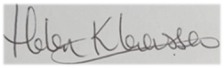
Romsey Town Council
Chief Officer: Helen Klaassen **PSLCC**
Town Hall
1, Market Place
Romsey
SO51 8YZ

I give notice that the ADJOURNED ANNUAL MEETING of ROMSEY TOWN COUNCIL will be held in The Council Chamber at Romsey Town Hall on Tuesday, 12th May 2026 at 7.30pm.

All Members of the Council are hereby summoned to attend for the business of considering and resolving upon matters as set out hereunder.



Helen Klaassen PSLCC
Chief Officer – 05.05.26

A G E N D A

17. APOLOGIES
Please send any apologies to the Chief Officer.

18. DECLARATIONS OF INTEREST AND DISPENSATIONS

PUBLIC PARTICIPATION
At the discretion of the Mayor, members of the public or organisations may ask questions or make a statement regarding items on the agenda, or may raise a matter that is not on the agenda.

19. COMMITTEE TERMS OF REFERENCE
To review and approve the Terms of Reference for:

a. **Buildings and Community Committee – *No changes***
b. **Finance and Resources Committee – *No Changes***
c. **Planning Committee - *No Changes***
d. **Staffing Committee – *No Changes***

20. MEETING CALENDAR
To review and approve the dates of full council and committee meetings from May 2026 to May 2027.

21. MEMBERSHIP OF COMMITTEES
To appoint members to the Town Council's Committees.

22. MEMBERSHIP OF OTHER BODIES
To appoint members to outside Committees and Bodies.

23. FINANCIAL MATTERS

a. **Banking arrangements**
To confirm the council's banking arrangements.
i. CCLA – HK, JP, NG
ii. Lloyds – HK, JP, NG
iii. TSB – HK, B&E Officer, nominate 1 councillor

iv. Mayors Charity Account – MC, JR, add HK, RH

24. POLICY AND PROCEDURE REVIEW

To review and approve:

- **a. Standing Orders**
- **b. Financial Regulations**
- **c. Delegation Scheme**
- **d. Sickness Absence Policy**
- **e. Whistleblowing Policy**

25. MINUTES

- **a) To receive and approve as a true and accurate record the Minutes of the Full Council Meeting held on 24th March 2026.**
- **b) Matters Arising from those minutes.**

27. COUNCILLOR REPORTS

To receive verbal reports from Borough and County Councillors regarding matters of interest to Romsey Town Councillors, followed by:

- a) Questions for County, Borough and Town Councillors
- b) Any other matters Councillors might like to raise.

28. MINUTES OF COMMITTEE MEETINGS

To receive and note the minutes of:

- i. Planning Committee meetings held on 12th March, 2nd April, 23rd April(draft)
- ii. Buildings and Community Committee meeting held on 21st April(draft)
- iii. Finance & Resources Committee meetings held on 28th April(draft).
- iv. The Allotment Committees:
  - i. **Southampton Road**
  - ii. **Kings Chase**

29. FINANCE AND ADMINISTRATION MATTERS

- i. To receive and approve the payments lists for March and April 2026
- ii. To receive and approve the bank reconciliation for March and April 2026.
- iii. For discussion: 1Romsey/Romsey Festival – Cllr Gwynne

30. CORRESPONDENCE

31. MAYORAL ANOUNCEMENTS

Next Meeting: Agenda items for the next Full Council Meeting meeting on Tuesday 14th July 2026 should be received by the Chief Officer no later than Friday 3rd July 2026.

BUILDINGS AND COMMUNITY COMMITTEE – TERMS OF REFERENCE

MEMBERSHIP

Min. 5 councillors, Mayor and Deputy.

PURPOSE OF THE COMMITTEE

To oversee and direct the management and growth of the Town Hall and other council owned or maintained spaces within the town.
To assist in the management of Woodley Village Hall and grounds.
To monitor land and buildings in the public realm, throughout the whole parish regardless of ownership, to ensure that a good standard of appearance is maintained for the benefit of the residents and the public.

TERMS OF REFERENCE

The committee will oversee management of the Town Hall and council assets. In particular;

Facilities Management: Oversee the maintenance, refurbishment, and improvement of Council-owned buildings and assets, including the Town Hall, community halls, council-owned open spaces, and allotments.
Asset Management: Ensure assets are well maintained and that it meets the needs of hirers and the Town Council.

