

# **BISHOPSTOKE PARISH COUNCIL**

**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 11 September 2018 at 7.30pm  
This Meeting is Open to the Public**

*An invitation to attend all meetings of Bishopstoke Parish Council is extended to relevant: Hampshire County councillors; Eastleigh Borough councillors; and, the Eastleigh East Safer Neighbourhood Team*

## **AGENDA**

1. Apologies for Absence
2. To adopt the Minutes of the Finance & General Purposes Meeting held on 10 July 2018
3. To consider Matters Arising from the above Minutes
4. Declarations of Interest and Requests for Dispensations
5. To receive reports from Working Groups
6. To receive the RFO's Report, and approve Budget Monitoring and Payments Reports for July and August 2018
7. To determine whether to recommend employing a cleaner for allotment toilets and how to cover the cost
8. To recommend virement of £2,000 from reserves to pay for essential remedial work at the Underwood Road allotment site
9. To make recommendations regarding the Carnival Street Collection grant requests
10. To make recommendations on the grant application from Open Sight
11. To agree the Bishopstoke Parish Council response to the consultation on Local Government – 2019/20 Council Tax Referendum Principles
12. To approve payment for the bicycle and buggy park in Sayers Road play area
13. To decide upon the actions contained in the report from the Cemetery Working Group
14. To receive the Clerk's Report, including an update on Parish Council assets.
15. Date, time, place and agenda items for next meeting – Tuesday 9 October 2018 at 7.30pm in the Parish Office, Riverside, Bishopstoke.



***D Hillier-Wheal  
Clerk to Bishopstoke Parish Council  
5 September 2018***

*Members: Cllrs Harris (Chair), Winstanley (Vice-Chair), Brown, Dean, Thornton, Tidridge and Toher*

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Finance and General Purposes Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 10 July 2018

**Present:** Cllrs Brown, Dean, Thornton and Tidridge

**In Attendance:** Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)

**Public Session** 0 members of the public were present

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**Public Session**

### **41 Election of Chair for the meeting**

41.1 In the absence of both the Chair and Vice-Chair of the Finance & General Purposes Committee, a Chair for the meeting needed to be appointed.

41.2 Proposed Cllr Tidridge, Seconded Cllr Brown, **RESOLVED** unanimously that Cllr Thornton be elected Chair for the duration of this meeting.

### **42 Apologies for Absence**

42.1 Apologies had been received and were accepted from Cllrs Harris, Winstanley and Toher.

### **43 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 5 June 2018**

43.1 The draft minutes had been circulated with the supporting papers for this meeting.

43.2 Proposed Cllr Tidridge, Seconded Cllr Brown, **RESOLVED** that the Minutes of the Finance and General Purposes Meeting held on 5 June 2018 be accepted as a true record.

### **44 To consider Matters Arising from the above Minutes**

44.1 Minute 32.3 – Direct Services as a whole have taken over the work of Dave Bowen, including that of determining the suitability of the Cemetery extension. The Clerk was asked to determine what options the Borough Council has if the land is deemed not suitable.

**Action: Clerk**

44.2 Minute 35.4 – Notification of the memorial inspections is on all the noticeboards.

44.3 Minute 37.2 – Designs and quotes are still being obtained for the extra work on Sayers Road Play Area. In light of the recent complaints, the Clerk was asked to contact the Street Pastors to request they include Sayers Road on their rounds.

**Action: Clerk**

44.4 Minute 39.6 – Reverend Wise has been contacted regarding the possibility of placing a Royal British Legion silhouette at St Paul's. No reply has been received yet.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**45 Declarations of Interest and Requests for Dispensation**

45.1 None declared or requested.

**46 To receive reports from Working Groups**

46.1 Cllr Thornton informed the Committee that he had recently attended a meeting of the Bishopstoke Community Association. Discussions are taking place with the County Council regarding the rent and the repairs that are needed.

46.2 Cllr Tidridge stated that Cllr Toher is arranging the next Neighbourhood Plan Working Group meeting.

**47 To receive the RFO's Report, and approve Budget Monitoring and Payments Reports for June 2018**

47.1 The budget monitoring and payments reports had been circulated with the supporting papers for this meeting and are attached to the minutes.

47.2 The Clerk noted the payment to Vitaplay for Sayers Road play area, and the payment from the Borough Council to cover it.

47.3 Proposed Cllr Thornton, Seconded Cllr Dean, **RESOLVED** unanimously that the Committee approve the RFO, Payment and Budget Monitoring reports for June 2018.

**48 To make recommendations on the Parish Council response to the Hampshire County Council Permit Scheme Consultation**

48.1 Cllr Thornton noted with approval that the scheme includes incentives for collaborative working.

48.2 Proposed Cllr Tidridge, Seconded Cllr Dean, **RECOMMENDED** unanimously that the Parish Council respond supporting the proposed scheme.

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

49.1 June saw 1 new burial and 1 ashes reopening, July has 1 ashes reopening booked. The total for the year so far is 9 interments

49.2 The Clerk informed the Committee that he is attending a meeting on the 12<sup>th</sup> July with the Borough Council, a local gravedigger and the developers at the Cemetery. The meeting is to discuss the state of the Cemetery extension and the new groundwater regulations. Work on the repairs to the gateposts and wall at St Mary's Church is expected to begin this month. There is some minor vandalism taking place at Old St Mary's churchyard which is being monitored. It has also now been confirmed that the dog waste bin at Old St Mary's is the responsibility of the Borough Council.

49.3 Church Road play area is suffering from moles. A pest control firm is being engaged to help.

49.4 The Clerk reported that crime in both the BIFOHH area generally and Bishopstoke specifically is slightly down on the previous year. A new quarterly report from the Police was also circulated. The report gave more detail on the breakdown of crime in the area and was welcomed by the Committee. The Clerk was requested to ask whether someone from the police might attend the Parish Council meeting after the next report is published.

**Action: Clerk**

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

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

50.1 The next meeting is scheduled to be on Tuesday 11 September 2018 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

50.2 Agenda items for this meeting should be received by the Clerk at least 7 days prior to the meeting.

*There being no further business, the Chair closed the meeting at 7:55pm*

DRAFT

**Resolutions to be noted by the Full Parish Council**

41.2 that Cllr Thornton be elected Chair for the duration of this meeting

43.2 that the Minutes of the Finance and General Purposes Meeting held on 5 June 2018 be accepted as a true record.

47.3 that the Committee approve the RFO, Payment and Budget Monitoring reports for June 2018.

**Recommendations for consideration by the Full Parish Council**

48.2 that the Parish Council respond supporting the proposed scheme

DRAFT

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

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

# Bishopstoke Parish Council

## Finance & General Purposes Meeting

11th September 2018

ITEM 6

### Payments (July 2018)

#### Direct debits

BT	Office Phone (June 18)	£	37.57
Business Stream	Allotment - UR - Water (Apr 18 - July 18)	£	168.21
British Gas	Allotment - UR - Elec (June 18)	£	29.91
British Gas	Shears Mill - Elec (June 18)	£	7.94
Eon	Office Electricity (June 18)	£	38.00

#### Internet payments

Bunny Builders	Cemetery Improvements (dep)	£	1,000.00
Ryan O'Connor	Glebe Meadow repairs	£	276.58
Kays Taxi Group	Travel Token Refund	£	260.00
Bishopstoke & Fair Oak Good	Travel Token Refund	£	100.00
Hampshire Environmental Ser	Allotments -UR - asbestos removal	£	600.00
Green Smile	Various	£	206.40
Bunny Builders	Cemetery Improvements	£	3,127.50
Royal British Legion	Silhouettes	£	750.00
Eastleigh Borough Council	Dog Waste (June 2018)	£	49.06
Green Smile	Ground Maintenance (June 18)	£	3,979.31
Staff	Salary	£	3,425.80
Staff	Mileage + Office Allowance	£	109.80
HMRC	Tax / NI	£	1,005.82
HCC	LGPS	£	1,090.85

#### Cheque payments

<b>Out Of Pocket Expenses</b>	<b>Clerk</b>		
Post Office	Stamps	£	40.60
Vodafone	Top up	£	5.00
Post Office	Charge	£	1.50
		Sub total	£ 47.10
<b>Out Of Pocket Expenses</b>	<b>Assistant Clerk - CT</b>		
	labels for Cemetery	£	7.98
	Phone Top Up	£	15.00
	Canes for notices	£	3.00
		Sub total	£ 25.98
<b>Out Of Pocket Expenses</b>	<b>Assistant Clerk - ST</b>		
	Visor and Headgear	£	49.04
	Ear Defenders	£	59.95
	Fuel	£	20.00
	Phone top up	£	10.00
	Health & Safety Eqpt	£	79.83
		Sub total	£ 218.82
<b>Total payments</b>		<b>£</b>	<b>16,554.65</b>

# Bishopstoke Parish Council

## Finance & General Purposes Meeting

11th September 2018

ITEM 6

### Payments (August 2018)

#### Direct debits

BT	Office Phone / Broadband (July 18)	£	48.82
Business Stream	Allotment - JL - Water (Apr 18 - July 18)	£	0.18
British Gas	Allotment - UR - Elec (July 18)	£	29.26
British Gas	Shears Mill - Elec (July 18)	£	9.96
Eon	Office Electricity (July 18)	£	38.00

