



Bishopstoke Parish Council

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**Members of the Finance Committee are summoned to attend a meeting on
Tuesday 12th December 2023 at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION

1. Apologies for Absence
2. To adopt and sign Minutes of the Finance Committee meeting held on 10th October 2023
3. Declarations of Interest and Requests for Dispensations
4. To approve reports on Council finances
5. To make a recommendation for the budget for the financial year 2024-25
6. To make a recommendation for funding the budget and the precept request for the financial year 2024-25
7. To review the arrangements for purchase orders
8. Date, time, place and agenda items for next meeting –
 - 13th February 2024, 7:30pm, Bishopstoke Methodist Church

S Thorogood
Responsible Finance Officer to Bishopstoke Parish Council
6th December 2023

**Minutes of a Meeting of the Finance Committee
held at Bishopstoke Methodist Church
commencing at 7:35pm on 10 October 2023**

Present: Cllrs C McKeone, Hillier-Wheal, Lyon (Vice-Chair) and Thornton

In Attendance: Mrs S Thorogood (RFO to Bishopstoke Parish Council)
Mr David Wheal (Clerk to Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present.

FIN_2324_M03/

Public Session

19 Apologies for Absence

19.1 Apologies were received from Cllr Winstanley

20 To adopt and sign Minutes of the Finance Committee meeting held on 8th August 2023

20.1 The Minutes of the above meeting had been circulated prior to the meeting.

20.2 Proposed Cllr C McKeone, seconded Cllr Thornton, **RESOLVED** that the minutes of the Finance Committee meeting held on 8th August 2023 be adopted as a true record.

21 Declarations of Interest and Requests for Dispensations

21.1 Cllr Thornton declared an interest in item 5 due to being involved with 12th Eastleigh Scout Group.

22 To approve reports on Council finances

22.1 The payments lists, statement of accounts and budget monitoring reports for August and September 2023 had been included with the document pack for the meeting.

22.2 The RFO also gave an update on current overtime spend for August and September 2023.

22.3 Proposed Cllr Thornton, Seconded Cllr Lyon, **RESOLVED** unanimously to approve the reports on Council finances.

23 To discuss the CIP list and agree any additions

23.1 The CIP list spreadsheet and a report on the projects were included in the document pack distributed in advance of the meeting.

23.2 It was agreed to remove the following projects from the CIP list:

- Brookfield open space play area
- Church Road play area
- Outside Book of Remembrance

Initial: _____ Date: _____

- Village WiFi
- Charging points at bus shelters

23.3 It was agreed to keep the following projects on the CIP list

- Community Trails/Wayfinding
- Brookfield MUGA – put to request a new estimate on costs
- Glebe Meadow skate ramp and zone enhancement
- Sewall Drive allotments
- Stoke Common Cemetery
- Bow Lake Gardens allotments
- Bird / Bat Boxes
- Walk signs
- Solar Panels
- Bishopstoke Memorial Hall
- Parish Council Office
- St Paul’s Church
- Peter Dibden Memorial Scout Hut
- Whalesmead shopping area
- Electric vehicle charging points
- Digital noticeboards / public art
- Replacement bin / street furniture project
- Sensory Garden
- Defibrillators
- Community Development Workers
- Bottle filling stations / drinking fountains
- Sheltered respite benches
- Bulb planting
- Verge parking protection
- Dropped, kerbs and tactile paving around Bishopstoke Whalesmead and other locations
- Public Art

23.4 It was agreed to ask for an additional column on the spreadsheet to include a BIFFOH-wide project and move the following projects to be BIFFOH-wide and not only applicable to Bishopstoke

- Enhance public access to and use of Stoke Park Woods
- Y Zone youth centre
- Community Cinema

23.5 It was agreed to ask for the following projects to be moved to the Fair Oak & Horton Heath list

- Outside games tables (M/S/S)

23.6 It was agreed to ask for the following projects to be added to the CIP list

- Glebe Meadow Project
- Cemetery Boardwalk
- Underwood Road Allotment Shop
- Village Map boards
- Community Planters
- Book Swap/Library boxes
- Bishopstoke Beach rebanking

23.7 Proposed Cllr Thornton, Seconded Cllr C McKeone, **RESOLVED** unanimously to approve the changes to the CIP list as detailed above.

Initial: _____ Date: _____

24 To consider savings accounts arrangements and agree bank mandates

24.1 The RFO has researched a range of potential new ethical savings accounts, details of which were included in the document pack

24.2 The recommendation of savings accounts arrangements was the following:

- To open a savings account with the Co-operative to put aside allotment deposits and keep some savings. This account would mirror the current account bank mandate.
- To keep £85,000 with the EBC savings account
- To invest £85,000 in an ethical 1 year bond with the Charity Bank
- To invest £85,000 in a limited access account with Coventry Building Society
- To invest £85,000 in an instant access account with Ecology Building Society

24.3 The Clerk was asked to email the Chief Financial Officer of EBC to get written clarification of the arrangements for the amount in the temporary loan/savings account should anything happen, as the FSCS limit of £85,000 would not apply in this scenario **Action: Clerk**

24.4 Except for Co-operative mandate, which has to mirror that of the current account, the mandates for the new accounts would include the Clerk, RFO, Cllrs Lyon and Thornton, with Cllr Winstanley also expressing an interest in joining any mandate required.

24.5 Proposed Cllr Lyon, Seconded Cllr Thornton, **RECOMMENDED** unanimously that the Council opens a number of new savings accounts as detailed above.

25 To recommend burial board fees for the year 2024/25

25.1 As the September Assets Committee meeting was cancelled, the recommended burial board fees for 2024/25 were brought to Finance Committee for approval. The full list of fees was included in the document pack.

25.2 Proposed Cllr Thornton, Seconded Cllr Lyon, **RECOMMENDED** unanimously to approve burial board fees for the year 2024/25.

26 To discuss the first draft budget for 2024/25 financial year

26.1 The first draft budget had been included with the document pack for the meeting. It included 6 months actuals and 6 months forecast for the full year 2023/24 as a basis to look forward to 2024/25. It also included a 4% increase to the grounds maintenance contract.

26.2 The budget was colour coded, as was requested during last year's budget process, into 3 colours:

- red for items that cannot be changed, such as salaries and insurance;
- orange for items that cannot be removed from the budget, but the figures could be amended from their original estimate;
- green for items that could be taken out of the budget completely such as events, travel tokens.

26.3 Since the document pack had been distributed, the Clerk had highlighted a number of changes required to various nominals:

- Increasing staff training costs by £1,000
- Increasing printer ink by £500
- Increasing Councillor training costs by £2,000
- Increasing noticeboard purchase costs by £2,500, although this would be funded by an ear-mark reserve
- Increasing noticeboard installation costs by £300, although this would be funded by an ear-mark reserve

Initial: _____ Date: _____

- Increasing Neighbourhood Plan costs by £4,000
- Decreasing travel tokens 2023/24 forecast and 2024/25 budget by £1,000
- Increasing bus shelter maintenance costs by £2,000
- Decreasing bins purchase costs by £2,500 as a budget exists for 2023/24 so unnecessary to buy similar number of bins in 2024/25
- Increasing play area equipment purchase costs by £5,000
- Carnival expenditure to be re-named events – the Full Council to discuss if £8,000 budget is too much
- Carnival income to be-named events income and an income budget increased £2,000

26.4 The salary negotiations between the NJC and the Government had not been finalised at the time of the Finance Committee meeting so forecasts would be adjusted accordingly when the final rates are agreed, hopefully in time for the Full Council meeting on 14th November.

26.5 The RFO was asked to split out the potential new member of staff away from a red salary cost to a separate orange section as this potential new role has not been discussed or agreed by the People Committee. Current impact to the budget is just over £34,000 across salary, employer’s NIC and employer’s pension contributions, training and other staffing costs.

26.6 There were some discussions over the free reserves to precept percentage and potential precept rise needed to bring this percentage to the minimum 25% required. It is likely with not much other changes, a minimum of 10% precept rise needs to be considered.

26.7 Discussions for Full Council need to include funding of the Glebe Meadow project, the required amount for youth provision, and play area funding

26.8 The RFO was asked to make the required changes list above before the Full Council meeting on 14th November **Action: RFO**

27 Date, time, place, and agenda items for next meeting

27.1 The next meeting of the Finance Committee will take place at 7:30pm on Tuesday 12th December 2023 at the Bishopstoke Methodist Church.

27.2 Agenda items with supporting papers to the RFO by Tuesday 5th December.

There being no further business, the Chair closed the meeting at 21:35pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance Committee)

12th December 2023
Item 4

Report Subject: To approve the latest reports on Council finances

Payments Lists:

The payments lists for October and November 2023 are presented for approval.

Significant items for October included cleaning of the Council-owned bus shelters, annual play area inspections, quarterly play area maintenance contracts, play area repairs to Otter Close & Templecombe Road, removal of damaged skateboard ramps from Glebe Meadow, Advantedge software annual licence and payment of the external audit of the 2022/23 financial accounts.

Significant items for November included tree work to Old St Mary's, play area maintenance contract, and the annual insurance premium.

Budget Monitoring report:

The budget monitoring report for the period ending November 2023 is presented for approval.

Income is currently £371,640 versus an annual budget of £363,319.

Expenditure is currently £212,383 versus an annual budget of £360,070.

Statement of accounts:

The statement of accounts for October and November 2023 are presented for approval. The monthly current account bank reconciliations have been completed and are ready to be checked and signed.

