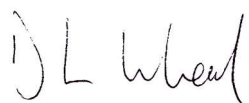


Members of the Finance and General Purposes Committee are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke on Tuesday 14 January 2020 at 7.30pm

This Meeting is Open to the Public

AGENDA

1. Apologies for Absence
2. To adopt the Minutes of the Finance & General Purposes Meeting held on 10 December 2019
3. To consider Matters Arising from the above Minutes not covered elsewhere on this agenda
4. Declarations of Interest and Requests for Dispensations
5. To receive the RFO's Report, and approve Budget Monitoring and Payments Reports for Dec 2019
6. To amend and recommend approval of the Expenditure Budget for 2020-21
7. To recommend funding for expenditure in 2020-21
8. To discuss, amend if necessary, and adopt the Grant Awarding Policy
9. To receive the Clerk's Report, including an update on Parish Council assets
10. Date, time, place and agenda items for next meeting – Tuesday 11 February 2020 at 7.30pm in the Parish Office, Riverside, Bishopstoke



D L Wheal
Clerk to Bishopstoke Parish Council
7 January 2020

**Minutes of a Meeting of the Finance and General Purposes Committee
held in the Parish Office, Riverside, Bishopstoke
commencing at 7.30pm on 10 December 2019**

Present: Cllrs Tidridge (Chair), Dean, Harris, Parker-Jones, Toher and Winstanley

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

Public Attendance: 0 members of the public was present

FGP_1920_M08/

83 Apologies for Absence

83.1 Apologies had been received and were accepted from Cllr Thornton.

84 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Committee Meeting held on 12 November 2019

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

84.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED**, with one abstention, that the minutes of the Finance and General Purposes Committee meeting held on 12 November 2019 be accepted as a true record.

85 To consider Matters Arising from the above Minutes

85.1 There were no matters arising.

86 Declarations of Interest and Requests for Dispensations

86.1 There were no declarations or requests.

87 To receive the RFO's Report, and approve Budget Monitoring and Payments Reports for November 2019

87.1 The Budget Monitoring and Payments reports for November 2019 had been circulated with the supporting documents for this meeting.

87.2 The RFO reported that the Council's accounts are good. Although as previously reported there remains a projected underspend for the year. Significant payments include the insurance premium, work on St Mary's wall, software and clearance work at the allotments.

87.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Committee approve the Budget Monitoring and Payments reports for November 2019.

88 To consider a grant request from Bike Park Bishopstoke

88.1 The committee acknowledged the need for more and varied activities for local youths and welcomed the cooperation between the Forestry Commission and Bike Park Bishopstoke. Cllr Toher noted that the planned work is over 2 years and as such granting the full amount in one go would contravene Council rules. The Committee agreed that they would be happy to grant part of the request now and receive a subsequent application for further funds as necessary in the new financial year. The Committee also noted that there has not been an application to Fair Oak Parish Council and indicated this could be an alternate source of funds.

88.2 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that Bike Park Bishopstoke be awarded a grant of £1,000, invited to reapply for further funds if necessary in the new financial year and advised that Fair Oak and Horton Heath Parish Council also award grants.

89 To consider the installation of CCTV at various Council sites

89.1 The quote for CCTV installation had arrived too late to be included in the document pack but was briefly discussed by the Committee.

89.2 Cllr Dean asked how successful CCTV has been for Fair Oak, Cllr Parker-Jones raised concerns over data protection and having cameras at play areas and Cllr Tidridge was concerned that CCTV should not go ahead until a full public consultation has taken place. The Committee agreed to defer this discussion to the next Full Council meeting to determine whether to go ahead, and how. Cllr Toher suggested including an amount in the budget to enable funding of the project if the Council decides to go ahead with it.

89.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** with two abstentions to include a figure of £15,000 in the budget for discussion at the next Finance & General Purposes meeting.

90 To discuss, amend if necessary, and adopt the Grant Awarding Policy

90.1 The Grant Awarding Policy had been included in the document pack.

90.2 Cllr Parker-Jones asked for the original guidance on grant awarding to be sent round to the Committee for comparison.

Action: Clerk

90.3 The Committee agreed to defer discussing the policy until January.

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

91.1 Actions: The Clerk reported back to the Committee on the following actions from previous meetings:

- 77.5 The CCTV site visit was arranged, and the quote was briefly discussed at this meeting.
- 80.2 The Full Council discussed meeting dates at their last meeting.
- 70.6 The newsletter was resent during this meeting.

91.2 Allotments: The process of transferring allotments to the Clerk has started, as has the process of transferring onto the new software for allotments. The RFO reported that almost all rent payments are now in. As usual, skips were provided for the end of the growing season although this year there have been concerns regarding the dumping of home waste in the allotment skips.

Waiting Lists: Jockey Lane – 8; Underwood Road – 4; Sewall Drive – 25; Breach Lane – 19; Breach Lane disabled access – 3

91.3 Burials, Cemeteries and Closed Churchyards: There are currently planned to be three burials at the cemetery this month. We are continuing to put together a specification for the potential replacement path between cemeteries which we hope will happen early in the New Year. Meanwhile repairs have been undertaken on the existing path this weekend after it was damaged. Work also continues on the new policy regarding the arrangements for kerb sets and other items. There are problems with the water at the moment. The housing for the meter and stop cock is broken and regularly gets flooded meaning we are unable currently to turn off the water. Southern water have been informed and requested to attend on site. The water bill this year is large and continuing to grow and so it is possible we may have a leak, or that someone may be using the Cemetery stand pipe so they do not have to pay for their own water. The Committee felt that any potential leak may be the responsibility of the management company at Sewall Drive, as the area is unadopted.