Ensure, in conjunction with the Building and Environment Manager and Chief Officer, that the asset meets the requirements of the relevant laws *(e.g. Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 et al.)*

Grounds Maintenance
Ensure the regular ground maintenance of all council owned places and spaces.
Trees; where applicable, to arrange for regular tree inspections to be carried out and act upon recommendations thereof.

Improvement Planning
To continue to monitor the buildings, equipment and facilities provided to ensure they meet council and local needs.

Public Realm Management
To note any issues with footpaths, Public Rights of Way (PROWs) and highways and either refer to the relevant authority for resolution, or the Building and Environment Manager to pass on to the Lengthsman.

Community Engagement: Support and coordinate Town Council events, community events, and projects led or sponsored by the Council.

Heritage and Archives: Safeguard and promote the town's heritage assets, including managing the Council's archives and historical displays.

Sustainability and Accessibility: Recommend policies to ensure facilities are accessible, safe, and environmentally sustainable.

Partnerships: Work in partnership with community groups, charities, and local service providers to enhance community well-being.

Monitoring and Evaluation: Monitor usage and evaluate the community impact of Council facilities and services.

Community Engagement
Promote community engagement and inclusion across all sectors of Romsey. Ensure that effective engagement with the community is carried out, when required, to ascertain their needs and wishes.

Grants:
To consider and approve applications for grant funding from the local community and organisations in line with the Town Council's grant policy.

Tourism
To oversee the promotion of Romsey as a tourist destination, through positive promotion of the town, it's attractions and events.

Work effectively with outside agencies in conjunction with the Chief Officer and Building and Environment Manager.

Budgetary Control
To review income and expenditure of the Committee and its areas of management and, following recommendation from the CO, prepare a budget for presentation to the Finance and Resources Committee.

- **To have regard for the council's policies as they apply to the Committee and its activities.**
- **Ensure that effective engagement with the community is carried out, when required, to ascertain their needs and wishes.**
- **To include any other matter that the Committee deems relevant to the effective management and development of the Town Council and Community.**

DELEGATED POWERS
The committee is authorised to make decisions on behalf of Romsey Town Council regarding all aspects in the Terms of Reference, subject to those that have been outlined in the referred business section.

REFERRED BUSINESS
The committee will report for decision making powers, to the full council on the following matters:
- To consider and make recommendation to full council on any expenditure outside of budget allocation.
- Any other matter that is deemed significant enough for the attention of the full council.

QUORUM
3 members of the committee

FREQUENCY OF MEETINGS
Bi-monthly.

REVIEW
The requirement for the committee, its Membership and Terms of Reference will be reviewed annually at the Annual Town Council Meeting.

FINANCE AND RESOURCES COMMITTEE – TERMS OF REFERENCE

MEMBERSHIP

5 councillors, including Chairmen.

PURPOSE OF THE COMMITTEE

To oversee the Town Council Finances and Audit, and all matters relating to that, with guidance from the CO / Responsible Financial Officer

To oversee all matters relating to staffing and employment

TERMS OF REFERENCE

General Fiscal Management

With the assistance and guidance of the CO/RFO;

- To consider requests for movement of money between committee budgets
- To confirm that all financial activities are carried out within the provisos of the Standing Orders and Financial Regulations and meets the requirements of the law and The Governance and Accountability for Small Authorities Regulations 2025.
- To monitor and approve banking arrangements including reviews to signatories
- To monitor year-to-date spend, earmarked and general reserves
- To consider the budget requirements of each committee and make recommendations on that and the required precept to full council

Audit

To monitor audit procedures, with the assistance and guidance of the CO/RFO;

- Minutes, Asset Register and Financial Risk Assessment
- Compliance with relevant legislation
- To ensure internal / external audit takes place
- To ensure policies relevant to the Town council are implemented
- To ensure that all Town Council procedures are carried out and appropriate records kept.

Staffing

Oversee the management of staff, including;

- Contracts
- Salaries and pensions
- Contracted hours and overtime
- Staff evaluations / performance management
- Training / Annual Leave

Through the Staffing Sub Committee, oversee and manage:

- Sickness / Discipline / Grievance

To have regard for the council's policies as they apply to the Committee and its activities.

