



# ANDOVER TOWN COUNCIL

Thursday 26 January 2023

To the Members of Andover Town Council:

You are hereby summoned to attend a meeting of full **COUNCIL** to be held at the **Upper Guildhall, Andover on Thursday 26 January 2023 at 6.30 pm** when it is proposed to transact the following business: -

---

*G Foster*

Gail Foster  
**Town Clerk**  
**20 January 2023**

---

Please note that due to on-going issues with the audio/video there will be no zoom dial in for this meeting.

**MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS:** In line with Andover Town Council's "Recording at Meetings" Policy, Members and the public are requested to note that this meeting will be recorded by the Council and may also be subject to the recording by members of the public.

<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>
	To <b>receive</b> apologies for absence.
<b>2</b>	<b>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS</b>
	To <b>receive</b> and <b>note</b> any declarations of interest relevant to the agenda.
<b>3</b>	<b>PUBLIC PARTICIPATION</b>
	There is an opportunity for members of the public to make statements or ask questions on items on the agenda to which an answer may be given in the meeting and recorded in the minutes or, if necessary, a written reply will follow, or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.

<b>4</b>	<b>MINUTES</b>
	The Town Mayor to sign as a correct record, the minutes of the Andover Town Council meeting held on 23 November 2022, attached at <b>Appendix A. (Page 4).</b>
<b>5</b>	<b>EXTERNAL REPORTS</b>
	To <b>receive</b> verbal reports from Test Valley Police, County and Borough Councillors for the Parish of Andover, and other organisations, on matters directly relating to Andover Town. Each speaker will be limited to three minutes. [To include questions from Town Councillors.]
<b>6</b>	<b>CO-OPTION OF NEW MEMBER FOR HARROWAY WARD</b>
	<p>To <b>receive</b> nominations and <b>vote</b> on a new member for Harroway Ward.</p> <p>Each candidate will deliver a 3-minute speech on their reasons for applying and then members will vote in a candidate to post.</p> <p>Each candidate will require a proposer and a seconder before voting can occur. If candidates do not receive a proposer and seconder they can not be included in the vote for office.</p> <p>As per Standing Order: 8 (a)</p> <p><b>8. VOTING ON APPOINTMENTS</b></p> <p>a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.</p> <p><b><i>(NB an absolute majority is between two candidates where the winning candidate has the majority of votes)</i></b></p> <p>Voting will be by show of hands and applicants will remain in the room.</p> <p>If more than 2 nominations are received, the Chairman will conduct the vote in alphabetical order by asking for a show of hands in favour of each candidate. Each member will have one vote. At the end of the first round of voting the candidate with the lowest number of votes will be eliminated and second round of voting shall take place in alphabetical order. This will continue until two candidates are left, at the final round of voting the candidate with the most votes will be appointed.</p> <p>The winning candidate will sign Acceptance of Office.</p>
<b>7</b>	<b>TOWN MAYORS ANNOUNCEMENTS</b>
	To <b>receive</b> the Town Mayors' Announcements.

<b>8</b>	<b>ANDOVER TOWN COUNCILLORS REPORTS</b>
	To <b>receive</b> any reports from Town Council Members.
<b>9</b>	<b>QUESTIONS FROM TOWN COUNCILLORS</b>
	To <b>receive</b> written questions from Councillors received 3 clear days prior to the meeting, as per Standing Order 9 (i)
<b>10</b>	<b>BUDGET CONSIDERATIONS</b>
	To receive reports and vote on considerations for inclusion in the Budget 2023/2024 items include:
<b>(i)</b>	Payroll budget – report attached at <b>Appendix B (Page 8)</b>
<b>(ii)</b>	Allotment toilets - report attached at <b>Appendix C (Page 9)</b>
<b>(iii)</b>	Election costs – report attached at <b>Appendix D (Page 11)</b>
<b>11</b>	<b>BUDGET 2023/2024</b>
	To consider and approve the Budget for 2023/2024 – report and Budget attached at <b>Appendix E (Page 13)</b>
<b>12</b>	<b>PRECEPT 2023/2024</b>
	To <b>agree</b> the Precept level for 2023/2024 – report attached at <b>Appendix E (refer to page 23)</b> The Policy and Resources Committee recommends to Full Council no increase to the precept and that it remains at £361,801.70 for 2023/2024.
<b>13</b>	<b>INTERNAL AUDIT REPORT AND RESPONSE</b>
	To <b>receive</b> the Internal Auditors report and <b>note</b> the Town Clerk's response – Attached at <b>Appendix F (Page 23)</b>
<b>14</b>	<b>OPERATIONAL RESERVES</b>
	To <b>vote</b> on lowering the Operational reserves/General Fund to 3 months expenditure in line with JPAG guidelines and auditor's recommendation.
<b>15</b>	<b>FINANCE</b>
	To <b>appoint</b> a councillor to review, approve and sign the bank statements in line with Financial Regulations and JPAG guidelines.  <b>Receive</b> and <b>note</b> Financial Reports and to approve the Payment List- attached at <b>Appendix G (Page 37)</b>
<b>16</b>	<b>CHRISTMAS LIGHTS 2023-2027</b>
	To <b>note</b> and <b>approve</b> recommendation from the Christmas Lights Working Group for the extension of the Christmas Lights provision 2023-2027 – attached at <b>Appendix H (Page 48)</b>
<b>17</b>	<b>SIDS</b>
	To <b>receive</b> and <b>note</b> a report containing data extracted from the SIDs – attached at <b>Appendix I (Page 51)</b>
<b>18</b>	<b>DATE OF NEXT MEETING</b>
	To <b>note</b> the date of the next meeting is <b>Wednesday 22 March 2023 to be held at the Upper Guildhall, Andover, at 5.30pm.</b>

The Town Mayor will close the meeting.

## APPENDIX A – MINUTES OF PREVIOUS MEETING

# A

### Council Minutes

#### Time and date

5.30pm on Wednesday 23 November 2022

#### Place

Upper Guildhall, High Street, Andover

Cllr D Coole - Town Mayor (P)		
Cllr R Meyer - Deputy Town Mayor (A)		
Cllr N Asamoah (A)	Cllr J Coole (A)	Cllr C Ecclestone (P)
Cllr L Gregori (P)	Cllr K Hughes (P)	Cllr R Hughes (P)
Cllr N Long (P)	Cllr M Mumford (P)	Cllr E Reynolds (P)
Cllr R Rowles (P)	Cllr J Sangster (P)	Cllr D Treadwell (A)
Cllr S Waue (P)		

#### Officers Present:

Karen Ross (Locum Town Clerk) (Taking the Minutes)

**Members of the Public:** 5

**Members of the Press:** 1

**Due to the Covid-19 Pandemic and Government legislation regarding Social Distancing, this meeting was held in the Guildhall following Coronavirus preventative measures. The Town Council made arrangements to stream the meeting virtually to allow as much public access as possible.**

Prior to the start of the meeting, the Town Council received a presentation from a representative from MIND.

The meeting commenced at 5.45pm.

<b>C110/11/22</b>	<b>APOLOGIES FOR ABSENCE</b>
	Apologies for absence were received and accepted from Councillors J Coole and R Meyer.
<b>C111/11/22</b>	<b>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS</b>

	Declarations were received by who is on the Allotment Committee.
<b>C112/11/22</b>	<b>PUBLIC PARTICIPATION</b>
	There were no comments received from Members of the Public present at the meeting.
<b>C113/11/22</b>	<b>MINUTES</b>
	<p>It was proposed by Councillor N Long and seconded by Councillor S Waue that the Minutes, of the Town Council meeting held on 29 September 2022, be signed by the Chairman as a correct record.</p> <p>A vote was taken: FOR – 10, AGAINST – 0, ABSTENTIONS – 1</p> <p><b>RESOLVED: That the Minutes, of the Extraordinary Town Council meeting held on 29 September 2022, be signed by the Chairman as a correct record.</b></p>
<b>C114/11/22</b>	<b>TO RECEIVE VERBAL REPORTS</b>
	Verbal reports were received from Borough Councillor Rowles and Borough Councillor Ecclestone.
<b>C115/11/22</b>	<b>TOWN MAYORS ANNOUNCEMENTS</b>
	There were no Town Mayor announcements made.
<b>C116/11/22</b>	<b>ANDOVER TOWN COUNCILLORS REPORTS</b>
	Councillor R Rowles advised The Christmas Light Switch on would take place on 25 November 2022.
<b>C117/11/22</b>	<b>QUESTIONS FROM TOWN COUNCILLORS</b>
	There were no questions received from Members of the Andover Town Council.
<b>C118/11/22</b>	<b>APPOINTMENT OF NEW TOWN CLERK</b>
	<p>It was proposed by Councillor L Gregori and seconded by Councillor R Rowles that it be noted that the Recruitment Panel had appointed a new Town Clerk, Gail Foster, to start on 19 December 2022.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That it be noted that the Recruitment Panel had appointed a new Town Clerk, Gail Foster, to start on 19 December 2022.</b></p>
<b>C119/11/22</b>	<b>ANNUAL GOVERNANCE STATEMENT 2021/2022</b>
	<p>The Annual Governance Statement 2021/2022 and the External Audit for the Year Ending 31 March 2022 was noted.</p> <p>It was confirmed that the Action Plan raised by the External Auditor stated that they were unable to complete their review as the AGAR was not signed off before the required date and that it was subsequently signed and returned to the External Auditors.</p>
<b>C120/11/22</b>	<b>EARMARKED RESERVES</b>
	It was proposed by Councillor R Hughes and seconded by Councillor N Long that the Allotment Committee recommendation be approved, to release funds from the Earmarked Reserves for the supply and installation of 1.8m high chain link galvanised finish fencing, consisting of 1 of 4m wide pair of gates and 6m fencing either side to be

	<p>installed, within allotment entrance (2 car lengths quoted) for £3,647.00 plus VAT for Mylen Road and for the supply and installation of 39m of 1800mm high green 358 security mesh fencing, supported on green coated box section concreted in posts at a cost of £6,597.00 at Barlows Lane.</p> <p>A vote was taken: FOR – 9, AGAINST – 1, ABSTENTIONS – 2</p> <p><b>RESOLVED: That the Allotment Committee recommendation be approved, to release funds from the Earmarked Reserves for the supply and installation of 1.8m high chain link galvanised finish fencing, consisting of 1 of 4m wide pair of gates and 6m fencing either side to be installed, within allotment entrance (2 car lengths quoted) for £3,647.00 plus VAT for Mylen Road and for the supply and installation of 39m of 1800mm high green 358 security mesh fencing, supported on green coated box section concreted in posts at a cost of £6,597.00 at Barlows Lane.</b></p>
<b>C121/11/22</b>	<b>ANDOVER TOWN COUNCIL – CIVIC PROTOCOL</b>
	<p>It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that the Civic Protocol be approved and adopted.</p> <p>A vote was taken: FOR – 8, AGAINST – 1, ABSTENTIONS – 2</p> <p><b>RESOLVED: That the Civic Protocol be approved and adopted.</b></p>
<b>C122/11/22</b>	<b>SPEED INDICATOR SIGNS</b>
	Members noted the updated Speed Indicator Signs (SIDs) report.
<b>C123/11/22</b>	<b>CHRISTMAS OFFICE CLOSURE</b>
	Members noted that the Andover Town Council office will be closed for the Christmas period from 12 noon on Friday 23 December 2022 and will re-open on Tuesday 3 January 2023.
<b>C124/11/22</b>	<b>CHRISTMAS LIGHTS INSTALLATION 2022</b>
	Members noted that the Christmas Lights and the Christmas Tree were installed on the 15/16 November and the Christmas Lights ‘Switch on’ would be on the 25 November 2022 at 6.00pm, with the event would run from 3.00pm to 8.00pm.
<b>C125/11/22</b>	<b>VACANCY HARROWAY WARD</b>
	<p>Members noted that there was a vacancy in the Harroway Ward.</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that there be a co-option to fill the vacancy for the Harroway Ward. Applications should be received by 3 January 2023 and a decision would be made at a Full Council meeting in 2023.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That there be a co-option to fill the vacancy for the Harroway Ward. Applications should be received by 3 January 2023 and a decision would be made at a Full Council meeting in 2023.</b></p>
<b>C128/11/22</b>	<b>EXCLUSION OF THE PRESS AND PUBLIC</b>

	<p>It was proposed by Councillor C Ecclestone and seconded by Councillor K Hughes that the Members of the Press and Public be excluded from the Meeting at Agenda item 21 due to consideration of staffing contracts and remuneration, as per LGA 1972.</p> <p>A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the Members of the Press and Public be excluded from the Meeting at Agenda item 21 due to consideration of staffing contracts and remuneration, as per LGA 1972.</b></p>
<b>C129/11/22</b>	<b>REPORT ON THE APPOINTMENT OF THE NEW TOWN CLERK</b>
	<p>It was proposed by Councillor D Coole and seconded by Councillor R Rowles that the remit of the recruiting panel be extended, to assume the role of managing and setting objections of the Town Clerk.</p> <p>A vote was taken: FOR – 6, AGAINST – 2, ABSTENTIONS – 1</p> <p><b>RESOLVED: That the remit of the recruiting panel be extended, to assume the role of managing and setting objections of the Town Clerk.</b></p> <p>Councillor S Waue agreed to replace Councillor L Gregori on the recruiting panel, who resigned from the panel with immediate effect.</p> <p>It was proposed by Councillor M Mumford and seconded by Councillor N Long that the new Town Clerk would be employed on Spine point 41.</p> <p>A vote was taken: FOR – 7, AGAINST – 3, ABSTENTIONS – 0</p> <p><b>RESOLVED: That the new Town Clerk would be employed on Spine point 41.</b> (Councillors C Ecclestone, N Long and R Rowles left the meeting at 7.07pm)</p> <p>It was proposed by Councillor D Coole and seconded by Councillor S Waue that the Contract for Employment for the Town Clerk, be accepted with the following amendments: 6.2 – removed 6.3 – Your salary is based on the current NJC salary point 41 from 19 December 2022</p> <p>A vote was taken: FOR – 7, AGAINST – 0, ABSTENTIONS – 1</p> <p><b>RESOLVED: That the Contract for Employment for the Town Clerk, be accepted with the following amendments:</b> <b>6.2 – removed</b> <b>6.3 – Your salary is based on the current NJC salary point 41 from 19 December 2022</b></p>
<b>C130/11/22</b>	<b>DATE OF NEXT MEETING</b>
	<p>Members noted the date of the next meeting: <b>Wednesday 25 January 2023</b>, at the <b>Upper Guildhall, Andover</b>, starting at <b>5.30pm</b>.</p>
<p>The Town Mayor closed the meeting at 6.15pm.</p>	
<p>Town Mayor _____ Date _____</p>	

## APPENDIX B – PAYROLL CONSIDERATIONS FOR 2023/2024 BUDGET

# B

### Payroll considerations for 2023/2024 budget

**Produced for:**

Full Council

**Date of Report:**

20 January 2023

**Summary of Key Issues**

To receive a summary of payroll needs for consideration when setting the 2023/2024 budget.

**Background:**

Andover Town Council have an approved staffing structure.

Currently there are two un-filled positions within that approved staffing structure.

**To note for 2023/2024 budget:**

- It is a requirement that when considering the payroll allocation for any budget, enough funds are allowed for the entire agreed structure, vacant and filled roles. Council must have enough to cover all roles if they are filled during that budgetary year.

