Eastleigh Town Council

Meeting Book: Policy & Finance Committee

Date: 17 September 2025

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

townclerk@eastleigh-tc.gov.uk

11 SEPTEMBER 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 **7pm** on **WEDNESDAY 17 SEPTEMBER 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

17 / 25 APOLOGIES FOR ABSENCE
To receive and approve apologies for absence.

18 / 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)*

19 / 25 MINUTES OF THE LAST MEETING
19 / 25 / 1 To **approve** the Minutes of the meeting held on the 16 July 2025.
19 / 25 / 2 To receive an update on matters arising from the Chair which are not included in the agenda.

20 / 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.

21 / 25 TO RECEIVE GRANT AND SPONSORSHIP APPLICATIONS
21 / 25 / 1 To **receive for approval** a grant application from Momentum in Fitness for £800 with additional information provided.
21 / 25 / 2 To **receive for approval** a grant application from Discover Magazines for a new community magazine for £800.
21 / 25 / 3 To **receive for approval** a grant application from Baby Necessities for £800.

22 / 25 RFO FINANCE REPORTS TO 30 JUNE 2025

22 / 25 / 1 To **receive** the Finance Report for the period of 1 July to 31 August 2025 to include the following **approvals**:

22 / 25 / 2 To **receive** for **approval** the detailed list of payments and receipts by cost centre from 1July to 31 August 2025.

22 / 25 / 3 To **receive** for the Summary and Net Position reports to 31 August 2025.

22 / 25 / 4 To **note** the actions to be carried out with regards to financial reporting by the Policy and Finance Committee meeting on the 22 October 2025.

22 / 25 / 5 To **approve** the addition to the bank and investment accounts of the Finance Officer.

22 / 25 / 6 To **approve** the recommendation of the RFO to set up an imprest account for expenses

23 / 25 DATE OF NEXT MEETING

To confirm the date of the next meeting scheduled for the 22 October 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 Tanya Park (Vice 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 claimed 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 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

21 / 25 TO RECEIVE GRANT AND SPONSORSHIP APPLICATIONS

21 / 25 / 1 To **receive for approval** a grant application from Momentum in Fitness for £800 with additional information provided.

21 / 25 / 2 To **receive for approval** a grant application from Discover Magazines for a new community magazine for £800.

21 / 25 / 3 To **receive for approval** a grant application from Baby Necessities for £800.

Eastleigh Town Council – Community Grant Application Form

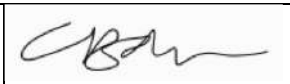
Name of Organisation	Momentum in Fitness
Name of person making the application on behalf of the Organisation & the address of the Organisation	Charles Balchin Unit 3B Barton Park Industrial Estate Chickenhall Lane Eastleigh SO50 6RR
Position held within Organisation	CEO
Telephone	07816 564215
Email	charles@momentumcharity.org.uk
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? 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+. 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. 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. 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. The benefits of Project Fit for Life include: 1. Increased levels of physical activity, leading to improved longer-term health outcomes. 2. Improved strength, flexibility and fitness. 3. Improved mood / attitude and mental wellbeing. 4. Increased knowledge of how to move safely and the benefits of physical activity. 5. Increased confidence and motivation to be active. 6. Increased levels of social interaction and reduced feelings of loneliness. 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. The questionnaires, physical assessments and feedback enable us to measure the outcomes and evaluate the success and impact of our programmes. 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. 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? 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. I have read and agree to abide by the Terms & Conditions detailed within the Grant Policy & 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	
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 Town Council – Community Grant Application Form

Name of Organisation	Eastleigh Network Magazine
Name of person making the application on behalf of the Organisation & the address of the Organisation	Lisa Ashton
Position held within Organisation	Founder
Telephone	07901 337057
Email	hello@network-magazines.co.uk
If the Organisation is a registered charity, registered charity number. If not, what type of organisation?	Will be a limited company just waiting for it to be set up
Have you received a grant from Eastleigh Town Council previously? If so, when? How much? What for?	N/A