91.4 Parish Office: The Clerk reported that the vacuum cleaner is no longer functional and so a new one will be purchased.

91.5 Play Areas: A second quote for the gates at Sayers Road is still being prepared. We are also awaiting confirmation from Fair Oak as to when they will complete the agreed work. Cllrs asked whether the Street Pastors had been asked to include Sayers Road in their sweeps and the Clerk informed the Committee that they had.

91.6 General: The Clerk reported that the Cemeteries Officer and Admin Assistant advert had so far attracted 26 expressions of interest.

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

92.1 The next meeting is scheduled to be on Tuesday 14th January 2020 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

92.2 Agenda items for this meeting should be received by the Clerk no later than Monday 6th January 2020.

92.3 Cllr Toher asked whether there could be a report from the Climate Change Emergency working group and whether this should correctly be at Finance & General Purposes or at Full Council. The Clerk noted that all working groups now report to Full Council and as such the meeting on January 28th would be the appropriate place.

There being no further business, the Chair closed the meeting at 8.10pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Bishopstoke Parish Council - Budget Monitoring - Income (December 19)

Finance & General Purposes Meeting - 14th January 2020

Year to Date

75.3%

Prior to 01/01/2020	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Received to Date	Proportion Received
Admin			Precept	£ 219,889.82		£ 219,889.82	100.00%
			Council Tax Support	£ 9,162.08		£ 9,162.08	100.00%
			EBC Interest	£ 200.00		£ -	
			EBC Grant	£ -		£ -	
	100	1100	General	£ -		£ 690.00	
	100	1110	Grants	£ -		£ 22,036.33	
100	1120	Interest Receivable	£ -		£ -		
Carnival	300	1300	Adverts	£ 3,500.00		£ 1,375.00	95.71%
	300	1310	Pre-Events			£ 20.00	
	300	1320	Quizzes			£ 155.00	
	300	1330	Duck Races			£ -	
	300	1340	Stall Hire			£ 555.00	
	300	1350	Tea Room			£ -	
	300	1360	Committee Stalls			£ 50.00	
	300	1370	Tenders			£ -	
	300	1380	Street Collection			£ 1,195.00	
Burial Board	500	1500	Interment	£ 10,000.00		£ 12,425.00	155.50%
	500	1510	Grant Transfer			£ 140.00	
	500	1520	Memorials			£ 2,985.00	
	500	1530	Plot Purchase			£ -	
	500	1540	Other			£ -	
Allotments	600	1600	Rent	£ 5,000.00		£ 4,763.02	95.26%
	600	1610	Deposits			£ -	
	600	1620	General			£ -	

Total Income	Budgeted + Virements	Received to Date	Proportion
	£247,751.90	£275,441.25	111.18%

Bishopstoke Parish Council - Budget Monitoring - Expenditure (December 19)

Finance & General Purposes Meeting - 14th January 2020

Year to Date

75.3%

Prior to 01/01/2020	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Admin (Staff)	100	4100	Salaries	£ 47,000.00		£ 32,764.99		£ 14,235.01	69.71%
	100	4101	N.I.	£ 14,000.00		£ 9,401.58		£ 4,598.42	67.15%
	100	4102	Pensions	£ 15,500.00		£ 10,871.14		£ 4,628.86	70.14%
	100	4103	Office Facility	£ 648.00		£ 486.00		£ 162.00	75.00%
	100	4104	Travel / Mileage	£ 500.00		£ 292.55		£ 207.45	58.51%
	100	4105	Staff Training	£ 500.00		£ 524.00		-£ 24.00	104.80%
	100	4106	Seminars	£ 200.00		£ -		£ 200.00	0.00%
	100	4107	Reference Material	£ 200.00		£ 187.49		£ 12.51	93.75%
	100	4108	Staff Expenses	£ 500.00		£ 144.56		£ 355.44	28.91%
100	4109	Recruitment	£ -		£ -		£ -		
Admin (Other)	110	4110	Audit	£ 1,400.00		£ 1,350.00		£ 50.00	96.43%
	110	4111	Insurance	£ 2,200.00		£ 2,130.41		£ 69.59	96.84%
	110	4112	Subscriptions	£ 2,300.00		£ 2,469.66		-£ 169.66	107.38%
	110	4113	Room Hire	£ 200.00		£ 50.00		£ 150.00	25.00%
	110	4114	Web Costs	£ 500.00		£ -		£ 500.00	0.00%
	110	4199	Other	£ 200.00		£ -		£ 200.00	0.00%
Parish Office	120	4120	Consumables	£ 1,000.00		£ 575.53		£ 424.47	57.55%
	120	4121	Furnishings	£ 500.00		£ 174.16		£ 325.84	34.83%
	120	4122	Cleaning	£ 200.00		£ 215.00		-£ 15.00	107.50%
	120	4123	IT Purchase	£ 1,500.00		£ 2,847.19		-£ 1,347.19	189.81%
	120	4124	IT Maintenance	£ 200.00		£ 89.99		£ 110.01	45.00%
	120	4125	Ink	£ 1,000.00		£ 476.86		£ 523.14	47.69%
Office Utilities	120	4800	Electricity	£ 500.00		£ 482.00		£ 18.00	96.40%
	120	4820	Phone	£ 500.00		£ 462.71		£ 37.29	92.54%
	120	4821	Staff Phones			£ 195.00		-£ 195.00	
	120	4822	Broadband	£ 200.00		£ -		£ 200.00	0.00%
Publicity	130	4130	Newsletter	£ 4,500.00		£ 671.85		£ 3,828.15	14.93%
	130	4131	Noticeboards	£ 1,500.00		£ -		£ 1,500.00	0.00%
	130	4139	Other	£ -		£ -		£ -	
Councillor	140	4140	Election Expenses	£ 2,000.00		£ -		£ 2,000.00	0.00%
	140	4141	Councillor Training	£ 500.00		£ 45.00		£ 455.00	9.00%
	140	4142	Chair's Expenses	£ 150.00		£ 23.14		£ 126.86	15.43%
	140	4149	Other	£ -		£ -		£ -	
Grants	150	4150	Open Grants	£ 6,000.00		£ 3,450.00	-£ 1,000.00	£ 3,550.00	40.83%
	150	4151	Street Pastors	£ 500.00		£ 500.00		£ -	100.00%
	150	4159	Other	£ -		£ -		£ -	

