



Bishopstoke Parish Council

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**Members of the Finance Committee are summoned to attend a meeting on
Tuesday 13th February 2024 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 Finance Committee meeting held on 12th December 2023
3. Declarations of Interest and Requests for Dispensations
4. To approve reports on Council finances
5. To approve grant requests from Disability Challengers, MHA Communities Hampshire West and Bishopstoke Methodist Church
6. To receive the Internal Auditor's report following the interim audit on 25th January 2024
7. To recommend virements between nominal lines for play area equipment repairs and shoring work and tarmac driveway repairs at Underwood Road
8. Date, time, place and agenda items for next meeting –
 - 9th April 2024, 7:30pm, Bishopstoke Methodist Church

S Thorogood
Responsible Finance Officer to Bishopstoke Parish Council
6th February 2024

**Minutes of a Meeting of the Finance Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 12 December 2023**

Present: Cllrs Winstanley, Thornton and Harris (as per Standing Orders 15.3)

In Attendance: Mr David Wheal (Clerk to Bishopstoke Parish Council)
Mrs S Thorogood (RFO to Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present.

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Public Session

28 Apologies for Absence

28.1 Apologies were received from Cllrs Hillier-Wheal, Kirby, Lyon and C McKeone

29 To adopt and sign Minutes of the Finance Committee meeting held on 10th October 2023

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

29.2 Proposed Cllr Thornton, seconded Cllr Winstanley, **RESOLVED** unanimously that the minutes of the Finance Committee meeting held on 10th October 2023 be adopted as a true record.

30 Declarations of Interest and Requests for Dispensations

30.1 No declarations or requests were made.

31 To approve reports on Council finances

31.1 The payments lists, statement of accounts and budget monitoring reports for October and November 2023 had been included with the document pack for the meeting.

31.2 The RFO noted that bus shelter cleaning is now expected to take place every six months. The Clerk advised the Committee that the Council has been approached by a firm offering regular play area cleaning, and that graffiti clearance on bus shelters is something that the Council now has the facility to do.

31.3 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously to approve the reports on Council finances.

32 To make a recommendation for the budget for the financial year 2024-25

32.1 The draft expenditure budget had been included with the document pack for the meeting

32.2 The Clerk and RFO confirmed that the changes requested at the last Finance Committee meeting had been incorporated, as had been the decisions to create a play area fund, add to the Glebe

Initial: _____ Date: _____

Meadow Project fund, and employ an extra member of staff which were taken at Full Council. Finally, the tweaks identified at the online budget briefing had also been included and these were detailed for the Committee.

32.3 The Clerk noted that a decision on funding Youth Options and the Y Zone for the current financial year and the next was a matter for discussion at Full Council in January.

32.4 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RECOMMENDED** unanimously that the Council approve the expenditure budget, pending the decision on the Youth Services line.

33 To make a recommendation for funding the budget and the precept request for the financial year 2024-25

33.1 Details on the recommended rise in precept request and its impact on Band D Council Tax had been included with the document pack for the meeting.

33.2 The Clerk noted that Bishopstoke Parish Council policy, as well as best practice, require that at the end of the financial year the free reserves be in the range of 25% - 40% of the precept for that year. The recommendation of a 15% rise in precept has been projected to result in a reserves to precept percentage of 34.

33.3 Proposed Cllr Winstanley, Seconded Cllr Harris, **RECOMMENDED** unanimously that the Council request a precept increase of 15% from 2023-24.

34 To review the arrangements for purchase orders

34.1 A memo detailing an update to the arrangements for purchase orders was included with the supporting papers for this meeting.

34.2 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RECOMMENDED** unanimously that Financial Regulations be updated to add that purchase orders are required for any item of capital expenditure.

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

35.1 The next meeting of the Finance Committee will take place at 7:30pm on Tuesday 13th February 2024 at the Bishopstoke Methodist Church.

