Eastleigh Town Council

Meeting Book: Policy & Finance Committee

Date: 22 October 2025

Location: Eastleigh Town Council
First Floor
Conference Room
14 Annealing Close
Eastleigh
SO50 9PX

townclerk@eastleigh-tc.gov.uk

16 OCTOBER 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 22 OCTOBER 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

24 / 25 APOLOGIES FOR ABSENCE
To receive and approve apologies for absence.

25 / 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)*

26 / 25 MINUTES OF THE LAST MEETING
26 / 25 / 1 To **approve** the Minutes of the meeting held on the 17 September 2025.
26 / 25 / 2 To receive an update on matters arising from the Chair which are not included in the agenda.

27 / 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 on any matter, answer questions and give evidence in respect of the business on the agenda.

28 / 25 COUNCIL POLICIES
28 / 25 / 1 To **receive for approval** the following new policies for adoption:

- Data Protection Policy
- Officer Member Protocol
- Press and Media Policy

28 / 25 / 2 To **receive for approval** the following amended policy:

- Publication Scheme

29 / 25 RFO FINANCE REPORTS TO 30 SEPTEMBER 2025

29 / 25 / 1 To **receive** the Finance Report for the period of 1 to 30 September 2025

29 / 25 / 2 To **receive** for **approval** the recommended bank transfer of £150,000 from the Current to Savings account

29 / 25 / 3 To **receive** for **approval** the detailed list of payments and receipts by cost centre to 30 September 2025.

29 / 25 / 4 To **receive** for the Summary and Net Position reports to 30 September 2025.

29 / 25 / 5 To **note** the election cost estimates as provided by EBC for May 2026

30 / 25 BUDGET 2026/27

30 / 25 / 1 To **receive for review** the budget setting process with timelines and dependencies

30 / 25 / 2 To **receive for review and approval** the Budget Assumptions for 2026 2027

30 / 25 / 3 To **confirm** the CGR working group suggestion for an overarching budget meeting of the merging councils and **agree** the format

31 / 25 DATE OF NEXT MEETING

To confirm the date of the next meeting scheduled for the 10 December 2025 and confirm whether an interim meeting should be scheduled.

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TownClerk@Eastleigh-TC.gov.uk

MINUTES OF THE POLICY & FINANCE COMMITTEE MEETING OF EASTLEIGH TOWN COUNCIL HELD ON WEDNESDAY 17th SEPTEMBER 2025 AT 7 PM AT THE CABLEWORKS BUILDING, TINNING WAY, EASTLEIGH

Those Present: Cllr Alex Clifton (Chair), Cllr Tanya Park (Vice Chair), Cllr P Barret and Cllr Gaz Richardson.

In Attendance: R Davies - Town Clerk
N Barfield – Deputy Town Clerk
N Schmidt – Finance Officer

17 / 25 APOLOGIES FOR ABSENCE

RESOLVED: that the Committee **approved** the apologies for absence from Cllr P Bicknell, Cllr J Constable and Cllr Eileen Marks due to reasons provided to the committee.

Apologies from Cllr S Phillips were received after the meeting and will be presented at the next meeting for review and approval.

18 / 25 REGISTER OF INTERESTS AND DISPENSATIONS

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

19 / 25 MINUTES OF THE LAST MEETING

19 / 21 / 1 **RESOLVED:** that the Committee **approved** the Minutes of the meeting held on the 16th July 2025 as an accurate record of the meeting.

19 / 21 / 2 There were no matters arising which were not included in the agenda

20 / 25 PUBLIC PARTICIPATION

There were two members of the public present who did not wish to speak, and no questions were raised by councillors on matters not included on the agenda.

21 / 25 TO RECEIVE GRANT AND SPONSORSHIP APPLICATIONS

21 / 25 / 1 **RESOLVED:** that the Committee **approved** the grant application from Momentum in Fitness for £800.00

21 / 25 / 2 **RESOLVED:** that the Committee did not approve the grant application from Eastleigh Network Magazine for £800. However, it was proposed that Eastleigh Town Council consider funding the magazine through the purchase of a page advertisement, with some or all of the costs to be paid upfront.

ACTION: The Clerk to investigate the costs of funding a page advertisement in Eastleigh Network Magazine, with some or all costs paid upfront, and report the findings to Full Council.

21 / 25 / 1 **RESOLVED:** that the Committee **approved** the grant application from Baby Necessities for £800.00

22/ 25 RFO FINANCE REPORTS TO 31 AUGUST 2025

22 / 25 / 1 The Committee **received** the Finance Report for the period of 1st July to 31st August 2025 and thanked the Clerk and Finance Officer for their work.

22 / 25 / 2 **RESOLVED:** that the Committee **approved** the detailed list of payments and receipts by cost centre from 1st July to 31st August 2025.

22 / 25 / 3 The Committee **received** the Summary and Net Position reports to 31st August 2025; there were no further questions for clarification

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

22 / 25 / 5 **RESOLVED:** that the Committee **approved** the addition to the bank and investment accounts of the Finance Officer.

22 / 25 / 6 **RESOLVED:** that the Committee **approved** the recommendation of the RFO to set up an imprest account for expenses

23/ 25 ADDITION TO AGENDA: STRATEGIC PLAN

22 / 25 / 1 The Committee **reviewed** the costings related to the Strategic Plan, which will be presented for review and approval at the Full Council meeting scheduled for 24th September 2025.

24 / 25 THE DATE OF NEXT MEETING

The committee reviewed the scheduled date of the next meeting as 22nd October 2025.

The meeting closed at 7:56 pm

Signed as a true record of the meeting:

Chair _____

Date _____

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28 / 25 COUNCIL POLICIES

28 / 25 / 1 To **receive for approval** the following new policies for adoption:

- Data Protection Policy
- Officer Member Protocol
- Press and Media Policy

28 / 25 / 2 To **receive for approval** the following amended policy:

- Publication Scheme

DATA PROTECTION POLICY

Introduction

In order to conduct its business, services and duties, the Council processes a wide range of data relating to its own operations and, in some cases, data handled on behalf of partner organisations. This data can be classified as:

- Information shared publicly about the services it offers, its operations, and other material it is required to make available.
- Confidential information not yet in the public domain, such as draft policies or proposals.
- Confidential information about other organisations due to commercial sensitivity.
- Personal data concerning current, past and prospective employees, councillors and volunteers.
- Personal data concerning individuals who contact the Council for information, access to services or facilities, or to make a complaint.

The Council will manage all data responsibly and in compliance with data protection legislation. It will respect the confidentiality of its own data, that of partner organisations, and that belonging to members of the public.

