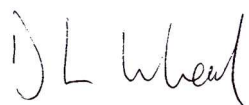


Members of the Finance and General Purposes Committee are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke on Tuesday 11 June 2019 at 7.30pm

This Meeting is Open to the Public

AGENDA

1. Election of Chair
2. Election of Vice Chair
3. Apologies for Absence
4. To adopt the Minutes of the Finance & General Purposes Meeting held on 14 May 2019
5. To consider Matters Arising from the above Minutes
6. Declarations of Interest and Requests for Dispensations
7. To receive the RFO's Report, and approve Budget Monitoring and Payments Reports for May 2019
8. To make recommendations on the grant request from Eastleigh Mela
9. To discuss possible locations for textile recycling banks
10. To make recommendations from the report on Parish software
11. To discuss issues around Glebe Meadow and make recommendations
12. To receive the Clerk's Report, including an update on Parish Council assets
13. Date, time, place and agenda items for next meeting – Tuesday 9 July 2019 at 7.30pm in the Parish Office, Riverside, Bishopstoke



D L Wheal
Clerk to Bishopstoke Parish Council
4 June 2019

**Minutes of a Meeting of the Finance and General Purposes Committee
held in the Parish Office, Riverside, Bishopstoke
commencing at 7.30pm on 14 May 2019**

Present: Cllrs Harris (Chair), Brown, Dean, Tidridge, Toher and Winstanley

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)

Public Session 0 members of the public were present

FGP_1920_M02/

Public Session

11 Apologies for Absence

11.1 Apologies had been received and were accepted from Cllr Thornton.

12 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 9 April 2019

12.1 The minutes of the above meeting had been circulated prior to this meeting.

12.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 9 April 2019 be accepted as a true record.

13 To consider Matters Arising from the above Minutes

13.1 The Clerk reported that following the internal auditor's report anything relating to updates from the Clerk from previous meetings or actions will be included in Clerk's report.

13.2 There were no further matters arising.

14 Declarations of Interest and Requests for Dispensation

14.1 Cllr Toher declared an interest in the payments report as it includes the grant for Age Concern, Bishopstoke.

15 To receive reports from Working Groups: Cemetery; Human Resources; Travel Tokens and Communications & Engagement

15.1 Communications & Engagement: Cllr Winstanley reported that the Clerk was still waiting for promised articles for the newsletter. Cllr Winstanley had also contacted a resident who is willing to take photographs for the Parish website. The Clerk has attempted to make contact but had no response. Cllr Winstanley offered to obtain the email of the resident.

Action: Cllr Winstanley

15.2 Human Resources: Cllr Toher reported that the Working Group had met the previous night for the quarterly review and that everything was positive. Progress towards the Clerk's targets is good.

Initial: _____ Date: _____

15.3 Neighbourhood Plan: Cllr Tidridge noted that the Neighbourhood Plan Steering Group is meeting on Thursday 16th May.

16 To receive the RFO's report and approve the Budget Monitoring and Payments reports for April 2019

16.1 The Clerk provided the Committee with the RFO's report. The three largest payments in April all actually relate to work completed and invoiced in the previous financial year and are therefore removed from the budget monitoring for this year. They show as green entries on the Budget Monitoring report. The Clerk updated the Committee on some of the details of the payments and undertook to provide an updated Payments report for when the minutes are signed off next meeting. The Clerk also reported that the Internal Auditor had completed her inspection and was satisfied with the state of the Council's accounts. There are a number of "best practice" changes to be made as a result, including all reports that do not involve decision making (such as County Cllr, Borough Cllr, Chair, Parish Cllr, Clerk, RFO and Working Groups) being presented as written reports in the document pack and added to the minutes separately. The Clerk will bring forward the full internal auditor report at the May Full Council meeting.

Action: Clerk

16.2 The Budget Monitoring and Payments reports for April 2019 had been circulated with the supporting documents for this meeting.

16.3 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED**, with Cllr Toher abstaining, that the Committee approve the Budget Monitoring and Payments reports for April 2019.

17 To make recommendations on the grant requests from Victim Support and Challengers

17.1 The grant request forms had been circulated in the document pack for the meeting.

17.2 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that the Council grant £200 to Victim Support.

17.3 Proposed Cllr Tidridge, Seconded Cllr Brown, **RECOMMENDED** unanimously that the Council grant £750 to Challengers.

18 To make recommendations on the working arrangements for Bishopstoke Carnival

18.1 The Clerk confirmed that the Carnival team are a Working Group.

18.2 The Clerk also noted that the Neighbourhood Plan Steering Group is not actually run by the Council but is a Community Group supported by the Council. As such it is not necessary for the Council to have Terms of Reference for it. This will be discussed at the next available opportunity with the Steering Group.

18.3 Proposed Cllr Toher, Seconded Cllr Dean, that Carnival report to Full Council.

18.4 Proposed Cllr Tidridge, Seconded Cllr Toher, **RESOLVED** that the proposal be amended to say that "all Working Groups report to Full Council".

