



Romsey Town Council Meeting

*Tuesday 16th January 2024
at
7.30pm*



Romsey Town Council

MEETING

A Meeting of the Town Council convened by the Town Mayor of Romsey (Cllr. J. Ray) will take place on Tuesday 16th January 2024 at 7.30 p.m.

The public and press are cordially invited to be present.

(Meeting papers available at the Town Council Offices in the Town Hall, Monday to Friday 9.00a.m. – 3.00p.m.)

Email: chiefofficer@romseytc.org.uk

Town Mayor

Issue Date: 090124

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



You are hereby summoned to attend a Meeting of the above-named Council convened by the Town Mayor (Councillor J. Ray) on **Tuesday 16TH JANUARY 2024**

AG E N D A

1. PRAYERS

2. APOLOGIES

3. DECLARATION OF INTERESTS

4. MINUTES

Confirmation

To receive and approve the accuracy of the Minutes for meeting held on
21st November 2023
Matters Arising

PUBLIC PARTICIPATION

To pass a resolution to adjourn the meeting

- (a) To receive formal presentations from individuals or organisations which are an identified agenda item: None
- (b) To receive verbal reports from Borough and County Councillors of what has been happening at Borough and County level which is of interest to Romsey Town Councillors
- (c) Questions from members of the public to Town Councillors
- (d) Questions from members of the public to Borough Councillors
- (e) Questions from members of the public to the County Councillor
- (f) Questions from Town Councillors to Borough Councillors
- (g) Questions from Town Councillors to County Councillor

5. PLANNING COMMITTEE

To receive and note the minutes of the Planning Committee meetings held on
26th October 2023, 16th November 2023, 7th December 2023 and 4th January 2024 (draft)

6. TOWN & BUILDING COMMITTEE

To receive and note the minutes of the Town & Building Committee meetings held on
3rd October 2023 and 5th December 2023(draft)

7. FINANCE & RESOURCES COMMITTEE

To receive and note the minutes of the Finance & Resources Committee meetings held
24th October 2023 and 12th December 2023(draft)

8. ALLOTMENTS COMMITTEES

Southampton Road

To receive and note the minutes of 8th November 2023

Kings Chase

To receive and note the minutes of 30th November 2023

9. 2024/25 BUDGET

RECOMMENDATION: to approve budget 2024/25

10. COUNCIL MEETING USE OF IPADS/LAPTOPS

Update

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



You are hereby summoned to attend a Meeting of the above-named Council convened by the Town Mayor (Councillor J. Ray) on **Tuesday 16TH JANUARY 2024**

11. **YOUTH DEMOCRACY EVENT**
RECOMMENDATION: It is **PROPOSED** by Cllr. C. Birkett and **SECONDED** by Cllr. N. Gwynne to hold a Youth Democracy Event in the Town Hall, Romsey
12. **ROMSEY FUTURE**
Shared Prosperity Fund
13. **ROMSEY TOWN COUNCIL/ROMSEY EXTRA PARISH COUNCIL PROPOSED MERGER** Update
14. **REPORTS FROM MEMBERS ATTENDING MEETINGS OF EXTERNAL ORGANISATIONS**
Reports from members attending meetings of external organisations since the last Full Council Meeting
15. **CORRESPONDENCE**
None
16. **MAYORAL ANNOUNCEMENTS**

N.B. Agenda items for the next meeting on Tuesday 16th January 2024 should be received by the Chief Officer no later than 2nd January 2024

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ

FULL COUNCIL MEETING

Minutes of the Meeting held on 21st November 2023

In the Chair: Cllr. J. Ray

Attendance:

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

Clerk: Judith Giles

Public: 3

1. PRAYERS

The Reverend Thomas Wharton led prayers.

2. APOLOGIES

Cllr. A. Goddard, Cllr. M. Cooper and Cllr. R. Theron

3. DECLARATION OF INTEREST

Cllr. N Gwynne and Cllr. J. Burnage - Romsey Festival

4. CONFIRMATION OF MINUTES

To receive and approve the accuracy of the Minutes meetings held as follows:-

The minutes of the meeting held on 19th September 2023 were duly confirmed

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. I. Culley

CARRIED

Matters Arising

Cllr Parker reported that TVBC had revised the key dates for the review and adoption of the 2020-2040 local plan as follows:

Regulation 18 Stage 2 – first draft of the revised local plan for public comment including housing allocation – Q1 2024

Regulation 19 – second draft for public comment – Q1 2025

Plan submission to government – Q2 2025

Examination in public – Q3 2025

Adoption – Q2 2026.

Cllr. J. Parker reported the responsible TVBC officer advised that the study into the new Crosfield Hall was suspended to explore legal and other constraints and is now in the process of being re-started. This is at variance with more optimistic timescales previously reported.

Andover to received £18.3 million from government levelling up fund. This should free up funds for regeneration of South of Romsey Town Centre.

TVBC Report

With regards to the Test Valley Youth Day, Cllr. J. Burnage reported she has not heard back to see if there is anything RTC can do.

To receive and approve the accuracy of the Minutes meeting held as follows:-
The minutes of the meeting held on 25th September 2023 were duly confirmed

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. J. Burnage

CARRIED

Matters Arising

Cllr. J. Parker asked the Chief Officer if PfP had been in touch with regards to queries regarding the Nightingale Community Hub. The Chief Officer said she has not had a reply after sending several emails.

PUBLIC PARTICIPATION 7.35P.M.

PROPOSED: Cllr. R. Kohit

SECONDED: Cllr. C. Birkett

CARRIED

To receive formal presentations from individuals or organisations which are an identified agenda item:-

Chief Inspector Hayley O'Grady introduced herself and said she has been in her new job since January 2023, before that in Southampton for 21 years. The Chairman, Cllr. J. Ray asked if there is a plan to open police stations and could Romsey Police Station be one that could be re-opened. Chief Inspector Hayley O'Grady said the PCC would need to answer that, but she understands it is being looked at.

A member of the public asked how they are going to address anti-social behaviour. The Chief Inspector reported neighbourhoods' teams are dealing with this. It is planned to have a 24 hrs police presence in the future.

Cllr. J. Critchley asked are we likely to see an improvement to the 101 system. The Chief Inspector agreed there are issues and said the police are trying to improve the service. Cllr. J. Burnage asked what police cover is provided in outside areas such as Woodley, Tadburn, and Abbotswood and are there going to be more frequent patrols. The Chief Inspector said they are trying to do as much preventative work as possible. The planned 24hr police presence will target those areas as there will be additional officers to give 24hr coverage.

Cllr. C. Birkett raised concerns regarding ASBO coming in from Southampton and Redbridge. Sgt. C. Challis reported ASBO has dropped in Romsey in last 3 years and is the lowest it has been for years.

Cllr. C. Burgess said it was reported in the Romsey Advertiser it is taking up to 3 weeks to address a stolen car. The Chief Inspector said all crime reports are risk assessed. She could not go into detail but reported she is comfortable the response given was correct.

Why delays in assigning cases such as this.

Sgt. Chris Challis reported Romsey has a Neighbour Enforcement team now in addition to a response team. Missing people is a big workload which now has a dedicated team. He reported overall crime in the Test Valley is still dropping. Shoplifting perceived to be a big problem in Romsey but in reality is not as bad as many areas. Shopwatch WhatsApp Group is very good, but an information tool only. Retailers and businesses must report any crime to 101.

Police resources will not get put into place if it is not reported. Residential burglaries are low in Romsey, however burglaries in businesses are quite high. General Assaults are low.

Sgt. C. Challis reported CCTV in the town is not good. He would prefer less cameras which do a better job. Cllr. I. Culley is pleased the police are moving to 24hrs a day plan. Sgt. C. Challis reported if there is a major incidence elsewhere the police would have to attend.

Cllr. J. Parker asked about drugs and knife crime. Sgt. C. Challis confirmed drugs and knife crime is very low in the area.

To receive verbal reports from Borough and County Councillors of what has been happening at Borough and County level which is of interest to Romsey Town Councillors

TVBC Report

Cllr. N. Gwynne reported Andover has received 18.3 million for regeneration phase 2. Phil North -, Leader TVBC has stated that this will help Romsey regeneration in that it leaves more TVBC monies available for use in Romsey.

Cllr. J. Parker – work is progressing on revised the revised Local Plan.

HCC Report

None

Questions from members of the public to Borough Councillors

None

Questions from members of the public to the County Councillor

None

Questions from Town Councillors to Borough Councillors

Cllr. I. Culley asked if the cobblestones outside the Abbey could be attended to as they are virtually unwalkable. He was asked to report to report on Hampshire Highways.

Cllr. I. Culley reported the sign handing outside what was the Abbey Hotel is dangerous. He was asked to report it to TVBC as dangerous structure.

Questions from Town Councillors to County Councillor

Public participation ended – 20.27hrs

5. PLANNING COMMITTEE

Cllr. J. Critchley proposed that the Full Council accept the minutes of the Planning Committee held on 24th August 2023, 14th September 2023, 5th October 2023 and 26th October 2023 (draft)

PROPOSED: Cllr. J. Critchley

SECONDED: Cllr. J Parker

CARRIED

6. BUILDINGS AND COMMUNITY COMMITTEE

Cllr. S. Wilkinson proposed that the Full Council accept the minutes of the Buildings and Community Committee meetings held on and 1st August 2023 and 3rd October 2023(draft)

PROPOSED: Cllr. S. Wilkinson

SECONDED: Cllr. N. Gwynne

CARRIED

Cllr. J. Parker asked if an update has been received from Tom Crutchfield, TVBC regarding FMC project. The Chief Officer reported she is still waiting for a reply.

Cllr. N. Gwynne reported he has spoken to Kevin Harrington, TVBC with regards to getting an estimate for the “greening-up” of the town centre. Cllr. N. Gwynne will then bring a proposal to Council. He also confirmed benches in the King’s Chase Play Area will be bought and installed at a cost of £1,100 each.

7. FINANCE & RESOURCES COMMITTEE

Cllr. J. Critchley proposed that the Full Council accept the minutes of the Finance & Resources Committee meetings held on 22nd August 2023 and 24th October 2023(draft)

PROPOSED: Cllr. J. Critchley

SECONDED: Cllr. J. Burnage

CARRIED

- i) **ANNUAL RETURN 2022-23 – ROMSEY TOWN 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
RECOMMENDATION: Full Council note approval of 2022-23 Annual Return from BDO-LLP External Auditor
RESOLUTION NO. 20/40
It was **RESOLVED** to note approval of 2022-23 Annual Return from BDO-LLP External Auditor
PROPOSED: Cllr. J. Parker
SECONDED: Cllr. S. Wilkinson
CARRIED
- ii) **ANNUAL RETURN 2023-23 – ROMSEY EXTRA PARISH 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
RECOMMENDATION: Full Council note approval of 2022-23 Annual Return from BDO-LLP External Auditor
RESOLUTION NO. 20/41
It was **RESOLVED** to note approval of 2022-23 Annual Return from BDO-LLP External Auditor
PROPOSED: Cllr. J. Parker
SECONDED: Cllr. N. Gwynne
CARRIED
- iii) **BUDGET 2024-25**
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
RECOMMENDATION: 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
RESOLUTION NO. 20/42
It was **RESOLVED** to delay decision until Full Council meeting on 11th January 2024.
PROPOSED: Cllr. J. Parker
SECONDED: Cllr. Critchley
CARRIED

ALLOTMENTS COMMITTEE

Southampton Road

Cllr. C. Burgess proposed that the Full Council accept the minutes of the Allotments Committee meeting held on 22nd August 2023 and 3rd October 2023

PROPOSED: Cllr. C. Burgess

SECONDED: Cllr. J. Burnage

CARRIED

Cllr. J. Parker asked why expenditure is funded by allotment fees and EMR – Cllr. C. Burgess will take Cllr. J. Parker's observation to the Allotment Committee for clarification

Kings Chase

Cllr. J. Burnage proposed that the Full Council accept the minutes of the Allotments Committee meeting held on 3rd August 2023

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. C. Birkett

CARRIED

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.

A discussion was held and it was agreed for proposal to be an agenda item at the Finance & Resources Committee meeting on 12th December 2023.

9. COUNCIL MEETING USE OF IPADS/LAPTOPS

The Chief Officer reported those Councillors who have requested iPADS have been ordered and should be with them shortly.

10. ROMSEY FUTURE

Cllr. J. Parker reported the study into the new Crosfield Hall maybe suspended. Getting mixed messages from TVBC and re-started.

Andover to receive 18.3 million from government levelling up fund. This should free up funds for regeneration of Romsey Town Centre.

11. ROMSEY TOWN COUNCIL/ROMSEY EXTRA PARISH COUNCIL MERGER

The Chief Officer reported she is still awaiting payment of VAT claim from HMRC but not had a reply to date. She is currently changing REPC bank accounts into Romsey Town Council name.

12. REPORTS FROM MEMBERS ATTENDING MEETINGS OF EXTERNAL ORGANISATIONS

Cllr. J. Parker – Romsey Forum, TV Tourism Review, Romsey Future, Romsey Future Community Event, Community Resilience Project Group with Chief Officer, Woodley Village Hall AGM, TV Strategic Partnership

Cllr. Gwynne - Romsey Future Community Event.

13. CORRESPONDENCE

None

14. MAYORAL ANNOUNCEMENTS

The Mayor thanked the Chief Officer for organising a very smooth running Remembrance Sunday. The Councillors also agreed it was a great success

Meeting Closed 9.03hrs

Next Meeting 16th January 2024

In the Chair: Cllr J Critchley

ATTENDANCE:

A	Cllr A Goddard	P	Cllr J Critchley
P	Cllr C Burgess	A	Cllr I Culley
P	Cllr M G Cooper	A	Cllr S Gidley
A	Cllr J Parker	P	Cllr J Ray
P	Cllr R Theron		

In attendance: Nicqui Chatterley – Planning Clerk
Toby Oliver – Romsey Advertiser

76. Apologies

Cllr A Goddard, Cllr J Parker, Cllr I Culley, Cllr S Gidley

77. Declarations of Interest

None

78. Minutes

Confirmation

The minutes of the Joint Planning Committee Meeting held on Thursday 5 October 2023 were confirmed as a true record.

Proposed by: Cllr C Burgess

Seconded by: Cllr M Cooper

CARRIED UNANIMOUSLY

Matters Arising

None

79. Public Participation

None

80. Participation at Southern Area Planning Committee

None

81. Appeal Notifications/Decisions

None

82. Amended Applications

None

83. Correspondence

None

84. Planning Applications

List Nos: 39, 40 and 41

Signature:



Date:

ROMSEY TOWN COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 39
Week Ending: Friday 29 September 2023

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
1. 23/02322/FULLS 29.09.2023 ROMSEY TOWN	Installation of an air source heat pump	Mr Chris Nunn Ruffin The Romsey School Greatbridge Road Romsey Hampshire SO51 8ZB	Mr Simon Branston- Jones 24.10.2023	No objection	Subject to more substantial sound absorption acoustic fencing/panels being placed around the air source heat pump, rather than close board fencing, to reduce the noise for nearby residents.
2. 23/02448/FULLS 25.09.2023 ROMSEY TOWN	Replacement of conservatory roof	Hilary Warwick 8 Old Road Romsey Hampshire SO51 7WH	Mrs Sacha Coen 17.10.2023	No objection	
3. 23/02458/FULLS 25.09.2023 ROMSEY TOWN	Two storey extension and relocation of previously approved detached garage by 2 metres	Mr Nick Barker White Walls Belbins Romsey Hampshire SO51 OPE	Katie Savage 20.10.2023	No objection	
4. 23/02462/TPOS 25.09.2023 ROMSEY TOWN	T1 to T11 - Lawson Cypress - Reduce crown of all by up to 1.5m, lift the crown by up to 1m and remove dead branches	Ann Butterwick 51 Horseshoe Drive Romsey Hampshire SO51 7TP	Mr Rory Gogan 17.10.2023	No objection	

Signature: 

Date:

5. 23/02480/TREES 27.09.2023 ROMSEY TOWN	T1 - Robinia - Reduce in height by approx. 2m and reshape (back to previous pruning points) Crown raise over parking area by approx 4m above ground level. T2 - Norway Maple - Reduce in height by approx. 2m and reshape (back to previous pruning points) T3 - Sycamore - Reduce in height by approx. 2m and reshape (back to previous pruning points)	Brookes Park House 9 Palmerston Street Romsey Hampshire SO51 8GF	Mr Rory Gogan 18.10.2023	No objection	
6. 23/02481/TPOS 27.09.2023 ROMSEY TOWN	T1 - Beech - Reduce overhanging branches by up to 2m from garden	Miss Bernice McGrail 31 Brook Way Romsey Hampshire SO51 7JZ	Mr Rory Gogan 19.10.2023	No objection	

ROMSEY TOWN COUNCIL					
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 40					
Week Ending: Friday 6 October 2023					
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
1. 23/02518/TREES 03.10.2023 ROMSEY TOWN	T1 - Amelanchier - Reduce crown by up to 2m above previous points, T2 - small ornamental tree in rear garden - routine maintenance works to tree that has been heavily reduced previously.	Roland 34 Church Lane Romsey Hampshire SO51 8EP	Mr Rory Gogan 25.10.2023	No objection	