The Council will ensure information governance is central to its operations. This Policy will be reviewed periodically considering operational experience, guidance from the Information Commissioner's Office (ICO), and changes in legislation. Any changes in legislation will take precedence over this Policy.

The Council is committed to transparency. Information which is not personal or confidential will be made available to the public in line with the Council's Publication Scheme.

Protecting Confidential and Sensitive Information

The Council recognises that it must process sensitive and personal information about employees, councillors, volunteers, and members of the public. This Policy is adopted not only to meet legal obligations under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, but also to ensure high standards.

The Policy is based on the following principles of data protection:

- Processed lawfully, fairly and transparently.
- Collected for specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary.

- Accurate and kept up to date.
- Retained only for as long as necessary.
- Processed securely, with appropriate technical and organisational measures.

Key Terminology

Data Subject – the person whose personal data is being processed.

Personal Data – any information relating to an identifiable person (e.g. name, address, email, date of birth, financial details, social media content, IP address).

Special Category Data – data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health data, sexual orientation, or biometric/genetic identifiers.

Data Controller – the organisation (e.g. the Council) that determines the purposes and means of processing personal data.

Data Processor – a person or organisation that processes data on behalf of the data controller.

Processing – any operation performed on data, including collection, recording, organisation, storage, retrieval, disclosure, erasure or destruction.

Processing of Data

The Council processes personal data in order to:

- Fulfil its duties as an employer.
- Deliver services and statutory functions as a public body.
- Comply with legal and regulatory obligations.
- Monitor and improve its services, including equality and diversity.
- Manage premises and security.
- Support councillors, employees, partners and volunteers.
- Respond to requests for information, services, or complaints.
- Undertake research, surveys and audits.
- Administer Council business and governance.

Personal data will only be processed where one of the following conditions applies:

- The individual has given consent.
- Processing is necessary for a contract with the individual.
- Processing is required by law.

- Processing is necessary to protect vital interests.
- Processing is necessary for the Council to perform a public task.
- Processing is necessary for the Council's legitimate interests (where these do not override the rights of the individual).

Where special category data is processed, one of the following conditions will also apply:

- Explicit consent has been given.
- Processing is required by law (e.g. employment law).
- Processing is necessary to protect vital interests.

Responsibilities

The Council, as a corporate body, is the Data Controller. Day-to-day responsibility is delegated to the Clerk.

Individuals wishing to exercise their rights under the Data Protection Act should contact the Clerk:Email: townclerk@eastleigh-tc.gov.uk

Phone: 023 8212 1595

Address: Town Clerk, Eastleigh Town Council, 14 Annealing Close, Eastleigh, SO50 9PX

Diversity Monitoring

The Council monitors the diversity of employees and applicants to ensure there is no unlawful discrimination. This data is confidential, accessed only by authorised employees, and never used in recruitment decisions. Anonymised diversity data may be used for monitoring and reporting purposes.

Information Security

The Council will ensure appropriate technical and organisational measures are in place to protect data against unauthorised access, loss, destruction or disclosure. Data will only be retained for as long as necessary and securely destroyed when no longer required.

Personal data will not be transferred outside the UK or European Economic Area unless adequate protections are in place.

Children's Data

The Council does not normally process data relating to children. Where it does, personal data will not be processed without the express consent of a parent or guardian for any child under the age of 13.

Rights of Data Subjects

Individuals have the following rights under UK GDPR:

Access – to request copies of their personal data.

Rectification – to request corrections to inaccurate or incomplete data.

Erasure – to request deletion of their data where there is no lawful basis for retention.

Restriction – to request limits on how their data is used.

Objection – to object to processing in certain circumstances.

Data portability – to request transfer of their data to another organisation.

Requests should be made to the Town Clerk and will normally be processed within one month.

The Council does not use automated decision-making or profiling of personal data.

Complaints

Complaints regarding data protection should be addressed to the Town Clerk in the first instance, following the procedures set out in the Eastleigh Town Council Complaints Policy found here: ETC-Complaints-Policy.pdf

If a complaint cannot be resolved by the Council, individuals have the right to contact the Information Commissioner's Office (ICO):

Website: www.ico.org.uk

Phone: 0303 123 1113

Freedom of Information and Transparency

The Council provides information in accordance with the Freedom of Information Act 2000 and maintains a Publication Scheme. Council and committee meetings are open to the public and press unless exempt matters are being considered.

Decisions taken under delegated authority are recorded in line with the Openness of Local Government Bodies Regulations 2014. The Council also complies with the Code of Recommended Practice for Local Authorities on Data Transparency (2011).

Commented [NB1]: Check that the freedom of information act 2000 should be in this

Commented [NB2R1]: All public authorities covered by FOIA, including parish and town councils that meet the turnover threshold, are **required to adopt and maintain a Publication Scheme**.

The Council will make reasonable adjustments for accessibility needs, including support for individuals with language, hearing or sight difficulties.

Review

This Policy will be reviewed regularly to ensure compliance with current legislation and best practice.

MEMBER OFFICER PROTOCOL

INTRODUCTION

Mutual trust and respect between Councillors and Officers is essential to ensure good governance and the effective running of a council. To ensure that relationships remain respectful and constructive, it is advisable to have a written protocol to cover:

- The respective roles and responsibilities of the Councillors, the Clerk, Council employees and contractors
- The relationships between Councillors and Officers.
- Where or who the Clerk should go to if they have concerns.
- Who is responsible for making decisions.

The same fundamental principles apply regardless of the size or nature of the council. While this protocol is relevant to all councils, it is particularly important for Eastleigh Town Council, where personal relationships and personnel matters can significantly impact operations, especially as the Clerk and Officers play a central role in day-to-day management. Having an agreed protocol ensures clarity and consistency in all interactions.

MEMBER/OFFICER RELATIONS

1 Background

1.1 This protocol is intended to assist Councillors, Officers, and the Clerk in approaching some of the sensitive circumstances that may arise in the working environment.

1.2 The reputation and integrity of the Council is significantly influenced by the effectiveness of Councillors, the Clerk and other staff working together to support each others' roles.

1.3 The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Close personal familiarity should be avoided.

2 Roles of Councillors and Employees

2.1 The respective roles of Councillors and employees can be summarised as follows: -

Councillors and Officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.

Councillors are responsible to the electorate and serve only so long as their term of office lasts.

Officers are responsible to the Council. Their job is to give advice to Councillors and to the Council, and to carry out the Council's work under the direction and control of the Council and relevant committees.