Bishopstoke Parish Council - Budget Monitoring - Expenditure (December 19)

Finance & General Purposes Meeting - 14th January 2020

Year to Date
75.3%

Prior to 01/01/2020	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Community Funding	200	4200	Community Centre	£ 2,000.00		£ -		£ 2,000.00	0.00%
	200	4201	Memorial Hall	£ 3,000.00		£ 5,530.70		-£ 2,530.70	184.36%
	210	4210	Shears Mill Maintenance	£ 400.00		£ 203.30		£ 196.70	50.83%
	210	4211	Shears Mill Cleaning	£ -		£ 160.00		-£ 160.00	
	210	4800	Shears Mill Electricity	£ 150.00		£ 96.86		£ 53.14	64.57%
	220	4220	Yzone	£ 25,000.00		£ 25,000.00		£ -	100.00%
	230	4230	Clocks	£ 10,000.00		£ -		£ 10,000.00	0.00%
	230	4231	Benches	£ 2,000.00		£ -		£ 2,000.00	0.00%
	230	4232	Bins	£ 5,000.00		£ 914.98		£ 4,085.02	18.30%
Community Funding	240	4240	Bus Shelter Cleaning	£ 1,000.00		£ -		£ 1,000.00	0.00%
	240	4241	Bus Shelter Repairs	£ 500.00		£ -		£ 500.00	0.00%
	240	4249	Bus Shelter General	£ -		£ -		£ -	
	250	4250	Travel Token Repayments	£ 2,500.00		£ 1,705.00		£ 795.00	68.20%
	250	4259	Travel Token General	£ 200.00		£ -		£ 200.00	0.00%
	260	4260	Parish Lengthsman	£ 4,000.00		£ -		£ 4,000.00	0.00%
	260	4261	Christmas Decorations	£ 3,000.00		£ -		£ 3,000.00	0.00%
	260	4262	Defibrillators	£ 6,000.00		£ -		£ 6,000.00	0.00%
260	4269	Other	£ -		£ 17.00		-£ 17.00		
N. Plan	270	4270	Consultants	£ 3,000.00		£ 3,599.40	-£ 1,444.80	£ 845.40	71.82%
	270	4271	Publicity	£ 2,000.00		£ 103.52		£ 1,896.48	5.18%
	270	4279	Other	£ 1,000.00		£ 77.03		£ 922.97	7.70%
Carnival	300	4300	Admin	£ 100.00		£ 20.83		£ 79.17	20.83%
	300	4301	Licences			£ -		£ -	
	300	4302	First Aid	£ 350.00		£ -		£ 350.00	0.00%
	300	4303	Programme	£ 1,200.00		£ 1,590.00		-£ 390.00	132.50%
	300	4304	Publicity	£ 200.00		£ 238.85		-£ 38.85	119.43%
	300	4305	Court	£ 500.00		£ 442.06		£ 57.94	88.41%
	300	4306	Music	£ 500.00		£ 130.44		£ 369.56	26.09%
	300	4307	Van	£ 300.00		£ 229.50		£ 70.50	76.50%
	300	4309	General	£ -		£ 157.77		-£ 157.77	
	310	4310	Quizzes	£ 50.00		£ -		£ 50.00	0.00%
	310	4311	Other Events	£ 200.00		£ 213.60		-£ 13.60	106.80%
	320	4320	Duck Race	£ 50.00		£ 28.80		£ 21.20	57.60%
	320	4321	River Floats	£ 100.00		£ 82.32		£ 17.68	82.32%
	330	4330	Parade	£ 1,200.00		£ 3.32		£ 1,196.68	0.28%
	330	4331	Mayors Tea Party	£ 250.00		£ 19.91		£ 230.09	7.96%
	330	4332	Street Collection Grants	£ 300.00		£ 600.00		-£ 300.00	200.00%
330	4333	Glebe Meadow	£ 100.00		£ 359.77		-£ 259.77	359.77%	
330	4334	Arena Acts	£ 600.00		£ 965.00		-£ 365.00	160.83%	

