

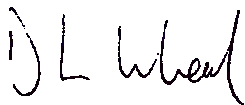
# **BISHOPSTOKE PARISH COUNCIL**

**Members of the Finance and General Purposes Committee  
are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke  
on Tuesday 12 March 2019 at 7.30pm  
This Meeting is Open to the Public**

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

## **AGENDA**

1. Apologies for Absence
2. To adopt the Minutes of the Finance & General Purposes Meeting held on 12 February 2019
3. To consider Matters Arising from the above Minutes
4. Declarations of Interest and Requests for Dispensations
5. To receive reports from Working Groups
6. To receive the RFO's Report, and approve Budget Monitoring and Payments Reports for February 2019
7. To recommend approval of the Annual Investment Strategy
8. To recommend approval of the Council having an Amazon Business account
9. To recommend the updating or installation as necessary of dog signage at play areas
10. To make recommendations on the grant request from Age Concern
11. To receive the Clerk's Report, including an update on Parish Council assets.
12. Date, time, place and agenda items for next meeting – Tuesday 9 April 2019 at 7.30pm in the Parish Office, Riverside, Bishopstoke.



***D L Wheal  
Clerk to Bishopstoke Parish Council  
5 March 2019***

*Members: Cllrs Harris (Chair), Winstanley (Vice-Chair), Brown, Dean, Thornton, Tidridge and Toher*

# BISHOPSTOKE PARISH COUNCIL

## **Minutes of a Meeting of the Finance and General Purposes Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 12 February 2019**

**Present:** Cllrs Harris (Chair), Brown, Dean, Thornton, Tidridge and Toher

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

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

**FGP\_1819\_M10/**

**Public Session**

### **119 Apologies for Absence**

119.1 Apologies had been received and were accepted from Cllr Winstanley.

### **120 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 8 January 2019**

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

120.2 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** with Cllr Tidridge abstaining due to absence that the Minutes of the Finance and General Purposes Meeting held on 8 January 2019 be accepted as a true record.

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

121.1 Minute FGP\_1819\_M09/112.1 – The Clerk reported that this is ongoing.

121.2 Minute 112.2 – Cllr Toher reported that she had written the letter.

121.3 Minute 116.1 – The Clerk reported this had been done.

121.4 Minute 117.5 – The Clerk reported this had been done.

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

122.1 None declared or requested.

### **123 To receive reports from working groups**

123.1 Cllr Dean reported that the Neighbourhood Plan working group had met to discuss the proposed wording of the policies that it is hoped will form the basis of the Plan. Cllr Toher added that Planet have been invited to the next meeting on 28<sup>th</sup> February to advise on policies, building the structure of the Plan and gathering evidence.

123.2 Cllr Brown reported that the Carnival group had met and that things are moving along nicely for Carnival 2019. There is a planned Easter Egg Hunt at Blackberry Drive on Saturday 13<sup>th</sup> April.

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

**124 To receive the RFO's report and approve the Budget Monitoring and Payments reports for January 2019**

124.1 The Clerk reported that the bank mandate has now been returned complete. Additionally, the Clerk informed the Committee that the Internal Audit had been completed and the Auditor was satisfied with the financial state of the Council.

124.2 The Budget Monitoring and Payments reports for January 2019 had been circulated with the supporting documents for this meeting.

124.3 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the Committee approve the Budget Monitoring and Payments reports for January 2019.

**125 To amend if necessary and adopt the Byelaw for Play Areas, Public Walks and Open Spaces**

125.1 The Clerk reported that the previously adopted byelaws did not appear to have been put into law. After discussion, the Committee requested that the Clerk investigate Fair Oak Parish Council's byelaws to determine if similar byelaws would be helpful in restarting the process.

**Action: Clerk**

**126 To approve the request for a Memorial Bench at Underwood Road allotments**

126.1 Proposed Cllr Toher, Seconded Cllr Tidridge, **RESOLVED** unanimously that the request for a Memorial Bench at Underwood Road allotments be approved.

**127 To amend if necessary and adopt the Allotment Memorial Seating Policy**

127.1 Proposed Cllr Harris, Seconded Cllr Toher, **RESOLVED** with Cllr Tidridge voting against that the Allotment Memorial Seating Policy be adopted.

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

128.1 The Clerk noted that new requirement for purchase orders for amounts over £1,000 needed to be added, and that the document should be revisited closer to the time of taking over the Memorial Hall.

128.2 Proposed Cllr Brown, Seconded Cllr Toher, **RECOMMENDED** unanimously that, subject to the purchase order requirement being added, that the Financial Systems Risk Assessment be approved.

**129 To make recommendations on the grant request from EBS Counselling**

129.1 Proposed Cllr Toher, Seconded Cllr Thornton, **RECOMMENDED** unanimously that EBS Counselling be awarded a grant of £100.

