ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

To the Members of the **Budgets & Staffing Committee**:
Cllr Lauren Banville, Cllr Joanne Coole, Cllr David Coole, Cllr Christopher Ecclestone, Cllr Revd. Andy Fitchet, Cllr Richard Rowles, Cllr Peter Scott and Cllr Victoria Thorp and.
(copies to all other Members of the Council)

You are hereby summoned to attend an **EXTRAORDINARY** meeting of the **BUDGETS & STAFFING Committee** to be held at the **TOWN COUNCIL OFFICES, 68B, HIGH STREET, ANDOVER** on **FRIDAY 21 JUNE 2019 at 5.30 pm** when it is proposed to transact the following business: -

Wendy Coulter - Town Clerk
14 June 2019

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 recording by members of the public.

1 ELECTION OF CHAIRMAN OF COMMITTEE
To elect a Chairman of Budgets & Staffing Committee for the Municipal Year 2019/2020.

2 ELECTION OF VICE CHAIRMAN OF COMMITTEE
To elect a Vice Chairman of Committee for the Municipal Year 2019/2020.

3 APOLOGIES FOR ABSENCE
To receive and accept apologies for absence

4 DECLARATIONS OF INTEREST
To receive and note any declarations of interest relevant to the agenda.

5 MINUTES
To note the minutes of the Policy and Resources Committee meeting held on 21 February 2019 – attached at **Appendix A.**

6 PUBLIC PARTICIPATION
There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer will be given, 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.

7 BUDGET 2019/2020 – TO CONSIDER VIREMENT OF BUDGETS
To consider the Virement of Budgets to allow for the provision of a Newsletter and a Publications Budget – report attached at **Appendix B.**

8 FINANCE

a. To receive and approve the list of payments up to 17 June 2019 – to follow.
b. To receive and approve Reconciled Bank Statement up to 30 April 2019 – attached at **Appendix C**.
c. To receive and approve the Cashbook up to 30 April 2019. The Chairman of Committee to sign as approved – attached at **Appendix D.**

9 DATE OF NEXT MEETING

To note the next Budgets & Staffing Committee meeting will be held in the Rendezvous, Union Street on **Friday 19 July 2019 at 5.30pm.**

10 EXCLUSION OF THE PRESS AND PUBLIC

To PASS a Resolution to exclude the Members of the Press and Public from the Meeting at Agenda Item 11 due to Confidential Staffing matters, Ref Section 11 of LG & HA 1989.

CONFIDENTIAL ITEMS

11 STAFFING MATTERS

To consider staffing matters. Update report to be given at the meeting to Members only.

The Chairman will close the meeting.

A

ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

Minutes of Policy and Resources Committee

Time and date
7.00pm, Thursday 21 February 2019

Place
Town Council Offices, 68B, High Street, Andover

Details of Attendance:
Cllr S Hardstaff (Chairman) (A)
Cllr K Bird (Vice Chairman) (A)
Cllr P Crossman (P) Cllr L Gates (P) Cllr L Gregori (P)
Cllr R Hughes (P) (arrived at 7.05pm) Cllr M Mumford (P) Cllr V Pond (A) Cllr R Rowles (A)

Officers Present:
Tor Warburton (Deputy Clerk) (Operational & Training) (Taking the minutes)
Michelle Young (Committee & GDPR Officer) (training)

Press: 1

Also Present:
Councillor Z Brooks (arrived at 7.04pm)

In the absence of Chairman Cllr S Hardstaff and Vice Chairman Cllr K Bird, it was proposed by Cllr P Crossman and seconded by Cllr L Gregori that Cllr M Mumford chair the meeting.
A vote was taken which was unanimous.
RESOLVED: That Cllr M Mumford chair the meeting.

PR 073/18 APOLOGIES FOR ABSENCE
Apologies were received and accepted from Cllrs K Bird and V Pond.
Apologies were received from Cllr Rowles.
It was asked what were the reasons for Cllr Rowles' apologies. They were given as personal.
It was proposed by Cllr L Gregori and seconded by Cllr L Gates that the apologies given by Cllr R Rowles not be accepted.

A vote was taken, 3 for, 1 abstention.
RESOLVED: That the apologies given by Cllr R Rowles not be accepted.
Apologies were received from Cllr S Hardstaff via email at 10.57pm on 21 February 2019.

PR 074/18 DECLARATIONS OF INTEREST

No declarations of interest were received.

