



Bishopstoke Parish Council

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**Members of the Finance Committee are summoned to attend a meeting on
Tuesday 8th February 2022 at 8:00pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION

1. Apologies for Absence
2. To adopt and sign Minutes of the Finance Committee meeting held on 12th October 2021
 - *Local Government Act 1972, Sch. 12, para 41*
3. Declarations of Interest and Requests for Dispensations
 - *Bishopstoke Parish Council Code of Conduct, Section 9*
4. To approve reports on Council finances
 - *Updates on actions from previous meetings and any matter within the Committee's responsibilities*
5. To note the outcome of the interim internal audit carried out on 18th January 2022
 - *Finance Committee terms of reference, section 8.2*
6. To consider a grant request from Precious Steps Pre-School
 - *Power of General Competence, Localism Act 2011, Part 1*
7. To consider a grant request from Challengers
 - *Power of General Competence, Localism Act 2011, Part 1*
8. Date, time, place and agenda items for next meeting –
 - *12th April 2022, 7:30pm, Bishopstoke Methodist Church (Local Government Act 1972, Sch. 12, Part II, Para 8)*

S Thorogood
Responsible Finance Officer to Bishopstoke Parish Council
1st February 2022

**Minutes of a Meeting of the Finance Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 12 October 2021**

Present: Cllrs Dean R, Parker-Jones, Thornton, Tidridge and Winstanley

In Attendance: Mrs S Thorogood (RFO to Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present.

FIN_2122_M02/

Public Session

22 Apologies for Absence

22.1 No apologies had been received.

23 To adopt as a true record, and sign, the Minutes of the Finance Committee meeting held on 10 August 2021

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

23.2 Cllr Tidridge requested that the wording in section 18.2 was changed to say that it was the Councillors suggested a briefing session be arranged, not the Clerk.

Action: RFO to change minutes.

23.3 Proposed Cllr Tidridge, Seconded Cllr Dean, **RESOLVED** unanimously that the minutes of the Finance Committee meeting held on 10 August 2021 be adopted as a true record.

24 Declarations of Interest and Requests for Dispensations

24.1 No declarations of interest were declared.

25 To approve reports on Council finances

25.1 The RFO report, payments lists, budget monitoring reports and statements of accounts had all been included with the document pack for the meeting. The Committee noted the RFO report.

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

26 To discuss the draft expenditure budget for the financial year 2022/23

26.1 The Councillors discussed ideas for potential projects that could be included in the draft budget for the 2022/23

26.2 Cllr Dean suggested an amount for a feasibility study to install a boardwalk in the cemetery where the ground is too wet to use for burials.

26.3 Cllr Dean also explained to everyone the importance of increasing the ear-marked funds each year to cover new play area equipment.

26.4 Cllr Parker-Jones proposed including a budget to commemorate the Jubilee with a permanent item such as artwork, or planting. It was suggested that the Bow Lake Gardens Community Orchard could be renamed for the Jubilee.

26.5 It was requested that the Communications Working Group include an article about the remaining grant budget and encouraging village organisations to apply for grants.

Action: RFO

26.6 Cllr Thornton asked the RFO why the grant budget is so low this financial year. The RFO explained that an original idea to include a £25,000 budget to mark the 25th anniversary of the Parish Council had been included in the 2021/22 budget, however when it became clear that we needed to make savings, this budget was reduced back down to the £6,000 normal annual budget.

26.7 Cllrs Dean and Tidridge expressed concerns that if the precept is increased, the increase on cost of living will be hard on the residents. It is important that the Council requests as much as possible from the CIP list, and applies for as many grants as possible.

26.8 Cllr Winstanley commented that for the January 2022 newsletter, it is important to phrase any precept increase not just in percentages, but also pounds.

26.9 Cllr Parker-Jones suggested that including a budget to hire a professional grant application writer would be a good idea. Cllr Tidridge offered to ask HALC if they can help with that service.

Action: Cllr Tidridge

27 To approve the list of direct debit payees

27.1 The list of current direct debit payees was circulated with the document pack for the meeting.

27.2 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** unanimously to approve the list of direct debit payees.

28 To recommend approval of the results of the external audit for the accounts relating to financial year 2020-21

28.1 The RFO explained that the appointed external auditor sent 2 separate emails regarding the final result. One at 9am on the 30th September stating that there was a delay and the final audit would not be finalised on time. Another email was sent at 3.15pm on 30th September providing the final certificate of audit completion. In that time, the RFO had been in contact with the internal auditor, who recommended that a complaint was made to the SAAA, the organisation that is made up of representatives from NALC and SLCC, who are responsible for appointing the contract for the external audit work.

28.2 Cllr Parker-Jones thanked the RFO and Clerk for carrying forward with this complaint.

28.3 Proposed Cllr Tidridge, seconded Cllr Thornton, **RESOLVED** unanimously that the Chair of the Council writes to the local MP to raise this issue with the MP responsible for MHLG within Government.

Action: Chair of Full Council

28.4 Proposed Cllr Tidridge, Seconded Cllr Thornton, **RECOMMENDED** unanimously that the Council approve the results of the external audit for the accounts relating to financial year 2020-21.

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

29.1 The next meeting of the Finance Committee will take place at 7:30pm on Tuesday 14th December at the Bishopstoke Methodist Church.

There being no further business, the Chair closed the meeting at 8:10pm

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance Committee)

8th February 2022
Item 4

Report Subject: To approve the latest reports on Council finances

Payments Lists:

The payments lists for October 2021 to January 2022 are presented for approval. Due to cancelling the December 2021 Finance Committee meeting, there are 4 months' worth of payments to approve.