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

130.1 Brookfield – The Clerk reported that the final issues remaining before the transfer of Brookfield are all now for the Borough to address and that the Parish Council solicitor has been contacted.

130.2 Memorial Hall – The Clerk reported that the first meeting of the Memorial Hall user group had taken place and that it had been a very positive meeting. The majority of those present had expressed a preference for rebuilding and they had been reassured that their requirements would be taken into account.

130.3 Bins – The Clerk reported that the new bins had finally been installed. The Glebe Meadow bin was vandalised within 24 hours of being installed. The Clerk was then requested to investigate what the cost would be of removing the shelter in the skate park area.

**Action: Clerk**

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

130.4 Allotments – The Clerk reported that there is still no information on when the year-long maintenance period for the new allotments at Sewall Drive and Breach Lane would begin. The Clerk also reported that Underwood Road allotments had received its first two applicants from Fair Oak.

130.5 Cemetery – The Clerk reported that the railings at St Mary's have now been removed with the exception of those railings near asbestos. The Church is contacting the householders to arrange for the asbestos to be removed. There has been 1 new burial in January, 1 re-opening in February, 2 new ashes interments in January, 2 ashes re-openings in January and 2 in February, giving a total number of interments in the year to the end of January of 24.

130.6 Noticeboards – The Clerk reported that the new noticeboards for the Cemetery and the Office / Memorial Hall have now been installed. The name board from the original outside the Parish Office has been retained and added to the new board.

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

131.1 The next meeting is scheduled to be on Tuesday 12 March 2019 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

131.2 Agenda items for this meeting should be received by the Clerk no later than Monday 4<sup>th</sup> March 2019.

*There being no further business, the Chair closed the meeting at 8:35pm*

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

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

# **BISHOPSTOKE PARISH COUNCIL**

## **Minutes of a Meeting of the Finance and General Purposes Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 12 February 2019**

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

120.2 that the Minutes of the Finance and General Purposes Meeting held on 8 January 2019 be accepted as a true record.

124.3 that the Committee approve the Budget Monitoring and Payments reports for January 2019.

126.1 that the request for a Memorial Bench at Underwood Road allotments be approved.

127.1 that the Allotment Memorial Seating Policy be adopted.

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

128.2 that, subject to the purchase order requirement being added, that the Financial Systems Risk Assessment be approved.

129.1 that EBS Counselling be awarded a grant of £100.

### **Actions arising from this meeting**

125.1 The **Clerk** was requested to investigate the byelaws in place at Fair Oak.

130.3 The **Clerk** was requested to investigate the cost of removing the shelter at Glebe Meadow skate park.

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

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

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

Finance & General Purposes Meeting - 12th March 2019

Year to Date

91.8%

| Prior to<br>01/03/2019 | Cost<br>Centre | Account<br>Code | Description         | Budget       | Reserves /<br>Virements | Received to Date | Proportion<br>Received |
|------------------------|----------------|-----------------|---------------------|--------------|-------------------------|------------------|------------------------|
| Admin                  | 100            | 1100            | General             | £ -          | £ 78,068.00             | £ 78,068.00      | 100.00%                |
|                        | 100            | 1110            | Precept             | £ 184,463.51 |                         | £ 184,463.51     | 100.00%                |
|                        | 100            | 1120            | Council Tax Support | £ 13,336.38  |                         | £ 13,336.38      | 100.00%                |
|                        | 100            | 1130            | Interest Receivable | £ 200.00     |                         | £ 327.03         | 163.52%                |
| Carnival               | 200            | 1200            | General             | £ 300.00     |                         | £ 20.00          | 6.67%                  |
|                        | 200            | 1210            | Adverts             | £ 1,000.00   |                         | £ 1,025.00       | 102.50%                |
|                        | 200            | 1220            | Events              | £ 500.00     |                         | £ -              | 0.00%                  |
|                        | 200            | 1230            | Sponsors            | £ -          |                         | £ 50.00          |                        |
|                        | 200            | 1240            | Stalls              | £ 400.00     |                         | £ 300.00         | 75.00%                 |
|                        | 200            | 1250            | Street Collection   | £ 450.00     |                         | £ -              | 0.00%                  |
|                        | 200            | 1260            | Tenders             | £ 600.00     |                         | £ 125.00         | 20.83%                 |
| Burial Board           | 400            | 1400            | General             | £ -          |                         | £ 179.21         |                        |
|                        | 400            | 1410            | Grant Transfer      | £ 250.00     |                         | £ 275.00         | 110.00%                |
|                        | 400            | 1420            | Interment           | £ 8,250.00   |                         | £ 10,900.00      | 132.12%                |
|                        | 400            | 1430            | Memorials           | £ 1,000.00   |                         | £ 2,200.00       | 220.00%                |
|                        | 400            | 1440            | Plot Purchase       | £ 500.00     |                         | £ -              | 0.00%                  |
| Allotments             | 500            | 1500            | General             | £ -          |                         | £ -              |                        |
|                        | 500            | 1510            | Deposits            | £ -          |                         | £ 170.00         |                        |
|                        | 500            | 1520            | Rent                | £ 5,000.00   |                         | £ 5,103.08       | 102.06%                |

| Total Income | Budgeted + Virements | Received to Date | Proportion |
|--------------|----------------------|------------------|------------|
|              | £294,317.89          | £296,542.21      | 100.76%    |