Bishopstoke Parish Council - Budget Monitoring - Expenditure (December 19)

Finance & General Purposes Meeting - 14th January 2020

Year to Date

75.3%

Prior to 01/01/2020	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Glebe Meadow	400	4400	Play Eqpt Maintenance	£ 1,000.00		£ 459.21		£ 540.79	45.92%
	400	4401	Play Eqpt Purchase	£ 500.00		£ -		£ 500.00	0.00%
	400	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	400	4710	Grounds Contract	£ 7,320.00		£ 5,475.51		£ 1,844.49	74.80%
	400	4720	Additional Grounds Maintenance	£ 500.00		£ -		£ 500.00	0.00%
	401	4400	Skate Park Maintenance	£ 500.00		£ 460.00		£ 40.00	92.00%
	401	4401	Skate Park Purchase	£ -		£ -		£ -	
Church Road	410	4400	Play Eqpt Maintenance	£ 300.00		£ 629.06		-£ 329.06	209.69%
	410	4401	Play Eqpt Purchase	£ 500.00		£ -		£ 500.00	0.00%
	410	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	410	4710	Grounds Contract	£ 2,820.00		£ 2,100.60		£ 719.40	74.49%
	410	4720	Additional Grounds Maintenance	£ 200.00		£ -		£ 200.00	0.00%
Otter Close	420	4400	Play Eqpt Maintenance	£ 500.00		£ 457.75		£ 42.25	91.55%
	420	4401	Play Eqpt Purchase	£ 500.00		£ -		£ 500.00	0.00%
	420	4700	Trees	£ 1,000.00		£ 860.00		£ 140.00	86.00%
	420	4710	Grounds Contract	£ 3,600.00		£ 2,698.65		£ 901.35	74.96%
	420	4720	Additional Grounds Maintenance	£ 200.00		£ -		£ 200.00	0.00%
Sayers Road	430	4400	Play Eqpt Maintenance	£ 500.00		£ 1,820.54		-£ 1,320.54	364.11%
	430	4401	Play Eqpt Purchase	£ -		£ -		£ -	
	430	4700	Trees	£ 1,000.00		£ 1,360.00		-£ 360.00	136.00%
	430	4710	Grounds Contract	£ 3,180.00		£ 2,367.90		£ 812.10	74.46%
	430	4720	Additional Grounds Maintenance	£ 200.00		£ -		£ 200.00	0.00%
Templecombe Road	440	4400	Play Eqpt Maintenance	£ 600.00		£ 260.24		£ 339.76	43.37%
	440	4401	Play Eqpt Purchase	£ 500.00		£ -		£ 500.00	0.00%
	440	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	440	4710	Grounds Contract	£ 1,990.00		£ 1,486.35		£ 503.65	74.69%
	440	4720	Additional Grounds Maintenance	£ 200.00		£ -		£ 200.00	0.00%
Brookfield	450	4400	Play Eqpt Maintenance	£ 500.00		£ 2,366.15		-£ 1,866.15	473.23%
	450	4401	Play Eqpt Purchase	£ 500.00		£ -		£ 500.00	0.00%
	450	4700	Trees	£ 1,000.00		£ 400.00		£ 600.00	40.00%
	450	4710	Grounds Contract	£ 5,780.00		£ 4,329.00		£ 1,451.00	74.90%
	450	4720	Additional Grounds Maintenance	£ 1,000.00		£ 990.00		£ 10.00	99.00%
	451	4400	BMX Track Maintenance	£ -		£ -		£ -	
	451	4401	BMX Track Purchase	£ -		£ -		£ -	
	452	4400	MUGA Maintenance	£ 200.00		£ -		£ 200.00	0.00%
		4401	MUGA Purchase	£ -		£ -		£ -	
Play Area	490	4499	Inspections	£ 1,600.00		£ 1,362.00		£ 238.00	85.13%
Bishopstoke Cemetery	500	4500	Burial Ground Maintenance	£ 3,000.00		£ 12.50		£ 2,987.50	0.42%
	500	4501	Works / Improvements	£ 10,000.00		£ 4,547.19	-£ 1,554.00	£ 7,006.81	29.93%
	500	4700	Trees	£ 2,000.00		£ 2,380.00		-£ 380.00	119.00%
	500	4710	Grounds Contract	£ 6,600.00		£ 5,094.40		£ 1,505.60	77.19%
	500	4720	Additional Grounds Maintenance	£ 500.00		£ 1,156.50		-£ 656.50	231.30%
	500	4810	Water	£ 100.00		£ 789.16		-£ 689.16	789.16%
Stoke Common Cemetery	510	4500	Burial Ground Maintenance	£ -		£ -		£ -	
	510	4501	Works / Improvements	£ -		£ -		£ -	
	510	4700	Trees	£ -		£ -		£ -	
	510	4710	Grounds Contract	£ -		£ -		£ -	
	510	4720	Additional Grounds Maintenance	£ -		£ -		£ -	
	510	4810	Water	£ -		£ -		£ -	
Old St Marys	520	4500	Burial Ground Maintenance	£ -		£ -		£ -	
	520	4501	Works / Improvements	£ -		£ -		£ -	
	520	4700	Trees	£ 1,000.00		£ 15.00		£ 985.00	1.50%
	520	4710	Grounds Contract	£ 3,600.00		£ 2,668.05		£ 931.95	74.11%
	520	4720	Additional Grounds Maintenance	£ 200.00		£ 6.00		£ 194.00	3.00%
St Marys	530	4500	Burial Ground Maintenance	£ -		£ -		£ -	
	530	4501	Works / Improvements	£ 15,000.00		£ 6,824.54		£ 8,175.46	45.50%
	530	4700	Trees	£ 1,500.00		£ 200.00		£ 1,300.00	13.33%
	530	4710	Grounds Contract	£ 3,600.00		£ 2,619.90		£ 980.10	72.78%
	530	4720	Additional Grounds Maintenance	£ 200.00		£ 131.00		£ 69.00	65.50%
Burial Ground	590	4599	General	£ 500.00		£ -		£ 500.00	0.00%

