



Romsey Town Council Meeting

*Tuesday 21st November 2023
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 21st November 2023 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: 141123

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 21ST NOVEMBER 2023 at 7.30P.M.**

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 meetings held on 19th September 2023

Matters Arising

To receive and approve the accuracy of the Minutes for meetings held on 25th September 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: Chief Inspector Hayley O'Grady, Test Valley District
- (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 24th August 2023, 14th September 2023, 5th October 2023, 26th October 2023(draft)

6. TOWN & BUILDING COMMITTEE

To receive and note the minutes of the Town & Building Committee meetings held on 1st August 2023 and 3rd October 2023(draft)

7. FINANCE & RESOURCES COMMITTEE

i) To receive and note the minutes of the Finance & Resources Committee meetings held on 22nd August 2023 and 24th October 2023 (draft)

ii) 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

RECOMMENDATION: Full Council note Interim Internal Audit 2023-24

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- iii) **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
RECOMMENDATION: Full Council note approval of 2022-23 Annual Return from BDO-LLP External Auditor
- iv) **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 Building Manager - Howard Brisland for their help in completing the merger of RTC with REPC.
RECOMMENDATION: Full Council note approval of 2022-23 Annual Return from BDO-LLP External Auditor
- v) **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
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

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8. **ALLOTMENTS COMMITTEES**
Southampton Road
To receive and note the minutes of 22nd August and 3rd October 2023
Kings Chase
To receive and note the minutes of 3rd August 2023
9. **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
10. **COUNCIL MEETING USE OF IPADS/LAPTOPS**
Update
11. **ROMSEY FUTURE**
Update
12. **ROMSEY TOWN COUNCIL/ROMSEY EXTRA PARISH COUNCIL PROPOSED MERGER** Update
13. **REPORTS FROM MEMBERS ATTENDING MEETINGS OF EXTERNAL ORGANISATIONS**
Reports from members attending meetings of external organisations since the last Full Council Meeting
14. **CORRESPONDENCE**
None
15. **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
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FULL COUNCIL MEETING

Minutes of the Meeting held on 19th September 2023

In the Chair: Cllr. J. Ray

Attendance:

P Councillor C. Birkett	A Councillor N. Gwynne
P Councillor J. Burnage	A Councillor R. Kohli
P 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	A Councillor S. Wilkinson
P Councillor A. Goddard	

Clerk: Judith Giles

Public: 0

1. PRAYERS

The Verger – Chris Harpham led prayers.

2. APOLOGIES

Cllr. N Gwynne, Cllr. R. Kohli & Cllr. S. Wilkinson

3. DECLARATION OF INTEREST

None

4. CONFIRMATION OF MINUTES

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

The minutes of the meeting held on 17th July 2023 were duly confirmed

PROPOSED: Cllr. Cllr. J. Burnage

SECONDED: Cllr. Culley

CARRIED

Matters Arising

Cllr. C. Birkett to be added to attendance list

PUBLIC PARTICIPATION 7.35P.M.

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. J. Burnage

CARRIED

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

None

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. J. Parker reported progress has been made on the Local Plan. He advised the current TVBC Officers are looking at housing allocation and employment allocation. It is hoped progress will be made by October 2023 as to what the settlement boundaries are. Site assessments should be sorted and the draft Local Plan available by November 2023. It will then be taken to Council January 2024 followed by a Public Consultation February 2024. Final version will then go out for examination by the public followed by subsequent adoption. Cllr. J. Burnage attended the TVBC Youth Day. Youth in Romsey were not there so Cllr. J. Burnage to contact them and see if there is anything RTC can do. It was discussed to hold a similar event in the Town Hall.

HCC Report

1. Cllr. M. Cooper reported HCC has announced a Falls Prevention Week on 18 – 22 September.
2. He has received lots of complaints regarding overgrown hedgerows on the highway which are the responsibility of Hampshire Highways. Cllr. M. Cooper has a standard letter for giving to residents for cases where vegetation is overgrowing pavements. This is currently being reviewed.
3. Avon Crescent is being resurfaced next week.
4. Many motorway closures imminent. Junction 3 on M27 is being resurfaced. Overnight closures 9.00p.m. to 6.00p.m. 28th September to 16th October 2023. Best to avoid this junction if possible. Closure planned on M271 for one day. **(Appendix 1)**
5. Cllr. M. Cooper reported HCC consultation to find £132 million budget savings in addition to the £685 million already removed from the budget over the last 10 years or so has ended. This is to avoid having to issue a section 114 notice in 2025-2026 which would restrict all new expenditure.

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 reported a member of the public has contacted him regarding the Hampshire Homes site off Cupernham Lane entrance where a slope has been built down to houses. He is concerned a proper design report has not been carried out. Cllr. J. Critchley also has concerns regarding the slope. Cllr. M. Cooper thinks it is a temporary slope to protect the existing dwellings. Cllr. J. Burnage to investigate.

Questions from Town Councillors to County Councillor

Cllr. C Burgess reported overgrown hedges in Knatchbull Close and Southampton Road. Cllr. M. Cooper will post his letter thru' their doors detailing the procedure to be used. He reported he also has to use the same reporting procedure as the public.

Public participation ended – 8.35p.m.

5. PLANNING COMMITTEE

Cllr. J. Critchley proposed that the Full Council accept the minutes of the Planning Committee held on 22nd June 2023, 13th July 2023, 3rd August 2023 24th August 2023 (draft)

PROPOSED: Cllr. J. Critchley

SECONDED: Cllr. J. Parker

CARRIED

Cllr. J. Critchley reported there is a serious reduction in planning applications. RTC Administration Officer Faye Godwin is now putting decisions from TVBC on the agenda which Council are pleased about.

Cllr. C. Burgess asked what the process is regarding the timeline for Planning Applications. Cllr. M. Cooper reported this is dealt with by the TVBC Planning Officer. Cllr. J. Parker said RTC are just a consultee so have no timescale. Ideal timescale applications should be determined in 8 weeks. Some more complicated take a lot longer. Ultimately down to TVBC Planning Officer.

6. BUILDINGS AND COMMUNITY COMMITTEE

Cllr. J. Parker proposed that the Full Council accept the minutes of the Buildings and Community Committee meetings held on 6th June 2023 and 1st August 2023(draft)

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. J Burnage

CARRIED

7. FINANCE & RESOURCES COMMITTEE

Cllr. J. Critchley proposed that the Full Council accept the minutes of the Finance & Resources Committee meetings held on 27th June 2023 and 22nd August 2023(draft)

PROPOSED: Cllr. J. Critchley

SECONDED: Cllr. I. Culley

CARRIED

8. ALLOTMENTS COMMITTEE

Southampton Road

Cllr. C. Burgess proposed that the Full Council accept the minutes of the Allotments Committee meeting held on 10th July 2023

PROPOSED: Cllr. C. Burgess

SECONDED: Cllr. A. Goddard

CARRIED

Cllr. C. Burgess to request Finance Report from Southampton Road Allotments

Kings Chase

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

PROPOSED: Cllr. C. Birkett

SECONDED: Cllr. J Burnage

CARRIED

9. CIL/S106 FUNDING

Cllr. J. Critchley presented a paper regarding funding and timescales for CIL and S106 funds. He reported S106 has a healthy fund, however not easy to access. Contacts very helpful. Processes of two quite different and timescales. Cllr. J. Parker asked how much flexibility is there in the interpretation of open spaces and now we have wider boundaries how could we use. Cllr. J. Critchley said there some flexibility. Cllr. J. Parker reported that funds coming from ex REPC does not have conditions.

10. COUNCIL MEETING USE OF IPADS/LAPTOPS

The Chief Officer reported those Councillors who have request iPADS will receive them on the return to work of the Building Manager who has ordered them.

11. REMOVAL OF BENCHES – OLD BURIAL GROUND, ABBEY WATER

The Chief Officer reported the benches removed from the Old Burial Ground, Abbey Water will be replaced imminently. Anti-social behaviour must be reported to 101 to make the police aware.

12. ROMSEY TOWN COUNCIL/ROMSEY EXTRA PARISH COUNCIL PROPOSED MERGER

The Chief Officer reported she is waiting for the REPC Annual Return 2023 to be signed off by the External Auditor. She has also made a VAT claim to HMRC but not had a reply to date.

13. ROMSEY TOWN CENTRE FOOTPATHS

The Chief Officer furnished Council with an email from Nick Adams-King – Lead Cabinet Member (Highways, Transport, Environment, Countryside & Communities) detailing map of areas in Romsey where work will be undertaken to improve footpaths.

20.41 Cllr. S Gidley joined the meeting

14. ROMSEY FUTURE

RECOMMENDATION: It is **PROPOSED** by Cllr. M. Cooper and **SECONDED** by Cllr. J. Critchley to write to TVBC Chief Executive informing him that Romsey Town Council supports the broad concepts defined in the South of the Town Centre project and wishes to see it progressed.

It is now a considerable time since the commissioning of reports into both the new Crosfield Hall and the bus interchange. RTC asks to be updated on current proposals by the end of October, including any detailed planning and also the proposed project timeline for its various components including:-

1. The design construction and commissioning of the new Crosfield Hall near the rapids
2. The re-development of the old Crosfield Hall site.
3. The redevelopment of the bus station site.
4. The parallel creation of pedestrian permeability across Broadwater Road.
5. The improvement of pedestrian links between the Town and the new Crosfield site

RESOLUTION NO. 23/28

It was **RESOLVED** the Chief Officer write to TVBC Chief Executive informing him that Romsey Town Council supports the broad concepts defined in the South of the Town Centre project and wishes to see it progressed.

It is now a considerable time since the commissioning of reports into both the new Crosfield Hall and the bus interchange. RTC asks to be updated on current proposals by the end of October, including any detailed planning and also the proposed project timeline for its various components including:-

1. The design construction and commissioning of the new Crosfield Hall near the rapids
2. The re-development of the old Crosfield Hall site.
3. The redevelopment of the bus station site.
4. The parallel creation of pedestrian permeability across Broadwater Road.
5. The improvement of pedestrian links between the Town and the new Crosfield site

PROPOSED: Cllr. M. Cooper

SECONDED: Cllr. J. Critchley

CARRIED

Cllr. J. Parker reported the Romsey Future Programme Board presented tracker update on projects including two from RTC. He reported he aired his concerns that no progress has been made on many of the projects.

Future Events/Meetings

Stakeholder Meeting Ganger - 27th September 2023

Community Event - 19th November

15. REPORTS FROM MEMBERS ATTENDING MEETINGS OF EXTERNAL ORGANISATIONS

Cllr. J. Parker – Woodley Village Hall, Abbotswood Community Association, Romsey Future Program Board, Romsey Chamber of Commerce Reception, Romdag on behalf of Romsey Town Mayor

16. CORRESPONDENCE

None

17. MAYORAL ANNOUNCEMENTS

None

Meeting Closed 20.51hrs

Next Meeting 21st November 2023

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ

EXTRAORDINARY FULL COUNCIL MEETING

Minutes of the Meeting held on 25th September 2023

In the Chair: Cllr. J. Ray

Attendance:

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

Clerk: Judith Giles

Public: 0

Debbie Forder – Events Manager

Louisa Rice – TVBC Community Engagement Manager

1. APOLOGIES

Apologies received from Cllrs, Birkett, Critchley, Culley, Gwynne, Kohli and Wilkinson.

2. DECLARATION OF INTEREST

None

3. NIGHTINGALE COMMUNITY HUB

RECOMMENDATION: to approve Chief Officer signs agreement

1. It was agreed the Chief Officer identify admin costs for managing the bookings for hirers of the Nightingale Community Hub. A letter will then be sent to Places for People (PfP) detailing these costs and a request for a realistic percentage income.
2. Louisa Rice, TVBC Community Engagement Manager to approach TVBC Legal Department and ask if they will look at Agreement between PfP and RTC.
3. Louisa Rice, TVBC Community Engagement Manager said PfP have stated that they will carry on doing the cleaning. No need for RTC to pay for additional cleaners.

Meeting Closed 8.10 p.m.

In the Chair: Cllr J Critchley

ATTENDANCE:

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

In attendance: Nicqui Chatterley – Planning Clerk

48. Apologies

Cllr A Goddard , Cllr J Ray

49. Declarations of Interest

Cllr Cooper - List 30 – No 1 Mountbatten School – prejudicial interest
Cllr Cooper left the room for this agenda item at 7.47 pm and returned at 7.56 pm

50. Minutes

Confirmation

The minutes of the Joint Planning Committee Meeting held on Thursday 3 August 2023 were confirmed as a true record.

