



Bishopstoke Parish Council

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**Members of the Finance Committee are summoned to attend a meeting on
Tuesday 12th October 2021 at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION

1. Apologies for Absence
2. To adopt and sign Minutes of the F&GP Committee meeting held on 10th August 2021
 - *Local Government Act 1972, Sch. 12, para 41*
3. Declarations of Interest and Requests for Dispensations
 - *Bishopstoke Parish Council Code of Conduct, Section 9*
4. To approve reports on Council finances
 - *Updates on actions from previous meetings and any matter within the Committee's responsibilities*
5. To discuss the draft expenditure budget for the financial year 2022/23
 - *Bishopstoke Parish Council Standing Orders, Para 3*
6. To approve the list of direct debit payees
 - *Bishopstoke Parish Council Standing Orders, Para 6.5*
7. To recommend approval of the results of the external audit for the accounts relating to financial year 2020-21
 - *Accounts and Audit Regulations 2011, part 4, S.12-16*
8. Date, time, place and agenda items for next meeting – to be confirmed
 - *14th December 2021, 7:30pm, Bishopstoke Methodist Church (Local Government Act 1972, Sch. 12, Part II, Para 8)*

S Thorogood
Responsible Finance Officer to Bishopstoke Parish Council
6th October 2021

**Minutes of a Meeting of the Finance Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 10 August 2021**

Present: Cllrs Dean R, Parker-Jones and Tidridge

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

Public Attendance: 0 members of the public were present.

FIN_2122_M02/

Public Session

9 Election of Chair

9.1 Cllr Dean, in his capacity of Chair of Bishopstoke Parish Council, welcomed everyone to the first Finance Committee meeting of the new Council and invited nominations for Chair of the Committee.

9.2 Proposed Cllr Dean, Seconded Cllr Tidridge, **RESOLVED** unanimously that Cllr Parker-Jones be elected Chair of the Finance Committee for the 2021 – 22 session of the Council.

At this point Cllr Dean stepped down from chairing the meeting and Cllr Parker-Jones took over as Chair.

10 Election of Vice Chair

10.1 Proposed Cllr Parker-Jones, Seconded Cllr Tidridge, **RESOLVED** unanimously that Cllr Ray Dean be elected Vice Chair of the Finance Committee for the 2021 – 22 session of the Council.

11 Apologies for Absence

11.1 Apologies had been received and accepted from Cllrs Thornton and Winstanley.

13 To adopt as a true record, and sign, the Minutes of the Finance & General Purposes Committee meeting held on 20 April 2021

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

13.2 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** with Cllr Dean abstaining that the minutes of the F&GP Committee meeting held on 20 April 2021 be adopted as a true record.

14 Declarations of Interest and Requests for Dispensations

14.1 Cllrs Dean, Parker-Jones and Tidridge all declared an interest as Borough Councillors in item 9 on the agenda – the discussion of the Community Infrastructure Project list.

15 To approve reports on Council finances

15.1 The RFO report, payments lists, budget monitoring reports and statements of accounts had all been included with the document pack for the meeting. Cllrs asked for future reports to clarify that UR and JL refer to Council allotment sites and not the respective roads. The Clerk was requested, with potential new contracts in the near future, to remind the RFO of the Council's desire to move to green energy deals. The Committee noted the RFO report.

Action: Clerk

15.2 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** unanimously to approve the reports on Council finances.

16 To recommend the adoption of the Finance Committee Terms of Reference

16.1 The recommended Terms of Reference for the Finance Committee were included in the document pack for the meeting.

16.2 The Committee agreed to add a new paragraph in section 4, to state "If the Chair and appointed officer agree that there is no substantive business, meetings can be cancelled. Conversely, if it is agreed that there is a need, an emergency meeting can be called following the procedures outlined in standing orders."

16.3 The Committee agreed to amend section 4.3 to add "and no later than two working weeks following the meeting." at the end.

16.4 Proposed Cllr Tidridge, Seconded Cllr Dean, **RECOMMENDED** unanimously that the Council adopt the new Finance Committee Terms of Reference as amended in 16.2 and 16.3.

17 To make recommendations on a grant request from the Bishopstoke Guides

17.1 Proposed Cllr Dean, Seconded Cllr Tidridge, **RECOMMENDED** unanimously that the Council grant £2,000 to Bishopstoke Guides.

