

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ

FINANCE AND RESOURCES COMMITTEE

Agenda for the Meeting on Tuesday 22nd August 2023 at 7.30p.m.

1. **APOLOGIES**
2. **DECLARATION OF INTERESTS**
3. **MINUTES**
 - i To receive the Finance and Resources Committee Meeting Minutes 27th June 2023
 - ii Matters Arising
4. **PUBLIC PARTICIPATION**
5. **TOWN HALL INCOME**

To receive an update of current and projected Town Hall Income
6. **FINANCE REPORT 2023/24**

To receive latest Finance Report
7. **TVBC S106 MONIES**
8. **ROMSEY TOWN COUNCIL/ROMSEY EXTRA MERGER**

Status

Chief Officer

Date:150823

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 27th June 2023

ATTENDANCE:

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

In the Chair: Cllr. J. Critchley

Clerk: Judith Giles

Public: 0

1. Apologies

Cllr. J. Urquhart

2. Chairman and Vice-Chairman 2022-2023

Cllr. N. Gwynne proposed Cllr. J. Critchley as Chair, seconded by Cllr. J. Parker

CARRIED

Cllr. J. Burnage proposed Cllr. N. Gwynne as Vice Chair, seconded by Cllr. S. Wilkinson

CARRIED

3. Declarations of Interests

None

4. Minutes

i) To receive the Finance & Resource Committee Meeting Minutes of 2nd May 2023

PROPOSED: Councillor Cllr. N. Gwynne

SECONDED: Councillor J. Parker

CARRIED

ii) **Matters Arising**

None

5. Public Participation

None

6. Town Hall Income

Noted. The Chief Officer reported Town Hall bookings for 2023-24 continue to be on the increase.

7. Finance Report 2023/24

The Chief Officer presented Month 2 to the Committee. Cllr. I. Culley asked when the Chief Officer was going to review Romsey Town Council funds banking sources. The Chief Officer reported once the Romsey Extra Parish Council External Audit has been completed, she will then investigate the best banking arrangements for increased funds due to the merger of REPC and Romsey Town Council.

8. Asset Register Review 2023-24

The Committee discussed the 2023-24 Asset Register. The Chief Officer to investigate Speed Reminder Sign Asset Valuation which is shared with Nursling and Rownhams. The Chief Officer to get clarification of Asset Note No.2 and report back at the next Finance & Resources Committee Meeting.

Asset Notes 2023 – 2024

All is in accordance with the AGAR and has been passed by the Auditors.

Asset's ex Romsey Extra have been incorporated. Note that some items listed as asset's by RE are not regarded as so under RTC's policy.

There is a separate inventory list of items of low value. (We do not count tea spoons!)

Items must have a value so, if not known £1.00 is used.

Cost of £0.01 and £0.00 is an historical anomaly. £1.00 is used on the AGAR return.

Minimum value for inclusion is £1,000.00.

All items are insured even if the stated insurance value is 0.00

Value is purchased cost.