Signature: 

Date:

MINUTES

ROMSEY TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE MAYOR'S PARLOUR, TOWN HALL, ROMSEY, HAMPSHIRE
THURSDAY 26 OCTOBER 2023

56

2. 23/02554/FULLS 06.10.2023 ROMSEY TOWN	Single storey side and rear extension	Miss E Musson 30 Tadfield Road Romsey Hampshire SO51 5AJ	Mrs Sacha Coen 30.10.2023	No objection	Subject to adequate off- street parking
---	---------------------------------------	--	---------------------------------	-------------------------	--

ROMSEY TOWN COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 41
Week Ending: Friday 13 October 2023

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
1. 23/02308/FULLS 11.10.2023 ROMSEY TOWN	Erection of awning to front elevation	Miss Victoria Ridge Angel Floss Ltd 19 Latimer Street Romsey Hampshire SO51 8DF	Mr Simon Branston- Jones 10.11.2023	No objection	
2. 23/02528/LBWS 12.10.2023 ROMSEY TOWN	Alterations and repairs to roof, rainwater goods, brickwork and elevation decoration	Mr Anthony Reilly - The Royal Bank of Scotland Plc National Westminster Bank Plc 27 Market Place Romsey Hampshire SO51 8NB	Mrs Sacha Coen 10.11.2023	Noted	RTC congratulate the applicant on the plans for a sensitive restoration of the building
3. 23/02589/TREES 10.10.2023 ROMSEY TOWN	T1 - Pear Tree - Fell, T2, T3 and T4 - Pear - Pollard, T5 - Himilayan Birch - Reduce crown by up to 1.5m	Mr Mike Newtown 13 Middlebridge Street Romsey Hampshire SO51 8HJ	Mr Rory Gogan 01.11.2023	No objection	



Signature:

Date:

MINUTES

ROMSEY TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE MAYOR'S PARLOUR, TOWN HALL, ROMSEY, HAMPSHIRE
THURSDAY 26 OCTOBER 2023

57

<p>4. 23/02636/TPOS 12.10.2023 ROMSEY TOWN</p>	<p>G10 - Alder, Oak and Sycamore - Reduce branches to give 3m clearance to the building</p>	<p>Mr Nick Goulden Unit 1 Romsey Industrial Estate Greatbridge Road Romsey Hampshire SO51 0HR</p>	<p>Mr Rory Gogan 06.11.2023</p>	<p>No objection</p>	
<p>5. 23/02605/FULLS 11.10.2023 ROMSEY TOWN</p>	<p>Retention of temporary structure for use as club house</p>	<p>Broadlands Lakes Broadlands Lake Hill Street Calmore Southampton Hampshire SO40 2RX</p>	<p>Katie Savage 04.11.2023</p>	<p>No objection</p>	
<p>6. 23/02632/TPOS 13.10.2023 ROMSEY TOWN</p>	<p>G1 - Horse Chestnut x3 - Pollard by up to 7m from ground level.</p>	<p>Jones Test Mills Hollman Drive Romsey Hampshire</p>	<p>Mr Rory Gogan 04.11.2023</p>	<p>No objection</p>	
<p>7. 23/02638/TREES 13.10.2023 ROMSEY TOWN</p>	<p>Unknown species - crown reduction of up to 1.5m from height and sides</p>	<p>Mr William Akerman 63 The Hundred Romsey Hampshire SO51 8BZ</p>	<p>Mr Rory Gogan 04.11.2023</p>	<p>No objection</p>	

85. Planning Feedback

Meeting ended at: 7.49 pm

Next meeting: Thursday 16 November at 7.30 pm



Signature:

Date:

In the Chair: Cllr J Critchley

ATTENDANCE:

- | | | | |
|---|-----------------|---|------------------|
| P | Cllr A Goddard | P | Cllr J Critchley |
| P | Cllr C Burgess | P | Cllr I Culley |
| A | Cllr M G Cooper | A | Cllr S Gidley |
| A | Cllr J Parker | P | Cllr J Ray |
| P | Cllr R Theron | | |

In attendance: Nicqui Chatterley – Planning Clerk

85. Apologies

Cllr M G Cooper, Cllr J Parker, Cllr S Gidley

86. Declarations of Interest

None

87. Minutes

Confirmation

The minutes of the Joint Planning Committee Meeting held on Thursday 26 October 2023 were confirmed as a true record.

Proposed by: Cllr J Ray

Seconded by: Cllr Burgess

CARRIED UNANIMOUSLY

Matters Arising

None

88. Public Participation

Mr Andrew Dawnbey. List 42 Item 4.

89. Participation at Southern Area Planning Committee

None

90. Appeal Notifications/Decisions

None

91. Amended Applications

None

92. Correspondence

92.1 Email from dated 03.11.23 re: Hillier Bentry, Jermyns Lane, Romsey - Public Consultation

Noted

93. Planning Applications

List Nos: 42, 43 and 44

Signature:



Date: 7.12.23

ROMSEY TOWN COUNCIL						
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 42						
Week Ending: Friday 20 October 2023						
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS	
1. <u>23/02616/FULLS</u> 17.10.2023 ROMSEY TOWN	Erect single storey side and rear extension and front porch, install gate to rear garden wall and provision of additional parking space	Ms Nina Bishop Bolt 12 Viney Avenue Romsey Hampshire SO51 7NQ	Mrs Sacha Coen 09.11.2023	No objections		
2. <u>23/02628/LBWS</u> 18.10.2023 ROMSEY TOWN	Replacement of south boundary garden wall	Mr Norman Oldmeadow 98 The Hundred Romsey Hampshire SO51 8BY	Mr Simon Branston- Jones 17.11.2023	Noted		
3. <u>23/02654/CLPS</u> 18.10.2023 ROMSEY TOWN	Certificate of lawfulness for proposed demolition of conservatory and erection of single storey rear extension	Mrs Victoria McQueen 23 Westering Romsey Hampshire SO51 7LX	Mrs Sacha Coen 09.11.2023	Noted		
4. <u>23/02655/FULLS</u> 20.10.2023 ROMSEY TOWN	Demolition of garage, erection of single storey front and rear extensions, first floor side extension, and alterations to access	Mrs Emily Dixon Arran House 40 Carisbrooke Court Romsey Hampshire SO51 7JQ	Mrs Sacha Coen 11.11.2023	Objection	Two storey extension over bearing because of the angle between the properties, reducing light and amenity. Concern about the height (about ten feet) and length of the single storey extension	

						such that it may affect the neighbour's trees
5. 23/02662/TPOS 17.10.2023 ROMSEY TOWN	T1 - Oak - Reduce crown height by up to 3m, lateral growth by up to 2.5m and lift canopy up to 4m from ground level, remove deadwood, T2 - Oak - Reduce crown height by up to 3m and lateral growth by up to 2m and remove deadwood	Brian Cowcher Hollybrook Winchester Road Crampmoor Romsey Hampshire SO51 9AL	Mr Rory Gogan 08.11.2023	No Objection		Concern over repositioning of drive way near the junction of Woodley Lane.
6. 23/02683/FULLS 19.10.2023 ROMSEY TOWN	Installation of replacement windows and porch canopy, erection of dormer window	Mr Andrew Forrester 25 Palmerston Street Romsey Hampshire SO51 8GG	Mr Simon Branston- Jones 17.11.2023	Withdrawn		
7. 23/02710/TREES 20.10.2023 ROMSEY TOWN	Removal of 2 fir trees	Mr Frank Gore 24 Middlebridge Street Romsey Hampshire SO51 8YT	Mr Rory Gogan 10.11.2023	No Objection		RTC would like to see replacement with suitable trees or shrubs

ROMSEY TOWN COUNCIL

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 43

Week Ending: Friday 27 October 2023

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
1. 23/02537/FULLS	Proposed change of use from a dwelling to care home for children	Mr M Fry Lee Park Lodge	Mr Graham Melfon	No Objection	

Signature:



Date: 7.12.23

26.10.2023 ROMSEY TOWN	Lee Church Lane Lee Romsey Hampshire SO51 9LE	24.11.2023		
2. 23/02648/FULLS 27.10.2023 ROMSEY TOWN	Mr And Mrs Spark 2 Sorrel Close Romsey Hampshire SO51 7RB	Kate Levey 18.11.2023	No Objection	
3. 23/02715/FULLS 23.10.2023 ROMSEY TOWN	Mr And Mrs Dodd 60 Woodley Lane Romsey Hampshire SO51 7JX	Katie Savage 14.11.2023	No Objection	Slight concern over the effect of the increased height and its effect on the neighbour.
4. 23/02716/TPOS 23.10.2023 ROMSEY TOWN	Mrs Luthwaite Hunters House The Copse Romsey Hampshire SO51 7UR	Mr Rory Gogan 14.11.2023	No Objection	
5. 23/02733/TREES 24.10.2023 ROMSEY TOWN	Mr Alex Hand Dukes Mill Centre Broadwater Road Romsey Hampshire	Mr Rory Gogan 15.11.2023	No Objection	

6. <u>23/02753/LBWS</u> 26.10.2023 ROMSEY TOWN	Regularisation application for installation of roof light	Mr Tim Lincoln 80 The Hundred Romsey Hampshire SO51 8BX	Mr Nathan Glasgow 24.11.2023	Noted	
7. <u>23/02754/CLPS</u> 27.10.2023 ROMSEY TOWN	Application for lawful development certificate for conversion of building to an accessible dental practice	Dr Kevin Hebenton Unit 2, Eastwood Court Broadwater Road Romsey Hampshire SO51 8JJ	Katie Savage 21.11.2023	Noted	
8. <u>23/02755/TPOS</u> 26.10.2023 ROMSEY TOWN	T29 - Common Lime - Raise canopy to 4m	Mr Neil Adlam Clarence House Winchester Hill Romsey Hampshire	Mr Rory Gogan 17.11.2023	No Objection	Poor drawing

ROMSEY TOWN COUNCIL					
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 44					
Week Ending: Friday 3 November 2023					
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
1. <u>23/02684/FULLS</u> 02.11.2023 ROMSEY TOWN	Erection of replacement storage shed and installation of additional hardstanding	Mrs Emma Towler Aster Group Wakeford Court Cressey Road Romsey Hampshire SO51 8HU	Mrs Sacha Coen 01.12.2023	No Objection	
2. <u>23/02730/TPOS</u>	T1, T2 - Hornbeam - Pollard by up to 6m, T3 - Hornbeam - Fell	Mrs Jade Donnelly 54 Cuperham Lane	Mr Rory Gogan	No Objection	Subject to Tree Officers report

03.11.2023 ROMSEY TOWN	Romsey Hampshire SO51 7LG	25.11.2023		
3. <u>23/02778/TREES</u> 31.10.2023 ROMSEY TOWN	Mr Burbridge 18 Portersbridge Street Romsey Hampshire SO51 8DJ	Mr Rory Gogan 22.11.2023	No Objection	
4. <u>23/02795/TPOS</u> 01.11.2023 ROMSEY TOWN	Mrs Debbie Cross 35 Westering Romsey Hampshire SO51 7LX	Mr Rory Gogan 23.11.2023	No Objection	

Meeting ended at: 8.03 pm

Next meeting: Thursday 7 December 2023 at 7.30 pm



Signature:

Date: 7.12.23

In the Chair: Cllr J Critchley

ATTENDANCE:

P Cllr A Goddard P Cllr C Burgess P Cllr M G Cooper A Cllr S Gidley
P Cllr J Parker P Cllr R Theron P Cllr J Critchley A Cllr J Ray
P Cllr I Culley

In attendance: Nicqui Chatterley – Planning Clerk

94. Apologies

Cllr S Gidley Cllr J Ray

95. Declarations of Interest

Cllr R Theron – declared a prejudicial interest List 46 item 2. Cllr Theron left the meeting at 7.56 pm and returned at 7.57 pm.

96. Minutes

Confirmation

The minutes of the Planning Committee Meeting held on Thursday 16 November 2023 were confirmed as a true record.

Proposed by: Cllr J Parker

Seconded by: Cllr A Goodard

CARRIED UNANIMOUSLY

Matters Arising

None

97. Public Participation

None

98. Participation at Southern Area Planning Committee

None

99. Appeal Notifications/Decisions

None

100. Amended Applications

None

101. Correspondence

101.1 Email dated 13.11.23 from TVBC re: Appeal by Stratland Estates Limited - Land Adjacent Woodpeckers, Cupernham Lane, Romsey, Hampshire, S051 8NA

Noted

There was a brief discussion about the implications of this appeal regarding permitted development rights. While it is true that the Government's rules mean there is a predisposition in favour of development, it may be worth us looking at whether permitted development rights should be withdrawn from any part of any future planning applications.

Signature:



Date:

8/11/24

- 101.2** Email dated 15.11.23 from TVBC re: Wellow Neighbourhood Development Plan – Regulation 16
Noted
- 101.3** Email dated 21.1.23 from Gladman Developments Ltd re: Proposed Residential Development on Land off Halterworth Lane, Romsey
Noted
- 101.4** Email dated 24.11.23 from TVBC re: 23/02106/CLPS - 22 Cherville Street, Romsey, Hampshire
- 101.5** Email dated 24.11.23 from TVBC re: 23/01005/FULLS - Riverfalls, 10 Little Meads, Romsey, Hampshire
Noted
- 101.6** Email dated 24.11.23 from TVBC re: 22/01213/OUTS - Land At Whitenap, Luzborough Lane, Romsey, Hampshire
Clerk to chase TVBC to add RTC/REPC Joint Planning comments of 16th June 2022 to the TVBC planning portal
RTC objections remain as stated in the minutes of the 16th June 2022
- 102. Planning Applications**
List Nos: 45, 46 and 47

Signature:



Date:

8/11/24

ROMSEY TOWN COUNCIL

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 45

Week Ending: Friday 10 November 2023

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
1. 23/02073/LBWS 08.11.2023 ROMSEY TOWN	Repair works to damaged external walls	Mick Slicker Fourway Projects NW Ltd Thatched Cottage Southampton Road Ashfield Romsey Hampshire SO51 9NJ	Mr Nathan Glasgow 08.12.2023	No Objection	
2. 23/02842/FULLS 06.11.2023 ROMSEY TOWN	Two storey side extension, single storey rear extension, loft conversion with 2 dormers to the rear	Mr And Mrs Conie 11 Benedict Close Romsey Hampshire SO51 8PN	Mr Nathan Glasgow 28.11.2023	Objection	Concern that the 2-storey element will block the view toward the TPO'd trees. Reducing the amenity of the trees. RTC would like to see the position of the garden office reviewed and particular on the root protection area of those trees.
3. 23/02854/TPOS 06.11.2023 ROMSEY TOWN	G1 - Alder, Sycamore - Re-coppice	Miss Daisy Kennard Land At Jenner Way Romsey Hampshire SO51 8PD	Mr Rory Gogan 28.11.2023	No Objection	

Signature:



Date:

8/11/24

4. 23/02879/TREES 08.11.2023 ROMSEY TOWN	T1 - Robina - Fell	Mrs Christine McCallion 75 Riverside Gardens Romsey Hampshire SO51 8HN	Mr Rory Gogan 30.11.2023	No Objection	Subject to suitable replacement as suggested by the applicant
5. 23/02887/IPOS 10.11.2023 ROMSEY TOWN	TPO.TVBC.0980 - T12 Honey Locust to reduce by 3m back to old pruning points. T13 Ginkgo to be reduced by a max of 0.5m	Mr Ross Woodley 24A The Harrage Romsey Hampshire SO51 8AE	Mr Rory Gogan 01.12.2023	No Objection	

ROMSEY TOWN COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 46
Week Ending: Friday 2023

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
1. 23/02912/IPOS 13.11.2023 ROMSEY TOWN	T1 & T2 - Oak - Situated in neighbours garden, prune over-hanging canopy back by up to 2m to suitable growth points, up to a maximum height of 7m from ground level. Crown lift canopies to 3m from ground level	Mr James-Howell 2 Magnolia Walk Abbotswood Romsey Hampshire SO51 0PY	Mr Rory Gogan 05.12.2023	No Objection	Noted the trees are the property of TVBC and RTC Cllr N Gwynne.
2. 23/02919/CLPS 13.11.2023 ROMSEY TOWN	Certificate of lawful proposed development for the removal of existing conservatory and erection of single storey side extension	Mrs Helen Ralph 40 Campion Drive Romsey Hampshire SO51 7RD	Mrs Sacha Coen 10.12.2023	No Objection	
3. 23/02923/CLPS 13.11.2023	Application for a lawful development certificate for proposed construction of	Ms Lucy Clark 24 Kennett Road Romsey	Mrs Sacha Coen 06.12.2023	Noted	

ROMSEY TOWN	single storey extension after demolition of existing structure	Hampshire SO51 5PQ		
-------------	--	-----------------------	--	--

ROMSEY TOWN COUNCIL					
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 47					
Week Ending: Friday 24 November 2023					
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
1. 23/02106/CLPS 22.11.2023 ROMSEY TOWN	Certificate of Proposed Lawful development for the replacement of five existing wooden framed sliding sash windows with five white UPVC sliding sash windows	Mrs Alison Chestnutt 22 Cherville Street Romsey Hampshire SO51 8FD	Mrs Sacha Coen 15.12.2023	Noted	As the property is in the conservation area RTC would expect this to be a planning application.
2. 23/02967/CLPS 20.11.2023 ROMSEY TOWN	Certificate of lawful proposed development for single storey rear and side extensions and side first floor window to stair landing	Mrs G Hill 32 Riverside Gardens Romsey Hampshire SO51 8HN	Mrs Sacha Coen 12.12.2023	No Objection	As long as the root protection zone of the trees in the neighbouring trees are protected.
3. 23/02980/TPOS 21.11.2023 ROMSEY TOWN	T1 - Beech - Prune back to previous pruning cuts	Mr Ross Woodley 15 The Harrage Romsey Hampshire SO51 8AE	Mr Rory Gogan 13.12.2023	No objection	
4. 23/02994/TREES 22.11.2023 ROMSEY TOWN	T1 - Cedar - Crown reduce all over to previous reduction points, T2 - Beech - Crown reduce all over to previous reduction points and crown lift to 5m all round	Janet Drewitt Bridge Court Middlebridge Street Romsey Hampshire	Mr Rory Gogan 14.12.2023	No Objection	

Meeting ended at: 8.06 pm

Next meeting: Thursday 4 January 2024 at 7.30 pm

Signature:



Date: 8/11/24



Review.

