



Bishopstoke Parish Council

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**Members of the Finance Committee are summoned to attend a meeting on
Tuesday 13th June 2023 at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION

1. To elect a Chair of the Committee
2. To elect a Vice-Chair of the Committee
3. Apologies for Absence
4. To adopt and sign Minutes of the Finance Committee meeting held on 18th April 2023
5. Declarations of Interest and Requests for Dispensations
6. To approve reports on Council finances
7. To confirm no conflict of interest with BDO LLP
8. To discuss new Council policies and determine those to be written
9. Date, time, place and agenda items for next meeting –
 - 8th August 2023, 7:30pm, Bishopstoke Methodist Church

S Thorogood
Responsible Finance Officer to Bishopstoke Parish Council
6th June 2023

**Minutes of a Meeting of the Finance Committee
held at Bishopstoke Methodist Church
commencing at 7:24pm on 18 April 2023**

Present: Cllrs Winstanley (Chair), R Dean and C McKeone

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

42 Apologies for Absence

42.1 Apologies were received from Cllr A Dean. No communication was received from Cllr Lyon.

43 To adopt and sign Minutes of the Finance Committee meeting held on 13th December 2022

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

43.2 Proposed Cllr R Dean, seconded Cllr Winstanley, **RESOLVED** that the minutes of the Finance Committee meeting held on 13 December 2022 be adopted as a true record.

44 Declarations of Interest and Requests for Dispensations

44.1 None declared or requested.

45 To approve reports on Council finances

45.1 The payments lists and statement of accounts for December 2022 to March 2023 had been included with the document pack for the meeting. There were 4 months to approve due to the February Finance Committee having been cancelled.

45.2 The RFO briefly explained that the Council is over-budget on income for the financial year 2022-23 mainly due to interest thanks to the interest rates rising, and under-budget on expenditure. This is mainly due to projects having not been completed, but these have been either earmarked or accrued for in the accounts.

45.3 There was one purchase order outstanding relating to the 2021-22 accounts for which the work was not fully finished by 31st March 2023. The Clerk agreed to partially pay the invoice and is liaising with the contractor for this work to be complete. Once the work is fully complete, the cost will be recharged to Eastleigh Borough Council as it all relates to improvement work to the Brookfield open space which was agreed to be funded by EBC.

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

46 To approve a grant request from Victim Support

46.1 Details of the grant request had been included with the document pack.

46.2 Proposed Cllr Winstanley, Seconded Cllr C McKeone, **RESOLVED** unanimously that the Council approves the grant application from Victim Support.

47 To review the financial regulations

47.1 Details of the requirements were included in the document pack.

47.2 The only change to the regulations was increasing the maximum limit the RFO can request to transfer funds from the savings account to the current account from £20,000 to £40,000, without authorisation from the Clerk and Chair. This is due to significant increase in the monthly grounds maintenance contract and payroll costs meaning that £20,000 would be too little each month. This change in increase was also authorised by the Chief Financial Officer from EBC.

47.3 Proposed Cllr Winstanley, Seconded Cllr R Dean, **RECOMMENDED** unanimously that the Council adopt the amended financial regulations.

48 To review the Hampshire Discretions Policy for the Local Government Pension Scheme

48.1 A copy of the policy with details of the 1 amendment had been included in the document pack.

48.2 Proposed Cllr R Dean, seconded Cllr Winstanley, **RECOMMENDED** unanimously that the Full Council approves the updated Hampshire Discretions Policy for the Local Government Pension Scheme.

49 To receive the draft financial accounts for 31st March 2023

49.1 The draft financial accounts were included in the document pack circulated in advance of the meeting.

49.2 As the accounts have not yet been internally audited, these were just for information only. The Internal Audit takes place on 2nd May, before the Full Council meeting on 9th May where they will be formally approved.

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

50.1 The next meeting of the Finance Committee will take place at 7:30pm on Tuesday 13th June 2023 at the Bishopstoke Methodist Church.

