




YOU ARE HEREBY SUMMONED to attend an ordinary **MEETING OF THE PARISH COUNCIL** at Rooksdown Community Centre, RG24 9XA at **7.30pm on Monday 22nd September 2025** for the purpose of considering and resolving upon the business set out in the following agenda.

To press and members of the public: You are welcome to attend the meeting and address the Parish Council during Public Participation only. Total time allocated for this session is 15 minutes. Questions should be sent in advance to the Clerk by email.

Signed: 
 Tracy Hamer – Locum Clerk & RFO
parish.clerk@rooksdwn.org.uk
 16th September 2025

34/25	Apologies for absence To receive and record apologies for absence from Parish Councillors.
35/25	Declarations of Interest To receive declarations from members of any disclosable pecuniary or other interests on matters to be considered at the meeting and to receive any associated dispensations requests.
36/25	Co-option of New Parish Councillor
37/25	Approval of the Minutes To approve the minutes of the following meeting: <i>Full Council - Monday 23rd June 2025 – Items 21/25 to 33/25</i>
38/25	Matters Arising <ul style="list-style-type: none"> • Pumphouse Way Tree Survey • Pedestrian crossing at junction of Elder Road and Park Prewett Road • Vehicle access to Priestley Road across green verge/public highway instead of Woolhampton Drive
39/25	Public Session – 15 minutes An opportunity for members of the public to bring matters to the attention of the Council.
40/25	To receive reports from: <ul style="list-style-type: none"> • Chairman Rooksdown Parish Council • County Councillor • Borough Councillors • Rooksdown Community Association • Police/PCSO/CSPO • Allotments
41/25	Finance <ul style="list-style-type: none"> • To receive and approve the Bank Reconciliation Reports for June, July and August.

	<ul style="list-style-type: none"> • To note any emergency spends authorised by the Clerk. • To review the schedule of payments for September. • To accept the External Auditors review of the Annual Governance & Accountability Return (AGAR) for Rooksdown Parish Council for the year ended 31st March 2025 and note the Conclusion of Audit. • To consider a grant application from Home Start Basingstoke & Deane for £1,893 – deferred from 23rd June. • To appoint an independent, competent internal auditor who has relevant knowledge of the public sector and note date of Interim Audit. • To consider the budget setting process and timeline for Year Ending March 2027
42/25	Planning Nil.
43/25	Rooksdown Reporter 2025 To discuss content and date of next edition
44/25	Events <ul style="list-style-type: none"> • Christmas Lights 2025 – to discuss quotes and appoint supplier for 3 years. • Remembrance Day 9th November 2025
45/25	Consultations Nil.
46/25	CONFIDENTIAL MATTERS Admission to meeting to pass a resolution in accordance with the public bodies (Admission to meetings) act 1960 to exclude the public and press from the remainder of this meeting as publicity will be prejudicial to the confidential nature of the business.
47/25	To discuss HR and commercial matters
48/25	Date of Next Meeting To confirm the date of the next Parish Council meeting.

Supporting Items can be accessed via the council website under [Council Documents/Agendas](#) or scan the QR code.





Minutes of the Meeting of Rooksdown Parish Council
Monday 23rd June 2025 at 7.30pm

RPC Councillors	Present	Apologies	Absent
Cllr Paul Mahoney - Chair		✓	
Cllr Scott Mason	✓		
Cllr Doug How	✓		
Cllr Abimbola Bisiriyu		✓	
Cllr Mike Anigbo	✓		

Also present

The meeting was chaired by Cllr How and Tracy Hamer (Locum Clerk) recorded the minutes.

21/25	Apologies for absence Cllr Mahoney and Cllr Abimbola Bisiriyu (RPC), Cllr Arun Mummalaneni (HCC) and Cllr Simon Minas-Bound (BDBC).
22/25	Declarations of Interest Nil.
23/25	Co-option of New Parish Councillor Deferred as applicants to confirm interest.
24/25	Approval of the Minutes The minutes of the following meeting were approved as an accurate record and signed by the presiding Chairman. <i>Annual Meeting Monday 13th May 2025 – Items 1/25 to 20/25</i> <i>Proposed by Cllr How and seconded by Cllr Mason</i>
25/25	Matters Arising Members confirmed that the meeting to decide the permanent location of the Tommy silhouettes will take place at 3pm on Friday, 4th July, at the location.
26/25	Public Session – 15 minutes Nil.
27/25	To receive reports from: <ul style="list-style-type: none"> Chairman Rooksdown Parish Council – Nil. County Councillor – Nil. Borough Councillors – Nil Police/PCSO/CSPO – Nil. Rooksdown Community Association – Nil. Allotments – Cllr Mason noted appreciation from plot holders following the installation of the exterior plug. The picnic tables will be delivered on Friday 4th July.

28/25	Finance <ul style="list-style-type: none"> The Bank Reconciliation Reports for May 2025 were noted as satisfactory and signed by Cllrs How and Anigbo – see Appendix 1. To note any emergency spends authorised by the Clerk – Nil. The Council resolved to approve the schedule of payments for May/June 2025 - see appendix 2. The following estimates were also agreed: Limesigns £302 - Allotment signage Greenbarnes £223 – Replacement noticeboard panels <i>Proposed by Cllr Mason and seconded by Cllr Anigbo</i> Members discussed the grant application from Home-Start Basingstoke & Deane and agreed to defer a decision. It was noted that the applicant had intended to attend the meeting but did not. Members expressed a desire to understand more details regarding the application. The Clerk will invite the applicant to attend the next meeting. It was resolved that £10,000 be transferred from the General Reserve to the Community Building Reserve, and £1,500 be transferred into a new SID Reserve. <i>Proposed by Cllr Mason and seconded by Cllr Anigbo</i> The Clerk confirmed that the Unity Bank application is in progress. Members signed the mandate as required.
29/25	Planning Nil.
30/25	Rooksdown Reporter 2025 No updates as next edition scheduled in October.
31/25	Events <ul style="list-style-type: none"> Christmas Lights 2025 – Cllr How and the Clerk met with a supplier prior to the meeting to discuss options. The supplier will provide a proposal ahead of the next meeting for further discussion and comparison. Members agreed that Parish Council representation at the Summer Fair is important. Cllr Anigbo volunteered to coordinate a plan for the day, and the Clerk will confirm attendance with the RCA. Thank you letters were received from the RBLI in appreciation of the Parish Council's contribution following the VE Day event.
32/25	Consultations Nil.
33/25	Date of Next Meeting The next meeting of the Parish Council will be held on Monday 4 th August at 7.30pm.

There being no further business the meeting closed at 8.30pm.

Signed.....
(Chair)

Date.....

41/25 Bank Recs

Date: 10/07/2025

Rooksdown Parish Council

Page 1

Time: 13:47

Bank Reconciliation Statement as at 30/06/2025
for Cashbook 1 - Treasurers Account 02896349

User: TRACY

Bank Statement Account Name (s)	Statement Date	Page	Balances
Treasurers Account 02896349	30/06/2025		3,342.83
			3,342.83
Unpresented Payments (Minus)		Amount	
		0.00	0.00
			3,342.83
Unpresented Receipts (Plus)			
		0.00	0.00
			3,342.83
		Balance per Cash Book is :-	3,342.83
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Statement Account Name (s)	Statement Date	Page	Balances
Business Account 06020499	30/06/2025		160,813.35
			160,813.35
Unpresented Payments (Minus)		Amount	
		0.00	0.00
			160,813.35
Unpresented Receipts (Plus)			
		0.00	0.00
			160,813.35
		Balance per Cash Book is :-	160,813.35
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Statement Account Name (s)	Statement Date	Page	Balances
Treasurers Account 02896349	31/07/2025		3,755.47
			3,755.47
Unpresented Payments (Minus)		Amount	
		0.00	0.00
			3,755.47
Unpresented Receipts (Plus)			
		0.00	0.00
			3,755.47
		Balance per Cash Book is :-	3,755.47
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Statement Account Name (s)	Statement Date	Page	Balances
Business Account 06020499	31/07/2025		158,919.97
			158,919.97
Unpresented Payments (Minus)		Amount	
		0.00	0.00
			158,919.97
Unpresented Receipts (Plus)			
		0.00	0.00
			158,919.97
		Balance per Cash Book is :-	158,919.97
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Statement Account Name (s)	Statement Date	Page	Balances
Treasurers Account 02896349	31/08/2025		161,084.21
			161,084.21
Unpresented Payments (Minus)		Amount	
		0.00	0.00
			161,084.21
Unpresented Receipts (Plus)			
		0.00	0.00
			161,084.21
		Balance per Cash Book is :-	161,084.21
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Statement Account Name (s)	Statement Date	Page	Balances
Business Account 06020499	31/08/2025		0.00
			<div></div> 0.00
Unpresented Payments (Minus)		Amount	
		0.00	
			<div></div> 0.00
			0.00
Unpresented Receipts (Plus)			
		0.00	
			<div></div> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

41/25 Payments

Voucher	Date	Reference	Description	Pay/Rcpt	Supplier ref.	Supplier / customer	Account	Amount	Payment
	09/09/2025		Interest	RCPT		Lloyds	Interest Income	52.29	
								0.00	
								52.29	
161	23/09/2025	2049	Hall Hire	PAY		RCA	Hall Hire	33.00	33.00
162	23/09/2025	2061	Desk space	PAY		RCA	Hall Hire	16.50	16.50
163	23/09/2025	2062	Handyman	PAY		RCA	Handyman	880.00	880.00
164	23/09/2025	2046	Audit Fee	PAY		BDO	Audit	378.00	378.00
165	26/09/2025		Salaries & PAYE	PAY		Clerk	Salaries	1,365.00	1,365.00
166	23/09/2025		Expenses	PAY		Clerk	Clerks expenses	34.92	34.92
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
								2707.42	2707.42

