



Bishopstoke Parish Council

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**Members of the Finance Committee are summoned to attend a meeting on
Tuesday 10th February at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION – Residents are invited to give their views and question the parish council on issues on this agenda, or raise issues for future consideration at the discretion of the chair. Members of the public may not take part in the meeting itself.

1. Apologies for Absence
2. To adopt and sign the minutes of the Finance Committee meeting held on 9th December 2025
3. Declarations of Interest and Requests for Dispensations
4. To receive the Clerk's report, including all areas delegated to the Committee
5. To receive the Financial Summary and approve the following financial reports:
 - Budget Monitoring
 - Statements of Accounts
 - Payments Lists
 - Reserve Status
6. To review the Finance Committee terms of reference
7. To review the Financial Regulations
8. Date, time, place and agenda items for next meeting

D L Wheal
Clerk to Bishopstoke Parish Council
3rd February 2026

**Minutes of a Meeting of the Finance Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 9th December 2025**

Present: Cllrs Winstanley (Chair), Burcombe-Filer and Toher

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

Public Session: 0 members of the public were present.

FIN_2526_M04/

32 Apologies for Absence

32.1 Apologies were received from Councillors Hillier-Wheal and Thornton.

33 To adopt as a true record, and sign, the minutes of the Finance Committee meeting held on 14th October 2025

33.1 The minutes of the above meeting were included with the supporting papers for this meeting.

33.2 Proposed Cllr Toher, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously that the minutes of the Finance Committee meeting held on 14th October 2025 be adopted as a true record.

Action: Clerk and Chair – to sign and publish the minutes and document pack

34 Declarations of Interest and Requests for Dispensations

34.1 No declarations or requests were made.

35 To receive the Clerk's report, including all areas delegated to the Committee

35.1 The Clerk's report had been included with the supporting papers for the meeting and was noted.

35.2 Cllr Toher updated the Committee on the Neighbourhood Plan. Having been in contact with Plan-et to determine the way forward for the final stages of the Plan there is now some doubt over whether this can happen. The removal of grants for Neighbourhood Plans may mean that it may not be possible to progress to public consultation. Cllr Toher stated that she would continue to update the Committee with any news. The Committee agreed it would be disappointing if all the hard work of those involved in the Neighbourhood Plan process did not come to fruition.

36 To receive the Financial Summary and approve the following financial reports:

**Budget Monitoring
Statements of Accounts
Payments Lists
Statement of Reserves**

36.1 The Budget Monitoring, Statement of Accounts, Payments Lists and Statement of Reserves had been included with the supporting papers for this meeting.

36.2 Cllr Toher asked if the explanation for the Miscellaneous receipts in October (payments related to the Christmas Fayre) could be included in the Notes section. The Clerk agreed to make this change.

Action: Clerk – amend the October Statement of Accounts to show the reasons for the miscellaneous receipts.

36.3 Proposed Cllr Burcombe-Filer, Seconded Cllr Toher **RESOLVED** unanimously to receive and approve the Budget Monitoring, Statement of Accounts (as amended above), Payments Lists and Statement of Reserves reports.

37 To amend and recommend the expenditure budget for 2026-27

37.1 The draft expenditure budget had been included with the supporting papers for this meeting. The Clerk went through the details of changes that have been made since the Committee saw the previous draft. In particular the Clerk noted the reasons for a larger than anticipated recommended precept rise included increased officer hours, inclusion of a £10,000 contingency fund for the Neighbourhood Plan, anticipated costs associated with asset transfers over the next 18 months and the continued funding of both the new community building and the play area strategy. The Committee agreed that these additions were justified and that no changes were required to the planned expenditure for 2026-27 shown in the latest draft budget.

37.2 Proposed Cllr Toher, Seconded Cllr Burcombe-Filer **RECOMMENDED** unanimously that Full Council approve the expenditure budget for 2026-27.

Action: Clerk – include the expenditure budget on the January Full Council agenda.

38 To recommend the funding of the expenditure budget, including the precept request, for 2026-27

38.1 Papers detailing the expected income for 2026-27 from various sources had been included with the supporting papers for the meeting. Also included was a sheet showing the impact on Council Tax of various potential precept rises.

38.2 After discussion, the Council agreed that the planned funding from sources such as the burial board and allotments was reasonable. Various alternative precept rises were considered alongside their potential impact on future years. In order to meet the funding needs for 2026-27 and protect residents from large future rises it was agreed that the recommended range for the precept rise was appropriate.

38.3 Proposed Cllr Burcombe-Filer, Seconded Cllr Toher, **RECOMMENDED** unanimously that the 2026-27 planned expenditure be funded by earmarked reserves, grants received, the expected income from Council sources and VAT refunds with the remainder being funded by a rise in the Council Tax for a Band D dwelling of 9% from £116.82 to £127.33, giving a precept of £458,862.94.

Action: Clerk – include the precept request on the Full Council agenda for the January meeting.