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

Finance & General Purposes Meeting - 12th March 2019

Year to Date

91.8%

| Prior to<br>01/03/2019 | Cost<br>Centre | Account<br>Code | Description        | Budget      | Reserves /<br>Virements | Spent to<br>Date | Approved<br>Spending | Funds<br>Left | Proportion<br>Spent |
|------------------------|----------------|-----------------|--------------------|-------------|-------------------------|------------------|----------------------|---------------|---------------------|
| Admin                  | 100            | 4000            | Salaries           | £ 47,000.00 |                         | £ 37,071.49      |                      | £ 9,928.51    | 78.88%              |
|                        | 100            | 4001            | N.I.               | £ 12,000.00 |                         | £ 10,673.04      |                      | £ 1,326.96    | 88.94%              |
|                        | 100            | 4002            | Pensions           | £ 12,000.00 |                         | £ 11,810.61      |                      | £ 189.39      | 98.42%              |
|                        | 100            | 4003            | Office Facility    | £ 648.00    |                         | £ 594.00         |                      | £ 54.00       | 91.67%              |
|                        | 100            | 4004            | Travel / Mileage   | £ 500.00    |                         | £ 377.92         |                      | £ 122.08      | 75.58%              |
|                        | 100            | 4020            | Staff Training     | £ 1,000.00  |                         | £ 770.00         |                      | £ 230.00      | 77.00%              |
|                        | 100            | 4021            | Seminars           | £ -         |                         | £ -              |                      | £ -           |                     |
|                        | 100            | 4023            | Reference Material | £ -         |                         | £ 529.53         |                      | -£ 529.53     |                     |
|                        | 100            | 4030            | Staff Expenses     | £ 3,000.00  |                         | £ 484.23         |                      | £ 2,515.77    | 16.14%              |
|                        | 100            | 4040            | Audit              | £ 1,200.00  |                         | £ 1,350.00       |                      | -£ 150.00     | 112.50%             |
|                        | 100            | 4041            | Insurance          | £ 2,100.00  |                         | £ 2,069.82       |                      | £ 30.18       | 98.56%              |
|                        | 100            | 4042            | Subscriptions      | £ 1,900.00  |                         | £ 2,594.87       |                      | -£ 694.87     | 136.57%             |
|                        | 100            | 4052            | Recruitment        | £ -         |                         | £ -              |                      | £ -           |                     |
|                        | 100            | 4099            | General            | £ 200.00    |                         | £ 75.00          |                      | £ 125.00      | 37.50%              |
|                        | 100            | 4150            | Room Hire          | £ 200.00    |                         | £ 30.00          |                      | £ 170.00      | 15.00%              |
| Parish Office          | 110            | 4100            | Consumables        | £ 1,000.00  |                         | £ 1,708.26       |                      | -£ 708.26     | 170.83%             |
|                        | 110            | 4120            | IT Purchase        | £ 1,500.00  |                         | £ 1,245.01       |                      | £ 254.99      | 83.00%              |
|                        | 110            | 4130            | IT Maintenance     | £ -         |                         | £ -              |                      | £ -           |                     |
|                        | 110            | 4160            | Furnishings        | £ 500.00    |                         | £ -              |                      | £ 500.00      | 0.00%               |
|                        | 110            | 4199            | General            | £ 1,000.00  |                         | £ 229.75         |                      | £ 770.25      | 22.98%              |
|                        | 110            | 4800            | Electricity        | £ 400.00    |                         | £ 396.85         |                      | £ 3.15        | 99.21%              |
|                        | 110            | 4820            | Phone              | £ 300.00    |                         | £ 422.36         |                      | -£ 122.36     | 140.79%             |
|                        | 110            | 4830            | Broadband          | £ 300.00    |                         | £ 50.80          |                      | £ 249.20      | 16.93%              |