Eastleigh Town Council – Community Grant Application Form

What amount are you requesting, up to £800, from Eastleigh Town Council? 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.	I am applying for a grant of £800 to support the launch of a new community magazine designed to better connect residents across Eastleigh and help address the ongoing digital divide. The magazine will feature a range of accessible, engaging content including: Local stories, Updates from Eastleigh Borough Council, Shopping vouchers in the form of cut-out coupons for local businesses, What's on in the town, Community competitions, Local history features and a community noticeboard The project will produce 10,000 copies in the first month and 7,000 in the second, with Royal Mail delivering the majority directly to households. An additional 2,000 copies will be available for free collection on Eastleigh High Street. The total production cost is £2,881 for the first month and £2,344 for the second. These figures do not include any salary for myself. With over 25 years of experience in publishing and community media, I am confident in managing both editorial and commercial aspects of the magazine. Revenue will be generated through local advertising, with a modest profit margin included to ensure sustainability. The £800 grant would contribute to covering initial production and distribution costs for the first month, helping to establish the magazine as a valuable resource for the community from the outset.
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.	I have not received any funding from other sources for this project. At this stage, I am focusing on securing initial support to cover the first month's production costs. I plan to fund future editions through local advertising revenue, which will help make the magazine financially sustainable going forward.

Eastleigh Town Council – Community Grant Application Form

Approximately, how many people in the Eastleigh Town Council area will this project benefit?	17,000 households + revenue for local charities
Will your project continue after this grant has been spent? If so, how will it be funded?	Yes I will fund it through local advertising from businesses; 10% of the profits I make I will donate to local charities. I'm hoping to launch in October 2025 so any help before this I'd be really grateful for.
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 & Conditions detailed within the Grant Policy & 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	Lisa Ashton
Date	13th 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 Town Council – Community Grant Application Form

Name of Organisation	Baby Necessities
Name of person making the application on behalf of the Organisation & the address of the Organisation	Gillian Wilkins
Position held within Organisation	Funding and Communications Manager
Telephone	01794 765240, 07748 102408
Email	gillian@babynecessities.co.uk
If the Organisation is a registered charity, registered charity number. If not, what type of organisation?	1193806
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? 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.	Baby Necessities is a baby bank charity which aims to help to alleviate childhood poverty across Southampton, Eastleigh, Test Valley and Eastleigh. Upon receiving a referral from a professional (midwife, health visitor, social worker etc) we provide families with children aged 0-5 years experiencing hardship (poverty, domestic abuse, asylum seekers, homelessness etc) with the basic supplies they need (clothes, equipment, toys, toiletries, formula, baby food etc). This not only provides practical support, but also helps the mental wellbeing of the families. We redistribute donated preloved items as much as possible, to help protect the environment and reduce unnecessary waste. In addition to providing preloved donations, we also provide new items for safety and hygiene reasons, such as new mattresses, bottles, breast pumps, toiletries, nappies, formula etc. As referral numbers grow we also have to "top up" our stock because donations to not meet demand. Any funding we secure will be used to buy those items we cannot source second hand or must be new. Referral numbers continue to grow, now averaging around 100 a month, with 13.1% being from Eastleigh.
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.	Our project is ongoing. We have receive funding this year from TVBC, HCC and a variety of other grant providers.

Eastleigh Town Council – Community Grant Application Form

Approximately, how many people in the Eastleigh Town Council area will this project benefit?	This is dictated by referrals received. So far in 2025 we have helped 107 Eastleigh families.
Will your project continue after this grant has been spent? If so, how will it be funded?	Our project is ongoing for as long as it is needed. We will continue to raise funds through grant, fundraising events and corporate partnerships.

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 t submit this application on behalf of the Organisation.

I have read and agree to abide by the Terms & Conditions detailed within the Grant Policy & 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 G M Wilkins	
Date 11 September 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

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22 / 25 RFO FINANCE REPORTS TO 30 JUNE 2025

22 / 25 / 1 To **receive** the Finance Report for the period of 1 July to 31 August 2025 to include the following **approvals**:

22 / 25 / 2 To **receive** for **approval** the detailed list of payments and receipts by cost centre from 1July to 31 August 2025.

