

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 12th December 2023

ATTENDANCE:

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

In the Chair: Cllr. J. Critchley

Clerk: Judith Giles

Public: 0

1. Apologies

None

2. Declarations of Interests

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

3. Minutes

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

PROPOSED: Councillor S. Wilkinson

SECONDED: Councillor J. Parker

CARRIED

ii) **Matters Arising**

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

4. Public Participation

None

5. Town Hall Income

Noted.

6. Finance Report 2023/24

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

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

7. BUDGET 2024-25 BUDGET UPDATE

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

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

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 12th December 2023

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

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

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. S. Wilkinson

CARRIED

9. ROMSEY TOWN COUNCIL/ROMSEY EXTRA MERGER

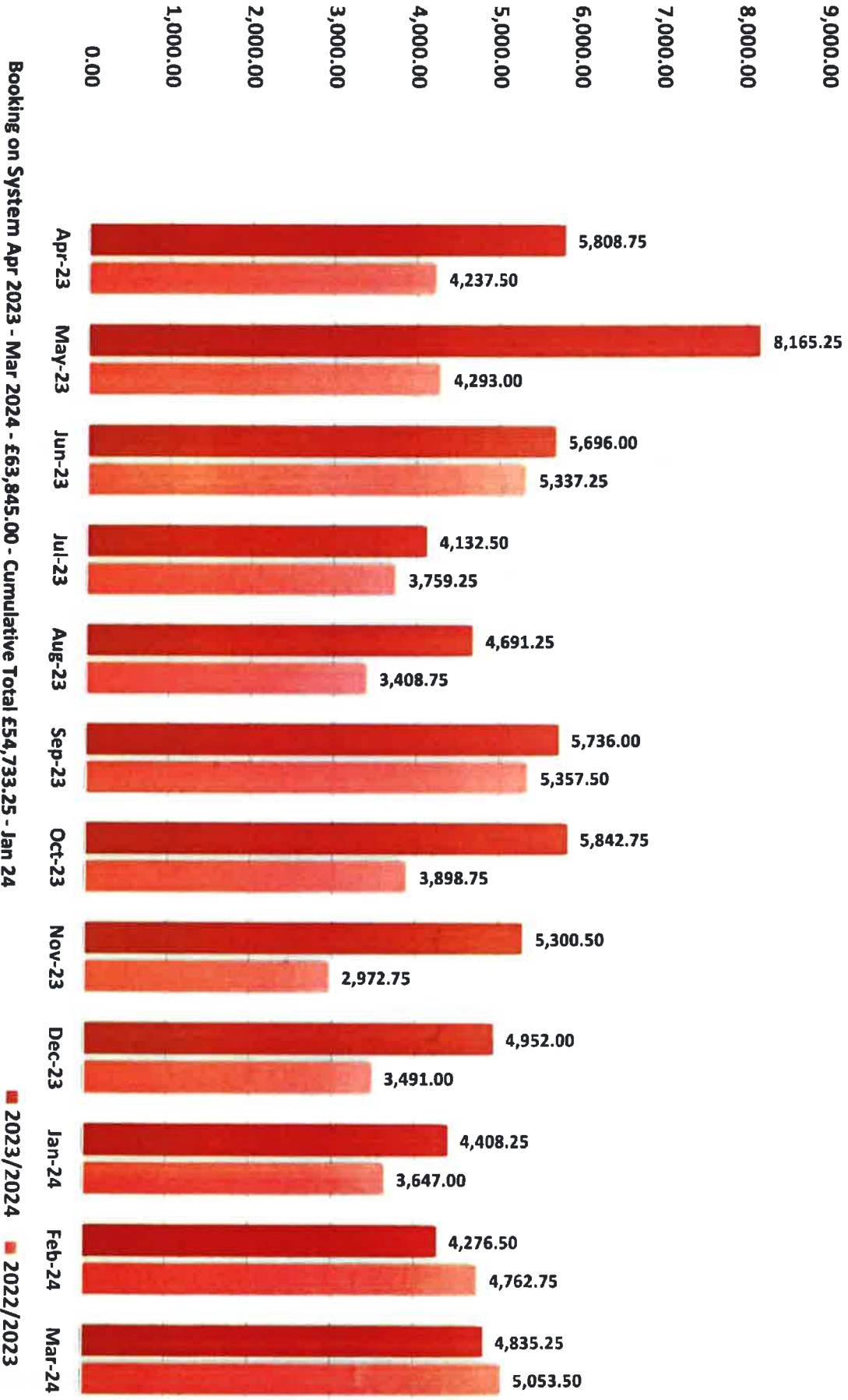
The Chief Officer reported the REPC VAT claim is still ongoing. The CCLA REPC bank account is in the process of been put in the name of Romsey Town Council.

