

# **BISHOPSTOKE PARISH COUNCIL**

**Members of the Finance and General Purposes Committee  
are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke  
on Tuesday 11 April 2017 at 7.30pm**

**This Meeting is Open to the Public**

*An invitation to attend all meetings of Bishopstoke Parish Council is extended to relevant: Hampshire County councillors; Eastleigh Borough councillors; and, the Eastleigh East Safer Neighbourhood Team*

## **AGENDA**

1. Apologies for Absence
2. To adopt the Minutes of the Finance & General Purposes Meeting held on 14 March 2017
3. To consider Matters Arising from the above Minutes
4. Declarations of Interest and Requests for Dispensations
5. To receive reports from Working Groups
6. To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for March 2017
7. To review, amend and recommend the Open Spaces Specification
8. To review and recommend adoption of the Statement of Internal Control
9. To receive the Clerk's Report, including an update on Parish Council assets
10. Date, time, place and agenda items for next meeting – Tuesday 6 June 2017 at 7.30pm in the Parish Office, Riverside, Bishopstoke



***D Hillier-Wheal  
Clerk to Bishopstoke Parish Council  
5 April 2017***

*Members: Cllrs Thornton (Chair), Chaffey (Vice-Chair), Dean (sub), Mignot, Parker-Jones, Tidridge, Toher and Winstanley*

*FGP\_1718\_A01*

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Finance and General Purposes Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 14 March 2017

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

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

**Public Session** 0 members of the public were present

**FGP\_1617\_M10/**

### **150 Apologies for Absence**

150.1 Apologies had been received and were accepted from Cllrs Chaffey, Dean and Winstanley.

### **151 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 14 February 2017**

151.1 The draft minutes had been circulated with the supporting papers for this meeting.

151.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 14 February 2017 be accepted as a true record.

### **152 To consider Matters Arising from the above Minutes**

152.1 There were no matters arising.

### **153 Declarations of Interest and Requests for Dispensation**

153.1 Cllr Toher declared an interest in the grant requests from Bishopstoke Memorial Hall and Age Concern.

153.2 Cllr Parker-Jones declared an interest in the grant request from Bishopstoke Memorial Hall.

### **154 To receive reports from Working Groups**

154.1 Communications & Engagement: Cllr Tidridge reported on the last meeting of the Communications & Engagement Working Group. The decision had been taken to publish the next newsletter after the local elections, focussing on the Eastleigh Local Plan, the proposed Neighbourhood Plan, the budget report from the Parish Assembly and the Travel Tokens offered by the Parish Council. There are issues with the functionality of the website, but these are being worked round. The Neighbourhood Plan will have a separate website, linked to the Parish Council site.

154.2 Neighbourhood Plan: Cllr Toher reported that progress was going well on the Neighbourhood Plan. The questionnaire is being put together and will be ready soon. Consideration is being given to bringing in a firm to project manage the process. If this is done, the costs will be borne by grant applications.

154.3 Travel Tokens: The Clerk reported that letters for Travel Tokens for 2017 – 18 will be sent shortly.

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

**155 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for February 2017**

155.1 The budget monitoring and non-confidential payments reports had been circulated with the supporting papers for this meeting and are attached to the minutes.

155.2 The RFO reported planned spending on purchasing a survey service for the Neighbourhood Plan; further maintenance on play equipment; tree maintenance and a new noticeboard for Jockey Lane allotments. Following further investigation it has been decided that there is currently no need to invest in financial software.

155.3 The bank balances as at 28 February 2017 are: Co-op bank £9,710.01 and EBC Loan Account £168,028.28.

155.4 Proposed Cllr Toher, Seconded Cllr Thornton, **RESOLVED** unanimously that the Budget Monitoring and Non-Confidential Payments reports for February 2017 be approved.

**156 To make recommendations on grants for the Bishopstoke Memorial Hall and Age Concern**

156.1 Proposed Cllr Mignot, Seconded Cllr Parker-Jones, **RECOMMENDED**, with Cllr Toher abstaining, to award £1,000 to Age Concern and £3,000 to Bishopstoke Memorial Hall.

**157 To recommend approval of the Financial Systems Risk Assessment**

157.1 The Committee agreed various amendments. The Clerk was asked to pass the amended document to the Internal Auditor for comment.

**Action: Clerk**

157.2 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that, subject to the amendments agreed, the Financial Systems Risk Assessment be approved.