Bishopstoke Parish Council - Budget Monitoring - Expenditure (December 19)

Finance & General Purposes Meeting - 14th January 2020

Year to Date

75.3%

Prior to 01/01/2020	Cost Centre	Account Code	Description	Reserves / Budget	Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Underwood Road	600	4600	Buildings (Inc sheds)	£ 1,500.00		£ -		£ 1,500.00	0.00%
	600	4601	Eqpt	£ 500.00		£ 986.18		-£ 486.18	197.24%
	600	4602	Fence Maintenance	£ 1,000.00		£ -		£ 1,000.00	0.00%
	600	4603	Plot Maintenance and clearance	£ 500.00		£ 1,819.20		-£ 1,319.20	363.84%
	600	4604	Works / Improvements	£ -		£ 477.50		-£ 477.50	
	600	4700	Trees	£ 500.00		£ -		£ 500.00	0.00%
	600	4710	Grounds Contract	£ 260.00		£ 189.00		£ 71.00	72.69%
	600	4720	Additional Grounds Maintenance	£ 200.00		£ 140.00		£ 60.00	70.00%
	600	4800	Electricity	£ 400.00		£ 465.36		-£ 65.36	116.34%
600	4810	Water	£ 1,000.00		£ 260.00		£ 740.00	26.00%	
Jockey Lane	610	4600	Buildings (Inc sheds)	£ 500.00		£ 75.20		£ 424.80	15.04%
	610	4601	Eqpt	£ 200.00		£ 731.21		-£ 531.21	365.61%
	610	4602	Fence Maintenance	£ 500.00		£ -		£ 500.00	0.00%
	610	4603	Plot Maintenance and clearance	£ 250.00		£ 489.00		-£ 239.00	195.60%
	610	4604	Works / Improvements	£ -		£ 450.00		-£ 450.00	
	610	4700	Trees	£ 500.00		£ -		£ 500.00	0.00%
	610	4710	Grounds Contract	£ 400.00		£ 283.50		£ 116.50	70.88%
	610	4720	Additional Grounds Maintenance	£ 200.00		£ 89.57		£ 110.43	44.79%
610	4810	Water	£ 300.00		£ 440.07		-£ 140.07	146.69%	
Sewall Drive	620	4600	Buildings (Inc sheds)	£ -		£ -		£ -	
	620	4601	Eqpt	£ -		£ -		£ -	
	620	4602	Fence Maintenance	£ -		£ -		£ -	
	620	4603	Plot Maintenance and clearance	£ -		£ -		£ -	
	620	4604	Works / Improvements	£ -		£ -		£ -	
	620	4700	Trees	£ -		£ -		£ -	
	620	4710	Grounds Contract	£ -		£ -		£ -	
	620	4720	Additional Grounds Maintenance	£ -		£ -		£ -	
	620	4800	Electricity	£ -		£ -		£ -	
620	4810	Water	£ -		£ -		£ -		
Breach Lane	630	4600	Buildings (Inc sheds)	£ -		£ -		£ -	
	630	4601	Eqpt	£ -		£ -		£ -	
	630	4602	Fence Maintenance	£ -		£ -		£ -	
	630	4603	Plot Maintenance and clearance	£ -		£ -		£ -	
	630	4604	Works / Improvements	£ -		£ -		£ -	
	630	4700	Trees	£ -		£ -		£ -	
	630	4710	Grounds Contract	£ -		£ -		£ -	
	630	4720	Additional Grounds Maintenance	£ -		£ -		£ -	
	630	4800	Electricity	£ -		£ -		£ -	
630	4810	Water	£ -		£ -		£ -		
Allotments	690	4699	General	£ 200.00		£ -		£ 200.00	0.00%
Open Space	700	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	700	4710	Grounds Contract	£ 960.00		£ 706.95		£ 253.05	73.64%
	700	4720	Additional Grounds Maintenance	£ 200.00		£ 195.00		£ 5.00	97.50%
	700	4730	Brookfield Project	£ 10,000.00		£ 575.00		£ 9,425.00	5.75%
	700	4799	Other	£ 200.00		£ -		£ 200.00	0.00%

Total	Budgeted + Virements	Spending	Funds Remaining
	£ 293,608.00	£ 174,071.91	£ 119,536.09
	Proportion Spent		
			59.29%

Bishopstoke Parish Council

Finance & General Purposes Meeting

14th January 2020

Payments (December 2019)