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

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

Meeting Closed: 8.30p.m.

Romsey Town Hall Booking Income 2023 - 2024 - date compiled 6.2.24



This is the second of the finance checks for the 2023/24 financial year.

I have treated these as short, two yearly spot checks on systems, accuracy and financial security of RTC in order to satisfy councillors that everything is working as it should. Visit on 31/01/24.

The Town Hall Bar

The bar runs on part cash sales and part card sales. There is a sales record file and a paying-in book for the Town Hall credits.

Check: sales record for dance class 8 November 2023 shows cash sales of £45.20. Paying-in book shows £45.20 cash entry for 17 Nov 2023.

Check: Sales record for film show 12 December 2023 shows cash sales of £27.30 + £5. Paying in book shows £32.30 cash entry for 18 December 2023.

An external auditor undertakes an annual stock check for the bar.

With any cash system there is a possibility of theft but I am satisfied that here at RTC the recording is tight enough that the risk is extremely small.

The RTC debit card

The debit card is for the RTC treasurer's account at Lloyds (Totton) that has a maximum of £1,000 in it.

Check: Account statement entry - £18.42 on 20 November 2023. Receipt in file confirms purchase from ALDI by Debbie.

Check: Account statement entry £132.90 on 28 July 2023. Receipt in file confirms purchase from ASDA by Debbie.

DCK Beaver will ensure that receipts are available for all purchases.

Note: The sales on the bar do not warrant using a wholesaler as the volumes are low and waste could be high. Purchases are therefore made as needed using local supermarkets. All receipts filed alphabetically.

Bank Statements

Lloyds Business account main: 5 January 2024 balance £43,983.53

Loyds instant access account (precept): 5 January 2024 £375,332,37.

There is also the small debit card account mentioned above and the War Horse account.

Non cash 'on-account purchases': receipts go from the Town Hall to the accountants (DCK Beaver), then signed off by a councillor who is an account signatory, then to the Chief Officer for payment.

This seems as tight as one can expect to avoid the possibility of fraud.

I am satisfied that there appear to be no issues. I would like to thank the staff for their assistance and openness in explaining things.

Cllr John Critchley
Chair, Finance & Resources committee.
6 February 2024

Chief Officer

From: Chief Officer
Sent: 23 January 2024 09:28
To: 'Roland Matthews'
Subject: RE: Enquiry re support for Ukraine

Dear Roland

I will take your request to the Finance & Resources Committee. The next meeting is 13th February 2024.

Best regards
Judith

Judith Giles
Chief Officer
Romsey Town Council

-----Original Message-----

From: Roland Matthews <roljmat@gmail.com>
Sent: Monday, January 22, 2024 3:08 PM
To: Chief Officer <chiefofficer@romseytc.org.uk>
Subject: Enquiry re support for Ukraine

Dear Judith

As someone who has previously hosted guests from Ukraine under the Homes for Ukraine scheme I am a member of a local Ukraine hosts group. We are currently stewards of a small fund derived from local fund-raising activities over the past two years which has been created for the benefit of Ukrainians who are resident in the Romsey area. Our group is not formally constituted and the money presently sits in one member's own bank account which is obviously not the best arrangement. With my other hat as chairman of Romsey Twinning I raised this issue at our last committee meeting and asked if Romsey Twinning might consider holding the fund in its own account on the group's behalf. John Parker, who is on the committee and is our Treasurer, mentioned that the Town Council currently performs this function on behalf of one or two other local funds and that it would be a better idea to approach you and ask if this was something which the Town Council might be willing to take on?

I would of course be happy to meet you to discuss this further and indeed send you further information if required.

Kind regards

Roland Matthews

Table 1

Proposed 20mph zone for Romsey: likely costs		Each	Total	
INITIAL COSTS	RTC's online survey	1	£75.00	£75.00
All costs for RTC to fund	Residents' letter	2000	£260.00	£400.00
First stage of process after 1 April	Application to HCC	1	£175.00	£175.00
If accepted, the TRO costs (Traffic Regulation Order)		1	£10000.00	£10000.00
If the TRO is completed with permission	The costs below will be for RTC to fund but HCC will design and install. These are the best figures we have at the moment.			
	20mph road signs	7	£320.00	£2240.00
	30 mph road signs	8	£320.00	£2560.00
	SLR signs	3	£2,250.00	£6,750.00
	Build out for Dutton's Road	1	£4000.00	£4000.00
	20 mph Roundels	10	£200.00	£2000.00
TOTAL for the full process				£28200.00

Romsey Town Council
Budget Report to 31st January 2024

General Notes:

Attached are the summary income & expenditure report for month 10 to January 2024. This report shows a current year surplus of income over expenditure of £105,784 which includes the precept which was received on 12th April 2023 & 25th September 2023.