18 To discuss the Community Infrastructure Project list and make recommendations

18.1 It was agreed that items within the list for Community Trails, Walk Signs and Public Access to Woodland could be collected under a single heading.

18.2 It was agreed that as all Cllrs present were also Borough Councillors little would be gained by further discussion of the CIP list. The Clerk suggested he arrange a session for Cllrs with the Local Area Manager to help them gain an understanding of what the CIP is and how it can be used. The Committee agreed this would be useful.

Action: Clerk

19 To recommend amendments to the Financial Regulations

19.1 The proposed amendments had been included with the document pack for the meeting. Additionally, the Clerk requested that existing paragraph 4.3 be amended to replace "Assistant Clerk" with "Acting Clerk", and the proposed paragraph 4.8 be amended to state that "the Clerk, or other appointed officer will have delegated authority".

19.2 The Committee also felt that the emergency spending limit of £2,500 in paragraph 4.3 was too low. It was agreed to amend this to be "a limit of £5,000, or £10,000 in consultation with the Chair, per emergency".

19.3 Proposed Cllr Dean, Seconded Cllr Tidridge, **RECOMMENDED** unanimously that the Council approve the changes to financial regulations, as amended in 19.1 and 19.2.

Initial: _____ Date: _____

20 To recommend adoption of the Reserves Policy

20.1 The draft Reserves Policy had been included with the document pack for the meeting.

20.2 The Committee agreed that the minimum limit for general reserves of 10% set in paragraph 3.3 should be raised to 15%. The Committee also to change the order of paragraph 3.3 to read “Accordingly, Bishopstoke Parish Council will aim for general reserves between 25% and 40% of the precept and will at all times maintain general reserves of at least 15% of the precept.”

20.3 Proposed Cllr Tidridge, Seconded Cllr Dean, **RECOMMENDED** unanimously that the Reserves Policy, as amended in 20.2, be adopted by the Council.

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

21.1 The next meeting of the Finance Committee will take place at 7:00pm on Tuesday 12th October at the Bishopstoke Methodist Church.

There being no further business, the Chair closed the meeting at 8:09pm

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance Committee)

12th October 2021

Report Subject: To approve the latest reports on Council finances

Payments Lists:

The payments list for August and September 2021 are presented for approval.

The only significant items for August was payment for tree work at St Mary's and Old St Mary's churchyards.

Significant items for September included payment for printing and delivery of the newsletters, and the annual software licence for Epitaph & AvantEDGE.

Budget Monitoring report:

The budget monitoring report for the months of August and September 2021 are presented for approval.

Income is currently £325,980 versus an annual budget of £275,549. The second half of the 2021/22 precept has been paid into the savings account as expected. The income is over budget mainly due to receiving £84,472 of grants from EBC for play area. This has been put straight into an earmarked reserve. Excluding this grant, income is actually £241,508.

Expenditure is currently £102,889 versus an annual budget of £310,533.

Statement of accounts:

The statement of accounts for August and September 2021 are presented for approval. As previously informed, the statement for the savings account now reflects the receipt of the full precept for 2021/22 and the interest for the first six months of the year. The current account bank reconciliations have been completed for August and September 2021, and the savings account bank reconciliation has also been completed for quarter 2 of 2021/22 and are all ready to be checked and signed.

The Q2 VAT return for 2021/22 will be submitted next week and the receipt of the repayment will be accounted for in October 2021.

Sophie Thorogood
RFO to Bishopstoke Parish Council
6th October 2021

Bishopstoke Parish Council

Finance Committee

12th October 2021

Payments (August 2021)

Direct Debit payments

BT	Office - Phone & broadband (Jul 21)	£	45.23
Eon	Office - Electricity (Aug 21)	£	51.00
British Gas	Allotments - UR - Electricity (Jul 21)	£	16.35
British Gas	Shears Mill - Electricity (Jul 21)	£	11.06
Business Stream	Burial Grounds - BC - Water (Apr-Jul 21)	£	14.09
Sky Mobile	DW Mobile Phone (Aug 21)	£	20.00

