



# Bishopstoke Parish Council

To find out how to attend or have a statement read out  
Email: [finance@bishopstokepc.org](mailto:finance@bishopstokepc.org) ; Call: 07444 798083;  
Or visit [www.bishopstokepc.org](http://www.bishopstokepc.org)

**Members of the Finance Committee are summoned to attend a meeting on  
Tuesday 9<sup>th</sup> April 2024 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 13<sup>th</sup> February 2024
3. Declarations of Interest and Requests for Dispensations
4. To approve reports on Council finances
5. To approve grant requests from Eastleigh Borough & Romsey Mencap (EBRM)
6. To approve the creation of a Cemetery reserve
7. Date, time, place and agenda items for next meeting –
  - 11<sup>th</sup> June 2024, 7:30pm, Bishopstoke Methodist Church

*S Thorogood*  
*Responsible Finance Officer to Bishopstoke Parish Council*  
*2<sup>nd</sup> April 2024*

**Minutes of a Meeting of the Finance Committee  
held at Bishopstoke Methodist Church  
commencing at 7:30pm on 13 February 2024**

**Present:** Cllrs Winstanley (Chair), C McKeone and Thornton

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

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

**FIN\_2324\_M05/**

**Public Session**

**36 Apologies for Absence**

36.1 Apologies were received from Cllrs Hillier-Wheal, Kirby, and Lyon.

**37 To adopt and sign Minutes of the Finance Committee meeting held on 12<sup>th</sup> December 2023**

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

29.2 Proposed Cllr Winstanley, seconded Cllr Thornton, **RESOLVED** unanimously that the minutes of the Finance Committee meeting held on 12<sup>th</sup> December 2023 be adopted as a true record.

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

38.1 Cllr C McKeone declared an interest in the grant application from the Methodist Church and would not take part in the voting.

**39 To approve reports on Council finances**

39.1 The payments lists, statement of accounts and budget monitoring reports for December 203 and January 2024 had been included with the document pack for the meeting.

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

**40 To approve grant requests from Disability Challengers, MHA Communities Hampshire West and Bishopstoke Methodist Church**

40.1 The grant applications had been included in the document pack for the meeting. Bishopstoke Methodist Church had emailed a request earlier on the day of the meeting asking for the Committee to consider an increased grant application of £1,500 instead of £1,000.

40.2 The RFO informed Councillors that the current unspent grant budget is £4,150 for the remainder of the year. The applications totalled £4,225. It was therefore suggested to reduce each grant by £25.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

40.3 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RESOLVED** that the Council awards a grant of £1,200 to Disability Challengers, a grant of £1,475 to MHA Communities Hampshire West, and £1,475 to Bishopstoke Methodist Church. Cllr C McKeone abstained from the vote.

**41 To receive the Internal Auditor's report following the interim audit on 25th January 2024**

41.1 The detailed Internal Auditor's report had been circulated to Councillors upon receipt, with the summary page of recommended actions included in the document pack for the meeting.

41.2 The report was noted.

**42 To recommend virements between nominal lines for play area equipment repairs and shoring work and tarmac driveway repairs at Underwood Road**

42.1 A memo detailing the recommended virements was included with the supporting papers for this meeting.

Recommendation for virements:

Play areas - £2,500 vired from Grounds Maintenance to Equipment Maintenance

- £2,000 vired from Additional Grounds Maintenance to Equipment Maintenance

- £3,000 vired from Trees to Equipment Maintenance

TOTAL - £7,500 vired into Equipment Maintenance

Allotments - £400 vired from Additional Grounds Maintenance to Works & Improvements

- £500 vired from Equipment Purchase to Works & Improvements

- £400 vired from Buildings to Works & Improvements

- £500 vired from Trees to Works & Improvements

TOTAL - £1,800 vired into Works & Improvements

42.2 Proposed Cllr Winstanley, Seconded Cllr C McKeone, **RESOLVED** unanimously that to vire unused budget lines as above.

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

43.1 The next meeting of the Finance Committee will take place at 7:30pm on Tuesday 9<sup>th</sup> April at the Bishopstoke Methodist Church.

