

# **BISHOPSTOKE PARISH COUNCIL**

**Members of the Finance and General Purposes Committee  
are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke  
on Tuesday 13 February 2018 at 7.30pm  
This Meeting is Open to the Public**

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

## **AGENDA**

1. Apologies for Absence
2. To adopt the Minutes of the Finance & General Purposes Meeting held on 9 January 2018
3. To consider Matters Arising from the above Minutes
4. Declarations of Interest and Requests for Dispensations
5. To receive reports from Working Groups
6. To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for January 2018
7. To recommend approval of the Financial Systems Risk Assessment
8. To note the interim internal audit report and subsequent actions
9. To discuss options and make recommendations if necessary for a car park gate on Blackberry Drive
10. To recommend changes to Parish Council banking arrangements
11. To receive the Clerk's Report, including an update on Parish Council assets
12. Date, time, place and agenda items for next meeting – Tuesday 13 March 2018 at 7.30pm in the Parish Office, Riverside, Bishopstoke



*D Hillier-Wheal  
Clerk to Bishopstoke Parish Council  
6 February 2018*

*Members: Cllrs Thornton (Chair), Winstanley (Vice Chair), Brown, Mignot, Parker-Jones, Tidridge and Toher*

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Finance and General Purposes Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 9 January 2018

**Present:** Cllrs Thornton (Chair), Brown, Parker-Jones, Tidridge, Toher and Winstanley

**In Attendance:** Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)  
Cllrs Dean and Greenwood

**Public Session** 1 member of the public was present

**FGP\_1718\_M08/**

**Public Session**

### 95 Apologies for Absence

95.1 Apologies had been received and accepted from Cllr Mignot.

### 96 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 12 December 2017

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

96.2 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** (Cllrs Parker-Jones and Winstanley abstained having been absent) that the Minutes of the Finance and General Purposes Meeting held on 12 December 2017 be accepted as a true record.

### 97 To consider Matters Arising from the above Minutes

97.1 Minute 90.2 – The Clerk reported that he now obtained the appropriate person to pay for the wreath and would have a cheque drawn up at his next meeting with the Assistant Clerk.

97.2 Minute 91.1 – The topic of defibrillators has been placed on the agenda for this meeting.

97.3 Minute 92.2 – The actions for the budget had been completed and the budget discussion has been placed on the agenda for this meeting.

### 98 Declarations of Interest and Requests for Dispensation

98.1 Cllr Toher declared an interest in Item 10 on the agenda, the discussion on a grant for the Memorial Hall

*At this point, the Committee agreed to a request from Cllr Greenwood to bring forward the discussion of the Community Governance Review.*

### 99 To discuss the Community Governance Review

99.1 Cllr Toher, with Cllrs Winstanley and Greenwood had attended a meeting at the Borough Council to discuss possible boundary and warding changes. The Parish Council is now in a position when it can potentially choose whether or not to request to include Stoke Heights within its boundaries, whether to keep the current split of the Parish into 3 wards, and whether the polling districts need to be changed.

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

99.2 The general consensus was that the Committee felt it unwise to include Stoke Heights. Taking it would mean changing the parish boundary for the Neighbourhood Plan, and may be unwelcomed by the residents. Additionally the Committee felt it appropriate to keep 3 wards, as the prospect of electing 14 councillors on one sheet of paper will put people off voting.

99.3 It was thought worthwhile to look at whether the wards could be better arranged, in particular to avoid having residents on either side of a road in different wards. Additionally, some of the polling centres that people are allocated to do not make sense, and it was hoped that this could be better organised.

99.4 Cllr Winstanley offered to contact Kath Richards at the Borough to determine exactly what the Parish is permitted to do at this point, and obtain the necessary data for the Parish to be able to base it's decisions on and the Committee accepted gratefully.

**Action: Cllr Winstanley**

99.5 The Committee appointed Cllr Winstanley, Cllr Toher, Cllr Greenwood and Cllr Dean to a short-term task and finish group to look at determining the best arrangement of wards and districts and report back to full council.

**Action: Cllrs Winstanley, Toher, Greenwood and Toher**

*Cllr Greenwood left at this point*

## **100 To receive reports from Working Groups**

100.1 Carnival Working Group – The Clerk reported that the Carnival Group had met on the previous night for their second planning meeting towards Carnival 2018. Following the success of a stall being run directly by the Carnival Group last year, we are trying to increase the number of games available to bring in more money for the Carnival. There is also the possibility of a change in parade route which is being discussed at the next meeting.

