



New Alresford Town Council

FULL TOWN COUNCIL MEETING

MINUTES OF THE MEETING OF NEW ALRESFORD TOWN COUNCIL held on
TUESDAY 10th January 2017 at 7.30PM in the Alresford Recreation Centre, Alresford

	In Attendance	Apologies	Absent
Cllr Barrett	✓		
Cllr Evans	✓		
Cllr Griffiths	✓		
Cllr Gower	✓		
Cllr E Jeffs		✓	
Cllr B Jeffs		✓	
Cllr Kerr-Smiley		✓	
Cllr Pinch	✓		
Cllr Power	✓		
Cllr Saunders	✓		
Cllr Spencer	✓		

Also present: Mrs Karen Ross- Locum Town Clerk, and 2 members of the public

3470 To receive and accept apologies for absence

Apologies were received and accepted from Cllrs E and B Jeffs due to personal reasons and Kerr Smiley due to work commitments

3471 To receive Declarations of Interest on Agenda Items

There were no declarations of pecuniary items relevant to the agenda declared

3472 The Chairman to sign as a correct record the Minutes and Confidential Minutes of the Council meeting held on 19th November 2016.

The Chairman signed as a correct record the Minutes of the Council meeting held on 19th November 2016 with the following amendment

Item 3453.01 should read Cllr Saunders

3473 Public participation

Mrs Field requested

- that she would like a copy of the associated paperwork that accompanies the agenda

Mr Atkins requested

- a written response to his question submitted in September
- requested that the Council request a meeting with BDO

3474 To note the findings of the Interim Internal Auditor and recommendations therein

It was agreed that questions for clarification should be submitted to the Clerk for forwarding onto the Internal Auditor for clarification so that the report can be discussed with the Auditors comments at the next Finance meeting.

The Auditor report can be found as Appendix A

- 3475 To receive and approve the list of payments for Town Council**
The payments list for November and December were approved for payment.
Proposed by Cllr Power and seconded by Cllr Pinch.
Cllrs Gower and Barrett abstained as the payments report were not understood
- 3476 To receive and approve the list of payments for the ARC**
The payments list for November and December were approved for payment.
Proposed by Cllr Power and seconded by Cllr Pinch.
Cllrs Gower and Barrett abstained as the payments report were not understood
The payments lists are attached as Appendix B
- 3477 To approve the financial year 2017/18 Budget**
It was
RESOLVED
To accept the budget as listed in Appendix C was approved.
Proposed by Cllr Power and seconded by Cllr Pinch. This was approved on a vote of 6 for with 2 against (Cllrs Gower and Barrett)
- 3478 To approve the precept for financial year 2017/18 and sign the precept request form**
The precept form was signed with the precept request being
£274,854 for financial year 2017/18 with the CTR Grant being £17,735.
- 3479 To consider Grant request from St John the Baptist church**
It was
RESOLVED
that under LGA s 214 (6) the Town Council would award a grant of £2,800.
Proposed by Cllr Power and seconded by Cllr Evans. All members voted unanimously to accept this resolution.
- 3480 To ratify the expenditure for the repair of a memorial bench and consider an insurance claim**
This was agreed
- 3481 To adopt the following policies**
Complaints handling procedure
Freedom of Information Act 2000 publication scheme
Vexatious complaints policy
Standing Orders
Protocol for Public and Press reporting at council meetings
Risk Assessment
The following policies
Complaints handling procedure
Freedom of Information Act 2000 publication scheme
Vexatious complaints policy
Standing Orders
Protocol for Public and Press reporting at council meetings
Risk Assessment
were adopted
- 3482 Committee Minutes**
To note the minutes of meetings and approve the resolutions therein
 - **Planning 6th December 2016**The minutes of meetings were **NOTED** and the resolutions therein approved
 - **Planning 6th December 2016**