Proposed by: Cllr J Parker

Seconded by: Cllr R Theron

CARRIED UNANIMOUSLY

Matters Arising

None

51. Public Participation

None

52. Participation at Southern Area Planning Committee

Cllr Critchley spoke about Romsey School Planning Application. Much of this application was under permitted development. There is now liaison with the school and residents. The application was deferred by Southern Planning.

53. Appeal Notifications/Decisions

None

54. Amended Applications

None

55. Correspondence

55.1 Email dated 07.08.23 from TVBC re Romsey Makers Market application for street consent trading.

Noted – Street Consent Trading Licenses generally go to the TCM. NC to clarify.

56. Planning Applications

List Nos: 30, 31 and 32.

Signature: 

Date: 14/9/23

ROMSEY TOWN COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 30
 Week Ending: Friday 28 July 2023

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
1. <u>23/01788/FULLS</u> 27.07.2023 ROMSEY TOWN	Change of use to part of the Knatchbull Building from school administration and two small classrooms to residential dormitories to be used ancillary to the school.	Mr Chris Goodrich Mountbatten School Whitenap Lane Romsey Hampshire SO51 5SY	Katie Savage 23.08.2023	Objection	What is the plan to replace the community lounge which is being lost. Recommend there is adequate parking on site for additional staff. Clarity over the staff number and ambiguity of staffing numbers and nitrates. Will visitors be under supervision at all times as this facility is within a residential area.
2. <u>23/01895/FULLS</u> 24.07.2023 ROMSEY TOWN	Reconstruction of existing outbuilding to provide additional veterinary clinic accommodation and replacement garages associated with no.2 Mainstone Barns; Change of use of part of site from Class C3 Dwellinghouse to Class E(e) Medical/Health Services; Demolition of redundant outbuilding and alterations to existing car park.	Mr A Forrester Broadlands Estates Veterinary Clinic Outbuilding Mainstone Romsey Hampshire SO51 6BA	Katie Savage 17.08.2023	No Objection	



Signature:

Date: 14/9/23

ROMSEY TOWN COUNCIL

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 31

Week Ending: Friday 4 August 2023

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
1. <u>23/01939/FULLS</u> 31.07.2023 ROMSEY TOWN	Replacement single storey rear extension and internal remodelling	Mr And Mrs Lightfoot 2 Oakleigh Gardens Romsey Hampshire SO51 5AS	Mrs Sacha Coen 23.08.2023	No Objection	
2. <u>23/01951/TPOS</u> 31.07.2023 ROMSEY TOWN	(T1) - Beech - Fell (T0432) - Holm oak - Reduce to a frame 5m from ground level (T0015) - Holm oak - Reduce lateral growth to give 2.5m clearance to neighbouring garage	Mr Rob Booth Roke Manor Research Ltd Roke Manor Old Salisbury Lane Awbridge Romsey Hampshire	Mr Rory Gogan 22.08.2023	No Objection	
3. <u>23/01973/TPOS</u> 31.07.2023 ROMSEY TOWN	T3085, T8, T9, T10, T11, T14, T17, T19, T20, T432, T22 - Holm Oak - Prune back over-hanging, lower branches by up to 2m	Vicky Kissane Roke Manor Old Salisbury Lane Awbridge Romsey Hampshire SO51 0ZN	Mr Rory Gogan 23.08.2023	No Objection	

Signature:

Date:

14/9/23

3. <u>23/01912/VARS</u> 27.07.2023 ROMSEY TOWN	Variation of Condition 2 (approved plans) of 22/02176/FULLS (Erection of 8 dwellings, 3 carports and access road) to take into account increased height, include allowance for surface water requirements and required finished floor levels, grass roof system to Plots 1-3, Plot 6 staircase enclosure, minor fenestration amendments and carports increased in width by 0.5m.	Mr Stuart Wilson 109A Winchester Road Romsey Hampshire	Sarah Barter 19.08.2023	No objection
4. <u>23/01931/OBLS</u> 26.07.2023 ROMSEY TOWN	Modification of planning obligations (in relation to Planning Permission 20/00599/FULLS) to amend affordable housing definitions and mortgagee exclusion provisions.	Croudace Homes Limited and Vivid Housing Limited Land south of Abbotswood House Braishfield Road Romsey Hampshire	Mr Paul Goodman 22.08.2023	No Objection
5. <u>23/01921/TREES</u> 27.07.2023 ROMSEY TOWN	Hornbeam (T1) - reduce entire crown to previous pruning points, by up to 2.5m in all directions and to a balanced shape.	Sam Lister October Cottage 22 Mill Lane Romsey Hampshire SO51 8EU	Mr Rory Gogan 18.08.2023	No Objection

8. <u>23/01980/CLPS</u> 02.08.2023 ROMSEY TOWN	Application for lawful development certificate for proposed replacement of french doors and kitchen window with bi-fold doors	Mr David Johnson 35 Seward Rise Romsey Hampshire SO51 8PE	Katie Savage 25.08.2023	Noted Drawing was so poor that a comment would not be possible.
9. <u>23/01989/FULLS</u> 02.08.2023 ROMSEY TOWN	Demolition of agricultural barn and construction of school building for use in connection with the outdoor learning centre	Mr M Fry Ridge Farm (Outdoor Learning Centre) Ridge Lane Ower Romsey Hampshire SO51 6AB	Kate Levey 01.09.2023	No Objection

ROMSEY TOWN COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 32 Week Ending: Friday 11 August 2023				
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION
1. <u>23/02026/FULLS</u> 07.08.2023 ROMSEY TOWN	Addition of an inward opening single door to the rear of the property	Mr Diaper Brightbeech Group Ltd M & Co 7 - 9 The Hundred Romsey Hampshire SO51 8GD	Mr Simon Branston- Jones 08.09.2023	No Objection Concern however that an emergency exit door is opening inwards rather than outwards.

<p>4. 23/01955/FULLS 01.08.2023 ROMSEY TOWN</p>	<p>Single storey front, side and rear extension</p>	<p>Mr And Mrs Musk 57 Northlands Road Romsey Hampshire SO51 5SA</p>	<p>Mrs Sacha Coen 23.08.2023</p>	<p>No objection</p>	<p>Subject to the provision of adequate off-street parking</p>
<p>5. 23/01956/CLPS 01.08.2023 ROMSEY TOWN</p>	<p>Application for a proposed lawful development certificate for replacement of conservatory roof</p>	<p>Hilary Warwick 8 Old Road Romsey Hampshire SO51 7WH</p>	<p>Mrs Sacha Coen 24.08.2023</p>	<p>Noted</p>	
<p>6. 23/01962/FULLS 02.08.2023 ROMSEY TOWN</p>	<p>Demolish side extension and garage, erect replacement two storey side extension and garage</p>	<p>Mr And Mrs Booth 74 Chambers Avenue Romsey Hampshire SO51 5BE</p>	<p>Katie Savage 24.08.2023</p>	<p>No Objection</p>	
<p>7. 23/01976/TPOS 01.08.2023 ROMSEY TOWN</p>	<p>TPO.TVBC.315 - T2 - Raise crown over roof of garage to allow a clearance of 2 metres from the garage roof. Remove all major deadwood (diameter greater than 50mm)</p>	<p>Mr Brian Cowcher Hollybrook Winchester Road Crampmoor Romsey Hampshire SO51 9AL</p>	<p>Mr Rory Gogan 23.08.2023</p>	<p>No Objection</p>	

<p>2. <u>23/02041/LBWS</u> 09.08.2023 ROMSEY TOWN</p>	<p>To carry out roofing works in accordance with schedule provided</p>	<p>Mr Harry Hoare 7 Palmerston Street Romsey Hampshire SO51 8GF</p>	<p>Kate Levey 08.09.2023</p>	<p>Objection</p>	<p>Chimney not in keeping with the building or conservation area</p>
<p>3. <u>23/02057/VARS</u> 09.08.2023 ROMSEY TOWN</p>	<p>Vary condition 2 of 22/03169/FULLS (Alterations to form new windows and doors and other external works) to allow for increased building height, with alterations to fenestration and cladding</p>	<p>Mr Stuart Wilson Cycle World 109A Winchester Road Romsey Hampshire</p>	<p>Kate Levey 05.09.2023</p>	<p>Objection</p>	<p>Uncertainty of Increase in height level as this is not clear on the plans.</p>

Meeting ended at: 8.28 pm

Next meeting: Thursday 14 September at 7.30 pm

AK

Signature:

Date:

14/9/23

In the Chair: Cllr I Culley

ATTENDANCE:

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

In attendance: Nicqui Chatterley – Planning Clerk

57. Apologies

Apologies were received from Cllr J Critchley and Cllr S Gidley

58. Declarations of Interest

None

59. Minutes

Confirmation

The minutes of the Joint Planning Committee Meeting held on Thursday 24 August 2023 were confirmed as a true record.

Proposed by: Cllr J Parker

Seconded by: Cllr C Burgess

CARRIED UNANIMOUSLY

Matters Arising

None

60. Public Participation

None

61. Participation at Southern Area Planning Committee

6.1 Application No:

[23/00558/FULLS](#)

Applicant:

Mr S Morton

Proposal:

Change of use from residential (Class C3) to religious/community (Class F2)

Site:

Woodcot, Yokesford Hill, Romsey

Approved

6.2 Application No:

[23/00804/FULLS](#)

Applicant:

The Romsey School

Proposal:

Demolish garage, timber shed and two lean-to structures, construct single storey extension to the retained building.

Site:

The Romsey School, Greatbridge Road, Romsey

Approved

62. Appeal Notifications/Decisions

None

Signature:



Date:

63. Amended Applications

None

64. Correspondence

8.1 Email dated 31.08.23 from HCC re: The erection and siting of 2no storage hangars to store dry materials at Salvidge Farm, Bunny Lane, Timsbury Hampshire SO51 0PG.

<https://planning.hants.gov.uk/Planning/Display/HCC/2023/0469>

NOTED

65. Planning Applications

List Nos: 33, 34 and 35.

Signature:



Date:

MINUTES ROMSEY TOWN COUNCIL PLANNING COMMITTEE THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE THURSDAY 3 AUGUST 2023	47
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ROMSEY TOWN COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 35 Week Ending: Friday 1 September 2023					
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
No applications listed for this week.					

66. Planning Feedback
 Decisions were noted.

Meeting ended at: 7.46 pm

Next meeting: Thursday 5 October at 7.30 pm



Signature:

Date:

ROMSEY TOWN COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 33
Week Ending: Friday 18 August 2023

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
1. <u>23/02145/VARS</u> 18.08.2023 ROMSEY TOWN	Variation of Condition 2 (approved plans) of Planning Permission 22/01321/FULLS (Replacement dwelling and associated works) to allow for reduction in size of dwelling, elevational changes, alterations to fenestration and substitution of brick chimney with external metal flue.	Mr and Mrs Hooper Beechwood Crampmoor Lane Crampmoor Romsey Hampshire SO51 9AJ	Kate Levey 12.09.2023	NOTED	RTC would like it noted that they are not in support of the installation of wood burners in general due to the pollution they create into the atmosphere. Replacing the existing brick chimney with an external metal flue is not in keeping with the general character of the area.