100.2 Travel Tokens – Cllr Toher reported that she, Cllr Parker-Jones and the Clerk had met with Sandra McCoye of Anchor Park to discuss the eligibility of Anchor Park residents for Travel Tokens. The concerns over the taxi / bus service being provided by Anchor for their residents had been alleviated. Therefore, no change is recommended to the eligibility criteria.

100.3 Neighbourhood Plan – Cllr Toher offered her thanks to Ray Dean for organising the delivery rounds and all the volunteers for their help delivering the questionnaire, which had now been delivered to almost every house in Bishopstoke. So far, including online, there have been almost 300 responses, which is extremely encouraging. Cllr Toher is in contact with the Borough Council to arrange a meeting with our new contact regarding the Neighbourhood Plan. The next meeting is on January 25<sup>th</sup> which will take a provisional look at the responses and begin to determine what evidence we need to ask either the Borough or County Councils for. It was also suggested we encourage younger people to fill in the questionnaire, especially online.

## **101 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for December 2017**

101.1 The budget monitoring and non-confidential payments reports had been circulated with the supporting papers for this meeting and are attached to the minutes.

101.2 The Clerk reported that he will be meeting with the Internal Auditor later in the month for the interim check of Parish accounts. Before then, both a VAT return and final payment of Carnival money will take place. The Clerk noted that the Cemetery Fence has now been finished, with the repair and – where necessary – replacement of the original fence being done to a high standard by the contractor. Additionally, various work had been undertaken to make pathways safe in the allotments.

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

101.3 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously to receive and approve the RFO, Budget Monitoring and Non-Confidential Payment reports.

**102 To recommend the Parish Council support the provision of defibrillators around the Parish, seeking grants to cover the installation costs and agreeing to cover the maintenance costs**

102.1 Cllr Winstanley reported that she had been working to obtain information and figures from other local Parishes where defibrillators are already in place. The original request had come from a local businessman who was willing to pay half upfront costs, and train their staff to use it, but was seeking for the maintenance to be paid by the parish. The location suggested was inside the premises meaning that it would be unavailable on a regular basis.

102.2 Other potential locations that have been identified include the Bishopstoke Community Association, St Paul's Church and the YZone youth centre. The Borough Council Local Area Manager has confirmed that there are sufficient developer funds available to cover the installation costs of four units. Responses from other parishes indicate that maintenance costs are approximately £60 to £100 per year. Cllr Winstanley stated that she had received no negative reports regarding vandalism.

102.3 Following discussion, the Committee agreed that having a number of defibrillators was a good idea in principle. They should be located outside so that they are available at all times. Other possible locations might be pubs or near local surgeries. Cllr Winstanley was asked to continue her research and bring a full proposal regarding how many units and where they would be located to a future Finance & General Purposes meeting. The Clerk was also requested to check whether this would affect the Parish insurance policy.

**Action: Cllr Winstanley and the Clerk**

**103 To make recommendations on the expenditure budget and precept for 2018-19**

103.1 The amended budget proposals and associated paperwork had been circulated with the supporting papers for the meeting.

103.2 Following discussion it was agreed that there were still some concerns over the PCSO contract. Cllr Winstanley advised that the original contract had been agreed by the Eastleigh District Association of Parish and Town Councils, and that they had indicated they would look at it again. Details of the next meeting of EDAPTC would be forwarded to Cllr Toher to attend. Cllrs were asked to send their questions and concerns directly to Cllr Toher for her to take to the meeting. Following that discussion, the item will be added to a future Council agenda.

**Action: All**

103.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the budget be set as outlined in the supporting papers, including exceptional costs in Bishopstoke Cemetery, St Mary's and Old St Mary's churchyard, Sayers Road play area, and the allotments. This to be paid for through the precept, developer funds, and income from the Cemetery and allotments. Additionally, £45,000 is to be transferred from reserves to mitigate the rise in precept, which would thus rise from £47.96 to £55.15 instead of £66.96 for an average Band D dwelling (figures subject to final confirmation from the Borough Council)

**104 To make recommendations on the grant request from Bishopstoke Memorial Hall**

104.1 Cllr Dean asked whether it was better for the Parish Council to award money to the Memorial Hall pending the Council taking over the Hall, or whether it would be better for the Hall to run down its bank accounts prior to any transfer. The Clerk replied that he had taken advice from an experienced solicitor, who had stated that the Parish would need to become the sole trustee of the charity running the Hall, and so the Parish would continue to run the charity bank accounts. Therefore there is no need to run down the accounts of the charity.

