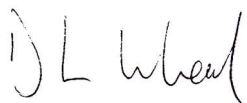


**Members of the Finance and General Purposes Committee are summoned to attend a meeting to be held online on Tuesday 13<sup>th</sup> October 2020 at 7.30pm**

**Any member of the public wishing to attend please email [clerk@bishopstokepc.org](mailto:clerk@bishopstokepc.org) for details**

## **AGENDA**

1. Apologies for Absence
2. To adopt Minutes of the Finance & General Purposes Meeting held on 8 September 2020
3. To consider Matters Arising from the above Minutes not covered elsewhere on this agenda
4. Declarations of Interest and Requests for Dispensations
5. To note the RFO's Report, and to approve the Budget Monitoring and Payments Reports for 2<sup>nd</sup> quarter 2020-21
6. To recommend approval of a grant request from Morelands Camping
7. To recommend approval of a grant request from Bishopstoke Methodist Church
8. To note the Clerk's Report, including an update on Parish Council assets
9. Date, time and place for the next meeting – Tuesday 10 November 2020 at 7.30pm online



*D L Wheal*  
*Clerk to Bishopstoke Parish Council*  
*6 October 2020*

**Minutes of a Meeting of the Finance and General Purposes Committee  
held virtually commencing at 7.30pm on 8 September 2020**

**Present:** Cllrs Tidridge (Chair), Dean, Parker-Jones and Toher

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

**Public Attendance:** 0 members of the public were present

**FGP\_2021\_M01/**

**1 Apologies for Absence**

1.1 Apologies had been received and were accepted from Cllrs Harris, Thornton and Winstanley.

**2 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Committee Meeting held on 10 March 2020**

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

2.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on 10 March 2020 be accepted as a true record.

**3 To consider Matters Arising from the above Minutes**

3.1 Minute FGP\_1920\_M11/116.1

Councillor Tidridge informed the Committee that in the recent work at the Sewall Drive junction by Hampshire County Council the water pipes had been damaged causing Southern Water to have to come out to repair them.

3.2

Councillor Tidridge asked if there was any news on the insurance payment for the bus shelter. The RFO replied that she had reported to the August meeting of the Full Council that the payment from the insurance company had been received. The only cost to Bishopstoke Parish Council had been the excess.

**4 Declarations of Interest and Requests for Dispensations**

4.1 There were no declarations or requests.

**5 To receive the RFO's Report, and approve Budget Monitoring and Payments Reports for March 2020**

5.1 The RFO's report had been included in the document pack for the meeting. It is included in the minutes as Appendix A. The Committee agreed to note the report. Cllr Parker-Jones asked for an update on the Memorial Hall reopening. The RFO informed the Committee that a risk assessment was in place and was being updated as new information comes to light. Additionally, each hirer has to provide their own risk assessment over and above the Council requirements. The building is currently only being hired out to existing hirers.

5.2 The Budget Monitoring and Payments Report for March 2020 had been included in the document pack. Proposed Cllr Toher, Seconded Cllr Tidridge, **RESOLVED** that the Committee approve the Budget Monitoring and Payments Report for March 2020.

**6 To approve the Budget Monitoring and Payments Reports for the 1st quarter of 2020-21**

6.1 The Budget Monitoring and Payments Report for the first quarter of 2020-21 had been included in the document pack. The RFO informed the Committee that various styles of reports were available from the new software package and that we would be investigating different ones to determine which one best suits the needs of the Council.

6.2 Proposed Cllr Toher, Seconded Cllr Tidridge, **RESOLVED** that the Budget Monitoring and Payments Reports for the first quarter of 2020-21 be approved.

**7 To approve the current list of direct debit payees**

7.1 The direct debit payee list had been included in the document pack.

7.2 Proposed Cllr Parker-Jones, Seconded Cllr Tidridge, **RESOLVED** unanimously that the direct debit payee list be approved.

**8 To receive the Clerk's Report, including an update on Parish Council assets**

8.1 The Clerk's report had been included in the document pack. It is included in the minutes as Appendix B. The Committee noted the report.

8.2 Cllr Tidridge asked whether, in light of recent events on Otter Close open space, the Council should consider having a policy on encampments. The RFO noted that Colden Common council have such a policy and she offered to forward it to the Clerk for inspection and adaption. Cllr Toher added that Bishopstoke Parish Council should always be a compassionate council first, only seeking a legal option if absolutely necessary.

**Action: RFO**

8.3 Cllr Tidridge also noted various issues with Church Road Play Area. These are included, with the current update, as Appendix C in the minutes. Cllr Parker-Jones noted there is a tree by the play area which may be a cause for concern. The Clerk was asked to determine whether any work to this tree may be necessary.

**Action: Clerk**

**9 Date, time, place and agenda items for next meeting**

9.1 The next meeting is scheduled to be on Tuesday 13<sup>th</sup> October 2020 at 7:30pm online. Agenda items for this meeting should be received by the Clerk no later than Monday 5<sup>th</sup> October.

*There being no further business, the Chair closed the meeting at 8.20pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Finance & General Purposes RFO's report 8 September 2020**

### **RFO's Report**

#### **Payments List:**

##### **February 2020**

Significant items for February included removal of a dangerous tree at Old St Mary's, grants to various organisations (as resolved by Full Council), and purchase of digital mapping software to enable the tree surveys to proceed.

##### **March 2020**

Significant items for March included renewal of the 20 email accounts through wix, new laptop and phone for new Cemeteries Officer, tree survey costs, continuation of repairs to St Mary's wall, remedial electrical repairs to the BMH (as resolved by the Buildings Committee), and pathworks to both the Cemetery and St Mary's Churchyard.

