



To find out how to attend online or by phone, or have a statement read out
Email: clerk@bishopstokepc.org; Call: 07387 683675;
Or visit www.bishopstokepc.org/virtual-meetings

Members of the Finance & General Purposes Committee are summoned to attend a meeting on Tuesday 9th February 2021 at 7.30pm. This virtual meeting is open to the public.

AGENDA

Public Session

1. Apologies for Absence
2. To adopt the Minutes of the Finance & General Purposes Meeting held on 12 January 2021
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 note the RFO's Report, and to approve the latest Budget Monitoring and Payments Reports
6. To make recommendations on Parish Council banking arrangements
7. To recommend approval of the Financial Systems Risk Assessment for 2020-21
8. To recommend repurposing the 2020-21 election budget for play areas
9. To note the Clerk's Report, including an update on Parish Council assets
10. Date, time and place for the next meeting – Tuesday 9 March 2021 at 7.30pm online

D L Wheal
Clerk to Bishopstoke Parish Council
3 February 2021

Minutes of a Meeting of the Finance and General Purposes Committee held virtually commencing at 7.30pm on 12 January 2021

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

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

Public Attendance: 0 members of the public were present

FGP_2021_M05/

43 Apologies for Absence

43.1 All Cllrs were present.

44 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Committee Meeting held on 8 December 2020

44.1 The Minutes of the above meeting had been circulated prior to the meeting. Cllr Toher noted that the record of those present did not indicate when Cllr Thornton had arrived and asked for that to be added.

Action: Clerk

44.2 Proposed Cllr Toher, Seconded Cllr Tidridge, **RESOLVED** unanimously that the minutes of the Finance and General Purposes Committee meeting held on 8 December 2020, as amended in 44.1, be accepted as a true record.

45 To consider Matters Arising from the above Minutes

45.1 There were no matters arising.

46 Declarations of Interest and Requests for Dispensations

46.1 Cllr Toher declared an interest in item 6 – the grant request from Bishopstoke Methodist Church.

47 To note the RFO's Report, and to approve the Budget Monitoring and Payments Reports for December 2020

47.1 The RFO's report had been included in the document pack for the meeting. It is included in the minutes as Appendix A. The Committee agreed to note the report. Additionally the Committee congratulated the RFO on passing the CiLCA qualification. The RFO thanked the Council for funding 50% of the course.

47.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the Committee approve the Budget Monitoring for December 2020.

47.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Committee approve the Payments Report for December 2020.

48 To make recommendations on a grant request from Bishopstoke Methodist Church

48.1 Proposed Cllr Winstanley, Seconded Cllr Harris, **RECOMMENDED**, with Cllr Toher abstaining due to her declared interest, that Bishopstoke Evangelical Church receive a grant of £1,120.

49 To consider the draft expenditure budget and make recommendations

49.1 The draft budget and accompanying notes had been provided to Councillors in advance of the meeting and were noted.

49.2 The Clerk advised the Committee that it appears likely the Borough will grant money towards the Village Trail and Map Board projects. The Committee discussed keeping the band D Council tax request fixed for the coming year. It was felt that, in the current climate, it was the appropriate thing to do. The Clerk and RFO noted that this proposal would potentially leave the Council at greater financial risk over the next few years and could lead to increased rises being necessary in the short term. The Committee indicated that they would rather provide what assistance they could at the present time.

49.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously to recommend the draft expenditure budget to Full Council.

50 To make recommendations on funding the draft budget and the precept request

50.1 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the band D Council Tax for Bishopstoke remain unchanged from the previous year.

51 To note the Clerk's Report, including an update on Parish Council assets

51.1 The Clerk's report had been included in the document pack and was noted by the Committee. It is included in the minutes as Appendix B.

51.2 The Clerk informed the Committee that a company had been contacted with a view to replacing the parish office fire door and the broken Memorial Hall window. The RFO noted that two different types of door were available (the standard push bar and a turn lock). The company recommended that the turn lock option is more secure and the company that provide fire safety inspections for the Council had approved this as being acceptable given the standard usage of the office. Cllrs were concerned that any fire door should be as accessible as possible and that a turn lock system may be problematic in this regard. The Clerk informed the Committee that the company will be asked about the accessibility of each system and, if there is a difference, then the more accessible door will be selected. Cllr Toher also asked that Officers also investigate putting in place a ramp for the fire exit.

Action: Officers

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

52.1 The next meeting is scheduled to be on Tuesday 9th February 2021 at 7:30pm online. Agenda items for this meeting should be received by the Clerk no later than Monday 1st February 2021.

