

# **Chair's Report to Annual Town Meeting**

**Monday 5<sup>th</sup> March 2018**

## **Your councillors**

There have been no changes to membership of the Council in the past year. So your town councillors remain: Margaret Cook, Bob Harward and Rachel Mogg representing Blackwater ward north of the A30, and Brian Blewett, Adrian Collett, Terry Hunt, Cathy McKenna and Jeff Smith representing Hawley & Minley ward, which is everywhere this side of the A30.

There was a Hampshire County Council election last May when I was re-elected to represent Blackwater & Hawley as part of the new Yateley East & Blackwater Division, which also covers Ancells Farm and a large part of Elvetham Heath in Fleet.

Our parish is represented by three Hart Councillors, all of whom are members of this Council. They are Brian Blewett, Bob Harward and me. Having all our district and county councillors on the Town Council helps make us a tightly-knit group, working together as a team for the needs of the parish.

## **So, what does the Town Council provide?**

We have an information point at the Blackwater Centre, on the A30. You can phone, walk in or contact the Town Council on-line at any time during office hours and our staff will provide you with information or point you in the right direction.

For a number of years now we have run a councillors' surgery on the first Saturday of the month. We found, however, that there is little demand these days for such a facility, as most people will email or phone us at their convenience, rather than wait up to a month for a surgery. So much so that during 2017 we have had just two people attend any of our surgeries and just one the year before. We have therefore decided to discontinue the surgeries, but we continue to publish contact details for all of our councillors on our newsletters and on the council website.

Here at Hawley Green, community leisure activities include, in no particular order: Tai Chi classes, Karate, Kung Fu, Diet and Exercise groups, Pilates, Yoga, Rock Fit, Zumba, Self Defence, Tap Dancing, Cardio Rehabilitation, Junior Football, Children's Dance Classes, Cricket, Bridge Club, University of the Third Age (U3A), Holistic Therapy, Physiotherapy, Women's Institute, 50+ Dancercise and much, much more. The list seems to grow longer every year!

Our community leisure halls, either this room or the Leisure Centre Hall, are available for hire on a one-off or a regular basis and are licensed for function hire. We have squash courts and a small gym, sports pitches, and an outdoor floodlit hard court for netball and football. We also have a Conference & Meeting Room, which we use as our Council Chamber, that can accommodate up to 30 people and we provide free car parking on site for our customers.

We have the children's play area on Hawley Green and the Hawley Fayre takes place on the Green on the second Saturday in July each year. Each November, on Remembrance Sunday, we meet at 10.20 by the Memorial Hall to remember those residents of the parish who made the ultimate sacrifice in the two World Wars and all are very welcome to join us at this important annual event.

2017 saw the large Remembrance Poppies displayed on the lampposts in Blackwater Town Centre for the first time. I am grateful to Cllr Cathy McKenna for organising this.

The Hawley Bowling Club is responsible for their outdoor facility and the Disabled Action Self Help group (known as DASH) hires a building here, too. The Scouts, Cubs, Brownies and Guides also meet regularly on site. And we have a welcoming bar - which is open tonight for those who would like a drink after this meeting!

At the nearby Hawley Meadows and Shepherd Meadows on the Blackwater River, there are recreational areas for walking. The Blackwater Valley Countryside Partnership maintains these nature and recreational areas as well as Blackwater Common (known to many as the Monkey Woods). This small remnant of land lies on what was once the boundary to Frogmore Park Estate, long since gone. The lovely pond on Frogmore Park Drive with its plentiful wildfowl is a small reminder of the landscaped grounds that existed here. We also manage the Hawley Cemetery.

Users of the Memorial Hall and the Conference & Meeting Room will have noticed the significant improvements that have been made to these buildings over recent years, with old wooden windows replaced plus redecoration and refurbishment. By carefully carrying out these improvements, as we can afford them, our buildings are being improved without the need for council tax increases.

### **Planning Applications**

I will now ask the Chair of our Planning and Payments Committee, Cllr Rachel Mogg, to tell you about activity on the planning front during the past year.

### ***Planning and Payments Committee Report***

Rachel chairs our Planning and Payments Committee. Her Vice Chair is Margaret Cook.

### **Planning Applications**

The Town Council is consulted by Hart District Council on every planning application within our parish. The majority of these applications are for minor extensions to people's houses, although there are sometimes major issues as well. Our Planning and Payments Committee meets roughly fortnightly to consider all new planning applications and appeals within the parish and to make comment on behalf of our community as appropriate.

Since the last Annual Town Meeting, we have been consulted on 39 planning applications. 30 of these applications have been decided by Hart District Council to date. Seven of the remaining applications are yet to be determined and two others were withdrawn by the applicants. Of the 30 applications which have been decided by Hart District Council, they granted permission in 26 cases and refused permission in the other four. We are pleased to report that Hart District Council were in agreement with us in 28 of these 30 cases. In the other two cases, planning permission was refused for applications which the Town Council had raised no objections on.

### **Significant developments**

Significant developments within our parish which have been granted planning permission since the last Annual Town Meeting include those at White Hart House on London Road in the town centre and Guillemont Park on Minley Road. In both of these cases, following careful scrutiny of the

applications, the Town Council raised objections on the initial plans. The applicants revised the plans subsequently and we are pleased that the concerns we raised were addressed in the revised applications which were then granted planning permission.