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- 3483** **Motions from Councillors**
- 3483.01** **Proposed by Cllr Gower and seconded by Cllr Barrett**
NATC produce a medium to long term budget strategy to be worked on and agreed by all Councillors which can then be used to determine a clear direction for the annual town council budget and ensure our budgets provide best value to New Alresford residents long term.
It was
RESOLVED
that NATC would produce a medium to long term budget strategy to be worked on and agreed by all Councillors which can then be used to determine a clear direction for the annual town council budget and ensure our budgets provide best value to New Alresford residents long term, providing that this did not involve officer time
Proposed by Cllr Gower and seconded by Cllr Barrett. All members voted unanimously to accept this resolution
- 3484** **To note Reports from outside bodies**
To note reports from the City Councillors
The reports were **NOTED**
- 3485** **Date of the next council meeting**
To note the date of the next Council meeting as 21st February 2017
The date of the next Council meeting was confirmed as 21st February 2017
- 3486** **Exempt Meeting Resolution: To exclude Public and Press in accordance with Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972 S100A**
To consider staffing matters
It was agreed that in accordance with Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972 S100A the public and press would be asked to leave so that staffing matters could be discussed

Appendix A
Internal Audit Report

Subject: Review of matters arising from interim Internal Audit for 31 March 2017

Please find below the list of matters arising following my visit today. The list is quite long but several of the issues should be straightforward to address. Others need to be incorporated into final budget setting and in advance of the year end.

Control area	Issue	Recommended Action
Office filing	It appears that multiple copies of incoming documents are being stored in the office. This is neither required nor good practice.	All duplicate/copy files should be rationalised and prior year folders archived so that officers have the files they need easily to hand.
Minute filing	Due to the recent staff illness, not all minutes (especially confidential) were in the signed minute files and draft minutes awaiting approval were not to hand.	All minutes should be produced and checked as soon as possible after meetings and stored ready for approval, even if the next meeting is some time away.
Attendance	It is good practice to name any and all officers present	The minute template for all committees should be updated.
Committee Structure	It appears that during the year the committee structure of the council was revised – during a confidential session – with no clear strategy driving the decision making process.	All decisions regarding planned council meetings should be public, transparent and based on agreed need in advance of implementation.
Sub-committee minutes	When the minutes of committees and subcommittees are ratified, the process is not always clear .	The date of all minutes being ratified should be stated and the minute reference of decisions thus approved given.
Expenditure implications	The council has regularly taken decisions without specifying and clarifying both the cost and the budget line from whence they come.	All capital and large items of expenditure should match agreed budget lines or be deferred until reserves are in place. All costs should be transparent.
Payment listing	It appears that the payment listing provided to Council is not a direct extract from the Sage system. This increases transposition risk and takes up officer time.	The list of invoices for payment at each meeting should be a direct daybook report from the accounting software. The payment listing should be the printout of scheduled payments at the bank awaiting submission.
Direct debits	It would appear that some suppliers are being paid by direct debit for non regular purchases, allowing payment to be made before the invoice is on the accounting system.	Direct debits should only be used for predictable items such as utilities, that are under the full control of the RFO. All other mandates should be cancelled.
Purchase invoices	Some of the invoices on file are addressed to Councillors at their home addresses rather than the RFO at the office. This is not good practice.	The council should only pay (and reclaim the VAT relating to) invoices addressed to the office.
Quotations for work	It is not clear whether the council is complying with its own Financial Regulations and best practice in obtaining quotes for capital works.	Contractors who work regularly for the council remain competitive when they have to compete for extra work. The council should obtain three quotes where possible.

Year end internal audit	The 2015/16 year end Internal audit was subject to an elector query and the report was not based on actual inspection of the records of the council.	Members must assure themselves at all times that those who report to them are acting as per best practice.
Budget monitoring	The council does not appear to carry out budget monitoring at all.	The budget should be loaded onto the Sage system without delay and incorporated into all finance reporting.
Budget setting	The budget document from which the precept has been previously calculated does not comply with best practice. All budgets should be based on : Last year budget / last year actual / this year budget / this year actual / this year projection / next year budget	Once the budget is loaded onto Sage then meaningful reports can start to be used to produce resilient budgets for the council.
General Reserves	The reserves of the council are – and have been for the last 8 years – significantly below the guidance.	The council should look at both income and expenditure to set a budget to bring general reserves towards 4 months of revenue expenditure (£160k)
Earmarked reserves	The council has insufficient funds to consider any new projects within the next year. Earmarked reserves should always be for specific projects with defined values, time frames and reasons.	The council has undertaken several unbudgeted capital projects. This must cease. Until reserves are replenished, day to day economies must be the priority