22 / 25 / 3 To **receive** for the Summary and Net Position reports to 31 August 2025.

22 / 25 / 4 To **note** the actions to be carried out with regards to financial reporting by the Policy and Finance Committee meeting on the 22 October 2025.

22 / 25 / 5 To **approve** the addition to the bank and investment accounts of the Finance Officer.

22 / 25 / 6 To **approve** the recommendation of the RFO to set up an imprest account for expenses

Committee: Policy and Finance
Date: 17 September 2025
Author: RFO and Finance Officer

RFO Finance Report Budget year 2025 26

For period: 1st July 2025 to 31st August 2025

Summary

To accompany this report, please refer to and consider the following documentation:

- Transactions - Receipts and Payments (All) 01.07-31.08.2025
- Net Position Report (By Cost Centre) to 31.08.2025
- Summary - All Activity To 31.08.2025 With Variance to Budget (Total payments & receipts)
    - Detailed Cost Centre Report - ALL Receipts & Payments YEAR TO DATE

All above listed reports show results for the months of July and August 2025.

External factors for consideration, (within period of this report):

- On 1st August 2025 the NJC confirmed the pay increase of 3.2% per annum on all (NJC) pay points with effect from 1 April 2025: This was applied (backdating as appropriate) within the payroll amounts paid to ETC officers, in August (2025).
- The Internal Auditor will be visiting the ETC offices (to carry out duties) on 10th November
- The External Auditor is yet to come back to ETC with confirmed review on the Year End 2024-25 AGAR.

Fiscal Management

Bank balances

As at 31st August 2025 ETC Bank Balances were as follows

Eastleigh Town Council
BANK ACCOUNTS

Unity Trust Bank	£71,682.40
Unity Trust Bank - Instant Savers	£177,027.17
CCLA	£460,324.32
Total in Banks	**709,033.89**
Cash	
GRAND TOTAL (Banks and Cash)	**£709,033.89**

Bank Transfers

As per recommendation put forward and agreed on 16th July 2025 Meeting, the following listed transfers were actioned:

8 September 2025 (2025 - 2026)

Eastleigh Town Council
SUMMARY OF TRANSFERS

Description	Amount
Unity Trust Bank to CCLA	300,000.00
Unity Trust Bank to Unity Trust Bank - Instant Savers	30,476.76

Reserves

NOTE: The General Reserve is a summation of the anticipated YE 2024-25 GR £139,756.62 plus the in year surplus to this point.

11 September 2025 (2025 - 2026)

Eastleigh Town Council
Reserves Balance
2025 - 2026

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		1,814.66		3,185.34
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
CW Hire Deposits				100.00	100.00
TWME - Restricted Reserve		43,000.00			43,000.00
Total Earmarked	**413,462.00**	**43,000.00**	**1,814.66**	**100.00**	**454,747.34**
TOTAL RESERVE	**413,462.00**	**43,000.00**	**1,814.66**	**100.00**	**454,747.34**
GENERAL FUND					266,278.74
TOTAL FUNDS					721,026.08

It is not expected that any withdrawals from Reserves will be necessary between now and the next Policy and Finance meeting (on 22nd October).

NOTE: As can be seen in the above list of Reserve Balances, a 'Together We Make Eastleigh' (TWME) Earmarked Fund has now been created with an opening balance of £43,000.

Cash Flow

Unity Trust Current account stands at £71,682.40 with the balancing precept of £231,763 due the first week of October, therefore:

- No withdrawals are recommended from Investment / Savings accounts

Work is being carried out to provide a base monthly 'Average Run Rate' of regular expenditure to assist in cash flow management and optimise the use of the investment accounts to gain interest which mitigates precept levies on residents: This is projected to be completed by the next P&F meeting.

Receipts and Payments

Please review accompanied report: Receipts and Payments (All) 01.07-31.08.2025

From which, significant items: Those with a value of over £2,000, are highlighted below.