50.2 Agenda items with supporting papers to the RFO by Tuesday 6th June.

There being no further business, the Chair closed the meeting at 7:43pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance Committee)

13th June 2023
Item 6

Report Subject: To approve the latest reports on Council finances

Payments Lists:

The payments lists for April and May 2023 are presented for approval.

Significant items for April included quarterly play area inspections and payment of the quarterly play area maintenance contract.

Significant items for May included payment of the annual grant to the Street Pastors and legal work for the Memorial Hall land.

Budget Monitoring report:

The budget monitoring report for the period ending April - May 2023 is presented for approval.

Income is currently £4,715 versus an annual budget of £363,319.

Expenditure is currently £38,138 versus an annual budget of £360,070.

Until the 1st quarter statement for the savings account is received in early July, we will not see receipt of the first half precept payment.

Statement of accounts:

The statement of accounts for April and May 2023 are presented for approval. The current account bank reconciliations have been completed and are ready to be checked and signed.

Other updates:

The quarter 4 2022-23 VAT return refund was received into the bank account in April.

Bishopstoke Parish Council

Finance Committee - 13th June 2023

Payments (April 2023)

Direct Debit payments

Invoice Date	Payee	Description	Net	VAT	Gross
03/04/2023	Eon	Office - Electricity (Apr 23)	£ 47.20	£ 3.80	£ 51.00
04/04/2023	British Gas	Allotments - UR - Electricity (Mar 23)	£ 72.47	£ 3.62	£ 76.09
04/04/2023	British Gas	Shears Mill - Electricity (Mar 23)	£ 16.24	£ 0.81	£ 17.05
15/04/2023	Sky Mobile	DW Mobile Phone (Apr 23)	£ 14.00	£ -	£ 14.00
03/04/2023	Eastleigh Borough Council	Trade Waste (Jan-Mar 23)	£ 258.02	£ -	£ 258.02

Staff Debit Card payments

Invoice Date	Payee	Description	Net	VAT	Gross
03/04/2023	DW - Survey Monkey	Annual Licence	£ 320.00	£ 64.00	£ 384.00
17/04/2023	CT - Sainsburys	Mobile phone top-up	£ 10.00	£ -	£ 10.00
21/04/2023	ST - EBC	Parking for EBC Meeting	£ 1.25	£ 0.25	£ 1.50
20/04/2023	ST - Amazon	Subject dividers	£ 2.84	£ 0.58	£ 3.42
20/04/2023	ST - Amazon	A4 paper	£ 24.99	£ 5.00	£ 29.99
21/04/2023	ST - Ryman	Printer ink	£ 41.66	£ 8.33	£ 49.99
23/04/2023	ST - Amazon	Printer ink & pens	£ 39.23	£ 7.85	£ 47.08
21/04/2023	DW - Norton	Antivirus Licence	£ 79.16	£ 15.83	£ 94.99
21/04/2023	ST - Sky Mobile	Mobile phone top-up ST/AL	£ 13.00	£ -	£ 13.00

BACS payments

Invoice Date	Payee	Description	Net	VAT	Gross
02/11/2022	Bishopstoke Methodist Church	Room hire Aug-Oct 22	£ 390.00	£ -	£ 390.00
23/02/2023	Bishopstoke Methodist Church	Room hire Nov 22-Jan 23	£ 392.00	£ -	£ 392.00
31/03/2023	Colden Common Parish Council	50% Thorogood SLCC charges	£ 111.00	£ 22.20	£ 133.20
01/03/2023	Seagrave Inspection Services	Quarterly Inspection - 6 play areas	£ 513.00	£ 102.60	£ 615.60
18/03/2023	P Stewart	Window Cleaning - Jan to Mar 23	£ 105.00	£ -	£ 105.00
30/03/2023	Vitaplay Limited	Maintenance Contract for play areas	£ 588.00	£ 117.60	£ 705.60
14/04/2023	Bruno Construction	Repainting Shears Mill	£ 337.00	£ 67.40	£ 404.40
17/04/2023	Esso	Fuel for JL equipment	£ 8.73	£ -	£ 8.73
01/04/2023	ICCM	ICCM Annual Membership	£ 95.00	£ -	£ 95.00
27/04/2023	Staff	Salary	£ 6,026.78	£ -	£ 6,026.78
27/04/2023	Staff	Mileage + Office Allowance	£ 118.27	£ -	£ 118.27
27/04/2023	HMRC	Tax / NI	£ 1,988.37	£ -	£ 1,988.37
27/04/2023	HCC	LGPS	£ 2,150.44	£ -	£ 2,150.44
05/04/2023	Green Smile	Ground Maintenance (Apr 2023)	£ 6,583.76	£ 1,316.75	£ 7,900.51