#### Internet payments

Kestrel Pest Control	Remove Bumblebees	£	72.00
Greens Rubbish	Allotment - UR - Shed clearance	£	210.00
N J Bryan	Cemetery and Jockey Lane taps	£	90.00
Green Smile	Various	£	513.60
Jason Bruno	Old St mary's - repair work	£	334.32
Green Smile	Glebe Meadow - Sensory tidy up	£	180.00
Greens Rubbish	Parish Office - waste clearance	£	90.00
Hampshire Environmental Ser	Allotments - UR - Asbesetos sample	£	48.00
One Community	Travel Token refund	£	61.00
Eastleigh Borough Council	Dog Waste - Jul 18	£	49.06
Jason Bruno	St Marys Wall - 1st stage	£	1,824.12
Greens Rubbish	Cemetery - Bench clearance	£	222.00
Party Sashes Galore	Carnival - Court sashes	£	30.45
Bigwease event services	Carnival - Sound	£	300.00
P. W. Stewart	Office - Windows	£	45.00
P. W. Stewart	Shears Mill - Windpws	£	60.00
P. W. Stewart	Clock - adjustments	£	15.00
Seagrave Inspection Services	Play Area - Inspections	£	484.78
Penny Alford	Carnival - Court outfits	£	184.72
Geoff Harris	Carnival - Safety equipment	£	160.38
Bunny Builders	Cemetery - Bin Store	£	336.00
N J Bryan	Allotments - UR - Standpipe	£	117.60
Bunny Builders	Cemetery - Railing repairs	£	132.00
Bishopstoke Community Asso	Hire 27th July	£	30.00
Jason Bruno	Cemetery seat maintenance	£	384.00
Green Smile	Ground Maintenance (August 18)	£	3,979.31
Staff	Salary	£	3,366.55
Staff	Mileage + Office Allowance	£	81.00
HMRC	Tax / NI	£	966.53
HCC	LGPS	£	1,070.22





## Bishopstoke Parish Council - Budget Monitoring - Income (July)

Finance & General Purposes Meeting - 11th September 2018

Prior to 01/08/2018	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Received to Date	Proportion Received
Admin	100	1100	General	£ -	£ 78,068.00	£ 78,068.00	100.00%
	100	1110	Precept	£ 184,463.51		£ 92,231.51	50.00%
	100	1120	Council Tax Support	£ 13,336.38		£ 13,336.38	100.00%
	100	1130	Interest Receivable	£ 200.00		£ -	0.00%
Carnival	200	1200	General	£ 300.00		£ -	0.00%
	200	1210	Adverts	£ 1,000.00		£ -	0.00%
	200	1220	Events	£ 500.00		£ -	0.00%
	200	1230	Sponsors	£ -		£ -	
	200	1240	Stalls	£ 400.00		£ -	0.00%
	200	1250	Street Collection	£ 450.00		£ -	0.00%
	200	1260	Tenders	£ 600.00		£ -	0.00%
Burial Board	400	1400	General	£ -		£ -	
	400	1410	Grant Transfer	£ 250.00		£ 25.00	10.00%
	400	1420	Interment	£ 8,250.00		£ 3,550.00	43.03%
	400	1430	Memorials	£ 1,000.00		£ 1,350.00	135.00%
	400	1440	Plot Purchase	£ 500.00		£ -	0.00%
Allotments	500	1500	General	£ -		£ -	
	500	1510	Deposits	£ -		£ 170.00	
	500	1520	Rent	£ 5,000.00		£ 82.92	1.66%

Total Income	Budgeted + Virements	Received to Date	Proportion
	£294,317.89	£188,813.81	64.15%

## Bishopstoke Parish Council - Budget Monitoring - Income (August)

Finance & General Purposes Meeting - 11th September 2018

Prior to 01/09/2018	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Received to Date	Proportion Received
Admin	100	1100	General	£ -	£ 78,068.00	£ 78,068.00	100.00%
	100	1110	Precept	£ 184,463.51		£ 92,231.51	50.00%
	100	1120	Council Tax Support	£ 13,336.38		£ 13,336.38	100.00%
	100	1130	Interest Receivable	£ 200.00		£ -	0.00%
Carnival	200	1200	General	£ 300.00		£ -	0.00%
	200	1210	Adverts	£ 1,000.00		£ -	0.00%
	200	1220	Events	£ 500.00		£ -	0.00%
	200	1230	Sponsors	£ -		£ -	
	200	1240	Stalls	£ 400.00		£ -	0.00%
	200	1250	Street Collection	£ 450.00		£ -	0.00%
	200	1260	Tenders	£ 600.00		£ -	0.00%
Burial Board	400	1400	General	£ -		£ 179.21	
	400	1410	Grant Transfer	£ 250.00		£ 100.00	40.00%
	400	1420	Interment	£ 8,250.00		£ 5,700.00	69.09%
	400	1430	Memorials	£ 1,000.00		£ 1,650.00	165.00%
	400	1440	Plot Purchase	£ 500.00		£ -	0.00%
Allotments	500	1500	General	£ -		£ -	
	500	1510	Deposits	£ -		£ 170.00	
	500	1520	Rent	£ 5,000.00		£ 82.92	1.66%

Total Income	Budgeted + Virements	Received to Date	Proportion
	£294,317.89	£191,518.02	65.07%

## Bishopstoke Parish Council - Budget Monitoring - Expenditure (Aug)

Finance & General Purposes Meeting - 11th September 2018

Prior to 01/09/2018	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Admin	100	4000	Salaries	£ 47,000.00		£ 13,451.56		£ 33,548.44	28.62%
	100	4001	N.I.	£ 12,000.00		£ 3,918.89		£ 8,081.11	32.66%
	100	4002	Pensions	£ 12,000.00		£ 4,289.68		£ 7,710.32	35.75%
	100	4003	``	£ 648.00		£ 216.00		£ 432.00	33.33%
	100	4004	Travel / Mileage	£ 500.00		£ 202.87		£ 297.13	40.57%
	100	4020	Staff Training	£ 1,000.00		£ 75.00		£ 925.00	7.50%
	100	4021	Seminars	£ -		£ -		£ -	
	100	4023	Reference Material	£ -		£ -		£ -	
	100	4030	Staff Expenses	£ 3,000.00		£ 202.50		£ 2,797.50	6.75%
	100	4040	Audit	£ 1,200.00		£ 750.00		£ 450.00	62.50%
	100	4041	Insurance	£ 2,100.00		£ -		£ 2,100.00	0.00%
	100	4042	Subscriptions	£ 1,900.00		£ 2,190.66		-£ 290.66	115.30%
	100	4052	Recruitment	£ -		£ -		£ -	
	100	4099	General	£ 200.00		£ -		£ 200.00	0.00%
100	4150	Room Hire	£ 200.00		£ -		£ 200.00	0.00%	
Parish Office	110	4100	Consumables	£ 1,000.00		£ 879.49		£ 120.51	87.95%
	110	4120	IT Purchase	£ 1,500.00		£ 704.18		£ 795.82	46.95%
	110	4130	IT Maintenance	£ -		£ -		£ -	
	110	4160	Furnishings	£ 500.00		£ -		£ 500.00	0.00%
	110	4199	General	£ 1,000.00		£ 124.75		£ 875.25	12.48%
	110	4800	Electricity	£ 400.00		£ 136.00		£ 264.00	34.00%
	110	4820	Phone	£ 300.00		£ 106.08		£ 193.92	35.36%
	110	4830	Broadband	£ 300.00		£ 50.80		£ 249.20	16.93%

Prior to 01/09/2018	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Publicity	120	4050	Newsletter	£ 5,000.00		£ -		£ 5,000.00	0.00%
	120	4051	Noticeboards	£ 1,500.00	£ 1,500.00	£ -		£ 3,000.00	0.00%
Councillor	130	4010	Election Expenses	£ 2,000.00		£ -		£ 2,000.00	0.00%
	130	4022	Councillor Training	£ 500.00		£ 180.00		£ 320.00	36.00%
	130	4031	Chair's Expenses	£ 150.00		£ 27.87		£ 122.13	18.58%
Grants	140	4060	Open Grants	£ 6,000.00		£ 1,500.00		£ 4,500.00	25.00%
	140	4061	Street Pastors	£ 500.00		£ -		£ 500.00	0.00%
Community Projects	150	4170	Community Centre	£ 2,500.00		£ 1,000.00		£ 1,500.00	40.00%
	150	4172	Memorial Hall	£ 3,000.00		£ 115.00		£ 2,885.00	3.83%
	150	4174	PCSO Funding	£ 7,600.00		£ -		£ 7,600.00	0.00%
	150	4176	Yzone	£ 25,000.00		£ -		£ 25,000.00	0.00%
	150	4179	General	£ -		£ 776.70		-£ 776.70	
	151	4080	Travel Token Repayments	£ 1,200.00		£ 732.00		£ 468.00	61.00%
	151	4089	Travel Token General	£ -		£ 92.50		-£ 92.50	
	152	4070	Shears Mill Maintenance	£ 500.00		£ 242.60		£ 257.40	48.52%
	152	4079	Shears Mill General	£ -		£ -		£ -	
	152	4802	Shears Mill Electricity	£ 150.00		£ 34.22		£ 115.78	22.81%
	153	4180	Bus Shelter Cleaning	£ 1,000.00		£ -		£ 1,000.00	0.00%
	153	4185	Bus Shelter Repair	£ 500.00		£ -		£ 500.00	0.00%
	153	4189	Bus Shelter General	£ -		£ -		£ -	
N. Plan	160	4140	Neighbourhood Plan General	£ 5,000.00		£ -		£ 5,000.00	0.00%