35.2 Agenda items with supporting papers to the RFO by Tuesday 6th February.

There being no further business, the Chair closed the meeting at 8:15pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance Committee)

12th December 2023
Item 4

Report Subject: To approve the latest reports on Council finances

Payments Lists:

The payments lists for December 2023 and January 2024 are presented for approval.

Significant items for December included the balance for the new Cemetery gates (which has been funded by an earmarked reserve), play area inspections, and repair works to the Sayers Road DDA roundabout and pieces of equipment at Glebe Meadow.

Significant items for January included payment of work for planning drawings for the War Memorial planning application and setting up costs of the Cemetery boardwalk.

Budget Monitoring report:

The budget monitoring report for the period ending January 2024 is presented for approval.

Income is currently £374,985 versus an annual budget of £363,319.

Expenditure is currently £253,668 versus an annual budget of £360,070.

Statement of accounts:

The statement of accounts for December 2023 and January 2024 are presented for approval. The quarterly savings account and monthly current account bank reconciliations have been completed and are ready to be checked and signed.

Other updates:

The quarter 3 VAT return was submitted and money received into the bank account in January.

Work continues to open the various new savings accounts.

Sophie Thorogood
RFO to Bishopstoke Parish Council
6th February 2024

Bishopstoke Parish Council

Finance Committee - 13th February 2024

Payments (December 2023)

Direct Debit payments

Invoice Date	Payee	Description	Net	VAT	Gross
14/12/2023	Eon	Office - Electricity (Dec 23)	£ 51.00	£ -	£ 51.00
29/11/2023	British Gas	Allotments - UR - Electricity (Nov 23)	£ 13.05	£ 0.65	£ 13.70
11/12/2023	British Gas	Shears Mill - Electricity (Nov 23)	£ 12.22	£ 0.61	£ 12.83
15/12/2023	Sky Mobile	DW Mobile Phone (Dec 23)	£ 14.00	£ -	£ 14.00
09/10/2023	Ready Steady Store	Hire of unit K014 (4wks Dec 23)	£ 145.99	£ 23.40	£ 169.39

Staff Debit Card payments

Invoice Date	Payee	Description	Net	VAT	Gross
07/12/2023	ST - Robert Dyas	Printer Ink	£ 23.32	£ 4.67	£ 27.99
09/12/2023	ST - Amazon	Storage box	£ 14.50	£ 2.90	£ 17.40
12/12/2023	ST - EE	Site rep phone mobile phone top-ups	£ 9.00	£ -	£ 9.00
14/12/2023	DW - Microsoft	Microsoft 365 Licence	£ 66.66	£ 13.33	£ 79.99
21/12/2023	ST - Sky Mobile	Mobile phone top-up ST/AL	£ 13.00	£ -	£ 13.00

BACS payments

Invoice Date	Payee	Description	Net	VAT	Gross
01/12/2023	Safeguard Pest Control	Wasp nest removal plot 18B UR	£ 85.00	£ 17.00	£ 102.00
01/12/2023	Eastleigh Borough Council	Dog bin emptying (Nov 23)	£ 58.45	£ 11.69	£ 70.14
04/12/2023	Green Smile	Strimming plots 53B/69B/82B	£ 100.00	£ 20.00	£ 120.00
08/12/2023	Green Smile	Boarding up costs BMH	£ 417.50	£ 83.50	£ 501.00
01/10/2023	Green Smile	Removal overhanging tree Itchen Avenue	£ 30.00	£ 6.00	£ 36.00
13/12/2023	Southern Metal Craft	Balance of works to new Cemetery gates	£ 6,738.00	£ -	£ 6,738.00
01/10/2023	Vitaplay Limited	Works in Glebe Meadow play area	£ 679.95	£ 135.99	£ 815.94
01/10/2023	Vitaplay Limited	Sayers Road DDA roundabout report & repairs	£ 593.77	£ 118.75	£ 712.52
06/11/2023	Seagrave Inspection Services	Operational play area inspections Nov 23	£ 513.00	£ 102.60	£ 615.60
21/12/2023	Katrina Jones	Travel tokens repayment	£ 95.00	£ -	£ 95.00
20/11/2023	SLCC	DW SLCC Subscription	£ 357.00	£ -	£ 357.00
06/12/2023	Artius Property Protection Service	Survey of UR site for water pressure improvements	£ 240.00	£ 48.00	£ 288.00
22/12/2023	Staff	Salary	£ 5,370.70	£ -	£ 5,370.70
22/12/2023	Staff	Mileage + Office Allowance	£ 78.00	£ -	£ 78.00
22/12/2023	HMRC	Tax / NI	£ 2,118.60	£ -	£ 2,118.60
22/12/2023	HCC	LGPS	£ 2,011.38	£ -	£ 2,011.38
05/12/2023	Green Smile	Ground Maintenance (Dec 2023)	£ 6,583.76	£ 1,316.75	£ 7,900.51

