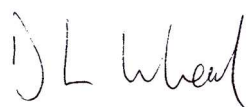


Members of the Finance and General Purposes Committee are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke on Tuesday 8 October 2019 at 7.30pm

This Meeting is Open to the Public

AGENDA

1. Apologies for Absence
2. To adopt the Minutes of the Finance & General Purposes Meeting held on 10 September 2019
3. To consider Matters Arising from the above Minutes not covered elsewhere on this agenda
4. Declarations of Interest and Requests for Dispensations
5. To receive the RFO's Report, and approve Budget Monitoring and Payments Reports for Sept 2019
6. To recommend approval and adoption of the audited Annual Return to 31 March 2019
7. To make recommendations on a grant request from Open Sight
8. To consider Bishopstoke Parish Council making a written statement to the Local Plan inspector and, if necessary, to agree the content of the statement
9. To discuss potential locations for Parish Council funded defibrillators
10. To receive the Clerk's Report, including an update on Parish Council assets
11. Date, time, place and agenda items for next meeting – Tuesday 8 October 2019 at 7.30pm in the Parish Office, Riverside, Bishopstoke



D L Wheal
Clerk to Bishopstoke Parish Council
1 October 2019

**Minutes of a Meeting of the Finance and General Purposes Committee
held in the Parish Office, Riverside, Bishopstoke
commencing at 7.30pm on 10 September 2019**

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

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

Public Attendance: 0 members of the public were present

FGP_1920_M05/

48 Apologies for Absence

48.1 Apologies had been received and were accepted from Cllrs Dean, Tidridge and Toher.

49 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Committee Meeting held on 9 July 2019

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

49.2 Proposed Cllr Parker-Jones, Seconded Cllr Harris, **RESOLVED** unanimously that the minutes of the Finance and General Purposes Committee meeting held on 9 July 2019 be accepted as a true record.

50 To consider Matters Arising from the above Minutes

50.1 There were no matters arising.

51 Declarations of Interest and Requests for Dispensations

51.1 Councillor Thornton declared an interest in the grant for street pastors, as he is one.

51.2 Councillor Winstanley declared a prejudicial interest in the grant for Citizens Advice, Eastleigh, as she is the Chair of that body.

51.3 Councillor Parker-Jones declared an interest in the item on the Jubilee clocks.

52 To receive the RFO's Report, and approve Budget Monitoring and Payments Reports for July and August 2019

52.1 The Budget Monitoring and Payments reports for July and August 2019 had been circulated with the supporting documents for this meeting.

52.2 The RFO had reported that, as mentioned at a previous Finance & General Purposes meeting, the budget for equipment at Underwood Road allotments has now been exceeded due to the need to replace broken equipment.

52.3 Cllr Thornton asked that the payments list be amended to show that his payments are due to him volunteering for the Bishopstoke and Fair Oak Good Neighbours.

Action: Clerk

52.4 Cllr Thornton also asked what the results of the St Mary's Church wall survey had been. The Clerk noted that the surveyor had been appointed at the request of the Diocese and had indicated he was happy with the proposed work to be undertaken by the Parish Council.

52.5 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Committee approve the Budget Monitoring and Payments reports for July and August 2019.

53 To make recommendations Carnival grant requests

53.1 The clerk indicated that this item would now be discussed at Full Council.

54 To make recommendations on the grant requests from Bishopstoke Memorial Hall, Street Pastors and Citizens Advice, Eastleigh

54.1 The grant request forms had been circulated in the document pack for the meeting.

54.2 After discussion it was agreed that the Committee would recommend granting the full £2,000 to the Memorial Hall, but that further discussion was needed to determine where the funds would be appropriated from. The Clerk was asked to bring forward options at the next Full Council meeting.

Action: Clerk

54.3 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the Council grant £2,000 to Bishopstoke Memorial Hall.

54.4 Cllr Parker-Jones asked whether there was a more appropriate way to provide the annual £500 to the Street Pastors than a repeated grant request. The Clerk was requested to look into this. Cllr Parker-Jones also questioned whether Parish Council grants should be used for running costs. The Clerk noted that running costs are permitted according to the Parish Council grant guidance.

Action: Clerk

54.5 Proposed Cllr Harris, Seconded Cllr Winstanley, **RECOMMENDED** (with Cllr Thornton abstaining) that the Parish Council grant £500 to the Street Pastors.