Date	Cost Centre	Nominal Code	Received	Paid	Commentary/Explanation
18/07/2025	Administration	Subscriptions		£3,373.91	Worknest: Final invoice/cost relating to HR & Legal Service

RESOLUTION: 22 / 25 / 2 To **receive** for **approval** the detailed list of payments and receipts by cost centre from 1 July to 31 August 2025

Budget Report

During the period the following nominal codes have been added:

Cost Centre	Nominal Code	Reason/Detail
Assets	163: CW Hire Deposits	For retention of security deposit for hall hire
Assets	610: Hall Booking Software	To account for cost of software enabling booking, invoicing and payments for hall hire.

Please review accompanied report: 'Summary - All Activity To 31.08.2025 With Variance to Budget'

22 / 25 / 3 To **receive** the Summary and Net Position reports to 31 August 2025

Note: This report shows the total Budget for the whole 12-month period to the yearend 31st March (2026), with 'Actuals' only being to 31st August 2025. Therefore, a 12-month budget is being compared to a 5-month actual: So, the given 'Net Position' (Variance) is likely to be misleading.

Work is being done to produce a Forecast, along with the above mentioned 'Average Run Rate', which should also give rise to a better comparison of year to date spend and the associated year to date budget.

After taking into consideration this difference in time periods being compared, only variances in expenditure below 58% and income below 42% should need to be considered as possible concerns, these are listed and explained below:

Cost Centre	Nominal Code	Budget: 12 months	Actual: 5 months	Variance	Explanation
Expenditure variance less than 58%					
Administration	402: Training	7,500.00	5,032.00	32%	Most planned training has been booked. So, remaining budget balance is forecast to be sufficient.
	407: Postage	200.00	192.60	3%	Costs to date higher than anticipated as redirect needed: Redirection costs have now ended and postage budgets in other cost centres can be utilised to substitute.
	409: IT Costs & Support	7,108.68	3,496.57	50% 8% overspend to date.	Monthly costs slightly more than anticipated. Calculation of monthly commitment v's new starter set up to be carried out.
	410: Insurance	4,000.00	3,955.08	1%	Includes minor amount relating to YE 2025 Adjustments and all insurance for current year paid: So, no remaining budget needed.
	411: Subscriptions	6,500.00	5,525.59	14%	Annual subscriptions for HALC/NALC, Worknest and 1 SLCC paid, DC SLCC sub to pay out circa £300.
	417: Legal Fees	2,000.00	3,299.86	-64%	Total costs relate to YE 2024/25 Adjustments. As per actions will be transferred to year end cost centre and netted.
	421: Recruitment Fees	4,000.00	6,503.00	-62%	Recruitment for Finance Officer duplication.
Assets	604: CW-Maintenance	2,660.00	1,347.23	49%	
	605: CW - Health and Safety	5,890.00	3,840.56	34%	

Cost Centre	Nominal Code	Budget: 12 months	Actual: 5 months	Variance	Explanation
Capital Expenditure	490: IT Equipment	5,000.00	3,339.43	33%	Although overspent here, 83% of budget remaining in '491: Other Equipment'
Income variance less than 42%					
Allotments	110: Rent Received	12,690.78	3,351.36	-73% YE Adjustment	Income relating to current year will be moved from YE 2024/25 as YE Adjustment
Assets	160: Cableworks Income	14,875.00	36.00	-99%	Hire of hall only began in September, (slightly later than hoped), but good revenues are still expected
Assets	162: Service Charge to VIVID	5,000.00	0.00	-100%	Charge to VIVID not yet raised: Details not yet known: Income should be of expected level by yearend.

