

Romsey Town Council

Chief Officer: Helen Klaassen PSLCC

Town Hall
1, Market Place
Romsey
SO51 8YZ



I give notice that a FULL COUNCIL meeting of ROMSEY TOWN COUNCIL will be held at Romsey Town Hall on Tuesday, 20th January 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 – 13.01.26

AGENDA

1. APOLOGIES

Please send any apologies to the Chief Officer.

2. DECLARATION OF INTERESTS

3. MINUTES

- a) To receive and approve as a true and accurate record the Minutes of the Full Council Meetings held on 18th November and 15th December 2025.
- b) Matters Arising from those minutes.

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.

4. 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.

5. MINUTES OF COMMITTEE MEETINGS

To receive and note the minutes of:

- a) Planning Committee meetings held on 22nd November and 11th December (draft)
- b) Buildings and Community Committee meeting held on 9th December draft)
- c) Finance & Resources Committee meetings held on 2nd December(draft).
- d) The Allotment Committees:
 - i. **Southampton Road**
 - ii. **Kings Chase**

6. NEIGHBOURHOOD PLAN

Update.

7. FINANCE AND ADMINISTRATION MATTERS

- i. To receive and approve the payments lists for November and December 2025
- ii. To receive and approve the bank reconciliation for November and December 2025
- iii. Budget and Precept - to agree the precept request for the Year 2026-27 following a recommendation from F&R for an uplift of 8.52%
- iv. To approve the following allocations from reserves:
 - i. £14,000 for One Romsey from general reserves
 - ii. £6200 for the conservation of the Volunteer's Flag from General Reserves
 - iii. Between £25,000 and £30,000 from the Major Maintenance EMR for the redecoration of the Council Chamber.
- v. UKSPF 'History Boards' Project – Update

8. TELEPHONE BOX AT ROMSEY RAILWAY STATION

To consider adoption from BT.

9. HAMPSHIRE COUNTY COUNCIL LEP LEGACY FUND

To consider acting as local authority applicant on behalf of Hampshire Community Rail Partnership's project for the refurbishment of the Railway Stationmaster's House in Romsey (Hampshire Community Rail Partnership CIC rep attending to speak to the Council)

<https://www.hants.gov.uk/business/hampshire-prosperity-partnership/capital-funding-lep-legacy-reserves>

10. COVID MEMORIAL DAY

To consider if it should be commemorated and if so, agree an appropriate means.

<https://dayofreflection.campaign.gov.uk/about/>

11. BUS REPORT

From Cllr Culley.

12. ROMSEY FUTURE

Update.

13. REPORTS FROM MEMBERS ATTENDING MEETINGS OF EXTERNAL ORGANISATIONS

Reports from members who have, since the last FC meeting, attended meetings of external organisations.

14. CORRESPONDENCE

15. MAYORAL ANNOUNCEMENTS

Next Meeting: Tuesday 24th March 2026.

Agenda items for this meeting should be received by the Chief Officer no later than Friday 13th March 2026.

**Bank Reconciliation Statement as at 30/11/2025
for Cashbook 1 - Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Romsey Business Account	30/11/2025		45,282.70
Bus Instant Access Account	30/11/2025		989,109.94
			<u>1,034,392.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,034,392.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,034,392.64
		Balance per Cash Book is :-	1,034,392.64
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/11/2025
for Cashbook 8 - TSB Deposit A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
TSB Deposit A/C	30/11/2025	129	15,994.86
			<hr/> 15,994.86
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			15,994.86
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			15,994.86
		Balance per Cash Book is :-	15,994.86
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/12/2025
for Cashbook 1 - Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Romsey Business Account	31/12/2025		36,010.06
Bus Instant Access Account	31/12/2025		949,787.04
			<u>985,797.10</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			985,797.10
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			985,797.10
		Balance per Cash Book is :-	985,797.10
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/12/2025
for Cashbook 8 - TSB Deposit A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
TSB Deposit A/C	31/12/2025	130	16,927.77
			<u>16,927.77</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			16,927.77
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			16,927.77
		Balance per Cash Book is :-	16,927.77
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Current Account

