



# SANDHURST TOWN COUNCIL

COUNCIL OFFICES  
SANDHURST MEMORIAL PARK  
YORKTOWN ROAD  
SANDHURST, BERKSHIRE  
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All Town Council Meetings are open to the Public and Press.

Dear Councillors R Mossom (Mayor), N Allen, Mrs J Alves De Sousa, Mrs D Allum Wilson, Mrs J Bettison, P Bettison, D Birch, G Birch, M Brossard, M Butcher, Mrs N Coppins, Mrs S Davenport, J Edwards, M Forster, Dr S Forster, Mrs H Hill, B Hutchinson, C Ives, P Limbu, Mrs M Mossom, P Panesar (Deputy Mayor), Mrs L Quigg, P Thompson, P Widdowson.

You are hereby summoned to attend a meeting of the **Sandhurst Town Council** to be held in the **Kitty Dancy Room, Sandhurst Community Hall Complex, Sandhurst**, on **Thursday 4th January 2024 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)

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## 1. Book of Remembrance

To stand in silence for the turning of a page in the Book of Remembrance.

## 2. Questions from Members of the Public

**(Information item, to which a maximum of 15 minutes is allocated)**

*An opportunity is provided for the people of Sandhurst to ask questions of, and make comments to, the Town Council.*

*To speak at the meeting please raise a hand when the Chairman asks 'Are there any questions from the public?'*

*Members of the Public will be invited to speak in turn by the Chairman and are requested to restrict their question or comment to three minutes.*

*Questions which are not answered at this meeting will be answered in writing to the person asking the question.*

*For the avoidance of doubt, whilst the meeting will occur in the presence of the public it is not a public meeting.*

*Public participation is not permitted on any agenda item outside of this initial opportunity to receive public questions / comments.*

## 3. Apologies for absence

To receive and accept apologies for absence.  
(Information item)

## 4. Members' interests

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

**5. Minutes of Town Council meeting**

To receive and confirm the Minutes of the proceeding of the Town Council Meetings held on 2nd November 2023 (pages 1476-1480) as a true and correct record.

**6. Mayor's Report**

To receive any communications or announcements from the mayor and the list of engagements attended since the last Council meeting (Annexe 1).

**7. Strategy and Policy Committee Meeting**

To receive and adopt the minutes and any recommendations of the Strategy and Policy Committee meeting held on 23rd November 2023 (pages 1488-1491).

**8. Leisure Committee Meeting**

To receive and adopt the minutes and any recommendations of the Leisure Committee meeting held on 16th November 2023 (pages 1484-1487).

**9. Environment Committee Meeting**

To receive and adopt the minutes and any recommendations of the Environment Committee meeting held on 9th November 2023 (pages 1481-1483).

**10. Planning Committee Meeting**

To receive and adopt the minutes and any recommendations of the Planning Committee meetings held on: 30th October 2023 (pages 1471-1473) and 27th November 2023 (pages 1492-1494).

**11. CCLA Investment Management**

To receive a presentation from CCLA Investment Management. (Information item)

**12. Election of newly elected Councillor to Committees**

To consider electing Cllr Mrs N Coppins to Council Committees. (Decision Item)

**13. Full Audit of Council Leases**

To discuss and consider the following motion requested by Cllr Mrs L Quigg.  
 "Given the recent controversy associated with the lease of Bottom Meadow and recognising our commitment to transparency, it is proposed that a full audit is conducted by the Chartered Institute of Public Finance and Accountancy (CIPFA) on the processes and associated outcome related to all of the Council's leases. An audit by an external expert will provide our residents with the confidence that the correct process and due diligence were performed, whilst delivering the best returns and value for them". (Decision item)

**14. Accounts Budget Position**

To receive a summary of the financial position. (Annexe 2). (Information item)

**15. Councillors' Reports**

To receive any reports from members serving on the Borough Council or members who represent the Town Council on Outside Bodies.

**16. Executive Officer Report**

To receive the report. (Annexe 3) (Information item)

**17. Balance at Bank**

To receive the balances at the bank as at 30<sup>th</sup> November 2023.

Current account	£2,000
Business reserve	£1,086, 684
Capital reserve	£380,932
Mayors Charity	£1455
(Information item)	

**18. Accounts**

To receive and authorise the schedule of payments and receipts for October 2023 (69 payments totalling £82,958.22) and November 2023 (67 payments totalling £50,108.43) (Annexe 4). (Decision item)

**19. Date of next meeting (Procedural item)**

To confirm the date of the next meeting as 1<sup>st</sup> February 2024. (Procedural item)

**20. Exclusion of Press and Public**

To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for a discussion of confidential business. (Decision item)

**21. Pay Award 2023/24**

To receive a recommendation from the Strategy & Policy Committee concerning the annual pay increase for all employees (Confidential Annexe 5). (Decision item)

**ANNEXE 1 (For information only)**

Report: Mayoral Engagements	
Meeting: Town Council	Date: 4 January 2024
Agenda item: 6	Author: Cllr R Mossom

**MAYORS OFFICIAL ENGAGEMENTS – November - December 2023**

12 <sup>th</sup> November 2023	Sandhurst Remembrance Service	Mayor & Mayoress attended
25 <sup>th</sup> November 2023	Sandhurst Christmas Lights Switch-on	Mayor & Mayoress attended

