



# Bishopstoke Parish Council

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**Members of the Parish Council are summoned to attend a meeting on  
Tuesday 28<sup>th</sup> April 2026 at 7.30pm at the 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 Parish Council meeting held on 10<sup>th</sup> March 2026
3. Declarations of Interest and Requests for Dispensations
4. To consider the co-option of a new member of Bishopstoke Parish Council
5. Reports from Committees, Working Groups, Officers and Councillors
6. To adopt and sign Minutes from the People Committee meeting of 24<sup>th</sup> February, the Assets Committee meeting of 24<sup>th</sup> March, the Finance Committee meeting of 14<sup>th</sup> April and the Planning Committee meeting of 28<sup>th</sup> April (if available)
7. To approve the statement of reserves as at 31<sup>st</sup> March 2026
8. To confirm there are no conflicts of interest between the Parish Council and BDO LLP
9. To note the report from the internal auditor and approve the Council's response
10. To adopt the Annual Governance Statement for the year ended 31 March 2026
11. To approve the Accounting Statements for the year ended 31 March 2026
12. To approve changes to earmarked reserves
13. To adopt the Financial Regulations
14. To consider content for the next press release
15. To agree the date, time and place for the next meeting

**D L Wheel**  
**Clerk to Bishopstoke Parish Council**  
**22<sup>nd</sup> April 2026**



## Minutes of a Meeting of the Bishopstoke Parish Council held at Bishopstoke Methodist Church commencing at 7.30pm on 10<sup>th</sup> March 2026

- Present:** Councillor Louise Hillier-Wheal (Chair)  
Councillor Geoff Harris (Vice-Chair)  
Councillor Ben Burcombe-Filer (from para 78.3)  
Councillor Andrew Daly  
Councillor Stewart MacLachlan (from para 77)  
Councillor Andy Moore  
Councillor Sue Toher  
Councillor Anne Winstanley
- In Attendance:** Mr David Wheal (Clerk to Bishopstoke Parish Council)  
Mrs Emma Earl (Admin Officer to Bishopstoke Parish Council)
- Public Session** 0 members of the public were present.

FULL\_2526\_M06/

### 75 Apologies for Absence

75.1 Apologies had been received and were noted from Cllrs Chaffey and Kirby. Cllrs Brown, Dajani, Mignot and Thornton were absent.

### 76 To adopt and sign Minutes of the Parish Council meeting held on 13<sup>th</sup> January 2026

76.1 The minutes of the meeting had been included with the supporting papers for this meeting.

76.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the minutes of the Parish Council meeting held on 13<sup>th</sup> January 2026 be adopted and signed.

**Action: Clerk & Chair – to sign and publish the minutes and document pack.**

*Cllr MacLachlan arrived*

### 77 Declarations of Interest and Requests for Dispensations

77.1 Cllrs Harris and Winstanley declared an interest in agenda item 10, Riverside Concert Band Parish Grant request, as they are involved in managing the BCA.

**78 To approve recognising Louise Glasspool, James Glasspool and Stephanie Keeler as Bishopstoke Champions**

78.1 A memo outlining the reasons for the nominations had been included with the supporting papers for this meeting. The Clerk also added supporting comments received from the nominator of Louise and James Glasspool and Stephanie Keeler.

78.2 **Motion for Confidential Business.** Proposed Cllr Hillier-Wheal, Seconded Cllr Toher that in view of the confidential nature of the business about to be discussed, it is advisable in the public interest that the public be excluded, and for the record the business be regarded as confidential.

78.3 Following a discussion of the nominations, the meeting returned to standard business.

*Cllr Burcombe-Filer arrived*

78.4 Proposed Cllr Toher, Seconded Cllr Moore, **RESOLVED** unanimously to recognise Louise Glasspool, James Glasspool and Stephanie Keeler as Bishopstoke Champions

**Action: Clerk – to advise Louise and James Glasspool and Sephanie Keeler that they are now the official Bishopstoke Champions for 2026 and invite them to the Parish Assembly on 21<sup>st</sup> April.**

**79 Reports from Committees, Working Groups, Officers and Councillors**

79.1 A report showing the Committee Resolutions and Recommendations had been included with the supporting papers for this meeting and was noted. All of the recommendations had been included as agenda items for this meeting.

79.2 The Clerk's report had been included with the supporting papers for this meeting and was noted.

79.3 The tender documents for the new Community building have been sent out to the architects who submitted proposals and are available on the website. The Clerk will also put them on the One Gov site now the registration has been approved.

79.4 The Communications Working Group are now receiving a monthly report and quarterly report showing the data analytics from the website and social media pages. Cllr Toher also requested that she receive a copy. The Clerk asked any other Cllrs who wished to receive a copy to contact the Admin Officer.

79.5 Newsletter. Cllr Toher asked if the gaps in delivery on Spring Lane had been addressed. The Admin Officer had contacted IMS and explained the gaps. They have assured her that they will monitor the delivery for the Spring Newsletter.

**Action: Admin Officer - to email all Councillors once the Newsletter delivery has been completed to ensure everyone has received a copy.**

79.6 Christmas Decorations. Cllr Winstanley asked if a Christmas tree could be placed at both Riverside and Whalesmead shops. Cllr Hillier-Wheal suggested putting a tree on the green space at the bottom of Underwood Road so more people could see it.

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79.7 Cllr Harris gave a brief verbal report on the last Airport Consultation Committee meeting. The Airport is still not running at a profit. Part of the reason is that there is less movement possibly due to larger aircraft. All of the required noise insulation to local houses has been completed. Morris Boyle has been named as Interim Manager of the Airport. The Airport are currently running a consultation on improved access to the Airport for everyone and are working with a well-known disability campaigner. They have put in a planning application for a ground floor extension and to change the current walkways.