Development of Hawley Park Farm remains an important issue for residents in our parish and those in the neighbouring area of Rushmoor. Planning permission for 126 houses on this site was approved in 2015. The developers have since submitted an application for a screening opinion on the need for an Environmental Impact Assessment (EIA) for development of 160 houses. Hart District Council decided that an EIA is not required for this. Many residents will have recently received a flyer from Crest Nicholson announcing that they will be developing this site. They plan to build 158 houses, although the average house size will be smaller. They state that this better meets local housing needs. They are expecting to submit a detailed planning application in the very near future. It is important to note that the planning permission given already cannot be reversed. We need to concentrate now on making sure that the development is high quality and does the least damage possible to our environment and community.

### Hart Local Plan

Hart District Council is currently consulting the public on their proposed Local Plan. This is the document that will shape our district for the coming 14 years. This has come too late to save Hawley Park Farm, but is still extremely important for our area. It proposes that an area of search for a future new settlement in the Murrell Green-Winchfield area should be agreed, to take development pressures after 2032. In the meantime, sites like Hawley Park Farm, and brownfield sites like Sun Park (now named Guillemont Park) will accommodate most of the development needs until then.

All comments made during this consultation period will be forwarded to the Government Planning Inspector, who will consider the Plan. If you would like to know more, or make comments yourself, full details can be found on the Hart website. The closing date for comments is Monday 26<sup>th</sup> March, at 4pm.

### Neighbourhood Plan

One way that we, as a local community, can influence planning decisions for our parish is by creating our own Neighbourhood Plan. The Town Council, in collaboration with a group of interested residents, are embarking on developing a Neighbourhood Plan for our parish. The Neighbourhood Plan is an opportunity to address planning matters within our parish and promote a better town and country environment. The Steering Group is made up of Town Councillors and local residents, and meets monthly. Everyone is welcome to attend these meetings to help to shape the Neighbourhood Plan and the future of our parish.

Later this evening, Ruth Mills, who is Chair of the Neighbourhood Plan Steering Committee, will present more on this and how you can get involved.

### **Blackwater Town Centre**

One area where we have made great progress during the past 12 months has been in brightening up our town centre with floral displays.

Having introduced floral planters in addition to the hanging baskets in 2016, 2017 saw further progress with two new brick planters on that ugly corner near the junction with Rosemary Lane. These were constructed and paid for by the County Council's previous highway contractor Amey, at no cost to us as council tax payers. I would like to pay public tribute to Amey for fulfilling the promise they made a couple of years ago, even though by then they had lost the County Council's contract. These were then planted up during the summer to great effect and I'm grateful to Cllr Terry Hunt for organising the planting here.

This was made possible by the tremendous support we received from local traders to our floral sponsorship scheme. Cllr Rachel Mogg spent many hours visiting all the businesses with me to see who was interested in this scheme. In total eleven different businesses supported this planting financially, making it possible for this to happen. Other businesses were interested in thinking about doing so in future years. The business sponsors in 2017 included:

- B&K Boiler Services in Vicarage Road
- Blackwater Apartments, who are providing those plush new apartments above the shops next to the railway station
- Blackwater Pharmacy
- Coral Bookmakers
- Curves Ladies Gym
- DD Hire Services
- Foresight Opticians
- Grill 'N' Chill
- Mr Bumble Public House, who do so much else to brighten up the town centre
- Seymours Estate Agents

We are very grateful to every one of these. Each business was given a certificate to display in their premises so that their customers knew they helped make this project happen. We hope you will return the favour by supporting these businesses.

The next stage is that we are looking at what can be done to improve the more permanent planted areas around the town centre – such as the slopes either side of the A30 as it rises to cross the railway line and the other two planters. Hart commissioned a horticultural consultant who provided suggested planting plans designed to make these areas look good all year round, but these were very expensive. So we applied to Great Western Railways for a grant to help improve the area around Blackwater Station, and we're waiting to hear whether that has been successful. I'm grateful to Cllr Bob Harward for masterminding that application.

Graffiti remains an on-going battle and it took quite a lot of persuasion to get Network Rail to clean up the graffiti under the railway bridge in 2016. It is a great shame, therefore, that more graffiti appeared there just over a year ago. Once again Network Rail were contacted to clean it up but, unfortunately, they were less helpful this time, stating that they can't keep coming back if this was going to keep happening and that they would clean it up next time they were doing other work at the station. We continue to pursue them on this matter.

There are still many other ideas being looked at for the town centre and we are always open to helpful suggestions. I know that the Neighbourhood Plan consultation has picked up many useful points.

### **Parish Lengthsman Scheme**

We continue to be members of the County Council's Parish Lengthsman Scheme. This gives us the authority to get work done ourselves on highway land and provides a budget of £1,000 towards the cost. If you spot things like dirty road signs, badly overhanging highway vegetation which is blocking the footway, or any other minor highway defects, let your local town councillors know and we can follow these up to see if they can be rectified under this scheme. We are not allowed to do any work on the carriageway itself, or to signs which have an electrical supply for illumination.

While on this subject, can I thank those public-spirited people who regularly pick up litter around the parish, as well as removing cable ties left on lampposts and highway sign poles and peeling off those racist stickers which thankfully don't seem to be appearing with the same regularity in recent months? It is good to see people caring about our area in this way.