##### **April 2020**

There were no significant items for April to highlight due to few payments made in lockdown.

##### **May 2020**

Significant items for May included tree work to the Cemetery as highlighted in the tree survey and the annual levy for HALC/NALC affiliation. This year, HALC offered a small discount in the HALC part for payment by BACS.

##### **June 2020**

Significant items for June included stocking up on stationery for new Cemeteries Officer, replacement locks and key cutting, re-filling discharged fire extinguishers, webcam after discovering first unauthorised entry to Memorial Hall, payment of replacement bus shelter (insurance claim received in July), groundwater risk assessment at the cemetery.

As previously mentioned at August Full Council meeting, the HMRC and Hampshire LGPS payments failed in May and was not picked up until June. Therefore June payments included both May AND June.

#### **Banking:**

Cashflow has remained healthy throughout the first quarter of the new financial year thanks to a combination of a large transfer made from the savings account at start of lockdown and the VAT for 2019/20 claimed and received in April. The RFO will begin to investigate options for new savings account as we are not completely happy with the service provided by EBC regarding the savings account. We will also investigate possible alternatives for the current account following issues encountered with Co-operative Bank's changes to its online banking facility.

The new Cemeteries Officer has now received her debit card and the bank mandate is now changed to include her.

## **Other Matters:**

### **Edge Software**

As previously communicated during August Full Council meeting, the Edge software is now in use with the RFO having received several hours training. Q1 transactions are fully posted and finalised, including the monthly bank reconciliations. Now information on the savings account has been received from EBC, the savings account is also reconciled, and VAT claim will be made using the software for Q1, and claims will be made quarterly going forward.

There are still tweaks to be made to the coding structure as the financial year progresses, but overall, it has been a smooth software implementation process and a good learning experience. For example, whilst entering LGPS transactions into the new software, it was discovered that rounding and formula errors had meant underpayments made to the scheme, which wouldn't have been picked up otherwise. This was rectified in July.

The budget monitoring report presented to Councillors for Q1 of 2020/21 is one of various report options available on the system, and there is also an option to request the software development team create new report layouts if the Council wish to change the format.

### **Memorial Hall**

The major focus for the RFO during the Summer and into next week has been project managing renovation work to the Memorial Hall and aiming for re-opening on 7th September. Work has been carried out to fix actions outstanding from the Fire Risk Assessment to make the hall safer in event of a fire, the contents of the kitchen cupboards have been rationalised and tidied, and two other storage cupboards tidied and contents disposed of. Asbestos products discovered during the renewal of the Asbestos Risk Assessment have been disposed of safely and the front steps have been re-paved. Further electrical works will have also been carried out. Detailed spend reports will be taken to the Buildings Committee and will be shared with the Finance Committee.

By the time of opening, the hall will have been deep cleaned and covid-fogged, with the cleaner moving from one 2hr session per week, to two 1hr sessions. Each hirer has to provide a risk assessment for their activities, with the Council having written their own. The Clerk and RFO will monitor the situation and Government advice closely to review when things need to change.

On behalf of the Charity, the Council applied for a small business grant and was successfully granted £10,000. This has kept the Charity's cashflow secure during the lockdown period and helped mitigate against loss of income since the hall temporarily closed to hirers on 18th March.

### **External Audit**

The period for Public Inspection rights began on 1st September and will end on 12th October. The full documentation for the external audit of the Council's accounts for the financial year 2020/21 has been submitted to PKF Littlejohn and we will await their reply.

NALC published the agreed new scale point rates on 26th August after NJC and other unions agreed rates with the Government. The back pay was calculated and paid to staff alongside new rates in August payroll.



## Finance & General Purposes Clerk's report 8 September 2020

### Clerk's Report

#### Matters Arising:

There were no matters arising to report on.

#### Parish Assets:

**Allotments** There is nothing new to report on allotments since the last report at Full Council on 4<sup>th</sup> August 2020.

**Burial Matters** Between April 1<sup>st</sup> and August 31<sup>st</sup> there were 14 interments – 4 new burials with 6 re-openings and 4 new ashes plots with 1 re-opening. There is currently 1 scheduled interment in September. Progress is still being made at St Mary's with the latest work scheduled being the removal and replacement of dangerous fencing. There is also work being planned to make safe various trees in the churchyard. We still await news of when the cemetery extension will begin the twelve month maintenance period.

**Parish Office** We still await confirmation from Smart Offices as to their proposals for changes to the fire door. We may have to consider calling in a local company to install an improved fire door if Smart Offices are unable to help.

**Play Areas** Various repairs have been ordered across the parish for our play areas. There is more to be considered following the latest round of inspections. Sadly, there is also occasional vandalism which is both frustrating and expensive. Quotes have been sought for the play area signage and funding for this will be on the Full Council agenda at the end of September.

**Trees** Work from the tree survey has been ongoing through the summer and will continue until complete.

#### Other Matters:

**Otter Close** Councillors will be aware of the situation at Otter Close over the past two weeks. All agencies involved have been striving to find the best solution for the people concerned but there have been several stumbling blocks along the way. They have now moved on from Otter Close to another location – not within the Parish – and I am told they have no plans to return. Agencies continue to work with them to find a permanent solution.



## **Finance & General Purposes Church Road Play Area 8 September 2020**

### **Points raised by Cllr Tidridge with notes on the current status (in blue text):**

#### **Timber Trail**

The timber trail is broken for the second time in a year. Can it be replaced with something that is more durable?

