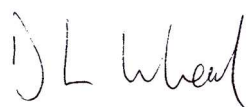


**Members of the Finance and General Purposes Committee are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke on Tuesday 10 March 2020 at 7.30pm**

**This Meeting is Open to the Public**

## **AGENDA**

1. Apologies for Absence
2. To adopt the Minutes of the Finance & General Purposes Meeting held on 11 February 2020
3. To consider Matters Arising from the above Minutes not covered elsewhere on this agenda
4. Declarations of Interest and Requests for Dispensations
5. To receive the RFO's Report, and approve Budget Monitoring and Payments Reports for February 2020
6. To recommend approval of the Financial Systems Risk Assessment for 2019-20
7. To recommend changes to Financial Regulations regarding debit cards
8. To make recommendations on a grant request from Bishopstoke Evangelical Church
9. To recommend approval of the Investment Strategy
10. To receive the Clerk's Report, including an update on Parish Council assets
11. Date, time, place and agenda items for next meeting – Tuesday 14 April 2020 at 7.30pm in the Parish Office, Riverside, Bishopstoke



*D L Wheal*  
*Clerk to Bishopstoke Parish Council*  
*5 March 2020*

**Minutes of a Meeting of the Finance and General Purposes Committee  
held in the Parish Office, Riverside, Bishopstoke  
commencing at 7.30pm on 11 February 2020**

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

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

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

**FGP\_1920\_M10/**

**103 Apologies for Absence**

103.1 Apologies had been received and were accepted from Cllrs Thornton and Winstanley.

**104 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Committee Meeting held on 10 December 2019**

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

104.2 Cllr Parker-Jones requested that in Minute 100.2 regarding her comments on granting running costs the word “unhappy” be replaced with the word “concerned”.

104.3 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the minutes of the Finance and General Purposes Committee meeting held on 14 January 2020, as amended, be accepted as a true record.

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

105.1 There were no matters arising.

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

106.1 Cllr Toher declared an interest in Item 9 on the agenda as her father is named on the memorial. It was agreed that there was no reason for Cllr Toher to not take part in the discussion.

**107 To receive the RFO’s Report, and approve Budget Monitoring and Payments Reports for January 2020**

107.1 The Budget Monitoring and Payments reports for January 2020 had been circulated with the supporting documents for this meeting.

107.2 The RFO reported that significant items this month were payments for the electrical safety inspection of the Bishopstoke Memorial Hall and replacement lighting in the green room, servicing and repairs to the machinery at Underwood Road, and repairs to the chain link fence at the cemetery. The Council received notification today that Southern Water have replaced the water meter to the Cemetery and moved it to a more secure location in the footpath, and have also confirmed that there is a leak. The RFO reported that she has spoken to the insurance company numerous times for an update

on the bus shelter claim. This is now being looked at more urgently by the insurer, who we believe will recommend going with the narrower bus shelter at some point in the next few days.

107.3 The RFO was requested to contract a plumber to find the leak at the Cemetery and also contact Hampshire County Council to inform them of the change in location of the meter in light of expected highways work nearby.

**Action: RFO**

107.4 Cllr Toher asked when the insurance is next due for renewal. The Clerk informed the Committee that the renewal date is in November but that we are currently in a three-year deal. The RFO was asked to determine whether there is anything in the terms and conditions that states claims will be dealt with promptly.

**Action: RFO**

107.5 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** unanimously that the Committee approve the Budget Monitoring and Payments reports for January 2020.

### **108 To recommend approval of the Financial Systems Risk Assessment for 2019-20**

108.1 The Clerk noted the amendments made to the Financial Systems Risk Assessment in light of the takeover of the Memorial Hall and the Internal Auditor's report.

108.2 The Committee asked the Clerk to investigate whether it would be appropriate and helpful to include dates for actions contained in the risk assessment; whether the "Review Date" column is needed and whether a different risk assessment scale should be used.

**Action: Clerk.**

108.3 The Committee agreed to defer considering the Financial Systems Risk Assessment until the Clerk completes the investigation.

### **109 To recommend changes to the Street Pastor grant**

109.1 The Committee agreed that the Street Pastors do excellent work in the community and that their grant should be increased.

109.2 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that the grant to the Street Pastors be increased to £700 per year.

### **110 To consider the interim report from the Internal Auditor and approve the Parish Council response**

110.1 The auditor report and the Council response had been included in the document pack.

110.2 Proposed Cllr Tidridge, Seconded Cllr Harris, **RESOLVED** unanimously that the Council accept the Internal Auditor report and approve the Parish Council response.

### **111 To consider a report on the War Memorial and make recommendations**

111.1 The report had been included in the document pack for the meeting.

111.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the central plaque on the memorial be replaced, with the wording raised to the same level as those either side, and the phrase "all other Bishopstoke Men and Women" be replaced by "all from Bishopstoke".

## 112 To receive the Clerk's Report, including an update on Parish Council assets

112.1 Actions: The Clerk reported back to the Committee on the following actions from previous meetings:

- 101.5 The Borough have confirmed that there is £40,621.67 towards teenage play equipment at Glebe Meadows and £67,702.78 for maintenance from the development at the Chase. Both sums would need to be repaid on 2<sup>nd</sup> June 2023 if not spent.  
Additionally, there is £53,411.61 unallocated Community Infrastructure money specifically for the enhancement of Bishopstoke Memorial Hall and/or the enhancement of Glebe Meadows teen area, skate ramp and zone received from Bargate Homes, Land to the North of Church Road on 19<sup>th</sup> August 2019. There is no confirmed expiry date.  
Finally, there is an unspent amount of £9,917.61 on revenue code G9061044 for Glebe Meadow Teen Zone and goal area scheme allocated by the Local Area Committee on 24<sup>th</sup> September 2014.