## Detailed Income &amp; Expenditure by Budget Heading 20/12/2023

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>								
1175 Sale of Goods	13,500	1,000	0	(1,000)			0.0%	
1176 Precept	598,603	608,933	608,933	1			100.0%	
1178 Insurance Claims	10,675	1,200	0	(1,200)			0.0%	
1179 Recycling Bags	1,198	(206)	500	706			(41.1%)	
1181 CIL income	14,151	14,371	0	(14,371)			0.0%	
1193 Freedom March Income	0	5,189	0	(5,189)			0.0%	
1196 Bank Interest Received	6,035	12,944	1,000	(11,944)			1294.4%	
1197 Insurance recharged to clubs	4,287	7,619	3,000	(4,619)			254.0%	
1198 Sickness insurance claim	887	0	0	0			0.0%	
1199 Compensation received	0	1,113	0	(1,113)			0.0%	
Administration :- Income	<b>649,336</b>	<b>652,163</b>	<b>613,433</b>	<b>(38,730)</b>			<b>106.3%</b>	<b>0</b>
1101 Salaries/Wages N.I.	142,729	98,076	152,000	53,924		53,924	64.5%	
1102 Mayors Allowance	0	0	450	450		450	0.0%	
1103 Conference Expences	2,187	1,298	1,500	202		202	86.5%	
1104 Staff Expenditure	28	69	150	81		81	46.2%	
1105 Civic Service	883	0	1,600	1,600		1,600	0.0%	
1106 Solicitors Fees	4,916	2,694	3,000	306		306	89.8%	
1107 Recruitment Fees	0	50	1,000	950		950	5.0%	
1108 Bank Charges	1,358	824	1,500	676		676	54.9%	
1109 Accounts	4,496	1,724	4,000	2,276		2,276	43.1%	
1110 Electricity	3,306	1,763	2,200	437		437	80.1%	
1111 Alarms Warranty	648	942	1,200	258		258	78.5%	
1112 Gas	2,520	1,725	1,500	(225)		(225)	115.0%	
1113 Telephone	1,667	1,511	2,000	489		489	75.5%	
1114 Water	671	2,479	2,000	(479)		(479)	124.0%	
1115 Insurances	15,772	17,740	18,000	260		260	98.6%	
1116 Rates	1,846	2,898	2,000	(898)		(898)	144.9%	
1117 Boiler Service	572	0	1,200	1,200		1,200	0.0%	
1119 IT	5,172	3,988	5,300	1,312		1,312	75.2%	
1120 Binding	123	0	100	100		100	0.0%	
1121 Mayors Chain	0	0	250	250		250	0.0%	
1122 Subscriptions	4,601	3,735	4,900	1,165		1,165	76.2%	
1123 Stationery	2,180	2,723	3,250	527		527	83.8%	
1124 Office Equipment	38	179	500	321		321	35.8%	
1126 Petty cash & Postage	897	300	1,700	1,400		1,400	17.6%	
1128 Training	129	240	2,000	1,760		1,760	12.0%	
1129 Emergency Repairs	4,891	110	1,000	890		890	11.0%	
1130 Health & Safety	5,842	5,957	6,000	43		43	99.3%	
1131 Members Training	0	334	2,000	1,666		1,666	16.7%	

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1135 HR Services	4,967	3,133	4,500	1,367		1,367	69.6%	
1136 Payroll processing	2,250	1,425	1,800	375		375	79.2%	
1137 Internal audit	1,758	1,044	2,000	956		956	52.2%	
1140 Speedwatch	0	0	500	500		500	0.0%	
1205 Community Engagement	6,185	2,835	5,000	2,165		2,165	56.7%	
1214 Communication	5,821	2,658	13,800	11,142		11,142	19.3%	
1215 Election	0	15,000	15,000	0		0	100.0%	
1219 Freedom of the Borough	0	8,097	20,000	11,903		11,903	40.5%	
1222 RRR expenditure	0	0	500	500		500	0.0%	
1223 Asset valuation	0	0	2,000	2,000		2,000	0.0%	
1225 Youth Projects	17,000	17,000	17,000	0		0	100.0%	
1228 Press and Media	12,000	7,000	12,000	5,000		5,000	58.3%	
Administration :- Indirect Expenditure	<b>257,453</b>	<b>209,551</b>	<b>316,400</b>	<b>106,849</b>	<b>0</b>	<b>106,849</b>	<b>66.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>391,883</b>	<b>442,613</b>	<b>297,033</b>	<b>(145,580)</b>				
<b>202 Environment</b>								
1278 Sponsorship Income	0	1,542	0	(1,542)			0.0%	
Environment :- Income	<b>0</b>	<b>1,542</b>	<b>0</b>	<b>(1,542)</b>				<b>0</b>
2203 Notice Boards Maintenance	0	0	100	100		100	0.0%	
2205 Seats Maintenance	0	917	2,400	1,483		1,483	38.2%	
2206 Christmas Lights Event	4,442	1,984	3,620	1,636		1,636	54.8%	
2208 Vandalism	1,898	0	2,000	2,000		2,000	0.0%	
2211 Dog Fouling	0	0	500	500		500	0.0%	
2212 Clean Team Expenses	329	9	0	(9)		(9)	0.0%	
2213 Clean Team	16,548	12,080	15,000	2,920		2,920	80.5%	
2216 Bulbs	0	177	100	(77)		(77)	176.7%	
2220 Remembrance Service	993	1,228	1,900	672		672	64.6%	
2221 Remembrance Book	0	0	100	100		100	0.0%	
2222 War Memorial Maint	750	1,450	250	(1,200)		(1,200)	580.0%	
2223 Grit Bins	323	0	800	800		800	0.0%	
2224 Bus Shelter Maintenance	94	0	2,000	2,000		2,000	0.0%	
2230 Town bins	2,279	0	2,400	2,400		2,400	0.0%	
2231 Climate Change	0	0	500	500		500	0.0%	
2232 LED Lights	6,666	2,214	0	(2,214)		(2,214)	0.0%	
Environment :- Indirect Expenditure	<b>34,322</b>	<b>20,058</b>	<b>31,670</b>	<b>11,612</b>	<b>0</b>	<b>11,612</b>	<b>63.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(34,322)</b>	<b>(18,516)</b>	<b>(31,670)</b>	<b>(13,154)</b>				

