



SANDHURST TOWN COUNCIL

COUNCIL OFFICES
SANDHURST MEMORIAL PARK
YORKTOWN ROAD
SANDHURST, BERKSHIRE
GU47 9BJ

Executive Officer
Angela Carey

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Strategy & Policy Committee Meetings are open to the Public and Press.

Dear Councillors N. Allen (Chairman), Mrs J. Bettison (Vice Chairman), A. Blatchford, Mrs S Davenport, Mrs H Hill, P. Hodge, Ms G Kennedy, G Oberholzer, D. Perera, J. Porter.

You are hereby summoned to attend a meeting of the **Strategy & Policy Committee** to be held in the **Kitty Dancy Room, Sandhurst Community Hall Complex, Sandhurst**, on **Thursday 24 January 2019 at 7.30pm** for the purpose of considering and resolving upon the subjects and matters set out in the agenda below.

Angela Carey (Executive Officer)

1. Apologies for absence

To receive and approve apologies for absence.

2. Members' interests

To receive any declaration of interests from Members on the business to be transacted.

3. Minutes of Strategy & Policy Committee

To receive and confirm the Minutes of the proceeding of the Strategy & Policy Committee held on 22 November 2018, as a true and correct record (pages 0824-0826).

4. Neighbourhood Action Group

Standing item to receive documents relating to work of the sub-committee where available (Annexe 1). (Information item)

5. Health and Safety

To receive a verbal update confirming of any incident in the period (non-injury), and any other Health and Safety related items. (Decision item)

6. Sandhurst Youth Worker

To receive an update on the Sandhurst Youth Worker. (Information item)

7. Social Media

To receive and consider the draft policy for Social Media use (Annexe 2). (Decision item)

8. Request for refund

To receive a request from a hall hirer for a refund of part of the hire fee paid for a recent hire.
(Decision item)

9. Schedule of Meetings

To receive the draft schedule of meetings of Town Council and the principal committees for the forthcoming year and discuss any amendments (Annexe 3). (Decision item)

10. Royal Garden Party Nomination

To consider a nomination for the Royal Garden Party invitation. (Decision item)

11. Budget and Precept (2019 / 2020)

a) To receive draft budget proposals and modify as required in order to finalise a recommendation to Town Council in February.

b) To approve the precept required to deliver planned services and make recommendation to Town Council in February meeting.

(Annexe 4) (Decision item)

12. Press and Publicity

To plan press and publicity messages for the forthcoming period if required. (Decision item)

13. Date of next meeting

The date of the next meeting to be confirmed as 28th March 2019.

(Procedural item)

9th January 2019

Minutes of the proceedings of the **Sandhurst Neighbourhood Action Group** held this day in the **Kitty Dancy Room Sandhurst Town Council** commencing at **9.30am** and finishing at **10.15 am**.

PRESENT

Chairman: Cllr M Brossard (STC)
Cllr Mrs J Bettison (STC), A Blair (Resident), Cllr A Blatchford (STC),
C Blears (Resident), A Carey (STC), J Coupland (Resident),
V Crosby-Clarke (SRA), V Guigiene (STC), V Routledge (Resident),
T Walmsley (TVP), J Ward (Resident).

INTRODUCTIONS (Agenda Item 1)

The meeting opened with a welcome from the Chairman and introductions around the table.

APOLOGIES FOR ABSENCE (Agenda Item 2)

Apologies were received and accepted from:
A-M Graham (TVP) and P Widdowson (Resident).

MINUTES OF THE MEETING 10th October 2018 (Agenda Item 3)

It was proposed by the Chairman and the following was

**RESOLVED
1725**

that the Minutes of the Neighbourhood Action Group held on 10th October 2018 be received as a true and correct record and that they be confirmed and signed by the Chairman.

THAMES VALLEY POLICE UPDATE (Agenda Item 4)

- a) The drug house near Kings in Yorktown Road has been closed down and the perpetrators have been convicted.
- b) There has been an arrest following the ram raid on the Bureau De Change at Tesco Meadows.
- c) The recent burglaries have been houses that are empty due to people on holiday this indicates that criminals are noticing the signs of the property being empty and taking the opportunity. TVP advise leaving lights on timers and trying to make the property look occupied. End plots have been targeted recently with entry being gained over the fences.
- d) Anti-social behaviour in Pyes Acre Car Park has been reported. TVP are patrolling the area on a regular basis.
- e) The basketball courts at Greenways have been identified as an area for drug use. TVP have made several calls to the area. They are currently being hindered by the limited access due to a bollard which prevents them driving up to the area. Further to discussion the following was

**RESOLVED
1726**

that Cllr M Brossard will approach BFC to request the removal of the bollard for TVP access.

ACTION: Cllr M Brossard



SRA MAGAZINE CONTRIBUTIONS (Agenda Item 5)

The response received from local residents following the article from PC Campion was very positive. TVP will continue to contribute to the magazine on a regular basis.

SUSPICIOUS VANS OBSERVED ON LONGDOWN LODGE ESTATE (Agenda item 6)

Sighting of suspicious vans on Longdown Lodge Estate was raised by a resident. TVP have advised that these need to be reported to 101 along with the number plate of the vehicle in order for any investigation to be done.

TVP ALERTS (Agenda Item 7)

Cllr M Brossard confirmed that he will continue to send the alerts that he receives to the local policing team.

POLICE AND CRIME COMMISSIONER COMMUNICATION (Agenda Item 8)

It was confirmed that the current Commissioner will be moving on shortly.

SPEEDWATCH (Agenda Item 9)

STC are considering the purchase of speed watch equipment in their budget setting meeting for 2019/20. Providing the purchase is agreed training for operating the speed watch will be provided by TVP. This will enable the trained people to undertake speed watch sessions without the presence of TVP.

It was confirmed that a speed hump in College Road has been removed due to a number of resident complaints about the vibrations that they were experiencing in their homes.

A3095 SPEED REDUCTION (Agenda item 10)

Following the reduction of the speed limit, BFC have proposed plans to install traffic lights and a pedestrian crossing at the Owlsmoor Road junction. BFC will be considering this proposal.

MEADOWS GYRATORY IMPROVEMENTS (Agenda item 11)

There have not been any issues reported. The project seems to be progressing well.

VAN PARKING ON PINEHILL RISE (Agenda item 12)

The work is still ongoing and subsequently the vans are still needing to park in the area. This situation will be resolved once the renovations are finished.

ANY OTHER BUSINESS (Agenda item 13)

A report of vans parking close to the junction of Florence Road and Yorktown Road was received. TVP have said they will observe the junction and take appropriate action.

A concern was raised about a bungalow on Crowthorne Road which has been vandalised. It was confirmed that the property is empty and has been left like this for a long period of time. There is an ongoing application for planning permission to develop the site.