Other updates:

The NJC contract negotiations with the Government were finalised and all staff paid their back-dated pay award in November 2023, including to the Projects Officer who retired in June.

The RFO has begun work to open the various new savings accounts.

Sophie Thorogood
RFO to Bishopstoke Parish Council
6th December 2023

Bishopstoke Parish Council

Finance Committee - 12th December 2023

Payments (October 2023)

Direct Debit payments

Invoice Date	Payee	Description	Net	VAT	Gross
02/10/2023	Eon	Office - Electricity (Oct 23)	£ 46.82	£ 4.18	£ 51.00
04/10/2023	British Gas	Allotments - UR - Electricity (Jun-Sep 23)	£ 9.99	£ 0.48	£ 10.47
03/10/2023	British Gas	Shears Mill - Electricity (Sep 23)	£ 14.73	£ 0.73	£ 15.46
15/10/2023	Sky Mobile	DW Mobile Phone (oct 23)	£ 14.00	£ -	£ 14.00
10/10/2023	Business Stream	Allotments - JL - Water (Jul-Oct 23)	£ 148.82	£ -	£ 148.82
11/10/2023	Eastleigh Borough Council	Trade Waste (Jul-Sep 23)	£ 546.00	£ -	£ 546.00
09/10/2023	Ready Steady Store	Hire of unit K014 (4wks Oct-Nov 23)	£ 145.99	£ 23.40	£ 169.39

Staff Debit Card payments

Invoice Date	Payee	Description	Net	VAT	Gross
02/10/2023	ST - Post office	Postage stamps	£ 97.75	£ -	£ 97.75
03/10/2023	ST - EE	2 new site rep phones	£ 34.99	£ -	£ 34.99
04/10/2023	ST - Post office	Postage stamps	£ 15.50	£ -	£ 15.50
08/10/2023	ST - Amazon	A4 paper	£ 22.49	£ 4.50	£ 26.99
08/10/2023	ST - Amazon	Printer inks & envelopes	£ 36.83	£ 7.36	£ 44.19
12/10/2023	ST - Amazon	Site rep phone cases, memory cards and folders	£ 32.19	£ 4.53	£ 36.72
13/10/2023	ST - EE	Site rep phone mobile phone top-ups	£ 19.00	£ -	£ 19.00
21/10/2023	ST - Sky Mobile	Mobile phone top-up ST/AL	£ 13.00	£ -	£ 13.00

BACS payments

Invoice Date	Payee	Description	Net	VAT	Gross
29/08/2023	Externture Ltd	Deep cleaning 14 bus shelters	£ 757.40	£ 151.48	£ 908.88
30/09/2023	P Stewart	Window Cleaning - Sep 23	£ 35.00	£ -	£ 35.00
31/08/2023	Seagrave Inspection Services	Annual inspection 6 play areas May 23	£ 513.00	£ 102.60	£ 615.60
04/10/2023	Colden Common Parish Council	Printing play area trail & Allotment rent letters	£ 61.84	£ 12.37	£ 74.21
13/10/2023	Fosters Tree Surgeons	Remove fallen tree Templecombe Road	£ 320.00	£ 64.00	£ 384.00
12/08/2023	P Stewart	Window Cleaning - Apr to Aug 23	£ 160.00	£ -	£ 160.00
13/09/2023	Fox Garden Machinery	Repairs to UR Webb mower	£ 49.00	£ 9.80	£ 58.80
02/10/2023	Eastleigh Borough Council	Dog bin emptying (Sep 23)	£ 46.76	£ 9.35	£ 56.11
14/10/2023	Green Smile	Strimming plots 14A/58B/59B/66B UR	£ 275.00	£ 55.00	£ 330.00
20/06/2023	Vitaplay Ltd	Maintenance Contract for play areas	£ 588.00	£ 117.60	£ 705.60
22/08/2023	Vitaplay Ltd	Maintenance Contract for play areas	£ 588.00	£ 117.60	£ 705.60
09/08/2023	Vitaplay Ltd	Otter Close - replacement cradle seat	£ 375.00	£ 75.00	£ 450.00
18/07/2023	Vitaplay Ltd	Glebe Meadow - removal skateboard ramps	£ 1,250.00	£ 250.00	£ 1,500.00
17/07/2023	Vitaplay Ltd	Otter Close - repairs to swings	£ 879.04	£ 175.81	£ 1,054.85
17/07/2023	Vitaplay Ltd	Templecombe Road - repairs seesaw	£ 600.60	£ 120.12	£ 720.72
17/10/2023	Royal Mail Group Ltd	Mail redirection 1 year Parish Address	£ 570.00	£ -	£ 570.00
18/10/2023	ICCM	AL Exhumation training	£ 85.00	£ 17.00	£ 102.00
28/07/2023	Edge IT Systems Ltd	Advantagedge software Sep 23-Sep 24	£ 2,017.55	£ 403.51	£ 2,421.06
25/10/2023	ARK Eastleigh	Grant	£ 650.00	£ -	£ 650.00
16/10/2023	BDO LLP	External Audit Fees 2022/23 accounts	£ 840.00	£ 168.00	£ 1,008.00
30/10/2023	Staff	Salary	£ 5,166.22	£ -	£ 5,166.22
30/10/2023	Staff	Mileage + Office Allowance	£ 89.43	£ -	£ 89.43
30/10/2023	HMRC	Tax / NI	£ 1,973.56	£ -	£ 1,973.56
30/10/2023	HCC	LGPS	£ 1,921.58	£ -	£ 1,921.58
05/10/2023	Green Smile	Ground Maintenance (Oct 2023)	£ 6,583.76	£ 1,316.75	£ 7,900.51

Total payments

£ 27,593.84 £ 3,211.17 £ 30,805.01

Bishopstoke Parish Council

Finance Committee - 12th December 2023

Payments (November 2023)

Direct Debit payments

Invoice Date	Payee	Description	Net	VAT	Gross
14/11/2023	Eon	Office - Electricity (Nov 23)	£ 51.00	£ -	£ 51.00
07/11/2023	British Gas	Allotments - UR - Electricity (Oct 23)	£ 15.41	£ 0.77	£ 16.18
03/11/2023	British Gas	Shears Mill - Electricity (Oct 23)	£ 15.69	£ 0.78	£ 16.47
15/11/2023	Sky Mobile	DW Mobile Phone (Nov 23)	£ 14.00	£ -	£ 14.00
17/07/2023	Business Stream	Allotments - UR - Water (Jan-Jul 23)	£ -	£ -	£ -
10/10/2023	Business Stream	Allotments - JL - Water (Jul-Oct 23)	£ -	£ -	£ -
23/10/2023	Business Stream	Burial Grounds - BC - Water (Jul-Oct 23)	£ 23.20	£ -	£ 23.20
11/10/2023	Eastleigh Borough Council	Trade Waste (Jul-Sep 23)	£ -	£ -	£ -
09/10/2023	Ready Steady Store	Hire of unit K014 (4wks Nov 23)	£ 145.99	£ 23.40	£ 169.39
21/09/2023	ICO	Data Protection Annual Fee	£ -	£ -	£ -

Staff Debit Card payments

Invoice Date	Payee	Description	Net	VAT	Gross
03/11/2023	ST - L&S	Skip for UR allotment site	£ 273.16	£ 54.63	£ 327.79
08/11/2023	ST - Amazon	Accident books for UR shop & Parish staff	£ 8.24	£ 1.66	£ 9.90
13/11/2023	ST - EE	Site rep phone mobile phone top-ups	£ 9.00	£ -	£ 9.00
15/11/2023	DW - PDF Architect	PDF Architect annual licence	£ 49.17	£ 9.83	£ 59.00
23/11/2023	ST - Post office	Postage stamps	£ 10.00	£ -	£ 10.00
24/11/2023	ST - Amazon	Sticky note tabs for signing	£ 4.57	£ 0.92	£ 5.49
21/11/2023	ST - Sky Mobile	Mobile phone top-up ST/AL	£ 13.00	£ -	£ 13.00