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

The balance sheet shows that total funds available to the council are £408,248:

This is made up of the following -

Current Year Surplus		£105,784
General Reserve Brought Forward		£165,147
Other Earmarked Reserves		£137,317
Total		£408,248

The budget is analysed and phased over the year and the percentage of budget if analysed evenly over the year to date is 83.33% but members are reminded that income & expenditure rarely follows this pattern over the year.

Total expenditure for month 10 was 84% of the annual budget.

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

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

Analysis by Cost Centre

	101	Administration
Month Budget		£12,594
Actual		£8,646
Under/(Over)		£3,948

Year to Date Budget	£151,128
Actual	£107,355
% of Budget Used	71.04%

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

No further concerns.

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

No further concerns.

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

No further concerns.

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

Expenditure to date is at 108.9%

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

Annual Budget £53,134 transferred to Earmarked Reserve Projects in month 8, November 2023.

No further concerns.

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

No further concerns.

Romsey Town Council
Budget Report to 31st January 2024

Analysis by Cost Centre (Continued)

110	Town Hall
Month Budget	£17,264
Actual	£21,868
Under/(Over)	-£4,604

Year to Date Budget	£207,165
Actual	£189,814
% of Budget Used	91.62%

1st Loan repayment made in April 2023 & 1st Loan repayment for Lift was made in June 2023.
 2nd Loan repayment made in November 2023
 2nd Loan repayment for the lift made in January 2024
 £20.4k spent on Roof Repairs for Townhall

111 Town Hall Bar

No further concerns.

112 Town Hall Film Shows

No further concerns.

120 Allotments - Southampton Road

No concerns.

121 Allotments - Kings Chase

Fernden charges for works at Ganger Farm totalling £3340

125 Town Centre Management

No further concerns.

126 Woodley Village Hall

No concerns.

130 Environmental

No concerns.

135 Marshalls

No concerns.

140 Planning

No concerns.

160 War Horse Fund

No concerns.

170 Christmas Lights Fund

No concerns.

Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 31/01/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Trade Debtors	(1,536)
103	Prepayments	4,914
105	VAT	3,364
120	Bar Stock	1,434
201	Lloyds Current Account	389,619
202	Building Managers Imprest A/c	503
204	TSB Deposit A/c	7,264
212	Mayors Charity A/c	4,242
215	War Horse A/c 35433560	14,662
230	Bar Float	300
Total Current Assets		424,767
<u>Current Liabilities</u>		
500	Trade Creditors - CHQ	2,545
506	Retentions Payable	1,031
515	PAYE and NI Due	3,889
516	Superannuation Due	3,195
534	Mayors Charity Control Acct	4,242
545	Wilder Romsey	1,152
561	Booking Deposits	65
562	Damage Deposits	400
Total Current Liabilities		16,519
Net Current Assets		408,248
Total Assets less Current Liabilities		408,248
<u>Represented by :-</u>		
301	Current Year Fund	105,784
310	General Reserve	165,147
321	EMR Allotment Fund SR	6,789
336	EMR Town Hall Major Mainten'ce	22,943
337	EMR Town Hall Equipment	6,667
339	EMR Marshals In Romsey	245
343	EMR Romsey Website	2,812
345	EMR War Horse Fund	11,314
349	EMR Grants	2,200
350	EMR Markets	1,908
351	EMR Town Centre Management	7,092
353	EMR Neighbourhood Plan	913
354	CIL Receipts	9,470
355	EMR WW1 Event	1,564
356	EMR Romsey Emergency Plan	2,309
357	EMR Projects	53,134
358	EMR Tourism & Heritage App	7,958
Total Equity		408,248