It is a question of whether the damage is wear and tear or deliberate. Any timber trail will always be vulnerable to deliberate damage. In the immediate future I will arrange for repairs and we can then look at whether something more resistant to damage can be found that will do the same job. Church Road Play Area as a whole was only installed in 2013 and so is one of our most recent play areas and as such is not due for a complete overhaul.

#### **Electricity Substation**

There is no fencing between the play area and the electricity substation. This seems unsafe. Can this be investigated?

The substation and provision of any fencing has been discussed several times with the electric company as I am told that it would be their responsibility to provide such fencing. They have repeatedly declined to do so. I will happily contact them again

#### **Grubby Equipment**

A lot of the equipment is now grubby. Can this be cleaned please.  
I am arranging a full clean of the equipment.

#### **Fencing**

Replacement of the unsightly fence has had funds available I believe from EBC from its s106 pot - can we look to get this work done? I believe it was to be combined with moving the fence on the east side a couple of metres in so as to facilitate a seating area and new noticeboard just outside of the play area. Now that I have been formally informed of the allocated amount I am proceeding with obtaining quotes and designs.

#### **No Ball Games**

The sign stating "no ball games" is still there. This is outstanding from 2016.  
I have asked Vitaplay to remove this when they attend the site for already booked repair work.

#### **Parking**

With my EBC hat on, I am pushing for parking markings as there is at least 1 car regularly blocking the path on the west side and it is a difficult road for children to cross safely.  
Thank you. Anything that ensures clearer visibility or slows down traffic at that point would be useful.



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

13<sup>th</sup> October 2020

Agenda Item: 5

**Report Subject: To receive the RFO's Report**

### **Payments Lists:**

#### July 2020

Significant items for July included payment of internal auditor fees for 2019/20 accounts, Neighbourhood plan amendments, and the start of works to re-open the BMH - removal of asbestos products, Legionella risk assessment and maintenance around the hall. There were also costs of new locks and keys following the break-in to the hall.

#### August 2020

Significant items for August included tree survey work, completion of the St Mary's wall rebuild project, Edge software annual licence fee, and replacement BMH steps.

#### September 2020

Significant items for September included further tree survey work, and further costs to re-open the BMH – curtain cleaning, electrical works, maintenance works to bring the BMH up to standard regarding fire safety, and purchase of new equipment. A summary sheet presented to the Buildings Committee has been attached to show the Finance & General Purposes Committee the total spend to date for the BMH.

### **Edge Software:**

The Edge software is fully up to date, the VAT return for Q1 has been sent off and repayment received into the bank account. The Q2 will be made this week. There are still some teething



problems which the IT support are assisting with, including some transactions that have posted to the suspense account. These will be rectified in time for the next F&GP Committee meeting.

A new style budget monitoring report is being presented to Councillors to include last year actuals, current year budget and current year actuals, as discussed during the last meeting.

### **Memorial Hall:**

The Memorial Hall re-opened on the 7<sup>th</sup> September. Most regular hirers have now returned to the hall. So far it has been mostly smooth process. The QR codes are displayed as legally required, and the Clerk and RFO continue to monitor the Government announcements for impact on changes to the restrictions.

### **Insurance:**

The Insurance Company have contacted the Clerk regarding the quote for the new year. The Clerk and RFO will work together to provide answers to the questions they need information on. A review of the fixed asset register will also be completed and uploaded to the Asset module of the Edge software.

# Financial Budget Comparison

Comparison between 01/04/20 and 30/09/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		Previous Year's Net	2020/2021	Actual Net	Balance	2021/2022
<b>INCOME</b>						
<b>Admin</b>						
100	Precept	£219,889.82	£230,904.24	£230,904.24	£0.00	£0.00
110	Council Tax Support Grant	£9,162.08	£4,500.00	£4,589.60	£89.60	£0.00
120	Interest Receivable	£1,066.11	£200.00	£553.59	£353.59	£0.00
130	Grants	£21,911.33	£0.00	£0.00	£0.00	£0.00
140	General	£690.00	£0.00	£0.00	£0.00	£0.00
160	Insurance Claim	£0.00	£0.00	£3,426.21	£3,426.21	£0.00
<b>Total Admin</b>		£252,719.34	£235,604.24	£239,473.64	£3,869.40	£0.00
<b>Community</b>						
500	Carnival	£3,250.00	£3,500.00	£0.00	-£3,500.00	£0.00
<b>Total Community</b>		£3,250.00	£3,500.00	£0.00	-£3,500.00	£0.00
<b>Burial Ground</b>						
800	Interment	£8,300.00	£10,000.00	£5,275.00	-£4,725.00	£0.00
810	Burial Grant Purchase	£7,100.00	£0.00	£3,200.00	£3,200.00	£0.00
820	Grant Transfer	£230.00	£0.00	£90.00	£90.00	£0.00
830	Memorials	£4,185.00	£2,000.00	£1,065.00	-£935.00	£0.00
840	Donations / Recovered Costs	£210.00	£0.00	£0.00	£0.00	£0.00
850	Child Funeral Fund	£0.00	£0.00	£0.00	£0.00	£0.00
860	General	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Burial Ground</b>		£20,025.00	£12,000.00	£9,630.00	-£2,370.00	£0.00
<b>Allotments</b>						
900	Rent	£4,905.35	£5,000.00	£18.67	-£4,981.33	£0.00
910	Deposits	£0.00	£0.00	£0.00	£0.00	£0.00
920	General	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Allotments</b>		£4,905.35	£5,000.00	£18.67	-£4,981.33	£0.00
<b>Total Income</b>		£280,899.69	£256,104.24	£249,122.31	-£6,981.93	£0.00