2.2 Councillors

2.2.1 Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in delivering services;
- To represent the council externally; and
- To act as advocates for their constituents.

2.2.2 All Councillors have the same rights and obligations in their relationship with the Clerk and other employees, regardless of their status or political party, and should be treated equally.

2.2.3 Councillors should not involve themselves in the day to day running of the Council. This is the Clerk's responsibility, and the Clerk will be acting on instructions from the Council or its Committees, within an agreed job description.

2.3 Chair and Vice-Chair of Committees

Committee Chairs and Vice-Chairs have additional responsibilities. These responsibilities mean that their relationships with employees may be different and more complex than those of other Councillors. However, they must still respect the impartiality of Officers and must not ask them to undertake work of a party-political nature, or to do anything, which would prejudice their impartiality.

2.4 Officers

2.4.1 The role of Officers is to give advice and information to Councillors and to implement the policies determined by the Council.

2.4.2 In giving such advice to Councillors, and in preparing and presenting reports, it is the responsibility of the Officer to express his/her own professional views and recommendations. An Officer may report the views of individual Councillors on an issue, but the recommendation should be the Officer's own. If a Councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

3. Expectations

3.1 All Councillors can expect:

- A commitment from Officers to the Council as a whole, and not to any individual Councillor, group of Councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from Officers to enquiries and complaints;
- Officer's professional advice, not influenced by political views or personal preferences;
- Regular, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from Officers;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by Officers outside the council's agreed procedures;
- That Officers will not use their contact with Councillors to advance their personal interests or to influence decisions improperly;
- That Officers will always comply with the relevant Code of Conduct and uphold the civility and respect pledge adopted.

3.2 Officers can expect from Councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That Councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That Councillors will always comply with the council's adopted Code of Conduct and uphold the civility and respect pledge adopted.

3.3 Some General Principles:

- Close personal relationships between Councillors and Officers can confuse their separate roles and get in the way of the proper conduct of Council business, not least by creating a perception in others that a particular Councillor or Officer is getting preferential treatment.

- Special relationships with particular individuals or party-political groups should be avoided as it can create suspicion that an employee favours that Councillor or political group above others.

4. Political Groups

4.1 The operation of political groups is increasingly common within parish and town councils. While councils may have political groupings, party politics should not influence the proper conduct of council business. Councillors are elected to serve the community as a whole, and political considerations should not compromise decision-making.

4.2 Party political groups have no power to require the Clerk or any other employee to attend group meetings or to prepare written reports for them, and employees can legitimately refuse to do so. The Clerk and other Officers are responsible to the council as a whole and should not take action under instructions from any individual Councillor, even if they have been styled as 'Chair' of the council.

4.3 If your council has adopted party political groupings, the Clerk should ensure that any reports or advice offered to a political group are statements of relevant facts, with an appraisal of options and do not deal with the political implications of the matter or options or make any recommendations. It is not the Clerk's job to make recommendations to a political group.

4.4 If a report or advice is prepared for one political group, the Clerk should inform all other political groups that the same report or advice has been provided. This ensures transparency and fairness, provided that sharing the information is consistent with confidentiality requirements and the Council's governance arrangements.

4.5 A Clerk needing advice or guidance on matters relating to party groups or how to operate within a political environment should seek advice from their County Association of NALC, or from the Society of Local Council Clerks.

5. When things go wrong

Procedure for officers

5.1 From time to time the relationship between Councillors and the Clerk (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, through conciliation by an appropriate third party, the Council has adopted a formal grievance procedure which should be followed by all staff. Adopted Policies/Protocol on Member/Officer Relations – May 2025 **4**

5.2 The Executive Head (Monitoring Officer for the purposes of section 5(1) of the Local Government and Housing Act 1989) of the Principal Authority may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. For example, the Society of Local Council Clerks may be able to provide an independent person. The Chair of the council should not attempt to deal with grievances or work-related performance or line management issues on their own. The council has delegated authority to the Personnel Committee/Full Council to deal with all personnel matters.

5.3 The law requires all employers to have disciplinary and grievance procedures. The council's grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

5.4 If a Councillor has concerns about the Clerk, these should be raised with the Chair of the Personnel Committee or Chair of the Council, in accordance with the council's procedures.

PRESS AND MEDIA POLICY

Introduction

The purpose of this policy is to establish clear rules and procedures for both Councillors and Officers of the Council when interacting with the Press and Media, to ensure the Council operates professionally, consistently, and transparently.

All Councillors and Officers must comply with the principles stated in this policy at all times, including when using social media (e.g., Facebook, X [formerly Twitter], Instagram). Failure to adhere to this policy may result in action under the Council's Code of Conduct or other appropriate procedures.

This policy provides the standards of behaviour and communication required when handling Press and Media relations. Councillors and Officers are required to follow these standards when conducting the business of the authority, acting in their elected/appointed capacity, or representing the Council in any way.

Clerk and Officers of the Council

The Clerk is authorised to receive all communications from the Press and Media and to issue official press statements on behalf of the Council.

In the absence of the Clerk, media communications will be handled by the Deputy Clerk and Chair. If both the Clerk and Chair are unavailable, enquirers will be referred to the Vice Chair and Deputy Clerk, who will agree who will act as spokesperson under this policy.

All communications issued by the Clerk must relate to the stated business, day-to-day management, or adopted policy of the Council. The Clerk is not authorised to speculate on matters not formally considered by the Council. Where such questions arise, the enquirer should be referred to the Council as appropriate.

No other officer of the Council may represent the council to the Press or Media on any matter affecting the Council or its business unless expressly authorised by the Clerk/Deputy Clerk or Chair.

Councillors

Councillors must not disclose confidential information. This includes any matter discussed under confidential items on Council or Committee agendas, or any matter covered in private briefings.

Councillors must act with integrity when representing or acting on behalf of the Council. If the media wish to discuss an issue that is or may be subject to legal proceedings, legal advice must be sought before any response is made.

When speaking or providing written material to the Press or Media, Councillors should make clear in what capacity they are speaking — for example, as Chair of the Council or as an individual resident.

When speaking in a personal capacity, Councillors must not use the title "Councillor" or refer to their Council position, as this implies the statement reflects Council policy.

If a Councillor communicates with the Press or Media on behalf of the Council, they are encouraged to consult with the Clerk in advance, and a copy of the communication must be sent to the Clerk.

Councillors should exercise caution when approached by the Press or Media for comments on sensitive or controversial issues. If uncertain about the Council's position on a matter, they must state that they are not certain and advise the Press to contact the Clerk.