ROMSEY TOWN COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 34
Week Ending: Friday 25 August 2023

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
1. <u>23/02179/TREES</u> 23.08.2023 ROMSEY TOWN	Reduce and shape Betula Jacquemontii T1 in rear garden removing upto 2m from height and up to 1m from spread Rolling consent requested to repeat every 4-5 years.	Mr Michael Friedli 23 Middlebridge Street Romsey Hampshire SO51 8HJ	Mr Rory Gogan 14.09.2023	No Objection	

Signature:

Date:

In the Chair: Cllr J Critchley

ATTENDANCE:

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

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

67. Apologies
Cllr Goddard, Cllr Burgess, Cllr Cooper, Cllr Theron, Cllr Culley

68. Declarations of Interest
None

69. Minutes
Confirmation
The minutes of the Joint Planning Committee Meeting held on Thursday 14 September 2023 were confirmed as a true record.
Proposed by: Cllr J Parker
Seconded by: Cllr J Ray

CARRIED UNANIMOUSLY

Matters Arising
None

70. Public Participation
None

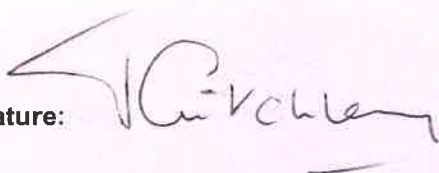
71. Participation at Southern Area Planning Committee
None

72. Appeal Notifications/Decisions

72.1 Application No: [21/00817/FULLS](#)
Site: Fishlake Cottage, Greatbridge Road, Romsey
SO510HB
Decision Type: Delegated
Appeal Decision: Dismissed
NOTED

72.2 Application No: [21/03600/FULLS](#)
Site: 109A Winchester Road, Romsey SO51 8JF
Decision Type: Committee
Appeal Decision: Dismissed
NOTED

Signature:



Date:

73. Amended Applications

- 73.1** Application No: [23/02057/VARS](#)
Proposal: Vary condition 2 of [22/03169/FULLS](#) (Alterations to form new windows and doors and other external works) to allow for increased building height, with alterations to fenestration and cladding
Site: Cycle World, 109A Winchester Road, Romsey, Hampshire
Amendment: The agent has provided an explanation regarding the marginal increase of roof height of the building. This is due to the requirement to put back a warm insulated roof to current Building Regulations and NHBC standards. This alteration resulted in a change to the finished roof height, graded from no change to 10cm higher. It was then decided to provide a small 15cm parapet wall to prevent water falling over the edge into the neighbouring property. Taking these changes into account, the increase was very minimal and ranged from no change to 25cm at its highest.
NOTED
- 73.2** Application No: [23/00340/FULLS](#)
Proposal: Construction of church and community hub with associated landscaping and car parking.
Site: Land To The Rear Of Esso, Greatbridge Road, Romsey
Amendment: Following receipt of additional and amended information.
NOTED

74. Correspondence

- 74.1** Email dated 07.09.23 from Kerry Hayman at Raymond Brown re Roke Manor liaison meeting.
NOTED
- 74.2** Email dated 09.09.23 from Kate Levey at TVBC re [23/02057/VARS](#) Cycle World, 109A Winchester Road, Romsey.
NOTED
- 74.3** Email dated 07.09.23 from Mrs A Cavill re 23/0410/PP [5 Tadfield Road, Romsey, SO51 5AL](#)
Follow up email dated 07.09.23 from Cllr M Cooper
NOTED
- 74.4** Email dated 22.09.23 from Kerry Hayman at Raymond Brown re notes of the Roke Manor liaison meeting held on 15th September 2023.
NOTED
- 74.5** Email dated 27.09.23 from TVBC re alleged breach on land adj to Nightingale Pharmacy, Greatwell Drive, Romsey, Hampshire.
NOTED

75. Planning Applications

List Nos: 36, 37 and 38.

Signature:



Date:

4.	23/02321/TREES 08.09.2023 ROMSEY TOWN	T1 - Ash- Fell	Ms Karen Blackwell 48 The Hundred Romsey Hampshire SO51 8BX	Mr Rory Gogan 30.09.2023	No Objection
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ROMSEY TOWN COUNCIL					
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 37					
Week Ending: Friday 15 September 2023					
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
1. 23/02064/FULLS 13.09.2023 ROMSEY TOWN	Erect bin store on hard standing.	Mrs Emma Towler Blenheim House Chambers Avenue Romsey Hampshire	Mr Simon Branston- Jones 06.10.2023	No Objection	
2. 23/02328/LBWS 11.09.2023 ROMSEY TOWN	Regularise replacement north elevation windows.	E Blackmore St Clements House Romsey Hampshire SO51 8FF	Mr Simon Branston- Jones 13.10.2023	No Objection	

Signature:

Date:

ROMSEY TOWN COUNCIL

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 36
Week Ending: Friday 8 September 2023

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
1. <u>23/01819/CLPS</u> 04.09.2023 ROMSEY TOWN	Application for a lawful development certificate for proposed single storey rear extension.	Mr And Mrs Stacey 3 Sutherland Close Romsey Hampshire SO51 7TH	Mrs Sacha Coen 26.09.2023	No Objection	
2. <u>23/02268/LBWS</u> 06.09.2023 ROMSEY TOWN	Remedial works to deal with damp, localised like-for-like roof repairs, window replacements to side and rear elevations, window repairs to historic timber sashes and the addition of a new single doorway in the original party wall.	Amanda Warren Wessex Cancer Trust 56 - 58 The Hundred Romsey Hampshire SO51 8BX	Katie Savage 06.10.2023	No Objection	
3. <u>23/02280/FULLS</u> 04.09.2023 ROMSEY TOWN	Single storey side extension.	Mr Derrick Bowmans Cottage Romsey Road Ower Romsey Hampshire SO51 6AE	Mrs Sacha Coen 06.10.2023	Withdrawn	

3. 23/02344/FULLS 15.09.2023 ROMSEY TOWN	Single storey front extension to create a downstairs bathroom and utility room and single storey rear extension to create extra living space.	Lee Ransom 16 Lincoln Close Romsey Hampshire SO51 7TJ	Mrs Sacha Coen 10.10.2023	No Objection	
4. 23/02375/VARS 14.09.2023 ROMSEY TOWN	Variation of Condition 2 (Approved plans) of Planning Permission 19/02679/FULLS (Change of Use for Unit 2 to include Car (Retail) Sales, in addition to existing B1/B8 Use; site a maximum number of 12 vehicles for retail sales within the curtilage of Unit 2 and erection of a galvanised palisade fence to the perimeter of the rear portion of the site for secure storage) to substitute drawing number 1179-P-02 D for 1179-P-02 E.	Mr Chris Ridgway Ridgway Cars Unit 2 Frobisher Industrial Centre Budds Lane Romsey Hampshire SO51 0EZ	Mr Nathan Glasgow 10.10.2023	No Objection	

ROMSEY TOWN COUNCIL

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 38

Week Ending: Friday 2023

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
1. 23/02313/FULLS 20.09.2023 ROMSEY TOWN	Part conversion of garage to provide office space to include fitting of side door and window	Mr Mark Eavis 15 Ganger Farm Way Ampfield	Mr Simon Branston- Jones	No Objection	Subject to adequate off street parking

Signature: 

Date:

		Romsey Hampshire SO51 0DF	13.10.2023	
2. 23/02393/IPOS 18.09.2023 ROMSEY TOWN	T1 and T2 - Target prune (upper crown) both species by up to 2m to gain >2m clearance between branch tips and building.	Simon Hendry Roke Manor Research Ltd, Roke Manor Old Salisbury Lane Awbriidge Romsey Hampshire	Mr Rory Gogan 10.10.2023	No Objection
3. 23/02408/FULLS 20.09.2023 ROMSEY TOWN	2 storey front extension to provide ground floor WC, laundry and extended living room with 2 additional bedrooms and 2 en suites on first floor.	Mr Tim Lincoln 64 Mill Lane Romsey Hampshire SO51 8EQ	Mrs Sacha Coen 12.10.2023	No Objection
4. 23/02410/FULLS 20.09.2023 ROMSEY TOWN	Erection of 2 storey side extension, construction of vehicular access and provision of additional parking space.	Mr And Mrs J Lewis 20 Saxon Way Romsey Hampshire SO51 5QF	Katie Savage 16.10.2023	No Objection

76. Planning Feedback

1. No Objection subject to adequate off-street parking
2. No Objection
3. No Objection
4. No Objection

Meeting ended at: 7.49 pm

Next meeting: Thursday 26 October at 7.30 pm

Signature: 

Date:

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. <u>23/02322/FULLS</u> 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. <u>23/02448/FULLS</u> 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. <u>23/02458/FULLS</u> 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 0PE	Katie Savage 20.10.2023	No objection		
4. <u>23/02462/TPOS</u> 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:

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
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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	

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

85. Planning Feedback

Meeting ended at: 7.49 pm

Next meeting: Thursday 16 November 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 1st August 2023

In the Chair: Councillor S. Wilkinson

Attendance:

P Councillor C. Birkett	P Councillor A. Goddard
A Councillor C. Burgess	A 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	
P Councillor S. Gidley	

Clerk: Judith Giles
Public: 0

Present:

Howard Brisland – Building Manager
Debbie Forder – Events Manager

1. APOLOGIES

Apologies received from Cllr. C. Burgess and Cllr. N. Gwynne

2. DECLARATION OF INTEREST

Cllr. J. Parker – Romsey Show

3. MINUTES

The minutes of the Building & Town Committee Meeting held on 6th June 2023 were confirmed as a correct record.

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. I. Culley

CARRIED

Matters Arising –

Agenda item 4 – The Chief Officer reported she has arranged a meeting with David Johnson to discuss the list of names of signatures detailed on the 1957 Charter.

4. PUBLIC PARTICIPATION

None

5. PRESENTATION – TOM CRUTCHFIELD TVBC LANDSCAPE ARCHITECT

TVBC Offices - Romsey Former Magistrates Court Proposed Outside Improvements

Tom Crutchfield gave a presentation of Proposed Outside Improvements at the Romsey Former Magistrates Court.

It was agreed that the Councillors would send a list of questions which he could answer at a future meeting to the Chief Officer who will collate and send to him. He also asked for a list of the positive aspects that they liked as well as what they would want changing.

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



BUILDINGS & COMMUNITY COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 1st August 2023

6. ARCHIVIST REPORT

Barbara Burbridge – Honorary Archivist said due to illness not much work ^h as been ^y carried out lately.

7. REVIEW OF BOOKINGS

The Events Manager reported Town Hall bookings are still on the increase. Barclays will be present in the Town Hall on Wednesdays as well as Tuesdays and Thursdays from 6th September 2023.

8. FINANCE REPORT

The Chief Officer presented Month 2 to the Committee. No areas of concern were raised.

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

Town Way Markers. Cllr. I. Culley asked when the Town Way Markers would be refurbished. The Buildings & Environment Manager reported he is having problems getting 3 quotes. Hopefully quotes will be received and discussed at next Buildings & Community Committee Meeting on 3rd October 2023. The Building Manager asked Councillors to send him suggestions of locations for speed limit indicators so he can then apply to HCC for approval. Cllr. J. Parker asked for locations on list from Romsey Extra Parish Council be added. The B&E Manager said these have not yet been approved so will add to list.

10. ROMSEY EXTRA DISPLAY BOARD – COUNCIL CHAMBER

A "mock-up" of the Romsey Extra Display Board was circulated. A revised version will be presented at the next meeting on 3rd October 2023.

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

Not received.

12. PROJECT LIST

The following Councillors have volunteered to be members of a projects working group Cllr. C. Birkett, Cllr. J. Burnage, Cllr. M. Cooper, ~~Cllr. J. Crichtley~~, Cllr. N. Gwynne, Cllr. J. Parker, Cllr. S. Wilkinson. The first meeting will be held on Tuesday 8th August at 6.00p.m. in the Town Hall.

13. PROPOSAL TO CONTACT HAMPSHIRE POLICE AND CRIME COMMISSIONER

It is **PROPOSED** by Cllr. C. Burgess and **SECONDED** by Cllr. I. Culley that The Town Council writes to Hampshire's Police and Crime Commissioner to a) express our concern at the long running spate of Anti-Social Behaviour in Romsey and b) ask the Commissioner to increase police resources to a level sufficient to combat the problem.

It was agreed to add to the proposal issues raised by Councillors regarding the difficulty in reporting Anti-Social Behaviour etc to 101. The Chief Officer to put together a letter and circulate to Councillors before sending.

RESOLUTION NO. 23/04

PROPOSED: Cllr. M. Cooper

SECONDED: Cllr. I. Culley

CARRIED

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



BUILDINGS & COMMUNITY COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 1st August 2023

14. PROPOSED CCTV – OLD BURIAL GROUND

It is **PROPOSED** by Cllr. C. Burgess and **SECONDED** by Cllr. I. Culley that the Town Council pursues the provision of CCTV coverage of the Old Burial Yard in Abbey Water to combat the ongoing Anti-Social Behaviour.

RESOLUTION NO. 23/05

It was **RESOLVED** to defer a decision until the next meeting on 3rd October 2023

PROPOSED: Cllr. J. Critchley

SECONDED: Cllr. S. Gidley

CARRIED

15. ROMSEY FUTURE

Cllr. J. Parker reported no meetings have taken place recently. There is a Programme Board meeting on 12th September 2023. Cllr M. Cooper reported he has circulated a motion to Councillors which will be included on RTC Full Council meeting on 19th September 2023.