Direct Debit payments

BT	Office - Phone & broadband (Dec 19)	£	54.73
Eon	Office - Electricity (Dec 19)	£	58.00
British Gas	Allotments - UR - Electricity (Nov 19)	£	6.67
British Gas	Shears Mill - Electricity (Sep-Oct 19)	£	22.00
British Gas	Shears Mill - Electricity (Nov 19)	£	11.82
Business Stream	Allotments - JL - Water (Aug-Oct 19)	£	160.79
Business Stream	Burial Grounds - BC - Water (May-Oct 19)	£	635.41

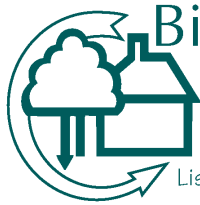
Staff Debit Card payments

ST - Post Office	Postage	£	10.16
CT - Arco	Barrier Tape	£	12.10
ST - Amazon	Printer Ink, padlock	£	48.42
CT - Ryman	Stationery	£	6.48
DW - Microsoft	Annual Office 365 renewal	£	79.99
DW - SLCC	Annual SLCC subscription	£	227.00
ST - Vodafone	Mobile Top-up	£	10.00
ST - ebay	Replacement soap dispenser keys BMH	£	6.50
DW - Ink Planet	Printer inks	£	72.00
ST - Poundland	Cleaning supplies BMH	£	12.00

BACS payments

Abtec Ltd	BMH Gas Heaters repair work	£	1,005.60
Fox Garden Machinery	Annual Servicing JL equipment	£	344.28
PKF Littlejohn	External Audit 2018-19 accounts	£	720.00
Green Smile Ltd	Additional work Cem & St Marys	£	48.00
Eastleigh Borough Council	Dog Bin emptying (Oct 19)	£	61.32
Eastleigh Borough Council	Dog Bin emptying (Nov 19)	£	61.32
Bishopstoke Good Neighbours	Travel Tokens	£	150.00
Greens Clearances	Remove fly-tipping Cemetery	£	180.00
High & Low Pest Control	Mole Control visits Cemetery	£	192.00
Richard Elkins	Equipment UR Shop	£	15.05
Green Smile Ltd	Maintenance work at Cemetery	£	294.00
Greens Clearances	Plot clearance 14B	£	210.00
Greens Clearances	Plot clearance 71B	£	270.00
Ryan O'Connor	Maintenance work Churchyard/cemetery	£	306.54
Planet (Evolving Togther)	Consultancy costs	£	581.76
Seagrave Inspection Services	6 Play area inspections Nov 19	£	518.40

Staff	Salary	£	3,447.12
Staff	Mileage + Office Allowance	£	79.20
HMRC	Tax / NI	£	918.98
HCC	LGPS	£	1,140.41
Green Smile	Ground Maintenance (Dec 2019)	£	3,979.31
Cheque payments			
RBL Poppy Appeal	2019 Wreath	£	17.00
Out Of Pocket Expenses			
N/A	Clerk	£	-
	Sub total	£	-
Out Of Pocket Expenses			
Norton	Assistant Clerk - CT	£	89.99
	Antivirus software	£	89.99
	Sub total	£	89.99
Out Of Pocket Expenses			
N/A	Assistant Clerk - ST	£	-
	Sub total	£	-
Total payments			£ 16,064.35



Budget Notes 2020-2021

I have performed a “scaling” exercise on the proposed spending of the Parish Council for the year 2020-21. I have ranked each budget line a priority from 1 to 3 based on my assessment of the priorities of the Council. I have also given each budget line a ranking from 1 to 3 based on how confident we can be in any budgeted value – for example we are highly confident of the figure on subscriptions to things like HALC, but the figure for tree work could be wildly out. Multiplying those two numbers together gives a score from 1 (high priority AND high confidence) to 9 (low priority and low confidence).

Of the proposed £318,608 budget there is £225,958.00 with a score of 1, 2 or 3. Broadly this category is paying staff, training, audit and software costs, payment of bills, the election in May, grants, Memorial Hall, Shears Mill, Carnival, Travel Tokens, YZone, Neighbourhood Plan, trees, the grounds contract, play area inspections and maintenance of the Cemetery.

Only a few items score 4: Office cleaning (including windows); printer ink; noticeboards and chair's expenses. These total £2,900.

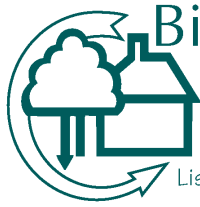
Similarly a few items score 9: the small sums of money allocated as “other” in various areas of the budget; office consumables (such as stamps and stationery); Christmas decorations; benches at the Cemetery and Old St Mary’s, and orchard costs. These total £7,600.

The remaining items all scored 6, and total £82,150. If the Council wishes to cut its proposed spending for 2020-21, I would recommend that this category be looked at. It includes:

Room Hire (including Parish Assembly)	£200
Office furnishings	£500
IT purchase (including Cllr tablets)	£5,500
IT maintenance	£200
Newsletter	£3,500

Grant money for community buildings	£2,000
Street Furniture (benches, bins, Clocks, defibrillators)	£8,000
Play eqpt maintenance	£7,200
Play eqpt purchase	£2,500
Memorial repairs	£1,000
Cemetery improvements	£10,000
Works in St Mary's	£15,000
Allotment maintenance (buildings, eqpt plots and fencing)	£6,550
Brookfield project	£5,000
Security, Safety and Crime Prevention	£15,000

Note that this is only looking at the year 2020-21 and so does not take account of proposed funding to be provided for play area replacement commencing in 2022.