List of Payments made between 01/11/2025 and 30/11/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2025	Test Valley Borough Council	Std Ord	51.28		TVBC Grounds Mntnce 2025-26
04/11/2025	British Telecommunications plc	DD1	72.64		9398/BT phone charges
05/11/2025	Amazon	DC01	22.98		9441/Wireless keyboard & mouse
06/11/2025	Southern Cross Consulting Ltd	DD2	61.87		9400/Phone charges Nov2025
06/11/2025	Amazon	DC02	12.33		9449/Bottled water
06/11/2025	Amazon	DC03	12.34		9450/Bottled water
07/11/2025	Royal British Legion	EBP	1,000.00		Royal British Legion
07/11/2025	Town Hall Imprest A/c	Transfer	500.00		Town Hall Imprest A/c Top Up
07/11/2025	Hampshire Caledonian Pipe Band	EBP1	150.00		Purchase Ledger Payment
10/11/2025	Lloyds Bank Service Charges	DR	8.50		Lloyds Bank Service Charges
10/11/2025	Amazon	DC04	11.95		9451/Copier paper
10/11/2025	Adobe Systems	DC05	19.97		9448/Adobe Acrobat 7Nov-6Dec
10/11/2025	Lebara Mobile Limited	DC06	1.15		9455/Mobile phone charges
10/11/2025	Amazon	DC09	38.42		9452/Stationery
10/11/2025	Amazon	DC07	18.98		Purchase Ledger Payment
10/11/2025	Banyan	DC08	28.97		Purchase Ledger Payment
11/11/2025	British Gas A/c 604044615	DD3	262.88		9474/Ac604044615 25Sep-24Oct
14/11/2025	Octopus Energy Limited	DD4	17.45		9462/A-BF3A2F6B 1-31Oct2025
14/11/2025	Octopus Energy Limited	DD5	472.68		9463/A-9DF03FOF 1-31Oct25
15/11/2025	Test Valley Borough Council	Std Ord	2,831.00		TVBC Rates 7756641 2025-26
17/11/2025	Agilico Workplace Technologies	EBP2	140.50		9422/Copier usage - mono
17/11/2025	Business Technology Partners	EBP3	1,436.51		9424/IT support Nov2025
17/11/2025	Classicfire	EBP4	369.00		9399/Fire equipment servicing
17/11/2025	Communications (Southern) Ltd	EBP5	78.00		9425/Radio hire 9Nov25
17/11/2025	DCK Accounting Solutions Ltd	EBP6	1,257.14		9401/Contract accounts Oct2025
17/11/2025	Hampshire Association of Local	EBP7	168.00		9402/HALC conference 22Oct
17/11/2025	Haywood Office Services Limite	EBP8	990.00		9403/Newton office chairs
17/11/2025	HM Revenue & Customs	EBP9	4,288.63		9443/HMRC PAYE/NI Oct2025
17/11/2025	JPS Fire and Security Ltd	EBP10	72.00		9404/Fire alarm servicing
17/11/2025	J Lush	EBP11	8.21		9426/J Lush -Aldi Refreshments
17/11/2025	MRS Training and Rescue	EBP12	900.00		9427/Fire warden training
17/11/2025	Marc Nokes	EBP13	190.00		9428/Grounds mntnce Oct2025
17/11/2025	Hampshire Pension Fund	EBP14	2,789.58		9442/HCC Superann Oct2025
17/11/2025	Auditing Solutions Ltd	EBP15	1,260.00		9423/Internal audit 2025-26
17/11/2025	SJT Services (Southampton) Ltd	EBP16	10,521.60		9409/Xmas lights maintenance
17/11/2025	Misra Ltd t/a The Studio	EBP17	15.36		9410/Cue cards
17/11/2025	Misra Ltd t/a The Studio	EBP18	249.72		9411/Correx boards
17/11/2025	Misra Ltd t/a The Studio	EBP19	61.62		9430/N'hood Plan posters
17/11/2025	Misra Ltd t/a The Studio	EBP20	158.30		9429/Remembrance day
17/11/2025	Amazon	DC11	21.98		9453/Biscuits
17/11/2025	Chestnut Tree Solutions Ltd	EBP21	84.00		9459/Cleaning services 4-6Nov
17/11/2025	Amazon	DC10	13.40		9501/Clip report folder
17/11/2025	Banyan	DC12	35.97		Purchase Ledger Payment
18/11/2025	Public Works Loan Board	DD	2,475.96		PWLB 504143 - Capital
19/11/2025	Fort Cumberland & Portsmouth M	EBP22	150.00		9460/Fort Cumberland Guard
19/11/2025	Hampshire County Council	EBP23	658.90		9461/Street lights Apr-Sep25
19/11/2025	SJT Services (Southampton) Ltd	EBP24	2,124.00		9465/PA system 9Nov2025