16. MAYORAL AWARD SCHEME/ENVIRONMENTAL AWARD

It was agreed to add the following to the Mayoral Award Scheme List: Beggar's Fair, Romsey Festival, Terry Hamer – Town Crier

17. GRANTS

RESOLUTION NO. 23/06

It was **RESOLVED** to award £100 to Victim Support

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. A Goddard

CARRIED

RESOLUTION NO. 23/07

It was **RESOLVED** to grant Romsey Show £800 subject to them displaying Romsey Town Council banner in place of Romsey Extra Parish Council banner.

PROPOSED: Cllr. M. Cooper

SECONDED: Cllr. R. Kohli

CARRIED

Meeting closed 9.02p.m.

SW
3.10.23

Romsey Town Council App 1

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 1st August 2023

1. **KC Allotments** Gate & Fencing. TVBC will provide the fencing at some future time when funding allows but will provide temporary dragons teeth. I have just received confirmation from Kevin Harrington at TVBC proceed with the gate and will order forthwith.
2. **Speed Limit Reminder Sign** New brackets have been purchased for the new locations. I have contacted National Community Speedwatch and HCC. I have had a detailed discussion with Cllr Critchley on the way forward. HCC have to approve the new locations.
3. **Woodley Village Hall Notice Board** The new notice board has been purchased. Delivery is w/c 28/8/23.
4. **Ashfield Roundabout Signage** As per the discussion at the last meeting I have contacted TVBC to remove the damaged signs from this roundabout.
5. **Wi-Fi / Network** This has been extended to the basement and Mayors Parlor. This enables the alarm system to be monitored over the internet and LTVAS to use our connection. For which they are going to pay an increased rent. We are now ready for the end of PSTN services.
6. **Budget** I am currently working upon the 2024/25 budget. I will present it to the Sub Group later in August along with the five year rolling maintenance plan. It must be noted that costs are rising across the whole spectrum of our activities.
7. **Woodley Village Hall** I have discussed the current situation with the Chairman. There is a live project at present replacing the soffits and facias. The Hall will have a full condition survey later in the year to establish the base line and bring it within the RTC procedures for maintenance of buildings.
8. **Exterior Decorations** Apart form some small snagging issues only the final ground floor flat roof is outstanding.

Romsey Town Council App 1

Town Hall
1, Market Place
Romsey
SO51 8YZ



Tel: 01794-512837

Email: howard.brisland@romseytc.org.uk

9. **Town Way Markers** I believe we can start moving forward with this project in the Autumn after the summer visitor influx. However, I am having great difficulty in finding more than one company to quote.

10. **SR Allotments** I have found a willing contractor who is in the process of providing a quotation for the repair of the car parking and tracks damaged by the cycleway contractors.

11. **Maintenance Technician** I would just like to say how much I can rely on our Maintenance Technician David Chase. Over the last few months, he has really helped me with the extra workload and taking on new tasks.

12. **Honors Board** Will be updated in August.

13. **Security** The remainder of our worn and aging internal locks have been changed. First phase was last year. This is making life much easier for our attendants who now only have a bunch of 6 keys instead of 43.

14. **Lengthsman** The shared Wellow Lengthsman has declined the extra work. Therefore, I am applying to HCC to get our share paid direct and then probably employ our current grounds maintenance contractor at Woodley for extra tasks.

15. **Cornmarket Trough** Following a request from Bertie the market "Flower Man" he will take over the planting display of the Horse Trough/Drinking Fountain in the Cornmarket.

Romsey Town Council

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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

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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 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

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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 App 1

Town Hall
1, Market Place
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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.

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10. **SR Allotments** Track repairs and car park upgrade. I have one quote and another declined. The quote is credible and in line with the verbal budget indicated by the declining contractor. He is just too busy. Quotes are around £24K so funding needs to be identified. There is £6789 in the EMR. Discussion with SRA Committee needed.
- 11 **Bus Stops** Scrag Hill – Broken Window. Order placed on Externiture.
Crampmoor – Rotten Facias and Soffits being replaced in conjunction with WWH 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)

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 22nd August 2023

ATTENDANCE:

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

In the Chair: Cllr. J. Critchley

Clerk: Debbie Forder

Public: 0

1. Apologies

Cllr. N.Gwynne, Cllr. J. Parker

2. Declarations of Interests

None

3. Minutes

i) To receive the Finance & Resource Committee Meeting Minutes of 27th June 2023

PROPOSED: Councillor Cllr. J. Burnage

SECONDED: Councillor I. Culley

CARRIED

ii) **Matters Arising**

Cllr. J. Burnage was in attendance at the 27th June 2023 meeting.

4. Public Participation

None

5. Town Hall Income

The Clerk reported Town Hall bookings for 2023-24 continue to be on the increase, Barclays will be in the Town Hall three days a week from 6th September.

6. Finance Report 2023/24

The Clerk presented Month 4 to the Committee. Cllr. I. Culley asked for the insurance budget to be increased for the next financial year. Cllr. I. Culley asked why the external maintenance was overspent by such a high amount. The Chief Officer to investigate and report back to the next meeting. ✓

7. TVBC S106 Monies

The Committee discussed S106 and CIL monies. Cllr. J. Critchley reported he had spoken with Owen Carine, TVBC, regarding S106 monies; there is a substantial amount of money for projects (Public Open Spaces) available which Romsey Town Council can apply for and it was agreed to look at what projects would be suitable for S106 money.

Cllr. J. Critchley reported that CIL money is available but the applications for 2024 are already over prescribed and application date is now closed. The applications for 2025 should be in to TVBC in April 2024. Contact and advice: Oliver McCarthy, TVBC.

Cllr. I. Culley suggested Romsey Town Council decide what they would like to apply for and get the application(s) in by December 2023.

Cllr. J. Critchley asked the Chief Officer to investigate who is going to fund the FMC project, Romsey Future, Test Valley Borough Council or Romsey Town Council. ✓

The Finance Committee asked for an agenda item Financing Projects including Former Magistrates Court on the next Buildings & Communities meeting.



MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 22nd August 2023

8. Romsey Town Council/Romsey Extra Merger

Cllr. J. Critchley reported there were several queries from the External Auditor; Cllr. J. Parker is collating the information from Scribe for the 31st August deadline.

Meeting Ended: 8.12p.m.

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 24th October 2023

ATTENDANCE:

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

In the Chair: Cllr. J. Critchley

Clerk: Judith Giles

Public: 0

1. Apologies

Cllr. I. Culley, Cllr. J. Parker and Cllr. J. Urquhart

2. Declarations of Interests

None

3. Minutes

i) To receive the Finance & Resource Committee Meeting Minutes of 22nd August 2023

PROPOSED: Councillor J. Burnage

SECONDED: Councillor S. Wilkinson

CARRIED

ii) **Matters Arising**

Agenda item 6. The Chief Officer confirmed the external maintenance budget is not overspent as an Earmarked Reserve 336 -Town Hall Major Maintenance is to be used to fund roof repairs.

The Chief Officer confirmed she awaiting confirmation TVBC will fund the FMC project.

4. Public Participation

None

5. Town Hall Income

The Chief Officer reported Barclays may use the Town Hall on Fridays as well as Tuesday – Thursday each week. They will confirm shortly.

6. Finance Report 2023/24

Month 6 was noted with no concerns. Filmshow income down due to the lack of suitable films being available. It was suggested classic films be shown.

7. INTERIM INTERNAL AUDIT 2022-23

RECOMMENDATION: the Finance & Resources Committee recommend Interim Internal Audit to Full Council

RESOLUTION NO. 23/30

It was **RESOLVED** the Finance & Resources Committee recommend Interim Internal Audit to Full Council

PROPOSED: Cllr. J. Critchley

SECONDED: Cllr. S. Wilkinson

CARRIED

8. ANNUAL RETURN 2023-23 – ROMSEY TOWN COUNCIL

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

RESOLUTION NO. 23/31

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

PROPOSED: Cllr, S. Wilkinson

SECONDED: Cllr. J. Burnage

CARRIED

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 24th October 2023

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

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

RESOLUTION NO. 23/32

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

PROPOSED: Cllr. N. Gwynne

SECONDED :Cllr. J. Critchley

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

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

10. BUDGET 2024-25

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

RESOLUTION NO. 23/33

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

PROPOSED: Cllr. N. Gwynne

SECONDED: Cllr. S. Wilkinson

CARRIED

11. ROMSEY TOWN COUNCIL/ROMSEY EXTRA MERGER

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

12. OUTDOOR DAIS

RESOLUTION NO. 23/34

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

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. S. Wilkinson

CARRIED

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

13. GRANT REQUEST

14. RESOLUTION NO. 23/35

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

PROPOSED: Cllr. S. Wilkinson

SECONDED: Cllr. J. Critchley

CARRIED

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

PROPOSED: Cllr. N, Gwynne

SECONDED: Cllr. J. Burnage

CARRIED

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 24th October 2023

15. LENGTHSMAN VACANCY – 12 PER WEEK

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

RESOLUTION NO. 23/36

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

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. N. Gwynne

CARRIED

16. BUILDING & ENVIRONMENT MANAGER

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

RESOLUTION NO. 23/37

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

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. J. Critchley

CARRIED

17. EVENTS MANAGER

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

RESOLUTION NO. 23/38

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

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. S. Wilkinson

CARRIED

18. ADMINISTRATOR VACANCY – 12 PER WEEK

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

RESOLUTION NO. 23/39

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

PROPOSED: Cllr. S. Wilkinson

SECONDED: Cllr N. Gwynne

CARRIED

Meeting Closed: 20.43hrs

Romsey Town Council

Internal Audit Report 2023-24 (Interim)

Chris Hall

Consultant Auditor

*For & on behalf of
Auditing Solutions Ltd*

Background

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to our initial review for 2023-24, undertaken at our offices and during a visit to the Town Hall on 16 October 2023. We would like to thank the Chief Officer and her team for their assistance and hospitality during our visit.

Internal Audit Approach

The objective of this interim review is to provide an appropriate level of assurance to the Council on their governance, procedures and financial control in advance of the main review at the financial year end. Any recommendations or observations, therefore, should be seen as an ‘early warning’ of issues that need to be addressed in order to provide full and supportable assurances in the Annual Governance and Accountability Return (AGAR) for 2023-24.

In commencing our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford appropriate assurance that the Council has appropriate and robust financial systems in place that operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council’s own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the ‘Internal Audit Report’ as part of the Council’s AGAR process, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

Details of the work undertaken on the Council’s accounting and other records during this interim review are set out in the following detailed report. We are pleased to offer the Council a reasonable level of assurance on current financial practices, which are robust, well established and properly controlled.

While we have no formal recommendations to make at this time, we have made a number of observations in the body of this report which we have discussed with the Chief Officer, and would invite the Council to consider.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and that no anomalous entries appear in cashbooks or financial ledgers, noting that the Council continues to use the Rialtas Omega accounting package and is supported by the services of DCK Accounting to maintain the financial records.

The Council maintains a range of bank accounts with both Lloyds and TSB Banks, all of which are separately maintained in the Omega system.

We have:

- Agreed the 2023-24 Opening Trial Balance in Omega to the closing 2022-23 figures in the Annual Governance and Accountability Return (AGAR);
- Ensured that the ledger remains “in balance” at the time of audit;
- Ensured that the cost and expenditure coding structure remain appropriate for purpose;
- Checked the Omega bank reconciliations as at 30 September 2023 for all accounts to the supporting bank statements.

We note that bank reconciliations on all accounts are undertaken on a monthly basis. These are then submitted as part of a Finance Report to the Finance & Resources (F&R) Committee for scrutiny. We are pleased to note that, in accordance with the F&R resolution in January 2023, there is evidence that the Chair of F&R (who is not a bank signatory) has undertaken an independent check of the 2023/24 Quarter 1 transactions which, if undertaken on a quarterly basis, will meet the requirement of Financial Regulation 2.2. This provides an additional level of assurance to both the Council and the Chief Officer.

Conclusions

No issues arise in this area warranting formal comment or recommendation at this time.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust series of corporate governance policies, procedures and documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

We note that the Standing Orders (SOs) and Financial Regulations (FRs) were last revised and updated in September 2021. We have discussed with the Chief Officer the desirability of reviewing these important governance documents at least annually, and obtaining Council approval even if they are unchanged. A review would be most appropriate now that the merger with Romsey Extra Parish Council (REPC) is largely concluded. We have also discussed the desirability of reviewing **all** Council Policies on the same basis, recognising that this will be subject to available resources.