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

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____



REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance & General Purposes Committee)

9th February 2021
Agenda Item: 5

Report Subject: To receive the RFO's Report

Payments Lists:

Significant items for January included purchase of a new laptop for the RFO, installation costs of the Covid safety signs for the play areas, repairs to the damaged bus shelter at Spring Lane and payment of the grant to the Fair oak Street Pastors as previously resolved by Full Council.

The Q3 VAT return was submitted, and repayment received into the bank account in January.

Sophie Thorogood
RFO to Bishopstoke Parish Council
2nd February 2021

Bishopstoke Parish Council

Finance & General Purposes Meeting

9th February 2021

Payments (January 2021)

Direct Debit payments

BT	Office - Phone & broadband (Jan 21)	£	44.94
Eon	Office - Electricity (Jan 21)	£	29.00
British Gas	Allotments - UR - Electricity (Sep-Dec 20)	£	11.79
British Gas	Allotments - UR - Electricity (2nd half Dec 20)	£	5.07
British Gas	Shears Mill - Electricity (Dec 20)	£	12.39
Business Stream	Allotments - UR - Water (Nov 20-Jan 21)	£	343.96
Business Stream	Allotments - JL - Water (Dec 20-Jan 21)	£	50.08
Eastleigh Borough Council	Trade Waste (Oct-Dec 20)	£	222.56

Staff Debit Card payments

JW - Vodafone	Mobile phone top-up	£	10.00
CT - Currys	HP Envy printer	£	74.99
ST - Boxlite	Acer Aspire 5 laptop	£	754.92
CT - Sainsburys	Postage	£	15.84
ST - Amazon	Stationery	£	0.88
ST - Bitdefender	Antivirus software for new laptop	£	29.99
ST - Amazon	Stationery	£	26.21
ST - Amazon	Printer Inks	£	44.44
ST - Stamps Direct	Invoice ink stamp	£	63.46
ST - Amazon	Printer Inks	£	26.20
ST - Amazon	Printer Inks	£	72.95
ST - Amazon	A4 paper	£	17.47
ST - Sky Mobile	Mobile phone top-up	£	8.00

BACS payments

Greens Clearances	Cemetery Waste collection	£	75.00
Ryan O'Connor	Installation play area covid safety signs	£	478.37
Ryan O'Connor	Securing broken window BMH	£	90.00
LexisNexis	12th edition Arnold Baker	£	119.99
Bruno Construction	Repairs to Spring Lane bus shelter	£	1,968.00
Eastleigh Borough Council	Dog bin emptying (Dec 20)	£	49.06
Safeguard Pest Control	Wasp nest removal UR Summer 2020	£	84.00
Geoff Harris	Contribution towards headset	£	29.99
Greens Clearances	Removal of tables and pallet BMH	£	95.00
Bruno Construction	Safety work to secure fencing St Mary's	£	84.00
Greens Clearances	St Mary's waste collection	£	75.00
Fair Oak Street Pastors	Grant	£	700.00

Staff	Salary	£	4,348.39
Staff	Mileage + Office Allowance	£	131.45
HMRC	Tax / NI	£	1,078.73
HCC	LGPS	£	1,352.63
Green Smile	Ground Maintenance (Jan 2021)	£	3,979.31
Cheque payments		£	-
Out Of Pocket Expenses	Clerk - DW		
N/A		£	-
	Sub total	£	-
Out Of Pocket Expenses	Projects Officer - CT		
Norton	Antivirus software	£	94.99
	Sub total	£	94.99
Out Of Pocket Expenses	RFO - ST		
N/A		£	-
	Sub total	£	-
Out Of Pocket Expenses	Cemeteries Officer - JW		
N/A		£	-
	Sub total	£	-
Total payments		£	16,699.05

Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		Previous Year's Net	2020/2021	Actual Net	Balance	2021/2022
INCOME						
Admin						
100	Precept	£219,889.82	£230,904.24	£230,904.24	£0.00	£230,904.24
110	Council Tax Support Grant	£9,162.08	£4,500.00	£4,589.60	£89.60	£0.00
120	Interest Receivable	£1,066.11	£200.00	£553.59	£353.59	£500.00
130	Grants	£21,911.33	£0.00	£0.00	£0.00	£0.00
140	General	£690.00	£0.00	£0.00	£0.00	£0.00
160	Insurance Claim	£0.00	£0.00	£3,426.21	£3,426.21	£0.00
Total Admin		£252,719.34	£235,604.24	£239,473.64	£3,869.40	£231,404.24
Community						
500	Carnival	£3,250.00	£3,500.00	£0.00	-£3,500.00	£3,500.00
Total Community		£3,250.00	£3,500.00	£0.00	-£3,500.00	£3,500.00
Burial Ground						
800	Interment	£8,300.00	£10,000.00	£6,650.00	-£3,350.00	£12,000.00
810	Burial Grant Purchase	£7,100.00	£0.00	£3,630.00	£3,630.00	£4,000.00
820	Grant Transfer	£230.00	£0.00	£150.00	£150.00	£150.00
830	Memorials	£4,185.00	£2,000.00	£2,155.00	£155.00	£2,000.00
840	Donations / Recovered Costs	£210.00	£0.00	£0.00	£0.00	£0.00
850	Child Funeral Fund	£0.00	£0.00	£0.00	£0.00	£0.00
860	General	£0.00	£0.00	£0.00	£0.00	£0.00
Total Burial Ground		£20,025.00	£12,000.00	£12,585.00	£585.00	£18,150.00
Allotments						
900	Rent	£4,905.35	£5,000.00	£4,431.83	-£568.17	£6,000.00
910	Deposits	£0.00	£0.00	£0.00	£0.00	£0.00
920	General	£0.00	£0.00	£0.00	£0.00	£0.00
Total Allotments		£4,905.35	£5,000.00	£4,431.83	-£568.17	£6,000.00
Total Income		£280,899.69	£256,104.24	£256,490.47	£386.23	£259,054.24

Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		Previous Year's Net	2020/2021	Actual Net	Balance	2021/2022
EXPENDITURE						
Admin						
1000	Salaries	£44,009.00	£55,000.00	£54,460.79	£539.21	£61,500.00
1001	NI	£12,538.46	£16,000.00	£3,567.49	£12,432.51	£0.00
1002	Pensions	£14,578.29	£17,500.00	£10,298.04	£7,201.96	£0.00
1003	Staff Expenses	£1,416.18	£1,948.00	£1,725.18	£222.82	£0.00
1100	Staff Training	£524.00	£1,000.00	£0.00	£1,000.00	£0.00
1200	Seminars / Conferences	£0.00	£200.00	£0.00	£200.00	£0.00
1300	Recruitment	£0.00	£0.00	£0.00	£0.00	£0.00
1400	Office Consumables	£592.84	£1,000.00	£565.90	£434.10	£0.00
1500	Printer Ink	£874.40	£1,000.00	£168.27	£831.73	£0.00
1999	Suspense	£0.00	£0.00	£0.00	£0.00	£0.00
Total Admin		£74,533.17	£93,648.00	£70,785.67	£22,862.33	£61,500.00
Council						
2000	Audit	£1,350.00	£1,500.00	£1,350.00	£150.00	£0.00
2100	Insurance	£2,130.41	£2,200.00	£2,494.22	-£294.22	£0.00
2200	Professional Memberships	£2,469.66	£2,500.00	£2,037.22	£462.78	£0.00
2300	Room Hire	£50.00	£200.00	£0.00	£200.00	£0.00
2400	Reference Materials	£187.49	£200.00	£119.99	£80.01	£0.00
2500	Councillor Elections	£0.00	£8,000.00	£0.00	£8,000.00	£0.00
2501	Councillor Training	£45.00	£1,500.00	£0.00	£1,500.00	£0.00
2502	Chair's Expenses	£23.14	£150.00	£0.00	£150.00	£0.00
2503	Councillor's Expenses	£0.00	£0.00	£29.99	-£29.99	£0.00
2600	IT Software / Subscriptions	£2,622.90	£1,000.00	£2,197.77	-£1,197.77	£0.00
Total Council		£8,878.60	£17,250.00	£8,229.19	£9,020.81	£0.00
Buildings						
3000	Grounds Contract	£427.80	£430.00	£356.50	£73.50	£0.00

Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		Previous Year's Net	2020/2021	Actual Net	Balance	2021/2022
3100	Additional Grounds Maintenance	£25.00	£200.00	£212.00	-£12.00	£0.00
3200	Furnishings	£174.16	£500.00	£241.46	£258.54	£0.00
3300	Cleaning	£550.00	£650.00	£340.00	£310.00	£0.00
3400	IT equipment Purchase	£3,387.82	£5,500.00	£849.55	£4,650.45	£0.00
3401	IT Equipment Maintenance	£0.00	£200.00	£0.00	£200.00	£0.00
3500	Maintenance	£363.30	£600.00	£615.60	-£15.60	£0.00
3900	Utilities - Electricity	£750.98	£850.00	£488.34	£361.66	£0.00
Total Buildings		£5,679.06	£8,930.00	£3,103.45	£5,826.55	£0.00
Communications						
4000	Email	£0.00	£0.00	£49.43	-£49.43	£0.00
4100	Websites	£0.00	£2,500.00	£0.00	£2,500.00	£0.00
4200	Office Landline	£301.07	£350.00	£316.98	£33.02	£0.00
4300	Office Broadband	£300.00	£350.00	£172.80	£177.20	£0.00
4400	Newsletter Printing	£671.85	£3,500.00	£0.00	£3,500.00	£0.00
4500	Noticeboard Purchase	£0.00	£1,500.00	£0.00	£1,500.00	£0.00
4501	Noticeboards Installation	£0.00	£0.00	£0.00	£0.00	£0.00
Total Communications		£1,272.92	£8,200.00	£539.21	£7,660.79	£0.00
Community						
5000	Grants - General (GPC)	£0.00	£6,500.00	£9,110.95	-£2,610.95	£0.00
5001	Grants - General (S137)	£5,430.00	£0.00	£0.00	£0.00	£0.00
5002	Grants - Carnival	£600.00	£300.00	£0.00	£300.00	£0.00
5003	Grants - Community Buildings	£21,806.62	£4,000.00	£13,603.24	-£9,603.24	£0.00
5100	Climate Change Project	£0.00	£5,000.00	£0.00	£5,000.00	£0.00
5200	Safety, Security & Crime Prevention	£0.00	£15,000.00	£478.37	£14,521.63	£0.00
5300	Yzone	£25,000.00	£25,000.00	£0.00	£25,000.00	£0.00
5400	Travel Token Repayments	£2,200.00	£3,500.00	£930.00	£2,570.00	£0.00

Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	Previous Year's Net	2020/2021	Actual Net	Balance	2021/2022	
5401	Travel Token New	£0.00	£200.00	£0.00	£200.00	£0.00
5500	Neighbourhood Plan Consultants	£2,454.60	£0.00	£1,820.00	-£1,820.00	£0.00
5501	Neighbourhood Plan Publicity	£103.52	£0.00	£103.51	-£103.51	£0.00
5502	Neighbourhood Plan General	£77.03	£0.00	£0.00	£0.00	£0.00
5600	Carnival	£4,479.84	£5,700.00	£0.00	£5,700.00	£0.00
5700	Armistice Day	£17.00	£0.00	£0.00	£0.00	£0.00
Total Community		£62,168.61	£65,200.00	£26,046.07	£39,153.93	£0.00
Street Furniture						
6000	Bus Shelters Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6002	Bus Shelter Maintenance	£0.00	£500.00	£5,316.21	-£4,816.21	£0.00
6003	Bus Shelter Cleaning	£0.00	£1,000.00	£0.00	£1,000.00	£0.00
6100	Benches Purchase	£0.00	£4,000.00	£0.00	£4,000.00	£0.00
6200	Bins Purchase	£0.00	£2,000.00	£0.00	£2,000.00	£0.00
6203	Bins Emptying	£1,246.54	£0.00	£1,351.16	-£1,351.16	£0.00
6300	Clocks Purchase	£0.00	£500.00	£0.00	£500.00	£0.00
6302	Clocks Maintenance	£395.00	£0.00	£0.00	£0.00	£0.00
6500	Christmas Decorations Purchase	£0.00	£2,000.00	£0.00	£2,000.00	£0.00
6600	Defibrillators Purchase	£0.00	£2,000.00	£0.00	£2,000.00	£0.00
Total Street Furniture		£1,641.54	£12,000.00	£6,667.37	£5,332.63	£0.00
Play Area & Open Space						
7000	Grounds Contract	£25,125.48	£25,220.00	£20,937.90	£4,282.10	£0.00
7100	Additional Grounds Maintenance	£1,140.00	£2,800.00	£1,306.00	£1,494.00	£0.00
7300	Play Equipment Purchase	£0.00	£2,500.00	£0.00	£2,500.00	£0.00
7301	Equipment Maintenance	£6,452.95	£6,700.00	£6,993.61	-£293.61	£0.00
7302	Play Area Inspections	£1,815.60	£2,000.00	£1,405.20	£594.80	£0.00
7399	Play Area & Open Space Other	£153.73	£200.00	£6.00	£194.00	£0.00
7400	Works and Improvements	£575.00	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		Previous Year's Net	2020/2021	Actual Net	Balance	2021/2022
7800	Trees	£2,650.00	£9,000.00	£3,150.00	£5,850.00	£0.00
7801	Tree Surveys	£1,680.00	£1,500.00	£0.00	£1,500.00	£0.00
Total Play Area & Open Space		£39,592.76	£49,920.00	£33,798.71	£16,121.29	£0.00
Burial Ground						
8000	Grounds Contract	£13,784.80	£13,800.00	£11,416.50	£2,383.50	£0.00
8100	Additional Grounds Maintenance	£1,892.38	£900.00	£1,752.67	-£852.67	£0.00
8200	Fences	£0.00	£0.00	£110.00	-£110.00	£0.00
8300	Replacement Benches	£0.00	£1,000.00	£0.00	£1,000.00	£0.00
8399	Burial Authority Other	£0.00	£500.00	£714.15	-£214.15	£0.00
8400	Works & Improvements	£15,145.70	£25,000.00	£16,328.97	£8,671.03	£0.00
8500	Memorial Costs	£3,884.29	£2,000.00	£22.00	£1,978.00	£0.00
8800	Trees	£5,425.00	£6,500.00	£3,352.50	£3,147.50	£0.00
8901	Utilities - Water	£989.17	£250.00	£86.84	£163.16	£0.00
Total Burial Ground		£41,121.34	£49,950.00	£33,783.63	£16,166.37	£0.00
Allotments						
9000	Grounds Contract	£630.00	£660.00	£525.00	£135.00	£0.00
9100	Additional Grounds Maintenance	£229.57	£400.00	£70.00	£330.00	£0.00
9200	Fences	£0.00	£2,000.00	£0.00	£2,000.00	£0.00
9300	Equipment Purchase	£2,276.22	£800.00	£471.09	£328.91	£0.00
9399	Allotments Other	£0.00	£200.00	£0.00	£200.00	£0.00
9400	Works & Improvements	£477.50	£0.00	£375.00	-£375.00	£0.00
9600	Plot Maintenance and Clearance	£2,666.00	£1,250.00	£706.00	£544.00	£0.00
9700	Buildings (Inc. sheds)	£431.06	£2,500.00	£18.38	£2,481.62	£0.00
9800	Trees	£0.00	£2,000.00	£650.00	£1,350.00	£0.00
9900	Utilities - Electricity	£502.74	£1,200.00	£366.76	£833.24	£0.00
9901	Utilities - Water	£852.60	£2,000.00	£2,559.84	-£559.84	£0.00
Total Allotments		£8,065.69	£13,010.00	£5,742.07	£7,267.93	£0.00

Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	Previous Year's Net	2020/2021	Actual Net	Balance	2021/2022
Total Expenditure	£242,953.69	£318,108.00	£188,695.37	£129,412.63	£61,500.00
Total Income	£280,899.69	£256,104.24	£256,490.47	£386.23	£259,054.24
Total Expenditure	£242,953.69	£318,108.00	£188,695.37	£129,412.63	£61,500.00
Total Net Balance	£37,946.00	-£62,003.76	£67,795.10		£197,554.24

REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance & General Purposes)

2nd February 2021
Agenda Item: 6

Report Subject: To make a recommendation to Full Parish Council to change the banking facilities of the Council

Background:

The Parish Council currently has 2 bank accounts;

- a business current account with the Co-Operative Bank, offering online banking, paper statements, staff debit cards and a 0% credit interest,
- a savings account with Eastleigh Borough Council, offering no online banking, bi-annual statements and an interest rate “three quarter percent below base rate with a minimum of one half percent”.

The Council is receiving poor service in particular from the Co-Operative. Since Covid-19 hit the country, the average waiting time to talk to a customer service agent on the telephone is over an hour, sometimes with the calls being disconnected and having to start all over again. Unlike for personal customers, they do not offer an online messaging facility for business customers, so the only option is to use the telephone to contact them for all queries. The Co-Operative have changed the wait time for paying new beneficiaries on the online system at one point to be 20 hours without any prior notification, meaning urgent payments could not be made which led to having to instead call in. The current wait is 3 hours for new beneficiaries.

The payment to Sainsburys (Argos) Business Solutions for the free school meal vouchers before Christmas failed on a Friday evening at 6.30pm, despite having received a success notification at 3pm on the Thursday, the previous day. The RFO spent over 2 hours trying to contact the bank with no success. The Clerk took over and managed to finally talk to an agent, who lied and informed the Clerk that the payment had failed due to lack of funds – the account had over £20,000 of cleared funds at this point so this was not true.