PR 075/18 MINUTES

It was proposed by Cllr L Gates and seconded by Cllr P Crossman that the Chairman sign as a correct record, the minutes of the Policy and Resources Committee meeting held on 10 January 2019.
A vote was taken which was unanimous.
RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 10 January 2019 be signed, by the Chairman, as a correct record.

PR 076/18 PUBLIC PARTICIPATION

No members of the public were present.

PR 077/18 DRAFT BUDGET 2019/2020 – FOLLOW UP REPORT

Members noted the follow up report for draft budget 2019/2020 for recommendation to Full Council.

PR 078/18 REVIEW OF STANDING ORDERS

Members reviewed the Standing Orders.
It was proposed by Cllr L Gregori and seconded by Cllr P Crossman that the Standing Orders be recommended to full Council for approval.
A vote was taken which was unanimous.
RESOLVED: That the Standing Orders be recommended to full Council for approval.

PR 079/18 REVIEW OF FINANCIAL REGULATIONS

Members reviewed the Financial Regulations.
It was proposed by Cllr L Gates and seconded by Cllr R Hughes that the Financial Regulations be recommended to full Council for approval.
A vote was taken, 3 for, 1 abstention.
RESOLVED: That the Financial Regulations be recommended to full Council for approval.

PR 080/18 REVIEW OF TERMS OF REFERENCE

Members reviewed the Terms of References.
It was agreed the only amendment required was to reduce the number of members on the Policy and Resources Committee from 12 to 8 members.
It was proposed by Cllr L Gregori and seconded by Cllr L Gates that the number of members on the Policy and Resources Committee be reduced from 12 to 8 and to recommend the amendment to full Council for approval.
A vote was taken which was unanimous.
RESOLVED: That the number of members on the Policy and Resources Committee be reduced from 12 to 8 and to recommend the amendment to full Council for approval.

It was also discussed that training for Councillors relevant to the Committee that they are to be a member of, would be appropriate.
It was proposed by Cllr P Crossman and seconded by Cllr R Hughes that the following sentence is added to each Term of Reference; "It is expected that Councillors attend appropriate training"'.
A vote was taken which was unanimous.
RESOLVED: That the following sentence is added to each Term of Reference; "It is expected that Councillors attend appropriate training".

PR 081/18 REVIEW OF POLICIES

Members noted the Review of Policies report.
It was proposed by Cllr L Gregori and seconded by Cllr P Crossman that the amended and updated policies be recommended to full Council for approval.
A vote was taken which was unanimous.
RESOLVED: That the amended and updated policies be recommended to full Council for approval.

PR 082/18 INSURANCE REVIEW

Members noted the Insurance Review report undertaken by the Town Clerk, which highlighted the need for additional cover against Crime and Cyber-attacks.

Members considered the inclusion of the addition of Crime and Cyber Cover and the costings to the Andover Town Councils Insurance for 2019/2020.
It was proposed by Cllr L Gregori and seconded by Cllr R Hughes that approval is given for the addition of Crime and Cyber Cover to the Andover Town Councils Insurance for 2019/2020.
A vote was taken which was unanimous.
RESOLVED: That approval is given for the addition of Crime and Cyber Cover to the Andover Town Councils Insurance for 2019/2020.

PR 083/18 INVESTMENTS UPDATE

Members noted the updated Investments report.

PR 084/18 ANNUAL REPORT

Members reviewed the Draft Annual Report prior to the Electors meeting to be held on 7 March 2019.
It was proposed by Cllr P Crossman and seconded by Cllr L Gates that the Draft Annual Report be recommended to full Council for approval.
A vote was taken which was unanimous.
RESOLVED: That the Draft Annual Report be recommended to full Council for approval.

PR 085/18 CORPORATE RISK ASSESSMENT

Members noted and reviewed the Corporate Risk Assessment report.
The Deputy Clerk explained the layout in comparison to 2017/2018 report.
The ongoing Corporate Risk assessment and action plan were noted. It was noted that Officers were updating the Corporate Risk Assessment throughout the year.
It was noted that a new Corporate Risk Assessment for 2019/2020 would be presented later during 2019.

PR 086/18 VIREMENT OF BUDGETS

Members considered the Virement of Budgets report.
It was proposed by Cllr L Gregori and seconded by Cllr P Crossman that the Virement of Budgets report be recommended to full Council for approval.
A vote was taken which was unanimous.
RESOLVED: That the Virement of Budgets report be recommended to full Council for approval.