We note that the Council re-affirmed its eligibility to exercise the General Power of Competence at the Annual Meeting of the Full Town Council in May 2023.

We have commenced our review of the Minutes of the Town Council and Standing Committee meetings for 2023-24 to establish whether any issues exist that may have an adverse effect, through litigation or other causes, on the Council's current or future financial stability.

We note that the Exercise of Public Rights with regard to the 2022-23 Accounts was properly undertaken in accordance with the Accounts and Audit Regulations.

We note the concerns expressed by the External Auditor (BDO LLP) in their 2022-23 report, which merely repeat the findings from our final 2022-23 review. We do not agree with their conclusion that the issues raised (relating to the Asset Register and the Allotment Petty Cash account) demonstrate a failure of internal control and financial management, as they were immediately dealt with when notified, and are not material enough to compromise the light touch nature of these reviews.

We note that there is a clear reference on the Council's website to the Transparency Code 2015. We note a good level of information provided on the website, with particular regard to items of expenditure above £500, and statutory information concerning the Council's Accounts. However, we have notified the Chief Officer of a number of documents (such as the Risk Register and Asset Register) that need to be updated.

Conclusions

No issues arise in this area warranting formal comment or recommendation at this time, other than our observations about reviewing all policy documents, and keeping the website up to date.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by suitable documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We note the continuation of sound internal control in this area, with detailed scrutiny being maintained by the Finance and Resources Committee.

We have test-checked a range of significant transactions over the period April to September 2023, with no anomalies found.

We have also examined detail of VAT payments / reclaims processed during the year to date by reference to the accounting software control account with no issues arising.

Conclusions

No issues arise in this area warranting formal comment or recommendation at this time.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition. We have: -

- Examined the Council's insurance policy, renewed from 1 April 2023 with Aviva via James Hallam brokers. Appropriate levels of cover remain in place: Employers Liability at £10M, Public & Products Liability at £10M, and other covers, including property, which we consider appropriate for the Council's current requirements;
- Noted that the Council's Risk Register, which is maintained by the Business Manager using the Risk Wizard software package, was reviewed and approved at the Council meeting in May 2023, which satisfies the requirement in Financial Regulations for a minimum annual review. However, as we have previously commented, we feel that a more frequent (say 6-monthly) review, or when significant changes (eg. new legislation) occur, would assist the Council in its strategic thinking.

Conclusion

There are no issues arising in this area of our review warranting formal comment or recommendation at this time.

Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the Borough Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in Earmarked Reserves to finance its ongoing spending plans, whilst retaining appropriate sums as a General Reserve to cover any unplanned expenditure that might arise.

As the process for determining a budget and Precept for 2024-25 has yet to be concluded, we will review this area during our 2023-24 final review.

Conclusion

There are no issues arising in this area of our review warranting formal comment or recommendation at this time.

Review of Income

The Council receives income, in addition to its Precept, from Town Hall lettings and other services such as Markets and Allotments.

We have undertaken a sample check of income transactions between Omega records and bank statements, with no issues arising.

We note that Allotment rents have been reviewed during the year to date, to be implemented in April 2024. We can see no evidence that similar reviews of other fees and charges (particularly Town Hall hire rates) have been referred to F&R. An annual review (not necessarily an increase) of all fees and charges is a requirement of FR9.3.

Conclusions

No issues arise in this area warranting formal comment or recommendation at this time, other than the need for annual reviews of fees and charges.

Petty Cash Account

While the Council does not maintain a petty cash account for the usual purpose of making small purchases, there are two similar accounts maintained for other purposes: a £300 Bar Float, and an £85 petty cash account held by the Allotment Association.

We note that periodic reconciliations of the bar float, which is in regular use, is undertaken by the Chief Officer and her team.

Further to our comments on the Allotment Petty Cash account in our 2022-23 final report, we understand that the use of this small account has now been discontinued in favour of allotment managers requesting equipment from the Town Hall office, which is then purchased using normal payment procedures detailed above. This is a much more secure arrangement.

The approved £85 balance in the Accounts (Code 235) now needs to be formally written off in accordance with FR9.4.

Conclusions

No issues arise in this area warranting formal comment or recommendation at this time, other than the need to formally write off the Allotment Petty Cash account in the accounts.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that salary payments are in line with the Council approved pay rates and that extant legislation is being appropriately observed as regards adherence to the requirements of HMRC legislation in relation to the deduction and payment over of income tax and NI contributions, together with pension contributions.

We note that payroll management is outsourced to a contractor (SGW), and is the subject of a monthly report to F&R.

We have test-checked the payroll for September 2023, agreeing detail of the basic salary payments to each employee. We have also checked the accuracy of the tax, NI and pension deductions by reference to the relevant tax and NI tables and percentage bandings applying to staff contributing to the Local Government Pension scheme, and payments to the relevant bodies (HMRC and the Hampshire Pension Fund) with no issues arising.

Conclusions

No issues arise in this area warranting formal comment or recommendation at this time

Fixed Asset Registers

We have not undertaken any work in this area at this time, as this is an area we cover during our final review for the year. However we have discussed with the Chief Officer the assets (bus shelters and benches) likely to be transferred from the former REPC, and their incorporation into Romsey Council's Asset Register by the year-end.

Conclusions

No issues arise in this area warranting formal comment or recommendation at this time

Investments and Loans

The Council currently holds no investments other than its accounts with High Street banks. The Council has an approved Investments Strategy, meeting the requirements of JPAG, which was last reviewed in January 2022, and should therefore be reviewed as referred to above.

We have discussed with the Chief Officer the likely transfer of a CCLA Deposit Account, currently holding £85,000, to Romsey Town Council as part of the winding up of the former REPC. This is widely regarded as a secure investment across the Public Sector, offering a reasonable interest return. While the current level is clearly designed to meet the Financial Services Compensation Scheme limit, it is unclear whether this would provide cover to a council the size of Romsey. However, catastrophic failure of the CCLA is seen as a highly unlikely event, and therefore exceeding the current level to earn interest on excess funds should be seen as a low risk investment.

We have verified the loan repayment instalments to PWLB (2 loans) to date this year as part of our expenditure review.

Conclusion

There are no issues arising in this area of our review warranting formal comment or recommendation at this time.

Rec. No.	Recommendation	Response
No	No recommendations made	

Section 2 – Accounting Statements 2022/23 for

Romsey Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	158,288	281,602	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	316,381	320,568	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	233,388	122,078	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-183,935	-201,475	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-7,524	-10,096	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-234,996	-239,721	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	281,602	272,956	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	292,765	310,507	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	325,118	365,603	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	152,542	146,151	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			N/A	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

J.A.Sib

16/5/2023

Date

I confirm that these Accounting Statements were approved by this authority on this date:

23/5/2023

as recorded in minute reference:

23/5/1

Signed by Chairman of the meeting where the Accounting Statements were approved

J.R.

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Romsey Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		*Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

23/5/2023

and recorded as minute reference:

23/5/2

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

J. P. [Signature]

Clerk

J. A. Silu

www.romseytc.org.uk

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Romsey Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the completion of the Annual Internal Audit Report, the internal auditor has drawn attention to weaknesses in relation to the following:

- F) Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.
- H) Asset and investments registers were complete and accurate and properly maintained.

The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner. The smaller authority should have answered No to question 1 and 2 in the Annual Governance statement.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

BDO LLP - Southampton

External Auditor Signature

DocuSigned by:
BDO LLP
F88E8F3322FA4B1...

Date **29 September 2023**

Section 1 – Annual Governance Statement 2022/23 ✓

We acknowledge as the members of:

Romsey Extra Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		*Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

27/06/23

and recorded as minute reference:

23/06

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman



Clerk

J.A. Sills

Romsey Extra-pc.org.uk

Section 2 – Accounting Statements 2022/23 for

Romsey Extra Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	191082.94	334841.17	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	56357.00	69622.00	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received
3. (+) Total other receipts	116411.68	54998.13	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	13225.27 I.A.S.G. 8,958.47	10334.63	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	15785.18 I.A.S.G. 20,051.98	58324.57	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	334841.17	390802.10	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	332490.12	388406.92	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	22871.27	23470.25	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

23/06/2023 I.A.S.G.

Date

23/06/2023

I confirm that these Accounting Statements were approved by this authority on this date:

27/06/2023

as recorded in minute reference:

23/05

Signed by Chairman of the meeting where the Accounting Statements were approved

[Signature]

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Romsey Extra Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

BDO LLP Southampton

External Auditor Signature

DocuSigned by:
BDO LLP
2BEB058D80974E4

Date

28 September 2023

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

10/11/2023
 (Updated 10/11/2023)

Increase necessary to provide £50,000 for Projects Fund

Budget Summary **Year Ended 31st March 2025**

	2023-24		2024-25	Budget Incr/Decr
	Projected	Budgeted (Revised)	Proposed	
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	156540	21763
	<u>526832</u>	<u>522655</u>	<u>557093</u>	<u>34438</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	50000	
TOTAL NET EXPENDITURE	<u>473455</u>	<u>473455</u>	<u>486609</u>	<u>16288</u>

Financed as follows

Reserves at 1st April	165147	136114	165147	
Reserves at 31st March	165147	136114	165147 **	

Used to Fund Expenditure\Incr in Gen Rsv

Precept Support Grant	0	0	0	0
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Precept Required	473455	473455	486609	13154	2.78%
TOTAL TAXATION FUNDING REQUIRED	<u>473455</u>	<u>473455</u>	<u>486609</u>	<u>13154</u>	<u>2.78%</u>

	<u>473455</u>	<u>473455</u>	<u>486609</u>	
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Precept information

ADJUSTED BASIS

	2023-24	2024-25	NYA
Band D Equivalents	8317	8317	
Precept per Band D Equivalent (£/annum)	£ 56.93	£58.51	£1.58 2.78%
Precept per Band D Equivalent (p/week)	109.18	112.21	3.03 p

TOTAL NET EXPENDITURE (as above)	473455	473455	486609
Deduct: Loan Charges	-10096	-10062	-10096
Capital Expenditure (Net)	0	0	0
	463359	463393	476513
Adjust: Net Movements (to)/from EMR	-57755	-58974	-34186
NET REVENUE EXPENDITURE (see below)	<u>405604</u>	<u>404419</u>	<u>442327</u>
**Note: Minimum General Reserve equal to 4 months Net Revenue Expenditure	135201	134806	147442
General Surplus/Deficit	<u>29946</u>	<u>1308</u>	<u>17705</u>

Earmarked Reserve	31/03/2023 (Actual)	31/03/2024 (Projected)	31/03/2025 (Available)	
Allotment	6789	6692	6692	
Town Hall (Mtc & 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	117854	£4K to fund IT Upgrad
	107810	167957	234297	
General Reserve (see above)	165147	165147	165147	
Total Reserves	<u>272957</u>	<u>333104</u>	<u>399444</u>	

10/11/2023

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

(Updated 4/11/2023)

Increase Precept by 5.00% - Project Fund allocation £60519

Budget Summary

Year Ended 31st March 2025

	2023-24		2024-25	Budget Incr/Decr
	Projected	Budgeted (Revised)	Proposed	
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	156540	21763
	<u>526832</u>	<u>522655</u>	<u>557093</u>	<u>34438</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>497128</u>	<u>16288</u>
Financed as follows				
Reserves at 1st April	165147	136114	165147	
Reserves at 31st March	165147	136114	165147 **	
Used to Fund Expenditure\Incr in Gen Rsv	0	0	0	
Precept Support Grant	0	0	0	0
Precept Required	473455	473455	497128	23673 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>497128</u>	

Precept information**ADJUSTED BASIS**

	2023-24	2024-25	N Y A	
Band D Equivalents	8317	8317	£2.84	4.99%
Precept per Band D Equivalent (£/annum)	£ 56.93	£59.77	5.45 p	
Precept per Band D Equivalent (p/week)	109.18	114.63		

TOTAL NET EXPENDITURE (as above)	473455	473455	497128
Deduct: Loan Charges	-10096	-10062	-10096
Capital Expenditure (Net)	0	0	0
	463359	463393	487032
Adjust: Net Movements (to)/from EMR	-57755	-58974	-34186
NET REVENUE EXPENDITURE (see below)	<u>405604</u>	<u>404419</u>	<u>452846</u>
**Note: Minimum General Reserve equal to 4 months Net Revenue Expenditure	135201	134806	150949
General Surplus/Deficit	<u>29946</u>	<u>1308</u>	<u>14198</u>