DELEGATED POWERS

The committee is authorised to make decisions on behalf of Romsey Town Council regarding all aspects in the Terms of Reference, subject to those that have been outlined in the referred business section.

REFERRED BUSINESS

The committee will report for decision making powers, to the full Town Council on the following matters:

- To make recommendations on budget requirements and precept
- Requests for movement of money between committee budgets and from to unallocated reserves
- Any other matter that is deemed significant enough for the attention of the Full Council.

QUORUM

3 members of the committee

FREQUENCY OF MEETINGS

Every 2nd month.

REVIEW

The requirements for the committee, its Membership and Terms of Reference will be reviewed annually.

PLANNING COMMITTEE – TERMS OF REFERENCE

MEMBERSHIP

Minimum 5 councillors.

PURPOSE OF THE COMMITTEE

- To consider and comment on Planning and Tree Works Applications as a consultee of the Test Valley Borough Council Local Planning Authorities (LPA).
- To consider any other matters relating to Planning and Development.

TERMS OF REFERENCE

Planning

- To evaluate planning applications submitted to the LPA, and relating to land and buildings within the parish, in line with the LPA's Core Strategy and Policies, including any supplementary planning document.
- In evaluating proposals, to consider comments regarding submitted plans from residents of the parish and from the LPA Officers.
- To submit a decision and comments to the LPA's case officers within the consultation period.
- In the eventuality that the decision of the PC does not align with the LPA's Case Officer's decision and the proposals are put before the LPAs Planning Committee, a member of the committee should attend the LPAs Planning Committee meeting at which the case is to be heard to speak on behalf of the council.
- In the first instance the Chair should attend, after which the Vice Chair. In the absence of either, another member of the committee may attend. Utmost effort should be made by members of the committee to ensure a Town Council presence at the LPAs Planning Committee Meeting.
- To consider and provide comments on any tree works to LPA Officers. To allow for short response times a councillor will inspect the tree and application and email comments to the committee. Should any application need a specific response to the Tree Team this can be done in line with the below delegated powers a-c.

Development

- To evaluate and provide a response to any consultations whose outcomes may affect development within the parish.
- To feedback to the Full Council on those consultations and any key issues within.
- In the event that proposals for significant development within the town are received, the Committee may consider public consultation with the residents of the parish to ascertain the public view before a decision and comments are submitted to the LPAs.

To have regard for the council's policies as they apply to the Committee and its activities.

DELEGATED POWERS

The committee is authorised to make decisions on behalf of Romsey Town Council regarding all aspects in the Terms of Reference, subject to those that have been outlined in the referred business section.

Delegated Powers Regarding Planning Applications – As laid out in the agreed Scheme of Delegation.

In the event that no Planning Committee meeting is able or required to be convened or that an application requires comments before the next scheduled meeting:

a. Planning applications shall be received by the Planning Clerk who will provide details to Planning Committee Members.
b. All Members will report directly back to the Planning Clerk, via email, with their comments and recommended decision.
c. The Planning Clerk will review and taking the majority view and comments, will compile a response in the usual manner to be send to the appropriate LPA Planning Case Officer

REFERRED BUSINESS

The committee will report for decision making powers, to the full Parish Council on the following matters:

- To make observations/comments/recommendations on budget requirements with associated forecasts.
- To consider and make recommendation to full council on any expenditure outside of budget allocation.
- Any other matter that is deemed significant enough for the attention of the Full Council.

QUORUM

3 members of the committee.

FREQUENCY OF MEETINGS

Every third Thursday.

REVIEW

The requirements for the committee, its membership and Terms of Reference will be reviewed annually.

Name of Sub Committee	**Staffing Committee**
Appointing Committee	**Finance & Resources Committee**
Membership	In order: F&R Chair and Committee Chairs, one additional member of F&R. Mayor and Deputy Mayor should not be members. Deputies of committees may be substituted for the Mayor/Deputy if they are Chair of a Committee.
Purpose of the Sub Committee	• To support the Chief Officer in regard to staffing matters
Terms of Reference	**<u>Staffing</u>** To oversee the management of staff; - Sickness / Discipline - Staff complaints / Grievance
Delegated Powers	The committee is authorised to make decisions on behalf of the Finance and Resources Committee regarding all aspects in the Terms of Reference, subject to those that have been outlined in the referred business section and as per RTC Policies and Procedures.
Referred Business	**The committee will report for decision making powers, to the Finance and Resources Committee on the following matters:** Any matter that is deemed significant enough for the attention of the F&R Committee.
Quorum	Minimum of 3.
Frequency of Meetings	Ad hoc, as required.
Review	The requirements for the committee, its Membership and Terms of Reference will be reviewed annually.