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

104.2 The Clerk advised that whilst there was not sufficient money in the Grant budget to accommodate the request, there was still money left in the budget for Community Facilities, of which the Memorial Hall is certainly one, and this money could be used in this case.

104.3 Proposed Cllr Winstanley, Seconded Cllr Parker-Jones, **RECOMMENDED** (Cllr Toher abstaining due to a declared interest) that Bishopstoke Memorial Hall be awarded a grant of £1,500.

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

105.1 The Clerk reported there were some minor repairs to play areas still awaiting completion. Additionally, following a request for the quotes for Sayers Road play area to be discussed by the Committee, the Clerk gave details of the quotes and was asked to consult residents on the quote from VitaPlay.

105.2 With regard to allotments, the Clerk noted that contact is being made with residents who have previously expressed an interest in having a 2.5 rod plot, and that the vacancies at Underwood Road are being advertised along with the relaxing of restrictions on plot ownership at that site.

105.3 Burial statistics for November and December include 2 new burials, 1 burial re-opening and 2 ashes re-openings. This brings the total for the year from April to 24. The Clerk also noted that at a recent meeting there had been discussions with a number of Parishes that supply gravedigging services directly, and this might be something that the Parish wanted to look into. Cllr Parker-Jones asked for any information or proposals to be brought to the Cemetery Working Group in the first instance.

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

106.1 The next meeting is scheduled to be on Tuesday 6 February 2018 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

106.2 Agenda Items for this meeting should be received by the Clerk at least 7 days prior to the meeting.

*There being no further business, the Chair closed the meeting at 8.50pm*

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

96.2 that the Minutes of the Finance and General Purposes Meeting held on 12 December 2017 be accepted as a true record.

101.3 to receive and approve the RFO, Budget Monitoring and Non-Confidential Payment reports.

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

103.3 that the budget be set as outlined in the supporting papers, including exceptional costs in Bishopstoke Cemetery, St Mary's and Old St Mary's churchyard, Sayers Road play area, and the allotments. This to be paid for through the precept, developer funds, and income from the Cemetery and allotments. Additionally, £45,000 is to be transferred from reserves to mitigate the rise in precept, which would thus rise from £47.96 to £55.15 instead of £66.96 for an average Band D dwelling (figures subject to final confirmation from the Borough Council).

104.3 that Bishopstoke Memorial Hall be awarded a grant of £1,500

DRAFT

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

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

# BISHOPSTOKE PARISH COUNCIL

Item **6**

Month **10**

## Budget Monitoring 2017/18

At 31 January 2018

% of the year that has passed **83.3%**

	Approved Budget 2016/17	Actual Income rec'd	Reserves b/f or vired in year	Expenditure to date	Funding approved/ committed	Funds Remaining	Actual proportion accrued / spent
<b>Income</b>							
Precept	£ 157,793.20	£ 157,792.40					100.0%
Council tax support grant	£ 11,280.67	£ 11,280.67					100.0%
Interest rec'd	£ 200.00	£ -					0.0%
Misc receipts *	£ -	£ 15.90					
Burial Board income	£ 10,000.00	£ 10,375.00					103.8%
Allotment income	£ 5,000.00	£ 5,097.37					101.9%
Carnival	£ 3,500.00	£ 225.00					6.4%
<b>Total income</b>	<b>£ 187,773.87</b>	<b>£ 184,786.34</b>					<b>98.4%</b>
<b>Community services, projects and facilities</b>							
Community projects / facilities	£ 7,000.00			£ 3,204.00		£ 3,796.00	45.8%
Neighbourhood Plan	£ 2,500.00			£ 598.00			23.9%
Carnival	£ 6,000.00			£ 3,425.82		£ 2,574.18	57.1%
Travel token scheme	£ 1,200.00			£ 1,418.50		-£ 218.50	118.2%
Bus shelter maintenance	£ 1,500.00			£ 697.73		£ 802.27	46.5%
Play equipment provision	£ 8,000.00			£ 6,617.32		£ 1,382.68	82.7%
Play equipment maintenance	£ 5,000.00			£ 9,556.00		-£ 4,556.00	191.1%
Play area/open sp grds mtce	£ 31,000.00			£ 29,652.64		£ 1,347.36	95.7%
Open spaces tree maint.	£ 6,000.00			£ 2,145.00		£ 3,855.00	35.8%
Shears Mill maint./cleaning	£ 800.00			£ 416.60		£ 383.40	52.1%
Shears Mill utilities	£ 200.00			£ 86.27		£ 113.73	43.1%
PCSO funding	£ 8,000.00			£ 7,396.24		£ 603.76	92.5%
Grant Aid	£ 6,000.00			£ 5,075.00		£ 925.00	84.6%
Street pastors	£ 500.00			£ 500.00		£ -	100.0%
Y Zone	£ 25,000.00			£ 25,000.00		£ -	100.0%
Parish Publicity	£ 2,000.00			£ 525.55		£ 1,474.45	26.3%
Parish office mtce/ furnishings	£ 500.00			£ -		£ 500.00	0.0%
Parish office utilities	£ 800.00			£ 719.97		£ 80.03	90.0%
New notice boards	£ 3,000.00			£ 1,337.98		£ 1,662.02	44.6%
General repairs and renewals	£ 1,500.00			£ 243.90		£ 1,256.10	16.3%
<b>Sub total</b>	<b>£ 116,500.00</b>		<b>£ -</b>	<b>£ 98,616.52</b>		<b>£ 15,981.48</b>	<b>84.6%</b>