Earmarked Reserve	31/03/2023 (Actual)	31/03/2024 (Projected)	31/03/2025 (Available)	
Allotment	6789	6692	6692	
Town Hall (Mtc & 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 Upgrad
	107810	167957	244816	
General Reserve (see above)	165147	165147	165147	
Total Reserves	<u>272957</u>	<u>333104</u>	<u>409963</u>	

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

(Updated 10//2023)

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	<u>22354</u>	<u>15620</u>	<u>22020</u>	6400
<u>Staffing & Admin</u>	101	<u>124582</u>	<u>151128</u>	<u>142732</u>	-8396
<u>Allotments</u>					
Southampton Rd	120	2705	2705	3105	
Abbots Wood	121	2070		1050	
		<u>4775</u>	<u>2705</u>	<u>4155</u>	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>		<u>237820</u>	<u>218425</u>	<u>231646</u>	13221
<u>Town</u>					
Grants (incl S137)	103	10500	10500	10500	0
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	4000	4000
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
		<u>137301</u>	<u>134777</u>	<u>156540</u>	<u>21763</u>
<u>TOTAL EXPENDITURE</u>		<u>526832</u>	<u>522655</u>	<u>557093</u>	<u>34438</u>

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

(Updated 10//2023)

Budget Summary

Year Ended 31st March 2025

		<u>2023-24</u>		<u>2024-25</u>	<i>Budget</i>
		<i>Projected</i>	<i>Budgeted</i>	<u>Proposed</u>	<i>Incr/Decr</i>
<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>

Annual Budget - By Centre (Actual YTD Month 7)

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

	2022/23 (Romsey Town)		2023/24 (Incorp'g Romsey Extra)				2024/25 (Incorp'g Romsey 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	67,270	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>(67,045)</u>	<u>(124,358)</u>		<u>(142,732)</u>		
103 Grants									
Overhead Expenditure	6,000	5,995	10,500	3,350	10,500	0	10,500	0	0
Movement to/(from) Gen Reserve	<u>(6,000)</u>	<u>(5,995)</u>	<u>(10,500)</u>	<u>(3,350)</u>	<u>(10,500)</u>		<u>(10,500)</u>		
104 Civic									
Total Income	0	30	0	0	0	0	0	0	0
Overhead Expenditure	8,995	7,834	14,945	2,794	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>(2,794)</u>	<u>(11,251)</u>		<u>(11,645)</u>		
105 Finance									
Total Income	320,618	322,237	473,505	474,865	476,455	0	489,609	0	0
Overhead Expenditure	13,300	9,682	68,754	15,346	96,184	0	72,020	0	0
Movement to/(from) Gen Reserve	<u>307,318</u>	<u>312,555</u>	<u>404,751</u>	<u>459,519</u>	<u>380,271</u>		<u>417,589</u>		
107 Market									
Total Income	5,000	6,403	6,000	2,747	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>2,746</u>	<u>5,600</u>		<u>5,600</u>		

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Romsey Town Council

Annual Budget - By Centre (Actual YTD Month 7)

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

	2022/23 (Romsey Town)		2023/24 (Incorp'g Romsey Extra)			2024/25 (Incorp'g Romsey Extra)			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
110	Town Hall								
			65,924	51,495	82,874	0	78,174	0	0
	Total Income	63,074	76,951						
	Overhead Expenditure	186,662	202,060				221,506	0	0
	Movement to/(from) Gen Reserve	<u>(123,588)</u>	<u>(125,109)</u>	<u>(65,853)</u>	<u>(144,685)</u>		<u>(143,332)</u>		
111	Town Hall Bar								
			2,600	3,055	5,274	0	5,000	0	0
	Total Income	1,500	4,326						
	Direct Expenditure	750	1,245				2,500	0	0
	Overhead Expenditure	1,200	1,974				1,040	0	0
	Movement to/(from) Gen Reserve	<u>(450)</u>	<u>1,107</u>	<u>1,508</u>	<u>1,713</u>		<u>1,460</u>		
112	Town Hall Film Shows								
			12,150	3,063	6,150	0	6,150	0	0
	Total Income	12,250	10,658						
	Overhead Expenditure	8,650	6,489				6,600	0	0
	Movement to/(from) Gen Reserve	<u>3,600</u>	<u>4,170</u>	<u>79</u>	<u>(550)</u>		<u>(450)</u>		
120	Allotments - Southampton Rd								
			2,705	1,365	2,705	0	3,105	0	0
	Total Income	2,705	3,380						
	Overhead Expenditure	2,705	3,210				3,105	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>170</u>	<u>(366)</u>	<u>0</u>		<u>0</u>		
121	Allotments - Kings Chase								
			900	975	975	0	1,050	0	0
	Total Income	0	0						

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Annual Budget - By Centre (Actual YTD Month 7)

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

	2022/23 (Romsey Town)		2023/24 (Incorp'g Romsey Extra)			2024/25 (Incorp'g Romsey Extra)			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	0	0	0	2,071	2,070	0	1,050	0	0
Movement to/(from) Gen Reserve	0	0	900	(1,096)	(1,095)		0		
125 Town Centre Management									
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	25,246	53,450	0	57,150	0	0
Movement to/(from) Gen Reserve	(23,200)	(25,030)	(45,132)	(15,682)	(43,887)		(47,150)		
126 Woodley Village Hall									
Total Income	0	0	5	0	5	0	5	0	0
Overhead Expenditure	0	0	0	2,471	4,000	0	4,000	0	0
Movement to/(from) Gen Reserve	0	0	5	(2,471)	(3,995)		(3,995)		
130 Environmental									
Total Income	0	10	0	6,000	6,000	0	6,000	0	0
Overhead Expenditure	4,700	2,309	16,400	8,705	20,239	0	32,700	0	0
Movement to/(from) Gen Reserve	(4,700)	(2,299)	(16,400)	(2,705)	(14,239)		(26,700)		
135 Marshalls									
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 Planning									

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Romsey Town Council

Annual Budget - By Centre (Actual YTD Month 7)

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

	2022/23 (Romsey Town)		2023/24 (Incorp'g Romsey Extra)			2024/25 (Incorp'g Romsey Extra)			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	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	61	61	0	0	0	0
Overhead Expenditure	0	28	0	61	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	0	2,000	0	2,000	0	0
Overhead Expenditure	33,000	29,493	36,000	2,970	36,000	0	38,000	0	0
Movement to/(from) Gen Reserve	(28,000)	(24,492)	(34,000)	(2,970)	(34,000)		(36,000)		
Total Budget Income	415,722	454,646	575,789	553,813	598,686	0	607,093	0	0
Expenditure	415,722	436,713	575,789	254,072	600,662	0	607,093	0	0
Movement to/(from) Gen Reserve	0	17,934	0	299,741	(1,976)		0		

Annual Budget - By Centre (Actual YTD Month 7)

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

	2022/23 (Romsey Town)		2023/24 (Incorp'g Romsey Extra)			2024/25 (Incorp'g Romsey Extra)			
	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	30,054	63,150	0	77,000	0	0
4002 Employers N.I	5,650	5,782	7,456	2,892	6,100	0	7,000	0	0
4003 Employers superann	9,650	9,889	11,610	4,939	10,400	0	12,900	0	0
4006 Contract Accountancy Costs	7,000	4,553	7,000	1,590	6,500	0	7,000	0	0
4009 Staff Travel	50	45	50	24	50	0	50	0	0
4013 Website Admin	350	448	350	431	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	933	1,800	0	1,800	0	0
4513 Postage	600	1,037	1,000	234	500	0	600	0	0
4514 Stationery	850	992	1,000	374	1,000	0	1,000	0	0
4515 Photocopying	2,600	2,925	2,600	1,643	3,000	0	3,000	0	0
5012 Council Offices in Town Hall	12,000	12,000	12,000	7,000	12,000	0	12,000	0	0
5250 Subscriptions	2,600	2,811	2,600	2,616	3,000	0	3,000	0	0
5260 Outsourced Payroll	1,000	784	1,000	426	850	0	1,000	0	0
5270 I T & Computer Costs	15,510	17,139	19,232	13,963	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

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Annual Budget - By Centre (Actual YTD Month 7)

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

	2022/23 (Romsey Town)		2023/24 (Incorp'g Romsey Extra)			2024/25 (Incorp'g Romsey Extra)			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
Overhead Expenditure	121,160	120,037	151,128	67,270	124,582	0	142,732	0	0
Movement to/(from) Gen Reserve	(119,585)	(115,767)	(151,128)	(67,045)	(124,358)		(142,732)		
103 Grants									
5890 Community Grants	4,000	3,995	8,500	3,350	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	1,000	0	0
Overhead Expenditure	6,000	5,995	10,500	3,350	10,500	0	10,500	0	0
Movement to/(from) Gen Reserve	(6,000)	(5,995)	(10,500)	(3,350)	(10,500)		(10,500)		
104 Civic									
1116 Income - Town Crier	0	30	0	0	0	0	0	0	0
Total Income	0	30	0	0	0	0	0	0	0
4001 Salaries	500	205	500	106	106	0	0	0	0
4043 Council Newsletter	2,400	3,030	7,400	491	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	30	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	1,240	3,500	0	4,000	0	0
6766 WW1 Plaque	0	1,970	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 7)

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

	2022/23 (Romsey Town)		2023/24 (Incorp'g Romsey Extra)			2024/25 (Incorp'g Romsey Extra)			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
7355 Tfr from Earmarked Reserves	0	-1,970	0	0	0	0	0	0	0
Overhead Expenditure	8,995	7,834	14,945	2,794	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>(2,794)</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	486,609	0	0
1190 Interest Received	50	576	50	1,410	3,000	0	3,000	0	0
Total Income	<u>320,618</u>	<u>322,237</u>	<u>473,505</u>	<u>474,865</u>	<u>476,455</u>	<u>0</u>	<u>489,609</u>	<u>0</u>	<u>0</u>
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	1,075	2,900	0	2,220	0	0
5280 Bank Charges	400	227	400	118	300	0	300	0	0
5282 Card Reader Charges	0	0	0	2	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	24	19,331	0	0	0	0
7240 Tfr to EMR Elections	0	0	0	6,000	12,000	0	10,000	0	0
7340 Tfr from EMR Elections	0	0	0	0	-19,331	0	0	0	0
7350 Tfr to Earmarked Reserves	0	1,092	53,134	0	71,854	0	50,000	0	0
Overhead Expenditure	<u>13,300</u>	<u>9,682</u>	<u>68,754</u>	<u>15,346</u>	<u>96,184</u>	<u>0</u>	<u>72,020</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>307,318</u>	<u>312,555</u>	<u>404,751</u>	<u>459,519</u>	<u>380,271</u>		<u>417,589</u>		
107 Market									

Romsey Town Council

Annual Budget - By Centre (Actual YTD Month 7)

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

	2022/23 (Romsey Town)		2023/24 (Incorp'g Romsey Extra)			2024/25 (Incorp'g Romsey Extra)				
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
1030	Income - Market Stalls	5,000	6,403	6,000	2,747	6,000	0	6,000	0	0
	Total Income	5,000	6,403	6,000	2,747	6,000	0	6,000	0	0
5250	Subscriptions	0	0	400	0	400	0	400	0	0
	Overhead Expenditure	0	0	400	0	400	0	400	0	0
	Movement to/(from) Gen Reserve	5,000	6,403	5,600	2,746	5,600		5,600		
110	Town Hall									
1001	Income - Rental	11,200	7,500	11,200	7,500	11,200	0	11,500	0	0
1002	Income - Bookings	35,000	56,663	38,000	36,527	55,000	0	50,000	0	0
1003	Town Council Office Rent	12,000	12,000	12,000	7,000	12,000	0	12,000	0	0
1015	Income - Tea/Coffee	50	0	50	0	0	0	0	0	0
1020	Income - Cleaning	624	468	624	468	624	0	624	0	0
1022	Income - Councils own hirings	4,050	0	4,050	0	4,050	0	4,050	0	0
1023	Income - Projector	150	0	0	0	0	0	0	0	0
1110	Income - Deposits Forfeited	0	320	0	0	0	0	0	0	0
	Total Income	63,074	76,951	65,924	51,495	82,874	0	78,174	0	0
4001	Salaries	61,550	69,665	70,767	36,882	77,500	0	73,800	0	0
4002	Employers N I	5,400	5,500	4,866	2,654	5,600	0	5,050	0	0
4003	Employers superann	9,950	10,440	12,582	5,465	11,500	0	11,600	0	0
4005	Holiday Cleaning	600	630	660	27	660	0	660	0	0
4008	Function Attendants & Casuals	9,000	12,691	9,500	9,875	15,000	0	15,000	0	0
4010	Wages - Maintenance	7,500	7,710	9,838	4,420	9,300	0	9,100	0	0
4020	Staff Training	1,200	60	1,200	0	0	0	1,200	0	0