Total payments

£ 26,432.85 £ 1,905.84 £ 28,338.69

Bishopstoke Parish Council

Finance Committee - 13th February 2024

Payments (January 2024)

Direct Debit payments

Invoice Date	Payee	Description	Net	VAT	Gross
04/01/2024	Eon	Office - Electricity (Jan 24)	£ 46.18	£ 4.82	£ 51.00
15/01/2024	Sky Mobile	DW Mobile Phone (Jan 24)	£ 14.00	£ -	£ 14.00
17/01/2024	Business Stream	Allotments - UR - Water (Jul 23-Jan 24)	£ 251.63	£ 33.86	£ 285.49
10/01/2024	Business Stream	Allotments - JL - Water (Oct 23-Jan 24)	£ 148.82	£ -	£ 148.82
09/01/2024	Eastleigh Borough Council	Trade Waste (Oct-Dec 23)	£ 546.00	£ -	£ 546.00
01/01/2024	Ready Steady Store	Hire of unit K014 (4wks Jan 24)	£ 145.99	£ 23.40	£ 169.39

Staff Debit Card payments

Invoice Date	Payee	Description	Net	VAT	Gross
03/01/2024	DW - Amazon	Ergonomic mouse & keyboard AL	£ 82.38	£ 16.48	£ 98.86
11/01/2024	ST - EE	Site rep phone mobile phone top-ups	£ 9.00	£ -	£ 9.00
13/01/2024	DW - PDF Architect	PDF Architect User Licence	£ 6.62	£ 1.33	£ 7.95
14/01/2024	ST - Bitdefender	Anti virus software licence	£ 62.49	£ 12.50	£ 74.99
21/01/2024	ST - Sky Mobile	Mobile phone top-up ST/AL	£ 13.00	£ -	£ 13.00
25/01/2024	ST - Co-operative	Interim Audit refreshments	£ 14.00	£ -	£ 14.00

BACS payments

Invoice Date	Payee	Description	Net	VAT	Gross
30/12/2023	Mark Gregory	Clock maintenance	£ 126.16	£ -	£ 126.16
06/01/2024	Mr P Stewart	Shears Mill & Office cleaning (Dec 23)	£ 35.00	£ -	£ 35.00
10/01/2024	Unsted Design Ltd	Planning application drawings new War Memorial	£ 1,263.60	£ -	£ 1,263.60
02/01/2024	Aquascience Limited	Boardwalk setting out	£ 2,129.90	£ 425.98	£ 2,555.88
25/01/2024	Green Smile	Strimming plot 24B	£ 100.00	£ 20.00	£ 120.00
26/01/2024	ALW Plumbing & Heating	2 replacement taps JL site	£ 247.20	£ 49.44	£ 296.64
02/01/2024	Eastleigh Borough Council	Dog bin emptying (Dec 23)	£ 46.76	£ 9.35	£ 56.11
30/01/2024	Staff	Salary	£ 5,462.30	£ -	£ 5,462.30
30/01/2024	Staff	Mileage + Office Allowance	£ 93.17	£ -	£ 93.17
30/01/2024	HMRC	Tax / NI	£ 2,042.35	£ -	£ 2,042.35
30/01/2024	HCC	LGPS	£ 2,015.73	£ -	£ 2,015.73
05/01/2024	Green Smile	Ground Maintenance (Jan 2024)	£ 6,583.76	£ 1,316.75	£ 7,900.51