# BISHOPSTOKE PARISH COUNCIL

Item **6**

Month **10**

## Budget Monitoring 2017/18

At 31 January 2018

% of the year that has passed **83.3%**

	Approved Budget 2016/17	Actual Income rec'd	Reserves b/f or vired in year	Expenditure to date	Funding approved/ committed	Funds Remaining	Actual proportion accrued / spent
<b>Burial Board</b>							
St Mary's Churchyard mtce	£ 5,000.00			£ 1,527.80		£ 3,472.20	30.6%
Old St Mary's Ch-yard mtce	£ 1,100.00			£ 863.30		£ 236.70	78.5%
Cemetery grounds mtce	£ 24,500.00			£ 9,962.66		£ 14,537.34	40.7%
Water charges	£ 100.00			£ 4.02		£ 95.98	4.0%
Tree removal/mtce work	£ 4,000.00			£ 2,807.50		£ 1,192.50	70.2%
General maint	£ 5,000.00			£ 1,755.00		£ 3,245.00	35.1%
<b>Sub total</b>	<b>£ 39,700.00</b>		<b>£ -</b>	<b>£ 16,920.28</b>	<b>£ -</b>	<b>£ 22,779.72</b>	<b>42.6%</b>
<b>Allotments</b>							
General/equip maintenance	£ 10,000.00			£ 5,119.58		£ 4,880.42	51.2%
Electricity charges	£ 800.00			£ 197.14		£ 602.86	24.6%
Water charges	£ 1,000.00			£ 1,054.37		-£ 54.37	105.4%
<b>Sub total</b>	<b>£ 11,800.00</b>		<b>£ -</b>	<b>£ 6,371.09</b>		<b>£ 5,428.91</b>	<b>54.0%</b>
<b>Administration</b>							
Staff Salaries inc NI/tax/LGPS	£ 53,000.00			£ 45,410.01		£ 7,589.99	85.7%
Election expenses	£ 2,000.00			£ 4,395.15		-£ 2,395.15	219.8%
Recruitment advertising	£ 500.00			£ -		£ 500.00	0.0%
Repairs and renewals	£ 500.00			£ -		£ 500.00	0.0%
Office and Admin Expenses	£ 4,000.00			£ 2,542.82		£ 1,457.18	63.6%
Room Hire	£ 200.00			£ -		£ 200.00	0.0%
Audit Costs	£ 1,500.00			£ 1,105.00		£ 395.00	73.7%
Subs (HALC/NALC/SLCC)	£ 1,700.00			£ 1,996.00		-£ 296.00	117.4%
Office facility	£ 440.00			£ 360.00		£ 80.00	81.8%
Staff travel & mileage	£ 500.00			£ 380.25		£ 119.75	76.1%
Insurance	£ 2,000.00			£ 2,044.35		-£ 44.35	102.2%
Chair's Expenses	£ 150.00			£ -		£ 150.00	0.0%
Seminars & training	£ 1,000.00			£ 1,181.10		-£ 181.10	118.1%
<b>Sub total</b>	<b>£ 67,490.00</b>		<b>£ -</b>	<b>£ 59,414.68</b>	<b>£ -</b>	<b>£ 8,075.32</b>	<b>88.0%</b>
<b>Total</b>	<b>£ 235,490.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 181,322.57</b>	<b>£ -</b>	<b>£ 52,265.43</b>	<b>77.0%</b>



