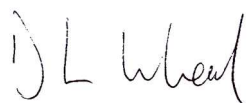


**Members of the Finance and General Purposes Committee are summoned to attend a meeting to be held virtually on Tuesday 8<sup>th</sup> September 2020 at 7.30pm**

**Any member of the public wishing to attend please email [clerk@bishopstokepc.org](mailto:clerk@bishopstokepc.org) for details**

## **AGENDA**

1. Apologies for Absence
2. To adopt the Minutes of the Finance & General Purposes Meeting held on 10 March 2020
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 March 2020
6. To approve Budget Monitoring and Payments Reports for 1<sup>st</sup> quarter 2020-21
7. To approve the current list of direct debit payees
8. To receive the Clerk's Report, including an update on Parish Council assets
9. Date, time, place and agenda items for next meeting – Tuesday 13 October 2020 at 7.30pm online



*D L Wheal*  
*Clerk to Bishopstoke Parish Council*  
*2 September 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 March 2020**

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

**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 were present

**FGP\_1920\_M11/**

**114 Apologies for Absence**

114.1 Apologies had been received and were accepted from Cllrs Thornton and Winstanley.

**115 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Committee Meeting held on 11 February 2020**

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

115.2 Cllr Parker-Jones requested that: in Minute 106.1 the Minute reference be added to the Agenda reference to clarify what is being referred to; in Minute 109.1 the request to contact the Street Pastor umbrella organisation for an explanation of the fee increase be included; Minute 112.5 be amended to state the "The Clerk reported that he had found" and Minute 112.4 be amended to state that there was "nothing current to report".

115.3 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** unanimously that the minutes of the Finance and General Purposes Committee meeting held on 11 February 2020, as amended, be accepted as a true record.

**116 To consider Matters Arising from the above Minutes**

116.1 Minute 107.3 The RFO reported that the Cemetery leak has been found and is being fixed at no cost to the Parish Council. It will then be possible to apply for a leak allowance to be refunded.

116.2 Minute 107.4 The RFO reported that the delay with the insurance claim for the bus stop is reportedly due to the increased number of claims following the various storms. The Parish Council claim has been expedited now. Highways have informed the contractor that traffic lights will need to be put in place during the work and so that will now be included in the cost. The shelter will be 1.1m deep.

116.3 Minute 112.2 The RFO reported that the notice giving useful information to those seeking shelter in the Warwick shed is not in place yet, but will soon be.

**117 Declarations of Interest and Requests for Dispensations**

117.1 There were no declarations or requests.

**118 To receive the RFO's Report, and approve Budget Monitoring and Payments Reports for February 2020**

118.1 The Budget Monitoring and Payments reports for February 2020 had been circulated with the supporting documents for this meeting.

118.2 The RFO reported the significant items this month were payments for grants to the BCA, Open Sight and Bishopstoke Bike Park, removal of the Ash tree in Old St Mary's, and payment of the software and support for Pear Technologies to enable tree surveys to be carried out. There were also costs to repair disabled toilet and ladies sinks and further repairs to the leaking roof of the BMH

118.3 Cllr Toher requested that the Budget Income sheet have a separate line for the income from the Borough Council for the Brookfield estate to distinguish it from other grants.

**Action: RFO**

118.4 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** unanimously that the Committee approve the Budget Monitoring and Payments reports for February 2020.

**119 To recommend approval of the Financial Systems Risk Assessment for 2019-20**

119.1 The Clerk detailed the amendments made to the Financial Systems Risk Assessment following a review of the risk assessment at the Committee's request. All mitigation has been consolidated into one column; target dates have been deemed not appropriate to this document; risk has been split into "risk of occurring" and "risk of impact", on a 3-point scale. The Clerk also signalled that he would be switching from High, Medium, Low to a scale from 1 (high) to 3 (low) to allow total risk to be easily compared.

119.2 The Committee requested that all references to the Memorial Hall be removed and a separate risk assessment for the Hall be provided to the Buildings Committee.

**Action: Clerk.**

119.3 Proposed Cllr Harris, Seconded Cllr Dean, **RESOLVED** unanimously that references to the Memorial Hall be removed from the Financial Systems Risk Assessment.

119.4 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the Financial Systems Risk Assessment for 2019-20 be approved.

**120 To recommend changes to Financial Regulations regarding debit cards**

120.1 The proposed changes had been included in the document pack.

120.2 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that the changes to Financial Regulations regarding debit cards be approved.

**121 To make recommendations on a grant request from Bishopstoke Evangelical Church**

121.1 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that Bishopstoke Evangelical Church be awarded a grant of £1,000.

## 122 To recommend approval of the Investment Strategy

122.1 The Investment Strategy had been included with the document pack.

122.2 Committee members asked for Ethics to be replaced by “Ethics, Environment and Climate Change”; for Ethics to be placed at the top of the list for consideration with regard to investments; for a note to be added to the effect that “Ethics” is as defined in the Parish Council’s Policy on Ethics and that references to any given bank be removed.

122.3 The Clerk was asked to begin work on the Parish Council’s Policy on Ethics.

### Action: Clerk

122.4 Proposed Cllr Tidridge, Seconded Cllr Dean, **RESOLVED** unanimously that the Investment Strategy be amended as detailed in 122.2.

122.5 Proposed Cllr Parker-Jones, Seconded Cllr Toher, **RECOMMENDED** unanimously that the Council approve the Investment Strategy.

## 123 To receive the Clerk’s Report, including an update on Parish Council assets

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

108.2 The Financial Systems Risk Assessment was reviewed as requested.

Previous Actions: The Clerk has been informed that a path across the hub adjacent to the main road is already being planned. The Local Area Manager has approved funding for “Beware of the Deer” signage on Church Road. Cllr Dean is requested to provide suggestions for a suitable location. There will be no change regarding the toilets at the Hub. Additionally, the toilets inside the building are considered only sufficient for building users and so no extra effort will be made to encourage others to use them.