79.8 Cllr Harris also gave a brief verbal report on Carnival. They have a band booked for the stage at Carnival. They are struggling to get other bands to commit to the date and to a price. Martyn's Law has been included in the Traffic Management Plan for the Parade this year. Cllr Harris thanked the Clerk for his help with this.

**80 To adopt the following items:**  
**Statement of Internal Control**  
**Standing Orders**  
**Committee Terms of Reference**  
**Financial Risk Assessment**

80.1 A copy of the Statement of Internal Control listing the changes had been included with the supporting papers for this meeting. Proposed Cllr Moore, Seconded Cllr Winstanley, **RESOLVED** unanimously to adopt the amended Statement of Internal Control.

**Action: Clerk – to publish the updated Statement of Internal Control.**

80.2 A memo recommending that no changes are currently needed to the Standing Orders had been included with the supporting papers for this meeting. Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Standing Orders be re-adopted unamended.

80.3 A memo recommending that no changes are currently needed to the Committee Terms of Reference had been included with the supporting papers for this meeting. Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously that the Committee Terms of Reference be re-adopted unamended.

80.4 A copy of the Financial Risk Assessment and memo outlining the changes had been included with the supporting papers for this meeting. The Clerk noted that the insurance details had been updated to refer to Ecclesiastical as the insurer and Clear Councils as the broker.

80.5 Proposed Cllr Winstanley, Seconded Cllr Moore, **RESOLVED** unanimously to adopt the amended Financial Risk Assessment.

**Action: Clerk – to publish the Financial Risk Assessment.**

**81 To note the planned meeting dates for 2026-27 and consider amending the official start time of Committee meetings.**

81.1 A list of the meeting dates for 2026-27 and the proposed change to the official start time of Committee meetings had been included with the supporting papers for this meeting and was noted.

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

81.2 Proposed Cllr Moore, Seconded Cllr Toher, **RESOLVED** with 2 against to change the official start time of Committee meetings from 7.30pm to 7.15pm and to reassess the change in 6 months' time.

**Action: Clerk – to add the discussion of the changed official start time of Committee meetings to the agenda for the Full Council meeting in 6 months time and inform all Councillors of the change.**

## **82 To approve the updated Co-Option policy**

82.1 A copy of the updated Co-Option policy with all changes highlighted had been included with the supporting papers for this meeting and were noted.

82.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously to approve the updated Co-Option policy.

**Action: Clerk – to publish the amended Co-Option policy.**

## **83 To approve the amended Bishopstoke Champion procedure**

83.1 A memo outlining the proposed amendment to the Bishopstoke Champion procedure had been included with the supporting papers for this meeting.

83.2 Proposed Cllr Burcombe-Filer, Seconded Cllr Moore, **RESOLVED** unanimously to approve the amended Bishopstoke Champion procedure.

**Action: Clerk – to publish the updated Bishopstoke Champion procedure.**

## **84 To consider grant requests from Wessex Rivers Trust and Riverside Concert Band**

84.1 A copy of the grant requests from Wessex Rivers Trust and Riverside Concert Band had been included with the supporting papers for this meeting.

84.2 Proposed Cllr Hillier-Wheal, Seconded Cllr Toher, **RESOLVED** unanimously to approve the grant request for £1,550 from Wessex Rivers Trust

**Action: Clerk – contact Wessex Rivers Trust to advise them of the result of their grant application and make arrangements for the grant to be paid.**

84.3 After discussion it was agreed that the Riverside Concert Band should be awarded a grant of £1,000 instead of the full £1,880.96 requested

84.4 Proposed Cllr Hillier-Wheal, Seconded Cllr Toher, **RESOLVED** with 2 abstaining to approve a grant of £1,000 to the Riverside Concert Band

**Action: Clerk – contact Riverside Concert Band to advise them of the result of their grant application and make arrangements for the grant to be paid.**

## **85 To assess the viability of the Bow Lake Gardens site as a potential allotment**

85.1 A memo showing the Bow Lake Gardens evaluation had been included with the supporting papers for this meeting. The Clerk provided additional information showing the cost per plot of the effective subsidy provided by Bishopstoke Parish Council to keep the allotments running.

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85.2 After discussion the Council agreed that there was not sufficient demand to warrant a fourth allotment site, and that the expected annual maintenance costs could not be justified. It was noted that residents on the waiting list for Bow Lake Gardens to become an allotment site had all been offered plots on other sites and had turned them down.

85.3 Proposed Cllr Winstanley, Seconded Cllr MacLachlan **RESOLVED** with 1 abstention that there is no current need for a fourth allotment site in Bishopstoke.

## **86 To make decisions on going forward with potential asset transfers**

86.1 A memo detailing the information on the potential asset transfers had been included with the supporting papers for this meeting.

86.2 Proposed Cllr Toher, Seconded Cllr Winstanley **RESOLVED** unanimously to continue with the process of adding the additional land at Blackberry Drive to the Parish Council's licence to manage the site.

86.3 Bow Lake Gardens allotments and orchard land. Cllr Winstanley was in favour of the Parish Council taking the land to protect it from future development. The land is marked as a potential site for development on the current EBC plan. The Cllr also mentioned that Greening Bishopstoke are currently looking for a new site for their Community Garden and could possibly help to manage the site. Cllr Harris asked if the Council would be responsible for making access to the orchard safe if they took the land. The Clerk noted that it would depend on if it was still a community orchard or the use was changed. Cllr Toher asked how soon the transfer would take place if agreed. The Clerk said that EBC are currently aiming to do all transfers within 6 months of being agreed. The Clerk explained that if the site stays designated as an allotment site then it could lie dormant until such time as sufficient need is identified.