PWLB Loans	The council has 7 PWLB loans, at least one of which was completely unbudgeted. These loans currently amount to £296,000 (more than the precept) and are costing nearly £15,000 per year in interest alone.	NATC appears to have used PWLB borrowing as a stop gap rather than in a planned manner. This is not good practice. The current loans will not be repaid until 2038. The council should ensure that the taxpayers who are paying are also benefiting
Wages	It is good practice to minute (confidentially) each year the total cost of wages by postholder, pay grade, pension cost etc.	This should be done as part of the budget setting later in the month.
Cash floats	The cash float for the bar is significantly higher than would be expected for the turnover.	Members of the ARC committee should ascertain why a float higher than £200 is needed.
Accounts presentation	A member of the council has provided the officers with a template "balance sheet", however it does not comply with LGA 1972	Parish Council Accounts are governed by separate legislation from companies and charities. Best practice templates are available in G&A
Risk Assessment	The risk assessment adopted by the council is not in accordance with best practice.	The council should download, adjust and adopt the BDO template and then review it every six months.
Fixed asset register	The fixed asset register does not appear to have been updated in the year. Each asset purchase should be reviewed individually to see whether it should be included on the register – there are no "de minimis" limits.	Officers should update the register each and every time an asset is purchased.

Appendix B Payment Lists

NEW ALRSFORD TOWN COUNCIL						
November Payments Report 2016						
Date	A/C Ref	Inv Ref	Details	Net Amount	Tax Amount	Gross Amount
16/09/2016	GREENKING	7764421	Stock Purchases	1,380.54	276.09	1,656.63
06/10/2016	WCC	3500404062	Market Town Development Officer 2016/17	5,500.00	-	5,500.00
12/10/2016	WCC	474	Temporary Event Notice	21.00	-	21.00
17/10/2016	ECOMECE	EM2633	Cooker reconnection	130.00	26.00	156.00
21/10/2016	PHASETEC	71251	Stratton Bates October water treatment	52.16	10.43	62.59
21/10/2016	BOOKER	422878	Stock purchases & cleaning products	235.05	47.01	282.06
21/10/2016	BIFFA	425T10544	Trade waste services 22/10/16>18/11/16	64.08	12.82	76.90
21/10/2016	NAKEDGRAPE	102001	Stock Purchases	74.40	14.88	89.28
31/10/2016	PBRIDGES	OCTOBER	Mowing, strimming & misc jobs	4,159.06	-	4,159.06
01/11/2016	INVESTEC	VI/1152229	Till lease rental	109.46	21.89	131.35
01/11/2016	BRITLEGION	SBM01	Poppy Appeal 2016	20.00	-	20.00
01/11/2016	GREENEKING	7849486	ARC Brewery	1,319.43	263.89	1,583.32
01/11/2016	SHARPS	0000655250	3 x Doom Bar & 1 x Cornish Coaster	290.02	58.00	348.02
01/11/2016	SOLES	46322	Bar Snacks	12.80	-	12.80
01/11/2016	TWA	4108	Management Accounting Jul-Sept	470.48	94.10	564.58
01/11/2016	WORLDPAY	J4320432	Terminal Rental	34.63	3.93	38.56
01/11/2016	PROSEPTIC	005816AC	Initial payment for new borehole rainwater	4,638.00	927.60	5,565.60
01/11/2016	CANNON	CN19343567	Hygiene Services Nov16>Jan 17	130.92	26.18	157.10
01/11/2016	TESTER	8575	Blinds for Main Hall	705.00	141.00	846.00
01/11/2016	PHASETEC	71432	LP Risk Assessment	275.00	55.00	330.00