Total payments

£ 20,347.41 £ 1,736.62 £ 22,084.03

Bishopstoke Parish Council

Finance Committee - 13th June 2023

Payments (May 2023)

Direct Debit payments

Invoice Date	Payee	Description	Net	VAT	Gross
15/05/2023	Eon	Office - Electricity (May 23)	£ 51.00	£ -	£ 51.00
02/05/2023	British Gas	Allotments - UR - Electricity (Apr 23)	£ 66.02	£ 3.30	£ 69.32
03/05/2023	British Gas	Shears Mill - Electricity (Apr 23)	£ 14.73	£ 0.73	£ 15.46
15/05/2023	Sky Mobile	DW Mobile Phone (May 23)	£ 14.00	£ -	£ 14.00
09/05/2023	Business Stream	Burial Grounds - BC - Water (Jan - Apr 23)	£ 8.49	£ -	£ 8.49

Staff Debit Card payments

Invoice Date	Payee	Description	Net	VAT	Gross
02/05/2023	DW - Amazon	Coronation picnic bunting	£ 14.98	£ 3.00	£ 17.98
02/05/2023	DW - Amazon	Coronation picnic supplies	£ 4.49	£ -	£ 4.49
02/05/2023	DW - Amazon	Coronation picnic supplies	£ 5.24	£ 1.05	£ 6.29
03/05/2023	DW - Amazon	Paddling pool for Coronation picnic games	£ 6.28	£ 1.26	£ 7.54
04/05/2023	DW - Amazon	Sweets for Coronation picnic games	£ 10.00	£ 2.00	£ 12.00
04/05/2023	DW - Amazon	Coronation picnic games	£ 30.65	£ 6.13	£ 36.78
04/05/2023	DW - Amazon	Sweets for Coronation picnic games	£ 12.49	£ 2.50	£ 14.99
06/05/2023	DW - Asda	Speaker	£ 38.00	£ -	£ 38.00
15/05/2023	CT - Sainsburys	Mobile phone top-up	£ 10.00	£ -	£ 10.00
17/05/2023	ST - Sandy News	Pushpins	£ 2.58	£ -	£ 2.58
19/05/2023	ST - Amazon	Diary	£ 6.58	£ 1.32	£ 7.90
19/05/2023	ST - Lawn & Power	Strimmer wire for UR equipment	£ 17.45	£ 3.49	£ 20.94
25/05/2023	ST - Mowers & Spares	Replacement parts UR Webb mower	£ 87.01	£ -	£ 87.01
25/05/2023	ST - Tesco	Postage stamps	£ 14.80	£ -	£ 14.80
21/05/2023	ST - Sky Mobile	Mobile phone top-up ST/AL	£ 13.40	£ -	£ 13.40

BACS payments

Invoice Date	Payee	Description	Net	VAT	Gross
09/05/2023	Fair Oak Street Pastors	Grant as resolved	£ 700.00	£ -	£ 700.00
11/05/2023	Patman	Repairs to JL toilet door	£ 46.00	£ -	£ 46.00
28/02/2023	Surrey Hills Solicitors	Legal work for registering Memorial Hall land	£ 971.00	£ 185.00	£ 1,156.00
25/05/2023	Victim Support	Grant as resolved	£ 150.00	£ -	£ 150.00
17/05/2023	Fosters Tree Surgeon	Remove fallen Oak from Glebe Meadow	£ 440.00	£ 88.00	£ 528.00
04/05/2023	CC Community Centre	Room hire for Internal Audit 02-05-23	£ 33.25	£ -	£ 33.25
30/05/2023	Staff	Salary	£ 6,152.07	£ -	£ 6,152.07
30/05/2023	Staff	Mileage + Office Allowance	£ 128.66	£ -	£ 128.66
30/05/2023	HMRC	Tax / NI	£ 2,056.59	£ -	£ 2,056.59
30/05/2023	HCC	LGPS	£ 2,214.25	£ -	£ 2,214.25
05/05/2023	Green Smile	Ground Maintenance (May 2023)	£ 6,583.76	£ 1,316.75	£ 7,900.51