BACS payments

Invoice Date	Payee	Description	Net	VAT	Gross
01/11/2023	Green Smile	Filling of holes at Otter Close	£ 35.00	£ 7.00	£ 42.00
13/09/2023	Bigwease Event Services	PA hire for carnival	£ 300.00	£ -	£ 300.00
31/10/2023	Mark Gregory	Handyman services Oct 23	£ 146.50	£ -	£ 146.50
07/11/2023	Mr GA Read	Removal of fallen limb Old St Mary's into Itchen	£ 750.00	£ -	£ 750.00
29/09/2023	Planet (Evolving Together)	Neighbourhood plan work Sep 23	£ 292.50	£ 58.50	£ 351.00
01/11/2023	Eastleigh Borough Council	Dog bin emptying (Oct 23)	£ 58.45	£ 11.69	£ 70.14
14/11/2023	Kays Group Taxis	Travel tokens repayment	£ 440.00	£ -	£ 440.00
14/11/2023	One Community Dial a ride	Travel tokens repayment	£ 42.00	£ -	£ 42.00
11/11/2023	P Stewart	Window Cleaning - Oct 23	£ 35.00	£ -	£ 35.00
09/11/2023	Vitaplay Ltd	Maintenance Contract for play areas	£ 588.00	£ 117.60	£ 705.60
25/10/2023	HALC	Cllr Hillier-Wheal planning training	£ 48.00	£ 9.60	£ 57.60
16/11/2023	Katrina Jones	Travel tokens repayment	£ 274.00	£ -	£ 274.00
21/11/2023	Bishopstoke Methodist Church	Room Hire Jul-Oct 23	£ 560.00	£ -	£ 560.00
20/11/2023	Mark Gregory	Blackberry Drive handyman services Nov 23	£ 255.85	£ -	£ 255.85
31/10/2023	Clear Insurance Management	Annual Insurance Nov 23 - Nov 24	£ 2,464.21	£ -	£ 2,464.21
21/11/2023	Greening Campaign	Greening Campaign payment	£ 50.00	£ -	£ 50.00
10/11/2023	Bruno Construction	Winter maintenance to Shears Mill	£ 355.60	£ 71.12	£ 426.72
24/11/2023	BI&FO Good Neighbours	Travel tokens repayment	£ 25.00	£ -	£ 25.00
29/11/2023	Staff	Salary	£ 7,148.45	£ -	£ 7,148.45
29/11/2023	Staff	Mileage + Office Allowance	£ 142.17	£ -	£ 142.17
29/11/2023	HMRC	Tax / NI	£ 3,152.37	£ -	£ 3,152.37
29/11/2023	HCC	LGPS	£ 2,736.81	£ -	£ 2,736.81
05/11/2023	Green Smile	Ground Maintenance (Nov 2023)	£ 6,583.76	£ 1,316.75	£ 7,900.51

Cheque payments

21/11/2023	Royal British Legion	Poppy Wreath 2023	£ 20.00	£ -	£ 20.00
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Total payments

£ 27,136.10 £ 1,684.25 £ 28,820.35

Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/23

	Previous Year's Net	2023/2024	Actual Net	Balance	2024/2025
INCOME					
Admin					
100	Precept	£281,270.55	£332,919.73	£332,919.73	£0.00
110	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
120	Interest Receivable	£4,569.00	£1,000.00	£5,875.38	£0.00
130	Grants	£0.00	£0.00	£0.00	£0.00
140	General	£100.00	£0.00	£190.00	£0.00
160	Insurance Claim	£0.00	£0.00	£0.00	£0.00
	Total Admin	£285,939.55	£333,919.73	£338,985.11	£5,065.38
Community					
500	Carnival	£0.00	£3,500.00	£45.00	£0.00
	Total Community	£0.00	£3,500.00	£45.00	£0.00
Play Area & Open Space					
700	Play Area Grants	£12,831.50	£0.00	£0.00	£0.00
	Total Play Area & Open Space	£12,831.50	£0.00	£0.00	£0.00
Burial Ground					
800	Interment	£7,975.00	£12,500.00	£6,930.00	£0.00
810	Burial Grant Purchase	£5,820.00	£5,000.00	£6,640.00	£0.00
820	Grant Transfer	£340.00	£300.00	£140.00	£0.00
830	Memorials	£2,855.00	£2,500.00	£2,195.00	£0.00
840	Donations / Recovered Costs	£0.00	£0.00	£0.00	£0.00
850	Child Funeral Fund	£0.00	£0.00	£0.00	£0.00
860	General	£0.00	£0.00	£0.00	£0.00
899	Burial Ground Earmarked Income	£0.00	£0.00	£2,121.90	£0.00
	Total Burial Ground	£16,990.00	£20,300.00	£18,026.90	-£2,273.10
Allotments					
900	Rent	£6,033.93	£5,600.00	£6,354.67	£0.00
	Total	£6,033.93	£5,600.00	£754.67	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/23

	Previous Year's Net	2023/2024	Actual Net	Balance	2024/2025
910 Deposits	£0.00	£0.00	£350.00	£350.00	£0.00
920 General	£0.00	£0.00	£0.00	£0.00	£0.00
999 Allotment Earmarked Income	£0.00	£0.00	£7,878.10	£7,878.10	£0.00
Total Allotments	£6,033.93	£5,600.00	£14,582.77	£8,982.77	£0.00
Total Income	£321,794.98	£363,319.73	£371,639.78	£8,320.05	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/23

	Previous Year's Net	2023/2024	Actual Net	Balance	2024/2025	
EXPENDITURE						
Admin						
1000	Salaries	£91,247.61	£97,000.00	£60,797.09	£36,202.91	£0.00
1001	NI	£7,640.30	£10,100.00	£5,571.37	£4,528.63	£0.00
1002	Pensions	£19,527.04	£25,000.00	£13,010.52	£11,989.48	£0.00
1003	Staff Expenses	£2,277.61	£2,607.00	£1,183.19	£1,423.81	£0.00
1100	Staff Training	£935.25	£650.00	£372.68	£277.32	£0.00
1200	Seminars / Conferences	£0.00	£0.00	£0.00	£0.00	£0.00
1300	Recruitment	£0.00	£0.00	£0.00	£0.00	£0.00
1400	Office Consumables	£791.04	£1,000.00	£408.97	£591.03	£0.00
1500	Printer Ink	£564.20	£750.00	£338.40	£411.60	£0.00
1999	Suspense	£0.00	£0.00	£0.00	£0.00	£0.00
	Total Admin	£122,983.05	£137,107.00	£81,682.22	£55,424.78	£0.00
Council						
2000	Audit	£1,690.00	£1,700.00	£0.00	£1,700.00	£0.00
2100	Insurance	£2,600.93	£2,750.00	£2,464.21	£285.79	£0.00
2200	Professional Memberships	£2,339.67	£2,500.00	£1,910.44	£589.56	£0.00
2201	Legal/Consultancy costs	£660.00	£500.00	£971.00	-£471.00	£0.00
2300	Room Hire	£1,687.00	£2,000.00	£971.25	£1,028.75	£0.00
2301	Office conversion & storage costs	£0.00	£5,000.00	£1,958.11	£3,041.89	£0.00
2400	Reference Materials	£164.99	£200.00	£0.00	£200.00	£0.00
2500	Councillor Elections	£644.38	£2,000.00	£0.00	£2,000.00	£0.00
2501	Councillor Training	£460.00	£500.00	£146.00	£354.00	£0.00
2502	Chair's Expenses	£20.00	£150.00	£20.00	£130.00	£0.00
2503	Councillor's Expenses	£0.00	£50.00	£0.00	£50.00	£0.00
2600	IT Software / Subscriptions	£3,480.40	£3,500.00	£2,585.78	£914.22	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/23

	Previous Year's Net	2023/2024	Actual Net	Balance	2024/2025
Total Council	£13,747.37	£20,850.00	£11,026.79	£9,823.21	£0.00
Buildings					
3000 Grounds Contract	£943.92	£1,038.31	£654.48	£383.83	£0.00
3100 Additional Grounds Maintenance	£0.00	£650.00	£692.60	£-42.60	£0.00
3200 Furnishings	£266.60	£0.00	£0.00	£0.00	£0.00
3300 Cleaning	£420.00	£450.00	£230.00	£220.00	£0.00
3400 IT equipment Purchase	£1,045.66	£1,000.00	£149.79	£850.21	£0.00
3401 IT Equipment Maintenance	£75.00	£200.00	£0.00	£200.00	£0.00
3500 Maintenance	£709.50	£550.00	£242.50	£307.50	£0.00
3800 Trees	£0.00	£0.00	£540.00	£-540.00	£0.00
3900 Utilities - Electricity	£1,189.08	£400.00	£516.12	£-116.12	£0.00
Total Buildings	£4,649.76	£4,288.31	£3,025.49	£1,262.82	£0.00
Communications					
4000 Email	£1,440.61	£1,400.00	£8.80	£1,391.20	£0.00
4100 Websites	£114.00	£250.00	£0.00	£250.00	£0.00
4200 Office Landline	£190.17	£0.00	£0.00	£0.00	£0.00
4300 Office Broadband	£182.03	£0.00	£0.00	£0.00	£0.00
4400 Newsletter Printing	£4,289.00	£4,500.00	£1,460.50	£3,039.50	£0.00
4500 Noticeboard Purchase	£2,742.46	£0.00	£0.00	£0.00	£0.00
4501 Noticeboards Installation	£320.00	£300.00	£0.00	£300.00	£0.00
4502 Parish maps noticeboard project	£0.00	£0.00	£0.00	£0.00	£0.00
Total Communications	£9,278.27	£6,450.00	£1,469.30	£4,980.70	£0.00
Community					
5000 Grants - General (GPC)	£10,376.21	£5,500.00	£850.00	£4,650.00	£0.00
5001 Grants - Street Pastors	£700.00	£700.00	£700.00	£0.00	£0.00
5002 Grants - Carnival	£0.00	£0.00	£0.00	£0.00	£0.00
5003 Grants - Community Buildings	£0.00	£0.00	£540.00	£-540.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/23