Staff Debit Card payments

DW - Amazon	Printer Inks	£	91.73
ST - Sky Mobile	Mobile phone top-up	£	8.00
JW - O2 Mobile	Mobile phone top-up	£	10.00

BACS payments

Bruno Construction	Removal old iron railings St Mary's	£396.00
Fair Oak Street Pastors	Grant	£700.00
Bruno Construction	Preparation 12 ashes burial plots Cemetery	£654.00
Shawyers	Tree work to Old St Mary's & St Mary's	£1,488.00
Seagrave Inspection Services	6 operational playground inspections	£570.78

Staff	Salary	£	4,898.47
Staff	Mileage + Office Allowance	£	127.72
HMRC	Tax / NI	£	1,376.88
HCC	LGPS	£	1,642.81
Green Smile	Ground Maintenance (Aug 2021)	£	3,979.31

Cheque payments

£ -

Out Of Pocket Expenses

Clerk - DW

N/A		£	-
		Sub total	£ -

Out Of Pocket Expenses

Projects Officer - CT

Sub total £ -

Out Of Pocket Expenses

RFO - ST

N/A		£	-
		Sub total	£ -

Out Of Pocket Expenses

Cemeteries Officer - JW

N/A		£	-
		Sub total	£ -

Total payments

£ 16,101.43

Bishopstoke Parish Council

Finance Committee

12th October 2021

Payments (September 2021)

Direct Debit payments

BT	Office - Phone & broadband (Aug 21)	£	44.94
Eon	Office - Electricity (Sep 21)	£	51.00
British Gas	Allotments - UR - Electricity (Aug 21)	£	16.61
British Gas	Shears Mill - Electricity (Aug 21)	£	11.21
Sky Mobile	DW Mobile Phone (Sep 21)	£	20.00
ICO	Data Protection Annual Fee	£	35.00

Staff Debit Card payments

ST - L&S Waste	Skip hire JL	£	271.20
JW - O2 Mobile	Mobile phone top-up	£	10.00
CT - B&Q	Spray paint	£	9.50
DW - Amazon	Fireproof safe	£	363.59
ST - Sky Mobile	Mobile phone top-up	£	8.00
DW - Land Registry	Land registry documents	£	6.00

BACS payments

Image Management Services	Printing & Delivery 5000 village newsletters	£1,186.80
Ryan O'Connor	Repainting war memorial railings	£225.02
Edge IT Systems	Epitaph & AdvantEDGE Annual Licence 2021-22	£1,576.68
Bruno Construction	Removal burnt bench Glebe Meadow	£351.00
Safeguard Pest Control	Wasp nests removal plots 66B/18A UR	£186.00
Bishopstoke & Fair Oak Good Neighbours	Travel Tokens repayments	£169.00
Green Smile	Clearance of broken glass at bus shelters	£48.00
Premier Grounds & Garden Maintenance	Plot clearance UR 15B	£552.00
Premier Grounds & Garden Maintenance	Plot clearance JL vacant plot	£552.00
Arbor-Eco Consultancy	Failed visit St Mary's churchyard	£150.00
Green Smile	Parish Office grass cutting, watering new whips and trees, soil delivery, hedge cutting Glebe	£699.60

Staff	Salary	£	4,824.84
Staff	Mileage + Office Allowance	£	141.98
HMRC	Tax / NI	£	1,353.31
HCC	LGPS	£	1,619.69
Green Smile	Ground Maintenance (Sep 2021)	£	3,979.31