ROMSEY TOWN COUNCIL MEETING DATES 2026-27				
Meeting Dates are set at the Annual Meeting of the Town Council in May for the forthcoming council year.				
2026				
	Full Council	**B&C**	**F&R**	**Planning**
June 2026	23rd	2nd	16th	4th and 25th
July 2026	14th			16th
August 2026		4th	25th	6th and 27th
September 2026	15th			16th
October 2026		6th	20th	8th and 29th
November 2026	17th			18th
December 2026		1st	15th	10th
2027				
January	19th			7th and 28th
February		16th		18th
March	23rd		2nd	11th
April		13th	20th	1st and 22nd
May	11th (MM) and 18th (Adj. ATCM)			

PROPOSED MEMBERSHIP OF COMMITTEES 2026-27

PLANNING
Cllr. Mark Cooper
Cllr. John Critchley
Cllr. Ian Culley
Cllr. Sandra Gidley
Cllr. Aiden Goddard
Cllr. John Ray
Cllr. John Parker
Cllr. Russell Theron

Ex-Officio:
Cllr. Colin Burgess
Cllr. Janet Burnage

BUILDINGS & COMMUNITY
Cllr. Chris Birkett
Cllr. Mark Cooper
Cllr John Critchley
Cllr. Sandra Gidley
Cllr. Neil Gwynne
Cllr. Rohit Kohli
Cllr. Russell Theron
Cllr. Simon Wilkinson
Cllr John Parker

Ex-Officio:
Cllr. Colin Burgess
Cllr. Janet Burnage

FINANCE & RESOURCES
Cllr. Ian Culley
Cllr. Simon Wilkinson
Cllr. Neil Gwynne
Cllr. Jacqueline Urquhart
Cllr. John Parker
Cllr. Russell Theron

Ex-Officio:
Cllr. Colin Burgess
Cllr. Janet Burnage

NEIGHBOURHOOD PLAN
Cllr Colin Burgess
Cllr Mark Cooper
Cllr. John Critchley
Cllr John Parker
Cllr Simon Wilkinson

All Councillors have a right to attend any Committee meetings but may not speak except with the Chairman's permission and cannot vote.
The Town Mayor and Deputy Town Mayor are members of all Committees ex officio, unless they opt out.

ROMSEY TOWN COUNCIL MEMBERSHIP OF OUTSIDE BODIES 2026-27

KENTS ALMSHOUSES
Cllr. J. Critchley
Cllr. C. Birkett

BARTLETT ALMSHOUSES
Cllr. J. Burnage
Cllr. S. Wilkinson
Cllr. C. Burgess (as Mayor)

ROMSEY BANDSTAND
Cllr. M. Cooper
Cllr. S. Wilkinson

MONTFORT HALL COMMUNITY ASSOC.
Cllr. M. Cooper

ROKE MANOR LIAISON PANEL
Cllr. J. Parker

ABBOTSWOOD COMMUNITY CENTRE
Cllr. R. Kohli
Cllr. N. Gwynne

WOODLEY VILLAGE HALL
Cllr. J. Parker
Cllr. C. Burgess (as Mayor)

SQUABB WOOD LIAISON PANEL
Cllr. J. Ray

LEE LANE LIAISON PANEL
Cllr. J. Ray

YOKESFORD HILL LIAISON PANEL
Cllr. R. Kohli

ROMSEY FUTURE
Cllr. J. Critchley
Cllr. R. Kohli
Cllr. J. Parker
Cllr. R. Theron

SOUTHAMPTON ROAD ALLOTMENTS
Cllr. C. Burgess

KINGS CHASE ALLOTMENTS
Cllr. R. Theron

HALC
Cllr. J. Critchley
Cllr C. Burgess

TVATPC
Cllr. J. Parker
Cllr. S. Wilkinson

PAN PARISH RIVER POLLUTION FORUM
Cllr. J. Burnage

ROMSEY AND DISTRICT CHAMBER OF COMMERCE AND INDUSTRY
Cllr. C. Burgess
Cllr. C. Birkett