Total payments

£ 21,486.04 £ 1,913.91 £ 23,399.95

Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 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	£332,919.73	£0.00	£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	£5,875.38	£4,875.38	£0.00
130	Grants	£0.00	£0.00	£0.00	£0.00	£0.00
140	General	£100.00	£0.00	£190.00	£190.00	£0.00
160	Insurance Claim	£0.00	£0.00	£0.00	£0.00	£0.00
Total Admin		£285,939.55	£333,919.73	£338,985.11	£5,065.38	£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	£9,000.00	-£3,500.00	£0.00
810	Burial Grant Purchase	£5,820.00	£5,000.00	£7,480.00	£2,480.00	£0.00
820	Grant Transfer	£340.00	£300.00	£210.00	-£90.00	£0.00
830	Memorials	£2,855.00	£2,500.00	£2,605.00	£105.00	£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
899	Burial Ground Earmarked Income	£0.00	£0.00	£2,121.90	£2,121.90	£0.00
Total Burial Ground		£16,990.00	£20,300.00	£21,416.90	£1,116.90	£0.00
Allotments						
900	Rent	£6,033.93	£5,600.00	£6,354.67	£754.67	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 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
910 Deposits	£0.00	£0.00	£350.00	£350.00	£0.00
920 General	£0.00	£0.00	£0.00	£0.00	£0.00
999 Allotment Earmarked Income	£0.00	£0.00	£7,878.10	£7,878.10	£0.00
Total Allotments	£6,033.93	£5,600.00	£14,582.77	£8,982.77	£0.00
Total Income	<u>£321,794.98</u>	<u>£363,319.73</u>	<u>£374,984.78</u>	<u>£11,665.05</u>	<u>£0.00</u>

Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 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	£75,330.14	£21,669.86	£0.00
1001	NI	£7,640.30	£10,100.00	£6,949.31	£3,150.69	£0.00
1002	Pensions	£19,527.04	£25,000.00	£16,120.59	£8,879.41	£0.00
1003	Staff Expenses	£2,277.61	£2,607.00	£1,436.86	£1,170.14	£0.00
1100	Staff Training	£935.25	£650.00	£372.68	£277.32	£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	£408.97	£591.03	£0.00
1500	Printer Ink	£564.20	£750.00	£361.72	£388.28	£0.00
1999	Suspense	£0.00	£0.00	£0.00	£0.00	£0.00
Total Admin		£122,983.05	£137,107.00	£100,980.27	£36,126.73	£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	£2,464.21	£285.79	£0.00
2200	Professional Memberships	£2,339.67	£2,500.00	£2,267.44	£232.56	£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	£971.25	£1,028.75	£0.00
2301	Office conversion & storage costs	£0.00	£5,000.00	£2,250.09	£2,749.91	£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	£146.00	£354.00	£0.00
2502	Chair's Expenses	£20.00	£150.00	£20.00	£130.00	£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	£2,721.55	£778.45	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 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	£11,811.54	£9,038.46	£0.00	
Buildings						
3000	Grounds Contract	£943.92	£1,038.31	£818.10	£220.21	£0.00
3100	Additional Grounds Maintenance	£0.00	£650.00	£692.60	-£42.60	£0.00
3200	Furnishings	£266.60	£0.00	£0.00	£0.00	£0.00
3300	Cleaning	£420.00	£450.00	£265.00	£185.00	£0.00
3400	IT equipment Purchase	£1,045.66	£1,000.00	£232.17	£767.83	£0.00
3401	IT Equipment Maintenance	£75.00	£200.00	£0.00	£200.00	£0.00
3500	Maintenance	£709.50	£550.00	£242.50	£307.50	£0.00
3800	Trees	£0.00	£0.00	£540.00	-£540.00	£0.00
3900	Utilities - Electricity	£1,189.08	£400.00	£625.52	-£225.52	£0.00
Total Buildings	£4,649.76	£4,288.31	£3,415.89	£872.42	£0.00	
Communications						
4000	Email	£1,440.61	£1,400.00	£8.80	£1,391.20	£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	£1,460.50	£3,039.50	£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	£1,469.30	£4,980.70	£0.00	
Community						
5000	Grants - General (GPC)	£10,376.21	£5,500.00	£850.00	£4,650.00	£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	£2,221.10	-£2,221.10	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 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
5100	Climate Change Project	£0.00	£0.00	£0.00	£0.00	£0.00
5200	Safety, Security & Crime Prevention	£0.00	£0.00	£0.00	£0.00	£0.00
5300	Yzone	£0.00	£25,000.00	£25,000.00	£0.00	£0.00
5400	Travel Token Repayments	£1,635.00	£3,800.00	£1,181.00	£2,619.00	£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	£292.50	£707.50	£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	£410.22	£7,589.78	£0.00
5700	War Memorial	£0.00	£0.00	£1,429.33	-£1,429.33	£0.00
5800	Village Trail Projecct	£0.00	£0.00	£0.00	£0.00	£0.00
Total Community		£18,265.50	£44,400.00	£32,084.15	£12,315.85	£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	£821.40	£178.60	£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	£2,351.93	£1,148.07	£0.00
6300	Clocks Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6302	Clocks Maintenance	£0.00	£0.00	£126.16	-£126.16	£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	£3,299.49	£5,200.51	£0.00
Play Area & Open Space						
7000	Grounds Contract	£50,512.29	£53,009.74	£41,765.20	£11,244.54	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 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
7100	Additional Grounds Maintenance	£140.00	£3,000.00	£452.85	£2,547.15	£0.00
7300	Play Equipment Purchase	£46,658.61	£0.00	£0.00	£0.00	£0.00
7301	Equipment Maintenance	£27,102.89	£10,500.00	£9,542.36	£957.64	£0.00
7302	Play Area Inspections	£1,984.35	£2,500.00	£1,584.00	£916.00	£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	£2,625.00	£6,375.00	£0.00
7801	Tree Surveys	£1,680.00	£2,000.00	£1,500.00	£500.00	£0.00
Total Play Area & Open Space		£130,018.14	£80,009.74	£57,469.41	£22,540.33	£0.00
Burial Ground						
8000	Grounds Contract	£25,431.96	£27,975.15	£22,041.00	£5,934.15	£0.00
8100	Additional Grounds Maintenance	£2,654.40	£2,500.00	£243.50	£2,256.50	£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	£11,867.90	£-11,867.90	£0.00
8500	Memorial Costs	£200.00	£800.00	£0.00	£800.00	£0.00
8800	Trees	£5,626.90	£8,000.00	£750.00	£7,250.00	£0.00
8901	Utilities - Water	£68.80	£500.00	£53.05	£446.95	£0.00
Total Burial Ground		£39,401.89	£39,775.15	£34,955.45	£4,819.70	£0.00
Allotments						
9000	Grounds Contract	£1,399.92	£1,539.91	£1,213.30	£326.61	£0.00
9100	Additional Grounds Maintenance	£210.00	£1,000.00	£85.00	£915.00	£0.00
9200	Fences	£0.00	£0.00	£0.00	£0.00	£0.00
9300	Equipment Purchase	£1,575.87	£1,200.00	£251.71	£948.29	£0.00
9399	Allotments Other	£0.00	£200.00	£240.00	£-40.00	£0.00
9400	Works & Improvements	£580.00	£2,000.00	£0.00	£2,000.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 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
9600 Plot Maintenance and Clearance	£4,195.15	£5,250.00	£4,535.86	£714.14	£0.00
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	£247.60	£552.40	£0.00
9901 Utilities - Water	£1,924.07	£3,000.00	£1,563.43	£1,436.57	£0.00
Total Allotments	£10,710.89	£18,689.91	£8,182.90	£10,507.01	£0.00
Total Expenditure	£362,994.66	£360,070.11	£253,668.40	£106,401.71	£0.00
Total Income	£321,794.98	£363,319.73	£374,984.78	£11,665.05	£0.00
Total Expenditure	£362,994.66	£360,070.11	£253,668.40	£106,401.71	£0.00
Total Net Balance	-£41,199.68	£3,249.62	£121,316.38		£0.00