Cheque payments

£ -

Out Of Pocket Expenses

N/A

Clerk - DW

£ -

Sub total £ -

Out Of Pocket Expenses

Projects Officer - CT

Sub total £ -

Out Of Pocket Expenses

N/A

RFO - ST

£ -

Sub total £ -

Out Of Pocket Expenses

N/A

Cemeteries Officer - JW

£ -

Sub total £ -

Total payments

£ 18,462.28

Financial Budget Comparison

Comparison between 01/04/21 and 30/09/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	Previous Year's Net	2021/2022	Actual Net	Balance	2022/2023
INCOME					
Admin					
100	Precept	£230,904.24	£231,399.37	£231,399.37	£0.00
110	Council Tax Support Grant	£4,589.60	£0.00	£0.00	£0.00
120	Interest Receivable	£1,174.19	£500.00	£631.49	£0.00
130	Grants	£0.00	£15,000.00	£0.00	£0.00
140	General	£0.00	£0.00	£160.00	£0.00
160	Insurance Claim	£3,426.21	£0.00	£0.00	£0.00
	Total Admin	£240,094.24	£246,899.37	£232,190.86	£0.00
	Community				
500	Carnival	£0.00	£3,500.00	£0.00	£0.00
	Total Community	£0.00	£3,500.00	£0.00	£0.00
	Play Area & Open Space				
700	Play Area Grants	£0.00	£0.00	£84,472.41	£0.00
	Total Play Area & Open Space	£0.00	£0.00	£84,472.41	£0.00
	Burial Ground				
800	Interment	£8,475.00	£12,000.00	£4,425.00	£0.00
810	Burial Grant Purchase	£4,430.00	£4,000.00	£4,000.00	£0.00
820	Grant Transfer	£180.00	£150.00	£150.00	£0.00
830	Memorials	£2,040.00	£2,000.00	£785.00	£0.00
840	Donations / Recovered Costs	£0.00	£0.00	£30.00	£0.00
850	Child Funeral Fund	£0.00	£0.00	£0.00	£0.00
860	General	£24,422.97	£0.00	£0.00	£0.00
	Total Burial Ground	£39,547.97	£18,150.00	£9,390.00	£0.00
	Allotments				
900	Rent	£5,034.16	£7,000.00	-£73.34	£0.00
910	Deposits	£0.00	£0.00	£0.00	£0.00
920	General	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 30/09/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	Previous Year's Net	2021/2022	Actual Net	Balance	2022/2023
Total Allotments	£5,034.16	£7,000.00	-£73.34	-£7,073.34	£0.00
Total Income	£284,676.37	£275,549.37	£325,979.93	£50,430.56	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 30/09/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