Please check payments, delete any not approved, initial each invoice and sign below when complete:

Signed

Name

Signed

Name

Agenda Item - 41/25 AGAR

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ROOKSDOWN PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
		✗	✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

(17) 13/05/2025

and recorded as minute reference:

MINUTE REFERENCE 10/25

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Paul Mackay

Clerk

[Signature]

www.rooksdowndown.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

ROOKSDOWN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	143,030	141,226	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	39,630	38,008	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	11,899	21,100	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	9,000	10,383	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	44,333	38,583	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	141,226	151,368	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	141,226	151,368	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	30,434	30,434	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 **SIGNATURE REQUIRED**

Date

23/04/2025

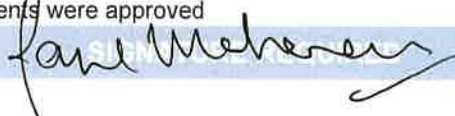
I confirm that these Accounting Statements were approved by this authority on this date:

13/05/2025

as recorded in minute reference:

MINUTE 10/25 REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Rooksdown Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

- The AGAR was not accurately completed before submission for review:
- The date the Annual Governance Statement was approved was incorrect.
- The AGAR was returned for amendment and corrected.
- Assertion 9 was answered No in the Annual Governance Statement.
- The AGAR was returned for amendment and has been corrected to N/a.

The smaller authority’s reserves appear excessive as, after accounting for the earmarked reserves, general reserves are greater than annual expenditure. A smaller authority has no specific right to accumulate funds via the precept. The smaller authority should ensure that it has regard to the level of reserves held when considering future precept requests and as part of their annual budgeting process. Any earmarked reserves should also be considered and formally approved by the smaller authority.

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

BDO LLP - Southampton

External Auditor Signature

DocuSigned by:

BDO LLP

467DFB746A8A428...

SIGNATURE REQUIRED

Date

28 August 2025/YYYY

Agenda Item - 41/25 Grant Application



Rooksdown Parish Council Grant Application Form

Please read the associated document “Rooksdown Parish Council Grant Criteria” before completing this form.

We would prefer it to be completed electronically and emailed to us. If you wish to complete it on paper, please use black ink and block capitals. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

Your organisation

Name	Home-Start Basingstoke & Deane
Address	Ruckstall Community Centre, Holbein Close, Basingstoke, RG21 3EX
Website	Homestart-basingstokedeane.org.uk
How long have you been in existence?	Started in 2004
Aims and Objectives Please list your organisations activities, aims and objectives	The Charity is constituted as a company limited by guarantee and is therefore governed by a memorandum and articles of association. The charity's objects are to safeguard, protect and preserve the good health, both mental and physical of children and parents of children, to prevent cruelty to or maltreatment of children, to relieve sickness amongst children and parents of children within the areas of Basingstoke & Deane and its environs.

Contact details

Name of contact	Jeffrey Northam		
Position	Trustee & Company Secretary		
Address (if different from above)	Click or tap here to enter text.		
Telephone (day)	07768 812882	Telephone (eve)	07768 812882
Mobile	07768 812882	Email	Jeffreyn46@gmail.com

Your application

Brief description of project or equipment required	We request a grant towards the cost incurred supporting 11 families within your Parish. We have identified that we have used £9464 of the Charities reserves providing this support. We are a registered charity no. 1112233 and currently receive no funding from Basingstoke & Deane Borough Council, Hampshire County Council, Social Services, The NHS or Government. We applied to you in 2020 and received a generous donation of £1000 when we were providing support mentioned above to 5 family units.
Who will benefit?	Parishioners of Rooksdown
How many are Rooksdown residents?	All

Expenditure and funding

Breakdown of expenditure Please attach suppliers' estimates or price lists where available	Item			Cost (£)
	Financial year ending 31/3/24			9464
	Click or tap here to enter text.			Click...
	Click or tap here to enter text.			Click...
	Click or tap here to enter text.			Click...
	Click or tap here to enter text.			Click...
Other funding applied for If you have applied for any other grants for this project	Date	Organisation	Amount applied for	Amount received
	Click...	Click...	Click...	Click...
	Click...	Click...	Click...	Click...
	Click...	Click...	Click...	Click...
Other grants Please state any other grants received in the past 12 months	All funding received by the charity comes from grants, donations and fundraising. See list in our attached financial statement.			
Previous applications If you have previously applied for a grant from the Parish Council, please give details	2020 we received £1000.			

Additional information

Please add any other information that may be helpful	As a charity we have been recognised by being awarded the High Sheriff of Hampshire's Award in 2020 and The Kings Award for Voluntary Service 2024 (the MBE for Volunteer Groups).
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Your constitution and financial situation

<p>Please attach:</p> <ul style="list-style-type: none">• A copy of your constitution, Memorandum and Articles of Association, or similar document <p>And:</p> <ul style="list-style-type: none">• Either<ul style="list-style-type: none">○ A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position• Or:<ul style="list-style-type: none">○ Photocopy of bank statements covering the past six months○ A statement of your capital assets, if any. <p>If you are unable to provide any of the above we may not be able to accept your application. Please contact the Parish Clerk to discuss what you should do.</p>

Certification

I hereby certify that the above statements are true to the best of my knowledge and belief			
Signed	J. Northam	Date	20/2/25
Name	Jeffrey Northam	Position	Trustee/Company Secretary

What to do next

Email the completed form to the Parish Clerk (parish.clerk@rooksdwn.org.uk) or post (or deliver) a paper copy to:

Parish Clerk, Rooksdwn Parish Council, Community Centre, Park Prewett Road, Basingstoke RG24 9XA

If you have any questions, email or phone the Clerk on 07928 129122.

MODEL MEMORANDUM AND ARTICLES OF ASSOCIATION

of

HOME-START NORTH WEST HAMPSHIRE

Incorporated on 26th October 2005

Companies Acts 1985 to 2006

Company limited by guarantee

MEMORANDUM OF ASSOCIATION

of

HOME-START NORTH WEST HAMPSHIRE

Each subscriber to this Memorandum of Association wishes to form a company under the Companies Act 2006 and agrees to become a member of the company.

Name of each subscriber

CAROLYN ANDERSON	
JO ATTRIDGE	
MARGARET BATES	
PATRICIA FOX-WILLIAMSON	
JANETTE HEWITT	
LIZ NARRACOTT	
IAN NICHOLSON	
MIKE WHITTY	

Authentication by each subscriber

Date.....5th December 2012.....

Companies Acts 1985 to 2006

Company limited by guarantee

ARTICLES OF ASSOCIATION OF
HOME-START NORTH WEST HAMPSHIRE

1. Objects

1.1 The Objects of the Charity are.

- a) to safeguard, protect and preserve the good health, both mental and physical of children and parents of children;
- b) to prevent cruelty to or maltreatment of children;
- c) to relieve sickness, poverty and need amongst children and parents of children;
- d) to promote the education of the public in better standards of child care;

principally but not exclusively within the area of BASINGSTOKE AND DEANE and its environs.

1.2 This provision may be amended by special resolution but only with the prior written consent of the Commission.

2. Powers

The Charity has the following powers, which may be exercised only in promoting the Objects:

- 2.1 to provide advice or information;
- 2.2 to carry out research;
- 2.3 to co-operate with other bodies;
- 2.4 to support, administer or set up other charities;
- 2.5 to accept gifts and to raise funds (but not by means of taxable trading);
- 2.6 to borrow money;
- 2.7 to give security for loans or other obligations (but only in accordance with the restrictions imposed by the Charities Act
- 2.8 to acquire or hire property of any kind;
- 2.9 to make grants or loans of money and to give guarantees
- 2.10 to let or dispose of property of any kind (but only in accordance with the restrictions imposed by the Charities Act);
- 2.11 to set aside funds for special purposes or as reserves against future expenditure;

- 2.12 to deposit or invest its funds in any manner (but to invest only after obtaining such advice from a financial expert as the Trustees consider necessary and having regard to the suitability of investments and the need for diversification);
- 2.13 to delegate the management of investments to a financial expert, but only on terms that:
- (1) the investment policy is set down in writing for the financial expert by the Trustees;
 - (2) timely reports of all transactions are provided to the Trustees;
 - (3) the performance of the investments is reviewed regularly with the Trustees;
 - (4) the Trustees are entitled to cancel the delegation arrangement at any time;
 - (5) the investment policy and the delegation arrangement are reviewed at least once a year;
 - (6) all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and
 - (7) the financial expert must not do anything outside the powers of the Charity;
- 2.14 to arrange for investments or other property of the Charity to be held in the name of a nominee company acting under the direction of the Trustees or controlled by a financial expert acting under their instructions, and to pay any reasonable fee required;
- 2.15 to deposit documents and physical assets with any company registered or having a place of business in England or Wales as custodian, and to pay any reasonable fee required;
- 2.16 to insure the property of the Charity against any foreseeable risk and take out other insurance policies to protect the Charity when required;
- 2.17 subject to Article 6.3, to employ paid or unpaid agents, staff or advisers;
- 2.18 to enter into contracts to provide services to or on behalf of other bodies;
- 2.19 to establish or acquire subsidiary companies;
- 2.20 to acquire, merge with or enter into any partnership or joint venture arrangement with another charity
- 2.20 to do anything else within the law which promotes or helps to promote the Objects.

