Eastleigh Town Council

Meeting Book: Policy & Finance Committee

Date: 16 July 2025

Location: Community Room
Cable Works
83 Tinning Way
Eastleigh
SO50 9QH

townclerk@eastleigh-tc.gov.uk

**10 JULY 2025**

**POLICY & FINANCE COMMITTEE:** Cllr Alex Clifton (Chair), Cllr Tanya Park (Vice Chair), Cllr Peter Barrett, Cllr Paul Bicknell, Cllr Josh Constable, Cllr Steve Phillips and Cllr Gaz Richardson, Cllr Eileen Marks

Notice is hereby given that the **MEETING OF EASTLEIGH TOWN COUNCIL POLICY & FINANCE COMMITTEE** will be held at **7 pm** on **WEDNESDAY 16 JULY 2025** at **THE CABLEWORKS BUILDING, TINNING WAY, EASTLEIGH** which you are hereby summoned for the transaction of the business specified below.

*Ruth Davies*
Clerk to the Council

**Admission of the Public and Media**
Members of the Public and Media are welcome to attend in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 and to report on the meeting in accordance with the Openness of Local Government Bodies Regulations 2014.

# AGENDA

**9 / 25 APOLOGIES FOR ABSENCE**
To receive and approve apologies for absence.

**10 / 25 REGISTER OF INTERESTS AND DISPENSATIONS**
To receive any Declarations of Interest or Dispensations regarding any items the agenda.
(*Dispensation requests must be received in writing by the Clerk prior to the meeting)*

**11 / 25 MINUTES OF THE LAST MEETING**
11 / 25 / 1 To **approve** the Minutes of the meeting held on the 28 May 2025.
11 / 25 / 2 To receive an update on matters arising from the Chair which are not included in the agenda.

**12 / 25 PUBLIC PARTICIPATION**
The meeting will be adjourned for a maximum of 20 minutes, 5 minutes per speaker, to allow members of the public to make representations, answer questions and give evidence in respect of the business on the agenda.

**13 / 25 COUNCIL POLICIES**
To receive **an update** on the policies and timeline reviewed by the Working Group to present to Council on the 23 July 2025

**14 / 25 RFO FINANCE REPORTS TO 30 JUNE 2025**
14 / 25 / 1 To **receive for approval** the detailed list of payments and receipts by cost centre to 30 June 2025

14 / 25 / 2 To receive the Summary and Net Position reports to 30 July 2025

14 / 25 / 3 To **approve by resolution** the transfer of equivalent reserve balances into the council's investment accounts as detailed

**15 / 25 TO RECEIVE GRANT AND SPONSORSHIP APPLICATIONS**

15 / 25 / 1 To **receive for approval** a grant application from Butterflies Bereavement Support for £800

15 / 25 / 2 To **receive for approval** a grant application from Momentum in Fitness for £800

15 / 25 / 3 To **receive for approval** a sponsorship application from Eastleigh Pride for £3,000 – 5,000

**16 / 25 DATE OF NEXT MEETING**

To confirm the date of the next meeting scheduled for the 17 September 2025.

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TownClerk@Eastleigh-TC.gov.uk

**MINUTES OF THE POLICY & FINANCE COMMITTEE MEETING OF EASTLEIGH TOWN COUNCIL HELD ON WEDNESDAY 28 MAY 2025 AT 7 PM AT THE CABLEWORKS BUILDING, TINNING WAY, EASTLEIGH**

**Those Present:** Cllr Alex Clifton (Chair), Cllr P Bicknell, Cllr J Constable, Cllr Eileen Marks, Cllr Steve Phillips and Cllr Gaz Richardson.

**In Attendance:** R Davies - Town Clerk
N Barfield – Deputy Town Clerk

**1 / 25 APOLOGIES FOR ABSENCE**

**RESOLVED:** That the Committee **approves** the apologies for absence from Cllr P Barrett due to holiday.

**2 / 25 REGISTER OF INTERESTS AND DISPENSATIONS**

**There were no declarations of interest for matters on the agenda.**

**3 / 25 MINUTES OF THE LAST MEETING**

**RESOLVED:** That the Committee **approved** the Minutes of the meeting held on the 13 February 2025 as an accurate record of the meeting.

**MATTERS:** The Town Clerk updated the committee that the grants for Neighbourhood Watch and MHA Communities had been invoiced and both organisations were grateful for the funding provided.

**4 / 25 PUBLIC PARTICIPATION**

There were no members of the public present and no questions from councillors on matters not on the agenda.

**5 / 25 COUNCIL POLICIES**

The committee received and update from the Deputy Clerk of the remaining policies to be reviewed in the council year.

**ACTION:** The committee noted that the update was missing the Standing Orders approval date of 21 May 2025 and that the Whistle-blower policy should be sent to Personnel, and Biodiversity to Assets for review and approval.

**ACTION:** The committee requested that a further review in six months of the Standing Orders and Financial Regulations was scheduled for this year due to the significant changes to the council in this period.

**ACTION:** The committee requested that a Procurement Policy was added alongside the IT Policy as noted in the internal auditor report.

**ACTION:** The Town Clerk confirmed that the Training and Development policy would be jointly reviewed by Personnel for Officers, and Policy and Finance for Councillors. It would be reviewed by Personnel first.

**6 / 25 RFO FINANCE REPORTS TO 31 MARCH 2025**

6 / 25 / 1 **RESOLVED:** That the committee **approved** the detailed list of payments and receipts by cost centre to 30 April 2025

6 / 25 / 2 The committee **received** the Summary and Net Position reports to 30 April 2025.

- clarification was sought on the £3299 legal expenses which were confirmed to be a creditor and in the adjustments for 2024 2025
- the Town Clerk confirmed that this was our first-year end using SCRIBE accountancy software and was seeking clarification on how the software accounted for yearend adjustments

6 / 25 / 3 The committee **received** the Summary Report and Net Positions reports to 30 April 2025; there were no further questions for clarification

**ACTION:** The committee noted the bank statements for April were not attached to the bank reconciliation, this was confirmed to be completed after the meeting.

