



Bishopstoke Parish Council

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**Members of the Parish Council are summoned to attend a meeting on
Tuesday 12th May 2026 at 7.15pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION

1. Apologies for absence
2. Election of Chair
3. Election of Vice Chair
4. To adopt and sign Minutes of the Parish Council meeting held on 28th April 2026
5. Declarations of Interest and Requests for Dispensations
6. Reports from Working Groups, Officers and Councillors
7. To determine membership of Committees, Working Groups and other appointments
8. To consider a grant request from the Empowerment Engine
9. To approve the Council's Privacy Statement
10. To review and approve the Use of Council Resources Protocol
11. To approve adding a bingo event to the Council events calendar
12. To discuss and approve the plans for Christmas 2026
13. To discuss and make decisions on the redesign of the Parish Council website and transfer to a .gov.uk domain.
14. To consider content for the next media release and email update
15. To agree the date, time and place for the next meetings
16. **Confidential Business** – To discuss the transfer of the Bow Lake Gardens site

DL Wheal
Clerk to Bishopstoke Parish Council
6th May 2026

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.30pm on 28th April 2026**

Present: Councillor Louise Hillier-Wheal (Chair)
Councillor Geoff Harris (Vice-Chair)
Councillor Ben Burcombe-Filer
Councillor Andrew Daly
Councillor Mark Kirby
Councillor Stewart MacLachlan
Councillor Trevor Mignot
Councillor Andy Moore
Councillor Mike Thornton
Councillor Anne Winstanley (from para 94)

In Attendance: Mr David Wheal (Clerk to Bishopstoke Parish Council)
Mrs Emma Earl (Admin Officer to Bishopstoke Parish Council)

Public Session 1 member of the public was present.

FULL_2526_M07/

91 Apologies for Absence

91.1 Apologies had been received and were noted from Cllrs Toher and Chaffey. Cllrs Brown and Dajani were absent.

92 To adopt and sign Minutes of the Parish Council meeting held on 10th March 2026

92.1 The minutes of the meeting had been included with the supporting papers for this meeting.

92.2 Proposed Cllr MacLachlan, Seconded Cllr Thornton, **RESOLVED** unanimously that the minutes of the Parish Council meeting held on 10th March 2026 be adopted and signed.

Action: Clerk & Chair – to sign and publish the minutes and document pack.

93 Declarations of Interest and Requests for Dispensations

93.1 No Declarations of Interest or Requests for Dispensation were made.

94 To consider the co-option of a new member of Bishopstoke Parish Council

94.1 The Council was considering an application from Sarah Duggan. Ms Sarah Duggan was present to speak to the Council regarding her application. The Chair explained that the process would be that Ms Duggan would be given time to speak to the Council and answer any questions they might have.

94.2 Ms Duggan spoke briefly about her reasons for wanting to be a Bishopstoke Parish Councillor. This was followed by some questions from the Cllrs.

Sarah Duggan left the meeting

94.3 Proposed Cllr Hillier-Wheal, Seconded Cllr Moore, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

94.4 The Cllrs discussed Ms Duggan's application.

Sarah Duggan rejoined the meeting

94.5 Proposed Cllr Kirby, Seconded Cllr Moore, **RESOLVED** with 1 abstaining to accept Miss Duggan's suitability to become a Parish Councillor and co-opt her as a new member of Bishopstoke Parish Council.

94.6 The Chair welcomed newly appointed Cllr Duggan and the informed her that the Clerk would be in touch with her to arrange all the necessary forms.

Action: Clerk – to contact Sarah Duggan and send her all of the necessary forms

95 Reports from Committees, Working Groups, Officers and Councillors

95.1 The Clerk's report had been included with the supporting papers for this meeting and was noted. The Clerk added that there had been 3 bids received from architects for the community building at Glebe Meadow. The Glebe Meadow Working Group had reviewed them and interviews with all 3 architects would take place over the next two weeks.

95.2 A report showing the Committee Resolutions and Recommendations had been included with the supporting papers for this meeting.

95.3 Proposed Cllr Winstanley, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously to approve the amended Employer Discretions Policy for Local Government Pensions Scheme.

95.4 Cllr Harris also gave a brief verbal report on Carnival. This year's Carnival is only 2 months away, so the volunteers are working hard on all of the last-minute details. The parade is bigger this year and includes more vehicles and a samba band. Groups of children will be near the front of the parade, and most vehicles will be at the rear.