43.2 Agenda items with supporting papers to the RFO by Tuesday 2<sup>nd</sup> April.

*There being no further business, the Chair closed the meeting at 19:54pm*

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

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

## REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance Committee)

9<sup>th</sup> April 2024  
Item 4

**Report Subject: To approve the latest reports on Council finances**

### **Payments Lists:**

The payments lists for February and March 2024 are presented for approval.

Significant items for February included a purchase of a new laptop for the RFO (budgeted and on schedule to be replaced), jet washing and repairs to the play areas, and payment of grants as resolved in February meeting.

Significant items for March included payment for the annual email addresses, annual servicing of all allotment equipment, removal of the burnt down Player's shed, installation of new basket swing at Blackberry Drive, Y-Zone funding for 2023/24 as resolved by Full Council in May, room hire for Parish meetings, tarmac repairs to UR Allotment drive and further play area repairs.

### **Budget Monitoring report:**

The budget monitoring report for the period ending March 2024 is presented for approval. The Clerk & RFO have not yet finished the year end accounts so the figures below will change once all accruals have been calculated and any other earmarked reserves created. The 2023/24 full year accounts are being audited by the Internal Auditor on 23<sup>rd</sup> April, and will be taken to the Full Council meeting on 30<sup>th</sup> April for approval for submission.

Income is currently £390,223 versus an annual budget of £363,319.  
Expenditure is currently £338,480 versus an annual budget of £360,070.

### **Statement of accounts:**

The statement of accounts for February and March 2024 are presented for approval. The quarterly savings account and monthly current account bank reconciliations have been completed and are ready to be checked and signed.

**Other updates:**

The quarter 4 VAT return will be submitted as part of year end prep and the refund will be expected into the bank account in April.

Work continues to open the various new savings accounts. Questions were received from the Charity Bank regarding the 1yr bond and answered promptly. There was a transfer of £85,000 made from the savings account to the current account ready to open the bond and it is hoped that this bond will be opened shortly. The Co-operative new savings account is proving to be more complicated to open so the RFO will continue to work on resolving the issues.

Sophie Thorogood  
RFO to Bishopstoke Parish Council  
2<sup>nd</sup> April 2024

## Bishopstoke Parish Council

### Finance Committee - 9th April 2024

#### Payments (February 2024)

##### Direct Debit payments

Invoice Date	Payee	Description	Net	VAT	Gross
14/02/2024	Eon	Office - Electricity (Feb 24)	£ 51.00	£ -	£ 51.00
15/02/2024	Sky Mobile	DW Mobile Phone (Feb 24)	£ 8.00	£ -	£ 8.00
23/10/2023	Business Stream	Burial Grounds - BC - Water (Oct 23-Jan 24)	£ 36.08	£ -	£ 36.08
29/01/2024	Ready Steady Store	Hire of unit K014 (4wks Feb 24)	£ 99.49	£ 19.90	£ 119.39

##### Staff Debit Card payments

Invoice Date	Payee	Description	Net	VAT	Gross
15/02/2024	DW - EBC	Parking swan centre	£ 1.33	£ 0.27	£ 1.60
17/02/2024	ST - Amazon	Asus vivobook laptop (ST)	£ 492.92	£ 98.58	£ 591.50
21/02/2024	ST - Tesco	Batteries	£ 5.00	£ -	£ 5.00
21/02/2024	DW - Amazon	Printer inks	£ 92.90	£ 18.58	£ 111.48
22/02/2024	DW - Wix.com	Annual domain name	£ 19.39	£ 3.87	£ 23.26
22/02/2024	ST - Sky Mobile	Mobile phone top-up ST/AL	£ 16.00	£ -	£ 16.00
27/02/2024	ST - Amazon	Printer inks	£ 68.24	£ 13.64	£ 81.88
28/02/2024	ST - Post Office	Postage stamps	£ 8.40	£ -	£ 8.40