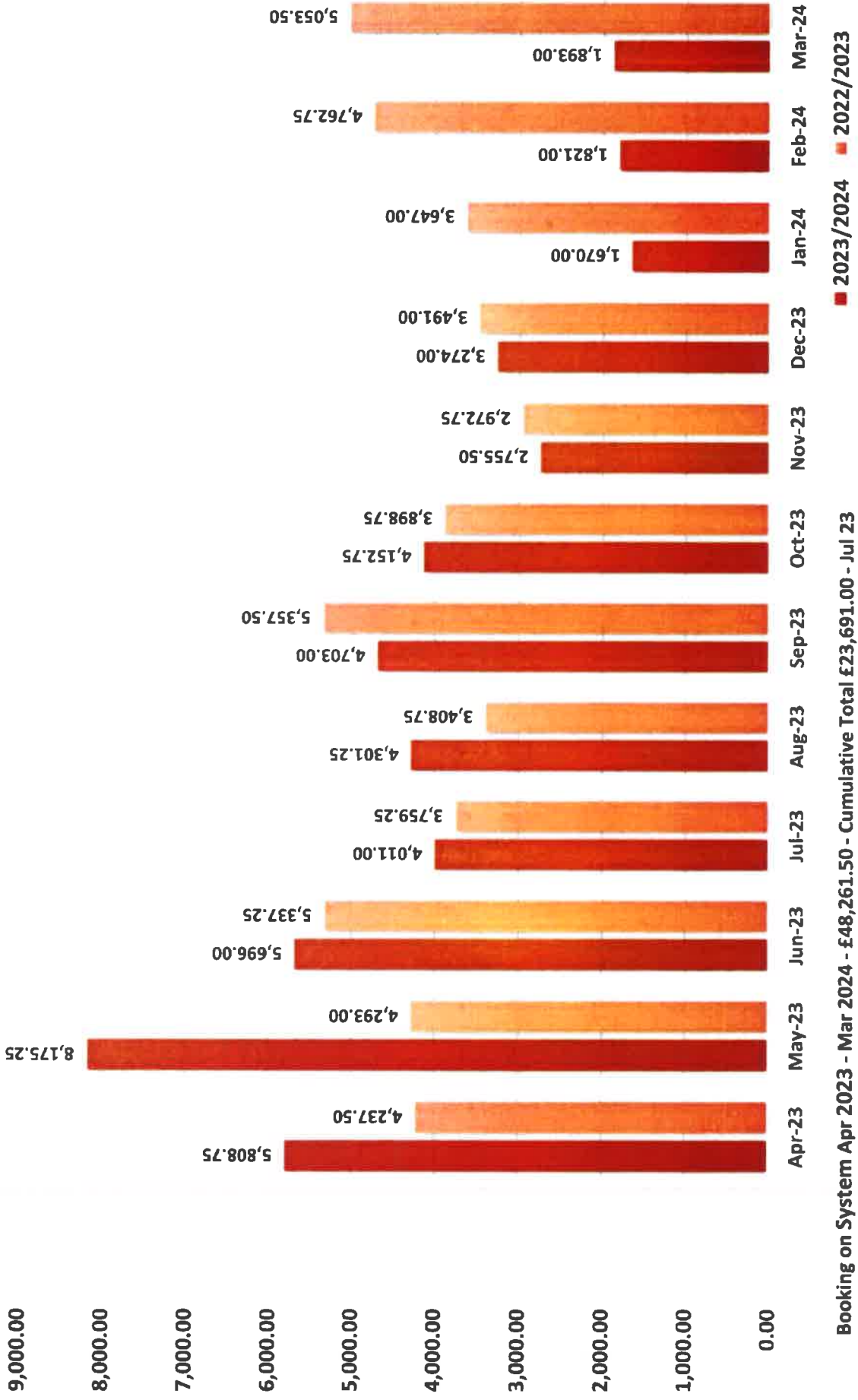
No depreciation or revalue to today's prices is used.

All these items are inspected and maintained as required by regulation.

Replies to questions raised at F&R Committee 27th June.

1. Value of Shared SLR. - This value was taken from the last RE auditor approved asset list. As were all values for existing RE assets.
2. Why the complete RE Asset List was not carried over. – RTC Policy states a minimum value of £1,000.00 for inclusion in the Asset Register. RE had no asset policy apart for a mention in the Standing Orders. I consulted RTC Auditor who confirmed my rationale was correct. Noting verbally that the RE list was possibly not really in accordance with the AGAR. It looked that a NALC model had been used without the required supplementary additions.

Romsey Town Hall Booking Income 2023 - 2024 - date compiled 21.07.23



Romsey Town Council
Budget Report to 31st July 2023

General Notes:

Attached are the summary income & expenditure report for month 4 to July 2023. This report shows a current year surplus of income over expenditure of £102,846 which includes the 1st half of the precept which was received on 12th April 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 £375,679:

This is made up of the following -

Current Year Surplus		£102,846
General Reserve Brought Forward		£165,147
Other Earmarked Reserves		£107,686
Total		£375,679

The budget is analysed and phased over the year and the percentage of budget if analysed evenly over the year to date is 33% but members are reminded that income & expenditure rarely follows this pattern over the year.

Total expenditure for month 4 was 30.3% 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		£8,715
Under/(Over)		£3,879

Year to Date Budget	£151,128
Actual	£47,413
% of Budget Used	31.37%

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
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No further concerns.

	104	Civic
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No further concerns.

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

No further concerns.