In the Chair: Cllr J Critchley

ATTENDANCE:

P Cllr A Goddard P Cllr C Burgess P Cllr M G Cooper A Cllr S Gidley
P Cllr J Parker P Cllr R Theron P Cllr J Critchley A Cllr J Ray
P Cllr I Culley

In attendance: Nicqui Chatterley – Planning Clerk
 Toby Oliver - Romsey Advertiser

103. Apologies

Cllr J Ray, Cllr S Gidley

104. Declarations of Interest

None

105. Minutes

Confirmation

The minutes of the Planning Committee Meeting held on Thursday 7 December 2023 were confirmed as a true record.

Proposed by: Cllr J Parker

Seconded by: Cllr I Culley

CARRIED UNANIMOUSLY

Matters Arising

None

106. Public Participation

None

107. Participation at Southern Area Planning Committee

None

108. Appeal Notifications/Decisions

None

109. Amended Applications

None

110. Correspondence

8.1 Email from TVBC dated 06.12.23 re: Notification of Enforcement Appeal Riverfalls, 10 Little Meads, Romsey

NOTED

8.2 Email from TVBC dated 08.12.23 re: Edwina Mountbatten House

NOTED

111. Planning Applications

List Nos: 48, 49 and 50

Signature:

Date:

ROMSEY TOWN COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 48
Week Ending: Friday 1 December 2023

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
1. <u>23/02539/TPOS</u> 30.11.2023 ROMSEY TOWN	T80 - T84 Sycamores - reduce back by up to 2m to give clearance from house and reduce height by up 3m. Ash - fell due to ash dieback	Mrs Jayne Gray 1 Brick Lane Romsey Hampshire SO51 8LG	Mr Rory Gogan 22.12.2023	No Objection	

ROMSEY TOWN COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 49
Week Ending: Friday 8 December 2023

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
1. <u>23/03061/LBWS</u> 04.12.2023 ROMSEY TOWN	Install boiler and flue	Mrs Margaret Beard 8 Palmerston Street Romsey Hampshire SO51 8GG	Mrs Sacha Coen 02.01.2024	Noted	
2. <u>23/03077/FULLS</u> 05.12.2023 ROMSEY TOWN	Erection of annexe	Mr Kerrin Palmerino The Willows Halterworth Lane Romsey Hampshire SO51 9AD	Mrs Sacha Coen 03.01.2024	No Objection	RTC have no objection subject to requesting a condition be applied that the annexe is ancillary to the main use of the property.

<p>3. 23/03090/FULLS 04.12.2023 ROMSEY TOWN</p>	<p>Install retractable awning over shopfront windows</p>	<p>Mr Colin Latouf 15 Market Place Romsey Hampshire SO51 8NA</p>	<p>Mr Simon Branston- Jones 12.01.2024</p>	<p>No Objection</p>	<p>RTC have no objection subject to the applicant following the Conservation Officers report in respect of the fabric to be used for the blind.</p>
<p>4. 23/03091/ADVS 04.12.2023 ROMSEY TOWN</p>	<p>Display signage on retractable awning</p>	<p>Mr Colin Latouf 15 Market Place Romsey Hampshire SO51 8NA</p>	<p>Mr Simon Branston- Jones 12.01.2024</p>	<p>No Objection</p>	
<p>5. 23/03092/LBWS 04.12.2023 ROMSEY TOWN</p>	<p>Install retractable awning over shopfront windows</p>	<p>Mr Colin Latouf 15 Market Place Romsey Hampshire SO51 8NA</p>	<p>Mr Simon Branston- Jones 12.01.2024</p>	<p>No Objection</p>	
<p>6. 23/03113/VA/RS 05.12.2023 ROMSEY TOWN</p>	<p>Vary condition 1 of 20/01293/RESS (Approval of details for access, landscaping, layout, scale and appearance of 5 dwellings and garages pursuant to outline planning permission 17/00915/OUTS) To allow for amended access</p>	<p>Mr and Mrs Owers Land West of Cuperham Lane Romsey SO51 7JF</p>	<p>Mr Paul Goodman 12.01.2024</p>	<p>Objection</p>	<p>RTC have the following concerns: There is still no passing place for two vehicles on the track between the road and the junction of Cuperham Lane. It is noted that the number of cars expected to use the track is inaccurate in respect of vehicle movement. Concerns remain about entry and exit being only one vehicle width and</p>

Signature:

Date:

7. 23/03133/TPOS 06.12.2023 ROMSEY TOWN	T1 - Magnolia - Prune back to previous points (2m)	Dr Margaret Keightley 21 The Abbey Romsey Hampshire SO51 8EN	Mr Rory Gogan 04.01.2024	No Objection	subsequent dangers with movements into and from Cuperham Lane. The track is used as a public walkway.
8. 23/03145/FULLS 07.12.2023 ROMSEY TOWN	Convert upper floors to 4 bedroom maisonette and the addition of a dormer in the roof	Mr Diaper Brightbeech Property Ltd 16 Market Place Romsey Hampshire SO51 8NA	Mr Nathan Glasgow 12.01.2024	No Objection	
9. 23/03146/LBWS 07.12.2023 ROMSEY TOWN	Convert upper floors to 4 bedroom maisonette and the addition of a dormer in the roof	Mr Diaper Brightbeech Property Ltd 16 Market Place Romsey Hampshire SO51 8NA	Mr Nathan Glasgow 12.01.2024	No Objection	
10. 23/03155/FULLS 08.12.2023 ROMSEY TOWN	Extend existing storage area on first/second floor at the front of the building with two storey extension towards rear over part of existing flat roof and linking new store with internal stair to retail unit below	Mr Diaper Brightbeech Westbury Ltd M&Co 7 - 9 The Hundred Romsey Hampshire SO51 8GD	Kate Levey 12.01.2024	No Objection	No objection in principle but RTC would like it noted that the proposed alterations to the existing storage areas on the first and second floor at the front of the building are retained as storage for the retail unit on the ground floor and the proposed new

									staircase remains as a link to the retail and store areas of the premises.
--	--	--	--	--	--	--	--	--	--

ROMSEY TOWN COUNCIL									
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 50									
Week Ending: Friday 15 December 2023									
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS				
1. 23/03136/CLPS 12.12.2023 ROMSEY TOWN	Application for a certificate of lawfulness for proposed replacement of garage doors with window	Tracy And Paul Allen Wynton Bow Lane Romsey Hampshire SO51 7ND	Mr Simon Branston- Jones 10.01.2024	Noted					
2. 23/03142/TREES 12.12.2023 ROMSEY TOWN	Maple x 1 - Crown reduce by up to 4 metres	Mr Andrew Maundrell 8 Church Road Romsey Hampshire SO51 8EY	Mr Rory Gogan 02.01.2024	No Objection	RTC would propose the reduction should be down to the previous pruning points. Noted there was no sketch plan.				
3. 23/03173/TPOS 13.12.2023 ROMSEY TOWN	T1 - Acacia - Reduce to suitable growth points to gain up to 2.5m clearance back from road and 2.5m over footpath	Mr Jonathan Hodson 1 Deansfield Close Romsey Hampshire SO51 7NE	Mr Rory Gogan 10.01.2024	No Objection					
4. 23/03181/FULLS 15.12.2023 ROMSEY TOWN	Part conversion of double garage to from playroom, to include partial bricking up of opening and insertion of widow and window to rear of garage	Philip Starbuck 23 Campion Drive Romsey Hampshire	Mr Simon Branston- Jones 15.01.2024	No Objection	Subject to the retention of adequate off-street parking				

Signature:

Date:

MINUTES

ROMSEY TOWN COUNCIL PLANNING COMMITTEE
 HELD IN THE COUNCIL CHAMBER, TOWN HALL, ROMSEY, HAMPSHIRE
 THURSDAY 4 January 2024

<p>5. 23/03197/FULLS 15.12.2023 ROMSEY TOWN</p>	<p>Relocate fence and replace gate</p>	<p>SO51 7RD Mr Martin Whitcher 24 The Meadows Romsey Hampshire SO51 0GX</p>	<p>Mrs Sacha Coen 15.01.2024</p>	<p>RTC would recommend that the fence be moved 1.5 metre back before a hedge row is planted along the front and should be planted in perpetuity.</p> <p>The fence should be no more than 1metre high.</p>
<p>6. 23/03201/FULLS 15.12.2023 ROMSEY TOWN</p>	<p>Erection of two dwellings with associated car ports, parking and landscaping works</p>	<p>Blue Leaf Projects Ltd and Venture Management Ltd Land Rear Of The Yews 167 Botley Road Romsey Hampshire</p>	<p>Kate Levey 16.01.2024</p>	<p>Notwithstanding the development at 169 Botley Road the development at 167 is on a smaller site and further impinges on the neighbouring dwellings.</p> <p>6 dwellings accessing across one small driveway is a matter of some concern.</p>

Meeting ended at: 8.12 pm

Next meeting: Thursday 25 January 2024 at 7.30 pm

Signature:

Date:

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



BUILDINGS & COMMUNITY COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 3rd October 2023

In the Chair: Councillor S. Wilkinson

Attendance:

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

Clerk: Judith Giles
Public: 0

Present:

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

1. APOLOGIES

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

2. DECLARATIONS OF INTEREST

None

3. MINUTES

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

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. A. Goddard

CARRIED

Matters Arising

None

4. PUBLIC PARTICIPATION

None

5. UPDATE - TOM CRUTCHFIELD TVBC LANDSCAPE ARCHITECT

Not received

6. ARCHIVIST REPORT

None received.

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



BUILDINGS & COMMUNITY COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 3rd October 2023

7. REVIEW OF BOOKINGS

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

8. FINANCE REPORT

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

9. TOWN HALL BUILDING SECURITY

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

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

Noted.

11. PROPOSED BUILDINGS & COMMUNITY BUDGET 2024-25

To receive proposed Buildings & Community Budget for 2024-25

RESOLUTION NO.

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

PROPOSER: Cllr. J. Parker

SECONDER: Cllr. A Goddard

CARRIED

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

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

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

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

13. ROMSEY TOWN COUNCIL NEWSLETTER

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

14. ROMSEY EXTRA DISPLAY BOARD – COUNCIL CHAMBER

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

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



BUILDINGS & COMMUNITY COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 3rd October 2023

15. PROJECT LIST

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

16. FINANCING PROJECTS

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

17. SHOPLIFTING CONCERNS - ROMSEY

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

18. PROPOSAL TO CONTACT HAMPSHIRE POLICE AND CRIME COMMISSIONER

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

19. PROPOSED CCTV – OLD BURIAL GROUND

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

20. ROMSEY FUTURE

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

21. MAYORAL AWARD SCHEME/ENVIRONMENTAL AWARD

None

22. GRANTS

RESOLUTION NO. 23/29

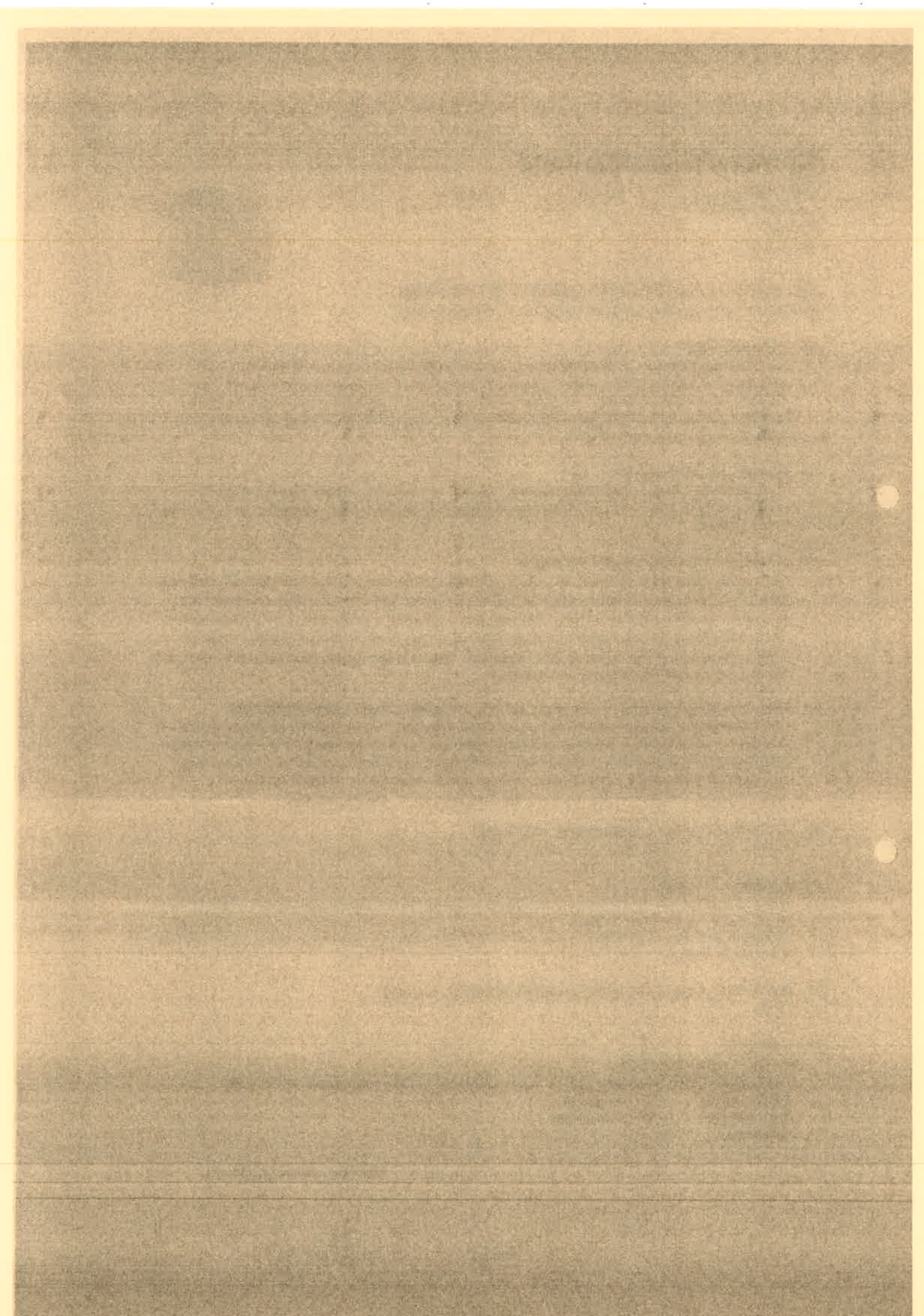
It was **RESOLVED** to award £250 to Test Valley Young Entrepreneurs Contest 2023

PROPOSED: Cllr. S. Gidley

SECONDED: Cllr. J. Urquhart

CARRIED

Meeting closed 9.24p.m.



Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



Tel: 01794-512837

Email: howard.brisland@romseytc.org.uk

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

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

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

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



Tel: 01794-512837

Email: howard.brisland@romseytc.org.uk

10. **SR Allotments** Track repairs and car park upgrade. I have one quote and another declined. The quote is credible and in line with the verbal budget indicated by the declining contractor. He is just too busy. Quotes are around £24K so funding needs to be identified. There is £6789 in the EMR. Discussion with SRA Committee needed.

- 11 **Bus Stops** Scrag Hill – Broken Window. Order placed on Externiture. Crampmoor – Rotten Facias and Soffits being replaced in conjunction with WVH works to get a price advantage.

- 12 **Honors Board** Have been updated.

- 13 **Security** Video entry system. Quotations are currently being sourced.

- 14 **Lengthsman** We have now received the monies due to us. However, I am still struggling to find a person willing to undertake the work. I am now discussing with the Chief Officer an alternative solution.