### **Highway Safety**

Safety on local roads, particularly Hawley Road and Rosemary Lane has been a concern for a number of years. Department of Transport rules don't allow 30 mph "repeater" signs in areas where there is street lighting and we all know that many drivers do not keep to the 30 mph limits on these roads. A number of actions have been pursued to try to improve the situation. We have recently completed our first full year of deploying the Speed Limit Reminder signs, known as SLRs, jointly with Yateley Town Council. In addition to this, the *"Think! This is a 30 MPH limit"* signs were installed during 2017. None of these options is a panacea, but they all help to get the message over to drivers that they are driving through our parish and are not at Silverstone!

### **Fernhill Road Footway**

2016 saw completion of the first stage of a footpath to Farnborough along Fernhill Road. This is the path across Hawley Green and the walk through the leisure centre car park and up past our playing courts and the Bowling Club. As a first stage, this gives the many people who walk along Fernhill Road every day a safe route for at least part of their journey and it provides residents of Hawley Grove with a safe pedestrian route into the village at last. Highways have recently agreed to install a footpath sign at the Fernhill Road entrance to this route to make sure people know that it is there.

There still remains, however, quite a long stretch where there is no path. The main challenge here is to find the cash to pay for construction of an appropriate path along this stretch, although there is also a design challenge, as there is a short section where there is no obvious place to put a path without destroying the rural nature of the area. If the Hawley Park Farm development goes ahead, which now looks pretty certain, then they will have to pay a significant sum for highway improvements and this is one of the projects being considered for that sum. The key issue will be to make sure that the highway contributions are spent in our area.

### **The Meadows Gyratory**

Last year we heard from Kevin Ratnasingham of Surrey County Council about proposals for The Meadows Gyratory and for Camberley Town Centre. There were many questions and comments from concerned local residents, which we pursued. As a result some minor changes have been made to the proposals but fundamentally they are pressing ahead as planned.

Surrey's Cabinet will be making the crucial decision during the next few weeks and then it is planned to start working in the early summer. They have chosen this timing so that they can

maximise night-time working to try to get the job done as quickly as possible. Their aim is to get the main works finished by the end of November, before the Christmas period. They will then return in the new year for any final detailed work that remains.

Cllr Mogg and I met Surrey County Council officers recently to discuss this and we pressed them very hard to minimise any lane closures and make sure that everything possible is done to divert traffic away from this area to reduce congestion at such a sensitive junction. Since the completion of the M3 Smart Motorway the amount of traffic using J4 and the A331 has increased significantly, which adds even more to the potential congestion, although I suspect that many drivers will go back to their previous routes when they see what is happening here.

One of the issues that Surrey was considering was whether to remove the bus lanes in Camberley. Their conclusion is that they should be kept from the Arena Leisure Centre to the Duke of York traffic lights, if I'm still allowed to call them that! From the Duke of York through to The Meadows will be two lanes during the rush-hour with all parking prohibited during those times.

### **Yelabus**

The Council has continued to support the popular Yelabus with a modest grant, meaning that residents of this parish are fully entitled to make use of this service.

### **Finance**

I will now pass over to the Chair of our Finance Committee, Cllr Brian Blewett, to tell you about our finances.

### ***Finance Committee Report***

Brian chairs our Finance Committee. His Vice Chair is Terry Hunt.

The Council's budget for the current financial year is £295,243. Approximately half of this was funded through the council tax and the other half through other income, such as from hiring out the council facilities and so on.

For the coming year the proposed budget is £306,907, an increase of 3.9%. There is, however, no proposed council tax increase. This is because of our healthy financial situation.

Our Finance Regulations state that the financial reserves in each year shall be maintained within the range of three to twelve months of gross expenditure. As our balances are projected to stand at £185,752 at 1<sup>st</sup> April, this is over £100,000 more than the minimum required, so no council tax increase would be justified.

The Town Council is keen, however, not to allow the balances to reduce too much, as they provide a bulwark against unforeseen events. During the past year we have seen a change of staff, with little of the usual promotion of event hire at these facilities which bring in a lot of income. We now have our new bar manager, Lorraine Disney, in place and during the coming twelve months our plan is to do a lot more to generate income to cover our costs.

Like any other organisation, we have had to cope with a number of increased costs, including the welcome introduction of the National Living Wage, which has increased our staffing costs by several thousand pounds. These costs have all been absorbed within the budget.

This is now the eleventh year in a row that we have not increased our council tax – indeed, during that time we have reduced the tax twice. This means that the council tax you pay for the Town Council is lower than eleven years ago in cash terms and significantly lower in real terms. This tremendous achievement is the result of working hard to reduce costs in every way we reasonably can without cutting services, whilst increasing income by getting more people to use our facilities.

### **Another busy year!**

So, as you have heard, it has been yet another busy year for your Town Council. There is much more I could tell you about, but I have already spoken for long enough. We will be happy to answer questions on any of these issues, or on anything else that I've not covered, when we get to item 6.

### **Our Staff**

Finally, the councillors would like to place on record our on-going appreciation of the tremendous work done by Tom Gahagan and all of the Council's staff. Without their efforts people would really notice the difference. Coping with our challenging financial situation requires a little bit more, and they certainly give that, whilst being cheerful and helpful to members of the public that we all serve. So I would like to finish, as I always do, with a big thank you to all our staff!