**Payroll for the 2023/2024 budget:**

Gross Salaries	ER Pension Contributions	NI ER Contributions	Total Spend	Budget	Left for Vacancy (incl. pension and NI)
£159,315.64	£11,722.81	£18,201.42	£189,239.86	£215,000	£25,760.14

**Legal and Policy Implications**

- Andover Town Council has a duty of care to its staff.
- Andover Town Council must have a payroll budget that can cover all positions in the agreed staffing structure, if are all filled in the budgetary year.

**Recommendations**

- To note the report.**
- Officer recommendation is to approve the payroll budget at £215,000 for the 2023/2024 budget.**
- To agree that if the payroll budget does exceed the budget set, the overspend will be taken from Operational Reserves.**

Note: The person to contact about this report is Tor Warburton (Deputy Town Clerk), Andover Town Council, Office 108, Flr 4, Incuhive, Chantry House, Andover.

Tel: 01264 335592

Email: [deputytownclerk@andovertc.co.uk](mailto:deputytownclerk@andovertc.co.uk)

Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors



## APPENDIX C – REPORT ON PORTALOO INCLUSION IN THE ALLOTMENT BUDGET LINE

C

### Report on Portaloo inclusion in the Allotment budget line

**Produced for:**

Full Council

**Date of Report:**

20 January 2023

**Summary of Key Issues**

- To receive a report on costs of portaloo provision to the Allotment sites
- To receive information regarding current contract
- To receive results of the survey sent to all allotment holders regarding the desire for toilets on all Allotment Sites.

**Background:**

- Andover Town Council currently provide toilets on all Allotment Sites bar any new sites taken on.
- The current contract is renewable on a yearly basis with a 2-month period of notice on either side.
- The current budget for 2022/2023 is £8085, assuming a 10% inflationary increase on this cost would mean Andover Town Council should budget £8893.50 for 2023/2024, which will be split across the 7 sites.
- Keeping or not keeping the toilet provision has been debated at Committee and Full Council but no decision has yet been made.
- Allotment holders were asked to fill in a questionnaire, by site, regarding the need to keep the toilets.
- **Andover Town Council's aim is to make the Allotment Sites cost neutral.**

**Questionnaire results:**

Site	Yes to keep	No to keep	Yes to cost	No to cost	Total of responses received	Total number of existing plot holders
Admirals Way	1	2	1	2	3	26
Barlows Lane	5	13	4	14	18	92
Churchill Way	6	5	6	5	11	43
The Drove	11	11	4	18	22	124

<b>Old Winton Road</b>	<b>10</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>17</b>	<b>78</b>
<b>Mylen Road</b>		<b>1</b>		<b>1</b>	<b>1</b>	<b>26</b>
<b>Vigo Road</b>	<b>6</b>	<b>10</b>	<b>3</b>	<b>13</b>	<b>16</b>	<b>95</b>

**To summarise:**

**484** existing plot holders, **39** want to keep the toilet.

**26** of that **39** are prepared to pay for them.

**So 8% of the total number of existing plot holders have demonstrated that they wish to keep the toilets.**

**Considerations:**

- Do Andover Town Council continue to provide toilet provision at all Allotment Sites?
- If Andover Town Council decide to discontinue providing toilet provision at all Allotment Sites, this may potentially reduce the proposed increase to Allotment rents in 2024/2025.

**Legal and Policy Implications**

- Andover Town Council has a duty to provide Allotment provision to the residents of Andover.

**Recommendations**

- **To note the report.**
- **To agree to either keep or not keep the toilet provision.**

Note: The person to contact about this report is Tor Warburton (Deputy Town Clerk), Andover Town Council, Office 108, Flr 4, Incuhive, Chantry House, Andover.

Tel: 01264 335592

Email: deputytownclerk@andovertc.co.uk

Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors

## APPENDIX D – ELECTION COST CONSIDERATIONS FOR 2023/2024 BUDGET

D

### Election cost considerations for 2023/2024 budget

**Produced for:**

Full Council

**Date of Report:**

20 January 2023

**Summary of Key Issues**

To receive a summary of election cost considerations when setting the 2023/2024 budget.

**Background:**

- Elections are taking place in May 2023 in all wards.
- Andover Town Council has 16 Councillors in office from across 6 wards.
- Policy and Resources Committee tasked officers with requesting projected election costs from Test Valley Borough Council.

**To note for 2023/2024 budget:**

- It is a requirement that Andover Town Council has enough funds in its budget to cover the costs of Elections and any by-elections that may take place in any budgetary year.

**Projected election costs for May 2023**

Parish Ward	Estimated Cost	Contested in 2019?
Downlands	£8,000	Yes
Harroway	£13,500	Yes
Millway	£12,500	No
Romans	£14,000	Yes
St Mary's	£11,000	Yes
Winton	£9,500	No

**TOTAL£68,500**

Postage for 5,133 postal votes should be added to this amount.

**Total Estimate: £73,500**

Andover Town Council has enough in this year budget to cover this amount.

**To note: £73,500 needs to be accrued in time for the elections in 2027 and any by-elections that are called in the intervening 4 years. Consideration needs to be given to this when setting the 2023/2024 budget.**

**Legal and Policy Implications**

- Andover Town Council is required to ensure that there is enough in its budget to cover the costs of all elections.

## Recommendations

- **To note the report.**
- **To note that Andover Town Council has enough to cover the cost of the elections in 2023.**
- **Officers recommend that £20,000 is allocated in earmarked reserves for 2023/2024 towards the next election costs in 2027.**

Note: The person to contact about this report is Tor Warburton (Deputy Town Clerk), Andover Town Council, Office 108, Flr 4, Incuhive, Chantry House, Andover.

Tel: 01264 335592

Email: [deputytownclerk@andovertc.co.uk](mailto:deputytownclerk@andovertc.co.uk)

Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors

APPENDIX E – BUDGET 2023/2024



DRAFT FINANCIAL BUDGET 2023/2024 (August 2022)									
version for: 26-Jan-23									
INCOME	Last Year 2021/2022 Net	Current Budget 2022/2023	Actual Net @ 03.01.23	ACTUAL revised at 19 JAN	Balance 2022/2023	YEAR END ESTIMATE	2023/2024 BUDGET inc. INFLATION	2024/2025 Forecast inc. Increase	2025/2026 Forecast inc. NO % increase
Assets & Communities									
3025							10%	4%	5%
Town Development									
3025/1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/2	£7,124.22	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/3	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/4	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/5	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025/6	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3025	£7,124.22	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL EVENTS & PROJECTS									
	£7,124.22	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
INCOME									
Policy & Resources									
99							10%	4%	5%
Heating & Lighting									
3000	£349,584.80	£361,801.70	£361,802.00	£361,802.00	£0.30	£361,802.00	£361,801.70	£376,273.77	£395,087.46 ***
3001	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3002	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3010	£5.25	£0.00	£362.09	£639.13	£639.13	£460.00	£0.00	£0.00	£0.00
3011	£79.15	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3020	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3021	£14,050.94	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3115	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3116	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3339	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3998	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3999	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4000	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4210	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4211	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4212	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL POLICY & RESOURCES									
	£363,720.14	£361,801.70	£362,164.09	£362,441.13	£639.43	£362,262.00	£361,801.70	£376,273.77	£395,087.46

INCOME									
	Last Year 2021/2022 Net	Current Budget 2022/2023	Actual Net @ 03.01.23	ACTUAL revised at 19 JAN	Balance 2022/2023	YEAR END ESTIMATE	2023/2024 BUDGET inc. INFLATION	2024/2025 Forecast inc. Increase	2025/2026 Forecast inc. increase NO % increase
Allotments									
3049*	Minute C165/02/22 Allotment Committee to increase the allotment rental increase of 10% per year over the next 4 years.								
3049/1	£1,340.25	£800.00	£736.45	£994.49	£194.49	£979.61	£880.00	£968.00	£1,064.80
3049/2	£4,970.64	£5,000.00	£3,959.38	£4,201.92	-£798.08	£4,201.92	£5,500.00	£6,050.00	£6,655.00
3049/3	£2,221.85	£2,200.00	£1,990.18	£2,163.64	-£36.36	£2,163.64	£2,420.00	£2,662.00	£2,928.20
3049/4	£1,302.68	£1,200.00	£1,394.36	£1,455.48	£255.48	£1,455.48	£1,320.00	£1,452.00	£1,597.20
3049/5	£3,971.59	£3,700.00	£2,608.01	£2,939.35	-£760.65	£2,939.35	£4,070.00	£4,477.00	£4,914.70
3049/6	£6,387.52	£5,000.00	£8,604.99	£9,626.00	£4,626.00	£9,626.00	£5,500.00	£6,050.00	£6,655.00
3049/7	£4,893.78	£5,000.00	£4,039.92	£4,550.66	-£449.34	£4,550.66	£5,500.00	£6,050.00	£6,655.00
3049/8	£243.06	£550.00	£307.60	£349.20	-£200.80	£349.20	£605.00	£665.50	£732.05
3049/9	n/a	£1,300.00	£0.00	£0.00	-£1,300.00	£0.00	£1,430.00	£1,573.00	£1,730.30
3049/10	n/a	£504.00	£0.00	£0.00	-£504.00	£0.00	£554.40	£609.84	£670.82
3049	£25,331.37	£25,254.00	£23,640.89	£26,280.74	£1,026.74	£26,265.86	£27,779.40	£30,557.34	£33,613.07
Deposits									
3050									
3050/2	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3050/5	£0.00	£0.00	£50.00	£0.00	£0.00	£50.00	£0.00	£0.00	£0.00
3051	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3052	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3054	£0.00	£0.00	£0.00	£0.00	£0.00	£50.00	£0.00	£0.00	£0.00
TOTAL ALLOTMENTS	£25,381.37	£25,254.00	£23,690.89	£26,280.74	£1,026.74	£26,365.86	£27,779.40	£30,557.34	£33,613.07
TOTAL EVENTS & PROJECTS									
	£7,124.22	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL POLICY & RESOURCES									
	£363,720.14	£361,801.70	£362,164.09	£362,441.13	£639.43	£362,262.00	£361,801.70	£376,273.77	£395,087.46
TOTAL ALLOTMENTS									
	£25,381.37	£25,254.00	£23,690.89	£26,280.74	£1,026.74	£26,365.86	£27,779.40	£30,557.34	£33,613.07
TOTAL INCOME									
	£396,225.73	£387,055.70	£385,854.98	£388,721.87	£1,666.17	£388,627.86	£389,581.10	£406,831.11	£428,700.53

EXPENDITURE		Last Year 2021/2022 Net	Current Budget 2022/2023	Actual Net @ 03.01.23	ACTUAL/ revised at 19 JAN	Balance 2022/2023	YEAR END ESTIMATE	2023/2024 BUDGET inc. INFLATION	2024/2025 Forecast inc. Increase	2025/2026 Forecast inc. increase	NO % increase
<b>Community &amp; Events</b>							non-percentage based decisions		4%	5%	
<b>Events &amp; Projects</b>		Minute PR 021/10/22 - Specific codes reduced to zero or uplifted. No percentages.									
4700	Christmas Lights	£22,828.36	£23,625.00	£21,588.46	£21,588.46	£2,036.54	£21,588.46	£35,987.50	£37,427.00	£39,298.35	***
4700/2	A-fest	£700.00	£735.00	£735.00	£735.00	£0.00	£735.00	£0.00	£0.00	£0.00	***
4700/3	Shilling Fair	£0.00	£735.00	£0.00	£0.00	£735.00	£0.00	£0.00	£0.00	£0.00	***
4700/4	Youth Support	£0.00	£10,500.00	£0.00	£0.00	£10,500.00	£0.00	£0.00	£0.00	£0.00	***
4700/5	Armed Forces Day (was	£0.00	£735.00	£0.00	£0.00	£735.00	£0.00	£0.00	£0.00	£0.00	***
4700/7	Armed Forces Day (was	£0.00	£735.00	£0.00	£0.00	£735.00	£0.00	£0.00	£0.00	£0.00	***
4700/8	Armed Forces Day (was	£0.00	£735.00	£0.00	£0.00	£735.00	£0.00	£0.00	£0.00	£0.00	***
4700/9	Armed Forces Day (was	£0.00	£735.00	£0.00	£0.00	£735.00	£0.00	£0.00	£0.00	£0.00	***
4700/11	Festival of Motoring	£0.00	£735.00	£0.00	£0.00	£735.00	£0.00	£0.00	£0.00	£0.00	***
4700/12	Delirious Provision	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	***
4700/13	Community Engagement	£0.00	£630.00	£0.00	£0.00	£630.00	£0.00	£0.00	£0.00	£0.00	***
4700/14	Armed Forces Day (was	£0.00	£735.00	£0.00	£0.00	£735.00	£0.00	£0.00	£0.00	£0.00	***
4700/15	Armed Forces Day (was	£0.00	£420.00	£0.00	£0.00	£420.00	£0.00	£0.00	£0.00	£0.00	***
4700/16	Pancake Day	£0.00	£500.00	£0.00	£0.00	£500.00	£0.00	£0.00	£0.00	£0.00	***
4700/17	Tourism	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	***
4700/20	Food Fair	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	***
4700/21	Gardening Fair/AIB	£0.00	£500.00	£0.00	£0.00	£500.00	£0.00	£0.00	£0.00	£0.00	***
4700/22	Queens Jubilee 2022	£0.00	£7,320.00	£5,231.99	£5,231.99	£2,088.01	£5,231.99	£0.00	£0.00	£0.00	***
4700/23	Kings Coronation 2023	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£7,320.00	£7,612.80	£7,993.44	***
<b>4700</b>	<b>TOTAL</b>	<b>£23,528.36</b>	<b>£47,905.00</b>	<b>£27,555.45</b>	<b>£27,555.45</b>	<b>£20,349.55</b>	<b>£27,555.45</b>	<b>£43,307.50</b>	<b>£45,039.80</b>	<b>£47,291.79</b>	
<b>Grants</b>											
4190	Grants	£5,245.00	£10,500.00	£1,650.00	£1,650.00	£8,850.00	£5,000.00	£24,150.00	£25,116.00	£26,371.80	***
4190/1	Emergency Funding	£0.00	£3,150.00	£0.00	£0.00	£3,150.00	£0.00	£0.00	£0.00	£0.00	***
4190/3	Grants Section 137	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	***
<b>4190</b>	<b>TOTAL</b>	<b>£5,245.00</b>	<b>£13,650.00</b>	<b>£1,650.00</b>	<b>£1,650.00</b>	<b>£12,000.00</b>	<b>£5,000.00</b>	<b>£24,150.00</b>	<b>£25,116.00</b>	<b>£26,371.80</b>	
<b>TOTAL Community &amp; Events</b>		<b>£28,773.36</b>	<b>£61,555.00</b>	<b>£29,205.45</b>	<b>£29,205.45</b>	<b>£32,349.55</b>	<b>£32,555.45</b>	<b>£67,457.50</b>	<b>£70,155.80</b>	<b>£73,663.59</b>	