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<b>301 Leisure</b>								
3177 Cricket Pitch Hire	2,494	2,840	1,800	(1,040)			157.8%	
3178 Football Pitch Hire	9,542	5,501	12,000	6,499			45.8%	
3179 Tennis Court Hire	3,953	1,597	2,000	403			79.9%	
3180 Tug of War Hire	65	150	0	(150)			0.0%	
3181 Leisure Misc Income	10,785	8,451	3,000	(5,451)			281.7%	
3182 Mast Rental	3,500	875	0	(875)			0.0%	
3185 Drainage recharged to clubs	744	0	700	700			0.0%	
3187 Firework Income	3,117	1,800	3,000	1,200			60.0%	
3190 Summer of Fun Income	19,135	21,041	0	(21,041)			0.0%	
<b>Leisure :- Income</b>	<b>53,334</b>	<b>42,255</b>	<b>22,500</b>	<b>(19,755)</b>			<b>187.8%</b>	<b>0</b>
3101 Salaries/Wages/N.I	127,549	105,577	132,000	26,423		26,423	80.0%	
3102 Mobile Phone	586	600	800	200		200	75.0%	
3104 Grounds Maintenance	13,054	5,354	17,600	12,246		12,246	30.4%	
3108 Marking Compounds	0	1,724	4,000	2,277		2,277	43.1%	
3109 Essential Expenses	7,438	2,750	7,000	4,250		4,250	39.3%	
3110 Hire of Machinery	55	0	1,700	1,700		1,700	0.0%	
3111 Shrub & Tree Maintenance	920	3,150	1,000	(2,150)		(2,150)	315.0%	
3113 Mole Treatment	0	0	500	500		500	0.0%	
3115 Bark Chippings/Play Surfaces	8,217	687	4,500	3,814		3,814	15.3%	
3116 Playpit Sand	0	387	1,000	613		613	38.7%	
3118 Play Equipment Parts/Repairs	4,980	1,858	8,500	6,642		6,642	21.9%	
3119 Skater Ramp Maintenance	4,000	632	6,000	5,368		5,368	10.5%	
3120 Servicing	9,413	4,296	12,000	7,704		7,704	35.8%	
3122 Fuel & Lubricants	2,403	293	5,000	4,707		4,707	5.9%	
3123 Equipment Reserve Fund	2,125	0	5,000	5,000		5,000	0.0%	
3124 Protective Clothing	1,539	868	2,000	1,132		1,132	43.4%	
3125 Sports Equipment	0	0	1,000	1,000		1,000	0.0%	
3126 Tools	191	152	500	348		348	30.5%	
3127 Drain Cleaning	0	1,278	1,000	(278)		(278)	127.8%	
3128 Drainage Management Pim	930	285	3,320	3,035		3,035	8.6%	
3130 Gardening	28	0	500	500		500	0.0%	
3145 Public Toilet Maintenance	49	1,045	1,000	(45)		(45)	104.5%	
3201 Vertidrainage	1,789	0	2,500	2,500		2,500	0.0%	
3206 Summer of Fun Costs	24,509	27,024	5,500	(21,524)		(21,524)	491.4%	
3213 Police Point	0	0	300	300		300	0.0%	
3217 Ditch Clearance	0	7,773	5,500	(2,273)		(2,273)	141.3%	
3218 Essential Park Maintenance	567	32,070	30,000	(2,070)		(2,070)	106.9%	
3219 New Seats	971	386	1,000	614		614	38.6%	
3220 Waste/Dog bins	0	160	500	340		340	32.0%	