Initial: _____ Date: _____

96 To adopt and sign Minutes from the People Committee meeting of 24th February, the Assets Committee meeting of 24th March, the Finance Committee meeting of 14th April and the Planning Committee meeting of 28th April (if available).

96.1 A copy of the minutes from the People Committee meeting of 24th February, the Assets Committee meeting of 24th March and the Finance Committee meeting of 14th April were included with the supporting papers for this meeting. The minutes from the Planning Committee meeting of 28th April were shown on the projector screen for the Councillors to approve.

96.2 Proposed Cllr Harris, Seconded Cllr Moore, **RESOLVED** unanimously that the minutes of the People Committee meeting held on 24th February 2026 be adopted and signed.

Action: Clerk & Chair – to sign and publish the minutes and document pack.

96.3 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously that the minutes of the Assets Committee meeting held on 24th March be adopted and signed.

Action: Clerk & Chair – to sign and publish the minutes and document pack.

96.4 Cllr Thornton commented that he had abstained from the vote on the Parish Grant request from the AWCA (FIN_2526_M06/56.2) and asked for the minutes to be amended.

96.5 Proposed Cllr Harris, Seconded Cllr Moore, **RESOLVED** unanimously to amend the minutes of the Finance Committee meeting held on 14th April to show 1 abstaining from the vote on the Parish Grant application from the AWCA.

Action: Clerk – to amend the minutes of the Finance Committee meeting held on 14th April to show 1 abstaining from the vote on the Parish Grant application from the AWCA

96.6 Proposed Cllr Winstanley, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously that the amended minutes of the Finance Committee meeting held on 14th April be adopted and signed.

Action: Clerk & Chair – to sign and publish the minutes and document pack.

96.7 Proposed Cllr Mignot, Seconded Cllr Moore, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 28th April be adopted and signed.

Action: Clerk & Chair – to sign and publish the minutes and document pack.

97 To approve the statement of reserves as at 31st March 2026

97.1 The statement of reserves had been included with the supporting papers for this meeting and was noted.

97.2 Proposed Cllr Winstanley, Seconded Cllr Moore, **RESOLVED** unanimously to approve the statement of reserves as at 31st March 2026.

Initial: _____ Date: _____

98 To confirm there are no conflicts of interest between the Parish Council and BDO LLP

98.1 A memo explaining the reasons for this process was included with the supporting papers for this meeting.

98.2 Proposed Cllr Winstanley, Seconded Cllr MacLachlan, **RESOLVED**, unanimously that the Clerk complete the BDO form confirming that there is no conflict of interest between Bishopstoke Parish Council and BDO.

Action: Clerk – to complete the BDO form confirming that there is no conflict of interest between Bishopstoke Parish Council and BDO.

99 To note the report from the internal auditor and approve the Council’s response

99.1 A copy of the report from the internal auditor had been included with the supporting papers for this meeting and was noted.

99.2 Proposed Cllr Moore, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously to approve the Council’s response to the report from the internal auditor.

100 To adopt the Annual Governance Statements for the year ended 31st March 2026

100.1 A memo showing the 9 statements that the Council will be asked to agree to had been included with the supporting papers for this meeting.

100.2 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously to adopt the Annual Governance Statements for the year ended 31st March 2026.

Action: Clerk & Chair – to sign and complete the Annual Governance Statement for the year ending 31st March 2026 as agreed

101 To approve the Accounting Statements for the year ended 31st March 2026

101.1 A copy of the Accounting Statements for the year ended 31st March 2026 had been included with the supporting papers for this meeting.

101.2 Proposed Cllr Winstanley, Seconded Cllr Burcombe-Filer **RESOLVED** unanimously to approve the Accounting Statements for the year ended 31st March 2026.

Action: Chair & RFO – to sign and complete the Accounting Statements for the year ending 31st March 2026 as agreed

102 To approve changes to earmarked reserves

102.1 A memo outlining the changes to earmarked reserves had been included with the supporting papers for this meeting.

102.2 Cllr Hillier-Wheal asked if there was a Working Group to discuss the new provision of Youth Services in the local area? The Clerk said that when there was a proposal the Parish Council could decide if they wanted to assign a Working Group or Committee to discuss and comment on the proposal.

102.3 Proposed Cllr Thornton, Seconded Cllr Winstanley **RESOLVED** unanimously to create a Youth Services earmarked reserve with an initial sum of £10,000.