Current Account

List of Payments made between 01/11/2025 and 30/11/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/11/2025	SLCC Enterprises	EBP25	716.00		9466/SLCC conference Jan2026
19/11/2025	South East Employers	EBP26	408.00		9464/HR advice Oct2025
21/11/2025	British Gas A/c 604161939	DD6	7.52		9458/Ac604161939 2Oct-1Nov
21/11/2025	AEC Protection	EBP27	2,094.12		9470/Security services
24/11/2025	ACE Liftaway Limited	DD7	97.14		9397/Waste disposal Oct2025
26/11/2025	Salaries November 2025	DD	17,180.44		Salaries November 2025
28/11/2025	Microsoft	DC	1.99		Microsoft
28/11/2025	Utility Warehouse Limited	DD8	64.70		9498/Phone & broadband charges
28/11/2025	Amazon	DC13	68.84		9502/Plastic storage box

Total Payments 56,752.52

Current Account

List of Payments made between 01/12/2025 and 31/12/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2025	Screwfix Ltd	DD1	76.73		9408/Drill bits, mitre bond
01/12/2025	Test Valley Borough Council	Std Ord	51.28		TVBC Grounds Mntnce 2025-26
03/12/2025	NEST Pensions	DD	349.99		NEST Pensions
04/12/2025	Romsey Young Carers	EBP	625.00		Romsey Young Carers
04/12/2025	Troy Film Agency	EBP1	120.00		9468/The Last Breath film
04/12/2025	Chestnut Tree Solutions Ltd	EBP2	199.50		9477/Cleaning svcs 11-14Nov
04/12/2025	Chestnut Tree Solutions Ltd	EBP3	126.00		9509/Cleaning service 17-20Nov
04/12/2025	Misra Ltd t/a The Studio	EBP4	116.64		9496/Correx boards
04/12/2025	Paris Smith LLP	EBP5	2,760.00		9487/Employment advice
04/12/2025	Society of Local Council Clerk	EBP6	415.00		9491/SLCC subs -HK
04/12/2025	Trevor George Entertainments L	EBP7	1,260.00		9497/Polar bear entertainment
04/12/2025	Misra Ltd t/a The Studio	EBP8	164.22		9493/Posters & flyers
04/12/2025	SLCC Enterprises	EBP9	46.20		9492/SLCC training 3Feb -HK
04/12/2025	Misra Ltd t/a The Studio	EBP10	141.90		9494/Poster & activity leaflet
05/12/2025	Troy Film Agency	EBP11	253.74		9467/The Salt Path film
05/12/2025	British Telecommunications plc	DD2	72.64		9476/BT Phone charges
05/12/2025	Amazon	DC01	11.48		9503/iPhone charger cable
05/12/2025	Amazon	DC02	11.99		9504/USB plug
05/12/2025	Amazon	DC03	44.98		9505/Logitech mouse & keyboard
05/12/2025	Nisbets	DC04	87.52		9512/Cleaning supplies
08/12/2025	Southern Cross Consulting Ltd	DD3	53.85		9515/Phone charges Dec2025
08/12/2025	PEAC (UK) Limited	DD4	300.87		9405/Copier lease 7Dec-6Mar
08/12/2025	Mr P Stewart	EBP12	600.00		9516/Stilt walkers 22Nov
08/12/2025	Lloyds Service Charges Oct25	DR	8.50		Lloyds Service Charges Oct25
08/12/2025	Amazon	DC01	13.99		9547/Xmas baubles
08/12/2025	Amazon	DC02	8.06		9548/Xmas lights
08/12/2025	Amazon	DC03	9.48		9549/Pipe cleaners for garland
08/12/2025	Adobe Systems	DC04	19.97		9546/Adobe 7Dec-6Jan
08/12/2025	Amazon	DC05	20.14		9550/Shortbread
08/12/2025	Amazon	DC06	20.49		9551/Batteries
08/12/2025	Amazon	DC07	47.28		9552/Xmas garland
09/12/2025	Lebara Mobile Limited	DC08	1.15		9511/Mobile phone charges
10/12/2025	Octopus Energy Limited	DD5	472.44		Purchase Ledger Payment
11/12/2025	Amazon	DC09	9.57		9553/Red velevt bows
11/12/2025	Practical Disc	DC10	100.00		Purchase Ledger Payment
12/12/2025	PHS Group Ltd	DD6	113.15		Purchase Ledger Payment
15/12/2025	Test Valley Borough Council	Std Ord	2,831.00		TVBC Rates 7756641 2025-26
15/12/2025	NEST Pensions	DD	334.66		NEST Pensions
15/12/2025	SGW Payroll Ltd	DD7	409.86		9533/Payroll services Dec2025
15/12/2025	British Gas A/c 604044615	DD8	618.21		9475/Ac604044615 25Oct-24Nov
15/12/2025	Amazon	DC11	14.99		9554/Downton Abbey DVD
16/12/2025	Amazon	DC12	9.95		9555/Tape dispenser
16/12/2025	Amazon	DC13	20.92		9556/Gift tags, cellotape
16/12/2025	Amazon	DC14	27.98		9557/Bubble wrap
16/12/2025	Octopus Energy Limited	DD9	81.71		Purchase Ledger Payment
17/12/2025	Amazon	DC15	31.03		9558/Work gloves
17/12/2025	PHS Group Ltd	DD10	66.28		Purchase Ledger Payment