Further Actions

RESOLUTION: 22 / 25 / 5 To **approve** the addition to the bank and investment account of the Finance Officer

RESOLUTION: 22 / 25 / 6 To **approve** the recommendation of the RFO to set up an imprest account for expenses

See proposal for pre-paid card contract via B4B here

- Sourcing alternative investments options such as – Will be worked on for presentation and list of possible suppliers listed if necessary

Eastleigh Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

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	3,749.49	-9,750.51				-9,750.51	(-72%)
104	Insurance Payout								(N/A)
105	Special Expenses								(N/A)
401	Salaries & Wages				315,000.00	99,203.75	215,796.25	215,796.25	(68%)
402	Training				7,500.00	5,032.00	2,468.00	2,468.00	(32%)
403	Travel				10,000.00	2,853.00	7,147.00	7,147.00	(71%)
404	Staff Costs				624.00	208.00	416.00	416.00	(66%)
405	Miscellaneous Expenses				250.00		250.00	250.00	(100%)
406	Mobile and VOIP				3,361.92	1,343.90	2,018.02	2,018.02	(60%)
407	Postage				200.00	192.60	7.40	7.40	(3%)
408	Printing, Stationery & Ref Bks				1,000.00	248.09	751.91	751.91	(75%)
409	IT Costs & Support				7,108.68	3,496.57	3,612.11	3,612.11	(50%)
410	Insurance				4,000.00	3,955.08	44.92	44.92	(1%)
411	Subscriptions				6,500.00	5,525.59	974.41	974.41	(14%)
412	Advertising				500.00		500.00	500.00	(100%)
413	Bank Charges				300.00	91.80	208.20	208.20	(69%)
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	685.00	1,031.00	1,031.00	(60%)
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	6,503.00	-2,503.00	-2,503.00	(-62%)
492	102								(N/A)
500	VAT								(N/A)
	SUB TOTAL	**477,025.74**	**235,512.23**	**-241,513.51**	**370,375.60**	**133,038.24**	**237,337.36**	**-4,176.15**	**(-0%)**

Allotments

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
110	Rent Received	12,690.78	3,351.36	-9,339.42				-9,339.42	(-73%)
111	Admin Fees	300.00	600.00	300.00				300.00	(100%)
210	Deposits	500.00	1,200.00	700.00				700.00	(140%)
471	Water Rates				6,000.00	1,545.98	4,454.02	4,454.02	(74%)
472	Electricity				9,160.00	2,556.72	6,603.28	6,603.28	(72%)
473	Miscellaneous Expenses				600.00		600.00	600.00	(100%)
474	Tree Maintenance								(N/A)
475	Grounds Maintenance				12,510.00	1,286.61	11,223.39	11,223.39	(89%)
476	Equipment Maintenance				5,000.00	297.49	4,702.51	4,702.51	(94%)
477	Allotment Management Software				768.00	320.00	448.00	448.00	(58%)
478	Allotment Postage				100.00		100.00	100.00	(100%)
	SUB TOTAL	**13,490.78**	**5,151.36**	**-8,339.42**	**34,138.00**	**6,006.80**	**28,131.20**	**19,791.78**	**(41%)**

Eastleigh Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Assets

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
160	Cableworks Income	14,875.00	36.00	-14,839.00				-14,839.00	(-99%)
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%)
163	CW Hire Deposits		100.00	100.00				100.00	(N/A)
601	CW - Major Works				40,000.00	5,414.86	34,585.14	34,585.14	(86%)
602	CW - Rates				6,700.00		6,700.00	6,700.00	(100%)
603	CW - Utilities				8,687.88	1,954.60	6,733.28	6,733.28	(77%)
604	CW- Maintenance				2,660.00	1,347.23	1,312.77	1,312.77	(49%)
605	CW - Health and Safety				5,890.00	3,840.56	2,049.44	2,049.44	(34%)
606	CW - Cleaning				9,600.00	673.19	8,926.81	8,926.81	(92%)
610	Hall Booking Software					244.84	-244.84	-244.84	(N/A)
625	Transition Legal Fees				10,000.00		10,000.00	10,000.00	(100%)
	SUB TOTAL	**59,875.00**	**40,136.00**	**-19,739.00**	**83,537.88**	**13,475.28**	**70,062.60**	**50,323.60**	**(35%)**