3. The Trustees

- 3.1 The Trustees as charity trustees have control of the Charity and its property and funds.
- 3.2 The subscribers to the Memorandum (being the first Members) are also the first Trustees. Subsequent Trustees are elected by the Members or co-opted by the Trustees.
- 3.3 The Trustees when complete consist of at least four and not more than twelve individuals over the age of 18, all of whom must support the Objects.

3.4 A Trustee may not act as a Trustee unless he/she

(1) is a Member; and

(2) has signed a written declaration of willingness to act as a charity trustee of the Charity.

3.5 One third (or the number nearest one third) of the Trustees must retire at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots.

3.6 A retiring Trustee who is eligible under Article 3.3 may be reappointed.

3.7 A Trustee's term of office as such automatically terminates if he/she:

(1) is disqualified under the Charities Act from acting as a charity trustee;

(2) is incapable, whether mentally or physically, of managing his/her own affairs;

(3) is absent without permission from four consecutive meetings of the Trustees and is asked by a majority of the other Trustees to resign;

(4) resigns by written notice to the Trustees (but only if at least two Trustees will remain in office)

(5) is removed by the Members by resolution passed by at least 51% of the members present and voting at a general meeting

(6) is a Connected Person in relation to a Trustee or employee of the Charity.

3.8 The Trustees may at any time co-opt any individual who is eligible under Article 3.3 as a Trustee to fill a vacancy in their number or (subject to the maximum number permitted by Article 3.3) as an additional Trustee, but a co-opted Trustee holds office only until the next AGM.

3.9 A technical defect in the appointment of a Trustee of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

4. Trustees' proceedings

4.1 The Trustees must hold at least four meetings each year.

4.2 A quorum at a meeting of the Trustees is three Trustees.

4.3 A meeting of the Trustees may be held either in person or by suitable

electronic means agreed by the Trustees in which all participants may communicate with all the other participants but at least one meeting in each year must be held in person.

4.4 The Chairperson or (if the Chairperson is unable or unwilling to do so) some other Trustee chosen by the Trustees present presides at each meeting.

4.5 Any issue may be determined by a simple majority of the votes cast at a meeting, but a resolution in writing agreed by all the Trustees (other than any Conflicted Trustee who has not been authorised to vote) is as valid as a resolution passed at a meeting. For this purpose the resolution may be contained in more than one document.

4.6 Every Trustee has one vote on each issue but, in case of equality of votes, the chairperson of the meeting has a second or casting vote.

4.7 A procedural defect of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

5. Trustees' powers

The Trustees have the following powers in the administration of the Charity in their capacity as Trustees:

5.1 To appoint (and remove) any person (who may be a Trustee) to act as Secretary in accordance with the Companies Act.

5.2 To appoint a Chairperson, a Treasurer and other honorary officers from among their number.

5.3 To delegate any of their functions to committees consisting of two or more individuals appointed by them. At least the majority of the members of every committee must be Trustees and all proceedings of committees must be reported promptly to the Trustees.

5.4 To make standing orders consistent with the Memorandum, the Articles and the Companies Act to govern proceedings at general meetings.

5.5 To make rules consistent with the Memorandum, the Articles and the Companies Act to govern their proceedings and proceedings of committees.

5.6 To make regulations consistent with the Memorandum, the Articles and the Companies Act to govern the administration of the Charity.

5.7 To establish procedures to assist the resolution of disputes or differences within the Charity.

5.8 To exercise any powers of the Charity which are not reserved to the Members

6. Benefits and Conflicts

6.1 The property and funds of the Charity must be used only for promoting the Objects and do not belong to the Members but:

(1) Members who are not Trustees or Connected Persons may be employed by or enter into contracts with the Charity and receive reasonable payment for goods or services supplied; and,

Subject to compliance with Article 6.4:

(2) Members, Trustees and Connected Persons may be paid interest at a reasonable rate on money lent to the Charity;

(3) Members, Trustees and Connected Persons may be paid a reasonable rent or hiring fee for property let or hired to the Charity; and

(4) Members, Trustees and Connected Persons may receive charitable benefits on the same terms as any other Beneficiaries providing that a majority of trustees do not benefit in this way.

6.2 A Trustee must not receive any payment of money or other material benefit (whether directly or indirectly) from the Charity except:

- (1) as mentioned in Articles 6.1 or 6.3;
- (2) reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in running the Charity;
- (3) the benefit of indemnity insurance as permitted by the Charities Act;
- (4) an indemnity in respect of any liabilities properly incurred in running the Charity (including the costs of a successful defence to criminal proceedings);
- (5) in exceptional cases, other payments or benefits (but only with the written consent of the Commission in advance and where required by the Companies Act the approval or affirmation of the Members).

6.3 No Trustee or Connected Person may be employed by the Charity except in accordance with Article 6.2(5), but any Trustee or Connected Person may enter into a written contract with the Charity to supply goods or services in return for a payment or other material benefit but only if:

- (1) the goods or services are actually required by the Charity, and the Trustees decide that it is in the best interests of the Charity to enter into such a contract;
- (2) the nature and level of the remuneration is no more than is reasonable in relation to the value of the goods or services and is set in accordance with the procedure in Article 6.4; and
- (3) no more than half of the Trustees are subject to such a contract in any financial year.

6.4 Subject to Clause 6.5, any Trustee who becomes a Conflicted Trustee in relation to any matter must:

- (1) declare the nature and extent of his or her interest before discussion begins on the matter;

(2) withdraw from the meeting for that item after providing any information requested by the Trustees;

(3) not be counted in the quorum for that part of the meeting; and

(4) be absent during the vote and have no vote on the matter.

6.5 When any Trustee is a Conflicted Trustee, the Trustees who are not Conflicted Trustees, if they form a quorum without counting the Conflicted Trustee and are satisfied that it is in the best interests of the Charity to do so, may by resolution passed in the absence of the Conflicted Trustee authorise the Conflicted Trustee, notwithstanding any conflict of interest or duty which has arisen or may arise for the Conflicted Trustee, to:

(1) continue to participate in discussions leading to the making of a decision and/or to vote, or

(2) disclose to a third-party information confidential to the Charity, or

(3) take any other action not otherwise authorised which does not involve the receipt by the Conflicted Trustee or a Connected Person of any payment or material benefit from the Charity or

(4) refrain from taking any step required to remove the conflict.

6.6 This provision may be amended by special resolution but, where the result would be to permit any material benefit to a Trustee or Connected Person, only with the prior written consent of the Commission.

7. Records and Accounts

7.1 The Trustees must comply with the requirements of the Companies Act and of the Charities Act as to keeping records, the audit or independent examination of accounts and the preparation and transmission to the Registrar of Companies and the Commission of information required by law including:

(1) annual returns;

(2) annual reports; and

(3) annual statements of account.

7.2 The Trustees must also keep records of:

(1) all proceedings at meetings of the Trustees;

(2) all resolutions in writing;

- (3) all reports of committees; and
- (4) all professional advice obtained.

7.3 Accounting records relating to the Charity must be made available for inspection by any Trustee at any time during normal office hours

7.4 A copy of the Charity's governing documents and latest available statement of account must be supplied on request to any Trustee. Copies of the latest accounts must also be supplied in accordance with the Charities Act to any other person who makes a written request and pays the Charity's reasonable costs.

8. Membership

8.1 The Charity must maintain a register of Members.

8.2 The subscribers to the Memorandum are the first Members.

8.3 Membership is open to any person interested in furthering the Objects and approved by the Trustees.

8.4 The form and the procedure for applying for Membership is to be prescribed by the Trustees.

8.5 Membership is not transferable.

8.6 The Trustees may establish different classes of Members and set out their respective rights and obligations.

9. General Meetings

9.1 Members are entitled to attend general meetings in person or by proxy (but only if the appointment of a proxy is in writing and notified to the Secretary before the commencement of the meeting).

9.2 General meetings are called on at least 14 and not more than 28 clear days' written notice indicating the business to be discussed and (if a special resolution is to be proposed) at least 28 clear days' written notice setting out the terms of the proposed special resolution.

9.3 There is a quorum at a general meeting if the number of Members present in person or by proxy is at least five.

9.4 The chairperson at a general meeting is elected by the Members present in person or by proxy in his/her capacity as a Member and not as proxy for another Member.

9.5 Except where otherwise provided by the Articles or the Companies Act, every issue is decided by ordinary resolution.

9.6 Every Member present in person or by proxy has one vote on each issue.

9.7 Except where otherwise provided by the Articles or the Companies Act, a

written resolution (whether an ordinary or a special resolution) is as valid as an equivalent resolution passed at a general meeting. For this purpose the written resolution may be set out in more than one document.

9.8 The Charity must hold its first AGM within 18 months after the Charity's incorporation, thereafter the Charity must hold an AGM in every year.

9.9 Members must annually at the AGM:

- (1) receive the accounts of the Charity for the previous financial year;
- (2) receive a written report on the Charity's activities;
- (3) be informed of the retirement of those Trustees who wish to retire [or who are retiring by rotation];
- (4) elect Trustees to fill the vacancies arising;
- (5) appoint reporting accountants or auditors for the Charity;

9.10 Members may also from time to time

- (1) confer on any individual (with his/her consent) the honorary title of Patron, President or Vice-President of the Charity; and
- (2) discuss and determine any issues of policy or deal with any other business put before them by the Trustees.

9.11 A general meeting may be called by the Trustees at any time and must be called within 21 days of a written request from one or more Trustees (being Members), at least 10% of the Membership or (where no general meeting has been held within the last year) at least 5% of the Membership.

9.12 A technical defect in the appointment of a Member of which the Members are unaware at the time does not invalidate a decision taken at a general meeting or a Written Resolution.

10. Limited Liability

The liability of Members is limited.

