separate sheet*	The grant would be spent on artist fees, venue hire (Romsey Town Hall, United Reformed Church) and hire of a piano.
HOW WILL ROMSEY OR ITS RESIDENTS BENEFIT? *If there is insufficient space here please attach a separate sheet*	The community will benefit from the provision of high level music making which is widely accessible to all members of society. There is particularly focus on widening access and participation in music for the younger generation. The community also benefits from local tourism to Romsey for the festival which is becoming increasingly well known both nationally and internationally with audience members also joining from across the globe whilst retaining a strong sense of belonging to the Romsey community.
HAVE YOU APPROACHED ANY OTHER BODIES FOR A GRANT?	YES
IF YES PLEASE GIVE DETAILS	Hampshire County Council, Romsey Extra Parish Council, Test Valley Borough Council.

If there is insufficient space here please attach a separate sheet			
HAVE YOU HAD A PREVIOUS GRANT FROM ROMSEY TOWN COUNCIL?	YES		
IF YES WAS THE INTENDED BENEFIT ACHIEVED? *If there is insufficient space here please attach a separate sheet*	Yes – the previous festival was a great success, as feedback from the mayor will demonstrate. Since our last grant application, over 1000 children in the Romsey area have had access to schools concerts and workshops, and the festival community continues to grow. Any grant amount from RTC would be hugely beneficial to the festival which is still recovering from the pandemic		
ADDITIONAL INFORMATION REQUIRED	Latest Financial Accounts Enclosed	Please tick box	Yes

Date.....30/1/23..... Signature Laura Rickard.....

Please return form to: Romsey Town Council, 1 Market Place, Romsey, Hants, SO51 8YZ

Romsey Chamber Music Festival Trust (registered charity number 1182043)

DRAFT ACCOUNTS

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR 1 SEPTEMBER 2021 to 31 AUGUST 2022

Receipts		
Ticket sales	£12,998	
Memberships	£2,847	
Programmes	£609	
Concert refreshments	£1,177	
Advertising	£0	
Education	£0	
Sponsorship	£0	
Grants	£7,500	
Postage	£24	
Donations	£517	
Gift aid	£1,095	
Sub total	**£26,767**	
Payments/Expenses		
Admin and sundry	£406	
Banking fee	£0	
Box office fees	£409	
Instrument costs	£1,805	
Insurance	£619	
Music	£406	
Performers meals	£1,985	
Player fees	£18,950	
Programmes	£488	
Publicity	£1,248	
Travel	£301	
Venue Hire	£1,875	
Interval drinks	£494	
Sub total	**£28,986**	
Net receipts	**-£2,219**	
Cash position		
Balance brought forward at 1 Sep 2021	£16,870	
Receipts	£26,767	
Payments/Expenses incurred	-£28,986	
Receipts pending	-£45	
Expenses pending	£450	
Expenses paid this yr carried forward from previous yr	-£181	
Cash after receipts/payments	**£14,874**	

Romsey Chamber Music Festival Trust (registered charity number 1182043)

BALANCE SHEET AT 31 AUG 2022		
Assets		
Bank balance	**£14,874**	
Current assets		
Receipts pending	£45	
Fixed assets	£0	
Sub total	**£14,919**	
Liabilities		
Expenses pending	£450	
Sub total	**£450**	
Net Assets	**£14,470**	

CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 September 2020 To 31 August 2021

Charity name: Romsey Chamber Music Festival Trust

Charity registration number: 1182043

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To promote education and appreciation of music and the arts for the public benefit, particularly by the presentation of the Romsey Chamber Music Festival.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The principal activities of the Trust are to organise public concerts which are designed to educate the wider public, the elderly, children, and music students in high quality chamber music. The festival also runs workshops in schools, designed to introduce and further educate school children in chamber music and provide access to performances to those who would not normally attend a concert. Artists run masterclasses for young musicians in Hampshire as well as coaching sessions in chamber music playing in order to maximise the benefit of bringing high quality musicians to Romsey. After the pandemic forced the postponement of our April 2020 festival, we hoped to run it in late 2020 but due to a further wave of infections and associated restrictions that had to be abandoned. It was September 2021 before public concerts were possible and our next Festival could be run; much of the preparation being done in this financial year for a normal schedule of 8 concerts over a 4 day weekend. This year we were able to meet some of our educational objectives in a safe manner with a substantial collection of educational videos prepared for Hampshire Music Service on technique, performance practice and orchestral excerpts and online coaching.
Statement confirming whether the trustees have	Para 1.18	The Trustees confirm that they are complying with their duty to have due

had regard to the guidance issued by the Charity Commission on public benefit		regard to the guidance on public benefit published by the Charity Commission.

Additional information (optional)
You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	The charity benefits enormously from a Friends membership scheme and the assistance of a number of volunteers in such areas as promotion, audience interface and artists' accommodation. Although no event was held this year, volunteers helped with plans for the next Festival immediately following the year end in September 2021, including publicity for the event.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Although no public events were held in this period due to the pandemic, the educational work carried out online in partnership with Hampshire Music Service was well received particularly as many of the children who benefitted were unable to attend their normal musical activities. Advance ticket sales for the forthcoming September 2021 Festival have been promising indicating the appetite of the public to return to live music events.