There have also been instances of not all cheques being deposited from the same paying in slip, disappearing completely, leading to increased workload resolving the issue and asking for replacement cheques from tenants. In the summer of 2020, the Co-operative also changed their online business banking website, which has led to frequent time-outs, especially in the middle of entering month end payroll transactions which involve many separate entries.

The only benefit in all of this is the banking arrangements are currently free.

With regards to the Savings Account, the biggest frustration is not having direct control of the funds. The Edge software requires all bank accounts to be fully reconciled at least each quarter in order to process the VAT return. EBC only issue savings statements twice a year. The RFO has had to come to a compromise with the Corporate Accountancy department who initially refused to provide a quarterly statement, but eventually agreeing to print a quarterly statement with the interest only being calculated and applied twice per year.

To request transfers from the savings to the current accounts, the RFO completes a Funds Fax Transfer request. Depending on workload and time commitments at EBC, the transaction is not always processed quickly – there have been times the Council has waited over a week for the transaction to be processed. Although the RFO monitors the cashflow carefully and regularly, occasionally the Council has been hit with large invoice requests that has necessitated immediate access to a large amount of funds.

To improve workload on the RFO in particular, but also the Clerk, we are making a recommendation that the Council moves both of its bank accounts to obtain better customer service.

When F&GP last reviewed the investment policy, the decision was made to place ethics as the most important factor when choosing options. With this in mind, the RFO has investigated potential options.

Current Account:

- Unity Trust Bank: there are very limited options for ethical business banking open to the Council. The most popular within the sector is currently Unity Trust Bank, who are known as being ethical but also are gaining a good reputation for their customer service.

As the Council is classed as a large organisation, the monthly fees would be £6 for their service, plus £0.15 per individual debit or credit transaction. As an indication in the 10 months of this financial year, there have been 550 individual transactions so far. If the Council banked with Unity, they could have faced £154 of fees already (12 months x £6 per month, plus £0.15 x 550).

Unity do not offer debit cards, but instead offer a multipay charge card which attracts a set up fee of £50, and then a fee of £3 per month per card. This would cost an extra £144 per year for the 4 members of staff.

- Metrobank:
This is another option for the Council but applications are currently on hold and hopefully will re-open in early 2021. They offer free banking as long as a balance of at least £5,000 of cleared funds is held in the account every month. Otherwise a monthly fee of £5 would apply. The Council's policy is to keep at least £10,000 in the current account so this would be achievable. As long as the minimum £5,000 is kept within the account, they offer 50 free transactions per month (DD, BACS, SO, Debit Card Transactions), after which a fee of £0.30 applies.

Metrobank offer business debit cards, and from the information available, it appears they are provided free of charge but this would have to be confirmed.

Other options include:

- Triodos Bank, which is currently not accepting new applications. They also do not offer a business debit card facility which is a very limiting factor.
- Clydesdale and Yorkshire Building Society, which does not offer business banking to clients with deposits of more than £250,000; (with the Memorial Hall re-build project due to happen

within a few years, a large amount of money could potentially be passing through the Council's account) and

- Cumberland Bank, which does not offer business banking to businesses living outside of a certain postcode area.
- The Co-operative are also seen as an ethical bank, but the Council is not happy with the service they provide. There is discussion that Nationwide Building Society have delayed the rollout of their planned business current banking, but that is an option for the future.

Another consideration is at moment, only single-factor authorisation is needed to make a payment. I.e. Normally the RFO makes the payments and they leave the account immediately, and the other 3 members of staff are also set up for online banking to make payments. No Councillors are set up as having access to the online banking but numerous Councillors are a signatory on the mandate. If the Council was to move bank, there is a chance that the organisation might insist on dual factor authorisation i.e. The RFO (or other member of staff) to set up the payments, with a Councillor having to approve them before they can leave the account.

There is a table comparing types of transactions and potential costs with Unity, Metrobank and Triodos on page 4.

Savings Account:

Other than having direct control of the funds in the savings account, better customer service and potentially better interest, the other considering factor for the savings account is the protection afforded by the FSCS of £85,000. At the time of writing this report, there was £207,661 in the savings account, and approximately £57,000 in the current account (higher amount than normal as waiting for an invoice for contributions towards Y-Zone funding for 2020/21). We understand that EBC bank with Barclays, so our £207,000 could potentially not be fully protected if Barclays was to suddenly collapse. It is expected that 2020/21 is the last year the Council will have such high reserves as we face increased expenditure in the coming financial years, but still a factor nonetheless.

