



# Bishopstoke Parish Council

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**Members of the Finance Committee are summoned to attend a meeting on  
Tuesday 25<sup>th</sup> October 2022 at 7:15pm at Bishopstoke Methodist Church, Sedgwick Road.  
This meeting is open to the public.**

## AGENDA

### PUBLIC SESSION

1. To elect a Chair for the Committee
2. To elect a Vice-Chair for the Committee
3. Apologies for Absence
4. To adopt and sign Minutes of the Finance Committee meeting held on 9<sup>th</sup> August 2022
  - *Local Government Act 1972, Sch. 12, para 41*
5. Declarations of Interest and Requests for Dispensations
  - *Bishopstoke Parish Council Code of Conduct, Section 9*
6. To approve reports on Council finances
  - *Updates on actions from previous meetings and any matter within the Committee's responsibilities*
7. To review the Burial Board fees for 2023/24
8. To review the insurance quotes for 2022/23 and recommend approval to the Full Council
9. To recommend the travel token amount and funding for the year 2023/24
10. To recommend a virement of £1,500 from reserves to the staff training budget
11. To consider amendments to the CIP List
12. To consider items for inclusion in the 1<sup>st</sup> draft budget for the financial year 2023/24
13. To approve a grant request from Highbridge Conservation Group
14. Date, time, place and agenda items for next meeting –
  - *13<sup>th</sup> December 2022, 7:30pm, Bishopstoke Methodist Church (Local Government Act 1972, Sch. 12, Part II, Para 8)*

**D L Wheal**  
**Clerk to Bishopstoke Parish Council**  
**19<sup>th</sup> October 2022**

**Minutes of a Meeting of the Finance Committee  
held at Bishopstoke Methodist Church  
commencing at 7:30pm on 9 August 2022**

**Present:** Cllrs A Dean, R Dean, C McKeone and Parker-Jones

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

**Public Attendance:** 0 members of the public were present.

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**Public Session**

**1 Election of Chair**

1.1 Proposed Cllr R Dean, seconded Cllr C McKeone, **RESOLVED** unanimously that Cllr Parker-Jones be elected Chair of the Finance Committee.

**2 Election of Vice Chair**

2.1 Proposed Cllr A Dean, seconded Cllr R Dean, **RESOLVED** unanimously that Cllr C McKeone be elected Vice-Chair of the Finance Committee.

**3 Apologies for Absence**

3.1 Apologies were received and accepted from Cllr Winstanley.

**4 To adopt as a true record, and sign, the Minutes of the Finance Committee meeting held on 14 June 2022**

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

4.2 Proposed Cllr C McKeone, seconded Cllr R Dean, **RESOLVED** that the minutes of the Finance Committee meeting held on 14 June 2022 be adopted as a true record, with abstention from Cllr Parker-Jones.

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

5.1 No declarations of interest were made.

5.2 The Committee discussed adding a standing agenda item for each meeting, to be called "Matters arising and Councillor questions" after approval of previous meeting's minutes. **ACTION** – RFO to add this to next agenda.

5.3 Cllr C McKeone asked if the Charity number had now been received for the Bishopstoke Community Fund. The RFO and Cllr Parker-Jones confirmed everything was now in order and the £7,000 grant for the defibrillators had now been paid to the Charity.

## 6 To approve reports on Council finances

6.1 The payments lists and statement of accounts for May, June and July 2022 had been included with the document pack for the meeting.

6.2 Proposed Cllr R Dean, Seconded Cllr A Dean, **RESOLVED** unanimously to approve the reports on Council finances.

6.3 Cllr Parker-Jones requested that items for the CIP list be added to the September Full Council agenda for all Parish Councillors to discuss. Cllr R Dean suggested that the project to install a boardwalk in the area of Bishopstoke Cemetery that is too wet to use for interments be added to the CIP list. **ACTION** – Clerk to add the CIP list as an item for Full Council meeting on 13 September.

## 7 To review the £5,000 budgeted expenditure limit within the Committee's Terms of Reference

7.1 The Committee discussed this briefly and decided that the limit should remain at £5,000 and be reviewed in 2023 as part of the annual review of the Committee's Terms of Reference.

## 8 To approve the list of direct debit payees

8.1 The list of direct debit payees was circulated to Councillors prior to the meeting.

8.2 Proposed Cllr R Dean, Seconded Cllr C McKeone, **RESOLVED** unanimously that the Council approve the list of direct debit payees.

## 9 Date, time, place, and agenda items for next meeting

9.1 The next meeting of the Finance Committee will take place at 7:30pm on Tuesday 11<sup>th</sup> October at the Bishopstoke Methodist Church.

9.2 Agenda items to include the annual insurance premium renewal for recommendation, and a discussion of items for the 2023-24 annual budget.

*There being no further business, the Chair closed the meeting at 7:56pm*

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

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

## REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance Committee)

11<sup>th</sup> October 2022  
Item 6

**Report Subject: To approve the latest reports on Council finances**

### **Payments Lists:**

The payments lists for August and September 2022 are presented for approval.

Significant items for August included payment of water usage at Underwood Road allotments, payments of grants as previously resolved, payment of the Edge software package for the new year, a new noticeboard for Church Road play area, printing and delivery of the Summer newsletters, and payment of new benches and picnic tables for Brookfield, and associated installation costs of these items and the Jubilee benches.