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3224 Proactive Tree Surgery	2,200	0	3,000	3,000		3,000	0.0%	
3225 Music Event	24,843	0	25,000	25,000		25,000	0.0%	
3232 Fence Maintenance	0	0	1,000	1,000		1,000	0.0%	
3237 Park Signs	490	105	300	195		195	35.0%	
3255 Green Flag Status	389	424	424	0		0	100.0%	
3269 Formal Gardens	0	255	200	(55)		(55)	127.6%	
3270 Garden Planters	0	0	200	200		200	0.0%	
3283 Groundstaff Welfare	0	0	500	500		500	0.0%	
3287 Skate Park extension	0	0	1,000	1,000		1,000	0.0%	
3291 Fireworks	17,844	19,053	20,000	947		947	95.3%	
3292 Playsurface painting	0	0	1,000	1,000		1,000	0.0%	
3293 Insurance Incidents	4,069	0	0	0		0	0.0%	
<b>Leisure :- Indirect Expenditure</b>	<b>261,148</b>	<b>218,186</b>	<b>313,844</b>	<b>95,658</b>	<b>0</b>	<b>95,658</b>	<b>69.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(207,815)</b>	<b>(175,931)</b>	<b>(291,344)</b>	<b>(115,413)</b>				
<b>403 Hall</b>								
4377 Kitty Dancy Room	3,175	3,538	7,000	3,462			50.5%	
4378 Hall	37,164	29,367	30,000	633			97.9%	
4379 Caretaker's Flat Rental Income	2,147	192	2,300	2,108			8.3%	
<b>Hall :- Income</b>	<b>42,486</b>	<b>33,097</b>	<b>39,300</b>	<b>6,203</b>			<b>84.2%</b>	<b>0</b>
4301 Salaries/Wages/N.I.	28,688	6,870	34,526	27,656		27,656	19.9%	
4302 Holiday Relief & Sickness	15,452	16,852	4,150	(12,702)		(12,702)	406.1%	
4303 Hall Floor Cleaning	0	0	300	300		300	0.0%	
4304 Electricity	6,812	7,969	8,750	781		781	91.1%	
4305 Gas	4,020	2,994	5,000	2,006		2,006	59.9%	
4306 Water	3,285	2,254	3,500	1,246		1,246	64.4%	
4307 Rates	1,992	1,327	6,000	4,673		4,673	22.1%	
4308 Essential Expenses	2,001	3,846	3,000	(846)		(846)	128.2%	
4309 Cleaning Equipment	3,627	2,060	3,500	1,440		1,440	58.9%	
4310 Emergency Repairs	666	313	1,000	687		687	31.3%	
4313 Electrical Maintenance	257	246	1,200	954		954	20.5%	
4314 Decorating	53	0	300	300		300	0.0%	
4315 Gas Boiler	0	741	750	9		9	98.9%	
4316 Cleanaway	6,474	3,984	6,250	2,266		2,266	63.7%	
4318 Floor Maintenance	928	0	500	500		500	0.0%	
4319 Caretakers Flat	0	396	500	104		104	79.2%	
4320 Fire Equipment Check	995	1,841	1,500	(341)		(341)	122.7%	
4321 First Aid Equipment	0	0	120	120		120	0.0%	
4322 Carpet Cleaning	0	0	350	350		350	0.0%	



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4324 Coffee Machine	0	0	500	500		500	0.0%	
4406 Furniture Hall	88	0	1,000	1,000		1,000	0.0%	
4432 Fire Risk Assessments	0	0	1,000	1,000		1,000	0.0%	
Hall :- Indirect Expenditure	<b>75,338</b>	<b>51,693</b>	<b>83,696</b>	<b>32,003</b>	<b>0</b>	<b>32,003</b>	<b>61.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(32,853)</b>	<b>(18,596)</b>	<b>(44,396)</b>	<b>(25,800)</b>				
<u>404 Little Sandhurst Community Hal</u>								
4650 Little Sandhurst hall hire	107	3,861	7,000	3,140			55.1%	
Little Sandhurst Community Hal :- Income	<b>107</b>	<b>3,861</b>	<b>7,000</b>	<b>3,140</b>			<b>55.2%</b>	<b>0</b>
4601 Hall Floor Cleaning	0	0	300	300		300	0.0%	
4602 Electricity	0	1,747	2,000	253		253	87.4%	
4603 Gas	0	2,114	2,000	(114)		(114)	105.7%	
4604 Water	0	0	1,500	1,500		1,500	0.0%	
4605 Rates	159	111	2,000	1,889		1,889	5.6%	
4606 Essential expenses	45	1,117	1,000	(117)		(117)	111.7%	
4607 Cleaning equipment	0	0	1,000	1,000		1,000	0.0%	
4608 Emergency repairs	110	0	1,000	1,000		1,000	0.0%	
Little Sandhurst Community Hal :- Indirect Expenditure	<b>314</b>	<b>5,090</b>	<b>10,800</b>	<b>5,710</b>	<b>0</b>	<b>5,710</b>	<b>47.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(207)</b>	<b>(1,230)</b>	<b>(3,800)</b>	<b>(2,570)</b>				
<u>405 Pistachios</u>								
4577 Pistachios Hire	6,604	5,700	7,500	1,800			76.0%	
Pistachios :- Income	<b>6,604</b>	<b>5,700</b>	<b>7,500</b>	<b>1,800</b>			<b>76.0%</b>	<b>0</b>
<b>Net Income</b>	<b>6,604</b>	<b>5,700</b>	<b>7,500</b>	<b>1,800</b>				
<u>501 Committed Grants</u>								
5110 BFBC Footpath Ranger	2,382	2,684	2,684	0		0	100.0%	
5111 Blackwater Valley	5,200	5,255	5,255	0		0	100.0%	
5112 Ambarrow Court	500	500	505	5		5	99.0%	
Committed Grants :- Indirect Expenditure	<b>8,082</b>	<b>8,439</b>	<b>8,444</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>99.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(8,082)</b>	<b>(8,439)</b>	<b>(8,444)</b>	<b>(5)</b>				
<u>502 Discretionary Grants</u>								
5210 S/H Graveyard	3,500	3,500	3,535	35		35	99.0%	
5211 S/H Day Centre	18,196	18,380	18,380	0		0	100.0%	