FINANCE COMMITTEE MEETING ON 13 FEBRUARY 2024
MONTHLY STATEMENT OF ACCOUNT December 2023

Start **01/12/2023**
End **31/12/2023**

Fund Movements						
Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 14,845.64	£ 340.00	£ 40,000.00	£ 28,338.69		£ 26,846.95
EBC	£ 375,755.93				£ 40,000.00	£ 335,755.93
Total	£ 390,601.57	£ 340.00	£ 40,000.00	£ 28,338.69	£ 40,000.00	£ 362,602.88

Receipts in detail	
Burial Board	£ 340.00
Allotments	
Carnival	
VAT refund	
Grants	
Misc.	
Total	£ 340.00

VAT	
Previously Claimed	£ 21,273.49
Claimed in December	
Unclaimed	

EBC Loan Account Summary						
		Money In			Money Out	
	1 April 2023 Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to December 23	£ 196,960.82	£ 332,919.73		£ 5,875.38	£ 160,000.00	£ 375,755.93
December 23					£ 40,000.00	£ 335,755.93

Notes

FINANCE COMMITTEE MEETING ON 13 FEBRUARY 2024
MONTHLY STATEMENT OF ACCOUNT January 2024

Start **01/01/2024**
End **31/01/2024**

Fund Movements						
Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 26,846.95	£ 9,806.26		£ 23,399.95		£ 13,253.26
EBC	£ 335,755.93					£ 335,755.93
Total	£ 362,602.88	£ 9,806.26	£ -	£ 23,399.95	£ -	£ 349,009.19

Receipts in detail	
Burial Board	£ 3,050.00
Allotments	
Carnival	-£ 45.00
VAT refund	£ 6,801.26
Grants	
Misc.	
Total	£ 9,806.26

VAT	
Previously Claimed	£ 21,273.49
Claimed in January	£ 6,801.26
Unclaimed	

EBC Loan Account Summary						
		Money In			Money Out	
	1 April 2023 Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to January 24	£ 196,960.82	£ 332,919.73		£ 5,875.38	£ 200,000.00	£ 335,755.93
January 24						£ 335,755.93

Notes

APPLICATION FOR GRANT AID

1.	Name of Organisation	Disability Challengers
7.	Objectives and Member Criteria	<p>To provide facilities in the Southeast of England through recreation, artistic, sporting and cultural activities and other for the leisure time occupation of disabled children and young people with a physical and/or learning disability, being facilities of which such children and young adults may have need by reason of their youth, social and economic circumstances and their disabilities, by</p> <ol style="list-style-type: none"> 1. providing truly inclusive, fun and safe places where all disabled children aged up to 18 years can spend time with their friends 2. Providing a positive impact for families and the wider community alongside service delivery across southeast England. 3. To never exclude a child or young person and ensuring services are designed to meet the needs and desires of children and young people 4. Delivering high quality training and employment and volunteering opportunities that are developed to enhance the wellbeing of disabled children and young people. 5. Leading by example and be a champion for inclusion through the offer of participation, training, information and guidance so that other can do the same 6. Providing other services that enable the charity to deliver support to young people and contribute towards achieving the vision of a world where all disabled children and young people can play together freely.
8.	Total Membership Proportion in BStoke	In 2023, Challengers supported 757 disabled children and young people. 36 children attended Challengers' Eastleigh Play scheme, including two who live in Bishopstoke and attended a combined 15 play sessions.