##### BACS payments

Invoice Date	Payee	Description	Net	VAT	Gross
31/01/2024	Mulberry & Co	Interim Audit Fees Jan 24	£ 243.20	£ 48.64	£ 291.84
08/02/2024	Kays Group Taxis	Travel tokens repayment	£ 400.00	£ -	£ 400.00
01/02/2024	Infinity Playgrounds Ltd	Jet washing Glebe/Stoke Common/Templecombe play areas	£ 1,363.84	£ 272.77	£ 1,636.61
05/02/2024	Infinity Playgrounds Ltd	Jet washing Blackberry Drive play area	£ 512.28	£ 102.46	£ 614.74
08/02/2024	Currys Group Limited	Asus laptop (refunded)	£ 603.99	£ -	£ 603.99
30/01/2024	Greens Clearances	Plot clearance 24B/33A UR	£ 225.00	£ -	£ 225.00
02/02/2024	CC Community Centre	Room hire Jan 24	£ 28.50	£ -	£ 28.50
09/02/2024	NSALG Ltd	National Allotment Society Membership	£ 67.00	£ -	£ 67.00
23/02/2024	Disability Challengers	Grant as resolved	£ 1,200.00	£ -	£ 1,200.00
23/02/2024	MHA Communities England	Grant as resolved	£ 1,475.00	£ -	£ 1,475.00
01/02/2024	Eastleigh Borough Council	Dog bin emptying (Jan 24)	£ 46.76	£ 9.35	£ 56.11
18/02/2024	Mr P Stewart	Shears Mill & Office cleaning (Jan 24)	£ 35.00	£ -	£ 35.00
26/02/2024	Currys Group Limited	Refund of laptop costs	-£ 603.99	£ -	-£ 603.99
27/02/2024	Bishopstoke Methodist Church	Grant as resolved	£ 1,475.00	£ -	£ 1,475.00
28/02/2024	Staff	Salary	£ 5,617.35	£ -	£ 5,617.35
28/02/2024	Staff	Mileage + Office Allowance	£ 94.47	£ -	£ 94.47
28/02/2024	HMRC	Tax / NI	£ 2,128.27	£ -	£ 2,128.27
28/02/2024	HCC	LGPS	£ 2,079.32	£ -	£ 2,079.32
05/02/2024	Green Smile	Ground Maintenance (Feb 2024)	£ 6,583.76	£ 1,316.75	£ 7,900.51

**Total payments**

**£ 24,473.50    £ 1,904.81    £ 26,378.31**

## Bishopstoke Parish Council

### Finance Committee - 9th April 2024

#### Payments (March 2024)

##### Direct Debit payments

Invoice Date	Payee	Description	Net	VAT	Gross
14/03/2024	Eon	Office - Electricity (Mar 24)	£ 51.00	£ -	£ 51.00
15/03/2024	Sky Mobile	DW Mobile Phone (Mar 24)	£ 8.00	£ -	£ 8.00
23/10/2023	Business Stream	Burial Grounds - BC - Water (Oct 23-Jan 24)	£ -	£ -	£ -
26/02/2024	Ready Steady Store	Hire of unit K014 (4wks Feb-Mar 24)	£ 145.99	£ 23.40	£ 169.39

##### Staff Debit Card payments

Invoice Date	Payee	Description	Net	VAT	Gross
26/02/2024	DW - Wix.com	24 email addresses	£ 1,332.48	£ 266.49	£ 1,598.97
11/03/2024	DW - Sainsburys	A4 paper	£ 7.50	£ -	£ 7.50
09/03/2024	DW - Wix.com	Premium plan bishopstokeoc.org	£ 168.00	£ 33.60	£ 201.60
22/03/2024	ST - Post Office	Postage stamps	£ 5.50	£ -	£ 5.50
21/03/2024	ST - Sky Mobile	Mobile phone top-up ST/AL	£ 3.86	£ -	£ 3.86
26/03/2024	DW - Amazon	A4 paper	£ 24.40	£ 4.88	£ 29.28