# Financial Budget Comparison

Comparison between 01/04/20 and 30/09/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		Previous Year's Net	2020/2021	Actual Net	Balance	2021/2022
<b>EXPENDITURE</b>						
<b>Admin</b>						
1000	Salaries	£44,009.00	£55,000.00	£32,666.14	£22,333.86	£0.00
1001	NI	£12,538.46	£16,000.00	£2,171.65	£13,828.35	£0.00
1002	Pensions	£14,578.29	£17,500.00	£6,178.66	£11,321.34	£0.00
1003	Staff Expenses	£1,416.18	£1,948.00	£1,028.36	£919.64	£0.00
1100	Staff Training	£524.00	£1,000.00	£0.00	£1,000.00	£0.00
1200	Seminars / Conferences	£0.00	£200.00	£0.00	£200.00	£0.00
1300	Recruitment	£0.00	£0.00	£0.00	£0.00	£0.00
1400	Office Consumables	£592.84	£1,000.00	£251.05	£748.95	£0.00
1500	Printer Ink	£874.40	£1,000.00	£41.95	£958.05	£0.00
1999	Suspense	£0.00	£0.00	-£23,124.24	£23,124.24	£0.00
<b>Total Admin</b>		£74,533.17	£93,648.00	£19,213.57	£74,434.43	£0.00
<b>Council</b>						
2000	Audit	£1,350.00	£1,500.00	£750.00	£750.00	£0.00
2100	Insurance	£2,130.41	£2,200.00	£0.00	£2,200.00	£0.00
2200	Professional Memberships	£2,469.66	£2,500.00	£1,828.22	£671.78	£0.00
2300	Room Hire	£50.00	£200.00	£0.00	£200.00	£0.00
2400	Reference Materials	£187.49	£200.00	£0.00	£200.00	£0.00
2500	Councillor Elections	£0.00	£8,000.00	£0.00	£8,000.00	£0.00
2501	Councillor Training	£45.00	£1,500.00	£0.00	£1,500.00	£0.00
2502	Chair's Expenses	£23.14	£150.00	£0.00	£150.00	£0.00
2503	Councillor's Expenses	£0.00	£0.00	£0.00	£0.00	£0.00
2600	IT Software / Subscriptions	£2,622.90	£1,000.00	£1,616.12	-£616.12	£0.00
<b>Total Council</b>		£8,878.60	£17,250.00	£4,194.34	£13,055.66	£0.00
<b>Buildings</b>						
3000	Grounds Contract	£427.80	£430.00	£213.90	£216.10	£0.00