9.	Total Grant	£1,225
10.	Grant Purpose	The grant would fund five days of inclusive play and leisure at Challengers' Eastleigh Play scheme for a disabled child. The grant would be spent within 12 months of being awarded
11.	Estimated income of organisation	£2,638,000 (to March 2024)
12.	Estimated expenditure of organisation	£2,671,00 (to March 2024)
13.	Other funding	Funding comes through our contract with Hampshire County Council but does not cover the full cost of the service. Parents contribute towards the running of the scheme, but because we believe everyone should be able to access play and leisure, we ask parents to only pay a small contribution of £32 per session. Voluntary income is sought from trusts and foundations, corporate partnerships, community events, and individual giving.

APPLICATION FOR GRANT AID

1.	Name of Organisation	MHA Communities Hampshire West
7.	Objectives and Member Criteria	We work with older people to support them to remain an active part of their community for as long as they want to.
8.	Total Membership Proportion in BStoke	82 in Bishopstoke 483 in total in the west Hampshire area
9.	Total Grant	£1,500
10.	Grant Purpose	£1200 - To cover the costs of reviewing the mental and physical needs of all Bishopstoke based members (assuming a 1 hour phone call per member and the time / resources to put additional support into place for 25% of these members) £300 – To help cover additional travel costs for Bishopstoke based members.
11.	Estimated income of organisation	£95,000
12.	Estimated expenditure of organisation	£93,500
13.	Other funding	Income is generated by groups and fundraising efforts as well as grants/ Trust fund raising and a small annual stipend from MHA Head office in Derby. This grant request would cover the cost of providing an additional review for each member in Bishopstoke focusing on their physical and mental well being and trying to identify those who might be in danger of financial , physical or mental health challenges so that we can support them to put into place tools or measures to stop these issues arising.



APPLICATION FOR GRANT AID

1.	Name of Organisation.	Bishopstoke Methodist Church
7.	What are the objectives of the Organisation, and do any "Membership" criteria apply?	Place of Christian worship.
8.	What is your total "Membership", and how many live in Bishopstoke?	Our total membership is 24 but a number of other people regularly attend the weekly service and events within the Church. The total number of members who live in Bishopstoke is 15.
9.	Amount of Grant you are applying for.	£1000
10.	Please let us know what the Grant will be used for and when it will be spent by.	<p>The grant will be used for the Replacement/upgrading of a number of doors in the building to make them compliant with current fire safety regulations. The doors are all those used by Precious Steps Preschool, which is based in our building five days a week during school term time. (The remaining doors in the building which are not compliant with fire safety regulations will be replaced/upgraded at a later date).</p> <p>We approached three contractors for quotes. Our chosen contractor – Coles Carpentry – will begin work at the Church on 24th July 2024. We have already paid a 5% deposit, and are required to pay in several instalments. The last will be due after the work has been completed, sometime in August 2024.</p>

11.	Please state your Organisation's estimated income for the current year.	£29,896
12.	Please state your Organisation's estimated expenditure for the current year.	£24,108
13.	If the Grant does not cover the whole cost of the project, please let us know where any other necessary funding is coming from.	<p>We are contributing an amount from our own funds. We have been promised a grant to cover one third of the cost of the work by the Winchester Eastleigh and Romsey Circuit of the Methodist Church. The Circuit has recommended that we apply to the Southampton District of the Methodist Church for further funding - up to a third of the total cost if necessary – and an application is being prepared. We are also applying for a Hampshire County Council grant. As required by the grant application process, I have spoken to County Cllr. Louise Parker-Jones about our proposed application. She has indicated that who has indicated that she would welcome an application from ourselves.</p>