18.5 Proposed Cllr Tidridge, Seconded Cllr Toher, **RECOMMENDED**, with Cllr Harris abstaining, that all Working Groups report to Full Council.

19 To consider and recommend approval of the Annual Governance Statement for the year ended 31st March 2019

19.1 The Clerk informed the Committee that the Internal Auditor had approved the Council accounts and had completed and signed off her section of the audit return. The Clerk also noted that the Clerk and RFO both recommend that Boxes 1 to 8 of Section 1 of the audit return – the Annual Governance Statement – be marked “Yes”, with box 9 marked “N/A”.

19.2 Proposed Cllr Harris, Seconded Cllr Toher, **RECOMMENDED** unanimously that the Council complete the Annual Governance section of the audit by marking boxes 1-8 as “Yes” and box 9 as “N/A”.

20 To consider and, if appropriate, recommend adoption of the Financial Accounts for the year ended 31 March 2019

20.1 The figures for the Financial Accounts had been included with the document pack for the meeting. Some Councillors were unable to view the figures so the Clerk undertook to provide a written and scanned copy for Full Council.

20.2 The Clerk indicated that there were two amendments to make to the figures as contained in the document pack. For the year ending 31st March 2019, Box 6 now reads £217,384. This leads to a change in Box 7 which now reads £158,534. This change follows an extra invoice being dealt with as an accrual for work done in 2018-19 but paid in 2019-20.

20.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the Council adopt the Financial Accounts for the year ended 31st March 2019.

21 To receive the Clerk’s report, including an update on Parish Assets

21.1 Allotments – The Clerk reported that inspections have now taken place and letters have been written to plot holders who have not begun cultivation yet and have not provided an explanation. Several plots are to be regularly monitored over the coming weeks. Letters have also been written to owners of greenhouses that are too close to the pathways, requesting the application of safety film to mitigate against accidents. Legionella risk assessments have been carried out at both allotment sites and at the Cemetery. Bath cleaning at Underwood Road has been carried out. The waiting list as at 7th May was Jockey Lane 6; Underwood Road 1; Sewall Drive 22; Nine Acres 14, and Nine Acres Disabled Plots 2. This means that 3 plots have been let since the previous meeting.

21.2 Burials – There is currently one ashes reopening planned in the Cemetery in May and one new ashes plot in August.

21.3 Cemetery – The Clerk indicated that there was nothing further to report.

21.4 Closed Churchyards – The Clerk reported that HALC have replied providing one legal topic note. They have not yet been able to provide anything concrete that would allow us to limit the number of faculties that we need. We have gone back to them to ask for clarification.

21.5 Parish Office – The Clerk indicated that there was nothing to report.

21.6 Play Areas – The Clerk reported that he is currently awaiting the latest set of quarterly inspections. Cllr Tidridge asked whether there would be a new play area in the Nine Acres site and the Clerk replied that there would be. It will be designed by the Borough and installed by Bovis.

21.7 General – The Clerk reported that the discussion of what to ask for as part of the Community Infrastructure Project list has been included in the budget process.

22 Date, time, place and agenda items for the next meeting

22.1 The next meeting is scheduled to be on Tuesday 11 June 2019 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

22.2 Agenda items for this meeting should be received by the Clerk no later than Monday 3rd June 2019.

There being no further business, the Chair closed the meeting at 8:10pm

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**Minutes of a Meeting of the Finance and General Purposes Committee
held in the Parish Office, Riverside, Bishopstoke
commencing at 7.30pm on 14 May 2019**

Resolutions to be noted by the Full Parish Council

- 12.2 that the Minutes of the Finance and General Purposes Meeting held on 9 April 2019 be accepted as a true record.
- 16.3 that the Committee approve the Budget Monitoring and Payments reports for April 2019.
- 18.4 that the proposal on the Carnival be amended to say “all working groups report to Full Council”

Recommendations for consideration by the Full Parish Council

- 17.2 that the Council the Council grant £200 to Victim Support.
- 17.3 that the Council the Council grant £750 to Challengers.
- 18.5 that all Working Groups report to Full Council.
- 19.2 that the Council complete the Annual Governance section of the audit by marking boxes 1-8 as “Yes” and box 9 as “N/A”.
- 20.3 that the Council adopt the Financial Accounts for the year ended 31st March 2019.

Actions arising from this meeting

- 15.1 **Cllr Winstanley** offered to obtain the email address of the photographer we hope to use for the Parish website.
- 16.1 The **Clerk** will bring the internal audit report forward for the next meeting.