	107	Market
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No further concerns.

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Trade Debtors	(1,953)
103	Prepayments	5,314
105	VAT	1,463
120	Bar Stock	1,434
201	Lloyds Current Account	361,308
202	Building Managers Imprest A/c	690
204	TSB Deposit A/c	4,172
212	Mayors Charity A/c	1,937
215	War Horse A/c 35433560	14,576
230	Bar Float	300
Total Current Assets		389,241
<u>Current Liabilities</u>		
500	Trade Creditors - CHQ	1,649
506	Retentions Payable	1,031
515	PAYE and NI Due	3,763
516	Superannuation Due	3,063
534	Mayors Charity Control Acct	2,422
545	Wilder Romsey	1,169
561	Booking Deposits	65
562	Damage Deposits	400
Total Current Liabilities		13,562
Net Current Assets		375,679
Total Assets less Current Liabilities		375,679
<u>Represented by :-</u>		
301	Current Year Fund	102,846
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
340	EMR Elections	8,757
343	EMR Romsey Website	2,812
345	EMR War Horse Fund	11,228
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		375,679

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

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	0	224	0	(224)				0
4001 Salaries	5,029	20,056	82,980	62,924	62,924	24.2%		
4002 Employers N.I	485	1,931	7,456	5,525	5,525	25.9%		
4003 Employers superann	824	3,294	11,610	8,316	8,316	28.4%		
4006 Contract Accountancy Costs	478	635	7,000	6,365	6,365	9.1%		
4009 Staff Travel	0	0	50	50	50	0.0%		
4013 Website Admin	222	347	350	3	3	99.3%		
4020 Staff Training	0	0	300	300	300	0.0%		
4040 Recruitment Advertisements	0	0	150	150	150	0.0%		
4512 Telephone	170	488	1,800	1,312	1,312	27.1%		
4513 Postage	7	73	1,000	927	927	7.3%		
4514 Stationery	53	251	1,000	749	749	25.1%		
4515 Photocopying	377	1,057	2,600	1,543	1,543	40.6%		
5012 Council Offices in Town Hall	1,000	4,000	12,000	8,000	8,000	33.3%		
5250 Subscriptions	0	2,616	2,600	(16)	(16)	100.6%		
5260 Outsourced Payroll	71	285	1,000	715	715	28.5%		
5270 IT & Computer Costs	0	12,229	19,232	7,003	7,003	63.6%		
5291 Professional Fees -RE Merger	0	150	0	(150)	(150)	0.0%		
Administration :- Indirect Expenditure	8,715	47,413	151,128	103,715	0	103,715	31.4%	0
Net Income over Expenditure	(8,715)	(47,188)	(151,128)	(103,940)				
103 Grants								
5890 Community Grants	0	2,450	8,500	6,050	6,050	28.8%		
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	0	2,450	10,500	8,050	0	8,050	23.3%	0
Net Expenditure	0	(2,450)	(10,500)	(8,050)				
104 Civic								
4001 Salaries	0	106	500	394	394	21.2%		
4043 Council Newsletter	0	491	7,400	6,909	6,909	6.6%		
5011 Council Use of Town Hall	0	0	2,000	2,000	2,000	0.0%		
6502 Members training	33	33	400	367	367	8.2%		
6550 Meetings Advertisements	0	100	0	(100)	(100)	0.0%		
6750 Mayors Allowance	500	500	500	0	0	100.0%		
6760 Town Crier	30	30	450	420	420	6.7%		