- 101.6 The closure of the footpath was announced on the website and Facebook.

112.2 Allotments: Prospective tenants have been invited to visit the vacant plots at Underwood Road and tenancy paperwork has been issued for several. There will still be 2 vacant plots remaining with no one on the waiting list. The window in the Warwick shed is being fixed this week. No other reports of break ins to the shed have been reported. The Jockey Lane site rep pointed out that the damaged fence had still not been replaced by the Borough Council so the RFO raised this with Andy Thompson and it is now being looked into by Street Scene. The RFO was asked to place a notice inside the Warwick shed giving helpful contacts for anyone that might seek shelter there in future, and also to contact both Fair Oak and the Borough Council alerting them to the allotment spaces.

### Action: RFO

Waiting Lists: Jockey Lane – 8; Underwood Road – 2; Sewall Drive – 27; Breach Lane – 19; Breach Lane disabled access – 3

112.3 Burials, Cemeteries and Closed Churchyards: Work on making the temporary path between Cemetery sites a permanent one will take place in the week beginning 16th March. Old St Mary's has had the dying Ash tree cleared and we are now awaiting quotes for the repair work to the path through the churchyard. We are also having a structural engineers survey done on the stone cross, which is a legal requirement due to its height. Work on removing the iron fencing is still at the "awaiting approval from the diocese" stage. There is disagreement over responsibility for the mound of broken memorials which is being looked into by the Chancellor and the Registry.

Burials: In January there were no interments. There are currently 3 planned in February.

112.4 Parish Office: Nothing to report.

112.5 Play Areas: I have found a team of experienced skaters who offer a free consultancy service regarding new or improved skate areas. They provide advice on consulting the users and the wider public, as well as advice on potential sources of funding. It is my intention to ask them to work with the Council on the replacement of the skate park area. I would also like to explore making it a much more family friendly environment, ensuring that there is space for families to picnic, and that the skate park is also useable for scooters, and if possible, wheelchairs.

112.6 General: There was nothing further to report.

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

113.1 The next meeting is scheduled to be on Tuesday 10<sup>th</sup> March 2020 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

113.2 Agenda items for this meeting should be received by the Clerk no later than Monday 2<sup>nd</sup> March 2020.

*There being no further business, the Chair closed the meeting at 8.30pm*

DRAFT

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

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

## Bishopstoke Parish Council - Budget Monitoring - Income (February 20)

Finance & General Purposes Meeting - 10th March 2020

Year to Date

91.8%

Prior to 01/03/2020	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Received to Date	Proportion Received
Admin			Precept	£ 219,889.82		£ 219,889.82	100.00%
			Council Tax Support	£ 9,162.08		£ 9,162.08	100.00%
			EBC Interest	£ 200.00		£ -	
			EBC Grant	£ -		£ -	
	100	1100	General	£ -		£ 690.00	
	100	1110	Grants	£ -		£ 22,036.33	
100	1120	Interest Receivable	£ -		£ -		
Carnival	300	1300	Adverts	£ 3,500.00		£ 1,375.00	95.71%
	300	1310	Pre-Events			£ 20.00	
	300	1320	Quizzes			£ 155.00	
	300	1330	Duck Races			£ -	
	300	1340	Stall Hire			£ 555.00	
	300	1350	Tea Room			£ -	
	300	1360	Committee Stalls			£ 50.00	
	300	1370	Tenders			£ -	
300	1380	Street Collection			£ 1,195.00		
Burial Board	500	1500	Interment	£ 10,000.00		£ 14,800.00	189.10%
	500	1510	Grant Transfer			£ 600.00	
	500	1520	Memorials			£ 3,510.00	
	500	1530	Plot Purchase			£ -	
	500	1540	Other			£ -	
Allotments	600	1600	Rent	£ 5,000.00		£ 4,905.35	98.11%
	600	1610	Deposits			£ -	
	600	1620	General			£ -	

	Budgeted + Virements	Received to Date	Proportion
<b>Total Income</b>	<b>£247,751.90</b>	<b>£278,943.58</b>	<b>112.59%</b>