**7 / 25 TO RECEIVE THE AGAR AND RELATED PAPERS PRIOR TO APPROVAL BY FULL COUNCIL**

7 / 25 / 1 The committee **reviewed** the process to be followed and requested removal of the page references on the AGAR related forms

7 / 25 / 2 The committee **reviewed** the documentation and noted one transposition error for box 8 on the AGAR.

The committee was satisfied that the process was complete and that this would be reviewed for approval by Full Council on the 18th June 25. It also noted that the Town Clerk would be absent for that meeting, therefore the process of submission would be managed by the Deputy Clerk and Finance Officer.

**8 / 25 THE DATE OF NEXT MEETING**

The committee reviewed the scheduled date of the next meeting as 17 September 2025 and agreed that an interim meeting date should be set. This was confirmed as 16 July 2025 at 7pm.

**ACTION:** The Town Clerk to send out the meeting invitation to all committee members.

The meeting closed at 7:54pm

Signed as a true record of the meeting:

Chair _____

Date _____

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Eastleigh Town Council

**13 / 25 COUNCIL POLICIES**

To **receive an update** on the policies and timeline reviewed by the Working Group to present to Council on the 23 July 2025

Committee: Full Council
Date: 23 July 2025
Agenda Item: 30 / 25
Author: N Barfield - Deputy Town Clerk

# Summary of Policy Amendments for Committee Review

This document presents the proposed amendments, updates, and new policies from the Policy Working Group for committee consideration.

## Community Engagement Policy

A new Community Engagement Policy has been drafted for adoption.

## Email, Internet, social media and Computer Use Policy

A new Email, Internet, Social Media and Computer Use Policy has been drafted for adoption.

## Risk Management Policy

A new Risk Management Policy has been drafted for adoption.

Please note that, during the development of the Risk Management Policy, it was agreed that all risk assessments will now be recorded in the Risk Register and grouped under the following eight areas:

1. Financial Risks
2. Property and Assets Risks
3. Reputational Risks
4. Council Management Risks
5. Project Management Risks
6. Legal and Statutory Risks
7. Officers Management Risks
8. Information Technology Security Risks

The current Risk Register is not yet structured in this way, but work is underway to align it with this approach.

## Privacy Policy

The following amendments are proposed:

- A new "Your Rights and How to Exercise Them" section has been added.
- A new "Data Retention" section has been added.
- A new "Complaints" section has been added.

Please note that during the development of this policy, it was identified that the Council does not currently have a Data Protection Policy in place. Work is now underway to draft one, and it will be presented for approval as soon as possible.

## Vexatious Complaints

The following amendments are proposed:

- The Introduction section has been revised to reflect the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
- The Habitual or Vexatious Complaints section has been updated to refer to the Executive Head/Monitoring Officer of the Principal Authority.
- The Definitions section has been reworded for clarity.
- The Review section has been been reworded for clarity.
- The Record Keeping section has been reworded for clarify the details retained and how confidential reporting to council will be handled.

**14 / 25 RFO FINANCE REPORTS TO 30 JUNE 2025**

14 / 25 / 1 To **receive for approval** the detailed list of payments and receipts by cost centre to 30 June 2025

14 / 25 / 2 To **receive** the Summary and Net Position reports to 30 July 2025

14 / 25 / 3 To **approve by resolution** the transfer of equivalent reserve balances into the council's investment accounts as detailed

# Eastleigh Town Council

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/06/2025)

## Administration

| | | Receipts | | | Payments | | | Net Position | |
|---|---|---|---|---|---|---|---|---|---|
| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend | |
| 101 | Donations | | | | | | | | (N/A) |
| 102 | Precept | 463,525.74 | 231,762.74 | -231,763.00 | | | | -231,763.00 | (-50%) |
| 103 | Interest Received | 13,500.00 | 2,616.62 | -10,883.38 | | | | -10,883.38 | (-80%) |
| 104 | Insurance Payout | | | | | | | | (N/A) |
| 105 | Special Expenses | | | | | | | | (N/A) |
| 401 | Salaries & Wages | | | | 315,000.00 | 56,449.33 | 258,550.67 | 258,550.67 | (82%) |
| 402 | Training | | | | 7,500.00 | 4,997.00 | 2,503.00 | 2,503.00 | (33%) |
| 403 | Travel | | | | 10,000.00 | 1,408.50 | 8,591.50 | 8,591.50 | (85%) |
| 404 | Staff Costs | | | | 624.00 | 104.00 | 520.00 | 520.00 | (83%) |
| 405 | Miscellaneous Expenses | | | | 250.00 | | 250.00 | 250.00 | (100%) |
| 406 | Mobile and VOIP | | | | 3,361.92 | 571.92 | 2,790.00 | 2,790.00 | (82%) |
| 407 | Postage | | | | 200.00 | 117.60 | 82.40 | 82.40 | (41%) |
| 408 | Printing, Stationery & Ref Bks | | | | 1,000.00 | 65.32 | 934.68 | 934.68 | (93%) |
| 409 | IT Costs & Support | | | | 7,108.68 | 1,829.72 | 5,278.96 | 5,278.96 | (74%) |
| 410 | Insurance | | | | 4,000.00 | 3,955.08 | 44.92 | 44.92 | (1%) |
| 411 | Subscriptions | | | | 6,500.00 | 2,714.00 | 3,786.00 | 3,786.00 | (58%) |
| 412 | Advertising | | | | 500.00 | | 500.00 | 500.00 | (100%) |
| 413 | Bank Charges | | | | 300.00 | 63.45 | 236.55 | 236.55 | (78%) |
| 414 | Audit Fees (External) | | | | 1,365.00 | | 1,365.00 | 1,365.00 | (100%) |
| 415 | Audit Fees (Internal) | | | | 950.00 | 400.00 | 550.00 | 550.00 | (57%) |
| 416 | Accountancy Support | | | | 1,716.00 | 607.00 | 1,109.00 | 1,109.00 | (64%) |
| 417 | Legal Fees | | | | 2,000.00 | 3,299.86 | -1,299.86 | -1,299.86 | (-64%) |
| 418 | Consultancy Fees | | | | 4,000.00 | | 4,000.00 | 4,000.00 | (100%) |
| 421 | Recruitment Fees | | | | 4,000.00 | 3,241.00 | 759.00 | 759.00 | (18%) |
| 492 | 102 | | | | | | | | (N/A) |
| 500 | VAT | | | | | | | | (N/A) |
| | **SUB TOTAL** | **477,025.74** | **234,379.36** | **-242,646.38** | **370,375.60** | **79,823.78** | **290,551.82** | **47,905.44** | **(5%)** |