11. Guarantee

Every Member promises, if the Charity is dissolved while he/she remains a Member or within one year after he/she ceases to be a member, to pay up to £1 towards:

11.1 payment of those debts and liabilities of the Charity incurred before he /she ceased to be a Member

11.2 payment of the costs, charges and expenses of winding up; and

11.3 the adjustment of rights of contributors among themselves.

12. Communications

12.1 Notices and other documents to be served on Members or Trustees under the Articles or the Companies Act may be served:

- (1) by hand;
- (2) by post;
- (3) by suitable electronic means; or

through publication in the Charity's newsletter or on the Charity's website.

12.2 The only address at which a Member is entitled to receive notices sent by post is an address in the U.K. shown in the register of Members.

12.3 Any notice given in accordance with these Articles is to be treated for all purposes as having been received:

- (1) 24 hours after being sent by electronic means, posted on the Charity's website or delivered by hand to the relevant address;
 - (2) two clear days after being sent by first class post to that address;
 - (3) three clear days after being sent by second class or overseas post to that address;
 - (4) immediately on being handed to the recipient personally;
- or, if earlier,
- (5) as soon as the recipient acknowledges actual receipt.

12.4 A technical defect in service of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

13. Dissolution

13.1 If the Charity is dissolved, the assets (if any) remaining after providing for all its liabilities must be applied in one or more of the following ways:

- (1) by transfer to one or more neighbouring Home-Start schemes in England and Wales as nominated by Home-Start UK.

13.2 A final report and statement of account must be sent to the Commission.

13.3 This provision may be amended by special resolution but only with the prior written consent of the Commission.

14. Interpretation

14.1 The Articles are to be interpreted without reference to the model articles under the Companies Act, which do not apply to the Charity.

14.2 In the Articles, unless the context indicates another meaning:

‘AGM’ means an annual general meeting of the Charity;

‘the Articles’ means the Charity’s Articles of Association and ‘Article’ refers to a particular Article;

‘Beneficiaries’ means the beneficiaries of the Charity as defined in Article 1;

‘Chairperson’ means the chairperson of the Trustees;

‘the Charity’ means the company governed by the Articles;

‘the Charities Act’ means the Charities Acts 1992 to 2006;

‘charity trustee’ has the meaning prescribed by the Charities Act;

‘clear day’ does not include the day on which notice is given or the day of the meeting or other event;

‘the Commission’ means the Charity Commission for England and Wales or any body which replaces it;

‘the Companies Act’ means the Companies Acts 1985 to 2006;

‘Conflicted Trustee’ means a Trustee in respect of whom a conflict of interest arises or may reasonably arise because the Conflicted Trustee or a Connected Person is receiving or stands to receive a benefit (other than payment of a premium for indemnity insurance) from the Charity, or has some separate interest or duty in a matter to be decided, or in relation to information which is confidential to the Charity;

‘Connected Person’ means, in relation to a Trustee, a person with whom the Trustee shares a common interest such that he/she may reasonably be regarded as benefiting directly or indirectly from any material benefit received by that person, being either a member of the Trustee’s family or household or a person or body who is a business associate of the Trustee, and (for the avoidance of doubt) does not include a company with which the Trustee’s only connection is an interest consisting of no more than 1% of the voting rights; A Connected Person in relation to an employee of the charity shall be construed in accordance with these provisions as if all reference to Trustee referred to an employee.

‘custodian’ means a person or body who undertakes safe custody of assets or of documents or records relating to them;

‘electronic means’ refers to communications addressed to specified individuals by telephone, fax or email or, in relation to meetings, by telephone conference call or video conference;

‘financial expert’ means an individual, company or firm who is authorised to give investment advice under the Financial Services and Markets Act 2000;

‘financial year’ means the Charity’s financial year;

‘firm’ includes a limited liability partnership;

‘indemnity insurance’ means insurance against personal liability incurred by any Trustee for an act or omission which is or is alleged to be a breach of trust or breach of duty, unless the act or omission amounts to a criminal offence or the Trustee concerned knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty;

‘material benefit’ means a benefit, direct or indirect, which may not be financial but has a monetary value;

‘Member’ and ‘Membership’ refer to company Membership of the Charity;

‘Memorandum’ means the Charity’s Memorandum of Association;

‘month’ means calendar month;

‘nominee company’ means a corporate body registered or having an established place of business in England and Wales which holds title to property for another;

‘ordinary resolution’ means a resolution agreed by a simple majority of the Members present and voting at a general meeting or in the case of a written resolution by Members who together hold a simple majority of the voting power. Where applicable, ‘Members’ in this definition means a class of Members;

‘the Objects’ means the Objects of the Charity as defined in Article 1;

‘Resolution in writing’ means a written resolution of the Trustees;

‘Secretary’ means a company secretary;

‘special resolution’ means a resolution of which at least 14 days’ notice has been given agreed by a 75% majority of the Members present and voting at a general meeting or in the case of a written resolution by Members who together hold 75% of the voting power. Where applicable, ‘Members’ in this definition means a class of Members;

‘taxable trading’ means carrying on a trade or business in such manner or on such a scale that some or all of the profits are subject to corporation tax;

‘Trustee’ means a director of the Charity and ‘Trustees’ means the directors

‘written’ or ‘in writing’ refers to a legible document on paper or a document sent by electronic means which is capable of being printed out on paper;

‘written resolution’ refers to an ordinary or a special resolution which is in writing;

‘year’ means calendar year.

14.3 Expressions not otherwise defined which are defined in the Companies Act have the same meaning.

14.4 References to an Act of Parliament are to that Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

**HOME-START NORTH WEST HAMPSHIRE TRADING AS HOME-START
BASINGSTOKE AND DEANE LTD.**

DIRECTORS' AND TRUSTEES' REPORT

AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31ST MARCH 2024

**HOME-START NORTH WEST HAMPSHIRE TRADING AS HOME-
START BASINGSTOKE AND DEANE LTD.**

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**HOME-START NORTH WEST HAMPSHIRE TRADING
AS HOME-START BASINGSTOKE AND DEANE LTD.**

OFFICERS AND PROFESSIONAL ADVISERS

Directors and trustees	Janette Hewitt (Chair) Natalie Fletcher Jeffrey Northam Mark Flower Elizabeth Taylor Lauren English Patricia Fox Naila Aslam Susan Bailey Samantha Baker Amanda Britton	 appointed May 23 appointed May 23 appointed June 23
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Company Secretary	Jeffrey Northam
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Company number	5604443 (Registered in England and Wales)
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Charity number	1112233
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Registered Office	Rucstall Community Centre Holbein Close Basingstoke RG21 3QN
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Bankers	Lloyds Bank plc Basingstoke
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Independent Examiner	Caroline Scull B20 Ltd Charwell House Wilsom Road Alton Hampshire GU34 2PP
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HOME-START NORTH WEST HAMPSHIRE TRADING AS HOME-START BASINGSTOKE AND DEANE LTD.

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED

31ST MARCH 2024

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102 - effective 1st January 2015).

Objects of the Charity, Principal Activities and Organisation of our work

The charity is constituted as a company limited by guarantee, and is therefore governed by a memorandum and articles of association.

The charity's objects are to safeguard, protect and preserve the good health, both mental and physical of children and parents of children, to prevent cruelty to or maltreatment of children, to relieve sickness amongst children and parents of children within the areas of North West Hampshire and its environs.

It's principal activity is the recruiting and training of volunteers and suitable staff who then offer confidential, friendly support to families in need.

The board of trustees, who meet at least 6 times a year are responsible for the administration of the charity. The day to day management is delegated to the Director of Operations, who is responsible for the management of the other members of the team.

Trustees are appointed by the existing board members and are drawn from interested members of the public.

The charity places much reliance on the services of unpaid volunteers. This includes the time provided by the Trustees.

Future Developments

Home-Start North West Hampshire now trading as Home-Start Basingstoke & Deane to better reflect the geographical catchment area.

Funding in 23/24 has been challenging.

We anticipate funding in 24/25 to be extremely challenging, which may put services at risk.

Public Benefit

In setting its plans for areas of work, the Trustees of Home-Start Basingstoke & Deane have had regard to the guidance from the Charity Commission on public statement of benefit. Home-Start Basingstoke & Deane's business plan and the analysis of achievements against that plan demonstrates how Home-Start Basingstoke & Deane has set out to fulfil its principle charitable objective that is the relief of children or parents in despair or in distress and the prevention of emotional, physical or mental abuse or neglect of such children and to promote their welfare and wellbeing

**HOME-START NORTH WEST HAMPSHIRE TRADING AS HOME-START
BASINGSTOKE AND DEANE LTD.**

REPORT OF THE TRUSTEES (continued)

FOR THE YEAR ENDED

31ST MARCH 2024

Reserves Policy

The trustees have reviewed the charity's needs for its reserves in line with the guidance issued by the Charity Commission and have set aside or designated £57,166 to safeguard the charity's service commitment in the event of delays in receipt of grants or accrued legacies. This approximates to three months running costs plus closure costs. The Trustees believe that reserves should be at least at this level to ensure the charity can run efficiently and meet the needs of the beneficiaries.

Directors and Trustees

All directors of the company are also Trustees of the charity and there are no other trustees. The Trustees are named on page 1.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the financial statements in accordance with applicable law and UK Generally Accepted Accounting Practice.

The Companies Act 2006 requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of the company and of its profit or loss for that period.