Projection Notes 2020-2021

For the projections I have focussed on the coming financial year only for detailed analysis, as to go beyond that would have produced hundreds of possible options. However, I believe it is important to have one eye on future years and so I have given some guidance for ongoing years. In order to do this I have kept in mind the twin goals of the precept paying for ongoing costs (with other incoming paying for projects and one-offs), and the reserves lying between 25% and 40% of ongoing costs.

For the 2020-21 budget I have taken into account the increase in tax base which gives a boost of approximately £5,000 to the precept without any increase in Council Tax rates. I have then shown the effect of different increases both on the overall precept, and the annual amount payable on a Band D property. For future years I have then assumed the goal is to achieve the precept covering ongoing costs by the end of the three-year forecast period, and that spending plans will not greatly change. I have then spread out the necessary increase in precept evenly across the 3 years to March 2024. The reserves in March 2024 would be at 22% with a 0% rise this year, and that figure goes up in stages until you reach 39% reserves with a 10% precept rise this year (and going on from there to reach parity of spending by March 2024).

The Committee may also wish to consider whether there may be future increase in tax base which could offset some of the needed increases in precept. Whilst these are possible, they cannot be guaranteed.

It is my recommendation that the Committee recommend to Council an increase in the Council tax rate for Band D properties of 2-3% for the year 2020-21, roughly in line with inflation. Although this would mean potential increases of over 6% across the next three years, the tax base should continue to grow for at least one more year and this should then allow future rises to be reduced. If the committee does not wish to rely on tax base increases then I would recommend an increase of 5% this year.

A 2% rise in Council Tax would see the annual cost for a Band D property rise by £1.27 per year to £64.69. A 3% rise gives £1.90 per year to £65.32 and a 5% rise gives £3.17 per year to £66.59.

I know some Councillors are interested in a comparison with other Parish Councils. Bishopstoke is amongst the lowest charging Councils, with only Bursledon (£63.05) and Chandlers Ford (£51.53) charging less than us (£63.42). The next Council is Allbrook (£67.99), so the increases proposed here would not change the order. Our direct neighbours, Fair Oak, charge £103.11 per band D property.

Effect of different percentage rises on the precept for 2020-21

Increase	Precept	Band D rate	Increase in D	Per week
0%	£ 224,187.80	£ 63.42	£ -	£ -
1%	£ 226,429.68	£ 64.05	£ 0.63	£ 0.01
2%	£ 228,671.56	£ 64.69	£ 1.27	£ 0.02
3%	£ 230,913.43	£ 65.32	£ 1.90	£ 0.04
4%	£ 233,155.31	£ 65.96	£ 2.54	£ 0.05
5%	£ 235,397.19	£ 66.59	£ 3.17	£ 0.06
6%	£ 237,639.07	£ 67.23	£ 3.81	£ 0.07
7%	£ 239,880.95	£ 67.86	£ 4.44	£ 0.09
8%	£ 242,122.82	£ 68.49	£ 5.07	£ 0.10
9%	£ 244,364.70	£ 69.13	£ 5.71	£ 0.11
10%	£ 246,606.58	£ 69.76	£ 6.34	£ 0.12

Future rises needed to achieve parity

Target £275,000 by March 2024

2020-21 Increase	Precept 2020-21	Precept 2023-24	% Rise Per year	Reserves % Mar-24
0%	£ 224,187.80	£ 274,639.70	7.0%	22.2%
1%	£ 226,429.68	£ 275,059.47	6.7%	24.2%
2%	£ 228,671.56	£ 274,670.45	6.3%	25.6%
3%	£ 230,913.43	£ 275,021.59	6.0%	27.6%
4%	£ 233,155.31	£ 275,340.61	5.7%	29.5%
5%	£ 235,397.19	£ 274,844.08	5.3%	30.8%
6%	£ 237,639.07	£ 275,096.93	5.0%	32.7%
7%	£ 239,880.95	£ 275,318.76	4.7%	34.6%
8%	£ 242,122.82	£ 274,718.97	4.3%	35.8%
9%	£ 244,364.70	£ 274,877.06	4.0%	37.6%
10%	£ 246,606.58	£ 275,005.21	3.7%	39.4%

GUIDANCE NOTES ON GRANT AID

1. WHO CAN APPLY?

Community groups, voluntary sector organisations and charities that provide a service of benefit to Bishopstoke residents. The group must be run on a non-profit making basis and have a constitution or set of rules defining its aims, objectives and procedures. Where a group works with young people, it should have a written policy dealing with child protection and safety, and have available records of the qualifications and / or experience of adults who supervise young people. The group must have a bank or building society account in the name of the group, and must be able to provide its most recent audited accounts, and bank statements covering the period from the date to which those accounts were prepared. Copies of all of these of these documents will be required in support of the Grant Aid Application Form.

2. FOR WHAT CAN GRANTS BE USED?

The purchase of equipment or materials, either specific items or general equipment; funding specific one-off projects; running costs; and the development of the organisation including setting up new premises or facilities.

3. HOW MUCH GRANT CAN AN ORGANISATION APPLY FOR?

There is no minimum amount but there is a maximum of £2,000 per Application.

