

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ

FINANCE AND RESOURCES COMMITTEE

Agenda for the Meeting on Tuesday 12th December 2023 at 7.30p.m.

1. APOLOGIES

2. DECLARATION OF INTERESTS

3. MINUTES

- i To receive the Finance and Resources Committee Meeting Minutes 24th October 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. BUDGET 2024-25

Update

8. ROMSEY FESTIVAL GRANT

It is **PROPOSED** by Cllr. N. Gwynne and **SECONDED** by Cllr. J. Burnage Romsey Festival Grant is increased from £1,000 per annum to £1,400 per annum.

9. ROMSEY TOWN COUNCIL/ROMSEY EXTRA MERGER

Status

Chief Officer

Date:051223

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 24th October 2023

ATTENDANCE:

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

In the Chair: Cllr. J. Critchley

Clerk: Judith Giles

Public: 0

1. **Apologies**
Cllr. I. Culley, Cllr. J. Parker and Cllr. J. Urquhart
2. **Declarations of Interests**
None
3. **Minutes**
 - i) To receive the Finance & Resource Committee Meeting Minutes of 22nd August 2023
PROPOSED: Councillor J. Burnage
SECONDED: Councillor S. Wilkinson
CARRIED
 - ii) **Matters Arising**
Agenda item 6. The Chief Officer confirmed the external maintenance budget is not overspent as an Earmarked Reserve 336 -Town Hall Major Maintenance is to be used to fund roof repairs.
The Chief Officer confirmed she awaiting confirmation TVBC will fund the FMC project.
4. **Public Participation**
None
5. **Town Hall Income**
The Chief Officer reported Barclays may use the Town Hall on Fridays as well as Tuesday – Thursday each week. They will confirm shortly.
6. **Finance Report 2023/24**
Month 6 was noted with no concerns. Filmshow income down due to the lack of suitable films being available. It was suggested classic films be shown.
7. **INTERIM INTERNAL AUDIT 2022-23**
RECOMMENDATION: the Finance & Resources Committee recommend Interim Internal Audit to Full Council
RESOLUTION NO. 23/30
It was **RESOLVED** the Finance & Resources Committee recommend Interim Internal Audit to Full Council
PROPOSED: Cllr. J. Critchley
SECONDED: Cllr. S. Wilkinson
CARRIED
8. **ANNUAL RETURN 2023-23 – ROMSEY TOWN COUNCIL**
RECOMMENDATION: to note approval of 2022-23 Annual Return from BDO-LLP External Auditor and recommend to Full Council
RESOLUTION NO. 23/31
It was **RESOLVED** to note approval of 2022-23 Annual Return from BDO-LLP External Auditor and recommend to Full Council
PROPOSED: Cllr, S. Wilkinson
SECONDED: Cllr. J. Burnage
CARRIED

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 24th October 2023

9. ANNUAL RETURN 2023-23 – ROMSEY EXTRA PARISH COUNCIL

RECOMMENDATION: to note approval of 2022-23 Annual Return from BDO-LLP External Auditor and recommend to Full Council

RESOLUTION NO. 23/32

It was **RESOLVED** to note approval of 2022-23 Annual Return from BDO-LLP External Auditor and recommend to Full Council

PROPOSED: Cllr. N. Gwynne

SECONDED :Cllr. J. Critchley

The Chief Officer was asked to chase up the VAT owed from HMRC

The Chief Officer thanked Cllr. John Parker and Buildings & Environment Manager - Howard Brisland for their help in completing the merger of RTC with REPC.

10. BUDGET 2024-25

RECOMMENDATION: to recommend 2024-25 budget to Full Council Meeting on 21st November 2023

RESOLUTION NO. 23/33

It was **RESOLVED** In order to sustain the agreed annual target of £50,000 for projects F&R recommend to Full Council an increase of 5% on the 2024-25 precept. – from £56.93 per annum to £59.77 on a Band D Equivalent

PROPOSED: Cllr. N. Gwynne

SECONDED: Cllr. S. Wilkinson

CARRIED

11. ROMSEY TOWN COUNCIL/ROMSEY EXTRA MERGER

The Chief Officer reported as REPC Annual Return has now been signed off REPC funds can now be transferred to RTC. Chief Officer to investigate where funds can be best placed to receive higher interest rate levels.

12. OUTDOOR DAIS

RESOLUTION NO. 23/34

It was **RESOLVED** to hire a dais for Remembrance Sunday and to investigate if there is anyone in local area that we can have an arrangement with moving forward.

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. S. Wilkinson

CARRIED

The Chief Officer thanked Cllr. J. Critchley for his work in getting quotes for a dais in the absence of the Buildings & Environment Manager

13. GRANT REQUEST

14. RESOLUTION NO. 23/35

It was **RESOLVED** to grant £400 to Royal British Legion for Military Catering Costs

PROPOSED: Cllr. S. Wilkinson

SECONDED: Cllr. J. Critchley

CARRIED

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: Staff Restructure

PROPOSED: Cllr. N, Gwynne

SECONDED: Cllr. J. Burnage

CARRIED

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 24th October 2023

15. LENGTHSMAN VACANCY – 12 PER WEEK

RECOMMENDATION: to approve recruitment of Lengthsman – 12 hrs per week.