		Previous Year's Net	2021/2022	Actual Net	Balance	2022/2023
EXPENDITURE						
Admin						
1000	Salaries	£66,004.40	£62,000.00	£38,150.84	£23,849.16	£0.00
1001	NI	£4,322.79	£4,800.00	£2,838.86	£1,961.14	£0.00
1002	Pensions	£12,474.88	£15,000.00	£7,706.48	£7,293.52	£0.00
1003	Staff Expenses	£2,073.58	£2,803.00	£1,262.28	£1,540.72	£0.00
1100	Staff Training	£40.00	£1,000.00	£245.00	£755.00	£0.00
1200	Seminars / Conferences	£0.00	£200.00	£0.00	£200.00	£0.00
1300	Recruitment	£0.00	£0.00	£0.00	£0.00	£0.00
1400	Office Consumables	£510.45	£1,000.00	£153.36	£846.64	£0.00
1500	Printer Ink	£271.38	£1,000.00	£141.42	£858.58	£0.00
1999	Suspense	£0.00	£0.00	£0.00	£0.00	£0.00
	Total Admin	£85,697.48	£87,803.00	£50,498.24	£37,304.76	£0.00
Council						
2000	Audit	£1,350.00	£1,500.00	£0.00	£1,500.00	£0.00
2100	Insurance	£2,494.22	£3,000.00	£0.00	£3,000.00	£0.00
2200	Professional Memberships	£2,135.72	£2,500.00	£1,866.89	£633.11	£0.00
2300	Room Hire	£0.00	£200.00	£30.00	£170.00	£0.00
2400	Reference Materials	£119.99	£200.00	£32.40	£167.60	£0.00
2500	Councillor Elections	£0.00	£8,000.00	£0.00	£8,000.00	£0.00
2501	Councillor Training	£0.00	£1,500.00	£45.00	£1,455.00	£0.00
2502	Chair's Expenses	£17.00	£150.00	£0.00	£150.00	£0.00
2503	Councillor's Expenses	£29.99	£200.00	£0.00	£200.00	£0.00
2600	IT Software / Subscriptions	£2,335.77	£3,500.00	£2,196.29	£1,303.71	£0.00
	Total Council	£8,482.69	£20,750.00	£4,170.58	£16,579.42	£0.00
Buildings						
3000	Grounds Contract	£427.80	£500.00	£213.90	£286.10	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 30/09/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	Previous Year's Net	2021/2022	Actual Net	Balance	2022/2023	
3100	Additional Grounds Maintenance	£267.00	£400.00	£1,052.54	-£652.54	£0.00
3200	Furnishings	£159.98	£500.00	£402.97	£97.03	£0.00
3300	Cleaning	£480.00	£650.00	£105.00	£545.00	£0.00
3400	IT equipment Purchase	£5,341.54	£1,500.00	£894.12	£605.88	£0.00
3401	IT Equipment Maintenance	£0.00	£200.00	£0.00	£200.00	£0.00
3500	Maintenance	£1,822.80	£600.00	£12.50	£587.50	£0.00
3900	Utilities - Electricity	£570.40	£850.00	£337.02	£512.98	£0.00
	Total Buildings	£9,069.52	£5,200.00	£3,018.05	£2,181.95	£0.00
	Communications					
4000	Email	£1,215.35	£1,500.00	£0.00	£1,500.00	£0.00
4100	Websites	£93.13	£1,000.00	£0.00	£1,000.00	£0.00
4200	Office Landline	£356.98	£400.00	£120.24	£279.76	£0.00
4300	Office Broadband	£207.70	£100.00	£104.70	-£4.70	£0.00
4400	Newsletter Printing	£0.00	£3,500.00	£989.00	£2,511.00	£0.00
4500	Noticeboard Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
4501	Noticeboards Installation	£0.00	£0.00	£0.00	£0.00	£0.00
4502	Parish maps noticeboard project	£0.00	£10,000.00	£0.00	£10,000.00	£0.00
	Total Communications	£1,873.16	£16,500.00	£1,213.94	£15,286.06	£0.00
	Community					
5000	Grants - General (GPC)	£14,110.95	£6,000.00	£1,052.66	£4,947.34	£0.00
5001	Grants - General (S137)	£0.00	£0.00	£0.00	£0.00	£0.00
5002	Grants - Carnival	£0.00	£300.00	£0.00	£300.00	£0.00
5003	Grants - Community Buildings	£14,633.24	£0.00	£0.00	£0.00	£0.00
5100	Climate Change Project	£0.00	£2,000.00	£0.00	£2,000.00	£0.00
5200	Safety, Security & Crime Prevention	£1,594.85	£11,000.00	£0.00	£11,000.00	£0.00
5300	Yzone	£25,000.00	£25,000.00	£0.00	£25,000.00	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 30/09/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	Previous Year's Net	2021/2022	Actual Net	Balance	2022/2023	
5400	Travel Token Repayments	£1,789.00	£3,300.00	£714.00	£2,586.00	£0.00
5401	Travel Token New	£0.00	£200.00	£0.00	£200.00	£0.00
5500	Neighbourhood Plan Consultants	£1,880.00	£1,300.00	£0.00	£1,300.00	£0.00
5501	Neighbourhood Plan Publicity	£103.51	£200.00	£0.00	£200.00	£0.00
5502	Neighbourhood Plan General	£0.00	£0.00	£0.00	£0.00	£0.00