4. WHAT ARE THE PROCEDURES FOR DECIDING/PAYING GRANTS?

Grant Aid application forms are available from the Parish Clerk at the above address, and can be submitted at any time of the year. Completed applications are first considered by the next monthly meeting of the Parish Council's Finance Committee and if approved are then recommended by the Finance Committee to the next monthly meeting of the full Parish Council for ratification. Decisions may therefore take up to five weeks from receipt of the application. Applicants will be notified of the outcome as soon as is practicable after the Parish Council meeting. It is normally a requirement that, where specific goods or services are to be funded by Grant Aid, these are supplied to the applicant before payment of Grant Aid by the Parish Council, and evidence of this, for example a copy of the supplier's invoice, will be required before a Grant Aid cheque is issued. The Parish Council will normally expect Grant Aid money to be expended within 12 months of the award unless exceptional circumstances exist.

5. OTHER RELEVANT INFORMATION.

It may seem that the Parish Council requires a great deal of information in dealing with Grant Aid applications! It is, however, a well-established principle of English Law that those who have responsibility for controlling the expenditure of public funds must be fully informed as to the relevant facts and circumstances in making decisions regarding such expenditure. Applicants should also note that the decision of the Parish Council in relation to the Grant of Aid is absolute, and no reason need be given for any decision.



Bishopstoke Parish Council

Listening to you

BISHOPSTOKE PARISH COUNCIL

GRANT AWARDING POLICY

**This Grant Awarding Policy was adopted
by the Parish Council at its meeting on **dd mmm yyyy****

D Wheal

Clerk to Bishopstoke Parish Council

**BISHOPSTOKE PARISH COUNCIL
GRANT AWARDING POLICY**

Amendment Sheet

Amendment No.	Date Incorporated	Subject
----------------------	--------------------------	----------------

DRAFT

GRANT AWARDING POLICY

1 Introduction to Policy

- 1.1 A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:
 - 1.1.1 Providing a service;
 - 1.1.2 Enhancing the quality of life;
 - 1.1.3 Improving the environment;
 - 1.1.4 Promoting the Parish of Bishopstoke in a positive way.
- 1.2 Grants can be awarded for any purpose the Council deems of benefit to the residents of Bishopstoke, subject to the conditions laid out in this document. This includes, but is not limited to:
 - 1.2.1 The purchase of materials;
 - 1.2.2 The purchase of specific or general items of equipment;
 - 1.2.3 The funding of specific one-off projects;
 - 1.2.4 Running costs;
 - 1.2.5 The development of the organisation, including setting up new premises or facilities.

2 Who Can Apply?

- 2.1 The grant application process is open to community groups, voluntary sector organisations and charities that provide a service of benefit to Bishopstoke residents.
- 2.2 Grants may only be awarded to individuals when the Council has resolved that it meets the criteria for the General Power of Competence.

3 Grant Application Process

- 3.1 Application forms, and guidance notes, are available on the Parish website. They can also be obtained by contacting the Clerk.
- 3.2 Completed application forms, with all necessary documentation, should be submitted to the Clerk. Please note that incomplete forms or missing documentation will result in delays to the process.
- 3.3 In addition to the general documents listed in Section 4, applicants will be required to show:
 - 3.3.1 That the grant will be of benefit to the local community within the Parish;
 - 3.3.2 That there is a clear need for the funding;
 - 3.3.3 The proportion or number of people in Bishopstoke that will benefit;
 - 3.3.4 If the grant is not for the whole cost needed, how the remainder will be funded.
- 3.4 Grants can be applied for at any time of year.

- 3.5 Grants will usually be considered at the next Finance & General Purposes Committee meeting at which, if successful, they will be recommended to the next Council meeting. Exceptionally, they may be considered directly by the Council.
- 3.6 Applicants will be notified of the outcome as soon as is practical after the Council meeting at which their application was considered. Applicants will then be required to provide bank details for the payment of the grant.
- 3.7 Applicants are requested to provide the Council with an account of the use the grant money was put to.
- 3.8 Applicants may be requested to make a presentation to the Council on the work their group does within Bishopstoke and how the grant helped them achieve this.

4 Conditions of Funding

- 4.1 Any group applying for funding must be run on a non-profit basis.
- 4.2 Any group applying must have a constitution or set of rules defining its aims, objectives and procedures.
- 4.3 Any group applying that works with young people should have a written policy dealing with child protection and safety and have available records of the qualifications and / or experience of adults who supervise young people.
- 4.4 Any group applying must have a bank or building society account in the name of the group and must be able to provide its most recent audited accounts, and bank statements covering the period from the date to which those accounts were prepared.
- 4.5 Copies of the documents listed in 4.2 to 4.4 will be required in support of the Grant Aid Application Form.
- 4.6 The maximum grant available on any application is £2,000. There is no minimum amount.
- 4.7 Where the grant is to cover money already spent a receipt will be required. Where it is for future spending a quote, estimate or projection will be required.
- 4.8 Grants will not be awarded to any group connected to a political party.
- 4.9 Grants will only be made to religious organisations where the grant will benefit the wider community and will not be made to cover the cost of worship or conversion.
- 4.10 Any grant must only be used for the purpose for which it was awarded, unless the written permission of the Council has been given for a change in use.
- 4.11 Any unspent portion of the grant must be returned to the Council.
- 4.12 The Council reserves the right to refuse any grant application.
- 4.13 Any grant must be spent within 12 months of the award unless written permission is obtained from the Council.