In preparing those financial statements the directors are required to:-

- (i) Select suitable accounting policies and then apply them consistently.
- (ii) Make judgements and estimates that are reasonable and prudent.
- (iii) Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company exemption

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime

Signed

Janette Hewitt

Director

Date:

Janette Hewitt

17/5/24

**HOME-START NORTH WEST HAMPSHIRE TRADING AS HOME-START BASINGSTOKE
AND DEANE LTD.**

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED

31ST MARCH 2024

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
Notes	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	2024	2024	2024	2023
Total incoming resources	52,194	89,815	142,009	168,723
Total direct charitable expenditure	56,340	90,037	146,377	151,949
Total support costs	14,117	4,171	18,288	18,352
Total resources expended	70,458	94,208	164,665	170,301
Net incoming resources for the year	(18,263)	(4,393)	(22,656)	(1,578)
Balance brought forward	104,381	4,393	108,774	110,352
Balance carried forward	<u>86,118</u>	<u>(0)</u>	<u>86,118</u>	<u>108,774</u>

The notes on pages 6 to 9 form part of these financial statements.

HOME-START NORTH WEST HAMPSHIRE TRADING AS HOME-START BASINGSTOKE AND DEANE LTD.

BALANCE SHEET

AS AT 31ST MARCH 2024

	Notes	2024 £	2023 £
Current Assets			
Debtors	9	446	745
Cash at bank and in hand		110,471	120,719
		<u>110,917</u>	<u>121,464</u>
Creditors: amounts falling due within one year	10	<u>(24,800)</u>	<u>(12,690)</u>
Net current assets		86,118	108,774
Net assets		<u>86,118</u>	<u>108,774</u>
Capital Funds			
Unrestricted Funds		86,118	104,381
Restricted Funds		0	4,393
Total funds		<u>0 86,118</u>	<u>108,774</u>

Approval

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

These financial statements were approved by the directors on 17 May 2024 and signed by:

Janette Hewitt
Janette Hewitt

The notes on pages 6 to 9 form part of these financial statements.

HOME-START NORTH WEST HAMPSHIRE TRADING AS HOME-START BASINGSTOKE AND DEANE LTD.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31ST MARCH 2024

1 Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

a Basis of accounting

The financial statements have been prepared under the historic cost convention and in accordance with the Charities SORP (FRS102) Accounting and Reporting of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) and the Companies Act 2006.

b Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
The Trustees are named on page1.

c Incoming resources

Voluntary income, donations and grants are accounted for on an accruals basis.

d Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT that cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Direct charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examiner's fees and costs linked to the strategic management of the charity.

2 Grants received - unrestricted funds

	2024	2023
	£	£
Hampshire and Isle of Wight	6,000	1,000
Basingstoke & Deane	0	0
Garfield Weston	0	10,000
Henry Smith	0	11,250
The Park Family Trust	5,000	0
The Co-op	1,816	0
Groundwork - Comic Relief	0	500
Manydown Trust	4,000	3,250
Home Start UK	0	250
The Allotments for the Labouring Poor	0	2,000
The Turbary Allotment Charity	0	2,000
Albert Hunt	0	4,000
	<u>16,816</u>	<u>34,250</u>

**HOME-START NORTH WEST HAMPSHIRE TRADING AS HOME-START BASINGSTOKE
AND DEANE LTD.**

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED

31ST MARCH 2024

	2024 £	2023 £
3 Grants received - restricted funds		
Lottery Mental Health Project Grant	61,526	60,248
Awards 4 All - for young parents group	2,022	4,043
Basingstoke & Deane Borough Council - for corporate fundraising	0	10,000
Children in Need - for groups	11,667	10,500
Greenham Common - for home visiting services	9,000	2,500
Hedley FDN BCA - Home Visiting	2,500	0
Greenham Common matched funding - for Bishops Green Group	0	845
Greenham matched funding Cycle - for Bishops Green	0	750
Englefield Charitable Trust via Greenham for Bishops Green	0	340
The Peter Baker Foundation via Greenham for Bishops Green	0	3,000
Hampshire County Council - for Bishops Green Group	0	1,000
Sovereign Housing - Little Wellies	600	0
Sunlife - for groups healthy eating	500	0
Alex Timpson Trust - Wellbeing Group	2,000	0
Four Lanes Trust - for a new laptop	0	448
	<u>89,815</u>	<u>93,674</u>

4 Donations

Donations via CAF	4,061	1,070
Anon	0	500
J Lyons	175	0
Waltrose	1,000	333
Tadley U3A	200	87
K Jardine-Brown	350	350
Carolyn Anderson	240	280
Loddon Lodge	826	0
Greywell	1,540	1,253
Volunteers' and Trustees expenses donated	267	543
Jo & Alan Attridge	100	0
Masonic Lodge	500	100
Winchfield Village	232	0
Basingstoke Ladies Golf	0	5,000
Arnold Clark	0	1,000
HR Leppard	0	10,000
Wilson	3,000	2,500
Fletcher	0	300
Odiham Rotary	500	0
P Ash	0	120
200 Club Lottery - Prizes gifted back	0	620
Online Giving	436	0
Dummer Church	242	0
Other Donations Received	<u>623</u>	<u>455</u>
	<u>14,292</u>	<u>24,511</u>

5 Donations - restricted funds

Janette Hewitt	0	63
Erika Wilson	0	160
Tadley U3A	0	125
Anon	0	160
Dummer Church	0	510
Joanna Hartridge-Price	<u>0</u>	<u>50</u>
For Bishops Green Group	<u>0</u>	<u>1,068</u>

**HOME-START NORTH WEST HAMPSHIRE TRADING AS HOME-START
BASINGSTOKE AND DEANE LTD.**

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED

31ST MARCH 2024

	2024	2023
	£	£
6 Fundraising - restricted funds		
Mark Flower - Cycle Ride	0	750
For Bishops Green Group	<u>0</u>	<u>750</u>
7 Fundraising income		
Rotary Race Night	0	1,483
Race Night	3,241	0
Cocktails & Canapes	1,808	1,389
Call my Bluff	0	2,233
Ramble	2,092	680
Easyfundraising	158	75
Bridge Day	2,804	200
Quiz Night	685	0
Carnival	112	0
Christmas Quiz	37	0
Christmas at Milestones	440	0
Sherfled on Loddon Reindeer Trail	0	700
	<u>11,375</u>	<u>6,760</u>
Less: Relevant fundraising costs	<u>968</u>	<u>815</u>
Profit from fundraising	<u>10,407</u>	<u>6,643</u>
8 Investment income		
Bank interest received	<u>1,044</u>	<u>190</u>
9 Debtors		
Prepayments	<u>446</u>	<u>745</u>
	<u>446</u>	<u>745</u>
10 Creditors: amounts falling due within one year		
Awards 4 All (4 months of £6k)	0	2,022
Manydown Trust (8 months of £3k)	0	2,000
Children in Need (3 months of £10k)	3,333	5,000
National Lottery Community	15,000	0
Sovereign Housing	400	0
St James Place	2,000	0
Creditors Control account	233	0
PAYE	1,104	438
Credit card	761	376
200 Club Prizes Payable	877	629
Fundraising to be paid back	551	0
Accruals - Independent Examination	<u>540</u>	<u>2,225</u>
	<u>24,800</u>	<u>12,690</u>

**HOME-START NORTH WEST HAMPSHIRE TRADING AS HOME-START BASINGSTOKE AND
DEANE LTD.**

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED

31ST MARCH 2024

	2024 £	2023 £
11 Surplus for the year		
This is stated after charging:		
Depreciation of tangible fixed assets owned by the charity	<u>0</u>	<u>0</u>
Independent Examiner's Fees	<u>540</u>	<u>540</u>
12 Trustees' remuneration		
No remuneration was paid to any trustee during the year, except to re-imburse them for purchases or out of pocket expenses made on behalf of the charitable company.		
13 Governance costs		
Independent Examiners Fee	540	540
AGM	90	235
Information Commissioner	35	35
Meeting room hire	192	0
Trustee expenses	<u>0</u>	<u>241</u>
	<u>857</u>	<u>1,051</u>
14 Reserves Policy		
The value of designated reserves are calculated as follows:		
	3 months	6 months
Cost of closure	16,000	16,000
Three month's operating costs (prior year was six months)	<u>41,166</u>	<u>85,151</u>
Designated Reserves	<u>57,166</u>	<u>101,151</u>
Unrestricted Funds	86,118	104,381
Designated reserves	<u>(57,166)</u>	<u>(101,151)</u>
Free Reserves	<u>28,951</u>	<u>3,230</u>
15 Salaries		
Gross Salaries	101,816	93,420
Employer's National Insurance	5,064	4,778
Less: Employment Allowance	(5,000)	(4,778)
Employer's Pension Contributions	<u>5,063</u>	<u>4,423</u>
Total Salary Bill	<u>106,943</u>	<u>97,843</u>
Total Staff members	7	8
Full Time Equivalent	3.75	3.75

**Independent Examiner's Report to the Trustees of
HOME-START NORTH WEST HAMPSHIRE TRADING AS HOME-START BASINGSTOKE AND DEANE LTD**

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 March 2024 as set out on pages 4 to 9.

Respective responsibilities of trustees and examiner

As the trustees of the Charity, and also its directors for the purposes of company law, you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 (the 2011 Act). I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants which is one of the listed bodies. In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145 (5)(b) of the 2011 Act.