02/11/2016	HALC	1069	JC - EOY Audit Training	70.00	14.00	84.00
03/11/2016	DUALENERGY	870962	SB Electricity charges 01/10/16>31/10/16	20.70	1.04	21.74
03/11/2016	DUALENERGY	869396	AP Electricity charges 01/10/16>31/10/16	743.58	148.71	892.29
03/11/2016	FARNHAMC	301202	Herald Advertisement	284.70	56.94	341.64
04/11/2016	1&1INTERNET	203009155661	Extended Website Support	15.93	3.19	19.12
04/11/2016	BOOKER	0788031	Mixers & bar snacks	385.03	44.78	429.81
04/11/2016	BCOT	Ov019683	Award in Food Safety in Catering	125.00	-	125.00
04/11/2016	GREENEKING	7864197	ARC Brewery	1,134.78	226.96	1,361.74
05/11/2016	WCC	7774636	Club & Premises Rates	436.00	-	436.00
05/11/2016	WCC	7768158	Offices & Premises Rates	378.00	-	378.00
08/11/2016	DEXTER	081116	November Stock Audit	110.00	-	110.00
08/11/2016	VIKING	24956	Mineral Water	43.47	8.69	52.16
08/11/2016	SHARPS	0000655878	3 x Doom Bar	224.16	44.83	268.99
09/11/2016	TELECALL	TEL32324	Voice Calls	85.32	17.06	102.38
09/11/2016	BREWGAS	344626	Mixed gas	82.50	16.50	99.00
10/11/2016	LYEWOODN	4582	Plants for Town entrance signs	57.00	11.40	68.40
10/11/2016	CNG	001916	Gas supply charges October 2016	334.63	66.92	401.55
10/11/2016	BT	M034 3G	TV Services	165.49	33.10	198.59
11/11/2016	GREENEKING	7881396	ARC Brewery	959.10	191.82	1,150.92
11/11/2016	BUZZCATERING	58253	12 Litre water softner	78.99	15.80	94.79
15/11/2016	SHARPS	656479	2 x Doom Bar & 1 x Cornish Coaster	215.30	43.06	258.36
15/11/2016	EPOS		Till maintenance & support	40.00	8.00	48.00
16/11/2016	VIKING	65650	Stationery	103.65	20.73	124.38
16/11/2016	VIKING	68425	Stapler	5.49	1.10	6.59
17/11/2016	DIRECTCLEAN	NOV 2016	November window cleaning	75.00	-	75.00
17/11/2016	ITCHENVALLEY	49776	1 x Pure Gold	72.00	14.40	86.40
17/11/2016	PERFORMING	5025549	Entertainment Licence 2016/17	252.22	50.44	302.66
18/11/2016	BOOKER	0789585	Ice Cubes	14.22	-	14.22
18/11/2016	BIFFA	425T10777	Trade Waste Services 19/11/16>23/12/16	80.10	16.02	96.12
18/11/2016	GREENEKING	7896799	ARC Brewery	1,303.01	260.59	1,563.60
20/11/2016	SAGE	A61229749	Sage Cover	35.30	7.06	42.36
21/11/2016	BOOKER	0789582	Mixers & bar snacks	310.37	51.49	361.86
22/11/2016	SKY	46149017	TV Services	272.00	54.40	326.40
22/11/2016	HALC	1093	Traning - Local Council Finance	75.00	15.00	90.00
22/11/2016	SHARPS	657074	3 x Doom Bar & 2 x Cornish Coaster	355.88	71.18	427.06
23/11/2016	NEPTUNE	37296	Wooden slates for bench repairs	107.84	21.57	129.41
23/11/2016	ECOMECE	V4973	Upsize pipework & install new gas cooker	735.00	147.00	882.00
24/11/2016	PHASETEC	71778	SB - November water treatment services	52.16	10.43	62.59
24/11/2016	BOOKER	0578848	Mixers & bar snacks	249.73	38.16	287.89
24/11/2016	MWPLUMBING	76	WC repair in changing room 4	240.00	-	240.00
24/11/2016	PHASETEC	71811	November Water Treatment	88.06	17.61	105.67
24/11/2016	CLEEVECON	01408	Bar floor repair	390.00	78.00	468.00
25/11/2016	ITCHENVALLEY	49820	ARC Stock purchases as per invoice	72.00	14.40	86.40
28/11/2016	ALRESELECTRICS	4636	Move telephone point for card machine	144.51	-	144.51
29/11/2016	SHARPS	0000657655	ARC Stock Purchases	215.30	43.06	258.36
30/11/2016	STHWATER	724000946727	AP Water charges 06/09/16>23/11/16	949.71	-	949.71
30/11/2016	KROSS		Standing Order & Policies update	150.00	-	150.00
			Totals	31,960.26	3,864.26	35,824.52