Significant items for October included payment for cutting of the Brookfield hedge, and payment for a resistograph of an Oak tree at Old St Mary's – this was accrued for in the 2020/21 accounts.

Significant items for November included payment for repairs to damaged bus shelters; printing and delivery of the Winter newsletters (including a resident's questionnaire which increased printing costs), payment of the annual insurance premium and payment for the costs of the election on 6th May.

Significant items for December included payment for relocation of memorials on the Southern border of St Mary's, and remedial work to the play areas at Glebe Meadow following play area inspections.

Significant items for January included payment for the grant to Bishopstoke District Guiding, Y-zone contribution for 2021/22, legal fees for BMH acquisition that arose from Glebe Meadow working party actions, printing and delivery of the Spring newsletters (including another questionnaire relating to the new Cemetery which again increased printing costs) and the balance of work to remove the spiked fencing at St Mary's.

Budget Monitoring report:

The budget monitoring report for the period ending January 2022 is presented for approval.

Income is currently £337,941 versus an annual budget of £275,549. As previously explained, income is over budget mainly due to receiving £84,472 of grants from EBC for play areas. This has been put straight into an earmarked reserve. Excluding this grant, income is actually £253,469.

Expenditure is currently £215,960 versus an annual budget of £310,533.

Statement of accounts:

The statement of accounts for October 2021 to January 2022 are presented for approval. The current account bank reconciliations have been completed and are ready to be checked and signed.

Other updates:

The quarter 2 VAT return refund was received into the bank account in early December. The quarter 3 VAT return was submitted in January and the refund into the bank account is currently awaited.

Sophie Thorogood
RFO to Bishopstoke Parish Council
1st February 2022

Bishopstoke Parish Council

Finance Committee

14th December 2021

Payments (October 2021)

Direct Debit payments

BT	Office - Phone & broadband (Sep 21)	£	44.94
Eon	Office - Electricity (Oct 21)	£	51.00
British Gas	Allotments - UR - Electricity (Sep 21)	£	16.88
British Gas	Shears Mill - Electricity (Sep 21)	£	11.50
Eastleigh Borough Council	Trade Waste (Jul-Sep 21)	£	228.15
Sky Mobile	DW Mobile Phone (Oct 21)	£	20.00

Staff Debit Card payments

DW - Wix.com	Neighbourhood plan domain name renewal	£	12.46
ST - Screwfix	UR Warwick Shed roof felt & equipment	£	62.33
ST - Screwfix	UR Shed new light tubes	£	28.69
ST - Amazon	Envelopes	£	14.25
ST - Amazon	Printer Inks	£	66.93
DW - Wix.com	Emails?	£	136.80
ST - Post office	Postage stamps	£	81.84
JW - O2 Mobile	Mobile phone top-up	£	10.00
ST - L&S Waste	Skip hire UR	£	297.60
ST - eBay	ID badge card holders	£	10.74
ST - GoWrist	ID badge lanyards	£	64.17
ST - Sky Mobile	Mobile phone top-up	£	8.00

BACS payments

PKF Littlejohn LLP	External Audit fees 20/21 accounts	£	720.00
ICCM	Cemetery compliance training JW	£	162.00
Shawyers	Resistograph Oak tree Old St Mary's	£	1,032.00
Green Smile Ltd	Brookfield hedge cutting (Sep 21)	£	828.00
HALC	CLrs Hillier-Wheel/Candy/Lynch Core skills training	£	342.00
Mike Thornton	Travel tokens repayments	£	24.00
Kays Group Taxis	Travel tokens repayments	£	340.00
Eastleigh Borough Council	Dog bin emptying (Jun & Jul 21)	£	99.46
RM & CE Elkins	Fuel for UR machinery	£	60.93
Fox Bishops Waltham	Repairs to UR mower	£	67.59
One Community Dial-a-ride	Travel tokens repayments	£	33.00
Bishopstoke & Fair Oak Good Neighbours	Travel tokens repayments	£	283.00
Arbor-Eco Consultancy	Glebe Meadow tree survey & protection plan	£	325.00
Arbor-Eco Consultancy	Templecombe play area tree survey	£	90.00
Fosters Tree Surgeons	Remove fallen limb at Cemetery	£	456.00
Geosphere	Parish Online subscription	£	360.00
Arbor-Eco Consultancy	Supervision of work to lift headstones	£	90.00
Green Smile Ltd	Glyosphate-free weedkiller for village sites	£	241.20
Plastic Card Experts	Printed ID cards for CLrs & Officers	£	108.00
Woodside pest Control Services	Cemetery mole visits	£	120.00
P Stewart	Window cleaning (Jul-Sep 21)	£	105.00

Staff	Salary	£	4,828.26
Staff	Mileage + Office Allowance	£	141.58
HMRC	Tax / NI	£	1,355.34
HCC	LGPS	£	1,620.79
Green Smile	Ground Maintenance (Oct 2021)	£	3,979.31

Cheque payments

£ -

Out Of Pocket Expenses

N/A	Clerk - DW	£	-
	Sub total	£	-

Out Of Pocket Expenses

	Projects Officer - CT		
	Sub total	£	-

Out Of Pocket Expenses

N/A	RFO - ST	£	-
	Sub total	£	-

Out Of Pocket Expenses

N/A	Cemeteries Officer - JW	£	-
	Sub total	£	-

Total payments

£ 18,978.74

Bishopstoke Parish Council

Finance Committee 14th December 2021

Payments (November 2021)