EXPENDITURE		Last Year 2021/2022 Net	Current Budget 2022/2023	Actual Net @ 03.01.23	ACTUAL revised at 19 JAN	Balance 2022/2023	YEAR END ESTIMATE	2023/2024 BUDGET inc. INFLATION	2024/2025 Forecast inc. Increase	2025/2026 Forecast inc. increase	NO % increase
<b>Policy &amp; Resources</b>											
<b>4001 Corporate Management</b>											
4001	IT Equipment	£0.00	£0.00	£247.05	£247.05	-£247.05	£300.00	£0.00	£0.00	£0.00	5%
4001/1	Accounts Support	£2,307.26	£2,813.00	£1,117.25	£1,342.25	£1,470.75	£2,000.00	£3,094.30	£3,094.30	£3,249.02	
4001/2	Bank Charges	£935.50	£907.00	£660.96	£710.75	£196.25	£750.00	£997.70	£997.70	£1,047.59	
4001/3	Legal & Professional Fe	£36,730.51	£7,350.00	£10,550.83	£10,550.83	-£3,200.83	£10,550.83	£8,085.00	£8,085.00	£8,480.25	
4001/4	Audit Fees	£1,752.40	£2,988.00	£204.30	£570.90	£2,417.10	£2,500.00	£3,286.80	£3,286.80	£3,451.14	
4001/6	IT Support & Equipment	£3,182.89	£3,400.00	£3,637.52	£3,637.52	-£237.52	£3,700.00	£3,740.00	£3,740.00	£3,927.00	
	<b>TOTAL</b>	<b>£44,908.56</b>	<b>£17,458.00</b>	<b>£16,170.85</b>	<b>£16,812.25</b>	<b>£645.75</b>	<b>£19,500.83</b>	<b>£19,203.80</b>	<b>£19,203.80</b>	<b>£20,163.99</b>	
<b>4001/6 Website &amp; Community Development</b>											
4001/6/1	Website	£983.97	£3,150.00	£413.25	£413.25	£7,736.75	£550.00	£3,465.00	£3,465.00	£3,638.25	
4001/6/2	Website Hosting	£449.45	£578.00	£489.50	£489.50	£88.50	£560.00	£635.80	£635.80	£667.59	
4001/6/3	Newsletter	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	<b>TOTAL</b>	<b>£1,433.42</b>	<b>£3,728.00</b>	<b>£902.75</b>	<b>£902.75</b>	<b>£7,825.25</b>	<b>£1,110.00</b>	<b>£4,100.80</b>	<b>£4,100.80</b>	<b>£4,305.84</b>	
<b>4100/1 Town Mayor</b>											
4100/1/1	Town Mayor Badge & R	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4100/1/2	Town Mayor Charities/	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4100/1/3	Remembrance Day Wire	£37.00	£52.50	£0.00	£0.00	£52.50	£0.00	£57.75	£57.75	£60.64	
<b>4100 Democratic Represent</b>											
4100/2	Members Training & Co	£855.12	£1,575.00	£0.00	£0.00	£1,575.00	£0.00	£1,732.50	£1,732.50	£1,819.13	
4100/3	Members Travel	£0.00	£105.00	£0.00	£0.00	£105.00	£0.00	£115.50	£115.50	£121.28	
<b>4100/4 Venue Hire/Facilities</b>											
4100/4	Public Building Hire	£3,240.32	£2,000.00	£2,193.81	£2,193.81	-£193.81	£2,500.00	£2,800.00	£2,800.00	£2,940.00	
4100/7	Room Hire Fund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	<b>TOTAL</b>	<b>£4,141.44</b>	<b>£3,732.50</b>	<b>£2,193.81</b>	<b>£2,193.81</b>	<b>£1,538.69</b>	<b>£2,500.00</b>	<b>£4,705.75</b>	<b>£4,705.75</b>	<b>£4,941.04</b>	
<b>4180 Other Services to the Public</b>											
4180/1	Election Costs	£14,328.11	£10,000.00	£9,742.94	£9,742.94	£257.06	£9,742.94	£20,000.00	£20,000.00	£21,000.00	
	<b>TOTAL</b>	<b>£14,328.11</b>	<b>£10,000.00</b>	<b>£9,742.94</b>	<b>£9,742.94</b>	<b>£257.06</b>	<b>£9,742.94</b>	<b>£20,000.00</b>	<b>£20,000.00</b>	<b>£21,000.00</b>	
<b>4200 Administration Rechargeable Payroll</b>											
4200/1	Payroll	£145,989.37	£215,000.00	£129,240.61	£137,737.40	£77,262.60	£189,200.00	£215,000.00	£215,000.00	£225,750.00 ***	
4200/3	Staff Training	£677.00	£2,500.00	£0.00	£0.00	£2,500.00	£0.00	£2,750.00	£2,750.00	£2,887.50	
4200/4	Staff Travel	£0.00	£500.00	£251.15	£251.15	£248.85	£300.00	£550.00	£550.00	£577.50	
	<b>TOTAL</b>	<b>£146,666.37</b>	<b>£218,000.00</b>	<b>£129,491.76</b>	<b>£137,988.55</b>	<b>£80,011.45</b>	<b>£189,500.00</b>	<b>£218,300.00</b>	<b>£218,300.00</b>	<b>£229,215.00</b>	



	Last Year 2021/2022 Net	Current Budget 2022/2023	Actual Net @ 03.01.23	ACTUAL revised at 19 JAN	Balance 2022/2023	YEAR END ESTIMATE	2023/2024 BUDGET inc. INFLATION	2024/2025 Forecast inc. Increase	2025/2026 Forecast inc. Increase	NO % increase
Assets										
4210/1	Petty Cash	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4210/3	Rent - Office	£16,528.14	£12,600.00	£9,801.00	£2,799.00	£12,000.00	£13,860.00	£13,860.00	£14,553.00	
4210/4	Rates - Office	£4,940.10	£6,000.00	£0.00	£6,000.00	£0.00	£0.00	£0.00	£0.00	***
4210/5	Water Rates - Office	£0.00	£300.00	£0.00	£300.00	£0.00	£0.00	£0.00	£0.00	***
4210/6	Heating & Lighting - Off	£1,784.88	£3,150.00	£1,342.20	£1,807.80	£1,342.20	£0.00	£0.00	£0.00	***
4210/7	Telephone	£1,703.28	£2,625.00	£1,473.51	£1,549.76	£2,000.00	£2,887.50	£2,887.50	£3,031.88	
4210/8	Photocopying	£3,912.10	£4,200.00	£3,830.24	£369.76	£4,000.00	£4,620.00	£4,620.00	£4,851.00	
4210/9	Stationery	£402.41	£800.00	£893.07	£909.06	£1,100.00	£1,380.00	£1,380.00	£1,449.00	***
4210/10	Postage	£1,758.33	£1,500.00	£1,389.03	£110.97	£1,500.00	£1,650.00	£1,650.00	£1,732.50	
4210/15	Office & Equipment Ma	£3,431.38	£1,750.00	£3,702.42	£1,952.42	£3,800.00	£1,000.00	£1,000.00	£1,050.00	***
4210/16	New Equipment & Furn	£884.24	£2,500.00	£2,046.98	£453.02	£2,100.00	£2,750.00	£2,750.00	£2,887.50	
4210/17	Waste Removal	£189.95	£300.00	£587.61	£287.61	£700.00	£800.00	£800.00	£840.00	
		£35,534.81	£35,725.00	£25,066.06	£10,566.70	£28,542.20	£28,947.50	£28,947.50	£30,394.88	
Administration Rechargeable										
4210										
4210/2	Office Sundries	£107.00	£250.00	£3.09	£246.91	£10.00	£275.00	£275.00	£288.75	
4210/11	Subscriptions/Member:	£3,231.00	£3,255.00	£3,803.00	£639.00	£4,000.00	£3,580.50	£3,580.50	£3,759.53	
4210/12	Insurance	£6,375.29	£4,200.00	£25.00	£4,175.00	£6,000.00	£6,000.00	£6,000.00	£6,300.00	***
4210/14	Advertising	£0.00	£0.00	£195.00	£406.00	£195.00	£300.00	£300.00	£315.00	
4210/18	Publications	£123.80	£210.00	£0.00	£210.00	£0.00	£231.00	£231.00	£242.55	
4210	TOTAL	£9,837.09	£7,915.00	£4,026.09	£3,586.91	£10,205.00	£10,386.50	£10,386.50	£10,905.83	
TOTAL POLICY & RESOURCES										
		£256,849.80	£296,558.50	£187,841.32	£99,184.76	£261,400.97	£305,644.35	£272,596.05	£286,225.85	

EXPENDITURE	Last Year 2021/2022 Net	Current Budget 2022/2023	Actual Net @ 03.01.23	ACTUAL revised at 19 JAN	Balance 2022/2023	YEAR END ESTIMATE	2023/2024 BUDGET inc. INFLATION	2024/2025 Forecast inc. Increase	2025/2026 Forecast inc. Increase
<b>Allotments</b>							10%	10%	10%
3053 <u>Deposits expenditure</u>	£0.00	£0.00	£100.63	£50.00	-£50.00	£100.63	£0.00	£0.00	£0.00
4500 <u>Allotment Service</u>									
4500/1 Allotment Maintenance									
4500/1/1 <u>Admirals Way</u>									
4500/1/1/1 Services	£963.50	£1,155.00	£609.22	£696.72	£458.28	£900.00	£1,270.50	£1,397.55	£1,537.31
4500/1/1/2 Grounds Maintenance	£419.20	£800.00	£639.88	£679.88	£120.12	£900.00	£880.00	£968.00	£1,064.80
4500/1/1/3 Water Charges	£236.61	£420.00	£240.53	£291.16	£128.84	£0.00	£462.00	£508.20	£559.02
4500/1/1/4 Repairs & Renewals	£255.00	£158.00	£0.00	£0.00	£158.00	£0.00	£173.80	£191.18	£210.30
4500/1/1/5 Equipment	£58.12	£158.00	£512.00	£512.00	-£354.00	£512.00	£173.80	£191.18	£210.30
4500/1/1/6 Sundries	£12.85	£52.00	£2.99	£2.99	£49.01	£30.00	£57.20	£62.92	£69.21
4500/1/1/7 Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/1/8 Pest Control	£685.68	£735.00	£464.28	£464.28	£270.72	£460.00	£750.00	£825.00	£907.50
<b>4500/1/1 TOTAL</b>	<b>£2,630.96</b>	<b>£3,478.00</b>	<b>£2,468.90</b>	<b>£2,647.03</b>	<b>£830.97</b>	<b>£2,602.00</b>	<b>£3,767.30</b>	<b>£4,144.03</b>	<b>£4,558.43</b>
4500/1/2 <u>Barlows Lane</u>									
4500/1/2/1 Services	£963.50	£1,155.00	£609.22	£696.72	£458.28	£800.00	£1,270.50	£1,397.55	£1,537.31
4500/1/2/2 Grounds Maintenance	£1,138.90	£1,250.00	£1,682.73	£1,722.73	-£472.73	£1,700.00	£1,375.00	£1,512.50	£1,663.75
4500/1/2/3 Water Charges	£596.82	£1,575.00	£1,441.58	£1,441.58	£133.42	£1,500.00	£1,732.50	£1,905.75	£2,096.33
4500/1/2/4 Repairs & Renewals	£698.75	£400.00	£304.44	£304.44	£95.56	£350.00	£440.00	£484.00	£532.40
4500/1/2/5 Equipment	£58.12	£158.00	£0.00	£0.00	£158.00	£40.00	£173.80	£191.18	£210.30
4500/1/2/6 Sundries	£12.85	£52.00	£2.99	£2.99	£49.01	£40.00	£57.20	£62.92	£69.21
4500/1/2/7 Returned Deposits	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/2/8 Pest Control	£685.72	£735.00	£464.28	£464.28	£270.72	£460.00	£750.00	£825.00	£907.50
<b>4500/1/2 TOTAL</b>	<b>£4,204.66</b>	<b>£5,325.00</b>	<b>£4,505.24</b>	<b>£4,632.74</b>	<b>£692.26</b>	<b>£4,890.00</b>	<b>£5,793.00</b>	<b>£6,378.90</b>	<b>£7,016.79</b>
4500/1/3 <u>Churchill Way</u>									
4500/1/3/1 Services	£963.50	£1,155.00	£676.44	£763.94	£391.06	£800.00	£1,270.50	£1,397.55	£1,537.31
4500/1/3/2 Grounds Maintenance	£813.90	£1,400.00	£1,852.73	£1,892.73	-£492.73	£1,900.00	£1,540.00	£1,694.00	£1,863.40
4500/1/3/3 Water Charges	£192.06	£525.00	£196.18	£196.18	£328.82	£300.00	£577.50	£635.25	£698.78
4500/1/3/4 Repairs & Renewals	£146.67	£158.00	£5,027.20	£5,027.20	-£4,869.20	£5,200.00	£173.80	£191.18	£210.30
4500/1/3/5 Equipment	£58.12	£158.00	£0.00	£0.00	£158.00	£100.00	£173.80	£191.18	£210.30
4500/1/3/6 Sundries	£12.85	£52.00	£2.99	£2.99	£49.01	£40.00	£57.20	£62.92	£69.21
4500/1/3/7 Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/3/8 Pest Control	£685.68	£735.00	£464.28	£464.28	£270.72	£460.00	£750.00	£825.00	£907.50
<b>03/01/4500 TOTAL</b>	<b>£2,872.78</b>	<b>£4,183.00</b>	<b>£3,219.82</b>	<b>£3,347.32</b>	<b>-£4,164.32</b>	<b>£3,900.00</b>	<b>£4,542.80</b>	<b>£4,997.08</b>	<b>£5,496.79</b>

EXPENDITURE		Last Year 2021/2022 Net	Current Budget 2022/2023	Actual Net @ 03.01.23	ACTUAL revised at 19 JAN	Balance 2022/2023	YEAR END ESTIMATE	2023/2024 BUDGET inc. INFLATION	2024/2025 Forecast inc. Increase	2025/2026 Forecast inc. increase	NO % increase
Allotments continued											
4500/1/4	Mylen Road							10%	10%	10%	
4500/1/4/1	Services	£1,040.50	£1,155.00	£511.00	£598.50	£558.50	£800.00	£1,270.50	£1,397.55	£1,537.31	
4500/1/4/2	Grounds Maintenance	£1,748.90	£1,300.00	£522.73	£562.73	£737.27	£700.00	£1,430.00	£1,573.00	£1,730.30	
4500/1/4/3	Water Charges	£264.11	£630.00	£468.96	£627.50	£2.50	£550.00	£693.00	£762.30	£838.53	
4500/1/4/4	Repairs & Renewals	£180.00	£158.00	£7,033.00	£7,033.00	-£6,875.00	£350.00	£173.80	£191.18	£210.30	
4500/1/4/5	Equipment	£58.12	£158.00	£0.00	£0.00	£158.00	£80.00	£173.80	£191.18	£210.30	
4500/1/4/6	Sundries	£12.85	£52.00	£2.99	£2.99	£49.01	£40.00	£57.20	£62.92	£69.21	
4500/1/4/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4500/1/4/8	Pest Control	£685.68	£735.00	£464.28	£464.28	£270.72	£460.00	£750.00	£825.00	£907.50	
4500/1/4	TOTAL	£3,990.16	£4,188.00	£9,002.96	£9,289.00	-£5,101.00	£2,980.00	£4,548.30	£5,003.13	£5,503.44	
Old Winton Road											
4500/1/5											
4500/1/5/1	Services	£963.50	£1,155.00	£575.05	£662.55	£492.45	£800.00	£1,270.50	£1,397.55	£1,537.31	
4500/1/5/2	Grounds Maintenance	£1,143.90	£1,300.00	£747.73	£787.73	£512.27	£800.00	£1,430.00	£1,573.00	£1,730.30	
4500/1/5/3	Water Charges	£286.86	£840.00	£835.45	£835.45	£4.55	£900.00	£924.00	£1,016.40	£1,118.04	
4500/1/5/4	Repairs & Renewals	£85.00	£158.00	£185.00	£185.00	-£27.00	£200.00	£173.80	£191.18	£210.30	
4500/1/5/5	Equipment	£58.12	£158.00	£0.00	£0.00	£158.00	£40.00	£173.80	£191.18	£210.30	
4500/1/5/6	Sundries	£12.90	£52.00	£16.97	£16.97	£35.03	£40.00	£57.20	£62.92	£69.21	
4500/1/5/7	Returned Deposits	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4500/1/5/8	Pest Control	£685.68	£735.00	£464.28	£464.28	£270.72	£460.00	£750.00	£825.00	£907.50	
4500/1/5	TOTAL	£3,285.96	£4,398.00	£2,824.48	£2,951.98	£1,446.02	£3,240.00	£4,779.30	£5,257.23	£5,782.95	
The Drove											
4500/1/6											
4500/1/6/1	Services	£963.50	£1,155.00	£586.00	£773.50	£381.50	£800.00	£1,270.50	£1,397.55	£1,537.31	
4500/1/6/2	Grounds Maintenance	£1,762.86	£1,600.00	£1,192.40	£1,192.40	£407.60	£1,300.00	£1,760.00	£1,936.00	£2,129.60	
4500/1/6/3	Water Charges	£3,505.64	£2,500.00	£3,429.27	£3,429.27	-£929.27	£3,700.00	£2,750.00	£3,025.00	£3,327.50	
4500/1/6/4	Repairs & Renewals	£170.00	£158.00	£10.83	£10.83	£147.17	£20.00	£173.80	£191.18	£210.30	
4500/1/6/5	Equipment	£58.13	£158.00	£0.00	£0.00	£158.00	£80.00	£173.80	£191.18	£210.30	
4500/1/6/6	Sundries	£12.85	£52.00	£3.04	£3.04	£48.96	£40.00	£57.20	£62.92	£69.21	
4500/1/6/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4500/1/6/8	Pest Control	£685.78	£735.00	£464.28	£464.28	£270.72	£460.00	£750.00	£825.00	£907.50	
4500/1/6	TOTAL	£7,158.76	£6,358.00	£5,785.82	£5,873.32	£484.68	£6,400.00	£6,935.30	£7,628.83	£8,391.71	