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

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	104	1,240	3,500	2,260		2,260	35.4%	
Civic :- Indirect Expenditure	667	2,500	14,945	12,445	0	12,445	16.7%	0
Net Expenditure	(667)	(2,500)	(14,945)	(12,445)				
105 Finance								
1176 Precept	0	236,728	473,455	236,728			50.0%	
1190 Interest Received	249	890	50	(840)			1779.5%	
Finance :- Income	249	237,617	473,505	235,888			50.2%	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	0	(395)	2,220	2,615		2,615	(17.8%)	
5280 Bank Charges	18	73	400	327		327	18.3%	
5290 Legal & Professional Fees	0	0	500	500		500	0.0%	
5400 Elections	0	24	6,000	5,976		5,976	0.4%	
7350 Tfr to Earmarked Reserves	0	0	53,134	53,134		53,134	0.0%	
Finance :- Indirect Expenditure	18	7,830	68,754	60,924	0	60,924	11.4%	0
Net Income over Expenditure	231	229,787	404,751	174,964				
107 Market								
1030 Income - Market Stalls	0	1,301	6,000	4,700			21.7%	
Market :- Income	0	1,301	6,000	4,700			21.7%	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	0	1,301	5,600	4,300				
110 Town Hall								
1001 Income - Rental	0	5,000	11,200	6,200			44.6%	
1002 Income - Bookings	3,048	22,622	38,000	15,378			59.5%	
1003 Town Council Office Rent	1,000	4,000	12,000	8,000			33.3%	
1015 Income - Tea/Coffee	0	0	50	50			0.0%	
1020 Income - Cleaning	0	312	624	312			50.0%	
1022 Income - Councils own hirings	0	0	4,050	4,050			0.0%	
Town Hall :- Income	4,048	31,934	65,924	33,990			48.4%	0
4001 Salaries	6,150	24,582	70,767	46,185		46,185	34.7%	
4002 Employers N.I	441	1,799	4,866	3,067		3,067	37.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

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
4003 Employers superann	927	3,661	12,582	8,921		8,921	29.1%	
4005 Holiday Cleaning	27	27	660	634		634	4.0%	
4008 Function Attendants & Casuals	1,614	7,381	9,500	2,119		2,119	77.7%	
4010 Wages - Maintenance	737	2,947	9,838	6,891		6,891	30.0%	
4020 Staff Training	0	0	1,200	1,200		1,200	0.0%	
4030 Uniforms	0	0	300	300		300	0.0%	
4501 Janitorial	0	673	1,200	527		527	56.1%	
4504 Catering Costs	0	1	100	99		99	1.4%	
4505 Health and Safety	76	186	1,000	814		814	18.6%	
4510 Rates	2,405	9,617	22,400	12,783		12,783	42.9%	
4511 Utilities	891	2,175	11,000	8,825		8,825	19.8%	
4520 Licences	67	266	2,450	2,184		2,184	10.9%	
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	3,236	6,296	12,000	5,704		5,704	52.5%	
4850 Furniture/Equipment Purchased	52	1,588	4,000	2,412		2,412	39.7%	
4851 Fixed Cost Maintenance	933	1,202	8,000	6,798		6,798	15.0%	
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 IT & Computer Costs	0	354	500	146		146	70.7%	
6014 Hanging baskets\Xmas Trees	0	60	700	640		640	8.6%	
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	17,556	88,270	207,165	118,895	0	118,895	42.6%	0
Net Income over Expenditure	(13,508)	(56,336)	(141,241)	(84,905)				
111 Town Hall Bar								
1013 Income - Bar Sales	391	2,320	2,600	280			89.2%	
3004 Corkage	167	354	0	(354)			0.0%	
Town Hall Bar :- Income	558	2,674	2,600	(74)			102.9%	0
3000 Bar Purchases	375	1,492	1,300	(192)		(192)	114.8%	
Town Hall Bar :- Direct Expenditure	375	1,492	1,300	(192)	0	(192)	114.8%	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%	
5282 Card Reader Charges	2	16	0	(16)		(16)	0.0%	
Town Hall Bar :- Indirect Expenditure	2	31	1,010	979	0	979	3.0%	0
Net Income over Expenditure	181	1,151	290	(861)				