| Prior to<br>01/03/2019 | Cost<br>Centre | Account<br>Code | Description                | Budget      | Reserves /<br>Virements | Spent to<br>Date | Approved<br>Spending | Funds<br>Left | Proportion<br>Spent |
|------------------------|----------------|-----------------|----------------------------|-------------|-------------------------|------------------|----------------------|---------------|---------------------|
| Publicity              | 120            | 4050            | Newsletter                 | £ 5,000.00  |                         | £ -              |                      | £ 5,000.00    | 0.00%               |
|                        | 120            | 4051            | Noticeboards               | £ 1,500.00  | £ 1,500.00              | £ 3,886.65       |                      | -£ 886.65     | 129.56%             |
| Councillor             | 130            | 4010            | Election Expenses          | £ 2,000.00  |                         | £ -              |                      | £ 2,000.00    | 0.00%               |
|                        | 130            | 4022            | Councillor Training        | £ 500.00    |                         | £ 217.40         |                      | £ 282.60      | 43.48%              |
|                        | 130            | 4031            | Chair's Expenses           | £ 150.00    |                         | £ 27.87          |                      | £ 122.13      | 18.58%              |
| Grants                 | 140            | 4060            | Open Grants                | £ 6,000.00  |                         | £ 4,946.86       |                      | £ 1,053.14    | 82.45%              |
|                        | 140            | 4061            | Street Pastors             | £ 500.00    |                         | £ -              |                      | £ 500.00      | 0.00%               |
| Community Projects     | 150            | 4170            | Community Centre           | £ 2,500.00  |                         | £ 1,000.00       |                      | £ 1,500.00    | 40.00%              |
|                        | 150            | 4172            | Memorial Hall              | £ 3,000.00  |                         | £ 115.00         |                      | £ 2,885.00    | 3.83%               |
|                        | 150            | 4174            | PCSO Funding               | £ 7,600.00  |                         | £ -              |                      | £ 7,600.00    | 0.00%               |
|                        | 150            | 4176            | Yzone                      | £ 25,000.00 |                         | £ 25,000.00      |                      | £ -           | 100.00%             |
|                        | 150            | 4179            | General                    | £ -         |                         | £ 1,418.24       |                      | -£ 1,418.24   |                     |
|                        | 151            | 4080            | Travel Token Repayments    | £ 1,200.00  |                         | £ 1,452.00       |                      | -£ 252.00     | 121.00%             |
|                        | 151            | 4089            | Travel Token General       | £ -         |                         | £ 92.50          |                      | -£ 92.50      |                     |
|                        | 152            | 4070            | Shears Mill Maintenance    | £ 500.00    |                         | £ 417.90         |                      | £ 82.10       | 83.58%              |
|                        | 152            | 4079            | Shears Mill General        | £ -         |                         | £ -              |                      | £ -           |                     |
|                        | 152            | 4802            | Shears Mill Electricity    | £ 150.00    |                         | £ 118.22         |                      | £ 31.78       | 78.81%              |
|                        | 153            | 4180            | Bus Shelter Cleaning       | £ 1,000.00  |                         | £ -              |                      | £ 1,000.00    | 0.00%               |
|                        | 153            | 4185            | Bus Shelter Repair         | £ 500.00    |                         | £ -              |                      | £ 500.00      | 0.00%               |
|                        | 153            | 4189            | Bus Shelter General        | £ -         |                         | £ -              |                      | £ -           |                     |
| N. Plan                | 160            | 4140            | Neighbourhood Plan General | £ 5,000.00  |                         | £ 780.00         |                      | £ 4,220.00    | 15.60%              |