EXPENDITURE		Last Year 2021/2022 Net	Current Budget 2022/2023	Actual Net @ 03.01.23	ACTUAL revised at 19 JAN	Balance 2022/2023	YEAR END ESTIMATE	2023/2024 BUDGET inc. INFLATION	2024/2025 Forecast inc. Increase	2025/2026 Forecast inc. increase
Allotments continued										
4500/1/7	Vigo Road							10%	10%	10%
4500/1/7/1	Services	£886.50	£1,155.00	£469.22	£556.72	£598.28	£800.00	£1,270.50	£1,397.55	£1,537.31
4500/1/7/2	Grounds Maintenance	£968.90	£2,000.00	£3,899.40	£3,939.40	-£1,939.40	£4,000.00	£2,200.00	£2,420.00	£2,662.00
4500/1/7/3	Water Charges	£4,238.95	£2,000.00	£0.00	£0.00	£2,000.00	£200.00	£2,200.00	£2,420.00	£2,662.00
4500/1/7/4	Repairs & Renewals	£523.38	£158.00	£89.00	£89.00	£69.00	£100.00	£173.80	£191.18	£210.30
4500/1/7/5	Equipment	£58.13	£158.00	£0.00	£0.00	£158.00	£80.00	£173.80	£191.18	£210.30
4500/1/7/6	Sundries	£12.85	£52.00	£160.99	£160.99	-£108.99	£160.00	£57.20	£62.92	£69.21
4500/1/7/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/7/8	Pest Control	£685.78	£735.00	£464.32	£464.32	£270.68	£460.00	£750.00	£825.00	£907.50
4500/1/7	TOTAL	£7,374.49	£6,258.00	£5,082.93	£5,210.43	£1,047.57	£5,800.00	£6,825.30	£7,507.83	£8,258.61
Ox Drove										
4500/1/8	Services	£0.00	£0.00	£10.72	£10.72	-£10.72	£0.00	£0.00	£0.00	£0.00
4500/1/8/1	Grounds Maintenance	£0.00	£500.00	£107.73	£107.73	£392.27	£0.00	£550.00	£605.00	£665.50
4500/1/8/3	Water Charges	£0.00	£300.00	£0.00	£0.00	£300.00	£0.00	£330.00	£363.00	£399.30
4500/1/8/4	Repairs & Renewals	£0.00	£0.00	£79.00	£79.00	-£79.00	£80.00	£0.00	£0.00	£0.00
4500/1/8/5	Equipment	£0.00	£150.00	£0.00	£0.00	£150.00	£0.00	£165.00	£181.50	£199.65
4500/1/8/6	Sundries	£0.00	£60.00	£2.99	£2.99	£57.01	£5.00	£66.00	£72.60	£79.86
4500/1/8/7	Pest Control	£0.00	£0.00	£350.00	£350.00	-£350.00	£350.00	£750.00	£825.00	£907.50
4500/1/8	TOTAL	£0.00	£1,010.00	£550.44	£550.44	£459.56	£435.00	£1,861.00	£2,047.10	£2,251.81
Picket Twenty										
4500/1/9	Services	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/9/1	Grounds Maintenance	£0.00	£500.00	£0.00	£0.00	£500.00	£0.00	£550.00	£605.00	£665.50
4500/1/9/2	Water Charges	£0.00	£300.00	£0.00	£0.00	£300.00	£0.00	£330.00	£363.00	£399.30
4500/1/9/3	Repairs & Renewals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/9/4	Equipment	£0.00	£150.00	£0.00	£0.00	£150.00	£0.00	£165.00	£181.50	£199.65
4500/1/9/5	Sundries	£0.00	£60.00	£0.00	£0.00	£60.00	£0.00	£66.00	£72.60	£79.86
4500/1/9/6	Pest Control	£0.00	£0.00	£0.00	£0.00	£0.00	£50.00	£750.00	£825.00	£907.50
4500/1/9	TOTAL	£0.00	£1,010.00	£0.00	£0.00	£1,010.00	£50.00	£1,861.00	£2,047.10	£2,251.81

EXPENDITURE	Last Year 2024/2022 Net	Current Budget 2022/2023	Actual Net @ 03.01.23	ACTUAL revised at 19 JAN	Balance 2022/2023	YEAR END ESTIMATE	2023/2024 BUDGET inc. INFLATION	2024/2025 Forecast inc. Increase	2025/2026 Forecast inc. increase	NO % increase
Allotments continued										
4500/1/10 Saxon Heights							10%	10%	10%	
4500/1/10/1 Services	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4500/1/10/2 Grounds Maintenance	£0.00	£500.00	£0.00	£0.00	£500.00	£0.00	£550.00	£605.00	£665.50	
4500/1/10/3 Water Charges	£0.00	£300.00	£0.00	£0.00	£300.00	£0.00	£330.00	£363.00	£399.30	
4500/1/10/4 Repairs & Renewals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4500/1/10/5 Equipment	£0.00	£150.00	£0.00	£0.00	£150.00	£0.00	£165.00	£181.50	£199.65	
4500/1/10/6 Sundries	£0.00	£60.00	£0.00	£0.00	£60.00	£0.00	£66.00	£72.60	£79.86	
4500/1/10/7 Pest Control	£0.00	£0.00	£0.00	£0.00	£0.00	£50.00	£750.00	£825.00	£907.50	
4500/1/10 TOTAL	£0.00	£1,010.00	£0.00	£0.00	£1,010.00	£50.00	£1,861.00	£2,047.10	£2,251.81	
							-£8,893.00	-£9,782.85	-£10,761.14	
4500/1 TOTAL	£31,517.77	£37,218.00	£38,440.59	£39,502.26	-£2,284.26	£35,247.00	£33,887.30	£37,275.48	£41,003.03	
TOTAL ALLOTMENTS	£31,517.77	£37,218.00	£38,541.22	£39,552.26	-£2,334.26	£35,347.63	£33,887.30	£37,275.48	£41,003.03	

EXPENDITURE	Last Year 2024/2022 Net	Current Budget 2022/2023	Actual Net @ 03.01.23	ACTUAL revised at 19 JAN	Balance 2022/2023	YEAR END ESTIMATE	2023/2024 BUDGET inc. INFLATION	2024/2025 Forecast inc. Increase	2025/2026 Forecast inc. increase	NO % increase
Planning/Highways										
4300 Planning/Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	10%	10%	10%	
4300/1 Provision of Speed Sign	£0.00	£0.00	£8,088.00	£8,088.00	-£8,088.00	£8,088.00	£0.00	£0.00	£0.00	
4300/2 Design Statement/NIP	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4300/3 Street Trees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4300/4 Traffic Calming	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
4300/5 SID's Admin & Manager	£0.00	£0.00	£404.50	£404.50	-£404.50	£810.00	£4,000.00	£4,160.00	£4,368.00	***
4300/5 CR credit back from CIL							-£4,000.00			
TOTAL PLANNING / HIGHWAYS	£0.00	£0.00	£8,492.50	£8,492.50	-£8,492.50	£8,898.00	£0.00	£4,160.00	£4,368.00	



Summary of Expenditure

TOTAL Community & Events	£28,773.36	£61,555.00	£29,205.45	£29,205.45	£29,205.45	£32,349.55	£32,555.45	£67,457.50	£70,155.80	£73,663.59
TOTAL POLICY & RESOURCES	£256,849.80	£296,558.50	£187,841.32	£197,373.74	£197,373.74	£99,184.76	£261,400.97	£305,644.35	£272,596.05	£286,225.85
TOTAL ALLOTMENTS	£31,517.77	£37,218.00	£38,541.22	£39,552.26	£39,552.26	£2,334.26	£35,347.63	£33,887.30	£37,275.48	£41,003.03
TOTAL PLANNING / HIGHWAYS	£0.00	£0.00	£3,492.50	£3,492.50	£3,492.50	£8,492.50	£8,998.00	£0.00	£4,160.00	£4,368.00
TOTAL EXPENDITURE	£317,140.93	£395,331.50	£264,080.49	£274,823.95	£274,823.95	£120,707.55	£338,202.05	£406,989.15	£384,187.33	£405,260.47

	Last Year 2021/2022 Net	Current Budget 2022/2023	Actual Net @ 03.01.23	ACTUAL revised at 19 JAN	Balance 2022/2023	YEAR END ESTIMATE	2023/2024 BUDGET inc. INFLATION	2024/2025 Forecast inc. Increase	2025/2026 Forecast inc. increase
Total Income	£396,225.73	£387,055.70	£385,854.98	£388,721.87	£1,666.17	£388,627.86	£389,581.10	£406,831.11	£428,700.53
Total Expenditure	£317,140.93	£395,331.50	£264,080.49	£274,623.95	£120,707.55	£338,202.05	£406,989.15	£384,187.33	£405,260.47
TOTAL NET BALANCE	£79,084.80	£-8,275.80	£121,774.49	£114,097.92	£-119,041.38	£50,425.81	£-17,408.05	£22,643.78	£23,440.06

**NOTE:** This budget is **increasing spending by: £68,787** compared to the estimated spend by end of this year.  
IF AGREED by Council, it will result in **£17,408** being Spent from General Fund (Operational Reserves) next year.  
It should be remembered that our General Fund is predicted to increase by: **£50,425.81** by the end of the Financial Year.

Estimated affects on a BAND D property.			
IF NO INCREASE IN PRECEPT		or PRECEPT RAISED BY: £17,408.05 4.8%	
Current Precept 2022-23	£361,801.70	£361,801.70	£1.00 per annum
Suggested 2023-24 Precept	£361,801.70	£385,407.25	
Increase:	£0.00	£17,408.05	
No. of Band D properties:	17,444	17,444	
Increase per household	£0.00 per annum		
* Every extra £10,000 in Precept increase costs Band D households an extra £0.57 per YEAR.			
POLICY AND RESOURCES COMMITTEE RECOMMENDS NO INCREASE IS APPLIED TO THE PRECEPT, TO REMAIN AT £361,801.70 FOR 2023/24.			

## APPENDIX F – INTERNAL AUDIT REPORT AND RESPONSE

# F



### MULBERRY & CO

Chartered Certified Accountants

Registered Auditors

& Chartered Tax Advisors

9 Pound Lane

Godalming

Surrey, GU7 1BX

t + 44(0)1483 423054

e office@mulberryandco.co.uk

w www.mulberryandco.co.uk

Our Ref: MARK/AND009

Mrs G Foster  
Andover Town Council  
Office 108, IncuHive  
Chantry House  
36 Chantry Street  
Andover  
SP10 1LS

5 January 2023

Dear Gail

**Re: Andover Town Council**

**Internal Audit Year Ended 31 March 2023 — Interim Audit report**

### Executive summary

Following completion of our interim internal audit on 5 January 2022 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was riskbased. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not at the interim audit. Where appropriate **recommendations for action are shown in bold text and** are summarised in the table at the end of the report.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Andover Town Council are well established and followed.

## Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit’s function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority’s approval of the annual governance statement.

### Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years’ experience in the financial sector with the last 12 years specialising in local government. Engagement Letter

An engagement letter was previously issued to the council covering the 2022/23 internal audit assignment. Copies of this document are available on request.



## Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past OThe client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents theseThere is regular reporting to council
- The management team are experienced and informed Records are neatly maintained and referenced
- The client is aware of current regulations and practicesThere has been no instance of high staff turnover

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

## Table of contents

		TEST AT INTERIM	TEST AT FINAL	PAGE
A	BOOKS OF ACCOUNT	✓		3
B	FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	✓	✓	3
C	RISK MANAGEMENT AND INSURANCE	✓	✓	5
D	BUDGET, PRECEPT AND RESERVES	✓	✓	5
E	INCOME	✓		6
F	PETTY CASH	✓		6
G	PAYROLL	✓	✓	6
H	ASSETS AND INVESTMENTS	✓	✓	7
I	BANK AND CASH	✓	✓	7
J	YEAR END ACCOUNTS		✓	7
K	LIMITED ASSURANCE REVIEW		✓	8
L	TRANSPARENCY		✓	8
M	EXERCISE OF PUBLIC RIGHTS – INSPECTION OF ACCOUNTS	✓	✓	8
N	PUBLICATION REQUIREMENTS	✓	✓	9
O	TRUSTEESHIP	✓		9
	ACHIEVEMENT OF CONTROL ASSERTIONS AT INTERIM AUDIT DATE			10
	INTERIM AUDIT POINTS CARRIED FORWARD			11

### A. BOOKS OF ACCOUNT

#### *Internal audit requirement*

*Appropriate accounting records have been properly kept throughout the financial year.*

## Audit findings

The interim audit was conducted on site with the Clerk, who also acts as the council's Responsible Financial Officer (RFO). The Clerk has recently taken over, although she is an existing experienced Clerk. Clearly, the council is in a time of change, although it was evident during my visit that good

working relationships within the office team are being established. Other information was reviewed through discussion with the office team and a review of the council website [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

The council continues to use the EDGE accounting package for recording the day-to-day financial transactions of the council. There are currently three users for the system, with a potential fourth to be added. The system is used regularly to record transactions and produce management information reports for review at council meetings.

## A. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

### *Internal audit requirement*

*This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.*

### **Audit findings**

*Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.*

The External Auditors report for 2021/22 has not yet been concluded, with the comments stating 'We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2021/22 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.'

This interim notification is published on the council website.

The internal auditor's report was reviewed and approved by council at the meeting held on 25 July 2022.

*Confirm by sample testing that councillors sign statutory office forms.*

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides information on each councillor and contains their individual Register of Members' Interest Forms.