123.2 Allotments: The window in the Warwick shed was repaired during February half term holiday. The Jockey Lane site rep has confirmed that the damaged fence is now replaced. Fair Oak and Horton Heath Parish Council have been contacted about the vacant plots at Underwood Road and will invite some of their waiting list to apply for them. The water will be turned back on at the allotments for weekend of 21st/22nd March.

Waiting Lists: Jockey Lane – 7; Underwood Road – 2; Sewall Drive – 27; Bow Lake – 19; Bow Lake disabled access – 3

123.3 Burials, Cemeteries and Closed Churchyards: Work on the path around St. Mary’s church is about to take place. The structural survey on the plinth and cross at Old St Mary’s has come back and it is structurally sound. Various works to remove fallen trees at the Cemetery have taken place and there is fence repair work expected this month.

Burials: No report was available for February at the time of the meeting.

123.4 Parish Office: The Clerk reported that the roof covering on the Parish Office has been replaced in order to fix several leaks.

123.5 Play Areas: The Clerk reported that the latest quarterly inspections have been received and are being looked at for necessary maintenance work.

123.6 General: The Clerk reported that The Tree Survey has now been completed. It has identified that there is ash dieback in Bishopstoke.

123.7 The Clerk was asked to confirm who the public art sculptures on the permissive paths around Anchor Park and the Breach Lane site belong to.

**Action: Clerk**

**124 Date, time, place and agenda items for next meeting**

124.1 The next meeting is scheduled to be on Tuesday 14<sup>th</sup> April 2020 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

124.2 Agenda items for this meeting should be received by the Clerk no later than Monday 6<sup>th</sup> April 2020.

*There being no further business, the Chair closed the meeting at 8.15pm*

DRAFT

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Finance & General Purposes RFO's report 8 September 2020**

### **RFO's Report**

#### **Payments List:**

##### **February 2020**

Significant items for February included removal of a dangerous tree at Old St Mary's, grants to various organisations (as resolved by Full Council), and purchase of digital mapping software to enable the tree surveys to proceed.

##### **March 2020**

Significant items for March included renewal of the 20 email accounts through wix, new laptop and phone for new Cemeteries Officer, tree survey costs, continuation of repairs to St Mary's wall, remedial electrical repairs to the BMH (as resolved by the Buildings Committee), and pathworks to both the Cemetery and St Mary's Churchyard.

##### **April 2020**

There were no significant items for April to highlight due to few payments made in lockdown.

##### **May 2020**

Significant items for May included tree work to the Cemetery as highlighted in the tree survey and the annual levy for HALC/NALC affiliation. This year, HALC offered a small discount in the HALC part for payment by BACS.

##### **June 2020**

Significant items for June included stocking up on stationery for new Cemeteries Officer, replacement locks and key cutting, re-filling discharged fire extinguishers, webcam after discovering first unauthorised entry to Memorial Hall, payment of replacement bus shelter (insurance claim received in July), groundwater risk assessment at the cemetery.

As previously mentioned at August Full Council meeting, the HMRC and Hampshire LGPS payments failed in May and was not picked up until June. Therefore June payments included both May AND June.

#### **Banking:**

Cashflow has remained healthy throughout the first quarter of the new financial year thanks to a combination of a large transfer made from the savings account at start of lockdown and the VAT for 2019/20 claimed and received in April. The RFO will begin to investigate options for new savings account as we are not completely happy with the service provided by EBC regarding the savings account. We will also investigate possible alternatives for the current account following issues encountered with Co-operative Bank's changes to its online banking facility.

The new Cemeteries Officer has now received her debit card and the bank mandate is now changed to include her.

## **Other Matters:**

### **Edge Software**

As previously communicated during August Full Council meeting, the Edge software is now in use with the RFO having received several hours training. Q1 transactions are fully posted and finalised, including the monthly bank reconciliations. Now information on the savings account has been received from EBC, the savings account is also reconciled, and VAT claim will be made using the software for Q1, and claims will be made quarterly going forward.

There are still tweaks to be made to the coding structure as the financial year progresses, but overall, it has been a smooth software implementation process and a good learning experience. For example, whilst entering LGPS transactions into the new software, it was discovered that rounding and formula errors had meant underpayments made to the scheme, which wouldn't have been picked up otherwise. This was rectified in July.

The budget monitoring report presented to Councillors for Q1 of 2020/21 is one of various report options available on the system, and there is also an option to request the software development team create new report layouts if the Council wish to change the format.

### **Memorial Hall**

The major focus for the RFO during the Summer and into next week has been project managing renovation work to the Memorial Hall and aiming for re-opening on 7th September. Work has been carried out to fix actions outstanding from the Fire Risk Assessment to make the hall safer in event of a fire, the contents of the kitchen cupboards have been rationalised and tidied, and two other storage cupboards tidied and contents disposed of. Asbestos products discovered during the renewal of the Asbestos Risk Assessment have been disposed of safely and the front steps have been re-paved. Further electrical works will have also been carried out. Detailed spend reports will be taken to the Buildings Committee and will be shared with the Finance Committee.

By the time of opening, the hall will have been deep cleaned and covid-fogged, with the cleaner moving from one 2hr session per week, to two 1hr sessions. Each hirer has to provide a risk assessment for their activities, with the Council having written their own. The Clerk and RFO will monitor the situation and Government advice closely to review when things need to change.

On behalf of the Charity, the Council applied for a small business grant and was successfully granted £10,000. This has kept the Charity's cashflow secure during the lockdown period and helped mitigate against loss of income since the hall temporarily closed to hirers on 18th March.

### **External Audit**

The period for Public Inspection rights began on 1st September and will end on 12th October. The full documentation for the external audit of the Council's accounts for the financial year 2020/21 has been submitted to PKF Littlejohn and we will await their reply.

