

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ

BUILDING & TOWN COMMITTEE

Agenda for the meeting on Tuesday 18th October 2022 at 7.30p.m.

1. **APOLOGIES**
2. **DECLARATION OF INTERESTS**
3. **MINUTES**
To receive the Building and Town Committee Meeting 16th August 2022
Matters Arising
4. **PUBLIC PARTICIPATION**
5. **ARCHIVIST REPORT**
6. **REVIEW OF BOOKINGS**
To review latest Bookings Graph
7. **FINANCE REPORT**
To receive latest Finance Report
8. **BUILDING MANAGER'S REPORT**
Work completed/Work in Progress 2022/23
Work Proposed 2022/23
9. **EXTERIOR DECORATIONS AND ROOF REPAIRS**
RECOMMENDATION: to approve Lifetime Construction to carry out external decorations and repairs to Town Hall roof at a cost of £65,000. Costs are already budgeted for in 2022-23 budget
10. **GREEN ENERGY**
To discuss RTC participation with DragonFly Energy CIC
11. **BUSINESS, EVENTS & TOURISM OFFICER'S REPORT**
12. **MAYOR'S AWARD SCHEME**
To discuss a Recognition Scheme for people who have provided outstanding service for the town
13. **ROMSEY INFRASTRUCTURE IMPROVEMENTS**
Update
14. **ROMSEY FUTURE**
Update
15. **GRANTS**
Citizens Advice Test Valley – Romsey Branch - £1,000

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BUILDING & TOWN COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 16th August 2022

In the Chair: Councillor S. Wilkinson

Attendance:

P. Cllr. D. Baverstock
P. Cllr. J. Burnage
P. Cllr. J. Cairney
P. Cllr. M. Cooper
A. Cllr. I. Culley
P. Cllr. N. Gwynne

P. Cllr. J. Critchley
A. Cllr. K. Dunleavy
P. Cllr. J. Parker
P. Cllr. C. Wise
P. Cllr. C. Wilkinson

Clerk: Judith Giles
Public: 0

Present:

Debbie Forder – Events Manager
Howard Brisland – Building Manager

1. APOLOGIES

. Cllr. I. Culley & Cllr. K. Dunleavy

2. DECLARATION OF INTEREST

Cllr. D. Baverstock – Bringing Together Andover CIC

3. MINUTES

The minutes of the Building & Town Committee Meeting held on 14th June 2022 were confirmed as a correct record.

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. J. Burnage

CARRIED

Matters Arising –

None

4. PUBLIC PARTICIPATION – None

5. ARCHIVIST REPORT – Chief Officer to contact Barbara Burbridge – Honorary Archivist regarding ongoing Archivist Reports

6. REVIEW OF BOOKINGS

The Events Manager reported bookings continue to be on the increase, in particular weddings. She raised concerns with regards to the parking outside the front of the Town Hall for weddings. HCC state even though parking suspension has been paid for and arranged by hirer, if a car is parked with a disability badge wardens cannot do anything about it. The Events Manager to email Cllr. M. Cooper who will investigate with HCC Traffic Warden Supervisor, John Sorrell.

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7. FINANCE REPORT

The Chief Officer presented Month 3. No areas of concern. Cllr. N. Gwynne asked if the Black Signposts in the town are the responsibility of RTC. The Chief Officer confirmed TVBC are responsible. She will contact TVBC and request they are refurbished.

8. BUILDING MANAGER'S REPORT (Appendix 1)

Noted. Bench Seats. The Building Manager was asked to explain what a "SWQC" is that HCC insists their Contractor has. The Contractor who has this card is charging more. The Committee requested a letter be sent to HCC highlighting this.

The Building Manager reported HCC stated in our permission to install, our Contractor must apply for a licensees under section 50 of the New Roads and Street Works Act 1991. This requires the operatives to have SWQC. This is a card showing the operative and supervisor are properly qualified. See this link to explain

<https://www.gov.uk/government/publications/street-works-qualifications-in-england/street-works-qualifications-in-england-guidance-for-operatives-and-supervisors>

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

Noted. The Committee congratulated the Business, Events and Tourism Officer for a very clear and succinct report.

10. ROOM HIRE CHARGES – 2022

RECOMMENDATION: to review Town Hall Room Hire charges and not increase for 2022

RESOLUTION NO. 22/11

It was **RESOLVED** not to increase Town Hall Room Hire charges for 2022

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. J. Critchley

CARRIED

11. PROPOSED BUILDING & TOWN BUDGET 2023-24

A discussion was held regarding the proposed Building & Town Budget 2023-24

RESOLUTION NO. 22/12

It was **RESOLVED** to increase the Grants Budget by 10% to £4,400

PROPOSED: Cllr. N. Gwynne

SECONDED: Cllr. S. Wilkinson

CARRIED

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12. PROPOSED CITIZEN'S AWARD SCHEME

It was agreed to rename to "Mayor's Awards Scheme" and publicise using social media.

The Chief Officer to put together a criteria for the Scheme and present at the next Building & Town Committee Meeting.

13. ROMSEY INFRASTRUCTURE IMPROVEMENTS

Update to Romsey Town Council re. Requested dropped kerb in Whitenap Lane. Cllr Cooper reported he had received a request from a resident for a dropped kerb in Whitenap Lane near the point where Five Elms Drive and Northlands Road join the lane in order to more easily access Botley Road, the Whitenap Playspace and the wider town. There are 102 dwellings off Five Elms, many of them homes with young families and numerous prams and children's buggies. The original request came from a household where there is a severely disabled resident who is mainly wheelchair bound. The northeast side of the lane is in Romsey Town, the southwest in Romsey Extra. HCC estimate an original cost of between £400 and £700. However, the presence of buried services may significantly raise this cost.

At present Cllr Cooper and Cllr Adams-King, the Romsey Rural Division Councillor, have agreed to fund £1,000 each from their devolved County Council budgets and this is, in part, funding a design and viability study by HCC. Romsey Extra PC has pledged a significant contribution from its CIL funding pot. When the cost is known Cllr Cooper will report back to the Council. He suggested that Romsey Town Council might wish to contribute from its own CIL funds as one half of the crossing point was within the current town boundary.

Cllr. J. Critchley reported he is writing scoping documents for consideration at Romsey Future's next meeting in September: 1. to improve footpath barriers such that modern larger mobility scooters can pass (Sadler's Mill will need some further consultation with those affected); and 2. for an upgrade to the Greatbridge to Grayling Mead/Fishlake footpath.

Cllr. C. Wise reported she is meeting with Kevin Harrington, TVBC Parks and Countryside Manager to discuss possible Splash Park in Romsey

Cllr. J. Cairney asked when a developer has finished how long are they allowed to leave advertising on fencing around the development. Cllr. J. Parker to investigate.

14. ROMSEY FUTURE

Cllr. J. Critchley reported the South of Town Centre will be discussed at the next meeting in September and anticipates a lot of queries.

8.40p.m. Cllr. D. Baverstock left the room

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BUILDING & TOWN COMMITTEE MEETING

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15.GRANTS

BRINGING TOGETHER ANDOVER CIC

RESOLUTION NO. 22/13

It was **RESOLVED** to grant £150 to Bringing Together Andover CIC

PROPOSED: Cllr. N. Gwynne

SECONDED: Cllr. J. Parker

CARRIED

The Chief Officer to request Organisation change name to "Bringing Together Test Valley CIC"

ROMSEY MALE VOICE CHOIR

RESOLUTION NO. 22/14

It was **RESOLVED** to grant £150 to Romsey Male Voice Choir

PROPOSED: Cllr. S. Wilkinson

SECONDED: Cllr. J. Critchley

CARRIED

ROMSEY CHAIRITIES FAIR

RESOLUTION NO. 22/15

It was **RESOLVED** to grant £150 to Romsey Charities Fair

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. J. Burnage

CARRIED

Meeting closed 8.50p.m.

Romsey Town Council Att 1

Town Hall
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Email: howard.brisland@romseytc.org.uk



Building Manager Report to Building and Town Committee 16th August 2022.

1. **Council Chamber** PA and Lighting replacement. This is underway and will be all complete by the end of this month.

2. **Church Place Bench** Delivery of new bench is expected w/c 15th August.

3. **Tadburn Notice Board** A replacement has been purchased. Delivery is expected w/c 29th August.

4. **Utilities** I have managed to get a new two-year fixed price electricity supply contract with our existing supplier, Octopus. The cost is 60% more than the previous deal. However, we are guarded against further rises and the deal has no penalties if we leave if prices fall substantially assured energy usage is being closely monitored and cost savings being implemented as necessary.

5. **Bench Seats** The new bench for the corner of Chambers Ave/Botley Rd. HCC insist upon installing contractors having an SWQC despite RTC having the correct HCC permit. TV have given me a contact as they do not have SWQC either

6. **Honors Board** This has been updated to include the current Mayor.

Monthly Report to Building and Town Committee

Introduction

I started on the 27th of June and have slowly been introducing myself to local businesses, retail and market traders, local attractions, community groups and government organisations. Whilst out networking I am promoting the business groups (Romsey Mutual Business Group and Romsey Chamber of Commerce) encouraging people to join them with nearly a dozen new signups.

I am currently developing a tourism marketing strategy for Visit Romsey and Visit Test Valley liaising with partners TVBC and Tourism Southeast. I have suggested starting an e-newsletter for Visit Romsey to promote the Romsey area attractions, events and businesses using TVBC e-newsletter facilities to minimise costs and with the future prospect of growing it to encompass the wider Test Valley.

I have set up an evaluation and monitoring spreadsheet to provide a monthly report on media coverage and campaigns on social media, website and future correspondence.

Event & Business Group Meetings:

- Romsey Forum
- Romsey Mutual Business Group Breakfast Meeting
- Safety Meeting for future events
- Community Safety Management Group
- 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 pass this plea onto your constituencies.

Romsey Events attended:

- Mayors Picnic and Duck Race
- Beggars Fair
- Romsey Carnival

Organisations

Met with:

A one-to-one meeting with Julian Gee from **Chamber of Commerce** – attended Exec meetings, breakfast meeting and social gatherings. Helped discussions and gave contacts for the upcoming Food Fair, promoted their upcoming events and training of social media promoted posts.

Met with Terry Bishop from **Unity Online** and set up meeting with other managers from the organisation. In talks in partnering with them and creating a Volunteer Fair in January 2023.

CLlr Dorothy Baverstock kindly afforded me an introduction to Clare Goddard from **Sir Harold Hillier Gardens**. We discussed partnership working, volunteers, future plans, tourism and day visitors.

Tourism Southeast met with Julia West and Graham Haynes to discuss tourism. Learning how Test Valley is set up and how we can improve things for the future.

Gary Wilburn (EP Projects) to discuss **World of Water** and **Green Halo Partnership**

Teams meet up with **ShopAppy** representative now 41 members (tomorrow morning – been cancelled previously)

Jackie Edwards, **Antique Fair** has a discussion over the phone will meet up in September when she is next in the area.

Met with Clive Collier from the **Rotary Club** and will attend the next meeting and do a talk about the new role as way of an introduction to their members.