Prior to 01/09/2018	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Carnival	200	4210	Arena	£ 6,000.00		£ -		£ 6,000.00	0.00%
	200	4211	Car Show			£ -		£ -	
	200	4212	Duck Race			£ -		£ -	
	200	4213	Parade			£ 126.00		-£ 126.00	
	200	4214	Quizzes			£ -		£ -	
	200	4215	River Floats			£ -		£ -	
	200	4216	Tea Party			£ -		£ -	
	200	4230	Entertainment			£ -		£ -	
	200	4240	First Aid			£ -		£ -	
	200	4250	Grants			£ -		£ -	
	200	4260	Programme			£ -		£ -	
	200	4261	Publicity			£ -		£ -	
	200	4270	Court			£ -		£ -	
200	4299	General			£ -		£ -		
Glebe Meadow	300	4300	Play Eqpt Maintenance	£ 1,000.00		£ -		£ 1,000.00	0.00%
	300	4310	Play Ept Purchase	£ 1,000.00		£ -		£ 1,000.00	0.00%
	300	4700	Trees	£ 2,000.00		£ 861.00	-£ 861.00	£ 2,000.00	0.00%
	300	4710	Grounds			£ 2,710.14		-£ 2,710.14	
	301	4300	Skate Park Maintenance	£ 500.00		£ -		£ 500.00	0.00%
	301	4310	Skate Park Purchase	£ -		£ -		£ -	
Church Road	310	4300	Play Eqpt Maintenance	£ 1,000.00		£ -		£ 1,000.00	0.00%
	310	4310	Play Ept Purchase	£ 1,000.00		£ -		£ 1,000.00	0.00%
	310	4700	Trees	£ 1,000.00		£ 462.00	-£ 462.00	£ 1,000.00	0.00%
	310	4710	Grounds			£ 933.60		-£ 933.60	
Otter Close	320	4300	Play Eqpt Maintenance	£ 1,000.00		£ -		£ 1,000.00	0.00%
	320	4310	Play Ept Purchase	£ 1,000.00		£ -		£ 1,000.00	0.00%
	320	4700	Trees	£ 1,000.00		£ 2,698.50	-£ 2,698.50	£ 1,000.00	0.00%
	320	4710	Grounds			£ 1,199.40		-£ 1,199.40	

Prior to 01/09/2018	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Sayers Road	330	4300	Play Eqpt Maintenance	£ -		£ -		£ -	
	330	4310	Play Ept Purchase	£ -	£ 78,068.00	£ 66,068.68		£ 11,999.32	84.63%
	330	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	330	4710	Grounds			£ 1,052.40		-£ 1,052.40	
Templecombe Road	340	4300	Play Eqpt Maintenance	£ 1,000.00		£ -		£ 1,000.00	0.00%
	340	4310	Play Ept Purchase	£ 1,000.00		£ -		£ 1,000.00	0.00%
	340	4700	Trees	£ 1,000.00		£ 604.00	-£ 604.00	£ 1,000.00	0.00%
	340	4710	Grounds			£ 660.60		-£ 660.60	
Brookfield	350	4300	Play Eqpt Maintenance	£ 800.00		£ -		£ 800.00	0.00%
	350	4310	Play Ept Purchase	£ 1,000.00		£ -		£ 1,000.00	0.00%
	350	4700	Trees	£ 1,000.00		£ 2,232.00	-£ 1,932.00	£ 700.00	30.00%
	350	4710	Grounds			£ 1,924.00		-£ 1,924.00	
	351	4300	BMX Track Maintenance	£ -		£ -		£ -	
	351	4310	BMX Track Purchase	£ -		£ -		£ -	
	352	4300	MUGA Maintenance	£ 200.00		£ -		£ 200.00	0.00%
	352	4310	MUGA Purchase	£ -		£ -		£ -	
Play Area	399	4399	Play Area General	£ 31,500.00		£ 397.00		£ 31,103.00	1.26%
Cemetery	400	4400	Burial Board Maintenance	£ 1,000.00		£ 1,174.00		-£ 174.00	117.40%
	400	4499	Burial Board General	£ 6,000.00	£ 3,500.00	£ 4,792.48		£ 4,707.52	50.45%
	400	4701	Trees	£ 2,500.00		£ 3,251.00	-£ 3,161.00	£ 2,410.00	3.60%
	400	4713	Grounds Maintenance	£ 4,000.00		£ 2,186.40		£ 1,813.60	54.66%
	400	4810	Water	£ 100.00		£ 47.07		£ 52.93	47.07%
Old St Marys	410	4499	General	£ 1,600.00		£ 259.61		£ 1,340.39	16.23%
	410	4701	Trees	£ 2,000.00		£ 1,581.00	-£ 1,386.00	£ 1,805.00	9.75%
	410	4711	Ground Maintenance	£ 1,000.00		£ 1,185.80		-£ 185.80	118.58%

Prior to 01/09/2018	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
St Marys	420	4499	General	£ 15,500.00		£ 324.61		£ 15,175.39	2.09%
	420	4701	Trees	£ 2,000.00		£ 567.00	-£ 567.00	£ 2,000.00	0.00%
	420	4712	Ground Maintenance	£ 2,000.00		£ 1,164.40		£ 835.60	58.22%
Allotments	500	4599	Allotments General	£ 500.00		£ -		£ 500.00	0.00%
Underwood Road	510	4500	Buildings	£ 500.00		£ -		£ 500.00	0.00%
	510	4510	Eqpt	£ 500.00		£ 96.77		£ 403.23	19.35%
	510	4599	General	£ 1,500.00	£ 1,000.00	£ 1,658.78		£ 841.22	66.35%
	510	4714	Grounds Maintenance	£ 100.00		£ 84.00		£ 16.00	84.00%
	510	4801	Electricity	£ 400.00		£ 105.27		£ 294.73	26.32%
	510	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	510	4811	Water	£ 1,000.00		£ 222.96		£ 777.04	22.30%
Jockey Lane	520	4500	Buildings	£ 500.00		£ 175.80		£ 324.20	35.16%
	520	4510	Eqpt	£ 500.00		£ -		£ 500.00	0.00%
	520	4599	General	£ 1,000.00		£ 272.13		£ 727.87	27.21%
	520	4714	Grounds Maintenance	£ 400.00		£ 126.00		£ 274.00	31.50%
	520	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	520	4811	Water	£ 300.00		£ -		£ 300.00	0.00%
Open Space	600	4700	Trees	£ 3,000.00		£ -		£ 3,000.00	0.00%
	600	4710	Grounds Maintenance	£ 7,000.00		£ 466.24		£ 6,533.76	6.66%

Total	Budgeted + Virements	Spending	Funds Remaining
	£ 344,816.00	£ 121,998.49	£ 222,817.51
		Proportion Spent	
		35.38%	



## Bishopstoke Parish Council - Budget Monitoring - Expenditure (Aug)

Finance & General Purposes Meeting - 11th September 2018

Prior to 01/09/2018	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Admin	100	4000	Salaries	£ 47,000.00		£ 16,818.11		£ 30,181.89	35.78%
	100	4001	N.I.	£ 12,000.00		£ 4,885.42		£ 7,114.58	40.71%
	100	4002	Pensions	£ 12,000.00		£ 5,359.90		£ 6,640.10	44.67%
	100	4003	``	£ 648.00		£ 270.00		£ 378.00	41.67%
	100	4004	Travel / Mileage	£ 500.00		£ 229.87		£ 270.13	45.97%
	100	4020	Staff Training	£ 1,000.00		£ 75.00		£ 925.00	7.50%
	100	4021	Seminars	£ -		£ -		£ -	
	100	4023	Reference Material	£ -		£ -		£ -	
	100	4030	Staff Expenses	£ 3,000.00		£ 232.50		£ 2,767.50	7.75%
	100	4040	Audit	£ 1,200.00		£ 750.00		£ 450.00	62.50%
	100	4041	Insurance	£ 2,100.00		£ -		£ 2,100.00	0.00%
	100	4042	Subscriptions	£ 1,900.00		£ 2,190.66		-£ 290.66	115.30%
	100	4052	Recruitment	£ -		£ -		£ -	
	100	4099	General	£ 200.00		£ 75.00		£ 125.00	37.50%
100	4150	Room Hire	£ 200.00		£ 30.00		£ 170.00	15.00%	
Parish Office	110	4100	Consumables	£ 1,000.00		£ 1,179.64		-£ 179.64	117.96%
	110	4120	IT Purchase	£ 1,500.00		£ 704.18		£ 795.82	46.95%
	110	4130	IT Maintenance	£ -		£ -		£ -	
	110	4160	Furnishings	£ 500.00		£ -		£ 500.00	0.00%
	110	4199	General	£ 1,000.00		£ 169.75		£ 830.25	16.98%
	110	4800	Electricity	£ 400.00		£ 174.00		£ 226.00	43.50%
	110	4820	Phone	£ 300.00		£ 146.76		£ 153.24	48.92%
	110	4830	Broadband	£ 300.00		£ 50.80		£ 249.20	16.93%