PR 087/18 FINANCE

Members received the payments up to 14 February 2019, Reconciled Bank Statements from 1 December 2018 to 31 January 2019 and Cashbook up to 31 January 2019.
It was proposed by Cllr M Mumford and seconded by Cllr L Gregori that the payments up to 14 February 2019, Reconciled Bank Statements from 1 December 2018 to 31 January 2019 and Cashbook up to 31 January 2019 be approved.
A vote was taken which was unanimous.
RESOLVED: That the payments up to 14 February 2019, Reconciled Bank Statements from 1 December 2018 to 31 January 2019 and Cashbook up to 31 January 2019 be approved.

ANDOVER TOWN COUNCIL PAYMENTS UP TO 14 February 2019				
Bacs/Cheque No	Supplier	Budget Head	Goods/Supplies	Cost (£)
367046636	AB Computers and Planet PC	4000	Laptop, screen, keyboard, mouse, networking and set-up	1314.35
499950396	Blachere Illuminations	4700/2	Storage of Christmas Lights 2018	2458.80
24447800	Blachere Illuminations	4700/2	Removal of Christmas Lights 2019	2094.66
293791690	Business Stream	4500/1/3/3	Water Supply Churchill Way Allots Oct 18-Jan19	94.99
612499831	Convenient Hire Limited	4500/1	Supply of toilets to 7 allotment sites January 2019	614.39
653489936	Custom Studio Ltd	4000/6/2	Provision of website & emails February 2019	35.94
DDMAINJan12019	Mainstream Digital	4210	Telephone handset x 1 & postage & packing	117.59
DDMAINJan22019	Mainstream Digital	4210/7	Fraud protection for mainline	4.78
890481437	Grass and Grounds	4500/1	Allotment maintenance on VR, strim & cover, removal of glass	228.00
DDMAINJAN32019	Mainstream Digital	4210/7	Fraud protection & call charges 02.01.2019-30.01.2019	36.73
320268508	Grass and Grounds	4500/1	Grounds maintenance – grass cutting & hedge trim x 6 allotment sites	1110.00
48949404	M B Pest Services		Pest control x 7 allotment sites January 2019	400.00
947451425	Moores Cleaning Services Ltd	4210/15	Office cleaning services January 2019	282.47
616217713	Pitney Bowes	4210/10	Franking machine rental January 2019	19.15

58248792	Restore Datashred	4210/17	Confidential waste removal January 2019	51.84
DDSAGEFEB19	Sage UK Limited	4000/1	Rental of Payroll software February 2019	13.20
			Confidential	432.50
TOTAL up to 14 February 2019				**9309.39**

PR 082/18 COMMITTEE WORK PROGRAMME

To consider adding training for new Councillors at next meeting.

PR 083/18 DATE OF NEXT MEETING

It was noted that the next Policy and Resources meeting would take place on Thursday 13 June 2019, in the Town Council offices, 68B High Street, Andover starting at 7pm.

The Chairman closed the meeting at 7.55pm.

Chairman Date

B

ANDOVER TOWN COUNCIL

Virement of Budget Report

Produced for: Budgets & Staffing Committee	**Date of Report:** Friday 14 June 2019

Summary of Key Issues
To consider the Virement of Budgets to increase the Budget for the production of Newsletters.
To consider recommending to full Council the Virement of £4,590 from the New Building Budget to the Newsletter Budget.

Current Situation
The Town Council currently has £250 in the Budget 2019/2020 for the provision of a newsletter. The Town Council has not previously published a newsletter to be distributed to households or to local organisations. Instead has updated the website and issued Press Releases.

Costs to produce Newsletters
Preliminary research has been carried out to establish how much it could cost to produce, print and deliver newsletters.
Estimated costs are as follows:
Per print cost
Design £400
Printing £800
Delivery £1000

Total for 2 print runs plus a 10% price increase £4840.

Virement of Budgets
During the financial year, the Town Council can choose to Vire monies from one budget to another to cover costs that had not been anticipated at the time of the budget setting.
The Budget for 2019/2020 was set prior to the elections of May 2019.
Virements can be recommended by Committees. However, the final decision must be made by full Council.