## Bishopstoke Parish Council - Budget Monitoring - Expenditure (February 20)

Finance & General Purposes Meeting - 10th March 2020

Year to Date  
91.8%

Prior to 01/03/2020	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Admin (Staff)	100	4100	Salaries	£ 47,000.00		£ 40,008.35		£ 6,991.65	85.12%
	100	4101	N.I.	£ 14,000.00		£ 11,561.15		£ 2,438.85	82.58%
	100	4102	Pensions	£ 15,500.00		£ 13,146.41		£ 2,353.59	84.82%
	100	4103	Office Facility	£ 648.00		£ 594.00		£ 54.00	91.67%
	100	4104	Travel / Mileage	£ 500.00		£ 344.75		£ 155.25	68.95%
	100	4105	Staff Training	£ 500.00		£ 524.00		-£ 24.00	104.80%
	100	4106	Seminars	£ 200.00		£ -		£ 200.00	0.00%
	100	4107	Reference Material	£ 200.00		£ 187.49		£ 12.51	93.75%
	100	4108	Staff Expenses	£ 500.00		£ 38.32		£ 461.68	7.66%
100	4109	Recruitment	£ -		£ -		£ -		
Admin (Other)	110	4110	Audit	£ 1,400.00		£ 1,350.00		£ 50.00	96.43%
	110	4111	Insurance	£ 2,200.00		£ 2,130.41		£ 69.59	96.84%
	110	4112	Subscriptions	£ 2,300.00		£ 2,469.66		-£ 169.66	107.38%
	110	4113	Room Hire	£ 200.00		£ 50.00		£ 150.00	25.00%
	110	4114	Web Costs	£ 500.00		£ -		£ 500.00	0.00%
	110	4199	Other	£ 200.00		£ 160.00		£ 40.00	80.00%
Parish Office	120	4120	Consumables	£ 1,000.00		£ 837.11		£ 162.89	83.71%
	120	4121	Furnishings	£ 500.00		£ 174.16		£ 325.84	34.83%
	120	4122	Cleaning	£ 200.00		£ 290.00		-£ 90.00	145.00%
	120	4123	IT Purchase	£ 1,500.00		£ 2,842.00		-£ 1,342.00	189.47%
	120	4124	IT Maintenance	£ 200.00		£ 1,423.24		-£ 1,223.24	711.62%
	120	4125	Ink	£ 1,000.00		£ 558.48		£ 441.52	55.85%
Office Utilities	120	4800	Electricity	£ 500.00		£ 582.62		-£ 82.62	116.52%
	120	4820	Phone	£ 500.00		£ 553.42		-£ 53.42	110.68%
	120	4821	Staff Phones			£ 235.00		-£ 235.00	
	120	4822	Broadband	£ 200.00		£ -		£ 200.00	0.00%
Publicity	130	4130	Newsletter	£ 4,500.00		£ 671.85		£ 3,828.15	14.93%
	130	4131	Noticeboards	£ 1,500.00		£ -		£ 1,500.00	0.00%
	130	4139	Other	£ -		£ -		£ -	
Councillor	140	4140	Election Expenses	£ 2,000.00		£ -		£ 2,000.00	0.00%
	140	4141	Councillor Training	£ 500.00		£ 45.00		£ 455.00	9.00%
	140	4142	Chair's Expenses	£ 150.00		£ 23.14		£ 126.86	15.43%
	140	4149	Other	£ -		£ -		£ -	
Grants	150	4150	Open Grants	£ 6,000.00		£ 4,930.00	-£ 1,000.00	£ 2,070.00	65.50%
	150	4151	Street Pastors	£ 500.00		£ 500.00		£ -	100.00%
	150	4159	Other	£ -		£ -		£ -	

# Bishopstoke Parish Council - Budget Monitoring - Expenditure (February 20)

Finance & General Purposes Meeting - 10th March 2020

Year to Date  
91.8%

Prior to 01/03/2020	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Community Funding	200	4200	Community Centre	£ 2,000.00		£ 1,497.60		£ 502.40	74.88%
	200	4201	Memorial Hall	£ 3,000.00		£ 9,221.81		-£ 6,221.81	307.39%
	210	4210	Shears Mill Maintenance	£ 400.00		£ 203.30		£ 196.70	50.83%
	210	4211	Shears Mill Cleaning	£ -		£ 260.00		-£ 260.00	
	210	4800	Shears Mill Electricity	£ 150.00		£ 121.06		£ 28.94	80.71%
	220	4220	Yzone	£ 25,000.00		£ 25,000.00		£ -	100.00%
	230	4230	Clocks	£ 10,000.00		£ -		£ 10,000.00	0.00%
	230	4231	Benches	£ 2,000.00		£ -		£ 2,000.00	0.00%
	230	4232	Bins	£ 5,000.00		£ 1,132.08		£ 3,867.92	22.64%
Community Funding	240	4240	Bus Shelter Cleaning	£ 1,000.00		£ -		£ 1,000.00	0.00%
	240	4241	Bus Shelter Repairs	£ 500.00		£ -		£ 500.00	0.00%
	240	4249	Bus Shelter General	£ -		£ -		£ -	
	250	4250	Travel Token Repayments	£ 2,500.00		£ 2,135.00		£ 365.00	85.40%
	250	4259	Travel Token General	£ 200.00		£ -		£ 200.00	0.00%
	260	4260	Parish Lengthsman	£ 4,000.00		£ -		£ 4,000.00	0.00%
	260	4261	Christmas Decorations	£ 3,000.00		£ -		£ 3,000.00	0.00%
	260	4262	Defibrillators	£ 6,000.00		£ -		£ 6,000.00	0.00%
260	4269	Other	£ -		£ 17.00		-£ 17.00		
N. Plan	270	4270	Consultants	£ 3,000.00		£ 3,899.40	-£ 1,444.80	£ 545.40	81.82%
	270	4271	Publicity	£ 2,000.00		£ 103.52		£ 1,896.48	5.18%
	270	4279	Other	£ 1,000.00		£ 77.03		£ 922.97	7.70%
Carnival	300	4300	Admin	£ 100.00		£ 20.83		£ 79.17	20.83%
	300	4301	Licences			£ -		£ -	
	300	4302	First Aid	£ 350.00		£ -		£ 350.00	0.00%
	300	4303	Programme	£ 1,200.00		£ 1,590.00		-£ 390.00	132.50%
	300	4304	Publicity	£ 200.00		£ 238.85		-£ 38.85	119.43%
	300	4305	Court	£ 500.00		£ 442.06		£ 57.94	88.41%
	300	4306	Music	£ 500.00		£ 130.44		£ 369.56	26.09%
	300	4307	Van	£ 300.00		£ 229.50		£ 70.50	76.50%
	300	4309	General	£ -		£ 157.77		-£ 157.77	
	310	4310	Quizzes	£ 50.00		£ -		£ 50.00	0.00%
	310	4311	Other Events	£ 200.00		£ 213.60		-£ 13.60	106.80%
	320	4320	Duck Race	£ 50.00		£ 28.80		£ 21.20	57.60%
	320	4321	River Floats	£ 100.00		£ 79.99		£ 20.01	79.99%
	330	4330	Parade	£ 1,200.00		£ 3.32		£ 1,196.68	0.28%
	330	4331	Mayors Tea Party	£ 250.00		£ 19.91		£ 230.09	7.96%
	330	4332	Street Collection Grants	£ 300.00		£ 600.00		-£ 300.00	200.00%
330	4333	Glebe Meadow	£ 100.00		£ 359.77		-£ 259.77	359.77%	
330	4334	Arena Acts	£ 600.00		£ 965.00		-£ 365.00	160.83%	