RESOLUTION NO. 23/36

It was **RESOLVED** to approve recruitment of Lengthsman – 12 hrs per week.

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. N. Gwynne

CARRIED

16. BUILDING & ENVIRONMENT MANAGER

RECOMMENDATION: to increase Buildings & Environmental Manager payscale from Scale Point 26 to Scale Point 28.

RESOLUTION NO. 23/37

It was **RESOLVED** to increase Buildings & Environmental Manager payscale from Scale Point 26 to Scale Point 28 commencing 1st April 2023.

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. J. Critchley

CARRIED

17. EVENTS MANAGER

RECOMMENDATION: to approve Events Manager reduces hours from 30 per week to 18 per week

RESOLUTION NO. 23/38

It was **RESOLVED** to approve Events Manager reduces hours from 30 per week to 18 per week

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. S. Wilkinson

CARRIED

18. ADMINISTRATOR VACANCY – 12 PER WEEK

RECOMMENDATION: to approve recruitment of an Administrator – 12 hrs per week.

RESOLUTION NO. 23/39

It was **RESOLVED** to approve recruitment of an Administrator – 12 hrs per week.

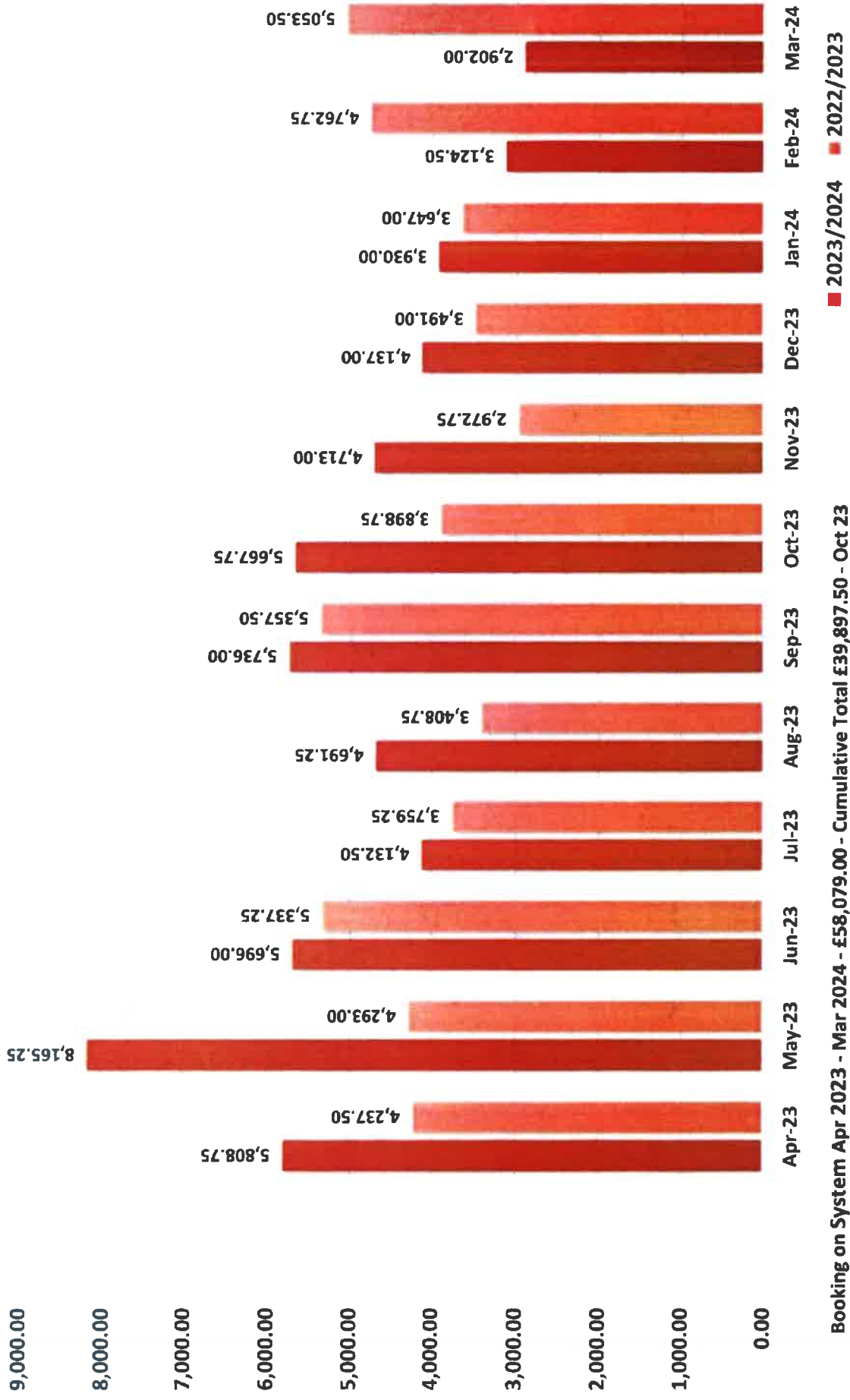
PROPOSED: Cllr. S. Wilkinson

SECONDED: Cllr N. Gwynne

CARRIED

Meeting Closed: 20.43hrs

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



ROMSEY FESTIVAL 2023

ACCOUNTS FOR THE PERIOD FROM 1/11/21 TO 31/10/23

Income	£	£	Expenditure	£	£
<u>2023 ROMSEY FESTIVAL</u>					
Local Authority Grants			Marketing		
19/12/2021 Romsey Extra Parish Council	£	1,000.00	24/01/2022 Pebble Graphics invoice 11250	£	135.00
05/10/2022 Romsey Extra Parish Council	£	1,000.00	24/02/2022 Nick Hatchley for Banners	£	240.00
11/10/2022 Romsey Town Council	£	1,000.00	04/06/2022 Banner costs	£	40.00
02/12/2022 Valley Park Parish Council	£	150.00	01/03/2023 Beer mats	£	390.00
15/12/2022 Braishfield Parish Council	£	50.00	30/03/2023 Pebble Graphics invoice 11327	£	1,303.00
15/02/2023 Cooper CC councillors grant	£	685.00	30/03/2023 Nick Hatchley for Banners	£	551.00
			07/04/2023 Table stands	£	300.00
Local Authority Grants		£ 3,885.00	07/06/2023 Modern Magazines	£	294.00
			10/06/2023 Mead Supplies distribution	£	685.00
Misc donations and grants			23/06/2023 Newsquest advert	£	560.14
09/03/2023 South Central Makers	£	150.00	23/06/2023 Posters via C Green	£	46.00
20/04/2023 Michael Rhodes	£	500.00	30/06/2023 Poster in library	£	15.00