A query about whether the number plates that have raised figures on them are legal was raised. TVP have confirmed that they are legal.



DATE OF NEXT MEETING (Agenda Item 14)

The date of the next meeting is Wednesday 10th April 2019, commencing at 9.30am in the Kitty Dancy Room at Sandhurst Town Council.

SIGNED AND DATED BY CHAIRMAN

DRAFT



ANNEXE 2: Social Media Policy	
Meeting: Strategy & Policy Committee	Date: 24 th January 2019
Agenda item: 7	Author: Angela Carey

1. Purpose of report

To apprise Councillors of the Social Media Policy.

2. Background

Further to resolution 1699 the Social Media Policy adopted by STC on 3rd May 2018 has been reviewed. This template was provided by SLCC further to the commencement of GDPR.

I have found this policy to cover all of the points suggested by the LGA.

3. Recommendation

To consider the policy to ensure it still meets the needs of STC.



Council Name: Sandhurst Town Council

Council Address: Council Offices, Memorial Park, Yorktown Road, Sandhurst, Berks GU47 9BJ

Email Address: stc@sandhurst.gov.uk

Telephone numbers: 01252 879060

Social Media and Electronic Communication Policy

The use of digital and social media and electronic communication enables the Parish/Town Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, Facebook page, Twitter account and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements.

The Council Facebook pages and Twitter account intends to provide information and updates regarding activities and opportunities within our Parish/Town and promote our community positively.

Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Council business it will be moderated by either the Chair/Vice Chair of the Council or the Clerk to the Council;
- Social media will not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.

APPROVED 3RD MAY 2018

REVIEW MAY 2020

- Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.
- Refrain from using the Council's Facebook page or Twitter site for commercial purposes or to advertise market or sell products.

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message/post via Facebook or Twitter will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council's Clerk and/or members of the council by emailing.

We retain the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that '*A post breaching the Council's Social Media Policy has been removed*'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

Parish/Town Council Website.

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets the Council's 'rules and expectation' for the web site. The Council reserves the right to remove any or all of a local group's information from the web site if it

feels that the content does not meet the Council's 'rules and expectation' for its website. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

Parish/Town Council email

The Clerk to the council has their own council email address – eo@sandhurst.gov.uk The email account is monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.

The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk. All new Emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence.

Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Clerk. NB any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

SMS (texting)

Members and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Video Conferencing e.g. Skype

If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

Internal communication and access to information within the Council

The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.



SANDHURST TOWN COUNCIL

DRAFT SCHEDULE OF PRINCIPAL MEETINGS

2019/2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
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May			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Meetings								BH			TC*							E						L				BH	P		SP			

June					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Meetings																											P			TC				

July						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Meetings																E								L							SP			P		

August			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Meetings																												BH	P						

September					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Meetings									TC							E								L						SP			P	

October						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Meetings																																		P		

November				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
Meetings										TC							E							L				P		SP					

December					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Meetings																				P										BH	BH				

January			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Meetings			BH	TC							E							L							SP			P			TC			

February				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
Meetings																											P							

March					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Meetings									TC							E								L						SP			P		

April								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Meetings																	BH			BH				AT										P			

Planning P	Town Council TC	Environment E	Leisure L	Strategy & Policy SP	Bank Holiday BH	Annual Town Meeting AT
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Start 19:30 hours
Kitty Dancy Room

Start 19:30 hours
Kitty Dancy Room

Start 19:30 hours
Kitty Dancy Room

Start 19:30 hours
Kitty Dancy Room

Start 19:30 hours
Kitty Dancy Room

Start 19:30 hours
Community Hall

* Annual Town Council Meeting (May)

Venue: Council Offices
Sandhurst Memorial Park
Yorktown Road, Sandhurst

For more information contact: stc@sandhurst.gov.uk
01252 879060

All meetings open to the public and press

ANNEXE 4: Precept Examples

Meeting: Strategy & Policy

Date: 24th January 2019

Tax Base

The tax base for 2019/20 for Sandhurst has been calculated as 7,883 'Band D' equivalent properties.

	Tax Base 2017/18	Tax Base 2018/19	Tax Base 2019/20	Variance to previous year
Sandhurst	7,788	7,854	7,883	29

Band D rate

Four options for the 'Band D' rate have been considered with the implications for the calculation of precept as below:

Change	Rate	Tax Base	Precept	Variance from Pr. Yr
0%	£73.29	7883	£577,745.07	£2,125.41
1%	£74.02	7883	£583,499.66	£7880.00
2%	£74.76	7883	£589,333.08	£16,346.53
3%	£75.49	7883	£595,087.67	£13,713.42
4%	£76.22	7883	£600,842.26	£25,222.60

Last year's precept was £575,619.66

Sandhurst Town Council
Year ended 31st March 2019
Summary

	(at end Sept) Actual Year To Date	Rest of Year	Total I&E w/o res Est. Total Year	Added to Reserves	Reserve Expenditure	Total (incl reserves exp)	Current Annual Bud (excl reserves)	Variance Annual Total (incl reserves)	Budget 2019-20	Budget % change
Strategy & Policy										
Expenditure - revenue	116,073	110,482	226,555			226,555	273,200	46,645	282,250	3%
Income - excl. precept	55,331	76,285	131,616			131,616	5,000	- 126,616	5,000	0%
Income - precept	575,620	-	575,620			575,620	575,617	- 3	577,745	0%
Net Expenditure over income	- 514,878	34,197	- 446,328			- 446,328	- 307,417	305,913	- 195,495	
Transfers to & expenditure from reserves			34,353	132,649	34,353	34,353		132,649	105,000	
								Reserves cfwd	361,515.00	
Environment										
Expenditure - revenue	8,333	14,450	22,783			22,783	44,320	21,537	30,720	-31%
Income	792	-	792			792		- 792		
Net Expenditure over income	7,541	14,450	21,991			21,991	44,320	22,329	30,720	
Transfers to & expenditure from reserves				-	-	-		-	-	
								Reserves cfwd	19,419.00	
Leisure										
Expenditure - revenue	136,735	136,345	273,080	30,000		273,080	326,370	53,290	323,370	-1%
Income	21,226	15,670	36,896			36,896	17,900	- 18,996	17,900	0%
Net Expenditure over income	115,509	120,675	236,184			283,814	308,470	102,286	335,470	
Transfers to & expenditure from reserves				30,000	47,630	47,630		30,000	30,000	
								Reserves cfwd	134,703.00	
Hall										
Expenditure - revenue	33,218	39,681	72,899	-		72,899	78,365	5,466	78,690	0%
Income	25,453	18,186	43,639			43,639	41,830	- 1,809	41,830	0%
Net Expenditure over income	7,765	21,495	29,260			39,139	36,535	7,275	36,860	
Transfers to & expenditure from reserves				-	9,879	9,879		-	-	
								Reserves cfwd	77,328.00	
Grants & Capital Expenditure										
Expenditure - revenue	36,056	5,580	41,636			41,636	41,663	27	41,887	1%
Income						-				
Net Expenditure over income	36,056	5,580	41,636			41,636	41,663	27	41,887	
Transfers to & expenditure from reserves				-	-	-		-	-	
								Reserves cfwd	22,072.00	
REVENUE										
Total Expenditure	330,415	306,538	636,953	162,649	91,862	728,815	763,918	126,965	756,917	
Total Income	678,422	110,141	788,563			788,563	640,347	- 148,216	642,475	
Total Net Expend. over income	- 348,007	196,397	- 151,610			- 59,748	123,571	275,181	114,442	
GLOBAL										
Total Expenditure			728,815				763,918	35,103	891,917	
Total Income			788,563				640,347	- 148,216	642,475	
Total Net Expend. over income			- 59,748				123,571	183,319	249,442	