**158 To recommend approval of current Standing Orders and Financial Regulations**

158.1 The Committee agreed to look at the Policy list at the next meeting. The Clerk was asked to check current legal advice and best practice regarding the timing of publication of agenda and supporting papers.

**Action: Clerk**

158.2 Proposed Cllr Toher, Seconded Cllr Mignot, **RECOMMENDED** unanimously that current Standing Orders and Financial Regulations be approved.

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

159.1 Cemetery: Verge protection has now been installed and looks good. Tree work at the Cemetery entrance is planned for April 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>.

159.2 Play Areas: Two designs have now been received for Sayers Road play area. The Clerk will liaise with Eastleigh Borough Council to obtain more and then the Council will select the final three for public consultation. Other maintenance is also being undertaken.

159.3 There were disturbances over the weekend in both Bishopstoke and Fair Oak which have been attributed to an influx from Romsey and Netley. The police were aware and following up.

159.4 Cllr Toher asked whether a letter was being sent to the Bishopstoke Memorial Hall regarding the Parish taking over and the Clerk informed the Committee that it would be.

**160 Date, time, place and Agenda Items for the next meeting**

160.1 The next meeting is scheduled to be on Tuesday 11 April 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

160.2 Agenda Items for this meeting should be received by the Clerk no later than Tuesday 4 April 2017.

160.3 Cllr Toher gave her apologies for both Planning and Finance & General Purposes on 11 April.

*There being no further business, the Chair closed the meeting at 8.50pm*

DRAFT

**Resolutions to be noted by the Full Parish Council**

- 151.2 that the Minutes of the Finance and General Purposes Meeting held on 14 February 2017 be accepted as a true record.
- 155.4 that the Budget Monitoring and Non-Confidential Payments reports for February 2017 be approved.

**Recommendations for consideration by the Full Parish Council**

- 156.1 that the Council award £1,000 to Age Concern and £3,000 to Bishopstoke Memorial Hall.
- 157.2 that, subject to the amendments agreed, the Financial Systems Risk Assessment be approved.
- 158.1 that the current Standing Orders and Financial Regulations be approved.

DRAFT

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

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

# BISHOPSTOKE PARISH COUNCIL

Item

Month **12**

## Budget Monitoring 2016/17

At 31 March 2017

% of the year that has passed **100.0%**

	Approved Budget 2016/17	Actual Income rec'd	Reserves b/f or vired in year	Expenditure to date	Funding approved/ committed	Funds Remaining	Actual proportion accrued / spent
<b>Income</b>							
Precept	£ 141,519.93	£ 141,519.93					100.0%
Council tax support grant	£ 11,887.54	£ 11,887.54					100.0%
Interest rec'd	£ 650.00	£ 403.62					62.1%
Misc receipts *	£ -		£ 2,845.00				
Burial Board income	£ 12,000.00	£ 16,160.00					134.7%
Allotment income	£ 5,000.00	£ 5,150.82					103.0%
Carnival	£ 3,070.00	£ 1,630.12					53.1%
<b>Total income</b>	<b>£ 174,127.47</b>	<b>£ 176,752.03</b>					<b>101.5%</b>
<b>Community services, projects and facilities</b>							
Community projects and facilities	£ 2,000.00			£ 2,137.50		-£ 137.50	106.9%
Neighbourhood Plan	£ 2,500.00			£ 270.00			10.8%
Carnival	£ 4,000.00			£ 4,245.80		-£ 245.80	106.1%
Travel token scheme	£ 1,000.00			£ 469.00		£ 531.00	46.9%
Bus shelter maintenance	£ 1,740.00			£ 642.51		£ 1,097.49	36.9%
Play equipment provision	£ 2,000.00			£ -		£ 2,000.00	0.0%
Play equipment maintenance	£ 7,000.00			£ 4,487.30		£ 2,512.70	64.1%
Play area/open space grds mtce	£ 32,500.00			£ 30,083.69		£ 2,416.31	92.6%
Open spaces tree maintenance	£ 5,000.00			£ 1,385.00		£ 3,615.00	27.7%
Shears Mill maintenance/cleaning	£ 770.00			£ 668.30		£ 101.70	86.8%
Shears Mill utilities	£ 210.00			£ 89.54		£ 120.46	42.6%
PCSO funding	£ 7,500.00			£ 7,323.00		£ 177.00	97.6%
Grant Aid	£ 4,500.00			£ 4,254.88		£ 245.12	94.6%
Street pastors	£ 500.00			£ 500.00		£ -	100.0%
Y Zone	£ 25,000.00			£ 25,000.00		£ -	100.0%
Parish Publicity	£ 1,000.00			£ 1,717.81		-£ 717.81	171.8%
Parish office mtce/ furnishings	£ 550.00			£ 165.00		£ 385.00	30.0%
Parish office utilities	£ 1,030.00			£ 622.96		£ 407.04	60.5%
New notice boards	£ 750.00			£ -		£ 750.00	0.0%
General repairs and renewals	£ 1,500.00			£ 281.50		£ 1,218.50	18.8%
<b>Sub total</b>	<b>£ 101,050.00</b>		£ -	<b>£ 84,343.79</b>		<b>£ 14,476.21</b>	<b>83.5%</b>