Significant items for September included purchase of a new laptop and mobile handset for the Assets Officer, repairs to the basket swing at Otter Close play area and purchase of a bench for Church Road play area.

### **Budget Monitoring report:**

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

Income is currently £297,627 versus an annual budget of £316,736.  
Expenditure is currently £151,370 versus an annual budget of £459,970.

### **Statement of accounts:**

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

The savings account statement for Q2 2022/23 confirms that the full precept has been paid into the savings account. Interest has been applied for the first 6 months, and is higher than budgeted due to the rising Bank of England interest rates.

### **Other updates:**

The quarter 2 2022-23 VAT return has been submitted and the refund is awaited into the bank account.

Sophie Thorogood  
RFO to Bishopstoke Parish Council, 4<sup>th</sup> October 2022

## Bishopstoke Parish Council

### Finance Committee - 11th October 2022

#### Payments (August 2022)

##### Direct Debit payments

Invoice Date	Payee	Description	Net	VAT	Gross
28/07/2022	BT	Office - Phone & broadband (Aug 22)	£ 37.45	£ 7.49	£ 44.94
14/08/2022	Eon	Office - Electricity (Aug 22)	£ 46.72	£ 4.28	£ 51.00
02/08/2022	British Gas	Allotments - UR - Electricity (Jul 22)	£ 21.59	£ 1.07	£ 22.66
09/08/2022	British Gas	Shears Mill - Electricity (Jul 22)	£ 15.13	£ 0.75	£ 15.88
15/08/2022	Sky Mobile	DW Mobile Phone (Aug 22)	£ 20.00	£ -	£ 20.00
11/08/2022	Business Stream	Allotments - UR - Water (Jan-Aug 22)	£ 859.63	£ 120.72	£ 980.35
26/07/2022	Business Stream	Burial Grounds - BC - Water (May-Jul 22)	£ 14.96	£ -	£ 14.96

##### Staff Debit Card payments

Invoice Date	Payee	Description	Net	VAT	Gross
03/08/2022	ST - Amazon	A4 paper	£ 27.91	£ 5.58	£ 33.49
04/08/2022	ST - Amazon	Printer inks	£ 57.37	£ 11.47	£ 68.84
04/08/2022	ST - Amazon	Avery mailing labels	£ 9.04	£ 1.81	£ 10.85
08/08/2022	ST - Post Office	Postage	£ 4.70	£ -	£ 4.70
10/08/2022	ST - Post Office	Postage	£ 103.36	£ -	£ 103.36
24/08/2022	JW - O2 Mobile	Mobile phone top-up	£ 10.00	£ -	£ 10.00
23/08/2022	DW - Amazon	Brushcutter harness	£ 17.49	£ 3.50	£ 20.99
23/08/2022	DW - Amazon	Brushcutter harness	£ 17.49	£ 3.50	£ 20.99
26/08/2022	ST - L&S Waste Management	Skip for JL site	£ 260.00	£ 52.00	£ 312.00
21/08/2022	ST - Sky Mobile	Mobile phone top-up	£ 6.00	£ -	£ 6.00

##### BACS payments

Invoice Date	Payee	Description	Net	VAT	Gross
02/08/2022	Bishopstoke Community Fund	Grant as per resolution	£ 7,000.00	£ -	£ 7,000.00
02/08/2022	Bishopstoke History Society	Grant as per resolution	£ 192.13	£ -	£ 192.13
02/08/2022	Life Education Wessex	Grant as per resolution	£ 485.00	£ -	£ 485.00
02/08/2022	Eastleigh Gurkha N	Grant as per resolution	£ 1,015.76	£ -	£ 1,015.76
27/07/2022	Edge IT Systems	Edge software Sep 22 - Sep 23	£ 1,362.80	£ 272.56	£ 1,635.36
23/07/2022	Mr P Stewart	Office & Shears Mill cleaning Jun/Jul 22	£ 70.00	£ -	£ 70.00
28/06/2022	HALC	Knowledge & Core skills Training - Cllrs Francis & McKeone	£ 196.00	£ 39.20	£ 235.20
12/05/2022	Vitaplay Limited	Maintenance for 6 play areas as per contract	£ 588.00	£ 117.60	£ 705.60
02/07/2022	Seagrave Inspection Services	Annual play area inspections July 22	£ 520.05	£ 104.01	£ 624.06
21/07/2022	Greenbarnes Limited	2 bay noticeboard Church Road play area	£ 1,371.23	£ 274.25	£ 1,645.48
01/08/2022	Bishopstoke Methodist Church	Room hire Apr-Jul 22	£ 625.00	£ -	£ 625.00
29/05/2022	Mr P Stewart	Office & Shears Mill cleaning May 22	£ 35.00	£ -	£ 35.00
09/08/2022	IMS Group	Printing & Delivery 5,000 newsletters	£ 1,057.00	£ 211.40	£ 1,268.40
12/08/2022	Fox Bishops Waltham	Cobra mower - UR site	£ 304.17	£ 60.83	£ 365.00
06/05/2022	Kedel Limited	2 round picnic benches Brookfield site	£ 1,453.30	£ 290.66	£ 1,743.96
29/06/2022	Kingfisher Direct	3 forest saver seats	£ 1,820.91	£ 364.18	£ 2,185.09
12/08/2022	Shawyers	Installation 4 new Jubilee benches at Brookfield	£ 1,727.00	£ 345.40	£ 2,072.40
12/08/2022	Shawyers	Installation 3 new Forest saver seats at Brookfield	£ 1,295.25	£ 259.05	£ 1,554.30
25/08/2022	Deliverlooz Ltd	Hire & Delivery of portaloos for Carnival	£ 780.00	£ 156.00	£ 936.00
26/08/2022	DLM Distribution	Printing A5 Carnival booklets	£ 488.00	£ 68.00	£ 556.00
30/08/2022	Staff	Salary	£ 5,251.30		£ 5,251.30
30/08/2022	Staff	Mileage + Office Allowance	£ 140.63		£ 140.63
30/08/2022	HMRC	Tax / NI	£ 1,568.95		£ 1,568.95
30/08/2022	HCC	LGPS	£ 1,849.96		£ 1,849.96
05/08/2022	Green Smile	Ground Maintenance (Aug 2022)	£ 6,330.54	£ 1,266.11	£ 7,596.65