Cllr Winstanley left the room at this point.

54.6 Proposed Cllr Parker-Jones, Seconded Cllr Harris, **RECOMMENDED** that the Parish Council grant £1,000 to Citizens Advice, Eastleigh.

Cllr Winstanley returned to the room.

55 To receive and discuss ideas for inclusion in this and future budgets

55.1 The Clerk noted that no items for budget inclusion had been brought forward by Councillors.

55.2 The Clerk was requested to contact all Councillors and invite them to bring forward any budget proposals they have by Monday 16th September so that they can be included in budget discussions for the coming financial year.

Action: Clerk

56 To discuss the play area inspection routine and make recommendations

56.1 The Clerk had prepared a report on current and recommended practice with regard to play areas which was included in the document pack for this meeting.

56.2 The Committee agreed there was no need to change the frequency of the inspections.

56.3 The Clerk noted that the weekly inspection sheet is currently being redesigned following his attendance at a training course. The Committee asked for the new sheets to include not just the play equipment, but also seating and the general safety of the play area. The Committee also wished to see rust included as something to note on the sheets.

Action: Clerk

57 To agree the way forward for the Jubilee clocks

57.1 The Clerk reported that the clocks were currently being refurbished and repaired by Ray Dean Services who had indicated this would be at no cost to the Council and who had also quoted for repainting as necessary.

57.2 The various options presented by Good Directions for refurbishment or replacement of the clocks had been included with the document pack.

57.3 The Committee agreed to accept the quote from Ray Dean Services and wished to thank them for all the work they have done so far on the clocks.

57.4 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** (with Cllr Parker-Jones abstaining) to accept the quote from Ray Dean Services for the repainting of the Jubilee Clocks.

58 To make recommendations on the potential purchase of digital mapping software

58.1 The Clerk had prepared a report outlining the costs involved and the reasons for purchasing the software which had been included in the document pack.

58.2 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the Council proceed with purchasing the digital mapping software from Pear Technology, with the funds being taken from the budget for trees.

59 To receive a report on the Children's Funeral Fund for England and make recommendations

59.1 The Assistant Clerk for Cemeteries had prepared a report on the Children's Funeral Fund which was included in the document pack.

59.2 Proposed Cllr Parker-Jones, Seconded Cllr Harris, **RECOMMENDED** unanimously that the Council proceed with the recommendation contained in the report.

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

60.1 Actions: The Clerk reported back to the Committee on the following actions from previous meetings: Minute 38.2 – the seating area was no longer in a fit state and was removed, Green Smile report a massive drop in litter and vandalism at the site; 41.2 and 42.2 - both grant applications have been withdrawn, the Council is looking at what it can do with wildflowers already and it is expected that Grub Club will reapply next year; 44.2 – a report is still being waited for on the basket swing; 46.3 – the tree survey has now been arranged and should take place in October; 46.7 – Councillors were contacted regarding budget projects but none were submitted.

60.2 Allotments: The Assistant Clerk (Allotments) reported that non-cultivated plots are continuing to receive attention and some tenants have given up their plots as a result. The Underwood Road waiting list is now clear, and existing tenants are taking up the opportunity to increase their holding to 15 rods. There is some anti-social behaviour in the late evening at Underwood Road and tenants are being advised to report every incident to 101. A dangerous overhanging branch was reported to the Forestry Commission who have now removed it.

Waiting List: Jockey Lane – 8; Underwood Road - 1; Sewall Drive – 24; Breach Lane – 17; Breach Lane disabled plots – 3

60.3 Burials: 6 new ashes interments in July/August, 3 ashes reopenings and 1 burial reopening. Including all those there have been 16 interments so far this year. There are also 2 interments planned for September and 1 for November.