Continuing actions

None

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Bishopstoke Parish Council - Budget Monitoring - Income (May 19)

Finance & General Purposes Meeting - 11th June 2019

Year to Date
16.7%

Prior to 01/06/2019	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Received to Date	Proportion Received
Admin			Precept	£ 219,889.82		£ 109,944.82	50.00%
			Council Tax Support	£ 9,162.08		£ 9,162.08	100.00%
			EBC Interest	£ 200.00		£ -	
			EBC Grant	£ -		£ -	
	100	1100	General	£ -		£ -	
	100	1110	Grants	£ -		£ -	
100	1120	Interest Receivable	£ -		£ -		
Carnival	300	1300	Adverts	£ 3,500.00		£ 100.00	2.86%
	300	1310	Pre-Events			£ -	
	300	1320	Quizzes			£ -	
	300	1330	Duck Races			£ -	
	300	1340	Stall Hire			£ -	
	300	1350	Tea Room			£ -	
	300	1360	Committee Stalls			£ -	
	300	1370	Tenders			£ -	
300	1380	Street Collection			£ -		
Burial Board	500	1500	Interment	£ 10,000.00		£ 2,775.00	27.75%
	500	1510	Grant Transfer			£ 30.00	
	500	1520	Memorials			£ 440.00	
	500	1530	Plot Purchase			£ -	
	500	1540	Other			£ -	
Allotments	600	1600	Rent	£ 5,000.00		£ 38.33	0.77%
	600	1610	Deposits			£ -	
	600	1620	General			£ -	

Total Income	Budgeted + Virements	Received to Date	Proportion
	£247,751.90	£122,490.23	49.44%

Bishopstoke Parish Council - Budget Monitoring - Expenditure (May 19)

Finance & General Purposes Meeting - 11th June 2019

Year to Date
16.7%

Prior to 01/06/2019	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Admin (Staff)	100	4100	Salaries	£ 47,000.00		£ 7,335.44		£ 39,664.56	15.61%
	100	4101	N.I.	£ 14,000.00		£ 2,176.47		£ 11,823.53	15.55%
	100	4102	Pensions	£ 15,500.00		£ 2,445.31		£ 13,054.69	15.78%
	100	4103	Office Facility	£ 648.00		£ 108.00		£ 540.00	16.67%
	100	4104	Travel / Mileage	£ 500.00		£ 113.45		£ 386.55	22.69%
	100	4105	Staff Training	£ 500.00		£ 210.00		£ 290.00	42.00%
	100	4106	Seminars	£ 200.00		£ -		£ 200.00	0.00%
	100	4107	Reference Material	£ 200.00		£ -		£ 200.00	0.00%
	100	4108	Staff Expenses	£ 500.00		£ 101.00		£ 399.00	20.20%
	100	4109	Recruitment	£ -		£ -		£ -	
Admin (Other)	110	4110	Audit	£ 1,400.00		£ -		£ 1,400.00	0.00%
	110	4111	Insurance	£ 2,200.00		£ -		£ 2,200.00	0.00%
	110	4112	Subscriptions	£ 2,300.00		£ 2,141.00		£ 159.00	93.09%
	110	4113	Room Hire	£ 200.00		£ 50.00		£ 150.00	25.00%
	110	4114	Web Costs	£ 500.00		£ -		£ 500.00	0.00%
	110	4199	Other	£ 200.00		£ -		£ 200.00	0.00%
Parish Office	120	4120	Consumables	£ 1,000.00		£ 242.23		£ 757.77	24.22%
	120	4121	Furnishings	£ 500.00		£ -		£ 500.00	0.00%
	120	4122	Cleaning	£ 200.00		£ 75.00		£ 125.00	37.50%
	120	4123	IT Purchase	£ 1,500.00		£ -		£ 1,500.00	0.00%
	120	4124	IT Maintenance	£ 200.00		£ -		£ 200.00	0.00%
	120	4125	Ink	£ 1,000.00		£ -		£ 1,000.00	0.00%
Office Utilities	120	4800	Electricity	£ 500.00		£ 100.00		£ 400.00	20.00%
	120	4820	Phone	£ 500.00		£ 111.70		£ 388.30	22.34%
	120	4821	Staff Phones	£ -		£ 45.00		-£ 45.00	
	120	4822	Broadband	£ 200.00		£ -		£ 200.00	0.00%
Publicity	130	4130	Newsletter	£ 4,500.00		£ -		£ 4,500.00	0.00%
	130	4131	Noticeboards	£ 1,500.00		£ -		£ 1,500.00	0.00%
	130	4139	Other	£ -		£ -		£ -	
Councillor	140	4140	Election Expenses	£ 2,000.00		£ -		£ 2,000.00	0.00%
	140	4141	Councillor Training	£ 500.00		£ 45.00		£ 455.00	9.00%
	140	4142	Chair's Expenses	£ 150.00		£ -		£ 150.00	0.00%
	140	4149	Other	£ -		£ -		£ -	
Grants	150	4150	Open Grants	£ 6,000.00		£ 1,000.00	-£ 1,000.00	£ 6,000.00	0.00%
	150	4151	Street Pastors	£ 500.00		£ -		£ 500.00	0.00%
	150	4159	Other	£ -		£ -		£ -	
Community Funding	200	4200	Community Centre	£ 2,000.00		£ -		£ 2,000.00	0.00%
	200	4201	Memorial Hall	£ 3,000.00		£ 2,560.00		£ 440.00	85.33%
	210	4210	Shears Mill Maintenance	£ 400.00		£ -		£ 400.00	0.00%
	210	4211	Shears Mill Cleaning	£ -		£ 100.00		-£ 100.00	
	210	4800	Shears Mill Electricity	£ 150.00		£ 21.51		£ 128.49	14.34%
	220	4220	Yzone	£ 25,000.00		£ -		£ 25,000.00	0.00%
	230	4230	Clocks	£ 10,000.00		£ -		£ 10,000.00	0.00%
	230	4231	Benches	£ 2,000.00		£ -		£ 2,000.00	0.00%
	230	4232	Bins	£ 5,000.00		£ -		£ 5,000.00	0.00%
Community Funding	240	4240	Bus Shelter Cleaning	£ 1,000.00		£ -		£ 1,000.00	0.00%
	240	4241	Bus Shelter Repairs	£ 500.00		£ -		£ 500.00	0.00%
	240	4249	Bus Shelter General	£ -		£ -		£ -	
	250	4250	Travel Token Repayments	£ 2,500.00		£ 10.00		£ 2,490.00	0.40%
	250	4259	Travel Token General	£ 200.00		£ -		£ 200.00	0.00%
	260	4260	Parish Lengthsman	£ 4,000.00		£ -		£ 4,000.00	0.00%
	260	4261	Christmas Decorations	£ 3,000.00		£ -		£ 3,000.00	0.00%
	260	4262	Defibrillators	£ 6,000.00		£ -		£ 6,000.00	0.00%
260	4269	Other	£ -		£ -		£ -		
N. Plan	270	4270	Consultants	£ 3,000.00		£ 2,794.80	-£ 1,444.80	£ 1,650.00	45.00%
	270	4271	Publicity	£ 2,000.00		£ -		£ 2,000.00	0.00%
	270	4279	Other	£ 1,000.00		£ -		£ 1,000.00	0.00%