2018-19 Estimated results	
Earmarked Funds	
Reserves bfwd	544,250
Reserves created	162,649
Reserves utilised	91,862
Reserves cfwd	615,037
General Fund	
General fund bfwd	330,708
Income for year	788,563
Expenditure for year	- 728,815
Net tfr to Earm'd	- 70,787
General fund cfwd	319,669
Total reserves bfwd	874,958
Total reserves cfwd	934,706
mvmt	59,748

2019-20 Budget Figures	
Earmarked Funds	
Reserves bfwd	615,037
Reserves created	25,000
Reserves utilised	135,000
Reserves cfwd	505,037
General Fund	
General fund bfwd	319,669
Income for year	642,475
Expenditure for year	- 891,917
Net tfr from Earm'd	110,000
General fund cfwd	180,227
Total reserves bfwd	934,706
Total reserves cfwd	685,264
mvmt	- 249,442

Total e/m reserves bfwd	544,250	Total e/m reserves cfwd	615,037
Total general fund bfwd	330,708	Total gen fund cfwd	319,669
Total funds	874,958		934,706
Mvmt in funds 2018-19			- 59,748

Sandhurst Town Council
Year ended 31st March 2019
Notes on Outturn Review

		(at end Sept)											
		2017/18	Actual Year	2018/19	Est. Rest	Tfr	Est. Total	Current	Variance	Budget	% change	2018/19 Notes	
		Total	To Date		of Year	to Reserves	Year	Annual Bud	Annual Total	2019/20	Budgets		
Strategy & Policy													
1101	Salaries/Wages N.I.	112776.00	60130.00	from pay outturn - DEO vacant for 1 mth	51900.00	0.00	112030	122000.00	9970.00	122000	0%	+1% Loc Gov Pay award - still within budget	
1102	Mayors Allowance	55.00	0.00		450.00		450	450.00	0.00	450	0%		
1103	Conference Expenses	809.00	440.00	from pay outturn	560.00		1000	1000.00	0.00	1000	0%		
1104	Staff Expenditure	0.00	0.00	from pay outturn	150.00		150	150.00	0.00	150	0%		
1105	Civic Service	875.00			1600.00		1600	1600.00	0.00	1600	0%		
1106	Solicitors Fees	4075.00	2135.00		270.00		2405	3000.00	595.00	3000	0%		
1107	Recruitment Fees	100.00	100.00	from pay outturn	900.00	0.00	1000	1000.00	0.00	1000	0%		
1108	Bank Charges	911.00	584.00	-	500.00		1084	1200.00	116.00	1200	0%		
1109	Accounts	2131.00	592.00	£1300 PKF + £700 CEC	2000.00		2592	4000.00	1408.00	4000	0%		
1110	Electricity	1220.00	388.00		900.00		1288	1500.00	212.00	1500	0%		
1111	Alarms Warranty	992.00	548.00		1200.00		1748	1000.00	-748.00	1200	20%		
1112	Gas	761.00	173.00	-	700.00		873	1200.00	327.00	1200	0%		
1113	Telephone	1458.00	687.00		800.00		1487	2000.00	513.00	2000	0%		
1114	Water	421.00	433.00	-	720.00		1153	700.00	-453.00	1000	43%		
1115	Insurances	14153.00	13435.00		0.00		13435	18000.00	4565.00	18000	0%	Keep current rate to absorb increases	
1116	Rates	1724.00	1064.00		712.00		1776	2000.00	224.00	2000	0%		
1117	Boiler Service	510.00	0.00	-	600.00		600	1200.00	600.00	1200	0%		
1118	S/H Sports Centre	0.00	0.00	No longer needed in S&P budget	0.00		0	10000.00	10000.00	0	-100%		
1119	IT	4775.00	2281.00	support costs higher	2000.00		4281	4500.00	219.00	4500	0%		
1120	Binding	118.00	0.00	-	50.00		50	50.00	0.00	50	0%		
1121	Mayors Chain	245.00	0.00		100.00		100	100.00	0.00	100	0%		
1122	Subscriptions	4751.00	3125.00	-	1400.00		4525	4500.00	-25.00	4500	0%		
1123	Stationery	1333.00	1112.00	-	2750.00		3862	4000.00	138.00	4000	0%		
1124	Office Equipment	370.00	0.00		500.00	0.00	500	500.00	0.00	500	0%		
1126	Petty cash & Postage	1625.00	796.00		900.00		1696	1700.00	4.00	1700	0%		
1127	Photocopying	578.00	0.00	-			0	0.00	0.00		N/A		
1128	Training	619.00	40.00	from pay outturn	1960.00		2000	2000.00	0.00	2000	0%		
1129	Emergency Repairs	500.00	198.00	-	800.00		998	1000.00	2.00	1000	0%		
1130	Health & Safety	8627.00	5044.00		900.00		5944	6000.00	56.00	6000	0%		
1131	Members Training	429.00	90.00		1000.00	0.00	1090	2000.00	910.00	2000	0%		
1135	HR Services	3720.00	1860.00	-	1860.00		3720	4500.00	780.00	4500	0%		
1136	Payroll processing	900.00	1048.00	-	800.00		1848	550.00	-1298.00	1600	191%	Increased payroll fees	
1137	Internal audit	1613.00	125.00	-	1500.00		1625	2000.00	375.00	2000	0%		
1205	Community Engagement	1901.00	289.00	Retain budget as before	1000.00		1289	5000.00	3711.00	5000	0%		
1206	VAT			£10000 roll forward in reserves		0.00	0		0.00	0	N/A		
1213	Bye Elections						0		0.00	0	N/A		
1214	Communication	7311.00	3356.00	Assume spend at same rate	3500.00		6856	13800.00	6944.00	13800	0%		
1215	Elections	0.00	0.00	To cover full election costs		0.00	0	7500.00	7500.00	15000	100%		
1219	Freedom of the Borough	1862.00	10000.00			10000.00	20000	10000.00	-10000.00	20000	100%		
1222	RRR expenditure	200.00	0.00		500.00	0.00	500	500.00	0.00	500	0%		
1223	Asset valuation	0.00	0.00		2000.00	0.00	2000	2000.00	0.00	2000	0%		
1225	Youth Projects	17000.00	0.00		17000.00	0.00	17000	17000.00	0.00	17000	0%		
1226	Neighbourhood plan	0.00	0.00		0.00		0	0.00	0.00	0	N/A		
1228	Press and Media	7000.00	6000.00	£1000 pm from Aug 17	6000.00		12000	12000.00	0.00	12000	0%	£1k per month	
1300	Cricket Club loan	0.00	0.00				0	0.00	0.00		N/A		
1301	Tug of war loan	0.00	0.00				0	0.00	0.00		N/A		
Strategy & Policy - subtotal w/o reserve:		208448.00	116073.00	-	110482.00	10000.00	236555.00	273200.00	36645.00	282250			
S&P - Earmarked reserves spent				-			34353	233219					
Strategy & Policy - total expenditure		208448.00	116073.00	-	110482.00	10000.00	270908	506419	36645.00	282250			