Capital Expenditure

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
490	IT Equipment				5,000.00	3,339.43	1,660.57	1,660.57	(33%)
491	Other Equipment				29,300.00	4,928.01	24,371.99	24,371.99	(83%)
	SUB TOTAL				**34,300.00**	**8,267.44**	**26,032.56**	**26,032.56**	**(75%)**

Democratic Process

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
419	Grants				10,000.00	2,200.00	7,800.00	7,800.00	(78%)
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	143.63	356.37	356.37	(71%)
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**	**2,343.63**	**38,756.37**	**38,756.37**	**(94%)**

Events

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
181	Other Events - Dream Empire								(N/A)
182	Market Income								(N/A)

Eastleigh Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

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%)
703	Other Events				10,000.00	3,196.57	6,803.43	6,803.43 (68%)
	SUB TOTAL				**61,000.00**	**4,636.57**	**56,363.43**	**56,363.43 (92%)**

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	1,814.66	8,185.34	8,185.34 (81%)
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**	**1,814.66**	**29,185.34**	**72,185.34 (232%)**

Summary

NET TOTAL	**550,391.52**	**323,799.59**	**-226,591.93**	**655,451.48**	**169,582.62**	**485,868.86**	**259,276.93 (21%)**
V.A.T.		10,690.08			7,668.95		
GROSS TOTAL		**334,489.67**			**177,251.57**		

Eastleigh Town Council
Net Position by Cost Centre and Code

Cost Centre Name

Administration

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
101	Donations						
102	Precept		463,525.74	231,762.74			-231,763.00
103	Interest Received		13,500.00	3,749.49			-9,750.51
104	Insurance Payout						
105	Special Expenses						
401	Salaries & Wages				315,000.00	99,203.75	215,796.25
402	Training				7,500.00	5,032.00	2,468.00
403	Travel				10,000.00	2,853.00	7,147.00
404	Staff Costs				624.00	208.00	416.00
405	Miscellaneous Expenses				250.00		250.00
406	Mobile and VOIP				3,361.92	1,343.90	2,018.02
407	Postage				200.00	192.60	7.40
408	Printing, Stationery & Ref				1,000.00	248.09	751.91
409	IT Costs & Support				7,108.68	3,496.57	3,612.11
410	Insurance				4,000.00	3,955.08	44.92
411	Subscriptions				6,500.00	5,525.59	974.41
412	Advertising				500.00		500.00
413	Bank Charges				300.00	91.80	208.20
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	685.00	1,031.00
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	6,503.00	-2,503.00
492	102						
500	VAT						
			477,025.74	**£235,512.23**	**370,375.60**	**£133,038.24**	**-4,176.15**

Allotments

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
110	Rent Received		12,690.78	3,351.36			-9,339.42
111	Admin Fees		300.00	600.00			300.00
210	Deposits		500.00	1,200.00			700.00
471	Water Rates				6,000.00	1,545.98	4,454.02
472	Electricity				9,160.00	2,556.72	6,603.28
473	Miscellaneous Expenses				600.00		600.00
474	Tree Maintenance						
475	Grounds Maintenance				12,510.00	1,286.61	11,223.39
476	Equipment Maintenance				5,000.00	297.49	4,702.51
477	Allotment Management Sc				768.00	320.00	448.00
478	Allotment Postage				100.00		100.00
			13,490.78	**£5,151.36**	**34,138.00**	**£6,006.80**	**19,791.78**

Assets

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
160	Cableworks Income		14,875.00	36.00			-14,839.00
161	Major Works		40,000.00	40,000.00			
162	Service Charge to VIVID		5,000.00				-5,000.00
163	CW Hire Deposits			100.00			100.00
601	CW - Major Works				40,000.00	5,414.86	34,585.14
602	CW - Rates				6,700.00		6,700.00
603	CW - Utilities				8,687.88	1,954.60	6,733.28
604	CW- Maintenance				2,660.00	1,347.23	1,312.77
605	CW - Health and Safety				5,890.00	3,840.56	2,049.44
606	CW - Cleaning				9,600.00	673.19	8,926.81
610	Hall Booking Software					244.84	-244.84
625	Transition Legal Fees				10,000.00		10,000.00
			59,875.00	**£40,136.00**	**83,537.88**	**£13,475.28**	**50,323.60**