Direct Debit payments

BT	Office - Phone & broadband (Oct 21)	£ 44.94
Eon	Office - Electricity (Oct 21)	£ 51.00
British Gas	Allotments - UR - Electricity (Oct 21)	£ 31.87
British Gas	Shears Mill - Electricity (Oct 21)	£ 11.06
Business Stream	Allotments - UR - Water (Jan-Oct 21)	£ 543.62
Business Stream	Allotments - JL - Water (Aug-Oct 21)	£ 84.99
Business Stream	Burial Grounds - BC - Water (Aug-Nov 21)	£ 22.06
Sky Mobile	DW Mobile Phone (nov 21)	£ 20.00

Staff Debit Card payments

DW - Co-op	Refreshments for Armistice Day	£ 1.65
JW - O2 Mobile	Mobile phone top-up	£ 10.00
DW - Co-op	Refreshments for Armistice Day	£ 10.60
ST - Jileon	Wellington boots for allotment work	£ 66.13
DW - PDF Architect	PDF Architect subscription	£ 59.00
JW - Amazon	Stationery	£ 20.06
JW - Amazon	Stationery	£ 1.99
JW - Post Office	Postage stamps	£ 13.02
ST - Sky Mobile	Mobile phone top-up	£ 8.00

BACS payments

Bruno Construction	Replacement glass to Sedgwick Road bus shelter	£ 402.00
Bruno Construction	Replacement glass to Underwood Road bus shelter	£ 526.32
Bruno Construction	Removal old bench St Mary's	£ 126.00
PJ Drew Engravers	2 new signs for Bishopstoke Cemetery	£ 182.94
Proline Fencing	25% deposit for repairs to fencing	£ 662.00
Green Smile Ltd	Repairs to Brookfield after illegal encampment	£ 402.00
Image Management Services	Printing & delivery of 5,000 newsletters & survey	£ 1,732.10
Bishopstoke Methodist Church	Hire of halls Jun-Oct 21	£ 630.00
Green Smile Ltd	Additional maintenance to various villages sites	£ 521.20
Southern Ground Care	Tining of Cemetery	£ 180.00
Complete Weed Control	Japanese Knotweed treatment Cemetery (3rd visit)	£ 192.00
Came and Company Ltd	Parish Council insurance (21-22)	£ 2,600.73
Eastleigh Borough Council	Dog bin emptying (Aug 21)	£ 62.16
Eastleigh Borough Council	Dog bin emptying (Sep 21)	£ 49.73
Eastleigh Borough Council	Dog bin emptying (Oct 21)	£ 62.16
Eastleigh Borough Council	6th May election costs	£ 6,382.83
Mike Thornton	Travel token refunds	£ 30.00
Green Smile Ltd	Clearance work behind Church Road	£ 60.00
Arbor-Eco Consultancy	Investigation of works to locate new boundary	£ 45.00
Green Smile Ltd	Clear snapped tree behind Parish Office	£ 84.00
Staff	Salary	£ 4,900.12
Staff	Mileage + Office Allowance	£ 137.93
HMRC	Tax / NI	£ 1,401.95
HCC	LGPS	£ 1,650.74
Green Smile	Ground Maintenance (Nov 2021)	£ 3,979.31

Cheque payments

£ -

Out Of Pocket Expenses

N/A

Clerk - DW

£ -
Sub total £ -

Out Of Pocket Expenses

N/A

Projects Officer - CT

Sub total £ -

Out Of Pocket Expenses

N/A

RFO - ST

£ -
Sub total £ -

Out Of Pocket Expenses

N/A

Cemeteries Officer - JW

£ -
Sub total £ -

Total payments

£ 28,003.21

Bishopstoke Parish Council

Finance Committee

8th February 2022

Payments (December 2021)

Direct Debit payments

BT	Office - Phone & broadband (Nov 21)	£ 44.94
Eon	Office - Electricity (Dec 21)	£ 51.00
British Gas	Allotments - UR - Electricity (Nov 21)	£ 41.93
British Gas	Shears Mill - Electricity (Nov 21)	£ 16.60
Business Stream	Allotments - UR - Water (Oct-Nov 21)	£ 10.23
Sky Mobile	DW Mobile Phone (Dec 21)	£ 20.00

Staff Debit Card payments

ST - Sandy News	Stationery	£ 3.90
DW - Microsoft	Office 365 Licence	£ 79.99
ST - One Stop	Postage stamps	£ 7.92
JW - O2 Mobile	Mobile phone top-up	£ 10.00
ST - Amazon	Stationery	£ 4.98
ST - Post Office	Postage stamps	£ 9.00
DW - Amazon	Printer ink	£ 37.46
DW - Amazon	Printer ink	£ 63.68
ST - Amazon	Printer ink	£ 76.99
DW - SLCC	SLCC Membership 2022/23	£ 327.00
ST - Sky Mobile	Mobile phone top-up	£ 8.00