- 15 **REPC Website/Domain name** We have extended the life of this web site until 30th September 2024. Old REPC Councillors had indicated they wanted to consider its future. It is currently dormant with no updates taking place since 1st April 2023.

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



Tel: 01794-512837

Email: howard.brisland@romseytc.org.uk

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

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

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

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



Tel: 01794-512837

Email: howard.brisland@romseytc.org.uk

10. **SR Allotments** Track repairs and car park upgrade. I have one quote and another declined. The quote is credible and in line with the verbal budget indicated by the declining contractor. He is just too busy. Quotes are around £24K so funding needs to identified. There is £6789 in the EMR. Discussion with SRA Committee needed.

- 11 **Bus Stops** Scrag Hill – Broken Window. Order placed on Externiture.
Crampmoor – Rotten Facias and Soffits being replaced in conjunction with WVH works to get a price advantage.

- 12 **Honors Board** Have been updated.

- 13 **Security** Video entry system. Quotations are currently being sourced.

- 14 **Lengthsman** We have now received the monies due to us. However, I am still struggling to find a person willing to undertake the work. I am now discussing with the Chief Officer an alternative solution.

- 15 **REPC Website/Domain name** We have extended the life of this web site until 30th September 2024. Old REPC Councillors had indicated they wanted to consider its future. It is currently dormant with no updates taking place since 1st April 2023.

Monthly Report to Building and Communities Committee

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

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

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

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

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

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

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

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

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

Event & Business Group Meetings:

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

Event priorities have been:

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

Business

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

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

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

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

TVBC

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

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

Tourism Comms meeting

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

HCC

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

Elected Members

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

Key priorities:

Future events

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

Opportunities

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

Threats

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

Empty Retail Space

M & Co – planning applications in process

Old Cornmarket (prev. Barclays) - Vacant

2 Latimer Street (prev. Herbwise) – Vacant

7 Bell Street – Vacant

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

56-58 The Hundred – Planning applications in process

6 Cornmarket (prev Computer Repair) – Vacant

1 Marketplace (prev Chemist/Print shop) - Vacant

Meetings coming up:

Catch up with Andy Ferrier – next due in October.

Romsey Food Partnership

Food Fair wrap-up meeting

Christmas Planning Meetings – all events

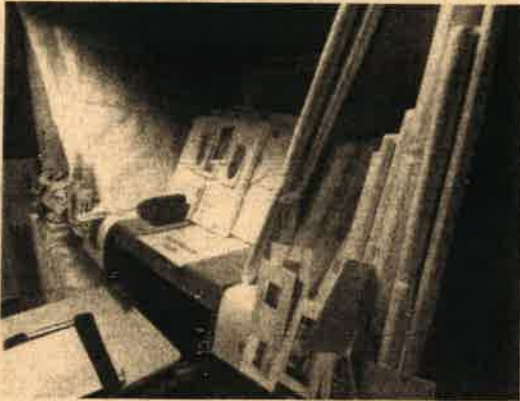
TVBC Communications Meeting

Test Valley Safety Management Group

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

BUILDINGS AND COMMUNITY COMMITTEE: 4th December 2023
ARCHIVIST'S REPORT

The major project of curating the RTC's collection of artefacts is now usable with only the thumbnails to be embedded in the inventories at a later date. Copies of the computer inventories are now available for the RTC, as required. They are complete with cross-references as applicable.



The shelves are labelled to match inventories with items allocated appropriately. Apart from a few robust overlarge items, all have been cleaned, wrapped, taped and given labels carrying photo on one side and description on the other.

Left: Sample shelf of curated pictures

Work has now moved on to up-dating the items on public display. All rooms, staircases etc. have now been listed except for the Council Chamber which is occupied during our session and will not

be available until 19th December (after which we will break until the new year.). The computer inventory re current public displays will be up-dated and made available.

Future Work in consultation with Howard

- 1 Strong Room & Robes Cupboard – assessment of what is appropriate for this storage. This may entail adding to the existing archive shelves and records in the central bay of the RTC basement.
- 2 Discuss with Howard which pictures etc. should be on open display re War and Military and their location.
- 3 Review historic paperwork and inventories (in archive boxes)

Barbara Burbridge

(Please note the continuing invaluable assistance of Jennifer Wilsdon)

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



BUILDINGS & COMMUNITY COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 5th December 2023

In the Chair: Councillor S. Wilkinson

Attendance:

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

Clerk: Judith Giles
Public: 0

Present:

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

1. APOLOGIES

Apologies received from Cllr. S. Gidley

2. DECLARATIONS OF INTEREST

None

3. MINUTES

The minutes of the Building & Town Committee Meeting held on 3rd October 2023 were confirmed as a correct record.

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. M. Cooper

CARRIED

Matters Arising

Cllr. C. Burgess asked if there are opportunities for Councillors to integrate with community at Mayor's Picnic? Cllr. J Burnage said it is organised by the Rotary Club of Romsey Test and not RTC. Cllr. N. Gwynne suggested it would be a good idea for Councillors to wear their Council badges. It was agreed in future Councillors will wear their badges at the Mayor's Picnic.

Cllr. M. Cooper reported HCC is dealing with 20 miles per hour zone requests at the Universal Services Committee Meeting in January 2024. This may involve contributions by the Romsey Town Council towards any possible project, presumably derived from CIL monies.

4. PUBLIC PARTICIPATION

None

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



BUILDINGS & COMMUNITY COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 5th December 2023

5. ARCHIVIST REPORT

Noted

6. UPDATE - TOM CRUTCHFIELD TVBC LANDSCAPE ARCHITECT

Email from Tom Crutchfield dated 27th November reported project at Romsey FMC will be presented to TVBC Cabinet on 17th January 2024. Tom Crutchfield will report on the outcome and update Council accordingly.

7. REVIEW OF BOOKINGS

The Events Manager reported bookings are at an all time high. Cllr. M Cooper thanked the Town Hall staff for all their hard work.

7.45p.m. Cllr. J. Urquhart joined the meeting

8. FINANCE REPORT

The Chief Officer presented Month 7 to the Committee. No areas of concern were raised. Cllr. J. Parker asked if WW1 Monies in Earmarked Reserve could be moved to the General Reserve. The Chief Officer reported monies were raised specifically for that event and could not be moved to the General Reserve. Cllr. J. Parker also asked if the Tourism & Heritage App monies in Earmarked Reserve is going to be used. The Business, Events & Tourism Officer reported a tourism review is currently being undertaken at TVBC. Subject to the outcome monies will be spent.

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

Noted. The Building Manager confirmed the refurbishment of the toilets at Woodley Village Hall will be part funded via the Community Asset Fund. Deadline for application is 14th January 2024.

Fire escape other little jobs David doing. Fire escape has apparently been agreed. £7,910.00. HB recommend move forward but that means we will be overspending our current project budget. Gwynne suggesting metal structure.

A discussion was held with regards to a ramp versus steps for fire escape at Woodley Village Hall. Further investigation needed. Committee will be emailed with results. Cllr. I. Culley said external lighting at Woodley Village Hall is not good. The Building Manager to discuss with to Pete Harrison – Manager, Woodley Village Hall.

10. ROMSEY EXTRA DISPLAY BOARD – COUNCIL CHAMBER

Cllr. M. Cooper identified some amendments. On completion of these the Romsey Extra Board will be displayed.

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



BUILDINGS & COMMUNITY COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 5th December 2023

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

Noted. Cllr. M. Cooper reported a Stream Clean will take place the first Saturday in April 2024. Councillors agreed to arrange a litter pick during the official Great British Spring Clean which will take place between 15th -31st March 2024 in their Wards and liaise with the Business, Events & Tourism Officer. The Business, Events & Tourism Officer discussed with the Committee the possibility of having electric power points in the Cornmarket. Cllr. N Gwynne will add to the Projects List. There is also monies available from Romsey Future to support this.

The Saving Santa Christmas Event will take place on Friday 8th December 2023 including a reindeer trail which 55 Romsey businesses have signed up to. A Volunteer Fair will take place on 21st January 2024 in the Town Hall. The Committee was asked to inform any organisations they are involved in if they want to take part.

12. SHOPLIFTING CONCERNS - ROMSEY

Cllr. J.Critchley reported a lot more businesses taking action themselves.

13. TOWN HALL BUILDING SECURITY

The Building Manager has discussed security of the Town Hall with the attendants and it has been agreed to re-instate the rear corridor door and isolating the lift. This action will be monitored.

14. PROJECT LIST WORKING GROUP

Cllr. N. Gwynne reported projects listed have now been scored. Greening type projects have come out on top i.e. baskets, trees and extra seating. Councillors to be identified as to who is going to lead each project. The Business, Events & Tourism Officer asked if a Christmas Fair can be added to the Project List and Cllr. C. Burgess asked if the allotments car park can be added to the list. Cllr. N. Gwynne to send out updated Project List.

Cllr. N. Gwynne has spoken to Kevin Harrington, TVBC Parks and Countryside Manager Community and Leisure. It has been confirmed benches for Kings Chase will cost £1,100 each. **(project list to attach)**

RESOLUTION NO. 20/43

It was **RESOLVED** to approve go ahead for two benches at Kings Chase at a cost of £1,100 each supply and fit, TVBC

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr N. Gwynne

CARRIED

15. ROMSEY FUTURE

Cllr. J. Parker reported a stakeholders meeting was held on 27th September 2023 and a Community Event was held on 18th November 2023 which attracted a good number of people. On 5th December 2023 a Romsey Future Programme Board Meeting was held where it was reported some projects have made a bit of progress.

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



BUILDINGS & COMMUNITY COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 5th December 2023

YOUTH DEMOCRACY EVENT

Cllr. C. Birkett reported he is working with Hampshire Youth Partnership and an event will be held in the Town Hall - March 2024. Ten students will give their opinions and views. It is hoped they will achieve a better understanding of the different tiers of government. An interactive survey will be done which will hopefully identify what is important to this generation. Cllr. C. Birkett is hoping to get TVBC involved. He is waiting for Andy Ferrier, Chief Executive, TVBC to sign off. There is an initiative to plan some workshops. Cllr. M. Cooper said he would be happy to be involved.

16. MAYORAL AWARD SCHEME/ENVIRONMENTAL AWARD

No nominations put forward.

17. GRANTS

None

Meeting closed 9.27p.m.

Town Hall
1, Market Place
Romsey
SO51 8YZ



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

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

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

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ

App 1



Tel: 01794-512837

Email: howard.brisland@romseytc.org.uk

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

Suzi Shilling – Business, Events and Tourism Officer – 29 November 2023

Bi-Monthly Report to Buildings and Community Committee

Great British Spring Clean

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

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

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

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

Saving Santa – Friday 8th December

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

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

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

Event & Business Group Meetings:

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

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

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

Event priorities have been:

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

Business

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

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

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

Community

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

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

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

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

TVBC

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

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

Tourism Comms meeting

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

HCC

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

Elected Members

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

Key priorities:

Future events

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

Opportunities

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

Threats

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

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

Empty Retail Space

M & Co – planning applications in process

Old Cornmarket (prev. Barclays) - Vacant

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

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

56-58 The Hundred – Planning applications in process

6 Cornmarket (prev Computer Repair) – Vacant

1 Marketplace (prev Chemist/Print shop) - Vacant

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

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

Meetings coming up:

Romsey Food Partnership

Christmas Wash-Up Meetings – all events

TVBC Communications Meeting

Test Valley Safety Management Group

The 'New@ Chamber breakfast meeting starts in January.

Beggars Fair 2024 30th anniversary

Food Fair 2024!!

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

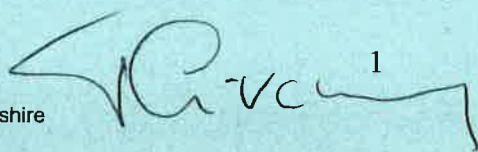
RESOLUTION NO. 23/31

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



12/12/23.

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

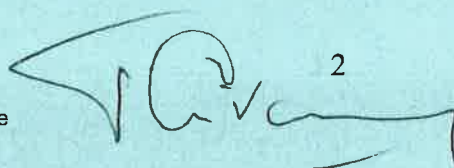
CARRIED

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

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 12th December 2023

ATTENDANCE:

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

In the Chair: Cllr. J. Critchley

Clerk: Judith Giles

Public: 0

1. Apologies

None

2. Declarations of Interests

Cllr. N. Gwynne & Cllr. J. Burange – Agenda item 8 – Romsey Festival Grant

3. Minutes

i) To receive the Finance & Resource Committee Meeting Minutes of 24th October 2023

PROPOSED: Councillor S. Wilkinson

SECONDED: Councillor J. Parker

CARRIED

ii) **Matters Arising**

Agenda item 12 – Lengthsman Vacancy – the Chief Officer reported progress has been made regarding the employment of a Lengthsman

4. Public Participation

None

5. Town Hall Income

Noted.

6. Finance Report 2023/24

Month 8 was noted with no concerns. The Chief Officer to confirm what utility costs are for under Environmental - Cost Code 130. Woodley Village Hall will have an Earmarked Reserve in 2024-25. Chief Officer to confirm Romsey Festival have not asked for grant of £1,000 in 2023-24 yet. The car park refurbishment costs added to the project list.

Cllr J. Parker asked about the current situation regarding sites for the speed limit reminder equipment. Cllr J. Critchley explained that a list of possible sites is now with HCC, through the Building Manager and waiting for approval. Cllr. J. Critchley to forward the list of sites to sent to HCC to Cllr. J. Parker.

7. BUDGET 2024-25 BUDGET UPDATE

The draft 2024-25 budget was an agenda item at Full Council held on 21st November 2023. It was agreed to delay approval until Full Council Meeting on 21st January 2024 when Band D property level should be known. Chief Officer to contact TVBC to ascertain if Band D figure will be available before the end of year.

Cllr. N. Gwynne & Cllr. J. Burnage left the room

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 12th December 2023

**8. ROMSEY FESTIVAL GRANT
RESOLUTION NO. 20/44**

It was **RESOLVED** to increase grant to Romsey Festival from £1,000 per annum to £2,000 per annum

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. S. Wilkinson

CARRIED

9. ROMSEY TOWN COUNCIL/ROMSEY EXTRA MERGER

The Chief Officer reported the REPC VAT claim is still ongoing. The CCLA REPC bank account is in the process of been put in the name of Romsey Town Council.

It was agreed to keep TSB account open until VAT claim has been received.

Cllr. J. Parker suggested monies be distributed to Awbridge Parish Council before VAT claim is received.

Meeting Closed: 8.30p.m.

DRAFT

Romsey Town Council
Budget Report to 30th November 2023

General Notes:

Attached are the summary income & expenditure report for month 8 to November 2023. This report shows a current year surplus of income over expenditure of £162,677 which includes the precept which was received on 12th April 2023 & 25th September 2023.

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

The balance sheet shows that total funds available to the council are £479,709:

This is made up of the following -

Current Year Surplus		£162,677
General Reserve Brought Forward		£165,147
Other Earmarked Reserves		£151,885
Total		£479,709

The budget is analysed and phased over the year and the percentage of budget if analysed evenly over the year to date is 66.67% but members are reminded that income & expenditure rarely follows this pattern over the year.

Total expenditure for month 8 was 70.7% 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	£14,099	
Under/(Over)	-£1,505	

Year to Date Budget	£151,128
Actual	£89,925
% of Budget Used	59.50%

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

No further concerns.

	103	Grants
--	------------	---------------

No further concerns.

	104	Civic
--	------------	--------------

No further concerns.

	105	Finance
--	------------	----------------

Expenditure to date is at 107.7%

Annual insurance cost of £7,305 was incurred in April for 2023/24 against its annual budget of £6000. Annual Budget £53,134 transferred to Earmarked Reserve Projects in month 8, November 2023.

No further concerns.

	107	Market
--	------------	---------------

No further concerns.

Romsey Town Council
Budget Report to 30th November 2023

Analysis by Cost Centre (Continued)

110 Town Hall

Month Budget	£17,264
Actual	£22,515
Under/(Over)	-£5,251

Year to Date Budget	£207,165
Actual	£152,381
% of Budget Used	73.56%

1st Loan repayment made in April 2023 & 1st Loan repayment for Lift was made in June 2023.
2nd Loan repayment made in November 2023
£20.4k spent on Roof Repairs for Townhall

111 Town Hall Bar

No further concerns.

112 Town Hall Film Shows

No further concerns.

120 Allotments - Southampton Road

No concerns.

121 Allotments - Kings Chase

Fernden charges for works at Ganger Farm totalling £3340

125 Town Centre Management

No further concerns.

126 Woodley Village Hall

No concerns.

130 Environmental

No concerns.

135 Marshalls

No concerns.

140 Planning

No concerns.

160 War Horse Fund

No concerns.

170 Christmas Lights Fund

No concerns.

Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 30/11/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<i>Current Assets</i>		
100	Trade Debtors	(1,070)
103	Prepayments	5,048
105	VAT	6,568
120	Bar Stock	1,434
201	Lloyds Current Account	464,413
202	Building Managers Imprest A/c	716
204	TSB Deposit A/c	4,761
212	Mayors Charity A/c	3,192
215	War Horse A/c 35433560	14,630
230	Bar Float	300
Total Current Assets		499,993
<i>Current Liabilities</i>		
500	Trade Creditors - CHQ	2,982
506	Retentions Payable	1,031
515	PAYE and NI Due	7,083
516	Superannuation Due	4,363
534	Mayors Charity Control Acct	3,192
545	Wilder Romsey	1,169
561	Booking Deposits	65
562	Damage Deposits	400
Total Current Liabilities		20,284
Net Current Assets		479,709
Total Assets less Current Liabilities		479,709
<i>Represented by :-</i>		
301	Current Year Fund	162,677
310	General Reserve	165,147
321	EMR Allotment Fund SR	6,789
336	EMR Town Hall Major Mainten'ce	37,542
337	EMR Town Hall Equipment	6,667
339	EMR Marshals In Romsey	245
343	EMR Romsey Website	2,812
345	EMR War Horse Fund	11,282
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	1,564
356	EMR Romsey Emergency Plan	2,309
357	EMR Projects	53,134
358	EMR Tourism & Heritage App	7,958
Total Equity		479,709

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

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	7,097	42,120	82,980	40,860	40,860	40,860	50.8%	
4002 Employers N.I	770	4,139	7,456	3,317	3,317	3,317	55.5%	
4003 Employers superann	1,137	6,899	11,610	4,711	4,711	4,711	59.4%	
4006 Contract Accountancy Costs	1,765	5,246	7,000	1,754	1,754	1,754	74.9%	
4009 Staff Travel	0	24	50	26	26	26	48.6%	
4013 Website Admin	45	518	350	(168)	(168)	(168)	147.9%	
4020 Staff Training	0	0	300	300	300	300	0.0%	
4040 Recruitment Advertisements	0	0	150	150	150	150	0.0%	
4512 Telephone	122	1,140	1,800	660	660	660	63.3%	
4513 Postage	(0)	233	1,000	767	767	767	23.3%	
4514 Stationery	57	455	1,000	545	545	545	45.5%	
4515 Photocopying	199	2,019	2,600	581	581	581	77.7%	
5012 Council Offices in Town Hall	1,000	8,000	12,000	4,000	4,000	4,000	66.7%	
5250 Subscriptions	337	2,953	2,600	(353)	(353)	(353)	113.6%	
5260 Outsourced Payroll	69	566	1,000	434	434	434	56.6%	
5270 IT & Computer Costs	1,501	15,463	19,232	3,769	3,769	3,769	80.4%	
5291 Professional Fees -RE Merger	0	150	0	(150)	(150)	(150)	0.0%	
Administration :- Indirect Expenditure	14,099	89,925	151,128	61,203	0	61,203	59.5%	0
Net Income over Expenditure	(14,099)	(89,701)	(151,128)	(61,427)				
103 Grants								
5890 Community Grants	400	4,000	8,500	4,500	4,500	4,500	47.1%	
5893 Community Grant - Bandstand	0	0	1,000	1,000	1,000	1,000	0.0%	
6100 Arts Festival	0	0	1,000	1,000	1,000	1,000	0.0%	
Grants :- Indirect Expenditure	400	4,000	10,500	6,500	0	6,500	38.1%	0
Net Expenditure	(400)	(4,000)	(10,500)	(6,500)				
104 Civic								
1011 Income - Donations	234	234	0	(234)			0.0%	
Civic :- Income	234	234	0	(234)				0
4001 Salaries	0	106	500	394	394	394	21.2%	
4043 Council Newsletter	0	1,071	7,400	6,329	6,329	6,329	14.5%	
5011 Council Use of Town Hall	0	0	2,000	2,000	2,000	2,000	0.0%	
6502 Members training	0	327	400	73	73	73	81.7%	
6550 Meetings Advertisements	0	100	0	(100)	(100)	(100)	0.0%	

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

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
6750 Mayors Allowance	0	500	500	0		0	100.0%	
6760 Town Crier	25	55	450	395		395	12.2%	
6761 Mace Bearer	0	0	195	195		195	0.0%	
6762 Civic Costs	610	3,210	3,500	290		290	91.7%	
6766 WW1 Plaque	467	467	0	(467)		(467)	0.0%	
7355 Tfr from Earmarked Reserves	(234)	(234)	0	234		234	0.0%	
Civic :- Indirect Expenditure	869	5,603	14,945	9,342	0	9,342	37.5%	0
Net Income over Expenditure	(635)	(5,369)	(14,945)	(9,576)				
105 Finance								
1176 Precept	0	473,455	473,455	0			100.0%	
1190 Interest Received	543	2,344	50	(2,294)			4687.8%	
Finance :- Income	543	475,799	473,505	(2,294)			100.5%	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	2,075	2,220	145		145	93.5%	
5280 Bank Charges	10	145	400	255		255	36.1%	
5282 Card Reader Charges	1	7	0	(7)		(7)	0.0%	
5290 Legal & Professional Fees	0	0	500	500		500	0.0%	
5400 Elections	0	19,331	6,000	(13,331)		(13,331)	322.2%	
7240 Tfr to EMR Elections	0	6,000	0	(6,000)		(6,000)	0.0%	
7340 Tfr from EMR Elections	0	(14,757)	0	14,757		14,757	0.0%	
7350 Tfr to Earmarked Reserves	53,134	53,134	53,134	0		0	100.0%	
Finance :- Indirect Expenditure	53,145	74,062	68,754	(5,308)	0	(5,308)	107.7%	0
Net Income over Expenditure	(52,602)	401,737	404,751	3,014				
107 Market								
1030 Income - Market Stalls	0	4,148	6,000	1,853			69.1%	
Market :- Income	0	4,148	6,000	1,853			69.1%	0
5250 Subscriptions	0	0	400	400		400	0.0%	
Market :- Indirect Expenditure	0	0	400	400	0	400	0.0%	0
Net Income over Expenditure	0	4,148	5,600	1,453				
110 Town Hall								
1001 Income - Rental	0	7,500	11,200	3,700			67.0%	
1002 Income - Bookings	3,154	42,431	38,000	(4,431)			111.7%	
1003 Town Council Office Rent	1,000	8,000	12,000	4,000			66.7%	

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

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
1015 Income - Tea/Coffee	0	0	50	50			0.0%	
1020 Income - Cleaning	0	468	624	156			75.0%	
1022 Income - Councils own hirings	0	0	4,050	4,050			0.0%	
Town Hall :- Income	4,154	58,399	65,924	7,525			88.6%	0
4001 Salaries	9,881	52,912	70,767	17,855		17,855	74.8%	
4002 Employers N.I	1,000	4,084	4,866	782		782	83.9%	
4003 Employers superann	1,425	7,793	12,582	4,789		4,789	61.9%	
4005 Holiday Cleaning	53	80	660	581		581	12.0%	
4008 Function Attendants & Casuals	1,791	13,015	9,500	(3,515)		(3,515)	137.0%	
4010 Wages - Maintenance	1,217	6,373	9,838	3,465		3,465	64.8%	
4020 Staff Training	0	0	1,200	1,200		1,200	0.0%	
4030 Uniforms	0	75	300	225		225	25.0%	
4501 Janitorial	25	1,179	1,200	21		21	98.2%	
4504 Catering Costs	0	1	100	99		99	1.4%	
4505 Health and Safety	25	381	1,000	619		619	38.1%	
4510 Rates	2,405	19,237	22,400	3,163		3,163	85.9%	
4511 Utilities	1,199	5,675	11,000	5,325		5,325	51.6%	
4514 Stationery	0	153	0	(153)		(153)	0.0%	
4520 Licences	67	944	2,450	1,506		1,506	38.5%	
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	13	7,642	12,000	4,358		4,358	63.7%	
4850 Furniture/Equipment Purchased	92	1,804	4,000	2,196		2,196	45.1%	
4851 Fixed Cost Maintenance	751	2,543	8,000	5,457		5,457	31.8%	
5011 Council Use of Town Hall	0	0	500	500		500	0.0%	
5220 Publicity & Marketing	0	0	2,000	2,000		2,000	0.0%	
5270 IT & Computer Costs	0	354	500	146		146	70.7%	
6014 Hanging baskets\Xmas Trees	95	205	700	495		495	29.3%	
7150 Loan Capital + Interest	2,476	4,952	4,952	0		0	100.0%	
7152 Lift Loan Capital + Interest	0	2,572	5,150	2,578		2,578	49.9%	
Town Hall :- Indirect Expenditure	22,515	152,381	207,165	54,784	0	54,784	73.6%	0
Net Income over Expenditure	(18,361)	(93,981)	(141,241)	(47,260)				
111 Town Hall Bar								
1013 Income - Bar Sales	330	3,429	2,600	(829)			131.9%	
3004 Corkage	0	274	0	(274)			0.0%	
Town Hall Bar :- Income	330	3,703	2,600	(1,103)			142.4%	0
3000 Bar Purchases	5	1,540	1,300	(240)		(240)	118.5%	
Town Hall Bar :- Direct Expenditure	5	1,540	1,300	(240)	0	(240)	118.5%	0

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

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	0	0	750	750		750	0.0%	
4304 Damaged Stock	0	15	0	(15)		(15)	0.0%	
4305 Stocktaking	0	0	260	260		260	0.0%	
4850 Furniture/Equipment Purchased	0	6	0	(6)		(6)	0.0%	
5282 Card Reader Charges	1	24	0	(24)		(24)	0.0%	
Town Hall Bar :- Indirect Expenditure	1	45	1,010	965	0	965	4.4%	0
Net Income over Expenditure	324	2,118	290	(1,828)				
112 Town Hall Film Shows								
1051 Income - Film Refreshments	4	76	150	74			50.6%	
1053 Income - Film Tickets	674	4,320	12,000	7,680			36.0%	
Town Hall Film Shows :- Income	678	4,396	12,150	7,754			36.2%	0
4008 Function Attendants & Casuals	140	991	2,500	1,509		1,509	39.6%	
4950 Film Hire/Purchases	348	2,744	5,900	3,156		3,156	46.5%	
4951 Film Refreshment Costs	2	32	150	118		118	21.7%	
5282 Card Reader Charges	7	57	400	343		343	14.2%	
Town Hall Film Shows :- Indirect Expenditure	497	3,824	8,950	5,126	0	5,126	42.7%	0
Net Income over Expenditure	181	572	3,200	2,628				
120 Allotments - Southampton Rd								
1000 Income - General	270	3,595	2,705	(890)			132.9%	
Allotments - Southampton Rd :- Income	270	3,595	2,705	(890)			132.9%	0
4509 Water Rates	24	576	750	174		174	76.9%	
5250 Subscriptions	0	55	55	0		0	100.0%	
5300 Rent - Broadlands	0	1,100	1,100	0		0	100.0%	
5309 Maintenance Equipment	0	7	150	143		143	4.5%	
5311 Hedge Cutting	0	0	220	220		220	0.0%	
5312 Pest Control	0	0	250	250		250	0.0%	
5315 Sundries Allotments	0	33	180	147		147	18.5%	
Allotments - Southampton Rd :- Indirect Expenditure	24	1,772	2,705	933	0	933	65.5%	0
Net Income over Expenditure	246	1,823	0	(1,823)				
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%	

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

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
5305 Room Hire	0	37	0	(37)		(37)	0.0%	
5309 Maintenance Equipment	1,670	3,793	0	(3,793)		(3,793)	0.0%	
Allotments - Kings Chase :- Indirect Expenditure	1,670	3,830	0	(3,830)	0	(3,830)		0
Net Income over Expenditure	(1,670)	(2,855)	900	3,755				
125 Town Centre Management								
1071 Income - Salary Recharge (TV)	0	9,541	10,000	459			95.4%	
1109 Income - ShopAppy	0	23	0	(23)			0.0%	
Town Centre Management :- Income	0	9,564	10,000	436			95.6%	0
4001 Salaries	4,432	26,461	41,178	14,717		14,717	64.3%	
4002 Employers N.I	501	2,768	3,958	1,190		1,190	69.9%	
4003 Employers superann	939	5,590	8,746	3,156		3,156	63.9%	
4500 Town Centre Management	0	390	1,000	610		610	39.0%	
4512 Telephone	10	85	250	165		165	34.1%	
5405 Town Centre Events	0	65	0	(65)		(65)	0.0%	
Town Centre Management :- Indirect Expenditure	5,883	35,359	55,132	19,773	0	19,773	64.1%	0
Net Income over Expenditure	(5,883)	(25,795)	(45,132)	(19,337)				
126 Woodley Village Hall								
1080 Income - Woodley V H Rent	0	0	5	5			0.0%	
Woodley Village Hall :- Income	0	0	5	5			0.0%	0
4572 Long Term Building Repairs	0	2,471	0	(2,471)		(2,471)	0.0%	
Woodley Village Hall :- Indirect Expenditure	0	2,471	0	(2,471)	0	(2,471)		0
Net Income over Expenditure	0	(2,471)	5	2,476				
130 Environmental								
1601 Lengthsman Contributions	0	6,000	0	(6,000)			0.0%	
Environmental :- Income	0	6,000	0	(6,000)				0
4511 Utilities	(145)	(1,471)	400	1,871		1,871	(367.8%)	
4601 Lengthsman	0	0	1,200	1,200		1,200	0.0%	
4602 Speedwatch	250	1,240	1,000	(240)		(240)	124.0%	
4603 Grounds Maintenance	268	1,971	3,500	1,529		1,529	56.3%	
4605 Other/Projects	0	0	2,700	2,700		2,700	0.0%	
6009 Land at the Star Maintenance	100	100	400	300		300	25.0%	
6010 Bus Shelters	378	2,185	2,600	415		415	84.0%	
6011 Town Seats	0	0	550	550		550	0.0%	

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

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
6012 Street Lights	559	551	2,000	1,449		1,449	27.5%	
6015 Signs	0	513	500	(13)		(13)	102.5%	
6022 Planting for CornMarket	0	11	400	389		389	2.8%	
6023 Drinking Water Fountain	0	13	200	187		187	6.4%	
6025 Bollard/St Furn Mtce	0	0	400	400		400	0.0%	
6026 Bunting	0	5,576	550	(5,026)		(5,026)	1013.8%	
Environmental :- Indirect Expenditure	1,409	10,688	16,400	5,712	0	5,712	65.2%	0
Net Income over Expenditure	(1,409)	(4,688)	(16,400)	(11,712)				
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)				
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	16	91	0	(91)			0.0%	
War Horse Fund :- Income	16	91	0	(91)				0
4855 War Horse Fund Expenses	0	160	160	0		0	100.0%	
7350 Tfr to Earmarked Reserves	16	91	0	(91)		(91)	0.0%	
7355 Tfr from Earmarked Reserves	0	(160)	(160)	0		0	100.0%	
War Horse Fund :- Indirect Expenditure	16	91	0	(91)	0	(91)		0
Net Income over Expenditure	0	0	0	0				
170 Christmas Lights Fund								
1009 Income - Grants	0	0	2,000	2,000			0.0%	
1011 Income - Donations	0	2,000	0	(2,000)			0.0%	
Christmas Lights Fund :- Income	0	2,000	2,000	0			100.0%	0
6764 Christmas in Romsey	9,874	18,177	32,000	13,824		13,824	56.8%	

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

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
6765 Christmas Light Refurb	0	2,905	4,000	1,095		1,095	72.6%	
Christmas Lights Fund :- Indirect Expenditure	<u>9,874</u>	<u>21,082</u>	<u>36,000</u>	<u>14,919</u>	<u>0</u>	<u>14,919</u>	<u>58.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(9,874)</u>	<u>(19,082)</u>	<u>(34,000)</u>	<u>(14,919)</u>				
Grand Totals:- Income	6,224	569,527	575,789	6,262			98.9%	
Expenditure	110,406	406,849	575,789	168,940	0	168,940	70.7%	
Net Income over Expenditure	<u>(104,181)</u>	<u>162,678</u>	<u>0</u>	<u>(162,678)</u>				
Movement to/(from) Gen Reserve	<u>(104,181)</u>	<u>162,678</u>						