Bishopstoke Parish Council - Budget Monitoring - Expenditure (May 19)

Finance & General Purposes Meeting - 11th June 2019

Year to Date
16.7%

Prior to 01/06/2019	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Carnival	300	4300	Admin	£ 100.00		£ -		£ 100.00	0.00%
	300	4301	Licences			£ -		£ -	
	300	4302	First Aid	£ 350.00		£ -		£ 350.00	0.00%
	300	4303	Programme	£ 1,200.00		£ -		£ 1,200.00	0.00%
	300	4304	Publicity	£ 200.00		£ -		£ 200.00	0.00%
	300	4305	Court	£ 500.00		£ -		£ 500.00	0.00%
	300	4306	Music	£ 500.00		£ -		£ 500.00	0.00%
	300	4307	Van	£ 300.00		£ -		£ 300.00	0.00%
	300	4309	General	£ -		£ -		£ -	
	310	4310	Quizzes	£ 50.00		£ -		£ 50.00	0.00%
	310	4311	Other Events	£ 200.00		£ 213.60		-£ 13.60	106.80%
	320	4320	Duck Race	£ 50.00		£ -		£ 50.00	0.00%
	320	4321	River Floats	£ 100.00		£ -		£ 100.00	0.00%
	330	4330	Parade	£ 1,200.00		£ -		£ 1,200.00	0.00%
	330	4331	Mayors Tea Party	£ 250.00		£ -		£ 250.00	0.00%
	330	4332	Street Collection Grants	£ 300.00		£ -		£ 300.00	0.00%
	330	4333	Glebe Meadow	£ 100.00		£ -		£ 100.00	0.00%
	330	4334	Arena Acts	£ 600.00		£ -		£ 600.00	0.00%
Glebe Meadow	400	4400	Play Eqpt Maintenance	£ 1,000.00		£ -		£ 1,000.00	0.00%
	400	4401	Play Eqpt Purchase	£ 500.00		£ -		£ 500.00	0.00%
	400	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	400	4710	Grounds Contract	£ 7,320.00		£ 1,216.78		£ 6,103.22	16.62%
	400	4720	Additional Grounds Maintenance	£ 500.00		£ -		£ 500.00	0.00%
	401	4400	Skate Park Maintenance	£ 500.00		£ -		£ 500.00	0.00%
401	4401	Skate Park Purchase	£ -		£ -		£ -		
Church Road	410	4400	Play Eqpt Maintenance	£ 300.00		£ -		£ 300.00	0.00%
	410	4401	Play Eqpt Purchase	£ 500.00		£ -		£ 500.00	0.00%
	410	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	410	4710	Grounds Contract	£ 2,820.00		£ 466.80		£ 2,353.20	16.55%
	410	4720	Additional Grounds Maintenance	£ 200.00		£ -		£ 200.00	0.00%
Otter Close	420	4400	Play Eqpt Maintenance	£ 500.00		£ -		£ 500.00	0.00%
	420	4401	Play Eqpt Purchase	£ 500.00		£ -		£ 500.00	0.00%
	420	4700	Trees	£ 1,000.00		£ 680.00		£ 320.00	68.00%
	420	4710	Grounds Contract	£ 3,600.00		£ -		£ 3,600.00	0.00%
	420	4720	Additional Grounds Maintenance	£ 200.00		£ 599.70		-£ 399.70	299.85%
Sayers Road	430	4400	Play Eqpt Maintenance	£ 500.00		£ -		£ 500.00	0.00%
	430	4401	Play Eqpt Purchase	£ -		£ -		£ -	
	430	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	430	4710	Grounds Contract	£ 3,180.00		£ 526.20		£ 2,653.80	16.55%
	430	4720	Additional Grounds Maintenance	£ 200.00		£ -		£ 200.00	0.00%
Templecombe Road	440	4400	Play Eqpt Maintenance	£ 600.00		£ -		£ 600.00	0.00%
	440	4401	Play Eqpt Purchase	£ 500.00		£ -		£ 500.00	0.00%
	440	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	440	4710	Grounds Contract	£ 1,990.00		£ 330.30		£ 1,659.70	16.60%
	440	4720	Additional Grounds Maintenance	£ 200.00		£ -		£ 200.00	0.00%
Brookfield	450	4400	Play Eqpt Maintenance	£ 500.00		£ -		£ 500.00	0.00%
	450	4401	Play Eqpt Purchase	£ 500.00		£ -		£ 500.00	0.00%
	450	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	450	4710	Grounds Contract	£ 5,780.00		£ 962.00		£ 4,818.00	16.64%
	450	4720	Additional Grounds Maintenance	£ 1,000.00		£ -		£ 1,000.00	0.00%
	451	4400	BMX Track Maintenance	£ -		£ -		£ -	
	451	4401	BMX Track Purchase	£ -		£ -		£ -	
	452	4400	MUGA Maintenance	£ 200.00		£ -		£ 200.00	0.00%
452	4401	MUGA Purchase	£ -		£ -		£ -		
Play Area	490	4499	Inspections	£ 1,600.00		£ 498.00		£ 1,102.00	31.13%