BACS payments

Shawyers	Tree inspection pine tree Cemetery	£ 384.00
Seagrave Inspection	6 operational playground inspections Nov 21	£ 570.78
Green Smile Ltd	Cutting sensory garden at Glebe Meadow	£ 180.00
HALC	Planning Training Cllr Candy	£ 54.00
HALC	Planning Training Cllr Lynch	£ 54.00
Alcrest	Relocation memorials southern border St Mary's	£ 2,976.00
Katrina Jones	Travel tokens repayments	£ 66.00
Mr P Stewart	Window Cleaning (Oct & Nov 21)	£ 70.00
Green Smile Ltd	Soiling & seeding new flat upright memorials	£ 48.00
Green Smile Ltd	Office grass cutting Nov 21	£ 60.00
Merritts Tree Specialisits	Tree work to St Mary's	£ 390.00
Cemetery Development Services Limit	Groundwater risk assessment report	£ 422.40
Vitaplay Limited	Remedial work to Glebe Meadow play area	£ 9,103.80
Vitaplay Limited	Remedial work to Otter Close play area	£ 461.58
Arbor-Eco Consultancy	Supervision of work to lift headstones near trees	£ 90.00
Staff	Salary	£ 4,762.44
Staff	Mileage + Office Allowance	£ 143.02
HMRC	Tax / NI	£ 1,325.83
HCC	LGPS	£ 1,597.46
Green Smile	Ground Maintenance (Dec 2021)	£ 3,979.31

Cheque payments

Royal British Legion	Poppy Appeal Wreath - 2021	£ 17.00
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Out Of Pocket Expenses

N/A	Clerk - DW	£ -
	Sub total	£ -

Out Of Pocket Expenses

	Projects Officer - CT	£ -
	Sub total	£ -

Out Of Pocket Expenses

N/A	RFO - ST	£ -
	Sub total	£ -

Out Of Pocket Expenses

N/A	Cemeteries Officer - JW	£ -
	Sub total	£ -

Total payments

£ 27,569.24

Bishopstoke Parish Council

Finance Committee

8th February 2022

Payments (January 2022)

Direct Debit payments

BT	Office - Phone & broadband (Dec 21)	£ 44.94
Eon	Office - Electricity (Jan 22)	£ 51.00
British Gas	Allotments - UR - Electricity (Dec 21)	£ 26.62
British Gas	Shears Mill - Electricity (Dec 21)	£ 18.92
Business Stream	Allotments - UR - Water (Nov 21-Jan 22)	£ 233.87
Business Stream	Allotments - JL - Water (Aug-Oct 21)	
Business Stream	Burial Grounds - BC - Water (Nov 21-Jan 22)	£ 50.76
Eastleigh Borough Council	Trade Waste (Oct-Dec 21)	£ 228.15
Sky Mobile	DW Mobile Phone (Jan 22)	£ 20.00

Staff Debit Card payments

JW - O2 Mobile	Mobile phone top-up	£ 10.00
ST - bitdefender	Anti-virus software 2022-23	£ 69.99
ST - Tesco	Refreshments for Internal Audit	£ 8.65
CT - Post Office	Mobile phone top-up & Postage	£ 57.92
CT - Sainsburys	Stationery	£ 3.50
ST - Sky Mobile	Mobile phone top-up	£ 6.00

BACS payments

Bishopstoke District Guides	Grant - FULL_2122_M06/65.3	£ 2,000.00
Eastleigh Borough Council	Y-zone contribution 2021-22	£ 25,000.00
Eastleigh Borough Council	Dog bin emptying (Nov 21)	£ 62.16
Eastleigh Borough Council	Dog bin emptying (Dec 21)	£ 49.73
Mr P Stewart	Window cleaning (Dec 21 & Jan 22)	£ 70.00
Merritts Tree Specialisits	Visual Tree Assessment Old St Mary's	£ 780.00
Arbor-Eco Consultancy	Supervision of work to remove old fencing	£ 135.00
Shawyers	Tree work St Mary's	£ 300.00
Surrey Hills Solicitors	Legal fees for BMH acquisition	£ 1,899.00
Green Smile Ltd	Level, soil & seed graves	£ 120.00
Green Smile Ltd	Additional soiling/seeding new flat graves	£ 48.00
Image Management Services	Printing & Delivery 5,000 Spring newsletters	£ 1,830.62
Shawyers	Works to Pine tree at Cemetery	£ 384.00
Green Smile Ltd	140 hornbeam whips & clearing old fence line	£ 489.58
Proline Fencing	Balance of work to remove old fencing	£ 1,986.00

Staff	Salary	£ 5,056.64
Staff	Mileage + Office Allowance	£ 146.62
HMRC	Tax / NI	£ 1,469.17
HCC	LGPS	£ 1,702.34
Green Smile	Ground Maintenance (Jan 2022)	£ 3,979.31