	Previous Year's Net	2023/2024	Actual Net	Balance	2024/2025
5100 Climate Change Project	£0.00	£0.00	£0.00	£0.00	£0.00
5200 Safety, Security & Crime Prevention	£0.00	£0.00	£0.00	£0.00	£0.00
5300 Yzone	£0.00	£25,000.00	£25,000.00	£0.00	£0.00
5400 Travel Token Repayments	£1,635.00	£3,800.00	£1,086.00	£2,714.00	£0.00
5401 Travel Token New	£201.60	£200.00	£0.00	£200.00	£0.00
5500 Neighbourhood Plan Consultants	£3,570.00	£1,000.00	£292.50	£707.50	£0.00
5501 Neighbourhood Plan Publicity	£0.00	£200.00	£0.00	£200.00	£0.00
5502 Neighbourhood Plan General	£0.00	£0.00	£0.00	£0.00	£0.00
5600 Carnival	£1,782.69	£8,000.00	£410.22	£7,589.78	£0.00
5700 War Memorial	£0.00	£0.00	£1,429.33	-£1,429.33	£0.00
5800 Village Trail Project	£0.00	£0.00	£0.00	£0.00	£0.00
Total Community	£18,265.50	£44,400.00	£30,308.05	£14,091.95	£0.00
Street Furniture					
6000 Bus Shelters Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6002 Bus Shelter Maintenance	£840.50	£1,000.00	£0.00	£1,000.00	£0.00
6003 Bus Shelter Cleaning	£0.00	£1,000.00	£821.40	£178.60	£0.00
6100 Benches Purchase	£4,227.14	£0.00	£0.00	£0.00	£0.00
6200 Bins Purchase	£371.95	£3,000.00	£0.00	£3,000.00	£0.00
6203 Bins Emptying	£1,500.20	£3,500.00	£1,700.72	£1,799.28	£0.00
6300 Clocks Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6302 Clocks Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00
6500 Christmas Decorations Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6600 Defibrillators Purchase	£7,000.00	£0.00	£0.00	£0.00	£0.00
Total Street Furniture	£13,939.79	£8,500.00	£2,522.12	£5,977.88	£0.00
Play Area & Open Space					
7000 Grounds Contract	£50,512.29	£53,009.74	£33,412.16	£19,597.58	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/23

	Previous Year's Net	2023/2024	Actual Net	Balance	2024/2025
7100 Additional Grounds Maintenance	£140.00	£3,000.00	£422.85	£2,577.15	£0.00
7300 Play Equipment Purchase	£46,658.61	£0.00	£0.00	£0.00	£0.00
7301 Equipment Maintenance	£27,102.89	£10,500.00	£8,268.64	£2,231.36	£0.00
7302 Play Area Inspections	£1,984.35	£2,500.00	£1,071.00	£1,429.00	£0.00
7399 Play Area & Open Space Other	£175.00	£0.00	£0.00	£0.00	£0.00
7400 Works and Improvements	£325.00	£0.00	£0.00	£0.00	£0.00
7800 Trees	£1,440.00	£9,000.00	£2,625.00	£6,375.00	£0.00
7801 Tree Surveys	£1,680.00	£2,000.00	£1,500.00	£500.00	£0.00
Total Play Area & Open Space	£130,018.14	£80,009.74	£47,299.65	£32,710.09	£0.00
Burial Ground					
8000 Grounds Contract	£25,431.96	£27,975.15	£17,632.80	£10,342.35	£0.00
8100 Additional Grounds Maintenance	£2,654.40	£2,500.00	£243.50	£2,256.50	£0.00
8200 Fences	£0.00	£0.00	£0.00	£0.00	£0.00
8300 Replacement Benches	£0.00	£0.00	£0.00	£0.00	£0.00
8399 Burial Authority Other	£0.00	£0.00	£0.00	£0.00	£0.00
8400 Works & Improvements	£5,419.83	£0.00	£9,620.00	£-9,620.00	£0.00
8500 Memorial Costs	£200.00	£800.00	£0.00	£800.00	£0.00
8800 Trees	£5,626.90	£8,000.00	£750.00	£7,250.00	£0.00
8901 Utilities - Water	£68.80	£500.00	£53.05	£446.95	£0.00
Total Burial Ground	£39,401.89	£39,775.15	£28,299.35	£11,475.80	£0.00
Allotments					
9000 Grounds Contract	£1,399.92	£1,539.91	£970.64	£569.27	£0.00
9100 Additional Grounds Maintenance	£210.00	£1,000.00	£0.00	£1,000.00	£0.00
9200 Fences	£0.00	£0.00	£0.00	£0.00	£0.00
9300 Equipment Purchase	£1,575.87	£1,200.00	£233.71	£966.29	£0.00
9399 Allotments Other	£0.00	£200.00	£0.00	£200.00	£0.00
9400 Works & Improvements	£580.00	£2,000.00	£0.00	£2,000.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/23

	Previous Year's Net	2023/2024	Actual Net	Balance	2024/2025	
9600	Plot Maintenance and Clearance	£4,195.15	£5,250.00	£4,088.66	£1,161.34	£0.00
9700	Buildings (Inc. sheds)	£75.00	£700.00	£46.00	£654.00	£0.00
9800	Trees	£180.00	£3,000.00	£0.00	£3,000.00	£0.00
9900	Utilities - Electricity	£570.88	£800.00	£247.60	£552.40	£0.00
9901	Utilities - Water	£1,924.07	£3,000.00	£1,162.98	£1,837.02	£0.00
	Total Allotments	£10,710.89	£18,689.91	£6,749.59	£11,940.32	£0.00
	Total Expenditure	£362,994.66	£360,070.11	£212,382.56	£147,687.55	£0.00
	Total Income	£321,794.98	£363,319.73	£371,639.78	£8,320.05	£0.00
	Total Expenditure	£362,994.66	£360,070.11	£212,382.56	£147,687.55	£0.00
	Total Net Balance	-£41,199.68	£3,249.62	£159,257.22		£0.00

**FINANCE COMMITTEE MEETING ON 12 DECEMBER 2023
MONTHLY STATEMENT OF ACCOUNT October 2023**

Start **01/10/2023**
End **31/10/2023**

Fund Movements						
Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 16,638.76	£ 15,096.40	£ 30,000.00	£ 30,805.01		£ 30,930.15
EBC	£ 405,755.93				£ 30,000.00	£ 375,755.93
Total	£ 422,394.69	£ 15,096.40	£ 30,000.00	£ 30,805.01	£ 30,000.00	£ 406,686.08

Receipts in detail	
Burial Board	£ 2,445.00
Allotments	£ 5,577.58
Carnival	
VAT refund	£ 7,073.82
Grants	
Misc.	
Total	£ 15,096.40

VAT	
Previously Claimed	£ 14,199.67
Claimed in October	£ 7,073.82
Unclaimed	

EBC Loan Account Summary						
		Money In			Money Out	
	1 April 2023 Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to October 23	£ 196,960.82	£ 332,919.73		£ 5,875.38	£ 130,000.00	£ 405,755.93
October 23					£ 30,000.00	£ 375,755.93

Notes

FINANCE COMMITTEE MEETING ON 12 DECEMBER 2023
MONTHLY STATEMENT OF ACCOUNT November 2023

Start 01/11/2023
End 30/11/2023

Fund Movements						
Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 30,930.15	£ 12,735.84		£ 28,820.35		£ 14,845.64
EBC	£ 375,755.93					£ 375,755.93
Total	£ 406,686.08	£ 12,735.84	£ -	£ 28,820.35	£ -	£ 390,601.57

Receipts in detail	
Burial Board	£ 1,650.00
Allotments	£ 1,085.84
Carnival	
VAT refund	
Grants	£ 10,000.00
Misc.	
Total	£ 12,735.84

VAT	
Previously Claimed	£ 21,273.49
Claimed in November	
Unclaimed	

EBC Loan Account Summary						
		Money In			Money Out	
	1 April 2023 Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to November 23	£ 196,960.82	£ 332,919.73		£ 5,875.38	£ 160,000.00	£ 375,755.93
November 23						£ 375,755.93

Notes

REPORT TO BISHOPSTOKE PARISH COUNCIL

(Finance Committee)

12th December 2023

Report Subject: To make a recommendation for the budget for the financial year 2024-25

The Officers began working on the budget earlier this year to give Councillors numerous opportunities to review items and make decisions & recommendations.

On 10th October, the Finance Committee reviewed the colour coded budget, concentrating on the green lines – the areas where items could be changed easily, and made changes to travel token budget.

On 14th November, the Full Council resolved:

- to earmark £20,000 for play areas each year beginning 2024-25
- to earmark £30,000 towards Glebe Meadow project, in anticipation of building up the reserves for repayment of a PWLB
- to approve a new member of staff to begin in April 2024

The Full Council did resolve to include payment of a Glebe Meadow Project Manager, but it is felt that this position will not be needed until financial year 2025-26. The demolition of the old hall should happen before the nesting season in Spring, and a new architect has not yet been appointed for the design of the new building. The installation of a new wheels park will be able to be absorbed into current staff's hours once the new member of staff begins in April 2024. Therefore this £15,000 project manager cost has been removed from the 2024-25 budget.

On 5th December, a virtual budget briefing session was held for Councillors to have an opportunity to go into further detail to any areas of the budget they wished to be reviewed before the Finance Committee met on 12th December. Minor tweaks were suggested to Parish Office cleaning and electricity, and broadband costs were included in anticipation that the Sewall Drive allotment building may be converted into a temporary Parish office.

To carry on meeting the Council's policy that the percentage of free reserves against total annual precept should be within 25-40%, at the moment, the RFO and Clerk are recommending that the Finance Committee approves a precept rise of 15% for the financial year 2024-25, meaning a band D would increase from £94.06 to £108.17, or £1.18 per month.

The confirmed tax base for the new financial year 2024-25 has increased slightly (2022-23: 3,539.44 versus 2024-25: 3,556.70).