NEW ALRESFORD TOWN COUNCIL**Payments Report December 2016**

<u>Date</u>	<u>A/C Ref</u>	<u>Inv Ref</u>	<u>Details</u>	<u>Net Amount</u>	<u>Tax Amount</u>	<u>Gross Amount</u>
01/12/2016						
31/12/2016						
01/12/2016	BOOKER	0579522	Stowford Press & Lemonade	54.92	8.79	63.71
01/12/2016	BOOKER	0819606	Swan Gas	4.69	0.94	5.63
01/12/2016	WORLDPAY	J4740256	Terminal Hire	44.12	4.44	48.56
01/12/2016	PIGS		2 x Xmas Trees	110.00	-	110.00
02/12/2016	PROSEPTI	006516AC	Balance payment in respect of Borehole	4,638.00	927.60	5,565.60
01/12/2016	INVESTEC	VI/1152229	Till Lease Rental	109.46	21.89	131.35
02/12/2016	BOOKER	3406266	Sauces	245.19	11.98	257.17
03/12/2016	DUALENER	898465	Electricity Charges 01/11/16>30/11/2016	808.36	161.67	970.03
03/12/2016	DUALENER	899981	SB Electricity Charges 01/11/16>30/11/2016	19.65	0.98	20.63
05/12/2016	WCC	7774636	Club & Premises Rates	436.00	-	436.00
05/12/2016	WCC	7768158	Offices & Premises	378.00	-	378.00
06/12/2016	EXPENSES		Book - New Local Councils Explained	34.10	-	34.10
08/12/2016	SKY	46967215	TV Services	272.00	54.40	326.40
09/12/2016	BOOKER	0792017	Mixers & bar snacks	300.52	53.00	353.52
10/12/2016	CNG	002016	Gas supply charges for November 2016	603.25	120.65	723.90
11/12/2016	BT	Q041 LH	Broadband Services	135.00	27.00	162.00
12/12/2016	BT	M035 72	TV Services	165.49	33.10	198.59
15/12/2016	EPOS	4S953TC	Till Maintenance Support	40.00	8.00	48.00
16/12/2016	BOOKER	581207	ARC Stock & Catering Purchase	17.69	3.54	21.23
16/12/2016	BOOKER	639135	ARC Stock & Catering Purchase	312.87	62.57	375.44
20/12/2016	SAGE	A61229749	Sage Cover	35.30	7.06	42.36
21/12/2016	BOOKER	793564	ARC Stock & Catering Purchase	280.61	45.60	326.21
23/12/2016	BOOKER	640118	ARC Stock & Catering Purchase	120.29	20.24	140.53
			Totals	<u>9,165.51</u>	<u>1,573.45</u>	<u>10,738.96</u>

Appendix C Budget

New Alresford Town Council					Forecast	Under/Ov	Budget	Increase on
September 2016	Finance Report for the year to date 2016/2017				31/3/17	er(-)	2017/18	2016/17
Dept.Name :					Office			
N/C Name	Budget	Expenditure	Income	Profit/Loss				
Gross Wages	96950	38908		38908	79000		79372	
Employers N.I.		3419		3419	6954		6974	
Employers Pensions		4822		4822	11967		14287	
RFO								
Staff Training	3500	161		161	1500		1500	
Gen Office Expenses	1280	501		501	880		1022	
Telephone		741		741	1482		1512	
Internet/Broadband Services	1500	135		135	270		275	
Office Stationery	1700	711		711	1500		1550	
Advertising & Distribution	1250	1212		1212	1212		1800	
Subscriptions	1120	1559		1559	1470		1667	
Computing	3000	1610		1610	3285		3000	
Licenses	0	35		35	88		100	
Office Machine Maintenance	1580	1201		1201	1801		1800	
Job evaluation					1497			
Total for Dept.1: Office	111880	55015		55015	112906	-1026	114859	2979