Summary Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

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	14,099	89,925	151,128	61,203		61,203	59.5%
	Movement to/(from) Gen Reserve	<u>(14,099)</u>	<u>(89,701)</u>					
103	Grants							
	Expenditure	400	4,000	10,500	6,500		6,500	38.1%
104	Civic							
	Income	234	234	0	(234)			0.0%
	Expenditure	869	5,603	14,945	9,342		9,342	37.5%
	Movement to/(from) Gen Reserve	<u>(635)</u>	<u>(5,369)</u>					
105	Finance							
	Income	543	475,799	473,505	(2,294)			100.5%
	Expenditure	53,145	74,062	68,754	(5,308)		(5,308)	107.7%
	Movement to/(from) Gen Reserve	<u>(52,602)</u>	<u>401,737</u>					
107	Market							
	Income	0	4,148	6,000	1,853			69.1%
	Expenditure	0	0	400	400		400	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>4,148</u>					
110	Town Hall							
	Income	4,154	58,399	65,924	7,525			88.6%
	Expenditure	22,515	152,381	207,165	54,784		54,784	73.6%
	Movement to/(from) Gen Reserve	<u>(18,361)</u>	<u>(93,981)</u>					
111	Town Hall Bar							
	Income	330	3,703	2,600	(1,103)			142.4%
	Expenditure	5	1,585	2,310	725		725	68.6%
	Movement to/(from) Gen Reserve	<u>324</u>	<u>2,118</u>					
112	Town Hall Film Shows							
	Income	678	4,396	12,150	7,754			36.2%
	Expenditure	497	3,824	8,950	5,126		5,126	42.7%
	Movement to/(from) Gen Reserve	<u>181</u>	<u>572</u>					
120	Allotments - Southampton Rd							
	Income	270	3,595	2,705	(890)			132.9%
	Expenditure	24	1,772	2,705	933		933	65.5%
	Movement to/(from) Gen Reserve	<u>246</u>	<u>1,823</u>					
121	Allotments - Kings Chase							
	Income	0	975	900	(75)			108.3%
	Expenditure	1,670	3,830	0	(3,830)		(3,830)	0.0%
	Movement to/(from) Gen Reserve	<u>(1,670)</u>	<u>(2,855)</u>					
125	Town Centre Management							
	Income	0	9,564	10,000	436			95.6%
	Expenditure	5,883	35,359	55,132	19,773		19,773	64.1%
	Movement to/(from) Gen Reserve	<u>(5,883)</u>	<u>(25,795)</u>					
126	Woodley Village Hall							
	Income	0	0	5	5			0.0%
	Expenditure	0	2,471	0	(2,471)		(2,471)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(2,471)</u>					
130	Environmental							
	Income	0	6,000	0	(6,000)			0.0%
	Expenditure	1,409	10,688	16,400	5,712		5,712	65.2%
	Movement to/(from) Gen Reserve	<u>(1,409)</u>	<u>(4,688)</u>					
135	Marshalls							
	Income	0	400	0	(400)			0.0%
	Expenditure	0	177	400	223		223	44.3%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>223</u>					
140	Planning							
	Expenditure	0	0	1,000	1,000		1,000	0.0%

Summary Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
160	War Horse Fund							
	Income	16	91	0	(91)			0.0%
	Expenditure	16	91	0	(91)		(91)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
170	Christmas Lights Fund							
	Income	0	2,000	2,000	0			100.0%
	Expenditure	9,874	21,082	36,000	14,919		14,919	58.6%
	Movement to/(from) Gen Reserve	<u>(9,874)</u>	<u>(19,082)</u>					
	Grand Totals:- Income	6,224	569,527	575,789	6,262			98.9%
	Expenditure	110,406	406,849	575,789	168,940	0	168,940	70.7%
	Net Income over Expenditure	<u>(104,181)</u>	<u>162,678</u>	<u>0</u>	<u>(162,678)</u>			
	Movement to/(from) Gen Reserve	<u>(104,181)</u>	<u>162,678</u>					

Current Account

List of Payments made between 01/11/2023 and 30/11/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2023	Test Valley Borough Council	Std Ord	117.15		TVBC Grounds Mntnce 2023-24
01/11/2023	Screwfix Ltd	DD1	38.06		7897/Screwdrivers,Detector Pen
01/11/2023	Amazon	DC01	9.18		7978/Phone handset cable
01/11/2023	Amazon	DC02	28.62		7979/Copier paper
01/11/2023	Amazon	DC03	154.42		7980/HP Ink Cartridges
07/11/2023	Royal British Legion	BACS	400.00		Royal British Legion -Grant
07/11/2023	British Telecommunications plc	DD2	55.53		7960/BT phone charges
07/11/2023	The Events Industry Forum Ltd	DC04	30.00		7995/Purple Guide subs 2023-24
08/11/2023	MicrosoftCorporation	DC05	0.79		7996/HEVC Video Extensions
09/11/2023	Southern Cross Consulting Ltd	DD3	45.73		8003/Phone charges Oct23
10/11/2023	Octopus Energy Limited	DD4	653.62		8004/A-9DF03FOF 1-30Sep
14/11/2023	Test Valley Borough Council	Std Ord	2,405.00		Test Valley-Rates 23/24
15/11/2023	Octopus Energy Limited	DD5	208.18		8005/A-9DF03FOF 1-31Oct23
15/11/2023	Parkfield Retail Ltd	DC06	15.79		8008/Picture hanging supplies
20/11/2023	Public Works Loan Board	DD	2,475.96		PWLB 504143
20/11/2023	Agilico Workplace Technologies	Bacs1	213.58		7969/Copier usage - mono
20/11/2023	Bongo Creative	Bacs2	65.00		7967/Posters
20/11/2023	Buchannan Events Limited	Bacs3	3,393.60		8011/Marquee & stage 24-26Nov
20/11/2023	Classicfire	Bacs4	626.65		7998/Fire equipment servicing
20/11/2023	DCK Accounting Solutions Ltd	Bacs5	2,269.20		8019/Contract accounts Jan23
20/11/2023	Extemiture Ltd	Bacs6	1,023.72		8000/Replace polycarb sheet
20/11/2023	Fort Cumberland & Portsouth Mi	Bacs7	150.00		8007/Remembrance Day cannon
20/11/2023	Hampshire County Council	Bacs8	721.21		8002/Street lights Apr-Sep23
20/11/2023	HM Revenue & Customs	Bacs9	3,701.53		8015/HMRC PAYE/NI Oct2023
20/11/2023	J. Amery t/a Energy-Consulting	Bacs10	475.20		8012/Energy tariff consulting
20/11/2023	JPS Fire and Security Ltd	Bacs11	72.00		7999/Fire alarm contract
20/11/2023	Loyal Company of Town Criers	Bacs12	25.00		8014/LCTC subs 2023-24
20/11/2023	Marc Nokes	Bacs13	170.00		8001/Grounds mntnced Oct23
20/11/2023	Hampshire Pension Fund	Bacs14	3,041.09		8016/HCC Superann Oct2023
20/11/2023	RBL Poppy Appeal	Bacs15	30.00		8013/Poppy wreath
20/11/2023	Auditing Solutions Ltd	Bacs16	1,200.00		8017/Internal audit 2023-24
20/11/2023	SJT Services (Southampton) Ltd	Bacs17	30.00		7974/Xmas lights installation
20/11/2023	Misra Ltd t/a The Studio	Bacs18	764.48		8006/Advertising boards
20/11/2023	Test Valley Borough Council	Bacs19	27.04		Purchase Ledger Payment
20/11/2023	Andrew Harris	Bacs20	89.62		7954/Room hire 25May
20/11/2023	WEL Medical Limited	Bacs21	204.00		7975/Defib battery
21/11/2023	Town Hall Imprest A/c	Transfer	700.00		Town Hall Imprest A/c Top Up
21/11/2023	Romsey & District Chamber of C	DC07	95.00		8063/Xmas tree x3
23/11/2023	ACE Liftaway Limited	DD6	76.80		7959/Waste disposal Oct2023
24/11/2023	SJT Services (Southampton) Ltd	Bacs22	9,393.60		8022/Xmas lights installation
27/11/2023	NEST Pensions	DD	351.82		NEST Pensions
27/11/2023	Salaries November 2023	DD	18,631.78		Salaries November 2023
30/11/2023	Utility Warehouse Limited	DD7	58.10		8010/Phone charges Nov23
30/11/2023	New Forest Window Cleaning	Bacs23	105.00		8038/External window clean Nov
30/11/2023	Hampshire County Council	Bacs24	250.00		8023/SLR licence
Total Payments			54,593.05		

Romsey Town Council Allotments Management Committee

Minutes of the meeting held on the **08th November 2023**, at the Court Room, Romsey Town Hall, Romsey.

Those present: Mr Mike Nobbs, Mr John Waterman, Mr Roger House, Mr Elvin Mullinger, Ms Clementine Kingstone, Mrs Lisa Fallowfield, Mr Chris Davies, Mrs Eleanor Vamplew, Cllr Colin Burgess.

Apologies: None.

11.1 The Minutes of the last meeting were confirmed as read with the exception that the potential rent demand from Broadlands was £1750 p.a. and not £2300.00 as previously reported.

Any matters arising will be discussed under various headings.

11.2 Correspondence:

11.2.1 Discussions & correspondence has taken place with Plot 17 regarding recent issues of non-cultivation whereupon a termination notice was issued by EM/ Town Hall. It was then discovered that our records were not completely up to date and that warning letters had been sent out to incorrect e-mail and postal addresses.

11.2.2 Apparently, plot 90 has offered his services as a treasurer.

11.2.3 Received and agreed at AGM was an application for polytunnel by plot 75

10.2.3 EM tabled a set of notes relating to notices and warnings issued to tenants which are appended to rear of these minutes.

10.2.4 It is understood that there are ongoing discussions at Town Hall with contractors regarding the necessary repairs to the car park areas.

10.2.5 Plot 90 has apparently also erected a polytunnel without requesting to do so.

10.3 Finance: Discussion ensued regarding the Rental increases from Broadlands. It was agreed that Rents would increase to £35.00 per full plot from 1st October 2025 and thereafter by a further £5.00 per year.

10.4 Allotments: EM tabled the plot lettings summary which is appended to rear of these minutes.

10.5 Distribution Centre:

The shop is open to tenants when a committee member is present on site.

10.6 Plot Assessments: The results indicate a clear winner at plot 99 - Andrew Osborne.

7.7 Councillor's Report: Councillor Burgess has requested a 'business Case' be compiled for the construction of the car park, although allocated to CD he believes it is unlikely to be

completed by Christmas 23. CB also requested that the Broadlands Lease agreement be checked to ensure that there is nothing untoward affecting our current use of the site.

7.8 AOB: The issue of theft was discussed and agreed that once we have collected the location and detail of those affected would put together a combined letter to the local police. CD to contact RAHA site for details of their thefts and to see if combined approach with them to Police is appropriate.

Chris Davies

Committee Secretary

Mike Nobbs

Chairman

Date ... ***02/11/2023***

Next meeting is to be held on Wednesday 17th January 2024, 7:30pm at the Mayors parlour, Romsey Town Hall at 7:30pm.

ROMSEY TOWN COUNCIL ALLOTMENT ACCOUNT

Statement of Income and Expenditure

05.04.2023 to 30.09.2023

Income	£	Expenditure	£	Budget £
Rents	1175.00	Broadland's Rent	1100.00	1100
Distribution Centre Trough	90.00	Southern Water	737.00	750
Wheelbarrow	10.00	NSALG	55.00	55
Sales	74.98	Card Reader Charges		0
Water rate rebate	204.00	Dist Centre Stock	33.00	180
		Stationery/Post/Misc		0
		Maintnenace/Equip	6.78	150
		Hedge Cutting		220
		Rat Poison/Pest Control		250
		Skip Hire		
		Sundries	10.00	
Totals	<u>1553.98</u>		<u>1941.78</u>	<u>2705</u>
Income less Expenditure	-387.80			
Earmarked Reserve (EAR)	<u>6170</u>			
	<u>6170</u>			

NOTES:

There are no outstanding loans for repayment.

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

8 Nov 2023

Allotment Plot lettings update

2022-23 new tenants

7 Mr David Reading
43 Mr Bev Dale
64 Mrs Sarah Nicholls
85 Mr Steve French
87 Ms Alex Soffe
98 Mrs Rachel Glister
105 Mr James Lorimer
108 Ms Georgina Campbell
114 Mrs Paula English

2023-24 new tenants so far

6 Miss Katie Prior
41 Ms Rachael Sands
45 Mr Neil Hardman
76 Mrs Theodora Taylor-Franks
80a Ms Emily Karpinski
91 Mr Chris Judd

Vacancies

38 (mid Nov), new tenant will be Mrs Claire Wise
106 to be let

Waiting list 4

One requesting second plot
3 holding, depending on personal circumstances (house move etc)
Two people outside the larger parishes of Romsey applied
6 Springfield, Awbridge (just outside)
Chris Barret, North Baddesley (we have no other contact details)

.....
Appealed termination

Plot No.

17 Sent Warning letter then termination letter dated 28/09/23
They appealed to Council Chief Officer
deferment for decision

.....
Other notes

Spray weedkiller – warning email to 57 Mr Bryan Perry
11 Mr G DaCosta

Peter Clayton , anyone got contact details?

*Rcd Mr.
Elvin 5/11/23*

Romsey Town Council Allotments

From: Elvin Mullinger (elvin.mullinger@ymail.com)
To: dacosta@gmail.com
Date: Tuesday, 24 October 2023 at 16:18 BST

Dear Mr G DaCosta

It appears that you have used spray herbicide on your plot number 11 and this has caused a nuisance to others.
Romsey Town Council Allotment Garden Rule 6xi states that "The spraying of Herbicide weedkillers must be authorized by a committee member prior to use and handled as per the manufacturers' instruction." Even very small amounts of overspray can have a detrimental effect on surrounding crops.

Please could you find an alternative way to deal with weeds that does not risk causing a nuisance to neighbours or otherwise ensure that you gain authorization for use of spray herbicide from a committee member, which is best done in writing.

On behalf of the allotments committee
Elvin Mullinger
[plot lettings secretary]

Fw: Allotments use of weedkiller

From: Elvin Mullinger (elvin.mullinger@ymail.com)

To: brianperry.mowers@yahoo.com

Date: Friday, 20 October 2023 at 14:22 BST

Dear Brian Perry
Apologies, this email does refer to your plot 57.
My mistake
Elvin Mullinger

----- Forwarded message -----

From: Elvin Mullinger <elvin.mullinger@ymail.com>

To: brianperry.mowers@yahoo.com <brianperry.mowers@yahoo.com>

Sent: Friday, 20 October 2023 at 14:12:29 BST

Subject: Allotments use of weedkiller

Dear Brian Perry

It appears that you have used spray herbicide on your plot No.11 and this has caused a nuisance to others.

Romsey Town Council Allotment Garden Rule 6xi states that "The spraying of Herbicide weedkillers must be authorized by a committee member prior to use and handled as per the manufacturers' instruction." Even very small amounts of overspray can have a detrimental effect on surrounding crops.

Please could you find an alternative way to deal with weeds that does not risk causing a nuisance to neighbours or otherwise ensure that you gain authorization for use of spray herbicide from a committee member, which is best done in writing.

On behalf of the allotments committee

Elvin Mullinger

[plot lettings secretary]

**Kings Chase Allotments Committee
Meeting 30th November 2023 at 6:00pm.**

Present: Andrew Harris, Emma Pitman, Rory Maxwell, Melissa Doherty,

Apologies: Cllr Russell Theron & Adrian Landscheit

Review of last minutes

No action required on last minutes.

Vacancies, Renewals and Terminations

All plots currently let. No actions from final plot inspection.

Waiting List.

The waiting list is now closed to new applicants until further notice. There are 29 applicants on the current list.

Site Maintenance/ Management

A quote for 5 troughs has been sent to the council. Feedback is they are happy for troughs to be installed, but the quoted price is too high and suggested we project manage the installation ourselves.

We will need to contact the council's maintenance team about a fix of the leak near the first tap outside plot 5.

Community

Due to the bench being removed from the communal area. Plot 14 will now be reinstated as a full plot and the pond is to be removed.

New tenancy agreements taking plot holders to October 2024 have now issued. Around one third have been signed and returned. A chase up email will be issued to all outstanding plot holders as a reminder.

Safe Working

No actions.

Communications

New coded padlocks to be purchased and all plot holders to be informed of the new numbers on the allotment gate and car park gate.

1 new timber post to be installed next to the allotment car park gate to stop people driving over the grassed area.

An anti-climb hedgehog to be installed on top of the allotment gate as a deterrent for intruders accessing the allotments.

Allotment rules will be drawn up and issued with the new tenancy agreement in October 2024.

Any Other Business

All existing trees within 2.5m of a neighbouring plot must have a root barrier installed, this must be installed to a minimum depth of 600mm.

The water will be turned off from December until March.