Businesses

Bradbeers, Mark Hall & Greg Davies – talked about the new shop which is opening in Salisbury, Sunday trading, markets and opportunities.

Many local businesses in Romsey Town Centre and Romsey Extra introducing myself and asking their views on the Town, tourism, Romsey Future, Sunday trading, access and road closures (The Hundred) and their ideas on what needs to change/what shouldn't change.

Ali Fielder, **Bongo Creative** – local independent design company, member of the Exec Committee on the Chamber. Talked about rebranding, events and partnership working.

TVBC

Met up and organised 6 weekly meetings with **Andy Ferrier** – talked through Romsey Future, tourism websites, future opportunities.

Met up and organised monthly catch-up meetings with **Jennie Pell**, Economic Development Officer

Met and talked through Romsey Future with **Nick Adam-King** and **Graham Smith**

Met with the TVBC Communications Team **Lisa Phaure** & **Kathryn Binfield** and **Jennie Pell** to produce a Development and Comms plan for Visit Romsey / Visit Test Valley.

Marianne Piggin - completed a hangover meeting before Marianne left her job and I also went to her leaving do and met with other members of her team and also Test Valley.

HCC

Emailed past contacts to update them on my move to RTC

Attending Sept meeting with HCC and Transition Town Romsey about future plans to support greener energy.

Elected Members

Met with Mayor Cllr Neil Gwynne

Spent a morning with Cllr Dorothy Baverstock

Introduced myself at the Full Town Council Meeting – as mentioned in the meeting please feel free to come and have an informal meeting with me on your ideas and future plans for Romsey.

Key priorities:

Urgent:

- ShopAppy
- Tourism App

Short Term:

- ShopAppy
 - Meet with representative
 - encourage residents to use the website – social media, share on community sites
 - gain feedback from retailers
- Tourism App
 - Meet with App creator
 - Facilitate creator with data and photos
- Community
 - Meet up with local community and introduce myself
- Opportunities
 - Meet with Go New Forest to look at how they set up, key learnings etc. (Go New Forest is a 'not for profit' Community Interest Company set up to manage and develop tourism in the new Forest and has 220 paying members. This organisation replaced New Forest Tourism Association and New Forest District Council's tourism service)
 - Collate and compile database of attractions/accommodation providers/retail/cafes/pubs and restaurants for tourism website and where needed the tourism app
 - obtain quality photos for tourism app and website

Long Term:

- Volunteer Fair – liaise with further businesses and organisations
- Assist Ian Richards to enrol more marshals to help with road closures for September / Christmas
- Four Fun Fridays for summer next year.
- Redesign and resize logo for all Visit Romsey social media and website to complement Visit Test Valley branding.
- Future funding for tourism: tourism app, promoted posts on social, photoshoot, rebranding.

Meetings coming up:

Linda Bate – Youth in Romsey (22nd August)

Broadlands Tour and introduction (23rd August)

Hillier Gardens with Claire and managers from Marketing and Volunteering Departments
(September tbc)

Tourism Meeting (7th Sept)

Romsey Future Programme Board (13th Sept)

Beggars' Fair AGM (13th Sept)

Social Media Masterclass at Romsey Town Hall with Faye (Sept 14th) If you would like to attend
please contact Romsey Chamber – tickets still available.

Rotary Club (tbc)

Romsey Festival (29th September)

The Presidents Reception (Chamber of Commerce) 30th Sept – Tickets available

Romsey Future Community Event (8th October)

Chairman's Report for Romsey Local History Society Autumn 2021-Autumn 2022

In Autumn 2021 we returned to holding meetings in the Town Hall and enjoyed talks on Mottisfont, medieval graffiti and the clothes worn by the Mayflower pilgrims. At the start of 2022 we used Zoom for our evening meetings and were able to draw on a number of speakers from some distance from Romsey including, of course, one of our members from the 1970s Mike Heyworth from York who gave us a very interesting talk on the problems of protecting portable antiquities. Alex Langlands, now at Swansea, gave us a talk on excavations at Old Sarum. We have also enjoyed a number of talks from our local members and supporters including Frank Green, Roger Leech, Chris Woolgar and Terry Proctor as well as newer members like Ronnie Munday and Sybil Warner. Phoebe Merrick's slide shows on areas of Romsey and the surroundings continue to draw large audiences who correct us on the dates of the photos when necessary.

At the request of those who enjoy them we have continued the Zoom chat meetings on the third Thursday of each month when Barbara Burbridge has explained how to understand early deeds and their terminology as well as giving the detailed history of Church Street and Shirley Rogers gave an interesting account of Romsey library building. We have contributions from other members on a variety of topics planned for the autumn and winter.

Workshop meetings especially on Monday mornings are well attended with a number of people attending to do regular research on their own projects. We continue to receive donations and loans of pictures and archives to add to our collection. The most recent donations were the records of Romsey Rotary Club and an order of service for the Commemoration Service for Queen Elizabeth II in Romsey Abbey on 18th September. We are now having regular meetings on the first Thursday of the month for the Survey of Romsey group and are discovering that we have a great many documents already transcribed which can be used. The buildings of Romsey are extremely varied and the people who inhabited them even more so. At the request of some researchers dealing with original documents we propose to run the "How to read old handwriting course" again in the Autumn on Zoom as this worked so well last year.

Work still continues on conserving the Town Hall archives and the system of wrapping pictures but having a label with a thumbnail photo is proving extremely useful.

Work is also still being done on reviewing the archaeological excavations done in Romsey. During this last year we have had carbon-14 dates established for several pieces of charcoal from the iron smelting layers found

in the excavation behind No 4 Market Place and proved conclusively that the iron smelting does date from the 7th and 8th centuries. We also had a bone from the base of the water channel dated to the mid 7th century but as it may have been washed out of the channel sides it does not provide a secure date for the channel itself. The records of the excavations held at Chilcomb House are also yielding more information as we reread them in detail and can compare them. We are currently reviewing the work done on the Saxon Project in an effort to make it available on the internet. Much work was done and we feel that we ought to make it more widely available. We hope to make this public this Autumn.

At the request of Romsey Town Council we used our collection of old photographs to mount an exhibition on Romsey and Royalty assembled by Phoebe Merrick and Janet Kearns which was on display for the 4 days of the Platinum Jubilee holiday and attracted a great deal of interest from partakers in the great Jubilee tea party/picnic as well as shoppers and visitors.

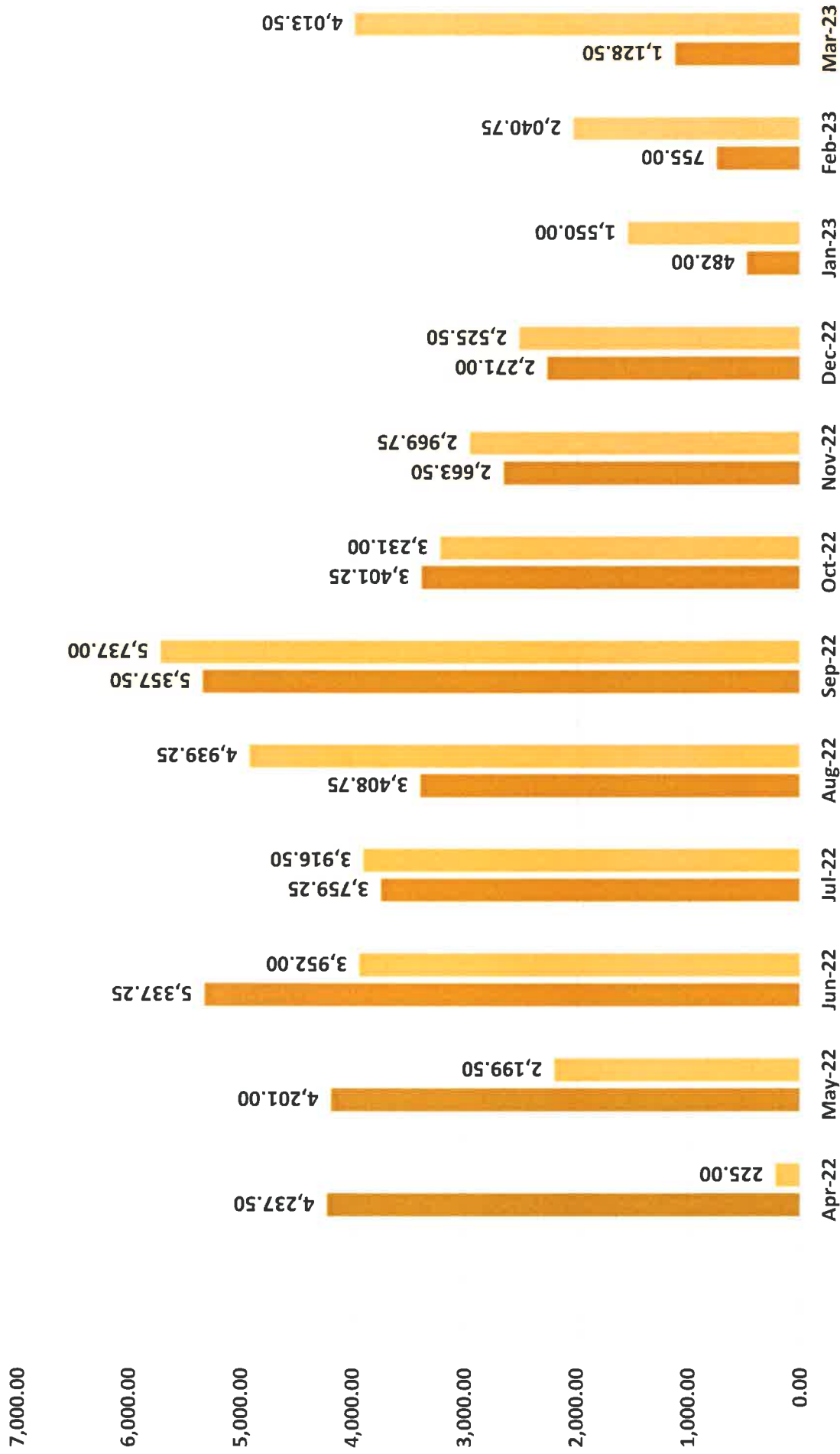
We must express our thanks to Janet Cairney for acting as our Treasurer since 2016 and continuing for many years after her wish to resign due to having other commitments. We now have a new programme secretary and treasurer in Julia Benn and we thank her very much for stepping in to these tasks. However, Julia would prefer to concentrate on the programme so if there are any people with financial expertise who would be willing to take on being treasurer we would be very grateful.

The 2023 programme seeks to satisfy both the people who like Zoom meetings and those who prefer physical meetings as we generally intend to run Monday evening lectures in the Town Hall and Thursday evenings as Zoom. We will experiment with trying combined meetings but we will have to couple our Zoom capabilities with the Town Hall projection system which may not be easy.

We hope members will continue to enjoy our talks and slide shows and we would welcome more members participating in our research on the buildings and streets of Romsey. We would also appreciate help with running our computer and IT system which is essential to enable us to store our archives, and all the research which has already been done. However, if you would like to join the committee but don't feel able to take on a specific task you will still be welcome.