Sandhurst Town Council
Year ended 31st March 2019
Notes on Outturn Review

		(at end Sept)		2018/19		Est. Rest	Tfr	Est. Total	Current	Variance	Budget	% change	2018/19 Notes
		2017/18	Actual Year			of Year	to Reserves	Year	Annual Bud	Annual Total	2019/20	Budgets	
		Total	To Date										
1175	Sale of Goods	110.00	55.00	-	-	0.00		55	1000	945.00	1000	0%	
1176	Precept	570783.00	575620.00	-	-	0.00		575620	575617	-3.00	577745	0%	
1177	Photocopying Income	41.00	22.00	-	-	0.00		22	0	-22.00	0	N/A	
1178	Insurance claims	0.00	0.00	-	-	0.00		0	0	0.00	0	N/A	
1179	Recycling Bags	454.00	842.00	-	-	0.00		842	500	-342.00	500	0%	
1180	Precept Grant	0.00	0.00	-	-	0.00		0	0	0.00	0	N/A	
1181	CIL income	85495.00	46963.00	-	-	75685.00		122648	0	-122648.00			
1182	Repayment of loans	9071.00	2500.00	-	-	0.00		2500	0	-2500.00			
1195	RRR Income	0.00	0.00	-	-	0.00		0	0	0.00	0	N/A	
1196	Bank Interest Received	258.00	241.00	-	-	600.00		841	500	-341.00	500	0%	
1197	Insurance recharged to clubs	3906.00	4708.00	-	-			4708	3000	-1708.00	3000	0%	New code separating I from E
1198	Sickness Insurance claim	0.00	0.00	-	-			0	0	0.00			
1199	Compensation received	0.00	0.00	-	-	0.00		0	0	0.00		N/A	
				-	-			0	0	0.00		N/A	
Strategy & Policy - total income		670118.00	630951.00	-	-	76285.00	0.00	707236	580617	-126619.00	582745		
Net Expenditure over Income		-461670.00	-514878.00	-	-	34197.00	10000.00	-436328	-74198	163264.00	-300495		

901 Strategy & Policy reserves

		Bfwd 1/4/18	Created	Spent to date	Est extra spend	Cfwd 31/3/19
9002	Recruitment costs reserve	2,000.00	0.00	0.00		2,000.00
9003	Office Equipment reserve	4,208.00	0.00	0.00		4,208.00
9004	Members' Training reserve	5,730.00	0.00	0.00		5,730.00
9005	Elections reserve	7,500.00	0.00	0.00		7,500.00
9006	Freedom of the Borough reserve	40,000.00	10,000.00	34,353.00	-30,000.00	45,647.00
9007	RRR Expenditure reserve	2,523.00	0.00	0.00		2,523.00
9008	Asset valuation reserve	6,129.00	0.00	0.00		6,129.00
9009	VAT PX reserve	10,000.00	0.00	0.00		10,000.00
9010	Youth Project Reserve	0.00	0.00	0.00		0.00
9011	CIL	125,129.00	122,649.00			247,778.00
9012	Office refurb	20,000.00	0.00			20,000.00
9013	Neighbourhood plan	10,000.00	0.00			10,000.00
		233,219.00	132,649.00	34,353.00	-30,000.00	361,515.00

Sandhurst Town Council
Year ended 31st March 2019
Notes on Outturn Review

	2017/18 Total	(at end Sept) Actual Year To Date	2018/19	Est. Rest of Year	Tfr to Reserves	Est. Total Year	Current Annual Bud	Variance Annual Total	Budget 2019/20	% change Budgets	2018/19 Notes
Environment											
2202 Sandhurst Bus Shelter	0.00	0.00			0.00	0	0	0.00	0	N/A	
2203 Notice Boards Maintenance	115.00	0.00		100.00		100	100	0.00	100	0%	
2205 Seats Maintenance	0.00	0.00		900.00	0.00	900	900	0.00	900	0%	
2206 Christmas Lights Event	3886.00	0.00		3620.00	0.00	3620	3620	0.00	3620	0%	
2207 Events Protective Flooring	3015.00	0.00		1000.00		1000	2000		1000	-50%	
2208 Vandalism	624.00	0.00		500.00		500	500	0.00	500	0%	
2211 Dog Fouling	0.00	0.00		500.00	0.00	500	500	0.00	500	0%	
2213 Clean Team	11402.00	5775.00	from pay outturn	6000.00		11775	20000	8225.00	15000	-25%	
2214 Community bus	0.00	0.00		0.00		0	0	0.00	0	N/A	
2216 Bulbs	67.00	0.00		100.00		100	100	0.00	100	0%	
2220 Remembrance Service	1240.00	150.00		1050.00		1200	1900	700.00	1900	0%	
2221 Remembrance Book	0.00	0.00		100.00	0.00	100	100	0.00	100	0%	
2222 War Memorial Maint	510.00	0.00		250.00	0.00	250	250	0.00	250	0%	
2223 Grit Bins	0.00	470.00		330.00		800	800	0.00	800	0%	
2224 Bus Shelter Maintenance	69.00	0.00		0.00		0	2000	2000.00	2000	0%	
2225 Roundabout sponsorship	0.00	0.00		0.00		0	1050	1050.00	1050	0%	
2226 WWI Centenary	0.00	1861.00	No longer required	0.00	0.00	1861	10000	8139.00	0	-100%	
2229 Chelsea Fringe	0.00	77.00		0.00		77	500	423.00	500	-	
2230 Town bins									2400		
Environment subtotal w/o reserves	20928	8333		14450	0	22783	44320	20537	30720		
Environment -Earmarked reserves						0	49419				
Environment - total expenditure	20928.00	8333.00		14450.00	0.00	22783	93739	20537.00	30720		
1278 Sponsorship income	667.00	792.00				792	0	-792.00	0	N/A	
2206 Christmas Lights event				0.00		0		0.00			
Environment total income	667.00	792.00		0.00	0.00	792.00	0.00	-792.00	0.00		