# Bishopstoke Parish Council - Budget Monitoring - Expenditure (February 20)

Finance & General Purposes Meeting - 10th March 2020

Year to Date

91.8%

Prior to 01/03/2020	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Glebe Meadow	400	4400	Play Eqpt Maintenance	£ 1,000.00		£ 459.21		£ 540.79	45.92%
	400	4401	Play Eqpt Purchase	£ 500.00		£ -		£ 500.00	0.00%
	400	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	400	4710	Grounds Contract	£ 7,320.00		£ 6,692.29		£ 627.71	91.42%
	400	4720	Additional Grounds Maintenance	£ 500.00		£ -		£ 500.00	0.00%
	401	4400	Skate Park Maintenance	£ 500.00		£ 460.00		£ 40.00	92.00%
	401	4401	Skate Park Purchase	£ -		£ -		£ -	
Church Road	410	4400	Play Eqpt Maintenance	£ 300.00		£ 629.06		-£ 329.06	209.69%
	410	4401	Play Eqpt Purchase	£ 500.00		£ -		£ 500.00	0.00%
	410	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	410	4710	Grounds Contract	£ 2,820.00		£ 2,567.40		£ 252.60	91.04%
	410	4720	Additional Grounds Maintenance	£ 200.00		£ -		£ 200.00	0.00%
Otter Close	420	4400	Play Eqpt Maintenance	£ 500.00		£ 457.75		£ 42.25	91.55%
	420	4401	Play Eqpt Purchase	£ 500.00		£ -		£ 500.00	0.00%
	420	4700	Trees	£ 1,000.00		£ 860.00		£ 140.00	86.00%
	420	4710	Grounds Contract	£ 3,600.00		£ 3,298.35		£ 301.65	91.62%
	420	4720	Additional Grounds Maintenance	£ 200.00		£ -		£ 200.00	0.00%
Sayers Road	430	4400	Play Eqpt Maintenance	£ 500.00		£ 1,820.54		-£ 1,320.54	364.11%
	430	4401	Play Eqpt Purchase	£ -		£ -		£ -	
	430	4700	Trees	£ 1,000.00		£ 1,360.00		-£ 360.00	136.00%
	430	4710	Grounds Contract	£ 3,180.00		£ 2,894.10		£ 285.90	91.01%
	430	4720	Additional Grounds Maintenance	£ 200.00		£ -		£ 200.00	0.00%
Templecombe Road	440	4400	Play Eqpt Maintenance	£ 600.00		£ 260.24		£ 339.76	43.37%
	440	4401	Play Eqpt Purchase	£ 500.00		£ -		£ 500.00	0.00%
	440	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	440	4710	Grounds Contract	£ 1,990.00		£ 1,816.65		£ 173.35	91.29%
	440	4720	Additional Grounds Maintenance	£ 200.00		£ -		£ 200.00	0.00%
Brookfield	450	4400	Play Eqpt Maintenance	£ 500.00		£ 2,366.15		-£ 1,866.15	473.23%
	450	4401	Play Eqpt Purchase	£ 500.00		£ -		£ 500.00	0.00%
	450	4700	Trees	£ 1,000.00		£ 400.00		£ 600.00	40.00%
	450	4710	Grounds Contract	£ 5,780.00		£ 5,291.00		£ 489.00	91.54%
	450	4720	Additional Grounds Maintenance	£ 1,000.00		£ 990.00		£ 10.00	99.00%
	451	4400	BMX Track Maintenance	£ -		£ -		£ -	
	451	4401	BMX Track Purchase	£ -		£ -		£ -	
	452	4400	MUGA Maintenance	£ 200.00		£ -		£ 200.00	0.00%
	452	4401	MUGA Purchase	£ -		£ -		£ -	
Play Area	490	4499	Inspections	£ 1,600.00		£ 1,362.00		£ 238.00	85.13%
Bishopstoke Cemetery	500	4500	Burial Ground Maintenance	£ 3,000.00		£ 3,030.92		-£ 30.92	101.03%
	500	4501	Works / Improvements	£ 10,000.00		£ 3,054.33	-£ 1,554.00	£ 8,499.67	15.00%
	500	4700	Trees	£ 2,000.00		£ 2,700.00		-£ 700.00	135.00%
	500	4710	Grounds Contract	£ 6,600.00		£ 6,187.60		£ 412.40	93.75%
	500	4720	Additional Grounds Maintenance	£ 500.00		£ 1,264.38		-£ 764.38	252.88%
	500	4810	Water	£ 100.00		£ 989.17		-£ 889.17	989.17%
Stoke Common Cemetery	510	4500	Burial Ground Maintenance	£ -		£ -		£ -	
	510	4501	Works / Improvements	£ -		£ -		£ -	
	510	4700	Trees	£ -		£ -		£ -	
	510	4710	Grounds Contract	£ -		£ -		£ -	
	510	4720	Additional Grounds Maintenance	£ -		£ -		£ -	
	510	4810	Water	£ -		£ -		£ -	
Old St Marys	520	4500	Burial Ground Maintenance	£ -		£ -		£ -	
	520	4501	Works / Improvements	£ -		£ -		£ -	
	520	4700	Trees	£ 1,000.00		£ 1,765.00		-£ 765.00	176.50%
	520	4710	Grounds Contract	£ 3,600.00		£ 3,260.95		£ 339.05	90.58%
	520	4720	Additional Grounds Maintenance	£ 200.00		£ 36.00		£ 164.00	18.00%
St Marys	530	4500	Burial Ground Maintenance	£ -		£ 503.37		-£ 503.37	
	530	4501	Works / Improvements	£ 15,000.00		£ 6,726.17		£ 8,273.83	44.84%
	530	4700	Trees	£ 1,500.00		£ 200.00		£ 1,300.00	13.33%
	530	4710	Grounds Contract	£ 3,600.00		£ 3,202.10		£ 397.90	88.95%
	530	4720	Additional Grounds Maintenance	£ 200.00		£ 101.00		£ 99.00	50.50%
Burial Ground	590	4599	General	£ 500.00		£ -		£ 500.00	0.00%