**Total payments**

**£ 39,056.82    £ 4,041.42    £ 43,098.24**

## Bishopstoke Parish Council

### Finance Committee - 11th October 2022

#### Payments (September 2022)

##### Direct Debit payments

Invoice Date	Payee	Description	Net	VAT	Gross
28/08/2022	BT	Office - Phone & broadband (Sep 22)	£ 37.45	£ 7.49	£ 44.94
14/09/2022	Eon	Office - Electricity (Sep 22)	£ 51.00	£ -	£ 51.00
02/09/2022	British Gas	Allotments - UR - Electricity (Aug 22)	£ 34.39	£ 1.71	£ 36.10
07/09/2022	British Gas	Shears Mill - Electricity (Aug 22)	£ 15.69	£ 0.78	£ 16.47
15/09/2022	Sky Mobile	DW Mobile Phone (Sep 22)	£ 20.00	£ -	£ 20.00
22/09/2022	ICO	Data Protection Annual Fee	£ 35.00	£ -	£ 35.00

##### Staff Debit Card payments

Invoice Date	Payee	Description	Net	VAT	Gross
31/08/2022	DW - Zoho	Carnival website & email accounts	£ 8.80	£ 1.76	£ 10.56
02/09/2022	JW - Post Office	Postage	£ 18.48	£ -	£ 18.48
05/09/2022	DW - Laptops direct	New laptop for AL	£ 574.92	£ 114.98	£ 689.90
02/09/2022	ST - Argos	New mobile handset for AL	£ 183.33	£ 36.66	£ 219.99
06/09/2022	DW - Amazon	Ducks for carnival	£ 34.12	£ 6.84	£ 40.96
12/09/2022	ST - PDF Filler	PDF Filler trial - exchange rate	£ 0.01	£ -	£ 0.01
09/09/2022	DW - Amazon	Mobile phone screen protector	£ 6.24	£ 1.25	£ 7.49
10/09/2022	DW - Amazon	Mobile phone case	£ 7.49	£ 1.50	£ 8.99
07/09/2022	DW - Wix.com	Assets email account	£ 30.57	£ 6.11	£ 36.68
16/09/2022	JW - Royal Mail Group	Postage	£ 2.35	£ -	£ 2.35
20/09/2022	JW - O2 Mobile	Mobile phone top-up	£ 10.00	£ -	£ 10.00
21/09/2022	ST - Post Office	Postage	£ 7.05	£ -	£ 7.05
22/09/2022	JW - Amazon	A4 paper	£ 9.57	£ 1.92	£ 11.49
21/09/2022	ST - Sky Mobile	Mobile phone top-up ST/AL	£ 14.52	£ -	£ 14.52
22/09/2022	DW - Eventbrite	Refund for cancelled event	-£ 0.99	£ -	-£ 0.99
28/09/2022	DW - Amazon	Staples	£ 2.06	£ 0.41	£ 2.47
28/09/2022	DW - Amazon	Printer inks	£ 30.82	£ 6.16	£ 36.98
28/09/2022	DW - Amazon	A4 paper	£ 28.08	£ 5.62	£ 33.70
29/09/2022	ST - Amazon	Jan-Dec subject dividers	£ 1.91	£ 0.38	£ 2.29
29/09/2022	ST - Amazon	Printer inks	£ 26.59	£ 5.32	£ 31.91
29/09/2022	ST - Amazon	Printer inks	£ 59.92	£ 11.98	£ 71.90
29/09/2022	ST - Amazon	HP6200e printer	£ 82.26	£ 16.45	£ 98.71