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5212 Museum Trust	0	0	100	100		100	0.0%	
5310 Citizens Advice	2,815	2,900	2,875	(25)		(25)	100.9%	
Discretionary Grants :- Indirect Expenditure	<b>24,511</b>	<b>24,780</b>	<b>24,890</b>	<b>110</b>	<b>0</b>	<b>110</b>	<b>99.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(24,511)</b>	<b>(24,780)</b>	<b>(24,890)</b>	<b>(110)</b>				
<u>504 Grant Reserve</u>								
5410 Grant Reserve	7,800	7,600	8,000	400		400	95.0%	
Grant Reserve :- Indirect Expenditure	<b>7,800</b>	<b>7,600</b>	<b>8,000</b>	<b>400</b>	<b>0</b>	<b>400</b>	<b>95.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(7,800)</b>	<b>(7,600)</b>	<b>(8,000)</b>	<b>(400)</b>				
<u>506 Capital Projects</u>								
5612 CCTV	2,827	810	2,000	1,190		1,190	40.5%	
5614 Solar Panels	0	56,376	55,000	(1,376)		(1,376)	102.5%	
5615 Caretaker's flat refurb	0	2,643	0	(2,643)		(2,643)	0.0%	
Capital Projects :- Indirect Expenditure	<b>2,827</b>	<b>59,829</b>	<b>57,000</b>	<b>(2,829)</b>	<b>0</b>	<b>(2,829)</b>	<b>105.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,827)</b>	<b>(59,829)</b>	<b>(57,000)</b>	<b>2,829</b>				
<u>901 Strategy &amp; Policy reserves</u>								
9002 Recruitment costs reserve	0	0	2,000	2,000		2,000	0.0%	
9003 Office Equipment reserve	0	0	4,208	4,208		4,208	0.0%	
9004 Members' Training reserve	0	0	5,730	5,730		5,730	0.0%	
9005 Elections reserve	0	15,510	22,500	6,990		6,990	68.9%	
9006 Freedom of the Borough reserve	0	0	135,647	135,647		135,647	0.0%	
9007 RRR Expenditure reserve	0	0	2,523	2,523		2,523	0.0%	
9008 Asset valuation reserve	0	0	6,129	6,129		6,129	0.0%	
9009 VAT PX reserve	0	9,022	10,000	978		978	90.2%	
9011 CIL EMR	118,073	0	170,954	170,954		170,954	0.0%	
9012 Neighbourhood Plan EMR	0	1,375	20,000	18,625		18,625	6.9%	
9013 Office refurb EMR	0	0	10,000	10,000		10,000	0.0%	
Strategy & Policy reserves :- Indirect Expenditure	<b>118,073</b>	<b>25,907</b>	<b>389,691</b>	<b>363,784</b>	<b>0</b>	<b>363,784</b>	<b>6.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(118,073)</b>	<b>(25,907)</b>	<b>(389,691)</b>	<b>(363,784)</b>				
<u>902 Environment reserves</u>								
9101 Dog (Fouling) Act reserve	0	0	5,500	5,500		5,500	0.0%	
9102 Remembrance Book reserve	0	0	100	100		100	0.0%	
9103 War Memorial Maint reserve	200	0	300	300		300	0.0%	
9104 Seats (Env) reserve	0	0	488	488		488	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 20/12/2023

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
9105 Christmas lights reserve	0	0	4,075	4,075		4,075	0.0%	
9106 Bus shelter reserve	0	0	4,974	4,974		4,974	0.0%	
Environment reserves :- Indirect Expenditure	<b>200</b>	<b>0</b>	<b>15,437</b>	<b>15,437</b>	<b>0</b>	<b>15,437</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(200)</b>	<b>0</b>	<b>(15,437)</b>	<b>(15,437)</b>				
<u>903 Leisure reserves</u>								
9201 Footpaths on park reserve	28,000	0	237	237		237	0.0%	
9203 New seats (leisure) reserve	0	0	229	229		229	0.0%	
9204 Park signs reserve	0	0	4,827	4,827		4,827	0.0%	
9205 Brookside Green reserve	0	0	17,000	17,000		17,000	0.0%	
9206 Car park reserve	2,200	0	50,000	50,000		50,000	0.0%	
9207 Formal gardens reserve	0	0	98	98		98	0.0%	
9208 Garden planters reserve	0	0	1,736	1,736		1,736	0.0%	
9209 Groundstaff welfare reserve	0	0	1,432	1,432		1,432	0.0%	
9210 Balancing pond reserve	0	0	9,411	9,411		9,411	0.0%	
9211 Skate park reserve	0	0	7,443	7,443		7,443	0.0%	
9213 Play surface painting reserve	0	0	7,876	7,876		7,876	0.0%	
9214 Equipment Reserve Fund	0	0	880	880		880	0.0%	
9215 Ditch clearance	0	0	8,348	8,348		8,348	0.0%	
9218 Park fencing reserve	0	0	12,350	12,350		12,350	0.0%	
9220 Music event reserve	2,000	0	52,792	52,792		52,792	0.0%	
Leisure reserves :- Indirect Expenditure	<b>32,200</b>	<b>0</b>	<b>174,659</b>	<b>174,659</b>	<b>0</b>	<b>174,659</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(32,200)</b>	<b>0</b>	<b>(174,659)</b>	<b>(174,659)</b>				
<u>904 Hall reserves</u>								
9301 Clock reserve	0	0	2,176	2,176		2,176	0.0%	
9302 Hall/KDR furniture reserve	0	0	8,720	8,720		8,720	0.0%	
9303 Hall storage reserve	0	0	7,719	7,719		7,719	0.0%	
9304 Hall Refurb Reserve	0	0	28,821	28,821		28,821	0.0%	
9305 Reception Improv/Chg Rm Conv	0	0	12,239	12,239		12,239	0.0%	
9306 Caretaker's flat EMR	0	0	5,000	5,000		5,000	0.0%	
9401 Pistachios drain repair reserv	0	0	10,000	10,000		10,000	0.0%	
Hall reserves :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>74,675</b>	<b>74,675</b>	<b>0</b>	<b>74,675</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(74,675)</b>	<b>(74,675)</b>				
<u>905 Grants/ capital exp reserves</u>								
9501 Museum Trust reserve	0	0	3,197	3,197		3,197	0.0%	
9502 Grants reserve	0	0	5,243	5,243		5,243	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 20/12/2023