NALC published the agreed new scale point rates on 26th August after NJC and other unions agreed rates with the Government. The back pay was calculated and paid to staff alongside new rates in August payroll.

## Bishopstoke Parish Council

### Finance & General Purposes Meeting

8th September 2020

#### Payments (March 2020)

##### Direct Debit payments

BT	Office - Phone & broadband (Mar 20)	£	57.18
Eon	Office - Electricity (Mar 20)	£	50.00
British Gas	Shears Mill - Electricity (Feb 20)	£	11.22
Business Stream	Allotments - JL - Water (Oct 19 - Mar 20)	£	152.53

##### Staff Debit Card payments

CT - Sainsburys	Office Stationery	£	19.50
CT - Amazon	Headset	£	20.98
CT - Amazon	Printer Inks	£	25.98
DW - Wix.com	20 email accounts annual renewal	£	1,332.48
DW - Amazon	Phone case	£	14.97
DW - Amazon	Printer Inks	£	24.47
DW - Amazon	Laptop for JW	£	654.98
DW - Amazon	Mobile handset for JW	£	157.00
DW - Wix.com	Premium Plan Annual renewal	£	111.75
ST - Amazon	Ethernet cable	£	12.99
DW - Amazon	Laptop bag	£	21.98
ST - Vodafone	Mobile Top-up	£	10.00
DW - Ink Planet	Printer inks	£	69.00
DW - Timpsons	Key cutting	£	15.50
CT - Sainsburys	Mobile Top-up	£	50.00
DW - Amazon	Padlocks to close play areas	£	30.97
DW - Amazon	Padlocks to close play areas	£	123.87
DW - Amazon	A4 paper	£	28.15
DW - Amazon	Cable ties	£	5.81
DW - Amazon	Printer Inks	£	140.67

##### BACS payments

Nigel Gunner Consultants	Old St Mary's Memorial Cross Survey	£	420.00
Eastleigh Borough Council	Dog Bin emptying (Dec 19)	£	49.06
Green Smile Ltd	Soil and labour cemetery & Old St Marys	£	127.20
Green Smile Ltd	Remove fallen branch Glebe Meadow	£	36.00
Oliver Newman	Preparation ashes plots	£	480.00
Shawyers	Tree Inspection and report St Mary's Church	£	840.00
Eastleigh Borough Council	Dog Bin Emptying (Jan 20)	£	49.06
Eastleigh Borough Council	Dog Bin Emptying (Feb 20)	£	49.06
Foster Tree Surgeons	Tree stump removal cemetery	£	72.00
One Community (Greenaway)	Travel tokens refund	£	65.00
Arbor-Eco Consultancy	Tree Surveys 2020	£	1,680.00
Bruno Construction	Cemetery chain link fence repairs	£	303.12
Bruno Construction	Bricks	£	1,051.92
Seagrave Inspection Services	6 Play area inspections Feb 20	£	544.32
High & Low Pest Control	Mole Control visits Cemetery	£	288.00



Green Smile Ltd	Old St Marys tree work topsoil	£	54.00
Green Smile Ltd	Remove fallen branches & shrub St Mary's/Old St Mary's	£	60.00
Green Smile Ltd	Top soil 3 holes St Mary's/Old St Mary's	£	60.00
Green Smile Ltd	Clearing & re-seeding St Mary's northern boundary	£	96.00
Abtec Ltd	BMH Remedial Electrical Works	£	13,070.26
Hampshire Environmental Services	Reinspection report BMH Asbestos	£	240.00
Eastleigh Borough Council	Stepped pathworks Cemetery	£	4,968.00
Bishopstoke Evangelical Church	Grant	£	1,000.00
Mrs J Wilkie	Expenses	£	14.54
R&D Surfacing Contractors	Pathworks St Mary's	£	1,308.00
Ray Dean Services	Clock faces repair work	£	395.00
Staff	Salary	£	4,000.65
Staff	Mileage + Office Allowance	£	86.85
HMRC	Tax / NI	£	1,102.93
HCC	LGPS	£	1,306.26
Green Smile	Grounds Maintenance (Mar 20)	£	3,979.31
<b>Cheque payments</b>		£	-
<b>Out Of Pocket Expenses</b>	<b>Clerk</b>		
N/A		£	-
		<b>Sub total</b>	£ -
<b>Out Of Pocket Expenses</b>	<b>Assistant Clerk - CT</b>		
		£	-
		<b>Sub total</b>	£ -
<b>Out Of Pocket Expenses</b>	<b>Assistant Clerk - ST</b>		
N/A		£	-
		<b>Sub total</b>	£ -
<b>Total payments</b>			<b>£ 40,938.52</b>

## Bishopstoke Parish Council - Budget Monitoring - Income (March 20)

Finance & General Purposes Meeting - 8th September 2020

Year to Date  
100.3%

Prior to 01/04/2020	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	£ -		£ 1,066.11		
Carnival	300	1300	Adverts	£ 3,500.00		£ 1,375.00	39.29%
	300	1310	Pre-Events			£ 118.60	
	300	1320	Quizzes			£ 155.00	
	300	1330	Duck Races			£ 299.10	
	300	1340	Stall Hire			£ 775.00	
	300	1350	Tea Room			£ 130.50	
	300	1360	Committee Stalls			£ 113.60	
	300	1370	Tenders			£ 119.93	
300	1380	Street Collection			£ 263.27		
Burial Board	500	1500	Interment	£ 10,000.00		£ 15,575.00	155.75%
	500	1510	Grant Transfer			£ 690.00	
	500	1520	Memorials			£ 3,760.00	
	500	1530	Plot Purchase			£ -	
	500	1540	Other			£ -	
Allotments	600	1600	Rent	£ 5,000.00		£ 4,905.35	98.11%
	600	1610	Deposits			£ -	
	600	1620	General			£ -	

Total Income	Budgeted + Virements	Received to Date	Proportion
	<b>£247,751.90</b>	<b>£281,124.69</b>	<b>113.47%</b>