##### BACS payments

Invoice Date	Payee	Description	Net	VAT	Gross
01/03/2024	Bishopstoke Good Neighbours	Travel tokens repayment	£22.00	£ -	£ 22.00
01/03/2024	Eastleigh Cab Company	Travel tokens repayment	£384.00	£ -	£ 384.00
29/01/2024	Fox Bishops Waltham	Servicing of JL equipment	£104.80	£ 20.96	£ 125.76
29/01/2024	Fox Bishops Waltham	Servicing of JL equipment	£109.95	£ 21.99	£ 131.94
29/01/2024	Fox Bishops Waltham	Servicing of JL equipment	£100.75	£ 20.15	£ 120.90
29/02/2024	Fox Bishops Waltham	Servicing of UR Honda strimmer	£84.91	£ 16.98	£ 101.89
29/02/2024	Fox Bishops Waltham	Servicing of UR Rotavator	£108.25	£ 21.65	£ 129.90
29/02/2024	Fox Bishops Waltham	Servicing of UR Mower	£110.23	£ 22.05	£ 132.28
29/02/2024	Fox Bishops Waltham	Servicing of UR Webb Mower	£108.25	£ 21.65	£ 129.90
04/03/2024	Green Smile Ltd	Creation 12 ashes plots at Cemetery	£290.00	£ 58.00	£ 348.00
04/03/2024	Green Smile Ltd	Removal burnt down Player's Shed	£865.00	£ 173.00	£ 1,038.00
12/02/2024	Vitaplay Ltd	New basket swing Blackberry Drive play area	£1,885.00	£ 377.00	£ 2,262.00
12/02/2024	Vitaplay Ltd	Re-attach basket swing to Sayers Road play area	£421.73	£ 84.35	£ 506.08
07/03/2024	Infinity Playgrounds Ltd	Repairs to Stoke Common play area	£525.60	£ 105.12	£ 630.72
27/02/2024	Seagrave Inspection Services	6 operational play area inspections Feb 24	£538.65	£ 107.73	£ 646.38
02/12/2023	Mr P Stewart	Shears Mill & Office cleaning (Nov 23)	£35.00	£ -	£ 35.00
02/12/2023	Mr P Stewart	Shears Mill & Office cleaning (Oct 23)	£15.00	£ -	£ 15.00
29/01/2024	Eastleigh Borough Council	Y-Zone funding 2023/24	£25,000.00	£ -	£ 25,000.00
01/03/2024	Bishopstoke Methodist Church	Room hire Nov 23-Feb 24	£551.00	£ -	£ 551.00
14/03/2024	R&D Surfacing Contractors	Repairs to damaged tarmac UR allotment	£680.00	£ 136.00	£ 816.00
04/03/2024	Infinity Playgrounds Ltd	Glebe Meadow play area repairs	£1,545.50	£ 309.10	£ 1,854.60
06/03/2024	Infinity Playgrounds Ltd	Otter Close play area repairs	£451.00	£ 90.20	£ 541.20
06/03/2024	Infinity Playgrounds Ltd	Blackberry Drive play area repairs	£380.40	£ 76.08	£ 456.48
01/03/2024	Eastleigh Borough Council	Dog bin emptying (Feb 24)	£46.76	£ 9.35	£ 56.11
20/03/2024	Colden Common Parish Council	50% share S Thorogood SLCC	£119.00	£ 23.80	£ 142.80
11/03/2024	Bruno Construction	Clean & repair damp damage to Shears Mill	£355.00	£ 71.00	£ 426.00
28/03/2024	Bishopstoke & Fair Oak Good Neighbours	Travel tokens repayment	£185.00	£ -	£ 185.00
13/03/2024	Vitaplay Ltd	Maintenance contract for play areas	£588.00	£ 117.60	£ 705.60
21/03/2024	Infinity Playgrounds Ltd	Blackberry Drive play area repairs	£2,094.00	£ 418.80	£ 2,512.80
23/03/2024	Green Smile Ltd	Repairs to gates at Cemetery	£50.33	£ 10.07	£ 60.40
07/02/2024	Green Smile Ltd	Labour & Supplies planting whips Stoke Common	£389.76	£ 77.95	£ 467.71
27/03/2024	Staff	Salary	£ 6,283.44	£ -	£ 6,283.44
27/03/2024	Staff	Mileage + Office Allowance	£ 102.35	£ -	£ 102.35
27/03/2024	HMRC	Tax / NI	£ 2,508.77	£ -	£ 2,508.77
27/03/2024	HCC	LGPS	£ 2,348.12	£ -	£ 2,348.12
05/03/2024	Green Smile	Ground Maintenance (Mar 2024)	£ 6,583.76	£ 1,316.75	£ 7,900.51