Cheque payments

£ -

Out Of Pocket Expenses

N/A	Clerk - DW	£ -
	Sub total	£ -

Out Of Pocket Expenses

	Projects Officer - CT	
	Sub total	£ -

Out Of Pocket Expenses

N/A	RFO - ST	£ -
	Sub total	£ -

Out Of Pocket Expenses

N/A	Cemeteries Officer - JW	£ -
	Sub total	£ -

Total payments

£ 48,338.49

Financial Budget Comparison

Comparison between 01/04/21 and 31/01/22 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	Previous Year's Net	2021/2022	Actual Net	Balance	2022/2023
INCOME					
Admin					
100	Precept	£230,904.24	£231,399.37	£231,399.37	£0.00
110	Council Tax Support Grant	£4,589.60	£0.00	£0.00	£0.00
120	Interest Receivable	£1,174.19	£500.00	£631.49	£0.00
130	Grants	£0.00	£15,000.00	-£15,000.00	£0.00
140	General	£0.00	£0.00	£160.00	£0.00
160	Insurance Claim	£3,426.21	£0.00	£0.00	£0.00
	Total Admin	£240,094.24	£246,899.37	£232,190.86	-£14,708.51
Community					
500	Carnival	£0.00	£3,500.00	£0.00	-£3,500.00
	Total Community	£0.00	£3,500.00	£0.00	-£3,500.00
Play Area & Open Space					
700	Play Area Grants	£0.00	£0.00	£84,472.41	£84,472.41
	Total Play Area & Open Space	£0.00	£0.00	£84,472.41	£0.00
Burial Ground					
800	Interment	£8,475.00	£12,000.00	£7,625.00	-£4,375.00
810	Burial Grant Purchase	£4,430.00	£4,000.00	£6,200.00	£2,200.00
820	Grant Transfer	£180.00	£150.00	£210.00	£60.00
830	Memorials	£2,040.00	£2,000.00	£2,640.00	£640.00
840	Donations / Recovered Costs	£0.00	£0.00	£90.00	£90.00
850	Child Funeral Fund	£0.00	£0.00	£0.00	£0.00
860	General	£24,422.97	£0.00	£0.00	£0.00
	Total Burial Ground	£39,547.97	£18,150.00	£16,765.00	-£1,385.00
Allotments					
900	Rent	£5,034.16	£7,000.00	£4,513.15	-£2,486.85
910	Deposits	£0.00	£0.00	£0.00	£0.00
920	General	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/01/22 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	Previous Year's Net	2021/2022	Actual Net	Balance	2022/2023
Total Allotments	£5,034.16	£7,000.00	£4,513.15	-£2,486.85	£0.00
Total Income	£284,676.37	£275,549.37	£337,941.42	£62,392.05	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/01/22 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	Previous Year's Net	2021/2022	Actual Net	Balance	2022/2023	
EXPENDITURE						
Admin						
1000	Salaries	£66,004.40	£62,000.00	£63,000.38	-£1,000.38	£0.00
1001	NI	£4,322.79	£4,800.00	£4,640.78	£159.22	£0.00
1002	Pensions	£12,474.88	£15,000.00	£12,726.10	£2,273.90	£0.00
1003	Staff Expenses	£2,073.58	£2,803.00	£2,107.44	£695.56	£0.00
1100	Staff Training	£40.00	£1,000.00	£380.00	£620.00	£0.00
1200	Seminars / Conferences	£0.00	£200.00	£0.00	£200.00	£0.00
1300	Recruitment	£0.00	£0.00	£0.00	£0.00	£0.00
1400	Office Consumables	£510.45	£1,000.00	£323.18	£676.82	£0.00
1500	Printer Ink	£271.38	£1,000.00	£337.29	£662.71	£0.00
1999	Suspense	£0.00	£0.00	£0.00	£0.00	£0.00
	Total Admin	£85,697.48	£87,803.00	£83,515.17	£4,287.83	£0.00
Council						
2000	Audit	£1,350.00	£1,500.00	£0.00	£1,500.00	£0.00
2100	Insurance	£2,494.22	£3,000.00	£2,600.73	£399.27	£0.00
2200	Professional Memberships	£2,135.72	£2,500.00	£2,193.89	£306.11	£0.00
2300	Room Hire	£0.00	£200.00	£660.00	-\$460.00	£0.00
2400	Reference Materials	£119.99	£200.00	£32.40	£167.60	£0.00
2500	Councillor Elections	£0.00	£8,000.00	£6,382.83	£1,617.17	£0.00
2501	Councillor Training	£0.00	£1,500.00	£420.00	£1,080.00	£0.00
2502	Chair's Expenses	£17.00	£150.00	£17.00	£133.00	£0.00
2503	Councillor's Expenses	£29.99	£200.00	£0.00	£200.00	£0.00
2600	IT Software / Subscriptions	£2,335.77	£3,500.00	£2,680.28	£819.72	£0.00
	Total Council	£8,482.69	£20,750.00	£14,987.13	£5,762.87	£0.00
Buildings						
3000	Grounds Contract	£427.80	£500.00	£356.50	£143.50	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/01/22 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