# Financial Budget Comparison

Comparison between 01/04/20 and 30/09/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		Previous Year's Net	2020/2021	Actual Net	Balance	2021/2022
3100	Additional Grounds Maintenance	£25.00	£200.00	£104.00	£96.00	£0.00
3200	Furnishings	£174.16	£500.00	£159.98	£340.02	£0.00
3300	Cleaning	£550.00	£650.00	£165.00	£485.00	£0.00
3400	IT equipment Purchase	£3,387.82	£5,500.00	£37.91	£5,462.09	£0.00
3401	IT Equipment Maintenance	£0.00	£200.00	£0.00	£200.00	£0.00
3500	Maintenance	£363.30	£600.00	£615.60	-£15.60	£0.00
3900	Utilities - Electricity	£750.98	£850.00	£331.74	£518.26	£0.00
<b>Total Buildings</b>		£5,679.06	£8,930.00	£1,628.13	£7,301.87	£0.00
<b>Communications</b>						
4000	Email	£0.00	£0.00	£49.43	-£49.43	£0.00
4100	Websites	£0.00	£2,500.00	£0.00	£2,500.00	£0.00
4200	Office Landline	£301.07	£350.00	£185.59	£164.41	£0.00
4300	Office Broadband	£300.00	£350.00	£97.80	£252.20	£0.00
4400	Newsletter Printing	£671.85	£3,500.00	£0.00	£3,500.00	£0.00
4500	Noticeboard Purchase	£0.00	£1,500.00	£0.00	£1,500.00	£0.00
4501	Noticeboards Installation	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Communications</b>		£1,272.92	£8,200.00	£332.82	£7,867.18	£0.00
<b>Community</b>						
5000	Grants - General (GPC)	£0.00	£6,500.00	£0.00	£6,500.00	£0.00
5001	Grants - General (S137)	£5,430.00	£0.00	£0.00	£0.00	£0.00
5002	Grants - Carnival	£600.00	£300.00	£0.00	£300.00	£0.00
5003	Grants - Community Buildings	£21,806.62	£4,000.00	£12,519.87	-£8,519.87	£0.00
5100	Climate Change Project	£0.00	£5,000.00	£0.00	£5,000.00	£0.00
5200	Safety, Security & Crime Prevention	£0.00	£15,000.00	£0.00	£15,000.00	£0.00
5300	Yzone	£25,000.00	£25,000.00	£0.00	£25,000.00	£0.00
5400	Travel Token Repayments	£2,200.00	£3,500.00	£617.00	£2,883.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/20 and 30/09/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	Previous Year's Net	2020/2021	Actual Net	Balance	2021/2022	
5401	Travel Token New	£0.00	£200.00	£0.00	£200.00	£0.00
5500	Neighbourhood Plan Consultants	£2,454.60	£0.00	£465.00	-£465.00	£0.00
5501	Neighbourhood Plan Publicity	£103.52	£0.00	£0.00	£0.00	£0.00
5502	Neighbourhood Plan General	£77.03	£0.00	£0.00	£0.00	£0.00
5600	Carnival	£4,479.84	£5,700.00	£0.00	£5,700.00	£0.00
5700	Armistice Day	£17.00	£0.00	£0.00	£0.00	£0.00
<b>Total Community</b>		£62,168.61	£65,200.00	£13,601.87	£51,598.13	£0.00
<b>Street Furniture</b>						
6000	Bus Shelters Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6002	Bus Shelter Maintenance	£0.00	£500.00	£3,676.21	-£3,176.21	£0.00
6003	Bus Shelter Cleaning	£0.00	£1,000.00	£0.00	£1,000.00	£0.00
6100	Benches Purchase	£0.00	£4,000.00	£0.00	£4,000.00	£0.00
6200	Bins Purchase	£0.00	£2,000.00	£0.00	£2,000.00	£0.00
6203	Bins Emptying	£1,246.54	£0.00	£670.98	-£670.98	£0.00
6300	Clocks Purchase	£0.00	£500.00	£0.00	£500.00	£0.00
6302	Clocks Maintenance	£395.00	£0.00	£0.00	£0.00	£0.00
6500	Christmas Decorations Purchase	£0.00	£2,000.00	£0.00	£2,000.00	£0.00
6600	Defibrillators Purchase	£0.00	£2,000.00	£0.00	£2,000.00	£0.00
<b>Total Street Furniture</b>		£1,641.54	£12,000.00	£4,347.19	£7,652.81	£0.00
<b>Play Area &amp; Open Space</b>						
7000	Grounds Contract	£25,125.48	£25,220.00	£12,562.74	£12,657.26	£0.00
7100	Additional Grounds Maintenance	£1,140.00	£2,800.00	£406.00	£2,394.00	£0.00
7300	Play Equipment Purchase	£0.00	£2,500.00	£0.00	£2,500.00	£0.00
7301	Equipment Maintenance	£6,452.95	£6,700.00	£0.00	£6,700.00	£0.00
7302	Play Area Inspections	£1,815.60	£2,000.00	£951.60	£1,048.40	£0.00
7399	Play Area & Open Space Other	£153.73	£200.00	£0.00	£200.00	£0.00
7400	Works and Improvements	£575.00	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/20 and 30/09/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		<b>Previous Year's Net</b>	<b>2020/2021</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2021/2022</b>
7800	Trees	£2,650.00	£9,000.00	£2,470.00	£6,530.00	£0.00
7801	Tree Surveys	£1,680.00	£1,500.00	£0.00	£1,500.00	£0.00
<b>Total Play Area &amp; Open Space</b>		<b>£39,592.76</b>	<b>£49,920.00</b>	<b>£16,390.34</b>	<b>£33,529.66</b>	<b>£0.00</b>
<b>Burial Ground</b>						
8000	Grounds Contract	£13,784.80	£13,800.00	£6,804.90	£6,995.10	£0.00
8100	Additional Grounds Maintenance	£1,892.38	£900.00	£1,195.67	-£295.67	£0.00
8200	Fences	£0.00	£0.00	£110.00	-£110.00	£0.00
8300	Replacement Benches	£0.00	£1,000.00	£0.00	£1,000.00	£0.00
8399	Burial Authority Other	£0.00	£500.00	£72.00	£428.00	£0.00
8400	Works & Improvements	£15,145.70	£25,000.00	£7,814.30	£17,185.70	£0.00
8500	Memorial Costs	£3,884.29	£2,000.00	£22.00	£1,978.00	£0.00
8800	Trees	£5,425.00	£6,500.00	£2,300.00	£4,200.00	£0.00
8901	Utilities - Water	£989.17	£250.00	£86.84	£163.16	£0.00
<b>Total Burial Ground</b>		<b>£41,121.34</b>	<b>£49,950.00</b>	<b>£18,405.71</b>	<b>£31,544.29</b>	<b>£0.00</b>
<b>Allotments</b>						
9000	Grounds Contract	£630.00	£660.00	£315.00	£345.00	£0.00
9100	Additional Grounds Maintenance	£229.57	£400.00	£0.00	£400.00	£0.00
9200	Fences	£0.00	£2,000.00	£0.00	£2,000.00	£0.00
9300	Equipment Purchase	£2,276.22	£800.00	£336.68	£463.32	£0.00
9399	Allotments Other	£0.00	£200.00	£0.00	£200.00	£0.00
9400	Works & Improvements	£477.50	£0.00	£0.00	£0.00	£0.00
9600	Plot Maintenance and Clearance	£2,666.00	£1,250.00	£458.00	£792.00	£0.00
9700	Buildings (Inc. sheds)	£431.06	£2,500.00	£0.00	£2,500.00	£0.00
9800	Trees	£0.00	£2,000.00	£650.00	£1,350.00	£0.00
9900	Utilities - Electricity	£502.74	£1,200.00	£350.69	£849.31	£0.00
9901	Utilities - Water	£852.60	£2,000.00	£840.73	£1,159.27	£0.00
<b>Total Allotments</b>		<b>£8,065.69</b>	<b>£13,010.00</b>	<b>£2,951.10</b>	<b>£10,058.90</b>	<b>£0.00</b>