**Adrian Collett**  
**Chair of the Council**

Smaller authority name: Blackwater and Hanley Town Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF  
UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY  
RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
<p>1. Date of announcement <u>Friday 1<sup>st</sup> June 2018</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2018, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>MR. T. GAHAGAN EXECUTIVE OFFICER</u> <u>12-14 LONDON ROAD, BLACKWATER, HAMPSHIRE</u> <u>Mon-Fri 9-5pm (Excl 1-2pm) GWR 9AA</u></p> <p>(c) <u>Monday 4 June 2018</u></p> <p>and ending on (d) <u>Friday 13 July 2018</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"><li>The opportunity to question the appointed auditor about the accounting records; and</li><li>The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 1 Westferry Circus Canary Wharf London E14 4HD (sba@pkf.littlejohn.com)</p> <p>5. This announcement is made by (e) <u>MR. T. GAHAGAN</u> <u>EXECUTIVE OFFICER</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/ telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice - this person must be the responsible financial officer for the smaller authority</p>

01276 77050, enquiries@blackwaterandhanleytowncouncil.gov.uk

**LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS**

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.



## **The basic position**

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

## **The right to inspect the accounting records**

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 2-13 July 2018 for 2017/18 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

## **The right to ask the auditor questions about the accounting records**

**You should first ask your smaller authority** about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

## **The right to make objections at audit**

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider

concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

#### **A final word**

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

# Annual Internal Audit Report 2017/18

*Blackwater and Hawley Town Council*

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis ( <del>receipts and payments</del> or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
<b>K. (For local councils only)</b>			
Trust funds (including charitable) – The council met its responsibilities as a trustee.			N/A

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

*14/1/17, 9/2/18 & 1/5/18*

Name of person who carried out the internal audit

*P. REYNOLDS OF F. MAAT AUDITOR*

Signature of person who carried out the internal audit

*P. Reynolds*

Date

*1/5/18*

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed)

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

*Blackwater and Hawley Town Council*

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		‘Yes’ means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			N/A

\*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

*C 4293 C)*

*14/05/18*

dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

*enquiries@blackwaterandhawleytowncouncil.gov.uk*

Section 2 – Accounting Statements 2017/18 for

Blantyre and Hawsley Town Council

	Financial year		Notes and explanations
	31 March 2018	31 March 2017	
1. Balances brought forward	205,769	203,190	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	146,994	147,603	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	145,510	133,902	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	167,440	168,177	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	127,643	117,577	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	203,190	198,941	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	211,717	208,270	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,667,464	3,667,464	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PwLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)			The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		NO	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

T. [Signature]

Date

30/04/18

I confirm that these Accounting Statements were approved by this authority on this date.

14/05/18

and recorded as minute reference:

C4293 d)

Signed by Chairman of the meeting where approval of the Accounting Statements was given

[Signature]

Executive Officer  
Mr T. Gahagan

Telephone: 01276 33050



Council Offices,  
Blackwater Centre,  
12-14 London Road,  
Blackwater,  
Hampshire,  
GU17 9AA.

1st June 2018

Re 2017-18 Accounting Statements

The 2017-18 accounting statements as published are unaudited and may be subject to change.

  
Mr T Gahagan

**Audit report and Risk Assessment of the Financial Systems Internal Controls of  
Blackwater & Hawley Town Council for 2017/18, prepared by Internal Auditor on 19/2/18**

No.	Internal Control Tests	Findings
<b>1</b>	<b>Proper Bookkeeping</b>	
1.1	Is the cashbook maintained and up to date?	The cashbook is maintained using Edge Design software and is up to date.
1.2	Is the cashbook arithmetically correct?	Cost codes are allocated for all receipts and payments with a monthly analysed report produced.
1.3	Is the cashbook regularly balanced?	The cashbook is balanced monthly when bank statements received to confirm arithmetical accuracy.
<b>2a</b>	<b>Standing Orders and Financial Regulations</b>	
2.1	Has the Council formally adopted standing orders and financial regulations?	Yes, the Standing Orders (Min.C4238) & Financial Regulations (Min.C4239) were both updated and approved at full Council on 11/12/17. Both will be reviewed every 4 years.
2.2	Has a Responsible Financial Officer (RFO) been appointed with specific duties?	The Executive Officer is the RFO and specified duties are noted in the Financial Regulations.
2.3	Have items or services above a de minimis amount been competitively purchased?	£1,000 + VAT is the delegated de minimus, unless H&S issue, when becomes £3,000 +VAT for the Executive Officer. If over £10,000, needs 3 quotes.
<b>2b</b>	<b>Payments Controls</b>	
2.4	Are payments in the cashbook supported by invoices, authorised and minuted?	Payments are supported by proper invoices, which are cross-referenced by cheque no. and date paid, to cashbook. A payment listing is prepared for Planning and Payments (P&P) Ctte. meetings, which is then approved and minuted.
2.5	Has VAT on payments been identified, recorded and reclaimed?	VAT Return is prepared by Edge Design who collate information from reports provided by Finance Office. As much of Leisure and Hire facilities generate sales VAT, Council usually pay HMRC quarterly, instead of obtaining a refund.
2.6	Is s137 expenditure separately recorded and within statutory limits?	S.137 expenditure for 2017/18 was within statutory limits.
<b>3</b>	<b>Risk Management Arrangements</b>	
3.1	Does a scan of the minutes identify any unusual financial activity?	All Financial aspects for special events/ projects etc. are minuted.