		Previous Year's Net	2021/2022	Actual Net	Balance	2022/2023
3100	Additional Grounds Maintenance	£267.00	£400.00	£1,208.54	-\$808.54	£0.00
3200	Furnishings	£159.98	£500.00	£402.97	£97.03	£0.00
3300	Cleaning	£480.00	£650.00	£350.00	£300.00	£0.00
3400	IT equipment Purchase	£5,341.54	£1,500.00	£894.12	£605.88	£0.00
3401	IT Equipment Maintenance	£0.00	£200.00	£0.00	£200.00	£0.00
3500	Maintenance	£1,822.80	£600.00	£12.50	£587.50	£0.00
3900	Utilities - Electricity	£570.40	£850.00	£592.15	£257.85	£0.00
	Total Buildings	£9,069.52	£5,200.00	£3,816.78	£1,383.22	£0.00
	Communications					
4000	Email	£1,215.35	£1,500.00	£0.00	£1,500.00	£0.00
4100	Websites	£93.13	£1,000.00	£0.00	£1,000.00	£0.00
4200	Office Landline	£356.98	£400.00	£200.24	£199.76	£0.00
4300	Office Broadband	£207.70	£100.00	£174.50	-\$74.50	£0.00
4400	Newsletter Printing	£0.00	£3,500.00	£3,957.94	-\$457.94	£0.00
4500	Noticeboard Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
4501	Noticeboards Installation	£0.00	£0.00	£0.00	£0.00	£0.00
4502	Parish maps noticeboard project	£0.00	£10,000.00	£0.00	£10,000.00	£0.00
	Total Communications	£1,873.16	£16,500.00	£4,332.68	£12,167.32	£0.00
	Community					
5000	Grants - General (GPC)	£14,110.95	£6,000.00	£3,052.66	£2,947.34	£0.00
5001	Grants - General (S137)	£0.00	£0.00	£0.00	£0.00	£0.00
5002	Grants - Carnival	£0.00	£300.00	£0.00	£300.00	£0.00
5003	Grants - Community Buildings	£14,633.24	£0.00	£1,584.00	-\$1,584.00	£0.00
5100	Climate Change Project	£0.00	£2,000.00	£0.00	£2,000.00	£0.00
5200	Safety, Security & Crime Prevention	£1,594.85	£11,000.00	£164.91	£10,835.09	£0.00
5300	Yzone	£25,000.00	£25,000.00	£25,000.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/01/22 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	Previous Year's Net	2021/2022	Actual Net	Balance	2022/2023	
5400	Travel Token Repayments	£1,789.00	£3,300.00	£1,490.00	£1,810.00	£0.00
5401	Travel Token New	£0.00	£200.00	£0.00	£200.00	£0.00
5500	Neighbourhood Plan Consultants	£1,880.00	£1,300.00	£0.00	£1,300.00	£0.00
5501	Neighbourhood Plan Publicity	£103.51	£200.00	£124.39	£75.61	£0.00
5502	Neighbourhood Plan General	£0.00	£0.00	£0.00	£0.00	£0.00
5600	Carnival	£0.00	£5,700.00	£72.50	£5,627.50	£0.00
5700	War Memorial	£0.00	£1,300.00	£225.02	£1,074.98	£0.00
5800	Village Trail Project	£0.00	£5,000.00	£0.00	£5,000.00	£0.00
	Total Community	£59,111.55	£61,300.00	£31,713.48	£29,586.52	£0.00
	Street Furniture					
6000	Bus Shelters Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6002	Bus Shelter Maintenance	£5,316.21	£500.00	£813.60	£-313.60	£0.00
6003	Bus Shelter Cleaning	£0.00	£1,000.00	£0.00	£1,000.00	£0.00
6100	Benches Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6200	Bins Purchase	£0.00	£2,000.00	£0.00	£2,000.00	£0.00
6203	Bins Emptying	£1,432.92	£2,000.00	£1,086.94	£913.06	£0.00
6300	Clocks Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6302	Clocks Maintenance	£0.00	£100.00	£0.00	£100.00	£0.00
6500	Christmas Decorations Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6600	Defibrillators Purchase	£0.00	£2,000.00	£0.00	£2,000.00	£0.00
	Total Street Furniture	£6,749.13	£7,600.00	£1,900.54	£5,699.46	£0.00
	Play Area & Open Space					
7000	Grounds Contract	£25,125.48	£25,220.00	£20,937.90	£4,282.10	£0.00
7100	Additional Grounds Maintenance	£1,306.00	£3,000.00	£1,981.87	£1,018.13	£0.00
7300	Play Equipment Purchase	£0.00	£3,500.00	£0.00	£3,500.00	£0.00
7301	Equipment Maintenance	£5,958.61	£12,700.00	£8,618.17	£4,081.83	£0.00
7302	Play Area Inspections	£1,880.85	£2,000.00	£1,471.35	£528.65	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/01/22 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	Previous Year's Net	2021/2022	Actual Net	Balance	2022/2023	
7399	Play Area & Open Space Other	£6.00	£200.00	£0.00	£200.00	£0.00
7400	Works and Improvements	£0.00	£0.00	£0.00	£0.00	£0.00
7800	Trees	£3,150.00	£9,500.00	£8,945.00	£555.00	£0.00
7801	Tree Surveys	£1,680.00	£1,500.00	£100.00	£1,400.00	£0.00
	Total Play Area & Open Space	£39,106.94	£57,620.00	£42,054.29	£15,565.71	£0.00
	Burial Ground					
8000	Grounds Contract	£13,609.80	£13,800.00	£11,341.50	£2,458.50	£0.00
8100	Additional Grounds Maintenance	£1,124.67	£900.00	£3,405.93	£-2,505.93	£0.00
8200	Fences	£110.00	£0.00	£0.00	£0.00	£0.00
8300	Replacement Benches	£0.00	£1,000.00	£0.00	£1,000.00	£0.00
8399	Burial Authority Other	£714.15	£500.00	£13.33	£486.67	£0.00
8400	Works & Improvements	£20,517.17	£8,200.00	£5,016.67	£3,183.33	£0.00
8500	Memorial Costs	£0.00	£2,000.00	£0.00	£2,000.00	£0.00
8800	Trees	£4,172.50	£12,500.00	£6,900.00	£5,600.00	£0.00
8901	Utilities - Water	£86.84	£500.00	£36.15	£463.85	£0.00
	Total Burial Ground	£40,335.13	£39,400.00	£26,713.58	£12,686.42	£0.00
	Allotments					
9000	Grounds Contract	£630.00	£860.00	£525.00	£335.00	£0.00
9100	Additional Grounds Maintenance	£151.62	£600.00	£215.00	£385.00	£0.00
9200	Fences	£0.00	£1,500.00	£0.00	£1,500.00	£0.00
9300	Equipment Purchase	£517.23	£900.00	£909.51	£-9.51	£0.00
9399	Allotments Other	£0.00	£200.00	£0.00	£200.00	£0.00
9400	Works & Improvements	£375.00	£0.00	£1,175.62	£-1,175.62	£0.00
9600	Plot Maintenance and Clearance	£706.00	£1,500.00	£1,719.00	£-219.00	£0.00
9700	Buildings (Inc. sheds)	£737.18	£2,500.00	£1,005.03	£1,494.97	£0.00
9800	Trees	£650.00	£2,500.00	£220.00	£2,280.00	£0.00
9900	Utilities - Electricity	£395.69	£800.00	£266.11	£533.89	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/01/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	Previous Year's Net	2021/2022	Actual Net	Balance	2022/2023
9901 Utilities - Water	£2,559.84	£3,000.00	£890.87	£2,109.13	£0.00
Total Allotments	£6,722.56	£14,360.00	£6,926.14	£7,433.86	£0.00
Total Expenditure	£257,148.16	£310,533.00	£215,959.79	£94,573.21	£0.00
Total Income	£284,676.37	£275,549.37	£337,941.42	£62,392.05	£0.00
Total Expenditure	£257,148.16	£310,533.00	£215,959.79	£94,573.21	£0.00
Total Net Balance	£27,528.21	-£34,983.63	£121,981.63		£0.00