| Prior to<br>01/03/2019 | Cost<br>Centre | Account<br>Code | Description            | Budget     | Reserves /<br>Virements | Spent to<br>Date | Approved<br>Spending | Funds<br>Left | Proportion<br>Spent |
|------------------------|----------------|-----------------|------------------------|------------|-------------------------|------------------|----------------------|---------------|---------------------|
| Carnival               | 200            | 4210            | Arena                  | £ 6,000.00 |                         | £ 488.95         |                      | £ 5,511.05    | 8.15%               |
|                        | 200            | 4211            | Car Show               |            |                         | £ -              |                      | £ -           |                     |
|                        | 200            | 4212            | Duck Race              |            |                         | £ -              |                      | £ -           |                     |
|                        | 200            | 4213            | Parade                 |            |                         | £ 491.05         |                      | -£ 491.05     |                     |
|                        | 200            | 4214            | Quizzes                |            |                         | £ -              |                      | £ -           |                     |
|                        | 200            | 4215            | River Floats           |            |                         | £ 60.00          |                      | -£ 60.00      |                     |
|                        | 200            | 4216            | Tea Party              |            |                         | £ 211.62         |                      | -£ 211.62     |                     |
|                        | 200            | 4230            | Entertainment          |            |                         | £ 300.00         |                      | -£ 300.00     |                     |
|                        | 200            | 4240            | First Aid              |            |                         | £ 138.00         |                      | -£ 138.00     |                     |
|                        | 200            | 4250            | Grants                 |            |                         | £ 259.98         |                      | -£ 259.98     |                     |
|                        | 200            | 4260            | Programme              |            |                         | £ 1,164.00       |                      | -£ 1,164.00   |                     |
|                        | 200            | 4261            | Publicity              |            |                         | £ -              |                      | £ -           |                     |
|                        | 200            | 4270            | Court                  |            |                         | £ 215.17         |                      | -£ 215.17     |                     |
|                        | 200            | 4299            | General                |            |                         | £ 230.93         |                      | -£ 230.93     |                     |
| Glebe Meadow           | 300            | 4300            | Play Eqpt Maintenance  | £ 1,000.00 |                         | £ 428.10         |                      | £ 571.90      | 42.81%              |
|                        | 300            | 4310            | Play Ept Purchase      | £ 1,000.00 |                         | £ -              |                      | £ 1,000.00    | 0.00%               |
|                        | 300            | 4700            | Trees                  | £ 2,000.00 |                         | £ 1,011.00       | -£ 861.00            | £ 1,850.00    | 7.50%               |
|                        | 300            | 4710            | Grounds                |            |                         | £ 7,040.87       |                      | -£ 7,040.87   |                     |
|                        | 301            | 4300            | Skate Park Maintenance | £ 500.00   |                         | £ -              |                      | £ 500.00      | 0.00%               |
|                        | 301            | 4310            | Skate Park Purchase    | £ -        |                         | £ -              |                      | £ -           |                     |
| Church<br>Road         | 310            | 4300            | Play Eqpt Maintenance  | £ 1,000.00 |                         | £ 475.70         |                      | £ 524.30      | 47.57%              |
|                        | 310            | 4310            | Play Ept Purchase      | £ 1,000.00 |                         | £ -              |                      | £ 1,000.00    | 0.00%               |
|                        | 310            | 4700            | Trees                  | £ 1,000.00 |                         | £ 462.00         | -£ 462.00            | £ 1,000.00    | 0.00%               |
|                        | 310            | 4710            | Grounds                |            |                         | £ 2,667.40       |                      | -£ 2,667.40   |                     |
| Otter Close            | 320            | 4300            | Play Eqpt Maintenance  | £ 1,000.00 |                         | £ 433.35         |                      | £ 566.65      | 43.34%              |
|                        | 320            | 4310            | Play Ept Purchase      | £ 1,000.00 |                         | £ -              |                      | £ 1,000.00    | 0.00%               |
|                        | 320            | 4700            | Trees                  | £ 1,000.00 |                         | £ 2,698.50       | -£ 2,698.50          | £ 1,000.00    | 0.00%               |
|                        | 320            | 4710            | Grounds                |            |                         | £ 3,298.35       |                      | -£ 3,298.35   |                     |

| Prior to<br>01/03/2019 | Cost<br>Centre | Account<br>Code | Description              | Budget      | Reserves /<br>Virements | Spent to<br>Date | Approved<br>Spending | Funds<br>Left | Proportion<br>Spent |
|------------------------|----------------|-----------------|--------------------------|-------------|-------------------------|------------------|----------------------|---------------|---------------------|
| Sayers Road            | 330            | 4300            | Play Eqpt Maintenance    | £ -         |                         | £ 593.75         |                      | -£ 593.75     |                     |
|                        | 330            | 4310            | Play Ept Purchase        | £ -         | £ 78,068.00             | £ 68,983.68      |                      | £ 9,084.32    | 88.36%              |
|                        | 330            | 4700            | Trees                    | £ 1,000.00  |                         | £ -              |                      | £ 1,000.00    | 0.00%               |
|                        | 330            | 4710            | Grounds                  |             |                         | £ 2,894.10       |                      | -£ 2,894.10   |                     |
| Templecombe<br>Road    | 340            | 4300            | Play Eqpt Maintenance    | £ 1,000.00  |                         | £ 355.00         |                      | £ 645.00      | 35.50%              |
|                        | 340            | 4310            | Play Ept Purchase        | £ 1,000.00  |                         | £ -              |                      | £ 1,000.00    | 0.00%               |
|                        | 340            | 4700            | Trees                    | £ 1,000.00  |                         | £ 604.00         | -£ 604.00            | £ 1,000.00    | 0.00%               |
|                        | 340            | 4710            | Grounds                  |             |                         | £ 1,876.65       |                      | -£ 1,876.65   |                     |
| Brookfield             | 350            | 4300            | Play Eqpt Maintenance    | £ 800.00    |                         | £ 123.00         |                      | £ 677.00      | 15.38%              |
|                        | 350            | 4310            | Play Ept Purchase        | £ 1,000.00  |                         | £ -              |                      | £ 1,000.00    | 0.00%               |
|                        | 350            | 4700            | Trees                    | £ 1,000.00  |                         | £ 2,232.00       | -£ 1,932.00          | £ 700.00      | 30.00%              |
|                        | 350            | 4710            | Grounds                  |             |                         | £ 6,416.00       |                      | -£ 6,416.00   |                     |
|                        | 351            | 4300            | BMX Track Maintenance    | £ -         |                         | £ -              |                      | £ -           |                     |
|                        | 351            | 4310            | BMX Track Purchase       | £ -         |                         | £ -              |                      | £ -           |                     |
|                        | 352            | 4300            | MUGA Maintenance         | £ 200.00    |                         | £ -              |                      | £ 200.00      | 0.00%               |
|                        | 352            | 4310            | MUGA Purchase            | £ -         |                         | £ -              |                      | £ -           |                     |
| Play Area              | 399            | 4399            | Play Area General        | £ 31,500.00 |                         | £ 1,636.96       |                      | £ 29,863.04   | 5.20%               |
| Cemetery               | 400            | 4400            | Burial Board Maintenance | £ 1,000.00  |                         | £ 2,252.34       |                      | -£ 1,252.34   | 225.23%             |
|                        | 400            | 4499            | Burial Board General     | £ 6,000.00  | £ 3,500.00              | £ 10,377.20      |                      | -£ 877.20     | 109.23%             |
|                        | 400            | 4701            | Trees                    | £ 2,500.00  |                         | £ 6,651.00       | -£ 3,161.00          | -£ 990.00     | 139.60%             |
|                        | 400            | 4713            | Grounds Maintenance      | £ 4,000.00  |                         | £ 7,131.60       |                      | -£ 3,131.60   | 178.29%             |
|                        | 400            | 4810            | Water                    | £ 100.00    |                         | £ 71.18          |                      | £ 28.82       | 71.18%              |
| Old St<br>Marys        | 410            | 4499            | General                  | £ 1,600.00  |                         | £ 1,182.61       |                      | £ 417.39      | 73.91%              |
|                        | 410            | 4701            | Trees                    | £ 2,000.00  |                         | £ 1,606.00       | -£ 1,386.00          | £ 1,780.00    | 11.00%              |
|                        | 410            | 4711            | Ground Maintenance       | £ 1,000.00  |                         | £ 3,260.95       |                      | -£ 2,260.95   | 326.10%             |