Financial Implications
If the committee are minded to recommend to full Council the Virement of £4,590 from the New Building Budget to the Newsletter Budget the budgets will stand as follows:
New Building Budget: £15,310

Newsletter Budget: £4840
Legal and Policy Implications Separate Budgets must be kept for publicity – LGA 1986 s.5 The Town Council must ensure that its Budget and Precept set are sufficient to cover the costs of running the Council and provision of its services throughout the Financial Year.
Recommendations **To recommend to full Council that £4,590 be vired from the New Building Budget to the Newsletter Budget and the budgets will stand as follows:** **New Building Budget: £15,310** **Newsletter Budget: £4840**

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.
Tel: 01264 335592
Email: townclerk@andovertc.co.uk
Website: www.andover-tc.gov.uk

Distribution: To all Councillors

APPENDIX C

Statement of your account

unity trust bank

BANK WITH US. BANK ON US.

05000321 | 00441
Miss Wendy Coulter
Andover Town Council
66C High Street
Andover
Hants
SP10 1NG

RECEIVED 03 MAY 2019

PO Box 7193, Planetary Road, Willenhall WV1 9DG

To learn more about our convenient and easy to use Internet Banking service, call us today on 0345 140 1000.

If your name and address are incorrect or have changed, please visit **www.unity.co.uk/update-your-details/**

For foreign payments -

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Your deposits with Unity Trust Bank are eligible for protection up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about compensation provided by the FSCS, please visit www.FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at www.unity.co.uk/fscs

Contact us
Tel. 0345 140 1000
Email: us@unity.co.uk
Web: www.unity.co.uk

Name of account: Andover Town Council
Date: 30 April 2019 Statement 070 (page 1 of 3)
Account number: 20334109 Bank sort code: 608301 Type of account: Current T2

Date	Details	Payments	Receipts	Balance
30 MAR 19	Balance brought forward			319,570.47 *
31 MAR 19	Service Charge	38.55		319,531.92 *
1 APR 19	S/O to: ANSIRE	500.00 ✓		
1 APR 19	PHILLIPS AD A-FEST		10.00 ✓	319,041.92 *
2 APR 19	B/P to: [redacted]	451.88 ✓		
2 APR 19	B/P to: [redacted]	1,329.97 ✓		
2 APR 19	B/P to: [redacted]	1,671.16 ✓		
2 APR 19	B/P to: [redacted]	462.15 ✓		
2 APR 19	B/P to: [redacted]	1,051.00 ✓		
2 APR 19	B/P to: [redacted]	2,648.49 ✓		
2 APR 19	B/P to: [redacted]	1,684.20 ✓		
2 APR 19	Credit 000112 A-FEST		10.00 ✓	309,753.07 *
3 APR 19	Direct Debit (MARKETPLACE MERCH	24.50 ✓		
3 APR 19	Direct Debit (VODAFONE LTD)	26.10 ✓		
3 APR 19	FDMS 509663001 TN: 88		18.98 ✓	
3 APR 19	C Clackson		61.15	309,782.60 *
4 APR 19	B/P to: HMRC Cumbernauld	3,036.30 ✓		306,746.30 *
8 APR 19	FDMS 509663001		71.62	306,817.92 *
9 APR 19	GBS MPFT		57.58	
9 APR 19	FDMS 509663001 BL63		20.02	306,895.52 *
10 APR 19	Tierney Joanne A-FEST		10.00 ✓	306,905.52 *
12 APR 19	Direct Debit (FDMS)	20.14 ✓		306,885.38 *
15 APR 19	Direct Debit (MAINSTREAM DIGITA	447.08 ✓		
15 APR 19	B/P to: MB Pest Services	400.00 ✓		
15 APR 19	B/P to: Viking Payments	27.92 ✓		
	Balance carried forward, cont. overleaf			306,010.38 * S

You can ask us to send you details of our rates and how we work them out.
Abbreviations: * credit balance DR overdrawn S Sub total (intermediate balance)

Registered Office: Unity Trust Bank plc, Four Brindleyplace, Birmingham B1 2JB. Registered in England and Wales number 1713124

APPENDIX C

Name of account: Andover Town Council
Date: 30 April 2019 Statement 070 (page 2 of 3)
Account number: 20334109 Bank sort code: 608301 Type of account: Current T2