39 To recommend approval of the Financial Risk Assessment for 2025-26

39.1 The updated Financial Risk Assessment for 2025-26 had been included with the supporting paperwork for the meeting.

39.2 Proposed Cllr Toher, Seconded Cllr Burcombe-Filer, **RECOMMENDED** unanimously that the Council approve the Financial Risk Assessment for 2025-26.

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

40.1 The next meeting of the Finance Committee will take place at 7:30pm on Tuesday 10th February 2026 with the venue to be confirmed. The Clerk reminded Cllrs that any agenda items should be provided, with any supporting papers, to the Clerk by Tuesday 3rd February.

There being no further business, the Chair closed the meeting at 8:24pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Finance Committee - Clerk's report

10th February 2026

Actions from previous meetings

FIN_2526_M04/33 Regarding minutes
The minutes were signed and have been published.

FIN_2526_M04/36 Regarding the October Statement of Accounts
The statement has been amended to show that Christmas Fayre stallholder payments are what constitutes the miscellaneous receipts.

FIN_2526_M04/37 Regarding the budget
The agenda item to discuss and adopt the budget for 2026-27 was included on the Full Council agenda.

FIN_2526_M04/38 Regarding the precept
The agenda item to discuss and approve the precept request for 2026-27 was included on the Full Council agenda.

Recommendations from previous meetings

FIN_2526_M04/37 Regarding the budget
The expenditure budget was agreed by Full Council unchanged from that recommended by the Committee.

FIN_2526_M04/38 Regarding the precept
The funding and precept request were agreed by Full Council unchanged from those recommended by the Committee.

FIN_2526_M04/39 Regarding the Financial Risk Assessment
The Financial Risk Assessment was accidentally omitted from the report to Full Council. It will be considered at the next Full Council meeting.

Overtime Report (Financial)

Overtime costs for the year 2025-26 so far (up to 23/01/26) have been £8,173.63 in actual salary, plus associated HMRC and Pension costs. This has resulted from a total of 424 hours of overtime worked over the first ten months of the financial year. Additional overtime worked has been added to staff time off in lieu banks. Total salary costs throughout the year are currently expected to exceed the set budget. Overtime will be monitored to bring overall salary costs back within budget if possible.

Finance Committee – Financial Summary

10th February 2026

Budget Monitoring:

Burial income is still expected to see a shortfall at year end, although a recent increase in burial enquiries suggests it may not be as large as previously expected.

The Admin Expenditure is likely to be around £5,000 over budget (approx. 3%) due mainly to higher than anticipated overtime.

The previous financial summary detailed a number of areas where there appear to be overspends but these are in fact in areas where the costs are being funded by various reserves and so the original budgets remain within their expected limits.

Statements of Accounts:

Nothing of interest to report.

Payments Lists:

Notable items of expenditure in December & January included the first of the fees related to the feasibility study for the new community building; the large water bill for Underwood Road allotments; the installation of safety fencing at Sewall Drive allotments and fees related to the transfer of Rose Close.

Confidential Payments – October 25

Salaries	£7,928.92
Mileage, Allowances & Expenses	£194.91
HMRC	£3,131.24
Hampshire LGPS	£2,867.06

Confidential Payments – November 25

Salaries	£7,260.76
Mileage, Allowances & Expenses	£158.14
HMRC	£2,660.64
Hampshire LGPS	£2,581.29

Financial Budget Comparison

Comparison between 01/04/25 and 31/01/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/25

	Previous Year's Net	2025/2026	Actual Net	Balance	2026/2027
INCOME					
Admin					
100	Precept	£384,728.24	£416,689.93	£416,689.93	£0.00
110	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
120	Interest Receivable	£14,513.21	£5,000.00	£7,448.13	£2,448.13
130	Grants	£33.81	£334,845.38	£335,776.91	£931.53
140	General	£1,295.02	£0.00	£5,035.00	£5,035.00
160	Insurance Claim	£0.00	£0.00	£0.00	£0.00
Total Admin		£400,570.28	£756,535.31	£764,949.97	£8,414.66
Community					
500	Carnival and Events	£3,086.32	£2,000.00	£3,640.68	£1,640.68
510	Neighbourhood Plan Grants	£0.00	£0.00	£0.00	£0.00
520	Greening Campaign	£911.00	£0.00	£0.00	£0.00
Total Community		£3,997.32	£2,000.00	£3,640.68	£1,640.68
Play Area & Open Space					
700	Play Area Grants	£0.00	£0.00	£0.00	£0.00
Total Play Area & Open Space		£0.00	£0.00	£0.00	£0.00
Burial Ground					
800	Interment	£5,400.00	£12,500.00	£5,240.00	-£7,260.00
810	Burial Grant Purchase	£5,580.00	£5,000.00	£4,570.00	-£430.00
820	Grant Transfer	£210.00	£300.00	£150.00	-£150.00
830	Memorials	£3,195.00	£2,500.00	£3,250.00	£750.00
840	Donations / Recovered Costs	£0.00	£0.00	£0.00	£0.00
850	Child Funeral Fund	£0.00	£0.00	£0.00	£0.00
860	General	£0.00	£0.00	£0.00	£0.00
899	Burial Ground Earmarked Income	£0.00	£0.00	£0.00	£0.00
Total Burial Ground		£14,385.00	£20,300.00	£13,210.00	-£7,090.00