**Audit report and Risk Assessment of the Financial Systems Internal Controls of  
Blackwater & Hawley Town Council for 2017/18, prepared by Internal Auditor on 19/2/18**

3.2	Do the minutes record the Council carrying out an annual risk assessment?	Bank funds are reported on a regular basis & a financial risk assessment with forecast against Budget conducted at 6 & 9 month stages. H&S annual review of Council activities conducted internally Nov 2017 & approved at meeting on 11/12/17(Min.C4241). Annual H&S review of Play equipment by ROSPA, with local weekly inspections by Maintenance staff .A formal log sheet is kept which is signed/dated. Annual Risk review conducted & approved on 25/9/17 meeting (Min.C4198)
3.3	Is insurance cover appropriate and adequate?	Insurance is held with Zurich Municipal covering the standard local council aspects. Public liability cover is £15 million & Fidelity cover is £500k.
3.4	Are internal financial controls documented and reviewed regularly?	The risk assessment is reviewed annually and was updated for 2017/18.
<b>4</b>	<b>Budgetary Controls</b>	
4.1	Has the Council prepared an annual budget in support of its precept?	Budget process began in October by Finance Committee and ratified by meeting on 22/1/18 (Min. F2365). Precept for 2018/19 approved on 5/2/18 (Min.C4254) HDC then notified of 2018/19 precept.
4.2	Is actual expenditure against the budget regularly reported to the Council?	Full half yearly review of actual to budget and ¾ year comparison.
4.3	Are there any significant and unexplained variances on budget?	N/A for 2017/18.
<b>5</b>	<b>Income Controls</b>	
5.1	Is income properly recorded and promptly banked?	Income at Leisure Centre Reception and Bar is controlled via till registers. A weekly takings summary analyses Bar, Functions Income, and details the 2 bankings per week. Itemised tills were introduced for bar and functions during 2007/08. Separate weekly summary is maintained for reception's weekly banking and details the paid invoice receipts. Credit and debit card receipts are detailed on weekly schedule for Reception. Invoices are issued for the Leisure Centre, Memorial Hall & Blackwater Centre. These are monitored monthly for non-payment and chased up where relevant by Finance Office. A monthly spreadsheet controls Finance Office & Hawley Cemetery income for analysis. The Finance Office keeps an overall monthly Banking and Income summary incl. a coding and VAT analysis, balanced to gross bankings (incl. Credit/Debit cards).



**Audit report and Risk Assessment of the Financial Systems Internal Controls of  
Blackwater & Hawley Town Council for 2017/18, prepared by Internal Auditor on 19/2/18**

5.2	Does the precept recorded in the cashbook agree to the DC's notification?	Precept is paid direct into Current A/C by Hart D.C at start of each April and September, and agrees to cashbook entries with £147,603 received for 2017/18.
5.3	Are security controls over cash adequate and effective?	At the Leisure Centre there is a floor safe for reception (mainly credit/debit card income) and two safes for the bar (one for floats and one for takings). There is a full alarm system, incl. panic buttons at this Centre. The two bankings a week would include any relevant Function takings. The Blackwater Centre office is locked & has a monitored alarm overnight/weekends, also a panic alarm.
<b>6</b>	<b>Petty Cash Procedures</b>	
6.1	Is all petty cash spent recorded and supported by VAT invoices?	There is a £100 imprest held in a locked tin in the Finance office, which is also alarmed out of hours. Vouchers and tillslips support all payments. The Bar imprest of £150 is locked in a safe onsite at Leisure Centre, with alarm system. Reception till float also held for £75.
6.2	Is petty cash reported to each Council meeting?	Vouchers/tillslips for all imprests are checked regularly by Executive Officer & Administration Officer, with reimbursements approved monthly by P&P Cttee.
6.3	Is petty cash reimbursement carried out regularly?	Reimbursements are made monthly when top up of imprests are required.
<b>7</b>	<b>Payroll Controls</b>	
7.1	Do salaries paid agree with those approved by the Council?	Yes, & approval date was 30/1/17 (Min. C4111), when the Council adopted the pay scales for staff from 4/17, if not already covered by National Living Wage.
7.2	Are other payments to the Clerk reasonable and approved by the Council?	There were no other expenses paid in 2017/18.
7.3	Have PAYE/NIC & Pensions been properly operated by the Council as an employer?	Moorepay provide payroll services, and the monthly payments for the relevant PAYE/NIC/Pensions by direct debit, are checked by Executive Officer. Minute C3665 confirms all eligible Council staff can join HCC Pension scheme (LGPS).
<b>8</b>	<b>Assets Controls</b>	
8.1	Does the Council keep an asset register of all material assets owned?	A Computer list is maintained for the asset register and is produced as part of the supporting papers for the Final Accounts. Serial numbers are included for Office IT equipment in the asset register.
8.2	Are the Asset/Investments registers up to date?	Additions and disposals are noted when relevant and the insurance cover adjusted accordingly. An asset & insurance review was conducted, & then approved on 15/5/17 (Min.C4163) & 11/12/17 (Min.C4240).
8.3	Do asset insurance valuations agree with those in the asset register?	Yes, refer to supporting papers to the Final Accounts for analysed valuations of assets held. Proxy cost figure, with any new assets purchased in the year, is used