| Prior to<br>01/03/2019 | Cost<br>Centre | Account<br>Code | Description         | Budget      | Reserves /<br>Virements | Spent to<br>Date | Approved<br>Spending | Funds<br>Left | Proportion<br>Spent |
|------------------------|----------------|-----------------|---------------------|-------------|-------------------------|------------------|----------------------|---------------|---------------------|
| St Marys               | 420            | 4499            | General             | £ 15,500.00 |                         | £ 10,185.63      |                      | £ 5,314.37    | 65.71%              |
|                        | 420            | 4701            | Trees               | £ 2,000.00  |                         | £ 727.00         | -£ 567.00            | £ 1,840.00    | 8.00%               |
|                        | 420            | 4712            | Ground Maintenance  | £ 2,000.00  |                         | £ 3,450.10       |                      | -£ 1,450.10   | 172.51%             |
|                        |                |                 |                     |             |                         |                  |                      |               |                     |
| Allotments             | 500            | 4599            | Allotments General  | £ 500.00    |                         | £ 435.19         |                      | £ 64.81       | 87.04%              |
|                        |                |                 |                     |             |                         |                  |                      |               |                     |
| Underwood Road         | 510            | 4500            | Buildings           | £ 500.00    |                         | £ -              |                      | £ 500.00      | 0.00%               |
|                        | 510            | 4510            | Eqpt                | £ 500.00    |                         | £ 577.03         |                      | -£ 77.03      | 115.41%             |
|                        | 510            | 4599            | General             | £ 1,500.00  | £ 1,000.00              | £ 6,139.00       |                      | -£ 3,639.00   | 245.56%             |
|                        | 510            | 4714            | Grounds Maintenance | £ 100.00    |                         | £ 681.00         |                      | -£ 581.00     | 681.00%             |
|                        | 510            | 4801            | Electricity         | £ 400.00    |                         | £ 234.04         |                      | £ 165.96      | 58.51%              |
|                        | 510            | 4700            | Trees               | £ 1,000.00  |                         | £ -              |                      | £ 1,000.00    | 0.00%               |
|                        | 510            | 4811            | Water               | £ 1,000.00  |                         | £ 1,816.33       |                      | -£ 816.33     | 181.63%             |
|                        |                |                 |                     |             |                         |                  |                      |               |                     |
| Jockey Lane            | 520            | 4500            | Buildings           | £ 500.00    |                         | £ 175.80         |                      | £ 324.20      | 35.16%              |
|                        | 520            | 4510            | Eqpt                | £ 500.00    |                         | £ 228.19         |                      | £ 271.81      | 45.64%              |
|                        | 520            | 4599            | General             | £ 1,000.00  |                         | £ 312.13         |                      | £ 687.87      | 31.21%              |
|                        | 520            | 4714            | Grounds Maintenance | £ 400.00    |                         | £ 346.50         |                      | £ 53.50       | 86.63%              |
|                        | 520            | 4700            | Trees               | £ 1,000.00  |                         | £ -              |                      | £ 1,000.00    | 0.00%               |
|                        | 520            | 4811            | Water               | £ 300.00    |                         | £ 245.17         |                      | £ 54.83       | 81.72%              |
|                        |                |                 |                     |             |                         |                  |                      |               |                     |
| Open Space             | 600            | 4700            | Trees               | £ 3,000.00  |                         | £ 40.00          |                      | £ 2,960.00    | 1.33%               |
|                        | 600            | 4710            | Grounds Maintenance | £ 7,000.00  |                         | £ 1,968.31       |                      | £ 5,031.69    | 28.12%              |