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

61.1 The next meeting is scheduled to be on Tuesday 8th October 2019 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

61.2 Agenda items for this meeting should be received by the Clerk no later than Monday 30th September 2019.

There being no further business, the Chair closed the meeting at 8.40pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Bishopstoke Parish Council - Budget Monitoring - Income (September 19)

Finance & General Purposes Meeting - 8th October 2019

Year to Date

50.1%

Prior to 01/10/2019	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Received to Date	Proportion Received
Admin			Precept	£ 219,889.82		£ 109,944.82	50.00%
			Council Tax Support	£ 9,162.08		£ 9,162.08	100.00%
			EBC Interest	£ 200.00		£ -	
			EBC Grant	£ -		£ -	
	100	1100	General	£ -		£ 690.00	
	100	1110	Grants	£ -		£ 22,036.33	
100	1120	Interest Receivable	£ -		£ -		
Carnival	300	1300	Adverts	£ 3,500.00		£ 925.00	26.43%
	300	1310	Pre-Events			£ -	
	300	1320	Quizzes			£ 155.00	
	300	1330	Duck Races			£ -	
	300	1340	Stall Hire			£ 405.00	
	300	1350	Tea Room			£ -	
	300	1360	Committee Stalls			£ 50.00	
	300	1370	Tenders			£ -	
	300	1380	Street Collection			£ 1,195.00	
Burial Board	500	1500	Interment	£ 10,000.00		£ 8,375.00	83.75%
	500	1510	Grant Transfer			£ 50.00	
	500	1520	Memorials			£ 1,570.00	
	500	1530	Plot Purchase			£ -	
	500	1540	Other			£ -	
Allotments	600	1600	Rent	£ 5,000.00		£ 38.33	0.77%
	600	1610	Deposits			£ -	
	600	1620	General			£ -	

Total Income	Budgeted + Virements	Received to Date	Proportion
	£247,751.90	£154,596.56	62.40%

Bishopstoke Parish Council - Budget Monitoring - Expenditure (September 19)

Finance & General Purposes Meeting - 8th October 2019

Year to Date

50.1%

Prior to 01/10/2019	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Admin (Staff)	100	4100	Salaries	£ 47,000.00		£ 21,490.67		£ 25,509.33	45.72%
	100	4101	N.I.	£ 14,000.00		£ 6,270.76		£ 7,729.24	44.79%
	100	4102	Pensions	£ 15,500.00		£ 7,173.16		£ 8,326.84	46.28%
	100	4103	Office Facility	£ 648.00		£ 324.00		£ 324.00	50.00%
	100	4104	Travel / Mileage	£ 500.00		£ 194.45		£ 305.55	38.89%
	100	4105	Staff Training	£ 500.00		£ 395.00		£ 105.00	79.00%
	100	4106	Seminars	£ 200.00		£ -		£ 200.00	0.00%
	100	4107	Reference Material	£ 200.00		£ -		£ 200.00	0.00%
	100	4108	Staff Expenses	£ 500.00		£ 243.13		£ 256.87	48.63%
100	4109	Recruitment	£ -		£ -		£ -		
Admin (Other)	110	4110	Audit	£ 1,400.00		£ 750.00		£ 650.00	53.57%
	110	4111	Insurance	£ 2,200.00		£ -		£ 2,200.00	0.00%
	110	4112	Subscriptions	£ 2,300.00		£ 2,176.00		£ 124.00	94.61%
	110	4113	Room Hire	£ 200.00		£ 50.00		£ 150.00	25.00%
	110	4114	Web Costs	£ 500.00		£ -		£ 500.00	0.00%
	110	4199	Other	£ 200.00		£ -		£ 200.00	0.00%
Parish Office	120	4120	Consumables	£ 1,000.00		£ 578.42		£ 421.58	57.84%
	120	4121	Furnishings	£ 500.00		£ -		£ 500.00	0.00%
	120	4122	Cleaning	£ 200.00		£ 120.00		£ 80.00	60.00%
	120	4123	IT Purchase	£ 1,500.00		£ 300.00		£ 1,200.00	20.00%
	120	4124	IT Maintenance	£ 200.00		£ -		£ 200.00	0.00%
120	4125	Ink	£ 1,000.00		£ -		£ 1,000.00	0.00%	
Office Utilities	120	4800	Electricity	£ 500.00		£ 308.00		£ 192.00	61.60%
	120	4820	Phone	£ 500.00		£ 331.64		£ 168.36	66.33%
	120	4821	Staff Phones			£ 130.00		-£ 130.00	
	120	4822	Broadband	£ 200.00		£ -		£ 200.00	0.00%
Publicity	130	4130	Newsletter	£ 4,500.00		£ 671.85		£ 3,828.15	14.93%
	130	4131	Noticeboards	£ 1,500.00		£ -		£ 1,500.00	0.00%
	130	4139	Other	£ -		£ -		£ -	
Councillor	140	4140	Election Expenses	£ 2,000.00		£ -		£ 2,000.00	0.00%
	140	4141	Councillor Training	£ 500.00		£ 45.00		£ 455.00	9.00%
	140	4142	Chair's Expenses	£ 150.00		£ 23.14		£ 126.86	15.43%
	140	4149	Other	£ -		£ -		£ -	
Grants	150	4150	Open Grants	£ 6,000.00		£ 1,000.00	-£ 1,000.00	£ 6,000.00	0.00%
	150	4151	Street Pastors	£ 500.00		£ -		£ 500.00	0.00%
	150	4159	Other	£ -		£ -		£ -	