While Councillors are entitled to express personal views, they must make it clear when such views do not represent those of the Council. Once the Council has adopted a policy, Councillors are expected to respect that decision in public communications.

It is acceptable to state disagreement with a decision made in an open meeting, but Councillors must not use the Press or Media to undermine Council policy.

Councillors must not raise issues relating to the conduct or capability of Officers in meetings held in public or before the Press.

Dealing with the Press

When dealing with the Press verbally, members and officers should:

- Be fully informed and certain of the facts
- Ensure that their comments reflect agreed Council policy
- Remain calm and professional
- Avoid any statement that could bring the Council, its Councillors, or staff into disrepute
- Avoid making libellous or slanderous statements

Social Media

In their use of social media platforms (e.g. Facebook, X, Instagram), Councillors and Officers must:

- Observe the Council's Code of Conduct
- Refrain from disclosing confidential information
- Avoid posting comments that could be seen as bullying, discriminatory, or defamatory
- Clearly state when their views are personal and not Council policy

The Council follows the NALC Social Media Policy Guidelines (August 2024) Social Media Policy Guidelines for guidance, and Councillors are encouraged to familiarise themselves with the Local Government Association's guidance on handling online abuse.

Meetings of Council and Committees

Facilities will be provided, when requested, for members of the Press who are formally accredited to attend and take notes of proceedings. Accreditation is granted by the Clerk and is available to recognised journalists, reporters, or correspondents representing recognised media outlets, including print, online, radio, or television. Freelance journalists may also be accredited if they can demonstrate a regular publishing record or affiliation with a recognised media organisation.

In accordance with Standing Orders, the Press and Public may be excluded from meetings during discussion of confidential matters, as permitted by relevant legislation.

Crisis Communications

In the event of a major incident or emergency affecting the Council or local area, all media communications will be coordinated by the Clerk or Deputy Clerk. The Clerk may liaise with the Principal Authority as necessary. Councillors must refrain from making personal comments or statements publicly during such times unless authorised to do so.

Data Protection and Privacy

Councillors and Officers must not record conversations or communications with members of the public, Press or Media without their consent. All personal data must be processed in line with the UK General Data Protection Regulation (UK GDPR) and the Council's Data Protection Policy.

Committee: Policy & Finance
Date: 22 October 2025
Agenda Item: 28 / 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.

Data Protection Policy

A new Data Protection Policy has been drafted for adoption.

Officer Member Protocol Policy

A new Officer Member Protocol Policy has been drafted for adoption.

Press and Media Policy

A new Press and Media Policy has been drafted for adoption.

Publication Scheme

The following amendments are proposed:

- **Who we are and what we do** – updated to show that the Clerk and Chair information is on the website
- **Location of the main council office** – updated to reflect the current address
- **Staffing structure** – updated to show the information is on the website or available by email/hard copy through the Clerk
- **Annual return form and report by auditor** – updated to show the information is on the website or available by email/hard copy through the Clerk
- **Precept** – updated to show the information is on the website or available by email/hard copy through the Clerk
- **Members' allowance and expenses** – updated to show "The Chair receives an annual allowance of £500. No other allowances are paid."
- **Annual Report to Parish or Community Meeting** – updated to show the information is on the website or available by email/hard copy through the Clerk
- **Policies and procedures for the provision of services and about the employment of staff** – updated to show the information is on the website or available by email/hard copy through the Clerk
- **Community centres and village halls** – updated to show the information is on the website.

Publication Scheme – Eastleigh Town Council

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) Eastleigh Town Council Clerk and Responsible Finance Officer~~r~~: ~~Tracy Predeth~~ ~~Postal Address: Eastleigh Town Council, PO Box 356, Alton, GU34 9LH~~ Officers - Eastleigh Chair~~man~~ : ~~Councillor Bhavin Dedhia~~ ~~31 Brookwood Avenue, Eastleigh, SO50 9PH~~ Councillors - Eastleigh	 Available on the council website Available on the council website	
Who's who on the Council and its Committees https://eastleigh-tc.gov.uk/councillors/ https://eastleigh-tc.gov.uk/committees/	Available on website. Details can be inspected by appointment with the clerk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) https://eastleigh-tc.gov.uk/councillors/ https://eastleigh-tc.gov.uk/staff/	Available on website. Details can be inspected by appointment with the clerk	
Location of main Council office and accessibility details	14 Annealing Close, Eastleigh, SO50 9PX – Contact details can be found on the website. Visits are by appointment only. ~~The council doesn't have an~~	

	~~office but contact details can be found above and on the website. Appointments can be made through the clerk~~	
Staffing structure available on the website~~s~~ ~~https://eastleigh-tc.gov.uk/staff/~~ https://eastleigh-tc.gov.uk/officers/	Available on the website	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor https://eastleigh-tc.gov.uk/financial-information/	Council Website, email or hard copy available through the Clerk~~Not yet available~~	Hard copy 10p per A4 sheet
Finalised Budget https://eastleigh-tc.gov.uk/financial-information/	Council Website, email or hard copy available through the clerk	Hard copy 10p per A4 sheet
Precept https://eastleigh-tc.gov.uk/financial-information/	Council Website, email or hard copy available through the Clerk~~Not yet available~~	Hard copy 10p per A4 sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations https://eastleigh-tc.gov.uk/transparency/	Council Website, email or hard copy available through the clerk	Hard copy 10p per A4 sheet
Grants given and received https://eastleigh-tc.gov.uk/communitygrants/	Council Website, email or available through the clerk	Hard copy 10p per A4 sheet
Members' allowances and expenses	The Chair~~man~~ receives an annual allowance of £5~~10~~00. No other allowances are paid	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual Report to Parish or Community Meeting (current and previous year as a minimum) https://eastleigh-tc.gov.uk/meetings/	Council Website, email or hard copy available through the Clerk~~Not yet available~~	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) https://eastleigh-tc.gov.uk/meetings/	Council website, email or hard copy available through the clerk	Hard copy 10p per A4 sheet
Agendas of meetings https://eastleigh-tc.gov.uk/meetings/	Council website, email or hard copy available through the clerk	Hard copy 10p per A4 sheet
Minutes of meetings – n.b. this will exclude information that is properly regarded as private to the meeting. https://eastleigh-tc.gov.uk/meetings/	Council website, email or hard copy available through the clerk	Hard copy 10p per A4 sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	email or hard copy available through the clerk	Hard copy 10p per A4 sheet
Responses to consultation papers	email or hard copy available through the clerk	Hard copy 10p per A4 sheet
Responses to planning applications	email or hard copy available through the clerk	Hard copy 10p per A4 sheet
Class 5 – Our policies and procedures		