Dept.Name :					Premises			
N/C Name	Budget	Expenditure	Income	Profit/Loss				
Main Hall Hire			779	-779	-1558		-2000	
Meeting Room Income			602	-602	-1204		-1500	
Water Rates		845		845	4000		4000	
General Rates		2263		2263	4000		4280	
Premises Insurance		8089		8089	8089		8089	
Electricity		2394		2394	4788		5000	
Gas		866		866	1732		1905	
Repairs and Renewals		2355		2355	4710		2000	
Cleaning costs recovered from ARC							-5000	
Cleaning		450		450	1750		15834	
Premises Expenses		1288		1288	7854		7840	
Premises costs recovered from ARC							-3136	
Refurbishment		450		450	450		900	
Total for Dept.2: Premises	41148	19000	1381	17619	35238	5910	38212	-2936

Dept.Name :					Environment			
N/C Name	Budget	Expenditure	Income	Profit/Loss				
Allotments			6	-6	-2360		-2362	
Insurance Claims			268	-268	-268			
Water Rates		408		408	816		820	
Public Lighting (PFI)		99		99	450		450	
Environment		410		410	410		250	
Allotments		1240		1240	1800		1800	
Bus Shelters		678		678	678		500	
Dog Fouling			824	-824	-824		600	
SLR		457		457	1100		1000	
Litter Control Gross Wages		1929		1929	3858		4000	
Leaflets		144		144	300		150	
Benches							500	
Bench Sponsorship							-500	
2020 Borehole Reserve							1000	
Environment Works							1000	
Total for Dept.3: Environment	7210	5365	1099	4267	5960	1250	9208	

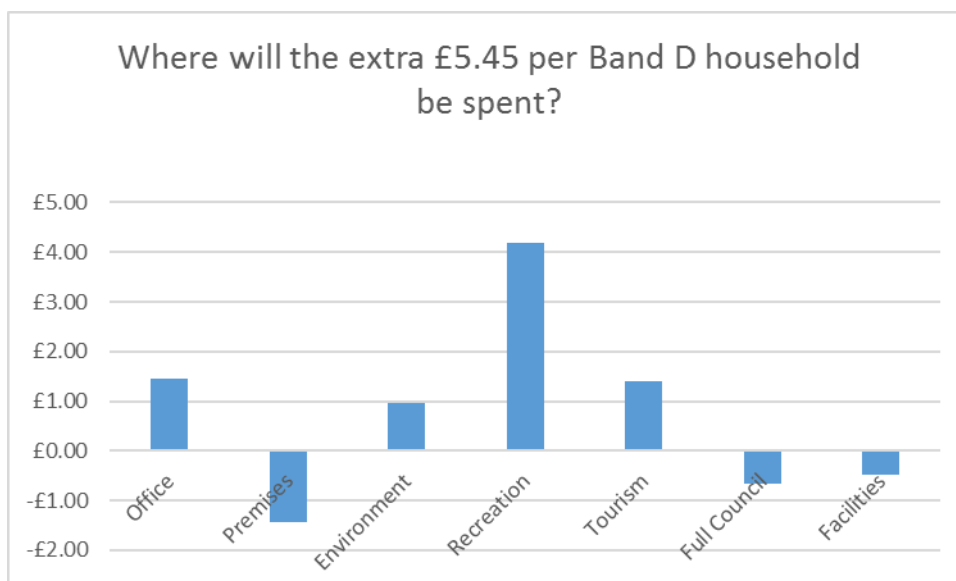
Dept.Name :		Recreation							
N/C Name	Budget	Expenditure	Income	Profit/Loss					
West field Rent								3000	
Recreation Ground Hire			367	-367				-500	
Sports Fees								-3200	
Tennis Rent			1198	-1198					
Cleaning								4534	
Cricket Strip Refurbishment								2750	
Park Benches								200	
Park Maintenance									
Electricity	134			134				240	
Cleaning	262			262					
Litter	36			36				230	
Stratton Bates Pavilion			55		55				
Recreation			487		487				
Groundsman's Report/Inspection			682		682			1400	
Arlebury Park			23		23			100	
Grass Cutting/Strimming		13111			13111			16000	
Skateboard Park			40		40			80	
Stratton Bates Pavilion				15	-15			200	
Memorial Gardens			25		25			50	
Playgrounds & Equipment			4368		4368			15000	
Tree/Hedge Management			580		580			2000	
Petanque Ground			180		180			180	
Play Equipment Reserve								4000	
Total for Dept.4: Recreation	37650	19983	1580	18403		39950	-2300	46264	
NB Includes £5000 to Play equipment reserve									