86.4 Proposed Cllr Winstanley, Seconded Cllr Moore **RESOLVED** with 1 abstaining and 1 against to proceed with the transfer of Bow Lake Gardens allotments and orchard land.

86.5 Proposed Cllr Moore, Seconded Cllr Harris **RESOLVED** unanimously to decline the transfer of the Y Zone.

86.6 Proposed Cllr Toher, Seconded Cllr Moore **RESOLVED** unanimously to proceed with the transfer of the play area on Bow Lake Gardens once the drainage application is resolved.

86.7 Proposed Cllr Burcombe-Filer, Seconded Cllr Winstanley **RESOLVED** unanimously to accept the transfer of the Underwood Road allotments slip roads.

86.8 Proposed Cllr Moore, Seconded Cllr Burcombe-Filer **RESOLVED** unanimously to decline the transfer of the Guide Hut.

86.9 Cllr Hillier-Wheal asked who would be assessing the viability of the Tree and Bee verges. The Clerk explained that it would be the Parish Officers. Proposed Cllr Winstanley, Seconded Cllr Moore **RESOLVED** unanimously to have the Parish Officers conduct an assessment of each site and accept the transfer of those determined to be viable.

86.10 Proposed Cllr Winstanley, Seconded Cllr Moore **RESOLVED** unanimously to proceed with the transfer of The Planney.

**Action: Clerk – to contact Eastleigh Borough Council to inform them of the Council decisions**

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

**87 To consider content for the next media release and email update**

87.1 After a short discussion, it was agreed to include the Bishopstoke Champion, Carnival, Easter Hunt and Messy Play, Parish Assembly, Community Building tender, Parish Grants, Councillor Vacancy and the change to the start time of Parish Council Committee meetings.

**Action: Admin Officer – To draft the next press release and issue it to all the relevant Media**

**88 To agree the date, time and place for the next meeting**

88.1 The next meeting will take place on Tuesday 28<sup>th</sup> April 2026, at 7.15pm at the Parish Office on Sewall Drive. Any Cllr wishing to have an item on the agenda should provide the item and any supporting papers to the Clerk by 21<sup>st</sup> April 2026.

88.2 Cllr Toher gave her apologies for the meetings on 28<sup>th</sup> April.

**89 Confidential Business – To agree recommendations from the People Committee regarding salary arrangements**

89.1 Proposed Cllr Hillier-Wheal, Seconded Cllr Toher, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to employees' payments it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

89.2 The Chair thanked the Clerk for the change to the wording of the Motion for Confidential Business.

*The Admin Officer left the meeting at this point.*

89.3 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to approve the recommendations on salary from the People Committee.

**Action: Clerk – Inform all officers of the results of the vote**

*There being no further business, the Chair closed the meeting at 8:36 pm.*

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

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



# Bishopstoke Parish Council

## Full Council - Clerk's report 28<sup>th</sup> April 2026

### Actions from previous meetings

- FULL\_2526\_M06/Item 76.2** Regarding Full Council minutes  
The minutes were signed and published.
- FULL\_2526\_M06/Item 78.3** Regarding the Bishopstoke Champion Award  
The recipients were notified and invited to the Parish Assembly.
- FULL\_2526\_M06/Item 80.1** Regarding the statement of control  
The Statement of Control has been published.
- FULL\_2526\_M06/Item 80.5** Regarding the Financial Risk Assessment  
The Assessment was amended as agreed and published.
- FULL\_2526\_M06/Item 81.2** Regarding meeting time changes  
Councillors have been notified and an assessment will be conducted in September.
- FULL\_2526\_M06/Item 82.2** Regarding the Co-Option Policy  
The policy was amended and published.
- FULL\_2526\_M06/Item 83.2** Regarding the Bishopstoke Champion procedure  
The updated procedure has been published.
- FULL\_2526\_M06/Item 84** Regarding grants  
The grant recipients have been contacted and asked for their bank details.
- FULL\_2526\_M06/Item 86.10** Regarding asset transfers  
The Borough Council has been informed of the Council's decisions.
- FULL\_2526\_M06/Item 89** Regarding salaries  
Officers have been informed of the Council's decisions.

### Working Groups / Task & Finish Groups

#### **Glebe Meadow Plus**

The Glebe Meadow working group are awaiting bids from architects and will also shortly undertake a visit to Blackberry Drive to assess the land there.

## Full Council – 28<sup>th</sup> April 2026

### Resolutions and Recommendations

#### Committee Resolutions – to note

##### Assets

###### 24<sup>th</sup> March – ASSETS\_2526\_M06

- Item 55.2 That the Minutes of the Assets Committee meeting held on 27<sup>th</sup> January 2026 be adopted as a true record.
- Item 61.1 To re-adopt the Tree Management Policy.

##### Finance

###### 14<sup>th</sup> April – FIN\_2526\_M06

- Item 52.2 That the minutes of the Finance Committee meeting held on 10<sup>th</sup> February 2026 be adopted as a true record
- Item 55.2 to receive and approve the Budget Monitoring, Statement of Accounts, Payments Lists and Statement of Reserves reports.
- Item 56.2 To award a grant of £500 to Eastleigh Mela.
- Item 56.3 To invite the Empowerment Engine to a future meeting to discuss their grant application.
- Item 56.4 To award a grant of £1,494 to Disability Challengers.

##### Planning

###### 10<sup>th</sup> March – PLAN\_2526\_M17

- Item 121.2 That the minutes of the Planning Committee meeting held on 24<sup>th</sup> February 2026 be adopted as a true record.
- Item 123.5 That the responses of the Planning Committee be submitted as minuted.