5600	Carnival	£0.00	£5,700.00	£72.50	£5,627.50	£0.00
5700	War Memorial	£0.00	£1,300.00	£225.02	£1,074.98	£0.00
5800	Village Trail Project	£0.00	£5,000.00	£0.00	£5,000.00	£0.00
	Total Community	£59,111.55	£61,300.00	£2,064.18	£59,235.82	£0.00
	Street Furniture					
6000	Bus Shelters Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6002	Bus Shelter Maintenance	£5,316.21	£500.00	£40.00	£460.00	£0.00
6003	Bus Shelter Cleaning	£0.00	£1,000.00	£0.00	£1,000.00	£0.00
6100	Benches Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6200	Bins Purchase	£0.00	£2,000.00	£0.00	£2,000.00	£0.00
6203	Bins Emptying	£1,432.92	£2,000.00	£309.48	£1,690.52	£0.00
6300	Clocks Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6302	Clocks Maintenance	£0.00	£100.00	£0.00	£100.00	£0.00
6500	Christmas Decorations Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6600	Defibrillators Purchase	£0.00	£2,000.00	£0.00	£2,000.00	£0.00
	Total Street Furniture	£6,749.13	£7,600.00	£349.48	£7,250.52	£0.00
	Play Area & Open Space					
7000	Grounds Contract	£25,125.48	£25,220.00	£12,562.74	£12,657.26	£0.00
7100	Additional Grounds Maintenance	£1,306.00	£3,000.00	£605.87	£2,394.13	£0.00
7300	Play Equipment Purchase	£0.00	£3,500.00	£0.00	£3,500.00	£0.00
7301	Equipment Maintenance	£5,958.61	£12,700.00	£647.02	£12,052.98	£0.00
7302	Play Area Inspections	£1,880.85	£2,000.00	£995.70	£1,004.30	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 30/09/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	Previous Year's Net	2021/2022	Actual Net	Balance	2022/2023	
7399	Play Area & Open Space Other	£6.00	£200.00	£0.00	£200.00	£0.00
7400	Works and Improvements	£0.00	£0.00	£0.00	£0.00	£0.00
7800	Trees	£3,150.00	£9,500.00	£8,530.00	£970.00	£0.00
7801	Tree Surveys	£1,680.00	£1,500.00	£100.00	£1,400.00	£0.00
	Total Play Area & Open Space	£39,106.94	£57,620.00	£23,441.33	£34,178.67	£0.00
	Burial Ground					
8000	Grounds Contract	£13,609.80	£13,800.00	£6,804.90	£6,995.10	£0.00
8100	Additional Grounds Maintenance	£1,124.67	£900.00	£1,695.50	-£795.50	£0.00
8200	Fences	£110.00	£0.00	£0.00	£0.00	£0.00
8300	Replacement Benches	£0.00	£1,000.00	£0.00	£1,000.00	£0.00
8399	Burial Authority Other	£714.15	£500.00	£0.00	£500.00	£0.00
8400	Works & Improvements	£20,517.17	£8,200.00	£330.00	£7,870.00	£0.00
8500	Memorial Costs	£0.00	£2,000.00	£0.00	£2,000.00	£0.00
8800	Trees	£4,172.50	£12,500.00	£3,943.00	£8,557.00	£0.00
8901	Utilities - Water	£86.84	£500.00	£14.09	£485.91	£0.00
	Total Burial Ground	£40,335.13	£39,400.00	£12,787.49	£26,612.51	£0.00
	Allotments					
9000	Grounds Contract	£630.00	£860.00	£315.00	£545.00	£0.00
9100	Additional Grounds Maintenance	£151.62	£600.00	£215.00	£385.00	£0.00
9200	Fences	£0.00	£1,500.00	£0.00	£1,500.00	£0.00
9300	Equipment Purchase	£517.23	£900.00	£802.42	£97.58	£0.00
9399	Allotments Other	£0.00	£200.00	£0.00	£200.00	£0.00
9400	Works & Improvements	£375.00	£0.00	£1,175.62	-£1,175.62	£0.00
9600	Plot Maintenance and Clearance	£706.00	£1,500.00	£1,471.00	£29.00	£0.00
9700	Buildings (Inc. sheds)	£737.18	£2,500.00	£929.16	£1,570.84	£0.00
9800	Trees	£650.00	£2,500.00	£220.00	£2,280.00	£0.00
9900	Utilities - Electricity	£395.69	£800.00	£154.37	£645.63	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 30/09/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	Previous Year's Net	2021/2022	Actual Net	Balance	2022/2023
9901 Utlities - Water	£2,559.84	£3,000.00	£62.80	£2,937.20	£0.00
Total Allotments	£6,722.56	£14,360.00	£5,345.37	£9,014.63	£0.00
Total Expenditure	£257,148.16	£310,533.00	£102,888.66	£207,644.34	£0.00
Total Income	£284,676.37	£275,549.37	£325,979.93	£50,430.56	£0.00
Total Expenditure	£257,148.16	£310,533.00	£102,888.66	£207,644.34	£0.00
Total Net Balance	£27,528.21	-£34,983.63	£223,091.27		£0.00