(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements https://eastleigh-tc.gov.uk/transparency	All council policies can be found on the council website or available through the clerk by email or hard copy	Hard copy 10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) https://eastleigh-tc.gov.uk/transparency	All council policies can be found on the council website or available through the clerk by email or hard copy ~~Not yet available~~	Hard copy 10p per A4 sheet
Information security policy	Not yet available	
Records management policies (records retention, destruction and archive)	Not yet available	
Data protection policies	Not yet available	

Schedule of charges (for the publication of information)	email or hard copy available through the clerk	10p per sheet Postage at 2nd class
Class 6 – Lists and Register Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not yet available	
Assets register https://eastleigh-tc.gov.uk/transparency	Council website, email or hard copy available through the clerk	Hard copy 10p per A4 sheet
Register of members' interests	Available on council website or through appointment with the clerk	
Register of gifts and hospitality	Available through appointment with the clerk	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments https://eastleigh-tc.gov.uk/allotments/	Available on the Council website.	
Burial grounds and closed churchyards	N/A	
Community centres and village halls https://eastleigh-tc.gov.uk/halls-for-hire/	Available on the Council website. ~~N/A~~	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	

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Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Contact details: Clerk ~~Tracy Predeth~~Ruth Davies. Email: townclerk@eastleigh-tc.gov.uk

Field Code Changed

Eastleigh Town Council

29 / 25 RFO FINANCE REPORTS TO 30 SEPTEMBER 2025

29 / 25 / 1 To **receive** the Finance Report for the period of 1 to 30 September 2025

29 / 25 / 2 To **receive** for **approval** the recommended bank transfer of £150,000 from the Current to Savings account

29 / 25 / 3 To **receive** for **approval** the detailed list of payments and receipts by cost centre to 30 September 2025.

29 / 25 / 4 To **receive** for the Summary and Net Position reports to 30 September 2025.

29 / 25 / 5 To **note** the election cost estimates as provided by EBC for May 2026

Committee: Policy and Finance
Date: 22 October 2025
Author: RFO

RFO Finance Report Budget year 2025 26

For month of September 2025

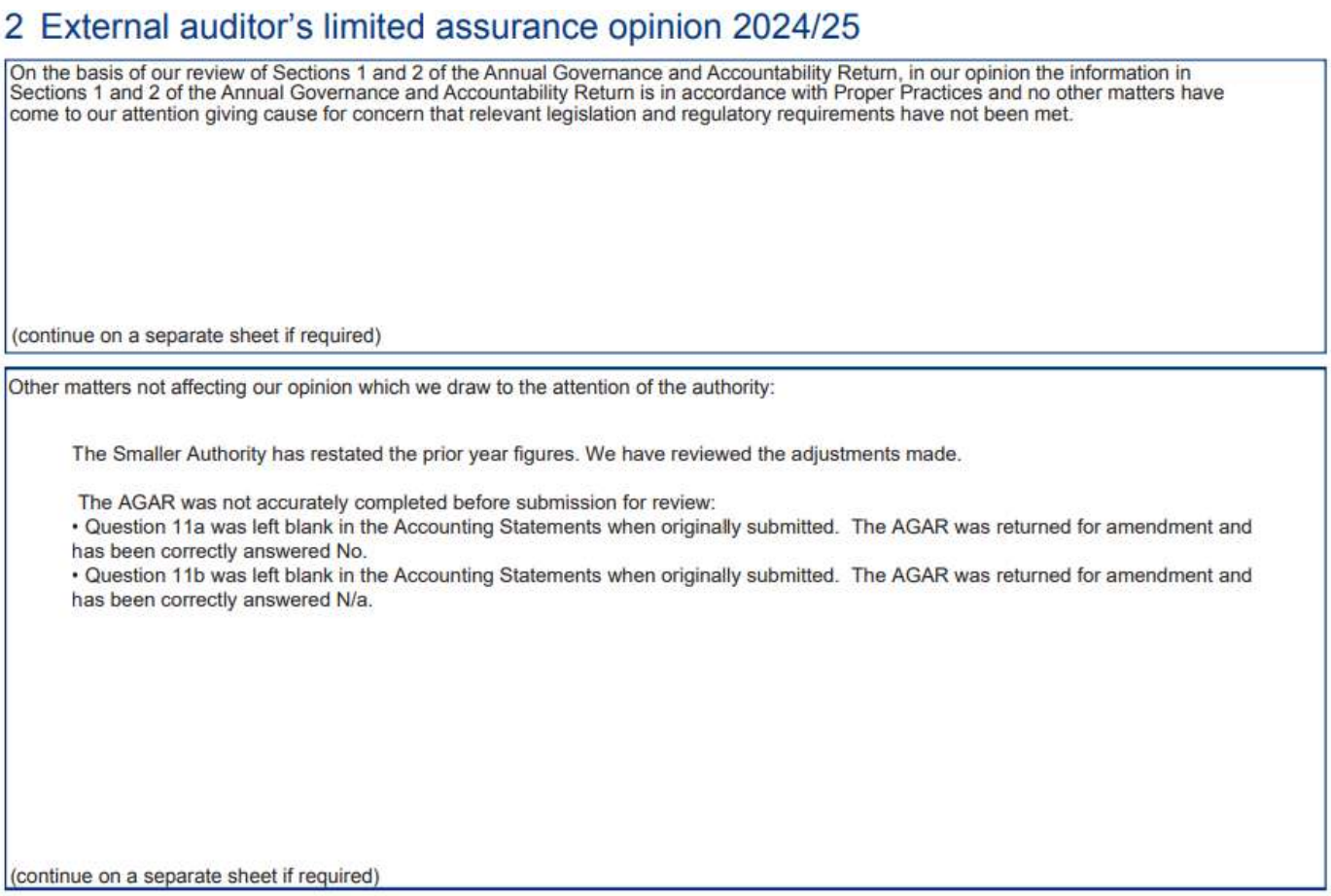
Summary

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

- Receipts and Payments (All) for month of September 2025
- Net Position Report to 30th September 2025
- Summary Report (with Variances to Budget) to 30th September 2025

External factors for consideration:

- External auditor has completed the annual audit, and this is now on the council website.



2 External auditor's limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

The Smaller Authority has restated the prior year figures. We have reviewed the adjustments made.