###### 24<sup>th</sup> March – PLAN\_2526\_M18

- Item 129.2 That the minutes of the Planning Committee meeting held on 10<sup>th</sup> March 2026 be adopted as a true record.
- Item 131.2 That the responses of the Planning Committee be submitted as minuted.

###### 14<sup>th</sup> April – PLAN\_2526\_M19

- Item 137.2 That the minutes of the Planning Committee meeting held on 24<sup>th</sup> March 2026 be adopted as a true record.
- Item 139.4 To that the responses of the Planning Committee be submitted as minuted.

## **Committee Recommendations – to vote upon**

### **Assets**

**24<sup>th</sup> March – ASSETS\_2526\_M06**

No recommendations

### **Finance**

**14<sup>th</sup> April – FIN\_2526\_M06**

Item 57.2 That the Council approve the amended Employer Discretions Policy for Local Government Pensions Scheme.

### **Planning**

**10<sup>th</sup> March – PLAN\_2526\_M17**

No recommendations

**24<sup>th</sup> March – PLAN\_2526\_M18**

No recommendations

**14<sup>th</sup> April – PLAN\_2526\_M19**

Item 110.2 That the Planning Committee terms of reference be adopted.

### **People**

**No meetings in the period**



## **Minutes of a Meeting of the People Committee held at Bishopstoke Methodist Church commencing at 7:30pm on 24<sup>th</sup> February 2026**

**Present:** Cllrs Hillier-Wheal (Chair), Harris, Toher and Winstanley

**In Attendance:** Mr D Wheal (Clerk to Bishopstoke Parish Council)  
Mrs E Earl (Admin Officer to Bishopstoke Parish Council)  
Cllr Daly (Bishopstoke Parish Council)

**Public Attendance:** 1 member of the public was present.

**PPL\_2526\_M03/**

### **Public Session**

The Chair welcomed the member of the public who had come to support one of the Bishopstoke Champion nominations.

### **11 Apologies for Absence**

11.1 Apologies were received from Cllr Mignot

### **12 Motion for Confidential Business**

12.1 Proposed Cllr Hillier-Wheal, Seconded Cllr Toher that in view of the confidential nature of the business about to be discussed, it is advisable in the public interest that the public not involved be excluded, and for the record the business be regarded as confidential.

### **13 Consideration of nominations for the Bishopstoke Champion Award**

13.1 A memo outlining the nominations for Bishopstoke Champion along with additional comments from had been included with the supporting papers for this meeting.

13.2 The member of the public spoke in support of one of the Bishopstoke Champion nominees.

*The member of the public left the meeting*

13.3 After discussion the Committee agreed on the nominations they would be taking forward to Full Council.

13.4 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously to approve the agreed nomination.

**Action: Clerk – to add discussion of the Bishopstoke Champion nominations to the agenda for the next Full Council meeting**

**14 To adopt as a true record, and sign, the minutes of the People Committee meeting held on 4<sup>th</sup> November 2025**

14.1 The minutes of the above meeting were included with the supporting papers for this meeting. Minute 7.1 had been amended prior to the meeting following a comment from Cllr Toher.

14.2 Proposed Cllr Toher, Seconded Cllr Hillier-Wheal, **RESOLVED** unanimously that the amended minutes of the People Committee meeting held on 4<sup>th</sup> November 2025 be adopted as a true record.

**Action: Clerk and Chair – to sign and publish the minutes and document pack**

**15 Declarations of interest and requests for dispensation**

15.1 No declarations or requests were made.

**16 To receive the Clerk's report on People Committee matters**

16.1 The Clerk's written report had been included with the supporting papers for this meeting and was noted by the Committee.

**17 To review and recommend the People Committee Terms of Reference**

17.1 A memo recommending that no changes are currently needed to the Terms of Reference had been included with the supporting papers for this meeting.

17.2 Proposed Cllr Toher, Seconded Cllr Harris **RECOMMENDED** unanimously that the Terms of Reference for the People Committee be re-adopted unamended.

## **18 To agree arrangements for time off in lieu and overtime limits**

18.1 A memo outlining the options for consideration had been included with the supporting papers for this meeting.

*Cllr Daly left and rejoined the meeting during the discussion*

18.2 After discussion, the Committee agreed to recommend Option 4 with one amendment.

18.3 Proposed Cllr Winstanley, Seconded Cllr Hillier-Wheal **RESOLVED** unanimously to amend Option 4, point 1; delete the words “to book time off” from the end of the second sentence.

18.4 Proposed Cllr Winstanley, Seconded Cllr Harris **RESOLVED** unanimously to approve the following recommendations from the Clerk: To implement a soft cap of 1 week of accrued time off in lieu, with further accruals only being permitted once existing hours have been used; that there be no end of year deadline for time off in lieu to be used; that separate records for annual leave and time off in lieu be kept; that contracts be amended to limit permitted overtime to 20% of the working week and that annual overtime totals be targeted to be within 10% of each employee’s working time.

## **19 To review and adopt the Training and Development Policy**

19.1 A memo recommending that no changes are currently needed to the Training and Development policy had been included with the supporting papers for this meeting.

19.2 Proposed Cllr Winstanley, Seconded Cllr Harris **RESOLVED** unanimously that the Training and Development policy be re-adopted unamended.

## **20 To amend and re-adopt the Lone Worker Policy**

20.1 A memo outlining a proposed amendment and a copy of the Lone Worker Policy had been included with the supporting papers for this meeting.

20.2 Proposed Cllr Harris, Seconded Cllr Toher **RESOLVED** unanimously to re-adopt the amended Lone Worker Policy.

**Action: Clerk – Publish the amended Lone Worker Policy**

## **21 Date, time and place for the next meeting**

21.1 The next meeting of the People Committee is scheduled to take place on Tuesday 23<sup>rd</sup> June at 7:30pm at the Parish Office, Sewall Drive. The Clerk reminded Cllrs that any agenda items should be provided, with any supporting papers, to the Clerk by Tuesday 16<sup>th</sup> June.