Date	Details	Payments	Receipts	Balance
	Balance brought forward			306,010.38 *
15 APR 19	B/P to: JA Motor	1,357.84		
15 APR 19	B/P to: PersonnelSelection	825.56		
15 APR 19	B/P to: SSE SouthernElectr	1,808.63		
15 APR 19	B/P to: AquAid South Coast	23.40		
15 APR 19	B/P to: A B Computers	180.00		
15 APR 19	B/P to: WPS Ltd	624.20		
15 APR 19	B/P to: GrassGrounds	399.60		
15 APR 19	B/P to: RestoreDatashred	25.92		
15 APR 19	B/P to: WPS Ltd	2,965.20		
15 APR 19	B/P to: SouthEastEmployers	248.40		
15 APR 19	B/P to: Mr James Ayres	307.00		
15 APR 19	B/P to: Wendy R Coulter	10.44		
15 APR 19	B/P to: PersonnelSelection	1,409.88		
15 APR 19	B/P to: Moores Cleaning	282.47		
15 APR 19	B/P to: EdgelTSystems	1,131.00		
15 APR 19	B/P to: Surrey Hills Solic	2,904.00		
15 APR 19	B/P to: Custom Studio	292.50		
15 APR 19	B/P to: GrassGrounds	225.00		
15 APR 19	B/P to: PersonnelSelection	686.42		
15 APR 19	B/P to: TheReillyEnterpris	350.00		
15 APR 19	B/P to: PersonnelSelection	1,441.91		
15 APR 19	TEST VALLEY		159,689.00	448,200.01 *
16 APR 19	Direct Debit (SAGE SOFTWARE LTD	13.20		
16 APR 19	B/P to: GrassGrounds	160.00		
16 APR 19	B/P to: Test Valley Teleco	144.00		
16 APR 19	B/P to: Lightatouch	458.33		
16 APR 19	B/P to: Custom Studio	90.00		
16 APR 19	B/P to: TheWildmanSchoolof	360.00		
16 APR 19	B/P to: Purchase Power	132.15		
16 APR 19	B/P to: HALC	2,780.00		
16 APR 19	B/P to: AndoverTownPartner	15.00		
16 APR 19	B/P to: ConvenientHireltd	560.98		
16 APR 19	B/P to: Custom Studio	262.80		
16 APR 19	FDMS 509663001 OWR 15A (23·31)	OWR 59 (22-30) TN:10	45.61	
16 APR 19	S Bowes VR 48 & 49 TN:11		57.58	443,326.74 *
17 APR 19	FDMS 509663001 VR 37B (22·49) & BC	20 (24·80) TN:12	47.29	443,374.03 *
23 APR 19	Direct Debit (BRIT GAS BUSINESS	44.65		
23 APR 19	FDMS 509663001 TD 37A	TN:13	32.50	443,361.88 *
24 APR 19	Direct Debit (BES ELECTRICITY)	10.25		
24 APR 19	TEST VALLEY		1,000.00	
24 APR 19	FDMS 509663001 AW 12A	TN:14	14.55	
24 APR 19	J Ross VR 24C	TN:15	53.99	444,420.17 *
25 APR 19	B/P to: Test Valley BC	25.00		
25 APR 19	B/P to: The Artroom	150.00		
25 APR 19	B/P to: Mrs L J Laing	20.00		
25 APR 19	B/P to: Kevin Justice	280.00		
25 APR 19	B/P to: Custom Studio	292.50		
25 APR 19	B/P to: Business Stream	96.65		
25 APR 19	B/P to: Business Stream	41.64		
	Balance carried forward, cont. overleaf			443,514.38 * S

You can ask us to send you details of our rates and how we work them out.
Abbreviations: * credit balance DR overdrawn S sub total (intermediate balance)

APPENDIX C

Name of account: Andover Town Council
Date: 30 April 2019 Statement 070 (page 3 of 3)
Account number: 20334109 Bank sort code: 608301 Type of account: Current T2

Date	Details	Payments	Receipts	Balance
	Balance brought forward			443,514.38 *
25 APR 19	B/P to: Business Stream	37.39		
25 APR 19	B/P to: Mrs K Bird	208.84		
25 APR 19	B/P to: Blachere Illuminat	6,796.08		
25 APR 19	B/P to: ANSIRE	666.38		
25 APR 19	B/P to: AndoverTownPartner	1,200.00		434,605.69 *
26 APR 19	Girobank Core Business 100000 1 OWR 21 (28.00) VR 7C (13.00)		38.00 TN: 17	434,643.69 *
29 APR 19	FDMS 509663001 VR 25A TN:18 TD62B (2.00)		20.15	434,663.84 *
30 APR 19	Cheque 300401	50.00		
30 APR 19	B/P to: SSE SouthernElectr	87.54		
30 APR 19	B/P to: A B Computers	489.00		
30 APR 19	B/P to: Purchase Power	300.00		
30 APR 19	B/P to: Mrs K Bird	81.42		
30 APR 19	HMRC VAT REPAY		8,560.89	
30 APR 19	FDMS 509663001 TD 50B	TN: 19	43.21	
30 APR 19	Credit 000113 VR 8A 88B	TN: 20	107.98	442,367.96 *
	Balance carried forward			442,367.96 *