## Allotments

| | | Receipts | | | Payments | | | Net Position | |
|---|---|---|---|---|---|---|---|---|---|
| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend | |
| 110 | Rent Received | 12,690.78 | 3,131.00 | -9,559.78 | | | | -9,559.78 | (-75%) |
| 111 | Admin Fees | 300.00 | 420.00 | 120.00 | | | | 120.00 | (40%) |
| 210 | Deposits | 500.00 | 840.00 | 340.00 | | | | 340.00 | (68%) |
| 471 | Water Rates | | | | 6,000.00 | 620.04 | 5,379.96 | 5,379.96 | (89%) |
| 472 | Electricity | | | | 9,160.00 | 1,371.68 | 7,788.32 | 7,788.32 | (85%) |
| 473 | Miscellaneous Expenses | | | | 600.00 | | 600.00 | 600.00 | (100%) |
| 474 | Tree Maintenance | | | | | | | | (N/A) |
| 475 | Grounds Maintenance | | | | 12,510.00 | 591.61 | 11,918.39 | 11,918.39 | (95%) |
| 476 | Equipment Maintenance | | | | 5,000.00 | 218.11 | 4,781.89 | 4,781.89 | (95%) |
| 477 | Allotment Management Software | | | | 768.00 | | 768.00 | 768.00 | (100%) |
| 478 | Allotment Postage | | | | 100.00 | | 100.00 | 100.00 | (100%) |
| | **SUB TOTAL** | **13,490.78** | **4,391.00** | **-9,099.78** | **34,138.00** | **2,801.44** | **31,336.56** | **22,236.78** | **(46%)** |

# Eastleigh Town Council

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/06/2025)

## Assets

| | | Receipts | | | Payments | | | Net Position | |
|---|---|---|---|---|---|---|---|---|---|
| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend | |
| 160 | Cableworks Income | 14,875.00 | | -14,875.00 | | | | -14,875.00 | (-100%) |
| 161 | Major Works | 40,000.00 | 40,000.00 | | | | | | (0%) |
| 162 | Service Charge to VIVID | 5,000.00 | | -5,000.00 | | | | -5,000.00 | (-100%) |
| 601 | CW - Major Works | | | | 40,000.00 | 1,932.50 | 38,067.50 | 38,067.50 | (95%) |
| 602 | CW - Rates | | | | 6,700.00 | | 6,700.00 | 6,700.00 | (100%) |
| 603 | CW - Utilities | | | | 8,687.88 | 278.96 | 8,408.92 | 8,408.92 | (96%) |
| 604 | CW- Maintenance | | | | 2,660.00 | 45.00 | 2,615.00 | 2,615.00 | (98%) |
| 605 | CW - Health and Safety | | | | 5,890.00 | 3,005.76 | 2,884.24 | 2,884.24 | (48%) |
| 606 | CW - Cleaning | | | | 9,600.00 | 587.00 | 9,013.00 | 9,013.00 | (93%) |
| 625 | Transition Legal Fees | | | | 10,000.00 | | 10,000.00 | 10,000.00 | (100%) |
| | **SUB TOTAL** | **59,875.00** | **40,000.00** | **-19,875.00** | **83,537.88** | **5,849.22** | **77,688.66** | **57,813.66** | **(40%)** |

## Capital Expenditure

| | | Receipts | | | Payments | | | Net Position | |
|---|---|---|---|---|---|---|---|---|---|
| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend | |
| 490 | IT Equipment | | | | 5,000.00 | 1,836.44 | 3,163.56 | 3,163.56 | (63%) |
| 491 | Other Equipment | | | | 29,300.00 | 4,396.09 | 24,903.91 | 24,903.91 | (85%) |
| | **SUB TOTAL** | | | | **34,300.00** | **6,232.53** | **28,067.47** | **28,067.47** | **(81%)** |

## Democratic Process

| | | Receipts | | | Payments | | | Net Position | |
|---|---|---|---|---|---|---|---|---|---|
| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend | |
| 419 | Grants | | | | 10,000.00 | 1,400.00 | 8,600.00 | 8,600.00 | (86%) |
| 420 | Sponsorship | | | | 10,000.00 | | 10,000.00 | 10,000.00 | (100%) |
| 451 | Town Newsletter | | | | 3,500.00 | | 3,500.00 | 3,500.00 | (100%) |
| 452 | Town Website | | | | 4,000.00 | | 4,000.00 | 4,000.00 | (100%) |
| 453 | Chairs Activities | | | | 500.00 | | 500.00 | 500.00 | (100%) |
| 454 | Members Expenses | | | | 200.00 | | 200.00 | 200.00 | (100%) |
| 455 | Members Training | | | | 2,500.00 | | 2,500.00 | 2,500.00 | (100%) |
| 456 | Meetings | | | | 500.00 | 97.90 | 402.10 | 402.10 | (80%) |
| 457 | Election Expenses | | | | 2,900.00 | | 2,900.00 | 2,900.00 | (100%) |
| 458 | Community Action and Investme | | | | 5,000.00 | | 5,000.00 | 5,000.00 | (100%) |
| 459 | Community Marketing | | | | 2,000.00 | | 2,000.00 | 2,000.00 | (100%) |
| | **SUB TOTAL** | | | | **41,100.00** | **1,497.90** | **39,602.10** | **39,602.10** | **(96%)** |

## Events

| | | Receipts | | | Payments | | | Net Position | |
|---|---|---|---|---|---|---|---|---|---|
| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend | |
| 181 | Other Events - Dream Empire | | | | | 2,499.46 | -2,499.46 | -2,499.46 | (N/A) |
| 182 | Market Income | | | | | | | | (N/A) |
| 701 | Remembrance | | | | 2,500.00 | | 2,500.00 | 2,500.00 | (100%) |
| 702 | Christmas Lights and Event | | | | 48,500.00 | 1,440.00 | 47,060.00 | 47,060.00 | (97%) |