Capital Expenditure

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
490	IT Equipment				5,000.00	3,339.43	1,660.57

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

Eastleigh Town Council
Net Position by Cost Centre and Code

Cost Centre Name						
491	Other Equipment			29,300.00	4,928.01	24,371.99
				34,300.00	**£8,267.44**	**26,032.56**

Democratic Process			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
419	Grants				10,000.00	2,200.00	7,800.00
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	143.63	356.37
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	**£2,343.63**	**38,756.37**

Events			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
181	Other Events - Dream Em						
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	3,196.57	6,803.43
					61,000.00	**£4,636.57**	**56,363.43**

Projects			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	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	1,814.66	8,185.34
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**	**£1,814.66**	**72,185.34**

NET TOTAL		**550,391.52**	**£323,799.59**	**655,451.48**	**£169,582.62**	**259,276.93**

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

Committee: Policy and Finance
Date: 17 September 2025
Author: RFO

Imprest Account – Supplementary Paper

Summary

This paper is written as a supplementary paper to provide additional information to committee papers already submitted.

The officer recommendation as per the agenda item:

22 / 25 / 6 To **approve** the recommendation of the RFO to set up an imprest account for expenses

Is based upon the Financial Regulations:

10.Petty Cash

10.1. The RFO shall maintain a petty cash imprest account of £2500 for the purpose of defraying operational and other expenses.

a) Vouchers for payments made from imprest account shall be kept, along with receipts to substantiate every payment.
b) Cash income received must not be paid into the imprest account but must be separately banked, as provided elsewhere in these regulations.
c) Payments to maintain the imprest account shall be shown separately on any schedule of payments presented for approval.

Requirement for this provision

The current system is for Officers to pay and reclaim on expenses, which is not ideal and has resulted in the following amounts claimed over the last 17 months:

	TC	DC	Others
Apr-24	£ 148.21		
May-24	£1,785.14	£ 4.99	
Jun-24		£ 42.50	
Jul-24	£ 29.38		
Aug-24	£ 386.66		
Sep-24	£ 123.97	£ 32.95	
Oct-24	£ 282.74	£ 12.95	
Nov-24	£ 92.57	£ 35.14	
Dec-24	£ 229.80	£ 43.13	£106.58
Jan-25	£ 283.95	£ 48.45	
Feb-25	£ 7.80		£ 37.71
Mar-25	£ 734.20	£ 89.70	£198.85
	£4,104.42	£309.81	£343.14
Apr-25			
May-25		£ 48.68	£ 92.07
Jun-25	£ 202.88	£ 23.70	
Jul-25	£ 69.22	£ 5.28	£172.86
Aug-25	£ 22.78	£ 35.09	
Sep-25	£ 180.81	£121.60	
	£ 475.69	£234.35	£264.93

Options available

1. Get credit cards through Unity Trust

This was attempted but is a long process and does not permit adjustable limits and card users need to be bank authorised.

2. Set up another Cash account with an alternative bank

This would entail all card holders to be signees on the bank and again no ability to limit the withdrawals.

3. B4B solution

- Run from central account where money is transferred at 1.75% fee
- Initial level is 10 cards which are allocated to officers with spending limits set and can be modified immediately
- Collates receipts onto the app on each user's phone to ensure all expenses can be claimed back
- Flexible and scalable for expanding team – Greens teams needing to purchase fuel
- Monthly reports and immediate dashboard which can be monitored and managed by Finance Officer
- Recommended by 4 other Town Councils for flexibility
- £2500 imprest account can be split into individual spend per month limits for money safety
- No need to be on main / side bank accounts therefore increasing security and management
- Takes 6 weeks to set up.

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23 / 25 DATE OF NEXT MEETING

To confirm the date of the next meeting scheduled for the 22 October 2025.