Bishopstoke Parish Council - Budget Monitoring - Expenditure (September 19)

Finance & General Purposes Meeting - 8th October 2019

Year to Date
50.1%

Prior to 01/10/2019	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Community Funding	200	4200	Community Centre	£ 2,000.00		£ -		£ 2,000.00	0.00%
	200	4201	Memorial Hall	£ 3,000.00		£ 2,560.00		£ 440.00	85.33%
	210	4210	Shears Mill Maintenance	£ 400.00		£ 203.30		£ 196.70	50.83%
	210	4211	Shears Mill Cleaning	£ -		£ 160.00		-£ 160.00	
	210	4800	Shears Mill Electricity	£ 150.00		£ 64.64		£ 85.36	43.09%
	220	4220	Yzone	£ 25,000.00		£ 25,000.00		£ -	100.00%
	230	4230	Clocks	£ 10,000.00		£ -		£ 10,000.00	0.00%
	230	4231	Benches	£ 2,000.00		£ -		£ 2,000.00	0.00%
	230	4232	Bins	£ 5,000.00		£ -		£ 5,000.00	0.00%
Community Funding	240	4240	Bus Shelter Cleaning	£ 1,000.00		£ -		£ 1,000.00	0.00%
	240	4241	Bus Shelter Repairs	£ 500.00		£ -		£ 500.00	0.00%
	240	4249	Bus Shelter General	£ -		£ -		£ -	
	250	4250	Travel Token Repayments	£ 2,500.00		£ 1,221.00		£ 1,279.00	48.84%
	250	4259	Travel Token General	£ 200.00		£ -		£ 200.00	0.00%
	260	4260	Parish Lengthsman	£ 4,000.00		£ -		£ 4,000.00	0.00%
	260	4261	Christmas Decorations	£ 3,000.00		£ -		£ 3,000.00	0.00%
	260	4262	Defibrillators	£ 6,000.00		£ -		£ 6,000.00	0.00%
260	4269	Other	£ -		£ -		£ -		
N. Plan	270	4270	Consultants	£ 3,000.00		£ 3,114.60	-£ 1,444.80	£ 1,330.20	55.66%
	270	4271	Publicity	£ 2,000.00		£ -		£ 2,000.00	0.00%
	270	4279	Other	£ 1,000.00		£ 77.03		£ 922.97	7.70%
Carnival	300	4300	Admin	£ 100.00		£ 20.83		£ 79.17	20.83%
	300	4301	Licences			£ -		£ -	
	300	4302	First Aid	£ 350.00		£ -		£ 350.00	0.00%
	300	4303	Programme	£ 1,200.00		£ 1,590.00		-£ 390.00	132.50%
	300	4304	Publicity	£ 200.00		£ 313.85		-£ 113.85	156.93%
	300	4305	Court	£ 500.00		£ 392.06		£ 107.94	78.41%
	300	4306	Music	£ 500.00		£ 130.44		£ 369.56	26.09%
	300	4307	Van	£ 300.00		£ 229.50		£ 70.50	76.50%
	300	4309	General	£ -		£ 157.77		-£ 157.77	
	310	4310	Quizzes	£ 50.00		£ -		£ 50.00	0.00%
	310	4311	Other Events	£ 200.00		£ 213.60		-£ 13.60	106.80%
	320	4320	Duck Race	£ 50.00		£ 28.80		£ 21.20	57.60%
	320	4321	River Floats	£ 100.00		£ 82.32		£ 17.68	82.32%
	330	4330	Parade	£ 1,200.00		£ 3.32		£ 1,196.68	0.28%
	330	4331	Mayors Tea Party	£ 250.00		£ 19.91		£ 230.09	7.96%
	330	4332	Street Collection Grants	£ 300.00		£ -		£ 300.00	0.00%
330	4333	Glebe Meadow	£ 100.00		£ 359.77		-£ 259.77	359.77%	
330	4334	Arena Acts	£ 600.00		£ 525.00		£ 75.00	87.50%	