On the following pages, Councillors are given a top line summary page, separating normal on-going income/expenditure from earmarked/project income/expenditure. Then the more detailed income and expenditure sections (please note that prior to the decision being taken, the budgeted precept income on the detailed page is currently left at a 0% precept rise for illustration purposes), a projects page showing the impact of precept rise on free reserves to precept percentage figure, and also details of the earmarked reserves and movements in 2024-25 based on projects moving forward.

RFO recommendation:

To approve an income budget for 2024-25 of £486,278.24

To approve an expenditure budget for 2024-25 of £480,950.68

To approve a precept increase of 15% for 2024-25 for a band D property to £108.17, equivalent to an increase of £14.11 per year/£1.18 per month

To approve a precept request to Eastleigh Borough Council of £384,728.24, this being a tax base of 3,556.70 by the band D precept of £108.17

Bishopstoke Parish Council
3rd draft budget 2024/25

SUMMARY	2022/23 Actual	2023/24 Budget	2023/24 TOTAL (Actual + Forecast)	2024/25 Budget
Total Admin	£285,939.55	£333,919.73	£340,985.11	£337,543.20
Total Community	£0.00	£3,500.00	£0.00	£2,000.00
Total Play Area & Open Space	£0.00	£0.00	£0.00	£0.00
Total Burial Ground	£16,990.00	£20,300.00	£20,300.00	£20,300.00
Total Allotments	£6,033.93	£5,600.00	£5,600.00	£6,250.00
Sub total income	£308,963.48	£363,319.73	£366,885.11	£366,093.20
Earmarked Project Income	£12,831.50	£0.00	£10,000.00	£70,000.00
TOTAL INCOME	£321,794.98	£363,319.73	£376,885.11	£436,093.20
Total Admin	£122,983.05	£137,107.00	£126,808.46	£156,598.00
Total Council	£13,747.37	£20,850.00	£16,812.63	£18,550.00
Total Buildings	£4,649.76	£4,288.31	£4,175.10	£3,820.99
Total Communications	£9,278.27	£6,450.00	£6,150.00	£7,070.00
Total Community	£11,265.50	£44,400.00	£36,150.22	£47,400.00
Total Street Furniture	£10,748.56	£8,500.00	£8,064.00	£8,200.00
Total Play Area & Open Space	£62,355.49	£80,009.74	£74,243.24	£84,372.97
Total Burial Ground	£33,784.19	£39,775.15	£41,313.93	£39,307.17
Total Allotments	£10,710.89	£18,689.91	£18,651.96	£18,664.20
Sub total General Expenditure	£279,523.08	£360,070.11	£332,369.54	£383,983.32
Earmarked/Project Expenditure				
Earmarked/Project Admin			£0.00	£0.00
Earmarked/Project Council			£0.00	£7,855.62
Earmarked/Project Buildings			£0.00	£0.00
Earmarked/Project Communications			£0.00	£3,100.00
Earmarked/Project Community			£36,429.33	£0.00
Earmarked/Project Street Furniture			£0.00	£1,208.77
Earmarked/Project Play Area & Open Space			£7,813.28	£70,000.00
Earmarked/Project Burial Ground			£11,741.90	£14,802.97
Earmarked/Project Allotments			£7,878.10	£0.00
Earmarked/Project Expenditure	£83,471.58	£ -	£ 63,862.61	£ 96,967.36
TOTAL EXPENDITURE	£362,994.66	£360,070.11	£396,232.15	£480,950.68

Bishopstoke Parish Council
3rd draft budget 2024/25

INCOME

		2022/23 Actual	2023/24 Budget	2023/24 TOTAL (Actual + Forecast)	2024/25 Budget
Admin					
100	Precept	£281,270.55	£332,919.73	£332,919.73	£334,543.20
110	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
120	Interest Receivable	£4,569.00	£1,000.00	£7,875.38	£3,000.00
130	Grants	£0.00	£0.00	£0.00	£0.00
140	General	£100.00	£0.00	£190.00	£0.00
160	Insurance Claim	£0.00	£0.00	£0.00	£0.00
Total Admin		£285,939.55	£333,919.73	£340,985.11	£337,543.20
Community					
500	Carnival and Events	£0.00	£3,500.00	£0.00	£2,000.00
Total Community		£0.00	£3,500.00	£0.00	£2,000.00
Burial Ground					
800	Interment				
	800/41 Bishopstoke Cemetery	£7,975.00	£12,500.00	£12,500.00	£12,500.00
	800/42 Stoke Common Cemetery	£0.00	£0.00	£0.00	£0.00
800	Interment Total	£7,975.00	£12,500.00	£12,500.00	£12,500.00
810	Burial Grant Purchase				
	810/41 Bishopstoke Cemetery	£5,820.00	£5,000.00	£5,000.00	£5,000.00
	810/42 Stoke Common Cemetery	£0.00	£0.00	£0.00	£0.00
810	Burial Grant Purchase Total	£5,820.00	£5,000.00	£5,000.00	£5,000.00
820	Grant Transfer				
	820/41 Bishopstoke Cemetery	£340.00	£300.00	£300.00	£300.00
	820/42 Stoke Common Cemetery	£0.00	£0.00	£0.00	£0.00
820	Grant Transfer Total	£340.00	£300.00	£300.00	£300.00
830	Memorials				
	830/41 Bishopstoke Cemetery	£2,855.00	£2,500.00	£2,500.00	£2,500.00
	830/42 Stoke Common Cemetery	£0.00	£0.00	£0.00	£0.00
830	Memorials Total	£2,855.00	£2,500.00	£2,500.00	£2,500.00
840	Donations / Recovered Costs Total	£0.00	£0.00	£0.00	£0.00
850	Child Funeral Fund Total	£0.00	£0.00	£0.00	£0.00
860	General	£0.00	£0.00	£0.00	£0.00
Total Burial Ground		£16,990.00	£20,300.00	£20,300.00	£20,300.00
Allotments					
900	Rent				
	900/37 Underwood Road	£4,836.76	£4,500.00	£4,500.00	£5,000.00
	900/38 Jockey Lane	£1,197.17	£1,100.00	£1,100.00	£1,250.00
	900/39 Sewall Drive	£0.00	£0.00	£0.00	£0.00
	900/40 Bow Lake Gardens	£0.00	£0.00	£0.00	£0.00
900	Rent Total	£6,033.93	£5,600.00	£5,600.00	£6,250.00
910	Deposits Total	£0.00	£0.00	£0.00	£0.00
920	General	£0.00	£0.00	£0.00	£0.00
Total Allotments		£6,033.93	£5,600.00	£5,600.00	£6,250.00
Sub Total General Income		£308,963.48	£363,319.73	£366,885.11	£366,093.20
Earmarked/Project Income					
	700 Play area grants	£12,831.50			£70,000.00
	899 Burial Ground boardwalk			£2,121.90	
	999 Allotment improvement grant			£7,878.10	
Sub Total Earmarked/Project Income		£12,831.50	£0.00	£10,000.00	£70,000.00
TOTAL OVERALL INCOME		£321,794.98	£363,319.73	£376,885.11	£436,093.20

Bishopstoke Parish Council
3rd draft budget 2024/25

EXPENDITURE

		2022/23 Actual	2023/24 Budget	2023/24 TOTAL (Actual + Forecast)	2024/25 Budget
1000	Salaries Total	£91,247.61	£97,000.00	£92,102.07	£96,000.00
1001	NI Total	£7,640.30	£10,100.00	£8,659.20	£9,700.00
1002	Pensions Total	£19,527.04	£25,000.00	£21,635.44	£21,000.00
1003	Staff Expenses Total	£2,277.61	£2,607.00	£2,071.18	£2,241.00
1100	Staff Training Total	£935.25	£650.00	£895.00	£650.00
1000/106	Salary new post	£0.00	£0.00	£0.00	£17,500.00
1001/106	Er NIC new post	£0.00	£0.00	£0.00	£1,000.00
1002/106	Er Pension new post	£0.00	£0.00	£0.00	£4,000.00
1003/106/1	Home Allowance new post	£0.00	£0.00	£0.00	£312.00
1003/106/2	Travel & Mileage new post	£0.00	£0.00	£0.00	£200.00
1003/106/3	Expenses new post	£0.00	£0.00	£0.00	£125.00
1003/106/4	Staff Mobile new post	£0.00	£0.00	£0.00	£120.00
1100/106	Staff Training new post	£0.00	£0.00	£0.00	£1,250.00
	Total new post	£0.00	£0.00	£0.00	£24,507.00
1200	Seminars / Conferences	£0.00	£0.00	£0.00	£0.00
1300	Recruitment	£0.00	£0.00	£0.00	£0.00
1400	Office Consumables	£791.04	£1,000.00	£1,000.00	£1,000.00
1500	Printer Ink / Printing	£564.20	£750.00	£445.57	£1,500.00
Total Admin		£122,983.05	£137,107.00	£126,808.46	£156,598.00
Council					
2000	Audit	£1,690.00	£1,700.00	£1,700.00	£1,800.00
2100	Insurance	£2,600.93	£2,750.00	£2,750.00	£2,850.00
2200	Professional Memberships	£2,339.67	£2,500.00	£2,500.00	£2,500.00
2201	Legal/Consultancy Costs	£660.00	£500.00	£971.00	£500.00
2300	Room Hire	£1,687.00	£2,000.00	£2,000.00	£2,000.00
2301	Office conversion & storage costs	£0.00	£5,000.00	£2,541.63	£2,500.00
2400	Reference Materials	£164.99	£200.00	£200.00	£200.00
2500	Councillor Elections	£644.38	£2,000.00	£0.00	£0.00
2501	Councillor Training	£460.00	£500.00	£500.00	£2,500.00
2502	Chair's Expenses	£20.00	£150.00	£100.00	£150.00
2503	Councillor's Expenses	£0.00	£50.00	£50.00	£50.00
2600	IT Software / Subscriptions	£3,480.40	£3,500.00	£3,500.00	£3,500.00
Total Council		£13,747.37	£20,850.00	£16,812.63	£18,550.00
Buildings					
3000	Grounds Contract				
3000/10	Parish Office	£0.00	£0.00	£0.00	£0.00
3000/11	Shears Mill	£943.92	£1,038.31	£981.72	£1,020.99
3000	Grounds Contract Total	£943.92	£1,038.31	£981.72	£1,020.99
3100	Additional Grounds Maintenance				
3100/10	Parish Office	£0.00	£400.00	£200.00	£0.00
3100/11	Shears Mill	£0.00	£250.00	£337.00	£250.00
3100	Additional Grounds Maintenance Total	£0.00	£650.00	£537.00	£250.00
3200	Furnishings	£266.60	£0.00	£0.00	£0.00
3300	Cleaning				
3300/10	Parish Office	£180.00	£150.00	£45.00	£0.00
3300/11	Shears Mill	£240.00	£300.00	£60.00	£300.00
3300	Cleaning Total	£420.00	£450.00	£105.00	£300.00
3400	IT equipment Purchase	£1,045.66	£1,000.00	£1,000.00	£1,250.00
3401	IT Equipment Maintenance	£75.00	£200.00	£0.00	£200.00
3500	Maintenance				
3500/10	Parish Office	£49.00	£50.00	£0.00	£0.00
3500/11	Shears Mill	£660.50	£500.00	£242.50	£500.00