Basis of the independent examiner's report


My examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



MRS C S SCULL BA FCCA

B20 Limited
Chartered Certified Accountant
Charwell House
Wilsom Road
Alton
Hampshire
GU34 2PP

Date 2/7/24

**HOME-START NORTH WEST HAMPSHIRE TRADING AS HOME-START BASINGSTOKE
AND DEANE LTD.**

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED

31ST MARCH 2024

		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
		<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	Notes	2024	2024	2024	2023
Incoming resources					
Grants received	2/3	16,816	89,815	106,631	127,924
Donations	4/5	14,292	0	14,292	25,579
Fundraising income	6/7	11,375	0	11,375	7,510
Gift Aid		967	0	967	0
200 Club Lottery		7,700	0	7,700	7,521
Investment income	8	1,044	0	1,044	190
Total incoming resources		52,194	89,815	142,009	168,723
Resources expended					
<u>Direct charitable expenditure</u>					
Core Salary costs		49,295	5,530	54,825	57,586
Pension costs		3,858	0	3,858	3,234
Recruitment		0	0	0	0
Covid-19 direct costs		0	0	0	0
Learning Together Packs		0	0	0	0
Family Groups - including salaries		0	26,123	26,123	23,925
Home Visiting project costs		0	257	257	224
Volunteer prep courses and support		208	0	208	1,232
Staff travel expenses		(0)	737	737	933
Staff training		174	0	174	258
Staff welfare		350	0	350	700
Mental Health Project payments to HS Rushmoor		0	30,763	30,763	30,124
Mental Health Project delivery costs		0	23,070	23,070	24,762
DBS checks		0	232	232	327
Fundraising		968	0	968	815
Corporate Fundraising		0	2,956	2,956	5,607
200 Club Lottery prizes		1,488	0	1,488	1,507
Volunteer travel expenses		0	369	369	716
		56,340	90,037	146,377	151,949
<u>Support costs</u>					
Rent		3,986	1,993	5,980	5,249
Telephone and internet		1,594	797	2,391	2,404
Printing, stationery and postage		1,484	0	1,484	1,685
Home Start fees		1,871	624	2,495	2,054
Insurance		445	445	890	1,074
Payroll bureau		393	0	393	463
Bookkeeping		810	0	810	1,136
IT, Software and consumables		1,983	0	1,983	2,628
Advertising & Marketing		180	312	492	340
Office costs		452	0	452	204
Bank charges		64	0	64	64
Governance costs		857	0	857	1,051
		14,117	4,171	18,288	18,352
Total resources expended		70,458	94,208	164,665	170,301
Net incoming resources for the year		(18,263)	(4,393)	(22,656)	(1,578)
Balance brought forward		104,381	4,393	108,774	110,352
Balance carried forward		86,118	(0)	86,118	108,774

The notes on pages 6 to 9 form part of these financial statements.

Agenda Item - 41/25 Internal Auditor



MULBERRY
LOCAL AUTHORITY SERVICES LTD

Eastgate House
Dogflud Way, Farnham
Surrey, GU9 7UD

t 07428 647069
e office@mulberrylas.co.uk
w www.mulberrylas.co.uk

Mrs T Hamer
Rooksdown Parish Council
Rooksdown Community Centre
Basingstoke
Hampshire
RG24 9XA

16 July 2025

Dear Tracy

Engagement Letter – Local Authority

We are pleased to accept the instruction to act as internal auditors for the Council and are writing to confirm the terms of our appointment outlined below. The purpose of this engagement letter is to set out the basis on which we are engaged to act as internal auditors and our respective areas of responsibility, it should be read in conjunction with our standard terms and conditions.

1. Period of engagement

- a. This letter is effective for audit work relating to the financial years 2025/26 to 2027/28 inclusive.
- b. It replaces all previous engagement letters. The previously agreed commencement date for this engagement still applies.
- c. We will deal with matters arising in respect of periods prior to the above period as appropriate.

2. Responsibilities of the council and internal auditors

- a. The council is responsible for ensuring that the council maintains adequate accounting records and for preparing financial statements that have been prepared in accordance with current practices and guidelines.
- b. You are also responsible for making available to us, as and when required, all the council's accounting records and all other relevant records and related information, including the minutes of all meetings. We are entitled to request from the council's officers any other information and explanations as we think necessary for the performance of our duties as internal auditors.
- c. We have a statutory responsibility to report to the external auditors whether in our opinion the financial statements have been properly prepared in accordance with current practices and guidelines as outlined in the Joint Panel on Audit and Governance (JPAG) Practitioner's Guide covering the financial year under review. In forming this opinion, we shall:
 - i. Review the accounting records and all other relevant records and related information, including minutes of all meetings
 - ii. If deemed necessary, conduct two or more reviews per annum to verify both the procedural and financial aspects of the council
 - iii. Report to you in writing any such adjustments that we may consider necessary, or those areas where we think your systems may require improvement
 - iv. Sign the Annual Internal Audit Report page of the Annual Governance and Accountability Return (AGAR) as internal auditors

- d. We have a professional responsibility to report if the financial statements do not comply with applicable proper practices, unless in our opinion the non-compliance is justified in the circumstances. In determining whether the departure is justified we consider:
 - i. Is the departure required for the financial statements to give a true and fair view; and
 - ii. Has adequate disclosure been made concerning the departure
- e. As with other professional services firms, we are required to identify our clients for the purposes of the UK anti-money laundering legislation. We are likely to request from you, and retain, some information and documentation for these purposes and/or to make searches of appropriate databases. If we are not able to obtain satisfactory evidence of your identity within a reasonable time, there may be circumstances in which we are not able to proceed with the audit appointment.
- f. The provision of audit services is a business in the regulated sector under the Proceeds of Crime Act 2002 and, as such, partners and staff in audit firms must comply with this legislation which includes provisions that may require us to make a money laundering disclosure in relation to information we obtain as part of our normal audit work. It is not our practice to inform you when such a disclosure is made or the reasons for it because of the restrictions imposed by the 'tipping off' provisions of the legislation.

3. Scope of audit

- a. Our audit will be conducted in accordance with current practices and guidelines and will include tests of transactions and of the existence, ownership and valuation of assets and liabilities such as we consider necessary.
- b. We shall obtain an understanding of the accounting and internal control systems to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained by the council. We shall expect to obtain such appropriate evidence as we consider sufficient to enable us to draw reasonable conclusions there from.
- c. The nature and extent of our procedures will vary according to our assessment of the council's accounting system and, where we wish to place reliance on it, the internal control system, and may cover any aspect of the business's operations that we consider appropriate. Our audit is not designed to identify all significant weaknesses in the council's systems but, if such weaknesses come to our notice during our audit, which we think should be brought to your attention, we shall report them to you. We accept no duty or responsibility to any other third party as concerns our reports.
- d. As part of our normal audit procedures, we may request you to provide written confirmation of certain oral representations which we have received from you during the audit on matters having a material effect on the financial statements. Where we bring misstatements in the accounts to your attention that are not adjusted, we shall require written representation of your reasons.
- e. To assist us with the examination of your financial statements, we shall request sight of all documents or statements, including minutes and reports, which are due to be issued with the financial statements. We are also entitled to attend all general meetings of the council and to receive notice of all such meetings.
- f. The responsibility of safeguarding the assets of the council and for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the council. However, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud, error or non-compliance with law or regulations), but our examination should not be relied upon to disclose all such material misstatements or frauds, errors or instances of non-compliance as may exist.

- g. Once we have issued/uploaded our report we have no further direct responsibility in relation to the financial statements for that financial year. However, we expect that you will inform us of any changes occurring between the date of our report and submission to the external auditor.
- h. We appreciate that the present size of your council may render it uneconomic to create a system of internal control based on the segregation of duties for different functions within each area of the council. In planning and performing our audit work we shall take account of this.

4. Electronic publication

- a. Where audited financial information is published on a website or by other electronic means, it is your responsibility to ensure that any such publication properly presents the financial information and auditor's report. We reserve the right to withhold consent to the electronic publication of our report or the financial statements if they are to be published in an inappropriate manner.
- b. It is your responsibility to ensure there are controls in place to prevent or detect quickly any changes to electronically published information. We are not required to carry out ongoing review of the information after it is first published. The maintenance and integrity of electronically published information is your responsibility, and we accept no responsibility for changes made to audited information after it is first posted.

5. Communication

- a. To ensure that there is effective two-way communication between us we set out below the expected form and timing of such communications
 - i. We may arrange a meeting to discuss the forthcoming audit prior to the expected start date.
 - ii. We may arrange a meeting to discuss any matters arising from completing the on-site work.
 - iii. We shall of course contact you on a regular basis regarding both audit and other matters.

6. Other services

- a. You may request that we provide other services from time to time. We will issue a separate letter of engagement and scope of work to be performed accordingly. Because rules and regulations frequently change you must ask us to confirm any advice already given if a transaction is delayed or a similar transaction is to be undertaken.

7. Limitation of liability

- a. We specifically draw your attention to our standard terms and conditions which set out the basis on which we limit our liability to you and to others.
- b. There are no third parties that we have agreed should be entitled to rely on the work done pursuant to this engagement letter other than the external auditors.

8. Fees

- a. Our fees are calculated using a stand rate per hour, plus disbursements and VAT at the standard applicable rate.
- b. Our fees for the engagement period defined in clause 1a of this engagement letter are £75 per hour + VAT.
- c. Where applicable we charge 45p per mile for travel from the internal auditor's home address to the site of the audit.
- d. Our fees are payable on presentation of invoice.
- e. We do not normally charge for travel time, but in the event of an auditor attending on-site and the council not being ready and requiring the visit to be postponed or cancelled, we will charge for the auditor's travel time for the return journey at the hourly rate specified in clause 8(b).

9. Cancellation of services

- a. Services can be cancelled at any time in writing. Cancellation will be effective from the end of the engagement period defined in clause 1a of this engagement letter.
- b. If the council wishes to terminate the engagement period before the date defined in clause 1a of this agreement, an early termination fee shall become payable.
- c. The early termination fee shall be based on the anticipated duration of internal audit work during the remaining engagement period, and we shall provide an explanation of how this fee is calculated.