Response to Interim Internal Audit report – January 2024

Audit Point	Audit Findings	Council comments
BOOKS OF ACCOUNT – system access	<p>Generic access user names - this is an access risk that could allow leavers to access the system as users/password are not cancelled. I recommend this be reviewed with Edge.</p>	<p>The RFO has spoken to Edge IT Support. There was a security breach in October 2023 and all user passwords were reset as a temporary measure. Secure Multi Factor Authentication (MFA) was being rolled out for all users but the roll out of this has been delayed.</p> <p>We have asked for DW, ST, AL user passwords to be reset, and for the CT user profile to be suspended. When employees leave in the future, it will become part of the procedure to request Edge to suspend the user account associated with that employee, and the password will be reset when a new employee takes over that user account.</p>
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	<ul style="list-style-type: none"> • The council is fully aware of GDPR and accessibility regulations. The links on the web site to these privacy and accessibility policies could be clearer and I would recommend a home page link to these. • The council has a scheme of delegation (dated 2018). I recommend this is reviewed and readopted. • In general financial regulations appear to slightly out of date and synch with day to day practice. I recommend a full review • I recommend dual authorisation is set up with the bank. 	<ul style="list-style-type: none"> • The Clerk is working on updates to the website, including a new Transparency page. As these pages are finalised, they will be published. This will be completed before the full audit in April. • This scheme of delegation will be reviewed at the next meeting of the Full Council • Bishopstoke Parish Council accepts the need to review the Financial Regulations but in light of the expected publication of the brand new model regulations from JPAG / NALC it is proposed that this full review be deferred until they are released. In the meantime, the Clerk and RFO will work to produce amendments to current regulations to address the specific concerns raised in the auditor's report to be brought forward at the March Full Council meeting. • The Clerk & RFO will look into making this change with the Co-op. We are in still in process of updating the mandate.

REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance Committee)

13th February 2024
Item 7

Report Subject: To recommend virements between nominal lines for play area equipment repairs and shoring work and tarmac driveway repairs at Underwood Road

Play area & Open Spaces:

Following issues raised by the Play Area Inspection company, quotes have been sought for jet washing of wetpour at all 6 play areas, as well as repairs to play equipment and wetpour. There is an amount left in an ear-marked reserve to cover some of work in Blackberry Drive, Templecombe and Stoke Common.

However, to cover the total cost of the work at the other play areas, it is necessary to vire unused budget amounts from within the Play Area & Open Space committee within the nominal ledgers.

Allotments:

There is shoring work necessary on site following an accident between two plots, and site inspections have highlighted a crack in the tarmac driveway near the Warwick Shed.

There are also unused budget amounts within the Allotments committee that can be vired within the nominal ledgers that can be used to cover the cost of this work.

As these are virements from nominals of unused budget within the same committee areas in the ledgers, there is no impact to the general reserves and the Finance Committee can approve these virements without Full Council approval.

Recommendation for virements:

Play areas	- £2,500 vired from Grounds Maintenance to Equipment Maintenance
	- £2,000 vired from Additional Grounds Maintenance to Equipment Maintenance
	- £3,000 vired from Trees to Equipment Maintenance
TOTAL	- £7,500 vired into Equipment Maintenance

Allotments	- £400 vired from Additional Grounds Maintenance to Works & Improvements
	- £500 vired from Equipment Purchase to Works & Improvements
	- £400 vired from Buildings to Works & Improvements
	- £500 vired from Trees to Works & Improvements
TOTAL	- £1,800 vired into Works & Improvements

RFO's Recommendation: That the Committee approve viring £7,500 within Play Area & Open Spaces, and £1,800 within Allotments to cover works needed within these areas.