Summary Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Administration	Income	0	224	0	(224)			0.0%
	Expenditure	8,646	107,355	151,128	43,773		43,773	71.0%
	Movement to/(from) Gen Reserve	<u>(8,646)</u>	<u>(107,130)</u>					
103 Grants	Expenditure	0	4,000	10,500	6,500		6,500	38.1%
104 Civic	Income	0	234	0	(234)			0.0%
	Expenditure	1,378	7,152	14,945	7,793		7,793	47.9%
	Movement to/(from) Gen Reserve	<u>(1,378)</u>	<u>(6,919)</u>					
105 Finance	Income	405	476,725	473,505	(3,220)			100.7%
	Expenditure	769	74,844	68,754	(6,090)		(6,090)	108.9%
	Movement to/(from) Gen Reserve	<u>(364)</u>	<u>401,880</u>					
107 Market	Income	1,362	5,510	6,000	491			91.8%
	Expenditure	0	0	400	400		400	0.0%
	Movement to/(from) Gen Reserve	<u>1,362</u>	<u>5,510</u>					
110 Town Hall	Income	3,818	74,261	65,924	(8,337)			112.6%
	Expenditure	21,868	189,814	207,165	17,351		17,351	91.6%
	Movement to/(from) Gen Reserve	<u>(18,051)</u>	<u>(115,553)</u>					
111 Town Hall Bar	Income	315	4,459	2,600	(1,859)			171.5%
	Expenditure	341	2,086	2,310	224		224	90.3%
	Movement to/(from) Gen Reserve	<u>(26)</u>	<u>2,372</u>					
112 Town Hall Film Shows	Income	725	5,566	12,150	6,584			45.8%
	Expenditure	448	4,671	8,950	4,279		4,279	52.2%
	Movement to/(from) Gen Reserve	<u>278</u>	<u>895</u>					
120 Allotments - Southampton Rd	Income	0	3,625	2,705	(920)			134.0%
	Expenditure	7	1,740	2,705	965		965	64.3%
	Movement to/(from) Gen Reserve	<u>(7)</u>	<u>1,885</u>					
121 Allotments - Kings Chase	Income	0	975	900	(75)			108.3%
	Expenditure	0	3,830	0	(3,830)		(3,830)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(2,855)</u>					
125 Town Centre Management	Income	0	9,564	10,000	436			95.6%
	Expenditure	4,496	44,287	55,132	10,845		10,845	80.3%
	Movement to/(from) Gen Reserve	<u>(4,496)</u>	<u>(34,723)</u>					
126 Woodley Village Hall	Income	0	0	5	5			0.0%
	Expenditure	0	2,471	0	(2,471)		(2,471)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(2,471)</u>					
130 Environmental	Income	0	6,000	0	(6,000)			0.0%
	Expenditure	523	11,777	16,400	4,623		4,623	71.8%
	Movement to/(from) Gen Reserve	<u>(523)</u>	<u>(5,777)</u>					
135 Marshalls	Income	0	400	0	(400)			0.0%
	Expenditure	0	177	400	223		223	44.3%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>223</u>					
140 Planning	Expenditure	0	0	1,000	1,000		1,000	0.0%

Summary Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
160	War Horse Fund							
	Income	15	122	0	(122)			0.0%
	Expenditure	15	122	0	(122)		(122)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
170	Christmas Lights Fund							
	Income	0	2,000	2,000	0			100.0%
	Expenditure	7,958	29,553	36,000	6,447		6,447	82.1%
	Movement to/(from) Gen Reserve	<u>(7,958)</u>	<u>(27,553)</u>					
Grand Totals:- Income		6,641	589,664	575,789	(13,875)			102.4%
Expenditure		46,450	483,880	575,789	91,909	0	91,909	84.0%
Net Income over Expenditure		<u>(39,809)</u>	<u>105,784</u>	<u>0</u>	<u>(105,784)</u>			
Movement to/(from) Gen Reserve		<u>(39,809)</u>	<u>105,784</u>					