# BISHOPSTOKE PARISH COUNCIL

Item

Month **12**

## Budget Monitoring 2016/17

At 31 March 2017

% of the year that has passed **100.0%**

	Approved Budget 2016/17	Actual Income rec'd	Reserves b/f or vired in year	Expenditure to date	Funding approved/ committed	Funds Remaining	Actual proportion accrued / spent
<b>Burial Board</b>							
St Mary's Churchyard mtce	£ 4,500.00			£ 1,833.36		£ 2,666.64	40.7%
Old St Mary's Churchyard mtce	£ 1,100.00			£ 1,062.46		£ 37.54	96.6%
Cemetery grounds mtce	£ 5,200.00			£ 5,028.36		£ 171.64	96.7%
Water charges	£ 100.00			£ 73.86		£ 26.14	73.9%
Tree removal/mtce work	£ 2,000.00			£ 170.00		£ 1,830.00	8.5%
General maint	£ 3,000.00			£ 4,309.33		-£ 1,309.33	143.6%
<b>Sub total</b>	<b>£ 15,900.00</b>		<b>£ -</b>	<b>£ 12,477.37</b>	<b>£ -</b>	<b>£ 3,422.63</b>	<b>78.5%</b>
<b>Allotments</b>							
General/equip maintenance	£ 4,500.00			£ 5,310.83		-£ 810.83	118.0%
Soakaway			£ 2,845.00	£ 2,845.00		£ -	100.0%
Electricity charges	£ 800.00			£ 253.72		£ 546.28	31.7%
Water charges	£ 1,000.00			£ 1,099.83		-£ 99.83	110.0%
<b>Sub total</b>	<b>£ 6,300.00</b>		<b>£ 2,845.00</b>	<b>£ 9,509.38</b>		<b>-£ 364.38</b>	<b>104.0%</b>
<b>Administration</b>							
Staff Salaries inc NI/tax/LGPS	£ 41,400.00			£ 47,110.05		-£ 5,710.05	113.8%
Election expenses	£ 7,500.00			£ 6,448.00		£ 1,052.00	86.0%
Recruitment advertising	£ 1,000.00			£ 150.00		£ 850.00	15.0%
Repairs and renewals	£ 500.00			£ -		£ 500.00	0.0%
Office and Admin Expenses	£ 3,600.00			£ 3,301.19		£ 298.81	91.7%
Room Hire	£ 200.00			£ 150.00		£ 50.00	75.0%
Audit Costs	£ 1,240.00			£ 590.00		£ 650.00	47.6%
Subs (HALC/NALC/SLCC)	£ 1,670.00			£ 1,524.10		£ 145.90	91.3%
Clerk & Asst Clerk Office facility	£ 440.00			£ 432.00		£ 8.00	98.2%
Staff travel & mileage	£ 1,900.00			£ 433.35		£ 1,466.65	22.8%
Insurance	£ 2,000.00			£ 1,968.47		£ 31.53	98.4%
Chair's Expenses	£ 150.00			£ 110.00		£ 40.00	73.3%
Seminars & training	£ 1,000.00			£ 1,891.20		-£ 891.20	189.1%
Cemetery and allotment software	£ 3,500.00			£ -		£ 3,500.00	0.0%
<b>Sub total</b>	<b>£ 66,100.00</b>		<b>£ -</b>	<b>£ 64,108.36</b>	<b>£ -</b>	<b>£ 1,991.64</b>	<b>97.0%</b>
<b>Total</b>	<b>£ 189,350.00</b>	<b>£ -</b>	<b>£ 2,845.00</b>	<b>£ 170,438.90</b>	<b>£ -</b>	<b>£ 19,526.10</b>	<b>88.7%</b>