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		2022/23 Actual	2023/24 Budget	2023/24 TOTAL (Actual + Forecast)	2024/25 Budget
3500	Maintenance Total	£709.50	£550.00	£242.50	£500.00
3800	Trees				
3800/11	Shears Mill	£0.00	£0.00	£540.00	£0.00
3800	Trees Total	£0.00	£0.00	£540.00	£0.00
3900	Utilities - Electricity				
3900/10	Parish Office	£1,000.16	£100.00	£604.18	£0.00
3900/11	Shears Mill	£188.92	£300.00	£164.70	£300.00
3900	Utilities - Electricity Total	£1,189.08	£400.00	£768.88	£300.00
Total Buildings		£4,649.76	£4,288.31	£4,175.10	£3,820.99
Communications					
4000	Email	£1,440.61	£1,400.00	£1,400.00	£1,400.00
4100	Websites	£114.00	£250.00	£250.00	£250.00
4200	Office Landline	£190.17	£0.00	£0.00	£0.00
4300	Office Broadband	£182.03		£0.00	£420.00
4400	Newsletter Printing	£4,289.00	£4,500.00	£4,500.00	£5,000.00
4500	Noticeboard Purchase	£2,742.46	£0.00	£0.00	£0.00
4501	Noticeboards Installation	£320.00	£300.00	£0.00	£0.00
4502	Parish maps noticeboards project	£0.00	£0.00	£0.00	£0.00
Total Communications		£9,278.27	£6,450.00	£6,150.00	£7,070.00
Community					
5000	Grants - General (GPC)	£11,076.21	£5,500.00	£5,500.00	£5,500.00
5001	Grants - Street Pastors	£0.00	£700.00	£700.00	£700.00
5002	Grants - Carnival		£0.00	£0.00	£0.00
5003	Grants - Community Buildings	£0.00	£0.00	£540.00	£0.00
5300	Youth Provision	£0.00	£25,000.00	£25,000.00	£25,000.00
5400	Travel Token Repayments	£1,635.00	£3,800.00	£2,800.00	£2,800.00
5401	Travel Token New	£201.60	£200.00	£0.00	£200.00
5500	Neighbourhood Plan Consultants	£3,570.00	£1,000.00	£1,000.00	£5,000.00
5501	Neighbourhood Plan Publicity	£0.00	£200.00	£200.00	£200.00
5502	Neighbourhood Plan General	£0.00	£0.00	£0.00	£0.00
5600	Carnival & Events	£1,782.69	£8,000.00	£410.22	£8,000.00
Total Community		£18,265.50	£44,400.00	£36,150.22	£47,400.00
Street Furniture					
6000	Bus Shelters Purchase	£0.00	£0.00	£0.00	£0.00
6002	Bus Shelter Maintenance	£840.50	£1,000.00	£500.00	£3,000.00
6003	Bus Shelter Cleaning	£0.00	£1,000.00	£1,064.00	£1,000.00
	6100 Benches Purchase	£0.00		£0.00	
	6100/44 Old St Mary's	£0.00	£0.00	£0.00	£0.00
	6100/45 Stoke Common Cemetery	£0.00	£0.00	£0.00	£0.00
	6100/99 Other Locations	£4,227.14	£0.00	£0.00	£0.00
6100	Benches Purchase Total	£4,227.14	£0.00	£0.00	£0.00
6200	Bins Purchase	£371.95	£3,000.00	£3,000.00	£500.00
6203	Bins Emptying	£1,500.20	£3,500.00	£3,500.00	£3,500.00
6300	Clocks Purchase	£0.00	£0.00	£0.00	£0.00
6302	Clocks Maintenance	£0.00	£0.00	£0.00	£200.00
6600	Defibrillators Purchase	£7,000.00	£0.00	£0.00	£0.00
Total Street Furniture		£13,939.79	£8,500.00	£8,064.00	£8,200.00

Bishopstoke Parish Council
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	2022/23 Actual	2023/24 Budget	2023/24 TOTAL (Actual + Forecast)	2024/25 Budget
Play Area & Open Space				
7000	Grounds Contract			
	7000/30 Glebe Meadow			
		£0.00	£0.00	
	7000/30/21 Play Area	£11,649.96	£12,814.96	£12,600.68
	7000/30/22 Open Space	£0.00	£0.00	
	7000/30/23 Skate Park	£11,649.96	£12,814.96	£12,600.68
	7000/30 Glebe Meadow Total			
	7000/31 Church Road			
	7000/31/21 Play Area	£4,667.04	£5,133.7400	£5,047.91
	7000/31 Church Road Total	£4,667.04	£5,133.74	£5,047.91
	7000/32 Sayers Road			
	7000/32/21 Play Area	£6,575.04	£7,100.5400	£6,981.69
	7000/32 Sayers Road Total	£6,575.04	£7,100.54	£6,981.69
	7000/33 Otter Close			
	7000/33/21 Play Area	£6,508.65	£4,737.7400	£4,658.53
	7000/33/22 Open Space	£3,442.56	£3,786.8200	£3,723.41
	7000/33 Otter Close Total	£9,951.21	£8,524.56	£8,381.94
	7000/34 Templecombe Road			
	7000/34/21 Play Area	£3,177.00	£3,494.7000	£3,436.24
	7000/34/22 Open Space	£1,215.00	£1,336.5000	£1,314.14
	7000/34 Templecombe Road Total	£4,392.00	£4,831.20	£4,750.39
	7000/35 Brookfield			
	7000/35/21 Play Area	£0.00	£0.00	
	7000/35/22 Open Space	£13,277.04	£14,604.7400	£14,360.36
	7000/35 Brookfield Total	£13,277.04	£14,604.74	£14,360.36
	7000/80 Bus Shelter Bins	£0.00	£0.00	
7000	Total Grounds Contract	£50,512.29	£53,009.74	£50,118.24
				£52,122.97
7100	Additional Grounds Maintenance			
	7100/30 Glebe Meadow			
	7100/30/22 Open Space	£20.00	£800.00	£800.00
	7100/30/23 Skate Park	£0.00	£200.00	£200.00
	7100/30 Glebe Meadow Total	£20.00	£1,000.00	£1,000.00
	7100/31 Church Road			
	7100/31/21 Play Area	£0.00	£200.00	£200.00
	7100/31 Church Road Total	£0.00	£200.00	£200.00
	7100/32 Sayers Road			
	7100/32/21 Play Area	£0.00	£200.00	£200.00
	7100/32 Sayers Road Total	£0.00	£200.00	£200.00
	7100/33 Otter Close			
	7100/33/22 Open Space	£0.00	£200.00	£200.00
	7100/33 Otter Close Total	£0.00	£200.00	£200.00
	7100/34 Templecombe Road			
	7100/34/21 Play Area	£0.00	£200.00	£200.00
	7100/34 Templecombe Road Total	£0.00	£200.00	£200.00
	7100/36 Brookfield			
	7100/36/22 Open Space	£120.00	£1,200.00	£1,200.00
	7100/36 Brookfield Total	£120.00	£1,200.00	£1,200.00
7100	Additional Grounds Maintenance Total	£140.00	£3,000.00	£3,000.00