## **22 Motion for Confidential Business**

22.1 Proposed Cllr Hillier-Wheal, Seconded Cllr Toher, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to employees’ remuneration it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

**23 To receive confidential reports on People Committee matters**

23.1 The Clerk's confidential reports on People Committee matters had been included with the supporting papers for this meeting and was noted by the Committee.

**24 To conclude the staff appraisal process and agree targets**

24.1 Information on the Officer staff appraisals and targets had been included in the Clerk's Confidential Report.

24.2 Cllr Hillier Wheal will meet with the Clerk to discuss his appraisal targets and then forward the information to the Committee for comment.

**Action: Clerk and Cllr Hillier-Wheal – to arrange a meeting to discuss the Clerk's appraisal and then forward the information to the members of the People Committee**

**25 To make recommendation regarding staff salaries**

*The Admin Officer left the meeting at this point.*

25.1 The recommendations for officers' salaries were discussed.

25.2 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that the salary recommendations be accepted.

**Action: Clerk – to add the salary recommendations to the agenda for the next Full Council meeting.**

*There being no further business, the Chair closed the meeting at 9:00pm*

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

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



## **Minutes of a Meeting of the Assets Committee held at Bishopstoke Methodist Church commencing at 7:30pm on 24<sup>th</sup> March 2026**

**Present:** Cllrs Mignot (Chair), Toher (Vice-Chair), Harris (from para 57.3), Hillier-Wheat, MacLachlan and Winstanley

**In Attendance:** Mr D Wheat (Clerk to Bishopstoke Parish Council)  
Mr T Mellor (Allotments & Cemeteries Officer to Bishopstoke Parish Council)  
Mrs A Duthie (Assets Officer to Bishopstoke Parish Council)  
Mrs E Earl (Admin Officer to Bishopstoke Parish Council)  
Cllr Andrew Daly (Bishopstoke Parish Council)  
Ms Helen Brown (Tree and Bee Network)  
Mr T Postle (Green Smile)

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

### **ASSETS\_2526\_M06/**

#### **54 Apologies for Absence**

54.1 All members were present.

#### **55 To adopt and sign the minutes of the Assets Committee meeting held on 27<sup>th</sup> January 2026**

55.1 The minutes of the above meeting had been included in the document pack for the meeting.

55.2 Proposed Cllr Toher, Seconded Cllr Hillier-Wheat, **RESOLVED** unanimously that the Minutes of the Assets Committee meeting held on 27<sup>th</sup> January 2026 be adopted as a true record.

**Action: Clerk & Chair – to sign and publish the minutes and document pack**

#### **56 Declarations of Interest and Requests for Dispensations**

56.1 No Declarations of Interest or Requests for Dispensation were made.

**57 To receive an update on the Tree and Bee Network (Helen Brown)**

57.1 A copy of the March update on the Bishopstoke Tree and Bee Network had been emailed to the Cllrs prior to the meeting.

57.2 Helen Brown gave a short presentation on the progress of the Tree and Bee Network.

*Cllr Harris arrived*

57.3 The Clerk confirmed that he had carried out the Tree and Bee site surveys requested at the last Full Council meeting. He would give an update in agenda item 6.

**58 To receive updates on current Parish Council projects and make any necessary decisions**

58.1 The report on current projects had been included with the document pack for this meeting and was noted.

58.2 Cllr MacLachlan thanked the Clerk for all the work he had done regarding the usage and transfer of Bow Lake Gardens.

58.3 Cllr Hillier-Wheel asked if callout for sites of interest for information boards had happened yet. The Clerk said it had not gone out yet but would go out within the next week. Helen Brown will talk to the Clerk about possible information boards for the Tree and Bee sites.

**Action: Clerk and Admin Officer – to put a post on Facebook, Instagram and also on the website asking for people to suggest sites of interest for information boards in Bishopstoke**

**59 To receive an update on asset transfers and make any necessary decisions**

59.1 A memo with the update on asset transfers had been included in the supporting documents for this meeting.

59.2 Underwood Road allotments slip roads. The Assets Officer had noticed that some work was needed to fill potholes and the sleeping policemen on the slip roads. Quotes are being sourced and the Clerk reported that Eastleigh Borough Council have indicated they may be willing to cover the cost.

**Action: Clerk – to contact EBC with the quotes for the work needed to fill potholes and the sleeping policemen on the Underwood Road allotments slip roads and ask them to cover the cost of the repairs**

59.3 Tree and Bee sites. The site on the roundabout in East Drive usually has cars parked on it. Parking spaces built into the roundabout or dragon's teeth are two possible solutions. The Clerk will contact EBC to enquire if there are any funds available to cover the costs.

**Action: Clerk – to contact EBC to enquire if there are any funds available to cover the costs of installing parking spaces or dragon's teeth on the East Drive Tree and Bee site.**

59.4 Extra land at Blackberry Drive. There are other pieces of land at Blackberry Drive that could be transferred under license to the Parish Council. The Clerk will liaise with EBC to investigate the parcels of land available. Mark Ellison from EBC has some ideas on how the land could be used.

**Action: Clerk – to liaise with EBC to investigate the extra parcels of land available at Blackberry Drive**

**60 To receive an update on the Glebe Meadow project**

60.1 An update on the Glebe Meadow project had been included with the supporting documents for this meeting.

60.2 Springs and Seating Area. Cllr Harris asked if the area around the springs should be looked at to see if there were any drainage issues that would need to be resolved. The Clerk said that the springs would be investigated further to see if any work needed to be done there or anywhere else in Glebe Meadow. Helen Brown said that the boggy habitat is becoming rare and could be made into a feature. Cllr Hillier-Wheal suggested a boardwalk.