**Audit report and Risk Assessment of the Financial Systems' Internal Controls of  
Blackwater & Hawley Town Council for 2017/18, prepared by Internal Auditor on 19/2/18**

		for Box9 on Annual return, as required by External Auditor.
<b>9</b>	<b>Bank Reconciliation</b>	
9.1	Is there a bank reconciliation for each account?	Yes for the 4 bank accounts which are held at Lloyds Camberley; a Current a/c (1453409), Instant Access a/c (2948169), and two 30 day notice a/c's (8120731) & (8123390) (Membership a/c).
9.2	Is a bank reconciliation carried out regularly on receipt of statements?	Monthly by the Executive Officer when bank statements received and the Edge reports arrive.
9.3	Are there any unexplained balancing entries in any reconciliation?	No, any monthly interest and bank charges, along with any Money market interest were entered into the cashbook accordingly.
<b>10</b>	<b>Year-end Procedures</b>	
10.1	Are year-end accounts prepared on a receipts and payments or income and expenditure basis?	Income and Expenditure basis.
10.2	Do the accounts agree with the cashbook?	Yes, agreed the year-end coding totals to the Income & Expenditure summary.
10.3	Is there an audit trail from underlying financial records to the accounts?	Cross-references of cheque nos. & dates paid are noted on payment vouchers. Invoice nos. used for income cross-references with date received noted on the invoices. Full costcode analysis summarises Committee totals for Final Accounts.
10.4	Where appropriate, have debtors and creditors been properly recorded?	Reports prepared by Executive Officer and sent to Edge for linking into Financial Accounts.

Signed     P. Reynolds FMAAT    

Date   19/2/18  

*Internal Auditor*

**Audit report and Risk Assessment of the Financial Systems: Internal Controls of  
Blackwater & Hawley Town Council for 2017/18, prepared by Internal Auditor on 19/2/18**

<b>Action Plan for Recommendations</b>			
<b>No.</b>	<b>Recommendations</b>	<b>Actioned by</b>	<b>Date</b>
	As all minor queries were resolved during the Internal Audit & no major queries arose, there are no formal recommendations for 2017/18.		

Signed     P. Reynolds FMAAT    

Date   19/2/18  

*Internal Auditor*

14th May 2018 - Council Annual General Meeting									
General Reserves: Financial Summary - 1997 to 2018									
<b>Appendix A</b>									
				Y/E					
Year	Income	Expenditure	+/-	Reserves					
				£296,934					
1997-98	£286,274	£300,652	-£14,378	£282,556					
1998-99	£272,229	£336,003	-£63,774	£218,782					
1999-2000	£322,000	£386,000	-£64,000	£154,782					
2000-01	£306,000	£344,000	-£38,000	£116,782					
2001-02	£289,800	£364,400	-£74,600	£42,182					
			<b>-£254,752</b>		<b>Cash Flow Deficit in 5 Years: 1997 to 2002</b>				
			+/-						
2002-03	£303,904	£300,118	£3,786	£45,968	34% Precept Increase; PWLB £19k LC Roof Loan (Repayable over 5 Years): £22k Pension Liability (Repayable over 3 Years)				
2003-04	£327,977	£316,749	£11,228	£57,196	April 2004 LC Manager Departs: EO 'Holding' Situation - Short Term Solution (Savings 2004-18 £343k)				
			<b>£15,014</b>		<b>Cash Flow Surplus in 2 Years: 2002 to 2004 (£19k PWLB 5 Year Loan Repayment: £22k Pension 3 Year Repayment)</b>				
2004-05	£337,472	£330,602	£6,870	£64,066					
2005-06	£350,010	£340,417	£9,593	£73,659					
2006-07	£345,254	£337,233	£8,021	£81,680					
2007-08	£373,033	£339,573	£33,460	£115,140	0.3% Precept Increase				
2008-09	£390,787	£327,257	£63,530	£178,670	0% Precept Increase Year 1: Autumn 2008 - Start of Recession				
2009-10	£395,202	£329,433	£65,769	£244,439	0% Precept Increase Year 2				
			<b>£187,243</b>		<b>Cash Flow Surplus in 6 Years: 2004 to 2010</b>				
2010-11	£317,782	£324,405	-£6,623	£237,816	0% Precept Increase Year 3: New Boundary: Street Light Investment £33k				
2011-12	£311,175	£295,910	£15,265	£253,081	0% Precept Increase Year 4				
2012-13	£311,409	£327,005	-£15,596	£237,485	0% Precept Increase Year 5: LC Car Park Tarmacked £22k				
2013-14	£319,243	£323,213	-£3,970	£233,515	0% Precept Increase Year 6: Meeting Room & Mem Hall Windows £16k				
2014-15	£311,503	£326,304	-£14,801	£218,714	0% Precept Increase Year 7: Mem Hall & Cottage Windows £14k: MPA Car Park £7k				
2015-16	£294,227	£307,172	-£12,945	£205,769	2% Precept Reduction Year 8: MPA Car Park Improvements £16k				
2016-17	£292,504	£295,083	-£2,579	£203,190	0% Precept Increase Year 9: Additional £3k New Floral Displays: £8k Replacement Van				
2017-18	£281,505	£285,754	-£4,249	£198,941	2.5% Precept Reduction Year 10:				
			<b>-£45,498</b>		<b>Cash Flow Deficit in 8 Years: 2010 to 2018</b>				