Prior to 01/09/2018	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Publicity	120	4050	Newsletter	£ 5,000.00		£ -		£ 5,000.00	0.00%
	120	4051	Noticeboards	£ 1,500.00	£ 1,500.00	£ -		£ 3,000.00	0.00%
Councillor	130	4010	Election Expenses	£ 2,000.00		£ -		£ 2,000.00	0.00%
	130	4022	Councillor Training	£ 500.00		£ 180.00		£ 320.00	36.00%
	130	4031	Chair's Expenses	£ 150.00		£ 27.87		£ 122.13	18.58%
Grants	140	4060	Open Grants	£ 6,000.00		£ 1,500.00		£ 4,500.00	25.00%
	140	4061	Street Pastors	£ 500.00		£ -		£ 500.00	0.00%
Community Projects	150	4170	Community Centre	£ 2,500.00		£ 1,000.00		£ 1,500.00	40.00%
	150	4172	Memorial Hall	£ 3,000.00		£ 115.00		£ 2,885.00	3.83%
	150	4174	PCSO Funding	£ 7,600.00		£ -		£ 7,600.00	0.00%
	150	4176	Yzone	£ 25,000.00		£ -		£ 25,000.00	0.00%
	150	4179	General	£ -		£ 1,173.24		-£ 1,173.24	
	151	4080	Travel Token Repayments	£ 1,200.00		£ 793.00		£ 407.00	66.08%
	151	4089	Travel Token General	£ -		£ 92.50		-£ 92.50	
	152	4070	Shears Mill Maintenance	£ 500.00		£ 338.25		£ 161.75	67.65%
	152	4079	Shears Mill General	£ -		£ -		£ -	
	152	4802	Shears Mill Electricity	£ 150.00		£ 43.71		£ 106.29	29.14%
	153	4180	Bus Shelter Cleaning	£ 1,000.00		£ -		£ 1,000.00	0.00%
	153	4185	Bus Shelter Repair	£ 500.00		£ -		£ 500.00	0.00%
	153	4189	Bus Shelter General	£ -		£ -		£ -	
N. Plan	160	4140	Neighbourhood Plan General	£ 5,000.00		£ -		£ 5,000.00	0.00%

Prior to 01/09/2018	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Carnival	200	4210	Arena	£ 6,000.00		£ -		£ 6,000.00	0.00%
	200	4211	Car Show			£ -		£ -	
	200	4212	Duck Race			£ -		£ -	
	200	4213	Parade			£ 126.00		-£ 126.00	
	200	4214	Quizzes			£ -		£ -	
	200	4215	River Floats			£ -		£ -	
	200	4216	Tea Party			£ -		£ -	
	200	4230	Entertainment			£ 300.00		-£ 300.00	
	200	4240	First Aid			£ -		£ -	
	200	4250	Grants			£ -		£ -	
	200	4260	Programme			£ -		£ -	
	200	4261	Publicity			£ -		£ -	
	200	4270	Court			£ 215.17		-£ 215.17	
	200	4299	General			£ 133.65		-£ 133.65	
Glebe Meadow	300	4300	Play Eqpt Maintenance	£ 1,000.00		£ -		£ 1,000.00	0.00%
	300	4310	Play Ept Purchase	£ 1,000.00		£ -		£ 1,000.00	0.00%
	300	4700	Trees	£ 2,000.00		£ 1,011.00	-£ 861.00	£ 1,850.00	7.50%
	300	4710	Grounds			£ 3,318.53		-£ 3,318.53	
	301	4300	Skate Park Maintenance	£ 500.00		£ -		£ 500.00	0.00%
	301	4310	Skate Park Purchase	£ -		£ -		£ -	
Church Road	310	4300	Play Eqpt Maintenance	£ 1,000.00		£ -		£ 1,000.00	0.00%
	310	4310	Play Ept Purchase	£ 1,000.00		£ -		£ 1,000.00	0.00%
	310	4700	Trees	£ 1,000.00		£ 462.00	-£ 462.00	£ 1,000.00	0.00%
	310	4710	Grounds			£ 1,167.00		-£ 1,167.00	
Otter Close	320	4300	Play Eqpt Maintenance	£ 1,000.00		£ -		£ 1,000.00	0.00%
	320	4310	Play Ept Purchase	£ 1,000.00		£ -		£ 1,000.00	0.00%
	320	4700	Trees	£ 1,000.00		£ 2,698.50	-£ 2,698.50	£ 1,000.00	0.00%
	320	4710	Grounds			£ 1,499.25		-£ 1,499.25	

Prior to 01/09/2018	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
Sayers Road	330	4300	Play Eqpt Maintenance	£ -		£ -		£ -	
	330	4310	Play Ept Purchase	£ -	£ 78,068.00	£ 66,068.68		£ 11,999.32	84.63%
	330	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	330	4710	Grounds			£ 1,315.50		-£ 1,315.50	
Templecombe Road	340	4300	Play Eqpt Maintenance	£ 1,000.00		£ -		£ 1,000.00	0.00%
	340	4310	Play Ept Purchase	£ 1,000.00		£ -		£ 1,000.00	0.00%
	340	4700	Trees	£ 1,000.00		£ 604.00	-£ 604.00	£ 1,000.00	0.00%
	340	4710	Grounds			£ 885.75		-£ 885.75	
Brookfield	350	4300	Play Eqpt Maintenance	£ 800.00		£ -		£ 800.00	0.00%
	350	4310	Play Ept Purchase	£ 1,000.00		£ -		£ 1,000.00	0.00%
	350	4700	Trees	£ 1,000.00		£ 2,232.00	-£ 1,932.00	£ 700.00	30.00%
	350	4710	Grounds			£ 2,405.00		-£ 2,405.00	
	351	4300	BMX Track Maintenance	£ -		£ -		£ -	
	351	4310	BMX Track Purchase	£ -		£ -		£ -	
	352	4300	MUGA Maintenance	£ 200.00		£ -		£ 200.00	0.00%
	352	4310	MUGA Purchase	£ -		£ -		£ -	
Play Area	399	4399	Play Area General	£ 31,500.00		£ 800.98		£ 30,699.02	2.54%
Cemetery	400	4400	Burial Board Maintenance	£ 1,000.00		£ 1,679.00		-£ 679.00	167.90%
	400	4499	Burial Board General	£ 6,000.00	£ 3,500.00	£ 5,217.48		£ 4,282.52	54.92%
	400	4701	Trees	£ 2,500.00		£ 3,251.00	-£ 3,161.00	£ 2,410.00	3.60%
	400	4713	Grounds Maintenance	£ 4,000.00		£ 2,733.00		£ 1,267.00	68.33%
	400	4810	Water	£ 100.00		£ 47.07		£ 52.93	47.07%
Old St Marys	410	4499	General	£ 1,600.00		£ 538.21		£ 1,061.79	33.64%
	410	4701	Trees	£ 2,000.00		£ 1,581.00	-£ 1,386.00	£ 1,805.00	9.75%
	410	4711	Ground Maintenance	£ 1,000.00		£ 1,482.25		-£ 482.25	148.23%

Prior to 01/09/2018	Cost Centre	Account Code	Description	Budget	Reserves / Virements	Spent to Date	Approved Spending	Funds Left	Proportion Spent
St Marys	420	4499	General	£ 15,500.00		£ 1,844.71		£ 13,655.29	11.90%
	420	4701	Trees	£ 2,000.00		£ 567.00	-£ 567.00	£ 2,000.00	0.00%
	420	4712	Ground Maintenance	£ 2,000.00		£ 1,455.50		£ 544.50	72.78%
Allotments	500	4599	Allotments General	£ 500.00		£ -		£ 500.00	0.00%
Underwood Road	510	4500	Buildings	£ 500.00		£ -		£ 500.00	0.00%
	510	4510	Eqpt	£ 500.00		£ 96.77		£ 403.23	19.35%
	510	4599	General	£ 1,500.00	£ 1,000.00	£ 1,971.78		£ 528.22	78.87%
	510	4714	Grounds Maintenance	£ 100.00		£ 105.00		-£ 5.00	105.00%
	510	4801	Electricity	£ 400.00		£ 133.14		£ 266.86	33.29%
	510	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	510	4811	Water	£ 1,000.00		£ 222.96		£ 777.04	22.30%
Jockey Lane	520	4500	Buildings	£ 500.00		£ 175.80		£ 324.20	35.16%
	520	4510	Eqpt	£ 500.00		£ -		£ 500.00	0.00%
	520	4599	General	£ 1,000.00		£ 312.13		£ 687.87	31.21%
	520	4714	Grounds Maintenance	£ 400.00		£ 157.50		£ 242.50	39.38%
	520	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	520	4811	Water	£ 300.00		£ 0.18		£ 299.82	0.06%
Open Space	600	4700	Trees	£ 3,000.00		£ -		£ 3,000.00	0.00%
	600	4710	Grounds Maintenance	£ 7,000.00		£ 978.02		£ 6,021.98	13.97%