Provisional date for the AGM February 2024

Next meeting 25th January 2024 venue TBC

Meeting closed at 6:51pm

Romsey Town Council
(Incorporating Romsey Extra P C w.e.f. 1.4.2023)

(Updated 08/01/2024)

Increase Precept by 5.00% - Project Fund allocation £60519

Budget Summary

Year Ended 31st March 2025

	2023-24		2024-25	<i>Budget</i>
	Projected	<i>Budgeted</i> (Revised)	Proposed	<i>Incr/Decr</i>
REVENUE EXPENDITURE				
Finance	22354	15620	22020	6400
Staffing & Admin	124582	151128	142732	-8396
Allotments	4775	2705	4155	1450
Town Hall	237820	218425	231646	13221
Town	137301	134777	168540	33763
	<u>526832</u>	<u>522655</u>	<u>569093</u>	<u>46438</u>
INCOME				
Finance	3000	50	3000	2950
Staffing & Admin	224	0	0	0
Allotments	3680	3605	4155	550
Town Hall	94298	80674	89324	8650
Town	24029	18005	24005	6000
	<u>125231</u>	<u>102334</u>	<u>120484</u>	<u>18150</u>
CAPITAL/PROJECTS PROVISION				
Transfer to Projects EMR	71854	53134	60519	
TOTAL NET EXPENDITURE	<u>473455</u>	<u>473455</u>	<u>509128</u>	<u>28288</u>
Financed as follows				
Reserves at 1st April	165147	136114	165147	
Reserves at 31st March	<u>165147</u>	<u>136114</u>	<u>153147</u> **	
Used to Fund Expenditure\Incr in Gen Rsv	0	0	12000	
Precept Support Grant	0	0	0	<u>0</u>
Precept Required	473455	473455	497128	<u>23673</u> 5.00%
TOTAL TAXATION FUNDING REQUIRED	<u>473455</u>	<u>473455</u>	<u>497128</u>	<u>23673</u> 5.00%
	<u>473455</u>	<u>473455</u>	<u>509128</u>	

Precept information

ADJUSTED BASIS

			N Y A
Band D Equivalents		<u>8317</u>	<u>8330</u>
Precept per Band D Equivalent (£/annum)	<u>£ 56.93</u>	<u>£59.68</u>	<u>£2.75</u> 4.83%
Precept per Band D Equivalent (p/week)	<u>109.18</u>	<u>114.45</u>	<u>5.27</u> p

TOTAL NET EXPENDITURE (as above)	473455	473455	509128
Deduct: Loan Charges	-10096	-10062	-10096
Capital Expenditure (Net)	0	0	0
	463359	463393	499032
Adjust: Net Movements (to)/from EMR	-57755	-58974	-34186
NET REVENUE EXPENDITURE (see below)	<u>405604</u>	<u>404419</u>	<u>464846</u>

**Note: Minimum General Reserve equal to 4 months Net Revenue Expenditure	135201	134806	154949
General Surplus/Deficit	<u>29946</u>	<u>1308</u>	<u>-1802</u>

Earmarked Reserve	<u>31/03/2023</u> (Actual)	<u>31/03/2024</u> (Projected)	<u>31/03/2025</u> (Available)	
Allotment	6789	6692	6692	
Town Hall (Mtce & Eqpt)	44209	44209	50709	Fund Excess Mtc 23/4
Marshalls in Romsey	345	345	345	
Elections	8757	1426	11426	Includes funding of 20:
War Horse	11352	11253	11093	
CIL	9470	9470	9470	
Others	26888	26708	26708	
Capital/Projects		67854	128373	£4K to fund IT Upgrade
	107810	167957	244816	
General Reserve (see above)	165147	165147	153147	
Total Reserves	<u>272957</u>	<u>333104</u>	<u>397963</u>	

Romsey Town Council
(Incorporating Romsey Extra P C w.e.f. 1.4.2023)

(Updated 08/01/2024)

Budget Summary

Year Ended 31st March 2025

		<u>2023-24</u>		<u>2024-25</u>	<i>Budget</i>
		Projected	Budgeted	Proposed	Incr/Decr
<u>Income Budgets</u>					
<u>Finance</u>	105	<u>3000</u>	<u>50</u>	<u>3000</u>	2950
<u>Staffing & Admin</u>	101	<u>224</u>	<u>0</u>	<u>0</u>	0
<u>Allotments</u>					
Southampton Rd	120	2705	2705	3105	
Abbots Wood	121	975	900	1050	
		<u>3680</u>	<u>3605</u>	<u>4155</u>	550
Town Hall	110	82874	65924	78174	12250
Town Hall Bar	111	5274	2600	5000	2400
Town Hall Films	112	6150	12150	6150	-6000
<u>Town Hall Total</u>		<u>94298</u>	<u>80674</u>	<u>89324</u>	<u>8650</u>
<u>Town</u>					
Grants (incl S137)	103	0	0	0	0
Civic	104	0	0	0	0
Destination Romsey	106	0	0	0	0
Market	107	6000	6000	6000	0
Town Centre Mgmt	125	9563	10000	10000	0
Woodley Village Hall	126	5	5	5	0
Environmental	130	6000	0	6000	6000
Marshalls	135	400	0	0	0
Planning	140	0	0	0	0
War Horse	160	61	0	0	0
Christmas Lights	170	2000	2000	2000	0
		<u>24029</u>	<u>18005</u>	<u>24005</u>	<u>6000</u>
<u>TOTAL INCOME</u>		<u>125231</u>	<u>102334</u>	<u>120484</u>	<u>18150</u>

Romsey Town Council
(Incorporating Romsey Extra P C w.e.f. 1.4.2023)

(Updated 08/01/2024)

Budget Summary

Year Ended 31st March 2025

		<u>2023-24</u>		<u>2024-25</u>	<i>Budget</i>
		Projected	<i>Budgeted</i>	Proposed	<i>Incr/Decr</i>
<u>Expenditure Budgets</u>		<i>(Revised)</i>			
<u>Finance</u>	105	22354	15620	22020	6400
<u>Staffing & Admin</u>	101	124582	151128	142732	-8396
<u>Allotments</u>					
Southampton Rd	120	2705	2705	3105	
Abbots Wood	121	2070		1050	
		4775	2705	4155	1450
Town Hall	110	227559	207165	221506	
Town Hall Bar	111	3561	2310	3540	
Town Hall Films	112	6700	8950	6600	
<u>Town Hall Total</u>		237820	218425	231646	13221
<u>Town</u>					
Grants (incl S137)	103	10500	10500	11500	1000
Civic	104	11251	14945	11645	-3300
Market	107	400	400	400	0
Town Centre Mgmt	125	53450	55132	57150	2018
Woodley Village Hall	126	4000	0	15000	15000
Environmental	130	20239	16400	32700	16300
Marshalls	135	400	400	1145	745
Planning	140	1000	1000	1000	0
War Horse	160	61	0	0	0
Christmas Lights	170	36000	36000	38000	2000
		137301	134777	168540	33763
<u>TOTAL EXPENDITURE</u>		526832	522655	569093	46438

Romsey Town Council

Annual Budget - By Centre (Actual YTD Month 9)

Note: Proposed Budget 2024/25 (Incorporating Romsey Extra)

	2022/23 (Romsey Town)		2023/24 (Town and Extra)			2024/25 (Town and Extra)			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(28,000)</u>	<u>(24,492)</u>	<u>(34,000)</u>	<u>(19,382)</u>	<u>(34,000)</u>		<u>(36,000)</u>		
Total Budget Income	415,722	454,646	575,789	583,024	598,686	0	593,939	0	0
Expenditure	415,722	436,713	575,789	433,419	598,686	0	605,939	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>17,934</u>	<u>0</u>	<u>149,605</u>	<u>0</u>		<u>(12,000)</u>		

Romsey Town Council

Annual Budget - By Centre (Actual YTD Month 9)

Note: Proposed Budget 2024/25 (Incorporating Romsey Extra)

	<u>2022/23 (Romsey Town)</u>		<u>2023/24 (Town and Extra)</u>			<u>2024/25 (Town and Extra)</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5011 Council Use of Town Hall	1,000	0	1,000	0	1,000	0	1,000	0	0
Overhead Expenditure	1,000	0	1,000	0	1,000	0	1,000	0	0
Movement to/(from) Gen Reserve	<u>(1,000)</u>	0	<u>(1,000)</u>	0	<u>(1,000)</u>		<u>(1,000)</u>		
160 War Horse Fund									
1190 Interest Received	0	26	0	107	61	0	0	0	0
Total Income	0	26	0	107	61	0	0	0	0
4855 War Horse Fund Expenses	160	160	160	160	160	0	160	0	0
7350 Tfr to Earmarked Reserves	0	28	0	107	61	0	0	0	0
7355 Tfr from Earmarked Reserves	-160	-160	-160	-160	-160	0	-160	0	0
Overhead Expenditure	0	28	0	107	61	0	0	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>(2)</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
170 Christmas Lights Fund									
1009 Income - Grants	2,000	2,000	2,000	0	2,000	0	2,000	0	0
1011 Income - Donations	3,000	3,000	0	2,000	0	0	0	0	0
1190 Interest Received	0	2	0	0	0	0	0	0	0
Total Income	5,000	5,002	2,000	2,000	2,000	0	2,000	0	0
4001 Salaries	0	0	0	101	0	0	0	0	0
6764 Christmas in Romsey	29,000	28,017	32,000	18,377	32,000	0	34,000	0	0
6765 Christmas Light Refurb	4,000	1,477	4,000	2,905	4,000	0	4,000	0	0
Overhead Expenditure	33,000	29,493	36,000	21,382	36,000	0	38,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Proposed Budget 2024/25 (Incorporating Romsey Extra)

	2022/23 (Romsey Town)		2023/24 (Town and Extra)			2024/25 (Town and Extra)			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6010 Bus Shelters	0	0	2,600	2,185	2,600	0	3,500	0	0
6011 Town Seats	400	6,873	550	0	550	0	600	0	0
6012 Street Lights	2,000	1,446	2,000	551	2,000	0	2,500	0	0
6015 Signs	500	504	500	513	513	0	500	0	0
6022 Planting for CornMarket	400	0	400	11	400	0	400	0	0
6023 Drinking Water Fountain	200	28	200	13	200	0	200	0	0
6025 Bollard/St Furn Mtce	400	0	400	0	400	0	400	0	0
6026 Bunting	0	0	550	5,576	5,576	0	5,900	0	0
7355 Trf from Earmarked Reserves	0	-6,873	0	0	0	0	0	0	0
Overhead Expenditure	4,700	2,309	16,400	10,965	20,239	0	32,700	0	0
Movement to/(from) Gen Reserve	(4,700)	(2,299)	(16,400)	(4,965)	(14,239)		(26,700)		
135 Marshalls									
1103 Income - Marshalls Donations	0	110	0	400	400	0	0	0	0
Total Income	0	110	0	400	400	0	0	0	0
4020 Staff Training	0	0	0	0	0	0	500	0	0
4030 Uniforms	0	0	0	0	0	0	50	0	0
5103 Marshalls In Romsey	400	0	400	177	400	0	400	0	0
6019 Road Closure	0	83	0	0	0	0	0	0	0
6767 Honorarium Marshalls	0	0	0	0	0	0	195	0	0
Overhead Expenditure	400	83	400	177	400	0	1,145	0	0
Movement to/(from) Gen Reserve	(400)	27	(400)	223	0		(1,145)		
140 Planning									

Continued on next page

Romsey Town Council

Annual Budget - By Centre (Actual YTD Month 9)

Note: Proposed Budget 2024/25 (Incorporating Romsey Extra)

	2022/23 (Romsey Town)		2023/24 (Town and Extra)				2024/25 (Town and Extra)		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	27,200	46,275	55,132	39,715	53,450	0	57,150	0	0
Movement to/(from) Gen Reserve	(23,200)	(25,030)	(45,132)	(30,151)	(43,887)		(47,150)		
126 Woodley Village Hall									
1080 Income - Woodley V H Rent	0	0	5	0	5	0	5	0	0
Total Income	0	0	5	0	5	0	5	0	0
4572 Long Term Building Repairs	0	0	0	2,471	4,000	0	15,000	0	0
Overhead Expenditure	0	0	0	2,471	4,000	0	15,000	0	0
Movement to/(from) Gen Reserve	0	0	5	(2,471)	(3,995)		(14,995)		
130 Environmental									
1031 Income - Electric Bollards	0	10	0	0	0	0	0	0	0
1601 Lengthsman Contributions	0	0	0	6,000	6,000	0	6,000	0	0
Total Income	0	10	0	6,000	6,000	0	6,000	0	0
4001 Salaries	0	0	0	0	0	0	8,700	0	0
4003 Employers superann	0	0	0	0	0	0	300	0	0
4511 Utilities	450	-1	400	-1,461	400	0	200	0	0
4601 Lengthsman	0	0	1,200	0	0	0	0	0	0
4602 Speedwatch	0	0	1,000	1,240	1,000	0	2,000	0	0
4603 Grounds Maintenance	0	0	3,500	2,239	3,500	0	4,000	0	0
4605 Other/Projects	0	0	2,700	0	2,700	0	3,000	0	0
6009 Land at the Star Maintenance	350	333	400	100	400	0	500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Proposed Budget 2024/25 (Incorporating Romsey Extra)

	2022/23 (Romsey Town)		2023/24 (Town and Extra)			2024/25 (Town and Extra)			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	0	0	900	975	975	0	1,050	0	0
5282 Card Reader Charges	0	0	0	1	0	0	0	0	0
5305 Room Hire	0	0	0	37	0	0	0	0	0
5309 Maintenance Equipment	0	0	0	3,793	2,070	0	1,050	0	0
Overhead Expenditure	0	0	0	3,830	2,070	0	1,050	0	0
Movement to/(from) Gen Reserve	0	0	900	(2,855)	(1,095)		0		
125 Town Centre Management									
1009 Income - Grants	0	1,000	0	0	0	0	0	0	0
1071 Income - Salary Recharge (TV)	0	9,114	10,000	9,541	9,541	0	10,000	0	0
1072 Income - Salary Recharge (RE)	0	7,011	0	0	0	0	0	0	0
1109 Income - ShopAppy	0	4,120	0	23	22	0	0	0	0
1405 Income - Town Centre Grant	4,000	0	0	0	0	0	0	0	0
Total Income	4,000	21,245	10,000	9,564	9,563	0	10,000	0	0
4001 Salaries	20,500	30,507	41,178	29,771	39,700	0	42,250	0	0
4002 Employers N.I	1,450	3,010	3,958	3,114	4,100	0	4,600	0	0
4003 Employers superann	0	6,077	8,746	6,289	8,400	0	9,050	0	0
4500 Town Centre Management	1,000	76	1,000	390	1,000	0	1,000	0	0
4512 Telephone	250	208	250	85	250	0	250	0	0
5405 Town Centre Events	4,000	908	0	65	0	0	0	0	0
7350 Tfr to Earmarked Reserves	0	7,212	0	0	0	0	0	0	0
7355 Tfr from Earmarked Reserves	0	-1,722	0	0	0	0	0	0	0

Annual Budget - By Centre (Actual YTD Month 9)

Note: Proposed Budget 2024/25 (Incorporating Romsey Extra)

	<u>2022/23 (Romsey Town)</u>		<u>2023/24 (Town and Extra)</u>			<u>2024/25 (Town and Extra)</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4951 Film Refreshment Costs	250	46	150	32	100	0	0	0	0
5282 Card Reader Charges	0	436	400	60	100	0	100	0	0
Overhead Expenditure	8,650	6,489	8,950	4,002	6,700	0	6,600	0	0
Movement to/(from) Gen Reserve	<u>3,600</u>	<u>4,170</u>	<u>3,200</u>	<u>838</u>	<u>(550)</u>		<u>(450)</u>		
120 Allotments - Southampton Rd									
1000 Income - General	2,705	3,380	2,705	3,625	2,705	0	3,105	0	0
Total Income	<u>2,705</u>	<u>3,380</u>	<u>2,705</u>	<u>3,625</u>	<u>2,705</u>	<u>0</u>	<u>3,105</u>	<u>0</u>	<u>0</u>
4509 Water Rates	750	780	750	576	750	0	750	0	0
4514 Stationery	0	40	0	0	0	0	0	0	0
5250 Subscriptions	55	55	55	55	55	0	55	0	0
5282 Card Reader Charges	0	1	0	0	0	0	0	0	0
5300 Rent - Broadlands	1,100	1,100	1,100	1,100	1,100	0	1,500	0	0
5309 Maintenance Equipment	150	1,168	150	7	150	0	150	0	0
5311 Hedge Cutting	220	0	220	0	220	0	220	0	0
5312 Pest Control	250	0	250	0	250	0	250	0	0
5315 Sundries Allotments	180	295	180	33	180	0	180	0	0
7355 Tfr from Earmarked Reserves	0	-229	0	0	0	0	0	0	0
Overhead Expenditure	2,705	3,210	2,705	1,772	2,705	0	3,105	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>170</u>	<u>0</u>	<u>1,853</u>	<u>0</u>		<u>0</u>		
121 Allotments - Kings Chase									
1000 Income - General	0	0	900	975	975	0	1,050	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Proposed Budget 2024/25 (Incorporating Romsey Extra)

	2022/23 (Romsey Town)		2023/24 (Town and Extra)			2024/25 (Town and Extra)			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
111 Town Hall Bar									
1013 Income - Bar Sales	1,500	4,326	2,600	3,870	5,000	0	5,000	0	0
3004 Corkage	0	0	0	274	274	0	0	0	0
Total Income	1,500	4,326	2,600	4,144	5,274	0	5,000	0	0
3000 Bar Purchases	750	1,245	1,300	1,695	2,500	0	2,500	0	0
Direct Expenditure	750	1,245	1,300	1,695	2,500	0	2,500	0	0
4001 Salaries	450	2,141	750	0	750	0	750	0	0
4304 Damaged Stock	0	43	0	15	15	0	0	0	0
4305 Stocktaking	250	150	260	0	260	0	260	0	0
4850 Furniture/Equipment Purchased	500	-382	0	6	6	0	0	0	0
5282 Card Reader Charges	0	22	0	27	30	0	30	0	0
Overhead Expenditure	1,200	1,974	1,010	48	1,061	0	1,040	0	0
Movement to/(from) Gen Reserve	(450)	1,107	290	2,401	1,713		1,460		
112 Town Hall Film Shows									
1051 Income - Film Refreshments	250	148	150	80	150	0	150	0	0
1053 Income - Film Tickets	12,000	10,510	12,000	4,760	6,000	0	6,000	0	0
Total Income	12,250	10,658	12,150	4,840	6,150	0	6,150	0	0
4008 Function Attendants & Casuals	2,500	2,032	2,500	1,134	2,500	0	2,500	0	0
4850 Furniture/Equipment Purchased	0	191	0	0	0	0	0	0	0
4950 Film Hire/Purchases	5,900	3,784	5,900	2,775	4,000	0	4,000	0	0