## Bishopstoke Parish Council - Budget Monitoring - Expenditure (February 20)

Finance & General Purposes Meeting - 10th March 2020

Year to Date

91.8%

Prior to 01/03/2020	Cost Centre	Account Code	Description	Reserves / Budget	Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Underwood Road	600	4600	Buildings (Inc sheds)	£ 1,500.00		£ 355.86		£ 1,144.14	23.72%
	600	4601	Eqpt	£ 500.00		£ 1,551.80		-£ 1,051.80	310.36%
	600	4602	Fence Maintenance	£ 1,000.00		£ -		£ 1,000.00	0.00%
	600	4603	Plot Maintenance and clearance	£ 500.00		£ 1,771.00		-£ 1,271.00	354.20%
	600	4604	Works / Improvements	£ -		£ 477.50		-£ 477.50	
	600	4700	Trees	£ 500.00		£ -		£ 500.00	0.00%
	600	4710	Grounds Contract	£ 260.00		£ 231.00		£ 29.00	88.85%
	600	4720	Additional Grounds Maintenance	£ 200.00		£ 140.00		£ 60.00	70.00%
	600	4800	Electricity	£ 400.00		£ 502.74		-£ 102.74	125.69%
600	4810	Water	£ 1,000.00		£ 260.00		£ 740.00	26.00%	
Jockey Lane	610	4600	Buildings (Inc sheds)	£ 500.00		£ 75.20		£ 424.80	15.04%
	610	4601	Eqpt	£ 200.00		£ 731.21		-£ 531.21	365.61%
	610	4602	Fence Maintenance	£ 500.00		£ -		£ 500.00	0.00%
	610	4603	Plot Maintenance and clearance	£ 250.00		£ 489.00		-£ 239.00	195.60%
	610	4604	Works / Improvements	£ -		£ 450.00		-£ 450.00	
	610	4700	Trees	£ 500.00		£ -		£ 500.00	0.00%
	610	4710	Grounds Contract	£ 400.00		£ 346.50		£ 53.50	86.63%
	610	4720	Additional Grounds Maintenance	£ 200.00		£ 89.57		£ 110.43	44.79%
610	4810	Water	£ 300.00		£ 440.07		-£ 140.07	146.69%	
Sewall Drive	620	4600	Buildings (Inc sheds)	£ -		£ -		£ -	
	620	4601	Eqpt	£ -		£ -		£ -	
	620	4602	Fence Maintenance	£ -		£ -		£ -	
	620	4603	Plot Maintenance and clearance	£ -		£ -		£ -	
	620	4604	Works / Improvements	£ -		£ -		£ -	
	620	4700	Trees	£ -		£ -		£ -	
	620	4710	Grounds Contract	£ -		£ -		£ -	
	620	4720	Additional Grounds Maintenance	£ -		£ -		£ -	
	620	4800	Electricity	£ -		£ -		£ -	
620	4810	Water	£ -		£ -		£ -		
Breach Lane	630	4600	Buildings (Inc sheds)	£ -		£ -		£ -	
	630	4601	Eqpt	£ -		£ -		£ -	
	630	4602	Fence Maintenance	£ -		£ -		£ -	
	630	4603	Plot Maintenance and clearance	£ -		£ -		£ -	
	630	4604	Works / Improvements	£ -		£ -		£ -	
	630	4700	Trees	£ -		£ -		£ -	
	630	4710	Grounds Contract	£ -		£ -		£ -	
	630	4720	Additional Grounds Maintenance	£ -		£ -		£ -	
	630	4800	Electricity	£ -		£ -		£ -	
630	4810	Water	£ -		£ -		£ -		
Allotments	690	4699	General	£ 200.00		£ -		£ 200.00	0.00%
Open Space	700	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	700	4710	Grounds Contract	£ 960.00		£ 864.05		£ 95.95	90.01%
	700	4720	Additional Grounds Maintenance	£ 200.00		£ 195.00		£ 5.00	97.50%
	700	4730	Brookfield Project	£ 10,000.00		£ 575.00		£ 9,425.00	5.75%
	700	4799	Other	£ 200.00		£ 3.67		£ 196.33	1.84%