## Bishopstoke Parish Council

### Finance & General Purposes Meeting

11th April 2017

ITEM

#### Non-Confidential Payments (Mar 2017)

##### Direct debits

Southern Water	Cemetery (Dec to Mar)	£	33.62
Southern Water	Allotments (JL - Nov to Mar)	£	14.99
British Gas	Underwood Road - Elec (Feb) (15/03/17)	£	20.52
BT	Parish Office phone (Feb/Mar) (15/03/17)	£	33.26
Southern Water	Allotments (MF)	£	367.58
British Gas	Electricity Shears Mill (Feb)	£	9.95
Eon	Electricity Par. Off. (Feb - 14/03/17)	£	21.00

##### Internet payments

EBC	Dog Bins (February 2017)	£	46.37
HALC	Inv 1302 Officer Update	£	48.00
Green Smile	Brookfield hedge and others	£	752.40
Green Smile	Cemetery Clearance	£	48.00
VitaPlay	Play Area - Glebe Meadow	£	1,193.84
Grants	Street Pastors	£	500.00
J Bruno Construction	Bus shelter repairs	£	284.04
Kestrel Pest Control	Cemetery (Mole)	£	192.00
Kestrel Pest Control	Church Road Play Area (Moles)	£	288.00
Seagrave Insp Serv Ltd	Play Area Inspections	£	372.00
Freeston Water	Legionella Risk Assessment	£	477.60
M&S Enterprises	Allotment (Rotovator)	£	131.95
Sarsen Press	Carnival Newsletter	£	395.00
HALC	Inv 1356 - Training - Core	£	324.00
N J Bryan	Allotments - JL Taps and pipes	£	481.20
Grants	Age Concern	£	1,000.00
Grants	Bishopstoke Memorial Hall	£	3,000.00
VitaPlay	Inv 1411 - Brookfield swing	£	1,116.79
J Bruno Construction	Cemetery Fence	£	990.84
Green Smile	Cemetery - Grave maintenance	£	72.00
Survey Monkey	Subscription	£	300.00
Green Smile	Grounds Maintenance (January)	£	3,283.22
Staff	Salary	£	2,633.81
Staff	Mileage	£	25.20
HMRC	Tax/NIC	£	741.03
HCC	LGPS	£	773.89



**Cheque payments**

969	Methodist Church Hire (Parish Assembly)	£	60.00
969	Methodist Church Hire (Neighbourhood Plan)	£	20.00
970	Funeral Partners Refund of overpayment	£	50.00

**Out Of Pocket Expenses****Clerk**

EBC	Parking	£	4.40
Post Office	Stamps	£	52.80
EBC	Parking	£	1.30
		Sub total	£ 58.50

**Out Of Pocket Expenses****Assistant Clerk**

Patuoxun LLC	Solar Light	£	16.18
Post Office	Stamps	£	55.00
Ryman	Laminating Pouches	£	19.99
Robert Dyas	Protective Gloves	£	4.99
O2	Top Up	£	15.00
Post Office	Postage	£	1.54
Ink Planet	Ink	£	24.98
Post Office	Postage	£	1.52
Post Office	Stamps	£	7.68
		Sub total	£ 146.88

**Total payments****£ 20,307.48**

## Open Spaces Specification

Contact starts April 1<sup>st</sup> 2018  
5 year term

Companies are invited to tender for a 5 year contract, beginning 1<sup>st</sup> April 2018. The contract is to maintain Bishopstoke Parish Council's open spaces, including play areas, the Cemetery, allotments and general open space. During the course of the 5 years, there may well be additions to the contract that the Council will expect the winning company to also maintain. Those additional areas will be expected to be charged at the same rate as those that form the initial contract.

From time to time there may be specific, one-off jobs, such as clearing small fallen trees in the Cemetery, and it is anticipated that those would also be undertaken by the winning company, and charged individually as they are completed.

Details of the areas to be included in the contract, and the required work for each area, are supplied in the following pages.

A breakdown of costs is required, including: cost per grass cutting visit at each site; hourly rate for leaf clearance; cost per weedkilling visit at each site and cost per litter picking visit at each site. Associated costs such as disposal of grass, leaves or litter should also be provided.

It should be noted that all areas covered by the contract receive significant use by residents, in particular children and the elderly. Procedures for ensuring their safety, as well as that of employees, during any work carried out for the Council are essential.