60.3 Cllr MacLachlan asked if the path network planned for the top half of the meadow would still connect to the bottom half creating a path around the perimeter of the Meadow. The Clerk confirmed that this was still planned.

60.4 Cllr Winstanley asked when the next meeting of the Working Group would take place. The Clerk said that the Working Group was paused whilst awaiting the tenders for the Community Building and confirmation of the permitted development application from EBC.

**61 To review, amend if necessary, and adopt the Tree Management Policy**

61.1 A memo recommending that no changes are currently needed to the Tree Management Policy had been included with the supporting papers for this meeting. Proposed Cllr MacLachlan, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Tree Management Policy be re-adopted unamended.

**62 To receive a report on Shears Mill maintenance requirements**

62.1 A memo outlining the maintenance required on Shears Mill had been included with the supporting documents for this meeting.

62.2 Cllr Toher asked if there was a date for the work to be done. The Clerk said that a date would be confirmed when the weather improved and the bricks dried out. Cllr Harris asked if this would need to be an annual application. The Clerk will confirm and include it in the next budget if required.

**Action: Clerk – to find out if the coating to be put on the bricks at Shears Mill needs to be done annually and put it in future budgets if required.**

62.3 Cllr Hillier-Wheal asked the Clerk if he had a quote for the cost of repainting the edge of the roof and other areas. The Clerk had one quote and would source other quotes for the work.

**Action: Clerk – to source other quotes for the repainting that needs to be done at Shears Mill**

**63 To receive reports from the Clerk and other Officers, covering all areas delegated to the Committee not listed elsewhere on the agenda, and make any necessary decisions**

63.1 The Clerk's report had been included in the supporting documents for this meeting and was noted. Cllr Hillier-Wheal asked about the Cemetery Boardwalk. The Clerk explained that the Cemeteries Officer was looking into alternatives as the Boardwalk had proved to be too expensive.

**Action: Cemeteries Officer – investigate alternative options instead of a boardwalk in the Cemetery**

63.2 The Allotments Officer's report had been included with the supporting documents for this meeting and was noted. Cllr Mignot asked if the new Allotment Shop at Underwood Road was open. The Allotments Officer confirmed that it had opened the previous Saturday and had been well received. The Allotments Officer will take some photos to send to the Cllrs.

**Action: Allotments Officer – to take some photos of the inside of the new Allotment Shop at Underwood Road and send them to the Cllrs.**

63.3 The Cemeteries Officer's report had been included with the supporting documents for this meeting and was noted. The Cemeteries Officer noted that there has been more requests for burials than usual at this time of year and seems to be the same across the local area. He confirmed that there is still 3-4 years use left of the Cemetery giving plenty of time before the new area is needed. Cllr Winstanley said that a resident had been in contact expressing concern that the graves were too close together. The Cemeteries Officer confirmed that the graves were the legally required distance apart.

63.4 The Assets Officer's report had been included with the supporting documents for this meeting and was noted. Cllr Toher asked if there were plans in place to shore up the bank when the conifers were removed. The Clerk explained that the new Wheels Park will be sunk slightly into the ground and any work needed to shore up the bank would be done. Cllr Hillier-Wheal asked if quotes for the accessible swings had been received. The Clerk confirmed that there was a quote from Infinity which was for a slightly different swing to the one in Fair Oak and he needed to confirm the age range of the swing. Cllr MacLachlan asked if the lady who came to the last Assets meeting and spoke about accessible swings had been contacted. The Clerk will check and confirm if she has been contacted. Cllr Winstanley suggested contacting her to get her opinion of the swing.

**Action: Clerk – to check if the member of the public who spoke about accessible swings at the last Assets meeting had been contacted and to contact them to ask for their opinion and any feedback on the proposed swing.**

#### **64 Date, time, place and agenda items for next meeting**

64.1 The next meeting of the Assets Committee will take place at 7:15pm on Tuesday 26<sup>th</sup> May at the Parish Office, Sewall Drive. The Clerk reminded Cllrs that if they wish to add items to the agenda, they should ensure the item, with any supporting papers, is with the Clerk by 19<sup>th</sup> May.

*There being no further business, the Chair closed the meeting at 8.19pm*

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

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



## **Minutes of a Meeting of the Finance Committee held at Bishopstoke Methodist Church commencing at 7:30pm on 14<sup>th</sup> April 2026**

**Present:** Cllrs Winstanley (Chair), Toher (Vice-Chair), Burcombe-Filer (from para 52), Hillier-Wheal and Thornton

**In Attendance:** Mr David Wheal (Clerk to Bishopstoke Parish Council)  
Mrs Emma Earl (Admin Officer to Bishopstoke Parish Council)

**Public Session:** 1 member of the public was present.

The Chair welcomed the member of the public and asked if they had any questions for the Committee. The member of the public had no questions at that time.

**FIN\_2526\_M06/**

### **51 Apologies for Absence**

51.1 All Committee members were present.

*Cllr Burcombe-Filer arrived at this point.*

### **52 To adopt as a true record, and sign, the minutes of the Finance Committee meeting held on 10<sup>th</sup> February 2026**

52.1 The minutes of the above meeting were included with the supporting papers for this meeting.

52.2 Proposed Cllr Toher, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously that the minutes of the Finance Committee meeting held on 10<sup>th</sup> February 2026 be adopted as a true record.