Financial Budget Comparison

Comparison between 01/04/25 and 31/01/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/25

	Previous Year's Net	2025/2026	Actual Net	Balance	2026/2027
Allotments					
900 Rent	£8,252.67	£8,000.00	£8,048.50	£48.50	£0.00
910 Deposits	£1,230.00	£1,000.00	£2,760.00	£1,760.00	£0.00
920 General	£0.00	£0.00	£15.00	£15.00	£0.00
999 Allotment Earmarked Income	£0.00	£0.00	£0.00	£0.00	£0.00
Total Allotments	£9,482.67	£9,000.00	£10,823.50	£1,823.50	£0.00
Total Income	£428,435.27	£787,835.31	£792,624.15	£4,788.84	£0.00

Financial Budget Comparison

Comparison between 01/04/25 and 31/01/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/25

Previous Year's Net	2025/2026	Actual Net	Balance	2026/2027
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EXPENDITURE

Admin

1000	Salaries	£93,764.95	£113,500.00	£98,613.63	£14,886.37	£0.00
1001	NI	£8,687.59	£14,000.00	£12,290.01	£1,709.99	£0.00
1002	Pensions	£19,350.05	£24,900.00	£21,103.32	£3,796.68	£0.00
1003	Staff Expenses	£2,454.45	£2,708.00	£3,462.18	-£754.18	£0.00
1100	Staff Training	£1,050.00	£2,000.00	£317.00	£1,683.00	£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	£593.67	£750.00	£300.52	£449.48	£0.00
1500	Printer Ink / Toner	£372.13	£1,000.00	£576.18	£423.82	£0.00
1600	Postage Costs	£0.00	£1,250.00	£617.88	£632.12	£0.00
1999	Suspense	£0.00	£0.00	£0.00	£0.00	£0.00
Total Admin		£126,272.84	£160,308.00	£137,280.72	£23,027.28	£0.00

Council

2000	Audit	£1,534.55	£1,800.00	£243.75	£1,556.25	£0.00
2100	Insurance	£2,483.44	£2,800.00	£2,853.61	-£53.61	£0.00
2200	Professional Memberships	£2,466.00	£2,600.00	£2,602.00	-£2.00	£0.00
2201	Legal/Consultancy costs	£486.00	£5,000.00	£1,800.00	£3,200.00	£0.00
2300	Room Hire	£1,180.50	£2,000.00	£771.30	£1,228.70	£0.00
2301	Office conversion & storage costs	£2,941.49	£2,500.00	£1,763.05	£736.95	£0.00
2400	Reference Materials	£21.00	£200.00	£0.00	£200.00	£0.00
2500	Councillor Costs	£240.00	£0.00	£0.00	£0.00	£0.00
2501	Councillor Training	£176.00	£1,500.00	£0.00	£1,500.00	£0.00
2502	Chair's Expenses	£0.00	£150.00	£0.00	£150.00	£0.00
2503	Councillor's Expenses	£0.00	£150.00	£0.00	£150.00	£0.00

Financial Budget Comparison

Comparison between 01/04/25 and 31/01/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/25

		Previous Year's Net	2025/2026	Actual Net	Balance	2026/2027
2600	IT Software / Subscriptions	£3,248.79	£3,700.00	£3,450.44	£249.56	£0.00
2700	Legal Costs	£0.00	£11,575.00	£1,228.00	£10,347.00	£0.00
2800	IT / Comms Equipment	£1,863.11	£2,200.00	£23.23	£2,176.77	£0.00
Total Council		£16,640.88	£36,175.00	£14,735.38	£21,439.62	£0.00
Buildings						
3000	Grounds Contract	£981.72	£981.76	£818.10	£163.66	£0.00
3100	Utilities - Electricity	£810.28	£1,000.00	£245.32	£754.68	£0.00
3101	Additional Grounds Maintenance	£275.00	£100.00	£0.00	£100.00	£0.00
3200	Furnishings	£245.35	£3,000.00	£11,408.33	-£8,408.33	£0.00
3300	Cleaning	£460.00	£300.00	£349.96	-£49.96	£0.00
3500	Maintenance	£495.70	£500.00	£926.12	-£426.12	£0.00
3600	Works & Improvements	£0.00	£0.00	£2,676.53	-£2,676.53	£0.00
3800	Trees	£0.00	£400.00	£0.00	£400.00	£0.00
Total Buildings		£3,268.05	£6,281.76	£16,424.36	-£10,142.60	£0.00
Communications						
4000	Email	£1,398.79	£1,500.00	£24.03	£1,475.97	£0.00
4100	Websites	£0.00	£250.00	£0.00	£250.00	£0.00
4200	Office Landline	£0.00	£0.00	£21.23	-£21.23	£0.00
4300	Office Broadband	£0.00	£500.00	£0.00	£500.00	£0.00
4400	Newsletter Printing	£3,611.05	£6,000.00	£3,806.00	£2,194.00	£0.00
4500	Noticeboard Purchase	£1,656.24	£3,636.55	£1,656.24	£1,980.31	£0.00
4501	Noticeboards Installation	£200.00	£500.00	£400.00	£100.00	£0.00
4502	Parish maps noticeboard project	£0.00	£2,000.00	£0.00	£2,000.00	£0.00
Total Communications		£6,866.08	£14,386.55	£5,907.50	£8,479.05	£0.00
Community						
5000	Grants - General (GPC)	£6,575.67	£8,000.00	£5,088.47	£2,911.53	£0.00
5001	Grants - Street Pastors	£0.00	£750.00	£750.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/25 and 31/01/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/25