10. Agreement of terms

- a. This letter supersedes any previous engagement letter. Once it has been agreed, this letter will remain effective until it is replaced.
- b. If this letter is not in accordance with your understanding of the scope of our engagement or your circumstances have changed, please let us know
- c. This letter should be read in conjunction with our standard terms and conditions.

Yours sincerely

A Beams

Andy Beams, Director Mulberry Local Authority Services Ltd

We confirm that by electronically approving this document we agree that we have read and understood the contents of this letter and related terms and conditions and further agree that it accurately reflects our fair understanding of the services that we require you to undertake.

T. Hamer

T. Hamer (Aug 6, 2025 15:25:30 GMT+1)

06/08/2025

Agenda Item 41/25 - Process for Setting the Budget and Precept

Background

Rooksdown Parish Council is primarily funded through a *precept*, which is an additional charge added to the Council Tax bills of residents living within the Parish boundaries. Each year, the Parish Council must calculate the level of funding required to carry out its responsibilities in the following financial year. A draft budget is prepared, and once agreed, the Clerk formally notifies Basingstoke & Deane Borough Council of the precept amount to be collected. BDBC collects the precept along with Council Tax and pays the full amount to the Parish Council in two payments, at the beginning of the Council year in April and then September.

Planning for the Next Financial Year

In the autumn, members are reminded that the budget-setting process is approaching. This is the time to put forward ideas for projects or initiatives for the coming year.

All proposals must be debated and approved by Council before the budget is set, so that accurate costings can be obtained and realistic figures included in the draft budget. Committees with their own budgets may also submit proposals for consideration. This will be an agenda item in October.

Budget Preparation

The Clerk prepares a draft budget proposal based on:

- the Council's ongoing responsibilities
- projects or initiatives agreed for the coming year

All members receive a copy of the draft proposals ahead of the November meeting. At the Full Council meeting, members can propose amendments. To ensure that proposals are lawful, practical, and costed, members are encouraged to notify the Clerk in advance. If amendments are introduced for the first time during the Council meeting, it may be necessary to defer the final decision pending further advice.

Approval of the Budget and Precept

The draft budget and precept are then considered by Full Council at its December or January meeting for final approval and the clerk must submit the request to BDBC before the 31st January 2026.

Council Tax Base and Band D Properties

Each year, BDBC provides the Parish Council with the Council Tax Base for Band D properties within the Parish area.

- The *tax base* represents the number of equivalent Band D properties after adjustments for discounts, exemptions, and the local Council Tax Support Scheme.
- The Band D figure is used nationally as the standard unit for calculating Council Tax.
- The Parish Council uses this figure to determine how much needs to be charged per Band D property to raise the agreed precept.

For example, if the Parish Council agrees a budget requiring a precept of £50,000 and the Band D tax base is 2,000, the precept per Band D property would be £25 (before the Borough Council applies its collection processes and distributes across other bands). This ensures that the precept is set fairly and transparently across all households, in line with statutory requirements.

Budget Monitoring Throughout the Year

Once the budget and precept have been agreed, the Parish Council has a duty to monitor income and expenditure regularly against the approved budget. The Clerk provides financial reports to the Council throughout the year, highlighting actual spending, committed expenditure, and any variances from the planned budget. This allows members to identify potential overspends or underspends at an early stage and to take corrective action where necessary. Regular monitoring is required under Accounts and Audit Regulations 2015.

Legislative Context

The requirements regarding budget-setting by town and parish councils in England are governed by several key pieces of legislation:

1. Local Government Finance Act 1992

- Section 41(1): Requires parish councils to issue a precept to the billing authority (the Borough Council) for each financial year. The precept is the amount of Council Tax required to cover the Council's budgeted expenditure.
- Section 50: States that the precept must be based on a properly calculated budget, taking into account anticipated income, reserves, and contingencies. The full Council is responsible for setting the budget and issuing the precept.

2. Local Government Act 1972

- Section 151: Places a duty on councils to make proper arrangements for the administration of financial affairs, with ultimate responsibility resting with the full Council.
- Schedule 12, Part II, Paragraph 12: Confirms that decisions of significant financial impact, such as the budget and precept, must be made by the full Council and cannot be delegated to a committee.

3. Accounts and Audit Regulations 2015

- Require councils to ensure proper financial management, accountability, and transparency.
- Regulation 3: Specifies that councils must have effective internal controls, including systems for setting and monitoring budgets.

Summary of Legal Requirements

- Precept and budget: Must be set by the full Council.
- Financial oversight: The Council is responsible for proper financial administration.
- Delegation limits: Significant financial decisions, including the budget and precept, cannot be delegated solely to committees.

Agenda Item - 44/25 Christmas Lights



Parish Council meeting – 4 August 2025

Item 44/25 – Events – Christmas Lights 2025 – to discuss quotes and appoint supplier for 3 years.

Rooksdown Parish Council – Christmas Decoration Proposals

Overview

Two suppliers have submitted proposals to provide festive decorations for Rooksdown:

1. **The Christmas Decorators** – a high-end, design-focused supplier with an existing relationship with Rooksdown.
2. **Light Angels** – offering a broader, multi-location approach with flexible lighting options.

Rooksdown Parish Council members are invited to review both options and determine the preferred supplier for a 3-year contract.

The options presented (overleaf) are for:

1. Christmas Tree and icicle lights at the Community Centre (continuing the theme we have had for the last 3 years) with an additional 2 x wreaths at the main entrance to Rooksdown (coming in from A339)
2. Some additional options for future consideration.

Option 1: The Christmas Decorators

Key Features:

3-year rental including installation, takedown, storage, and maintenance.

- Fresh Christmas tree and icicle lights for the Community Centre.
- Two oversized wreaths at the main entrance (railings).

Costs (per year, 3-year rental):

Community Centre (tree & icicles)	£1,560
Main Entrance (2 wreaths)	£368.12 each
Total Cost	£2306 + VAT

Additional options for future consideration –

- Lighting and wreath on the Clock Tower building for added visibility
- Lamp post motifs and premium tree wraps (branch-wrapping technique)

Costs (per year, 3-year rental):

Main High Street (6 motifs)	£480 – £670 per motif
Clock Tower Building	£2,350.11
Tree Wraps	£600 – £850 per tree
Total	Dependent on final selection (plus VAT)

Strengths:

- Proven supplier with 3 years' experience in Rooksdon
- High-end design with strong attention to detail
- Full-service package and professional accreditations

Option 2: Light Angels

Key Features:

3-year rental including installation, takedown, storage, and maintenance.

- Icicle lights on Community Centre with 10 white LED stars in the real tree
- Fresh 15' Christmas tree with lights, tree-top star, and fencing
- Large white snowflakes with lights for village entrance railings

Costs (per year, 3-year rental):

Icicle Lights & Stars	£1,978.75
15' Fresh Tree (incl. decorations)	£1,988.50
Entrance Railings (Snowflakes)	£489.33
Total cost	£4456.58 + VAT

Additional options to consider –

- Battery-powered tree trunk wraps (20 trees on Park Prewett Road & Rooksdown Avenue)
- Optional lamp post motifs for roundabout (future consideration).
- Remote/timer control included free of charge.

Costs (per year, 3-year rental):

Tree Trunk Wraps	£2,233.60
Motifs (7)	£475.00
Total	Dependent on final selection (plus VAT)

Strengths:

- Broad coverage across multiple village locations
- Fresh locally grown Christmas tree each year.
- Simple all-inclusive annual cost.

3. Key Differences

- Design vs Coverage: **Christmas Decorators** focus on premium, concentrated features (Community Centre, Clock Tower), while **Light Angels** offer widespread festive points across main roads and entrances.
 - Cost Structure: **Light Angels** provide a clear annual total; **Christmas Decorators'** final cost depends on chosen motifs and number of tree wraps.
 - Experience: **Christmas Decorators** already have an established track record in Rooksdown.
-

4. Next Steps

Rooksdown Parish Council is asked to:

1. Review both proposals in terms of design preference, coverage, and cost.
 2. Decide on a preferred supplier for a 3-year festive decoration arrangement.
 3. Approve a budget allocation accordingly.
-