Total payments

£ 19,903.77 £ 1,614.53 £ 21,518.30

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		Previous Year's Net	2023/2024	Actual Net	Balance	2024/2025
INCOME						
Admin						
100	Precept	£281,270.55	£332,919.73	£0.00	-£332,919.73	£0.00
110	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00	£0.00
120	Interest Receivable	£4,569.00	£1,000.00	£0.00	-£1,000.00	£0.00
130	Grants	£0.00	£0.00	£0.00	£0.00	£0.00
140	General	£100.00	£0.00	£40.00	£40.00	£0.00
160	Insurance Claim	£0.00	£0.00	£0.00	£0.00	£0.00
Total Admin		£285,939.55	£333,919.73	£40.00	-£333,879.73	£0.00
Community						
500	Carnival	£0.00	£3,500.00	£0.00	-£3,500.00	£0.00
Total Community		£0.00	£3,500.00	£0.00	-£3,500.00	£0.00
Play Area & Open Space						
700	Play Area Grants	£12,831.50	£0.00	£0.00	£0.00	£0.00
Total Play Area & Open Space		£12,831.50	£0.00	£0.00	£0.00	£0.00
Burial Ground						
800	Interment	£7,975.00	£12,500.00	£2,240.00	-£10,260.00	£0.00
810	Burial Grant Purchase	£5,820.00	£5,000.00	£1,560.00	-£3,440.00	£0.00
820	Grant Transfer	£340.00	£300.00	£70.00	-£230.00	£0.00
830	Memorials	£2,855.00	£2,500.00	£775.00	-£1,725.00	£0.00
840	Donations / Recovered Costs	£0.00	£0.00	£0.00	£0.00	£0.00
850	Child Funeral Fund	£0.00	£0.00	£0.00	£0.00	£0.00
860	General	£0.00	£0.00	£0.00	£0.00	£0.00
Total Burial Ground		£16,990.00	£20,300.00	£4,645.00	-£15,655.00	£0.00
Allotments						
900	Rent	£6,033.93	£5,600.00	£30.00	-£5,570.00	£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 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	Previous Year's Net	2023/2024	Actual Net	Balance	2024/2025
Total Allotments	£6,033.93	£5,600.00	£30.00	-£5,570.00	£0.00
Total Income	<u>£321,794.98</u>	<u>£363,319.73</u>	<u>£4,715.00</u>	<u>-£358,604.73</u>	<u>£0.00</u>