##### BACS payments

Invoice Date	Payee	Description	Net	VAT	Gross
09/06/2022	Shawyers	Work to Brookfield as per PO	£ 570.00	£ 114.00	£ 684.00
31/08/2022	Vitaplay Ltd	Repairs to basket swing Otter Close play area	£ 1,282.50	£ 256.50	£ 1,539.00
02/09/2022	PKF Littlejohn LLP	External audit fees 2021/22 accounts	£ 800.00	£ 160.00	£ 960.00
04/09/2022	24th Century Signs	Graphics work for carnival	£ 75.00	£ -	£ 75.00
07/09/2022	PPLPRS	PPL/PRS for carnival	£ 94.71	£ 18.94	£ 113.65
11/09/2022	Mr P Stewart	Office & Shears Mill cleaning Aug/Sep 22	£ 70.00	£ -	£ 70.00
06/07/2022	Glasdon UK Limited	Bench for Church Road play area	£ 777.14	£ 155.42	£ 932.56
13/09/2022	Green Smile Ltd	Clearance Sedgwick Road bus shelter glass	£ 35.00	£ 7.00	£ 42.00
27/07/2022	Vitaplay Ltd	Maintenance contract for play areas	£ 588.00	£ 117.60	£ 705.60
22/09/2022	Kays Group Taxis	Travel tokens repayments	£ 400.00	£ -	£ 400.00
22/09/2022	Bishopstoke & Fair Oak Good neighbours	Travel tokens repayments	£ 25.00	£ -	£ 25.00
24/08/2022	Broxap Limited	New bin for Church Road play area	£ 371.95	£ 74.39	£ 446.34
21/09/2022	Woodside Services	Wasp nest at Bishopstoke Cemetery	£ 85.00	£ -	£ 85.00
22/09/2022	Vitaplay Ltd	Repairs to trampoline Otter Close play area	£ 344.79	£ 68.95	£ 413.74
22/09/2022	Dave Bowen Consultancy	Site visit & report for Bow Lake Gardens	£ 550.00	£ -	£ 550.00
22/09/2022	Dave Bowen Consultancy	Allotment	£ 110.00	£ -	£ 110.00
22/09/2022	Dave Bowen Consultancy	Site visit & report for Stoke Common	£ 110.00	£ -	£ 110.00
22/09/2022	Dave Bowen Consultancy	Cemetery	£ 110.00	£ -	£ 110.00
28/09/2022	Green Smile Ltd	Strimming down UR plots 28/29B	£ 150.00	£ 30.00	£ 180.00
29/09/2022	Staff	Salary	£ 6,692.57		£ 6,692.57
29/09/2022	Staff	Mileage + Office Allowance	£ 182.83		£ 182.83
29/09/2022	HMRC	Tax / NI	£ 1,753.01		£ 1,753.01
29/09/2022	HCC	LGPS	£ 2,282.63		£ 2,282.63
05/09/2022	Green Smile	Ground Maintenance (Sep 2022)	£ 6,330.54	£ 1,266.11	£ 7,596.65

**Total payments**

**£ 24,902.30    £ 2,496.23    £ 27,398.53**

**FINANCE COMMITTEE MEETING ON 11 OCTOBER 2022**  
**MONTHLY STATEMENT OF ACCOUNT August 2022**

**Start**     **01/08/2022**  
**End**       **31/08/2022**

Fund Movements						
Bank Accounts	Money In			Money Out		Closing Balance
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	
Co-op	£ 58,672.86	£ 9,094.40		£ 43,098.24		£ 24,669.02
EBC	£ 271,756.82					£ 271,756.82
<b>Total</b>	<b>£ 330,429.68</b>	<b>£ 9,094.40</b>	<b>£ -</b>	<b>£ 43,098.24</b>	<b>£ -</b>	<b>£ 296,425.84</b>

Receipts in detail	
Burial Board	£ 65.00
Allotments	
Carnival	£ 215.00
VAT refund	£ 8,814.40
Grants	
Misc.	
<b>Total</b>	<b>£ 9,094.40</b>

VAT	
Previously Claimed	
Claimed in August	£ 8,814.40
Unclaimed	

EBC Loan Account Summary						
	Money In				Money Out	Current Balance
	1 April 2022 Balance	Precept	Support Grant	Interest	Transfer to BPC	
Prior to August 22	£ 251,121.27	£ 140,635.55			£ 120,000.00	£ 271,756.82
August 22						£ 271,756.82

Notes

**FINANCE COMMITTEE MEETING ON 11 OCTOBER 2022**  
**MONTHLY STATEMENT OF ACCOUNT September 2022**

**Start**      01/09/2022  
**End**        31/09/2022

<b>Fund Movements</b>						
Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 24,669.02	£ 2,381.67	£ 70,000.00	£ 27,398.53		£ 69,652.16
EBC	£ 271,756.82	£ 141,595.46			£ 70,000.00	£ 343,352.28
<b>Total</b>	<b>£ 296,425.84</b>	<b>£ 143,977.13</b>	<b>£ 70,000.00</b>	<b>£ 27,398.53</b>	<b>£ 70,000.00</b>	<b>£ 413,004.44</b>

<b>Receipts in detail</b>	
Burial Board	£ 2,580.00
Allotments	£ 16.67
Carnival	-£ 215.00
VAT refund	
Grants	
Misc.	
<b>Total</b>	<b>£ 2,381.67</b>