Bishopstoke Parish Council - Budget Monitoring - Expenditure (September 19)

Finance & General Purposes Meeting - 8th October 2019

Year to Date

50.1%

Prior to 01/10/2019	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Glebe Meadow	400	4400	Play Eqpt Maintenance	£ 1,000.00		£ 459.21		£ 540.79	45.92%
	400	4401	Play Eqpt Purchase	£ 500.00		£ -		£ 500.00	0.00%
	400	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	400	4710	Grounds Contract	£ 7,320.00		£ 3,650.34		£ 3,669.66	49.87%
	400	4720	Additional Grounds Maintenance	£ 500.00		£ -		£ 500.00	0.00%
	401	4400	Skate Park Maintenance	£ 500.00		£ 460.00		£ 40.00	92.00%
	401	4401	Skate Park Purchase	£ -		£ -		£ -	
Church Road	410	4400	Play Eqpt Maintenance	£ 300.00		£ 629.06		-£ 329.06	209.69%
	410	4401	Play Eqpt Purchase	£ 500.00		£ -		£ 500.00	0.00%
	410	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	410	4710	Grounds Contract	£ 2,820.00		£ 1,400.40		£ 1,419.60	49.66%
	410	4720	Additional Grounds Maintenance	£ 200.00		£ -		£ 200.00	0.00%
Otter Close	420	4400	Play Eqpt Maintenance	£ 500.00		£ 457.75		£ 42.25	91.55%
	420	4401	Play Eqpt Purchase	£ 500.00		£ -		£ 500.00	0.00%
	420	4700	Trees	£ 1,000.00		£ 860.00		£ 140.00	86.00%
	420	4710	Grounds Contract	£ 3,600.00		£ 1,799.10		£ 1,800.90	49.98%
	420	4720	Additional Grounds Maintenance	£ 200.00		£ -		£ 200.00	0.00%
Sayers Road	430	4400	Play Eqpt Maintenance	£ 500.00		£ 1,820.54		-£ 1,320.54	364.11%
	430	4401	Play Eqpt Purchase	£ -		£ -		£ -	
	430	4700	Trees	£ 1,000.00		£ 380.00		£ 620.00	38.00%
	430	4710	Grounds Contract	£ 3,180.00		£ 1,578.60		£ 1,601.40	49.64%
	430	4720	Additional Grounds Maintenance	£ 200.00		£ -		£ 200.00	0.00%
Templecombe Road	440	4400	Play Eqpt Maintenance	£ 600.00		£ 260.24		£ 339.76	43.37%
	440	4401	Play Eqpt Purchase	£ 500.00		£ -		£ 500.00	0.00%
	440	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	440	4710	Grounds Contract	£ 1,990.00		£ 990.90		£ 999.10	49.79%
	440	4720	Additional Grounds Maintenance	£ 200.00		£ -		£ 200.00	0.00%
Brookfield	450	4400	Play Eqpt Maintenance	£ 500.00		£ 2,366.15		-£ 1,866.15	473.23%
	450	4401	Play Eqpt Purchase	£ 500.00		£ -		£ 500.00	0.00%
	450	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	450	4710	Grounds Contract	£ 5,780.00		£ 2,886.00		£ 2,894.00	49.93%
	450	4720	Additional Grounds Maintenance	£ 1,000.00		£ 150.00		£ 850.00	15.00%
	451	4400	BMX Track Maintenance	£ -		£ -		£ -	
	451	4401	BMX Track Purchase	£ -		£ -		£ -	
	452	4400	MUGA Maintenance	£ 200.00		£ -		£ 200.00	0.00%
		4401	MUGA Purchase	£ -		£ -		£ -	
Play Area	490	4499	Inspections	£ 1,600.00		£ 930.00		£ 670.00	58.13%
Bishopstoke Cemetery	500	4500	Burial Ground Maintenance	£ 3,000.00		£ 110.33		£ 2,889.67	3.68%
	500	4501	Works / Improvements	£ 10,000.00		£ 2,779.59	-£ 1,554.00	£ 8,774.41	12.26%
	500	4700	Trees	£ 2,000.00		£ 1,260.00		£ 740.00	63.00%
	500	4710	Grounds Contract	£ 6,600.00		£ 3,454.60		£ 3,145.40	52.34%
	500	4720	Additional Grounds Maintenance	£ 500.00		£ 863.80		-£ 363.80	172.76%
	500	4810	Water	£ 100.00		£ 23.75		£ 76.25	23.75%
Stoke Common Cemetery	510	4500	Burial Ground Maintenance	£ -		£ -		£ -	
	510	4501	Works / Improvements	£ -		£ -		£ -	
	510	4700	Trees	£ -		£ -		£ -	
	510	4710	Grounds Contract	£ -		£ -		£ -	
	510	4720	Additional Grounds Maintenance	£ -		£ -		£ -	
	510	4810	Water	£ -		£ -		£ -	
Old St Marys	520	4500	Burial Ground Maintenance	£ -		£ -		£ -	
	520	4501	Works / Improvements	£ -		£ -		£ -	
	520	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	520	4710	Grounds Contract	£ 3,600.00		£ 1,778.70		£ 1,821.30	49.41%
	520	4720	Additional Grounds Maintenance	£ 200.00		£ 6.00		£ 194.00	3.00%
St Marys	530	4500	Burial Ground Maintenance	£ -		£ -		£ -	
	530	4501	Works / Improvements	£ 15,000.00		£ 603.80		£ 14,396.20	4.03%
	530	4700	Trees	£ 1,500.00		£ 200.00		£ 1,300.00	13.33%
	530	4710	Grounds Contract	£ 3,600.00		£ 1,746.60		£ 1,853.40	48.52%
	530	4720	Additional Grounds Maintenance	£ 200.00		£ 101.00		£ 99.00	50.50%
Burial Ground	590	4599	General	£ 500.00		£ -		£ 500.00	0.00%