# Bishopstoke Parish Council

## Finance & General Purposes Meeting

13th February 2018

ITEM 6

### Payments (January 2018)

#### Direct debits

BT	Office Phone (Dec 17)	£	28.44
British Gas	Allotment - MF - Elec - Dec 17	£	23.82
Eon	Parish Office - Elec - November 17	£	30.00
BT	Broadband (Oct - Dec)	£	60.96
British Gas	Shears Mill - Elec (Dec 17)	£	9.72

#### Internet payments

EBC	Dog Bins (Dec)	£	47.38
SLCC	Annual Membership	£	208.00
HALC	Inv 2171 Health and Safety	£	216.00
Eastleigh Cab Company	Travel Tokens Refund	£	315.00
Kays Taxi Group	Travel Tokens Refund	£	200.00
Foster	Manor Farm - Trees	£	1,104.00
Peter Stewart	Shears Mill - Cleaning	£	20.00
Peter Stewart	Parish Office - Cleaning	£	15.00
Peter Stewart	Whalesmead Clock - Cleaning	£	10.00
Bishopstoke & Fair Oak Good	Travel Token reimbursement	£	93.00
Green Smile	Brookfield - Hedge Trimming etc	£	528.00
Green Smile	Allotments - MF - Path works	£	201.60
Greens Clearance	Cemetery Seat Clearance	£	444.00
Green Smile	Ground Maintenance (December 17)	£	3,283.22
Green Smile	Additions (December 17)	£	320.48
Mr D Hillier-Wheal	Salary & Expenses	£	1,879.57
Mrs C Taylor	Salary & Expenses	£	829.62
HMRC	Tax / NI	£	788.38
HCC	LGPS	£	838.85

#### Cheque payments

#### Out Of Pocket Expenses

	<b>Clerk</b>		
Microsoft	Subscription	£	59.99
Ink Planet	Ink	£	69.48
EBC	parking	£	1.30
EBC - Precept Meeting	parking	£	2.60

Sub total    £        133.37

#### Out Of Pocket Expenses

#### Assistant Clerk



**Bishopstoke Parish Council - Financial Risk Management Record**

**BISHOPSTOKE PARISH COUNCIL**

**Financial Risk Assessment**

**This Financial Risk Assessment was approved  
by the Parish Council at its meeting on 28 March 2017**

**D Hillier-Wheal  
Clerk to Bishopstoke Parish Council**

## Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Level of risk (H/M/L)	Management of Risk	Action required	Review date
<b>Section One : Areas where there may be scope to use insurance to help manage risk</b>					
Property and contents owned by the council	Loss or damage	H	An up to date register of assets and investments	Buildings £86,131.61; Contents £253,271.31, renewal date 22/11/18, inspected quarterly, maintained as necessary	
Damage to third party property or individuals	Public liability claims	H	Property maintenance and insurance cover	Insurance held with Came & Co., renewal date of 22 Nov 2018, reviewed by IA	
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	H	Annual review of risk and the adequacy of cover	Value of insurance: £20,000 (business interruption), held with Came & Co, reviewed annually by council and by IA	
Cash	Loss of cash through theft or dishonesty	L	Fidelity guarantee Insurance cover	Level £250,000, with Came & Co., internal controls checked by council and IA	
Legal liability as a consequence of asset ownership	Public liability claims	H	Property maintenance and insurance cover	£10 million, reviewed annually by Council	
<b>Section Two - Working with others to help to manage Risk</b>					
Security for vulnerable buildings, amenities or equipment	Theft, damage, health and safety	M	Regular inspections of Council property by council staff being introduced	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	L	Standing orders and financial regulations dealing with the award of contracts	No such agreements in place	
Banking arrangements, including borrowing or lending	Fraud or corruption	L	Monthly checks carried out by F&GP committee	Financial regs and IA review	

## Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Level of risk (H/M/L)	Management of Risk	Action required	Review date
Ad hoc provision of amenities / facilities for events to local community groups	Public Liability claims	L	Hire forms reviewed annually, risk assessment for amenities & facilities	Ask for hirers insurance, financial regulation, require risk assessments of group activities	
Vehicle or equipment lease or hire	Theft or damage	L	Follow all procedures from lease / hire company	Hire from reputable companies, monitor by council	
Trading units (leisure centres, playing fields, burial grounds, etc.)	Public Liability claims	L	External contractors for maintenance Monitor work throughout	Budget monitoring, employment law followed	
Professional services (architects, accountancy, design, etc.)	Default, or partnership failure, failure to follow contracts. Adequacy of Standing Orders	L	Standing orders, Financial regs and policies deal with the awarding of contracts. Annual review	CALC for legal IA reviewed regularly, others based on best available advice No such services currently being used	
<b>Section Three - Self Managed Risk</b>					
Proper financial records	Fraud Error Corruption	L	Keep up to date with best practice and law ensuring records are in accordance with statutory requirements	Review half yearly by Cllrs, annually by IA	
Business activities	Not within the legal powers of councils	L	Ensuring that they are within the legal powers of councils	IA review and regular reference to legislation and guidance	
Borrowing	Defaulting	L	Complying with restrictions No current borrowing Only use PWLB loans	IA review (no borrowing currently)	
Employment law and Inland Revenue regulations	Breach of requirements	L	Keep up to date with best practice and law	IA review	

## Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Level of risk (H/M/L)	Management of Risk	Action required	Review date
VAT	Breach of regulations Fines Loss of refund	L	Ensuring that requirements are met under HMRC regulations	IA review	
Annual precept	Non-compliance with timing and regulations	L	Ensuring adequacy within sound budgeting arrangements, prepared early	IA review	
Monitoring of performance	Council not functioning	L	Cllrs review budget twice per year and policies every two years		
Grants	Not giving to appropriate organisations. Fraud	L	Ensuring proper use of funds granted to local community bodies under specific powers, s137 or GPC	All grants based on approved form and supporting information, minuted and checked by IA	
Council Minutes	Inaccurate reporting of council business Lack of transparency	L	Proper, timely and accurate reporting of council business in the minutes	Posted on website for public to see and IA review	
Rights of public inspection of documents	Documents not available Lack of transparency	L	Make documents available	Website / policies	
Document control	Incorrect information	L	Proper systems	Policies approved and published	
Register of Members' Interests and Gifts and Hospitality	Not in place Council reputation	L	In place, complete, accurate and up to date	IA and district council review	
Compliance with Transparency Code	Fines Lack of transparency	L	Follow code	Stay up to date with legislative changes	
Parish Records	Fire / Water damage	L	Backups	Create business continuity plan	

## Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Level of risk (H/M/L)	Management of Risk	Action required	Review date
<b>Section Four – Internal Control Areas</b>					
Bookkeeping	Fraud Error Corruption	L	Cashbook up to date and accurate. Bank rec and accounts checked by Council monthly		
Standing Orders and Financial Regulations	Not kept in line with best practice and legal requirements	L	Follow best practice and legal requirements. Annual review of documents		
Payment Controls	Fraud Error Corruption	L	Payment matches invoices, VAT claimed properly, Grants recorded, Accounts checked monthly, VAT reclaimed quarterly. Recorded separately		
Risk Assessments	Not done Out of date	L	For all Council properties Annual review of risk assessments	In addition to external checks, Council should have its own risk assessments	
Budgetary Controls	Fraud Error Corruption Controls insufficient	L	Budget prepared, monitored and evaluated Checked monthly by Council		
Income Controls	Lack of finance	L	Recorded properly. Bank Rec checked		
Payroll	Do wages paid match expected wages. Is HMRC / LGPS being operated correctly	L	Checked each month by Clerk and HMRC software		

## Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Level of risk (H/M/L)	Management of Risk	Action required	Review date
Asset Control	No asset register kept	L	Keep up to date	Annual review by Council	
Bank reconciliation	Cash discrepancies	L	Checked monthly and signed by F&GP Chair and other Cllr		
Year end	Finances not kept in order	M	Ensure training up to date. Ensure accounting practices are suitable		