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1070 Income - Planning Clerk	0	224	0	(224)			0.0%	
Administration :- Income	0	224	0	(224)				0
4001 Salaries	5,211	52,543	82,980	30,437		30,437	63.3%	
4002 Employers N.I	510	5,159	7,456	2,297		2,297	69.2%	
4003 Employers superann	857	8,613	11,610	2,997		2,997	74.2%	
4006 Contract Accountancy Costs	478	6,201	7,000	799		799	88.6%	
4009 Staff Travel	0	47	50	3		3	93.6%	
4013 Website Admin	45	608	350	(258)		(258)	173.6%	
4020 Staff Training	0	0	300	300		300	0.0%	
4040 Recruitment Advertisements	0	0	150	150		150	0.0%	
4512 Telephone	121	1,386	1,800	414		414	77.0%	
4513 Postage	10	303	1,000	697		697	30.3%	
4514 Stationery	227	682	1,000	318		318	68.2%	
4515 Photocopying	118	2,541	2,600	59		59	97.7%	
5012 Council Offices In Town Hall	1,000	10,000	12,000	2,000		2,000	83.3%	
5250 Subscriptions	0	2,953	2,600	(353)		(353)	113.6%	
5260 Outsourced Payroll	69	706	1,000	294		294	70.6%	
5270 I T & Computer Costs	0	15,463	19,232	3,769		3,769	80.4%	
5291 Professional Fees -RE Merger	0	150	0	(150)		(150)	0.0%	
Administration :- Indirect Expenditure	8,646	107,355	151,128	43,773	0	43,773	71.0%	0
Net Income over Expenditure	(8,646)	(107,130)	(151,128)	(43,998)				
103 Grants								
5890 Community Grants	0	4,000	8,500	4,500		4,500	47.1%	
5893 Community Grant - Bandstand	0	0	1,000	1,000		1,000	0.0%	
6100 Arts Festival	0	0	1,000	1,000		1,000	0.0%	
Grants :- Indirect Expenditure	0	4,000	10,500	6,500	0	6,500	38.1%	0
Net Expenditure	0	(4,000)	(10,500)	(6,500)				
104 Civic								
1011 Income - Donations	0	234	0	(234)			0.0%	
Civic :- Income	0	234	0	(234)				0
4001 Salaries	42	318	500	182		182	63.6%	
4043 Council Newsletter	615	1,686	7,400	5,714		5,714	22.8%	
5011 Council Use of Town Hall	0	0	2,000	2,000		2,000	0.0%	
6502 Members training	48	375	400	25		25	93.7%	
6550 Meetings Advertisements	0	100	0	(100)		(100)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6750 Mayors Allowance	0	500	500	0		0	100.0%	
6760 Town Crier	0	55	450	395		395	12.2%	
6761 Mace Bearer	0	0	195	195		195	0.0%	
6762 Civic Costs	673	3,885	3,500	(385)		(385)	111.0%	
6766 WW1 Plaque	0	467	0	(467)		(467)	0.0%	
7355 Tfr from Earmarked Reserves	0	(234)	0	234		234	0.0%	
Civic :- Indirect Expenditure	1,378	7,152	14,945	7,793	0	7,793	47.9%	0
Net Income over Expenditure	(1,378)	(6,919)	(14,945)	(8,026)				
105 Finance								
1176 Precept	0	473,455	473,455	0			100.0%	
1190 Interest Received	405	3,270	50	(3,220)			6539.5%	
Finance :- Income	405	476,725	473,505	(3,220)			100.7%	0
5011 Council Use of Town Hall	0	0	500	500		500	0.0%	
5251 Insurances	0	8,128	6,000	(2,128)		(2,128)	135.5%	
5271 Audit Fees	0	2,075	2,220	145		145	93.5%	
5280 Bank Charges	19	177	400	223		223	44.3%	
5282 Card Reader Charges	0	7	0	(7)		(7)	0.0%	
5290 Legal & Professional Fees	750	750	500	(250)		(250)	150.0%	
5400 Elections	0	19,331	6,000	(13,331)		(13,331)	322.2%	
7240 Tfr to EMR Elections	0	6,000	0	(6,000)		(6,000)	0.0%	
7340 Tfr from EMR Elections	0	(14,757)	0	14,757		14,757	0.0%	
7350 Tfr to Earmarked Reserves	0	53,134	53,134	0		0	100.0%	
Finance :- Indirect Expenditure	769	74,844	68,754	(6,090)	0	(6,090)	108.9%	0
Net Income over Expenditure	(364)	401,880	404,751	2,871				
107 Market								
1030 Income - Market Stalls	1,362	5,510	6,000	491			91.8%	
Market :- Income	1,362	5,510	6,000	491			91.8%	0
5250 Subscriptions	0	0	400	400		400	0.0%	
Market :- Indirect Expenditure	0	0	400	400	0	400	0.0%	0
Net Income over Expenditure	1,362	5,510	5,600	91				
110 Town Hall								
1001 Income - Rental	0	10,000	11,200	1,200			89.3%	
1002 Income - Bookings	2,818	53,715	38,000	(15,715)			141.4%	
1003 Town Council Office Rent	1,000	10,000	12,000	2,000			83.3%	