Bishopstoke Parish Council - Budget Monitoring - Expenditure (September 19)

Finance & General Purposes Meeting - 8th October 2019

Year to Date

50.1%

Prior to 01/10/2019	Cost Centre	Account Code	Description	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Underwood Road	600	4600	Buildings (Inc sheds)	£ 1,500.00	£ -		£ 1,500.00	0.00%
	600	4601	Eqpt	£ 500.00	£ 874.88		-£ 374.88	174.98%
	600	4602	Fence Maintenance	£ 1,000.00	£ -		£ 1,000.00	0.00%
	600	4603	Plot Maintenance and clearance	£ 500.00	£ 1,050.00		-£ 550.00	210.00%
	600	4604	Works / Improvements	£ -	£ 477.50		-£ 477.50	
	600	4700	Trees	£ 500.00	£ -		£ 500.00	0.00%
	600	4710	Grounds Contract	£ 260.00	£ 126.00		£ 134.00	48.46%
	600	4720	Additional Grounds Maintenance	£ 200.00	£ 310.00		-£ 110.00	155.00%
	600	4800	Electricity	£ 400.00	£ 411.84		-£ 11.84	102.96%
	600	4810	Water	£ 1,000.00	£ -		£ 1,000.00	0.00%
Jockey Lane	610	4600	Buildings (Inc sheds)	£ 500.00	£ 75.20		£ 424.80	15.04%
	610	4601	Eqpt	£ 200.00	£ 341.33		-£ 141.33	170.67%
	610	4602	Fence Maintenance	£ 500.00	£ -		£ 500.00	0.00%
	610	4603	Plot Maintenance and clearance	£ 250.00	£ -		£ 250.00	0.00%
	610	4604	Works / Improvements	£ -	£ 450.00		-£ 450.00	
	610	4700	Trees	£ 500.00	£ -		£ 500.00	0.00%
	610	4710	Grounds Contract	£ 400.00	£ 189.00		£ 211.00	47.25%
	610	4720	Additional Grounds Maintenance	£ 200.00	£ 279.57		-£ 79.57	139.79%
	610	4810	Water	£ 300.00	£ 89.28		£ 210.72	29.76%
Sewall Drive	620	4600	Buildings (Inc sheds)	£ -	£ -		£ -	
	620	4601	Eqpt	£ -	£ -		£ -	
	620	4602	Fence Maintenance	£ -	£ -		£ -	
	620	4603	Plot Maintenance and clearance	£ -	£ -		£ -	
	620	4604	Works / Improvements	£ -	£ -		£ -	
	620	4700	Trees	£ -	£ -		£ -	
	620	4710	Grounds Contract	£ -	£ -		£ -	
	620	4720	Additional Grounds Maintenance	£ -	£ -		£ -	
	620	4800	Electricity	£ -	£ -		£ -	
	620	4810	Water	£ -	£ -		£ -	
Breach Lane	630	4600	Buildings (Inc sheds)	£ -	£ -		£ -	
	630	4601	Eqpt	£ -	£ -		£ -	
	630	4602	Fence Maintenance	£ -	£ -		£ -	
	630	4603	Plot Maintenance and clearance	£ -	£ -		£ -	
	630	4604	Works / Improvements	£ -	£ -		£ -	
	630	4700	Trees	£ -	£ -		£ -	
	630	4710	Grounds Contract	£ -	£ -		£ -	
	630	4720	Additional Grounds Maintenance	£ -	£ -		£ -	
	630	4800	Electricity	£ -	£ -		£ -	
	630	4810	Water	£ -	£ -		£ -	
Allotments	690	4699	General	£ 200.00	£ -		£ 200.00	0.00%
Open Space	700	4700	Trees	£ 1,000.00	£ -		£ 1,000.00	0.00%
	700	4710	Grounds Contract	£ 960.00	£ 696.14		£ 263.86	72.51%
	700	4720	Additional Grounds Maintenance	£ 200.00	£ 170.00		£ 30.00	85.00%
	700	4730	Brookfield Project	£ 10,000.00	£ 575.00		£ 9,425.00	5.75%
	700	4799	Other	£ 200.00	£ 329.96		-£ 129.96	164.98%