FINANCE COMMITTEE MEETING ON 14 DECEMBER 2021
MONTHLY STATEMENT OF ACCOUNT October 2021

Start 01/10/2021
End 31/10/2021

Fund Movements						
Bank Accounts	Money In			Money Out		Closing Balance
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	
Co-op	£ 87,851.53	£ 4,325.00		£ 18,978.74		£ 73,197.79
EBC	£ 350,312.83					£ 350,312.83
Total	£ 438,164.36	£ 4,325.00	£ -	£ 18,978.74	£ -	£ 423,510.62

Receipts in detail	
Burial Board	£ 3,340.00
Allotments	£ 985.00
Carnival	
VAT refund	
Insurance	
Office hire	
Grants	
Misc.	
Total	£ 4,325.00

VAT	
Previously Claimed	£ 103,762.71
Claimed in October	
Unclaimed	

EBC Loan Account Summary						
	Money In			Money Out		Current Balance
	1 April 2021 Balance	Precept	Support Grant	Interest	Transfer to BPC	
Prior to October 21	£ 178,281.97	£ 231,399.37		£ 631.49	£ 60,000.00	£ 350,312.83
October 21						£ 350,312.83

Notes

FINANCE COMMITTEE MEETING ON 14 DECEMBER 2021
MONTHLY STATEMENT OF ACCOUNT November 2021

Start 01/11/2021
End 30/11/2021

Fund Movements						
Bank Accounts	Money In			Money Out		Closing Balance
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	
Co-op	£ 73,197.79	£ 4,886.99		£ 28,003.21		£ 50,081.57
EBC	£ 350,312.83					£ 350,312.83
Total	£ 423,510.62	£ 4,886.99	£ -	£ 28,003.21	£ -	£ 400,394.40

Receipts in detail	
Burial Board	£ 2,005.00
Allotments	£ 2,881.99
Carnival	
VAT refund	
Insurance	
Office hire	
Grants	
Misc.	
Total	£ 4,886.99

VAT	
Previously Claimed	£ 103,762.71
Claimed in November	
Unclaimed	

EBC Loan Account Summary						
	Money In			Money Out		Current Balance
	1 April 2021 Balance	Precept	Support Grant	Interest	Transfer to BPC	
Prior to November 21	£ 178,281.97	£ 231,399.37		£ 631.49	£ 60,000.00	£ 350,312.83
November 21						£ 350,312.83

Notes

FINANCE COMMITTEE MEETING ON 8 FEBRUARY 2022
MONTHLY STATEMENT OF ACCOUNT December 2021

Start 01/12/2021
End 31/12/2021

Fund Movements						
Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 50,081.57	£ 8,360.41		£ 27,569.24		£ 30,872.74
EBC	£ 350,312.83					£ 350,312.83
Total	£ 400,394.40	£ 8,360.41	£ -	£ 27,569.24	£ -	£ 381,185.57

Receipts in detail	
Burial Board	£ 1,225.00
Allotments	£ 1,224.50
Carnival	
VAT refund	£ 5,910.91
Insurance	
Office hire	
Grants	
Misc.	
Total	£ 8,360.41

VAT	
Previously Claimed	£ 103,762.71
Claimed in December	£ 5,910.91
Unclaimed	

EBC Loan Account Summary						
		Money In			Money Out	
	1 April 2021 Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to December 21	£ 178,281.97	£ 231,399.37		£ 631.49	£ 60,000.00	£ 350,312.83
December 21						£ 350,312.83

Notes

FINANCE COMMITTEE MEETING ON 8 FEBRUARY 2022
MONTHLY STATEMENT OF ACCOUNT January 2022

Start 01/01/2022

End 31/01/2022

Fund Movements						
Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 30,872.74	£ 300.00	£ 20,000.00	£ 48,338.49		£ 2,834.25
EBC	£ 350,312.83				£ 20,000.00	£ 330,312.83
Total	£ 381,185.57	£ 300.00	£ 20,000.00	£ 48,338.49	£ 20,000.00	£ 333,147.08

Receipts in detail	
Burial Board	£ 300.00
Allotments	
Carnival	
VAT refund	
Insurance	
Office hire	
Grants	
Misc.	
Total	£ 300.00

VAT	
Previously Claimed	£ 109,673.62
Claimed in January	
Unclaimed	

EBC Loan Account Summary						
		Money In			Money Out	
	1 April 2021 Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to January 22	£ 178,281.97	£ 231,399.37		£ 631.49	£ 60,000.00	£ 350,312.83
January 22					£ 20,000.00	£ 330,312.83

Notes

REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance Committee)

8th February 2022
Item 5

Report Subject: To note the outcome of the interim internal audit carried out on 18th January 2022

Do the Numbers Ltd carried out the interim internal audit on 18th January. This covered inspecting the accounts and minutes for the period to end of November. Normally, the Internal Auditor prepares a report of any issues that arose during the audit, for the Council to note and comment/feedback on. On this occasion, the Internal Auditor found all of the records to be in good order and nothing of any significance needing the preparation of a report.