| Total | Budgeted + Virements | Spending     | Funds Remaining  |
|-------|----------------------|--------------|------------------|
|       | £ 344,816.00         | £ 268,169.09 | £ 76,646.91      |
|       |                      |              | Proportion Spent |
|       |                      |              | 77.77%           |

# Bishopstoke Parish Council

## Finance & General Purposes Meeting

12th March 2019

ITEM 6

### Payments (February 2019)

#### Direct debits

|                 |   |    |          |
|-----------------|---|----|----------|
| BT              | Office Phone / Broadband (Feb 19)       | £  | 60.65    |
| Eon             | Office Electricity (Feb 19)             | £  | 38.00    |
| British Gas     | Electricity Shears Mill February 19     | £  | 11.37    |
| British Gas     | Allotment - UR - Elec (Dec 18 - Jan 19) | £  | 29.56    |
| British Gas     | Allotment - UR - Elec Nov 18            | -£ | 20.14    |
| Business Stream | Water UR 09.07-09.10.18                 | £  | 1,080.06 |
| Business Stream | Water UR 09.07-09.10.18                 | £  | 621.61   |
| Business Stream | Water JL 09.07-09.10.18                 | £  | 15.33    |
| Business Stream | Water JL (29.01-12.02.19)               | £  | 232.38   |

#### Internet payments

|                              |  |   |          |
|------------------------------|--|---|----------|
| P. W. Stewart                | Office - Windows                       | £ | 60.00    |
| P. W. Stewart                | Shears Mill - Windows                  | £ | 92.50    |
| Bishopstoke Methodist Church | Grant Request                          | £ | 706.84   |
| Bishopstoke & Fair Oak Good  | Travel Token Refund                    | £ | 28.00    |
| Eastleigh Borough Council    | Dog Waste (January 2019)               | £ | 49.06    |
| Green's Clearances           | Waste clearance at St Mary's Church    | £ | 216.00   |
| Greenbarnes Ltd              | 2 new notice-boards                    | £ | 3,520.63 |
| Green Smile                  | Top soil at play areas                 | £ | 48.00    |
| Green Smile                  | Inspections & top soil                 | £ | 470.40   |
| Marmax                       | 2 new cemetery benches                 | £ | 676.08   |
| Kays Taxi Group              | Travel Token Refund                    | £ | 280.00   |
| Jason Bruno                  | Replacement rails St Mary's Church     | £ | 2,112.00 |
| Eastleigh Borough Council    | Trade Waste Collection                 | £ | 64.80    |
| Ryan O'Connor                | Cleaning 7 Parish noticeboards         | £ | 537.50   |
| Ryan O'Connor                | Cleaning cemetery slabs, seats, gates  | £ | 472.60   |
| Planet                       | Example policies                       | £ | 540.00   |
| Jason Bruno                  | Cemetery Noticeboard installation      | £ | 210.36   |
| Jason Bruno                  | Cemetery Bench installation            | £ | 312.00   |
| Jason Bruno                  | Parish Office noticeboard installation | £ | 288.00   |
| Jason Bruno                  | Cemetery Bench installation            | £ | 234.00   |
| Green Smile                  | Topsoil at UR allotment                | £ | 540.00   |
| Seagrave Inspection Services | Operational Playground Inspections     | £ | 518.40   |
| Staff                        | Salary                                 | £ | 3,335.83 |
| Staff                        | Mileage + Office Allowance             | £ | 84.60    |
| HMRC                         | Tax / NI                               | £ | 937.99   |
| HCC                          | LGPS                                   | £ | 1,062.78 |
| Green Smile                  | Ground Maintenance (December 18)       | £ | 3,979.31 |