Mary Harris, chairman

Romsey Town Hall Booking Income 2022 - 2023



Booking on System Apr 2022 - Mar 2023 - £37,002.50 - Cumulative Total £26,301.25 - Sept 22

2022/2023 2021/2022

Romsey Town Council
Budget Report to 31st August 2022

Analysis by Cost Centre (Continued)

110 Town Hall	
Month Budget	£15,555
Actual	£19,146
Under/(Over)	-£3,591

Year to Date Budget	£186,662
Actual	£71,915
% of Budget Used	38.53%

1st Loan repayment made in April 2022 & 1st Loan repayment for Lift was made in June 2022.

£16k spent on AV system & Electricals for Townhall which was funded from EMR Town Hall Major Maintenance

£8.2k spent on AV system & Electricals on August 2022

No further concerns.

111 Town Hall Bar

No further concerns.

112 Town Hall Film Shows

No further concerns.

120 Allotments

No concerns.

125 Town Centre Management

No further concerns.

127 Romsey Security

No concerns.

130 Environmental

No concerns.

135 Marshalls

No concerns.

140 Planning

No concerns.

160 War Horse Fund

No concerns.

170 Christmas Lights Fund

No concerns.

Romsey Town Council
Budget Report to 31st August 2022

General Notes:

Attached are the summary income & expenditure report for month 5 to August 2022. This report shows a current year surplus of income over expenditure of £73,330 which includes the 1st half of the precept which was received on 11th April 2022.

The council has two long term liabilities of a loan with a current balance of £52,457 & £96,910, they are paid in twice yearly instalments and will be fully repaid by 18th May 2035 & 30th June 2046 respectively. The council took out a second loan for town hall lift.

The balance sheet shows that total funds available to the council are £312,505:

This is made up of the following -

Current Year Surplus	£48,248
General Reserve Brought Forward	£147,213
Other Earmarked Reserves	£117,044
Total	£312,505

The budget is analysed and phased over the year and the percentage of budget if analysed evenly over the year to date is 41.67% but members are reminded that income & expenditure rarely follows this pattern over the year.

Total expenditure for month 5 was 37.70% of the annual budget.

Please note this report is not designed to alleviate members or the RFO of their responsibility in managing the Town Council finances. It is merely provided as a snapshot of the current financial position and to highlight to members any potential problem areas that have been identified within the accounts.

The budget is set by The Council and it is the member's responsibility in partnership with the RFO to monitor and control the financial position throughout the year. More detailed information is available to Councillors than is provided for here.

Analysis by Cost Centre

101 Administration	
Month Budget	£10,097
Actual	£7,653
Under/(Over)	£2,444

Year to Date Budget	£121,160
Actual	£54,489
% of Budget Used	44.97%

Annual IT support for £14.8k and annual subscription of £1.9k for HALC & NALC was paid in April 2022.

No further concerns.

103 Grants

No further concerns.

104 Civic

No further concerns.

105 Finance

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

No further concerns.

107 Market

No further concerns.

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Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 31/08/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Trade Debtors	(133)	
103	Prepayments	2,247	
105	VAT	6,975	
120	Bar Stock	1,414	
201	Lloyds Current Account	299,033	
202	Building Managers Imprest A/c	1,169	
204	TSB Deposit A/c	3,359	
212	Mayors Charity A/c	1,588	
215	War Horse A/c 35433560	14,513	
230	Bar Float	300	
235	Petty Cash - Allotment	77	
	Total Current Assets		330,542
	<u>Current Liabilities</u>		
500	Trade Creditors - CHQ	14,405	
505	Sundry Creditor	418	
534	Mayors Charity Control Acct	1,588	
545	Wilder Romsey	1,161	
561	Booking Deposits	65	
562	Damage Deposits	400	
	Total Current Liabilities		18,037
	Net Current Assets		312,505
	Total Assets less Current Liabilities		312,505
	<u>Represented by :-</u>		
301	Current Year Fund	48,248	
310	General Reserve	147,213	
321	EMR Allotment Fund	7,018	
336	EMR Town Hall Major Mainten'ce	52,072	
339	EMR Marshals In Romsey	245	
340	EMR Elections	8,757	
343	EMR Romsey Website	2,812	
345	EMR War Horse Fund	11,325	
349	EMR Grants	2,200	
350	EMR Markets	1,908	
351	EMR Town Centre Management	4,000	
353	EMR Neighbourhood Plan	913	
354	CIL Receipts	10,038	
355	EMR WW1 Event	3,767	
356	EMR Romsey Emergency Plan	2,309	
358	EMR Tourism & Heritage App	9,680	
	Total Equity		312,505

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Summary Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Administration	Income	1,030	832	1,575	743			52.8%
	Expenditure	104,592	54,489	121,160	66,671		66,671	45.0%
	Movement to/(from) Gen Reserve	<u>(103,562)</u>	<u>(53,657)</u>					
103 Grants	Expenditure	4,900	2,545	6,000	3,455		3,455	42.4%
104 Civic	Income	0	140	0	(140)			0.0%
	Expenditure	5,752	2,577	8,995	6,418		6,418	28.6%
	Movement to/(from) Gen Reserve	<u>(5,752)</u>	<u>(2,437)</u>					
105 Finance	Income	324,734	160,305	320,618	160,313			50.0%
	Expenditure	21,388	4,379	13,300	8,921		8,921	32.9%
	Movement to/(from) Gen Reserve	<u>303,345</u>	<u>155,927</u>					
107 Market	Income	6,070	3,106	5,000	1,894			62.1%
110 Town Hall	Income	194,702	29,322	63,074	33,752			46.5%
	Expenditure	307,335	71,915	186,662	114,747		114,747	38.5%
	Movement to/(from) Gen Reserve	<u>(112,634)</u>	<u>(42,593)</u>					
111 Town Hall Bar	Income	2,111	1,646	1,500	(146)			109.7%
	Expenditure	3,619	1,891	1,950	59		59	97.0%
	Movement to/(from) Gen Reserve	<u>(1,508)</u>	<u>(245)</u>					
112 Town Hall Film Shows	Income	3,950	4,453	12,250	7,797			36.4%
	Expenditure	2,816	3,104	8,650	5,546		5,546	35.9%
	Movement to/(from) Gen Reserve	<u>1,134</u>	<u>1,349</u>					
120 Allotments	Income	3,612	166	2,705	2,539			6.1%
	Expenditure	3,612	1,681	2,705	1,024		1,024	62.1%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(1,515)</u>					
125 Town Centre Management	Income	20,560	5,120	4,000	(1,120)			128.0%
	Expenditure	44,724	12,605	27,200	14,595		14,595	46.3%
	Movement to/(from) Gen Reserve	<u>(24,164)</u>	<u>(7,485)</u>					
130 Environmental	Expenditure	2,709	71	4,700	4,629		4,629	1.5%
135 Marshalls	Expenditure	0	83	400	317		317	20.7%
140 Planning	Expenditure	0	0	1,000	1,000		1,000	0.0%
160 War Horse Fund	Income	1	1	0	(1)			0.0%
	Expenditure	1	1	0	(1)		(1)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
170 Christmas Lights Fund	Income	5,000	0	5,000	5,000			0.0%
	Expenditure	28,166	1,503	33,000	31,497		31,497	4.6%
	Movement to/(from) Gen Reserve	<u>(23,166)</u>	<u>(1,503)</u>					

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Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1008 Income - Photocopying	16	16	0	(16)			0.0%	
1070 Income - Planning Clerk	112	816	1,575	759			51.8%	
Administration :- Income	128	832	1,575	743			52.8%	0
4001 Salaries	4,491	22,288	61,250	38,962		38,962	36.4%	
4002 Employers N.I	448	2,206	5,650	3,444		3,444	39.0%	
4003 Employers superann	779	3,871	9,650	5,779		5,779	40.1%	
4006 Contract Accountancy Costs	547	1,117	7,000	5,883		5,883	16.0%	
4009 Staff Travel	0	0	50	50		50	0.0%	
4013 Website Admin	30	179	350	171		171	51.1%	
4020 Staff Training	0	0	300	300		300	0.0%	
4040 Recruitment Advertisements	0	0	150	150		150	0.0%	
4512 Telephone	109	519	1,600	1,081		1,081	32.4%	
4513 Postage	100	466	600	134		134	77.6%	
4514 Stationery	0	436	850	414		414	51.3%	
4515 Photocopying	86	722	2,600	1,878		1,878	27.8%	
5012 Council Offices in Town Hall	1,000	5,000	12,000	7,000		7,000	41.7%	
5250 Subscriptions	0	2,198	2,600	402		402	84.6%	
5260 Outsourced Payroll	63	241	1,000	759		759	24.1%	
5270 I T & Computer Costs	0	15,248	15,510	262		262	98.3%	
Administration :- Indirect Expenditure	7,653	54,489	121,160	66,671	0	66,671	45.0%	0
Net Income over Expenditure	(7,525)	(53,657)	(119,585)	(65,928)				
103 Grants								
5890 Community Grants	450	2,545	4,000	1,455		1,455	63.6%	
5893 Community Grant - Bandstand	0	0	1,000	1,000		1,000	0.0%	
6100 Arts Festival	0	0	1,000	1,000		1,000	0.0%	
Grants :- Indirect Expenditure	450	2,545	6,000	3,455	0	3,455	42.4%	0
Net Expenditure	(450)	(2,545)	(6,000)	(3,455)				
104 Civic								
1103 Income - Marshalls Donations	0	110	0	(110)			0.0%	
1116 Income - Town Crier	0	30	0	(30)			0.0%	
Civic :- Income	0	140	0	(140)				0
4001 Salaries	0	83	500	417		417	16.6%	
4043 Council Newsletter	0	1,065	2,400	1,335		1,335	44.4%	
5011 Council Use of Town Hall	0	0	2,000	2,000		2,000	0.0%	
6502 Members training	0	0	400	400		400	0.0%	

Summary Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	561,769	205,091	415,722	210,631			49.3%
Expenditure	529,615	156,842	415,722	258,880	0	258,880	37.7%
Net Income over Expenditure	<u>32,154</u>	<u>48,248</u>	<u>0</u>	<u>(48,248)</u>			
Movement to/(from) Gen Reserve	<u>32,154</u>	<u>48,248</u>					