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1015 Income - Tea/Coffee	0	0	50	50			0.0%	
1020 Income - Cleaning	0	546	624	78			87.5%	
1022 Income - Councils own hirings	0	0	4,050	4,050			0.0%	
Town Hall :- Income	3,818	74,261	65,924	(8,337)			112.6%	0
4001 Salaries	6,581	66,073	70,767	4,694	4,694	4,694	93.4%	
4002 Employers N.I	490	5,106	4,866	(240)	(240)	(240)	104.9%	
4003 Employers superann	968	9,739	12,582	2,843	2,843	2,843	77.4%	
4005 Holiday Cleaning	0	352	660	308	308	308	53.4%	
4008 Function Attendants & Casuals	1,420	15,906	9,500	(6,406)	(6,406)	(6,406)	167.4%	
4010 Wages - Maintenance	797	7,967	9,838	1,871	1,871	1,871	81.0%	
4020 Staff Training	0	0	1,200	1,200	1,200	1,200	0.0%	
4030 Uniforms	0	75	300	225	225	225	25.0%	
4501 Janitorial	229	1,407	1,200	(207)	(207)	(207)	117.3%	
4504 Catering Costs	0	1	100	99	99	99	1.4%	
4505 Health and Safety	0	381	1,000	619	619	619	38.1%	
4510 Rates	2,405	24,047	22,400	(1,647)	(1,647)	(1,647)	107.4%	
4511 Utilities	2,662	8,408	11,000	2,593	2,593	2,593	76.4%	
4514 Stationery	0	153	0	(153)	(153)	(153)	0.0%	
4520 Licences	67	1,077	2,450	1,373	1,373	1,373	44.0%	
4572 Long Term Building Repairs	0	0	20,000	20,000	20,000	20,000	0.0%	
4751 Maintenance External	0	36,881	1,500	(35,381)	(35,381)	(35,381)	2458.8%	
4800 Maintenance Internal	1,171	8,910	12,000	3,090	3,090	3,090	74.3%	
4850 Furniture/Equipment Purchased	1,024	3,246	4,000	754	754	754	81.2%	
4851 Fixed Cost Maintenance	1,483	4,027	8,000	3,973	3,973	3,973	50.3%	
5011 Council Use of Town Hall	0	0	500	500	500	500	0.0%	
5220 Publicity & Marketing	0	0	2,000	2,000	2,000	2,000	0.0%	
5270 IT & Computer Costs	0	354	500	146	146	146	70.7%	
6014 Hanging baskets/Xmas Trees	0	205	700	495	495	495	29.3%	
7150 Loan Capital + Interest	0	4,952	4,952	0	0	0	100.0%	
7152 Lift Loan Capital + Interest	2,572	5,144	5,150	6	6	6	99.9%	
7355 Tfr from Earmarked Reserves	0	(14,599)	0	14,599	14,599	14,599	0.0%	
Town Hall :- Indirect Expenditure	21,868	189,814	207,165	17,351	0	17,351	91.6%	0
Net Income over Expenditure	(18,051)	(115,553)	(141,241)	(25,688)				
111 Town Hall Bar								
1013 Income - Bar Sales	315	4,185	2,600	(1,585)			160.9%	
3004 Corkage	0	274	0	(274)			0.0%	
Town Hall Bar :- Income	315	4,459	2,600	(1,859)			171.5%	0
3000 Bar Purchases	10	1,708	1,300	(408)	(408)	(408)	131.4%	
Town Hall Bar :- Direct Expenditure	10	1,708	1,300	(408)	0	(408)	131.4%	0