Total	Budgeted + Virements	Spending	Funds Remaining
	£ 293,608.00	£ 115,496.32	£ 178,111.68
	Proportion Spent		
39.34%			

Bishopstoke Parish Council

Finance & General Purposes Meeting

8th October 2019

Payments (September 2019)

Direct Debit payments

BT	Office - Phone & broadband (Sep 19)	£	54.10
Eon	Office - Electricity (Aug 19)	£	58.00
British Gas	Allotments - UR - Electricity (Aug 19)	£	49.95
British Gas	Shears Mill - Electricity (Jul 19)	£	11.79
British Gas	Shears Mill - Electricity (Aug 19)	£	11.21
ICO	Data Protection Registration	£	35.00

Staff Debit Card payments

DW - Ink Planet	Printer Inks	£	16.50
CW - Sainsburys	Stationery	£	1.12
ST - Tesco	Batteries	£	8.00
DW - Amazon	Printer Inks	£	23.98
DW - B&Q	B&Q - stall layout equipment	£	39.79
DW - Ryman	Stationery	£	19.99
DW - Asda	Duck race sweets	£	13.00
DW - Co-op	Duck race sweets	£	9.00
DW - Sainsburys	Mayor's Tea Party	£	19.91
ST - Vodafone	Mobile Top-up	£	10.00
DW - Co-op	Office Supplies	£	9.15
DW - Ink Planet	Printer Inks	£	31.00
ST - Amazon	Allotment equipment, printer inks, stationery	£	95.40
CT - Sainsburys	Mobile phone top-up	£	10.00
ST - Southampton City Council	Parking	£	4.00

BACS payments

Tudor Distribution	Newsletter Distribution	£	350.22
Green Smile Ltd	Additional grounds maintenance cemetery	£	92.40
Green Smile Ltd	Soil and seed 2 graves	£	36.00
Eastleigh Borough Council	Y-Zone Contribution 2019-20	£	25,000.00
HALC	Officers Update Course - C Taylor	£	12.00
Sue Toher	AGM Expenses	£	23.14
Green Smile Ltd	Sensory Garden maintenance	£	180.00
Eastleigh Borough Council	Dog Bin emptying (Aug 19)	£	61.32
PPL/PRS	PRS Licence for Carnival	£	156.53
High & Low Pest Control	Mole control at cemetery	£	192.00
Eastleigh Borough Council	Carnival Road Closure application fee	£	25.00
Surrey Hills Solicitors	Brookfield Acquisition to Mar 19	£	630.00
Surrey Hills Solicitors	Brookfield Acquisition (Mar-Jul 19)	£	60.00
Richard McKinley	PA System for Carnival	£	300.00
Vitaplay	Remedial works to Sayers/Brookfield	£	1,876.57
Vitaplay	Remedial work to Sayers Road	£	815.16
Vitaplay	Remedial work to Templecombe	£	312.28
Vitaplay	Remedial work Sayers Road play area	£	465.89
Vitaplay	Remedial work Stoke Common play area	£	754.87