<b>VAT</b>	
Previously Claimed	
Claimed in September	
Unclaimed	£ 8,008.49

<b>EBC Loan Account Summary</b>						
		Money In			Money Out	
	1 April 2022 Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to September 22	£ 251,121.27	£ 140,635.55			£ 120,000.00	£ 271,756.82
September 22		£ 140,635.00		£ 960.46	£ 70,000.00	£ 343,352.28

<b>Notes</b>	



# Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/22

	Previous Year's Net	2022/2023	Actual Net	Balance	2023/2024
<b>INCOME</b>					
<b>Admin</b>					
100 Precept	£231,399.37	£281,270.55	£281,270.55	£0.00	£0.00
110 Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00	£0.00
120 Interest Receivable	£1,439.93	£500.00	£960.46	£460.46	£0.00
130 Grants	£0.00	£0.00	£0.00	£0.00	£0.00
140 General	£160.00	£0.00	£0.00	£0.00	£0.00
160 Insurance Claim	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Admin</b>	£232,999.30	£281,770.55	£282,231.01	£460.46	£0.00
<b>Community</b>					
500 Carnival	£0.00	£3,500.00	£0.00	-£3,500.00	£0.00
<b>Total Community</b>	£0.00	£3,500.00	£0.00	-£3,500.00	£0.00
<b>Play Area &amp; Open Space</b>					
700 Play Area Grants	£84,472.41	£6,315.94	£6,315.94	£0.00	£0.00
<b>Total Play Area &amp; Open Space</b>	£84,472.41	£6,315.94	£6,315.94	£0.00	£0.00
<b>Burial Ground</b>					
800 Interment	£9,500.00	£12,000.00	£2,850.00	-£9,150.00	£0.00
810 Burial Grant Purchase	£8,200.00	£4,000.00	£3,500.00	-£500.00	£0.00
820 Grant Transfer	£210.00	£150.00	£165.00	£15.00	£0.00
830 Memorials	£2,765.00	£2,000.00	£2,175.00	£175.00	£0.00
840 Donations / Recovered Costs	£90.00	£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
<b>Total Burial Ground</b>	£20,765.00	£18,150.00	£8,690.00	-£9,460.00	£0.00
<b>Allotments</b>					
900 Rent	£4,711.15	£7,000.00	£89.68	-£6,910.32	£0.00
910 Deposits	£0.00	£0.00	£0.00	£0.00	£0.00
920 General	£0.00	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/22

	<b>Previous Year's Net</b>	<b>2022/2023</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2023/2024</b>
<b>Total Allotments</b>	£4,711.15	£7,000.00	£89.68	-£6,910.32	£0.00
<b>Total Income</b>	£342,947.86	£316,736.49	£297,326.63	-£19,409.86	£0.00

# Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/22

	Previous Year's Net	2022/2023	Actual Net	Balance	2023/2024
<b>EXPENDITURE</b>					
<b>Admin</b>					
1000 Salaries	£77,306.04	£91,000.00	£40,935.13	£50,064.87	£0.00
1001 NI	£5,801.30	£6,000.00	£3,320.53	£2,679.47	£0.00
1002 Pensions	£15,615.85	£20,000.00	£8,760.14	£11,239.86	£0.00
1003 Staff Expenses	£2,518.10	£3,680.00	£1,262.24	£2,417.76	£0.00
1100 Staff Training	£505.00	£850.00	£0.00	£850.00	£0.00
1200 Seminars / Conferences	£0.00	£0.00	£0.00	£0.00	£0.00
1300 Recruitment	£0.00	£0.00	£0.00	£0.00	£0.00
1400 Office Consumables	£345.87	£1,000.00	£284.08	£715.92	£0.00
1500 Printer Ink	£447.33	£500.00	£317.87	£182.13	£0.00
1999 Suspense	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Admin</b>	£102,539.49	£123,030.00	£54,879.99	£68,150.01	£0.00
<b>Council</b>					
2000 Audit	£1,550.00	£1,500.00	£0.00	£1,500.00	£0.00
2100 Insurance	£2,600.73	£2,750.00	£0.00	£2,750.00	£0.00
2200 Professional Memberships	£2,301.39	£2,500.00	£2,534.67	£-34.67	£0.00
2300 Room Hire	£1,100.00	£2,000.00	£625.00	£1,375.00	£0.00
2400 Reference Materials	£32.40	£0.00	£0.00	£0.00	£0.00
2500 Councillor Elections	£6,382.83	£2,000.00	£0.00	£2,000.00	£0.00
2501 Councillor Training	£420.00	£500.00	£196.00	£304.00	£0.00
2502 Chair's Expenses	£17.00	£150.00	£0.00	£150.00	£0.00
2503 Councillor's Expenses	£0.00	£50.00	£0.00	£50.00	£0.00
2600 IT Software / Subscriptions	£2,715.27	£4,000.00	£1,997.70	£2,002.30	£0.00
<b>Total Council</b>	£17,119.62	£15,450.00	£5,353.37	£10,096.63	£0.00
<b>Buildings</b>					
3000 Grounds Contract	£427.80	£944.00	£471.96	£472.04	£0.00

# Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/22

	Previous Year's Net	2022/2023	Actual Net	Balance	2023/2024
3100	Additional Grounds Maintenance	£1,208.54	£0.00	£1,050.00	£0.00
3200	Furnishings	£402.97	£49.95	-£49.95	£0.00
3300	Cleaning	£420.00	£210.00	£390.00	£0.00
3400	IT equipment Purchase	£894.12	£807.21	£192.79	£0.00
3401	IT Equipment Maintenance	£0.00	£0.00	£200.00	£0.00
3500	Maintenance	£12.50	£0.00	£600.00	£0.00
3900	Utilities - Electricity	£712.51	£791.20	-£41.20	£0.00
	<b>Total Buildings</b>	£4,078.44	£2,330.32	£2,813.68	£0.00
	<b>Communications</b>				
4000	Email	£1,165.92	£108.13	£1,191.87	£0.00
4100	Websites	£133.39	£0.00	£1,000.00	£0.00
4200	Office Landline	£240.24	£120.00	£230.00	£0.00
4300	Office Broadband	£209.40	£104.70	£145.30	£0.00
4400	Newsletter Printing	£3,957.94	£2,100.00	£2,400.00	£0.00
4500	Noticeboard Purchase	£0.00	£1,371.23	£128.77	£0.00
4501	Noticeboards Installation	£0.00	£0.00	£0.00	£0.00
4502	Parish maps noticeboard project	£0.00	£0.00	£0.00	£0.00
	<b>Total Communications</b>	£5,706.89	£3,804.06	£5,095.94	£0.00
	<b>Community</b>				
5000	Grants - General (GPC)	£3,968.66	£4,867.89	£10,132.11	£0.00
5001	Grants - General (S137)	£0.00	£0.00	£0.00	£0.00
5002	Grants - Carnival	£0.00	£0.00	£300.00	£0.00
5003	Grants - Community Buildings	£1,584.00	£0.00	£0.00	£0.00
5100	Climate Change Project	£0.00	£0.00	£2,000.00	£0.00
5200	Safety, Security & Crime Prevention	£164.91	£0.00	£2,000.00	£0.00
5300	Yzone	£25,000.00	£0.00	£25,000.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/22

	Previous Year's Net	2022/2023	Actual Net	Balance	2023/2024
5400	Travel Token Repayments	£3,800.00	£938.00	£2,862.00	£0.00
5401	Travel Token New	£200.00	£201.60	-£1.60	£0.00
5500	Neighbourhood Plan Consultants	£0.00	£0.00	£0.00	£0.00
5501	Neighbourhood Plan Publicity	£124.39	£0.00	£0.00	£0.00
5502	Neighbourhood Plan General	£0.00	£0.00	£0.00	£0.00
5600	Carnival	£72.50	£1,687.69	£6,312.31	£0.00
5700	War Memorial	£225.02	£0.00	£0.00	£0.00
5800	Village Trail Project	£0.00	£0.00	£0.00	£0.00
	<b>Total Community</b>	£33,068.48	£7,695.18	£48,604.82	£0.00
	<b>Street Furniture</b>				
6000	Bus Shelters Purchase	£0.00	£0.00	£0.00	£0.00
6002	Bus Shelter Maintenance	£813.60	£75.00	-£75.00	£0.00
6003	Bus Shelter Cleaning	£0.00	£0.00	£1,000.00	£0.00
6100	Benches Purchase	£0.00	£4,227.14	-£1,227.14	£0.00
6200	Bins Purchase	£0.00	£371.95	£2,628.05	£0.00
6203	Bins Emptying	£1,221.62	£595.42	£1,404.58	£0.00
6300	Clocks Purchase	£0.00	£0.00	£0.00	£0.00
6302	Clocks Maintenance	£0.00	£0.00	£100.00	£0.00
6500	Christmas Decorations Purchase	£0.00	£0.00	£0.00	£0.00
6600	Defibrillators Purchase	£0.00	£7,000.00	£0.00	£0.00
	<b>Total Street Furniture</b>	£2,035.22	£12,269.51	£3,830.49	£0.00
	<b>Play Area &amp; Open Space</b>				
7000	Grounds Contract	£25,125.48	£24,095.34	£24,095.16	£0.00
7100	Additional Grounds Maintenance	£3,881.87	£120.00	£2,880.00	£0.00
7300	Play Equipment Purchase	£7,366.39	£11,398.95	-£5,083.01	£0.00
7301	Equipment Maintenance	£26,794.79	£6,085.99	£69,148.87	£0.00
7302	Play Area Inspections	£1,947.00	£520.05	£1,479.95	£0.00

# Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/22

	Previous Year's Net	2022/2023	Actual Net	Balance	2023/2024
7399	£0.00	£0.00	£175.00	-£175.00	£0.00
7400	£3,825.00	£0.00	£0.00	£0.00	£0.00
7800	£11,585.00	£9,000.00	£0.00	£9,000.00	£0.00
7801	£100.00	£1,500.00	£1,680.00	-£180.00	£0.00
<b>Total Play Area &amp; Open Space</b>	<b>£80,625.53</b>	<b>£145,241.30</b>	<b>£44,075.33</b>	<b>£101,165.97</b>	<b>£0.00</b>
<b>Burial Ground</b>					
8000	£13,609.80	£25,432.00	£12,715.98	£12,716.02	£0.00
8100	£2,758.35	£1,750.00	£720.60	£1,029.40	£0.00
8200	£0.00	£0.00	£0.00	£0.00	£0.00
8300	£0.00	£0.00	£0.00	£0.00	£0.00
8399	£206.67	£0.00	£0.00	£0.00	£0.00
8400	£11,763.65	£32,622.97	£1,277.45	£31,345.52	£0.00
8500	£0.00	£1,500.00	£30.00	£1,470.00	£0.00
8800	£6,963.00	£8,500.00	£2,130.00	£6,370.00	£0.00
8901	£50.54	£500.00	£37.31	£462.69	£0.00
<b>Total Burial Ground</b>	<b>£35,352.01</b>	<b>£70,304.97</b>	<b>£16,911.34</b>	<b>£53,393.63</b>	<b>£0.00</b>
<b>Allotments</b>					
9000	£630.00	£1,400.00	£699.96	£700.04	£0.00
9100	£215.00	£400.00	£30.00	£370.00	£0.00
9200	£0.00	£0.00	£0.00	£0.00	£0.00
9300	£916.79	£700.00	£510.11	£189.89	£0.00
9399	£386.66	£0.00	£0.00	£0.00	£0.00
9400	£1,607.01	£8,000.00	£0.00	£8,000.00	£0.00
9600	£3,721.68	£1,500.00	£1,740.00	-£240.00	£0.00
9700	£1,005.03	£700.00	£0.00	£700.00	£0.00
9800	£2,200.00	£3,000.00	£0.00	£3,000.00	£0.00
9900	£316.74	£800.00	£158.01	£641.99	£0.00

# Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	Previous Year's Net	2022/2023	Actual Net	Balance	2023/2024
9901 Utilities - Water	£890.87	£3,000.00	£912.96	£2,087.04	£0.00
<b>Total Allotments</b>	£11,889.78	£19,500.00	£4,051.04	£15,448.96	£0.00
<b>Total Expenditure</b>	£292,415.46	£459,970.27	£151,370.14	£308,600.13	£0.00
Total Income	£342,947.86	£316,736.49	£297,326.63	-£19,409.86	£0.00
Total Expenditure	£292,415.46	£459,970.27	£151,370.14	£308,600.13	£0.00
<b>Total Net Balance</b>	<b>£50,532.40</b>	<b>-£143,233.78</b>	<b>£145,956.49</b>		<b>£0.00</b>

## REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance Committee)

11<sup>th</sup> October 2022  
Item 7

**Report Subject: To review the Burial Board fees for 2023/24**

Last year, Bishopstoke Parish Council recognised the economic impact of the pandemic and chose not to raise Burial Board fees for the second year running. This economic damage is still being felt by many residents. Due to the grounds maintenance contract being significantly increased, the current budget figures forecast a deficit, and should councillors wish to increase in line with costs, we recommend fees should be increased as follows in red.

However, given the current economic climate Councillors may wish to consider deferring the increase for a year.

**Recommendation – that the Committee consider increasing burial board fees from 1<sup>st</sup> April 2023 as shown below:**

INTERMENTS (Interment form required)	£
A child up to 18 years of age	Free
A person 18 years and over – single depth	325 (345)
– double depth	375 (395)
Ashes burial within grave	175 (195)
Scattering of ashes where grave turf is removed	100
Scattering of ashes around perimeter of Cemetery	Free (by prior arrangement only)

EXCLUSIVE RIGHT OF BURIAL GRANTS	£ (for 30 years)	£ (for 60 years)
Adult plot	400 (420)	800 (820)
Child plot ##	400 (420)	800 (820)
Ashes plot	300 (320)	600 (620)

Transfer of Exclusive Right of Burial \*\* 35

## where the child is under 18 years of age in most cases this fee, and the memorial application fee, are both payable from the Children's Funeral Fund and not directly by parents.

HEADSTONES & MEMORIAL INSCRIPTIONS (application form required)	£
Headstone (new)	175 (195)
Vase, or flat memorial with a maximum height of 13cm/5 inches (new)	125 (145)
Applications to alter or replace an existing memorial, or to add a further memorial **	30



## REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance Committee)

11<sup>th</sup> October 2022  
Item 8

**Report Subject: To review the insurance quotes for 2022/23 and recommend approval to the Full Council**

The RFO has contacted 3 different companies for quotes for the Council's insurance, which is due for renewal on 22<sup>nd</sup> November 2022.

- Quote 1 – Gallagher Insurance Brokers Limited (previously Came & Company)  
Underwriter – Hiscox Insurance Company Limited  
**Annual premium £3,025.01**

However, Shears Mill will NOT be covered for flood damage; quote to follow

The Council can enter into a 3 year deal with Hiscox to keep the premium at £3,025.01.

- Quote 2 – BHIB Limited  
Underwriter – Aviva Insurance Limited  
**Annual premium - £2,724.50**

The Council can enter into a 3 year deal with Aviva to reduce the premium to £2,600.93.

- Quote 3 – Community Action Suffolk  
The quote was not received at the time of preparation of the document pack.

**RFO's Recommendation: That the Committee recommend to Full Council to enter into a 3 year deal with BHIB Limited, underwritten by Aviva Insurance Limited.**

It is worth noting that BHIB's quote will include free subscription to Parish Online, which currently costs the Council £300 per year (ex.VAT). The quote was also dated with a renewal date of 12<sup>th</sup> September, instead of 22<sup>nd</sup> November. There is a potential that the quote may change slightly and clarification will be sought before the Full Council meeting in November 2022.

## REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance Committee)

11<sup>th</sup> October 2022  
Item 9

**Report Subject: To recommend Travel Token funding for 2023-24**

As the number of Travel Tokens was increased last year (from 96 to 120 per year) and has been increased every other year it would not usually increase this year. Consideration could be given to an increase this year due to the increased cost of living, but as the previous increase was double the usual amount it is not what is being recommended.

**Clerk's Recommendation: That the Committee recommend maintaining the level of travel tokens and funding from the previous year (120 tokens per person and funding of £4,000)**

### Item 10

**Report Subject: To recommend virement of £1,500 from reserves to the staff training budget**

The Clerk has been requested by the People Committee as part of his appraisal to undertake a project management course. The most common / useful would be the PRINCE2 project management course. The initial level is the Foundation course which would cost around £600-£1,000 depending on the chosen method of study and provider. It is described as “the first level of PRINCE2 qualification which teaches students the terminology, the 7 Themes, 7 Principles and 7 Processes of PRINCE2 as well as the division of a project into smaller, more manageable stages. It is perfect for those who are looking to start a career in project management or those that would like to know more about the PRINCE2 methodology.”

The next stage is Practitioner which is described as a course that will “teach students how to use the knowledge they have gained from the PRINCE2 Foundation course in the managing of an actual PRINCE2 project. It will also show you how to tailor a project to its own specific needs and guide you in running a PRINCE2 project team. It will impart more in-depth and practical knowledge on the student in order to ensure that they are ready to start managing projects in the workplace.”

Combined packages are available for between £1,300 and £1,800.

The appraisal requirement was for a basic project management course and so the Foundation alone would fit that bill. However, if it is expected that the Clerk would be taking on a greater role in managing Council projects then I would recommend Practitioner as well.

The current staff training budget did not include any funding for a project management course as it was set before the Clerk's appraisal was completed and therefore whichever course is chosen will need to be funded from reserves.

**Clerk's Recommendation: That the Committee recommend viring £1,500 from reserves for project management training.**

## REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance Committee)

11<sup>th</sup> October 2022  
Item 12

**Report Subject: To consider items for inclusion in the 1<sup>st</sup> draft budget for the financial year 2023/24**

Councillors are asked to consider projects that they may wish to include in the budget for 2023/24. The draft expenditure budget will be considered at the December 2022 meeting of the Finance Committee.

For information, projects still in progress already budgeted or contained within earmarked reserves:

- Village trail
- Parish maps
- Feasibility study for a boardwalk at the Cemetery
- Improvement works to Brookfield, Otter Close, Church Road and Templecombe play areas
- Tree project at St Mary's Churchyard

The Full Council agreed at its September 2022 meeting to include the Underwood Road allotment buildings improvements to the CIP list.

Any improvements to the new allotment sites, Stoke Common cemetery and the piece of open space at Sewall Drive will be paid for using S106 developer's funds when the sites are transferred into the ownership of the Council and therefore do not need to be considered.

Notes:

The 2 largest areas of expenditure for the Council are staff costs and the grounds maintenance contract.

The Council entered into a new 3-year contract for the grounds maintenance on 1<sup>st</sup> April 2022. The Grounds Contract includes an increase of 4% or CPI rate given in January 2023, whichever is lower. At present, the prediction is 10% CPI rate, meaning the Council will need to budget an increase from £75,951.20 to £83,546.65 across all sites for 2023/24.

Staff Costs – the NJC are still in final negotiations regarding the award for 1<sup>st</sup> April 2022. The officers had factored in a 2% increase to salary when calculating the 2022/23 budget, with associated NIC and Pension increased accordingly, but it appears that the proposed award will be closer to 5% increase. This will result in the Council being over budget on payroll costs for 2022/23.

With the current cost of living crisis and inflation predicted to keep increasing, the Council will need to factor in not only the 5% awarded for 2022/23, but a minimum of 5% for 2023/24.

At the budget setting meeting of the Full Council in January 2022, the Councillors agreed to earmark £25,000 per year towards the cost of the Glebe Meadow project.

At this same meeting, the precept was increased by 20% for 2022/23, with a projected increase of 15% for 2023/24. This was before any consideration of inflation and cost of living crisis.

## **APPLICATION FOR GRANT AID**

1.	Name of Organisation	Highbridge Conservation Group
7.	Objectives and Member Criteria	Our aim is to restore the water meadows and SSSI at Highbridge and maintain and to encourage dormice population in woods on Bishopstoke Lane
8.	Total Membership Proportion in BStoke	Currently 150 subscribers split between Bishopstoke and Eastleigh
9.	Total Grant	£929.32
10.	Grant Purpose	Purchase of tools (attached list seen by Clerk) and advertising the group. Spent within 1 month.
11.	Estimated income of organisation	£400
12.	Estimated expenditure of organisation	£1,200
13.	Other funding	N/A

Clerk's note – the total cost of the equipment list supplied comes to £849.32. I am currently attempting to discover where the discrepancy comes from.