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Romsey Town Council
Annual Budget - By Centre (Actual YTD Month 7)
Note: Proposed Budget 2024/25 (Incorporating Romsey Extra)

	2022/23 (Romsey Town)		2023/24 (Incorp'g Romsey Extra)				2024/25 (Incorp'g Romsey Extra)		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4030 Uniforms	300	129	300	75	300	0	500	0	0
4501 Janitorial	1,100	884	1,200	1,111	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	186	1,000	0	1,000	0	0
4510 Rates	21,250	20,334	22,400	14,427	24,053	0	26,250	0	0
4511 Utilities	9,000	13,572	11,000	4,391	13,000	0	13,000	0	0
4520 Licences	2,450	1,168	2,450	878	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	20,405	21,500	0	15,000	0	0
4800 Maintenance Internal	10,000	7,073	12,000	7,598	12,000	0	12,000	0	0
4850 Furniture/Equipment Purchased	3,500	38,815	4,000	1,713	4,000	0	4,000	0	0
4851 Fixed Cost Maintenance	7,500	5,841	8,000	1,728	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	110	7,000	0	700	0	0
7150 Loan Capital + Interest	4,952	4,952	4,952	2,476	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	0	-20,000	0	-13,500	0	0
Overhead Expenditure	186,662	202,060	207,165	117,348	227,559	0	221,506	0	0
Movement to/(from) Gen Reserve	(123,588)	(125,109)	(141,241)	(65,853)	(144,685)		(143,332)		
111 Town Hall Bar									

Continued on next page

Romsey Town Council

Annual Budget - By Centre (Actual YTD Month 7)

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

	2022/23 (Romsey Town)		2023/24 (Incorp'g Romsey Extra)			2024/25 (Incorp'g Romsey Extra)				
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
1013	Income - Bar Sales	1,500	4,326	2,600	2,781	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	3,055	5,274	0	5,000	0	0
3000	Bar Purchases	750	1,245	1,300	1,509	2,500	0	2,500	0	0
	Direct Expenditure	750	1,245	1,300	1,509	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	18	30	0	30	0	0
	Overhead Expenditure	1,200	1,974	1,010	38	1,061	0	1,040	0	0
	Movement to/(from) Gen Reserve	(450)	1,107	290	1,508	1,713		1,460		
112	Town Hall Film Shows									
1051	Income - Film Refreshments	250	148	150	55	150	0	150	0	0
1053	Income - Film Tickets	12,000	10,510	12,000	3,008	6,000	0	6,000	0	0
	Total Income	12,250	10,658	12,150	3,063	6,150	0	6,150	0	0
4008	Function Attendants & Casuals	2,500	2,032	2,500	708	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	2,205	4,000	0	4,000	0	0
4951	Film Refreshment Costs	250	46	150	29	100	0	0	0	0
5282	Card Reader Charges	0	436	400	42	100	0	100	0	0

Continued on next page

Romsey Town Council
Annual Budget - By Centre (Actual YTD Month 7)
Note: Proposed Budget 2024/25 (Incorporating Romsey Extra)

	2022/23 (Romsey Town)		2023/24 (Incorp'g Romsey Extra)			2024/25 (Incorp'g Romsey Extra)			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure									
Movement to/(from) Gen Reserve									
120 Allotments - Southampton Rd									
1000 Income - General	2,705	3,380	2,705	1,365	2,705	0	3,105	0	0
Total Income	2,705	3,380	2,705	1,365	2,705	0	3,105	0	0
4509 Water Rates	750	780	750	533	750	0	750	0	0
4512 Telephone	0	0	0	10	0	0	0	0	0
4514 Stationary	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	0	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	1,731	2,705	0	3,105	0	0
Movement to/(from) Gen Reserve	0	170	0	(366)	0	0	0	0	0
121 Allotments - Kings Chase									
1000 Income - General	0	0	900	975	975	0	1,050	0	0
Total Income	0	0	900	975	975	0	1,050	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 7)

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

	2022/23 (Romsey Town)		2023/24 (Incorp'g Romsey Extra)			2024/25 (Incorp'g Romsey Extra)			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5282 Card Reader Charges	0	0	0	1	0	0	0	0	0
5309 Maintenance Equipment	0	0	0	2,070	2,070	0	1,050	0	0
Overhead Expenditure	0	0	0	2,071	2,070	0	1,050	0	0
Movement to/(from) Gen Reserve	0	0	900	(1,096)	(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	18,882	39,700	0	42,250	0	0
4002 Employers N.I	1,450	3,010	3,958	1,943	4,100	0	4,600	0	0
4003 Employers superann	0	6,077	8,746	3,987	8,400	0	9,050	0	0
4500 Town Centre Management	1,000	76	1,000	380	1,000	0	1,000	0	0
4512 Telephone	250	208	250	54	250	0	250	0	0
5405 Town Centre Events	4,000	908	0	0	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
Overhead Expenditure	27,200	46,275	55,132	25,246	53,450	0	57,150	0	0
Movement to/(from) Gen Reserve	(23,200)	(25,030)	(45,132)	(15,682)	(43,887)		(47,150)		

Annual Budget - By Centre (Actual YTD Month 7)

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

	2022/23 (Romsey Town)		2023/24 (Incorp'g Romsey Extra)			2024/25 (Incorp'g Romsey Extra)			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
126	Woodley Village Hall								
1080	0	0	5	0	5	0	5	0	0
	0	0	5	0	5	0	5	0	0
	Total Income								
4572	0	0	0	2,471	4,000	0	4,000	0	0
	0	0	0	2,471	4,000	0	4,000	0	0
	0	0	5	(2,471)	(3,995)		(3,995)		
	Movement to/(from) Gen Reserve								
130	Environmental								
1031	0	10	0	0	0	0	0	0	0
1601	0	0	0	6,000	6,000	0	6,000	0	0
	0	10	0	6,000	6,000	0	6,000	0	0
	Total Income								
4001	0	0	0	0	0	0	8,700	0	0
4003	0	0	0	0	0	0	300	0	0
4511	450	-1	400	-1,327	400	0	200	0	0
4601	0	0	1,200	0	0	0	0	0	0
4602	0	0	1,000	990	1,000	0	2,000	0	0
4603	0	0	3,500	1,606	3,500	0	4,000	0	0
4605	0	0	2,700	0	2,700	0	3,000	0	0
6009	350	333	400	0	400	0	500	0	0
6010	0	0	2,600	1,332	2,600	0	3,500	0	0
6011	400	6,873	550	0	550	0	600	0	0
6012	2,000	1,446	2,000	-8	2,000	0	2,500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 7)

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

	2022/23 (Romsey Town)		2023/24 (Incorp'g Romsey Extra)			2024/25 (Incorp'g Romsey Extra)			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
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 Tfr from Earmarked Reserves	0	-6,873	0	0	0	0	0	0	0
Overhead Expenditure	4,700	2,309	16,400	8,705	20,239	0	32,700	0	0
Movement to/(from) Gen Reserve	(4,700)	(2,299)	(16,400)	(2,705)	(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									
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

Continued on next page

Annual Budget - By Centre (Actual YTD Month 7)

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

	2022/23 (Romsey Town)		2023/24 (Incorp'g Romsey Extra)			2024/25 (Incorp'g Romsey Extra)			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	(1,000)	0	(1,000)	0	(1,000)		(1,000)		
Movement to/(from) Gen Reserve									
160 War Horse Fund									
1190 Interest Received	0	26	0	61	61	0	0	0	0
Total Income	0	26	0	61	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	61	61	0	0	0	0
7355 Tfr from Earmarked Reserves	-160	-160	-160	-160	-160	0	-160	0	0
Overhead Expenditure	0	28	0	61	61	0	0	0	0
Movement to/(from) Gen Reserve	0	(2)	0	0	0		0		
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	0	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	0	2,000	0	2,000	0	0
6764 Christmas in Romsey	29,000	28,017	32,000	65	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	2,970	36,000	0	38,000	0	0
Movement to/(from) Gen Reserve	(28,000)	(24,492)	(34,000)	(2,970)	(34,000)		(36,000)		

Romsey Town Council

Annual Budget - By Centre (Actual YTD Month 7)

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

	2022/23 (Romsey Town)		2023/24 (Incorp'g Romsey Extra)			2024/25 (Incorp'g Romsey Extra)			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	415,722	454,646	575,789	553,813	598,686	0	607,093	0	0
Expenditure	415,722	436,713	575,789	254,072	600,662	0	607,093	0	0
Movement to/(from) Gen Reserve	0	17,934	0	299,741	(1,976)		0		

**Romsey Town Council
Budget Notes**

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4001	Salaries	101	Administration	Allow £1925 for 22/23 & 10% for 23/24 - Pay settlement not yet agreed
4003	Employers superann	101	Administration	Allow for pay increase and full enrolment. Cost 15.1% plus Lump Sum (see 4011)
4006	Contract Accountancy Costs	101	Administration	Increase by 10% wef 1/4/2023
4013	Website Admin	101	Administration	Includes £180 Weebly Site Plan
5260	Outsourced Payroll	101	Administration	Increased with Auto-Enrolment (allow £20/mth) from 1/10/16. Now £61.05/mth
5270	IT & Computer Costs	101	Administration	Includes Website costs. Allow £4K for upgrade from General Reserve. New system therefore savings
7355	Tfr from Earmarked Reserves	101	Administration	To fund IT Upgrade
5890	Community Grants	103	Grants	Add'l £4500 from Romsey extra
4001	Salaries	104	Civic	Casual staff for Civic Events
4043	Council Newsletter	104	Civic	Incl £5000 ex Romsey Extra
1176	Precept	105	Finance	2.8% Increase (subject to Taxbase Capital Projects £50,000
1190	Interest Received	105	Finance	Pathetic - Treasury Management Policy required
5011	Council Use of Town Hall	105	Finance	See 5011/104
5271	Audit Fees	105	Finance	Extra 2 days Internal Audit charged April ?? Internal 2 days at £476. External £1260
5280	Bank Charges	105	Finance	£10 per month imprest a/c, £40 per month new current a/c fee
5400	Elections	105	Finance	Projection £19,307 + £24 - Funded from EMR, see 7350/105
7240	Tfr to EMR Elections	105	Finance	£6K transfer omitted from 2022/23 Closedown. Projection therefore includes an additional £6K
7350	Tfr to Earmarked Reserves	105	Finance	Assess at Yera End based on Actual Outturn
1030	Income - Market Stalls	107	Market	Assume tri-partite agreement commences 1/4/19
1001	Income - Rental	110	Town Hall	Cranfield Trust £2500/qtr, LIVAS £1500
4001	Salaries	110	Town Hall	Allow 3% - Pay settlement not yet agreed
4003	Employers superann	110	Town Hall	Allow 22.5%
4005	Holiday Cleaning	110	Town Hall	Now casual
4008	Function Attendants & Casuals	110	Town Hall	Film shows now separate

Romsey Town Council

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4505	Health and Safety	110	Town Hall	Covid 19 Costs
4510	Rates	110	Town Hall	Allow 9.1% increase
4520	Licences	110	Town Hall	12 mths x £56.95 licence prepaid. 12 mnths @ £683.40 + PRS Licence of £120 = £805
4572	Long Term Building Repairs	110	Town Hall	To EMR
4751	Maintenance External	110	Town Hall	£Excess over Budget funded from T Hall EMR
4800	Maintenance Internal	110	Town Hall	Excess resolved from Gen Rsv
6014	Hanging baskets/Xmas Trees	110	Town Hall	Rear Garden plus hanging baskets and Christmas Tree
7150	Loan Capital + Interest	110	Town Hall	£73K Loan over 20 yrs - £2475.96 every six months
3000	Bar Purchases	111	Town Hall Bar	50% of Sales
4001	Salaries	111	Town Hall Bar	Budget 30% of sales
4305	Stocktaking	111	Town Hall Bar	To reinstate external stocktaking twice/year
4514	Stationery	120	Allotments - Southampton Rd	(Includes postage)
7350	Tfr to Earmarked Reserves	120	Allotments - Southampton Rd	Budget s/be £105
4001	Salaries	125	Town Centre Management	Allow 2.5% - Pay settlement not yet agreed
4512	Telephone	125	Town Centre Management	£33/mth
5405	Town Centre Events	125	Town Centre Management	Spend equal to Grant see 1405/125
7350	Tfr to Earmarked Reserves	125	Town Centre Management	For Tourism Map
4601	Lengthsman	130	Environmental	Now under salaries
4020	Staff Training	135	Marshalls	Statutory Traing for Supervisor
4030	Uniforms	135	Marshalls	For PPE
6764	Christmas in Romsey	170	Christmas Lights Fund	Projected to spend income plus RTC £2000 contribution

Romsey Town Council Allotments Management Committee

Minutes of the meeting held on the **22nd August 2023**, at the Mayors Parlour, Romsey Town Hall, Romsey.

