Yateley Town Council

Minutes of the Finance & Policy Committee on Monday, 13th April 2026, 7.00pm at The Oak Room, Reading Road, Yateley

Present – Councillors (committee members):
Cllr Graham Cockarill (Chairman for this meeting)
Cllr Mark Higgins
Cllr Spencer (substitute for Cllr Bailey)
Cllr Mark Vernon

Absent - Councillors (committee members)
Cllr Stuart Bailey
Cllr Greg Easterbrook
Cllr Bob Harward
Cllr Nicky Jones

In attendance – Non-Committee Members, Public & Officers:
Julie Routley - Town Clerk

2171 Apologies for Absence

Cllr Cockarill opened the meeting. Apologies had been received from Cllrs Bailey, Easterbrook and Harward.
Cllr Jones was absent.

2172 Declarations of Interests

No interests were declared.

2173 Minutes of the Last Meeting

It was **RESOLVED** to approve the minutes of the meeting held on 23rd February 2026. The minutes were signed by the Chairman.

2174 Open Forum

No members of the public were present.

2175 Grant Funding Requests

The Committee considered the following grant requests (attached):

i) Blackwater Valley Countryside Partnership (BVCP) - £786
Contribution to support the work of BVCP in Yateley and the wider Blackwater Valley, developing new countryside sites for public access and wildlife, and supporting communities to look after their local area.

It was **RESOLVED** to award £786 to support the work of BVCP in Yateley and the wider Blackwater Valley. With the condition that the group must acknowledge YTC support in any publicity.

2176 Financial Statements, Bank Reconciliation & Overdue Accounts

In the absence of Cllr Easterbrook, Chairman, the bank reconciliations against the bank statements for February and March 2026 were **NOTED**.

Chair ……………………………………

It was agreed that Cllr Easterbrook will sign off the bank reconciliations at the next available opportunity, scheduled for Friday 17 April 2026.

2177 Contractual Payments, Direct Debits & Bacs Payments

Members reviewed the contractual, Direct Debit and BACS payments due for the 2026/27 financial year as detailed in Appendix A and noted one error which was corrected.

It was **RESOLVED** to approve the payees listed in Appendix A and to agree to the Council making payment by bank transfer (BACS) and fixed and variable Direct Debit, where detailed.

2178 Council Policy Reviews

i) Members reviewed the following Council policies

a) Credit Card – no changes
b) Customer Service Standards Statement – minor changes approved as marked
c) Communication & Community engagement policy– minor changes approved as marked

It was **RESOLVED** to approve the above policies as presented.

ii) Members reviewed the following Council policies prior to Full Council approval.

d) Standing Orders – minor changes as marked to align with NALC model. Committee requested insertion of the word ‘only’ at 1.o for clarity.
e) Financial Regulations– minor changes as marked, to align with NALC model
f) Delegation – no changes
g) Annual Action Plan – updated for 2026/27

It was **RESOLVED** to recommend to Full Council that the Council accepts the above policies as presented,

2179 Communications Plan 2026/27

Members reviewed the Communications Plan.

It was **RESOLVED** to approve the Communications Plan 2026/27 as presented

2180 Earmarked Reserves (EMR)

i) It was **RESOLVED** that EMR movements will take place at the beginning of the financial year 2026/27 in accordance with the agreed budget.

ii) It was **RESOLVED** to set up EMRs for 2026/27 for yet-to-be-completed projects (as circulated).

2181 Mayor’s Allowance

It was **RESOLVED** to transfer £451.30, which is the remainder of the Mayor’s allowance from 2025/26, into the Mayor’s Charity Fund Account to be added to the fund to distribute to the Mayor’s 3 nominated charities for 2025/26

Chair …………………………………….

2182 Bowling Club – Internal Alterations

The Council considered the tenant's proposals for internal alterations to the Bowling Club premises, as set out in the plans submitted, including the reconfiguration of internal spaces and the relocation of the bar.

It was **RESOLVED** that the proposed internal alterations be approved in principle, as landlord, in accordance with the submitted plans.

It was further **AGREED** that the Bowling Club should be asked to confirm with Hart District Council Building Control whether Building Regulations approval is required for the proposed works, and to comply with any requirements identified.

2183 Information Items

i) Internal Audit
The Internal Audit is scheduled to take place on 28 April 2026.

ii) Auto Hall Booking System
Implementation of the new automated hall booking system is currently underway. The Auto locking system will be installed shortly.

iii) Office Replacement Windows
Replacement windows for the office have been ordered and are going to be installed on 5th May 2026.

iv) Section 106 Developer Contributions – Hart District Council has confirmed that the remaining £607.88 of S106 funds held for Yateley Parish may be used towards accessibility play equipment as part of the Churchill Crescent Play Area Refurbishment.

v) Successful Grants

a) Hart District Council – Climate Grant (Monteagle Community Centre)
The Council has been awarded £4,500 (from an application of £8,000) to support the installation of solar panels and infra-red heaters at Monteagle Community Centre. These funds have now been received into the Council's bank account.

b) Commissioners Emerging Needs Fund – Road Safety (2026/27)
The Council has been awarded £12,160 from the Police and Crime Commissioner for the purchase of three Speed Indicator Devices (SIDs).

c) Hampshire County Council – Parish Council Bus Shelter Grant
The Council has been awarded £23,020 from Hampshire County Council to replace two bus shelters.

Date of next meeting: TBC at the meeting held on 11th May 2026

Meeting closed at 7.56pm.

Chair ……………………………………….

Appendix A

Payee	Purpose	Amount inc. VAT (fixed or average payment last 12m)	Payment Type / Frequency
A1 UK Drains	Empty Septic Tank	£576	Approximately 6-8 weeks (rechargeable)
Blucando	IT support, broadband and backup services	£490 & £230	DD / Monthly (variable on bill)
Bye Bye Pest	Pest control	£96	Invoice / Monthly
Canva	Web design software subscription	£100	Invoice / Yearly
County Supplies	Janitorial supplies	£100	Invoice/ Monthly
3 Counties Cleaning	Window cleaning, Office & The Tythings	£120	Invoice/ Monthly
Claire Connell	Accountancy Services	£3,000	Ongoing – cost per year. Invoice
Clear Insurance Management	Cyber Insurance	£725	Invoice/ Yearly
Chambers Waste Management	Rubbish and recycling collection	£180	DD / Monthly (variable on bill)
CIA Fire & Security	Maintenance of Tennis Auto Gate system	£281	Invoice / Yearly
Collards	Cemetery Skip	£1,256 approx.	Invoice / Yearly
Ecotricity – Gas	Darby Green Centre Tythings Council Offices Orchard Hall	£180 £320 £120 £120	DD / Monthly
EDF	Electricity for Christmas lighting	£0.35	DD/ Monthly
EE Ltd	Facilities mobile phone	£15-60	DD / Monthly
Edge IT	Cemetery software	£737	Invoice / Yearly
Elevate	Office Broadband	£387	Invoice/ Monthly
Everflow – water supplies	Allotments Darby Green Centre	£30 £36	All DD monthly (variable on bill) monthly (variable on bill)

Chair ……………………………………….

Payee	Purpose	Amount inc. VAT (fixed or average payment last 12m)	Payment Type / Frequency
	Monteagle Hall Office Tythings Orchard Hall	£36 £60 £36 £47	monthly (variable on bill) monthly (variable on bill) monthly (variable on bill) monthly (variable on bill) monthly (variable on bill) (rechargeable to tenant)
Hampshire County Council	Streetlighting contract	£3,000	Invoice / 6 monthly (variable on bill)
Hampshire Pension Scheme	Pensions	£4,267 variable	BACS / Monthly (variable)
HALC & NALC	Annual Membership of Hampshire Association of Local Councils	£2,334	Invoice/ Yearly
Hart DC – rates	Darby Green Centre Monteagle Hall Cemetery Tythings Council Offices Orchard Hall	£153 £161 £152 £402 £493 £188	DD / All Monthly (for 10 months)
Hallmaster	Hall booking software	£279	Invoice/ Yearly
HMRC	TAX & NI	£4,600 variable	DD/ Monthly variable
ICCM	Membership of Institute of Cemetery and Crematorium Management	£240	Invoice/Yearly
ICO	Data registration	£47	DD / Yearly
Intratest Ltd	Column Light Inspection	£1,440	Invoice/Yearly
IRIS/Staffology	Payroll software licence	£46.80	Invoice / Monthly
Lime	Survey software	£67	Per month, need for 3 month
Lloyds Bank Lloyds Bank Credit Card	Bank account fee Credit card fee Various supplies	£8.50 x 2 No longer charged variable	DD / Monthly (contract ends May 22) DD / Yearly DD / Monthly
Maydencroft	Tree survey	£3,738	Invoice, according to tree management schedule – average cost per annum.

Chair ……………………………………….

Payee	Purpose	Amount inc. VAT (fixed or average payment last 12m)	Payment Type / Frequency
Mailerlite	Email mailing list software	£13/	monthly
Maitland	YTC website support	£36	DD / Monthly
Microsoft	Co-pilot licence	£19	DD/ Monthly
Multi Complex Services Ltd	Cleaning contractor	£2,676	Invoice / Monthly (variable)
Open Spaces Society	Annual membership	£45	Invoice/ Yearly
Parish Online	Annual subscription to map software	£720	Invoice/ Yearly
Payroll	Salaries	£14,177 variable	BACS / Monthly (variable)
Pear Technology	Cemetery mapping software	£108	Invoice/ Yearly
PGSD Ltd	Grounds maintenance	£10,829	Invoice / Monthly
Platform Lift company	Lift maintenance contract	£930	Invoice/ Yearly
Public Works Loan Board	Street lighting	£7,642	DD / 6 monthly
PRS	PRS Licenses for playing music in community buildings	£857	Invoice / Yearly
Rialtas Business Solutions	Finance and bookings software licences & support	£2,237	Invoice / Yearly
ROSPA Play Safety	Play area inspections	£864	3 times a year
Screwfix Direct Ltd	Maintenance supplies	£210	DD / Monthly (variable on bill)
Smartest - Electricity	Darby Green Centre Monteagle Hall Tythings Council Offices Orchard Hall	£90 £500 £360 £140 £122	DD / Monthly
Starburst Property (Foundation)	Electricity recharge – Village Hall car park lights	£400	Invoice/Quarterly
Surrey Fire & Safety	Fire Alarm Service	Orchard Hall - Fire Alarm Service £240	Invoice / Yearly Invoice / Yearly

Chair ……………………………………

Payee	Purpose	Amount inc. VAT (fixed or average payment last 12m)	Payment Type / Frequency
		All other halls £1,104	
Sharp	Lease of printer/photocopier	£300	Invoice/ quarterly
SparkX	Christmas Streetlighting	£7,971	Invoice/twice yearly
Tailor Made	Telephony (VOIP) and broadband	WiFi for Tythings, Monteagle and Darby Green Centre £152	Invoice/ Monthly
Three	mobile phone contract	Office mobile £9.60	DD Monthly
UK Safety	PAT testing all buildings	£550	Invoice / Yearly
Yelabus	Community minibus trips	£367	Invoice/ monthly
Zurich	Annual insurance	£10,827	Invoice / Yearly

Chair ……………………………………..