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6550 Meetings Advertisements	0	0	50	50		50	0.0%	
6750 Mayors Allowance	0	144	500	356		356	28.8%	
6760 Town Crier	30	156	450	294		294	34.7%	
6761 Mace Bearer	0	195	195	0		0	100.0%	
6762 Civic Costs	0	934	2,500	1,566		1,566	37.4%	
Civic :- Indirect Expenditure	30	2,577	8,995	6,418	0	6,418	28.6%	0
Net Income over Expenditure	(30)	(2,437)	(8,995)	(6,558)				
105 Finance								
1176 Precept	0	160,284	320,568	160,284			50.0%	
1190 Interest Received	10	21	50	29			42.6%	
Finance :- Income	10	160,305	320,618	160,313			50.0%	0
5011 Council Use of Town Hall	0	0	500	500		500	0.0%	
5251 Insurances	0	5,162	5,000	(162)		(162)	103.2%	
5271 Audit Fees	0	(880)	1,900	2,780		2,780	(46.3%)	
5280 Bank Charges	21	96	400	304		304	24.1%	
5290 Legal & Professional Fees	0	0	500	500		500	0.0%	
5400 Elections	0	0	5,000	5,000		5,000	0.0%	
Finance :- Indirect Expenditure	21	4,379	13,300	8,921	0	8,921	32.9%	0
Net Income over Expenditure	(11)	155,927	307,318	151,391				
107 Market								
1030 Income - Market Stalls	0	3,106	5,000	1,894			62.1%	
Market :- Income	0	3,106	5,000	1,894			62.1%	0
Net Income	0	3,106	5,000	1,894				
110 Town Hall								
1001 Income - Rental	0	2,500	11,200	8,700			22.3%	
1002 Income - Bookings	4,477	21,666	35,000	13,334			61.9%	
1003 Town Council Office Rent	1,000	5,000	12,000	7,000			41.7%	
1015 Income - Tea/Coffee	0	0	50	50			0.0%	
1020 Income - Cleaning	0	156	624	468			25.0%	
1022 Income - Councils own hirings	0	0	4,050	4,050			0.0%	
1023 Income - Projector	0	0	150	150			0.0%	
Town Hall :- Income	5,477	29,322	63,074	33,752			46.5%	0
4001 Salaries	5,388	26,931	61,550	34,619		34,619	43.8%	
4002 Employers N.I	355	2,099	5,400	3,301		3,301	38.9%	

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4003 Employers superann	751	3,865	9,950	6,085		6,085	38.8%	
4005 Holiday Cleaning	0	347	600	253		253	57.8%	
4008 Function Attendants & Casuals	892	4,615	9,000	4,385		4,385	51.3%	
4010 Wages - Maintenance	586	2,930	7,500	4,570		4,570	39.1%	
4020 Staff Training	0	60	1,200	1,140		1,140	5.0%	
4030 Uniforms	20	46	300	254		254	15.4%	
4501 Janitorial	0	358	1,100	742		742	32.5%	
4504 Catering Costs	0	22	100	78		78	21.6%	
4505 Health and Safety	0	0	1,000	1,000		1,000	0.0%	
4510 Rates	2,033	10,169	21,250	11,081		11,081	47.9%	
4511 Utilities	514	2,187	9,000	6,813		6,813	24.3%	
4520 Licences	67	333	2,450	2,117		2,117	13.6%	
4572 Long Term Building Repairs	0	0	20,000	20,000		20,000	0.0%	
4751 Maintenance External	0	4	1,500	1,496		1,496	0.2%	
4800 Maintenance Internal	166	3,621	10,000	6,379		6,379	36.2%	
4850 Furniture/Equipment Purchased	8,190	23,544	3,500	(20,044)		(20,044)	672.7%	
4851 Fixed Cost Maintenance	185	1,257	7,500	6,243		6,243	16.8%	
5011 Council Use of Town Hall	0	0	500	500		500	0.0%	
5220 Publicity & Marketing	0	0	2,000	2,000		2,000	0.0%	
5270 I T & Computer Costs	0	302	500	198		198	60.4%	
6014 Hanging baskets\Xmas Trees	0	270	700	430		430	38.6%	
7150 Loan Capital + Interest	0	2,476	4,952	2,476		2,476	50.0%	
7152 Lift Loan Capital + Interest	0	2,572	5,110	2,538		2,538	50.3%	
7355 Tfr from Earmarked Reserves	0	(16,095)	0	16,095		16,095	0.0%	
Town Hall :- Indirect Expenditure	19,146	71,915	186,662	114,747	0	114,747	38.5%	0
Net Income over Expenditure	(13,669)	(42,593)	(123,588)	(80,995)				
111 Town Hall Bar								
1013 Income - Bar Sales	335	1,646	1,500	(146)			109.7%	
Town Hall Bar :- Income	335	1,646	1,500	(146)			109.7%	0
3000 Bar Purchases	6	664	750	86		86	88.6%	
Town Hall Bar :- Direct Expenditure	6	664	750	86	0	86	88.6%	0
4001 Salaries	263	1,641	450	(1,191)		(1,191)	364.7%	
4305 Stocktaking	0	0	250	250		250	0.0%	
4850 Furniture/Equipment Purchased	0	(422)	500	922		922	(84.4%)	
5282 Card Reader Charges	3	7	0	(7)		(7)	0.0%	
Town Hall Bar :- Indirect Expenditure	266	1,226	1,200	(26)	0	(26)	102.2%	0
Net Income over Expenditure	63	(245)	(450)	(205)				

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Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
112 Town Hall Film Shows								
1051 Income - Film Refreshments	7	52	250	198			20.8%	
1053 Income - Film Tickets	821	4,401	12,000	7,599			36.7%	
Town Hall Film Shows :- Income	828	4,453	12,250	7,797			36.4%	0
4008 Function Attendants & Casuals	200	1,135	2,500	1,365		1,365	45.4%	
4950 Film Hire/Purchases	274	1,753	5,900	4,147		4,147	29.7%	
4951 Film Refreshment Costs	1	29	250	221		221	11.6%	
5282 Card Reader Charges	29	188	0	(188)		(188)	0.0%	
Town Hall Film Shows :- Indirect Expenditure	504	3,104	8,650	5,546	0	5,546	35.9%	0
Net Income over Expenditure	324	1,349	3,600	2,251				
120 Allotments								
1000 Income - General	106	166	2,705	2,539			6.1%	
Allotments :- Income	106	166	2,705	2,539			6.1%	0
4509 Water Rates	230	592	750	158		158	78.9%	
5250 Subscriptions	0	55	55	0		0	100.0%	
5300 Rent - Broadlands	0	0	1,100	1,100		1,100	0.0%	
5309 Maintenance Equipment	789	789	150	(639)		(639)	526.1%	
5311 Hedge Cutting	0	0	220	220		220	0.0%	
5312 Pest Control	0	0	250	250		250	0.0%	
5315 Sundries Allotments	0	245	180	(65)		(65)	136.1%	
Allotments :- Indirect Expenditure	1,019	1,681	2,705	1,024	0	1,024	62.1%	0
Net Income over Expenditure	(913)	(1,515)	0	1,515				
125 Town Centre Management								
1071 Income - Salary Recharge (TV)	1,000	1,000	0	(1,000)			0.0%	
1109 Income - ShopAppy	0	4,120	0	(4,120)			0.0%	
1405 Income - Town Centre Grant	0	0	4,000	4,000			0.0%	
Town Centre Management :- Income	1,000	5,120	4,000	(1,120)			128.0%	0
4001 Salaries	2,894	6,377	20,500	14,123		14,123	31.1%	
4002 Employers N.I	317	634	1,450	816		816	43.7%	
4003 Employers superann	613	1,339	0	(1,339)		(1,339)	0.0%	
4500 Town Centre Management	0	0	1,000	1,000		1,000	0.0%	
4512 Telephone	27	135	250	115		115	54.0%	
5405 Town Centre Events	0	0	4,000	4,000		4,000	0.0%	
7350 Tfr to Earmarked Reserves	0	4,120	0	(4,120)		(4,120)	0.0%	
Town Centre Management :- Indirect Expenditure	3,851	12,605	27,200	14,595	0	14,595	46.3%	0
Net Income over Expenditure	(2,851)	(7,485)	(23,200)	(15,715)				

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Environmental</u>								
4511 Utilities	20	59	450	391		391	13.2%	
6009 Land at the Star Maintenance	0	0	350	350		350	0.0%	
6011 Town Seats	5,212	5,212	400	(4,812)		(4,812)	1303.0%	
6012 Street Lights	0	0	2,000	2,000		2,000	0.0%	
6015 Signs	0	0	500	500		500	0.0%	
6022 Planting for CornMarket	0	0	400	400		400	0.0%	
6023 Drinking Water Fountain	0	12	200	188		188	5.8%	
6025 Bollard/St Furn Mtce	0	0	400	400		400	0.0%	
7355 Tfr from Earmarked Reserves	(5,212)	(5,212)	0	5,212		5,212	0.0%	
Environmental :- Indirect Expenditure	<u>20</u>	<u>71</u>	<u>4,700</u>	<u>4,629</u>	<u>0</u>	<u>4,629</u>	<u>1.5%</u>	<u>0</u>
Net Expenditure	<u>(20)</u>	<u>(71)</u>	<u>(4,700)</u>	<u>(4,629)</u>				
<u>135 Marshalls</u>								
5103 Marshalls In Romsey	0	0	400	400		400	0.0%	
6019 Road Closure	0	83	0	(83)		(83)	0.0%	
Marshalls :- Indirect Expenditure	<u>0</u>	<u>83</u>	<u>400</u>	<u>317</u>	<u>0</u>	<u>317</u>	<u>20.7%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(83)</u>	<u>(400)</u>	<u>(317)</u>				
<u>140 Planning</u>								
5011 Council Use of Town Hall	0	0	1,000	1,000		1,000	0.0%	
Planning :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>				
<u>160 War Horse Fund</u>								
1190 Interest Received	0	1	0	(1)			0.0%	
War Horse Fund :- Income	<u>0</u>	<u>1</u>	<u>0</u>	<u>(1)</u>				<u>0</u>
4855 War Horse Fund Expenses	0	160	160	0		0	100.0%	
7350 Tfr to Earmarked Reserves	0	1	0	(1)		(1)	0.0%	
7355 Tfr from Earmarked Reserves	0	(160)	(160)	0		0	100.0%	
War Horse Fund :- Indirect Expenditure	<u>0</u>	<u>1</u>	<u>0</u>	<u>(1)</u>	<u>0</u>	<u>(1)</u>		<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>				
<u>170 Christmas Lights Fund</u>								
1009 Income - Grants	0	0	2,000	2,000			0.0%	
1011 Income - Donations	0	0	3,000	3,000			0.0%	
Christmas Lights Fund :- Income	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>				<u>0</u>

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6764 Christmas in Romsey	0	27	29,000	28,974		28,974	0.1%	
6765 Christmas Light Refurb	0	1,477	4,000	2,524		2,524	36.9%	
Christmas Lights Fund :- Indirect Expenditure	<u>0</u>	<u>1,503</u>	<u>33,000</u>	<u>31,497</u>	<u>0</u>	<u>31,497</u>	<u>4.6%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(1,503)</u>	<u>(28,000)</u>	<u>(26,497)</u>				
Grand Totals:- Income	7,885	205,091	415,722	210,631			49.3%	
Expenditure	32,966	156,842	415,722	258,880	0	258,880	37.7%	
Net Income over Expenditure	<u>(25,082)</u>	<u>48,248</u>	<u>0</u>	<u>(48,248)</u>				
Movement to/(from) Gen Reserve	<u>(25,082)</u>	<u>48,248</u>						