**Total payments**

**£ 57,718.04   £ 4,035.70   £ 61,753.74**

# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 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
<b>INCOME</b>						
<b>Admin</b>						
100	Precept	£281,270.55	£332,919.73	£332,919.73	£0.00	£0.00
110	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00	£0.00
120	Interest Receivable	£4,569.00	£1,000.00	£13,140.35	£12,140.35	£0.00
130	Grants	£0.00	£0.00	£0.00	£0.00	£0.00
140	General	£100.00	£0.00	£440.00	£440.00	£0.00
160	Insurance Claim	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Admin</b>		£285,939.55	£333,919.73	£346,500.08	£12,580.35	£0.00
<b>Community</b>						
500	Carnival	£0.00	£3,500.00	£0.00	-£3,500.00	£0.00
510	Neighbourhood Plan Grants	£0.00	£0.00	£5,148.00	£5,148.00	£0.00
520	Greening Campaign	£0.00	£0.00	£350.00	£350.00	£0.00
<b>Total Community</b>		£0.00	£3,500.00	£5,498.00	£1,998.00	£0.00
<b>Play Area &amp; Open Space</b>						
700	Play Area Grants	£12,831.50	£0.00	£0.00	£0.00	£0.00
<b>Total Play Area &amp; Open Space</b>		£12,831.50	£0.00	£0.00	£0.00	£0.00
<b>Burial Ground</b>						
800	Interment	£7,975.00	£12,500.00	£10,080.00	-£2,420.00	£0.00
810	Burial Grant Purchase	£5,820.00	£5,000.00	£7,800.00	£2,800.00	£0.00
820	Grant Transfer	£340.00	£300.00	£280.00	-£20.00	£0.00
830	Memorials	£2,855.00	£2,500.00	£3,260.00	£760.00	£0.00
840	Donations / Recovered Costs	£0.00	£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
899	Burial Ground Earmarked Income	£0.00	£0.00	£2,121.90	£2,121.90	£0.00
<b>Total Burial Ground</b>		£16,990.00	£20,300.00	£23,541.90	£3,241.90	£0.00



# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	<b>Previous Year's Net</b>	<b>2023/2024</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2024/2025</b>
<b>Allotments</b>					
900 Rent	£6,033.93	£5,600.00	£6,354.67	£754.67	£0.00
910 Deposits	£0.00	£0.00	£450.00	£450.00	£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
<b>Total Allotments</b>	£6,033.93	£5,600.00	£14,682.77	£9,082.77	£0.00
<b>Total Income</b>	<u>£321,794.98</u>	<u>£363,319.73</u>	<u>£390,222.75</u>	<u>£26,903.02</u>	<u>£0.00</u>

# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 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
<b>EXPENDITURE</b>						
<b>Admin</b>						
1000	Salaries	£91,247.61	£97,000.00	£91,301.20	£5,698.80	£0.00
1001	NI	£7,640.30	£10,100.00	£8,525.71	£1,574.29	£0.00
1002	Pensions	£19,527.04	£25,000.00	£19,538.40	£5,461.60	£0.00
1003	Staff Expenses	£2,277.61	£2,607.00	£1,670.87	£936.13	£0.00
1100	Staff Training	£935.25	£650.00	£772.68	£162.57	£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	£459.77	£540.23	£0.00
1500	Printer Ink	£564.20	£750.00	£522.86	£227.14	£0.00
1999	Suspense	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Admin</b>		£122,983.05	£137,107.00	£122,791.49	£14,315.51	£0.00
<b>Council</b>						
2000	Audit	£1,690.00	£1,700.00	£243.20	£1,456.80	£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	£2,453.44	£46.56	£0.00
2201	Legal/Consultancy costs	£660.00	£500.00	£971.00	£131.00	£0.00
2300	Room Hire	£1,687.00	£2,000.00	£1,550.75	£449.25	£0.00
2301	Office conversion & storage costs	£0.00	£5,000.00	£2,495.57	£2,504.43	£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	£2,889.55	£610.45	£0.00

# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		<b>Previous Year's Net</b>	<b>2023/2024</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2024/2025</b>
<b>Total Council</b>		£13,747.37	£20,850.00	£13,233.72	£7,616.28	£0.00
<b>Buildings</b>						
3000	Grounds Contract	£943.92	£1,038.31	£981.72	£56.59	£0.00
3100	Additional Grounds Maintenance	£0.00	£650.00	£1,047.60	-£397.60	£0.00
3200	Furnishings	£266.60	£0.00	£0.00	£0.00	£0.00
3300	Cleaning	£420.00	£450.00	£350.00	£100.00	£0.00
3400	IT equipment Purchase	£1,045.66	£1,000.00	£725.09	£274.91	£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	£727.52	-£327.52	£0.00
<b>Total Buildings</b>		£4,649.76	£4,288.31	£4,614.43	-£326.12	£0.00
<b>Communications</b>						
4000	Email	£1,440.61	£1,400.00	£1,341.28	£58.72	£0.00
4100	Websites	£114.00	£250.00	£19.39	£230.61	£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
<b>Total Communications</b>		£9,278.27	£6,450.00	£2,821.17	£3,628.83	£0.00
<b>Community</b>						
5000	Grants - General (GPC)	£10,376.21	£5,500.00	£5,000.00	£500.00	£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	£3,086.10	-£3,086.10	£0.00

# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		<b>Previous Year's Net</b>	<b>2023/2024</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2024/2025</b>
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	£50,000.00	-£25,000.00	£0.00
5400	Travel Token Repayments	£1,635.00	£3,800.00	£2,172.00	£1,628.00	£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 Projecct	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Community</b>		£18,265.50	£44,400.00	£63,090.15	-£18,690.15	£0.00
<b>Street Furniture</b>						
6000	Bus Shelters Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6002	Bus Shelter Maintainance	£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	£2,445.45	£1,054.55	£0.00
6300	Clocks Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6302	Clocks Maintenance	£0.00	£0.00	£126.16	-£126.16	£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
<b>Total Street Furniture</b>		£13,939.79	£8,500.00	£3,393.01	£5,106.99	£0.00
<b>Play Area &amp; Open Space</b>						
7000	Grounds Contract	£50,512.29	£53,009.74	£50,118.24	£2,891.50	£0.00

# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		<b>Previous Year's Net</b>	<b>2023/2024</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2024/2025</b>
7100	Additional Grounds Maintenance	£140.00	£3,000.00	£452.85	£2,547.15	£0.00
7300	Play Equipment Purchase	£46,658.61	£0.00	£2,265.40	-£2,265.40	£0.00
7301	Equipment Maintenance	£27,102.89	£10,500.00	£17,044.31	-£6,544.31	£0.00
7302	Play Area Inspections	£1,984.35	£2,500.00	£2,122.65	£377.35	£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	£3,014.76	£5,985.24	£0.00
7801	Tree Surveys	£1,680.00	£2,000.00	£1,500.00	£500.00	£0.00
<b>Total Play Area &amp; Open Space</b>		<b>£130,018.14</b>	<b>£80,009.74</b>	<b>£76,518.21</b>	<b>£3,491.53</b>	<b>£0.00</b>
<b>Burial Ground</b>						
8000	Grounds Contract	£25,431.96	£27,975.15	£26,449.20	£1,525.95	£0.00
8100	Additional Grounds Maintenance	£2,654.40	£2,500.00	£583.83	£1,916.17	£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	£11,867.90	-£11,867.90	£0.00
8500	Memorial Costs	£200.00	£800.00	£0.00	£800.00	£0.00
8800	Trees	£5,626.90	£8,000.00	£930.00	£7,070.00	£0.00
8901	Utilities - Water	£68.80	£500.00	£89.13	£410.87	£0.00
<b>Total Burial Ground</b>		<b>£39,401.89</b>	<b>£39,775.15</b>	<b>£39,920.06</b>	<b>-£144.91</b>	<b>£0.00</b>
<b>Allotments</b>						
9000	Grounds Contract	£1,399.92	£1,539.91	£1,455.96	£83.95	£0.00
9100	Additional Grounds Maintenance	£210.00	£1,000.00	£85.00	£915.00	£0.00
9200	Fences	£0.00	£0.00	£0.00	£0.00	£0.00
9300	Equipment Purchase	£1,575.87	£1,200.00	£978.85	£221.15	£0.00
9399	Allotments Other	£0.00	£200.00	£240.00	-£40.00	£0.00
9400	Works & Improvements	£580.00	£2,000.00	£2,720.00	-£720.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	<b>Previous Year's Net</b>	<b>2023/2024</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2024/2025</b>
9600 Plot Maintenance and Clearance	£4,195.15	£5,250.00	£4,760.86	£489.14	£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	£1,563.43	£1,436.57	£0.00
<b>Total Allotments</b>	£10,710.89	£18,689.91	£12,097.70	£6,592.21	£0.00
<b>Total Expenditure</b>	£362,994.66	£360,070.11	£338,479.94	£21,590.17	£0.00
Total Income	£321,794.98	£363,319.73	£390,222.75	£26,903.02	£0.00
Total Expenditure	£362,994.66	£360,070.11	£338,479.94	£21,590.17	£0.00
<b>Total Net Balance</b>	<b>-£41,199.68</b>	<b>£3,249.62</b>	<b>£51,742.81</b>		<b>£0.00</b>