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

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
112 Town Hall Film Shows								
1051 Income - Film Refreshments	20	40	150	110			26.7%	
1053 Income - Film Tickets	390	2,140	12,000	9,860			17.8%	
Town Hall Film Shows :- Income	410	2,180	12,150	9,970			17.9%	0
4008 Function Attendants & Casuals	151	485	2,500	2,015		2,015	19.4%	
4950 Film Hire/Purchases	546	1,348	5,900	4,552		4,552	22.9%	
4951 Film Refreshment Costs	5	23	150	127		127	15.5%	
5282 Card Reader Charges	5	29	400	371		371	7.2%	
Town Hall Film Shows :- Indirect Expenditure	707	1,885	8,950	7,065	0	7,065	21.1%	0
Net Income over Expenditure	(297)	295	3,200	2,905				
120 Allotments - Southampton Rd								
1000 Income - General	0	15	2,705	2,690			0.6%	
Allotments - Southampton Rd :- Income	0	15	2,705	2,690			0.6%	0
4509 Water Rates	608	643	750	107		107	85.8%	
5250 Subscriptions	0	55	55	0		0	100.0%	
5300 Rent - Broadlands	0	0	1,100	1,100		1,100	0.0%	
5309 Maintenance Equipment	0	0	150	150		150	0.0%	
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	608	732	2,705	1,973	0	1,973	27.0%	0
Net Income over Expenditure	(608)	(717)	0	717				
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%	
5309 Maintenance Equipment	0	400	0	(400)		(400)	0.0%	
Allotments - Kings Chase :- Indirect Expenditure	0	401	0	(401)	0	(401)		0
Net Income over Expenditure	0	574	900	326				
125 Town Centre Management								
1071 Income - Salary Recharge (TV)	0	0	10,000	10,000			0.0%	
1109 Income - ShopAppy	0	23	0	(23)			0.0%	
Town Centre Management :- Income	0	23	10,000	9,978			0.2%	0

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

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	3,147	12,588	41,178	28,590		28,590	30.6%	
4002 Employers N.I	324	1,296	3,958	2,662		2,662	32.7%	
4003 Employers superann	664	2,658	8,746	6,088		6,088	30.4%	
4500 Town Centre Management	0	16	1,000	984		984	1.6%	
4512 Telephone	10	44	250	206		206	17.5%	
5405 Town Centre Events	246	295	0	(295)		(295)	0.0%	
Town Centre Management :- Indirect Expenditure	4,392	16,896	55,132	38,236	0	38,236	30.6%	0
Net Income over Expenditure	(4,392)	(16,873)	(45,132)	(28,259)				
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
Net Income	0	0	5	5				
130 Environmental								
4511 Utilities	(52)	(1,327)	400	1,727		1,727	(331.7%)	
4601 Lengthsman	0	0	1,200	1,200		1,200	0.0%	
4602 Speedwatch	598	598	1,000	402		402	59.8%	
4603 Grounds Maintenance	268	901	3,500	2,599		2,599	25.7%	
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	0	340	2,600	2,260		2,260	13.1%	
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	513	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	476	550	74		74	86.5%	
Environmental :- Indirect Expenditure	1,326	1,517	16,400	14,883	0	14,883	9.2%	0
Net Expenditure	(1,326)	(1,517)	(16,400)	(14,883)				
135 Marshalls								
1103 Income - Marshalls Donations	0	400	0	(400)			0.0%	
Marshalls :- Income	0	400	0	(400)				0
5103 Marshalls In Romsey	0	177	400	223		223	44.3%	
Marshalls :- Indirect Expenditure	0	177	400	223	0	223	44.3%	0
Net Income over Expenditure	0	223	(400)	(623)				

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

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
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	10	37	0	(37)			0.0%	
War Horse Fund :- Income	<u>10</u>	<u>37</u>	<u>0</u>	<u>(37)</u>				<u>0</u>
4855 War Horse Fund Expenses	0	160	160	0		0	100.0%	
7350 Tfr to Earmarked Reserves	10	37	0	(37)		(37)	0.0%	
7355 Tfr from Earmarked Reserves	0	(160)	(160)	0		0	100.0%	
War Horse Fund :- Indirect Expenditure	<u>10</u>	<u>37</u>	<u>0</u>	<u>(37)</u>	<u>0</u>	<u>(37)</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%	
Christmas Lights Fund :- Income	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>				<u>0</u>
6764 Christmas in Romsey	0	0	32,000	32,000		32,000	0.0%	
6765 Christmas Light Refurb	0	2,905	4,000	1,095		1,095	72.6%	
Christmas Lights Fund :- Indirect Expenditure	<u>0</u>	<u>2,905</u>	<u>36,000</u>	<u>33,095</u>	<u>0</u>	<u>33,095</u>	<u>8.1%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(2,905)</u>	<u>(34,000)</u>	<u>(31,095)</u>				
Grand Totals:- Income	5,274	277,380	575,789	298,409			48.2%	
Expenditure	34,374	174,535	575,789	401,254	0	401,254	30.3%	
Net Income over Expenditure	(29,100)	102,846	0	(102,846)				
Movement to/(from) Gen Reserve	(29,100)	102,846						