Current Account

List of Payments made between 01/08/2022 and 16/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2022	Screwfix Ltd	DD01	221.97		7243-Return-Bosch battery
01/08/2022	Service Charge Payable	CHRG	13.78		Service Charge Payable
01/08/2022	REVERSE Service charge	CHRG	-13.78		REVERSE Service charge
04/08/2022	Southern Cross Consulting Ltd	DD02	45.11		7246-SIP trunk In-Monthly
04/08/2022	Troy Film Agency	BACS01	144.54		7224-Phantom of the Open
04/08/2022	Scottish Water business Stream	DD03	64.00		P/Ledger Electronic Payment
04/08/2022	Town Hall Imprest A/c	Tfr	500.00		Top Up Card AC
08/08/2022	British Telecommunications plc	DD04	40.66		7253-Monthly phone charge
08/08/2022	AHGTC	BACS02	30.00		7223-AHGTC Membership 22/23
08/08/2022	Franco Typ	DD	100.00		Franco Typ-Top Up
08/08/2022	Bank Charge Payable	CHRG	7.00		Bank Charge Payable
11/08/2022	Scottish Water business Stream	DD01	209.73		7256-Allotment Water 22Jun/Jul
11/08/2022	Cedar Pest Ltd	BACS01	72.00		7307-Wasp nest treated
11/08/2022	The Alarming Company	BACS02	144.66		7245-Intruder alarm Sept 22/23
11/08/2022	Business Technology Partners	BACS03	417.36		7247-Monitor setup, IT support
11/08/2022	Anglico Workplace Technologies	BACS04	142.58		7251-copier charge June
11/08/2022	Hampshire County Council	BACS05	209.75		7250-Dishwash salt
11/08/2022	HM Revenue & Customs	BACS06	3,455.53		7260-HMRC PAYE/NI Due July 22
11/08/2022	Hampshire Pension Fund	BACS07	2,918.95		7259-Pension Due July 2022
11/08/2022	Stannah Lifts Limited	BACS08	599.04		7244-Contract increase
11/08/2022	Sally Hine	BACS09	20.00		7225-Blk rouch gusset
15/08/2022	Nest Pension Due	DD	91.49		Nest Pension Due
15/08/2022	Test Valley Borough Council	Std Ord	2,033.00		Test Valley-Rates 22/23
16/08/2022	Octopus Energy Limited	DD03	600.28		7274-Elec & Gas July 2022
17/08/2022	Town Hall Imprest A/c	Tfr	500.00		Top-Up Card AC
17/08/2022	SJT Services (Southampton) Ltd	BACS10	9,657.00		7291-Electrical & AV work 25%
23/08/2022	ACE Liftaway Limited	DD04	91.50		7257-Waste collection Jul
26/08/2022	Staff Salaries - Aug 2022	BACS	12,211.67		Staff Salaries - Aug 2022
30/08/2022	Romsey Male Voice	BACS	150.00		Romsey Male Voice-Grant 22/23
30/08/2022	Romsey Charities	BACS	150.00		Romsey Charities-Grant 22/23
30/08/2022	Bringing Together	BACS	150.00		Bringing Together-Grant 22/23
31/08/2022	Utility Warehouse Limited	DD05	77.46		7276-Monthly phone & broadband
Total Payments			35,055.28		

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Nominal Ledger Details

Nominal A/c		4509 Water Rates			Annual Budget	750.00
Centre		120 Allotments			Committed Exp	0.00
Month	Date	Reference	Source	Transaction	Debit	Credit
Opening Balance					0.00	0.00
1	31/03/2022	1772	Journal	Allotment Water - March 22		33.00
1	08/04/2022	SOU01	Purchase Ledger	7110-Allotment Water 7Mar-4Apr <i>Scottish Water business Stream Ltd</i>		76.33
2	11/05/2022	SOU01	Purchase Ledger	7156-Allotment Water 4Apr-5May <i>Scottish Water business Stream Ltd</i>	84.72	
3	24/06/2022	SOU01	Purchase Ledger	7209-Allot Water 05May/22Jun <i>Scottish Water business Stream Ltd</i>	176.74	
4	28/07/2022	SOU01	Purchase Ledger	7256-Allotment Water 22Jun/Jul <i>Scottish Water business Stream Ltd</i>	209.73	
5	22/08/2022	SOU01	Purchase Ledger	7275-Water 22Jul-22Aug <i>Scottish Water business Stream Ltd</i>	229.95	
6	07/09/2022	CROSSIT	Purchase Ledger	7281-Water 22Aug-6Sept <i>Southern Cross Consulting Ltd</i>	85.55	
Account Totals					786.69	109.33
Net Balance Month 7					677.36	

Romsey Town Council

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Building Manager Report to Building and Town Committee 18th October 2022.

1. **Council Chamber** PA and Lighting replacement. This is now complete. Some remedial decoration is still underway in-house. Apart from the benefits from the vastly improved services we can offer the new lighting will use 10Kw less electricity.
2. **Church Place Bench** The new bench has been delivered and installed. The comments from the public whilst we were installing it were all very positive.
3. **Tadburn Notice Board** A replacement has been purchased. Delivery has been delayed. Will install upon receipt.
4. **Allotments** Have implemented, in conjunction with the Committee, new cashless payments to reduce the load upon the Office Team in handling cash and cheques and exuberant bank charges. Working with the Committee I have purchased a new notice board for the display of the Rules.
5. **Bench Seats** The new bench for the corner of Chambers Ave/Botley Rd. The Contractor ROCON will be installing w/c 10th Oct.
6. **Garden** A bike rack has been installed. There is no longer any excuse to bring cycles into the building and contravening the Fire Regulations.
7. **Merger RTC/RE** I attended a meeting on 26th September regarding the merger of assets. No difficulties were found in adding the RE Assets into the RTC systems.
8. **Exterior Decorations** A competitive tender exercise has been run with Lifetime Construction coming out clear favorites. Work to be completed in two phases now for decoration and repairs with the rear roof replacement next April. All with the budget set aside.
9. **Town Way Markers** Following the last meeting I have submitted a request to HCC for the refurbishment of the Finger Post Way Markers around the Town. They deny responsibility and have said it has been passed to a third party. TVBC have already said it is HCC.

Romsey Town Council

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Tel: 01794-512837

Email: howard.brisland@romseytc.org.uk



10. **Court Room Ventilation** We have an opportunity to purchase a little used £4K air scrubber from Countess Mountbatten House for a donation. There would be some additional costs but mostly in house work to install. This would provide an "Airborne Disease" safe environment.
- 11 **Green Energy** On 8th September I attended a Green Energy event in the Crossfield Hall. See separate agenda item.
12. **Security** We have signed up to the Governments latest Security Advice initiative <https://www.protectuk.police.uk/>. This replaces all previous schemes. This is the first port of call rather than the Counter Terrorism Officer as before.

Monthly Report to Building and Town Committee

Well doesn't time go fast! I am now into my fourth month here and am still meeting many new people and businesses.

In working closely with Romsey Chamber of Commerce and Industry I was kindly invited to be on the Executive Board representing Romsey TC.

Food Fair was successful with many stall traders reporting record sales and some stalls even sold out. Shops, cafes, and restaurants all reported an exceptional Sunday and were really busy with good takings. Everyone I spoke to were happy.

Romsey Future community event was well attended from start to finish and gave me a great insight and understanding of the views from residents.

Highlights to discuss in the meeting:

RTC and Hampshire Police are to introduce a new 'ShopWatch' in the town in a bid to reduce crime.

ShopAppy's 12-month contract has now completed. Shops I have spoken to will not be renewing.

The Tourism Group are organising a 'Tourism Conference' for the 1st of March 2023 whereby local attractions, retail, accommodation providers and food and drink establishments attend.

Tourism App is now in full planning using information from Romsey Local History Society, old leaflets, and other ideas in the pipeline. We aim to have this up and running for a big launch in March to tie in with the Tourism Conference and for the Easter holidays.

Disabled area introduced for Christmas events.

Partnering with UnityOnline to launch a Volunteer Fair for Romsey and Southern Test Valley in January 2023.

Event & Business Group Meetings:

- Romsey Mutual Business Group Breakfast Meeting
- Safety Meeting for future events
- Community Energy Meeting
- Community Safety Management Group
- **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.
- Beggars Fair wash up and AGM

- Romsey Festival planning meeting
- Social Media Masterclass at Romsey Town Hall
-

Romsey Events attended:

- Food Fair
- Romsey Future
- Antique Fair
- The Presidents Reception (Chamber of Commerce)
- Romsey Future Community Event

Organisations

Met with:

Clare Goddard from **Sir Harold Hillier** Gardens introduced me to their Marketing, Education and Volunteering managers. We discussed partnership working, volunteers, future plans, tourism and day visitors.

Chamber of Commerce – attended Exec meetings, breakfast meeting and social gatherings. Helped discussions and gave contacts for the upcoming Food Fair, promoted their upcoming events and wrote the press release for the Food fair which included quotes from local traders, producers and the Chamber. Went on Forest FM radio to promote the Food Fair.

Met with Christianne Ireland from **Unity Online** who is happy to partner in creating a Volunteer Fair in January 2023. Now in talks with **National Trust** and **Hampshire and Isle of Wight Wildlife Trust**. **Hilliers** are already onboard.

Tourism Southeast met with Graham Haynes to discuss tourism/walking app and also the app creator. App will be tweaked a little to enable more detail such as website and opening hours to be added.

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

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

Businesses

Working with PCSO Dragos Andrei, **Hampshire Police**, we have set 'ShopWatch' which is similar to 'PubWatch' but for local shops and market traders of the town. Everyone will be a part of a WhatsApp group in a bid to reduce shoplifting and anti-social behaviour. The response has been unanimous throughout the town and been warmly welcomed. We are due to have our first meeting on Friday 21st October.

TVBC

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

Monthly meetings are in place with TVBC Communications Team **Lisa Phaure & Kathryn Binfield** and **Jennie Pell** developing a Development and Comms plan for Visit Romsey / Visit Test Valley.

Louisa Rice – took over from Marianne Piggin so we have met up together and organised to have regular meet ups.

HCC

Attended Sept meeting with HCC and Transition Town Romsey about future plans to support greener energy and also met them at the Romsey Future event at the Town Hall.

Contacted them regarding the laws on 'A Boards' as I had an enquiry regarding them. Currently there is no information as to the legality of them online and, they have been unable to email me with any legal framework other than to say they will remove them if found. Going forward this would be helpful if it was transparent, and we were able to give formal guidance from a public document to those who do display A boards.

Elected Members

Ad hoc meetings with Mayor Cllr Neil Gwynne to resolve any issues and keep updated with all things Romsey.

Thank you to those councillors who pop in and see me, it is great to have your guidance and your input.

Key priorities:

Short Term:

- Tourism App
 - Small changes to the app to make it more accessible and useable for what we require
 - Input with data and photos
- Community
 - Continue to meet up with local community and introduce myself
- Opportunities
 - Still to meet with Go New Forest to look at how they set up, key learnings etc. (Go New Forest is a 'not for profit' Community Interest Company set up to manage and develop tourism in the new Forest and has 220 paying members. This organisation replaced New Forest Tourism Association and New Forest District Council's tourism service)
 - Ongoing - Collate and compile database of attractions/accommodation providers/retail/cafes/pubs and restaurants for tourism website and where needed the tourism app
 - Ongoing - obtain quality photos for tourism app and website

Long Term:

- Volunteer Fair (Jan 2023) – liaise with further businesses and organisations
- Social media course for small businesses – Feb 2023
- Assist Ian Richards to enrol more marshals to help with road closures for September / Christmas
- Four Fun Fridays for summer next year.