**FINANCE COMMITTEE MEETING ON 9 APRIL 2024**  
**MONTHLY STATEMENT OF ACCOUNT February 2024**

**Start**      **01/02/2024**  
**End**        **29/02/2024**

<b>Fund Movements</b>						
Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 13,253.26	£ 6,188.00	£ 125,000.00	£ 26,378.31		£ 118,062.95
EBC	£ 335,755.93				£ 125,000.00	£ 210,755.93
<b>Total</b>	<b>£ 349,009.19</b>	<b>£ 6,188.00</b>	<b>£ 125,000.00</b>	<b>£ 26,378.31</b>	<b>£ 125,000.00</b>	<b>£ 328,818.88</b>

<b>Receipts in detail</b>	
Burial Board	£ 990.00
Allotments	£ 50.00
Carnival	
VAT refund	
Grants	£ 5,148.00
Misc.	
<b>Total</b>	<b>£ 6,188.00</b>

<b>VAT</b>	
Previously Claimed	£ 28,074.75
Claimed in February	
Unclaimed	

<b>EBC Loan Account Summary</b>						
		Money In			Money Out	
	1 April 2023 Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to February 24	£ 196,960.82	£ 332,919.73		£ 5,875.38	£ 200,000.00	£ 335,755.93
February 24					£ 125,000.00	£ 210,755.93

<b>Notes</b>

**FINANCE COMMITTEE MEETING ON 9 APRIL 2024  
MONTHLY STATEMENT OF ACCOUNT March 2024**

**Start**     **01/03/2024**  
**End**       **31/03/2024**

<b>Fund Movements</b>						
Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 118,062.95	£ 1,785.00	£ 65,000.00	£ 61,753.74		£ 123,094.21
EBC	£ 210,755.93	£ 7,264.97			£ 65,000.00	£ 153,020.90
<b>Total</b>	<b>£ 328,818.88</b>	<b>£ 9,049.97</b>	<b>£ 65,000.00</b>	<b>£ 61,753.74</b>	<b>£ 65,000.00</b>	<b>£ 276,115.11</b>

<b>Receipts in detail</b>	
Burial Board	£ 1,135.00
Allotments	£ 50.00
Carnival	
VAT refund	
Grants	£ 350.00
Misc.	£ 250.00
<b>Total</b>	<b>£ 1,785.00</b>

<b>VAT</b>	
Previously Claimed	£ 28,074.75
Claimed in March	
Unclaimed	

<b>EBC Loan Account Summary</b>						
		Money In			Money Out	
	1 April 2023 Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to March 24	£ 196,960.82	£ 332,919.73		£ 5,875.38	£ 325,000.00	£ 210,755.93
March 24				£ 7,264.97	£ 65,000.00	£ 153,020.90

<b>Notes</b>	



## REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance Committee)

9<sup>th</sup> April 2024  
Item 6

**Report Subject: To approve the creation of a Cemetery reserve**

The Committee is asked to decide whether it would like to earmark some reserves to cover the costs of the planned work at Bishopstoke Cemetery. The Council has spent less than forecasted in 2023/24 and the extra surplus could be earmarked to pay for the expected costs in Spring 2024.

Sophie Thorogood  
RFO to Bishopstoke Parish Council  
2<sup>nd</sup> April 2024