Action: Clerk – to create an earmarked reserve with an initial sum of £10,000 for Youth Services

103 To adopt the Financial Regulations

103.1 A memo showing the Finance Committee's recommendation that no changes are currently needed to the Financial Regulations had been included with the supporting papers for this meeting.

103.2 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously that the Financial Regulations be re-adopted unchanged.

104 To approve the installation of CCTV at the office on Sewall Drive

104.1 A copy of the quote for the installation of an intruder alarm, fire alarm and CCTV at the office on Sewall Drive had been emailed to the Parish Councillors prior to the meeting.

104.2 The Clerk confirmed there would be 3 CCTV cameras pointing at the front door, the rear storage area and the car park. Cllr MacLachlan asked the Clerk if he could confirm that none of the cameras would be pointing at the allotments. The Clerk confirmed that no cameras would be pointing at the allotment plots and signs would be put up as soon as the cameras were operational.

104.3 Proposed Cllr Harris, Seconded Cllr Moore, **RESOLVED** unanimously to approve the installation of CCTV at the office on Sewall Drive.

105 To consider content for the next press release

105.1 After a short discussion, it was agreed to include Carnival, Spring Crafts, Parish Assembly (including the Bishopstoke Champions), Co-option of a new Parish Councillor, the new Parish Office, a reminder for people to not leave waste bins blocking pavements and how to report any issues at Play Areas after the vandalism at Sayers Road.

Action: Admin Officer – To draft the next press release and issue it to all the relevant Media

Initial: _____ Date: _____

106 To agree the date, time and place for the next meeting

106.1 The next meeting will take place on Tuesday 12th May 2026, at 7.15pm at Bishopstoke Methodist Church. There will be no Planning Committee meeting on 12th May. Instead, the Clerk will be holding a voluntary, short Code of Conduct refresher session before the meeting, starting at 7.00pm. Any Cllr wishing to have an item on the agenda should provide the item and any supporting papers to the Clerk by 5th May 2026.

There being no further business, the Chair closed the meeting at 8.09pm.

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Full Council - Clerk's report 12th May 2026

Actions from previous meetings

FULL_2526_M07/Item 92.2 Regarding Full Council minutes
The minutes were signed and published.

FULL_2526_M07/Item 94.6 Regarding the co-option of a new Parish Councillor
The applicant has been contacted with all necessary information and forms.

FULL_2526_M07/Item 96 Regarding minutes from various Committees
The Finance Committee minutes were amended as agreed and all minutes have been published.

FULL_2526_M07/Item 98.2 Regarding BDO conflicts of interest
The required form has been completed.

FULL_2526_M07/Item 100.2 Regarding the Annual Governance Statement
The Statement was signed and completed as agreed.

FULL_2526_M07/Item 101.2 Regarding the Accounting Statements
The Statement was signed and completed as agreed.

FULL_2526_M07/Item 102.3 Regarding earmarked reserves
A reserve for Youth Services has been set up with an initial amount of £10,000.

Working Groups / Task & Finish Groups

Glebe Meadow Plus

The Glebe Meadow working group have assessed the tender submissions and have invited three firms to interview. These interviews will take place on Friday 15th May. An extraordinary Full Council meeting will then be called to consider the recommendation from the working group.

Full Council – 12th May 2026

Full list of appointments to be made throughout the meeting

Council, Committees and Working Groups

Chair and Vice Chair of Bishopstoke Parish Council

Finance Committee 6 meetings per year	At least 5 Councillors. Maximum 7.
Assets Committee 6 meetings per year	At least 5 Councillors. Maximum 7.
Planning Committee Up to 23 meetings per year	At least 5 Councillors. Maximum 7.
Communications Working Group (WG) Most items agreed via email	At least 2 Councillors. Maximum 4. The Clerk is also a member of this group.
Glebe Meadow / Asset Transfers WG Some in person meetings, some online, some email agreement	At least 3 Councillors. Maximum 7.
People Committee	This is made up of the Chair and Vice Chair of the Parish Council, along with the Chairs of the three other Committees.