FINANCE COMMITTEE MEETING ON 12 OCTOBER 2021
MONTHLY STATEMENT OF ACCOUNT August 2021

Start **01/08/2021**

End **31/08/2021**

Fund Movements						
Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 15,712.83	£ 1,330.00	£ 20,000.00	£ 16,101.43		£ 20,941.40
EBC	£ 253,981.34				£ 20,000.00	£ 233,981.34
Total	£ 269,694.17	£ 1,330.00	£ 20,000.00	£ 16,101.43	£ 20,000.00	£ 254,922.74

Receipts in detail	
Burial Board	£ 1,330.00
Allotments	
Carnival	
VAT refund	
Insurance	
Office hire	
Misc.	
Total	£ 1,330.00

VAT	
Previously Claimed	£ 103,762.71
Claimed in August	
Unclaimed	

EBC Loan Account Summary						
		Money In			Money Out	
	1 April 2021 Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to August 21	£ 178,281.97	£ 115,699.37			£ 40,000.00	£ 253,981.34
August 21					£ 20,000.00	£ 233,981.34

Notes

FINANCE COMMITTEE MEETING ON 12 OCTOBER 2021
MONTHLY STATEMENT OF ACCOUNT September 2021

Start 01/09/2021
End 30/09/2021

Fund Movements						
Bank Accounts	Money In			Money Out		Closing Balance
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	
Co-op	£ 20,941.40	£ 85,372.41		£ 18,462.28		£ 87,851.53
EBC	£ 233,981.34	£ 116,331.49				£ 350,312.83
Total	£ 254,922.74	£ 201,703.90	£ -	£ 18,462.28	£ -	£ 438,164.36

Receipts in detail	
Burial Board	£ 900.00
Allotments	
Carnival	
VAT refund	
Insurance	
Office hire	
Grants	£ 84,472.41
Misc.	
Total	£ 85,372.41

VAT	
Previously Claimed	£ 103,762.71
Claimed in September	
Unclaimed	

EBC Loan Account Summary						
	Money In			Money Out		Current Balance
	1 April 2021 Balance	Precept	Support Grant	Interest	Transfer to BPC	
Prior to September 21	£ 178,281.97	£ 115,699.37			£ 60,000.00	£ 233,981.34
September 21		£ 115,700.00		£ 631.49		£ 350,312.83

Notes

REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance Committee)

12th October 2021

Report Subject: To approve the list of Direct Debit payees

This is the current list of companies that Bishopstoke Parish Council pays by Direct Debit

- British Telecom
- British Gas
- British Gas
- Eon
- Business Stream
- Business Stream
- Business Stream
- Eastleigh Borough Council
- Information Commissioner's Office
- Sky Mobile
- Parish Office landline & broadband
- Shears Mill - Electricity
- Allotments – Underwood Road Electricity
- Parish Office – Electricity
- Cemetery – Water
- Allotments – Underwood Road – Water
- Allotments – Jockey Lane – Water
- Large Waste Bin Collection
- Data Protection Registration
- Clerk mobile phone

Approval is sought to continue using the direct debit process to pay these companies.

REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance Committee)

12th October 2021

Report Subject: To recommend approval of the results of the external audit for the accounts relating to financial year 2020-21

PKF Littlejohn LLP have returned the signed section 3 of the AGAR for the 2020-21 financial accounts. The Finance Committee are requested to recommend approval of the results to the Full Parish Council meeting on the 10th November. The signed documents follow this report.

Section 3 – External Auditor Report and Certificate 2020/21

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 2021; 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 2020/21

Except for the matters reported below, 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.

The smaller authority has submitted its AGAR and supporting documentation prior to 30 September 2021; however, we have not been able to complete our review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements. Once we have completed our review a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

An invoice for the statutory annual review fee (and chaser letter charges where they apply) has been issued with this interim certificate. This interim invoice may be settled prior to us certifying completion and issuing our final report and certificate. Should we receive challenge correspondence before we have certified completion, any additional fees arising from additional work required as a result of that correspondence will be invoiced with the certificate of completion; where no additional fees apply a zero invoice will be issued on completion.

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

Please see above.

3 External auditor certificate 2020/21

We do not 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 2021

We do not certify completion because:

we have not been able to complete our review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

29/09/2021

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

Final External Auditor Report and Certificate 2020/21 in respect of Bishopstoke Parish Council HA0027

Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

External auditor report 2020/21

On 29 September 2021, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2021. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

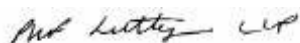
On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation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

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

None

External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.



PKF Littlejohn LLP
30/09/2021

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