*Confirm that the council is compliant with the relevant transparency code.*

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so. I recommend reviewing the way the information is published on the website of Upper Beeding Parish Council as a best practice example via this link [www.upperbeeding-pc.gov.uk/finance-transparency](http://www.upperbeeding-pc.gov.uk/finance-transparency)

*Confirm that the council is compliant with GDPR.*

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors, although these are not exclusively being used by all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In

addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request **limits access to personal computers.**

The council has a Privacy Policy and Accessibility Statement on its website

.

*Confirm that the council meets regularly throughout the year*

In addition to full council, the council has committees for Policy & Resources, Community & Events, Allotments and Planning. Details of future meeting dates are available on the council website along with historic agendas and minutes. Terms of reference exist for each committee and are published within the reports of a council meeting. **I recommend publishing these separately to make it clearer for residents to see the purpose of each committee.**

*Check that agendas for meetings are published giving 3 clear days' notice.*

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. The agenda pack includes detailed background reports and meets the requirements of the Information Commissioner's Office (ICO).

*Check the draft minutes of the last meeting(s) are on the council's website.*

Minutes are uploaded to the council website once approved, although through discussion with the Clerk, there are plans to change this to publish them in draft format which is recommended best practice.

*Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.*

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council in May 2022 (minute ref C034/5/22).

*Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.*

Financial Regulations are based on the current NALC model and were last reviewed and adopted by council in May 2022 (minute ref C035/5/22). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

*Check that the council's Financial Regulations are being routinely followed.*

The council has thresholds in place at which authorisations to spend must be obtained as below:

*FR 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:*

- *the Council for all items over £5,000;*
- *a duly delegated committee of the Council for items over £500; or*
- *the Town Clerk, for any items below £500.*

*Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.*

*Contracts may not be disaggregated to avoid controls imposed by these regulations.*

*FR 4.5. In cases of extreme risk to the delivery of Council services, the Town Clerk may authorise expenditure on behalf of the Council which in the Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Town Clerk shall report such action to the Chairman/Town Mayor as soon as possible and to the Council as soon as practicable thereafter.*

Based on the level of financial activity of the council, these authorisation thresholds appear appropriate.

The Clerk is in the process of reviewing the payment processing and authentication, and I will review this for effectiveness at the final audit.

Payments are made using online banking, although there is currently only one staff member able to set up payments and one current councillor able to approve them. **I recommend increasing the number of people able to set up and approve payments to ensure there are always sufficient people able to make payments promptly.**

*Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.82 per elector.*

The council has adopted the General Power of Competence (GPC) and the thresholds do not apply.

*Check receipt of VAT refund matches last submitted VAT return.*

The council submits its VAT return on a quarterly basis. I reviewed the return for the period ending 30 September 2022 which shows a refund amount due of £6,147.61. I was able to confirm receipt of this amount to the council's bank account on 3 November 2022.

*Confirm that checks of the accounts are made by a councillor.*

There is evidence within the minutes of council meetings of approval of payment lists and other financial information is provided regularly. The Clerk has plans to increase the amount of financial information made available to councillors to ensure they are able to make fully informed financial decisions.

## A. RISK MANAGEMENT AND INSURANCE

*Internal audit requirement*

*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

### Audit findings

The council has an adopted Risk Management Policy and a Financial Risk Assessment which was presented to council for review and approval in March 2022. The financial risk assessment includes the risks normally associated with a council of this size and indicates the council has adopted a positive approach to sensible risk management. The policy is due to be reviewed and approved again by council before the end of the financial year.

I confirmed that the council has a valid insurance policy in place, through WPS Insurance Brokers, with Aviva which expires on 31 March 2023. The policy includes Public Liability and Employers Liability cover of £10 million each and Internal Crime cover (Fidelity Guarantee) of £500,000. **Based on the balances held by the council, this level appears insufficient**, and I recommend **increasing it to cover the maximum balance held during the financial year**.

Through discussion with the Clerk, the policy will be reviewed and amended to reflect the changed premises and updated asset register before renewal at the end of March.

## B. BUDGET, PRECEPT AND RESERVES

### *Internal audit requirements*

*t*

*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

### Audit findings

The council set a precept of £361,802 for 2022/23. With a tax base of 17,147.0, this equates to a band D equivalent of £21.10 (compared to the average in England of £74.81).

Financial Regulation 3.1 states *'Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of October each year including any proposals for revising the forecast.'*

The Clerk confirmed that the 2023/24 budget setting process is underway, with a budget proposal due to be reviewed and agreed at the council meeting scheduled for January 2023.

The council has a Financial Reserves Policy which was adopted in March 2019. Within the policy, point 8.1 states *'The policy on Balances and Reserves will be reviewed annually as part of the review of Financial Regulations by the Policy and Resources Committee and reported to the Town Council as part of the budget setting process.'*

However, the policy schedule shows it is due to be reviewed once every three years, although the May 2022 review has not been completed yet. I recommend the council determines a consistent approach to the period of review for this policy.

The council began the year with earmarked reserves of circa £418,000 split across a range of clearly identified projects. I tested the purpose of these with the Clerk and am content they are all for legitimate planned future projects of the council.

The council held circa £110,000 in the general reserve at the start of the year.

Point 9.1 of the policy states *'The level of General Reserves is to be not less than sufficient to pay two month's salaries to staff and associated expenses and no more than 6 months operating costs, i.e., half the annual precept and in any year.'*

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states *'the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure'* (para 5.33).

The general reserve balance is within this range, but at the lower end and I recommend the council keeps this level under review.

## B. INCOME

*Internal audit requirement*

*Expected income was fully based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

### Audit findings

Apart from the precept, the council has limited other income sources. It receives income from allotment rental, grants (including Community Infrastructure Levy funds), bank interest and VAT refunds. The allotment fees were reviewed and approved by council at the meeting held in February 2022 (minute ref C165/02/22).

## C. PETTY CASH

*Internal audit requirement*

*Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.*

### Audit findings

The council has no petty cash.

## D. PAYROLL

*Internal audit requirement*

*Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

### Audit findings

The council uses a third party for processing payroll, who calculates the PAYE and pension deductions. I reviewed the payslips for December 2022 and the payroll deductions appear correct. The council is registered with NEST for pension provision for employees.

I reminded the Clerk that only salary, HMRC and pension payments should be included in box 4 on the Annual Governance and Accountability Return (AGAR) and any other staff costs should be recorded in box 6.

There are no councillor allowances.

## A. ASSETS AND INVESTMENTS

### *Internal audit requirement*

*Asset and investments registers were complete and accurate and properly maintained.*

### Audit findings

The council maintains a fixed asset register within the EDGE accounting package. This includes details for individual assets such as original cost, date of acquisition, insurance values, etc and is sufficient for a council with a limited number of assets.

Through discussion with the staff, there is a good understanding of the appropriate method for recording the cost of an asset and that assets are not depreciated during their lifetime.

The register is in the process of being reviewed as part of the insurance renewal process and a check to ensure it is up to date and matches the AGAR information will be completed at the year-end audit.

The council has no PWLB loans nor long-term investments.

## B. BANK AND CASH

### *Internal audit requirement*

*Periodic and year-end bank account reconciliations were properly carried out.*

### Audit findings

Financial Regulation 2.2 states 'On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council or Policy & Resources Committee.'



Bank reconciliations were being completed regularly until the end of October, but a review of the accounting system to improve efficiency of recording allotment income has meant none have been completed since.

While there is evidence of bank reconciliations being presented to council, I was unable to see any confirmation that the reconciliation and bank statement have been signed by the chairman in accordance with the Financial Regulations.

I note that all balances are all held with Unity Trust at present. The council does benefit from the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS) and I recommend the council considers opening accounts with alternate providers to spread the risk and maximise interest rates.

## C. YEAR END ACCOUNTS

### *Internal audit requirement*

*Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.*

### Audit findings

Testing to be conducted at final audit.

## A. LIMITED ASSURANCE REVIEW

### *Internal audit requirement*

*If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick “not covered”)*

### Audit findings

Testing to be conducted at final audit.

## L: TRANSPARENCY

### *Internal audit requirement*

*If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency Code for Smaller Authorities*

### Audit findings

Testing to be conducted at final audit.



## M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

### *Internal audit requirement*

*The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.*

### Audit findings

Inspection – key dates	2021/22 Actual
Date AGAR signed by council	25 July 2022
Date inspection notice issued	26 July 2022
Inspection period begins	27 July 2022
Inspection period ends	7 September 2022
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

The council failed to approve the AGAR within the statutory deadline of 30 June 2022. As a consequence, the inspection period does not include the first ten working days of July, which is a statutory requirement under the Accounts and Audit Regulations 2015. Therefore, the requirements of this control objective were met not for 2021/22, and assertion 4 on the Annual Governance Statement must signed as ‘No’ by the council.

## N: PUBLICATION REQUIREMENTS

### *Internal audit requirement*

*The authority has complied with the publication requirements for 2021/22. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/ webpage.*

*Before 1 July 2022 authorities must publish:*

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- Section 1 - Annual Governance Statement 2021/22, approved and signed, page 4*
- Section 2 - Accounting Statements 2021/22, approved and signed, page 5*

*Not later than 30 September 2022 authorities must publish:*

*• Notice of conclusion of audit*

*• Section 3 - External Auditor Report and Certificate*

*• Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.*

### Audit findings

I was able to confirm that the Notice of Public Rights is published on the council website, although it does not include the statutory first ten working days of July. The Notice of Conclusion of Audit has not been published as the External Auditor has yet to finish their review (see section M). The interim notification has been published but the publication requirements for 2021/22 have not been met.

## 0. TRUSTEESHIP

### Internal audit requirement

*Trust funds (including charitable) — The council met its responsibilities as a trustee.*

### Audit findings

The council has no trusts.

## Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

INTERNAL CONTROL OBJECTIVE		YES	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓	
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓	
	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓	
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓	
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓	
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for		✓
	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓	
H	Asset and investments registers were complete and accurate and properly maintained.	✓	

Periodic bank account reconciliations were properly carried out during the year.

J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M	The authority, during the previous year (2021-22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).		✓	

N The authority has complied with the publication requirements for 2021/22 AGAR.

0	Trust funds (including charitable) — The council met its responsibilities as a trustee.	✓
---	---	---

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Andy Beams

For Mulberry & Co

Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
<b>FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS</b>	It is recommended to use common email addresses because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.	
<b>FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS</b>	I recommend publishing Terms of Reference for each committee separately to make it clearer for residents to see the purpose of each committee.	
<b>FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS</b>	I recommend increasing the number of people able to set up and approve payments to ensure there are always sufficient people able to make payments promptly.	
<b>RISK MANAGEMENT AND INSURANCE</b>	Based on the balances held by the council, the Fidelity Guarantee level appears insufficient, and I recommend increasing it to cover the maximum balance held during the financial year.	
<b>BANK AND CASH</b>	I was unable to see any confirmation that the reconciliation and bank statement have been signed by the chairman in accordance with the Financial Regulations.	
<b>BANK AND CASH</b>	I recommend the council considers opening accounts with alternate providers to spread the risk and maximise interest rates.	
<b>EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS</b>	The council failed to approve the AGAR within the statutory deadline of 30 June 2022. As a consequence, the inspection period does not include the first ten working days of July, which is a statutory requirement under the Accounts and Audit Regulations 2015. Therefore, the requirements of this control objective were met not for 2021/22, and assertion 4 on the Annual Governance Statement must signed as 'No' by the council.	
<b>PUBLICATION REQUIREMENTS</b>	The publication requirements for 2021/22 have not been met.	



# ANDOVER TOWN COUNCIL

Responsible Financial Officer

Response to Interim Audit Report.

January 2023.

Issue raised by Auditor	RFO Response	Action to take	Timescale
1. Transparency – review of other Council website for ideas for presenting information	Agree. Transparency could be improved in terms of ease of finding information.	Review and update of Website to include easy links to items required by the <a href="#">Transparency Code</a> .	Aim to complete before financial year end.
2. Email addresses.	Agree. No personal emails should be used. Risk of Data Breaches, and potential fines from ICO.	Email only official email addresses.	Asap after councillors receiving auditors report.
		Investigate .gov.uk email addresses, cost for implementation.	By end April 2023.
		Research cost for hardware for councillors.	By Dec 2023.
3. Terms of Reference (ToR) for committees.	Agree. These should be easily accessible for councillors and the public.	Update the website Council Structure page to link to the latest documents.	In progress. Est end Jan completion.
4. Publishing Draft minutes asap.	Agree.	Minutes will be posted in Draft format until agreed at the next meeting.	Immediate.
5. Need to increase the amount of staff and councillors able to set up and approve bank transactions.	Agree. Currently only 2 persons are required to make a payment.	Ensure that Town Clerk and Deputy are able to set up payments only. Change bank instructions so that two councillors are required to approve any transaction. This is comparable to the old system of the Clerk writing a cheque, and two councillors signing it.	As soon as can be arranged with the bank.
6. Review of Insurance Cover	Agree. Fidelity guarantee is not sufficient.	Review current policy and request revised quotation from insurers.	In progress.
7. Financial Reserves policy review.	Agree. This is overdue.	Review and amend policy whilst reviewing Financial Regulations.	Prior to financial year end.

<b>Issue raised by Auditor</b>	<b>RFO Response</b>	<b>Action to take</b>	<b>Timescale</b>
8. Expenditure allocation in EDGE accounting package for staff.	Agree. Some entries for expenses or contractors have been entered under the wrong expense code.	Journals between cost codes will be entered to correct the Annual Return figures. This will be carried out by the RFO.	At financial year end.
9. Review of Asset Register	Agree. Some discrepancies between asset value and insurance or replacement value exist.	Review the asset register and insurance schedule together.	In progress.
10. Councillor scrutiny of Bank Statements and Cash book.	Agree.	A councillor must be appointed to be responsible for signing the bank statements to comply with Financial Regulations. (Recommend Chair of P&R committee is appointed.)	January Full Council Agenda.
11. All current funds held in one banking institution.	Agree.	Investigate other banks and accounts spreading risk and obtaining higher interest rates, whilst maintaining reasonable access to funds.	Prior to year end.

*G Foster*  
Gail Foster  
**Town Clerk**

## APPENDIX G – FINANCE REPORTS

# G

<b>Produced for:</b> Full Council	<b>Date of Report:</b> 19/01/2023	<b>Author of Report:</b> Town Clerk
--------------------------------------	--------------------------------------	--

### Bank Balance – Deposits Account.

**Customer:** Andover Town Council

**Account:** 20334112 - Instant Access Account

**Owner:** Andover Town Council

**Currency:** GBP

Below you will find a list of transactions for the selected account.

[Printable Version](#)

Date	Description	Serial No	Debits	Credits	Balance
31Dec2022	Credit Interest			277.04	85,753.96

### Bank Balance – Current Account.

**Customer:** Andover Town Council

**Account:** 20334109 - Unity Current Account T2

**Owner:** Andover Town Council

**Currency:** GBP

Below you will find a list of transactions for the selected account.

[Printable Version](#)

Date	Description	Serial No	Debits	Credits	Balance
19Jan2023				35.52	563,587.36
17Jan2023				65.75	563,551.84
16Jan2023	Direct Debit (FDMS)		(25.29)		563,486.09

Total Cash held in bank accounts as at **16 January 2023** = 85,753.96 + 563,486.09 = 649,240.05.