			07/07/2023 Modern Magazines	£	162.00
Misc donations and income		£ 650.00			
			Marketing		£ 4,721.14
			Website		
			11/02/2022 Website hosting Spectulise	£	50.00
			04/09/2022 Domains renewals	£	22.94
			12/02/2023 Website hosting Spectulise	£	50.00
			08/09/2023 Domains renewals	£	12.00
			Website		£ 134.94
			Other expenses		
			17/01/2022 Crosfield Hall hire (29 Sep)	£	44.70
			26/01/2022 Flickr account	£	59.99
			12/01/2023 Crosfield Hall hire (30 Mar)	£	44.70
			12/01/2023 Crosfield Hall hire (25 May)	£	44.70
			31/01/2023 Flickr account	£	59.99
			16/03/2023 Crosfield Hall hire (25 May)	£	2.25
			16/03/2023 Crosfield Hall deposit **	£	300.00
			25/03/2023 Crosfield Hall hire (14 Sept)	£	40.40
			17/05/2023 Insurance	£	623.28
			30/06/2023 Beer for launch	£	34.36
			30/06/2023 Donation to Firefighters	£	30.90
			30/06/2023 Rope for banner	£	28.70
			01/07/2023 Drinks for launch	£	71.39
			Other Festival expenses		£ 1,385.36
Total grants and donations		£ 4,535.00	Total direct costs		£ 6,241.44
			<i>(** Should be reimbursed for £300 deposit)</i>		
2023 Romsey Festival ticket income					
05/07/2023 Ticketsource sales	£	65.00	27/08/2023 RDS La Ronde	£	437.40
12/07/2023 Ticketsource sales	£	225.00	27/08/2023 Nina Rideout	£	60.00
19/07/2023 Ticketsource sales	£	625.00	27/08/2023 All Saints Baddesley	£	300.00
	£	915.00	27/08/2023 PCC of Romsey	£	83.00
			27/08/2023 Romsey Library	£	46.60
04/08/2023 Tourism SE sales	£	492.30	27/08/2023 Rums Eg	£	33.00
			04/09/2023 Mayflower Ensemble	£	205.50
			08/09/2023 LTVAS Guided walks	£	100.50
Total ticket sales 2023 Festival		£ 1,407.30	* Distribution of ticket sales income		£ 1,266.00
Income		£ 5,942.30	Expenditure		£ 7,507.44
			Excess of Expenditure over Income		-£ 1,565.14
					£ 5,942.30
01/11/2021 Balance at bank		£ 5,921.00	<i>(* Flack Manor wished income of £141.30 to be retained in Festival funds)</i>		
31/10/2023 Excess of Income over Expenditure		-£ 1,565.14			
31/10/2023 Balance at bank	£	4,355.86			
Less outstanding cheques/payments	£	-			
Balance carried forward		£ 4,355.86			

I have examined the records and accounts of the Romsey Festival for the period 1/11/21 to 31/10/23
It appears to me that proper accounting records have been kept, and that the accounts are in accordance with the records.

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Mary C Dovey
Independent Examiner

31/10/2023