## Bishopstoke Parish Council - Budget Monitoring - Expenditure (March 20)

Year to Date

Finance & General Purposes Meeting - 8th September 2020

100.3%

Prior to 01/04/2020	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		£ 44,009.00		£ 2,991.00	93.64%
	100	4101	N.I.	£ 14,000.00		£ 12,538.46		£ 1,461.54	89.56%
	100	4102	Pensions	£ 15,500.00		£ 14,578.29		£ 921.71	94.05%
	100	4103	Office Facility	£ 648.00		£ 666.00		-£ 18.00	102.78%
	100	4104	Travel / Mileage	£ 500.00		£ 359.60		£ 140.40	71.92%
	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		£ 85.58		£ 414.42	17.12%
	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		£ 160.00		£ 40.00	80.00%
Parish Office	120	4120	Consumables	£ 1,000.00		£ 945.83	-£ 352.99	£ 407.16	59.28%
	120	4121	Furnishings	£ 500.00		£ 174.16		£ 325.84	34.83%
	120	4122	Cleaning	£ 200.00		£ 290.00		-£ 90.00	145.00%
	120	4123	IT Purchase	£ 1,500.00		£ 3,387.82		-£ 1,887.82	225.85%
	120	4124	IT Maintenance	£ 200.00		£ 2,622.90		-£ 2,422.90	1311.45%
	120	4125	Ink	£ 1,000.00		£ 874.40		£ 125.60	87.44%
Office Utilities	120	4800	Electricity	£ 500.00		£ 619.23		-£ 119.23	123.85%
	120	4820	Phone	£ 500.00		£ 601.07		-£ 101.07	120.21%
	120	4821	Staff Phones	£ -		£ 305.00		-£ 305.00	
	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		£ 5,930.00	-£ 1,000.00	£ 1,070.00	82.17%
	150	4151	Street Pastors	£ 500.00		£ 500.00		£ -	100.00%
	150	4159	Other	£ -		£ -		£ -	
Community Funding	200	4200	Community Centre	£ 2,000.00		£ 1,497.60		£ 502.40	74.88%
	200	4201	Memorial Hall	£ 3,000.00		£ 20,309.02		-£ 17,309.02	676.97%
	210	4210	Shears Mill Maintenance	£ 400.00		£ 203.30		£ 196.70	50.83%
	210	4211	Shears Mill Cleaning	£ -		£ 260.00		-£ 260.00	
	210	4800	Shears Mill Electricity	£ 150.00		£ 131.75		£ 18.25	87.83%
	220	4220	Yzone	£ 25,000.00		£ 25,000.00		£ -	100.00%
	230	4230	Clocks	£ 10,000.00		£ 395.00		£ 9,605.00	3.95%
	230	4231	Benches	£ 2,000.00		£ -		£ 2,000.00	0.00%
	230	4232	Bins	£ 5,000.00		£ 1,246.54		£ 3,753.46	24.93%
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		£ 2,200.00		£ 300.00	88.00%
	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		£ 3,899.40	-£ 1,444.80	£ 545.40	81.82%
	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%

## Bishopstoke Parish Council - Budget Monitoring - Expenditure (March 20)

Finance & General Purposes Meeting - 8th September 2020

Year to Date  
100.3%

Prior to 01/04/2020	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
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		£ 79.99		£ 20.01	79.99%
	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%
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		£ 30.00		£ 970.00	3.00%
	400	4710	Grounds Contract	£ 7,320.00		£ 7,300.68		£ 19.32	99.74%
	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		£ 2,800.80		£ 19.20	99.32%
	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		£ 3,598.20		£ 1.80	99.95%
	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		£ 3,157.20		£ 22.80	99.28%
	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		£ 1,981.80		£ 8.20	99.59%
	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		£ 5,772.00		£ 8.00	99.86%
	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%
	452	4401	MUGA Purchase	£ -		£ -		£ -	
Play Area	490	4499	Inspections	£ 1,600.00		£ 1,815.60		-£ 215.60	113.48%

## Bishopstoke Parish Council - Budget Monitoring - Expenditure (March 20)

Finance & General Purposes Meeting - 8th September 2020

Year to Date  
100.3%

Prior to 01/04/2020	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Bishopstoke Cemetery	500	4500	Burial Ground Maintenance	£ 3,000.00		£ 3,030.92		-£ 30.92	101.03%
	500	4501	Works / Improvements	£ 10,000.00		£ 7,926.93	-£ 1,554.00	£ 3,627.07	63.73%
	500	4700	Trees	£ 2,000.00		£ 2,760.00		-£ 760.00	138.00%
	500	4710	Grounds Contract	£ 6,600.00		£ 6,734.20		-£ 134.20	102.03%
	500	4720	Additional Grounds Maintenance	£ 500.00		£ 1,514.38		-£ 1,014.38	302.88%
	500	4810	Water	£ 100.00		£ 989.17		-£ 889.17	989.17%
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	£ -		£ 350.00		-£ 350.00	
	520	4501	Works / Improvements	£ -		£ -		£ -	
	520	4700	Trees	£ 1,000.00		£ 1,765.00		-£ 765.00	176.50%
	520	4710	Grounds Contract	£ 3,600.00		£ 3,557.40		£ 42.60	98.82%
	520	4720	Additional Grounds Maintenance	£ 200.00		£ 227.00		-£ 27.00	113.50%
St Marys	530	4500	Burial Ground Maintenance	£ -		£ 503.37		-£ 503.37	
	530	4501	Works / Improvements	£ 15,000.00		£ 8,772.77		£ 6,227.23	58.49%
	530	4700	Trees	£ 1,500.00		£ 900.00		£ 600.00	60.00%
	530	4710	Grounds Contract	£ 3,600.00		£ 3,493.20		£ 106.80	97.03%
	530	4720	Additional Grounds Maintenance	£ 200.00		£ 151.00		£ 49.00	75.50%
Burial Ground	590	4599	General	£ 500.00		£ -		£ 500.00	0.00%