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		Previous Year's Net	2023/2024	Actual Net	Balance	2024/2025
EXPENDITURE						
Admin						
1000	Salaries	£91,247.61	£97,000.00	£15,847.15	£81,152.85	£0.00
1001	NI	£7,640.30	£10,100.00	£1,350.07	£8,749.93	£0.00
1002	Pensions	£19,527.04	£25,000.00	£3,391.28	£21,608.72	£0.00
1003	Staff Expenses	£2,277.61	£2,607.00	£367.16	£2,239.84	£0.00
1100	Staff Training	£935.25	£650.00	£0.00	£650.00	£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	£791.04	£1,000.00	£53.37	£946.63	£0.00
1500	Printer Ink	£564.20	£750.00	£72.73	£677.27	£0.00
1999	Suspense	£0.00	£0.00	£0.00	£0.00	£0.00
Total Admin		£122,983.05	£137,107.00	£21,081.76	£116,025.24	£0.00
Council						
2000	Audit	£1,690.00	£1,700.00	£0.00	£1,700.00	£0.00
2100	Insurance	£2,600.93	£2,750.00	£0.00	£2,750.00	£0.00
2200	Professional Memberships	£2,339.67	£2,500.00	£95.00	£2,405.00	£0.00
2201	Legal/Consultancy costs	£660.00	£500.00	£971.00	-£471.00	£0.00
2300	Room Hire	£1,687.00	£2,000.00	£33.25	£1,966.75	£0.00
2301	Office conversion & storage costs	£0.00	£5,000.00	£0.00	£5,000.00	£0.00
2400	Reference Materials	£164.99	£200.00	£0.00	£200.00	£0.00
2500	Councillor Elections	£644.38	£2,000.00	£0.00	£2,000.00	£0.00
2501	Councillor Training	£460.00	£500.00	£0.00	£500.00	£0.00
2502	Chair's Expenses	£20.00	£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	£3,480.40	£3,500.00	£399.16	£3,100.84	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	Previous Year's Net	2023/2024	Actual Net	Balance	2024/2025
Total Council	£13,747.37	£20,850.00	£1,498.41	£19,351.59	£0.00
Buildings					
3000 Grounds Contract	£943.92	£1,038.31	£163.62	£874.69	£0.00
3100 Additional Grounds Maintenance	£0.00	£650.00	£337.00	£313.00	£0.00
3200 Furnishings	£266.60	£0.00	£0.00	£0.00	£0.00
3300 Cleaning	£420.00	£450.00	£0.00	£450.00	£0.00
3400 IT equipment Purchase	£1,045.66	£1,000.00	£0.00	£1,000.00	£0.00
3401 IT Equipment Maintenance	£75.00	£200.00	£0.00	£200.00	£0.00
3500 Maintenance	£709.50	£550.00	£0.00	£550.00	£0.00
3900 Utilities - Electricity	£1,189.08	£400.00	£129.17	£270.83	£0.00
Total Buildings	£4,649.76	£4,288.31	£629.79	£3,658.52	£0.00
Communications					
4000 Email	£1,440.61	£1,400.00	£0.00	£1,400.00	£0.00
4100 Websites	£114.00	£250.00	£0.00	£250.00	£0.00
4200 Office Landline	£190.17	£0.00	£0.00	£0.00	£0.00
4300 Office Broadband	£182.03	£0.00	£0.00	£0.00	£0.00
4400 Newsletter Printing	£4,289.00	£4,500.00	£0.00	£4,500.00	£0.00
4500 Noticeboard Purchase	£2,742.46	£0.00	£0.00	£0.00	£0.00
4501 Noticeboards Installation	£320.00	£300.00	£0.00	£300.00	£0.00
4502 Parish maps noticeboard project	£0.00	£0.00	£0.00	£0.00	£0.00
Total Communications	£9,278.27	£6,450.00	£0.00	£6,450.00	£0.00
Community					
5000 Grants - General (GPC)	£10,376.21	£5,500.00	£150.00	£5,350.00	£0.00
5001 Grants - Street Pastors	£700.00	£700.00	£700.00	£0.00	£0.00
5002 Grants - Carnival	£0.00	£0.00	£0.00	£0.00	£0.00
5003 Grants - Community Buildings	£0.00	£0.00	£0.00	£0.00	£0.00
5100 Climate Change Project	£0.00	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		Previous Year's Net	2023/2024	Actual Net	Balance	2024/2025
5200	Safety, Security & Crime Prevention	£0.00	£0.00	£0.00	£0.00	£0.00
5300	Yzone	£0.00	£25,000.00	£0.00	£25,000.00	£0.00
5400	Travel Token Repayments	£1,635.00	£3,800.00	£0.00	£3,800.00	£0.00
5401	Travel Token New	£201.60	£200.00	£0.00	£200.00	£0.00
5500	Neighbourhood Plan Consultants	£3,570.00	£1,000.00	£0.00	£1,000.00	£0.00
5501	Neighbourhood Plan Publicity	£0.00	£200.00	£0.00	£200.00	£0.00
5502	Neighbourhood Plan General	£0.00	£0.00	£0.00	£0.00	£0.00