## Bank Reconciliation Report

### Bank Reconciliation

Financial period ending 16/01/23

Balance per bank statements as at 16/01/23

£

£

Co-Operative Bank/ Unity Trust Bank

£563,486.09

Deposits Unity Trust

£85,753.96

Petty Cash Account

£0.00

£649,240.05

Petty Cash Card Unity

£0.00

Less: any unpresented cheques

£0.00

Add: any uncleared effects

£40.22

Net balances as at 16/01/23

£649,280.27

**NOTE:** The difference is an uncleared amount from the UNITY TRUST PETTY CASH CARD which should have been cancelled and credited to the account in June.  
The RFO is investigating where these funds have gone.

**Payments - For Approval - 8 September 2022 up to 19 January 2023.**

# **Andover Town Council**

## **Expenditure transactions - payments approval list**    **Start of year 01/04/22**

No	Payment Reference	Gross	Heading	Invoice date	Details	Cheque Total
2268		£114.00	4001/6/2	09/09/22	Evolve Websites.Co - QE 2 website update	
2269		£480.00	4001/3	30/09/22	Surrey Hills Solicitors - General Advice Sept 22	
2273		£463.00	4100/4	18/10/22	Test Valley Borough Council - Hire of Guildhall Nov, Jan & March	
2252		-£667.07	4210/8	01/11/22	Alto Digital Networks Ltd - reverse 2251	
2224	20230104-b	£236.40	4500/1/6/2	01/12/22	The Drove Allotment Association - Provision of contracted services as agreed on 18th June 2014 Prep of vacant plots, water maintenance, grass cutting	£236.40
2232		£269.75	4300/5	01/12/22	Simon Nightingale - Setting up signs	
2277		£400.00		01/12/22	M B Pest Services - Pest Control December to visit all sites	
1		£50.00	4500/1/1/8		December visit	
2		£50.00	4500/1/2/8		December visit	
3		£50.00	4500/1/6/8		December visit	
4		£50.00	4500/1/3/8		December visit	
5		£50.00	4500/1/4/8		December visit	
6		£50.00	4500/1/5/8		December visit	
7		£50.00	4500/1/7/8		December visit	
8		£50.00	4500/1/8/7		December visit	
2214		£234.00	4210/14	08/12/22	RYAL Media Group Ltd - Issue 245	
2265		£100.80	4100/4	08/12/22	Test Valley Borough Council - Hire of Lights, 14+22 Nov	
2274		£57.00	4001/6/1	09/12/22	Evolve Websites.Co - images & pecuniary interests	
2284		£100.00	4210/15	09/12/22	The Electrical Compliance Collective - PAT testing	
2267	20230104-a	£250.00	4500/1/6/2	14/12/22	The Drove Allotment Association - skip contribution 24A+B	£250.00
2236		£32.74	4210/17	20/12/22	Restore Datashred - Confidential Waste	
2278		£35.94	4001/6/2	01/01/23	Evolve Websites.Co - Hosting of Website	
2275		£134.75	4300/5	03/01/23	Simon Nightingale - Manage VAS sign DEC	
2280		£2,332.70	4001/3	03/01/23	Worknest HR - Employment Law year 3	
2276		£8,079.60	4500/1/4/4	04/01/23	Fernden Construction (Winchester)Ltd - Fence at Mylen Road	
2281		£17.99	4500/1/7/6	04/01/23	Mr N J Turner-Howe - signs for allotments	

Signature

Signature

Date



# Andover Town Council

## Expenditure transactions - payments approval list Start of year 01/04/22

No	Payment Reference	Gross	Heading	Invoice date	Details	Cheque Total
2285		£66.00	4210/11	04/01/23	The National Allotment Society - Membership	
2293		£67.20	4210/11	16/01/23	Dataplan Payroll - Monthly payroll P-9	
2294		£105.00	4500/1/4/1	16/01/23	A1 Loo Hire - Toilet hire - Mylen Road	
2295		£105.00	4500/1/6/1	16/01/23	A1 Loo Hire - Toilet hire - The Drove	
2296		£105.00	4500/1/7/1	16/01/23	A1 Loo Hire - Toilet hire - Vigo Road	
2297		£105.00	4500/1/5/1	16/01/23	A1 Loo Hire - Toilet Hire - Old Winton Road	
2298		£105.00	4500/1/3/1	16/01/23	A1 Loo Hire - Toilet hire - Churchill Way	
2299		£105.00	4500/1/2/1	16/01/23	A1 Loo Hire - Toilet hire - Barlows Lane	
2300		£105.00	4500/1/1/1	16/01/23	A1 Loo Hire - Toilet hire - Admirals way	
2301		£190.25	4500/1/4/3	16/01/23	Business Stream - Water Supply Mylen Road	
2302		£15.99	4210/9	16/01/23	Michelle Young - A3 paper for budget	
2303		£439.92	4001/4	16/01/23	Mulberry & Co - Internal Audit - Interim Jan23	
2304		£270.00	4001/1	16/01/23	Edge IT Systems - End of Year Closure	
2305		£288.00		16/01/23	Grass and Grounds - Nov jobs	
	1	£48.00	4500/1/2/2		2 November maintenance	
	2	£48.00	4500/1/3/2		2 November maintenance	
	3	£48.00	4500/1/4/2		2 November maintenance	
	4	£48.00	4500/1/1/2		2 November maintenance	
	5	£48.00	4500/1/5/2		2 November maintenance	
	6	£48.00	4500/1/7/2		2 November maintenance	
2307		£253.20	4210/14	17/01/23	Society of Local Council Clerks - Job Advert	
2309		£35.00	4210/11	18/01/23	Information Commissioner's Office - Dataprotection fee	
Sub Total		£15,032.16				
		£2,896.02			Confidential	
<b>Total</b>		£17,928.18				

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

## Payments – Already Made - 8 September 2022 up to 16 January 2023.

### Paid Expenditure Transactions

Start of year 01/04/22

paid between 08/09/22 and 19/01/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
DDFDMS140922	14/09/22	2089		£25.29	£0.00	£25.29	Marketplace Merchant	Use of credit card machine
DDMAIN140922	14/09/22	2137		£13.03	£2.17	£10.86	Mainstream Digital	Fraud Protection Sept
531936702	22/09/22	1940		£125.52	£0.00	£125.52	Test Valley Borough Council	Hire of Guildhall 25.07.2022
188961777	22/09/22	2008		£505.10	£84.18	£420.92	Viking Supplies	Stationery, including: paper, envel
48726656	22/09/22	2016		£477.24	£79.54	£397.70	Business Stream	Water supply Allotmnts .Mylen Road
335004373	22/09/22	2018		£580.00	£0.00	£580.00	The Drove Allotment Association	Provision of contracted services as
260576138	22/09/22	2019		£138.00	£23.00	£115.00	Essential Fire & Electrical Services	Annual attendance fee.Extinguishers
342619150	22/09/22	2020		£35.94	£5.99	£29.95	Evolve Websites.Co	Hosting of the town council website
209425903	22/09/22	2021		£140.40	£23.40	£117.00	Forest Call Handling	Monthly subscription 87 calls
638443269	22/09/22	2022		£60.00	£10.00	£50.00	Grass and Grounds	Main fence line vegetation clearanc
520862261	22/09/22	2023		£871.20	£145.20	£726.00	Grass and Grounds	conifer tree works, reduce height s
123753444	22/09/22	2024		£606.00	£101.00	£505.00	Grass and Grounds	Vegetation clearance, trim back all
DDIncuhive AUG/SEP22	22/09/22	2025		£900.00	£150.00	£750.00	The Incuhive Group	Andover office 108 monthly rental
109358457	22/09/22	2026		£614.40	£102.40	£512.00	Equip4Work T/A Office Furniture Online	New Notice board for Admirals Way a
897244582	22/09/22	2028		£137.60	£0.00	£137.60	Mrs Fern Long	
553424371	22/09/22	2029		£900.00	£150.00	£750.00	Surrey Hills Solicitors	Professional charges for the provis
413806952	22/09/22	2030		£125.52	£20.92	£104.60	Test Valley Borough Council	Hire of Guidhall
731934139	22/09/22	2031		£400.00	£0.00	£400.00	M B Pest Services	Pest control for 8 allotment sites August 2022
538711044	22/09/22	2033		£60.00	£10.00	£50.00	Dataplan Payroll	Payroll services Period 5 (August)
618383986	22/09/22	2034		£100.00	£0.00	£100.00	Mrs J Whiteman	Reimbursement for cost of new print
543425902	22/09/22	2035		£84.00	£14.00	£70.00	Grass and Grounds	AW - clear waste around portaloo Jo
176233453	22/09/22	2036		£480.00	£80.00	£400.00	Grass and Grounds	Grass Cutting All sites April 2022
267958401	22/09/22	2037		£834.00	£139.00	£695.00	Grass and Grounds	Clearance of plots x 3 + hire of sk
422906195	22/09/22	2038		£480.00	£80.00	£400.00	Grass and Grounds	Grass Cutting across all allotment sites June 2022

20/01/23 02:22 PM Vs: 8.81.01

Andover Town Council

Page 1

### Paid Expenditure Transactions

Start of year 01/04/22

paid between 08/09/22 and 19/01/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
971717891	22/09/22	2039		£240.00	£40.00	£200.00	Grass and Grounds	Replacement Post and reattach to fe
86121724	22/09/22	2040		£360.00	£60.00	£300.00	Grass and Grounds	Fence post replacement x 2 Job no 2
365635170	22/09/22	2041		£60.00	£10.00	£50.00	Grass and Grounds	Strim and clear plots BL
804741824	22/09/22	2042		£60.00	£10.00	£50.00	Grass and Grounds	Job no 2237 - repair of gate and re
514531468	22/09/22	2043		£300.00	£50.00	£250.00	Grass and Grounds	Job no 2285 - clearance of plot and
591448408	22/09/22	2044		£72.00	£12.00	£60.00	Grass and Grounds	Job no 2328 - strim and clear plot
129163430	22/09/22	2045		£114.00	£19.00	£95.00	Grass and Grounds	Jon no 2232 - removal of waste, cle
841070721	22/09/22	2046		£144.00	£24.00	£120.00	Grass and Grounds	Job no 2236 - CW clearance of plot
280560524	22/09/22	2047		£210.00	£35.00	£175.00	Grass and Grounds	Job no 2286 - strim plots 14, 37a,
52694978	22/09/22	2048		£54.00	£9.00	£45.00	Grass and Grounds	Job no 2269 - OWR repair main fence
770657126	22/09/22	2049		£480.00	£80.00	£400.00	Grass and Grounds	Job no 2288 - gravel over and make
196177593	22/09/22	2050		£234.00	£39.00	£195.00	Grass and Grounds	Job no 2246 - cut back ivy and trea
201795468	22/09/22	2051		£102.60	£17.10	£85.50	Grass and Grounds	Job no 2235 - removal of tyre VR
176689735	22/09/22	2052		£276.00	£46.00	£230.00	Grass and Grounds	Job no 2244 strimming and clearance
170881333	22/09/22	2053		£120.00	£20.00	£100.00	Grass and Grounds	Job no 2249 - clearance of glass pl
42536043	22/09/22	2054		£102.00	£17.00	£85.00	Grass and Grounds	Job no: 2150 0 VR Reduce Sycamore
604376841	22/09/22	2055		£36.00	£6.00	£30.00	Grass and Grounds	Job no 2261 VR Removal of glass
166191701	22/09/22	2056		£54.00	£9.00	£45.00	Grass and Grounds	Job no 2253 - removal of glass plot
245099820	22/09/22	2057		£72.00	£12.00	£60.00	Grass and Grounds	Job no 2264 - removal of shed 12a A
63630055	22/09/22	2058		£144.00	£24.00	£120.00	Grass and Grounds	Job no 2284 - Strimming and rotovat
427702617	22/09/22	2059		£300.00	£50.00	£250.00	Grass and Grounds	Job no 2241 - removal of rubbish al
325413460	22/09/22	2060		£60.00	£10.00	£50.00	Grass and Grounds	Job no 2294 - removal of glass VR
599801577	22/09/22	2061		£114.00	£19.00	£95.00	Grass and Grounds	Job no 2248 - removal of glass OWR
763394733	22/09/22	2062		£54.00	£9.00	£45.00	Grass and Grounds	Job no 2253 removal of glass MR
963654062	22/09/22	2063		£13.00	£2.17	£10.83	Grass and Grounds	Job no 2344 - replacement of wooden
905763855	22/09/22	2064		£871.20	£145.20	£726.00	Grass and Grounds	Job no 2252 - Conifer tree works re
451028015	22/09/22	2065		£606.00	£101.00	£505.00	Grass and Grounds	Job no 2243 - vegetation clearance
644630592	22/09/22	2066		£60.00	£10.00	£50.00	Grass and Grounds	Vegetation clearance along fence li

20/01/23 02:22 PM Vs: 8.81.01

Andover Town Council

Page 2

## Paid Expenditure Transactions

Start of year 01/04/22

paid between 08/09/22 and 19/01/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details		Heading
233553012	22/09/22	2067		£36.00	£6.00	£30.00	Grass and Grounds	Strimming behind plot 4	4500/1/1/2
778545694	22/09/22	2076		£1,126.78	£187.80	£938.98	AB Computers and Planet PC	New laptop + works to transer data	4210/16
596705287	22/09/22	2077		£50.40	£8.40	£42.00	Test Valley Borough Council	Hire of coference room, The Lights	4100/4
DDBGAS1	22/09/22	2090		£36.31	£1.72	£34.59	British Gas	Electricity	4210/6
Waste	26/09/22	2087		£270.00	£0.00	£270.00	Mr Paul Lassman	Collection of Waste DX16HFW no off	4210/17
DDBGAS2	29/09/22	2091		£86.69	£4.12	£82.57	British Gas	Electricity	4210/6
DDBGAS3	29/09/22	2092		£21.93	£1.04	£20.89	British Gas	Electricity	4210/6
DDCOBWEB	29/09/22	2093		£296.46	£49.41	£247.05	Cobweb Solutions Ltd	Microsoft 365	4001/5
BST20782080	30/09/22	2078		£2,300.00	£0.00	£2,300.00	Business Stream	Billing period 19th May to 19th Aug	4500/1/6/3
BST20782080	30/09/22	2080		£925.41	£0.00	£925.41	Business Stream	Billing period 16th May to 22nd Aug	4500/1/2/3
PROFORMA	30/09/22	2086		£614.40	£102.40	£512.00	Equip4Work T/A Office Furniture Online	Weathershield External Freestanding	4500/1/1/5
Bank Charges	30/09/22	2094		£42.75	£0.00	£42.75	Unity Trust Bank	Bank charges	4001/2
DDINC031022	03/10/22	2097		£900.00	£150.00	£750.00	The Incuhive Group	Monthly rental Office 108	4210/3
DD051022	05/10/22	2210		£24.50	£0.00	£24.50	Marketplace Merchant	Use of credit card Machine	4001/2
DD051022	05/10/22	2211		£33.41	£0.00	£33.41	Vodafone Ltd	Office Mobile	4210/7
Refund	13/10/22	2209		-£303.65	-£50.61	-£253.04	Moore's Cleaning Services	Cleaning office August 2022	4210/15
DDMARK1410 22	14/10/22	2157		£25.29	£0.00	£25.29	Marketplace Merchant	509663001	4001/2
DDMainstream	14/10/22	2207		£269.27	£44.57	£224.70	Mainstream Digital	Quarterly line rental + call charge	4210/7
BACS191022	19/10/22	2079		£687.21	£0.00	£687.21	Business Stream	Billing period 17th May to 1st Sept	4500/1/5/3
BACS191022	19/10/22	2081		£538.15	£4.19	£533.96	Pitney Bowes	Meter reset, rental 080822-070922	4210/10
BACS191022	19/10/22	2095		£462.19	£77.03	£385.16	Andover Business Computers and Planet PC	On site labour New printer to scan	4001/5
BACS191022	19/10/22	2096		£1,442.16	£240.36	£1,201.80	Andover Business Computers and Planet PC	Laptop and Labour	4001/5
BACS191022	19/10/22	2098		£30.04	£5.01	£25.03	Restore Datashred	Confidential waste	4210/17
BACS191022	19/10/22	2099		£84.00	£14.00	£70.00	A1 Loo Hire	King George Road Toilet	4500/1/4/1
BACS191022	19/10/22	2100		£84.00	£14.00	£70.00	A1 Loo Hire	The Drove Toilet	4500/1/6/1
BACS191022	19/10/22	2101		£84.00	£14.00	£70.00	A1 Loo Hire	Vigo Road Toilet	4500/1/7/1