**Bishopstoke Parish Council - Budget Monitoring - Expenditure (March 20)**

Finance & General Purposes Meeting - 8th September 2020

Year to Date  
100.3%

Prior to 01/04/2020	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Underwood Road	600	4600	Buildings (Inc sheds)	£ 1,500.00		£ 355.86		£ 1,144.14	23.72%
	600	4601	Eqpt	£ 500.00		£ 1,545.01		-£ 1,045.01	309.00%
	600	4602	Fence Maintenance	£ 1,000.00		£ -		£ 1,000.00	0.00%
	600	4603	Plot Maintenance and clearance	£ 500.00		£ 1,771.00		-£ 1,271.00	354.20%
	600	4604	Works / Improvements	£ -		£ 477.50		-£ 477.50	
	600	4700	Trees	£ 500.00		£ -		£ 500.00	0.00%
	600	4710	Grounds Contract	£ 260.00		£ 252.00		£ 8.00	96.92%
	600	4720	Additional Grounds Maintenance	£ 200.00		£ 140.00		£ 60.00	70.00%
	600	4800	Electricity	£ 400.00		£ 502.74		-£ 102.74	125.69%
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		£ 445.00		-£ 195.00	178.00%
	610	4604	Works / Improvements	£ -		£ 450.00		-£ 450.00	
	610	4700	Trees	£ 500.00		£ -		£ 500.00	0.00%
	610	4710	Grounds Contract	£ 400.00		£ 378.00		£ 22.00	94.50%
	610	4720	Additional Grounds Maintenance	£ 200.00		£ 89.57		£ 110.43	44.79%
610	4810	Water	£ 300.00		£ 592.60		-£ 292.60	197.53%	
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		£ 1,680.00		-£ 680.00	168.00%
	700	4710	Grounds Contract	£ 960.00		£ 942.60		£ 17.40	98.19%
	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		£ 133.73		£ 66.27	66.87%

<b>Total</b>	<b>Budgeted + Virements</b>	<b>Spending</b>	<b>Funds Remaining</b>
	£ 293,608.00	£ 242,953.69	£ 50,654.31
		<b>Proportion Spent</b>	
		<b>82.75%</b>	

# Financial Budget Comparison

Comparison between 01/04/20 and 30/06/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Qtr 1 Net	Qtr 2 Net	Qtr 3 Net	Qtr 4 Net	Total Net	Balance	
<b>INCOME</b>								
<b>Admin</b>								
100	Precept	£230,913.43	£115,452.24	£0.00	£0.00	£0.00	£115,452.24	-£115,461.19
110	Council Tax Support Grant	£4,500.00	£4,589.60	£0.00	£0.00	£0.00	£4,589.60	£89.60
120	Interest Receivable	£200.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£200.00
130	Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
140	General	£0.00	-£400.00	£0.00	£0.00	£0.00	-£400.00	-£400.00
<b>Total Admin</b>		<b>£235,613.43</b>	<b>£119,641.84</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£119,641.84</b>	<b>-£115,971.59</b>
<b>Community</b>								
500	Carnival	£3,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£3,500.00
<b>Total Community</b>		<b>£3,500.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>-£3,500.00</b>
<b>Burial Authority</b>								
800	Interment	£10,000.00	£1,650.00	£0.00	£0.00	£0.00	£1,650.00	-£8,350.00
810	Burial Grant Purchase	£0.00	£1,800.00	£0.00	£0.00	£0.00	£1,800.00	£1,800.00
820	Grant Transfer	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
830	Memorials	£2,000.00	£250.00	£0.00	£0.00	£0.00	£250.00	-£1,750.00
840	Donations / Recovered Costs	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
850	Child Funeral Fund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
860	General	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Burial Authority</b>		<b>£12,000.00</b>	<b>£3,700.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£3,700.00</b>	<b>-£8,300.00</b>
<b>Allotments</b>								
900	Rent	£5,000.00	£18.67	£0.00	£0.00	£0.00	£18.67	-£4,981.33
910	Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
920	General	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Allotments</b>		<b>£5,000.00</b>	<b>£18.67</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£18.67</b>	<b>-£4,981.33</b>
<b>Total Income</b>		<b>£256,113.43</b>	<b>£123,360.51</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£123,360.51</b>	<b>-£132,752.92</b>

# Financial Budget Comparison

Comparison between 01/04/20 and 30/06/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Qtr 1 Net	Qtr 2 Net	Qtr 3 Net	Qtr 4 Net	Total Net	Balance
<b>EXPENDITURE</b>								
<b>Admin</b>								
1000	Salaries	£55,000.00	£15,450.25	£0.00	£0.00	£0.00	£15,450.25	£39,549.75
1001	NI	£16,000.00	£976.58	£0.00	£0.00	£0.00	£976.58	£15,023.42
1002	Pensions	£17,500.00	£2,920.11	£0.00	£0.00	£0.00	£2,920.11	£14,579.89
1003	Staff Expenses	£1,948.00	£475.06	£0.00	£0.00	£0.00	£475.06	£1,472.94
1100	Staff Training	£1,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00
1200	Seminars / Conferences	£200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£200.00
1300	Recruitment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
1400	Office Consumables	£1,000.00	£229.80	£0.00	£0.00	£0.00	£229.80	£770.20
1500	Printer Ink	£1,000.00	£41.95	£0.00	£0.00	£0.00	£41.95	£958.05
1999	Suspense	£0.00	-£27,341.35	£0.00	£0.00	£0.00	-£27,341.35	£27,341.35
<b>Total Admin</b>		£93,648.00	-£7,247.60	£0.00	£0.00	£0.00	-£7,247.60	£100,895.60
<b>Council</b>								
2000	Audit	£1,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,500.00
2100	Insurance	£2,200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,200.00
2200	Professional Memberships	£2,500.00	£1,708.22	£0.00	£0.00	£0.00	£1,708.22	£791.78
2300	Room Hire	£200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£200.00
2400	Reference Materials	£200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£200.00
2500	Councillor Elections	£8,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£8,000.00
2501	Councillor Training	£1,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,500.00
2502	Chair's Expenses	£150.00	£0.00	£0.00	£0.00	£0.00	£0.00	£150.00
2503	Councillor's Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2600	IT Software / Subscriptions	£1,000.00	£415.92	£0.00	£0.00	£0.00	£415.92	£584.08
<b>Total Council</b>		£17,250.00	£2,124.14	£0.00	£0.00	£0.00	£2,124.14	£15,125.86
<b>Buildings</b>								
3000	Furnishings	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00