Bank Reconciliation Statement as at 28/02/2026
for Cashbook 1 - Current Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Romsey Business Account	28/02/2026		47,663.45
Bus Instant Access Account	28/02/2026		471,010.95
			518,674.40
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			518,674.40
Unpresented Receipts (Plus)			
		0.00	
			0.00
			518,674.40
		Balance per Cash Book is :-	**518,674.40**
		Difference is :-	**0.00**

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

Bank Reconciliation Statement as at 28/02/2026
for Cashbook 8 - TSB Deposit A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
TSB Deposit A/C	28/02/2026	132	18,086.22
			18,086.22

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		18,086.22

Unpresented Receipts (Plus)		
	0.00	
		0.00
		18,086.22
	Balance per Cash Book is :-	**18,086.22**
	Difference is :-	**0.00**

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 1 - Current Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Romsey Business Account	31/03/2026		46,179.02
Bus Instant Access Account	31/03/2026		246,355.16
			292,534.18
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			292,534.18
Unpresented Receipts (Plus)			
		0.00	
			0.00
			292,534.18
		Balance per Cash Book is :-	**292,534.18**
		Difference is :-	**0.00**

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

Romsey Town Council

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 8 - TSB Deposit A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
TSB Deposit A/C	31/03/2026	133	18,687.52
			18,687.52

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		18,687.52

Unpresented Receipts (Plus)		
	0.00	
		0.00
		18,687.52
	Balance per Cash Book is :-	**18,687.52**
	Difference is :-	**0.00**

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

List of Payments made between 01/02/2026 and 28/02/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorised Ref	Transaction Detail
01/02/2026	Test Valley Borough Council	Std Ord	51.28		TVBC Grounds Mntnce 2025-26
02/02/2026	Lloyds Bank Service Charges	DR	8.50		Lloyds Bank Service Charges
02/02/2026	Screwfix Ltd	DD1	163.55		9569/Face masks
06/02/2026	Southern Cross Consulting Ltd	DD2	55.50		9623/Phone charges Feb2026
09/02/2026	Lebara Mobile Limited	DC01	5.90		9639/Mobile phone charges
09/02/2026	Adobe Systems	DC02	19.97		9644/Adobe Acrobat Pro
10/02/2026	Octopus Energy Limited	DD3	46.83		9626/A-BF3A2F6B 1-31Jan2026
10/02/2026	Octopus Energy Limited	DD4	486.23		9625/A-9DF03FOF 1-31Jan2026
11/02/2026	British Gas A/c 604044615	DD5	744.27		9620/Ac604044615 25Dec-24Jan
11/02/2026	Hampshire County Council	DC03	96.80		9666/Bunting licence
13/02/2026	Winchester Wood Floors Ltd	EBP1	2,610.00		9601/Re-sand chamber floor
13/02/2026	LWC Drinks Company	DC04	180.96		9670/Bar supplies
16/02/2026	British Telecommunications plc	EBP2	167.28		9605/BT phone charges
16/02/2026	Agilico Workplace Technologies	EBP3	35.26		9616/Copier usage - mono
16/02/2026	Allround Roofing	EBP4	714.00		9618/Replace roof flashing
16/02/2026	Apple Cleaning Services	EBP5	3,054.00		9619/Curtains cleaning
16/02/2026	Business Technology Partners	EBP6	1,397.12		9621/IT Support Feb2026
16/02/2026	Chestnut Tree Solutions Ltd	EBP7	199.50		9622/Cleaning svcs 19-23Jan
16/02/2026	Communications (Southern) Ltd	EBP8	156.00		9605/Radio hire 29Nov
16/02/2026	HM Revenue & Customs	EBP9	2,163.36		9613/HMRC PAYE/NI Jan2026
16/02/2026	Marc Nokes	EBP10	190.00		9624/Grounds mntnce Jan2026
16/02/2026	Hampshire Pension Fund	EBP11	2,199.19		9614/HCC Superann Jan2026
16/02/2026	Window Repair Specialists Ltd	EBP12	3,259.86		9630/Window maintenance
23/02/2026	ACE Liftaway Limited	DD6	82.38		9615/Waste disposal Jan2026
23/02/2026	Everflow Limited	DD7	334.54		9664/EFW274366-0 14Mar-13Apr
24/02/2026	CCLA PSDF	EBP	100,000.00		CCLA PSDF
24/02/2026	Chestnut Tree Solutions Ltd	EBP13	210.00		9657/Cleaning services Feb2026
24/02/2026	ACE Liftaway Limited	EBP14	162.00		9643/Fridge disposal
24/02/2026	Mr Joseph Robert Rowe	EBP15	1,750.00		9679/Xmas tree install/removal
24/02/2026	Paris Smith LLP	EBP16	192.00		9673/Employment advice Jan26
24/02/2026	Total Window Film	EBP17	2,167.20		9598/Replace window film
25/02/2026	CCLA PSDF	EBP	100,000.00		CCLA PSDF
25/02/2026	British Gas A/c 604161939	DD8	19.53		9648/Ac604161939 2Jan-1Feb
26/02/2026	S Nagra	EBP	100.00		S Nagra - Xmas Event
26/02/2026	NEST Pension	DD	275.10		NEST Pension
26/02/2026	Salaries February 2026	DD	15,171.60		Salaries February 2026
26/02/2026	CCLA PSDF	EBP	100,000.00		CCLA PSDF
26/02/2026	PHS Group Ltd	DD9	2,017.42		9678/Sanitary services 2026-27
27/02/2026	CCLA PSDF	EBP	100,000.00		CCLA PSDF
27/02/2026	Utility Warehouse Limited	DD10	64.70		9690/Phone & broadband Feb2026
		Total Payments	440,551.83		