The AGAR was not accurately completed before submission for review:
• Question 11a was left blank in the Accounting Statements when originally submitted. The AGAR was returned for amendment and has been correctly answered No.
• Question 11b was left blank in the Accounting Statements when originally submitted. The AGAR was returned for amendment and has been correctly answered N/a.

(continue on a separate sheet if required)

- Comment is made on leaving 2 boxes blank. This was amended immediately prior to final submission date, but the auditor saw fit to note. This is not of any significance and is normally simply not mentioned.
- Application for B4B imprest account has been completed and is with provider.

Fiscal Management

Bank balances

As of 30th September, ETC Bank Balances were as follows

Eastleigh Town Council

BANK ACCOUNTS

Unity Trust Bank	£262,069.76
Unity Trust Bank - Instant Savers	£177,972.89
CCLA	£461,608.82
Total in Banks	**901,651.47**
Cash	
GRAND TOTAL (Banks and Cash)	**£901,651.47**

Bank Transfers

No Bank Transfers were made in September 2025.

RESOLUTION: To **receive** and **approve** the RFO recommendation to transfer £150,000 from Unity Trust bank to Unity Trust Savers, with immediate effect.

With receipt of Precept and outgoings not likely to exceed remaining balance in Unity Trust Current Account of approximately £100,000 until December, this will facilitate interest earned of circa £625 (in just two months) and will be in addition to interest already being earned of around £1,000 per quarter.

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.

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		1,886.05		3,113.95
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				400.00	400.00
TWME - Restricted Reserve		43,000.00			43,000.00
Total Earmarked	**413,462.00**	**43,000.00**	**1,886.05**	**400.00**	**454,975.95**
TOTAL RESERVE	**413,462.00**	**43,000.00**	**1,886.05**	**400.00**	**454,975.95**
GENERAL FUND					459,481.11
TOTAL FUNDS					914,457.06

NOTE: Full Council 24 September under minute 40/25 resolved the following expenditure in year funded from the Strategic Plan Reserve:

- £7,000: Family support worker
- £400: Warm hubs
- £5,360 or £360: Friday Night Football:
    - With £5,000 hoping to be secured from EBC
    - Decision to be made 4 November 2025

The resulting balance therefore of the reserve will be:

- £37,551.50 if EBC award Funding
- £32,551.50 if EBC does not award Funding

Cash Flow

See bank transfer requests as above

Receipts and Payments

- Please review accompanied report: Receipts and Payments (All) for month of September 2025

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

Date	Cost Centre	Nominal Code	Received	Paid	Details & Commentary/Explanation
26.09.2025	Admin	102: Precept	£231,763.00		Precept: Received a week earlier than 'scheduled.'
03.09.2025	Democratic Process	420: Sponsorship	£5,000.00		Sponsorship of Eastleigh Pride 2025.

RESOLUTION:

29 / 25 / 3 To **receive** for **approval** the detailed list of payments and receipts by cost centre to 30 September 2025.

Budget Report

Since the September committee meeting, the following new nominal codes have been added.

Cost Centre	Nominal Code	Reason/Detail
Assets	611: Stripe Fees	To account for fees charged on income from CW Community Hall Hire handled by merchant 'Stripe'
Assets	626: Survey Costs	To account for costs in relation to surveys needed on Assets to be transferred to ETC.
Projects	154: External Grants	To account for grant income received in support of projects such as 'Friday Night Football.'
Allotments	115: EBC Cross Charges	To account for funds received from EBC, for Allotment repairs that were agreed to be covered by them (EBC) but will be paid for by ETC.

Please review accompanied reports:

Net Position Report to 30th September 2025

Summary Report (with Variances to Budget) to 30th September 2025

When considering the Net Position Report, please note, yearend adjustments have now been made as follows:

- Allotment Income shown in Rent Received (Code 110):
    - Actual now includes £9,205.36 that was received in the last budget year but for rental periods in this budget year.

- The following expense codes no longer include the following amounts, which were paid in the current budget year but related to (and were accounted for) in last year (2024-25):
    - Legal Fees (Admin Code 417) £3,299.86
    - Insurance (Admin Code 410) £74.24
    - Staff Costs (Admin Code 404) £966.03
- Due to the nature of the Scribe reports, it was necessary to set up a new Cost Centre 'Year End Adjustments' where these items are accounted for during the current year.

Election Costs

29 / 25 / 5 To note the estimated election costs for May 2026

Notified costs are £12,225.60 with the breakdown in:

Eastleigh TC Estimate of Election costs 2026

The current Election Reserve is £11,824 with £4,680 budgeted to be added in the budget year 2025 26 totalling: £16,504

The estimate includes the following caveat:

All fees calculated on current prices & are therefore subject to increases in 2026

Therefore, the remaining reserves balance of £4,278.40 adequately provides for any recalculations.

Actions

No further actions are noted.

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	463,525.74						(0%)
103	Interest Received	13,500.00	5,979.71	-7,520.29				-7,520.29	(-55%)
104	Insurance Payout								(N/A)
105	Special Expenses								(N/A)
401	Salaries & Wages				315,000.00	124,339.63	190,660.37	190,660.37	(60%)
402	Training				7,500.00	5,802.00	1,698.00	1,698.00	(22%)
403	Travel				10,000.00	3,257.10	6,742.90	6,742.90	(67%)
404	Staff Costs				624.00	1,276.03	-652.03	-652.03	(-104%)
405	Miscellaneous Expenses				250.00		250.00	250.00	(100%)
406	Mobile and VOIP				3,361.92	2,390.12	971.80	971.80	(28%)
407	Postage				200.00	192.60	7.40	7.40	(3%)
408	Printing, Stationery & Ref Bks				1,000.00	442.70	557.30	557.30	(55%)
409	IT Costs & Support				7,108.68	3,562.52	3,546.16	3,546.16	(49%)
410	Insurance				4,000.00	3,955.08	44.92	44.92	(1%)
411	Subscriptions				6,500.00	5,533.92	966.08	966.08	(14%)
412	Advertising				500.00	65.00	435.00	435.00	(87%)
413	Bank Charges				300.00	106.20	193.80	193.80	(64%)
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	820.00	896.00	896.00	(52%)
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**	**469,505.45**	**-7,520.29**	**370,375.60**	**161,945.76**	**208,429.84**	**200,909.55**	**(23%)**