Bishopstoke Parish Council - Budget Monitoring - Expenditure (May 19)

Finance & General Purposes Meeting - 11th June 2019

Year to Date
16.7%

Prior to 01/06/2019	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Bishopstoke Cemetery	500	4500	Burial Ground Maintenance	£ 3,000.00		£ 110.33		£ 2,889.67	3.68%
	500	4501	Works / Improvements	£ 10,000.00		£ 2,313.21	-£ 1,554.00	£ 9,240.79	7.59%
	500	4700	Trees	£ 2,000.00		£ 380.00		£ 1,620.00	19.00%
	500	4710	Grounds Contract	£ 6,600.00		£ 1,268.20		£ 5,331.80	19.22%
	500	4720	Additional Grounds Maintenance	£ 500.00		£ 35.00		£ 465.00	7.00%
500	4810	Water	£ 100.00		£ 23.75		£ 76.25	23.75%	
Stoke Common Cemetery	510	4500	Burial Ground Maintenance	£ -		£ -		£ -	
	510	4501	Works / Improvements	£ -		£ -		£ -	
	510	4700	Trees	£ -		£ -		£ -	
	510	4710	Grounds Contract	£ -		£ -		£ -	
	510	4720	Additional Grounds Maintenance	£ -		£ -		£ -	
510	4810	Water	£ -		£ -		£ -		
Old St Marys	520	4500	Burial Ground Maintenance	£ -		£ -		£ -	
	520	4501	Works / Improvements	£ -		£ -		£ -	
	520	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	520	4710	Grounds Contract	£ 3,600.00		£ 592.90		£ 3,007.10	16.47%
	520	4720	Additional Grounds Maintenance	£ 200.00		£ -		£ 200.00	0.00%
St Marys	530	4500	Burial Ground Maintenance	£ -		£ -		£ -	
	530	4501	Works / Improvements	£ 15,000.00		£ 145.00		£ 14,855.00	0.97%
	530	4700	Trees	£ 1,500.00		£ -		£ 1,500.00	0.00%
	530	4710	Grounds Contract	£ 3,600.00		£ 582.20		£ 3,017.80	16.17%
	530	4720	Additional Grounds Maintenance	£ 200.00		£ -		£ 200.00	0.00%
Burial Ground	590	4599	General	£ 500.00		£ -		£ 500.00	0.00%

Bishopstoke Parish Council - Budget Monitoring - Expenditure (May 19)