5600	Carnival	£1,782.69	£8,000.00	£84.13	£7,915.87	£0.00
5700	War Memorial	£0.00	£0.00	£0.00	£0.00	£0.00
5800	Village Trail Projecct	£0.00	£0.00	£0.00	£0.00	£0.00
Total Community		£18,265.50	£44,400.00	£934.13	£43,465.87	£0.00
Street Furniture						
6000	Bus Shelters Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6002	Bus Shelter Maintainance	£840.50	£1,000.00	£0.00	£1,000.00	£0.00
6003	Bus Shelter Cleaning	£0.00	£1,000.00	£0.00	£1,000.00	£0.00
6100	Benches Purchase	£4,227.14	£0.00	£0.00	£0.00	£0.00
6200	Bins Purchase	£371.95	£3,000.00	£0.00	£3,000.00	£0.00
6203	Bins Emptying	£1,500.20	£3,500.00	£258.02	£3,241.98	£0.00
6300	Clocks Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6302	Clocks Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00
6500	Christmas Decorations Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6600	Defibrillators Purchase	£7,000.00	£0.00	£0.00	£0.00	£0.00
Total Street Furniture		£13,939.79	£8,500.00	£258.02	£8,241.98	£0.00
Play Area & Open Space						
7000	Grounds Contract	£50,512.29	£53,009.74	£8,353.04	£44,656.70	£0.00
7100	Additional Grounds Maintenance	£140.00	£3,000.00	£0.00	£3,000.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		Previous Year's Net	2023/2024	Actual Net	Balance	2024/2025
7300	Play Equipment Purchase	£46,658.61	£0.00	£0.00	£0.00	£0.00
7301	Equipment Maintenance	£27,102.89	£10,500.00	£0.00	£10,500.00	£0.00
7302	Play Area Inspections	£1,984.35	£2,500.00	£0.00	£2,500.00	£0.00
7399	Play Area & Open Space Other	£175.00	£0.00	£0.00	£0.00	£0.00
7400	Works and Improvements	£325.00	£0.00	£0.00	£0.00	£0.00
7800	Trees	£1,440.00	£9,000.00	£440.00	£8,560.00	£0.00
7801	Tree Surveys	£1,680.00	£2,000.00	£0.00	£2,000.00	£0.00
Total Play Area & Open Space		£130,018.14	£80,009.74	£8,793.04	£71,216.70	£0.00
Burial Ground						
8000	Grounds Contract	£25,431.96	£27,975.15	£4,408.20	£23,566.95	£0.00
8100	Additional Grounds Maintenance	£2,654.40	£2,500.00	£0.00	£2,500.00	£0.00
8200	Fences	£0.00	£0.00	£0.00	£0.00	£0.00
8300	Replacement Benches	£0.00	£0.00	£0.00	£0.00	£0.00
8399	Burial Authority Other	£0.00	£0.00	£0.00	£0.00	£0.00
8400	Works & Improvements	£5,419.83	£0.00	£0.00	£0.00	£0.00
8500	Memorial Costs	£200.00	£800.00	£0.00	£800.00	£0.00
8800	Trees	£5,626.90	£8,000.00	£0.00	£8,000.00	£0.00
8901	Utilities - Water	£68.80	£500.00	£8.49	£491.51	£0.00
Total Burial Ground		£39,401.89	£39,775.15	£4,416.69	£35,358.46	£0.00
Allotments						
9000	Grounds Contract	£1,399.92	£1,539.91	£242.66	£1,297.25	£0.00
9100	Additional Grounds Maintenance	£210.00	£1,000.00	£0.00	£1,000.00	£0.00
9200	Fences	£0.00	£0.00	£0.00	£0.00	£0.00
9300	Equipment Purchase	£1,575.87	£1,200.00	£98.69	£1,101.31	£0.00
9399	Allotments Other	£0.00	£200.00	£0.00	£200.00	£0.00
9400	Works & Improvements	£580.00	£2,000.00	£0.00	£2,000.00	£0.00
9600	Plot Maintenance and Clearance	£4,195.15	£5,250.00	£0.00	£5,250.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	Previous Year's Net	2023/2024	Actual Net	Balance	2024/2025
9700 Buildings (Inc. sheds)	£75.00	£700.00	£46.00	£654.00	£0.00
9800 Trees	£180.00	£3,000.00	£0.00	£3,000.00	£0.00
9900 Utilities - Electricity	£570.88	£800.00	£138.49	£661.51	£0.00
9901 Utilities - Water	£1,924.07	£3,000.00	£0.00	£3,000.00	£0.00
Total Allotments	£10,710.89	£18,689.91	£525.84	£18,164.07	£0.00
Total Expenditure	£362,994.66	£360,070.11	£38,137.68	£321,932.43	£0.00
Total Income	£321,794.98	£363,319.73	£4,715.00	-£358,604.73	£0.00
Total Expenditure	£362,994.66	£360,070.11	£38,137.68	£321,932.43	£0.00
Total Net Balance	-£41,199.68	£3,249.62	-£33,422.68		£0.00