# Financial Budget Comparison

Comparison between 01/04/20 and 30/06/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Qtr 1 Net	Qtr 2 Net	Qtr 3 Net	Qtr 4 Net	Total Net	Balance
3100	Cleaning	£650.00	£165.00	£0.00	£0.00	£0.00	£165.00	£485.00
3300	Maintenance	£600.00	£20.00	£0.00	£0.00	£0.00	£20.00	£580.00
3400	IT equipment Purchase	£5,500.00	£37.91	£0.00	£0.00	£0.00	£37.91	£5,462.09
3500	Additional Grounds Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3900	Utilities - Electricity	£850.00	£174.27	£0.00	£0.00	£0.00	£174.27	£675.73
<b>Total Buildings</b>		£8,530.00	£504.13	£0.00	£0.00	£0.00	£504.13	£8,025.87
<b>Communications</b>								
4000	Email	£0.00	£49.43	£0.00	£0.00	£0.00	£49.43	-£49.43
4100	Websites	£2,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,500.00
4200	Office Landline	£350.00	£97.99	£0.00	£0.00	£0.00	£97.99	£252.01
4300	Office Broadband	£350.00	£48.90	£0.00	£0.00	£0.00	£48.90	£301.10
4400	Newsletter Printing	£3,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,500.00
4500	Noticeboard Purchase	£1,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,500.00
4501	Noticeboards Installation	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Communications</b>		£8,200.00	£196.32	£0.00	£0.00	£0.00	£196.32	£8,003.68
<b>Community</b>								
5000	Grants - General (GPC)	£6,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£6,500.00
5001	Grants - General (S137)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5002	Grants - Carnival	£300.00	£0.00	£0.00	£0.00	£0.00	£0.00	£300.00
5003	Grants - Community Buildings	£4,000.00	£2,000.38	£0.00	£0.00	£0.00	£2,000.38	£1,999.62
5100	Climate Change Project	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5200	Safety, Security & Crime Prevention	£5,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,000.00
5300	Yzone	£25,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£25,000.00
5400	Travel Token Repayments	£3,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,500.00
5401	Travel Token New	£200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£200.00
5500	Neighbourhood Plan Consultants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/20 and 30/06/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Qtr 1 Net	Qtr 2 Net	Qtr 3 Net	Qtr 4 Net	Total Net	Balance
5501	Neighbourhood Plan Publicity	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5502	Neighbourhood Plan General	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5600	Carnival	£5,700.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,700.00
5700	Armistice Day	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Community</b>		£50,200.00	£2,000.38	£0.00	£0.00	£0.00	£2,000.38	£48,199.62
<b>Street Furniture</b>								
6000	Bus Shelters Purchase	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
6002	Bus Shelter Maintainance	£500.00	£3,676.21	£0.00	£0.00	£0.00	£3,676.21	-£3,176.21
6003	Bus Shelter Cleaning	£1,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00
6100	Benches Purchase	£2,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,000.00
6200	Bins Purchase	£2,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,000.00
6203	Bins Emptying	£0.00	£274.68	£0.00	£0.00	£0.00	£274.68	-£274.68
6300	Clocks Purchase	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00
6500	Christmas Decorations Purchase	£2,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,000.00
6600	Defibrillators Purchase	£2,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,000.00
<b>Total Street Furniture</b>		£10,000.00	£3,950.89	£0.00	£0.00	£0.00	£3,950.89	£6,049.11
<b>Play Area &amp; Open Space</b>								
7000	Grounds Contract	£25,220.00	£6,281.37	£0.00	£0.00	£0.00	£6,281.37	£18,938.63
7100	Additional Grounds Maintenance	£2,300.00	£234.00	£0.00	£0.00	£0.00	£234.00	£2,066.00
7300	Play Equipment Purchase	£2,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,500.00
7301	Equipment Maintenance	£7,200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£7,200.00
7302	Play Area Inspections	£2,000.00	£498.00	£0.00	£0.00	£0.00	£498.00	£1,502.00
7399	Play Area & Open Space Other	£200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£200.00
7800	Trees	£9,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£9,000.00
70000	Grounds Contract OPEN SPACE	£960.00	£0.00	£0.00	£0.00	£0.00	£0.00	£960.00
<b>Total Play Area &amp; Open Space</b>		£51,080.00	£7,013.37	£0.00	£0.00	£0.00	£7,013.37	£44,066.63
<b>Burial Authority</b>								