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	2022/23 Actual	2023/24 Budget	2023/24 TOTAL (Actual + Forecast)	2024/25 Budget
7300				
Play Equipment Purchase				
7300/30 Glebe Meadow				
7300/30/21 Play Area	£0.00	£0.00	£0.00	£0.00
7300/30/22 Open Space	£0.00	£0.00	£0.00	£0.00
7300/30/23 Skate Park	£0.00	£0.00	£0.00	£0.00
7300/30 Glebe Meadow Total	£0.00	£0.00	£0.00	£0.00
7300/31 Church Road				
7300/31/21 Play Area	£9,202.60	£0.00	£0.00	£0.00
7300/31 Church Road Total	£9,202.60	£0.00	£0.00	£0.00
7300/32 Sayers Road				
7300/32/21 Play Area	£0.00	£0.00	£0.00	£0.00
7300/32 Sayers Road Total	£0.00	£0.00	£0.00	£0.00
7300/33 Otter Close				
7300/33/21 Play Area	£0.00	£0.00	£0.00	£0.00
7300/33/22 Open Space	£1,282.50	£0.00	£0.00	£0.00
7300/33 Otter Close Total	£1,282.50	£0.00	£0.00	£0.00
7300/34 Templecombe Road				
7300/34/21 Play Area	£0.00	£0.00	£0.00	£0.00
7300/34 Templecombe Road Total	£0.00	£0.00	£0.00	£0.00
7300/35 Brookfield				
7300/35/21 Play Area	£24,938.00	£0.00	£0.00	£0.00
7300/35/22 Open Space	£9,427.51	£0.00	£0.00	£0.00
7300/35/24 MUGA	£0.00	£0.00	£0.00	£0.00
7300/35/25 BMX Track	£1,808.00	£0.00	£0.00	£0.00
7300/35 Brookfield Total	£36,173.51	£0.00	£0.00	£0.00
7300/36 Judges Gully Copse				
7300/36/21 Play Area	£0.00	£0.00	£0.00	£0.00
7300/36 Judges Gully Copse Total	£0.00	£0.00	£0.00	£0.00
7300	£46,658.61	£0.00	£0.00	£5,000.00
7301				
Equipment Maintenance				
7301/30 Glebe Meadow				
7301/30/21 Play Area	£442.66	£2,000.00	£1,500.00	£0.00
7301/30/22 Open Space	£0.00	£0.00	£0.00	£0.00
7301/30/23 Skate Park	£1,995.00	£0.00	£0.00	£0.00
7301/30 Glebe Meadow Total	£2,437.66	£2,000.00	£1,500.00	£0.00
7301/31 Church Road				
7301/31/21 Play Area	£1,389.24	£1,500.00	£1,250.00	£0.00
7301/31 Church Road Total	£1,389.24	£1,500.00	£1,250.00	£0.00
7301/32 Sayers Road				
7301/32/21 Play Area	£392.00	£2,000.00	£1,500.00	£0.00
7301/32 Sayers Road Total	£392.00	£2,000.00	£1,500.00	£0.00
7301/33 Otter Close				
7301/33/21 Play Area	£736.79	£1,500.00	£1,250.00	£0.00
7301/33 Otter Close Total	£736.79	£1,500.00	£1,250.00	£0.00
7301/34 Templecombe Road				
7301/34/21 Play Area	£3,257.20	£1,500.00	£1,250.00	£0.00
7301/34 Templecombe Road Total	£3,257.20	£1,500.00	£1,250.00	£0.00

Bishopstoke Parish Council
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		2022/23 Actual	2023/24 Budget	2023/24 TOTAL (Actual + Forecast)	2024/25 Budget
7301/36	Brookfield				
7301/36/21	Play Area	£18,890.00	£1,500.00	£1,000.00	£0.00
7301/36/24	MUGA	£0.00	£500.00	£250.00	£0.00
7301/36	Total Brookfield	£18,890.00	£2,000.00	£1,250.00	£0.00
7301	Play Area Maintenance Total	£27,102.89	£10,500.00	£8,000.00	£10,500.00
7302	Play Area Inspections	£1,984.35	£2,500.00	£2,500.00	£2,750.00
7399	Play Area & Open Space Other	£175.00	£0.00	£0.00	£0.00
7400/30	Glebe Meadow	£0.00	£0.00	£0.00	£0.00
7400/30/22	Open Space	£0.00		£0.00	
7400/35	Brookfield				
7400/35/22	Open Space	£325.00	£0.00	£0.00	£0.00
7400	Works and Improvements Total	£325.00	£0.00	£0.00	£0.00
7800	Trees				
7800/30	Glebe Meadow				
7800/30/21	Play Area	£0.00		£1,945.00	
7800/30/22	Open Space	£0.00	£1,500.00	£0.00	£1,500.00
7800/31	Church Road				
7800/31/21	Play Area	£0.00	£1,000.00	£1,000.00	£1,000.00
7800/32	Sayers Road				
7800/32/21	Play Area	£0.00	£1,000.00	£1,000.00	£1,000.00
7800/33	Otter Close				
7800/33/21	Play Area	£360.00	£0.00	£360.00	£0.00
7800/33/22	Open Space	£0.00	£1,500.00	£1,120.00	£1,500.00
7800/34	Templecombe Road				
7800/34/22	Open Space	£0.00	£1,000.00	£1,000.00	£1,000.00
7800/35	Brookfield				
7800/35/22	Open Space	£1,080.00	£3,000.00	£2,500.00	£3,000.00
7800/36	Judges Gully				
7800/36/21	Play Area	£0.00	£0.00	£0.00	£0.00
7800/39	Sewall Drive				
7800/39/22	Open Space	£0.00	£0.00	£0.00	£0.00
7800/40	Bow Lake Gardens				
7800/40/22	Open Space	£0.00	£0.00	£0.00	£0.00
7800/40/26	Orchard	£0.00	£0.00	£0.00	£0.00
7800	Trees Total	£1,440.00	£9,000.00	£8,925.00	£9,000.00
7801	Tree Surveys	£1,680.00	£2,000.00	£1,700.00	£2,000.00
Total Play Area & Open Space		£130,018.14	£80,009.74	£74,243.24	£84,372.97

Bishopstoke Parish Council
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	2022/23 Actual	2023/24 Budget	2023/24 TOTAL (Actual + Forecast)	2024/25 Budget	
Burial Ground					
8000	Grounds Contract				
	8000/41 Bishopstoke Cemetery	£12,418.92	£13,660.8100	£12,915.72	£13,432.35
	8000/42 Stoke Common Cemetery	£0.00	£0.0000	£0.00	£0.00
	8000/43 St Marys	£6,894.00	£7,583.4000	£7,169.76	£7,456.55
	8000/44 Old St Marys	£6,119.04	£6,730.9400	£6,363.72	£6,618.27
8000	Grounds Contract Total	£25,431.96	£27,975.15	£26,449.20	£27,507.17
8100	Additional Grounds Maintenance				
	8100/41 Bishopstoke Cemetery	£1,395.70	£1,500.00	£653.50	£1,500.00
	8100/42 Stoke Common Cemetery	£0.00	£0.00	£0.00	£0.00
	8100/43 St Marys	£823.70	£750.00	£190.00	£750.00
	8100/44 Old St Marys	£435.00	£250.00	£0.00	£250.00
8100	Additional Grounds Maintenance Total	£2,654.40	£2,500.00	£843.50	£2,500.00
8200	Fences Total	£0.00	£0.00	£0.00	£0.00
8300	Replacement Benches Total	£0.00	£0.00	£0.00	£0.00
8399	Burial Authority Other	£0.00	£0.00	£0.00	£0.00
8400	Works & Improvements				
	8400/41 Bishopstoke Cemetery	£1,070.61	£0.00	£3,500.00	£0.00
	8400/42 Stoke Common Cemetery	£0.00	£0.00	£0.00	£0.00
	8400/43 St Mary's	£4,349.22	£0.00	£121.23	£0.00
	8400/44 Old St Mary's	£0.00	£0.00	£300.00	£0.00
8400	Works & Improvements Total	£5,419.83	£0.00	£3,921.23	£0.00
8500	Memorial Costs				
	8500/41 Bishopstoke Cemetery	£200.00	£500.00	£1,500.00	£500.00
	8500/42 Stoke Common Cemetery	£0.00	£0.00	£0.00	£0.00
	8500/43 St Mary's	£0.00	£300.00	£300.00	£300.00
	8500/44 Old St Mary's	£0.00	£0.00	£0.00	£0.00
8500	Memorial Costs Total	£200.00	£800.00	£1,800.00	£800.00
8800	Trees				
	8800/41 Bishopstoke Cemetery	£2,665.00	£3,000.00	£3,000.00	£3,000.00
	8800/42 Stoke Common Cemetery	£420.00		£0.00	
	8800/43 St Marys	£1,620.90	£3,000.00	£3,000.00	£3,000.00
	8800/44 Old St Mary's	£921.00	£2,000.00	£2,000.00	£2,000.00
8800	Trees Total	£5,626.90	£8,000.00	£8,000.00	£8,000.00
8901	Utilities - Water				
	8901/41 Bishopstoke Cemetery	£68.80	£300.00	£300.00	£300.00
	8901/42 Stoke Common Cemetery	£0.00	£200.00	£0.00	£200.00
8901	Utilities - Water Total	£68.80	£500.00	£300.00	£500.00
Total Burial		£39,401.89	£39,775.15	£41,313.93	£39,307.17