20/01/23 02:22 PM Vs: 8.81.01

Andover Town Council

Page 3

## Paid Expenditure Transactions

Start of year 01/04/22

paid between 08/09/22 and 19/01/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details		Heading
BACS191022	19/10/22	2102		£84.00	£14.00	£70.00	A1 Loo Hire	Old Winton Road Toilet	4500/1/5/1
BACS191022	19/10/22	2103		£84.00	£14.00	£70.00	A1 Loo Hire	Churchill Way Toilet	4500/1/3/1
BACS191022	19/10/22	2104		£84.00	£14.00	£70.00	A1 Loo Hire	Barlows Lane Toilet	4500/1/2/1
BACS191022	19/10/22	2105		£84.00	£14.00	£70.00	A1 Loo Hire	Admirals Way Toilet	4500/1/1/1
BACS191022	19/10/22	2106		£859.20	£143.20	£716.00	Viking Supplies	Filing Cabinet	4210/16
BACS191022	19/10/22	2107		£5.24	£0.87	£4.37	Viking Supplies	Stationery	4210/9
BACS191022	19/10/22	2108		£123.02	£20.50	£102.52	Viking Supplies	Kboard	4210/15
BACS191022	19/10/22	2109		£363.00	£60.50	£302.50	Surrey Hills Solicitors	Professional Charges Deputy Mayor A	4001/3
BACS191022	19/10/22	2110		£264.00	£44.00	£220.00	Surrey Hills Solicitors	Professional Charges Acquisition of	4001/3
BACS191022	19/10/22	2111		£52.80	£8.80	£44.00	Dataplan Payroll	Payroll Period 6	4001/1
BACS191022	19/10/22	2117		£650.00	£0.00	£650.00	James Ayres	Work carried out on Andover Allotment sites	4500/1/2/2
BACS191022	19/10/22	2120		£144.98	£0.00	£144.98	Karen Ross	Full town Council meeting 29th Sept	4001/3
BACS191022	19/10/22	2130		£142.24	£9.77	£132.47	Test Valley Borough Council	Hire of Guildhall and use of Equipment 29th September 2022	4100/4
BACS191022	19/10/22	2133		£243.00	£40.50	£202.50	Society of Local Council Clerks	Associatic support	4001/3
BACS191022	19/10/22	2136		£39.90	£6.65	£33.25	Evolve Websites.Co	Changes to address and directions o	4001/6/1
DDBGAS2110 22	21/10/22	2151		£35.51	£1.69	£33.82	British Gas	2nd sept- 1st october	4210/6
BACS271022	27/10/22	2121		£400.00	£0.00	£400.00	M B Pest Services	Visiit to all sites	4500/1/1/8
BACS271022	27/10/22	2123		£105.00	£17.50	£87.50	A1 Loo Hire	Single Sitre Toilet 27/08/22-30/09/	4500/1/6/1
BACS271022	27/10/22	2124		£105.00	£17.50	£87.50	A1 Loo Hire	Single site toilet 27/08/22-30/09/2	4500/1/6/1
BACS271022	27/10/22	2125		£105.00	£17.50	£87.50	A1 Loo Hire	Single site toilet 27/08/22-30/09/2	4500/1/7/1
BACS271022	27/10/22	2126		£105.00	£17.50	£87.50	A1 Loo Hire	Single Site Toilet 27/08/22-30/09/2	4500/1/5/1
BACS271022	27/10/22	2127		£105.00	£17.50	£87.50	A1 Loo Hire	Single Site Toilet 27/08/22-30/09/2	4500/1/3/1
BACS271022	27/10/22	2128		£105.00	£17.50	£87.50	A1 Loo Hire	Single site toilet 27/08/22-30/09/2	4500/1/2/1
BACS271022	27/10/22	2129		£105.00	£17.50	£87.50	A1 Loo Hire	Single site toilet 27/08/22-30/09/2	4500/1/1/1
BACS271022	27/10/22	2131		£35.94	£5.99	£29.95	Evolve Websites.Co	Hosting Town council website	4001/6/2
BACS271022	27/10/22	2132		£28.50	£4.75	£23.75	Evolve Websites.Co	Addition Interest form T Reynolds	4001/6/1

20/01/23 02:22 PM Vs: 8.81.01

Andover Town Council

Page 4



# Paid Expenditure Transactions

Start of year 01/04/22

paid between 08/09/22 and 19/01/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
BACS271022	27/10/22	2140		£98.40	£16.40	£82.00	Bulplitt Print Ltd	Sticker orinted on seld adhesive vi
BACS271022	27/10/22	2141		£5,612.40	£935.40	£4,677.00	Fernden Contruction (Winchester)Ltd	Order No 186 Site gates Churchill W
BACS271022	27/10/22	2142		£83.94	£13.99	£69.95	Restore Datashred	Annual Duty of Care 16/10/2022-15/1
BACS271022	27/10/22	2143		£600.00	£100.00	£500.00	Enerveo Limited	Carry out Street Lighting survey fo
Deposit refund	27/10/22	2206		£50.00	£0.00	£50.00		Deposit Refund
DD Business Gas	28/10/22	2152		£35.11	£1.67	£33.44	British Gas	10th sept -9th october
DD Business Gas	28/10/22	2153		£20.51	£0.98	£19.53	British Gas	10th September - 8th october
Duplicated	30/10/22	2208		£125.52	£0.00	£125.52	Test Valley Borough Council	Hire of Guildhall 25.07.2022
DDCobweb	31/10/22	2205		£296.46	£49.41	£247.05	Cobweb Solutions Ltd	Microsoft 365
20221101-blanchere	01/11/22	2118		£5,689.80	£948.30	£4,741.50	Blachere Illuminations	Installation and switch on Christma
20221101-datashed	01/11/22	2148		£58.12	£9.69	£48.43	Restore Datashred	Confidential waste
20221101-incuhive	01/11/22	2149		£409.99	£68.33	£341.66	The Incuhive Group	Ring Diir bell set up cost and trai
20221101-bizstreamx	01/11/22	2150		£50.63	£0.00	£50.63	Business Stream	9-11 August Admirals way
1st and 10th Nov	01/11/22	2154		£931.20	£155.20	£776.00	Buchannan Events	14 Picket fencing, 7 weeks hire del
20221101-pitney	01/11/22	2155		£582.24	£4.19	£578.05	Pitney Bowes	Rental
221101-DD	01/11/22	2212		£900.00	£150.00	£750.00	The Incuhive Group	Monthly rental Office 108
DD-20221101-xerox	01/11/22	2237		£200.21	£33.37	£166.84	Xerox Finance	Photocopier Hire
1st and 10th Nov	01/11/22	2238		£931.20	£155.20	£776.00	Buchannan Events	Contra (part payment) for tn 2154,
1st and 10th Nov	01/11/22	2239		£232.80	£38.80	£194.00	Buchannan Events	Part payment , tn 2154 - , 14 Picke
DD-221102-Voda	02/11/22	2241		£33.41	£0.00	£33.41	Vodafone Ltd	Office mobile Nov 22
20221104-Merchant	03/11/22	2245		£24.50	£0.00	£24.50	Marketplace Merchant	Use of credit card Machine

20/01/23 02:22 PM Vs: 8.81.01

Andover Town Council

Page 5

# Paid Expenditure Transactions

Start of year 01/04/22

paid between 08/09/22 and 19/01/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
20221104 - EQUIP	04/11/22	2266		£614.40	£102.40	£512.00	Equip4Work T/A Office Furniture Online	paid twice by Mo
20221108-Spotlight	08/11/22	2246		£500.00	£0.00	£500.00	Spotlight UK	
20221108-yellow	08/11/22	2247		£500.00	£0.00	£500.00	Yellow Brick Road	
20221110-slcc	10/11/22	2159		£270.00	£45.00	£225.00	Society of Local Council Clerks	Consultancy
20221110-westcotec	10/11/22	2160		£9,705.60	£1,617.60	£8,088.00	Westcotec Limited	Speed indicator Device
20221110-datashred	10/11/22	2161		£30.04	£5.01	£25.03	Restore Datashred	Confidential waste
20221110-a1loo	10/11/22	2162		£588.00	£98.00	£490.00	A1 Loo Hire	Weekly
20221110-grass	10/11/22	2163		£198.00	£33.00	£165.00	Grass and Grounds	Plot 15 Full Clearance
20221110-grass2	10/11/22	2164		£108.00	£18.00	£90.00	Grass and Grounds	Strimming
20221110-grass1	10/11/22	2165		£54.00	£9.00	£45.00	Grass and Grounds	Notice board
20221110-surreyhillis	10/11/22	2166		£300.00	£50.00	£250.00	Surrey Hills Solicitors	General advuce
20221110-pest	10/11/22	2167		£400.00	£0.00	£400.00	M B Pest Services	October to visit all sites
20221110-customX	10/11/22	2168		£35.94	£5.99	£29.95	Evolve Websites.Co	Hosting ATC website
20221110-andglass	10/11/22	2169		£523.15	£87.19	£435.96	Andover Glass Works Ltd	Replace at 66c High street
20221110-forest	10/11/22	2170		£208.80	£34.80	£174.00	Forest Call Handling	Monthly subscription
10th Nov	10/11/22	2240		£698.40	£116.40	£582.00	Buchannan Events	Balance due, tn 2154 - 14 Picket fe
20221114-Mainstream	14/11/22	2244		£97.45	£16.24	£81.21	Mainstream Digital	Fraud Protection Nov
20221114-FDMS	14/11/22	2248		£25.29	£0.00	£25.29	Marketplace Merchant	Credit card machine charge
20221128-datashed1	28/11/22	2176		£30.04	£5.01	£25.03	Restore Datashred	Confidential waste
20221128-custom	28/11/22	2177		£28.50	£4.75	£23.75	Evolve Websites.Co	Updating email address header

20/01/23 02:22 PM Vs: 8.81.01

Andover Town Council

Page 6

# Paid Expenditure Transactions

Start of year 01/04/22

paid between 08/09/22 and 19/01/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details		Heading
20221128-grass 1	28/11/22	2178		£240.00	£40.00	£200.00	Grass and Grounds	Grounds Maintenance	4500/1/2/2
20221128-grass	28/11/22	2179		£288.00	£48.00	£240.00	Grass and Grounds	Grounds Maintenance	4500/1/2/2
20221128-tvbc	28/11/22	2180		£200.70	£0.00	£200.70	Test Valley Borough Council	Hire of Guildhall	4100/4
20221128-tvbc	28/11/22	2181		£50.40	£8.40	£42.00	Test Valley Borough Council	Hire of Boardroom at lights	4100/4
20221128-tvbc	28/11/22	2182		£50.40	£8.40	£42.00	Test Valley Borough Council	Hire of Boardroom at lights	4100/4
20221128-micha	28/11/22	2184		£14.49	£0.00	£14.49	Michelle Young	Claim for Printing costs	4210/8
20221128-jo	28/11/22	2185		£10.99	£0.00	£10.99	Mrs J Whiteman	Ink Cartridge	4210/8
20221128-ferm	28/11/22	2186							4210/12
20221128-plummer	28/11/22	2187		£80.66	£13.44	£67.22	Plummer's	Faulty Tap at Churchill Way	4500/1/3/1
20221128-plummer	28/11/22	2188		£90.00	£14.98	£75.02	Plummer's	Take readings	4500/1/1/1
20221128-forest	28/11/22	2189		£154.80	£25.80	£129.00	Forest Call Handling	Monthly subscription	4210/7
20221128-biz stream	28/11/22	2190		£302.48	£0.00	£302.48	Business Stream	Barlows Lane	4500/1/2/3
20221128-bizstream 1	28/11/22	2191		£78.02	£0.00	£78.02	Business Stream	Admirals Way	4500/1/1/3
20221128-stockwell	28/11/22	2192		£13.98	£0.00	£13.98	Mr T P Stockwell	Squirrels metal sign	4500/1/5/6
20221128-Plummer	28/11/22	2193		£127.00	£21.17	£105.83	Plummer's	Repair water supply damaged by lorr	4500/1/5/1
20221128-karenross	28/11/22	2194		£157.48	£0.00	£157.48	Karen Ross	Locum Clerking services	4001/3
20221128-alto	28/11/22	2195		£144.00	£24.00	£120.00	Alto Digital Networks Ltd	Photo Copier	4210/8
20221128-alto	28/11/22	2196		£523.07	£87.18	£435.89	Alto Digital Networks Ltd	Photo Copier	4210/8
20221128-pitney	28/11/22	2197		£38.99	£4.19	£34.80	Pitney Bowes	Rental	4210/10
20221128-alto 2	29/11/22	2251		£667.07	£111.18	£555.89	Alto Digital Networks Ltd	Photocopier	4210/8
20221201-blachere	01/12/22	2204		£4,194.96	£699.16	£3,495.80	Blachere Illuminations	Installation of Chruistmas lights	4700/2

20/01/23 02:22 PM Vs: 8.81.01

Andover Town Council

Page 7

# Paid Expenditure Transactions

Start of year 01/04/22

paid between 08/09/22 and 19/01/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details		Heading
20221201-incuhive	01/12/22	2213		£900.00	£150.00	£750.00	The Incuhive Group	Monthly rental Office 108	4210/3
20221201-cobweb	01/12/22	2255		£296.46	£49.41	£247.05	Cobweb Solutions Ltd	Microsoft 365	4001/5
DD-221205-Voda	05/12/22	2242		£33.41	£0.00	£33.41	Vodafone Ltd	Office mobile Dec 22	4210/7
20221205-MM	05/12/22	2253		£24.50	£0.00	£24.50	Marketplace Merchant	credit card machine charge	4001/2
20221212-BG	12/12/22	2256		£39.66	£1.89	£37.77	British Gas		4210/6
20221214-halc	14/12/22	2183		£96.00	£16.00	£80.00	Hampshire Association of Local Councils	Annual conference October 20th	4210/11
20221214-surreyhill	14/12/22	2222		£300.00	£50.00	£250.00	Surrey Hills Solicitors	General advuce	4001/3
221214-custom studio	14/12/22	2223		£35.94	£5.99	£29.95	Evolve Websites.Co	Hosting ATC website	4001/6/2
20221214-elveden	14/12/22	2226		£5,016.00	£836.00	£4,180.00	Elveden Farms Ltd	Dismantling 30ft Fir	4700/2
20221214-pest servic	14/12/22	2228		£400.00	£0.00	£400.00	M B Pest Services	November to visit all sites	4500/1/1/8
20221214-custom stud	14/12/22	2230		£114.00	£19.00	£95.00	Evolve Websites.Co	Hosting ATC website	4001/6/2
20221214-MM	14/12/22	2254		£25.29	£0.00	£25.29	Marketplace Merchant	Hire of Credit card machine	4001/2
20221219-BG1	19/12/22	2257		£26.53	£1.26	£25.27	British Gas		4210/6
20221219-BG2	19/12/22	2258		£23.34	£1.11	£22.23	British Gas		4210/6
20221221-slcc	21/12/22	2215		£324.00	£54.00	£270.00	Society of Local Council Clerks	Consultancy	4001/3
20221221-slcc	21/12/22	2216		£2,818.68	£469.78	£2,348.90	Society of Local Council Clerks	Consultancy	4001/3
20221221-tvbc	21/12/22	2218		£9,742.94	£0.00	£9,742.94	Test Valley Borough Council	Election	4180/1
20221221-a1 loo	21/12/22	2231		£588.00	£98.00	£490.00	A1 Loo Hire	Weekly	4500/1/4/1
offset 29/12/22	29/12/22	2270		£303.65	£50.61	£253.04	Moores Cleaning Services	Office Cleaning Services Sept	4210/15
offset 29/12/22	29/12/22	2271		-£303.65	-£50.61	-£253.04	Moores Cleaning Services	CN for 27540	4210/15
20221231-utb2	31/12/22	2282		£96.15	£0.00	£96.15	Unity Trust Bank	Bank charges Oct-Dec22	4001/2
20221231-utb1	31/12/22	2283		£32.40	£0.00	£32.40	Unity Trust Bank	Handling Charge Oct-Dec22	4001/2