# Financial Budget Comparison

Comparison between 01/04/20 and 30/06/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Qtr 1 Net	Qtr 2 Net	Qtr 3 Net	Qtr 4 Net	Total Net	Balance
8000	Grounds Contract	£13,800.00	£3,402.45	£0.00	£0.00	£0.00	£3,402.45	£10,397.55
8100	Additional Grounds Maintenance	£900.00	£280.00	£0.00	£0.00	£0.00	£280.00	£620.00
8200	Fences	£1,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00
8300	Replacement Benches	£3,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,000.00
8399	Burial Authority Other	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00
8400	Works & Improvements	£25,000.00	£4,200.00	£0.00	£0.00	£0.00	£4,200.00	£20,800.00
8500	Memorial Costs	£1,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00
8800	Trees	£6,500.00	£2,200.00	£0.00	£0.00	£0.00	£2,200.00	£4,300.00
8901	Utilities - Water	£250.00	£0.00	£0.00	£0.00	£0.00	£0.00	£250.00
<b>Total Burial Authority</b>		<b>£51,950.00</b>	<b>£10,082.45</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£10,082.45</b>	<b>£41,867.55</b>
<b>Allotments</b>								
9000	Grounds Contract	£660.00	£157.50	£0.00	£0.00	£0.00	£157.50	£502.50
9100	Additional Grounds Maintenance	£400.00	£0.00	£0.00	£0.00	£0.00	£0.00	£400.00
9200	Fences	£2,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,000.00
9300	Equipment Purchase	£800.00	£5.00	£0.00	£0.00	£0.00	£5.00	£795.00
9399	Allotments Other	£200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£200.00
9400	Works & Improvements	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
9600	Plot Maintenance and Clearance	£1,250.00	£210.00	£0.00	£0.00	£0.00	£210.00	£1,040.00
9700	Buildings (Inc. sheds)	£2,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,500.00
9800	Trees	£2,000.00	£280.00	£0.00	£0.00	£0.00	£280.00	£1,720.00
9900	Utilities - Electricity	£1,200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,200.00
9901	Utilities - Water	£2,000.00	£628.97	£0.00	£0.00	£0.00	£628.97	£1,371.03
<b>Total Allotments</b>		<b>£13,010.00</b>	<b>£1,281.47</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,281.47</b>	<b>£11,728.53</b>
<b>Total Expenditure</b>		<b>£303,868.00</b>	<b>£19,905.55</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£19,905.55</b>	<b>£283,962.45</b>

# Financial Budget Comparison

Comparison between 01/04/20 and 30/06/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Qtr 1 Net	Qtr 2 Net	Qtr 3 Net	Qtr 4 Net	Total Net	Balance
Total Income	£256,113.43	£123,360.51				£123,360.51	-£132,752.92
Total Expenditure	£303,868.00	£19,905.55				£19,905.55	£283,962.45
<b>Total Net Balance</b>	<b>-£47,754.57</b>	<b>£103,454.96</b>				<b>£103,454.96</b>	

## Bishopstoke Parish Council

### Finance & General Purposes Meeting

8th September 2020

#### Payments (April 2020)

##### Direct Debit payments

BT	Office - Phone & broadband (Apr 20)	£	67.07
Eon	Office - Electricity (Apr 20)	£	50.00
British Gas	Shears Mill - Electricity (Mar 20)	£	11.50

##### Staff Debit Card payments

DW - Survey Monkey	Annual Licence	£	384.00
DW - Amazon	Printer inks	£	16.99
DW - Amazon	Paper	£	20.99
DW - Amazon	Paper	-£	20.99
ST - Vodafone	Mobile Top-up	£	10.00
ST - Funky Pigeon	Get well soon card	£	3.75

##### BACS payments

Eastleigh Borough Council	Trade Waste Collection Jan-Mar 20	£	233.80
Staff	Salary	£	4,390.69
Staff	Mileage + Office Allowance	£	134.20
HMRC	Tax / NI	£	1,003.67
HCC	LGPS	£	1,338.99
Green Smile	Ground Maintenance (Apr 2020)	£	3,979.31

##### Cheque payments

£ -

##### Out Of Pocket Expenses

###### Clerk - DW

N/A		£	-
		<b>Sub total</b>	£ -

##### Out Of Pocket Expenses

###### Projects Officer - CT

£ -  
**Sub total** £ -

##### Out Of Pocket Expenses

###### RFO - ST

N/A		£	-
		<b>Sub total</b>	£ -

##### Out Of Pocket Expenses

###### Cemeteries Officer - JW

N/A		£	-
		<b>Sub total</b>	£ -

##### Total payments

£ 11,623.97

## Bishopstoke Parish Council

### Finance & General Purposes Meeting

8th September 2020

#### Payments (May 2020)

##### Direct Debit payments

BT	Office - Phone & broadband (May 20)	£	54.60
Eon	Office - Electricity (May 20)	£	50.00
British Gas	Shears Mill - Electricity (Apr 20)	£	10.62
Business Stream	Allotments - UR - Water (Jan-Apr 20)	£	710.50

##### Staff Debit Card payments

DW - Wix.com	Extra emails account gsuite	£	59.31
ST - Amazon	A4 paper	£	19.97
ST - Amazon	Stationery	£	29.29
ST - Vodafone	Mobile Top-up	£	10.00
ST - Amazon	Printer Inks	£	41.95

##### BACS payments

Fosters Tree Surgeon	Tree survey work	£	888.00
Eastleigh Borough Council	Dog Bin Emptying (Apr 20)	£	49.06
Green Smile	Extra weedkiller cost (glysophate free)	£	280.80
Mid Hants Fire Protection	BMH Fire Risk Assessment	£	150.00
Mid Hants Fire Protection	6mthly servicing fire alarms/extinguishers	£	207.48
HALC	LCPD Membership 2020	£	192.00
Seagrave Inspection Services	Play Area Operational Inspections Apr 20	£	597.60
HALC	HALC/NALC Affiliation Levy 2020/21	£	1,548.22
Arbo Eco Consultancy	Borehole tree work Cemetery	£	280.00
Shawyers	Cemetery Tree work as per survey	£	1,752.00
Staff	Salary	£	4,267.10
Staff	Mileage + Office Allowance	£	135.50
HMRC	Tax / NI	£	-
HCC	LGPS	£	-
Green Smile	Ground Maintenance (May 2020)	£	3,979.31