Finance & General Purposes Meeting - 11th June 2019

Year to Date
16.7%

Prior to 01/06/2019	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Underwood Road	600	4600	Buildings (Inc sheds)	£ 1,500.00		£ -		£ 1,500.00	0.00%
	600	4601	Eqpt	£ 500.00		£ 449.17		£ 50.83	89.83%
	600	4602	Fence Maintenance	£ 1,000.00		£ -		£ 1,000.00	0.00%
	600	4603	Plot Maintenance and clearance	£ 500.00		£ 685.00		-£ 185.00	137.00%
	600	4604	Works / Improvements	£ -		£ 12.50		-£ 12.50	
	600	4700	Trees	£ 500.00		£ -		£ 500.00	0.00%
	600	4710	Grounds Contract	£ 260.00		£ 42.00		£ 218.00	16.15%
	600	4720	Additional Grounds Maintenance	£ 200.00		£ 310.00		-£ 110.00	155.00%
600	4800	Electricity	£ 400.00		£ 28.25		£ 371.75	7.06%	
600	4810	Water	£ 1,000.00		£ -		£ 1,000.00	0.00%	
Jockey Lane	610	4600	Buildings (Inc sheds)	£ 500.00		£ -		£ 500.00	0.00%
	610	4601	Eqpt	£ 200.00		£ 331.33		-£ 131.33	165.67%
	610	4602	Fence Maintenance	£ 500.00		£ -		£ 500.00	0.00%
	610	4603	Plot Maintenance and clearance	£ 250.00		£ -		£ 250.00	0.00%
	610	4604	Works / Improvements	£ -		£ 450.00		-£ 450.00	
	610	4700	Trees	£ 500.00		£ -		£ 500.00	0.00%
	610	4710	Grounds Contract	£ 400.00		£ 63.00		£ 337.00	15.75%
	610	4720	Additional Grounds Maintenance	£ 200.00		£ 190.00		£ 10.00	95.00%
610	4810	Water	£ 300.00		£ 11.92		£ 288.08	3.97%	
Sewall Drive	620	4600	Buildings (Inc sheds)	£ -		£ -		£ -	
	620	4601	Eqpt	£ -		£ -		£ -	
	620	4602	Fence Maintenance	£ -		£ -		£ -	
	620	4603	Plot Maintenance and clearance	£ -		£ -		£ -	
	620	4604	Works / Improvements	£ -		£ -		£ -	
	620	4700	Trees	£ -		£ -		£ -	
	620	4710	Grounds Contract	£ -		£ -		£ -	
	620	4720	Additional Grounds Maintenance	£ -		£ -		£ -	
620	4800	Electricity	£ -		£ -		£ -		
620	4810	Water	£ -		£ -		£ -		
Breach Lane	630	4600	Buildings (Inc sheds)	£ -		£ -		£ -	
	630	4601	Eqpt	£ -		£ -		£ -	
	630	4602	Fence Maintenance	£ -		£ -		£ -	
	630	4603	Plot Maintenance and clearance	£ -		£ -		£ -	
	630	4604	Works / Improvements	£ -		£ -		£ -	
	630	4700	Trees	£ -		£ -		£ -	
	630	4710	Grounds Contract	£ -		£ -		£ -	
	630	4720	Additional Grounds Maintenance	£ -		£ -		£ -	
630	4800	Electricity	£ -		£ -		£ -		
630	4810	Water	£ -		£ -		£ -		
Allotments	690	4699	General	£ 200.00		£ -		£ 200.00	0.00%
Open Space	700	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	700	4710	Grounds Contract	£ 960.00		£ 249.08		£ 710.92	25.95%
	700	4720	Additional Grounds Maintenance	£ 200.00		£ -		£ 200.00	0.00%
	700	4730	Brookfield Project	£ 10,000.00		£ -		£ 10,000.00	0.00%
700	4799	Other	£ 200.00		£ 97.20		£ 102.80	48.60%	

Total	Budgeted + Virements	Spending	Funds Remaining
	£ 293,608.00	£ 31,650.53	£ 261,957.47
			Proportion Spent 10.78%

Bishopstoke Parish Council

Finance & General Purposes Meeting

11th June 2019

Payments (May 2019)

Direct Debit payments

BT	Office - Phone & broadband (May 19)	£	52.03
Eon	Office - Electricity (May 19)	£	50.00
British Gas	Allotments - UR - Electricity (Apr 19)	£	16.09
British Gas	Shears Mill - Electricity (Apr 19)	£	9.73
Business Stream	Allotments - JL - Water (Feb-Apr 19)	£	11.92
Business Stream	Burial Grounds - BC - Water (Feb-Apr 19)	£	23.75
Eastleigh Borough Council	Trade Waste		

Debit Card payments

ST - Amazon	Stationery	£	16.99
ST - Post Office	Postage	£	13.86
DW - Ryman	Stationery	£	68.73
ST - Post Office	Postage	£	5.70
DW - Ink Planet	Printer Inks	£	59.50
ST - Screwfix	New padlocks JL	£	41.98
CT - Post Office	Postage	£	62.35
ST - Vodafone	Mobile phone top-up	£	10.00
CT - Sainsburys	Mobile phone top-up	£	10.00
CT - Ryman	Stationery	£	5.99