Vitaplay	Remedial work Otter Close play area	£	549.30
Vitaplay	Remedial work Brookfield play area	£	1,866.41
Vitaplay	Remedial work Glebe Meadow play area	£	767.05
Eastleigh Borough Council	Dog Bin emptying (Jul 19)	£	49.06
Foster Tree Surgeons	Tree work Sayers Rd/Alan Drayton Way	£	672.00
Seagrave Inspection Services	Play Area Inspections (Aug 19)	£	518.40
P Stewart	Office window cleaning (Jun-Aug 19)	£	45.00
P Stewart	Shears Mill cleaning (Jun-Aug 19)	£	60.00
Good Neighbours (Mike Thornton)	Travel Tokens	£	10.00
Good Neighbours (Mike Thornton)	Travel Tokens	£	18.00
Kays Group Taxis (Singleton)	Travel Tokens	£	267.00
Good Neighbours (Chris Shehan)	Travel Tokens	£	150.00
Good Neighbours (Chris Shehan)	Travel Tokens	£	100.00
Merritt Tree Specialists	Emergency Tree Work St Mary's Churchyard	£	120.00
Greens Clearances	Tyre removal cemetery	£	36.00
Richard Elkins	Fuel for UR equipment	£	33.76
Mrs P Alford	Carnival Court expenses	£	367.11
Richard Elkins	Fuel for UR equipment	£	31.97
Geosphere	Online Mapping Software	£	360.00
Greenbarnes	Reinforced posts for cemetery	£	232.66
Sarsen Press	5000 newsletters printing	£	380.00
Sarsen Press	4600 carnival programmes	£	1,590.00
Geoff Harris	Carnival expenses	£	378.69
Greens Clearances	Cemetery bench disposal	£	222.00
Itchen Valley Printing	Carnival Printing	£	238.85
Earth Hoops	Carnival workshop	£	75.00
14th Eastleigh Scouts	Entertainment	£	450.00
Staff	Salary	£	3,687.93
Staff	Mileage + Office Allowance	£	81.45
HMRC	Tax / NI	£	1,116.78
HCC	LGPS	£	1,233.98
Green Smile	Ground Maintenance (Sep 2019)	£	3,979.31
Cheque payments			
N/A			
Out Of Pocket Expenses	Clerk		
N/A		£	-
		Sub total	£ -
Out Of Pocket Expenses	Assistant Clerk - CT		
N/A		£	-
		Sub total	£ -
Out Of Pocket Expenses	Assistant Clerk - ST		
N/A		£	-
		Sub total	£ -
Total payments			£ 51,561.98

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Bishopstoke Parish Council – HA0027

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP SIGNATURE REQUIRED

Date

18/09/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



Bishopstoke Parish Council

Listening to you

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

Bishopstoke Parish Office
Riverside
Bishopstoke
Eastleigh
Hampshire SO50 6LQ

Tel: 02380 643428
email: clerk@bishopstokepc.org

APPLICATION FOR GRANT AID

1.	Name of Organisation	Open Sight, Hampshire
7.	Objectives and Member Criteria	Open Sight is dedicated to helping the visually impaired / blind adult and child to lead independent and fulfilling lives, with advice on equipment, benefits and pathways to employment. Membership criteria would be visual impairment / blindness
8.	Total Membership Proportion in BStoke	3,000 30 live in Bishopstoke
9.	Total Grant	£480
10.	Grant Purpose	Grant used for 12 once monthly gatherings for Eastleigh and Bishopstoke working age group gatherings regarding premises and light liquid refreshments. Encouraging visually impaired people to share tips about living with sight loss, boosting self-esteem and creating a positive outlook for the future as well as making new friends.
11.	Estimated income of organisation	£250,000
12.	Estimated expenditure of organisation	£350,000 – March 2020
13.	Other funding	N/A