Total	Budgeted + Virements	Spending	Funds Remaining
	£ 344,816.00	£ 136,726.17	£ 208,089.83
		Proportion Spent	
		39.65%	

## REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance & General Purposes Committee)

11<sup>th</sup> September 2018  
Agenda Item: 7

<b>Report Subject: Allotment Toilet Cleaning</b>
<b>Report Author: Sophie Thorogood</b>
<b>Executive Summary:</b> This report details the reasons for now considering hiring a cleaner for allotment toilets, and the possible methods of covering the costs.
<b>Recommendations:</b> <b>The Parish Council is recommended to: N/A</b>
<b>Notes:</b> <p>When considering health and safety requirements at the allotment sites, the Clerk &amp; Assistant Clerk for allotments discussed the idea of hiring a cleaner to clean each toilet. The job of cleaning the toilet block currently falls within the remit of the site representatives at both sites, but they have a large list of responsibilities already and have indicated that it is not always something that they regularly carry out. It was felt hiring a cleaner each week could be a better option.</p> <p>As the site reps will still have responsibility for the toilets and no site rep has come forward to replace John Pike at Jockey Lane, the toilet block there will be locked from October 1st until another site rep comes forward. In the recent nomination process for site reps there were no candidates at Jockey Lane. Jockey Lane will therefore not require a cleaner, but it would be useful to know what will happen should a site rep come forward.</p> <p>Current fees as resolved by the Parish Council are at £8 per square rod per year, or £5 per square rod for tenants aged over 70 years old for the rental year 1st October 2018 – 30th September 2019. This is unchanged from the previous year. Site reps receive a discount on their fees.</p> <p>In May, we wrote to all tenants asking them to check their details and sign a GDPR form. We also took the opportunity to canvas opinions as to whether or not they would be prepared to pay an extra £5 each year towards the cost of hiring a cleaner to clean</p> <p>At Underwood Road, there are 128 plots. 64 replies were received as at 31st August so a 50% response rate. Of those 64 replies to the question of hiring a cleaner, 32 replied yes, 27 replied no, and 5 forms were unsigned, this equates to 50% yes, 42% no and 8% unsure/unsigned.</p>

However, these replies included tenants with multiple plots, some indicated they would only be prepared to pay £5 for one plot and not on multiple plots. Comments also received on papers for replying “no” indicated they never used the toilet block and were not prepared to pay for cleaning of a facility they never used.

Therefore, the Parish Council is asked to decide whether to insist that the site reps retain responsibility for cleaning the toilet, as is currently the case; to hire a cleaner to be paid for by charging an additional £5 per Underwood Road tenant; or to hire a cleaner and cover the cost from Parish Council funds. It is unlikely that it would take more than an hour, once per week, to clean such a small toilet block. There is still a question of who will be responsible for washing the hand towel each week.

**Reasons for the Decision: N/A**

**Background Papers: N/A**

Sophie Thorogood  
Assistant Clerk to Bishopstoke Parish Council  
11<sup>th</sup> September 2018

## REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance & General Purposes Committee)

11<sup>th</sup> September 2018  
Agenda Item: 8

<b>Report Subject: Allotment Shoring</b>
<b>Report Author: Sophie Thorogood</b>
<b>Executive Summary:</b> This report details the reasons for undertaking urgent remedial work at Underwood Road allotments.
<b>Recommendations:</b> <b>The Committee is recommended to: Recommend to Full Council that £2,000 be vired from reserves to pay for essential remedial work at the Underwood Road allotment site.</b>
<b>Notes:</b> Shoring was undertaken between plots 35 and 34A previously. During risk assessments recently carried out, it was highlighted that shoring was also needed between plots 34A and 33AE/33AW due to the slope at that part of the allotment site. There is risk of injury of falling from the path into the plot.  Recently, the tenant from 34B contacted the Assistant Clerk to notify the Parish Council that they injured themselves badly falling from the path between plot 35 and 34B. Upon visiting the site, it was noted that there is now a steep drop from the path and that shoring would be needed to make this path safer.  A contractor visited the site and has prepared a quote for the work which has been split into 3 sections: 1. £1,345.22 between plots 35 and 34B. This is expensive due to the need to line holes to prevent soil contamination due to the use of concrete. A step will also be created. 2. £348.04 3. £302.31 Quotes 2 & 3 relate to the path between 34A and 33AE/33AW.  This work will total £1,995.97, and the Parish Council will then need to ask Green Smile to lay some top soil and reseed to even up the paths.



Due to the amount of work that has been undertaken at Underwood Road relating to clearance around the machinery shed, disinfection of water baths for legionella control, emergency plumbing work to repair a leak and removal of an asbestos shed, the allotments will be running over budget by year end. Therefore, the Clerk & Assistant Clerk are requesting approval to vire funds from elsewhere within the budget to carry out this work to ensure that the paths around this part of the site are safer and will prevent any further accidents.

**Reasons for the Decision: To prevent further accidents and the potential for the Parish Council to be sued**

**Background Papers: N/A**

Sophie Thorogood  
Assistant Clerk to Bishopstoke Parish Council  
11<sup>th</sup> September 2018



# Bishopstoke Carnival



# Under the Sea

Saturday 15<sup>th</sup> & Sunday 16<sup>th</sup> September 2018

## APPLICATION FOR GRANT AID

### from the CARNIVAL STREET COLLECTION

1.	Name of Organisation	ARK Eastleigh
2.	Address (if applicable)	c/o St Peter's Church Shakespeare Road Boyatt Wood SO50 4FZ
3.	Name and address of the person making this application on behalf of the Organisation	Lucy Freckleton 29 Edward Avenue Bishopstoke SO50 6EH
4.	Your position in the Organisation	Chair of trustees
5.	Address to be used for communication (2 or 3 above?)	2
6.	Telephone number and e-mail address	07900576932 chair@arkeastleigh.co.uk
7.	If a Registered Charity, please give Charity Number	1157848
8.	What are the objectives of the Organisation, and do any "Membership" criteria apply?	Please see the objectives laid out in our draft accounts. ARK Eastleigh has no membership criteria. More information about what we do can be found at <a href="http://www.arkeastleigh.co.uk">www.arkeastleigh.co.uk</a> . We support over 20 families in Bishopstoke.
9.	What is your total "Membership", and what proportion or number are resident in Bishopstoke?	
10.	What total amount of Grant Aid is sought?	Share of carnival collection
11.	For what purpose is the Grant required?	We are looking to raise funds to buy a new trailer to help with garden and house clearances



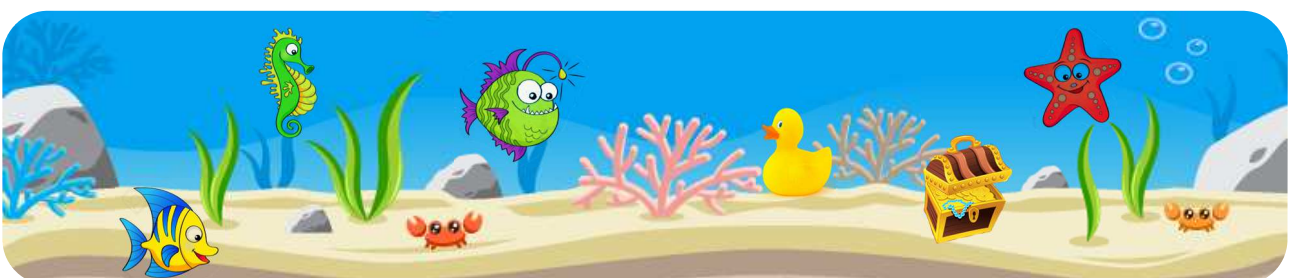
12.	Please provide a financial breakdown of how any Grant will be spent, when it will be spent by and the bank account number and sort code	Any funds will be used to help purchase a new trailer, which will cost in the region of £500. Funds will be spent by the end of 2018.  Bank account: ARK Eastleigh (CAF Bank) Account number: 00025323 Sort code: 40 52 40
13.	Please state your Organisation's estimated income for the current year	£26,500
14.	Please state your Organisation's estimated expenditure for the current year	£26,000
15.	Please give details of any other applications for funding that you have made in the past year or are planning to make, with details of the funding source and of the outcome of the application. Highlight any application that relates to the subject matter of this Form.	We have not made any other applications to fund the purchase of a new trailer.

Signature..... *L Treckleton* ..... Date.... 5 September 2018 .....

Please see the attached explanatory notes to assist with correct completion of this Form. After completion, please return the Form to the Clerk to the Parish Council at the address at the head of the Form. Please send:

1. The completed Application Form.
2. A copy of the most recent audited Income and Expenditure Account and Balance Sheet for your Organisation, together with a copy of relevant bank statements covering the period since that Balance Sheet date.
3. A copy of the Organisation's constitution or other governing instrument.
4. Where the Organisation is involved in working with young people, a written statement of your child protection policy, to include adult supervision ratios, and details of the qualifications and / or experience of adults who supervise young people.