# Eastleigh Town Council

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/06/2025)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 703 | Other Events | | | 10,000.00 | | 10,000.00 | 10,000.00 (100%) |
| | **SUB TOTAL** | | | **61,000.00** | **3,939.46** | **57,060.54** | **57,060.54 (93%)** |

## Projects

| | | Receipts | | | Payments | | | Net Position |
|---|---|---|---|---|---|---|---|---|
| **Code** | **Title** | **Budgeted** | **Actual** | **Variance** | **Budgeted** | **Actual** | **Variance** | +/- Under/over spend |
| 150 | Donations Received | | | | | | | (N/A) |
| 151 | CIL Grant | | | | | | | (N/A) |
| 152 | S106 Devolved Funds | | | | | | | (N/A) |
| 153 | UKSPF | | 43,000.00 | 43,000.00 | | | | 43,000.00 (N/A) |
| 480 | Public Works | | | | | | | (N/A) |
| 481 | Neighbourhood Plan | | | | 2,500.00 | | 2,500.00 | 2,500.00 (100%) |
| 482 | Voluntary Upkeep | | | | 5,000.00 | | 5,000.00 | 5,000.00 (100%) |
| 483 | Greening Campaign | | | | 10,000.00 | 1,544.88 | 8,455.12 | 8,455.12 (84%) |
| 484 | Crossing Patrol | | | | 6,000.00 | | 6,000.00 | 6,000.00 (100%) |
| 485 | Remove the Barriers | | | | 2,500.00 | | 2,500.00 | 2,500.00 (100%) |
| 486 | Speed Indicators | | | | 850.00 | | 850.00 | 850.00 (100%) |
| 487 | Community Safety Speed Watch | | | | 1,650.00 | | 1,650.00 | 1,650.00 (100%) |
| 488 | Safety Project | | | | 2,500.00 | | 2,500.00 | 2,500.00 (100%) |
| | **SUB TOTAL** | | **43,000.00** | **43,000.00** | **31,000.00** | **1,544.88** | **29,455.12** | **72,455.12 (233%)** |

## Summary

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **NET TOTAL** | **550,391.52** | **321,770.36** | **-228,621.16** | **655,451.48** | **101,689.21** | **553,762.27** | **325,141.11 (26%)** |
| **V.A.T.** | | 10,690.08 | | | 4,931.75 | | |
| **GROSS TOTAL** | | **332,460.44** | | | **106,620.96** | | |

# Eastleigh Town Council

## Net Position by Cost Centre and Code (Between 01/04/2025 and 30/06/2025)

**Cost Centre Name**

| Administration | | | Receipts | | Payments | | Current Balance |
|---|---|---|---|---|---|---|---|
| Code | Title | Bal. B/Fwd. | Budget | Actual | Budget | Actual | Budget |
| 101 | Donations | | | | | | |
| 102 | Precept | | 463,525.74 | 231,762.74 | | | -231,763.00 |
| 103 | Interest Received | | 13,500.00 | 2,616.62 | | | -10,883.38 |
| 104 | Insurance Payout | | | | | | |
| 105 | Special Expenses | | | | | | |
| 401 | Salaries & Wages | | | | 315,000.00 | 56,449.33 | 258,550.67 |
| 402 | Training | | | | 7,500.00 | 4,997.00 | 2,503.00 |
| 403 | Travel | | | | 10,000.00 | 1,408.50 | 8,591.50 |
| 404 | Staff Costs | | | | 624.00 | 104.00 | 520.00 |
| 405 | Miscellaneous Expenses | | | | 250.00 | | 250.00 |
| 406 | Mobile and VOIP | | | | 3,361.92 | 571.92 | 2,790.00 |
| 407 | Postage | | | | 200.00 | 117.60 | 82.40 |
| 408 | Printing, Stationery & Ref | | | | 1,000.00 | 65.32 | 934.68 |
| 409 | IT Costs & Support | | | | 7,108.68 | 1,829.72 | 5,278.96 |
| 410 | Insurance | | | | 4,000.00 | 3,955.08 | 44.92 |
| 411 | Subscriptions | | | | 6,500.00 | 2,714.00 | 3,786.00 |
| 412 | Advertising | | | | 500.00 | | 500.00 |
| 413 | Bank Charges | | | | 300.00 | 63.45 | 236.55 |
| 414 | Audit Fees (External) | | | | 1,365.00 | | 1,365.00 |
| 415 | Audit Fees (Internal) | | | | 950.00 | 400.00 | 550.00 |
| 416 | Accountancy Support | | | | 1,716.00 | 607.00 | 1,109.00 |
| 417 | Legal Fees | | | | 2,000.00 | 3,299.86 | -1,299.86 |
| 418 | Consultancy Fees | | | | 4,000.00 | | 4,000.00 |
| 421 | Recruitment Fees | | | | 4,000.00 | 3,241.00 | 759.00 |
| 492 | 102 | | | | | | |
| 500 | VAT | | | | | | |
| | | | **477,025.74** | **£234,379.36** | **370,375.60** | **£79,823.78** | **47,905.44** |

| Allotments | | | Receipts | | Payments | | Current Balance |
|---|---|---|---|---|---|---|---|
| Code | Title | Bal. B/Fwd. | Budget | Actual | Budget | Actual | Budget |
| 110 | Rent Received | | 12,690.78 | 3,131.00 | | | -9,559.78 |
| 111 | Admin Fees | | 300.00 | 420.00 | | | 120.00 |
| 210 | Deposits | | 500.00 | 840.00 | | | 340.00 |
| 471 | Water Rates | | | | 6,000.00 | 620.04 | 5,379.96 |
| 472 | Electricity | | | | 9,160.00 | 1,371.68 | 7,788.32 |
| 473 | Miscellaneous Expenses | | | | 600.00 | | 600.00 |
| 474 | Tree Maintenance | | | | | | |
| 475 | Grounds Maintenance | | | | 12,510.00 | 591.61 | 11,918.39 |
| 476 | Equipment Maintenance | | | | 5,000.00 | 218.11 | 4,781.89 |
| 477 | Allotment Management Sc | | | | 768.00 | | 768.00 |
| 478 | Allotment Postage | | | | 100.00 | | 100.00 |
| | | | **13,490.78** | **£4,391.00** | **34,138.00** | **£2,801.44** | **22,236.78** |