05000321 | 00441 | 00002 | 00002 |

You can ask us to send you details of our rates and how we work them out.
Abbreviations: * credit balance DR overdrawn S sub total (intermediate balance)

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APPENDIX C

Bank Account Reconciled Statement

Co-Operative Bank/ Unity Trust Ban 65424087/ 20334 08-60-01

Statement Number	87		
Statement Opening Balance	£319,531.92	Opening Date	01/04/19
Statement Closing Balance	£442,367.96	Closing Date	30/04/19
True/ Cashbook Closing Balance	£442,367.96		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/04/19	PHIAFest19	A-Fest	0.00	10.00	319,541.92
01/04/19	SOTSApril2019	Tony Scrace	500.00	0.00	319,041.92
02/04/19	BACS:128358913	[redacted]	2,648.49	0.00	316,393.43
02/04/19	BACS:197805364		1,051.00	0.00	315,342.43
02/04/19	BACS:24341514		1,671.16	0.00	313,671.27
02/04/19	BACS:515714865		451.88	0.00	313,219.39
02/04/19	BACS:572552573		462.15	0.00	312,757.24
02/04/19	BACS:734989181		1,684.20	0.00	311,073.04
02/04/19	BACS:910304922		1,329.97	0.00	309,743.07
02/04/19	Chqafest19	A-Fest	0.00	10.00	309,753.07
03/04/19	ARAWVisa	Allotment Rental	0.00	18.98	309,772.05
03/04/19	DDMMCCApril2019	Marketplace Merchant	24.50	0.00	309,747.55
03/04/19	DDVFApril2019	Vodafone Ltd	26.10	0.00	309,721.45
03/04/19	MR35ABACS	Allotment Rental	0.00	61.15	309,782.60
04/04/19	BACS:760006910	H M Revenue & Customs	3,036.30	0.00	306,746.30
08/04/19	CW5Visa	Allotment Rental	0.00	71.62	306,817.92
09/04/19	BL63Visa	Allotment Rental	0.00	20.02	306,837.94
10/04/19	TIEAFestBACS19	A-Fest	0.00	10.00	306,847.94
12/04/19	DDFDMSApril2019	Marketplace Merchant	20.14	0.00	306,827.80
15/04/19	BACS:139691070	AquAid South Coast	23.40	0.00	306,804.40
15/04/19	BACS:249305912	Custom Studio Ltd	292.50	0.00	306,511.90
15/04/19	BACS:258546219	Personnel Selection	686.42	0.00	305,825.48
15/04/19	BACS:348437689	Personnel Selection	1,441.91	0.00	304,383.57
15/04/19	BACS:353223377	Restore Datashred	25.92	0.00	304,357.65
15/04/19	BACS:355676115	Personnel Selection	825.56	0.00	303,532.09
15/04/19	BACS:35580502	AB Computers and Planet PC	180.00	0.00	303,352.09
15/04/19	BACS:358365455	W R Coulter	10.44	0.00	303,341.65
15/04/19	BACS:366495425	Edge IT Systems	1,131.00	0.00	302,210.65
15/04/19	BACS:367303617	Grass and Grounds	399.60	0.00	301,811.05
15/04/19	BACS:380	The Reilly Enterprise Ltd	350.00	0.00	301,461.05