Environment Reserves

	Bfwd 1/4/18	Created	Spent to date	Est extra spend	Cfwd 31/3/19
902 Environment reserves					
9101 Dog (Fouling) Act reserve	5,500.00	0.00	0.00		5,500.00
9102 Remembrance Book reserve	100.00	0.00	0.00		100.00
9103 War Memorial Maint reserve	500.00	0.00	0.00		500.00
9104 Seats (Env) reserve	488.00	0.00	0.00		488.00
9105 Christmas lights reserve	3,857.00	0.00	0.00		3,857.00
9106 Bus shelter reserve	4,974.00	0.00	0.00		4,974.00
9107 RRR Reserve (roundabout signs)	4,000.00	0.00	0.00		4,000.00
9108 WWI Centenary Reserve	30,000.00	0.00	0.00	30,000.00	0.00
	49,419.00	0.00	0.00	30,000.00	19,419.00

Sandhurst Town Council
Year ended 31st March 2019
Notes on Outturn Review

	2017/18	(at end Sept)	2018/19	Est. Rest	Tfr	Est. Total	Current	Variance	Budget	% change	2018/19 Notes
	Total	Actual Year To Date		of Year	to Reserves	Year	Annual Bud	Annual Total	2019/20	Budgets	
Leisure											
301 Leisure											
3101 Salaries/Wages/N.I	81824.00	51491.00	from pay outturn	49800.00		101291	110500	9209.00	110500	0%	
3102 Mobile Phone	476.00	205.00	-	250.00		455	500	45.00	500	0%	
3103 Vehicle Tax	0.00	0.00	-	0.00		0	150	150.00	150	0%	
3104 Fertilisers	190.00	34.00	-	1400.00		1434	1500	66.00	1500	0%	
3105 Weed, Worm & Moss Treatr	1681.00	2275.00	-	1200.00		3475	3000	-475.00	3000	0%	
3106 Topsoil & Dressing	1757.00	959.00	-	5000.00		5959	7500	1541.00	7500	0%	
3107 Seed & Turf	8421.00	1121.00	-	4500.00		5621	5600	-21.00	5600	0%	
3108 Marking Compounds	1645.00	823.00	-	3000.00		3823	5000	1177.00	5000	0%	
3109 Essential expenses	4481.00	1872.00	Increased	1600.00		3472	3500	28.00	3500	0%	
3110 Hire of Machinery	0.00	0.00	-	1500.00		1500	1700	200.00	1700	0%	
3111 Shrub & Tree Maintenance	0.00	0.00	Storm / tree work	1000.00		1000	1000	0.00	1000	0%	
3112 Parks Maintenance	72.00	0.00	-	0.00		0	0	0.00	0	N/A	
3113 Mole Treatment	40.00	106.00	-	300.00		406	1500	1094.00	500	-67%	
3115 Bark Chippings/Play Surfaces	2800.00	605.00	-	3500.00		4105	4500	395.00	4500	0%	
3116 Playpit Sand	640.00	0.00	-	700.00		700	1000	300.00	1000	0%	
3117 Wood Preservative/Paint	0.00	0.00	-	0.00		0	0	0.00	0	N/A	
3118 Play Equipment Parts/Repair	2710.00	227.00	-	6000.00		6227	8500	2273.00	8500	0%	
3119 Skater Ramp Maintenance	1582.00	3190.00	-	3000.00	0.00	6190	6000	-190.00	6000	0%	
3120 Servicing	10062.00	1657.00	-	10000.00		11657	12000	343.00	12000	0%	
3122 Fuel & Lubricants	3134.00	186.00	-	3500.00		3686	5000	1314.00	5000	0%	
3123 Equipment Reserve Fund	3148.00	0.00	-	3000.00		3000	5000	2000.00	5000	0%	
3124 Protective Clothing	1973.00	795.00	-	1000.00		1795	2000	205.00	2000	0%	
3125 Sports Equipment	0.00	1450.00	-	100.00		1550	1000	-550.00	1000	0%	
3126 Tools	594.00	0.00	-	200.00		200	500	300.00	500	0%	
3127 Drain Cleaning	0.00	1136.00	-			1136	1000	-136.00	1000	0%	
3128 Drainage Management Pim	8425.00	0.00	-	3000.00		3000	3320	320.00	3320	0%	
3130 Gardening	0.00	50.00	-	500.00		550	1000	450.00	500	-50%	
3145 Public Toilet Maintenance	1003.00	296.00	-	700.00		996	1000	4.00	1000	0%	
3201 Vertidrainng	940.00	0.00	-	1500.00		1500	2500	1000.00	2500	0%	
3202 Footpaths on Park			£12444 reserves roll forward	0.00	0.00	0	0	0.00		N/A	
3206 Sandhurst Summer of Fun	2550.00	55.00	-	3250.00	0.00	3305	3000	-305.00	3500	17%	
3213 Police Point	0.00	47.00	-	200.00		247	300	53.00	300	0%	
3217 Ditch Clearance	1280.00	1288.00	-	4000.00		5288	5500	212.00	5500	0%	
3218 Essential Park Maintenance	70540.00	65144.00	-	4000.00		69144	100000	30856.00	30000	-70%	
3219 New Seats	0.00	0.00	-	1000.00	0.00	1000	1000	0.00	1000	0%	
3220 Waste/Dog bins	0.00	0.00	-	300.00		300	500	200.00	500	0%	
3224 Proactive Tree Surgery	3110.00	0.00	-	1300.00	0.00	1300	3000	1700.00	3000	0%	
3225 Music event			-						25000	N/A	
3232 Fence Maintenance	677.00	164.00	-	1000.00		1164	1000	-164.00	1000	0%	
3237 Park Signs	105.00	155.00	-	45.00	0.00	200	200	0.00	200	0%	
3255 Green Flag Status	0.00	57.00	-	100.00		157	200	43.00	200	0%	
3256 New Play equip	0.00	0.00	-			0	0	0.00		N/A	
	215860.00	135388.00	-		0.00	256833.00	310470.00	53637.00	264470.00		