However, the main area of concern is the standard of high-level reporting offered by Edge, issues that impact not only our Council but others in the Country running the software. She has written an email to the Clerk and RFO to forward onto Edge software directly. The 4 issues are:

- *It is unacceptable that the Trial Balance cannot be run on any given date for either management or audit processes.*
- *It is unacceptable that the Balance Sheet cannot be run throughout the year.*
- *It is unacceptable that the VAT return cannot be filed without reconciling deposit accounts (whose transactions are outside the scope of VAT) that have irregular statements.*
- *It is unacceptable that the payment listing cannot be sorted by columns or references so as to be useful to members.*

The Clerk & RFO will take on this action with Edge directly.

The last point to note is regarding updating the Council's digital asset register, which should be linked to the website which will then meet the last part of the Transparency guidance. This project is already on the Council's to-do list, with the Parish Online software in place and both the Clerk & RFO having undertaken training on how to use the software. Now the budget setting and interim audit are complete, updating the fixed asset register and recording assets onto the software will be the main project to complete before the financial year end.

Sophie Thorogood
RFO to Bishopstoke Parish Council
1st February 2022

REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance Committee)

8th February 2022
Items 6/7

Report Subject: To consider grant requests from Precious Steps Pre-School and Challengers

Two grant requests have been received for the Committee to consider at this meeting. Both application forms are included in this document pack, and members can use the Council's Grant Policy alongside these applications to check they meet the criteria. This can be found on the Parish website - <https://www.bishopstokepc.org/policies>

Challengers were previously awarded a grant of £750 at the Full Council meeting of 14th May 2019; this was before the Council adopted the General Power of Competence.

In terms of budget remaining, below is the information of grants awarded so far for the financial year 2021/22.

Budget for grants 2021/22 **£ 6,000.00**

Grants awarded so far

Victim Support	07/05/2021	£	150.00
Bishopstoke Women's Institute	14/05/2021	£	202.66
FO Street Pastors	05/08/2021	£	700.00
Bishopstoke Guides	04/01/2022	£	<u>2,000.00</u>

Total grants awarded in 2021/22 **£ 3,052.66**

Budget remaining 2021/22 £ 2,947.34

Grant requests to consider

Challengers Playcentre	£	916.00
Precious steps Pre-School ltd	£	<u>1,000.00</u>
subtotal		£ 1,916.00

Potential amount left £ 1,031.34



Bishopstoke Parish Council

David Wheal
CiLCA, BSc (Hons), PGCE
Clerk to the Parish Council

Bishopstoke Parish Office
Riverside
Bishopstoke
Eastleigh
Hampshire SO50 6LQ

Tel: 02380 643428
email: clerk@bishopstokepc.org

APPLICATION FOR GRANT AID

1.	Name of Organisation	Precious Steps Pre-school Ltd
7.	Objectives and Member Criteria	To continue to provide an outstanding childcare provision for families in the Bishopstoke area
8.	Total Membership Proportion in BStoke	32 children on the books aged 2-4 years, 31 living in the Bishopstoke area
9.	Total Grant	£1,000
10.	Grant Purpose	A replacement sign promoting our recent outstanding Ofsted grade plus additional removable foamex sign with installation. Total cost £581.27 Tapestry annual cost to enable children's development files to continue online Cost £153.60 Plus additional resources Spent immediately
11.	Estimated income of organisation	£72,849
12.	Estimated expenditure of organisation	£81,498
13.	Other funding	

If you have any queries, I can be contacted on 07387 683675 or by e-mail at clerk@bishopstokepc.org. I can also be contacted in person at the Parish Office, adjacent to the Bishopstoke Memorial Hall, Riverside, Bishopstoke, SO50 6LQ. Opening hours are currently Monday to Friday from 9:30 to noon, although meetings may occasionally require these hours to be changed. Other times and days are available by appointment.



APPLICATION FOR GRANT AID

1.	Name of Organisation	Challengers
7.	Objectives and Member Criteria	See additional sheet
8.	Total Membership Proportion in BStoke	In 2021 779 disabled children and young people had fun at Challengers schemes. 33 children regularly used Eastleigh Playscheme. Two of those live in Bishopstoke and had 114 hours of fun! We had further 34 families on our waiting list for Eastleigh Play, demonstrating the need for our services.
9.	Total Grant	£916
10.	Grant Purpose	See additional sheet
11.	Estimated income of organisation	Please see cashflow forecast
12.	Estimated expenditure of organisation	Please see cashflow forecast
13.	Other funding	The grant would be an invaluable contribution to the project. The remainder would be covered by a mixture of income streams: local authority funding, parental contributions, rental income, fundraising activities (including: trust fundraising, events, individual giving, major donors, in memory giving).