I will, of course, be happy to take any interested parties around the various sites that make up the specification prior to any bid being submitted.

David Hillier-Wheal  
Clerk to Bishopstoke Parish Council  
31<sup>st</sup> January 2017

## Further details and requirements

The contract is initially for a 5 year period but, subject to possible legal limits, may be extended for a further 3 years with the agreement of both parties.

The Parish Council reserves the right to reduce any or all of the requirements of the specification should circumstances dictate.

Any extra work or visits must be agreed by both parties in advance of the work being undertaken.

All prices quoted should include VAT at 20%, although it is understood that prices may vary if VAT changes.

Either party may terminate the contract by giving three calendar months' notice.

Should the Parish Council deem the work undertaken by the contractor to be of a standard lower than that expected then the Council retains the right to terminate the contract with immediate effect.

The contractor is required to produce risk assessments for each site before the commencement of the contract, which will be provided to the Parish Council upon request.

All relevant protective clothing will be worn whilst conducting work for the Parish Council, and all safety procedures will be followed to ensure that both employees and members of the public are protected.

Only suitably qualified staff will use machinery to carry out any work for the Parish Council.

The contractor is required to have all necessary and relevant licenses, including but not limited to a waste disposal licence, weedkilling licence and chainsaw licence.

The contractor is required to have Public Liability insurance, details of which will be provided to the Parish Council prior to the 1<sup>st</sup> April 2018, and every year upon renewal of the insurance.

Copies of all licences held, the Public Liability insurance certificate, all other relevant insurance documents, a staff list, an equipment list, company details and account details will need to be provided at the same time as the submitted bid.

The price quoted by the company should indicate whether it is fixed for the life of the contract. If not, then the price for each year of the contract should be specified in advance in the submission from the company.

# Standard Play Area Specification

**Grass cutting:** To mow the grass, including strimming where necessary, within each bounded area shown on a roughly fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. 18 visits per year for each site beginning in March and going through until November. If the grass cannot be mown due to the weather or ground conditions then the site should be visited as soon as is practical after the original visit date. Within each enclosed play area itself the grass cuttings are to be collected, removed from site and disposed of responsibly off site.

**Leaf collection:** A minimum of 3 visits per site, as required, between November and January to ensure regular clearance. Ground to be left clear of all fallen leaves by the end of leaf falling season. All leaves collected to be removed from site and disposed of responsibly off site.

**Weedkilling:** The paths through each bounded area, and the enclosed play areas to be weedkilled as necessary through the mowing period.

**Litter picking:** All bins (excluding dog waste bins) in each bounded area to be emptied 3 days per week (Wednesday, Saturday and Sunday) throughout the year. Litter picking in each area to be carried out on the same basis. All rubbish collected is to be disposed of responsibly off site.

**Health and Safety:** Basic weekly health and safety check, by eye only, completed for each play area, reporting on any obvious broken equipment, issues, graffiti, broken glass etc. The Council currently has an inspection sheet which can be provided upon request. The Council's sheet, or similar, is expected to be used for the inspections.

# Otter Close Play Area – SO50 8NF

Additions / Modifications to standard play area specification

Number of bins (excluding dog waste bins):

# Templecombe Road Play Area – SO50 8QJ

## Additions / Modifications to standard play area specification

Number of bins (excluding dog waste bins):

Hedges to be trimmed 3 times per year: Early July, October and February, with all trimmings to be collected and disposed of responsibly off site.

Any large bushes within the bounded area are to be kept in shape and back from paths or drives.

# Church Road Play Area – SO50 6DT

## Additions / Modifications to standard play area specification

Number of bins (excluding dog waste bins):

Hedges to be trimmed 3 times per year: Early July, October and February, with all trimmings to be collected and disposed of responsibly off site.

Although there is no enclosed play area, where possible the grass cuttings are to be collected, removed from site and disposed of responsibly.

# Sayers Road Play Area – SO50 6GW

## Additions / Modifications to standard play area specification

Number of bins (excluding dog waste bins):

From April 1<sup>st</sup> each year to September 30<sup>th</sup>, litter picking and bin emptying is to be done 7 days per week.

Hedges (and bushes) to be trimmed 3 times per year: Early July, October and February, with all trimmings to be collected and disposed of responsibly off site.

Although there is no enclosed play area, the grass cuttings are to be collected, removed from site and disposed of responsibly.