# Financial Budget Comparison

Comparison between 01/04/20 and 30/09/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	<b>Previous Year's Net</b>	<b>2020/2021</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2021/2022</b>
<b>Total Expenditure</b>	£242,953.69	£318,108.00	£81,065.07	£237,042.93	£0.00
Total Income	£280,899.69	£256,104.24	£249,122.31	-£6,981.93	£0.00
Total Expenditure	£242,953.69	£318,108.00	£81,065.07	£237,042.93	£0.00
<b>Total Net Balance</b>	<b>£37,946.00</b>	<b>-£62,003.76</b>	<b>£168,057.24</b>		<b>£0.00</b>

## Bishopstoke Parish Council

### Finance & General Purposes Meeting

13th October 2020

#### Payments (July 2020)

##### Direct Debit payments

BT	Office - Phone & broadband (Jul 20)	£	54.60
Eon	Office - Electricity (Jul 20)	£	50.00
British Gas	Allotments - UR - Electricity (Mar-Jun 20)	£	4.94
British Gas	Shears Mill - Electricity (Jun 20)	£	10.61
Business Stream	Allotments - UR - Water (Apr-Jun 20)	£	240.77
Business Stream	Burial Grounds - BC - Water (Mar-Apr 20)	£	10.96
Eastleigh Borough Council	Trade Waste (Apr-Jun 20)	£	222.56

##### Staff Debit Card payments

CT - Post Office	Postage Stamps	£	9.68
CT - Post Office	Postage Stamps	£	9.12
ST - Post Office	Postage Stamps	£	2.45
ST - Vodafone	Mobile Top-up	£	10.00
ST - County Locksmiths	BMH New Locks	£	213.35
ST - County Locksmiths	BMH New locks key cutting	£	53.39
ST - Home Bargains	Cleaning supplies BMH	£	36.59

##### BACS payments

Eastleigh Borough Council	Dog Bin Emptying (Mar, May, Jun 20)	£	159.44
Do The Numbers	Internal Audit Fees 2019/20 accounts	£	750.00
ICCM	ICCM Membership fees 2020/21	£	95.00
Green Smile	Cutting Footpaths around Strawberry Mead	£	48.00
Planet (Evolving Together)	Neighbourhood plan draft 3 amendments	£	558.00
Bruno Construction	Removal spikes St Mary's churchyard	£	132.00
Bruno Construction	Shears Mill interior wall painting	£	372.00
Bruno Construction	Shears Mill rear interior walls re-painting	£	342.72
Ryan O'Connor	BMH Shelving for cleaning cupboard	£	240.14
Surrey Hills Solicitors	Legal fees Brookfield acquisition	£	30.00
Hi & Low Pest Control	Additional wasp nest removal	£	45.00
Hi & Low Pest Control	2 x wasp nest treatment St Mary's	£	108.00
Hydrotech Services	BMH Legionella Risk Assessment	£	432.00
Ryan O'Connor	BMH works to kitchen and toilets	£	378.92
Greens Clearances	Cemetery Waste collection	£	25.00
Green Smile	Trimming entrances to Brookfield	£	144.00
Green Smile	Remove glass chippings from Memorial	£	12.00
Green Smile	Soil and seed near uneven kerbset	£	14.40
Green Smile	Fill holes and remove rope swing Old St Mary's	£	16.80
Hampshire Environmental Services	Removal of asbestos under stage BMH	£	624.00



Staff	Salary	£	4,548.35
Staff	Mileage + Office Allowance	£	149.60
HMRC	Tax / NI	£	1,054.54
HCC	LGPS	£	1,751.69
Green Smile	Ground Maintenance (Jul 2020)	£	3,979.31
<b>Cheque payments</b>		£	-
<b>Out Of Pocket Expenses</b>	<b>Clerk - DW</b>		
N/A		£	-
		<b>Sub total</b>	£ -
<b>Out Of Pocket Expenses</b>	<b>Projects Officer - CT</b>		
		£	-
		<b>Sub total</b>	£ -
<b>Out Of Pocket Expenses</b>	<b>RFO - ST</b>		
N/A		£	-
		<b>Sub total</b>	£ -
<b>Out Of Pocket Expenses</b>	<b>Cemeteries Officer - JW</b>		
Vodafone	Mobile phone top-up	£	10.00
Vodafone	Mobile phone top-up	£	10.00
		<b>Sub total</b>	£ 20.00
<b>Total payments</b>			<b>£ 16,959.93</b>

## Bishopstoke Parish Council

### Finance & General Purposes Meeting

13th October 2020

#### Payments (August 2020)

##### Direct Debit payments

BT	Office - Phone & broadband (Aug 20)	£	54.60
Eon	Office - Electricity (Aug 20)	£	50.00
British Gas	Allotments - UR - Electricity (Jul 20)	£	339.20
British Gas	Shears Mill - Electricity (Jul 20)	£	10.31
Business Stream	Burial Grounds - BC - Water (Apr-Jun 20)	£	75.88

##### Staff Debit Card payments

ST - D&G Hardward	BMH cleaning supplies	£	5.99
ST - County Locksmiths	BMH New Keysafes	£	122.90
ST - Vodafone	Mobile Top-up	£	10.00