Summary Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

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	8,715	47,413	151,128	103,715		103,715	31.4%
	Movement to/(from) Gen Reserve	<u>(8,715)</u>	<u>(47,188)</u>					
103 Grants	Expenditure	0	2,450	10,500	8,050		8,050	23.3%
104 Civic	Expenditure	667	2,500	14,945	12,445		12,445	16.7%
105 Finance	Income	249	237,617	473,505	235,888			50.2%
	Expenditure	18	7,830	68,754	60,924		60,924	11.4%
	Movement to/(from) Gen Reserve	<u>231</u>	<u>229,787</u>					
107 Market	Income	0	1,301	6,000	4,700			21.7%
	Expenditure	0	0	400	400		400	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>1,301</u>					
110 Town Hall	Income	4,048	31,934	65,924	33,990			48.4%
	Expenditure	17,556	88,270	207,165	118,895		118,895	42.6%
	Movement to/(from) Gen Reserve	<u>(13,508)</u>	<u>(56,336)</u>					
111 Town Hall Bar	Income	558	2,674	2,600	(74)			102.9%
	Expenditure	376	1,523	2,310	787		787	65.9%
	Movement to/(from) Gen Reserve	<u>181</u>	<u>1,151</u>					
112 Town Hall Film Shows	Income	410	2,180	12,150	9,970			17.9%
	Expenditure	707	1,885	8,950	7,065		7,065	21.1%
	Movement to/(from) Gen Reserve	<u>(297)</u>	<u>295</u>					
120 Allotments - Southampton Rd	Income	0	15	2,705	2,690			0.6%
	Expenditure	608	732	2,705	1,973		1,973	27.0%
	Movement to/(from) Gen Reserve	<u>(608)</u>	<u>(717)</u>					
121 Allotments - Kings Chase	Income	0	975	900	(75)			108.3%
	Expenditure	0	401	0	(401)		(401)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>574</u>					
125 Town Centre Management	Income	0	23	10,000	9,978			0.2%
	Expenditure	4,392	16,896	55,132	38,236		38,236	30.6%
	Movement to/(from) Gen Reserve	<u>(4,392)</u>	<u>(16,873)</u>					
126 Woodley Village Hall	Income	0	0	5	5			0.0%
130 Environmental	Expenditure	1,326	1,517	16,400	14,883		14,883	9.2%
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%
160 War Horse Fund	Income	10	37	0	(37)			0.0%
	Expenditure	10	37	0	(37)		(37)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					

Summary Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
170 Christmas Lights Fund	Income	0	0	2,000	2,000			0.0%
	Expenditure	0	2,905	36,000	33,095		33,095	8.1%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(2,905)</u>					
Grand Totals:- Income		5,274	277,380	575,789	298,409			48.2%
Expenditure		34,374	174,535	575,789	401,254	0	401,254	30.3%
Net Income over Expenditure		<u>(29,100)</u>	<u>102,846</u>	<u>0</u>	<u>(102,846)</u>			
Movement to/(from) Gen Reserve		<u>(29,100)</u>	<u>102,846</u>					