	Previous Year's Net	2025/2026	Actual Net	Balance	2026/2027
5002 Grants - Carnival	£0.00	£0.00	£0.00	£0.00	£0.00
5003 Grants - Community Buildings	£457.84	£0.00	£0.00	£0.00	£0.00
5100 Climate Change Project	£937.05	£1,612.95	£1,186.97	£425.98	£0.00
5200 Safety, Security & Crime Prevention	£52.26	£1,000.00	£10.83	£989.17	£0.00
5300 Yzone / Youth Provision	£19,360.00	£16,000.00	£0.00	£16,000.00	£0.00
5400 Travel Token Repayments	£1,383.00	£2,500.00	£1,767.00	£733.00	£0.00
5401 Travel Token New	£201.60	£200.00	£0.00	£200.00	£0.00
5500 Neighbourhood Plan Consultants	£5,148.00	£0.00	£0.00	£0.00	£0.00
5501 Neighbourhood Plan Publicity	£0.00	£0.00	£0.00	£0.00	£0.00
5502 Neighbourhood Plan General	£0.00	£0.00	£0.00	£0.00	£0.00
5600 Carnival and Events	£5,281.41	£8,000.00	£5,708.10	£2,291.90	£0.00
5700 War Memorial	£953.33	£3,900.00	£4,326.60	£-426.60	£0.00
5800 Village Trail Project	£0.00	£2,500.00	£452.00	£2,048.00	£0.00
Total Community	£40,350.16	£44,462.95	£19,289.97	£25,172.98	£0.00
Street Furniture					
6000 Bus Shelters Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6002 Bus Shelter Maintenance	£50.00	£3,000.00	£1,920.63	£1,079.37	£0.00
6003 Bus Shelter Cleaning	£1,623.00	£2,000.00	£1,569.60	£430.40	£0.00
6100 Benches Purchase	£0.00	£700.00	£16.50	£683.50	£0.00
6200 Bins Purchase	£0.00	£2,700.95	£832.72	£1,868.23	£0.00
6203 Bins Emptying	£3,597.45	£3,500.00	£2,994.11	£505.89	£0.00
6300 Clocks Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6302 Clocks Maintenance	£586.08	£1,000.00	£133.71	£866.29	£0.00
6500 Christmas Decorations Purchase	£0.00	£2,000.00	£100.00	£1,900.00	£0.00
6600 Defibrillators Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
Total Street Furniture	£5,856.53	£14,900.95	£7,567.27	£7,333.68	£0.00

Financial Budget Comparison

Comparison between 01/04/25 and 31/01/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/25

	Previous Year's Net	2025/2026	Actual Net	Balance	2026/2027
Play Area & Open Space					
7000 Grounds Contract	£50,118.24	£50,118.12	£41,765.20	£8,352.92	£0.00
7100 Additional Grounds Maintenance	£2,833.24	£2,505.00	£300.00	£2,205.00	£0.00
7300 Play Equipment Purchase	£0.00	£32,542.80	£28,947.53	£3,595.27	£0.00
7301 Equipment Maintenance	£9,135.63	£10,000.00	£3,152.20	£6,847.80	£0.00
7302 Play Area Inspections	£2,199.55	£4,600.00	£1,660.90	£2,939.10	£0.00
7399 Play Area & Open Space Other	£0.00	£0.00	£921.71	-£921.71	£0.00
7400 Works and Improvements	-£325.00	£2,287.97	£3,097.85	-£809.88	£0.00
7800 Trees	£6,770.00	£14,974.10	£10,710.00	£4,264.10	£0.00
7801 Tree Surveys	£2,100.00	£2,200.00	£0.00	£2,200.00	£0.00
Total Play Area & Open Space	£72,831.66	£119,227.99	£90,555.39	£28,672.60	£0.00
Burial Ground					
8000 Grounds Contract	£26,449.20	£26,449.28	£22,641.00	£3,808.28	£0.00
8100 Additional Grounds Maintenance	£455.00	£1,330.00	£1,500.00	-£170.00	£0.00
8200 Fences	£0.00	£0.00	£0.00	£0.00	£0.00
8300 Replacement Benches	£0.00	£0.00	£55.00	-£55.00	£0.00
8399 Burial Authority Other	£1,495.00	£0.00	£432.00	-£432.00	£0.00
8400 Works & Improvements	£7,519.65	£13,367.50	£10,739.00	£2,628.50	£0.00
8500 Memorial Costs	£150.00	£1,817.50	£1,017.50	£800.00	£0.00
8800 Trees	£1,710.00	£11,050.00	£4,050.00	£7,000.00	£0.00
8901 Utilities - Water	£101.11	£300.00	£88.38	£211.62	£0.00
Total Burial Ground	£37,879.96	£54,314.28	£40,522.88	£13,791.40	£0.00
Allotments					
9000 Grounds Contract	£1,455.96	£1,456.46	£1,713.30	-£256.84	£0.00
9100 Additional Grounds Maintenance	£70.24	£200.00	£2,160.00	-£1,960.00	£0.00
9200 Fences	£0.00	£0.00	£0.00	£0.00	£0.00
9300 Equipment Purchase	£1,192.74	£800.00	£724.99	£75.01	£0.00