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
9601 CCTV reserve	0	0	5,000	5,000		5,000	0.0%	
Grants/ capital exp reserves :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>13,440</u>	<u>13,440</u>	<u>0</u>	<u>13,440</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(13,440)</u>	<u>(13,440)</u>				
<b>Grand Totals:- Income</b>	<b>751,866</b>	<b>738,618</b>	<b>689,733</b>	<b>(48,885)</b>			<b>107.1%</b>	
<b>Expenditure</b>	<b>822,269</b>	<b>631,132</b>	<b>1,522,646</b>	<b>891,514</b>	<b>0</b>	<b>891,514</b>	<b>41.4%</b>	
<b>Net Income over Expenditure</b>	<u><b>(70,403)</b></u>	<u><b>107,485</b></u>	<u><b>(832,913)</b></u>	<u><b>(940,398)</b></u>				
<b>Movement to/(from) Gen Reserve</b>	<u><b>(70,403)</b></u>	<u><b>107,485</b></u>						

ANNEXE 3: Executive Officer's Report	
Meeting: Town Council	Date: 4 January 2024
Agenda item: 16	Author: Angela Carey

**1. Purpose of report**

To appraise the Sandhurst Town Council of any important operational matters in the period November 2023 to December 2023 and to update with regard to work ongoing from previous decisions of the Town Council.

2. The recent changes in staffing will be confirmed following the recent appointments.

3. The flat renovations are due to be completed by mid-January.

4. An update has been received from TVP concerning the CCTV footage of the recent graffiti. Despite TVP informing STC that this was being referred back to the Neighbourhood policing team to see if they can identify the individuals, we have received notification that the case has been closed and no further action will be taken.

5. Work on the drainage at Brookside Meadow has been successfully completed and the recent heavy rain has not caused any excessive water to gather.

6. James Sunderland MP has written to Thames Water on behalf of the 3<sup>rd</sup> Sandhurst Scouts to assist in resolving the sewage spillage issues.

PAYMENTS - OCTOBER 2023			
Date Paid		Cheque/Ref	Amount Paid
18/10/2023	Petty Cash	15006	£500.00
09/10/2023	Zoom	POS	£15.59
27/10/2023	Tesco	POS	£5.90
30/10/2023	Co-Op	POS	£8.04
30/10/2023	TEsco	POS	£95.70
06/10/2023	Elite	BACS	£198.00
06/10/2023	Abacus	BACS	£1,618.84
06/10/2023	On Tour Events	BACS	£7,290.00
06/10/2023	K Phillips	BACS	£300.00
06/10/2023	S Photi	BACS	£300.00
06/10/2023	J Laugui	BACS	£176.00
06/10/2023	Suez	BACS	£570.25
06/10/2023	G Llewellyn	BACS	£300.00
06/10/2023	BFBC	BACS	£198.00
06/10/2023	Trade UK	BACS	£238.23
06/10/2023	Perfect Fit	BACS	£914.17
06/10/2023	Spaldings	BACS	£253.27
06/10/2023	Lister Wilder	BACS	£2,277.91
06/10/2023	C Woodman	BACS	£300.00
06/10/2023	K Currier	BACS	£300.00
06/10/2023	Evolution Skate Park	BACS	£744.00
06/10/2023	IBS	BACS	£387.99
06/10/2023	OVO Energy	BACS	£127.30
06/10/2023	J Rennie	BACS	£300.00
06/10/2023	R Thapa	BACS	£468.00
06/10/2023	S Kent	BACS	£250.00
06/10/2023	Seldram Supplies	BACS	£124.30
06/10/2023	GigLoo	BACS	£2,107.98
06/10/2023	Rice Associates	BACS	£549.60
06/10/2023	King & Sons	BACS	£42.65
06/10/2023	Weed Mgmt	BACS	£1,869.53
06/10/2023	Country Care Southern	BACS	£5,961.60
06/10/2023	S Ellis	BACS	£10.00
06/10/2023	JJ Martin Catering	BACS	£69.53
06/10/2023	PFK Littlejohn	BACS	£2,016.00
06/10/2023	Origin Amenity	BACS	£2,068.20
06/10/2023	SCS	BACS	£408.00
06/10/2023	B Baha	BACS	£300.00
06/10/2023	Berkshire Pension Fund	BACS	£1,608.60
24/10/2023	HCC	BACS	£123.94
24/10/2023	C Cutts	BACS	£250.00
24/10/2023	Coutry Care	BACS	£1,944.00
24/10/2023	Peninsula	BACS	£218.94
24/10/2023	Tug og War	BACS	£1,000.00
24/10/2023	Seldram Supplies	BACS	£547.93
24/10/2023	J Rogers	BACS	£300.00
24/10/2023	Abacus	BACS	£748.44
24/10/2023	BFBC	BACS	£886.41
24/10/2023	Trade UK	BACS	£76.45
24/10/2023	Local Government Association	BACS	£2,400.00
24/10/2023	Sandhurst Youth	BACS	£17,000.00
24/10/2023	Longacres	BACS	£129.30
02/10/2023	Thamesway Ltd	DD	£216.00
02/10/2023	BFBC	DD	£147.00
02/10/2023	BFBC	DD	£190.00
10/10/2023	Peoples Partnership	DD	£876.18
09/10/2023	Right Fuel	DD	£3.66
06/10/2023	HMRC	DD	£5,528.37
16/10/2023	Mainstream Digital	DD	£238.26
16/10/2023	Castle Water	DD	£501.89
17/10/2023	Castle Water	DD	£14.45
20/10/2023	Autopay Online	DD	£13,417.49
18/10/2023	Vodaphone	DD	£82.38
06/10/2023	British Gas	DD	£20.66
20/10/2023	British Gas	DD	£1,088.40
20/10/2023	British Gas	DD	£164.68
20/10/2023	British Gas	DD	£160.68
20/10/2023	British Gas	DD	£34.76
25/10/2023	British Gas	DD	£166.36
		<b>TOTAL</b>	<b>£82,958.22</b>