Current Account

List of Payments made between 01/12/2025 and 31/12/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/12/2025	Age Concern Romsey	EBP	1,000.00		Age Concern Romsey - Grant
18/12/2025	SJT Services (Southampton) Ltd	EBP13	10,521.60		9537/Xmas lights instal/remove
18/12/2025	Agilico Workplace Technologies	EBP14	152.95		9499/Copier usage - mono
18/12/2025	Buchanan Events Limited	EBP15	470.40		9506/Xmas tree fence 7Nov-9Jan
18/12/2025	Buchanan Events Limited	EBP16	660.00		9507/Remembrance day stage
18/12/2025	Buchanan Events Limited	EBP17	2,113.20		9508/Marquee & staging
18/12/2025	Chestnut Tree Solutions Ltd	EBP18	115.50		9478/Cleaning svcs 25-28Nov
18/12/2025	DCK Accounting Solutions Ltd	EBP19	1,257.14		9510/Contract accounts Nov2025
18/12/2025	Energy-Consulting	EBP20	111.60		9480/Traffic consult Oct-Dec25
18/12/2025	Filmbank Distributors Limited	EBP21	208.80		9481/Four Letters of Love film
18/12/2025	Filmbank Distributors Limited	EBP22	208.80		9482/Life of Chuck film
18/12/2025	Hampshire Association of Local	EBP23	64.20		9483/HALC training -CB
18/12/2025	HM Revenue & Customs	EBP24	5,326.12		9518/HMRC PAYE/NI Nov2025
18/12/2025	J Laffeaty	EBP25	42.96		9489/Screwfix -Worklight
18/12/2025	New Forest Window Cleaning	EBP26	110.00		9486/Window cleaning Nov25
18/12/2025	Marc Nokes	EBP27	190.00		9513/Grounds mntnce Nov2025
18/12/2025	Nursling & Rownhams Parish Cou	EBP28	212.71		9514/SLR management Aug-Jan
18/12/2025	Hampshire Pension Fund	EBP29	2,996.87		9517/HCC Superann Nov2025
18/12/2025	South East Employers	EBP30	408.00		9490/HR advice Aug2025
18/12/2025	St John Ambulance	EBP31	1,005.12		9519/Medical cover 22Nov
18/12/2025	Misra Ltd t/a The Studio	EBP32	42.00		9495/Poster graphics
19/12/2025	Salaries December 2025	DD	14,404.62		Salaries December 2025
19/12/2025	Amazon	DC16	7.99		9562/Christmas garland
19/12/2025	Amazon	DC17	9.11		9561/Xmas lights
19/12/2025	Amazon	DC18	15.51		9560/Xmas tree lights
19/12/2025	Amazon	DC19	20.83		9563/Batteries
19/12/2025	Amazon	DC20	39.50		9559/USB SD Card
19/12/2025	LWC Drinks Company	DC21	214.57		9531/Bar supplies
22/12/2025	Hampshire County Council	DC22	454.00		Purchase Ledger Payment
22/12/2025	Everflow Limited	DD11	1,566.37		Purchase Ledger Payment
23/12/2025	British Gas A/c 604161939	DD12	23.47		9525/Ac604161939 2Nov-1Dec
23/12/2025	ACE Liftaway Limited	DD13	82.20		Purchase Ledger Payment
29/12/2025	Microsoft	DC23	1.99		Microsoft
31/12/2025	Public Works Loan Board	DD	2,572.04		PWLB 368235 - Capital
31/12/2025	Utility Warehouse Limited	DD14	64.70		9539/Phone & broadband Dec25
Total Payments			59,875.21		