Sandhurst Town Council
Year ended 31st March 2019
Notes on Outturn Review

	2017/18 Total	(at end Sept) Actual Year To Date	2018/19	Est. Rest of Year	Tfr to Reserves	Est. Total Year	Current Annual Bud	Variance Annual Total	Budget 2019/20	% change Budgets	2018/19 Notes
<i>Expenditure bfwd</i>	215860.00	135388.00	-		0.00	256833	310470	53637	264470		
3259 Additional Parking	0.00	0.00			0.00	0	0	0.00	0	N/A	
3266 Main Car Park Reserve Fund	0.00	0.00			0.00	0	0	0.00	0	N/A	
3269 Formal Gardens	154.00	196.00	-		0.00	196	200	4.00	200	0%	
3270 Garden Planters	0.00	0.00	-	150.00	0.00	150	200	50.00	200	0%	
3283 Groundstaff Welfare	118.00	237.00	from pay outturn	250.00	0.00	487	500	13.00	500	0%	
3287 Skate Park extension	0.00	0.00	to reserves	0.00	0.00	0	1000	1000.00	1000	0%	
3288 Public Toilet Cleaning	0.00	0.00	Leave in reserves	0.00	0.00	0	0	0.00	0	N/A	
3289 Multi Use Court	63829.00	0.00		0.00		0	0	0.00	0	N/A	
3291 Fireworks	13397.00	-536.00		13500.00		12964	13000	36.00	16000	23%	
3292 Playsurface painting	0.00	0.00		1000.00	0.00	1000	1000	0.00	1000	0%	
3293 Insurance incidents	6670.00	1450.00				1450	0	-1450.00		N/A	
3295 Skate park refurb									40000	N/A	
Leisure - subtotal w/o reserves	300028.00	136735.00	-	136345.00	0.00	273080.00	326370.00	53290.00	323370.00		
Leisure - Earmarked Reserves			-			47630	152333				
<i>Leisure - total expenditure</i>	300028.00	136735.00	-	136345.00	0.00	320710	478703	53290.00	323370		
<i>Leisure - income</i>			-								
3177 Cricket Pitch Hire	1542.00	861.00	-	0.00		861	1200	339.00	1200	0%	
3178 Football Pitch Hire	9610.00	2762.00	-	7000.00		9762	10000	238.00	10000	0%	
3179 Tennis Court Hire	1313.00	1043.00	-	400.00		1443	1500	57.00	1500	0%	
3180 Tug of War Hire	0.00	220.00	-	0.00		220	0	-220.00		N/A	
3181 Leisure Misc Income	3145.00	12432.00	-	2750.00		15182	1500	-13682.00	1500	0%	
3182 Mast Rental	3500.00	1750.00	-	1000.00		2750	0	-2750.00	0	N/A	
3185 Drainage recharged to clubs	720.00	0.00	-	720.00		720	700	-20.00	700	0%	
3186 Insurance incidents	6130.00	1308.00	-	1800.00		3108	0	-3108.00	0	N/A	
3187 Firework Income	3879.00	850.00	-	2000.00		2850	3000	150.00	3000	0%	Include budget for firework income
3189 Grant income	0.00	0.00	-			0	0	0.00			
<i>Leisure - total income</i>	29839.00	21226.00	-	15670.00	0.00	36896	17900	-18996.00	17900		
let Expenditure over Income	270189.00	115509.00	-	120675.00	0.00	283814	460803	72286.00	305470		
Leisure Reserves				Bfwd 1/4/18	Created	Spent to date	Est extra spend		Cfwd 31/3/19		
9201 Footpaths on park reserve				22,444.00	0.00	0.00			22,444.00		
9202 Summer of Fun reserve				0.00	0.00	0.00			0.00		
9203 New seats (leisure) reserve				229.00	0.00	0.00			229.00		
9204 Park signs reserve				4,827.00	0.00	0.00			4,827.00		
9205 Brookside Green reserve				17,000.00	0.00	0.00			17,000.00		
9206 Car park reserve				22,428.00	5,000.00	0.00			27,428.00		
9207 Formal gardens reserve				98.00	0.00	0.00			98.00		
9208 Garden planters reserve				1,736.00	0.00	0.00			1,736.00		
9209 Groundstaff welfare reserve				1,432.00	0.00	0.00			1,432.00		
9210 Balancing pond reserve				9,411.00	0.00	0.00			9,411.00		
9211 Skate park reserve				7,443.00	0.00	0.00			7,443.00		
9212 Artificial cricket net reserve				7,500.00	0.00	0.00			7,500.00		
9213 Play surface painting reserve				7,876.00	0.00	0.00			7,876.00		
9214 Equipment Reserve Fund				1,430.00	0.00	0.00			1,430.00		
9215 Ditch clearance				848.00	0.00	0.00			848.00		
9216 Play equipment reserve					0.00	0.00			0.00		
9217 New Road				47,631.00	0.00	47,630.00			1.00		
9218 Park fencing				0.00	30,000.00				30,000.00		
				152,333.00	35,000.00	47,630.00		0	139,703.00		