Other appointments

Carnival	Unlimited
Few meetings July – Nov, increasing through Dec - May	
Airport Consultative Committee	1 space
A deputy can be appointed for cover, but will not normally attend the meetings	
Bishopstoke Community Association	1 space
Parochial Charities (Twynams)	1 space
Passenger Transport Forum	1 space
A deputy can be appointed for cover, but will not normally attend the meetings	
Neighbourhood Plan	At least 1 space
Youth Champion	Up to 2 Cllrs
This role should be more involved this year as we seek to provide replacement youth provision in the area	
Eastleigh District Association Of Local Councils	2 spaces (one of which is taken by the Chair)

GRANT AID APPLICATION COUNCIL SHEET

Name of Organisation	The Empowerment Engine
Objectives and Member Criteria	The Empowerment Engine exists to support neurodivergent adults ,especially those diagnosed later in life to unmask, understand their identity, and thrive through empathy-led community, accessible resources, and lived-experience-driven support. Our objectives are to create safe spaces for connection, increase awareness of later-life neurodiversity, challenge stigma, and empower people to move from coping to authentic living through shared understanding, practical tools, and inclusive practice.
Total Membership Proportion in BStoke	The Empowerment Engine is a new endeavour but i am an experienced charity manager with experience in providing results, I would look for each session to be attended by 6 -10 people from the area.
Total Grant	£975
Grant Purpose	See separate sheet.
Estimated income of organisation	£20,000 - £30,000
Estimated expenditure of organisation	Dependent upon income
Other funding	This grant will cover the whole cost of the grant, I will be replicating this project in other parts of Eastleigh and the surrounding area but I would love Bishopstoke to be where we start and really find our feet.
Mission & Aims	This project supports Aim's 2,3 and 4 by supporting and empowering a part of the local community who are under supported encouraging them to become active members of the village , strengthening their wellbeing and their sense of being part of our wonderful community.

Official use only

Grant application considered on	
By the	
The decision was to	
Minute reference	
Signed by the Chair of the meeting	
Signed by the Clerk / RFO	
Payment made on	



“NOT JUST ME !”

Project Title:

Not Just Me: A Peer Support Community for Late-Identified Neurodivergent Adults

Delivered by: Empowerment Engine CIC

Project Duration: 8 weeks (weekly 2-hour sessions)

Location: Eastleigh (venue dependent on availability but will be within Bishopstoke)

1. Project Summary

“Not Just Me” is an 8-week peer-support and social-advocacy programme for adults who received a neurodivergent diagnosis later in life (post-18). Many Neurodiverse people experience isolation, shame, burnout, and a sense of “being the only one.” This project creates a safe, welcoming, community-led space where participants can share experiences, build confidence, and realise they are not alone.

The group will form one of the **foundation communities** for all future Empowerment Engine programmes, including advocacy groups, creative sessions, skills workshops, and lived-experience leadership pathways.

2. The Need

Adults diagnosed with ADHD, Autism, or other neurodivergent conditions later in life often describe:

- Years of masking and burnout
- Feeling misunderstood or dismissed
- Lack of peer connection
- Difficulty navigating identity after diagnosis
- Limited local support options
- A sense of “catching up” emotionally

Local services rarely offer **peer-led, identity-affirming spaces** for this group. This project fills that gap by providing a structured, accessible, community-building programme rooted in lived experience.

3. Project Aims

- Reduce isolation and internalised stigma
- Build confidence through shared experience
- Provide a safe space to explore identity and challenges
- Strengthen community connection and belonging
- Create a core group that future programmes can grow from
- Support participants to develop peer-support skills and leadership potential

4. Outcomes

By the end of the 8 weeks, participants will:

- Feel less alone and more understood
- Have increased confidence in their neurodivergent identity
- Understand masking, burnout, and executive-function challenges
- Have practical strategies for daily life
- Build new friendships and peer networks
- Feel empowered to join or co-create future groups
- Contribute to shaping Empowerment Engine's wider community offer

5. Programme Structure (8 Weeks)

Week 1 – Welcome & Shared Stories -Building safety, group agreements, and early connection.

Week 2 – Understanding Late Diagnosis -Identity, relief, grief, and reframing.

Week 3 – Masking & Burnout-Why it happens, how it feels, and how to reduce it.

Week 4 – Executive Function & Everyday Barriers -Collective problem-solving and shared tools.

Week 5 – Relationships & Communication -Boundaries, family dynamics, and self-advocacy.

Week 6 – Strengths & Identity Growth -Reclaiming pride, creativity, and interests.

Week 7 – Building Community -Mapping support networks and planning ongoing peer spaces.

Week 8 – Celebration & Next Steps -Reflection, certificates, and introduction to future groups.