BACS payments

Mike Thornton	Travel Tokens	£	10.00
Steve Willis	JL Allotment fuel & expenses	£	19.97
HPFA	Annual Playing Fields subscription	£	60.00
Eastleigh Borough Council	Dog Bin emptying (Apr 19)	£	49.06
Foster Tree Surgeons	Cemetery Tree Work	£	456.00
M&S Enterprises	Repair to UR mower	£	67.94
GI Holdings	Lining to Cemetery car park	£	210.00
P Stewart	Office window cleaning	£	60.00
P Stewart	Shears Mill cleaning	£	80.00
P Stewart	Office window cleaning	£	15.00
P Stewart	Shears Mill cleaning	£	20.00
Freestons Water Treatment	UR allotment bath cleaning	£	264.00
National Allotment Society	Annual Subs 2019-20	£	66.00
Hampshire Environmental Services	UR 50B asbestos sampling	£	48.00
Planet	Neighbourhood Plan	£	1,620.00
Green Smile Ltd	Top soil and seed Cemetery	£	42.00
BCA	Parish Assembly Hall hire	£	50.00
HALC	Annual Conference 13/03/19 (STo, DW)	£	180.00
HALC	HALC & NALC Affiliation fees 19/20	£	1,501.00
HALC	Play Area Inspections Training (DW)	£	72.00
Eastleigh Borough Council	Refund of trade waste (paid twice)	-£	97.20
Lockerley Stone	Deposit for memorial repairs	£	255.00
Bishopstoke Memorial Hall	Grant	£	1,250.00

Surrey Hills Solicitors	Legal Fees BMH acquisition	£ 1,569.00
Foster Tree Surgeons	Tree work Otter Close	£ 816.00
Segrave Inspection Services	6 Play area inspections May 19	£ 597.60
Hydrotech	Legionella Risk Assessments	£ 696.00
HALC	Training for Members & Officers (G Harris)	£ 54.00
HALC	HR Consultancy Fee 2019/20	£ 180.00
Bruno Construction	St Mary's Wall crack repairs	£ 174.00
Green Smile Ltd	Cutting UR plot 18A	£ 60.00

Staff	Salary	£ 3,687.15
Staff	Mileage + Office Allowance	£ 96.75
HMRC	Tax / NI	£ 1,096.80
HCC	LGPS	£ 1,228.38
Green Smile	Ground Maintenance (May 2019)	£ 3,979.31

Cheque payments

N/A

Out Of Pocket Expenses

N/A

Clerk

£ -

Sub total £ -

Out Of Pocket Expenses

Assistant Clerk - CT

Key Cutting £ 8.00

Printer Inks £ 52.90

Sub total £ 60.90

Out Of Pocket Expenses

N/A

Assistant Clerk - ST

£ -

Sub total £ -

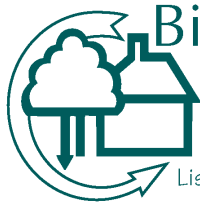
Total payments

£ 21,053.28



APPLICATION FOR GRANT AID

1.	Name of Organisation	Asian Welfare and Cultural Organisation (AWCA)
7.	Objectives and Member Criteria	To promote the health, welfare & culture of Asian people within the Borough of Eastleigh. Using a variety of methods including advancing public education in Asian culture, in particular in the arts of traditional Asian music, drama and dance (see attached Constitution)
8.	Total Membership Proportion in BStoke	Anyone who lives in the Borough of Eastleigh can be a member of the AWCA. There are about 130 members in total and a number are from Bishopstoke. However we are applying for funding for the Eastleigh Mela which is a large event open to the whole community. Residents from Bishopstoke regularly attend and are involved as volunteers.
9.	Total Grant	£500
10.	Grant Purpose	The Eastleigh Mela is on Sunday 21st July on the recreation ground in the centre of Eastleigh. This year, so far, we have the Singing Minds Choir, a group of people with dementia; an American Jazz Band, Flavours of India, a dancing group, Punjabi Bhangra, Polish folk dancing, Brazilian Samba and Caribbean Twist performing. We are asking for the grant to be put towards Children's activities which include a climbing wall, falconry display, mini trampolines, kite making & ribbon making.
11.	Estimated income of organisation	£16,500 (if we get all we have applied for)
12.	Estimated expenditure of organisation	£18,000
13.	Other funding	We are applying to other public, private and voluntary sector funders such as HCC, other Parish Councils, Tescos, Persimmon Homes, EBC, Police and Fire Services. We also put in an amount from our own funds.



Bishopstoke Parish Council

Listening to you

David Wheal
BSc (Hons) PGCE
Clerk to the Parish Council

Bishopstoke Parish Office
Riverside
Bishopstoke
Eastleigh
Hampshire
SO50 6LQ

Tel: 02380 643428
email: clerk@bishopstokepc.org

F&GP – June 2019 - Scope

A representative from Scope has been in touch with the Council and would like to know if Councillors can suggest any possible locations for textile recycling banks within Bishopstoke.

REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance & General Purposes Committee)

11th June 2019
Agenda Item: 10

Report Subject: Purchasing of software for various functions
Report Author: The Clerk
<p>Executive Summary: This report outlines the benefits of purchasing software to help the Parish best serve its residents.</p>
<p>Recommendations: The Parish Council is recommended to:</p> <ol style="list-style-type: none"> 1) Create a new budget head within the Admin (110) section for Software licensing. 2) Allocate £2,000 from reserves for this budget head. 3) Authorise the purchase of the finance package, the allotment package and the cemetery package from Edge online and any necessary training for those packages. 4) Authorise the purchase of the bookings package from Edge online and any subsequent training once the Parish Council completes the takeover of the Memorial Hall.
<p>Notes:</p> <p>The parish finances are currently kept on a spreadsheet. This is adequate for the current situation of the Parish Council but presents several problems for the future.</p> <p>Firstly, as the spreadsheet becomes more automated then there is a risk that future officers of the Council may not be able to either rectify any problems with the spreadsheet or be able to amend how it runs. A software finance package would mitigate against this by giving access to training and support should there be any problems.</p> <p>Secondly, although the Council is not currently required to be VAT registered, once the takeover of the Hall is complete it is likely to be necessary. In previous years this would not have presented a problem however with the advent of Making VAT Digital, which comes online later this year, there will be a requirement for every VAT registered organisation to submit their VAT refund requests via a new portal. Access to this portal is being limited. It will be necessary to either purchase a piece of software to convert the Parish spreadsheet into a suitable format, or to purchase a finance package with this already built in. The Edge online package is already compliant with these requirements.</p> <p>Thirdly, with the increasing number of allotments and the associated time to administer them, having a software package that allows most tasks and letters to be automated, and which also links directly with the finance software, so that invoices and late payment requests are automatically generated will save a lot of time.</p>

Fourthly, the cemetery package links up with the finance package in a similar way, and so would prove equally useful. In addition, the cemetery package can be linked to the mapping software that the Parish is intending to purchase, allowing for up to date online maps to be produced.

Finally, the bookings package also links up with the finance package, which will lead to a smoother integration of the Memorial Hall when the takeover is complete.

The costs for the packages vary depending on length of contract but a 5-year contract for all three of the initial packages comes to £948.80 + VAT per year of the contract. This includes discounts for having multiple packages and includes the permission for three officers to be using the same package at the same time. In contrast, a monthly rolling contract works out to be £1,900 + VAT per year - double the cost. Buying a single package – for example the finance one – also proves expensive as we would then need to pay for additional users beyond the first one. This would come to £659 per year for a 5-year contract. This means that the additional cost of the allotment and cemetery packages is less than £300 per year in total.

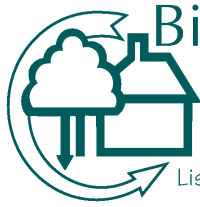
Reasons for the Decision:

- To protect the Council from future issues arising from using spreadsheets
- To ensure the Council is compliant with Making Tax Digital
- To allow seamless integration between various areas of the Council

Background Papers:

N/A

David Wheal
Clerk to Bishopstoke Parish Council
4th June 2019



F&GP – June 2019 – Glebe Meadow

There are now a number of issues with regards to Glebe Meadow generally and the Skate Park area more specifically.

Summary of issues

Litter – there is an increasing amount of litter being dumped on an almost daily basis by those that use the skate park area. This is far in excess of any other area that Green Smile litter pick on our behalf. Every time a bin is installed it is vandalised or demolished within days, sometimes hours.

Graffiti – although rare, graffiti has started to re-appear at the skate park, and is becoming more and more offensive.

Stolen items – in the last 2 weeks there have been entire packs of drinks confiscated by the police and this week the police informed me of 3 stolen bicycles which had been smashed and dumped up at the skate park.

Public hygiene – some of the groups using the skate park are also using the bushes nearby to urinate in. Full bottles of liquid are occasionally left at the skate park which unsuspecting younger children could drink.

Damage and vandalism – some youths have begun to bring tools with them. Branches have been chopped down in the hedge / tree boundary to the north of the skate park to enlarge the covered den that has been created there. Not content with removing the bin by the skate park the bin in the children's play area has now been vandalised and ripped out. Additionally, attempts have been made to saw through the supports of the basket swing. Finally, the remaining solar panel battery pack has now been ripped out.

Our contractors are not always able to clear the area due to the presence of large groups of intimidating youths. I am sure that residents who wish to either use the equipment themselves or take their children to use it could also feel intimidated. There is also a noise nuisance to those living around Glebe Meadow – often late into

the night. Anecdotal evidence suggests that there may be an increased shoplifting risk, and also that some of the groups who simply inhabit the space around the skate park may be from outside Bishopstoke.

For all these reasons the Council is being asked to consider what could be done to help. The obvious suggestion that has been made is to remove the shelter and the bench at the skate park. I have been quoted a figure of less than £300 to have those items removed. This however may only succeed in moving the problem elsewhere, if it succeeds at all. Doing nothing and waiting them out does not appear to be a viable option at this point.