Sandhurst Town Council
Year ended 31st March 2019
Notes on Outturn Review

	2017/18 Total	(at end Sept) Actual Year To Date	2018/19	Est. Rest of Year	Tfr to Reserves	Est. Total Year	Current Annual Bud	Variance Annual Total	Budget 2019/20	% change Budgets	2018/19 Notes
Hall											
403 Hall											
4301 Salaries/Wages/N.I.	33129.00	18531.00	from pay outturn - incl assist caretaker	14400.00		32931	33520	589.00	33520	0%	
4302 Holiday Relief & Sickness	0.00	0.00	from pay outturn	2000.00		2000	4150	2150.00	4150	0%	
4303 Hall Floor Cleaning	0.00	0.00	-	300.00		300	300	0.00	300	0%	
4304 Electricity	6068.00	1832.00	-	4200.00		6032	6000	-32.00	6000	0%	
4305 Gas	2756.00	621.00	-	2250.00		2871	4000	1129.00	4000	0%	
4306 Water	3634.00	1649.00	-	2000.00		3649	4500	851.00	4500	0%	
4307 Rates	5243.00	3240.00	-	2096.00		5336	6000	664.00	6000	0%	
4308 Essential Expenses	2766.00	1306.00	-	1700.00		3006	3000	-6.00	3000	0%	
4309 Cleaning Equipment	2545.00	1413.00	-	1500.00		2913	3000	87.00	3000	0%	
4310 Emergency Repairs	31.00	0.00	-	100.00		100	175	75.00	500	186%	
4312 Clock Maintenance	0.00	0.00	£2176 in reserves for new clock		0.00	0	0	0.00	0	N/A	
4313 Electrical Maintenance	431.00	0.00	-	1200.00		1200	1200	0.00	1200	0%	
4314 Decorating	65.00	27.00	-	250.00		277	300	23.00	300	0%	
4315 Gas Boiler	0.00	0.00	-	500.00		500	750	250.00	750	0%	
4316 Cleanaway	8795.00	2710.00	-	3885.00		6595	6000	-595.00	6000	0%	more budget needed?
4318 Floor Maintenance	0.00	0.00	-	500.00		500	500	0.00	500	0%	
4319 Caretakers Flat	282.00	9.00	-	450.00		459	500	41.00	500	0%	
4320 Fire Equipment Check	1234.00	941.00	-	500.00		1441	1500	59.00	1500	0%	
4321 First Aid Equipment	0.00	0.00	-	100.00		100	120	20.00	120	0%	
4322 Carpet Cleaning	0.00	0.00	-	350.00		350	350	0.00	350	0%	
4324 Coffee Machine	217.00	0.00	-	400.00		400	500	100.00	500	0%	
4406 Furniture Hall	164.00	939.00	-	0.00		939	1000	61.00	1000	0%	
4432 Fire Risk Assessments	17.00	0.00	-	1000.00	0.00	1000	1000	0.00	1000	0%	
4435 KDR Lobby	0.00	0.00	-	0.00	0.00	0	0	0.00	0	N/A	
4490 Bad debts	0.00	0.00	-	0.00		0	0			N/A	
Hall - subtotal w/o reserves	67377.00	33218.00	-	39681.00	0.00	72899	78365	5466.00	78690		
Hall - Earmarked Reserves	-	-	-			9879	77207				
Hall - total expenditure	67377.00	33218.00	-	39681.00	0.00	82778	155572	5466.00	78690		
4377 Kitty Dancy Room	10492.00	4468.00	-	4000.00		8468	8000	-468.00	8000	0%	
4378 Hall	30952.00	16289.00	-	12000.00		28289	27000	-1289.00	27000	0%	
4379 Caretaker's Flat Rental Incorr	1867.00	946.00	-	936.00		1882	1830	-52.00	1830	0%	
Hall - total income	43311.00	21703.00	-	16936.00	0.00	38639	36830	-1809.00	36830		
let Expenditure over Income	24066.00	11515.00	-	22745.00	0.00	44139	118742	7275.00	41860		

Sandhurst Town Council
Year ended 31st March 2019
Notes on Outturn Review

		(at end Sept)		2018/19		Est. Rest	Tfr	Est. Total	Current	Variance	Budget	% change	2018/19 Notes
		2017/18	Actual Year			of Year	to Reserves	Year	Annual Bud	Annual Total	2019/20	Budgets	
		Total	To Date										
405	Pistachios												
4501	Rates	0.00	0.00			0.00		0	0	0.00	0	N/A	
4502	Water	0.00	0.00			0.00		0	0	0.00	0	N/A	
4503	Electric	0.00	0.00			0.00		0	0	0.00	0	N/A	
4504	Gas	0.00	0.00			0.00		0	0	0.00	0	N/A	
4505	Essential Expenses	0.00	0.00			0.00		0	0	0.00	0	N/A	
4506	Pistachios Drain repair	0.00	0.00	Leave £10000 in reserves		0.00	0.00	0	0	0.00	0	N/A	
4511	Building Management	0.00	0.00			0.00		0	0	0.00	0	N/A	
	Pistachios - subtotal w/o reserves	0.00	0.00			0.00	0.00	0	0	0.00	0		
	Pistachios - Earmarked Reserves								10000	10000.00			
	Pistachios - total expenditure	0.00	0.00			0.00	0.00	0	10000	10000.00	0		
4577	Pistachios Hire	5000.00	3750.00			1250.00		5000	5000	0.00	5000	0%	
								0		0.00			
	Pistachios - total income	5000.00	3750.00			1250.00	0.00	5000	5000	0.00	5000		
								0		0.00			
	Net Expenditure over Income	-5000.00	-3750.00			-1250.00	0.00	-5000	5000	10000.00	-5000		
								0		0.00			
	Total Hall Committee Expenditure	67377.00	33218.00			39681.00	0.00	82778	165572	15466.00	78690		
	Total Hall Committee Income	48311.00	25453.00			18186.00	0.00	43639	41830	-1809.00	41830		
	Net Committee Exp over Inc	19066.00	7765.00			21495.00	0.00	39139	123742	17275.00	36860		

Hall Reserves

		Bfwd 1/4/18	Created	Spent to date	Est extra spend	Cfwd 31/3/19
904	Hall reserves					
9301	Clock reserve	2,176.00	0.00	0.00		2,176.00
9302	Hall/KDR furniture reserve	8,720.00	0.00	0.00		8,720.00
9303	Hall storage reserve	7,719.00	0.00	0.00		7,719.00
9304	Hall Refurb reserve	30,000.00	0.00	0.00		30,000.00
9305	Reception imrov/chg rm conv	13,592.00	0.00	0.00		13,592.00
9307	Kitty Dancy Light /heat	10,000.00		7,596.00	2,283.00	121.00
9401	Pistachios drain repair reserve	10,000.00	0.00	0.00		10,000.00
		0.00		0.00		0.00
		0.00		0.00		0.00
		82,207.00	0.00	7,596.00	2,283.00	72,328.00

Sandhurst Town Council
Year ended 31st March 2019
Notes on Outturn Review

		2017/18	(at end Sept)	2018/19	Est. Rest	Tfr	Est. Total	Current	Variance	Budget	% change	2018/19 Notes
		Total	Actual Year		of Year	to Reserves	Year	Annual Bud	Annual Total	2019/20	Budgets	
			To Date									
Grants/Loans/Capital Projects												
												1% increase
501	Committed Grants											
5110	BFBC Footpath Ranger	2100.00	0.00		2145.00		2145	2145	0.00	2166	1%	
5111	Blackwater Valley	5160.00	5200.00		0.00		5200	5200	0.00	5200	0%	
5112	Ambarrow Court	500.00	500.00				500	500	0.00	500	0%	
5119	Donkey Derby	0.00	0.00		0.00		0	0	0.00	0		
mitted Grants :- Expenditure		7760.00	5700.00		2145.00	0.00	7845	7845	0.00	7866		
502												
Discretionary Grants												
5210	S/H Graveyard	3500.00	3500.00		0.00		3500	3500	0.00	3500	0%	
5211	S/H Day Centre	17313.00	17486.00		0.00		17486	17486	0.00	17661	1%	
5212	Museum Trust	71.00	0.00	£3197 res. fwd plus remainder	100.00	0.00	100	100	0.00	100	0%	
5310	Citizens Advice	2705.00	2705.00		0.00		2705	2732	27.00	2759	1%	
Discretionary Grants - Earmarked Reserve							0		0.00			
tionary Grants :- Expenditure		23589.00	23691.00		100.00	0.00	23791	23818	27.00	24020		
504												
Grant Reserve												
5410	Community grants	4600.00	6000.00		2000.00	0.00	8000	8000	0.00	8000	0%	
Grant Reserve - Earmarked Reserve							0		0.00			
Grant Reserve :- Expenditure		4600.00	6000.00		2000.00	0.00	8000	8000	0.00	8000		
506												
Capital Projects												
5612	CCTV	1610.00	665.00	Annual maintenance + repairs	1335.00	0.00	2000	2000	0.00	2000	0%	
CCTV Earmarked Reserve							0		0.00			
apital Projects :- Expenditure		1610.00	665.00		1335.00	0.00	2000	2000	0.00	2000		
Total Grants & Capital Expenditure		37559.00	36056.00		5580.00	0.00	41636	41663	27.00	41887		
905												
Grants/ capital exp reserves					Bfwd 1/4/18	Created	Spent to date	Est extra spend		Cfwd 31/3/19		
9501	Museum Trust reserve				3,197.00	0.00	0.00			3,197.00		
9502	Grants reserve				5,243.00	0.00	0.00			5,243.00		
9601	CCTV reserve				13,632.00	0.00	0.00	4,899.00		8,733.00		
					22,072.00	0.00	0.00	4,899.00		17,173.00		