| Assets | | | Receipts | | Payments | | Current Balance |
|---|---|---|---|---|---|---|---|
| Code | Title | Bal. B/Fwd. | Budget | Actual | Budget | Actual | Budget |
| 160 | Cableworks Income | | 14,875.00 | | | | -14,875.00 |
| 161 | Major Works | | 40,000.00 | 40,000.00 | | | |
| 162 | Service Charge to VIVID | | 5,000.00 | | | | -5,000.00 |
| 601 | CW - Major Works | | | | 40,000.00 | 1,932.50 | 38,067.50 |
| 602 | CW - Rates | | | | 6,700.00 | | 6,700.00 |
| 603 | CW - Utilities | | | | 8,687.88 | 278.96 | 8,408.92 |
| 604 | CW- Maintenance | | | | 2,660.00 | 45.00 | 2,615.00 |
| 605 | CW - Health and Safety | | | | 5,890.00 | 3,005.76 | 2,884.24 |
| 606 | CW - Cleaning | | | | 9,600.00 | 587.00 | 9,013.00 |
| 625 | Transition Legal Fees | | | | 10,000.00 | | 10,000.00 |
| | | | **59,875.00** | **£40,000.00** | **83,537.88** | **£5,849.22** | **57,813.66** |

| Capital Expenditure | | | Receipts | | Payments | | Current Balance |
|---|---|---|---|---|---|---|---|
| Code | Title | Bal. B/Fwd. | Budget | Actual | Budget | Actual | Budget |
| 490 | IT Equipment | | | | 5,000.00 | 1,836.44 | 3,163.56 |
| 491 | Other Equipment | | | | 29,300.00 | 4,396.09 | 24,903.91 |

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

# Eastleigh Town Council

## Net Position by Cost Centre and Code (Between 01/04/2025 and 30/06/2025)

**Cost Centre Name**

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | **34,300.00** | **£6,232.53** | **28,067.47** |

**Democratic Process**

| Code | Title | Bal. B/Fwd. | Receipts Budget | Receipts Actual | Payments Budget | Payments Actual | Current Balance Budget |
|---|---|---|---|---|---|---|---|
| 419 | Grants | | | | 10,000.00 | 1,400.00 | 8,600.00 |
| 420 | Sponsorship | | | | 10,000.00 | | 10,000.00 |
| 451 | Town Newsletter | | | | 3,500.00 | | 3,500.00 |
| 452 | Town Website | | | | 4,000.00 | | 4,000.00 |
| 453 | Chairs Activities | | | | 500.00 | | 500.00 |
| 454 | Members Expenses | | | | 200.00 | | 200.00 |
| 455 | Members Training | | | | 2,500.00 | | 2,500.00 |
| 456 | Meetings | | | | 500.00 | 97.90 | 402.10 |
| 457 | Election Expenses | | | | 2,900.00 | | 2,900.00 |
| 458 | Community Action and Inv | | | | 5,000.00 | | 5,000.00 |
| 459 | Community Marketing | | | | 2,000.00 | | 2,000.00 |
| | | | | | **41,100.00** | **£1,497.90** | **39,602.10** |

**Events**

| Code | Title | Bal. B/Fwd. | Receipts Budget | Receipts Actual | Payments Budget | Payments Actual | Current Balance Budget |
|---|---|---|---|---|---|---|---|
| 181 | Other Events - Dream Em | | | | | 2,499.46 | -2,499.46 |
| 182 | Market Income | | | | | | |
| 701 | Remembrance | | | | 2,500.00 | | 2,500.00 |
| 702 | Christmas Lights and Ever | | | | 48,500.00 | 1,440.00 | 47,060.00 |
| 703 | Other Events | | | | 10,000.00 | | 10,000.00 |
| | | | | | **61,000.00** | **£3,939.46** | **57,060.54** |

**Projects**

| Code | Title | Bal. B/Fwd. | Receipts Budget | Receipts Actual | Payments Budget | Payments Actual | Current Balance Budget |
|---|---|---|---|---|---|---|---|
| 150 | Donations Received | | | | | | |
| 151 | CIL Grant | | | | | | |
| 152 | S106 Devolved Funds | | | | | | |
| 153 | UKSPF | | | 43,000.00 | | | 43,000.00 |
| 480 | Public Works | | | | | | |
| 481 | Neighbourhood Plan | | | | 2,500.00 | | 2,500.00 |
| 482 | Voluntary Upkeep | | | | 5,000.00 | | 5,000.00 |
| 483 | Greening Campaign | | | | 10,000.00 | 1,544.88 | 8,455.12 |
| 484 | Crossing Patrol | | | | 6,000.00 | | 6,000.00 |
| 485 | Remove the Barriers | | | | 2,500.00 | | 2,500.00 |
| 486 | Speed Indicators | | | | 850.00 | | 850.00 |
| 487 | Community Safety Speed | | | | 1,650.00 | | 1,650.00 |
| 488 | Safety Project | | | | 2,500.00 | | 2,500.00 |
| | | | | **£43,000.00** | **31,000.00** | **£1,544.88** | **72,455.12** |

| | | | | | |
|---|---|---|---|---|---|
| **NET TOTAL** | **550,391.52** | **£321,770.36** | **655,451.48** | **£101,689.21** | **325,141.11** |

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Committee: Policy and Finance
Date: 16 July 2025
Agenda Item: 14/25/3
Author: R Davies - Town Clerk