6. Delivery Model

To stay within the £975 grant:

- **Lead Facilitator:** 2 hours per session (lean delivery model)
- **Peer Support Volunteer:** supports welcome, sensory setup, and group comfort
- **Standardised session plans** reduce prep time
- **Low-sensory refreshments** provided each week
- **Accessible venue** chosen based on availability at £50 per session

This model ensures high-quality delivery while remaining cost-effective.

7. Accessibility

The group will be designed with neurodivergent accessibility in mind:

- Low-demand participation
- Flexible seating and sensory-friendly environment
- Clear structure and predictable pacing
- Breakout spaces if needed
- Visual agendas and optional communication methods
- No pressure to speak

8. Legacy & Sustainability

This group is the **starting point** for a wider programme of:

- Advocacy groups
- Creative sessions
- Social meetups
- Skills workshops
- Lived-experience leadership roles
- Co-production panels
- Community campaigns

Participants will be invited to help shape and co-lead future activity, ensuring long-term sustainability and community ownership.

9. Budget Sheet (Total: £975)

Cost Area	Unit Cost	Quantity	Total
Room Hire	£50 per session	8 sessions	£400
Refreshments	£8 per session	8 sessions	£64
Lead Facilitator	£25/hour	2 hours × 8 sessions = 16hours	£400
Contingency (printing, sensory aids, celebration session, travel support , volunteer expenses)	—	—	£111
Total			£975

This budget is transparent, realistic, and excellent value for funders.

10. Why This Project Is Fundable

- Addresses a clear, unmet local need
- Builds long-term community capacity
- Low cost, high impact
- Strong lived-experience foundation
- Creates a sustainable pathway into wider support
- Demonstrates excellent use of small-grant funding



The Empowerment Engine CIC — 12-Month Operational Plan

1. Purpose of the Plan

To guide The Empowerment Engine through the next 12 months as it builds strong foundations, delivers the *Not Just Me* programme, expands community reach, and develops sustainable income streams.

2. Strategic Priorities (2026–2027)

Priority 1 — Deliver our flagship programme: *Not Just Me*

A structured, strengths-based, identity-affirming programme for later-identified neurodivergent adults.

Priority 2 — Build organisational infrastructure

Strengthen governance, policies, financial systems, and monitoring processes.

Priority 3 — Grow community reach and partnerships

Deepen relationships with local groups (WI, Masonic Lodges, libraries, adult learning providers, neurodiversity networks).

Priority 4 — Secure sustainable income

Blend grants, small contracts, community fundraising, and paid training/resources.

Priority 5 — Develop accessible, evidence-based resources

Expand The Empowerment Engine’s toolkit: unmasking guides, identity tools, visual frameworks, and GEARTON-based educational materials.

3. Month-by-Month Operational Timeline

Months –3 to 0: Pre-Launch Foundations

- Create **Safeguarding, Data Protection, and Accessibility** policies
- Build the **Monitoring & Evaluation framework** for *Not Just Me*
- Identify and begin onboarding **volunteers**
- Identify potential **board members** and begin suitability conversations
- Map local partners and referral pathways
- Prepare initial grant pipeline and documentation

Outputs:

- Core policies completed
- Evaluation framework drafted
- Volunteer and board pipeline established

Months 1–3: Programme & Infrastructure Setup

- **Finalise curriculum and structure for *Not Just Me***
- **Pilot 2–3 taster sessions** of *Not Just Me*
- Recruit and train peer facilitators
- Establish financial procedures and reporting cycle
- Begin outreach to local partners (WI, Masonic Lodges, libraries, community centres)
- Submit 3–5 grant applications (HIWCF, Councillor Grants, Awards for All)
- Produce first set of downloadable resources (identity tools, unmasking frameworks)

Outputs:

- Programme curriculum ready
- Taster session feedback collected
- Financial systems live
- Partnership pipeline established

Months 4–6: Community Launch & Programme Expansion

- Launch **3× Walk & Talk programmes** (Point, BEC, POP) funded by *Sport in the Community*
- Launch **Singing & Movement for Wellbeing** (St Andrew's) funded by *Sport in the Community*
- Launch **Communities Against Cancer** (Action Hampshire)
- Launch **Communities Against Smoking** (Action Hampshire)
- Develop marketing materials and referral pathways
- Begin community engagement events
- Continue volunteer onboarding
- Strengthen partnerships with community venues and local groups

Outputs:

- Walk & Talk programmes active
- Singing & Movement programme active
- Health projects launched
- Community presence strengthened