20/01/23 02:22 PM Vs: 8.81.01

Andover Town Council

Page 8

# Paid Expenditure Transactions

Start of year 01/04/22

paid between 08/09/22 and 19/01/23

## Payment

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
20230103=cob web	03/01/23	2264		£241.26	£40.21	£201.05	Cobweb Solutions Ltd	Microsoft 365
20230103-incuhive	03/01/23	2279		£900.00	£150.00	£750.00	The Incuhive Group	Monthly rental Office 108
DD-230104-Voda	05/01/23	2243		£33.41	£0.00	£33.41	Vodafone Ltd	Office mobile Jan 23
20230103-mm	05/01/23	2292		£24.50	£0.00	£24.50	Marketplace Merchant	credit card machine charge
to be offset	16/01/23	2259		-£41.03	-£6.84	-£34.19	Mainstream Digital	Refund PBX Maintenance
to be offset	16/01/23	2260		-£25.68	-£4.28	-£21.40	Mainstream Digital	Refund line rental
to be offset	16/01/23	2261		-£85.69	-£14.28	-£71.41	Mainstream Digital	Refund Superfast 60mnts
to be offset	16/01/23	2262		£7.09	£1.18	£5.91	Mainstream Digital	Part SIP quarterlyrental
to be offset	16/01/23	2263		£96.59	£16.10	£80.49	Mainstream Digital	call charges oct22
20230116-mm	16/01/23	2306		£25.29	£0.00	£25.29	Marketplace Merchant	Fee for Credit Card Machine use
to be offset	16/01/23	2308		£91.50	£15.25	£76.25	Mainstream Digital	5 seats hosting
clear unreconciled	16/01/23	2310		-£767.18	-£127.86	-£639.32	Pan European Asset Company	cancel 2069 which was not paid. (on
				£86,123.72				
				£56,982.15	Confidential			
<b>Total</b>				£143,105.87	£12,773.80	£130,332.07		

20/01/23 02:22 PM Vs: 8.81.01

Andover Town Council

Page 9

## Bank Balance – Deposits Account.

**Customer:** Andover Town Council  
**Account:** 20334112 - Instant Access Account  
**Owner:** Andover Town Council  
**Currency:** GBP

Below you will find a list of transactions for the selected account.

[Printable Version](#)

Date	Description	Serial No	Debits	Credits	Balance
31Dec2022	Credit Interest			277.04	85,753.96

## Bank Balance – Current Account.

**Customer:** Andover Town Council  
**Account:** 20334109 - Unity Current Account T2  
**Owner:** Andover Town Council  
**Currency:** GBP

Below you will find a list of transactions for the selected account.

[Printable Version](#)

Date	Description	Serial No	Debits	Credits	Balance
19Jan2023				35.52	563,587.36
17Jan2023				65.75	563,551.84
16Jan2023	Direct Debit (FDMS)		(25.29)		563,486.09

## Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 16/01/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

### Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£449,806.95
Deposits Unity Trust	£85,228.03
Petty Cash Account	£0.00
Petty Cash Card Unity	£40.22
<b>Total</b>	<b>£535,075.20</b>

RECEIPTS	Net	Vat	Gross
Policy & Resources	£376,171.29	£0.00	£376,171.29
Allotments	£26,330.74	£0.00	£26,330.74
<b>Total Receipts</b>	<b>£402,502.03</b>	<b>£0.00</b>	<b>£402,502.03</b>
PAYMENTS	Net	Vat	Gross
Events & Projects	£30,460.45	£5,114.09	£35,574.54
Policy & Resources	£197,923.62	£9,186.97	£207,110.59
Allotments	£31,867.33	£4,038.90	£35,906.23
Planning/Highways	£8,088.00	£1,817.60	£9,705.60
<b>Total Payments</b>	<b>£268,339.40</b>	<b>£19,957.56</b>	<b>£288,296.96</b>

Closing Balances

### Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£563,526.31
Deposits Unity Trust	£85,753.96
Petty Cash Account	£0.00
Petty Cash Card Unity	£0.00
<b>Total</b>	<b>£649,280.27</b>

Uncleared and Unpresented effects

Co-Operative Bank/ Unity Trust Bank	£40.22
-------------------------------------	--------

Statement Closing Balances

### Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£563,486.09
Deposits Unity Trust	£85,753.96
Petty Cash Account	£0.00
Petty Cash Card Unity	£0.00
<b>Total</b>	<b>£649,240.05</b>

Reserve Balances

Earmarked - Notice Boards	£0.00
Earmarked - Elections	£79,036.28
Earmarked - Section 106	£15,883.35
Earmarked - Afest	£0.00

Earmarked - Allotments	£88,011.04
Earmarked - Youth Council	£0.00
Earmarked - Christmas Lights	£15,758.00
Earmarked - Civic Regalia	£0.00
Earmarked - Bus Shelter	£0.00
Earmarked - Property Purchases	£102,000.00
Earmarked - Grants Project	£0.00
Earmarked - Staffing Projects	£0.00
Earmarked - Defibrillators	£0.00
Earmarked - Vigo Park	£0.00
Earmarked - Public Conveniences	£0.00
Earmarked - Contribution to Tourism	£0.00
<b>Reserves total</b>	<b>£300,688.67</b>

Signed \_\_\_\_\_

Chair

\_\_\_\_\_  
Clerk / Responsible Financial Officer

#### NOTE:

In the P+R Committee meeting on 10<sup>th</sup> January the EMR total was presented as **£312,004.68**.

Since the meeting the Chair of the Committee has advised that three Council approved Virements had not been made:

**A) C103/09/22 Defibrillators £1072.01 be transferred to Operational Reserves (Sept)**

**B) C120/11/22 - Fencing £3,647.00 plus VAT for Mylen Road (Nov)**

**C) C120/11/22 - Fencing £6,597.00 at Barlows Lane (Nov)**

These journals have now been entered bringing the EMR total to **£300,688.67**.

**Work is ongoing to match the amounts in the EMR above against the spreadsheet records from 2012 onwards.**



## APPENDIX H – CHRISTMAS LIGHTS 2023 - 2027



### Report on Christmas Light provision 2023-2027

**Produced for:**

Full Council

**Date of Report:**

19 January 2023

**Summary of Key Issues**

To receive a report with a summary of considerations relating to the Christmas Lights contract 2023-2027

**Background:**

The contract that Andover Town Council has with its Christmas Lights supplier comes to an end in January 2023.

Andover Town Council will need to invite tenders for the Christmas Lights provision from 2023-2027.

**To note for 2023/2024 budget:**

- The Communities and Events Committee has considered extending the current provision.
- 60 lamp columns have been identified as able to have a commando socket and a Christmas motif on them.
- The cost to install a commando socket on a column is £304, to install on all 60 columns it would be £18,240. This money can be taken from CiL monies, however, the subsequent increase in the lighting provision would considerably increase the cost per year for Christmas Lights and this needs to be considered when setting the budget for 2023/2024.

**Considerations from Christmas Lights Working Group:**

Given the extremely tight deadline, and the possibility that the infrastructure will not be installed, the relevant checks carried out and a contract agreed for the next four years, it has been established that we are able to extend our current contract for one year, if necessary.

The Christmas Lights Working Group suggested for recommendation to Full Council that the following columns be included in the Christmas Light Provision going forward:

Location	Column numbers
Alley way from George Yard to Town Centre	1, 2 and 3
George Yard Road (by steps)	2
George Yard Car Park	1, 2, 3, 4, 5, 6, 7, 8, 9 and 10 (two rows down the centre of the car park)
Alley way from Black Swan Yard to Town Centre	1 and 2 (3 not suitable for commando)
Black Swan Yard Road (corner of car park)	1
Black Swan Yard Car Park	2, 3, 4, 5 and 6 (down the centre of the car park)
Waterloo Court (park side)	1, 2 and 3 (wraprounds to maintain consistency with the rest of the columns in the park)

Waterloo Court (town side)	5, 6, 7, 8, 9 and 10
High Street – Upper	1, 2 (to extend current scheme to the top of the High Street)
High Street - LHS of the Guildhall	1, 2 and 3
Alley way from Town Centre to Town Mills Park	1, 2 and 3
Town Mills Car Park	2, 4, 5 and 9
London Street	9
<b>Total additional Columns</b>	<b>44</b>

**Total anticipated cost: 44 x 304 = £13,376 which can be taken from CIL funds.**

If Full Council agree then commando sockets will be installed by SSE, at £304 per column (there may be some minimal additional expense if roads need to be closed for installation). This can then be included in the tender document supplied to potential suppliers.

***Please note that this cost may be slightly higher or lower, depending on what is required/found during installation.***

If Full Council approve this spend, and prior to instruction, Officers will meet with SSE operatives (if possible) and walk the route to make sure that everyone is in agreement with the columns required.

### **Proposed timeline/order of project:**

#### **January 2023**

- Council approve Christmas Light Provision extension for 2023-2027.
- Council approves installation of commando sockets on recommended columns.
- Council approve cost to be taken from CIL funds.
- Officers meet with SSE to walk route of agreed columns to confirm everyone has the correct numbers.
- Officers instruct SSE to install commando sockets

#### **February 2023**

- Christmas Lights Working Group create tender document for approval at Community and Events Committee Meeting (1 March 2023)

#### **March 2023**

- Officers are instructed to approach providers to submit tenders, following the Contracts Finder Advertising Rules" in Part 4 of the Public Contracts Regulations 2015 (SI 2015 No 102), as required for contracts over £25,000 but under £118,113 per annum
- Contractors may need more than the suggested time to provide quotes, because a site visit will be required and meetings with relevant Officers.

#### **April 2023**

- If sufficient quotes have been received Christmas Lights Working Group meet to agree contract to be recommended to Community and Events for the Christmas Lights provision 2023-2027.
- Community and Events approve recommendation of Working Group for recommendation to Full Council

#### **June 2023**

- Full Council approve Committee recommendation from Working Group

#### **July 2023**

- Full Structural Survey instructed.

**August 2023**

- Licences applied for – closing date 31 August 2023

**November 2023**

- Installation and Switch on

**Legal and Policy Implications**

Andover Town Council must comply with the following legislation for Christmas Lights;

- Highways Act 1980 Section 178 (with specific attention to subsection (1))
- BS EN 40-3-1:2013 Lighting Columns. Design and verification. Specification for characteristic loads.
- BS EN 40-3-2:2013 Lighting Columns. Design and verification. Verification by testing.
- BS EN 40-3-3:2013 Lighting Columns. Design and verification. Verification by calculation.
- PD 6547:2004+A1: 2009. Guidance on the use of BS EN 40-3-1 and BS EN 40-3-3.
- TR22 Managing a vital asset: Lighting Supports. ILP
- GP03: Code of Practice for Electrical Safety in Highway Electrical Operations. ILP
- BS7671: Requirements for Electrical Installations.
- Traffic Management Act 2004.
- The Construction (Design and Management) Act 2007
- Health and Safety and Work etc Act 1974

**Recommendations**

- **To note the report.**
- **To approve the proposed extension.**
- **To approve that the cost of the installation of the commando sockets is taken from CiL funds.**
- **To note that the proposed timeline is best case scenario and leaves no time allowance for overrun or problems that may occur.**
- **Officers recommend that the 1-year extension is accepted to ensure that Andover Town Council are able to provide Christmas Lights provision for 2023. Officers to explore possibility of additional lights with current provider IF commando sockets and structural survey is completed, in time to apply for licenses.**

**To NOTE: that the delivery of any extension to the scheme is subject to the vagaries of external suppliers for example, SSE, therefore it is recommended that ATC accept the extension to allow for delivery of the same or better Christmas Light provision in 2023.**

- **To accommodate increased cost when proposing the Budget 2023/2024 to Full Council**

Note: The person to contact about this report is Tor Warburton (Deputy Town Clerk), Andover Town Council, Office 108, Flr 4, Incuhive, Chantry House, Andover.

Tel: 01264 335592

Email: [deputytownclerk@andovertc.co.uk](mailto:deputytownclerk@andovertc.co.uk)

Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors

# APPENDIX I – SIDS DATA REPORT

I

## SIDs report for Full Council

### Produced for:

Full Council

### Date of Report:

20 January 2023

### Summary of Key Issues

To receive preliminary results from Andover Town Council's managed SID

### Background:

- Andover Town Council have purchased 2 SID's.
- Andover Town Council has 5 approved locations for the SID's.
- Currently only one SID is operational, however, the 2<sup>nd</sup> is anticipated shortly.
- The first SID became operational in November 2022 on London Road and since then has been on Winchester Road and Salisbury Road.

### Results recorded by location:

London Road	From: 2 November 2022 To: 30 November 2022
	Incoming
Maximum Speed	65mph
Average Speed over whole period	27.3 mph
Number of vehicles per day (average)	2558
<=30 mph	734
31-35 mph	1209
36-40 mph	469
41-45 mph	22
46-65mph	5

Highest speed recorded was 65 mph on 19 November 2022 at 8.30am

Winchester Road	From: 10 December 2022 To: 6 January 2023
	Incoming
Maximum Speed	65 mph
Average Speed over whole period	26.7 mph
Number of vehicles per day (average)	4443
<=30 mph (per day)	1568
31-35 mph (per day)	1992
36-40 mph (per day)	716

41-45 mph (per day)	144
46-65mph (per day)	24

Highest speed recorded was 65 mph on 26 December 2022 at 1.20am

<b>Salisbury Road</b>	<b>From: 7 January 2023 To: 18 January 2023</b>
<i>Please note that there are still numbers to come in for this location.</i>	
Maximum Speed	50 mph
Average Speed over whole period	24.3mph
Number of vehicles per day average	5213
<=30 mph	4,866
31-35 mph	320
36-40 mph	26
41-45 mph	2
46-65mph	1

Highest speed recorded was 50 mph between 5.55am on January 8, 2023

### **Legal and Policy Implications**

- Andover Town Council has the power to purchase and install traffic calming measures.

### **Recommendations**

- **To note the report.**

Note: The person to contact about this report is Tor Warburton (Deputy Town Clerk) and Michelle Young (Committee/GDPR Officer), Andover Town Council, Office 108, Flr 4, Incuhive, Chantry House, Andover.

Tel: 01264 335592

Email: [deputytownclerk@andovertc.co.uk](mailto:deputytownclerk@andovertc.co.uk)

Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors