

Yateley Town Council
Minutes of the Finance & Policy Committee on Monday, 6th October 2025, 7.00pm
at The Oak Room, Reading Road, Yateley

Present – Councillors (committee members):

Cllr Greg Easterbrook (Chairman)
Cllr Stuart Bailey
Cllr Graham Cockarill
Cllr Mark Higgins
Cllr Mark Vernon

Absent - Councillors (committee members)

Cllr Bob Harward
Cllr Nicky Jones

In attendance – Non-Committee Members, Public & Officers:

2 representatives from Swan Lake User Group (SLUG), (*Left the meeting at 7.05pm*)
Samantha Mabbott (Chief Executive Officer) – Citizen's Advice Hart (*Left the meeting at 7.12pm*)
Julie Routley - Town Clerk

2120 Apologies for Absence

Cllr Easterbrook opened the meeting.

No apologies had been received. Cllrs Harward and Jones were absent.

2121 Declarations of Interests

No interests were declared.

2122 Minutes of the Last Meeting

It was **RESOLVED** to approve the minutes of the meeting held on 21st July and the extraordinary meeting held on 11th August 2025. The minutes were signed by the Committee Chairman.

2123 Open Forum

A representative from SLUG clarified that, contrary to the agenda item which stated the grant was for 'installing drainage to the parking bay', the actual purpose was to strengthen the area with aggregate. This was to ensure that lorries delivering bark and manure to the storage bays could do so without becoming stuck. This clarification will be noted in the minutes.

As two of the grant applicant groups were in attendance, it was agreed to consider items 2124(c) and 2124(d) first, before proceeding to items 2124(a) and 2124(b).

2124 Grant Funding Requests

Members considered the following grant requests (applications attached):

- a) Blackwater Valley Division – Girlguiding £500 Towards an outdoor activity day.

It was **RESOLVED** to award a grant of £390, reflecting the proportion of group members who reside in Yateley, Frogmore, and Darby Green. It was noted that Yateley Town Council grants are intended solely for the benefit of residents within this parish. The Council suggested that the group may wish to approach Blackwater and Hawley Parish Council for a contribution towards members from that parish. The grant is awarded on the condition that Yateley Town Council's support is acknowledged in any publicity.

- b) Yateley Industries for the Disabled Ltd - £500 towards the Community Christmas lunch.

It was **RESOLVED** to award Yateley Industries for the Disabled Ltd £500 towards the Community Christmas Lunch with the stipulation that all publicity materials must state that this event is held 'in partnership with Yateley Town Council' to recognise YTC as the primary contributor.

- c) Swan Lake User Group (SLUG): £367 for costs for materials to reinforce the storage bay area with aggregate, enabling safe access for lorries delivering bark and manure to the storage bays.

It was **RESOLVED** to award Swan Lake User Group (SLUG) £367 for costs for materials to reinforce the storage bay area with aggregate, enabling safe access for lorries delivering bark and manure to the storage bays.

- d) Citizens Advice - Hart District Ltd - £5,000 to enable them to continue to provide a free advice service to the residents of Yateley, Frogmore and Darby Green

It was **RESOLVED** to award £5,000 to Citizens Advice – Hart District Ltd to enable them to continue to provide a free advice service to the residents of Yateley, Frogmore and Darby Green. Since this grant is given to support the outreach in the Yateley parish, the Town Council would welcome a timescale as to when a new outreach employee will be in post to support this function.

This grant is given with the condition that the group must acknowledge YTC support in any publicity.

All four grant payments will be included in the schedule of payments for approval under item 2134.

2125 Capital Projects 2026/27

Members reviewed the proposed capital expenditure for 2026/27, in line with the Strategic Council Plan 2024–2028.

The list had already been considered by the Environment Committee on 22 September where Members had supported all suggested projects and expressed a desire to include as many as the budget will reasonably allow.

This list will be further refined as part of the budgeting process.

2126 Council Fees & Charges 2026/27

Members reviewed the proposed fees, which were generally increased in line with the Consumer Price Index (CPI) inflation rate for the 12 months to August 2025 (3.8%). Where applicable, fees were rounded to the nearest £1, which may result in slight variations in the percentage increase. Some fees were not increased, as indicated in the table below. All fees include VAT where applicable.

It was **RESOLVED** to approve the fee changes, effective from 1st April 2026 (unless otherwise stated), as detailed in the table below.

Fees & charges	Agreed for 2026/27
Halls	
Main Halls - casual	33.00
main halls - regular	18.00
Main Halls - charity	18.00
Main halls - charity regular	11.00
Monteagle Committee room	10.00
Oak Room	
-charity community partners	10.00
Commercial rate	33.00
Tythings food van special rate	471.00
mobile fish & chips/pizza/kebab	8.30
Swan Lake fishing Licence	
Tennis/Basketball Courts	7.00
Tennis/Basketball Court floodlights additional cost per hour	4.00
Coaching Tennis/Basketball	6.00
season ticket	42.00

Football Pitches	
football - adult without showers	80.00
football - junior	44.00
mini pitch	11.00
Allotment - large	89.27
allotment - medium	63.32
allotment - small	45.67
allotment - mini	28.03
All from 1st Jan-31st Dec	
Cemetery	
Adult new full burial (Interment and Exclusive Right)	1,695.00
Exclusive Right of Burial	1,129.00
second interment - adult (Interment and Exclusive Right)	566.00
ashes into burial plot with ER	379.00
child interment (24weeks to 18yrs)	1,695.00
Scattered ashes	142.00
GOR	
Ashes plot (Interment and Exclusive Right)	1,040.00
ER	661.00
ashes second interment	379.00
Memorials	
For a permit to place:	
headstone in main section	282.00
slab type memorial in G of R	282.00
Headstone in baby section	282.00
additional inscription/replacement memorial	142.00
Plaque: on wall of remembrance/on bench	142.00
Transfer of an exclusive right	142.00
exhumation	142.00
Site rental Circus/Funfair	
Open day	326.00
Closed day	163.00
Red Cross Garage	3,967.00

Market	N/A
Picnic tables sited on YTC land per table	54.00
Speed limit reminder device charge to B&H	108.00
Banner Request Fee	15.00

2127 Poppy Appeal Donation

It was **RESOLVED** to agree £300 for wreath purchase and donation to the Royal British Legion Poppy appeal. This payment will be included in the schedule of payments for approval under item 2134.

2128 Budget Virements

It was **RESOLVED** to approve virements between budget lines, as circulated, to accommodate increased costs associated with the Public Toilets Refurbishment Project. The reallocated funds were originally accrued for Tythings Gas, which is now surplus to requirements.

2129 Bowling Club Bowling Club – Request to Install Solar Panels

It was **RESOLVED** to grant landlord's permission to the Bowling Club to install solar panels on the roof of the club building (Yateley Town Council-owned), at their own expense.

It was **NOTED** that the Bowling Club should contact Hart District Council to determine whether planning permission is required for the installation.

At 8.30pm Cllr Bailey left the meeting

2130 Parking Request

It was **RESOLVED** not to approve the request to park a mobile catering vehicle in the Council car park during daytime and evening hours (from midnight to 5pm).

The Committee was not in favour of granting permission at this time but **NOTED** that a further request may be considered if the operator encounters significant difficulties and has no alternative options.

2131 Investments update

Members received an update on the following Council investments of SANG funds:

St James's Place Wealth Management (attached)

Investment Performance

- Year to date (01.04.25-21.09.25), the SJP investment has increased in value by £9,927 and is now at £115,364
- The attached report details the investment position as of 21st September 2025

CCLA Local Authorities Property Fund (attached)

Investment Performance

- Year to date (01.04.25-31.08.25) The CCLA investment has increased in value by £1,849.80 and is now at £89,736.80
- Year to date (01.04.25-31.08.25) dividends received £2,040
- The attached statement details the investment position as of 31st August 2025

Members thanked the Town Clerk for this update.

2132 Council Policy Reviews

Members reviewed the following Council policies (all attached):

- a) Information Technology (IT) – new policy. Is a requirement of the new 'Assertion 10' on the audit. Have used the Model Practitioner's policy as a basis.
- b) Equalities – no changes

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

2133 Financial Statements, Bank Reconciliation & Overdue Accounts

i) Members received the financial report, statements and overdue accounts for the period ending 31st May 2025 which were **NOTED**.

ii) Cllr Easterbrook signed off the bank reconciliations against the bank statements for July, August and September 2025. The statements were **NOTED**.

iii) Swan Lake Fishing Licence – Overdue Account

It was **RESOLVED** to note that the account relating to the Swan Lake Fishing Licence is now up to date, following a pattern of late payments in breach of Clause 4 of the licence agreement. The Committee expressed concern that payments have not been made by the 1st of each month as required, with several months exceeding the 14-day grace period.

The Committee advised the licensee to set up a regular standing order to ensure future payments are made on time. It was further **NOTED** that any future breach may result in legal proceedings and enforcement of the licence terms.

2134 Schedule of Accounts

It was **RESOLVED** to approve: the list of payments emailed to the Committee prior to the meeting:

Page 1990 - September invoices

Pages 1991 and 1992 - October Invoices

Cash book –

Deposit refund - 6th Oct - £100.00 – ER

Grant: Blackwater Valley Division – Girlguiding £390

Grant: Yateley Industries for the Disabled Ltd - £500

Grant: Swan Lake User Group (SLUG): £367

Grant: Citizens Advice - Hart District Ltd - £5,000

Donation: The Poppy Appeal £300

2135 Information Items

- i) Local Council Award Scheme – Silver Award Achieved
The Council is pleased to note that it has successfully achieved the Silver Award under the Local Council Award Scheme, which recognises councils that meet high standards in governance, community engagement, and continuous improvement. This achievement reflects the Council's commitment to professionalism and quality in local government.
- ii) Public Toilets Refurbishment Project – This project is close to completion. We have invoiced HDC for the S106 funds towards this project of £10,308 which have now been received.
- iii) Donation of Picnic Bench Yateley and District Lions have kindly donated the cost of an accessible picnic bench for Frogmore Play area. This has been ordered and will be installed shortly.
- iv) Outturn – This report will be brought to the next meeting on 17th November.
- v) Interim Internal Audit 2025-26 – This was completed on 19th September with no issues and will be formally reported to Full Council on 20th October.
- vi) External Audit 2024-25 The Conclusion of Audit has been received with no issues will be formally reported to Full Council on 20th October.
- vii) Budget Correction An error was identified in the budget where no allocation had been made to the Councillor Allowance budget code. This has now been corrected using surplus funds from the Staff Salary budget under Cost Centre 106.
- viii) Pay agreement To note that the Local Government Association (LGA) has come to an agreement on the 2025/26 pay offer. With effect from 1 April 2025, an increase of 3.2% to be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive.

- ix) Budget Timetable The budget timetable for 2026/27 budget is as follows:
- Review of draft capital projects by Environment Committee – 22nd September
 - Review of draft capital projects by Finance & Policy Committee – 6th October
 - Second meeting with Accountant 7th October
 - 1st draft of budget to be prepared by 8th October
 - Review by Personnel Committee – 13th October
 - Review by Finance & Policy Committee – 17th November
 - Review by Environment Committee – 1st December
 - Final draft review by Finance & Policy – 12th January
 - Full Council approval – 19th January

Date of next meeting: 17th November 2025, 7.00pm Oak Room, Council Offices.

Meeting closed at 9.16pm.