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

Apologies: Mrs Lisa Fallowfield, Cllr Colin Burgess.

8.1 The Minutes of the last meeting were confirmed as read with the exception that the potential rent demand from Broadlands of £2300 p.a had been reduced to a more manageable increase to £1500 pa from September 24.

Any matters arising will be discussed under various headings.

8.2 Correspondence:

8.2.1 A Romsey resident, Mr Peter Clayton, has requested a plot on the site it was agreed that his name could go on the end of the waiting list.

8.2.2 The committee has been informed that plot 82 is going to give up their plot this year.

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

8.3 Finance: Current assessment of financial situation is appended to rear of these minutes which shows the nett costs at current point as extracted from Test valley accounts.

Sales of a spare water trough and a wheelbarrow which had been in the shed for a while have amounted to an additional income of £100.00

EV confirmed that 'Earmarked reserves' still at £6170.00

No future expenditure is planned at this stage but the committee will continue to bear in mind the condition of the car parks and Distribution Centre.

8.4 Allotments: EM confirmed that at present the waiting list remains at 15, of those requesting plots one person has requested a half-sized plot.

EM tabled list of warning letters and other minor issues relating to plots:

76	Termination notice
16	not to use weedkiller
43	New Tenant Mr Bev Dale
45	Asked his intentions with plot?
56	Brambles blocking pathway
97	Malyn Newitt to cut his trees
100	Given warning last month, now satisfactory
106	Resigning

CD confirmed that a drawing of the proposed Car park surfacing was issued to Howard Brisland on 03 August in order to obtain costing for carrying out the necessary repairs.

RH, MN & CD met on site to discuss the placement of a compost bin onto one of the pathways adjacent to plot 61. It was agreed the compost bin could remain for now, but would need to move back within plot 61 when it degrades. This was followed by a general site inspection where path clearance issues were noted with plots 116, 16,17, 34 & 41.

7.5 Distribution Centre:

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

7.6 Plot Assessments: The third round of plot assessments has taken place; the results can now be compiled.

7.7 Councillor's Report: Nothing to report

7.8 AOB:

With no further business the meeting closed at 9.45pm.

Chris Davies

Committee Secretary

Mike Nobbs

Chairman

Date ... ***21/08/2023***

Next meeting is to be held on Tuesday 03 October 2023, 6:30pm at the court room, Romsey Town Hall., 1 hour before the AGM at 7:30pm.

ROMSEY TOWN COUNCIL ALLOTMENT ACCOUNT

Statement of Income and Expenditure

05.04.2023 to 31.07.2023

Income	£	Expenditure	£	Budget £
Earmarked Reserve	6170	Broadland's Rent		1100
Rents	15.00	Southern Water	643.00	750
Distribution Centre Trough	90.00	NSALG	55.00	55
Wheelbarrows	10.00	Card Reader Charges		0
	74.98	Dist Centre Stock		180
		Stationery/Post/Misc		0
		Maintenance/Equip	6.78	150
		Hedge Cutting		220
		Rat Poison/Pest Control		250
		Skip Hire		
		Sundries/Dist Centre	40.00	
Totals	<u>189.98</u>		<u>744.78</u>	<u>2705</u>
Income less Expenditure	-554.80			

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).

INSPECTION ISSUES

16 Alan Beusmans

Warning letter expiry 28/7/23

He wants to keep the plot. Has dug it and will plant what he can this summer. Latest plot inspection ... advise to severely prune plum tree overshadowing plot.

Otherwise now looking OK

43 Vacated

New tenant Mr Bev Dale 29/07

45 Peter Cooke

Ask intentions. Emailed 01/07/23.

replied 01/07 family issues this year. Planning to work on plot through the summer. Not done

Warning letter 10/08, for review 07/09/23

64 Resigned and vacated

New tenant Sarah Nicholls

76 Nick King

He responded to Mike Nobbs saying he will 'tidy up soon'. I emailed back 28/06/23 thanked him for making a start and gave review date 26/07. Not done any further cultivation since and becoming quite overgrown. **Notice to terminate sent 15/08/2023**

He appeals the notice to terminate however he had two emails about poor state. **New request for a half plot**

97 Malyn Newitt

Being cultivated. Long grass between plots and in fruit cages. Briars over path.

Standard warning letter sent 17/07. He responded dealt with briars and two paths cleared.

Still being cultivated. (overgrown and overhanging apple trees still to deal with). **Otherwise OK**

100 Lukasz Prazuch

Long grass at rear of plot. Emailed 01/07/23

grass dealt with, being cultivated. **Now OK**

106 Isa Jasinska Resigning and **will vacate by 13th Sep**

.....

104/105 path. Been brush cut (by us?) **Roger Prescott agrees to keep it trimmed.**

I will look out for James Lorimer on 105 to request he helps trim it also.

116/117 path now trimmed. Send email asking path to be maintained between plots and any structure positioned such that it is sited on the plot alone and not covering the path'. (polytunnel 116)

17 Rotavator seen in shed a risk. Not seen them on site since to have a word.

34 Side path obstructed with gate, a tree and flowers. Seems a long term issue. Mike Nobbs offered to discuss with them first.

41 Not being cultivated. **Warning letter 10/08/23 to review 07/09/23**

73 are there issues?

75 are there issues?

HALF PLOT REQUESTS

56 Rachel Heslop wants to retain front half by access trackway

80 Carolyn Judd wants to retain rear half by rail track

Responses from email and WhatsApp:

Agreeing for more half plots 3 yes, 2 no,

Wanting to downsize 1 yes, 9 no,

.....
WAITING LIST

15 waiting
plus 3 on hold due to personal circumstances

Romsey Town Council Allotments Management Committee

Minutes of the meeting held on the **03rd October 2023**, at the Mayors Parlour, 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.

Apologies: Mrs Eleanor Vamplew, Cllr Colin Burgess.

10.1 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.

10.2 Correspondence:

10.2.1 Given the condition of their plot when inspected a termination letter has been issued to Plot 17, V Roper, which they have subsequently appealed to Romsey town council. It was discussed whether the chairman should write a final letter once determined.

10.2.2 Apparently plot 75 wants to erect a greenhouse although no application has been received by any of the committee members.

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 without requesting to do so.

10.3 Finance: No accounts discussed at this meeting, to be tabled at AGM, following.

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: Report received on 27th September was issued to all tenants as an inclusion with pre-AGM documents and is appended to rear.

7.8 AOB: The issues of thefts 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.

the meeting closed at 07:25pm just prior to AGM.

Chris Davies

Committee Secretary

Mike Nobbs

Chairman

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

Next meeting is to be held on Wednesday 08 November 2023, 7:30pm at the mayors parlour, Romsey Town Hall at 7:30pm.

Oct 23

Allotment Plot lettings summary

Waiting list 17

plus 4 holding, depending on personal circumstances (house move etc)

Note: we are now accepting applications from the wider Romsey parish.

.....
Tenants leaving

41 Termination letter ends 09/10/23

45 ditto

76 Vacated

80a New half plot. Current holder keeping 80b by the railway.
New tenant to be shown 80a

91 Gave notice 1st Oct. Asked them to clear shed by 15th October

103h Vacated. (Offered to tenant from plot 38)

106 Vacated

.....
Appealed termination

Plot No.

17 Sent Warning letter then termination letter dated 28/09/23
They appealed to Council Chief Officer
Committee now to consider appeal

.....
Other notes

21 Poor cultivation due to family illness. Have allowed time to get care package in place. They intend to cover beds for now.

38 Had warning letter. They asked to see half plots available. Possibly 103

59a Poor cultivation, they have not responded to my email. to follow up.

116 Responded to warning letter, explained an illness this spring. They asked for time to clear it this autumn. To monitor.

EPM 02/10/2023

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		Southern Water	737.00	750
Trough	90.00	NSALG	55.00	55
Wheelbarrow	10.00	Card Reader Charges		0
Sales	74.98	Dist Centre Stock	33.00	180
Water rate rebate	204.00	Stationery/Post/Misc		0
		Maintenace/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).

Chief Officer

From: Ferrier, Andrew <AFerrier@testvalley.gov.uk>
Sent: 15 October 2023 16:13
To: Chief Officer
Subject: RTC Motion

Dear Judith

Thank you for your email of 26th September which contained the Town Council's resolution about the South of the Town Centre Masterplan and a request to have an update on the current proposals, by the end of October.

I'm pleased to say that the design feasibility work for the reprovision of Crosfield Hall and the redevelopment of the bus station site is progressing well. It is intended that a report will be presented to the Council's Cabinet in December to formally endorse the two schemes as priorities within the Council's regeneration programme. Contained within that report will be a recommendation to the full Council, in January 2024, related to the overall funding of the schemes. It is likely that this Council will need to make a significant capital investment in order for the schemes to proceed.

If the indicative finance is indeed approved by the Council in January, we will then be able to finalise the programme for both projects.

Finally, Hampshire County Council has responsibility for works to the highway. TVBC will be working with HCC to secure and deliver the improvements to Broadwater Rd necessary to enhance pedestrian permeability.

Best wishes

Andy

From: Chief Officer <chiefofficer@romseytc.org.uk>
Sent: Tuesday, September 26, 2023 2:07 PM
To: Ferrier, Andrew <AFerrier@testvalley.gov.uk>
Cc: RTCFULLCOUNCIL <RTCFULLCOUNCIL@romseytc.org.uk>
Subject: Romsey Future

Caution: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Andy

At the RTC Full Council Meeting on 19th September 2023 a resolution was carried that I write to you stating Romsey Town Council supports the broad concepts defined in the South of the Town Centre project and wishes to see it progressed. It is now a considerable time since the commissioning of reports into both the new Crosfield Hall and the bus interchange.

RTC asks to be updated on current proposals by the end of October, including any detailed planning and also the proposed project timeline for its various components including:-

1. The design construction and commissioning of the new Crosfield Hall near the rapids
2. The re-development of the old Crosfield Hall site.

3. The redevelopment of the bus station site.
4. The parallel creation of pedestrian permeability across Broadwater Road.
5. The improvement of pedestrian links between the Town and the new Crosfield site

I look forward to your comments.

Best regards
Judith

Judith Giles
Chief Officer
Romsey Town Council

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**Kings Chase Allotments Committee
Meeting 23rd September 2023 at 6:00pm.**

Present: Adrian Landscheit, Andrew Harris, Rory Maxwell, Melissa Doherty

Apologies: Cllr Russell Theron & Emma Pitman

Review of last minutes

No action required on last minutes.

Vacancies, Renewals and Terminations

All plots currently let. Plot 16 has now been relet and cleared ready for the growing season.

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. We are awaiting feedback. This will fix the leak near the first tap at the same time.

Plot inspections were carried out on the 26-08-23 and 23-09-23. These are to be the last inspection of the year.

Community

The tallest sunflower competition was won by Andrew Harris Plot 34 and the child's winner went to Kayley Hunt on plot 18.

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.

Safe Working

A first aid box has been acquired and will be affixed to the gate. Its currently inside the tunnel on plot 34 if required.

Communications

From the end of October, we will change the lock on the gates to code locks instead of key locks.

The tenancy start date will now be changed to the first of October 2024. A fee in May of £12.50 for a full plot and £8:30 for a half plot will be required in May to carry tenants through to October 2024. A covering letter and new tenancy agreement will go out to all plot holders.

Any Other Business

Look at increasing the yellow hatched area outside the allotment gate to stop cars blocking access to the allotment.

Investigate the use of root barriers to be instated where plots have trees within 2.5m of adjoining plots. These must be installed 600mm deep.

Consider a more substantial threshold on the allotment gate. The current path has worn significantly.

Provisional date for the AGM February 2024

Next meeting 23rd November 2023 venue TBC

Meeting closed at 7:23pm