-
- Redesign and resize logo for all Visit Romsey social media and website to complement Visit Test Valley branding.
 - Future funding for tourism: tourism app, promoted posts on social, photoshoot, rebranding.

Meetings and events coming up:

Romsey Future Programme Board (postponed from 13th Sept)

Hampshire Story – Hampshire County Council conference for the promotion of Hampshire.

Christianne Ireland UnityOnline – in the next two weeks

Tourism Meeting - monthly

Christmas planning meeting with local organisations and volunteer groups

Rotary Club Talk (tbc)

Anne Meader – Carers Together

Linda Bate – Youth in Romsey (tbc)

Michael White – Licensing TVBC

Christmas events!!



Mayor's Award Scheme

By way of this Certificate
the Town of Romsey acknowledges
with pride and thanks

Mickey Mouse

for the outstanding way in which the Town
has been represented

Clr Neil Gwynne
Romsey Town Mayor
5th October 2022

MAYOR'S AWARD SCHEME CRITERIA

1. What is the Award for?
2. How did the resident's of Romsey benefit?
3. Award can be given to a group or an individual
4. Name of Councillor proposing and seconding Award
5. Recommendation from B&T Committee to Full Council
6. Resolution for approval at Full Council
7. Award to be presented at a Full Council meeting
8. Award given to be publicised via Social Media, Facebook etc.
9. Criteria to be reviewed annually

ROMSEY TOWN COUNCIL -APPLICATION FORM FOR GRANT

25 AUG 2022

NAME OF ORGANISATION:	CITIZENS ADVICE TEST VALLEY	FILE REFERENCE	
ADDRESS OR MEETING PLACE OF ORGANISATION:	FORMER MAGISTRATES COURT Church Street Romsey SO51 8AQ		
NAME OF CONTACT:	ANGE MOON		
PHONE NUMBER:	07988689434		
EMAIL ADDRESS:	co@testvalleycab.org.uk		
AMOUNT REQUESTED:	£1000		
WHAT IS THE GRANT FOR? <i>If there is insufficient space here please attach a separate sheet</i>	See attached We are looking to attract at least 10 new volunteers in 22/23		
WHY IS THE GRANT NEEDED? <i>If there is insufficient space here please attach a separate sheet</i>	See attached		
HOW WILL ROMSEY OR ITS RESIDENTS BENEFIT? <i>If there is insufficient space here please attach a separate sheet</i>	We offer a service in the centre of town for residents who need help. We are open every day (for varying hours) and can support our clients with all that they need and help them find a way forward This funding will allow us to increase the number of volunteers Available to help – since the pandemic we have seen the number Of volunteers drop for various reasons. The more volunteers we Have the more people we will be able to help especially as The cost of living crisis become more serious		
HAVE YOU APPROACHED ANY OTHER BODIES FOR A GRANT?	YES		
IF YES PLEASE GIVE DETAILS <i>If there is insufficient space here please attach a separate sheet</i>	We have written to every councillor We have applied to Cllr Cooper at HCC We have received some funding from the Newbury Building Society		
HAVE YOU HAD A PREVIOUS GRANT FROM ROMSEY TOWN COUNCIL?	YES		
IF YES WAS THE INTENDED BENEFIT ACHIEVED? <i>If there is insufficient space here please attach a separate sheet</i>	A long time ago we had help with IT expenditure		
ADDITIONAL INFORMATION REQUIRED	Bank Account Details see below Financial Reports attached		

Date 23/8/22

Signature Alloon

Office Chief officer

BANK ACCOUNT DETAILS

CAF BANK
SORT CODE 40 52 40
ACCOUNT NO 00099296

What the grant is for why we need it

Citizens Advice Test Valley

- Local charity funded solely by grants and donations
- Test Valley focused
- Free, independent, impartial advice
- Over 4,000 clients helped last year
- 43 local volunteers – aiming to return to pre-pandemic levels (c60)
- Recruiting and training a volunteer adviser costs c£1,000

Citizens Advice Test Valley is a registered Charity which was formed following the merger of Andover Citizens Advice Bureau and Romsey Citizens Advice Bureau.

We are an advice and information giving organisation serving the whole of Test Valley. We give advice by telephone, face to face, email and webchat and are looking to adopt a video conferencing service for more remote clients. The service we provide is free, independent, confidential, and impartial.

We give clients the information they need about their rights and responsibilities and where possible we empower them to help themselves. We offer specialist advice around debt and benefits as well as general money advice. We also work with clients to prepare them for tribunals and in some cases, we have represented them.

We have two main offices in Andover and Romsey but also have two outreaches located in Whitchurch and the Romsey Foodbank. There are very few other advice-giving organisations in our area that can offer such an expanse of advice on so many areas.

We currently have 43 volunteers who work tirelessly to help the residents in our local area. Pre pandemic this number was about 60 so we are struggling keeping up with demand especially as the cost of living and Covid continue to impact many people's lives.

Over the last financial year, we helped over 4,000 clients and undertook nearly 15,000 activities for those clients, including drafting emails, making telephone calls, writing letters and filling out forms.

The local authority, Test Valley Borough Council, provides the major part of our funding. However, Citizens Advice Test Valley operates entirely independently, answerable to its Trustee Board.

We would not be able to offer our current service without the support and grant funding offered by the Local Authority but this does not cover all our costs so we undertake fundraising and look for other small grants and donations to support our work.

The average cost of recruiting and training a volunteer adviser is approximately £1000 a year (which covers their training, equipment, and expenses). The support of local donations allows us to recruit more volunteers and keep their knowledge and training up to date.

Citizens Advice England

Who we are and what we do

We help people find a way forward

We can all face problems that seem complicated or intimidating. At Citizens Advice we believe no one should have to face these problems without good quality, independent advice.

That's why we're here: to give people the knowledge and the confidence they need to find their way forward - whoever they are, and whatever their problem.

We give advice to millions of people

Our network of independent charities offers confidential advice online, over the phone, and in person, for free. When we say we're for everyone, we mean it. People rely on us because we're independent and totally impartial.

We also give advice on consumer rights on our consumer helpline, support witnesses in courts through the Witness Service and give pension guidance to people aged over 50.

We help millions of people every year. In 2020-21, this included:

- 40 million visits to our website
- 58,000 people helped face to face (despite most of our services being delivered remotely due to the Covid-19 pandemic)
- 1.48 million people using our phone service
- 549,000 people contacting our consumer helpline
- 624,000 people getting help by email or webchat
- 52,000 witnesses supported through the Witness Service

In total we helped over **2.4 million people** find a way forward with one-to-one advice. Our advice website had over **60 million views** of our online self-help advice.

We provide support in approximately **2,500 locations** across England and Wales with over **21,000 volunteers** and **8,700 staff**.

We speak up for our clients

No one else sees so many people with so many different kinds of problems, and that gives us a unique insight into the challenges people are facing today.

With the right evidence, we can show big organisations – from companies right up to the government – how they can make things better for people.

We see how problems can be linked. By helping people with the underlying cause of their problems and making sure they don't get worse, we save the government and public services hundreds of millions of pounds every year.

We also look out for people as the statutory consumer watchdog for the energy and post industries. We show where things are going wrong and how to help make it better for people.

We make a difference

Last year we helped to solve the problems of 8 in 10 of the people who we gave advice to directly.

9 in 10 said that our advice had helped them find a way forward and 9 in 10 would recommend us to a friend.

Our service saves society money. In 2020-21 the advice we delivered directly saved government and public services at least **£618 million**- that's £1.94 for every £1 spent on the service.

You can read more about the impact of the Citizens Advice service in our [2020-21 Impact Report](#).



**TEST VALLEY CITIZENS ADVICE BUREAU
(Citizens Advice Test Valley)**

**Financial Statements
For the year ended 31 March 2021**

Registered Charity No.	1156829
Company No.	08933947

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)

Financial Statements For the year ended 31 March 2021

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Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)

Report of the Directors and Trustees

The Trustees (who are also the Directors for the purpose of Company Law) have pleasure in presenting their annual report and the financial statements for the year ended 31 March 2021. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102.

1. REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name:	Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)
Charity Registration:	1156829
Company Registration:	08933947
Registered Office:	1st Floor Chantry House Chantry Way Andover SP10 1LZ
Chief Executive:	Ange Moon
Bank:	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Reporting Accountant	Mark Wall Unit 5, Basepoint Business Centre Caxton Cl East Portway Andover SP10 3FG

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)

Report of the Directors and Trustees continued ...

The following people were directors/trustees of the charity on the date of approval of the report:

DIRECTORS/ TRUSTEES	ROLE	DATE ELECTED	DATE RESIGNED
Mr John Patience	Chair	01/06/14	
Mr Philip Plume	Treasurer	18/11/15	20/01/21
Mr Stuart Bannerman	Trustee	01/06/14	
Mr Roger Clift	Vice Chair	01/06/14	
Mrs Sandra Smith	Trustee	01/06/14	
Cllr Karen Hamilton	TVBC Rep	21/07/19	
Mr Stephen Bowden	Trustee	23/04/18	
Mr David Mayes	Trustee	24/07/18	03/09/20
Mrs Stella Coulthurst	Trustee	24/04/18	
Mr Andy Gunn	Trustee	02/12/20	
Miss Hayley Straker	Trustee	02/12/20	
Mrs Judith Fenny	Trustee	02/12/20	
Mrs Anne Jones	Trustee	02/12/20	
Mr Stephen Hart	Treasurer	02/12/20	

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)

Report of the Directors and Trustees continued ...

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) is a registered charity and a company limited by guarantee. Test Valley Citizens Advice Bureau is also known and referred to as Citizens Advice Test Valley. The maximum liability of each member is limited to £1. At 31 March 2021 the company had 11 members. Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) is governed by its Memorandum and Articles of Association.

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) was incorporated as a company limited by guarantee on 11th March 2014. The charity commenced operations on 1st June 2014 at which date the assets and liabilities of the incorporated Andover and Romsey Citizens Advice were acquired.

Recruitment, Appointment of Trustees

Trustees, who are also Directors of the Company, are elected from the local community and must either reside or work in Test Valley. A working group made up of Trustees and chaired by the Chair is established to oversee the elections process for Board appointments. A separate process agreed by the Trustee Board is followed for the election of the Chair.

No other persons or bodies external to the charity were entitled to appoint persons to the Trustee Board.

Induction of Trustees

Newly appointed Trustees are provided with a comprehensive induction to Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) through the provision of training courses and mentoring by established trustees. 5 new trustees have joined the team in 2020.

Organisational Structure

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) is governed by its Trustee Board which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to senior management. The Trustee Board is independent from management. A register of members' interests is maintained at the registered office and is available to the public.

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)

Report of the Directors and Trustees continued ...

Related Parties

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards.

Operating policies are independently determined by the Trustee Board of Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) in order to fulfil its charitable objects and comply with the national membership requirements.