Bishopstoke Parish Council
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		2022/23 Actual	2023/24 Budget	2023/24 TOTAL (Actual + Forecast)	2024/25 Budget
Allotments					
9000	Grounds Contract				
	9000/37 Underwood Road	£540.00	£594.0000	£561.60	£584.06
	9000/38 Jockey Lane	£859.92	£945.9100	£894.36	£930.13
9000	Grounds Contract Total	£1,399.92	£1,539.91	£1,455.96	£1,514.20
9100	Additional Grounds Maintenance				
	9100/37 Underwood Road	£210.00	£500.00	£500.00	£500.00
	9100/38 Jockey Lane	£0.00	£500.00	£500.00	£500.00
9100	Total	£210.00	£1,000.00	£1,000.00	£1,000.00
9200	Fences Total	£0.00	£0.00	£0.00	£0.00
9300	Equipment Purchase				
	9300/37 Underwood Road	£1,156.23	£1,000.00	£1,000.00	£1,000.00
	9300/39 Jockey Lane	£419.64	£200.00	£200.00	£200.00
9300	Equipment Purchase Total	£1,575.87	£1,200.00	£1,200.00	£1,200.00
9399	Allotments Other	£0.00	£200.00	£200.00	£200.00
9400	Works & Improvements				
	9400/37 Underwood Road	£580.00	£1,000.00	£1,000.00	£1,000.00
	9400/38 Jockey Lane	£0.00	£1,000.00	£1,000.00	£1,000.00
9400	Works & Improvements Total	£580.00	£2,000.00	£2,000.00	£2,000.00
9600	Plot Maintenance and Clearance				
	9600/37 Underwood Road	£3,935.15	£4,500.00	£4,500.00	£4,500.00
	9600/38 Jockey Lane	£260.00	£750.00	£750.00	£750.00
9600	Plot Maintenance and Clearance Total	£4,195.15	£5,250.00	£5,250.00	£5,250.00
9700	Buildings (Inc. sheds)				
	9700/37 Underwood Road	£15.00	£500.00	£546.00	£500.00
	9700/38 Jockey Lane	£60.00	£200.00	£200.00	£200.00
9700	Buildings (Inc. sheds) Total	£75.00	£700.00	£746.00	£700.00
9800	Trees				
	9800/37 Underwood Road	£0.00	£2,000.00	£2,000.00	£2,000.00
	9800/38 Jockey Lane	£180.00	£1,000.00	£1,000.00	£1,000.00
9800	Trees Total	£180.00	£3,000.00	£3,000.00	£3,000.00
9900	Utilities - Electricity				
	9900/1 Underwood Road	£570.88	£800.00	£800.00	£800.00
9900	Utilities - Electricity Total	£570.88	£800.00	£800.00	£800.00
9901	Utilities - Water				
	9901/37 Underwood Road	£1,506.23	£2,500.00	£2,500.00	£2,500.00
	9901/38 Jockey Lane	£417.84	£500.00	£500.00	£500.00
9901	Utilities - Water Total	£1,924.07	£3,000.00	£3,000.00	£3,000.00
9999	Earmarked Projects	£0.00	£0.00	£0.00	£0.00
Total Allotments		£10,710.89	£18,689.91	£18,651.96	£18,664.20
Sub Total General Expenditure		£362,994.66	£360,070.11	£332,369.54	£383,983.32

Bishopstoke Parish Council
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	2022/23 Actual	2023/24 Budget	2023/24 TOTAL (Actual + Forecast)	2024/25 Budget
Earmarked & Project Expenditure				
12000				
	Earmarked/Project Council			
	12001			£5,355.62
	12002		£0.00	£2,500.00
14000				
	Earmarked/Project Communications			
	14001			£600.00
	14002			£1,000.00
	14003			£1,500.00
15000				
	Earmarked/Project Community			
	15001		£25,000.00	
	15002		£11,429.33	
16000				
	Earmarked/Project Street Furniture			
	16001			
	16002			£1,208.77
17000				
	Earmarked/Project Play Area & Open Space			
	17001		£1,700.00	
	17002		£1,700.00	
	17003		£4,413.28	
	17004			£70,000.00
18000				
	Earmarked/Project Burial Ground			
	18001/41		£9,620.00	£14,802.97
	18002		£2,121.90	
19000				
	Earmarked/Project Allotments			
	19001		£3,878.10	
	19002		£4,000.00	
Sub Total Earmarked/Project Expenditure	£0.00	£0.00	£63,862.61	£96,967.36
TOTAL OVERALL EXPENDITURE	£362,994.66	£360,070.11	£396,232.15	£480,950.68

PROJECTIONS

Description	Actual 2022-23	Projection 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28
Precept Increase			15%	15%	5%	2%
Precept	£ 281,270.55	£332,919.73	£ 384,724.68	£ 442,433.38	£ 464,555.05	£ 473,846.15
Interest receivable	£ 4,569.00	£7,875.38	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
Other receipts	£ 100.00	£190.00	£ -	£ -	£ -	£ -
Cemetary fees	£ 16,990.00	£20,300.00	£ 20,300.00	£ 20,300.00	£ 20,300.00	£ 20,300.00
Allotment income	£ 6,033.93	£5,600.00	£ 6,250.00	£ 7,000.00	£ 7,000.00	£ 7,000.00
Events Income	£ -	£ -	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
Income Sub Total	£ 308,963.48	£ 366,885.11	£ 414,274.68	£ 472,733.38	£ 494,855.05	£ 504,146.15
Earmark income	£ 12,831.50	£10,000.00	£70,000.00	£ -	£ -	£ -
Expenditure	£ 362,994.66	£332,369.54	£383,983.32	£383,983.32	£384,342.66	£384,716.36
Inflation impact	4%			£15,359.33	£15,373.71	£15,388.65
Total Expenditure	£362,994.66	£332,369.54	£383,983.32	£399,342.66	£399,716.36	£400,105.02
Surplus / Deficit	-£ 54,031.18	£ 34,515.57	£ 30,291.36	£ 104,109.39	£ 125,886.10	£ 134,818.45
Earmark expenditure	£ 83,471.58	£ 63,862.61	£ 96,967.36			
Combined transfers earmark/free reserves		-£4,291.50	-£52,000.00	-£82,000.00	-£82,000.00	-£82,000.00
Total overall reserves	£ 229,181.72	£ 209,834.68	£ 213,158.68	£ 286,549.40	£ 381,688.09	£ 485,729.23
Free Reserves as % of precept (start of year)	44%	37%	40%	30%	26%	29%
Free Reserves as % of precept (end of year)	43%	46%	34%	28%	29%	33%
Min Free Reserves			£ 96,181.17			

Earmarked description	Actual at end of 2022/23		increase		decrease		Prediction by end of 2023/24		increase		decrease		Prediction by end of 2024/25	
	£		£		£		£		£		£		£	
BMH	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Tree work from surveys	£	-	£	-	£	-	£	-	£	-	£	-	£	-
defibrillators	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Burial Grounds	£	0.00	£	-	£	-	£	0.00	£	-	£	-	£	0.00
Street furniture	£	4,308.77	£	-	£	-	£	4,308.77	£	-	£	-	£	-
Noticeboard	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Cemetery Gates Artwork	£	24,422.97	£	-	£	9,620.00	£	14,802.97	£	-	£	14,802.97	£	-
Play area - Church Road	£	10,484.91	£	-	£	10,484.91	£	-	£	-	£	-	£	-
Play area - Templecombe	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Play area - Brookfield	£	6,850.97	£	962.31	£	7,813.28	£	-	£	-	£	-	£	-
Play area - Otter Close trim trail	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Glebe Meadow Project	£	25,000.00	£	10,000.00	£	11,429.33	£	23,570.67	£	30,000.00	£	-	£	53,570.67
Bishopstoke Cemetery works	£	-	£	-	£	-	£	-	£	-	£	-	£	-
St Mary's tree project	£	2,660.00	£	-	£	685.90	£	1,974.10	£	-	£	-	£	1,974.10
Councillor elections	£	1,355.62	£	2,000.00	£	-	£	3,355.62	£	2,000.00	£	5,355.62	£	-
Defibrillator upkeep	£	2,400.00	£	-	£	-	£	2,400.00	£	-	£	-	£	2,400.00
Burial Grounds tree work	£	3,000.00	£	-	£	-	£	3,000.00	£	-	£	-	£	3,000.00
Memorials work	£	1,600.00	£	-	£	-	£	1,600.00	£	-	£	-	£	1,600.00
Yzone Funding	£	25,000.00	£	-	£	25,000.00	£	-	£	-	£	-	£	-
LAC Feasibility studies	£	-	£	10,000.00	£	10,000.00	£	-	£	70,000.00	£	70,000.00	£	-
Wheels Park	£	-	£	-	£	-	£	-	£	70,000.00	£	70,000.00	£	-
Office conversion	£	-	£	2,500.00	£	-	£	2,500.00	£	-	£	2,500.00	£	-
Play Area improvement fund	£	-	£	-	£	-	£	-	£	20,000.00	£	-	£	20,000.00
Total recommended														
earmarked reserves	£	107,083.24	£	25,462.31	£	75,033.42	£	57,512.13	£	122,000.00	£	96,967.36	£	82,544.77

REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance Committee)

12th December 2023
Item 7

Report Subject: To review the arrangement for purchase orders

Currently, the Council requires purchase orders to be raised for any items of expenditure that exceed £1,000.

However, it is felt that it would be a better procedure for purchase orders to be raised for any items of expenditure that exceed £1,000 and any item of capital expenditure, no matter the value.

Recommendation:

To approve changing the procedure that a purchase order should be raised for any items of expenditure exceeding £1,000 and for any item of capital expenditure.

Sophie Thorogood
RFO to Bishopstoke Parish Council
6th December 2023