Copies of any quotations, estimates or budgets for any project for which Grant Aid is sought.





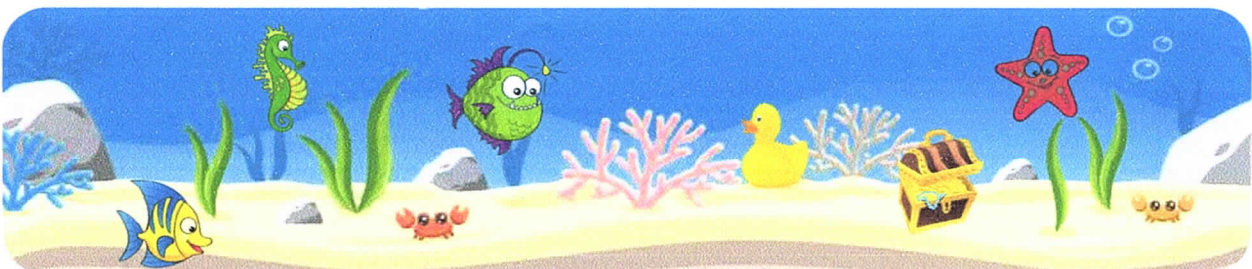
# Bishopstoke Carnival

## Under the Sea

Saturday 15<sup>th</sup> & Sunday 16<sup>th</sup> September 2018

### APPLICATION FOR GRANT AID from the CARNIVAL STREET COLLECTION

1.	Name of Organisation	AGE CONCERN BISHOPSTOKE
2.	Address (if applicable)	SHOWN UNDER (3)
3.	Name and address of the person making this application on behalf of the Organisation	SUE TOHER 56 SPRING LANE, BISHOPSTOKE EASTLEIGH, HANTS SO50 6BA
4.	Your position in the Organisation	CHAIRMAN
5.	Address to be used for communication (2 or 3 above?)	AS ABOVE (3)
6.	Telephone number and e-mail address	023 80651049 s.toher@sky.com
7.	If a Registered Charity, please give Charity Number	261301
8.	What are the objectives of the Organisation, and do any "Membership" criteria apply?	TO PROMOTE THE RELIEF OF ELDERLY PEOPLE IN AND AROUND THE BISHOPSTOKE AREA. NO MEMBERSHIP CRITERIA AS SUCH.
9.	What is your total "Membership", and what proportion or number are resident in Bishopstoke?	ALL ELDERLY PERSONS IN THE BISHOPSTOKE AREA. 98% RESIDENT, REMAINING 2% ARE FORMER RESIDENTS.
10.	What total amount of Grant Aid is sought?	£200
11.	For what purpose is the Grant required?	TO HELP SUBSIDISE A FULLY CATERED CHRISTMAS LUNCH ON 21ST DECEMBER.



12.	Please provide a financial breakdown of how any Grant will be spent, when it will be spent by and the bank account number and sort code	<p>Full cost - 40 PEOPLE @ £20     £800.00  EACH PERSON CHARGED £15     £600.00  <hr/> AMOUNT NEEDED TO SUBSIDISE     £200.00  A/C NAME = AGE CONCERN BISHOPSTOKE  A/C NO = 40103128     SORT CODE = 20-97-01</p>
13.	Please state your Organisation's estimated income for the current year	£5,300
14.	Please state your Organisation's estimated expenditure for the current year	£5,400
15.	Please give details of any other applications for funding that you have made in the past year or are planning to make, with details of the funding source and of the outcome of the application. Highlight any application that relates to the subject matter of this Form.	NONE

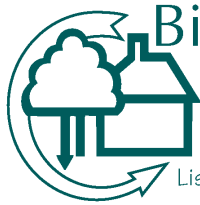
Signature Susan M. Toher ..... Date 4/9/2018 .....

Please see the attached explanatory notes to assist with correct completion of this Form. After completion, please return the Form to the Clerk to the Parish Council at the address at the head of the Form. Please send:

1. The completed Application Form.
2. A copy of the most recent audited Income and Expenditure Account and Balance Sheet for your Organisation, together with a copy of relevant bank statements covering the period since that Balance Sheet date.
3. A copy of the Organisation's constitution or other governing instrument.
4. Where the Organisation is involved in working with young people, a written statement of your child protection policy, to include adult supervision ratios, and details of the qualifications and / or experience of adults who supervise young people.

Copies of any quotations, estimates or budgets for any project for which Grant Aid is sought.

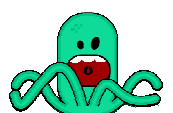




## APPLICATION FOR GRANT AID

### from the CARNIVAL STREET COLLECTION

1.	Name of Organisation	MHA Live at Home - Eastleigh
2.	Address (if applicable)	Suite 1B6 Eastleigh Business Centre Wessex House Eastleigh SO50 9FD
3.	Name and address of the person making this application on behalf of the Organisation	Lee Shergold 4 Talbot House 34 Staple Gardens Winchester SO23 8SR
4.	Your position in the Organisation	Community Fundraiser
5.	Address to be used for communication (2 or 3 above?)	3
6.	Telephone number and e-mail address	07967 799813 lee.shergold@mha.org.uk
7.	If a Registered Charity, please give Charity Number	1083995
8.	What are the objectives of the Organisation, and do any "Membership" criteria apply?	Eastleigh LAH support older people within the community to maintain their independence and reduce loneliness and isolation by offering a variety of support at local community level, including friendship groups and befriending services. Members are 60+
9.	What is your total "Membership", and what proportion or number are resident in Bishopstoke?	The current membership in Eastleigh Live at Home: 65  Currently 13 of our members have an address registered in Bishopstoke - which we are hoping to raise to 20 this year.
10.	What total amount of Grant Aid is sought?	£200
11.	For what purpose is the Grant required?	The grant will be put towards subsidising the cost of transport for members from Bishopstoke who attend our Tai-Chi and Singing for Wellbeing groups. Transport is an essential need for these members, giving them the freedom to come to the groups without the financial burden.



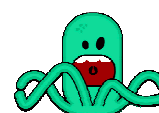
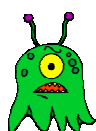
12.	Please provide a financial breakdown of how any Grant will be spent,  when it will be spent by and the bank account number and sort code	The average cost of transport for a member is £6-£8 each way. We subsidise the cost so nobody pays more than £3 each way. The £200 will be used to subsidise the cost of transport for between 60-70 journeys for Bishopstoke members.  Based on the current transport usage this will be used within 3 months.  Bank account – 63364607 sort code – 20-05-85
13.	Please state your Organisation's estimated income for the current year	£71,898
14.	Please state your Organisation's estimated expenditure for the current year	£70,736
15.	Please give details of any other applications for funding that you have made in the past year or are planning to make, with details of the funding source and of the outcome of the application. Highlight any application that relates to the subject matter of this Form.	Age UK - £300 - Will apply when Open One Community - £500 - Will apply when Open Free Masons - £3000 -Will apply when Open Awards For All - £5000 - Awaiting Decision Trust 2000 - £1000 - Awaiting Decision

Signature... Lee Shergold ..... Date..... 18/05/2018 .....

Please see the attached explanatory notes to assist with correct completion of this Form. After completion, please return the Form to the Clerk to the Parish Council at the address at the head of the Form. Please send: -

1. The completed Application Form.
2. A copy of the most recent audited Income and Expenditure Account and Balance Sheet for your Organisation, together with a copy of relevant bank statements covering the period since that Balance Sheet date.
3. A copy of the Organisation's constitution or other governing instrument.
4. Where the Organisation is involved in working with young people, a written statement of your child protection policy, to include adult supervision ratios, and details of the qualifications and / or experience of adults who supervise young people.

Copies of any quotations, estimates or budgets for any project for which Grant Aid is sought.





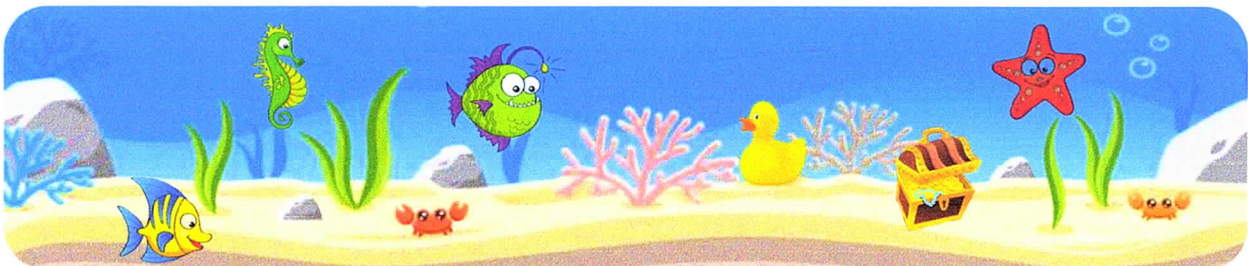
# Bishopstoke Carnival

## Under the Sea

Saturday 15<sup>th</sup> & Sunday 16<sup>th</sup> September 2018

### APPLICATION FOR GRANT AID from the CARNIVAL STREET COLLECTION

1.	Name of Organisation	WESSMAPS HOUSING TRUST
2.	Address (if applicable)	211 SOLENT BUSINESS CENTRE 343 MILLBROOK RD WEST SOUTHAMPTON HANTS, SO15 0HW
3.	Name and address of the person making this application on behalf of the Organisation	WENDY SAVAGE
4.	Your position in the Organisation	FUNDRAISING MANAGER
5.	Address to be used for communication (2 or 3 above?)	AS ABOVE
6.	Telephone number and e-mail address	07493 514866. wendy.savage@wessmaps.org.uk
7.	If a Registered Charity, please give Charity Number	1156164
8.	What are the objectives of the Organisation, and do any "Membership" criteria apply?	WHT IS a non-profit organisation housing vulnerable adults experiencing hardship in Eastleigh and other parts of Hampshire.
9.	What is your total "Membership", and what proportion or number are resident in Bishopstoke?	NO membership. Currently housing 9 residents in Eastleigh.
10.	What total amount of Grant Aid is sought?	£200
11.	For what purpose is the Grant required?	white goods and other furniture as required by individuals to set up home.