**Action: Clerk and Chair – to sign and publish the minutes and document pack**

### **53 Declarations of Interest and Requests for Dispensations**

53.1 Cllr Winstanley declared that she had an interest in agenda item 6 as she had been asked to be a trustee for The Empowerment Engine. Cllr Thornton also declared an interest in agenda item 6 as he has previously been a member of the Asian Welfare and Cultural Association and may be asked to become a member again in the future.

**54 To receive the Clerk's report, including all areas delegated to the Committee**

54.1 The Clerk's report had been included with the supporting papers for the meeting and was noted.

**55 To receive the Financial Summary and approve the following financial reports:**

**Budget Monitoring  
Statements of Accounts  
Payments Lists  
Statement of Reserves**

55.1 The Budget Monitoring, Statement of Accounts, Payments Lists and Statement of Reserves had been included with the supporting papers for this meeting.

55.2 Proposed Cllr Winstanley, Seconded Cllr Toher **RESOLVED** unanimously to receive and approve the Budget Monitoring, Statement of Accounts, Payments Lists and Statement of Reserves reports.

**56 To consider grant requests from the following:**

**Eastleigh Mela  
The Empowerment Engine  
Challengers**

56.1 The grant application forms for Eastleigh Mela, The Empowerment Engine and Challengers had been included with the supporting papers for this meeting.

56.2 Eastleigh Mela. Proposed Cllr Toher, Seconded Cllr Winstanley **RESOLVED** unanimously that Eastleigh Mela be awarded their full request of £500.

**Action: Clerk – contact AWCA (Eastleigh Mela) to advise them of their successful grant application and to obtain their bank details for payment.**

56.3 The Empowerment Engine. After discussion the Committee agreed that they would benefit from hearing more about the project before making a decision. Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to defer their decision and invite the applicant to provide more information to the Committee about the grant application at either the next Finance Committee or Full Council meeting.

**Action: Clerk – to contact the applicant and invite him to give more information on The Empowerment Engine grant application at with the next Finance Committee or Full Council meeting.**

56.4 Challengers. After discussion the Committee agreed to approve the Challenger grant application but ask for clarification on the income and expenditure amounts. Proposed Cllr Thornton, Seconded Cllr Burcombe-Filer **RESOLVED** with one abstention that Challengers be awarded their full request of £1,494.

**Action: Clerk – contact Challenger to advise them of their successful grant application, obtain their bank details for payment and ask for clarification on the income and expenditure amounts**

**57 To review the Hampshire Discretions Policy for the Local Government Pension Scheme**

57.1 A copy of the Employer Discretions Policy for Local Government Pensions Scheme with the amendment highlighted had been included with the supporting papers for this meeting.

57.2 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RECOMMENDED** unanimously that the Council approve the amended Employer Discretions Policy for Local Government Pensions Scheme.

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

58.1 The next meeting of the Finance Committee is expected to take place at 7:15pm on Tuesday 9<sup>th</sup> June 2026 at the Parish Office on Sewall Drive or Bishopstoke Methodist Church. The Clerk reminded Cllrs that any agenda items should be provided, with any supporting papers, to the Clerk by Tuesday 2nd June.

*There being no further business, the Chair closed the meeting at 7:56pm*

DRAFT

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

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

# Reserve Status

	01/04/25	08/04/26
Earmarked Reserves - BMH Grant	£0.00	£0.00
Earmarked Reserves - Tree survey and associated work	£0.00	£0.00
Earmarked Reserves - Defibrillators	£0.00	£0.00
Earmarked Reserves - Covid-19 hardship grant	£0.00	£0.00
Earmarked Reserves - Burial Grounds	£0.00	£0.00
Earmarked Reserves - Street Furniture	£4,661.65	£80.31
Earmarked Reserves - Noticeboard purchase	£0.00	£0.00
Earmarked Reserves - Cemetery Artwork grant	£14,684.97	£10,784.97
Earmarked Reserves - Church Road play area equipment	£0.00	£0.00
Earmarked Reserves - Church Road play area fencing	£0.00	£0.00
Earmarked Reserves - Brookfield play area equipment	£202.33	£0.00
Earmarked Reserves - Templecombe Road play area equipment	£0.00	£0.00
Earmarked Reserves - Glebe Meadow Project	£60,396.24	£85,836.24
Earmarked Reserves - Bishopstoke Cemetery Works	£0.00	£0.00
Earmarked Reserves - St Mary's Tree project	£1,974.10	£0.00
Earmarked Reserves - Otter Close Timber Trail	£0.00	£0.00
Earmarked Reserves - Councillor Elections	£5,235.62	£7,235.62
Earmarked Reserves - Defibrillator Upkeep	£0.00	£0.00
Earmarked Reserves - Tree work	£5,550.00	£0.00
Earmarked Reserves - Memorials work	£1,600.00	£0.00
Earmarked Reserves - Yzone funding	£0.00	£0.00
Earmarked Reserves - BIFFOH LAC Feasibility reports	£7,630.10	£0.00
Earmarked Reserves - Allotment deposits	£1,730.00	£0.00
Earmarked Reserves - Greening Campaign	£273.95	£124.25
Earmarked Reserves - Office Conversion Costs	£2,500.00	£206.00
Earmarked Reserves - Exhumation Costs	£3,350.35	£0.00
Earmarked Reserves - Locality Grants	£0.00	£0.00
Earmarked Reserves - Play Area Fund	£20,000.00	£15,695.71
Earmarked Reserves - Underwood Road buildings & parking	£0.00	£2,752.26
Earmarked Reserves - Cemetery Boardwalk	£0.00	£15,000.00
Earmarked Reserves - Village Trails	£0.00	£11,770.00
Earmarked Reserves - Map and Information Boards	£0.00	£8,000.00
Earmarked Reserves - Sewall Drive Maintenance Fund	£0.00	£233,397.79
	£129,789.31	£390,883.15
	£129,789.31	£390,883.15



## Full Council – April 28<sup>th</sup> 2026

### Item 8 – Conflict of Interest with BDO

As we did last year, we are required this year as part of the audit process to confirm that the Council as a whole and Councillors individually have no conflict of interest with BDO.