Months 7–9: Programme Delivery & Development

- Deliver **first three cohorts** of *Not Just Me*
- Run monthly community meet-ups
- Launch intergenerational pilot activity (youth + adults)
- Collect evaluation data
- Apply for medium-sized grants (Comic Relief, Lloyds Bank Foundation, Tudor Trust)
- Develop GEARTON classroom resource prototypes

Outputs:

- First three cohorts delivered
- Evaluation data collected
- Medium-sized grant applications submitted

Months 10–12: Consolidation, Growth & Fourth Cohort

- Deliver **fourth full cohort** of *Not Just Me*
- Publish annual impact summary
- Strengthen partnerships with local authorities, adult learning, and VCSE networks
- Launch paid workshops or consultancy offers (inclusive recruitment, neurodiversity awareness)
- Finalise GEARTON children's books outline and classroom pack
- Build reserves strategy and 3-year sustainability plan

Outputs:

- Fourth cohort delivered
- Annual impact report
- New income streams launched
- 3-year plan drafted

4. Key Operational Areas

A. Governance & Compliance

- Maintain CIC reporting requirements
- Quarterly board meetings
- Annual accounts and impact report
- Annual review of safeguarding, data protection, and accessibility policies

B. Programme Delivery

- **Four full cohorts of *Not Just Me***
- **Three 12-week Walk & Talk programmes** (Point, BEC, POP)
- **One 12-week Singing & Movement for Wellbeing programme**
- **Communities Against Cancer project**
- **Communities Against Smoking project**
- Monthly community meet-ups
- Intergenerational pilot
- Resource development (guides, tools, GEARTON materials)

C. Partnerships & Outreach

- Build relationships with:
 - WI groups
 - Masonic Lodges
 - Libraries
 - Community centres
 - Adult learning providers
 - Neurodiversity networks
- Attend local events and community fairs
- Develop referral pathways with local services

D. Income Generation

- Grants (small and medium funders)
- Paid workshops
- Community fundraising
- Sale of digital resources
- Sponsorship from local businesses

E. Monitoring & Evaluation

- Pre/post programme questionnaires
- Participant stories and case studies
- Quarterly data review
- Annual impact report

5. Success Measures (KPIs)

Programme Impact

- 75–150 adults supported across all activities
- 80% report increased self-understanding
- 70% report reduced isolation
- 75% report increased confidence in navigating neurodivergent identity

Organisational Development

- CIC fully compliant with reporting
- Bank account + financial systems operational
- Reserves strategy in place

Income

- £20,000–£60,000 raised through grants and earned income

Community Reach

- 10+ active partnerships
- 500+ people engaged through events, resources, or outreach

6. Risks & Mitigations

Risk	Mitigation
Funding delays	Diversify income; apply to multiple small grants; build low-cost delivery model
Capacity strain	Use volunteers, peer facilitators, and modular resources
Participant drop-off	Low-pressure, flexible attendance; multiple formats
Burnout	Clear boundaries, pacing, and realistic delivery schedule



Privacy Notice

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Bishopstoke Parish Council which is the data controller for your data.

Other data controllers the council works with:

- Local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 6 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- 1) The right to access personal data we hold on you
 - At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
- 2) The right to correct and update the personal data we hold on you
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 3) The right to have your personal data erased
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4) The right to object to processing of your personal data or to restrict it to certain purposes only
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5) The right to data portability
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7) The right to lodge a complaint with the Information Commissioner's Office.
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on:
www.bishopstokepc.org/policies

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

Address: Parish Clerk, Bishopstoke Parish Council, BPC, PO Box 716, Eastleigh, SO50 0RQ

Telephone: 07368 487464

Email: clerk@bishopstokepc.org

Originally Adopted on 26th February 2019

Current version adopted on



BISHOPSTOKE PARISH COUNCIL

PROTOCOL ON THE USE OF COUNCIL FACILITIES & RESOURCES BY COUNCILLORS

**This Protocol was first adopted
at the Parish Council at its meeting on 22 June 2021
and re-adopted on 12th May 2026**

D Wheat

Clerk to Bishopstoke Parish Council

**BISHOPSTOKE PARISH COUNCIL
PROTOCOL ON THE USE OF COUNCIL FACILITIES &
RESOURCES BY COUNCILLORS**

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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PROTOCOL ON THE USE OF COUNCIL FACILITIES & RESOURCES BY COUNCILLORS

1 Introduction

- 1.1** The Council provides facilities and resources (e.g., IT equipment, email addresses) to assist Members in carrying out their duties as councillors or as holders of an office within the Council.
- 1.2** The Members Code of Conduct states in section 7.2:
- “I will, when using the resources of the local authority or authorising their use by others:
- a. act in accordance with the local authority's requirements; and
 - b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.”
- 1.3** This Protocol explains the limitations placed on the use, by Members, of the Council’s facilities and resources.