Financial Budget Comparison

Comparison between 01/04/25 and 31/01/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/25

	Previous Year's Net	2025/2026	Actual Net	Balance	2026/2027
9399 Allotments Other	£119.64	£0.00	£522.50	-£522.50	£0.00
9400 Works & Improvements	£120.97	£123,000.00	£87,142.36	£35,857.64	£0.00
9600 Plot Maintenance and Clearance	£4,027.13	£4,500.00	£1,374.00	£3,126.00	£0.00
9700 Buildings (Inc. sheds)	£246.44	£47,200.00	£1,188.33	£46,011.67	£0.00
9800 Trees	£4,290.00	£4,000.00	£0.00	£4,000.00	£0.00
9900 Utilities - Electricity	£1,032.21	£2,000.00	£353.53	£1,646.47	£0.00
9901 Utilities - Water	£1,123.38	£4,000.00	£4,040.40	-£40.40	£0.00
Total Allotments	£13,678.71	£187,156.46	£99,219.41	£87,937.05	£0.00
Total Expenditure	£323,644.87	£637,213.94	£431,502.88	£205,711.06	£0.00
Total Income	£428,435.27	£787,835.31	£792,624.15	£4,788.84	£0.00
Total Expenditure	£323,644.87	£637,213.94	£431,502.88	£205,711.06	£0.00
Total Net Balance	£104,790.40	£150,621.37	£361,121.27		£0.00

FINANCE COMMITTEE MEETING ON 10 February 2026
MONTHLY STATEMENT OF ACCOUNT December 2025

Start **01/12/2025**
End **31/12/2025**

Fund Movements						
Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 189,409.07	£ 18,700.05	£ 40,000.00	£ 27,924.49		£ 220,184.63
EBC	£ 576,400.41				£ 40,000.00	£ 536,400.41
Total	£ 765,809.48	£ 18,700.05	£ 40,000.00	£ 27,924.49	£ 40,000.00	£ 756,585.04

Receipts in detail		
Burial Board	£	350.00
Allotments	£	330.00
Carnival		
VAT refund	£	18,020.05
Grants		
Misc.		
Total	£	18,700.05

VAT	
Previously Claimed	
Claimed in Dec	£ 18,020.05

EBC Loan Account Summary						
		Money In			Money Out	
	1 April 2025 Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to Dec 25	£ 304,527.67	£ 416,689.93		£ 15,182.81	£ 160,000.00	£ 576,400.41
Dec 25					£ 40,000.00	£ 536,400.41

Notes	

FINANCE COMMITTEE MEETING ON 10 February 2026

MONTHLY STATEMENT OF ACCOUNT January 2026

Start 01/01/2026

End 31/01/2026

Fund Movements						
Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 220,184.63	£ 2,231.53	£ 40,000.00	£ 30,601.49		£ 231,814.67
EBC	£ 536,400.41				£ 40,000.00	£ 496,400.41
Total	£ 756,585.04	£ 2,231.53	£ 40,000.00	£ 30,601.49	£ 40,000.00	£ 728,215.08

Receipts in detail		
Burial Board	£	590.00
Allotments	£	480.00
Carnival	£	230.00
VAT refund		
Grants		
Misc.	£	931.53
Total	£	2,231.53

VAT	
Previously Claimed	£ 18,020.05
Claimed in Jan	

EBC Loan Account Summary						
		Money In			Money Out	
	1 April 2025 Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to Jan 26	£ 304,527.67	£ 416,689.93		£ 15,182.81	£ 200,000.00	£ 536,400.41
Jan 26					£ 40,000.00	£ 496,400.41

Notes	
Miscellaneous receipts are all reimbursement from the Borough Council for costs related to the painting of the Memorial Hall hoarding.	