Bank Account Reconciled Statement

15/04/19	BACS:407089364	Surrey Hills Solicitors	2,904.00	0.00	298,557.05
15/04/19	BACS:479145788	Grass and Grounds	270.00	0.00	298,287.05
15/04/19	BACS:512539619	M B Pest Services	400.00	0.00	297,887.05
15/04/19	BACS:551614199	W.P.S Insurance Brokers & Risk Services Ltd	624.20	0.00	297,262.85
15/04/19	BACS:657132237	W.P.S Insurance Brokers & Risk Services Ltd	2,965.20	0.00	294,297.65
15/04/19	BACS:791137699	Viking Supplies	27.92	0.00	294,269.73
15/04/19	BACS:81703218	Moores Cleaning Services Ltd	282.47	0.00	293,987.26
15/04/19	BACS:82710431	James Ayres	307.00	0.00	293,680.26
15/04/19	BACS:94060501	J&A Motor	1,357.84	0.00	292,322.42
15/04/19	BACS:940852171	South East Employers	248.40	0.00	292,074.02
15/04/19	BACS:950915392	Personnel Selection	1,409.98	0.00	290,664.04
15/04/19	BACS:992513058	SSE Lighting	1,808.63	0.00	288,855.41
15/04/19	DDMainMar1	Mainstream Digital	75.59	0.00	288,779.82
15/04/19	DDMAINMar2	Mainstream Digital	44.33	0.00	288,735.49
15/04/19	DDMAINMar3	Mainstream Digital	204.77	0.00	288,530.72
15/04/19	DDMAINMar4	Mainstream Digital	122.39	0.00	288,408.33
15/04/19	GGVATMar19	Allotment Rental	0.00	45.00	288,453.33
15/04/19	OP270319	Unity Bank	0.00	0.10	288,453.43
15/04/19	TVBCPrec12019.2020	Test Valley Borough Council	0.00	159,689.00	448,142.43
16/04/19	193184029	Test Valley Telecom	144.00	0.00	447,998.43
16/04/19	300127046	Pitney Bowes	132.15	0.00	447,866.28
16/04/19	362	Convenient Hire Limited	560.98	0.00	447,305.30
16/04/19	533395081	The Wildman School of Bushcraft	360.00	0.00	446,945.30
16/04/19	566874503	Andover Town Centre Partnership	15.00	0.00	446,930.30
16/04/19	634701075	Lightatouch Internal Audit Services	458.33	0.00	446,471.97
16/04/19	795999712	Grass and Grounds	192.00	0.00	446,279.97
16/04/19	807768400	Hampshire Association of Local Councils	2,780.00	0.00	443,499.97
16/04/19	860577935	Custom Studio Ltd	262.80	0.00	443,237.17
16/04/19	93963691	Custom Studio Ltd	90.00	0.00	443,147.17
16/04/19	DDSAGEAPRIL2019	Sage UK Limited	13.20	0.00	443,133.97
16/04/19	GGVATApr19	Allotment Rental	0.00	32.00	443,165.97
16/04/19	OWR15a59Visa	Allotment Rental	0.00	45.61	443,211.58
16/04/19	VR48&49BACS	Allotment Rental	0.00	57.58	443,269.16
16/04/19	VR48&49BACS2	Allotment Rental	0.00	57.58	443,326.74

Bank Account Reconciled Statement

17/04/19	VR37BBL20Visa	Allotment Rental	0.00	47.29	443,374.03
23/04/19	DDBRITGSAPRIL2 2019	British Gas	44.65	0.00	443,329.38
23/04/19	TD37AVisa	Allotment Rental	0.00	32.50	443,361.88
24/04/19	AW12AVisa	Allotment Rental	0.00	14.55	443,376.43
24/04/19	DDBESApril2019	BES Commercial Electricity Ltd	10.25	0.00	443,366.18
24/04/19	TVBCGRANTSF20 19	Test Valley Borough Council	0.00	1,000.00	444,366.18
24/04/19	VR24CBACS	Allotment Rental	0.00	53.99	444,420.17
25/04/19	146430212	Mrs K Bird	208.84	0.00	444,211.33
25/04/19	147919767	Andover Town Centre Partnership	1,200.00	0.00	443,011.33
25/04/19	259813898	Business Stream	96.65	0.00	442,914.68
25/04/19	34954959	Test Valley Borough Council	25.00	0.00	442,889.68
25/04/19	354893409	Custom Studio Ltd	292.50	0.00	442,597.18
25/04/19	428137768	Blachere Illuminations	6,796.08	0.00	435,801.10
25/04/19	549413773	Business Stream	41.64	0.00	435,759.46
25/04/19	549750640	Business Stream	37.39	0.00	435,722.07
25/04/19	571311821	Kevin Justice	280.00	0.00	435,442.07
25/04/19	694934705	The Art Room	150.00	0.00	435,292.07
25/04/19	771480770	Tony Scrace	666.38	0.00	434,625.69
25/04/19	88564173	Mrs L Laing	20.00	0.00	434,605.69
26/04/19	OWR21VR7CTD62 BCash	Allotment Rental	0.00	38.00	434,643.69
29/04/19	VR25AVisa	Allotment Rental	0.00	20.15	434,663.84
30/04/19		H M Revenue & Customs	0.00	4,928.39	439,592.23
30/04/19		H M Revenue & Customs	0.00	3,632.50	443,224.73
30/04/19	147898008	AB Computers and Planet PC	489.00	0.00	442,735.73
30/04/19	300401	Ms Digby	50.00	0.00	442,685.73
30/04/19	377130812	Mrs K Bird	81.42	0.00	442,604.31
30/04/19	480834701	Pitney Bowes	300.00	0.00	442,304.31
30/04/19	707758676	Southern Electric	87.54	0.00	442,216.77
30/04/19	TD50BVisa	Allotment Rental	0.00	43.21	442,259.98
30/04/19	VR8A&8BChq	Allotment Rental	0.00	107.98	442,367.96