2 Use of Facilities and Resources

- 2.1** Members **may** use Council facilities and resources for political purposes, in connection with the following business:
- 2.1.1** Holding ward surgeries.
 - 2.1.2** Dealing with correspondence from constituents.
 - 2.1.3** Communicating activities.
 - 2.1.4** Meetings between members.
- 2.2** The Council is prohibited from publishing any material of a biased political nature and Members should ensure that when using or authorising the use by others of the Council’s facilities and resources, that such facilities and resources are not used for purely political purposes and that the use of Council premises is restricted to premises available to the public generally and paid for at the full hire costs.
- 2.3** A Member’s use of Council facilities and resources must not extend to political parties more generally. Use of Council owned premises for political purposes (where such meetings are used to further the political aims and objectives of the party or group concerned) must be restricted to premises available to the public generally and paid for at the full hire costs.

- 2.4** The use by a Member of any Council facilities and/or resources for purely political purposes, including designing and distributing political material produced for publicity purposes and support of any political party or group activity, elections and campaigning, is likely to amount to a breach of the Member Code of Conduct.
- 2.5** Members must not use their Council email address in any ward newsletters which contain election or campaigning material, or which are distributed during any election period (which runs from the publication of the notice of election to the close of the polls)

3 Publicity Code

- 3.1** The Code of Recommended Practice on Local Authority Publicity 2011 provides guidance on a number of aspects of local authority publicity, covering the content, distribution, advertising, cost, timing etc of publicity. The Council is required by Section 2 of the Local Government Act 1986 (as amended) to consider the Publicity Code in coming to any decision on publicity, which is defined as any communication, in whatever form, addressed to the public or a section of the public.
- 3.2** The principle of objectivity requires the Council's publicity to be politically impartial. The Publicity Code acknowledges that a council has to be able to explain its decisions and justify its policies, but this should not be done in a way that can be perceived as a political statement or a commentary on contentious areas of public policy.
- 3.3** The principle of even-handedness has the effect that the Council's publicity can address matters of political controversy in a fair manner and may contain links to other political sites or contain political logos on material hosted for third parties. But the Council should ensure that publicity about it does not seek to affect support for a single councillor or group. The Publicity Code does, however, recognise that it is acceptable to associate publicity with a single member of the Council.
- 3.4** The onus is placed on individual Members to be aware of and ensure the Council complies with the rules governing local authority publicity.

4 Election Periods

- 4.1** Strict rules apply to Councillors' communications and publicity during the election period (which runs from the publication of the notice of election to the close of the polls):
 - 4.1.1** the Clerk may find it necessary to suspend the hosting of material produced by third parties, or to close public forums to avoid breaching any legal restrictions.
 - 4.1.2** any Council publicity on controversial issues will not be published and any views or proposals will not be reported in such a way as to identify them with any individual Members or groups of Members.

6 Complaints and Allegations of Breaches of this Protocol

- 6.1** Allegations of any failure to meet this Protocol must be made in writing, to the Clerk. The Clerk will consider how the complaint or allegation should be dealt with. At a minor level, this may be no more than informally referring the matter to the Chair. More serious, or repeat, complaints may result in an investigation by the Human Resources Committee and/or a referral to the Eastleigh Borough Council Monitoring Officer.
- 6.2** Allegations proven to be true may result in censure, temporary or permanent removal of access to resources, or other actions deemed appropriate by the Human Resources Committee or Eastleigh Borough Council Monitoring Officer.



BINGO SOCIAL

Estimated Cost

Brief Event Summary

The Bingo Social event is planned for the afternoon of Wednesday 29th July. It would be open to all ages as either a free event or using any entry fees as prizes. Other small prizes could also be bought.

Estimated Cost

Bingo Cards (large print for accessibility)	£ 10.00
Dabbers (24)	£ 30.00
Prizes (if a free event)	£ 40.00
Tea, coffee and biscuits/cake	£ 20.00
2 x 5l Thermal Coffee Carafe*	£ 66.00
Total estimated cost	<u>£166.00</u>

*These could also be used for other events and in the new Parish Office for meetings.