# Reserve Investment Transfers

## Background

As of the 1 April 2025 the council reserves balances were as follows:

| Reserve | OpeningBalance | Transfers | Spend | Receipts | CurrentBalance |
|---|---|---|---|---|---|
| **Earmarked** | | | | | |
| Staff Growth and Asset Acquisiti | | 307,386.50 | | | 307,386.50 |
| Elections | | 11,824.00 | | | 11,824.00 |
| Neighbourhood Plan | | 4,000.00 | | | 4,000.00 |
| Greening Campaign EMR | | 5,000.00 | | | 5,000.00 |
| Public Realm | | 7,500.00 | | | 7,500.00 |
| Website EMR | | 2,000.00 | | | 2,000.00 |
| Cableworks Major Works | | 28,000.00 | | | 28,000.00 |
| Allotment Deposits EMR | | 2,440.00 | | | 2,440.00 |
| Strategic Plan EMR | | 45,311.50 | | | 45,311.50 |
| **Total Earmarked** | **0.00** | **413,462.00** | | | **413,462.00** |
| **TOTAL RESERVE** | | **413,462.00** | | | **413,462.00** |
| **GENERAL FUND** | | | | | 139,756.62 |

In the meeting of the 23 April 2025 a verbal agreement was made to transfer the reserve equivalent balances into the 2 investment accounts the council holds.

**To do this a resolution is required.**

## Proposal and Rationale

The holdings in the investment accounts (as of 30 June 2025) stand at:

- Unity Trust Savings £146,550.41
- CCLA - The Public Sector Deposit Fund £159,191.45

And the current account holdings stand at:

- Unity Trust Current Account £471,893.41

To place into the investment accounts the equivalent reserves balances as detailed above, the total movement would be **£247,476.76**

Since the beginning of the financial year, the council has also received £83,000 as follows:

| | | |
|---|---|---|
| 3 April 2025 | UKSPF | £4,000.00 |
| 10 April 2025 | UKSPF | £39,000.00 |
| 10 April 2025 | CW Building compensation | £40,000.00 |

It is proposed to add these additional funds, which are placed in reserve accounts to the reserve balance transfers, resulting in a total movement of **£330,476.76**

The council has 2 investment accounts, CCLA Public Sector Deposit Fund and the current account attached Unity Trust Savings Account. They both have instant access to the funds, therefore there is no advantage of one over the other apart from diversification of funds and total holdings.

## The Responsible Financial Officer recommendation is as follows:

To move £300,000 into the CCLA account and £30,476.76 into the Unity Trust Savings Account.

1. The CCLA Account is estimated to yield £13,896.98 interest for the council year 2025 26 and would have an estimated holding of £471,324.04 at the 31 March 2026.

2. The Unity Trust Savings Account is estimated to yield £ £2,323.74 interest for the council year 2025 26 and would have an estimated holding of £159,750.80 at the 31 March 2026.

3. The budget for interest received for the council year 2025 26 is £13,500. The estimated yields total £17,689.93.

   However, the council has budgeted for a net movement from the reserves balances in year totalling £105,620

The following tables show the assumptions and calculations:

| Date | Investment | Interest Received | Mth End Statement | %age Interest | Annual Interest | Annual Yeild | |
|---|---|---|---|---|---|---|---|
| CCLA - Public Sector Deposit Fund | | | | | | | |
| March | | £ 1,409.74 | £ 471,324.04 | 0.30% | 3.96% | £ 13,896.98 | ASSUMED |
| February | | £ 1,405.53 | £ 469,914.30 | 0.30% | | | |
| January | | £ 1,401.32 | £ 468,508.77 | 0.30% | | | |
| December | | £ 1,397.13 | £ 467,107.45 | 0.30% | | | |
| November | | £ 1,392.95 | £ 465,710.32 | 0.30% | | | |
| October | | £ 1,527.21 | £ 464,317.37 | 0.33% | | | |
| September | | £ 1,522.18 | £ 462,790.16 | 0.33% | | | |
| August | | £ 1,517.18 | £ 461,267.98 | 0.33% | | | |
| July | £ 300,000.00 | | | | | | |
| 02/07/2025 | | £ 559.35 | £ 159,750.80 | 0.35% | 1.09% | £ 2,323.74 | YTD |
| 03/06/2025 | | £ 583.42 | £ 159,191.45 | 0.37% | | | |
| 02/05/2025 | | £ 579.53 | £ 158,611.92 | 0.37% | | | |
| 02/04/2025 | | £ 601.44 | £ 158,028.50 | 0.38% | | | |
| 04/03/2025 | | £ 549.30 | £ 157,427.06 | 0.35% | 4.79% | £ 7,197.06 | |
| 04/02/2025 | | £ 625.75 | £ 156,877.76 | 0.40% | | | |
| 03/01/2025 | | £ 627.86 | £ 156,252.01 | 0.40% | | | |
| 03/12/2024 | | £ 611.88 | £ 155,624.15 | 0.39% | | | |
| 04/11/2024 | | £ 647.63 | £ 155,012.27 | 0.42% | | | |
| 02/10/2024 | | £ 630.99 | £ 154,364.64 | 0.41% | | | |
| 03/09/2024 | | £ 654.82 | £ 153,733.65 | 0.43% | | | |
| 02/08/2024 | | £ 670.33 | £ 153,078.83 | 0.44% | | | |
| 02/07/2024 | | £ 648.70 | £ 152,408.50 | 0.43% | | | |
| 04/06/2024 | | £ 668.69 | £ 151,759.80 | 0.44% | | | |
| 02/05/2024 | | £ 644.97 | £ 151,091.11 | 0.43% | | | |
| 03/04/2024 | | £ 216.14 | £ 150,446.14 | 0.14% | | | |
| 22/03/2024 | £ 150,230.00 | | | | | | |

| Date | Investment | Interest Received | Mth End Statement | %age Interest | Annual Interest | Annual Yeild | |
|---|---|---|---|---|---|---|---|
| Unity Trust Savings | | | | | | | |
| | | | | | | | |
| March | | £ 979.75 | £ 179,115.66 | 0.55% | 2.25% | £ 3,792.95 | ASSUMED |
| December | | £ 974.39 | £ 178,135.91 | 0.55% | | | |
| September | | £ 986.58 | £ 177,161.52 | 0.56% | | | |
| July | £ 30,476.76 | | £ 176,174.94 | | | | |
| 30/06/2025 | | £ 852.23 | £ 145,698.18 | 0.59% | | | |
| 31/03/2025 | | £ 911.56 | £ 145,170.98 | 0.63% | 2.38% | £ 2,713.18 | |
| 31/12/2024 | | £ 963.22 | £ 144,259.42 | 0.67% | | | |
| 30/09/2024 | | £ 546.67 | £ 143,296.20 | 0.38% | | | |
| 29/08/2024 | £ 100,434.80 | | £ 142,749.53 | | | | |
| 30/06/2024 | | £ 291.73 | £ 42,314.73 | 0.69% | | | |
| Opening Balance | | | £ 42,023.00 | | | | |