EARMARKED RESERVES 2019 20			Bfwd Apr 19	Created	Transfer	Utilised	Mar-20	Description
Administration								
1101		Bonuses	-					
1107/9002		Recruitment	2,000.00	-		-	2,000.00	Remove reserve as budgeted within wages
1124/9003		Office Equipment	4,208.00	-		-	4,208.00	Replacing EO contingency, utilised 13/14
1131/9004		Members Training	5,730.00	-		-	5,730.00	Against replacements ie server
1206/9009		VAT	10,000.00	-		-	10,000.00	Increased requirements: Elections / Quality Council Award
1215/9005		Elections	7,500.00			5,000.00	2,500.00	Contingency against crossing threshold
1219/9006		Freedom of Borough	45,647.00	20,000.00			65,647.00	Accumulating £20,000 per year
1222/9007		RRR Expenditure	2,523.00				2,523.00	RRR future projects - undefined
1223/9008		Asset valuation	6,129.00				6,129.00	Ongoing asset management, plus architect for hall options
1225/9010		Youth projects	-				-	
1227/9011		CIL	247,778.00			100,000.00	147,778.00	Fencing? Carpark?
		Neighbourhood plan	20,000.00				20,000.00	
		Office refurb	10,000.00				10,000.00	
Subtotal			361,515.00	20,000.00	-	105,000.00	276,515.00	
Environment								
2202/9106		Sandhurst Bus Shelters	4,974.00			-	4,974.00	New bus shelters project
2211/9101		Dog (Fouling) Act	5,500.00				5,500.00	KBT Campaign posters etc
			-				-	
2221/9102		Remembrance Book	100.00				100.00	
2222/9103		War Memorial Maint	500.00				500.00	
			-				-	
2205/9104		Seats	488.00				488.00	
2206/9105		Christmas Lights Event	3,857.00				3,857.00	
2225/9107		Roundabout signs	4,000.00				4,000.00	
2226/9108		WWI Centenary	-				-	War Memorial
Subtotal			19,419.00	-	-	-	19,419.00	
Leisure								
3123/9214	cap	Equipment Reserve Fund	1,430.00				1,430.00	
3202/9201		Footpaths on Parks	22,444.00				22,444.00	
			-				-	
3206/9202		Sandhurst Summer of Fun	-				-	
3217/9215		Ditch clearance	848.00				848.00	
3219/9203	cap	New Seats	229.00				229.00	
			-				-	
3237/9204		Park signs	4,827.00				4,827.00	Support for Green Flag new signage
3259/9205	cap	Brookside Green parking	17,000.00				17,000.00	C/fwd Brookside/Pyes Acre parking, new for Allotment Rd
3266/9206	cap	Car Park Reserve Fund	22,428.00	5,000.00			27,428.00	Main car park option to modify / repair
3269/9207		Formal Gardens	98.00				98.00	D of E works
3270/9208		Garden Planters	1,736.00				1,736.00	Remaining from Royal visit
3283/9209		Groundstaff Welfare	1,432.00				1,432.00	Against pedestrian fire door from workshop
3284/9210	cap	Balancing Pond Enhancement	9,411.00				9,411.00	Option to match fund with Thames Water
3287/9211	cap	Skate park	7,443.00				7,443.00	Sinking fund, to replace or enhance facilities
			-				-	
3289	cap	Multi User Games Area	-				-	
3290/9212	cap	Artificial Cricket nets	7,500.00				7,500.00	
3292/9213		Play surface painting	7,876.00				7,876.00	
3118/9216		Play equipment	-				-	Spend in 16-17
9217		New road EMR	1.00				1.00	
9218		Park fencing	30,000.00			30,000.00	-	
Subtotal			134,703.00	5,000.00	-	30,000.00	109,703.00	
Hall								
4312/9301		Clock	2,176.00				2,176.00	Against new clock
4320	cap	Caretaker's flat	5,000.00				5,000.00	
4406/9302	cap	Hall/KDR Furniture	8,720.00				8,720.00	recovering furniture in council chambers
4427/9304	cap	Hall Refurb fund	30,000.00				30,000.00	Improvements - stage removal, rearward doors etc, bar
		Kitty Dancy lighting/heating	121.00				121.00	
4432		Fire Risk Assessments	-				-	Main Door fire compliance / DDA / Security issues
4434/9303		Hall storage reserve	7,719.00				7,719.00	Reserve created against Hall modification
4435/9305		Changing room/reception works	13,592.00				13,592.00	Changing room conversion/reception improvements
Subtotal			67,328.00	-	-	-	67,328.00	
Pistachios								
4506/9401		Drain Repair	10,000.00				10,000.00	Against uninsured work to drains
			-				-	
Grants								
5212/9501		Museum Trust	3,197.00				3,197.00	
5410/9502		Grant Reserve	5,243.00				5,243.00	
			-				-	
Subtotal			8,440.00	-	-	-	8,440.00	
Capital Projects								
5612/9601	cap	CCTV	13,632.00				13,632.00	Against new cctv equipment
Total			615,037.00	25,000.00		135,000.00	505,037.00	
General Fund								
		Bal bfwd & Cfwd	319,669.00				180,227.37	
		Income for year	642,475.00					
		Exp for year	- 891,916.63					
		Transfers		- 25,000.00		- 135,000.00		
			685,264.37	-		-	685,264.37	
		mvmt on reserves				110,000.00		(Negative figure is an increase in reserves held)
cap		Capital reserves	122,793.00	5,000.00		-	127,793.00	(Includes re-classification of some capital funds for revenue)
		Earmarked reserves	492,244.00	20,000.00		135,000.00	377,244.00	
Total			615,037.00	25,000.00		135,000.00	505,037.00	