Current Account

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2023	Test Valley Borough Council	Std Ord	117.15		TVBC Grounds Mntnce 2023-24
04/07/2023	Imperative Training Ltd	DC01	91.74		7820/CC3-CU Medical Systems
05/07/2023	SGW Payroll Ltd	DD1	85.14		7785/Payroll services Jun2023
06/07/2023	Greenbarnes Ltd	DC02	615.11		7830/Noticeboard & fixings
07/07/2023	Southern Cross Consulting Ltd	DD2	47.60		7818/Phone charges Jun2023
10/07/2023	Lloyds Bank Service Charges	DR	7.00		Lloyds Bank Service Charges
10/07/2023	British Telecommunications plc	DD3	55.53		7863/BT Phone Charges
12/07/2023	PEAC (UK) Limited	DD4	300.00		7757/Copier lease 12Jul-11Oct
14/07/2023	Town Hall Imprest A/c	Transfer	500.00		Town Hall Imprest A/c Top Up
14/07/2023	Test Valley Borough Council	Std Ord	2,405.00		Test Valley-Rates 23/24
14/07/2023	Bongo Creative	Bacs1	48.75		7786/Big Help Out poster
14/07/2023	Classicfire	Bacs2	97.60		7790/Co2 extinguisher
14/07/2023	Complete Security	Bacs3	2,784.29		7791/Replace locks & keys
14/07/2023	DCK Accounting Solutions Ltd	Bacs4	573.00		7781/Contract accounts Jun23
14/07/2023	Externture Ltd	Bacs5	204.00		7787/Bus shelter clean Jun23
14/07/2023	HM Revenue & Customs	Bacs6	3,751.95		7799/HMRC PAYE/NI Jun2023
14/07/2023	JPS Fire and Security Ltd	Bacs7	72.00		7788/Fire alarm servicing
14/07/2023	Marc Nokes	Bacs8	170.00		7792/Grounds maintenance Jun23
14/07/2023	Hampshire Pension Fund	Bacs9	3,753.70		7800/HCC Superann Jun2023
14/07/2023	Misra Ltd t/a The Studio	Bacs10	212.64		7782/Correx signs
14/07/2023	Test Valley Borough Council	Bacs11	192.00		7784/War Horse CCTV
14/07/2023	Toye Kenning & Spencer Ltd	Bacs12	730.98		7780/Past Mayor Pendant
14/07/2023	Greenbarnes Ltd	Bacs13	615.11		Purchase Ledger Payment
14/07/2023	Southern Water	Bacs14	12.75		7779/Water22298320 21Dec-14Jun
18/07/2023	Octopus Energy Limited	DD5	817.27		7847/Electric 1-30Jun23
21/07/2023	Mayors Allowance	BACS	500.00		Mayors Allowance
24/07/2023	ACE Liftaway Limited	DD6	78.24		7806/Waste disposal Jun2023
24/07/2023	Everflow Limited	DD7	799.84		7846/EFW274366-0 14Aug-13Sep
26/07/2023	Salaries July 2023	DD	13,584.53		Salaries July 2023
26/07/2023	SO Recycle Ltd	DC03	103.80		7851/Shredding sacks
28/07/2023	Town Hall Imprest A/c	Transfer	200.00		Town Hall Imprest A/c Top Up
28/07/2023	NEST Pensions	DD	151.05		NEST Pensions
31/07/2023	Utility Warehouse Limited	DD8	58.33		7852/Phone & braodband Jul2023
Total Payments			33,736.10		

Chief Officer

From: Carine, Owen <OCarine@testvalley.gov.uk>
Sent: 02 August 2023 09:56
To: Chief Officer
Cc: J Critchley
Subject: RE: S106 Monies
Attachments: Test Valley Borough Local Plan 2006_Annex1 POS.pdf; Romsey Available Section 106.xlsx

Dear Judith,

Thank you for your email on the 25th July.

Both Parish and Town councils are entitled to apply for Section 106 funding for Public Open Space projects in the locality.

There must be available contributions that fit the purpose of the proposal. There are 4 types of Public Open Space, I have attached to this email a document that details the types of Public Open Space. I have also attached to this email a list of contributions that are currently held for the Romsey area.

Regarding the process of applying for the funds, I would always suggest emailing myself with an outline of the proposal before formally submitting as I may be able to provide advice to help as well as confirm there are funds available. Please see below process for Section 106 applications.

- 1) Email ocarine@testvalley.gov.uk a covering letter that details the project and 3 separate quotations for the project (If the amount applied for is under £5,000.00 then only one quotation is required).
- 2) Once received I will then distribute this information for approvals from; TVBC Leisure, TVBC Planning Policy, TVBC Finance, Planning and Building Portfolio Holder and all Ward members for the area of the project. All must approve to progress the application.
- 3) A final sign off must be obtained from the Head of Planning and Building.
- 4) If the project is over £25,000.00 then this will also need to be approved at a Council Cabinet meeting.
- 5) If everything is approved then the funds can be released to the Parish/Town Council.

This process usually takes roughly one month to complete.

Do let me know if you have any questions.

Kind regards
Owen

Owen Carine
Systems Support Officer
01264 368222
Planning & Building
Test Valley Borough Council
Beech Hurst
Weyhill Road
Andover
SP10 3AJ