Total	Budgeted + Virements	Spending	Funds Remaining
	£ 293,608.00	£ 207,534.30	£ 86,073.70
	Proportion Spent		
			70.68%

## Bishopstoke Parish Council

### Finance & General Purposes Meeting

10th March 2020

#### Payments (February 2020)

##### Direct Debit payments

BT	Office - Phone & broadband (Feb 20)	£	53.99
Eon	Office - Electricity (Feb 20)	£	58.00
British Gas	Shears Mill - Electricity (Jan 20)	£	11.82
Business Stream	Burial Grounds - BC - Water (Oct 19 - Feb 20)	£	200.01

##### Staff Debit Card payments

ST - Sandy News	Office Stationery	£	7.59
ST - Post Office	Postage	£	6.60
ST - FirstAid4Less	BMH First Aid Kit + Accident Book	£	28.02
CT - Tesco	Mobile Top-up	£	10.00
ST - Vodafone	Mobile Top-up	£	10.00
CT - Post Office	Postage	£	11.50
CT - Toolstation	Cemetery equipment	£	21.99
DW - Ink Planet	Printer inks	£	67.50
DW - Wix.com	Neighbourhood Plan website renewal	£	23.26
CT - Amazon	Printer inks	£	31.34

##### BACS payments

D Saunders Roofing	BMH Roof repairs	£	675.00
Merritt Tree Specialists	Removal Ash Tree Old St Marys	£	2,100.00
Bishopstoke Community Association	Grant	£	1,497.60
Open Sight	Grant	£	480.00
PJ Drew	3 cemetery visitor signs	£	242.03
Green Smile Ltd	Supply & plant 8 holly trees Cemetery	£	138.34
Planet (Evolving Together)	Update to Neighbourhood Plan	£	360.00
Foster Tree Surgeons	Remove Fallen trees Cemetery	£	384.00
Bishopstoke Bike Park	Grant	£	1,000.00
Ryan O'Connor	UR Warwick Shed window repair	£	355.86
Lockerley Stone	Deposit - Memorial work	£	270.00
Lockerley Stone	Deposit - Memorial work	£	405.00
Ryan O'Connor	Installation new cemetery signs	£	107.97
NJ Bryan	Repair work BMH taps/toilet	£	328.80
Pear Technologies	PT Mapper Pro software + support	£	1,170.00
P Stewart	Office window cleaning (Sep 19-Feb 20)	£	75.00
P Stewart	Shears Mill cleaning (Sep19-Feb 20)	£	100.00
Hampshire Roofing	Parish Office roof repairs	£	160.00

Staff	Salary	£	3,444.01
Staff	Mileage + Office Allowance	£	93.60
HMRC	Tax / NI	£	896.41
HCC	LGPS	£	1,137.73
Green Smile	Ground Maintenance (Feb 2020)	£	3,979.31
<b>Cheque payments</b>		£	-
<b>Out Of Pocket Expenses</b>	<b>Clerk</b>	£	-
N/A		<b>Sub total</b>	£ -
<b>Out Of Pocket Expenses</b>	<b>Assistant Clerk - CT</b>	£	-
		<b>Sub total</b>	£ -
<b>Out Of Pocket Expenses</b>	<b>Assistant Clerk - ST</b>	£	-
N/A		<b>Sub total</b>	£ -
<b>Total payments</b>		£	<b>19,942.28</b>

**BISHOPSTOKE PARISH COUNCIL**

**Financial Risk Assessment  
2019 / 20**

**This Financial Risk Assessment was approved  
by the Parish Council at its meeting on 24 March 2020**

**D Wheal  
Clerk to Bishopstoke Parish Council**

## Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence (H/M/L)	Risk of Impact (H/M/L)	Risk Management
<b>Section One: Areas where there may be scope to use insurance to help manage risk</b>				
Property and contents owned by the council.	Loss or damage.	M	M	An up to date register of assets and investments is kept and reviewed annually. Inspections carried out according to area.
Damage to third party property or individuals.	Public liability claims.	L	M	Sufficient public liability insurance held. Currently with Came & Co. Renewal date of 22 Nov 2020. Reviewed by Council at renewal at Internal Auditor at end of year.
Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party.	Public liability claims. Inability to continue functions of Council.	L	M	Sufficient business interruption insurance held. Currently with Came & Co. Renewal date of 22 Nov 2020. Reviewed by Council at renewal at Internal Auditor at end of year. Current value of insurance: £10,000.
Cash.	Loss of cash through theft or dishonesty.	L	L	Sufficient fidelity guarantee insurance held. Currently with Came & Co. Renewal date of 22 Nov 2020. Reviewed by Council at renewal at Internal Auditor at end of year. Current value of insurance: £250,000.
Legal liability as a consequence of asset ownership.	Public liability claims.	L	H	Sufficient insurance held. Currently with Came & Co. Renewal date of 22 Nov 2020. Reviewed by Council at renewal at Internal Auditor at end of year. Current value of insurance: £10 million.

## Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence (H/M/L)	Risk of Impact (H/M/L)	Risk Management
<b>Section Two - Working with others to help to manage Risk</b>				
Security for vulnerable buildings, amenities or equipment.	Theft, damage, health and safety.	M	M	Regular inspections of Council property by council staff and external contractors. Schedule appropriate to area. E.g. Full play area inspection quarterly by qualified contractor Play area hazard inspection weekly by grounds contractor Allotment equipment maintained annually. <b>Memorial Hall inspected monthly and after each occasional hire.</b>
The provision of services being carried out under agency / partnership agreements with principal authorities.	Default, or partnership failure, failure to follow contracts.	N/A	N/A	Standing orders and financial regulations deal with the award of contracts. Currently no risk as no such agreements are in place.
Banking arrangements, including borrowing or lending.	Fraud or corruption.	L	L	Financial regulations reviewed annually and can be amended at any time. Monthly checks carried out by F&GP committee. All reviewed by Internal Auditor.
Ad hoc provision of amenities / facilities for events to local community groups.	Public Liability claims.	L	M	Hire forms reviewed annually, risk assessments for amenities & facilities. Groups are required to have sufficient insurance and, where appropriate, provide their own risk assessments. <b>Memorial Hall hiring conditions will be provided to all hirers; insurance required; Hall has own separate insurance.</b>
Vehicle or equipment lease or hire.	Theft or damage.	L	L	Follow all procedures from lease / hire company. Hire from reputable companies, monitor by council.
Trading units (leisure centres, playing fields, burial grounds, etc.).	Public Liability claims.	L	H	External contractors for maintenance. Monitor work throughout. Employment law followed.
Professional services (architects, accountancy, design, etc.).	Default, or partnership failure, failure to follow contracts. Adequacy of Standing Orders.	L	H	Standing orders, Financial regs and policies deal with the awarding of contracts. Reviewed annually by Council and Internal Auditor. HALC available for legal advice.

## Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence (H/M/L)	Risk of Impact (H/M/L)	Risk Management
<b>Section Three - Self Managed Risk</b>				
Proper financial records.	Fraud. Error. Corruption.	L	M	RFO ensures the Council keeps up to date with best practice and law and that records are in accordance with statutory requirements. Reviewed by Council and Internal Auditor. <b>Memorial Hall accounts kept separately as required and reviewed annually by Internal Auditor.</b>
Business activities.	Not within the legal powers of councils.	L	M	Ensuring that they are within the legal powers of councils by reference to legislation and guidance, and review by auditor.
Borrowing.	Defaulting.	L	M	Comply with restrictions. Sound planning to ensure payments are made as required. No current borrowing. Only use PWLB loans. Reviewed by Council and Internal Auditor.
Employment law and Inland Revenue regulations.	Breach of requirements.	L	H	Clerk to keep up to date with best practice and law. Reviewed by Council and Internal Auditor.
VAT.	Breach of regulations. Fines. Loss of refund.	L	H	RFO to ensure that requirements are met under HMRC regulations. Reviewed by Council and Internal Auditor.
Annual precept.	Non-compliance with timing and regulations.	L	H	RFO ensures budget is financially sound. Preparations, including 3-year forecast begin in September. Budget scrutinized by F&GP, agreed by Council and reviewed by Internal Auditor.
Monitoring of performance.	Council not functioning.	L	M	Cllrs review budget twice per year and policies at least once every Council cycle.
Grants.	Not giving to appropriate organisations. Fraud.	L	L	Ensuring proper use of funds granted to local community bodies under specific powers, s137 or GPC. All grants based on approved form and supporting information, minuted and checked by Internal Auditor.
Council Minutes.	Inaccurate reporting of council business. Lack of transparency.	L	L	Proper, timely and accurate reporting of council business in the minutes. Posted on website for public to see, agreed by subsequent meetings and reviewed by Internal Auditor.



## Bishopstoke Parish Council - Financial Risk Management Record

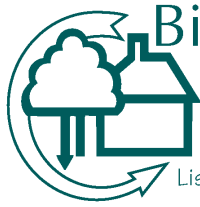
Risk Area	Risk Identified	Risk of Occurrence (H/M/L)	Risk of Impact (H/M/L)	Risk Management
Rights of public inspection of documents.	Documents not available. Lack of transparency.	L	L	Where possible, all documents made available on Council website.
Document control.	Incorrect information.	L	L	Policies to be reviewed at least once every Council cycle. Standing Orders, Financial Regulations and Terms of Reference reviewed annually.
Register of Members' Interests and Gifts and Hospitality.	Not in place. Council reputation.	L	L	Ensure they are published on Council website, complete, accurate and up to date. Overseen by Eastleigh Borough Council.
Compliance with Transparency Code.	Fines. Lack of transparency.	L	L	Clerk to ensure the Transparency Code is followed and that any legislative changes are assessed and applied.
Parish Records	Fire / Water damage	L	H	All staff to maintain backups of hard drive. All essential Council documents kept on the cloud. Business continuity plan.

## Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence (H/M/L)	Risk of Impact (H/M/L)	Risk Management
<b>Section Four – Internal Control Areas</b>				
Bookkeeping.	Fraud. Error. Corruption.	L	M	RFO ensures the cashbook is up to date and accurate. Bank rec and accounts checked by Council monthly. All reviewed by Internal Auditor.
Standing Orders and Financial Regulations.	Not kept in line with best practice and legal requirements.	L	L	Clerk to ensure best practice and legal requirements are followed. Annual review of documents by Council.
Purchase Orders.	Work being completed without being fully approved.	L	M	Purchase orders are required for all work valued at £1,000 or greater. Officers to ensure all contractors and service providers are aware of this.
Payment Controls.	Fraud. Error. Corruption.	L	L	Payment matches invoices, VAT claimed properly, Grants recorded, Accounts checked monthly, VAT reclaimed quarterly. <b>Monthly payment list kept in minute book.</b>
Risk Assessments.	Not done. Out of date.	H	M	All Council properties, equipment and sites to have risk assessments. These should be reviewed annually by Officers.
Budgetary Controls.	Fraud. Error. Corruption. Controls insufficient.	L	M	RFO ensures budget is financially sound. Preparations, including 3-year forecast begin in September. Budget scrutinized by F&GP, agreed by Council and reviewed by Internal Auditor. Monthly budget monitoring performed by F&GP.
Income Controls.	Lack of finance.	L	M	Ensure budget provides adequate income for expected expenditure. RFO to monitor expected income and produce monthly bank reconciliation. Reviewed monthly by F&GP and annually by Internal Auditor.

## Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence (H/M/L)	Risk of Impact (H/M/L)	Risk Management
Payroll.	Do wages paid match expected wages? Is HMRC / LGPS being operated correctly?	L	L	RFO prepares payroll each month which is then checked by the Clerk. HMRC software used to ensure correct amounts are paid in National Insurance, Tax and Pensions.
Asset Control.	No asset register kept.	L	L	An up to date register of assets is kept, updated and is reviewed annually.
Bank reconciliation.	Cash discrepancies.	L	L	RFO prepares reconciliation which is checked monthly and signed by F&GP member. <b>Signed bank reconciliations to be kept in minutes book.</b>
Year end.	Finances not kept in order.	L	M	RFO to ensure training is up to date, accounting practices are suitable and changes in legislation are applied.
<b>Officer Expenses.</b>	<b>Fraud. Error.</b>	<b>L</b>	<b>L</b>	<b>Where possible, all expenses paid by Council debit cards. Where not details and receipts are provided on the appropriate form, which will be counter-signed by another officer.</b>



## Financial Regulations (Debit Cards) – Item 7

At the time the Council approved the use of debit cards for officers the Council had two employees, and so the Regulations were amended to allow both Clerk and RFO to have and use debit cards.

Since that time the number of officers employed has risen to four and so it is necessary to amend Regulations again.

Current wording “Debit cards will be issued to the Clerk and the Assistant Clerk solely for use in making payments required for Bishopstoke Parish Council”

It is recommended that “the Clerk and the Assistant Clerk” be amended to “Council Officers”. This will allow each Officer to have the flexibility to make necessary purchases and avoid the use of personal accounts and expense claims, as recommended by the Internal Auditor.



# Bishopstoke Parish Council

Listening to you

**David Wheal**  
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	Bishopstoke Evangelical Church
7.	Objectives and Member Criteria	Members adhere to a Christian faith but we seek to meet the needs of our community in many ways through TOP (our older people's group), parent and toddler group, kids club, special needs group.
8.	Total Membership Proportion in BStoke	12. 8 live in Bishopstoke.
9.	Total Grant	£2000
10.	Grant Purpose	Our church car park is in real need of refurbishment and extension as it is now not suitable for our needs often. The grant would be spent in the summer of 2020.
11.	Estimated income of organisation	£45,500
12.	Estimated expenditure of organisation	£44,000
13.	Other funding towards this project	£5,000 private grant from Titchfield Evangelical Church £1,000 applied for from Eastleigh Borough Council Any amount remaining from Church funds



# **BISHOPSTOKE PARISH COUNCIL**

## **INVESTMENT STRATEGY**

**This Investment Strategy was adopted  
by the Parish Council at its meeting on 24 March 2020**

**D Wheal  
Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL**  
**INVESTMENT STRATEGY**

**Amendment Sheet**

<b>Amendment No.</b>	<b>Date Incorporated</b>	<b>Subject</b>
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# INVESTMENT STRATEGY

## 1 Introduction

- 1.1 Bishopstoke Parish Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.
- 1.2 This Strategy complies with the revised requirements set out in the Office of the Deputy Prime Minister's *Guidance on Local Government Investment* and Chartered Institute of Public Finance and Accountancy's *Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes* and takes account of the Section 15(1)(a) of the Local Government Act 2003 as may be amended.
- 1.3 This Strategy should be read in conjunction with the Council's Financial Regulations.

## 2 Investment Objectives

- 2.1 In accordance with Section 15(1) of the 2003 Act, the Council, will have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify.
- 2.2 The Council's investment priorities are - in order of priority:
  - 2.2.1 Security of Reserves
  - 2.2.2 Liquidity of Investments
  - 2.2.3 **Ethics**
  - 2.2.4 Yield
- 2.3 The Council will seek the highest rate of return, consistent with the proper levels of security and liquidity.
- 2.4 All investments will be made in sterling.

## 3 Specified Investments

- 3.1 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use deposits with banks, building societies, local authorities or other public authorities.
- 3.2 As of 1<sup>st</sup> April 2020 the Council will continue to hold its money in a current account with the Co-operative bank and will receive interest at the current rate.
- 3.3 **The Responsible Finance Officer will review current account banking arrangements in the first year of every Council and at other times if thought necessary.**
- 3.4 Short-term investment will be with Eastleigh Borough Council which provides a secure rate of interest on deposits of three quarter per cent below prevailing bank base rate, subject to a minimum of one half per cent.



#### **4 Non-Specified Investments**

- 4.1** These have greater potential risk such as investment in stocks and shares and the Council will not participate in such investments, which are considered not to offer the level of security and liquidity needed.

#### **5 Liquidity of Investments**

- 5.1** The Responsible Finance Officer will determine the maximum period for which funds may prudently be invested, so as to not compromise liquidity.

#### **6 Short-Term Investments**

- 6.1** Short-term investments are defined as up to 3 months.
- 6.2** Currently the Council does not hold any short-term investments.

#### **7 Mid-Term Investments**

- 7.1** Mid-term investments are defined as between 3 and 12 months.
- 7.2** Currently the Council does not hold any mid-term investments.
- 7.3** No investment beyond 6 months may be made without a resolution of the full Council.