## Interim report from the Internal Auditor and subsequent actions / comments

<b>Control Area</b>	<b>Issue</b>	<b>Recommended Action</b>	<b>Action taken</b>
Minute signatories	Documents like the payment list, bank reconciliations and budget monitoring become part of the minutes once agreed	When the Chair of the meeting is initialling pages, those documents should be recorded as being the approved ones.	All documents in document pack will be initialled and the pack will remain online indefinitely.
Budget	The budget, once approved, becomes a public document	The budget should be included in the signed minutes and on the website.	Going live this month.
Expenses and banking	Both the Clerk and Deputy incur significant expenses in some months purchasing items for the Council. It is also tricky to pay in Carnival money	The Council should look into getting an officer debit card that would allow the Clerk to make appropriate purchases and pay cash into the account.	Updating all the bank arrangements is commencing this month. This includes debit cards for staff.
Memorial Hall	The Council is nearing the date when it will take over the Memorial Hall. To simplify matters with the Charity Commission it may be worth operating the venue under a "memorandum of understanding"	The Council should seek appropriate legal advice about the best way to transfer the management of the building to the Council within the Charity Framework.	Ian Davison of Surrey Hills Solicitors has been engaged for the transfer.

Transparency code	During 2017/18 BPCs income and expenditure are likely to rise so that it is no longer a "gap" council.	Over the coming months the Clerk should review the required disclosures and update the website, particularly regarding land and assets.	This will be done.
Staff recruitment	The council has decided to hire an extra member of staff but the minute approving such did not specify a pay rate.	Please ensure that all staff changes are fully costed in the minutes.	Costs were included in the budget, but not in a specific minute.
Accounting system	The Council is running its accounts on an Excel spreadsheet which is unlikely to be able to cope if the memorial hall is included.	The Council should look to moving to standardised software such as Omega or Scribe or Edge for 2018/19.	This was investigated and rejected this year. Will be reviewed again following the appointment of the second assistant clerk.
Contracts and tenders	The Council's grounds maintenance contract runs for several years and is of high value. It does not appear that multiple tenders and quotes were sought through the contract finder site.	Please ensure that all contracts are properly advertised in good time before renewal and that all tenders and quotes are clearly minuted.	The Council registered with Contracts Finder but was unable to publish the contract there due to glitches on the site. The contract was published online on the Council website. Future contracts will be published on Contracts Finder.

## Finance & General Purposes – 14<sup>th</sup> November 2017

### Blackberry Drive car park gate

We have been asked to consider placing a lockable barrier at the car park on Blackberry Drive. A number of residents are concerned about the antisocial behaviour that occurs late in the evening and overnight, and the car park is one focus of that behaviour.

There are other concerns about the amount of litter, both around the entire estate generally, and also specifically in the car park. There are reports that cars come and go throughout the night, for various reasons, and they routinely dump their litter as they are going. This apparently leads to the car park being covered in litter most mornings.

**Problems:** If the Council goes ahead with a barrier there is the obvious problem of finding someone to unlock it every morning and lock it every night. There is also the probability that those who park in the car park will instead simply park along the road and then dump their litter there. There is also the cost of purchasing and installing a gate in the first place, and then potentially fixing it every time it gets vandalised.

**Benefits:** Putting a barrier in place may stop the large accumulation of litter that happens every night. It would also be seen by local residents as the Council “doing something”, which is something they very clearly feel is not happening at the moment. Should gates be vandalised there is the possibility of using YZone CCTV to capture the offenders and then prosecute them, which may act as a deterrent to others.

**Options:** Do nothing. This costs nothing but leaves residents feeling helpless and forgotten / ignored. It leaves litter everywhere and potentially more burned out motorcycles in the car park.

More litter collection. This adds a minimal cost and keeps the car park looking cleaner but does not treat the cause of the problem in any way.

Install a gate. This is most expensive option but stands the greatest chance of stopping the problem, at least in that section of Blackberry Drive. Options for opening / closing the gate include the Clerk and other Parish Council staff, staff at the YZone or a local volunteer. It is worth noting that one local resident has already offered to open and close the gate, should it ever be provided, on a daily basis.

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

13<sup>th</sup> February 2018  
Agenda Item:

<b>Report Subject: Bishopstoke Parish Council Banking Arrangements</b>
<b>Report Author: The Clerk</b>
<b>Executive Summary:</b> This report details the processes to be undertaken in updating the Parish Council banking arrangements and the recommendations for the future.
<b>Recommendations:</b> <b>The Parish Council is recommended to:</b> <ol style="list-style-type: none"><li>1) Read and agree Section 3 (the Declaration) on page 9 of the “Change to account signatories” document provided by the bank, recommending its acceptance to Full Council.</li><li>2) Recommend that Full Council approve the removal of Peter Storey, Martin Lyon and Andrew Cossey from the signatory list.</li><li>3) Recommend to Full Council that all current Cllrs who are willing, along with the Clerk, the Assistant Clerk and the new Assistant Clerk (following their appointment) be added to the signatory list.</li><li>4) Recommend that the Clerk and both Assistant Clerk’s have online access to the account.</li><li>5) Recommend that Council staff each have a debit card.</li><li>6) Recommend that the declaration on pages 10/11 be signed by two of the current signatories (Cllr Toher, Cllr Winstanley, Cllr Roling, Cllr Harris and the Assistant Clerk).</li><li>7) Authorise the Clerk to complete Section 1 of the document.</li><li>8) Request the Clerk provide each current Cllr with a copy of Section 2, Part A, to be completed if they are willing to be a signatory to the account.</li><li>9) Request the Clerk prepare a letter to be signed by Cllr Toher (as Chair) and one other current signatory, detailing those names to be removed from the account.</li><li>10) Request the Clerk to determine whether Cllrs Roling and Harris wish to remain as signatories, and complete the forms to have them removed from the account if desired.</li></ol>

11) Recommend that the signatories list be approved at each Council AGM, with standing orders altered to that effect.

12) Recommend that it be a requirement that members of the Finance and General Purposes committee be signatories to the bank account.

**Notes:**

**Reasons for the Decision:**

To bring the account, the signatories and the Council's banking practices up to date.

To comply with suggestions from the Internal Auditor.

**Background Papers:**

None

David Hillier-Wheal  
Clerk to Bishopstoke Parish Council  
6<sup>th</sup> February 2018

# Section 3 Declaration

## Introduction

Failure to provide all relevant signatures will result in the form being returned and a delay in processing.  
All Directors/Partners/Owners/Officials/Members must sign this section in accordance with their Constitution.

The following resolutions were passed at a meeting held on:

--	--	--	--	--	--	--	--	--	--

day month year

**It was resolved and declared that in respect of each of the accounts listed at Section 1 Bank Account Details (the Account(s)):**

- the Co-operative Bank p.l.c. ('the Bank') shall continue as our bankers in accordance with our original account application, the Business being empowered by and acting within its constitution in giving this instruction
- the Bank shall be authorised to accept instructions (including telephone instructions and written instructions sent by facsimile and electronic instructions through the use of digital signatures and/or identification numbers or passwords) from us in connection with the account(s) and the service, provided that the instructions are given and/or signed in accordance with the signing authority listed in All account signatories Section 2 Part C and shall be authorised to act on Instructions given by signatories/authorised users in accordance with the Account terms and conditions. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s), our affairs or property (including the opening of the new account(s), the arranging of facilities and creation of security)
- the Bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any Accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the All account signatories Section 2 Part C
- the Bank shall act on all specimen signatures in accordance with instruction, notice, request or other document in writing concerning our Account(s) (including the opening of new accounts), affairs or property, as shown in the All account signatories Section 2 Part C
- the Bank shall be sent a copy of any future resolutions which affect the terms of these resolutions if required
- the Bank shall be sent a copy of any changes in our Memorandum and Articles of Association/Regulations or Bye Laws if required
- the Bank shall be notified in writing of any change of Directors/Partners/Owners/Officials/Members
- the Bank shall be notified in writing of any change of Authorised User
- the Bank shall otherwise continue to operate our Account(s) in accordance with the signing authority as outlined in Section 2 Part C
- the Bank shall be notified in writing of any overall change of control in the business
- all signatories to the Account(s) are aged 18 or over
- No Directors/Partners/Signatories/Authorised Users have been subject to bankruptcy in the last six years
- No Directors/Partners/Signatories/Authorised Users have had County Court Judgments registered against them in the last six years.

Please turn overleaf to sign the Declaration

It is certified that these resolutions have been recorded in the minute book and that the specimen signatures shown in the account signatories section 2 Part C are correct.

Name

Position in Company

--	--	--	--	--	--	--	--

day month year

Signature



**If you are a Sole Director without a Company Secretary, in line with the Companies Act 2006 we require your signature to be witnessed. The witness will need to complete this box.**

I confirm the above signature was signed in my presence by the individual named above.

Name of the witness

Occupation

Address

Witness Signature



Name of Secretary/Member/Director/Partner (this must be a different individual to above)

Position in Business/Organisation

Date

Signature



Name

Position in Company

--	--	--	--	--	--	--	--

day month year

Signature



Name

Position in Company

--	--	--	--	--	--	--	--

day      month      year

Signature 

Name

Position in Company

--	--	--	--	--	--	--	--

day      month      year

Signature 