Bishopstoke Parish Council

Expenditure transactions - approval list

Start of year 01/04/25

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
3008	BACS 251208	£40.00	5400	08/12/25	Bishopstoke & Fair Oak Good Neighbours (MT) - Travel Token Refund	£40.00
3009	BACS 251211 01	£60.00	9399	11/12/25	D Curnow UR59B - Allotment deposit refund UR59B	£60.00
3010	BACS 251211 02	£119.34	9300/37	08/12/25	Fox Bishops Waltham - Maintenance for Rotovator	£119.34
3011	BACS 251211 03	£121.92	9300/37	08/12/25	Fox Bishops Waltham - Maintenance for Strimmer	£121.92
3012	BACS 251211 04	£125.58	9300/37	08/12/25	Fox Bishops Waltham - Maintenance for Rotovator	£125.58
3013	BACS 251211 05	£144.28	9300/37	08/12/25	Fox Bishops Waltham - Maintenance for Mower	£144.28
3015	BACS 251211 06	£156.00	7400/35/22	04/12/25	Green Smile Ltd - Hedge planting on Strawberry Mead	£156.00
3014	BACS 251211 07	£171.48	9300/37	08/12/25	Fox Bishops Waltham - Maintenance for Mower	£171.48
3016	BACS 251211 08	£606.00	9100/39	10/12/25	Green Smile Ltd - Hedge planting at Sewall Drive allotments	£606.00
3017	BACS 251219 01	£24.30	2300	18/12/25	Bishopstoke Community Association - Hire of room for Meet n Greet (September)	£24.30
3018	BACS 251219 02	£26.78	3100/501	16/12/25	Npower Business Solutions - A0010503614 Shears Mill Charges for Nov 2025	£26.78
3019	BACS 251219 03	£27.12	9900/37	16/11/25	Npower Business Solutions - A0010503613 Underwood Road allotments Charges for Oct 2025	£27.12
3020	BACS 251219 04	£27.34	9900/37	16/12/25	Npower Business Solutions - A0010503613 Underwood Road allotments Charges for Nov 2025	£27.34
3021	BACS 251219 05	£27.30	3100/501	16/11/25	Npower Business Solutions - A0010503614 Shears Mill Charges for Oct 2025	£27.30
3022	BACS 251219 06	£36.45	5600	18/12/25	Bishopstoke Community Association - Hire of room for Wheels Park consultation	£36.45
3023	BACS 251219 07	£67.50	5600	18/12/25	Bishopstoke Community Association - Hire of room for Halloween craft fayre	£67.50

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Date

Bishopstoke Parish Council

Expenditure transactions - approval list

Start of year 01/04/25

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
3024	BACS 251219 08	£78.54	6203	02/12/25	Eastleigh Borough Council - Emptying of dog waste bins - November 2025 Otter Close Glebe Meadow 5 bins @ £1.87 per emptying x 35 emptyings	£78.54
3025	BACS 251219 09	£100.00	6500	19/12/25	Riverside Vets - Contribution to Christmas decorations	£100.00
3026	BACS 251219 10	£196.02	9400/39	16/12/25	MKM Building Supplies - Supplies for raised beds at Sewall Drive allotments	£196.02
3027	BACS 251219 11	£233.55	5600	18/12/25	Bishopstoke Community Association - Hire of rooms for Christmas Fayre	£233.55
3028	BACS 251219 12	£254.76	5700	27/11/25	Drews Engraving and Signs Limited - War Memorial plaque refurbishment	£254.76
3029	BACS 251219 13	£292.50	2000	17/12/25	Mulberry Local Authority Services Limited - 2025-26 internal interim audit	£292.50
3030	BACS 251219 14	£2,370.00	3600/12	11/12/25	TKLS Architects - Feasibility work on new community building	£2,370.00
3041	BACS 251231 03	£7,900.51		31/12/25	Green Smile Ltd - Monthly grounds contract payments	£7,900.51
1		£98.17	3000/11		Shears Mill open space	
2		£1,211.60	7000/30/22		Glebe Meadow open space	
3		£485.38	7000/31/21		Stoke Common play area	
4		£671.32	7000/32/21		Sayers Road play area	
5		£447.94	7000/33/21		Otter Close play area	
6		£358.02	7000/33/22		Otter Close open space	
7		£330.41	7000/34/21		Templecombe Road play area	
8		£126.36	7000/34/22		Templecombe Road open space	
9		£1,380.80	7000/35/22		Blackberry Drive open space	
10		£1,291.57	8000/41		Bishopstoke Cemetery open space	
11		£716.97	8000/43		St Mary's churchyard	
12		£636.37	8000/44		Old St Mary's open space	
13		£56.16	9000/37		Underwood Road allotments	
14		£89.44	9000/38		Jockey Lane allotments	
2998	DCARD DW 251203 01	£6.44	1400/1	02/12/25	Amazon EU Sarl - Push pins	£6.44

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Date

Bishopstoke Parish Council

Expenditure transactions - approval list

Start of year 01/04/25

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
2999	DCARD DW 251203 02	£8.98	1400/1	02/12/25	Amazon EU Sarl - Pens and blu tack	£8.98
3000	DCARD DW 251203 02	£7.89	1400/1	02/12/25	Amazon 30M Distribution Ltd - Laminating pouches	£7.89
3001	DCARD DW 251203 03	£25.99	1400/2	02/12/25	Amazon DST Holdings Ltd - Office kettle	£25.99
3002	DCARD DW 251208	£42.00	1100/108	07/12/25	NALC - Training booking Beyond the precept - funding solutions	£42.00
3003	DCARD DW 251216	£104.99	2600	15/12/25	Microsoft - Microsoft 365 Family	£104.99
3004	DCARD DW 251222 01	£0.39	5600	19/12/25	Scribble Maps - Monthly subscription - mapping software for Carnival Charge for currency conversion	£0.39
3005	DCARD DW 251222 02	£14.25	5600	19/12/25	Scribble Maps - Monthly subscription - mapping software for Carnival \$19 converted to GBP	£14.25
2995	DD EE 251204	£8.40	4200	04/12/25	EE Limited - Parish Office sim card	£8.40
2996	DD RSS 251211	£198.06	2301	01/12/25	Ready Steady Store - Rental of unit K014 11/12/25 to 07/01/26 Confidential	£198.06
		£14,290.33				
Total		£27,914.99				

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Bishopstoke Parish Council

Expenditure transactions - approval list

Start of year 01/04/25

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
3058	BACS 260112 01	£480.00	4501	17/12/25	Infinity Playgrounds Ltd - Noticeboard installation x 3	£480.00
3059	BACS 260112 02	£1,398.00	2700/2	31/12/25	Surrey Hills Solicitors - Fees related to acquisition of Rose Close	£1,398.00
3060	BACS 260114	£370.80	9600/38	21/09/25	L&S Waste Management Ltd - Supply of skip to Kockey Lane allotment site	£370.80
3061	BACS 260119 01	£84.00	2200	11/01/26	National Allotment Society - Membership renewal	£84.00
3062	BACS 260119 02	£282.00	7301/36/24	09/01/26	Infinity Playgrounds Ltd - Blackberry Drive Replacement of chains and shackles	£282.00
3063	BACS 260120	£2,500.00	9400/39	13/01/26	R&G Fencing - Sewall Drive allotments Installation of safety fencing	£2,500.00
3064	BACS 260128 01	£23.89	9900/37	16/12/25	Npower Business Solutions - A0010503613 Underwood Road allotments Charges for Dec 2025	£23.89
3065	BACS 260128 02	£27.24	3100/501	16/01/26	Npower Business Solutions - A0010503614 Shears Mill Charges for Dec 2025	£27.24
3066	BACS 260128 03	£62.83	6203	06/01/26	Eastleigh Borough Council - Emptying of dog waste bins - Dec 2025 Otter Close Glebe Meadow 5 bins @ £1.87 per emptying x 28 emptyings	£62.83
3067	BACS 260128 04	£495.00	5600	24/01/26	Astar Loo Hire - Carnival Toilet Hire 4 x standard, 1 x accessible	£495.00
3072	BACS 260129 05	£442.00	2200	02/01/26	SLCC - Membership Fee for 2026	£442.00

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Date

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Bishopstoke Parish Council

Expenditure transactions - approval list

Start of year 01/04/25

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
3079	BACS 260130 03	£7,900.51		30/01/26	Green Smile Ltd - Monthly grounds contract payments	£7,900.51
1		£98.17	3000/11		Shears Mill open space	
2		£1,211.60	7000/30/22		Glebe Meadow open space	
3		£485.38	7000/31/21		Stoke Common play area	
4		£671.32	7000/32/21		Sayers Road play area	
5		£447.94	7000/33/21		Otter Close play area	
6		£358.02	7000/33/22		Otter Close open space	
7		£330.41	7000/34/21		Templecombe Road play area	
8		£126.36	7000/34/22		Templecombe Road open space	
9		£1,380.80	7000/35/22		Blackberry Drive open space	
10		£1,291.57	8000/41		Bishopstoke Cemetery open space	
11		£716.97	8000/43		St Mary's churchyard	
12		£636.37	8000/44		Old St Mary's open space	
13		£56.16	9000/37		Underwood Road allotments	
14		£89.44	9000/38		Jockey Lane allotments	
3080	BACS 260130 04	£344.00	5400	30/01/26	Eastleigh Cab Company Ltd - Token Refund	£344.00
3046	DCARD DW 260120 01	£0.39	5600	19/01/26	Scribble Maps - Monthly subscription - mapping software for Carnival Charge for currency conversion	£0.39
3049	DCARD DW 260120 02	£14.22	5600	19/01/26	Scribble Maps - Monthly subscription - mapping software for Carnival \$19 converted to GBP	£14.22
3050	DCARD DW 260121	£14.00	2700/2	21/01/26	Land Registry - Obtaining documents related to devolution	£14.00
3051	DCARD DW 260126 01	£4.66	5600	23/01/26	Amazon Must Be Bonkers - Events Coloured craft card	£4.66
3052	DCARD DW 260126 02	£12.75	5600	23/01/26	Amazon Easy Shopping 4 Home - Events - white table cover	£12.75
3053	DCARD DW 260126 03	£29.96	1400/1	23/01/26	Amazon Diva Gift Ltd - Envelopes	£29.96
3056	DCARD DW 260126 04	£25.63	5600	25/01/26	Amazon Masot Pets Ltd - Events Fake Snow	£25.63
3054	DCARD DW 260126 04	£12.94	5600	25/01/26	Amazon EU Sarl - Events Black Cards Paper Plates	