List of Payments made between 01/03/2026 and 31/03/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorised Ref	Transaction Detail
01/03/2026	Test Valley Borough Council	Std Ord	51.24		TVBC Grounds Mntnce 2025-26
02/03/2026	Microsoft	DC	1.99		Microsoft
02/03/2026	CCLA PSDF	EBP	100,000.00		CCLA PSDF
02/03/2026	Lloyds Bank Service Charge	DR	8.50		Lloyds Bank Service Charge
02/03/2026	Screwfix Ltd	DD	38.98		9682/Padlock & parking signs
04/03/2026	CCLA PSDF	EBP	100,000.00		CCLA PSDF
04/03/2026	Amazon	DC01	10.00		9692/A4 refill pad
04/03/2026	Amazon	DC02	24.99		9693/Pedal bin
04/03/2026	Amazon	DC03	30.88		9691/Tea & Coffee
06/03/2026	SLCC Enterprises	DC04	168.00		9684/ILCA fee - RH
09/03/2026	Adobe Systems	DC05	19.97		9730/Adobe Acrobat Pro
09/03/2026	PEAC (UK) Limited	DD1	300.87		9608/Copier lease 7Mar-6Jun
09/03/2026	Lebara Mobile Limited	DC06	5.90		9703/Mobile phone charges Mar
11/03/2026	Octopus Energy Limited	DD2	18.81		9671/A-BF3A2F6B 1-28Feb26
11/03/2026	Octopus Energy Limited	DD3	454.28		9672/A-9DF03FOF 1-28Feb26
11/03/2026	Survey Monkey	DC08	396.00		9705/Survey Monkey annual fee
11/03/2026	Practical Disc	DC07	100.00		Purchase Ledger Payment
12/03/2026	Town Hall Imprest A/c	Transfer	200.00		Town Hall Imprest A/c Top Up
12/03/2026	BIIAB Qualifications Ltd	DC10	107.99		BIIAB Qualifications Ltd
12/03/2026	Southern Cross Consulting Ltd	DD4	52.09		9701/Phone charges Mar2025
12/03/2026	Agilico Workplace Technologies	EBP1	126.53		9651/Copier usage - mono
12/03/2026	British Telecommunications plc	EBP2	63.64		9649/BT Phone charges
12/03/2026	Business Technology Partners	EBP3	1,401.32		9655/IT support Mar2026
12/03/2026	Chestnut Tree Solutions Ltd	EBP4	189.00		9656/Cleaning services
12/03/2026	Chestnut Tree Solutions Ltd	EBP5	294.00		9658/Cleaning svcs 11-20Feb26
12/03/2026	Chestnut Tree Solutions Ltd	EBP6	210.00		9659/Cleaning svcs 23-27Feb26
12/03/2026	Cloud Next Limited	EBP7	60.00		9661/Domain renewal
12/03/2026	John Critchley	EBP8	14.00		9662/Land Registry search
12/03/2026	Energy-Consulting	EBP9	111.60		9663/Energy consultant Jan-Mar
12/03/2026	Evacusafe UK Ltd	EBP10	96.00		9665/Evac chair servicing
12/03/2026	HM Revenue & Customs	EBP11	5,743.92		9694/HMRC PAYE/NI Feb2026
12/03/2026	JPS Fire and Security Ltd	EBP12	438.00		9667/Alarm monitoring fee
12/03/2026	J Laffeaty	EBP13	24.38		9669/Coffee
12/03/2026	Hampshire Pension Fund	EBP14	2,199.19		9695/HCC Superann Feb2026
12/03/2026	SLCC Enterprises	EBP15	168.00		9685/ILCA fee - CC
12/03/2026	Misra Ltd t/a The Studio	ebp16	157.20		9686/Aluminium signs
12/03/2026	Amazon	dc09	17.52		9697/Dust sheet roll
13/03/2026	Nisbets	dc11	48.93		9704/Descaler
16/03/2026	Amazon	dc12	6.24		9731/Milk jiggers
17/03/2026	British Gas A/c 604044615	dd5	771.55		9698/Ac604044615 25Jan-24Feb
20/03/2026	British Gas A/c 604161939	DD6	17.65		9699/Ac604161939 2Feb-1Mar
23/03/2026	Everflow Limited	DD8	411.70		9732/EFW274366-0 14Apr-13May
23/03/2026	James Maidment	EBP17	495.00		9702/Elf package 2025