12.	Please provide a financial breakdown of how any Grant will be spent, when it will be spent by and the bank account number and sort code	write goods as needed by new residents setting up home in Eastleigh or surrounding area. A/C - HSBC WESSMARS HOUSING TRUST 02844001 SORT - 40-42-18.
13.	Please state your Organisation's estimated income for the current year	£500,000
14.	Please state your Organisation's estimated expenditure for the current year	£500,000
15.	Please give details of any other applications for funding that you have made in the past year or are planning to make, with details of the funding source and of the outcome of the application. Highlight any application that relates to the subject matter of this Form.	MORRISON'S Foundation waitrose community fund ASDA Bag Levy Hythe Allotment Trust TESCO Bags of HELP

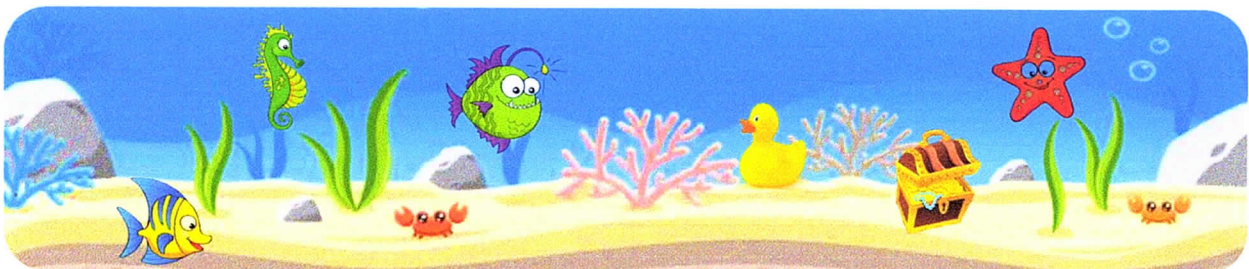
} All Pending

Signature..... W. Savage ..... Date..... 29/8/18 .....

Please see the attached explanatory notes to assist with correct completion of this Form. After completion, please return the Form to the Clerk to the Parish Council at the address at the head of the Form. Please send:

1. The completed Application Form.
2. A copy of the most recent audited Income and Expenditure Account and Balance Sheet for your Organisation, together with a copy of relevant bank statements covering the period since that Balance Sheet date. *- currently with Accountant. 2016 Available if required.*
3. A copy of the Organisation's constitution or other governing instrument. ✓
4. Where the Organisation is involved in working with young people, a written statement of your child protection policy, to include adult supervision ratios, and details of the qualifications and / or experience of adults who supervise young people. *N/A*

Copies of any quotations, estimates or budgets for any project for which Grant Aid is sought.





# Bishopstoke Parish Council

David Hillier-Wheal  
BSc (Hons) PGCE  
Clerk to the Parish Council

Bishopstoke Parish Office  
Riverside  
Bishopstoke  
Eastleigh  
Hampshire SO50 6LQ

Tel: 02380 643428  
email: clerk@bishopstokepc.org

## APPLICATION FOR GRANT AID

1.	Name of Organisation	Open Sight, Hampshire
2.	Address (if applicable)	25 Church Road Bishopstoke EASTLEIGH SO50 6BL
3.	Name and address of the person making this application on behalf of the Organisation	Lynda Fry (Ms) Address as above
4.	Your position in the Organisation	Business Support Officer
5.	Address to be used for communication (2 or 3 above?)	Number 2
6.	Telephone number and e-mail address	Daytime - 023 8064 1244 lyn@opensight.org.uk
7.	If a Registered Charity, please give Charity Number	1055498
8.	What are the objectives of the Organisation, and do any "Membership" criteria apply?	Open Sight is dedicated to helping the visually impaired/blind adult (+ child) to lead independent, satisfying lives, with advice on equipment, benefits + pathway to employment. Membership criteria would be visual impairment/blindness.
9.	What is your total "Membership", and what proportion or number are resident in Bishopstoke?	Total membership on database at Open Sight and to date is 2,965, of which 16 are listed as living in Bishopstoke. In Hampshire - 150 on our database.
10.	What total amount of Grant Aid is sought?	£1400.00p
11.	For what purpose is the Grant required?	To educate 50 blind/visually impaired older clients (60+) the skill set to use specific adapted technology (eg. smart phones, computers, tablets) to assist with daily living. Also household appliances (eg. speaking clocks, talking microwaves, audio books). Training will be in house here at Open Sight.

12.	Please provide a financial breakdown of how any Grant will be spent  and when it will be spent by	\$28 is the cost to train one person re digital technology to interact more easily within the community. Therefore - \$28 x 50 clients = \$1400.00p
13.	Please state your Organisation's estimated income for the current year	\$417,034
14.	Please state your Organisation's estimated expenditure for the current year	\$416,971
15.	Please give details of any other applications for funding that you have made in the past year or are planning to make, with details of the funding source and of the outcome of the application. Highlight any application that relates to the subject matter of this Form.	We are awaiting on a Discovery Grant application from Santander Building Society, Eastleigh, for the remaining \$4,200.00p (150 clients) and should hear regarding this in September of this year.

Signature..... Lynda Fiy ..... Date..... 7/8/18 .....

Please see the attached explanatory notes to assist with correct completion of this Form. After completion, please return the Form to the Clerk to the Parish Council at the address at the head of the Form. Please send: -

1. The completed Application Form.
2. A copy of the most recent audited Income and Expenditure Account and Balance Sheet for your Organisation, together with a copy of relevant bank statements covering the period since that Balance Sheet date.
3. A copy of the Organisation's constitution or other governing instrument.
4. Where the Organisation is involved in working with young people, a written statement of your child protection policy, to include adult supervision ratios, and details of the qualifications and / or experience of adults who supervise young people.
5. Copies of any quotations, estimates or budgets for any project for which Grant Aid is sought.

# Consultation response pro-forma

## Local Government Finance Settlement 2019-20: Technical Consultation

If you are responding to this consultation by email or in writing, please reply using this questionnaire pro-forma, which should be read alongside the consultation document.

You should save the pro-forma on your own device, from which you can complete the survey at your own pace, and submit when you are ready.

There are 5 questions in this survey. You do not have to answer every question should you not wish to. The comments box will expand as you type into it should you need more space.

Should you wish to attach further evidence or supporting information, you may attach and send this with the pro-forma.

Please **email responses to:**

[LGfsettlement@communities.gsi.gov.uk](mailto:LGfsettlement@communities.gsi.gov.uk)

Alternatively, **written responses should be sent to:**

Local Government Finance Settlement Team  
Ministry of Housing, Communities and Local Government  
2nd floor, Fry Building  
2 Marsham Street  
London  
SW1P 4DF

Your opinions are valuable to us. Thank you for taking the time to read the consultation document and respond.

### **Your Details (Required details are marked with an asterisk (\*))**

Full Name*	<input type="text"/>
Organisation*	<input type="text"/>
Address*	<input type="text"/>
Address 2	<input type="text"/>
Town/City*	<input type="text"/>
Postcode*	<input type="text"/>
Country	<input type="text"/>
Email address*	<input type="text"/>
Phone Number	<input type="text"/>

# Consultation response pro-forma

**Are the views Expressed on this form an official response from a:**

London Borough

Metropolitan District

Unitary Authority

Shire County

Shire District

Fire and Rescue Authority

Greater London Authority

Combined Authority

Parish or Town Council

Local Authority Association or Special Interest Group

Other Local Authority Grouping

Local Authority Officer

Local Authority Councillor

Member of Parliament

Other Representative Group

Business

Business Organisation

Valuation Organisation

Voluntary Organisation

Member of the Public

# Consultation response pro-forma

## Question 1

Do you agree that the Government should confirm the final year of the 4-year offer as set out in 2016-17?

Yes

No

No comment

Additional comments

# Consultation response pro-forma

## Question 2

Do you agree with the council tax referendum principles proposed by the Government for 2019-20?

Yes

No

No comment

Additional comments

# Consultation response pro-forma

## Question 3

Do you agree with the Government's preferred approach that Negative RSG is eliminated in full via forgone business rates receipts in 2019-20?