##### BACS payments

Eastleigh Borough Council	Dog Bin Emptying (Jul 20)	£	49.06
Ryan O'Connor	BMH work to electrical cupboard/disabled toilet	£	378.94
Shawyers	Tree work as per survey - Sayers Road	£	48.00
Shawyers	Tree work as per survey - Templecombe/JL site	£	360.00
Shawyers	Tree work as per survey - Brookfield	£	84.00
Shawyers	Tree work as per survey - Otter Close	£	360.00
Shawyers	Tree work as per survey - Brookfield	£	324.00
Shawyers	Tree work as per survey - UR site	£	300.00
Bruno Construction	St Mary's church wall rebuild - final part	£	3,328.08
Bruno Construction	St Mary's church wall lime pointing & bricks replacement	£	486.60
Bruno Construction	St Mary's church wall pointing & remove bushes	£	522.48
Greens Clearances	BMH Waste collection	£	110.00
Greens Clearances	Parish Office waste collection	£	50.00
Seagrave Inspection Services	6 operational playground inspections Aug 20	£	544.32
Ryan O'Connor	BMH work to reboard hall ceiling	£	938.25
Edge IT Systems	AdvantEDGE software licence 2020/21	£	1,398.24
Rocon Contractors	BMH replacement front steps	£	2,100.12

Staff	Salary		£	4,825.37
Staff	Mileage + Office Allowance		£	132.03
HMRC	Tax / NI		£	1,223.30
HCC	LGPS		£	1,492.93
Green Smile	Ground Maintenance (Aug 2020)		£	3,979.31
<b>Cheque payments</b>				
			£	-
<b>Out Of Pocket Expenses</b>	<b>Clerk - DW</b>			
N/A			£	-
			<b>Sub total</b>	£ -
<b>Out Of Pocket Expenses</b>	<b>Projects Officer - CT</b>			
			£	-
			<b>Sub total</b>	£ -
<b>Out Of Pocket Expenses</b>	<b>RFO - ST</b>			
N/A			£	-
			<b>Sub total</b>	£ -
<b>Out Of Pocket Expenses</b>	<b>Cemeteries Officer - JW</b>			
Vodafone	Mobile phone top-up		£	10.00
			<b>Sub total</b>	£ 10.00
<b>Total payments</b>				<b>£ 23,713.91</b>

## Bishopstoke Parish Council

### Finance & General Purposes Meeting

13th October 2020

#### Payments (September 2020)

##### Direct Debit payments

BT	Office - Phone & broadband (Sep 20)	£	54.60
Eon	Office - Electricity (Sep 20)	£	29.00
British Gas	Allotments - UR - Electricity (Aug 20)	£	66.46
British Gas	Shears Mill - Electricity (Aug 20)	£	10.61
ICO	Data Protection Annual Fee	£	35.00

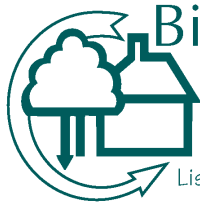
##### Staff Debit Card payments

DW - Screwfix	New mower for JL allotment	£	149.99
ST - Currys	BMH new fridge/freezer	£	294.99
ST - Amazon	BMH - supplies for re-opening	£	162.55
ST - Argos	BMH new kettles/bin	£	34.98
ST - Sainsburys	BMH - stationery	£	3.24
ST - Co-op	BMH cleaning supplies	£	5.75
CT - Sandy News	Mobile phone top-up	£	35.00
ST - L&S Waste Management	JL skip hire	£	297.60
DW - Land Registry	Land registry charges for St Mary's Churchyard	£	72.00
ST - Vodafone	Mobile phone top-up	£	10.00
JW - Vodafone	Mobile phone top-up	£	10.00
CT - Sandy News	Mobile phone top-up	£	35.00

##### BACS payments

Kays Group Taxis	Travel tokens repayment	£	200.00
Green Smile Ltd	Fill holes and mowing of Cemetery	£	35.00
Green Smile Ltd	Disposal 4 tyres from Brookfield	£	14.40
Green Smile Ltd	Grass cutting outside Parish office June/July	£	64.80
Apple Cleaning Ser	BMH curtain cleaning and fire retardant spraying	£	1,452.00
Ryan O'Connor	BMH disabled ramp and repair damaged manhole	£	1,227.35
Eastleigh Cab Company	Travel tokens repayment	£	417.00
Mid Hants Fire Protection	BMH emergency call out fee	£	137.40
Arbor-Eco Consultancy	Cemetery tree inspection and investigation	£	100.00
Steve Willis	Mower oil for JL equipment	£	7.99
Zidac Laboratories	3 foot operated hand sanitiser stations	£	575.93
Ryan O'Connor	BMH replacement push bars for fire doors	£	610.32
Aspect Home Improvements	BMH replacement double glazing unit	£	175.00
R Elkins	Fuel for UR equipment	£	38.71
Green Smile Ltd	St Mary's shrub clearance	£	864.00
Shawyers	Tree work as per survey - Church Road	£	1,296.00
Shawyers	Tree work as per survey - Glebe Meadow	£	636.00
MRC Electrical	BMH electrical works	£	1,860.00

Staff	Salary		£	4,594.85
Staff	Mileage + Office Allowance		£	133.20
HMRC	Tax / NI		£	1,125.41
HCC	LGPS		£	1,416.14
Green Smile	Ground Maintenance (Sep 2020)		£	3,979.31
<b>Cheque payments</b>				
			£	-
<b>Out Of Pocket Expenses</b>	<b>Clerk - DW</b>			
N/A			£	-
			<b>Sub total</b>	£ -
<b>Out Of Pocket Expenses</b>	<b>Projects Officer - CT</b>			
			£	-
			<b>Sub total</b>	£ -
<b>Out Of Pocket Expenses</b>	<b>RFO - ST</b>			
N/A			£	-
			<b>Sub total</b>	£ -
<b>Out Of Pocket Expenses</b>	<b>Cemeteries Officer - JW</b>			
N/A			£	-
			<b>Sub total</b>	£ -
<b>Total payments</b>				<b>£ 22,267.58</b>