Allotments

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
110	Rent Received	12,690.78	3,413.69	-9,277.09				-9,277.09	(-73%)
111	Admin Fees	300.00	660.00	360.00				360.00	(120%)
115	EBC Cross Charges								(N/A)
210	Deposits	500.00	1,320.00	820.00				820.00	(164%)
471	Water Rates				6,000.00	5,323.68	676.32	676.32	(11%)
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	481.74	4,518.26	4,518.26	(90%)
477	Allotment Management Software				768.00	384.00	384.00	384.00	(50%)
478	Allotment Postage				100.00		100.00	100.00	(100%)
	SUB TOTAL	**13,490.78**	**5,393.69**	**-8,097.09**	**34,138.00**	**10,032.75**	**24,105.25**	**16,008.16**	**(33%)**

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	495.00	-14,380.00				-14,380.00	(-96%)
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		400.00	400.00				400.00	(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	3,415.21	5,272.67	5,272.67	(60%)
604	CW- Maintenance				2,660.00	2,080.80	579.20	579.20	(21%)
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)
611	Stripe Fees					11.25	-11.25	-11.25	(N/A)
625	Transition Legal Fees				10,000.00		10,000.00	10,000.00	(100%)
626	Survey Costs								(N/A)
	SUB TOTAL	**59,875.00**	**40,895.00**	**-18,980.00**	**83,537.88**	**15,680.71**	**67,857.17**	**48,877.17**	**(34%)**

Capital Expenditure

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
490	IT Equipment				5,000.00	3,471.42	1,528.58	1,528.58	(30%)
491	Other Equipment				29,300.00	5,403.42	23,896.58	23,896.58	(81%)
	SUB TOTAL				**34,300.00**	**8,874.84**	**25,425.16**	**25,425.16**	**(74%)**

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	5,000.00	5,000.00	5,000.00	(50%)
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	107.00	2,393.00	2,393.00	(95%)
456	Meetings				500.00	232.51	267.49	267.49	(53%)
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**	**7,539.51**	**33,560.49**	**33,560.49**	**(81%)**

Events

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	

Eastleigh Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

181	Other Events - Dream Empire							(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	1,990.00	46,510.00	46,510.00 (95%)
703	Other Events				10,000.00	3,196.57	6,803.43	6,803.43 (68%)
	SUB TOTAL				**61,000.00**	**5,186.57**	**55,813.43**	**55,813.43 (91%)**

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)
154	External Grants							(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	1,886.05	8,113.95	8,113.95 (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**	**1,886.05**	**29,113.95**	**72,113.95 (232%)**

Year End Adjustments

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
980	Rent Received Relating to Futur							(N/A)
990	Payments Made Relating to Prev							(N/A)
	SUB TOTAL							**(N/A)**

Summary

NET TOTAL	**550,391.52**	**558,794.14**	**8,402.62**	**655,451.48**	**211,146.19**	**444,305.29**	**452,707.91 (37%)**
V.A.T.		10,690.08			8,482.35		
GROSS TOTAL		**569,484.22**			**219,628.54**		

Eastleigh Town Council
Net Position by Cost Centre and Code

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	463,525.74			
103	Interest Received		13,500.00	5,979.71			-7,520.29
104	Insurance Payout						
105	Special Expenses						
401	Salaries & Wages				315,000.00	124,339.63	190,660.37
402	Training				7,500.00	5,802.00	1,698.00
403	Travel				10,000.00	3,257.10	6,742.90
404	Staff Costs				624.00	1,276.03	-652.03
405	Miscellaneous Expenses				250.00		250.00
406	Mobile and VOIP				3,361.92	2,390.12	971.80
407	Postage				200.00	192.60	7.40
408	Printing, Stationery & Ref				1,000.00	442.70	557.30
409	IT Costs & Support				7,108.68	3,562.52	3,546.16
410	Insurance				4,000.00	3,955.08	44.92
411	Subscriptions				6,500.00	5,533.92	966.08
412	Advertising				500.00	65.00	435.00
413	Bank Charges				300.00	106.20	193.80
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	820.00	896.00
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	**£469,505.45**	**370,375.60**	**£161,945.76**	**200,909.55**

Allotments			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
110	Rent Received		12,690.78	3,413.69			-9,277.09
111	Admin Fees		300.00	660.00			360.00
115	EBC Cross Charges						
210	Deposits		500.00	1,320.00			820.00
471	Water Rates				6,000.00	5,323.68	676.32
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	481.74	4,518.26
477	Allotment Management Sc				768.00	384.00	384.00
478	Allotment Postage				100.00		100.00
			13,490.78	**£5,393.69**	**34,138.00**	**£10,032.75**	**16,008.16**

Assets			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
160	Cableworks Income		14,875.00	495.00			-14,380.00
161	Major Works		40,000.00	40,000.00			
162	Service Charge to VIVID		5,000.00				-5,000.00
163	CW Hire Deposits			400.00			400.00
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	3,415.21	5,272.67
604	CW- Maintenance				2,660.00	2,080.80	579.20
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
611	Stripe Fees					11.25	-11.25
625	Transition Legal Fees				10,000.00		10,000.00
626	Survey Costs						
			59,875.00	**£40,895.00**	**83,537.88**	**£15,680.71**	**48,877.17**

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

Capital Expenditure			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
490	IT Equipment				5,000.00	3,471.42	1,528.58
491	Other Equipment				29,300.00	5,403.42	23,896.58
					34,300.00	**£8,874.84**	**25,425.16**

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	5,000.00	5,000.00
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	107.00	2,393.00
456	Meetings				500.00	232.51	267.49
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	**£7,539.51**	**33,560.49**

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	1,990.00	46,510.00
703	Other Events				10,000.00	3,196.57	6,803.43
					61,000.00	**£5,186.57**	**55,813.43**

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
154	External Grants						
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	1,886.05	8,113.95
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**	**£1,886.05**	**72,113.95**

Year End Adjustments			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
980	Rent Received Relating to						
990	Payments Made Relating t						

NET TOTAL	**550,391.52**	**£558,794.14**	**655,451.48**	**£211,146.19**		**452,707.91**

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

ESTIMATE OF COSTS FOR PARISH/ TOWN ELECTIONS 2026

EXPENSE	**EASTLEIGH**	
RO fee	1104.00	
Staff - PV	800.00	
Staff - Count	1600.00	
Staff - Polling stns	2563.20	top up of PO fee all stations + whole cost of 2n
FDM - ballot papers	900.00	
FDM - PV packs	1500.00	
FDM - Postage out	2052.00	based on 0.90p per letter
FDM - counting sheets	100.00	may have some in stores
Royal Mail response	1436.40	based on 0.90p per letter 70% return
Stationery - Shaws	150.00	
Stationery - internal	20.00	
NET TOTAL	**12225.60**	