# Glebe Meadow inc. Play Area - SO50 6LQ

## Additions / Modifications to standard play area specification

Whilst the play area forms only a small part of this site, the rest of the open space in this area is to be treated the same with the same frequency of grass cutting, hedge trimming and leaf clearance.

Number of bins (excluding dog waste bins):

From April 1<sup>st</sup> each year to September 30<sup>th</sup>, litter picking and bin emptying is to be done 7 days per week.

Hedges (and bushes) to be trimmed 4 times per year between early July and February, with all trimmings to be collected and disposed of responsibly off site. Hedge trimming to include the road side of the hedges.

The small garden area in the South-West corner is to be maintained.

# Brookfield Estate and Play Area - SO50 8RB

## Additions / Modifications to standard play area specification

Whilst the play area forms only a small part of this site, the rest of the open space in this area is to be treated the same with the same frequency of grass cutting, hedge trimming and leaf clearance.

Number of bins (excluding dog waste bins):

Hedges to be trimmed 3 times per year: Early July, October and February, with all trimmings to be collected and disposed of responsibly off site.

Any large bushes within the bounded area are to be kept in shape and back from paths or drives.

There are banks and gullies along Blackberry Drive that have been allowed to grow wildflowers. These banks and gullies are to be strimmed only 8 times per year between 1<sup>st</sup> April and 30<sup>th</sup> September. Care must be taken to preserve the wildflower growth.

Anything overhanging the pathways within the marked areas should be trimmed back.

# Old St Mary's Churchyard – SO50 6HF

Grass cutting: To mow the grass, including strimming around headstones and elsewhere if necessary, on a roughly fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. 18 visits per year beginning in March and going through until November. If the grass cannot be mown due to the weather or ground conditions then the site should be visited as soon as is practical after the original visit date. All grass cuttings to be collected, removed from site and disposed of responsibly.

Leaf collection: 2 visits in November and 2 in December to collect and clear leaves. Ground to be left clear of all fallen leaves by the end of leaf falling season. All leaves collected to be removed from site and disposed of responsibly.

Hedges to be trimmed 3 times per year: Early July, October and February, with all trimmings to be collected and disposed of responsibly off site.

Litter picking to be carried out once per week throughout the year with the rubbish being bagged, removed from site and disposed of responsibly.

# St Mary's Church – SO50 6DR

Grass cutting: To mow the grass, including strimming around headstones and elsewhere if necessary, on a roughly fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. 16 visits per year beginning in March and going through until November. If the grass cannot be mown due to the weather or ground conditions then the site should be visited as soon as is practical after the original visit date. All grass cuttings to be collected, removed from site and disposed of responsibly. Care should be taken to avoid disturbing weddings, funerals, or other important church services.

Leaf collection: A minimum of 3 visits per site, as required, between November and January to ensure regular clearance. Ground to be left clear of all fallen leaves by the end of leaf falling season. All leaves collected to be removed from site and disposed of responsibly.

Hedges to be trimmed 3 times per year: Early July, October and January, with all trimmings to be collected and disposed of responsibly off site.

Litter picking and bin emptying to be carried out once per week throughout the year with the rubbish being bagged, removed from site and disposed of responsibly.

Weedkilling: The paths through each bounded area, and the enclosed play areas to be weedkilled as necessary through the mowing period.

# Bishopstoke Old Cemetery – SO50 6DX

Grass cutting: To mow the grass, including strimming around headstones and elsewhere if necessary, on a roughly fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. 18 visits per year beginning in March and going through until November. If the grass cannot be mown due to the weather or ground conditions then the site should be visited as soon as is practical after the original visit date. All mown grass cuttings to be collected, removed from site and disposed of responsibly.

Leaf collection: A minimum of 3 visits per site, as required, between November and January to ensure regular clearance. Ground to be left clear of all fallen leaves by the end of leaf falling season. All leaves collected to be removed from site and disposed of responsibly.

Hedges to be trimmed twice per year: Early July and January, with all trimmings to be collected and disposed of responsibly off site.

Litter picking and bin emptying to be carried out once per week throughout the year with the rubbish being bagged, removed from site and disposed of responsibly.

Weedkilling: The paths through the Cemetery, and old kerbsets around graves, to have weedkiller applied as necessary.

Once per year, in March, to assist in the clearance of Christmas items around the graves.

Clearance of storm damage and fallen branches as necessary throughout the year.

Care should be taken to avoid working when funerals are taking place. The Parish Council will inform the company in advance of any such times.