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List of Payments made between 01/03/2026 and 31/03/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorised Ref	Transaction Detail
23/03/2026	ACE Liftaway Limited	DD7	243.84		Purchase Ledger Payment
25/03/2026	NEST Pensions	DD	278.59		NEST Pensions
25/03/2026	Salaries March 2026	DD	12,596.06		Salaries March 2026
26/03/2026	Romsey Chamber Music Festival	EBP18	500.00		Romsey Chamber Music Festival
26/03/2026	Friends of Romsey Signal Box	EBP19	400.00		Friends of Romsey Signal Box
26/03/2026	Unity	EBP20	600.00		Unity
26/03/2026	H Klaassen	EBP21	322.69		9720/DBS Check
26/03/2026	Reed Specialist Recruitment Lt	EBP22	508.68		9722/Bookings assistant 3-5Mar
27/03/2026	Microsoft	DC	1.99		Microsoft
27/03/2026	Filmbank Distributors Limited	EBP23	208.80		9709/The Roses film
27/03/2026	Filmbank Distributors Limited	EBP24	209.30		9710/Downton Abbey Finale film
27/03/2026	Filmbank Distributors Limited	EBP25	208.80		9711/The Amateur film
30/03/2026	Lloyds Bank Service Charge	DR	8.50		Lloyds Bank Service Charge
30/03/2026	Anchor Pipework Limited	EBP26	210.71		9714/Repair fountain leak
30/03/2026	Business Technology Partners	EBP27	42.00		9727/Repair broken screen
30/03/2026	Business Technology Partners	EBP28	757.20		9728/Replacement HP Laptop
30/03/2026	Chestnut Tree Solutions Ltd	EBP29	210.00		9700/Cleaning services 2-7Mar
30/03/2026	Chestnut Tree Solutions Ltd	EBP30	210.00		9715/Cleaning services 9-13Mar
30/03/2026	Chestnut Tree Solutions Ltd	EBP31	210.00		9716/Cleaning service 16-20Mar
30/03/2026	Hampshire County Council	EBP32	3,724.13		9719/20mph Speed Limit fees
30/03/2026	H Klaassen	EBP33	7.20		9721/Refreshments
30/03/2026	Reed Specialist Recruitment Lt	EBP34	551.08		9723/Bookings assist 10-12Mar
30/03/2026	Test Valley Borough Council	EBP35	291.08		9706/Dog bin emtpying 2025-26
30/03/2026	Test Valley Borough Council	EBP36	291.08		9707/Dog bin emptying 2025-26
30/03/2026	Amazon	DC13	18.98		Purchase Ledger Payment
31/03/2026	Utility Warehouse Limited	DD11	64.70		9729/Phone & broadband charges

Total Payments 237,731.27