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	0	0	750	750		750	0.0%	
4304 Damaged Stock	0	15	0	(15)		(15)	0.0%	
4305 Stocktaking	0	0	260	260		260	0.0%	
4850 Furniture/Equipment Purchased	329	335	0	(335)		(335)	0.0%	
5282 Card Reader Charges	2	29	0	(29)		(29)	0.0%	
Town Hall Bar :- Indirect Expenditure	331	379	1,010	631	0	631	37.5%	0
Net Income over Expenditure	(26)	2,372	290	(2,082)				
112 Town Hall Film Shows								
1051 Income - Film Refreshments	3	83	150	67			55.6%	
1053 Income - Film Tickets	722	5,483	12,000	6,517			45.7%	
Town Hall Film Shows :- Income	725	5,566	12,150	6,584			45.8%	0
4008 Function Attendants & Casuals	77	1,211	2,500	1,289		1,289	48.4%	
4950 Film Hire/Purchases	348	3,344	5,900	2,556		2,556	56.7%	
4951 Film Refreshment Costs	14	46	150	104		104	30.9%	
5282 Card Reader Charges	9	69	400	331		331	17.3%	
Town Hall Film Shows :- Indirect Expenditure	448	4,671	8,950	4,279	0	4,279	52.2%	0
Net Income over Expenditure	278	895	3,200	2,305				
120 Allotments - Southampton Rd								
1000 Income - General	0	3,625	2,705	(920)			134.0%	
Allotments - Southampton Rd :- Income	0	3,625	2,705	(920)			134.0%	0
4509 Water Rates	7	545	750	205		205	72.7%	
5250 Subscriptions	0	55	55	0		0	100.0%	
5300 Rent - Broadlands	0	1,100	1,100	0		0	100.0%	
5309 Maintenance Equipment	0	7	150	143		143	4.5%	
5311 Hedge Cutting	0	0	220	220		220	0.0%	
5312 Pest Control	0	0	250	250		250	0.0%	
5315 Sundries Allotments	0	33	180	147		147	18.5%	
Allotments - Southampton Rd :- Indirect Expenditure	7	1,740	2,705	965	0	965	64.3%	0
Net Income over Expenditure	(7)	1,885	0	(1,885)				
121 Allotments - Kings Chase								
1000 Income - General	0	975	900	(75)			108.3%	
Allotments - Kings Chase :- Income	0	975	900	(75)			108.3%	0
5282 Card Reader Charges	0	1	0	(1)		(1)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5305 Room Hire	0	37	0	(37)		(37)	0.0%	
5309 Maintenance Equipment	0	3,793	0	(3,793)		(3,793)	0.0%	
Allotments - Kings Chase :- Indirect Expenditure	<u>0</u>	<u>3,830</u>	<u>0</u>	<u>(3,830)</u>	<u>0</u>	<u>(3,830)</u>		<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(2,855)</u>	<u>900</u>	<u>3,755</u>				
125 Town Centre Management								
1071 Income - Salary Recharge (TV)	0	9,541	10,000	459			95.4%	
1109 Income - ShopAppy	0	23	0	(23)			0.0%	
Town Centre Management :- Income	<u>0</u>	<u>9,564</u>	<u>10,000</u>	<u>436</u>			<u>95.6%</u>	<u>0</u>
4001 Salaries	3,310	33,082	41,178	8,096		8,096	80.3%	
4002 Employers N.I	346	3,460	3,958	498		498	87.4%	
4003 Employers superann	699	6,988	8,746	1,758		1,758	79.9%	
4500 Town Centre Management	97	553	1,000	447		447	55.3%	
4512 Telephone	10	106	250	144		144	42.5%	
5405 Town Centre Events	33	98	0	(98)		(98)	0.0%	
Town Centre Management :- Indirect Expenditure	<u>4,496</u>	<u>44,287</u>	<u>55,132</u>	<u>10,845</u>	<u>0</u>	<u>10,845</u>	<u>80.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,496)</u>	<u>(34,723)</u>	<u>(45,132)</u>	<u>(10,409)</u>				
126 Woodley Village Hall								
1080 Income - Woodley V H Rent	0	0	5	5			0.0%	
Woodley Village Hall :- Income	<u>0</u>	<u>0</u>	<u>5</u>	<u>5</u>			<u>0.0%</u>	<u>0</u>
4572 Long Term Building Repairs	0	2,471	0	(2,471)		(2,471)	0.0%	
Woodley Village Hall :- Indirect Expenditure	<u>0</u>	<u>2,471</u>	<u>0</u>	<u>(2,471)</u>	<u>0</u>	<u>(2,471)</u>		<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(2,471)</u>	<u>5</u>	<u>2,476</u>				
130 Environmental								
1601 Lengthman Contributions	0	6,000	0	(6,000)			0.0%	
Environmental :- Income	<u>0</u>	<u>6,000</u>	<u>0</u>	<u>(6,000)</u>				<u>0</u>
4511 Utilities	0	(1,461)	400	1,861		1,861	(365.3%)	
4601 Lengthsman	0	0	1,200	1,200		1,200	0.0%	
4602 Speedwatch	0	1,240	1,000	(240)		(240)	124.0%	
4603 Grounds Maintenance	268	2,506	3,500	994		994	71.6%	
4605 Other/Projects	0	0	2,700	2,700		2,700	0.0%	
6009 Land at the Star Maintenance	0	100	400	300		300	25.0%	
6010 Bus Shelters	256	2,713	2,600	(113)		(113)	104.4%	
6011 Town Seats	0	0	550	550		550	0.0%	

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6012 Street Lights	0	551	2,000	1,449		1,449	27.5%	
6015 Signs	0	513	500	(13)		(13)	102.5%	
6022 Planting for ComMarket	0	11	400	389		389	2.8%	
6023 Drinking Water Fountain	0	28	200	172		172	14.0%	
6025 Bollard/St Furn Mtce	0	0	400	400		400	0.0%	
6026 Bunting	0	5,576	550	(5,026)		(5,026)	1013.8%	
Environmental :- Indirect Expenditure	523	11,777	16,400	4,623	0	4,623	71.8%	0
Net Income over Expenditure	(523)	(5,777)	(16,400)	(10,623)				
135 Marshalls								
1103 Income - Marshalls Donations	0	400	0	(400)			0.0%	
Marshalls :- Income	0	400	0	(400)				0
5103 Marshalls In Romsey	0	177	400	223		223	44.3%	
Marshalls :- Indirect Expenditure	0	177	400	223	0	223	44.3%	0
Net Income over Expenditure	0	223	(400)	(623)				
140 Planning								
5011 Council Use of Town Hall	0	0	1,000	1,000		1,000	0.0%	
Planning :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	0	0	(1,000)	(1,000)				
160 War Horse Fund								
1190 Interest Received	15	122	0	(122)			0.0%	
War Horse Fund :- Income	15	122	0	(122)				0
4855 War Horse Fund Expenses	0	160	160	0		0	100.0%	
7350 Tfr to Earmarked Reserves	15	122	0	(122)		(122)	0.0%	
7355 Tfr from Earmarked Reserves	0	(160)	(160)	0		0	100.0%	
War Horse Fund :- Indirect Expenditure	15	122	0	(122)	0	(122)		0
Net Income over Expenditure	0	0	0	0				
170 Christmas Lights Fund								
1009 Income - Grants	0	0	2,000	2,000			0.0%	
1011 Income - Donations	0	2,000	0	(2,000)			0.0%	
Christmas Lights Fund :- Income	0	2,000	2,000	0			100.0%	0
4001 Salaries	0	101	0	(101)		(101)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