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Date

Bishopstoke Parish Council

Expenditure transactions - approval list

Start of year 01/04/25

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
3055	DCARD DW 260126 04	£29.11		25/01/26	Amazon EU Sarl - Events	£42.05
1		£4.69	5600		Invoice GB6WFO63AEUD Blue Gem Stickers	
2		£6.99	5600		Inoice GB6WFO78AEUD Left handed scissors	
3		£6.28	5600		Invoice GB6WFO8KAEUD Wooden sticks (lolly)	
4		£4.99	5600		Invoice GB6WFO9GAEUD Clear Rhinestones	
5		£6.16	5600		Invoice GB6WFOAYAEUD Black pom poms	
3045	DD B_STR 260116	£413.91	9901/38	04/01/26	Business Stream - Water supply Jockey Lane Allotments 04/10/25 - 03/01/26	£413.91
3047	DD B_STR 260129	£2,022.46		15/01/26	Business Stream - Water supply Underwood Road allotments 15/10/25 - 14/01/26 Account 27540808	£2,022.46
1		£1,404.39	9901/37		Water supply	
2		£618.07	9901/37		Drainage & Waste	
3048	DD B_STR 260130	£616.20	6203	13/01/26	Eastleigh Borough Council - Trade Waste Collection - account 56878 01/10/25 to 31/12/25	£616.20
3042	DD EE 260105	£8.40	4200	05/01/26	EE Limited - Parish Office sim card	£8.40
3043	DD RSS 260108	£198.06	2301	29/12/25	Ready Steady Store - Rental of unit K014 08/01/26 to 04/02/26	£198.06
		£12,788.53			Confidential	
Total		£30,601.49				

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Date

Signature

Reserve Status

	01/04/25	02/02/26
Earmarked Reserves - BMH Grant	£0.00	£0.00
Earmarked Reserves - Tree survey and associated work	£0.00	£0.00
Earmarked Reserves - Defibrillators	£0.00	£0.00
Earmarked Reserves - Covid-19 hardship grant	£0.00	£0.00
Earmarked Reserves - Burial Grounds	£0.00	£0.00
Earmarked Reserves - Street Furniture	£4,661.65	£480.31
Earmarked Reserves - Noticeboard purchase	£0.00	£0.00
Earmarked Reserves - Cemetery Artwork grant	£14,684.97	£10,784.97
Earmarked Reserves - Church Road play area equipment	£0.00	£0.00
Earmarked Reserves - Church Road play area fencing	£0.00	£0.00
Earmarked Reserves - Brookfield play area equipment	£202.33	£0.00
Earmarked Reserves - Templecombe Road play area equipment	£0.00	£0.00
Earmarked Reserves - Glebe Meadow Project	£60,396.24	£88,236.24
Earmarked Reserves - Bishopstoke Cemetery Works	£0.00	£0.00
Earmarked Reserves - St Mary's Tree project	£1,974.10	£0.00
Earmarked Reserves - Otter Close Timber Trail	£0.00	£0.00
Earmarked Reserves - Councillor Elections	£5,235.62	£7,235.62
Earmarked Reserves - Defibrillator Upkeep	£0.00	£0.00
Earmarked Reserves - Tree work	£5,550.00	£0.00
Earmarked Reserves - Memorials work	£1,600.00	£0.00
Earmarked Reserves - Yzone funding	£0.00	£0.00
Earmarked Reserves - BIFFOH LAC Feasibility reports	£7,630.10	£7,630.10
Earmarked Reserves - Allotment deposits	£1,730.00	£0.00
Earmarked Reserves - Greening Campaign	£273.95	£425.98
Earmarked Reserves - Office Conversion Costs	£2,500.00	£206.00
Earmarked Reserves - Exhumation Costs	£3,350.35	£0.00
Earmarked Reserves - Locality Grants	£0.00	£0.00
Earmarked Reserves - Play Area Fund	£20,000.00	£15,695.71
Earmarked Reserves - Underwood Road buildings & parking	£0.00	£53,455.50
Earmarked Reserves - Cemetery Boardwalk	£0.00	£15,000.00
Earmarked Reserves - Village Trails	£0.00	£11,770.00
Earmarked Reserves - Map and Information Boards	£0.00	£8,000.00
Earmarked Reserves - Sewall Drive Maintenance Fund	£0.00	£236,919.84
	£129,789.31	£455,840.27
	£129,789.31	£455,840.27



Finance Committee – 10th February 2026

Item 6 – Terms of Reference

There are no recommended changes to the terms of reference. The current ToR are available on the Parish Council website at www.bishopstokepc.org/finance.

Item 7 – Financial Regulations

There are no recommended changes to the Financial Regulations which are available on the Parish Council website at www.bishopstokepc.org/policies.