Unless any Councillor or close family member has entered into a new arrangement with BDO since May 2025 we can confirm that we have no conflict of interest.

**Recommendation – complete the BDO form confirming that there is NO conflict of interest between Bishopstoke Parish Council and BDO.**

# Annual Internal Audit Report 2025/26

Bishopstoke Parish Council

www.bishopstokepc.org

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
	A. Appropriate accounting records have been properly kept throughout the financial year.	✓	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

10.12.25 16.4.26

ENTER

Louise Shaw

EDITOR

Signature of person who carried out the internal audit



Date

16.4.26

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Response to Interim Internal Audit report – April 2026

A full copy of the internal audit report has been made available on the Council website and emailed to all Councillors. The recommendations of the auditor and the proposed response from the Council are listed below.

Audit Point	Audit Findings	Council comments
<b>Digital and Data Compliance</b>	<b>It is recommended that the council updates it's existing policies and carries out a data audit</b>	Relevant policies are being reviewed in May. The data audit will be conducted in the first three months of the Council year.
<b>Digital and Data Compliance</b>	<b>It was recommended to change emails from org to .gov.uk at the council's earliest convenience.</b>	This is now being actively worked on.
<b>Financial Regulations, Governance and Payments</b>	<b>It is recommended that an accessibility statement is also added to the home page of the website.</b>	This will be done.
<b>Risk Management and Insurance</b>	<b>It is recommended that additional checks are implemented to mitigate fidelity risk and that consideration is given to using a banking provider where transaction initiation and authorisation must be performed by different individuals</b>	The best distribution of council funds along with the specific security measures offered by different providers will be investigated in the first part of the Council year, with recommendations being put to the Finance Committee as soon as possible.

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Full Council 28<sup>th</sup> April 2026

### AGAR Section 1 – Annual Governance Statement

There are 10 statements that the Council will be asked to agree to. The audit report supports answering “Yes” to statements 1 – 9, but not 10. Other evidence to enable this is as follows:

**Statement 1 Effective Financial Management**

Covered by the Statement of Internal Control

**Statement 2 System of Internal Control**

Covered by the Statement of Internal Control

**Statement 3 Compliance with laws and regulations**

Covered by the Statement of Internal Control and the Financial Risk Assessment

**Statement 4 Electors Rights**

The Electors Rights period is published on the website and main noticeboard every year

**Statement 5 Risk Assessment**

Confirmed by the Financial Risk Assessment

**Statement 6 Having an Internal Auditor**

Mulberry LAS carried out the Internal Audit this year

**Statement 7 Completed any actions from the Internal Audit**

No matters were raised from the interim audit, or from last year’s full external audit

**Statement 8 Recording accruals**

The RFO includes details of all transactions that impact this financial year, no matter whether they were initiated in the previous year, or will be completed in the next year

**Statement 9 Charity accounts**

The Memorial Hall charity accounts were submitted according to Charity Commission regulations

**Statement 10 Effective IT and Data Management**

A data audit is being conducted, the Use of Council Resources policy is being reviewed in May, as is the Privacy Statement, and a contractor is being engaged to assess website accessibility compliance and advise on any steps the Council needs to take. However, as these measures are not yet in place a “Yes” answer is not supported.

I have confidence in recommending the Council answer “Yes” to statements 1 – 9, and “No” to statement 10.

## Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures <b>must</b> agree to underlying financial records.</i>
<b>1.</b> Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
<b>11</b> Do the figures in the accounting statements above exclude any trust transactions?			<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 2 - Statement of accounts - English version

### Bishopstoke Parish Council

	Annual return last year	Year ending 31 March 2026 £	Variance
1. Balances brought forward	279,829.50	383,724.35	
2. (+) Annual precept	384,728.24	416,689.93	8.31%
3. (+) Total other receipts	43,127.03	390,633.31	805.77%
4. (-) Staff costs	121,802.59	157,706.02	29.48%
5. (-) Loan interest / capital repayments	0.00	0.00	0.00%
6. (-) Total other payments	202,157.83	398,169.97	96.96%
7. (=) Balances carried forward	383,724.35	635,171.60	
8. Total cash and investments	367,258.17	603,595.83	
9. Total fixed assets and long term assets	313,992.29	387,681.13	23.47%
10. Total borrowings	0.00	0.00	

Signed \_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk / Responsible Financial Officer



## Full Council – 28<sup>th</sup> April 2026

### Item 12 – Earmarked Reserve Changes

As approved at Full Council on 13<sup>th</sup> January 2026, the reserves for Village Trails and Map & Information Boards will be closed. The 2026-27 budget includes spending on those two items separately.

The Borough Council agreed to only invoice Bishopstoke Parish Council for £6,000 for the relevant part of the Youth Options contract, instead of the expected £16,000. This was on condition that the remaining £10,000 be set aside to be added to the £16,000 budgeted for youth services this year as the Council works with Fair Oak Parish Council to provide a new youth service across the area. Therefore, the creation of a £10,000 reserve for Youth Services is recommended.

**Recommendation: The council create a Youth Services earmarked reserve with an initial sum of £10,000.**



## Full Council – 28<sup>th</sup> April 2026

### Item 13 – Financial Regulations

There are no recommended changes to the Financial Regulations which are available on the Parish Council website at [www.bishopstokepc.org/policies](http://www.bishopstokepc.org/policies). The Finance Committee has recommended re-adopting them unchanged.