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	7,958	26,547	32,000	5,453		5,453	83.0%	
6765 Christmas Light Refurb	0	2,905	4,000	1,095		1,095	72.6%	
Christmas Lights Fund :- Indirect Expenditure	7,958	29,553	36,000	6,447	0	6,447	82.1%	0
Net Income over Expenditure	(7,958)	(27,553)	(34,000)	(6,447)				
Grand Totals:- Income	6,641	589,664	575,789	(13,875)			102.4%	
Expenditure	46,450	483,880	575,789	91,909	0	91,909	84.0%	
Net Income over Expenditure	(39,809)	105,784	0	(105,784)				
Movement to/(from) Gen Reserve	(39,809)	105,784						

List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2024	Test Valley Borough Council	Std Ord	117.15		TVBC Grounds Mntnce 2023-24
02/01/2024	Public Works Loan Board	DD	2,572.04		PWLB 368235 - Capital
02/01/2024	Screwfix Ltd	DD1	77.56		8033/Bosch Impact Driver
03/01/2024	SGW Payroll Ltd	DD2	85.14		8074/Payroll processing Dec23
03/01/2024	Just Sew / Harrintons	Card1	7.00		8145/Curtain tie
03/01/2024	Adexa Catering Equipment	Card2	394.80		8133/Bar cooler doors
05/01/2024	Southern Cross Consulting Ltd	DD3	43.93		8072/Phone charges Dec2023
08/01/2024	Lloyds Bank Service Charge	DR	7.00		Lloyds Bank Service Charge
08/01/2024	British Telecommunications plc	DD4	55.53		8071/BT Phone charges
09/01/2024	Town Hall Imprest A/c	Transfer	1,000.00		Town Hall Imprest A/c Top Up
10/01/2024	Agilico Workplace Technologies	Bacs1	184.71		8078/Copier usage - mono
10/01/2024	DCK Accounting Solutions Ltd	Bacs2	573.00		8076/Conytract accounts Dec23
10/01/2024	Externiture Ltd	Bacs3	327.00		Purchase Ledger Payment
10/01/2024	HM Revenue & Customs	Bacs4	4,025.37		8079/HMRC PAYE/NI Dec2023
10/01/2024	Hampshire Pension Fund	Bacs5	3,194.59		8080/HCC Superann Dec2023
10/01/2024	St John Ambulance	Bacs6	253.44		8077/First aid cover 25Nov
12/01/2024	PEAC (UK) Limited	DD5	300.00		8046/Copier rental 12Jan-11Apr
14/01/2024	Test Valley Borough Council	Std Ord	2,405.00		Test Valley-Rates 23/24
16/01/2024	Octopus Energy Limited	DD6	1,707.75		8116/Electric Dec2023
16/01/2024	Marc Nokes	Bacs7	170.00		8126/Grounds mntnce Dec2023
16/01/2024	SJT Services (Southampton) Ltd	Bacs8	9,393.60		8124/Xmas switch on event
16/01/2024	Woolley & Wallis LLP	Bacs9	900.00		8125/Prof fees -Market Rents
16/01/2024	Amazon	Card3	153.97		8137/Toner cartridges
17/01/2024	Town Hall Imprest A/c	Transfer	500.00		Town Hall Imprest A/c Top Up
18/01/2024	Communications (Southern) Ltd	Bacs10	117.00		8102/Radio hire 12Nov23
18/01/2024	Communications (Southern) Ltd	Bacs11	156.00		8103/Radio hire 26Nov23
18/01/2024	Theresa Spinks Ltd t/a Stairpa	Card4	1,397.30		8148/Handrails
22/01/2024	Everflow Limited	DD7	36.28		8114/EFW274366-0 14Feb-13Mar
23/01/2024	NEST Pensions	DD	168.82		NEST Pensions
23/01/2024	ACE Liftaway Limited	DD8	76.80		8110/Waste disposal Dec23
25/01/2024	Hampshire Association of Local	Bacs12	57.60		8127/Intro to Planning course
26/01/2024	Salaries January 2024	DD	14,101.12		Salaries January 2024
26/01/2024	SGW Payroll Ltd	DD9	83.16		8098/Payroll sewrvices Jan24
31/01/2024	Utility Warehouse Limited	DD10	58.10		8121/Phone & broadband chgs
Total Payments			44,700.76		