The charity also co-operates and liaises with several other advisory services, local charities, and social services departments on behalf of clients. Where one of the trustees holds the position of trustee/director of another charity they may be involved in discussions regarding that other charity but not in the ultimate decision-making process.

Major risks

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) has worked on a Corporate Risk Management exercise. A risk management strategy and risk register were agreed by the Trustee Board. The Trustees recognise that any major risks to which the charity is exposed needs to be reviewed and systems put in place to mitigate those risks. To that end Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) is continually monitoring and managing its risk, reviewing the corporate risk register, and ensuring action plans are in place to mitigate its key risks.

Included in external risks is that of the loss of funding. The effects of this have been minimised by the procedures in place, which have resulted in funding being secured from a variety of sources. The charity continues to seek to diversify its funding sources. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

3. OBJECTIVES AND ACTIVITIES

Objects

The charity's objects are to promote any charitable purpose for the benefit of the community in Test Valley, by the advancement of education, the protection and preservation of health and the relief of poverty, sickness, and distress.

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)

Report of the Directors and Trustees continued ...

Objectives, Strategies and Activities for the Year

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) aims to provide free, confidential, impartial, and independent advice and information for the benefit of the local community, to exercise a responsible influence on the development of social policies and services and to ensure individuals do not suffer through a lack of knowledge or an inability to express their needs effectively.

In addition to the continuing provision of high-quality advisory services to the local community the primary objectives for the year were to take on a specialist Universal Benefit helpline called 'Help to claim' to support client applying for this benefit. Funds were secured via Citizens Advice for this project and two members of staff had their contracts extended to take this work.

In 2021 a new project was established working with the Romsey Foodbank offering advice and assistance at the Foodbank premises. Funding for this was secured by a joint application to the Trussell Trust the project is funded for one year but the hope is to extend this beyond Dec 2021.

Public Benefit Required

The trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding the activities undertaken by the local Citizens Advice during the year. The trustees are satisfied that the information provided in the report and accounts meets the public benefit reporting requirements.

The principal activity of Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) remained the provision of free, confidential, independent, and impartial advice, information and counsel for members of the public. This is provided through one local Citizens Advice in the Test Valley with two offices located in Andover and Romsey. In addition to generalist advice the following specialist advisory services were provided:

- i) Specialist Welfare Benefit and Debt provision
- ii) Housing Advice

Advisory services were provided through face-to-face consultations, telephone advice lines, email and various outreach services at community centres throughout the borough.

Contribution of Volunteers

The charity receives help and support in the form of voluntary assistance in advising the public and administering the charity.

What the grant is for why we need it

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Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)

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Chief Executive:	Ange Moon
Bank:	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Reporting Accountant	Mark Wall Unit 5, Basepoint Business Centre Caxton Cl East Portway Andover SP10 3FG

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)

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Mr Stephen Bowden	Trustee	23/04/18	
Mr David Mayes	Trustee	24/07/18	03/09/20
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Miss Hayley Straker	Trustee	02/12/20	
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Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)

Report of the Directors and Trustees continued ...

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Newly appointed Trustees are provided with a comprehensive induction to Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) through the provision of training courses and mentoring by established trustees. 5 new trustees have joined the team in 2020.

Organisational Structure

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) is governed by its Trustee Board which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to senior management. The Trustee Board is independent from management. A register of members' interests is maintained at the registered office and is available to the public.

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)

Report of the Directors and Trustees continued ...

Related Parties

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards.

Operating policies are independently determined by the Trustee Board of Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) in order to fulfil its charitable objects and comply with the national membership requirements.

The charity also co-operates and liaises with several other advisory services, local charities, and social services departments on behalf of clients. Where one of the trustees holds the position of trustee/director of another charity they may be involved in discussions regarding that other charity but not in the ultimate decision-making process.

Major risks

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) has worked on a Corporate Risk Management exercise. A risk management strategy and risk register were agreed by the Trustee Board. The Trustees recognise that any major risks to which the charity is exposed needs to be reviewed and systems put in place to mitigate those risks. To that end Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) is continually monitoring and managing its risk, reviewing the corporate risk register, and ensuring action plans are in place to mitigate its key risks.

Included in external risks is that of the loss of funding. The effects of this have been minimised by the procedures in place, which have resulted in funding being secured from a variety of sources. The charity continues to seek to diversify its funding sources. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

3. OBJECTIVES AND ACTIVITIES

Objects

The charity's objects are to promote any charitable purpose for the benefit of the community in Test Valley, by the advancement of education, the protection and preservation of health and the relief of poverty, sickness, and distress.

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)

Report of the Directors and Trustees continued ...

Objectives, Strategies and Activities for the Year

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) aims to provide free, confidential, impartial, and independent advice and information for the benefit of the local community, to exercise a responsible influence on the development of social policies and services and to ensure individuals do not suffer through a lack of knowledge or an inability to express their needs effectively.

In addition to the continuing provision of high-quality advisory services to the local community the primary objectives for the year were to take on a specialist Universal Benefit helpline called 'Help to claim' to support client applying for this benefit. Funds were secured via Citizens Advice for this project and two members of staff had their contracts extended to take this work.

In 2021 a new project was established working with the Romsey Foodbank offering advice and assistance at the Foodbank premises. Funding for this was secured by a joint application to the Trussell Trust the project is funded for one year but the hope is to extend this beyond Dec 2021.

Public Benefit Required

The trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding the activities undertaken by the local Citizens Advice during the year. The trustees are satisfied that the information provided in the report and accounts meets the public benefit reporting requirements.

The principal activity of Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) remained the provision of free, confidential, independent, and impartial advice, information and counsel for members of the public. This is provided through one local Citizens Advice in the Test Valley with two offices located in Andover and Romsey. In addition to generalist advice the following specialist advisory services were provided:

- i) Specialist Welfare Benefit and Debt provision
- ii) Housing Advice

Advisory services were provided through face-to-face consultations, telephone advice lines, email and various outreach services at community centres throughout the borough.

Contribution of Volunteers

The charity receives help and support in the form of voluntary assistance in advising the public and administering the charity.

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)

Report of the Directors and Trustees continued ...

Contribution of Volunteers (continued)

63 volunteers contributed over 25,000 hours of work to the local Citizens Advice during the year. We estimate the value of this help at £416,426 in respect of the current year (2019/20- £533,360).

4. ACHIEVEMENTS AND PERFORMANCE

Charitable Activities

It has been a unique year in many ways with impact of the pandemic having a profound effect on our service. On the 23rd March the decision was made to send all staff home and we worked hard to introduce a home working team overnight. We had no stoppage to the service and have not missed a day since. Our Outreach venues stopped and we have worked remotely with our clients by phone email and webchat since. The key achievements in the year were the introduction of a new service at Romsey Foodbank at the time of a pandemic, the continuation of the Hampshire Adviceline and the improved service this has provided to the community of Test Valley. We continue to be a Hate Crime reporting Centre as well as promoting Restorative Justice and continue to support Healthwatch Hampshire.

We offer support to the Andover Advocacy service as well as Andover Charities.

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) had a total of 11,763 client activities with 9,068 issues in 2020/2021 (2019/2020 19,102 client contacts with 14,965 enquiries). The Local Citizens Advice assisted in the recovery of £293,749 on behalf of clients (2019/2020 £681,756)

Fundraising Activities

Total charitable activities income for the year was £331,918 compared to £304,611 in 2019/20. This increase in income relates to the Help to Claim project which started at the end of 2018/19 and continued to 31/03/2021. We also received project funding for the Romsey Foodbank Casework post and a number of small grants have helped us through the pandemic.

Investment Activities

The charity does not currently hold material investments.

Factors Affecting the Achievement of Objectives

The charity is aware of the financial pressures experienced by its major funders, and in view of this has taken active measures to seek additional sources of funding for its services.

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)

Report of the Directors and Trustees continued ...

5. FINANCIAL REVIEW

Financial Position

Incoming resources in the year were £342,778 (2019/20 £318,433) Of this £52,227 (2019/20 £40,210) related to project restricted activities.

A surplus of £12,111 (2019/20 £7,729 surplus) was made in the year.

Reserves Policy

It is a recommendation from the Charities Commission that Reserves should be sufficient to cover a period long enough for a Charity to decide on a way ahead should it lose its major funding. Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) is required to ensure that free monies are available in each financial year to meet any reasonably foreseeable contingency. The local Citizens Advice will maintain a projection of income for at least 3 years ahead and will ensure that this continues to be derived from as wide a variety of sources as possible. They will take all necessary steps aimed at ensuring that at no time within this period would it be possible for the cessation of one or more funding streams to present so serious a challenge to the future of the organisation that it could not be managed so as to continue to provide a best value advice service.

In reviewing the potential costs that could arise should a significant reduction in income be incurred the Trustees have determined that 'free' reserves of £92,930 should be maintained which is equal to 4 months normal operating expenditure. Any other money held in the account is designated for ongoing IT costs and anticipated moving costs. Our current new lease in Andover is for 5 years ending 2025.

Principal Funding Sources

The Directors extend their gratitude to Test Valley Borough Council who continued to support the core operating capacity of the charity. Funding from Citizens Advice Hampshire from Healthwatch Hate Crime and Restorative Justice as added to the income streams.

The charity did not have any borrowings from either provider of funding or other sources at the balance sheet date.

Funds in Deficit

Funds for the Whitchurch project were in deficit to £540, Help to Claim was £2,393 in deficit and Romsey Foodbank was £256 in deficit. These funds in deficit are supported by general funds.

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)

Report of the Directors and Trustees continued ...

6. FUTURE PLANS

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) aims to continually improve access to its service and intends to extend its service to an even wider number of the community through continued increased provision of telephone advice. In September 2020 we opened two new channels to work with clients a national email service and webchat. We have also started to provide the service at the Romsey Foodbank to help clients in greatest need.

With the introduction of Universal Credit, we expect to work closely with DWP and TVBC to provide support for clients in need. In April 2019, our Help to Claim project started on a 1-year basis – this project has been extremely successful and has been extended to 31/3/22.

We have started a new short project with Enham Trust helping some of their residents with benefits and housing. We hope this partnership working will continue in the future.

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)

DIRECTORS' RESPONSIBILITIES


Company Law and Charity Law require the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) and of the surplus or deficit for that period. In preparing those financial statements, the directors are required to:

- (a) select appropriate accounting policies and then apply them consistently
- (b) make judgements and estimates that are reasonable and prudent,
- (c) state whether applicable accounting standards have been followed, and explain where they haven't been followed, and
- (d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The directors are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of Test Valley Citizens Advice Bureau (Citizens Advice Test Valley) and to enable them to ensure that the financial statements comply with the Companies Acts 1985 to 2006.

The directors are responsible for ensuring that the company maintains an adequate system of internal control designed to provide reasonable assurance that assets are safeguarded against material loss or unauthorised use and to prevent and detect fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and reporting by Charities and in accordance with the provisions applicable to company's subject to the small companies' regime.

Signed.....
Chair of Trustees
Mr Stephen Bowden

Date 12/10/2021

Independent examiner's report to the trustees of Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021, which are set out on pages 14- 22.