Yes

No

No comment

Additional comments



# Consultation response pro-forma

## Question 4

If you disagree with the Government's preferred approach to Negative RSG please express your preference for an alternative option. If you believe there is an alternative mechanism for dealing with Negative RSG not explored in the consultation document please provide further detail.

No Comment

Please Specify

# Consultation response pro-forma

## Question 5

Do you have any comments on the impact of the proposals for the 2019-20 settlement outlined in this consultation document on persons who share a protected characteristic? Please provide evidence to support your comments.

Yes

No

No comment

Additional comments

# INVOICE



Mr. David Hillier-Wheal  
Bishopstoke Parish Council  
Parish Office  
Riverside  
Bishopstoke  
SO50 6LQ

Invoice Ref: 1879  
Your PO number: Email

Date: 4<sup>th</sup> August 2018

Please find invoice for recent play area works at Sayers Road play area as follows:

Supply and installation of Buggy park and bike racks Sayers Road play area as per our quotation 1763

Subtotal for above works	£2,915.00
VAT	£583.00
<b>Total cost of works</b>	<b>£3,498.00</b>

Please make payment payable to Vita Play Limited, within 14 days of the date of invoice, should you need to discuss any part of this invoice please do not hesitate to contact me.

Should you wish to pay by BACS or internet banking please refer to the attached Vita Play Limited banking details.

Kind regards

**Vita Play Limited**

A handwritten signature in black ink, appearing to read 'S White', is written over a light green rectangular background.

Simon White  
Director



## REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance & General Purposes Committee)

11<sup>th</sup> September 2018

Agenda Item: **13**

<b>Report Subject:</b> Items recommended by the Cemetery Working Group
<b>Report Author:</b> The Assistant Clerk (cemeteries)
<b>Executive Summary:</b> This report contains a number of recommendations by the Cemetery Working Group to be considered by the Finance and General Purposes Committee.
<b>Recommendations:</b> <b>The Finance and General Purposes Committee is recommended to:</b> <ol style="list-style-type: none"><li>1) Recommend to Full Council that signage for the new car parking area outside of Bishopstoke Cemetery be installed, and to approve funding as necessary from reserves.</li><li>2) Approve the installation in Bishopstoke Cemetery of a new area for memorials where no burials will take place, and to approve the recommended fee.</li><li>3) Approve the change to Bishopstoke Cemetery regulations to clarify how graves with numerous items present will be maintained.</li><li>4) Recommend to Full Council the 2<sup>nd</sup> phase of improvement works for Bishopstoke Cemetery, and necessary funding.</li></ol>
<b>Notes:</b>
<b>Reasons for the Decision:</b> <ol style="list-style-type: none"><li>1) Signage for the new car parking area outside of Bishopstoke Cemetery is required to advise both visitors and nearby residents that this area is intended for car parking for Bishopstoke Cemetery. Developer contributions may be available for part funding.</li><li>2) A visitor has requested to place a memorial, with no burial taking place, and a small area can be made available in the current cemetery in which it is not possible for burials to take place due to poor soil quality.</li><li>3) A change in the regulations will clarify for visitors that maintenance will not take place on graves where numerous items have been placed which prevent grounds maintenance.</li><li>4) A bank area in Bishopstoke Cemetery is gradually being eroded and work is required to restore the bank for safety reasons. A seat also needs to be replaced in this area and the opportunity will be taken to create a more accessible access to the memorial trees by moving the seat position as part of the proposed work.</li></ol>
<b>Background Papers:</b> Attached.

Cheryl Taylor

Assistant Clerk to Bishopstoke Parish Council 31<sup>st</sup> August 2018

## BACKGROUND PAPERS TO AGENDA ITEM 13

### 1. Signage for the new car parking area outside of Bishopstoke Cemetery

Members are requested to recommend the following signage for the car parking area adjacent to Bishopstoke Cemetery, and to recommend funds be made available from reserves as necessary.

Although it will not be possible to ensure that these car parking spaces are only used for visitors to Bishopstoke Cemetery, signage can be used both to ensure that visitors are aware of the car parking area, and to encourage those living in the development to consider this as the Cemetery car parking area rather than as additional car parking spaces for the development. Permission from the developers has already been obtained to place the signage as detailed below.

The following picture shows a view from the front of the car parking area. As the area immediately behind the car parking area has been landscaped with shrubbery, and the shrubs are expected to grow over time, it is proposed that rather than placing a sign at the back of the car park that instead the words 'CEMETERY PARKING' are painted onto the tarmac.



It is further proposed that on the right-hand side of the car parking area, just behind the shrubs and facing towards those entering the Cemetery, that a sign similar to normal street name signs is placed with the words 'BISHOPSTOKE CEMETERY PARKING' on the sign, together with a left-hand arrow to indicate the direction of the car park.

ie ' ← BISHOPSTOKE CEMETERY PARKING '

A picture of the area in question follows (yellow bar shows the proposed position for the footprint of the sign):



## 2. Installation in Bishopstoke Cemetery of a new area for memorials where no burials will take place, and the recommended fee

A visitor has requested to place a memorial, with no burial taking place. Although it is intended that there will be areas in Stoke Common Cemetery where memorials, or memorial plaques, can be placed with no burials taking place, it is likely that the new cemetery will not be available in the next 18 months, and the visitor has requested if such an area can be set aside in Bishopstoke Cemetery.

On a recent site visit members of the Cemetery Working Group agreed that an area within the current cemetery could be set aside for memorials, where no burial will take place. This area would not reduce the space available for burials, as records show that it is not thought possible to have burials in this area due to the underground remains of a previous roundabout and therefore poor soil quality.

It is recommended that the plot would be laid out with a paving slab upon receipt of a request for such a memorial, and that a grant certificate would be issued with memorial rights but no burial rights.

It is recommended that the fee charged for purchasing the memorial rights in the proposed area would be that of the normal charge for purchasing the grant of exclusive right of burial (this grant is normally required before a person can erect a memorial). The normal fees for memorial applications would apply.

## 3. Change to Bishopstoke Cemetery regulations to clarify how graves with numerous items present will be maintained

Visitors to the Cemetery often place items along a grave, and then do not return for some months. This leads to difficulties in strimming and maintaining the plot.

For health and safety reasons, and to prevent upset or distress to family members, the grounds maintenance contractors have been instructed to make no attempt to trim graves with items placed along the length, and the grass can grow to maximum height.

The current Cemetery regulation 24 states the following:

*State of General Repair (not including memorials). Every grave plot shall be kept in good repair by the owner. On default by the said owner (if the owner fails to keep the plot in good order) after 14 days' notice in writing has been sent by registered post to the registered owner at his registered address, the Council reserves the right to take over the maintenance of the grave plot and have it put in good and safe order at the expense of the grave owner with such costs attached to the grave or plot. The Parish Council will seek to recover costs expended on behalf of the owner at the time of the next interment or future work to a memorial on the plot.*

*To assist in maintaining the Cemetery in a neat and tidy condition, the Parish Council will cause all neglected mounds to be levelled or sunken graves to be made up to ground level.*

*In order to ensure that the grave plot can be properly maintained no vases, flower holders or other personal items are permitted elsewhere than at the normal headstone position. If such items are found on the grave plot they may be removed back to the headstone position without notice.*

Rigorous application of this policy would be at additional cost, as movement of grave plot items are not included in the current grounds maintenance contract. Current instructions to the grounds maintenance contractors are not to move anything on the graves, as this causes considerable upset

and distress to the families concerned. However, other visitors may be upset by the graves being left with long grass.

It is recommended that the current practice should continue and that regulation 24 be changed to the following:

*State of General Maintenance (not including memorials). Every grave plot shall be maintained by the burial grant owner, or family members, in good order. On default of this regulation, after 14 days' notice in writing has been sent by registered post to the registered owner at their registered address or to any known family member, the Council reserves the right to take over the maintenance of the grave plot and have it put in good and safe order. Where the burial grant is owned this work will be carried out at the expense of the grant owner with such costs attached to the grave or plot. The Council will seek to recover costs expended on behalf of the grant owner at the time of the next interment or any future work to a memorial on the plot.*

*In order to ensure that a grave plot can be properly maintained no vases, flower holders or any other personal items should be placed elsewhere other than at the normal headstone position. Failure to comply with this regulation will mean that the grass will not be maintained on that particular plot.*

*Where the state of general maintenance falls into such disrepair that the Council takes over maintenance of the grave plot, any items other than at the normal headstone position will be removed back to the headstone position. In such situations the Council will also level a neglected mound or make a sunken grave up to ground level.*

#### 4. 2nd phase of improvement works for Bishopstoke Cemetery

The bank area in front of the memorial trees is continuing to deteriorate where it has been cut into by vehicles. At the recent site visit members of the Cemetery Working Group agreed for safety reasons to recommend that the work to repair the bank should be brought forward and carried out as soon as possible. The specification will be for a similar style railing plus bollards that has already been completed on the length of the same bank on the other side of the new bin area. In order to make the area for the memorial trees more easily accessible the ground will also be gently sloped into the memorial tree section. This will necessitate the replacement of the seat formerly present in this area into a different position.

It is recommended that work to carry out the 2<sup>nd</sup> phase of improvement works be progressed as soon as possible, with funds being made available from any funding remaining from the seat replacement budget, or vired from reserves as necessary.