Uncleared and unpresented effects

Total

Bank Account Reconciled Statement

Signed ....

Chair Clerk / Responsible Financial Officer

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Financial Statement - Cashbook

Statement between 01/04/19 and 30/04/19 inclusive.

Balances at the start of the year

Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£319,531.92
Deposits Unity Trust	£5,191.60
Petty Cash Account	£0.00
Petty Cash Card Unity	£40.22
Total	£324,763.74

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Amenities & Town Development			
3025 Town Development	1,030.00	0.00	1,030.00
Amenities & Town Development Total	1,030.00	0.00	1,030.00
Policy & Resources			
36 Business Rates Refund	0.00	0.00	0.00
99 Heating & Lighting	0.00	0.00	0.00
3000 Precept	159,689.00	0.00	159,689.00
3001 TVBC Tax band Grant	0.00	0.00	0.00
3010 Bank Interest	0.00	0.00	0.00
3020 Grants Received	0.00	0.00	0.00
3021 Section 106 Monies	0.00	0.00	0.00
3100 VAT Refund	8,560.89	0.00	8,560.89
3110 VAT Overclaim	0.00	0.00	0.00
3115 VAT Write Off	0.00	0.00	0.00
3116 IT Equipment	0.00	0.00	0.00
3339 Mayors Events	0.00	0.00	0.00
3998 Funds held for Youth Council	0.00	0.00	0.00
3999 Funds held for Neighbourhood Plan	0.00	0.00	0.00
4000 Defibrillator	0.00	0.00	0.00
4210 Waste Removal	0.00	0.00	0.00
4211 Photocopying	0.00	0.00	0.00
4212 Payroll	0.10	0.00	0.10
Policy & Resources Total	168,249.99	0.00	168,249.99
Allotments			
3050 Allotment Rents	767.21	0.00	767.21
3051 Allotment Rents	0.00	0.00	0.00
3052 Deposit Credit Interest	5.11	0.00	5.11
3053 Deposit direct payment	0.00	0.00	0.00
Allotments Total	772.32	0.00	772.32
Total Receipts	170,052.31	0.00	170,052.31

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Amenities & Town Development			
4190 Grants	0.00	0.00	0.00
4700 Town Centre Development	9,560.85	1,434.12	10,994.97
Amenities & Town Development Total	9,560.85	1,434.12	10,994.97
Policy & Resources			

Financial Statement - Cashbook

Statement between 01/04/19 and 30/04/19 inclusive.

400 IT Equipment	0.00	0.00	0.00
4000 Corporate Management	5,335.47	966.50	6,301.97
4100 Democratic Representation	0.00	0.00	0.00
4180 Other Services to the Public	0.00	0.00	0.00
4200 Administration Rechargeable Staffing	15,971.71	727.31	16,699.02
4204 New Building Fund	0.00	0.00	0.00
4205 Bus Shelters	0.00	0.00	0.00
4210 Administration Rechargeable	10,383.16	196.78	10,579.94
Policy & Resources Total	31,690.34	1,890.59	33,580.93
Allotments			
3052 Deposits Expenditure	0.00	0.00	0.00
4500 Allotment Service	2,398.14	237.12	2,635.26
Allotments Total	2,398.14	237.12	2,635.26
Total Payments	43,649.33	3,561.83	47,211.16

Closing Balances

Ordinary Accounts

Co-Operative Bank/ Unity Trust Bank	£442,367.96
Deposits Unity Trust	£5,196.71
Petty Cash Account	£0.00
Petty Cash Card Unity	£40.22
Total	£447,604.89

Not all the accounts have been reconciled exactly to the end date on this statement.