Cllr Paul Mahoney

Chair – Rooksdown Parish Council

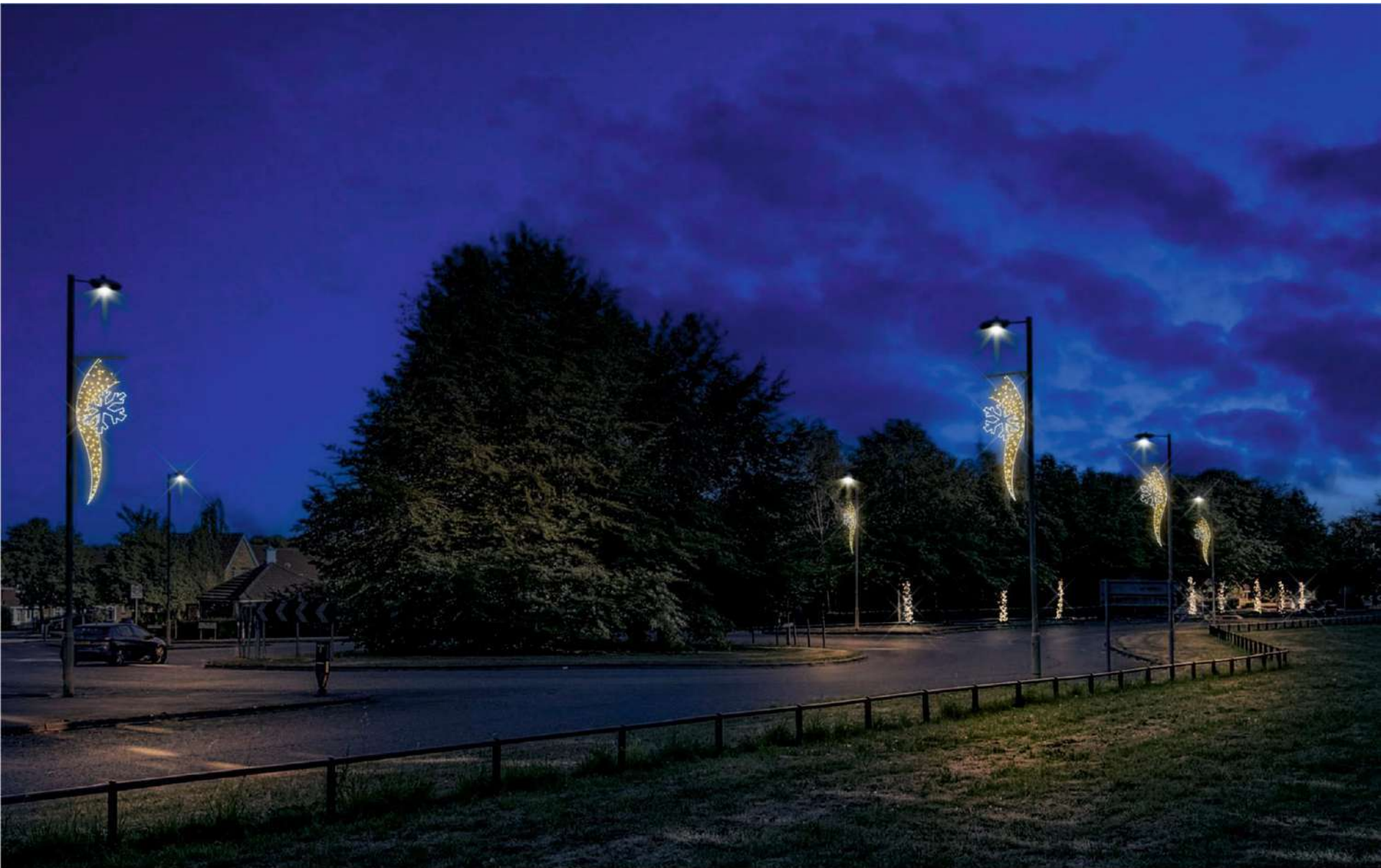


Light Angels

Community Centre decorations and lighting

Images for illustrative purposes only and should not be relied upon for installation or technical use





Light Angels

Rooksdown Avenue decorations and lighting

Images for illustrative purposes only and should not be relied upon for installation or technical use





Rooksdown Village entrance with White LED Snowflakes

Images for illustrative purposes only and should not be relied upon for installation or technical use





Rooksdown Village entrance with White LED Stars

Images for illustrative purposes only and should not be relied upon for installation or technical use



CHRISTMAS DECORATING

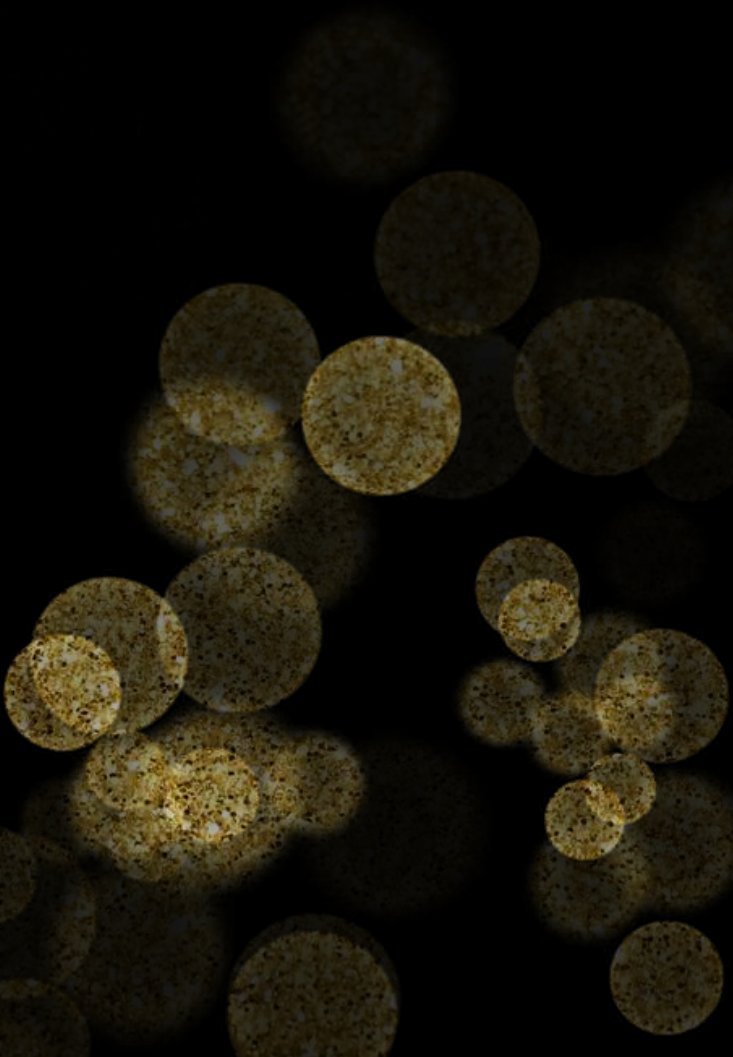
PROPOSAL

Prepared For:

Cllr Paul Mahoney
Rooskdown Parish Council
7 Park Prewett Road
Basingstoke
RG24 9RG

Prepared By:

Natasha Tighe
The Christmas Decorators
Oakmeade
Soke Road
Silchester
RG7 2PB



Executive Summary



The Christmas Decorators are excited to submit this proposal for the Rookdown Parish Council Christmas decorations. With over 25 years of experience in the Christmas decorating industry, we have built a reputation for delivering high-quality and unique festive experiences.

Our attention to detail, beautifully designed decorations, and extensive expertise ensure that our service will exceed your expectations. We are confident that, by working together, we can transform Rookdown into a magical Christmas experience that will captivate visitors and residents.

COMMUNITY CENTRE

We propose to continue festively dressing the community centre with our beautifully elegant icicle lights that occasionally twinkle, oozing festive charm along with installation of a fresh Christmas tree. This maintains what has become a cherished Rooksdown tradition, attracting the attention and compliments of local residents, passers-by, and visitors.



MAIN HIGH STREET

To bring a magical festive glow to the main high street, we offer an array of options, including enchanting lamp post motifs and twinkling strings of lights to beautifully frame the street.



MAIN ENTRANCE

We propose to install two oversized wreaths on the railings either side of the main entrance, dressed in our signature style with warm white lighting, festive baubles, flower picks and foliage.



CLOCK TOWER BUILDING

We believe that decorating the privately owned building with the clock tower will create a more memorable Christmas experience for visitors and residents than simply lighting the trees in front of the building.

Additionally, this approach will help reduce the risk of vandalism as the decorations will be installed at height.

We propose to install an oversized wreath around the clock face to complement the main entrance wreaths and adorn the beautiful building facade with warm white Christmas lights resulting in that classic 'Home Alone' festive look.



TREE WRAPS

During our site visit, we explored the possibility of tree wraps in various locations across Rooksdawn.

Our branch wrapping technique involves meticulously following the natural contours of both major and minor branches of each tree. This careful attention to detail results in a stunning, magical display by night, where the trees are transformed into glowing, intricate sculptures that captivate and enchant all who see them.



PRICING

Area	Detail	3-Year Rental Price, per Year
Community Centre	Fresh Christmas tree decorated with lights and icicle lights installed along the upper and lower roofline of the community centre.	£1,560.00
Main high street	Six lamp post motifs.	£480.00 - £670.00 per motif * Design dependent
Main entrance	Two oversized, decorated wreaths with warm white lighting.	£368.12 per wreath
Clock tower building	One oversized wreath and festive lighting along the roofline of the building.	£2,350.11
Tree wraps	Individual tree wraps with festive lighting.	£600.00 - £850.00 per tree

Our proposal is based on a 3-year rental contract which includes supply, installation, take down, storage and maintenance of the decorations for the duration of the contract. All prices are subject to an electrical site survey.

Why choose us

➤ Our **existing relationship** - we have successfully installed your Christmas decorations for the past 3 years.

➤ **Customer Satisfaction** - we achieve an extremely high level of customer satisfaction, endorsed by our 4.9 Trustpilot rating

➤ We are a **local** firm based within 5 miles of Basingstoke

➤ Your dedicated Customer Success Executive, you will have direct access to a **single point of contact** from design consultation right through to installation and take-down

➤ We can provide you with a variety of references from our **very happy customers**

➤ We hold a number of **accreditations** including ISO9001, ISO14001, safe contractor plus and our installation partners are NICEIC registered

➤ **Sustainability:** We are dedicated to minimizing our environmental impact throughout our own operations and customers journey with us

CONCLUSION

By partnering with The Christmas Decorators, we are confident that together we can create a magical and unforgettable Christmas experience for residents and visitors to Rooksdown.

With over 25 years of experience and an unwavering commitment to excellence, we bring a unique blend of creativity, attention to detail, and high-quality craftsmanship to every project.

Our comprehensive service, from design and installation to maintenance and takedown, allows you to focus on your priorities while we take care of all the finer Christmas details.

We are excited about the opportunity to work together and believe that, through our collaboration, we can make Rooksdown a cherished Christmas destination that friends and families eagerly look forward to visiting each year, creating happy memories together.

After all, seeing is believing.