Eastleigh Town Council

**15 / 25 TO RECEIVE GRANT AND SPONSORSHIP APPLICATIONS**

15 / 25 / 1 To **receive for approval** a grant application from Butterflies Bereavement Support for £800

15 / 25 / 2 To **receive for approval** a grant application from Momentum in Fitness for £800

15 / 25 / 3 To **receive for approval** a sponsorship application from Eastleigh Pride for £3,000 – 5,000

# Eastleigh Town Council – Community Grant Application Form

*

| | |
|---|---|
| Name of Organisation | Butterflies Bereavement Support |
| Name of person making the application on behalf of the Organisation C the address of the Organisation | [redacted] |
| Position held within Organisation | Chairman/Clinic Lead |
| Telephone | [redacted] |
| Email | |
| If the Organisation is a registered charity, registered charity number. If not, what type of organisation? | 1181599<br><br>(CIO) |
| Have you received a grant from Eastleigh Town Council previously? If so, when? How much? What for? | No |

# Eastleigh Town Council – Community Grant Application Form

| | |
|---|---|
| What amount are you requesting, up to £800, from Eastleigh Town Council?<br><br>Please give details of how you are planning to spend the money. This should include specific details about the project the grant would fund and a breakdown of how the money will be spent. | To provide specific professional bereavement support to the residents of Eastleigh, meeting the needs of those struggling with bereavement, grief and loss, be that recent or historic.<br><br>The services include counselling, via face to face, phone or online, as well as drop-in peer support groups at very low cost or free where appropriate.<br><br>We provide cost-free counselling to those unable to pay whilst requesting donations from those able to pay. The £800 would help us to continue paying our bills. |
| Have you attempted to source funds from elsewhere? If so, where? If you were successful, please give details of how much money you were awarded and how you will be spending that for this specific project. | SPAR – No success<br>Spitfire – No success<br>Persimmons – Awaiting outcome |

# Eastleigh Town Council – Community Grant Application Form

| | |
|---|---|
| Approximately, how many people in the Eastleigh Town Council area will this project benefit? | All adults, who experience difficulties following bereavement, regardless of ability to pay.<br><br>This applies to anyone of any protected characteristic under the Equalities Act 2010. The only limitation is if the application for our services lacks mental capacity. |
| Will your project continue after this grant has been spent?<br>If so, how will it be funded? | • Donations from clients who are able to pay.<br>• Charity fundraising events<br>• Applying to other funders |

I confirm that all the information contained within this application is true and accurate to the best of my knowledge and believe that I am authorised to submit this application on behalf of the Organisation.
I have read and agree to abide by the Terms C Conditions detailed within the Grant Policy C Grant Criteria
I confirm that any grant awarded by Eastleigh Town Council will only be spent for the purposes for which it was awarded

☐ (Please tick to agree)

| | |
|---|---|
| Signed | [redacted] |
| Date | 25/6/25 |

As well as this form, you are required to submit the following:

- Any supporting information you think may be relevant to the application
- A copy of your last year end accounts. For those without these, a detailed budget for the first year
- A photocopy of the last 3 months of bank statements
- For new initiatives, a detailed business or project plan
- A copy of your constitution or details of your aim or purpose
- Details of any restrictions placed on who can use/access your services

- Evidence that the project actively promotes equal access for all

Please email this form and all supporting documentation to: townclerk@eastleigh-tc.gov.uk

# Eastleigh Town Council – Community Grant Application Form

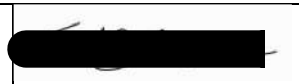
| | |
|---|---|
| Name of Organisation | Momentum in Fitness |
| Name of person making the application on behalf of the Organisation & the address of the Organisation | [redacted] |
| Position held within Organisation | CEO |
| Telephone | [redacted] |
| Email | |
| If the Organisation is a registered charity, registered charity number. If not, what type of organisation? | 1202050 |
| Have you received a grant from Eastleigh Town Council previously? If so, when? How much? What for? | No |

# Eastleigh Town Council – Community Grant Application Form

| | |
|---|---|
| What amount are you requesting, up to £800, from Eastleigh Town Council?<br><br>Please give details of how you are planning to spend the money. This should include specific details about the project the grant would fund and a breakdown of how the money will be spent. | We are requesting £800 towards Project Fit for Life, which delivers 12-week functional fitness programmes and coffee hours for up to 12 older people aged 55+.<br><br>Our programmes support participants with little or no experience of exercise to increase their activity levels and build social connections, to help improve physical and mental health, wellbeing and quality of life and reduce feelings of loneliness. Our programmes are free of charge, which helps to encourage adults who may be struggling with the cost-of-living crisis or to access affordable fitness facilities, to take part.<br><br>Our weekly small group classes use free weights and resistance equipment to replicate everyday movements and activities (such as carrying heavy shopping, climbing stairs or getting up from the floor) to improve confidence, strength and mobility and teach participants how to move safely. Educating participants on the benefits of regular exercise helps to encourage sustained activity outside of the programme (we also offer subsidised follow-on classes which are not the subject of this application but which enable us to provide continued support to an increased number of people). Classes are person-centred and inclusive and can be tailored to meet the needs and varying abilities of the group.<br><br>Following the weekly classes, our coaches facilitate a coffee hour (also free of charge) to promote group interaction and support and to help build an increased sense of community.<br><br>The benefits of Project Fit for Life include:<br><br>1. Increased levels of physical activity, leading to improved longer-term health outcomes.<br>2. Improved strength, flexibility and fitness.<br>3. Improved mood / attitude and mental wellbeing.<br>4. Increased knowledge of how to move safely and the benefits of physical activity.<br>5. Increased confidence and motivation to be active.<br>6. Increased levels of social interaction and reduced feelings of loneliness.<br><br>We issue questionnaires at the start and end of each programme that ask participants to score themselves with regard to levels of physical activity and social interaction, feelings of loneliness, confidence and motivation to exercise and knowledge of how to move safely. We ask about changes in mood/attitude, enjoyment of the programme, how likely it is that participants will continue exercising and any improvements we could make to the programme. Coaches also seek informal feedback during the coffee hours. |