Responsibilities and basis of report

As the charity's trustees of the Company (and also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination, I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Certified Public Accountants Association in England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention which give me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS 102).

**Independent examiner's report to the trustees of
Test Valley Citizens Advice Bureau (Citizens Advice Test
Valley)**

Continued.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

Signed



Date 30 September 2021

Mark Wall
Unit 5, Basepoint Business Centre
Caxton Cl
East Portway
Andover
SP10 3FG

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)
Statement of financial activities for the year ended 31 March 2021
Incorporating the Income and Expenditure Account

	Note	Unrestricted funds	Restricted funds	Total funds	
		£	£	2021 £	2020 £
Income from:					
Donations and legacies	2	6,373	1,600	7,973	9,041
Charitable activities	3	281,281	50,637	331,918	304,611
Other (including fundraising)	4	2,887	-	2,887	4,781
Total		<u>290,541</u>	<u>52,237</u>	<u>342,778</u>	<u>318,433</u>
Expenditure on:					
Charitable activities	5	281,540	49,127	330,667	310,704
Total Expenditure		<u>281,540</u>	<u>49,127</u>	<u>330,667</u>	<u>310,704</u>
Net income/(expenditure) before transfers		9,001	3,110	12,111	7,729
Transfers between funds		-	-	-	-
Net movement in funds for the year		9,001	3,110	12,111	7,729
Reconciliation of funds:					
Balances brought forward 2020	9	<u>131,585</u>	<u>15,830</u>	<u>147,415</u>	<u>139,686</u>
Balances carried forward 2021	9	<u>140,586</u>	<u>18,940</u>	<u>159,526</u>	<u>147,415</u>

There are no recognised gains or losses in the year, other than those included in the statement of financial activities.

All activities derive from continuing operations.

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)

Balance Sheet as at 31 March 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Current Assets					
Debtors	7	6,447	-	6,447	6,762
Cash at bank and in hand		142,025	18,940	160,965	146,447
		148,472	18,940	167,412	153,209
Creditors - amounts falling due within one year	8	7,886	-	7,886	5,794
Net Current Assets		140,586	18,940	159,526	147,415
Net assets		140,586	18,940	159,526	147,415

Represented by:

Funds of the Charity

Unrestricted funds:

General funds	9	140,586	-	140,586	131,585
Restricted Funds	9	-	18,940	18,940	15,830
		140,586	18,940	159,526	147,415

For the year ending 31st March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to company's subject to the small companies' regime and in accordance with FRS102 SORP

The financial statements were approved by the Board on 12.10.21 and signed on their behalf by:

Chair
Mr Stephen Bowden

Treasurer.....
Mr Steve Hart

Company Registration No: 08933947
Charity Registration No: 1156829

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)
Notes to the financial statements for the year ended 31 March 2021

1. Accounting policies

a) Accounting basis

The financial statements have been prepared under the historical cost convention and are in accordance with the Companies Acts 1985 to 2006, and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and the Charities Act 2011.

b) Incoming resources

i) Grants receivable

Grants made to finance the activities of the local Citizens Advice are credited to the income and expenditure account in the period to which they relate.

ii) Bank interest

Bank interest is included in the income and expenditure account on receipt.

iii) Other income

Sales of services are included in the income and expenditure account in the period to which they relate. Other income, including donations, gifts and covenants are included as they were received.

iv) Gifts and Intangible income

In addition to the above, the charity also receives help and support in the form of voluntary assistance in advising the public. This help and support is not included in the financial statements. However, its value to the Charity has been estimated and disclosed in the directors' report.

v) Deferred income

Grants received in advance of the period in which the funder requires the expenditure to be applied will be reflected in deferred income within the balance sheet.

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)
Notes to the financial statements for the year ended 31 March 2021

1. Accounting policies (continued)

c) Resources expended

All expenditure is accounted for on an accrual's basis. All expenditure directly related to the provision of advice services is included within charitable expenditure. Other costs incurred have been allocated between fundraising and publicity and management and administration as appropriate. Where such costs relate to more than one functional cost category they have been split on an estimate of time or floor space basis, as appropriate.

d) Fixed assets and depreciation

Equipment is written off in the year of purchase

The depreciation policy has been reviewed and no change has been made from the previous year.

e) Restricted funds

Income received for restricted purposes is included in a separate restricted fund against which appropriate expenditure is allocated.

f) Designated funds

Designated funds are allocated out of unrestricted funds by the trustees for specific purposes. The use of such funds is at the trustees' discretion.

g) Pension

The charity operates a defined contribution group personal pension plan for its employees. Payments are charged to the income and expenditure account in the period in which they are incurred.

h) Leases

Rental costs under operating leases are charged to the statement of financial activities in equal amounts over the period of the leases.

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)
Notes to the financial statements for the year ended 31 March 2021

2 Donations and legacies

	Unrestricted	Restricted	Total	Total
	£	£	2021	2020
			£	£
Voluntary Income				
Donations	6,373	1,600	7,973	9,041
	<u>6,373</u>	<u>1,600</u>	<u>7,973</u>	<u>9,041</u>

3 Income from Charitable Activities

Premises provided by the local authority at no cost	39,025	-	39,025	40,069
Test Valley Borough Council SLA	227,566	-	227,566	224,282
Test Valley Borough Council - N.Baddesley	1,000	-	1,000	1,000
Basingstoke CAB				
Whitchurch Outreach	-	3,000	3,000	3,250
Citizens Advice Restorative Justice & DROs	-	-	-	411
Citizens Advice Home & Wellbeing	440	-	440	-
Citizens Advice U Benefit grant	3,000	-	3,000	-
Citizens Advice BEIS	-	7,300	7,300	-
Healthwatch	-	2,100	2,100	2,300
Help to Claim	-	35,293	35,293	33,299
Rotary Club of Anton				
COVID Grant	500	-	500	-
Big Lottery COVID Grant	7,750	-	7,750	-
Hampshire County Council COVID Grant	1,500	-	1,500	-
Hampshire & Isle of Wight Foodbank		1,150	1,150	-
OPCC COVID Grant	500	-	500	-
Romsey Foodbank		1,794	1,794	-
	<u>281,281</u>	<u>50,637</u>	<u>331,918</u>	<u>304,611</u>

4 Other Income
Activities for generating funds

Fundraising events	923	-	923	2,786
Investment income				
Bank Interest received	1,542	-	1,542	1,023
Miscellaneous income				
Miscellaneous income	422	-	422	972
Total Other Income	<u>2,887</u>	<u>-</u>	<u>2,887</u>	<u>4,781</u>

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)
Notes to the financial statements for the year ended 31 March 2021

5 Analysis of expenditure on charitable activities

	Note	General Advice and Information £	Whitchurch £	Help To Claim £	N Baddesley £	Health - watch £	BEIS £	Romsey Foodbank £	2021 £	2020 £
Charitable Activities										
Staff costs	6	158,001	1,737	26,879	192	464	-	2,124	189,397	184,003
Other direct costs		5,793	13	363	16	-	3,145	1,076	10,406	35,959
Support costs (below)		117,746	1,804	10,925	167	222	-	-	130,864	90,742
Total Expenditure by Activity		281,540	3,554	38,167	375	686	3,145	3,200	330,667	310,704

5 Analysis of expenditure on charitable activities (continued)

Support Costs	General Advice and Information £	Whitchurch £	Help To Claim £	N Baddesley £	Health - watch £	BEIS £	Romsey Foodbank £	2021 £	2020 £
Governance	953	18	109	2	2	-	-	1,084	37
Staff & volunteer expenses	8,243	157	955	14	20	-	-	9,389	7,149
Office, IT & communications	51,002	719	4,346	67	87	-	-	56,221	33,880
Premises	57,155	895	5,425	83	111	-	-	63,669	48,958
Other	393	15	90	1	2	-	-	501	718
Activity Total	117,746	1,804	10,925	167	222	-	-	130,864	90,742

The basis of allocation of support costs is hours worked

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)
Notes to the financial statements for the year ended 31 March 2021

6 Information regarding Trustees, Directors and Employees

	2021	2020
	£	£
Wages and salaries	177,520	172,423
Social security costs	7,760	7,558
Pension costs	4,117	4,022
	<u>189,397</u>	<u>184,003</u>

The average number of employees, analysed by function was:

	2021	2020
Charitable purposes	9.0	9.0
Fundraising & publicity		
Management and administration of charity	1.0	1.0
	<u>10.0</u>	<u>10.0</u>

No employee received remuneration of more than £60,000

No Trustee was remunerated for any services. All payments were by way of reimbursement for expenses.

Trustees indemnity insurance was purchased at a cost of £nil (2019/20: £144)

The local Citizens Advice paid £950 (2019/20: £975) in the year ended 31 March 2021 for various insurance services including professional indemnity

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)
Notes to the financial statements for the year ended 31 March 2021

7 Debtors

	Total 2021 £	Total 2020 £
Prepayments	5,472	6,103
Accrued income	975	659
	<u>6,447</u>	<u>6,762</u>

8 Creditors - amounts falling due within one year

	Total 2021 £	Total 2020 £
Other creditors including tax and social security	3,890	2,818
Accruals	3,996	2,976
	<u>7,886</u>	<u>5,794</u>

Test Valley Citizens Advice Bureau (Citizens Advice Test Valley)
Notes to the financial statements for the year ended 31 March 2021

9 Movement in funds

	At 1 April 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 £
Unrestricted Funds					
Generalist Advice and Information	131,585	290,541	(281,540)	-	140,586
Total Unrestricted funds	<u>131,585</u>	<u>290,541</u>	<u>(281,540)</u>	<u>-</u>	<u>140,586</u>
Restricted Funds					
Whitchurch	(1,586)	4,600	(3,554)	-	(540)
Help to Claim	481	35,293	(38,167)	-	(2,393)
N Baddesley	808	-	(375)	-	433
Healthwatch	16,127	2,100	(686)	-	17,541
BEIS -R	-	7,300	(3,145)	-	4,155
Romsey Foodbank - R	-	2,944	(3,200)	-	(256)
Total Restricted Funds	<u>15,830</u>	<u>52,237</u>	<u>(49,127)</u>	<u>-</u>	<u>18,940</u>
Total funds	<u>147,415</u>	<u>342,778</u>	<u>(330,667)</u>	<u>-</u>	<u>159,526</u>

10 Purposes of restricted funds

Help to Claim – to provide help and support to clients claiming Universal Credit
 Healthwatch – to provide advice and information relating to health and wellbeing
 N Baddesley – Outreach Service
 Whitchurch – Outreach Service
 Romsey Foodbank – Caseworker with foodbank

11 Taxation

The charity is exempt from tax on income and gains falling within sections 466 to 493 or the Corporation Tax Act 2010 (CTA 2010) to the extent that these are applied to its charitable objects.

12 Pension Costs

A pension scheme for employees is operated on a defined contributions basis. The scheme is open to all employees at any time. The company contributes between 3% and 6.5% of pensionable earnings and the employees between 3 and 5%. The assets of the scheme are held separately from those of the company in an independently administered fund. The fund administrators are NEST and the scheme is NEST.