# Jockey Lane Allotments - SO50 6DX

**Grounds Maintenance:** There is an area no longer used for allotment plots which will require maintaining to avoid weed growth. This is currently approximately 250 square metres.

There is a bridleway cutting down the middle of the allotment area. The section of bridleway adjacent to the allotments will need to be strimmed regularly to keep growth from intruding onto the bridleway. This should be done fortnightly between March and November.

## Manor Farm Allotments – SO50 6FZ (off Underwood Road)

Hedge trimming: Should be done in July and January each year. Area to be covered is northern end of the area, along the bridleway as it splits the allotment area.

# Shears Mill - SO50 6LD

Litter Picking: Bin emptying and litter picking once per week throughout the year.

Grounds maintenance: Strimming the ground, including between railings, as necessary to maintain a good appearance. Leaf clearance three times per year, in November, December and January.



## Possible additions to the contract

Currently within both allotments the site reps and the plot holders have responsibility for strimming lawn paths in between plots and mowing larger grass areas. Should that situation change, the open space contractor would be expected to provide the same service. Please provide an hourly rate for basic strimming and mowing.

The Parish Council will be taking over an extension to the Cemetery, two further sets of allotment plots, a section of open grassland (landscaped), an extra play area and a community orchard. The Council would expect all those areas to be added to the contract with a similar specification to that already provided. In order to allow the Council to fully cost the contract, please supply an hourly rate for basic mowing and strimming, leaf clearance, litter picking and bin emptying, detailing all associated costs such as disposal of rubbish.

Extra bins may be added to the litter picking / bin emptying requirement.

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## Examples of possible ad hoc jobs

Removing bin bags of rubbish after Bishopstoke Carnival in September.

Removal of fallen tree branches.

Levelling, top soiling and seeding graves.

Replacing damaged or vandalised trees.

Pressure washing paths and play areas.

Cleaning of graffiti from play areas and bus shelters

# **BISHOPSTOKE PARISH COUNCIL**

## **STATEMENT OF INTERNAL CONTROL**

FOR YEAR ENDING 31 MARCH 2017

### **1 SCOPE OF RESPONSIBILITY**

Bishopstoke Parish Council forms the first tier of local government and is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, Bishopstoke Parish Council (the Council) is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

### **2 THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control was in place at the Council for the year ended 31 March 2017 and accords with proper practice.

### **3 THE INTERNAL CONTROL ENVIRONMENT**

#### **The Council:**

The Council has appointed a Chairman who is responsible for the smooth running of meetings.

The Council reviews its obligations and objectives and approves expenditure budgets for the following year at its November Finance meeting. The Full Council meeting in January approves the level of precept for the following financial year.

The Council has appointed a Finance Committee of Members who meet ten times a year. Members of the committee monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The minutes of the meetings of the Finance Committee are reported to the Full Council with recommendations for decision and resolutions to note.

The Full Council meets nine times each year. It monitors progress by receiving relevant reports from the Finance Committee, the Parish Clerk and RFO.

The Council carries out periodic reviews of its internal controls, systems and procedures.

#### **Staff responsibilities:**

The Council has appointed a Clerk to the Council who acts as the Council's legal advisor and administrator, and also acts as the Council's Responsible Finance Officer with responsibility for administering the Council's finances. The Clerk is responsible for advising on the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.

#### **Payments:**

All payments are reported to the Council for approval. Two authorised signatories, one of whom is to be a Councillor, are required to authorise each cheque to limit the risk of fraud. Other payments are made by internet banking and are subject to approval and independent check.

**Risk Assessments/Risk Management:**

The Council carries out periodic risk assessments in respect of actions and regularly reviews its system controls.

**Internal Audit:**

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk Management
- Reviews

The effectiveness of the internal audit is reported to and reviewed annually by the Council.

**4 REVIEW OF EFFECTIVENESS**

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the Full Council;
- the Finance and General Purposes Committee;
- the Clerk to the Council / Responsible Finance Officer who has responsibility for the development and maintenance of the internal control environment and managing risks;
- the independent Internal Auditor who reviews the Council's system of internal control;
- the Council's external auditors who make the final check using the Annual Return and issue an annual audit report;
- the number of significant issues raised during the year.

**5 SIGNIFICANT INTERNAL CONTROL ISSUES**

No issues of significant concern were raised during the financial year 2016/17.

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(Chairman)

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(Clerk)

May 2017

May 2017