Dept.Name :		Tourism							
N/C Name	Budget	Expenditure	Income	Profit/Loss					
Hanging Baskets Income			5082	-5082				-5082	
Donations Received			100	-100					
Tourism			120		120				
Millennium Trail HCC			315		315				
Millennium Trail			440		440			800	
Hanging Baskets		10490			10490			10490	
Pocket Guide								0	
Market Town DO								5500	
ARC Signage								600	
Town Signage			218		218			320	
Town Entry Grass cutting								2880	
Total for Dept.5: Tourism	12628	11583	5182	6401		18302	-5674	15508	

Dept.Name :		Full Council							
N/C Name	Budget	Expenditure	Income	Profit/Loss					
Exported energy	-4000		2752	-2752	-4000			-4000	
Miscellaneous Expenses	6000	99		99	1000			4000	
Website		214		214	214			500	
Internal/External Audit Fees	5000				4000			3000	
Residents' Audit Questions					2000			2500	
Accountancy Fees		400		400	1000			1000	
Bank/Other Charges	800	923		923	1500			1500	
Loan Repayments	38038	19019		19019	38038			38038	
Rugby Loan repayemnt ARFC								-2000	
Grants & Donations	8000	1250		1250	8000			8000	
ARC Lease costs					2500				
Total for Dept.6: Full Council	53878	21905	2752	19153	54252		-374	52538	

Dept.Name :		Facilities & Projects							
N/C Name		Budget	Expenditure	Income	Profit/Loss				
2020 Roof reserve								5000	
Remedial Works ARC								9500	
Electrical Survey								1500	
Premises Expenses			1495		1495				
Total for Dept.7: Facilities & Pr		17000	1495		1495	17000	0	16000	
NATC		£281,394				£283,608	-2214	£292,589	

Dept.Name :		ARC							
N/C Name		Budget	Expenditure	Income	Profit/Loss				
Main Hall Hire				474	-474			-900	
ARC - Bar Receipts				82181	-82181			-180430	
ARC - Catering				1640	-1640			-3700	
ARC - Games Tables				444	-444			-1000	
ARC - Hall Set-up				19	-19			-120	
ARC - Hall dismantle/cleaning				267	-267			-425	
ARC - Stock Purchases			33005		33005			74550	
ARC - Licenses			146		146			291	
ARC - Prof.Stock Check			550		550			1100	
ARC - Leases			657		657			1314	
ARC - Sky/BT Sports			2478		2478			4955	
ARC - Operating Costs			1585		1585			3170	
ARC - Cleaning Purchases			810		810			2341	
ARC - Bar Equipment Costs			1471		1471			2942	
ARC - Rates			2612		2612			4701	
ARC - Annual Subscriptions			282		282			564	
ARC - Catering Purchases			1702		1702			4104	
ARC - Misc. Expenses			141		141			281	
ARC - Gross Wages			35308		35308			61928	
ARC - Ers NI			2621		2621			7431	
ARC - Training			140		140			280	
Repairs and Renewals			197		197			592	
Cleaning costs recovered			28		28			5000	
Premises costs recovered								3136	
Trade Waste			538		538			1613	
Hanging Baskets			250		250			250	
EOY transfer to designated reserve								6032	
Total for Dept.8: ARC			84521	85025	-504	-10000	10000	0	
Grand Total:			218867	97019	121848				
							7786		



There being no other business the meeting finished at 10pm