Annual Budget - By Centre (Actual YTD Month 9)

Note: Proposed Budget 2024/25 (Incorporating Romsey Extra)

	2022/23 (Romsey Town)		2023/24 (Town and Extra)			2024/25 (Town and Extra)			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4020 Staff Training	1,200	60	1,200	0	0	0	1,200	0	0
4030 Uniforms	300	129	300	75	300	0	500	0	0
4501 Janitorial	1,100	884	1,200	1,179	1,500	0	1,500	0	0
4504 Catering Costs	100	35	100	1	100	0	100	0	0
4505 Health and Safety	1,000	70	1,000	381	1,000	0	1,000	0	0
4510 Rates	21,250	20,334	22,400	21,642	24,053	0	26,250	0	0
4511 Utilities	9,000	13,572	11,000	5,675	13,000	0	13,000	0	0
4514 Stationery	0	0	0	153	0	0	0	0	0
4520 Licences	2,450	1,168	2,450	1,011	2,450	0	2,450	0	0
4572 Long Term Building Repairs	20,000	0	20,000	0	20,000	0	20,000	0	0
4751 Maintenance External	1,500	20,629	1,500	35,004	21,500	0	15,000	0	0
4800 Maintenance Internal	10,000	7,073	12,000	7,642	12,000	0	12,000	0	0
4850 Furniture/Equipment Purchased	3,500	38,815	4,000	1,804	4,000	0	4,000	0	0
4851 Fixed Cost Maintenance	7,500	5,841	8,000	2,543	8,000	0	9,000	0	0
5011 Council Use of Town Hall	500	0	500	0	500	0	500	0	0
5220 Publicity & Marketing	2,000	0	2,000	0	2,000	0	2,000	0	0
5270 IT & Computer Costs	500	302	500	354	500	0	500	0	0
6014 Hanging baskets/Xmas Trees	700	372	700	205	7,000	0	700	0	0
7150 Loan Capital + Interest	4,952	4,952	4,952	4,952	4,952	0	4,952	0	0
7152 Lift Loan Capital + Interest	5,110	5,144	5,150	2,572	5,144	0	5,144	0	0
7350 Tfr to Earmarked Reserves	0	6,667	0	0	0	0	0	0	0
7355 Tfr from Earmarked Reserves	0	-30,625	0	-14,599	-20,000	0	0	0	0
Overhead Expenditure	186,662	202,060	207,165	165,483	227,559	0	235,006	0	0
Movement to/(from) Gen Reserve	(123,588)	(125,109)	(141,241)	(95,040)	(144,685)		(156,832)		

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Proposed Budget 2024/25 (Incorporating Romsey Extra)

	2022/23 (Romsey Town)		2023/24 (Town and Extra)			2024/25 (Town and Extra)			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1030	5,000	6,403	6,000	4,148	6,000	0	6,000	0	0
	5,000	6,403	6,000	4,148	6,000	0	6,000	0	0
	0	0	400	0	400	0	400	0	0
	0	0	400	0	400	0	400	0	0
	5,000	6,403	5,600	4,148	5,600		5,600		
110									
1001	11,200	7,500	11,200	10,000	11,200	0	11,500	0	0
1002	35,000	56,663	38,000	50,897	55,000	0	50,000	0	0
1003	12,000	12,000	12,000	9,000	12,000	0	12,000	0	0
1015	50	0	50	0	0	0	0	0	0
1020	624	468	624	546	624	0	624	0	0
1022	4,050	0	4,050	0	4,050	0	4,050	0	0
1023	150	0	0	0	0	0	0	0	0
1110	0	320	0	0	0	0	0	0	0
	63,074	76,951	65,924	70,443	82,874	0	78,174	0	0
	61,550	69,665	70,767	59,493	77,500	0	73,800	0	0
	5,400	5,500	4,866	4,616	5,600	0	5,050	0	0
	9,950	10,440	12,582	8,771	11,500	0	11,600	0	0
	600	630	660	352	660	0	660	0	0
	9,000	12,691	9,500	14,486	15,000	0	15,000	0	0
	7,500	7,710	9,838	7,170	9,300	0	9,100	0	0

Annual Budget - By Centre (Actual YTD Month 9)

Note: Proposed Budget 2024/25 (Incorporating Romsey Extra)

	<u>2022/23 (Romsey Town)</u>		<u>2023/24 (Town and Extra)</u>			<u>2024/25 (Town and Extra)</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6766 WW1 Plaque	0	1,970	0	467	0	0	0	0	0
7355 Tfr from Earmarked Reserves	0	-1,970	0	-234	0	0	0	0	0
Overhead Expenditure	8,995	7,834	14,945	5,774	11,251	0	11,645	0	0
Movement to/(from) Gen Reserve	<u>(8,995)</u>	<u>(7,804)</u>	<u>(14,945)</u>	<u>(5,540)</u>	<u>(11,251)</u>		<u>(11,645)</u>		
105 Finance									
1060 Income - CIL Receipt	0	1,092	0	0	0	0	0	0	0
1176 Precept	320,568	320,568	473,455	473,455	473,455	0	473,455	0	0
1190 Interest Received	50	576	50	2,864	3,000	0	3,000	0	0
Total Income	320,618	322,237	473,505	476,319	476,455	0	476,455	0	0
5011 Council Use of Town Hall	500	0	500	0	500	0	500	0	0
5251 Insurances	5,000	5,162	6,000	8,128	8,128	0	8,500	0	0
5271 Audit Fees	1,900	3,200	2,220	2,075	2,900	0	2,220	0	0
5280 Bank Charges	400	227	400	158	300	0	300	0	0
5282 Card Reader Charges	0	0	0	7	2	0	0	0	0
5290 Legal & Professional Fees	500	0	500	0	500	0	500	0	0
5400 Elections	5,000	0	6,000	19,331	24	0	0	0	0
7240 Tfr to EMR Elections	0	0	0	6,000	6,000	0	5,000	0	0
7340 Tfr from EMR Elections	0	0	0	-14,757	0	0	0	0	0
7350 Tfr to Earmarked Reserves	0	1,092	53,134	53,134	75,854	0	28,346	0	0
Overhead Expenditure	13,300	9,682	68,754	74,075	94,208	0	45,366	0	0
Movement to/(from) Gen Reserve	<u>307,318</u>	<u>312,555</u>	<u>404,751</u>	<u>402,244</u>	<u>382,247</u>		<u>431,089</u>		
107 Market									

Annual Budget - By Centre (Actual YTD Month 9)

Note: Proposed Budget 2024/25 (Incorporating Romsey Extra)

	2022/23 (Romsey Town)		2023/24 (Town and Extra)			2024/25 (Town and Extra)			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	121,160	120,037	151,128	97,922	124,582	0	142,732	0	0
Movement to/(from) Gen Reserve	<u>(119,585)</u>	<u>(115,767)</u>	<u>(151,128)</u>	<u>(97,698)</u>	<u>(124,358)</u>		<u>(142,732)</u>		
103 Grants									
5890 Community Grants	4,000	3,995	8,500	4,000	8,500	0	8,500	0	0
5893 Community Grant - Bandstand	1,000	1,000	1,000	0	1,000	0	1,000	0	0
6100 Arts Festival	1,000	1,000	1,000	0	1,000	0	2,000	0	0
Overhead Expenditure	6,000	5,995	10,500	4,000	10,500	0	11,500	0	0
Movement to/(from) Gen Reserve	<u>(6,000)</u>	<u>(5,995)</u>	<u>(10,500)</u>	<u>(4,000)</u>	<u>(10,500)</u>		<u>(11,500)</u>		
104 Civic									
1011 Income - Donations	0	0	0	234	0	0	0	0	0
1116 Income - Town Crier	0	30	0	0	0	0	0	0	0
Total Income	0	30	0	234	0	0	0	0	0
4001 Salaries	500	205	500	276	106	0	0	0	0
4043 Council Newsletter	2,400	3,030	7,400	1,071	4,000	0	4,000	0	0
5011 Council Use of Town Hall	2,000	0	2,000	0	2,000	0	2,000	0	0
6502 Members training	400	0	400	327	400	0	400	0	0
6550 Meetings Advertisements	50	0	0	100	100	0	100	0	0
6750 Mayors Allowance	500	490	500	500	500	0	500	0	0
6760 Town Crier	450	376	450	55	450	0	450	0	0
6761 Mace Bearer	195	195	195	0	195	0	195	0	0
6762 Civic Costs	2,500	3,538	3,500	3,212	3,500	0	4,000	0	0

Romsey Town Council

Annual Budget - By Centre (Actual YTD Month 9)

Note: Proposed Budget 2024/25 (Incorporating Romsey Extra)

	<u>2022/23 (Romsey Town)</u>		<u>2023/24 (Town and Extra)</u>			<u>2024/25 (Town and Extra)</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101 Administration									
1008 Income - Photocopying	0	16	0	0	0	0	0	0	0
1070 Income - Planning Clerk	1,575	1,601	0	224	224	0	0	0	0
1073 Income - Romsey Extra Clerk	0	2,652	0	0	0	0	0	0	0
Total Income	1,575	4,269	0	224	224	0	0	0	0
4001 Salaries	61,250	58,260	82,980	47,331	63,150	0	77,000	0	0
4002 Employers N.I	5,650	5,782	7,456	4,649	6,100	0	7,000	0	0
4003 Employers superann	9,650	9,889	11,610	7,756	10,400	0	12,900	0	0
4006 Contract Accountancy Costs	7,000	4,553	7,000	5,246	6,500	0	7,000	0	0
4009 Staff Travel	50	45	50	47	50	0	50	0	0
4013 Website Admin	350	448	350	563	700	0	700	0	0
4020 Staff Training	300	49	300	0	0	0	300	0	0
4040 Recruitment Advertisements	150	0	150	0	150	0	150	0	0
4512 Telephone	1,600	1,353	1,800	1,180	1,800	0	1,800	0	0
4513 Postage	600	1,037	1,000	293	500	0	600	0	0
4514 Stationery	850	992	1,000	455	1,000	0	1,000	0	0
4515 Photocopying	2,600	2,925	2,600	2,269	3,000	0	3,000	0	0
5012 Council Offices in Town Hall	12,000	12,000	12,000	9,000	12,000	0	12,000	0	0
5250 Subscriptions	2,600	2,811	2,600	2,953	3,000	0	3,000	0	0
5260 Outsourced Payroll	1,000	784	1,000	566	850	0	1,000	0	0
5270 I T & Computer Costs	15,510	17,139	19,232	15,463	19,232	0	15,232	0	0
5291 Professional Fees -RE Merger	0	1,970	0	150	150	0	0	0	0
7355 Tfr from Earmarked Reserves	0	0	0	0	-4,000	0	0	0	0

Continued on next page

Romsey Town Council
Annual Budget - By Centre (Actual YTD Month 9)
Note: Proposed Budget 2024/25 (Incorporating Romsey Extra)

	2022/23 (Romsey Town)		2023/24 (Town and Extra)			2024/25 (Town and Extra)			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	1,000	0	1,000	0	1,000	0	1,000	0	0
Movement to/(from) Gen Reserve	(1,000)	0	(1,000)	0	(1,000)		(1,000)		
160 War Horse Fund									
Total Income	0	26	0	107	61	0	0	0	0
Overhead Expenditure	0	28	0	107	61	0	0	0	0
Movement to/(from) Gen Reserve	0	(2)	0	0	0		0		
170 Christmas Lights Fund									
Total Income	5,000	5,002	2,000	2,000	2,000	0	2,000	0	0
Overhead Expenditure	33,000	29,493	36,000	21,382	36,000	0	38,000	0	0
Movement to/(from) Gen Reserve	(28,000)	(24,492)	(34,000)	(19,382)	(34,000)		(36,000)		
Total Budget Income	415,722	454,646	575,789	583,024	598,686	0	593,939	0	0
Expenditure	415,722	436,713	575,789	433,419	598,686	0	605,939	0	0
Movement to/(from) Gen Reserve	0	17,934	0	149,605	0		(12,000)		

Annual Budget - By Centre (Actual YTD Month 9)

Note: Proposed Budget 2024/25 (Incorporating Romsey Extra)

	2022/23 (Romsey Town)		2023/24 (Town and Extra)			2024/25 (Town and Extra)			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	0	0	0	3,830	2,070	0	1,050	0	0
Movement to/(from) Gen Reserve	0	0	900	(2,855)	(1,095)		0		
125 <u>Town Centre Management</u>									
Total Income	4,000	21,245	10,000	9,564	9,563	0	10,000	0	0
Overhead Expenditure	27,200	46,275	55,132	39,715	53,450	0	57,150	0	0
Movement to/(from) Gen Reserve	(23,200)	(25,030)	(45,132)	(30,151)	(43,887)		(47,150)		
126 <u>Woodley Village Hall</u>									
Total Income	0	0	5	0	5	0	5	0	0
Overhead Expenditure	0	0	0	2,471	4,000	0	15,000	0	0
Movement to/(from) Gen Reserve	0	0	5	(2,471)	(3,995)		(14,995)		
130 <u>Environmental</u>									
Total Income	0	10	0	6,000	6,000	0	6,000	0	0
Overhead Expenditure	4,700	2,309	16,400	10,965	20,239	0	32,700	0	0
Movement to/(from) Gen Reserve	(4,700)	(2,299)	(16,400)	(4,965)	(14,239)		(26,700)		
135 <u>Marshalls</u>									
Total Income	0	110	0	400	400	0	0	0	0
Overhead Expenditure	400	83	400	177	400	0	1,145	0	0
Movement to/(from) Gen Reserve	(400)	27	(400)	223	0		(1,145)		
140 <u>Planning</u>									

Continued on next page

Romsey Town Council

Annual Budget - By Centre (Actual YTD Month 9)

Note: Proposed Budget 2024/25 (Incorporating Romsey Extra)

	2022/23 (Romsey Town)		2023/24 (Town and Extra)			2024/25 (Town and Extra)			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101 Administration									
Total Income	1,575	4,269	0	224	224	0	0	0	0
Overhead Expenditure	121,160	120,037	151,128	97,922	124,582	0	142,732	0	0
Movement to/(from) Gen Reserve	<u>(119,585)</u>	<u>(115,767)</u>	<u>(151,128)</u>	<u>(97,698)</u>	<u>(124,358)</u>		<u>(142,732)</u>		
103 Grants									
Overhead Expenditure	6,000	5,995	10,500	4,000	10,500	0	11,500	0	0
Movement to/(from) Gen Reserve	<u>(6,000)</u>	<u>(5,995)</u>	<u>(10,500)</u>	<u>(4,000)</u>	<u>(10,500)</u>		<u>(11,500)</u>		
104 Civic									
Total Income	0	30	0	234	0	0	0	0	0
Overhead Expenditure	8,995	7,834	14,945	5,774	11,251	0	11,645	0	0
Movement to/(from) Gen Reserve	<u>(8,995)</u>	<u>(7,804)</u>	<u>(14,945)</u>	<u>(5,540)</u>	<u>(11,251)</u>		<u>(11,645)</u>		
105 Finance									
Total Income	320,618	322,237	473,505	476,319	476,455	0	476,455	0	0
Overhead Expenditure	13,300	9,682	68,754	74,075	94,208	0	45,366	0	0
Movement to/(from) Gen Reserve	<u>307,318</u>	<u>312,555</u>	<u>404,751</u>	<u>402,244</u>	<u>382,247</u>		<u>431,089</u>		
107 Market									
Total Income	5,000	6,403	6,000	4,148	6,000	0	6,000	0	0
Overhead Expenditure	0	0	400	0	400	0	400	0	0
Movement to/(from) Gen Reserve	<u>5,000</u>	<u>6,403</u>	<u>5,600</u>	<u>4,148</u>	<u>5,600</u>		<u>5,600</u>		

Continued on next page

PROPOSED YOUTH DEMOCRACY EVENT – TOWN HALL, ROMSEY

The event should last 90 minutes but can be flexible dependent on the capacity within school timetables.

Sample Agenda

1. Welcome, introductions & aims of day - 5 mins
2. Who's responsible activity - 15 mins
(group discussion, assign various roles to Town, Borough & County)
3. Presentation by TVBC (or councillor TBC) about organising and voting in elections - 20 mins
4. Ballot box voting exercise (possible issues ...Environment/climate emergency, NHS/social welfare, economy/cost of living, Education/career prospects, Housing/affordable homes & rents, international affairs/trade) - 10
5. Q&A to councillors - 20 mins
6. Presentation Hants youth parliament - 15 mins results
7. Close & mock election results - 5 mins

In terms of refreshments this will be water/juice and biscuits? Attendees can bring own pack lunch and eat during break out activities.