Blackwater and Hawley Town Council				
31st March Year End				
Asset Register				
17-18				
Buildings				
Based on Building Reinstatement - March 2011				
1,479,000	Blackwater and Hawley Leisure Centre			
1,062,000	The Memorial Hall			
651,000	The Blackwater Centre			
352,000	The Youth Suite			
44,000	Workshops			
3,588,000				
Land				
At Blackwater Valley 11.06 Acres				
12,000	(Based on Historic Cost)			
	(From 2001 Accounts)			
Community Land				
(Based on Nominal Value)				
1	Hawley Cemetery			
1	Blackwater Common			
1	Fir Drive			
1	Pinewood Park			
4				
Hawley Green				
Councillors (Not Council As Trustees)				

Blackwater and Hawley Town Council  
2017-18  
Expenditure over £500

Date	Payee	Brief Description		Exp. Code	Net	VAT	Gross	
3-Apr-17	HDC	Apr Bus. Rates	LC	25/7	£551.25		£630.00	D.D.
			Bar	30/7	£78.75			
3-Apr-17	Heineken	20/3	Bar	30/19	£919.05	£183.81	£1,102.86	D.D.
3-Apr-17	Zurich	17-18 Insurance		50/5	£4,183.62		£4,183.62	101561
3-Apr-17	Excel FSE	17-18 Intruder Alarm	Mem. Hall	4/16	£612.18	£122.44	£734.62	101563
3-Apr-17	Excel FSE	17-18 Intruder Alarm	LC	25/12	£494.37	£113.00	£678.00	101564
			Bar	30/12	£70.63			
3-Apr-17	HALC Ltd	17-18 Affiliation - HALC		50/6	£547.00		£774.00	101569
		17-18 Affiliation - NALC		50/6	£227.00			
24-Apr-17	Williams &	Replacement Urinals Mens WC's		25/18	£1,180.38	£236.08	£1,416.46	101573
2-May-17	HDC	May Bus. Rates	LC	25/7	£550.38		£629.00	D.D.
			Bar	30/7	£78.62			
2-May-17	E.ON	To 31/3	LC	25/9	£441.03	£100.81	£604.84	D.D.
			Bar	30/9	£63.00			
4-May-17	Brit Gas	To 31/3	Mem. Hall	4/7	£257.04	£158.25	£949.57	D.D.
			LC	25/11	£467.50			
			Bar	30/11	£66.78			
11-May-17	BT	To 22/4	LC	25/8	£384.58	£152.64	£915.88	D.D.
			Bar	30/8	£54.94			
			B/W	50/12	£323.72			
15-May-17	HDC	Car Permits 1st Floor	B/W	3/16	£1,255.00	£251.00	£1,506.00	10600
16-May-17	E.ON	To 31/3	LC	25/9	£441.03	£100.81	£1,182.39	D.D.
			Bar	30/9	£63.00			
17-May-17	Heineken	3/5	Bar	30/19	£1,525.44	£305.09	£1,830.53	D.D.
30-May-17	Heineken	15/5	Bar	30/19	£516.65	£103.33	£619.98	D.D.
1-Jun-17	HDC	June Bus. Rates	LC	25/7	£550.38		£629.00	D.D.
			Bar	30/7	£78.62			
1-Jun-17	British Gas	To 2/5	LC	25/11	£460.77	£143.31	£859.91	D.D.
			Bar	30/11	£65.82			
5-Jun-17	Williams & Co	Repl. Boiler - 40 Years Old	LC	25/18	£759.34	£151.86	£911.20	10618
5-Jun-17	Phil Brown	Plumbing Works Repl.Boiler	LC	25/18	£950.00		£950.00	10619
26-Jun-17	Yelabus	16-17 Grant, Ref C4160		50/16	£1,000.00		£1,000.00	10630
26-Jun-17	Heineken	12/6	Bar	30/19	£1,189.39	£237.88	£1,427.27	D.D.
3-Jul-17	HDC	July Bus. Rates	LC	25/7	£550.38		£629.00	D.D.
			Bar	30/7	£78.62			
10-Jul-17	Heineken	26/6	Bar	30/19	£664.28	£132.86	£797.14	D.D.
31-Jul-17	HCC	17-18 BVCP Contribution	OS	5/6	£1,500.00		£1,500.00	10658
1-Aug-17	HDC	Aug Bus. Rates	LC	25/7	£550.38		£629.00	D.D.
			Bar	30/7	£78.62			
7-Aug-17	Heineken	24/7	Bar	30/19	£867.27	£173.45	£1,040.72	D.D.
10-Aug-17	BT	To 21/7	LC	25/8	£381.21	£149.46	£896.78	D.D.
			Bar	30/8	£54.46			
			B/W	50/12	£311.65			
14-Aug-17	Amethyst	Jun-Sept 2017 Floral Displays		5/15	£5,000.82	£1,000.16	£6,000.98	10668
21-Aug-17	Heineken	7/8	Bar	30/19	£745.62	£149.12	£894.74	D.D.
1-Sep-17	HDC	Sept. Bus. Rates	LC	25/7	£550.38		£629.00	D.D.
			Bar	30/7	£78.62			
4-Sep-17	Castle Water	21/5/16 to 30/9/17 Waste Water	LC	25/10	£967.71		£1,105.95	10699
			Bar	30/10	£138.24			
18-Sep-17	Heineken		Bar	30/19	£926.28	£185.26	£1,111.54	D.D.
25-Sep-17	BDO LLP	16-17 External Audit		50/9	£600.00	£120.00	£720.00	10710
25-Sep-17	Amethyst	29/8 New Planters x 2 Floral Displays		5/15	£1,090.00	£218.00	£1,308.00	10711
2-Oct-17	HDC	Oct. Bus. Rates	LC	25/7	£550.38		£629.00	D.D.
			Bar	30/7	£78.62			
2-Oct-17	Heineken	18/9	Bar	30/19	£554.52	£110.90	£665.42	D.D.
16-Oct-17	Heineken	2/10	Bar	30/19	£584.41	£116.88	£701.29	D.D.
23-Oct-17	LA Elec	Repl. F/Light	MPA	22/1	£1,932.00	£386.40	£2,318.40	10740