The recommendation is to open a variety of accounts, spreading the Council's funds across numerous financial institutions to fully protect the funds against any potential loss and take advantage of the FSCS £85,000 protection limit, whilst also taking into account ethical banking options.

There are also very few options available for ethical business savings accounts.

- Unity Trust Bank provide business savings accounts, but currently offering 0.00% AER to instant access accounts (30 and 90 day deposits are not an option due to the minimum funding requirements).
- Nationwide currently offering:
 - Instant saver 0.05% AER
 - 35 day access saver 0.20% AER
 - 95 day access saver 0.30% AER
 - 1 year fixed saver 0.30% AER
- Investec – 32 day access account offering 0.55% AER on deposits between £40,000 and £800,000
- Metrobank are currently offering (once applications re-open):
 - Instant access 0.05% AER
 - 35 day access – 0.10%
 - 60 day access – 0.20%
 - 95 day access – 0.30%

Recommendation:

The RFO would recommend changing the Council's current account banking arrangements to be with Unity Trust Bank. If the fees are too limiting, to wait and hold on until Metrobank re-open applications and instead open a business current account with them.

The RFO would also recommend opening at least 3 new business savings accounts –

1. Investec and invest £85,000
2. Nationwide and invest £85,000, splitting the amount over instant and longer-term access accounts (perhaps £50,000 95 day, £35,000 instant access)
3. Metrobank and invest the remainder left in the savings account at EBC once Metrobank open their applications again.

	DDs	BACS	DCARD	BACS receipts	Chq receipts	Total per month	Metrobank Fees
April	3	12	6	2		23	FREE
May	4	18	5	5		32	FREE
June	3	23	20	1		47	FREE
July	7	27	7		12	53	£0.90
August	5	21	3	1		30	FREE
September	5	26	27	2	8	68	£5.40
October	5	23	12	5	8	53	£0.90
November	3	26	16	46		91	£12.30
December	5	27	3	13	51	99	£14.70
January	8	22	13	9		52	£0.60
Total per type	48	225	112	84	79	548	£34.80
Triodos	£0.30	£0.10		£0.30	£0.60		
Total Triodos	£14.40	£22.50	£0.00	£25.20	£47.40	£109.50	
Unity	£0.15	£0.15	£0.15	£0.15	£0.15		
Total Unity	£7.20	£33.75	£16.80	£12.60	£11.85	£82.20	

Sophie Thorogood
RFO to Bishopstoke Parish Council
3rd February 2021

BISHOPSTOKE PARISH COUNCIL

**Financial Risk Assessment
2020 / 21**

**This Financial Risk Assessment was adopted
by the Parish Council on dd mmm yy**

**D Wheal
Clerk to Bishopstoke Parish Council**

Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Section One: Areas where there may be scope to use insurance to help manage risk				
Property and contents owned by the council.	Loss or damage.	2	2	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.	3	2	Sufficient public liability insurance held. Currently with Axa through Came & Co. Renewal date of 22 Nov 2021. Reviewed annually by RFO and auditor. Current value of insurance: £10,000,000
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.	3	2	Sufficient business interruption insurance held. Currently with Axa through Came & Co. Renewal date of 22 Nov 2021. Reviewed annually by RFO and auditor. Current value of insurance: £10,000.
Cash.	Loss of cash through theft or dishonesty.	3	3	Sufficient fidelity guarantee insurance held. Currently with Axa through Came & Co. Renewal date of 22 Nov 2021. Reviewed annually by RFO and auditor. Current value of insurance: £150,000.
Legal liability as a consequence of asset ownership.	Public liability claims.	3	1	Sufficient insurance held. Currently with Axa through Came & Co. Renewal date of 22 Nov 2021. Reviewed annually by RFO and auditor. Current value of insurance: £10 million.

Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Section Two - Working with others to help to manage Risk				
Security for vulnerable buildings, amenities or equipment.	Theft, damage, health and safety.	2	2	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.
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.	3	3	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.	3	2	Hire forms reviewed annually, risk assessments for amenities & facilities. Groups are required to have sufficient insurance and, where appropriate, provide their own risk assessments.
Vehicle or equipment lease or hire.	Theft or damage.	3	3	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.	3	1	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.	3	1	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 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Section Three - Self Managed Risk				
Proper financial records.	Fraud. Error. Corruption.	3	2	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.
Business activities.	Not within the legal powers of councils.	3	2	Ensuring that they are within the legal powers of councils by reference to legislation and guidance, and review by auditor.
Borrowing.	Defaulting.	3	2	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.	3	1	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.	3	1	RFO to ensure that requirements are met under HMRC regulations. Reviewed by Council and Internal Auditor.
Annual precept.	Non-compliance with timing and regulations.	3	1	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.	3	2	Cllrs review budget twice per year and policies at least once every Council cycle.
Grants.	Not giving to appropriate organisations. Fraud.	3	3	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.	3	3	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 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Rights of public inspection of documents.	Documents not available. Lack of transparency.	3	3	Where possible, all documents made available on Council website.
Document control.	Incorrect information.	3	3	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.	3	3	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.	3	3	Clerk to ensure the Transparency Code is followed and that any legislative changes are assessed and applied.
Parish Records	Fire / Water damage	3	1	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 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Section Four – Internal Control Areas				
Bookkeeping.	Fraud. Error. Corruption.	3	2	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.	3	3	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.	3	2	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.	3	3	Payment matches invoices, VAT claimed properly, Grants recorded, Accounts checked monthly, VAT reclaimed quarterly. Monthly payment list kept in minute book.
Risk Assessments.	Not done. Out of date.	3	2	All Council properties, equipment and sites to have risk assessments. These should be reviewed annually by Officers.
Budgetary Controls.	Fraud. Error. Corruption. Controls insufficient.	1	2	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.	3	2	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 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Payroll.	Do wages paid match expected wages? Is HMRC / LGPS being operated correctly?	3	3	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.	3	3	An up to date register of assets is kept, updated and is reviewed annually.
Bank reconciliation.	Cash discrepancies.	3	3	RFO prepares reconciliation which is checked monthly and signed by F&GP member. Signed bank reconciliations to be kept in minutes book.
Year end.	Finances not kept in order.	3	2	RFO to ensure training is up to date, accounting practices are suitable and changes in legislation are applied.
Officer Expenses.	Fraud. Error.	3	3	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.

Finance & General Purposes – Item 8

Movement of funds for play area expenses

The most recent play area inspections picked up few problem areas for the most part. However, Sayers Road had a couple of problems identified that needed dealing with urgently, as well as a number of other items of longer-term maintenance that have all come together at once. The full list of repairs and replacements is added at the bottom of this document.

The most obvious large problems are that currently the helicopter swing and basket swing have had to be removed and the DDA roundabout is practically unusable due to a bearing failure. The various items in the quote come to around £5,000, some of which is for replacement equipment and some which is for repair or maintenance.

The current play eqpt maintenance budget is overspent by around £200 out of a budget of nearly £7,000, which is within allowable limits. The current budget of £2,500 for new play eqpt is untouched.

There is an amount of £8,000 in the current budget which was placed there for elections which obviously did not take place. I therefore recommend transferring the entire amount across for use within play areas. This will more than cover the current required work and allow funds to remain for any further work that becomes necessary during the remainder of the financial year.

Items identified from the play area inspections

Church Road / Stoke Common

Replace missing fixings on the basket swing.

Repair / replace the seat fixings on the multi-play unit.

Glebe Meadow

A quote to remove the frame of the old basket swing.

Otter Close

1 bay 2 cradle swing - replace the damaged crutch strap.

Replace the hoop net in the combination goal.

Sayers Road

Replace the worn bearing in the spinning dish.

Replace the broken musical item.

A quote to repair / replace the bearings on the DDA roundabout.

Replace the missing fixings and end caps on the multi-play unit.

Repair the steering wheel and replace the missing part on the ship.

Replace missing caps on the car rocker.

Repair and reinstall both the basket swing and the helicopter swing.



Finance & General Purposes Clerk's report 9 February 2021

Clerk's Report

Matters Arising:

FGP_2021_M05/44.1 Regarding amending the minutes.
Cllr Thornton's arrival at the December meeting was added to the minutes of that meeting.

FGP_2021_M05/51.2 Regarding the parish office fire door.
Officers investigated the various fire door options and determined that the most accessible option would be a push bar system. This has now been ordered and is being fabricated.

Parish Assets:

Allotments

Inspections have begun again at the allotments.

Burial Matters

Fencing work at the Cemetery is still pending as we await full costs from the contractor.

Parish Office

There is nothing new to report regarding the Parish Office

Play Areas

There is nothing new to report regarding play areas.

Trees

Arrangements are being made for this year's tree survey which is expected to take place in March.

Other Matters:

At the time of writing this report, there were no other matters to report upon.