##### Cheque payments

£ -

<b>Out Of Pocket Expenses</b> N/A	<b>Clerk - DW</b>	£ -		
		<b>Sub total</b>	£	-
<b>Out Of Pocket Expenses</b>	<b>Projects Officer - CT</b>	£ -		
		<b>Sub total</b>	£	-
<b>Out Of Pocket Expenses</b> N/A	<b>RFO - ST</b>	£ -		
		<b>Sub total</b>	£	-
<b>Out Of Pocket Expenses</b> Vodafone	<b>Cemeteries Officer - JW</b> Mobile Top-up	£ 10.00		
		<b>Sub total</b>	£	10.00
<b>Total payments</b>				<b>£ 15,323.31</b>

## Bishopstoke Parish Council

### Finance & General Purposes Meeting

8th September 2020

#### Payments (June 2020)

##### Direct Debit payments

BT	Office - Phone & broadband (Jun 20)	£	54.60
Eon	Office - Electricity (Jun 20)	£	50.00
British Gas	Shears Mill - Electricity (May 20)	£	11.06

##### Staff Debit Card payments

ST - Amazon	Stationery supplies for JW	£	9.54
ST - Amazon	Stationery supplies for JW	£	4.59
ST - Amazon	Stationery supplies for JW	£	1.85
ST - Amazon	Stationery supplies for JW	£	13.17
ST - Amazon	Stationery supplies for JW	£	46.28
ST - Amazon	Stationery supplies for JW	£	14.99
ST - Amazon	Stationery supplies for JW	£	2.50
ST - Amazon	Stationery supplies for JW	£	3.99
ST - Amazon	Stationery supplies for JW	£	8.99
ST - Amazon	Stationery supplies for JW	£	20.42
ST - Amazon	Stationery supplies for JW	£	7.94
ST - Amazon	Stationery supplies for JW	£	20.69
DW - Zoom	Annual software licence	£	115.10
ST - Amazon	Stationery supplies for JW	£	8.99
ST - Amazon	Webcam & SD card for Parish Office	£	45.49
ST - County Locksmiths	BMH Replacement locks	£	287.09
ST - Amazon	BMH Emergency Lighting Test Key	£	2.59
ST - One Stop	Postage Stamps	£	70.20
ST - Vodafone	Mobile Top-up	£	10.00
ST - County Locksmiths	BMH Replacement Key Cutting	£	187.32

##### BACS payments

GW Shelter Solutions	Replacement Bus Shelter Old Fair Oak Rd	£	4,411.45
Green Smile	Cutting back overgrown shrubs BMH	£	240.00
Greens Clearances	Plot Clearance UR	£	210.00
The CDS Group	Groundwater Risk Assessment	£	5,040.00
Mid Hants Fire Protection	Refilling stolen fire extinguishers	£	141.42
Fosters Tree Surgeon	Tree work UR	£	336.00
P Stewart	Office & Shears Mill cleaning (Mar-May 20)	£	165.00
Mid Hants Fire Protection	Remedial Work to Emergency Lighting BMH	£	721.20
Churchs Fire Protection	BMH Contract Cancellation fee	£	487.36
S Willis	Fuel for JL equipment	£	6.00

Staff	Salary	£	4,017.85
Staff	Mileage + Office Allowance	£	128.25
HMRC	Tax / NI	£	1,813.59
HCC	LGPS	£	2,151.98
Green Smile	Ground Maintenance (Jun 2020)	£	3,979.31



**Cheque payments**

£ -

**Out Of Pocket Expenses**  
N/A

**Clerk - DW**

£ -

**Sub total** £ -

**Out Of Pocket Expenses**

**Projects Officer - CT**

£ -

**Sub total** £ -

**Out Of Pocket Expenses**  
N/A

**RFO - ST**

£ -

**Sub total** £ -

**Out Of Pocket Expenses**  
N/A

**Cemeteries Officer - JW**

£ -

**Sub total** £ -

**Total payments**

**£ 24,846.80**

## Direct Debit Payees 2020-21

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

British Telecom	Parish Office - Phone
British Telecom	Parish Office - Broadband
British Gas	Shears Mill - Electricity
British Gas	Allotments – Manor Farm – Electricity
Eon	Parish Office – Electricity
Business Stream	Cemetery – Water
Business Stream	Allotments – Manor Farm – Water
Business Stream	Allotments – Jockey Lane – Water
Eastleigh Borough Council	Large Waste Bin Collection
Information Commissioner's Office	Data Protection Registration

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



## Finance & General Purposes Clerk's report 8 September 2020

### Clerk's Report

#### Matters Arising:

There were no matters arising to report on.

#### Parish Assets:

**Allotments** There is nothing new to report on allotments since the last report at Full Council on 4<sup>th</sup> August 2020.

**Burial Matters** Between April 1<sup>st</sup> and August 31<sup>st</sup> there were 14 interments – 4 new burials with 6 re-openings and 4 new ashes plots with 1 re-opening. There is currently 1 scheduled interment in September. Progress is still being made at St Mary's with the latest work scheduled being the removal and replacement of dangerous fencing. There is also work being planned to make safe various trees in the churchyard. We still await news of when the cemetery extension will begin the twelve month maintenance period.

**Parish Office** We still await confirmation from Smart Offices as to their proposals for changes to the fire door. We may have to consider calling in a local company to install an improved fire door if Smart Offices are unable to help.

**Play Areas** Various repairs have been ordered across the parish for our play areas. There is more to be considered following the latest round of inspections. Sadly, there is also occasional vandalism which is both frustrating and expensive. Quotes have been sought for the play area signage and funding for this will be on the Full Council agenda at the end of September.

**Trees** Work from the tree survey has been ongoing through the summer and will continue until complete.

#### Other Matters:

**Otter Close** Councillors will be aware of the situation at Otter Close over the past two weeks. All agencies involved have been striving to find the best solution for the people concerned but there have been several stumbling blocks along the way. They have now moved on from Otter Close to another location – not within the Parish – and I am told they have no plans to return. Agencies continue to work with them to find a permanent solution.