| | |
|---|---|
| | At the start and end of the programme our coaches use approved tests to assess and measure physical metrics including fitness, strength and flexibility for each participant.<br><br>The questionnaires, physical assessments and feedback enable us to measure the outcomes and evaluate the success and impact of our programmes.<br><br>Each 12-week programme requires a total of 60 hours of planning and delivery time by two professional coaches. £800 would pay for 29 hours; therefore, almost covering the cost of one coach in full for 12 weeks.<br><br>Additional costs per 12-week programme include reduced rate facility rental and use of equipment at a local gym (£300), project management and oversight (£420), refreshments (£50), use of online platform for scheduling and booking sessions (£108) and marketing of the project (£150). |
| Have you attempted to source funds from elsewhere? If so, where? If you were successful, please give details of how much money you were awarded and how you will be spending that for this specific project. | We have previously received a grant of £18,720 from the National Lottery to initiate and develop Project Fit for Life. Our 2025 programmes are being part funded by a grant of £4,410 from Southampton Airport Spitfire Wellbeing Fund. Funds have been awarded to cover the cost of one coach across 3x12 week programmes and to support oversight of the project including data collection and impact evaluation throughout the year. |

# Eastleigh Town Council – Community Grant Application Form

| | |
|---|---|
| Approximately, how many people in the Eastleigh Town Council area will this project benefit? | Each 12-week programme is able to accommodate up to 12 older adults, allowing us to provide a more intensive level of support for individuals who are new to exercise, lacking confidence or who may be living with various health conditions. |
| Will your project continue after this grant has been spent?<br>If so, how will it be funded? | Yes. We will continue to apply for funding from trusts and foundations and generate income from corporate and community fundraising activities, which has also provided an amount of unrestricted income that can be utilised to support our projects. |
| I confirm that all the information contained within this application is true and accurate to the best of my knowledge and believe that I am authorised to submit this application on behalf of the Organisation.<br>I have read and agree to abide by the Terms & Conditions detailed within the Grant Policy & Grant Criteria<br>I confirm that any grant awarded by Eastleigh Town Council will only be spent for the purposes for which it was awarded<br>☑ (Please tick to agree) | |
| Signed |  |
| Date | 1st July 2025 |

As well as this form, you are required to submit the following:

- Any supporting information you think may be relevant to the application
- A copy of your last year end accounts. For those without these, a detailed budget for the first year
- A photocopy of the last 3 months of bank statements
- For new initiatives, a detailed business or project plan
- A copy of your constitution or details of your aim or purpose
- Details of any restrictions placed on who can use/access your services
- Evidence that the project actively promotes equal access for all

Please email this form and all supporting documentation to: townclerk@eastleigh-tc.gov.uk

Eastleigh Pride CIC,

[redacted]

Dear Eastleigh Town Council,

I hope this message finds you well.

As we continue planning for Eastleigh Pride 2025—set to take place on Saturday, 6th September at Leigh Road Recreation Ground—we would be honoured to invite Eastleigh Town Council to be a key sponsor of this important and growing community celebration.

Thanks to the support of partners like yourselves, Eastleigh Pride has grown into one of the region's most significant annual events. In 2024, we welcomed over 9,000 attendees for a day of celebration, visibility, and togetherness. Pride remains not only a celebration of the LGBTQ+ community, but also a powerful platform for unity and inclusion across Eastleigh as a whole—bringing together residents, families, local organisations, and businesses in a truly positive and uplifting environment.

## The Impact of Sponsorship

Sponsorship directly supports vital event infrastructure such as security, medical cover, staging, sound, and lighting. These elements are essential for us to deliver a safe, accessible, and high-quality event for thousands of attendees.

This year, we are proud to have made significant strides in sustainability and cost-efficiency—sourcing more services from local suppliers and reducing our overall overheads without compromising the quality of the event. Your support would directly benefit both the LGBTQ+ community and the wider public by helping ensure the event remains free, safe, inclusive, and accessible to all.

## Sponsorship Opportunities

We are offering three sponsorship tiers, each aligned with a key area of event infrastructure:

🟦 **Community Champion – £3,000**
*Supports sound and stage infrastructure*
**You'll receive:**

- A free stall at Eastleigh Pride 2025
- Your logo on printed materials and select digital advertising
- A thank-you shoutout from the stage during the event

🟨 **Pride Partner – £4,000**
*Supports a combination of security and medical cover*
**You'll receive:**

- A free premium stall space at Eastleigh Pride 2025
- Prominent logo placement across all advertising (print, digital, and social)
- A spotlight feature on our social media
- A certificate of thanks presented on stage by our hosts

🟥 **Headline Sponsor – £5,000**
*Supports all core infrastructure: stage, sound, security, and medical*
**You'll receive:**

- Headline logo placement on all promotional materials
- Your banners placed in key locations on-site
- A free prime stall location
- Recognition in press releases
- A framed certificate of thanks presented on stage by our founder and hosts
- A dedicated mention in our post-event wrap-up

Supporting Eastleigh Pride as a sponsor is more than a financial contribution—it is a public statement of solidarity with inclusion, diversity, and the strength of our local community.

I would be very happy to discuss this further or tailor a package to better suit your preferences. Please don't hesitate to get in touch if you need any additional information or documents to assist with your decision.

Thank you once again for considering supporting Eastleigh Pride 2025.

With gratitude,

[redacted]

*Eastleigh Pride Organiser*

[redacted]

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Eastleigh Town Council

**16 / 25 DATE OF NEXT MEETING**

To confirm the date of the next meeting scheduled for the 17 September 2025.