ALL FEES CALCULATED ON CURRENT PRICES & ARE THEREFORE SUBJECT TO INCREASES IN 2026

Borough will pick up hire of polling station

Costs are net as EBC will pick up vat

Date - September 2025

ıd PC allocated where necessary(usually only charge nominal fee tho)

30 / 25 BUDGET 2026/27

30 / 25 / 1 To **receive** for **review** the budget setting process with timelines and dependencies

30 / 25 / 2 To **receive** for **review** and **approval** the Budget Assumptions for 2026 2027

30 / 25 / 3 To **confirm** the CGR working group suggestion for an overarching budget meeting of the merging councils and **agree** the format

Committee: Policy and Finance
Date: 22 October 2025
Agenda Item: 30 / 25 / 1
Author: R Davies, RFO / Town Clerk

Budget setting process, including dependencies and timelines

Obligations (statutory and regulatory)

- The final budget from which the precept demand is generated can only be resolved by Full Council
- The precept is the 'gap' between the income and expenditure which results from the council's activities over the year from 1 April 2026 to 31 March 2027
- The general reserve of the council should be between 3 and 6 months of the net expenditure of council and could be up to 12 months before any comments will be made by the Internal or External Auditors

Process

1. Budget assumptions are created / reviewed by the Policy and Finance Committee, Resolved by Full Council and then the associated income and expenditures are calculated
2. Committees provide their budget requirements for the coming year
3. Full Council provides its overarching projects to be added (if not included in the assumptions)
4. Policy and Finance review and include and propose to Full Council the budget resulting from these assumptions and, if relevant, a revision to the resulting budget due to 'sense checking' the resulting precept demand
    a. This may include the proposal to defer elements of projects as proposed by committees
    b. Split projects between years
5. Resolution of the Council results in the precept demand being sent by the RFO to EBC no later than the end of January 2026

Timeline

No.	Date	Responsible Area	Action	Authority
1	22.10.25	Policy and Finance	to review assumptions, dependencies and timeline and add / recommend additional meetings if deemed necessary	Within Delegated Power
2	22.10.25	Policy and Finance	To request budgets from committees to be returned no later than 27.11.25	Within Delegated Power
3	19.11.25	Full Council	To receive and approve the proposed budget assumptions from Policy and Finance	Full Council
4	12.11.25	Asset Management	To review and propose budgets for asset management and for asset acquisitions	To propose
5	5.11.25	Planning	To review budget requirements for projects	To propose
6	26.11.25	Personnel	To review officer requirements and associated employment costs	Within Delegated Power
7	Date to be arranged	Cross Council Budget meeting	To discuss requirements of new merged council	
8	10.12.25	Policy and Finance	To review the budget prepared by the RFO based upon assumptions and the proposed budgets from committees and council	Within Delegated Power
9	Date to be arranged	Council Briefing	To provide an informal briefing of the budget for clarification to any councillor who wishes to attend	Provided by RFO and Chair of Policy and Finance
10	14.01.26	Full Council	To review and approve the budget and resulting precept as proposed by the Policy and Finance Committee	Within Delegated Power

Legal references

AN208-General-Powers-of-Competence-and-Wellbeing-England-The-General-Power-of-Compete.pdf

LGO 2012 GPC.pdf

LTN 31E - Local council general powers - December 2023 copy.pdf

Committee: Policy and Finance
Date: 22 October 2025
Agenda Item: 30 / 25 / 2
Author: R Davies, RFO / Town Clerk

Budget Assumptions

Overarching these assumptions is the knowledge that the Community Governance Review that has been approved by EBC Administration Committee on 13 October 2025 that:

RESOLVED –
That the Administration Committee:
(1) considered the outcome and responses received to the second Community Governance Review Consultation; and
(2) recommended to Council that Boyatt Wood Parish Council be merged with Eastleigh Town Council resulting in a larger Eastleigh Town Council with the following governance arrangements:
a) 22 councillors
b) 7 wards:

1	To set a budget which reflects the external pressures on service charges in line with the forecast CPI (Consumer Price Index) for 2026 27.
	
	CPI forecasts for 2026 and 2027
	• ***2026:***
	  • ***Statista:*** *2.1%*
	  • ***British Chambers of Commerce:*** *2.1% (Q4)*
	  • ***Bank of England:*** *2.7% (Q3) to 2.5% (Q4)*
	  • ***Capital Economics:*** *Below 2.0%*
	• ***2027:***
	  • ***Statista:*** *2%*
	  • ***Bank of England:*** *2.3% (Q1) to 2.0% (Q4)*
	  • ***Capital Economics:*** *Below 2.0%*

2	To ensure that all services and assets transferred from EBC will be removed from the Special Expense charge levied on the residents, so no double taxation occurs.
3	To include in the budget and operational costs associated with the asset transfer request list of 9 April 2025 *(Asset Committee Minute 60 / 24 / 1)* and subsequent additions of 11 June 2025 (*Asset Committee Minute 8 / 25 / 1)*
4	To include in the budget a facility for assets that may still be identified for transfer or are more complex and therefore will transfer in the budget year.
5	To support the work of council with the officer team as required and make provision either through budget facility or reserves for future expansion
6	To continue to support the work of local community organisations through providing an increase to the budget facilities of £12,000 in community grants and review the requirement for external sponsorship to free up funds for other identified community projects
7	To include in the budget the projects as identified in the Strategic Plan and the associated income and expenditure

8	To provide a budget facility for the council and committees to continue work to improve the public realm and to take over management of the Town Centre
9	To provide resource and budget facility to work in partnership with local organisations and stakeholders to develop the environment now and in the future with the expansion of the Greening Campaign as per the Strategic Plan
10	To continue to provide ongoing training to councillors and officers alike
11	To make provision through reserve movements for future requirements relating to asset transfers from EBC and to ensure reserve funds are established for major works / PPM schedules.
12	To maintain the general reserve at between 3 and 4 months of net income and expenditure
13	That no provision, over that which is included in the General Reserve, has been made for any significant emergency.
14	To make provision in the budget for local identities to be promoted under the new warding structure on the merger of the councils, and award a ward granting facility of £2000 in each of the 7 wards, totalling £14,000
15	To incorporate projects from both parishes to be merged
15	To be mindful in this process that our residents are under financial pressures.

NOTE: These are a list of assumptions to be reviewed, amended and added to by committee

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Eastleigh Town Council

31 / 25 DATE OF NEXT MEETING

To confirm the date of the next meeting scheduled for the 10 December 2025 and confirm whether an interim meeting should be scheduled.