## Cheque payments

|                        |                      |   |                  |           |
|------------------------|----------------------|---|------------------|-----------|
| Out Of Pocket Expenses | Clerk                |   |                  |           |
|                        | Top up               | £ | 10.00            |           |
|                        | Land registry fee    | £ | 3.00             |           |
|                        |                      |   |                  |           |
|                        |                      |   | <b>Sub total</b> | £ 13.00   |
| Debit Card expenses    | Clerk                |   |                  |           |
|                        | Top up               | £ | 5.00             |           |
|                        |                      |   |                  |           |
|                        |                      |   | <b>Sub total</b> | £ 5.00    |
| Out Of Pocket Expenses | Assistant Clerk - CT |   |                  |           |
|                        | Inks                 | £ | 24.98            |           |
|                        | Top up               | £ | 15.00            |           |
|                        | Stationery           | £ | 18.86            |           |
|                        |                      |   |                  |           |
|                        |                      |   | <b>Sub total</b> | £ 58.84   |
| Debit Card expenses    | Assistant Clerk - CT |   |                  |           |
|                        | New Laptop           | £ | 549.00           |           |
|                        | Laptop accessories   | £ | 30.98            |           |
|                        | Probate search       | £ | 10.00            |           |
|                        |                      |   |                  |           |
|                        |                      |   | <b>Sub total</b> | £ 589.98  |
| Out Of Pocket Expenses | Assistant Clerk - ST |   |                  |           |
|                        | Parking              | £ | 8.50             |           |
|                        |                      |   |                  |           |
|                        |                      |   | <b>Sub total</b> | £ 8.50    |
| Debit Card expenses    | Assistant Clerk - ST |   |                  |           |
|                        | Top up               | £ | 10.00            |           |
|                        | Postage              | £ | 14.93            |           |
|                        | Postage              | £ | 1.77             |           |
|                        |                      |   |                  |           |
|                        |                      |   | <b>Sub total</b> | £ 26.70   |
| Total payments         |                      |   | £                | 24,148.52 |

# **BISHOPSTOKE PARISH COUNCIL**

## **ANNUAL INVESTMENT STRATEGY**

**2019 - 20**

**This Annual Investment Strategy was adopted  
by the Parish Council at its meeting on dd mmm yy**

**D Wheal**

**Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL**

# **ANNUAL INVESTMENT STRATEGY**

## **Amendment Sheet**

| <b>Amendment No.</b> | <b>Date Incorporated</b> | <b>Subject</b> |
|----------------------|--------------------------|----------------|
|----------------------|--------------------------|----------------|

# ANNUAL 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 SLY that is, in order of priority:
  - 2.2.1 Security of Reserves
  - 2.2.2 Liquidity of Investments
  - 2.2.3 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 2019 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 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**

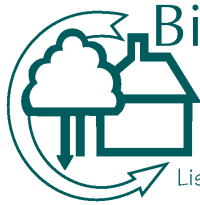
- 5.1** The Responsible Finance Officer will determine the maximum period for which funds may prudently be invested, so as to not compromise liquidity.

## **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.



# Bishopstoke Parish Council

**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](mailto:clerk@bishopstokepc.org)

## Amazon Business Account

The purpose of this proposal is to centralise the purchasing of routine items by the Clerk and Assistant Clerks. Currently each officer uses their own Amazon account when purchasing from Amazon. In order to ensure that the Parish Council debit card is not associated with personal accounts, and to prevent accidental use of the Parish card when officers are making personal purchases, it is recommended that the Council approve setting up an Amazon business account which would solely be associated with the Parish cards and only used to make purchases necessary for the Parish Council.



# Bishopstoke Parish Council

**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](mailto:clerk@bishopstokepc.org)

## **APPLICATION FOR GRANT AID**

|     |  |  |
|-----|--|--|
| 1.  | Name of Organisation                               | Age Concern  |
| 8.  | Objectives and Member Criteria                     | To promote the relief of older people in and around Bishopstoke. No membership criteria, but like people to be over 55 years old.                          |
| 9.  | Total Membership Proportion in BStoke              | We are available for all older people in and around Bishopstoke. 3% of members are former residents who have moved out of the Parish due to housing needs. |
| 10. | Total Grant  | £1,000   |
| 11. | Grant Purpose                                      | Running costs, to help fund the cost of one year's entertainment, hall hire and One Community transport at the Riverside Club                              |
| 12. | Financial breakdown of how the grant will be spent | See 11 above   |
| 13. | Estimated income of organisation                   | £5,280   |
| 14. | Estimated expenditure of organisation              | £5,379   |
| 15. | Other funding                                      | Weekly membership subs at Riverside Club   |

### Notes:

Current grant expenditure stands at £4,946.86 (both Bishopstoke Methodist Church and topping up the Carnival grants were odd amounts). There is still the £100 to EBS Counselling to process, meaning budgeted funds remaining are £953.14.

Finance & General Purposes has the standing ability to exceed any budget head by up to £500 if circumstances require, which would allow the Committee to grant the full amount of the request if it chose to do so.