<b>PAYMENTS - NOVEMBER 2023</b>			
<u>Date Paid</u>		<u>Cheque/Ref</u>	<u>Amount Paid</u>
03/11/2023	UK Vending Limited	POS	£118.81
07/11/2023	Zoom Video Communications	POS	£15.59
13/11/2023	Morrisons	POS	£28.31
13/11/2023	Tesco	POS	£15.95
24/11/2023	Partyworld	POS	£18.99
27/11/2023	Tesco	POS	£161.05
10/11/2023	Abacus Employment	BACS	£1,020.10
10/11/2023	Bracknell Forest BC	BACS	£1,200.00
10/11/2023	Bracknell Print Room	BACS	£250.00
10/11/2023	Collard	BACS	£306.00
10/11/2023	Elite Alarm	BACS	£216.00
10/11/2023	Gemma Robinson	BACS	£300.00
10/11/2023	HM Supplies	BACS	£65.00
10/11/2023	Hooper Stone	BACS	£1,740.00
10/11/2023	Kings & Sons	BACS	£687.11
10/11/2023	Limbcare	BACS	£250.00
10/11/2023	Lister Wilder	BACS	£157.86
10/11/2023	Loddon Door	BACS	£95.03
10/11/2023	Oxenford	BACS	£498.00
10/11/2023	Perfect Fit	BACS	£455.11
10/11/2023	PPL PRS	BACS	£252.10
10/11/2023	Royal British Legion	BACS	£25.00
10/11/2023	Seldram Supplies	BACS	£120.32
10/11/2023	Smith & Howard	BACS	£1,853.00
10/11/2023	Sunbelt Rental	BACS	£2,150.40
10/11/2023	Trade UK	BACS	£128.26
10/11/2023	Hampshire County Supplies	BACS	£37.93
10/11/2023	Tango Security	BACS	£2,211.60
17/11/2023	3rd Sandhurst Scouts	BACS	£42.80
17/11/2023	Abacus Employment	BACS	£1,247.33
17/11/2023	Acumen	BACS	£319.80
17/11/2023	AHC Camberley	BACS	£21.34
17/11/2023	Berkshire Lowland Search & Rescue	BACS	£190.00
17/11/2023	Berkshire Pension	BACS	£1,608.60
17/11/2023	Blackwater Valley Countryside Trust	BACS	£250.00
17/11/2023	Bracknell Forest BC	BACS	£198.00
17/11/2023	British Gas	BACS	£1,624.72
17/11/2023	British Gas	BACS	£194.68
17/11/2023	British Gas	BACS	£36.35
17/11/2023	Castle Water	BACS	£16.37
17/11/2023	Deepak Ambotkar	BACS	£300.00
17/11/2023	Freight Products	BACS	£126.00
17/11/2023	Furniture @ Work	BACS	£180.00
17/11/2023	EMS	BACS	£680.00
17/11/2023	Guardwell Security	BACS	£17.82
17/11/2023	JCR Sound & Lighting	BACS	£2,070.62
17/11/2023	Multi Complex	BACS	£576.00
17/11/2023	Origin Amenity	BACS	£174.00
17/11/2023	Peninsula	BACS	£1,331.22
17/11/2023	Sandhurst W	BACS	£30.00
17/11/2023	Smith & Howard	BACS	£804.00
17/11/2023	Suez Recycling	BACS	£635.00
17/11/2023	Thrower Sign	BACS	£146.40
01/11/2023	Thamesway	DD	£216.00
01/11/2023	BFBC	DD	£147.00
01/11/2023	BFBC	DD	£190.00
06/11/2023	British Gas	DD	£19.75
08/11/2023	HMRC	DD	£5,486.17
10/11/2023	Peoples Pension	DD	£870.08
13/11/2023	The Right Fuel	DD	£3.66
14/11/2023	Mainstream Digital	DD	£45.79
16/11/2023	Castle Water	DD	£292.80
16/11/2023	Vodafone	DD	£78.96
20/11/2023	Autopay Online	DD	£14,493.10
21/11/2023	British Gas	DD	£135.48
22/11/2023	Autopay Online	DD	£17.45
24/11/2023	British Gas	DD	£913.62
			<b>£50,108.43</b>