Additional information (optional)
You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The educational objectives were met this year according as far as Covid-19 restrictions would allow as described above. Although these restrictions did not allow the public performance objectives to be met, the preparatory work carried out in this period aims to meet the objectives in the following year.
Performance of fundraising activities against objectives set	Para 1.41	Fundraising for the cancelled April 2020 Festival had left us in a good position for the upcoming September 2021 Festival, as cancellation costs were covered by an Arts Council Emergency Covid grant of which the final instalment was received in this financial year. Some further grants and memberships have been received for the September 2021 Festival while earlier grants/memberships for the cancelled festival are carried over.
Investment performance against objectives	Para 1.41	Not applicable
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity had an account balance at the bank of £16,689 at the end of the period, which after liabilities of around £12,500 including artist fees for the pending 2021 Festival left reserves of £4,370 without consideration of the further ticket sales, memberships and grants received in the 2 weeks after the year end associated with the Sep 2021 Festival.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Trustees' reserves policy aims to maintain sufficient funds to pay the costs of the artists' fees and other costs in a timely fashion.
Amount of reserves held	Para 1.22	£4,370
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable

Additional information (optional)
You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity receives some grants from local sources and some national organisations (the Arts Council). A festival friends and patron's scheme also contribute financial support, in addition to ticket sales.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable
A description of the principal risks facing the charity	Para 1.46	Covid lockdown constraints and social distancing and an extended period of time when concert attendance has not been possible may affect audience confidence, particularly elderly members. Schools' activities may also be more challenging to organise due to Covid restrictions.
Other		

Structure, Governance and Management

Description of charity's trusts:		Romsey Chamber Music Festival Trust has no subsidiaries
Type of governing document (trust deed, royal charter)	Para 1.25	CIO - FOUNDATION Registered 15 Feb 2019
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointed by the current trustees after consideration of skills, knowledge and experience.

Additional information (optional)
You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	No new trustees appointed in this period.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		The final instalment of the Arts Council Emergency Covid grant, awarded to cover costs of the cancelled 2020 Festival, was received in this period after the final cancellation payments of £4700 were made, including a fee of £1,100 paid to the Artistic Director on the same basis as other performers.

Reference and Administrative details

Charity name	Romsey Chamber Music Festival Trust
Other name the charity uses	
Registered charity number	1182043
Charity's principal address	Monkswood, Winchester Road, Ampfield Romsey SO51 9BU

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Huw Evans	Chairman		
2	Laura Rickard	Artistic Director		
3	Kathryn Rickard	Administrator		
4	Louise Woods			
5	David Haigh			
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Huw Evans	
Position (eg Secretary, Chair, etc)	Chair	
Date		

CHARITY COMMISSION FOR ENGLAND AND WALES

ROMSEY CHAMBER MUSIC FESTIVAL TRUST	1182043

Receipts and payments accounts

CC16a

For the period from	01/09/2020	To	31/08/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Income from Events	1,984	-	-	1,984	-
Friends Scheme and Donations	920	-	-	920	-
Gift Aid	-	-	-	-	-
Grants	2,495	-	-	2,495	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total *(Gross income for AR)*	5,399	-	-	5,399	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	5,399	-	-	5,399	-
A3 Payments					
Artists Costs	4,700	-	-	4,700	-
Event Costs	877	-	-	877	-
Marketing Costs	59	-	-	59	-
Administration and Sundry	47	-	-	47	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	5,683	-	-	5,683	-
A4 Asset and investment purchases. (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	5,683	-	-	5,683	-
Net of receipts/(payments)	- 284	-	-	- 284	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 284	-	-	- 284	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Current account	16,689	-	-
		-	-	-
		-	-	-
	Total cash funds (agree balances with receipts and payments account(s))	16,689	-	-

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Sep 2021 Festival costs pending		12,500	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval

Chief Officer

From: J Burnage
Sent: 24 January 2023 15:05
To: Chief Officer
Subject: Romsey Allotments Association
Attachments: Image (3).jpeg; Image (6).jpeg; Image (5).jpeg; Image (4).jpeg

Hi Judith

This is the email I was talking about this morning- I attach some photos

Hi..thank you for meeting me today and ideally, we would be prepared to let the above plot be used on a year to year basis , free of charge on the understanding that the plot is kept tidy ie grass cut, no rubbish or litter accumulated .
Ideally, we feel it would benefit an age range 18+ , for those who have impairments or disabilities, and would reap the benefit of spending time in the fresh air, sitting there, eating the apples, maybe growing runner beans, tomato's, in the raised beds...watching the trains, or just relaxing. We would not allow children or animals as we have to respect neighbouring plot holders etc. Ideally a group or society within Romsey ...the previous group conveyed people in a mini bus .
I note you will include at the next council meeting in a few weeks time and that the matter remains " green " and is not publicized or made public to the media at this stage.
I hope that maybe some ideas will be forthcoming.
Regards
Stephen
pp RAHA

Cllr Janet Burnage
Cupernham Ward Romsey Town Council and Test Valley Borough Council
07764 584522