FINANCE COMMITTEE MEETING ON 13 JUNE 2023
MONTHLY STATEMENT OF ACCOUNT April 2023

Start **01/04/2023**
End **30/04/2023**

Fund Movements						
Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 37,017.26	£ 8,616.44		£ 22,084.03		£ 23,549.67
EBC	£ 196,960.82					£ 196,960.82
Total	£ 233,978.08	£ 8,616.44	£ -	£ 22,084.03	£ -	£ 220,510.49

Receipts in detail	
Burial Board	
Allotments	£ 30.00
Carnival	
VAT refund	£ 8,586.44
Grants	
Misc.	
Total	£ 8,616.44

VAT	
Previously Claimed	
Claimed in April	£ 8,586.44
Unclaimed	

EBC Loan Account Summary						
		Money In			Money Out	
	1 April 2023 Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to April 23	£ 196,960.82					£ 196,960.82
April 23						£ 196,960.82

Notes	

FINANCE COMMITTEE MEETING ON 13 JUNE 2023
MONTHLY STATEMENT OF ACCOUNT May 2023

Start **01/05/2023**
End **31/05/2023**

Fund Movements						
Bank Accounts	Money In			Money Out		Closing Balance
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	
Co-op	£ 23,549.67	£ 5,210.00	£ 30,000.00	£ 21,518.30		£ 37,241.37
EBC	£ 196,960.82				£ 30,000.00	£ 166,960.82
Total	£ 220,510.49	£ 5,210.00	£ 30,000.00	£ 21,518.30	£ 30,000.00	£ 204,202.19

Receipts in detail	
Burial Board	£ 5,170.00
Allotments	
Carnival	
VAT refund	
Grants	
Misc.	£ 40.00
Total	£ 5,210.00

VAT	
Previously Claimed	£ 8,586.44
Claimed in April	
Unclaimed	

EBC Loan Account Summary						
	Money In				Money Out	Current Balance
	1 April 2023 Balance	Precept	Support Grant	Interest	Transfer to BPC	
Prior to May 23	£ 196,960.82					£ 196,960.82
May 23					£ 30,000.00	£ 166,960.82

Notes

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	Bishopstoke Parish Council
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I confirm that there are no conflicts of interest with BDO LLP.

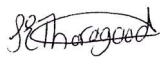


~~I confirm the following conflicts of interest (please detail below:~~

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
13 th June 2023	

Signed (RFO)



Print Name

Sophie Thorogood

Signed (Chair)

Print Name



Bishopstoke Parish Council

REPORT TO BISHOPSTOKE PARISH COUNCIL

(Finance Committee)

13th June 2023

Report Subject: To discuss new Council policies and determine those to be written

There are a number of financial-related policies that the Committee may wish for the Officers to write:

- Business Continuity Plan
- Purchasing Policy
- Anti-Fraud
- Credit Management
- Financial Management
- Expenses and Allowances Policy

The Committee is invited to discuss whether they wish for any of them to be written and brought to a future meeting of the Finance Committee for approval and adoption.