<b>RECEIPTS - OCTOBER 2023</b>		
<b>Date</b>	<b>Name of Payer</b>	<b>£ Amount</b>
02/10/2023	Two Peonies in a pod	£200.00
02/10/2023	Brown Bag Income	£30.00
03/10/2023	Brown Bag Income	£22.80
03/10/2023	J Bettision	£84.00
04/10/2023	Brown Bag Income	£72.00
05/10/2023	Blackwater Valley Countryside Trust	£250.00
06/10/2023	Duck Food Income	£5.00
06/10/2023	B Bryan	£250.00
06/10/2023	Sandhurst Cricket Club	£1,078.03
06/10/2023	HMRC	£10,663.32
09/10/2023	Sandhurst FC	£1,223.01
10/10/2023	Brown Bag Income	£30.00
10/10/2023	BFBC CIL	£25.39
10/10/2023	Romans	£1,250.00
12/10/2023	Gardening Club	£182.38
13/10/2023	S Wilson	£63.00
13/10/2023	K Mc Carthy	£432.00
13/10/2023	Sum Up Air refund	£58.80
16/10/2023	E Baldwin	£420.00
16/10/2023	Sandhurst Youth	£77.00
16/10/2023	U3A	£81.00
16/10/2023	Gardening Club	£366.00
16/10/2023	Camera Club	£90.00
17/10/2023	K O Donoghue	£168.00
17/10/2023	J Rogers	£300.00
18/10/2023	D Ambotkar	£235.00
18/10/2023	Playball	£84.36
18/10/2023	B Rai	£224.00
18/10/2023	A Gillett	£97.00
18/10/2023	C Thajali	£100.00
18/10/2023	Tennis Income	£40.00
18/10/2023	Duck Food Income	£20.00
18/10/2023	Brown Bag Income	£70.00
18/10/2023	SMB	£240.50
18/10/2023	SMB	£185.00
18/10/2023	Sandhurst WI	£57.00
18/10/2023	Sandhurst WI	£95.00
18/10/2023	M Atolla	£114.00
18/10/2023	M Spencer	£60.00
20/10/2023	Sandhurst Youth	£38.50
20/10/2023	G Robinson	£300.00
20/10/2023	Weight Watchers	£216.00
23/10/2023	S Fergusson	£239.40
24/10/2023	Baby Ballet	£60.00
24/10/2023	Brown Bag Income	£12.00
24/10/2023	Slimming World	£270.00
24/10/2023	Mums & Monsters	£165.00
24/10/2023	Hiscox	£1,200.00
25/10/2023	D Ruddick	£702.00
26/10/2023	Mani & Parm Ltd	£717.31
27/10/2023	Sweet tiger	£200.00
27/10/2023	D Ambotkar	£300.00
30/10/2023	N Wallace	£88.20
31/10/2023	Car Park Fireworks	£216.00
31/10/2023	Sandhurst Tennis	£6.00
		<b>£23,774.00</b>



<b>RECEIPTS - NOVEMBER 2023</b>		
<b>Date</b>	<b>Name of Payer</b>	<b>£ Amount</b>
01/11/2023	Sandhurst FC	£1,757.00
01/11/2023	Sandhurst Silver Band	£13.50
01/11/2023	Bank on Yoga	£168.00
02/11/2023	Thames Valley Police (Compensation)	£146.00
06/11/2023	Sandhurst Sports Club	£659.24
06/11/2023	Health Walkers	£63.00
09/11/2023	Brown Bag Income	£30.00
10/11/2023	Poppy Appeal	£10.00
13/11/2023	S Wilson	£63.00
13/11/2023	N Wallace (Indemnity Deposit)	£250.00
13/11/2023	N Wallace (extension to booking time)	£42.00
13/11/2023	Sandhurst Camera Club	£135.00
14/11/2023	Slimming World	£270.00
15/11/2023	D Thapa	£113.40
15/11/2023	Brown Bag Income	£12.00
15/11/2023	Sandhurst Youth	£154.00
16/11/2023	Gardening Club	£103.50
16/11/2023	Red Diamonds	£48.00
16/11/2023	Red Diamonds	£36.00
16/11/2023	Yateley & District U3A	£81.00
20/11/2023	K Parvlick	£56.70
20/11/2023	R Cannon	£32.40
20/11/2023	K O'Donoghue	£168.00
20/11/2023	Playball	£28.14
20/11/2023	Weight Watchers	£408.00
22/11/2023	D Ruddick	£720.09
23/11/2023	Community Brass Band	£56.00
23/11/2023	J Noyce	£900.00
23/11/2023	Brown Bag Income	£55.00
23/11/2023	SMB	£272.88
23/11/2023	Sandhurst WI	£57.00
23/11/2023	SMB	£83.25
23/11/2023	Poppy Appeal	£54.41
24/11/2023	Red Diamonds (Indemnity Deposit)	£250.00
24/11/2023	Weight Watchers	£270.00
27/11/2023	K Parvlick (Indemnity Deposit)	£250.00
27/11/2023	H Holland	£24.30
28/11/2023	Sandhurst Tennis Club	£24.00
28/11/2023	C John	£185.81
28/11/2023	E Baldwin	£420.00
28/11/2023	Mums & Monsters	£123.75
30/11/2023	Brown Bag Income	£12.00
		<b>£8,606.37</b>