Emma Earl
05.05.2026

CHRISTMAS 2026

Proposed Christmas Decorations

Budget = £2,000

CHRISTMAS TREE

There were 4 suggested locations for a Christmas tree in Bishopstoke

1. Riverside shops.
2. Whalesmead shops.
3. Outside Shears Mill
4. The green space at the bottom of Underwood Road (left hand side as you come down)

After visiting all of the sites the only suitable space is the paving outside Shears Mill.

We have contacted a company (MK Illuminations) who can supply, install and derig a 10-12ft tree with lights. We have also spoken to Tom at Green Smile who may be interested in sponsoring the Christmas tree.

An estimated costing of providing our own tree with lights and barriers would be:

12ft Christmas tree	£200.00
Christmas tree stand	£100.00
1,200 outdoor lights	£200.00
EBC License	£150.00
Barriers	£100.00
Total	£750.00 plus installation

PLAY AREAS

A snowman made from log circles attached to the outside of the fence (next to the gate) at each of the 6 play areas. The tree surgeon has agreed to supply us with the log discs free of charge. They will need to be fixed together, painted white on the front and back and faces put on. They will then have fixings attached to the back to put onto the fence. The cost of the paint and fixings is estimated to be **£200.00**.



Elf doors

We will also place between 6 and 10 elf doors around Glebe Meadow for children to find each painted a different colour with a short story about the elf that comes through the door on the website. Advice and care will be taken when placing the elf doors. The cost of 10 doors, paint and fixings is estimated to be **£60.00**.

SHEARS MILL

This year's internal decorations will be on an Edwardian Flour Mill theme. The tree will be decorated with Edwardian style decorations with flour sacks around the tree filled with wrapped presents. The garland along the rear shelf will have a natural theme using traditional greenery, pinecones, fruits and ribbon. Ivy will also be wrapped around the mill workings - an older tradition that was done on the first day of the 12 days of Christmas (Tudor).

Christmas Tree	£ 50.00
Flour sacks	£ 30.00
Tree decorations	£ 20.00
Jute/sack ribbon	£ 20.00
Garland decorations & greenery	£ 30.00
Total	£150.00

JUBILEE CLOCKS

Boughs for each side of the clock (2 per clock) will be created using real or fake greenery with additions of pinecones and ribbons. Lights will also be added (if possible) to the boughs on the clock at Whalesmead to make up for the lack of a tree. We will speak to the WI about the possibility of them making the boughs for us.

Basic plain bough (4)	£ 50.00
Holly, ivy, berries etc	£ 50.00
Ribbon	£ 25.00
Wire	£ 25.00
Lights	£ 50.00
Total	£200.00

PARISH OFFICE

Garlands for windows and tree decorations	£100.00
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NOTICEBOARDS

Window Stickers	£100.00
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SHOPS AND BUSINESSES IN BISHOPSTOKE

We could research and offer a small selection of decorations to the businesses in Bishopstoke.

Estimated budget	£400.00
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Total Estimated Spend for Christmas 2026 **£1,960.00**

Alex Duthie and Emma Earl



Full Council – 12th May 2026

Parish Council Website

In recent years there has been a steady move towards requiring local authorities to use a .gov.uk domain for both website and emails. Whilst this is still not an absolute requirement, and the current setup of Bishopstoke Parish Council still complies with current regulations, the lack of such a domain is part of the reason why the Council was unable to answer “Yes” to Assertion 10 of the Annual Governance Statement for audit purposes.

The Clerk has been looking for some time for a company that could provide not only the domain and hosting services, but also a new website design that updates the Council’s online presence but is still editable by officers.

As part of discussions with the internal auditor, a recommendation was made to contact Web Design Horsham. This was done and a conversation took place about the requirements of the Council. A package has been put together which would involve a payment of £1,945 for the creation of a brand new website and the transfer of all existing content onto it. Further payments of £24.95 per month would follow to cover hosting costs and minor amendments. This is a slight increase on the current cost of £219 per annum. It is worth noting that the Council also currently pays around £1,800 per annum for email services which may be substantially reduced as part of this process. I am waiting for further details on that.

Recommendation: The Council engage Web Design Horsham to provide a full web redesign and transfer to a .gov.uk site at a cost of £1,945 initially and £24.95 per month thereafter.