30-Oct-17 Heineken	16/10	Bar	30/19	£866.88	£173.38	£1,040.26	D.D.
1-Nov-17 HDC	Nov. Bus. Rates	LC	25/7	£550.38		£629.00	D.D.
		Bar	30/7	£78.62			
10-Nov-17 BT	To 23/10	LC	25/8	£438.06	£172.36	£1,034.17	D.D.
		Bar	30/8	£62.58			
		B/W	50/12	£361.17			
13-Nov-17 Heineken	30/10	Bar	30/19	£989.74	£197.95	£1,187.69	D.D.
20-Nov-17 PRS	17-18 Music Writers & Composers	LC	25/14	£532.21	£121.65	£729.89	10754
		Bar	30/24	£76.03			
20-Nov-17 LA Electrical	Var Elec. Reps and Maint.	LC	25/18	£639.94	£146.27	£877.62	10757
		Bar	30/21	£91.41			
20-Nov-17 Nick Robins	15/11 Grass Cut	S/F	20/4	£75.00	£280.00	£1,680.00	10759
		HG	9/3	£75.00			
	14/11 Tree Maint.	Cem.	1/5	£1,250.00			
20-Nov-17 Paul Reynolds	14/11 Internal Audit Ref 17-18		50/9	£850.00		£850.00	10761
23-Nov-17 E.ON	To 8/11	LC	25/9	£505.91	£115.64	£693.82	D.D.
		Bar	30/9	£72.27			
1-Dec-17 HDC	Nov. Bus. Rates	LC	25/7	£550.38		£629.00	D.D.
		Bar	30/7	£78.62			
11-Dec-17 Heineken	27/11	Bar	30/19	£1,105.25	£221.05	£1,326.30	D.D.
11-Dec-17 Direct 365	17-18 Fem. Hygiene Disposal		25/41	£530.14	£148.44	£890.64	10764
			4/22	£212.06			
2-Jan-18 HDC	Jan. Bus. Rates	LC	25/7	£550.38		£629.00	D.D.
		Bar	30/7	£78.62			
2-Jan-18 SE Water	To 19/11	LC	25/10	£563.41		£643.89	D.D.
		Bar	30/10	£80.48			
3-Jan-18 British Gas	To 28/11	LC	25/11	£520.73	£169.35	£1,016.14	D.D.
		Bar	30/11	£74.39			
		Mem. Hall	4/7	£251.67			
8-Jan-18 Guardwell	Security	Bar	30/21	£625.65	£125.13	£750.78	10783
8-Jan-18 L Timms	Dance Floor Trim Reps	Mem. Hall	4/13	£360.00		£835.00	10791
	Pathway Paving Slab Reps	Bar	30/21	£475.00			
8-Jan-18 G Mckean	Var Painting Maint.	LC	25/18	£580.00		£580.00	10792
25-Jan-18 Heineken	11/1	Bar	30/19	£1,220.02	£244.00	£1,464.02	D.D.
31-Jan-18 British Gas	To 2/1	Mem. Hall	4/7	£367.37	£195.00	£1,170.03	D.D.
		LC	25/11	£531.70			
		Bar	30/11	£75.96			
12-Feb-18 BT	To 23/10	LC	25/8	£394.34	£158.22	£949.35	D.D.
		Bar	30/8	£56.33			
		B/W	50/12	£340.46			
21-Feb-18 British Gas	Elec To	LC	25/9	£797.10	£169.59	£1,017.57	D.D.
		Bar	30/9	£50.88			
27-Feb-18 Heineken	13/2	Bar	30/19	£1,171.71	£234.34	£1,406.05	D.D.
1-Mar-18 British Gas	Gas To	Mem. Hall	4/7	£330.46	£208.80	£1,252.84	D.D.
		LC	25/11	£624.38			
		Bar	30/11	£89.20			
26-Mar-18 Mr L Timms	Bench Reps	OS	5/5	£165.00		£1,520.00	10831
	Paving Reps	LC	25/18	£395.00			
	Entrance Porch Reps	LC	25/18	£960.00			
29-Mar-18 British Gas	Gas To	LC	25/11	£571.43	£130.61	£783.67	D.D.
		Bar	30/11	£81.63			