## **APPLICATION FOR GRANT AID**

1.	Name of Organisation.	PPEDS (Morelands Copse Camping)
7.	What are the objectives of the Organisation, and do any "Membership" criteria apply?	<p>Morelands Copse camping was started to fund local charity PPEDS (ponies and pets educating diabetics and siblings) Its purpose is to help the children and their families to understand and manage their disease and provide support for them at a difficult time. The charity is open to anyone who is suffering from the disease or has trauma or lifestyle changes as a direct result of it.</p> <p>The objectives and aims of the charity are as follows:</p> <p>a) The relief of physically and mentally disabled and infirm children and socially disadvantaged persons by the provision of facilities for animals and the outdoors for their recreation and the promotion of their mental and physical wellbeing and rehabilitation.</p> <p>b) To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life.</p> <p>c) To advance education in diabetes and diabetic care through the provision of educational programs for Type 1 &amp; 2 diabetics and their families using animals as the teaching tool</p> <p>Morelands camping will carry these aims forward and create a safe space for local people to come and learn about nature and the environment through the provision</p>

		<p>of courses and daytime festivals. We will encourage those from all backgrounds to get outside and start to learn about their local wildlife as well as enjoy outdoor crafts and pursuits. The site is unique in that we can offer all year round access to the canopy for the disabled and infirm as we have an all weather flat path that leads all through the woodland. This means that the site is accessible for many different groups of people, we will encourage the use of the site not just for camping but for social groups, cubs, scouts, youth groups, care homes, church groups and many more.</p>
8.	<p>What is your total "Membership", and how many live in Bishopstoke?</p>	<p>In the UK, around 400 people a day get diagnosed with diabetes (source: Diabetes UK). The long-term health impact of diabetes is significant, contributing to stroke, heart disease, blindness and many more acute conditions. Type 1 diabetes in children is most diagnosed in early puberty and conservative figures show that up to 150 children can be sufferers in any town or village (source Diabetes UK). Type 2 Diabetes is linked to obesity, of which we have seen a significant rise in locally and nationally since the start of lockdown. This means that in Bishopstoke there could be as many as 100 people that need help and support from the PPEDS charity. The project (Morelands Camping) will also aim to reduce obesity in adults and children by encouraging participation in outdoor pursuits.</p>
9.	<p>Amount of Grant you are applying for.</p>	<p>£800</p>

10.	Please let us know what the Grant will be used for and when it will be spent by.	<p>We are putting together a build project to create useful outdoor space to use year round in order to run our outdoor courses. The money will help to pay for materials, labour and equipment to complete the project.</p> <p>We will use the area by our existing shepherds hut in the woodland to build another static let and an outdoor kitchen. The static let will be a pig pen, the idea is to promote upcycling and to encourage families to stay with us throughout the year as there will then be two places for rental in the area. Income generated from rental will go towards new build projects in the future and into the charity to help pay for general expenses and additional such as on hand therapists.</p> <p>The outdoor kitchen will provide a covered space for people to use for socialising, cooking and for use in our open days and courses.</p> <p>The cost breakdown is as follows:  Canvas: £300  Generator: £200  Supplies for volunteers: £50  Equipment hire: £100  Additional materials: £150</p> <p>The overall project is ongoing and we will carry on with building as we generate income. Long term planning is that we will create more static letting areas as well as build shower blocks and composting toilets, making improvements to the site as time goes on.</p>
11.	Please state your Organisation's estimated income for the current year.	Conservative estimation based on minimum occupancy is £40,000
12.	Please state your Organisation's estimated expenditure for the current year.	<ul style="list-style-type: none"> <li>• Ground Maintenance £2000 p/a</li> <li>• Insurance £6000 per year</li> <li>• Rates and Water £1500</li> <li>• Staff wage £12000</li> <li>• Rubbish disposal £1700</li> <li>• Portaloo toilet £1200</li> </ul> <p>Total: £24,400</p>
13.	If the Grant does not cover the whole cost of the project, please let us know where any other necessary funding is coming from.	If we are able to achieve support of £800 from Bishopstoke then we can finance this project







## Finance & General Purposes Clerk's report 13 October 2020

### Clerk's Report

#### Matters Arising:

**FGP\_2020\_M01/8.3** Regarding a potentially dangerous tree in Church Road play area. The tree report had identified two trees requiring attention in the play area. The work was completed in the week beginning 21<sup>st</sup> September.

#### Parish Assets:

**Allotments** Allotment rent letters are being sent out this month. There is a badger causing damage at Jockey Lane and the Council has been asked to consider better fencing along the side of the site which borders on to Wilmot Close. Quotes will be sought for the work, but it is expected that the nature of the fencing required and the length of ground to be fenced may mean the cost is too prohibitive.

**Burial Matters** As at September 10<sup>th</sup> there have been 15 interments this year. We still await news of when the cemetery extension will begin the twelve-month maintenance period.

**Parish Office** There is nothing new to report on the Parish Office.

**Play Areas** Repair work continues across our play areas and quotes for full cleaning of some areas have been sought.

**Trees** Work from the tree survey continues. A tree came down in Glebe Meadow on the weekend of the 4<sup>th</sup> October and arrangements are being made to remove it.

#### Other Matters:

At the time of writing this report, there were no other matters to report upon.