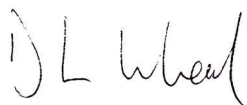


**Members of the Finance and General Purposes Committee are summoned to attend a meeting to be held online on Tuesday 10<sup>th</sup> November 2020 at 7.30pm**  
**Any member of the public wishing to attend please email [clerk@bishopstokepc.org](mailto:clerk@bishopstokepc.org) for details**

## **AGENDA**

### **Public Session**

1. Apologies for Absence
2. To adopt Minutes of the Finance & General Purposes Meeting held on 13 October 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 note the RFO's Report, and to approve the Budget Monitoring and Payments Reports for October 2020
6. To consider the draft expenditure budget and make recommendations
7. To recommend Allotment rents for 2021-22
8. To note provisional Council and Committee meeting dates for 2021-22
9. To approve Parish Council insurance
10. To consider a grant request from MHA Communities Eastleigh and make recommendations
11. To receive an update on the Cemetery Gates and consider next steps
12. To note the Clerk's Report, including an update on Parish Council assets
13. Date, time and place for the next meeting – Tuesday 8 December 2020 at 7.30pm online



*D L Wheal*  
*Clerk to Bishopstoke Parish Council*  
*4 November 2020*

**Minutes of a Meeting of the Finance and General Purposes Committee  
held virtually commencing at 7.30pm on 13 October 2020**

**Present:** Cllrs Tidridge (Chair), Harris, Parker-Jones, Thornton, Toher, Winstanley

**In Attendance:** Mrs S Thorogood (RFO to Bishopstoke Parish Council)

**Public Attendance:** 1 member of the public were present

**FGP\_2021\_M02/**

**10 Apologies for Absence**

10.1 Apologies had been received and were accepted from Cllr Dean

**11 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Committee Meeting held on 8 September 2020**

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

11.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on 8 September 2020 be accepted as a true record.

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

12.1 Minute FGP\_1921\_M01/8.3

Councillor Parker-Jones asked if there was an update on the Church Road play area tree. Cllr Tidridge confirmed that this was covered in the Clerk's report.

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

13.1 There were no declarations or requests.

**14 To receive the RFO's Report, and approve Budget Monitoring and Payments Reports for the 2<sup>nd</sup> quarter of 2020-21**

14.1 The RFO's report had been included in the document pack for the meeting. It is included in the minutes as Appendix A. The Committee agreed to note the report.

14.2 The Budget Monitoring and Payments Report for the 2<sup>nd</sup> quarter of 2020-21 had been included in the document pack. Cllr Toher asked if the Surrey Hills legal costs relating to the acquisition of Brookfield was the liability for the Parish Council and not the Borough Council. Cllr Parker-Jones questioned the high costs of painting the wall of Shears Mill, and whether the work was put out to tender. The RFO offered to ask the Clerk to answer both questions as it was he who approved both invoices.

**Action: Clerk**

14.3 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** that the Committee approve the Budget Monitoring and Payments Report for the 2<sup>nd</sup> quarter of 2020-21.

**15 To recommend approval of a grant request from Morelands Camping**

15.1 The Committee discussed the grant application. Cllr Parker-Jones questioned that the campsite is not within the Parish of Bishopstoke, and that she could not see how it directly benefits the residents. Cllr Parker-Jones was also concerned that this could open the door for future applications from outside of the Parish.

15.2 Cllr Winstanley commented that whilst the initiative of the campsite is a good thing, the report does not mention any evidence how it benefits the residents of Bishopstoke and at present, does not feel it is a good use of Parish Council funds. She would like to see more statistics before deciding.

15.3 Cllr Thornton agreed with other Cllrs, and suggested the Council asks the organisation for further evidence.

15.4 Cllr Toher felt that the report did not provide enough information and would like to see more detailed statistics. Without them, she would be against granting the money.

15.5 Cllr Winstanley commented that there were no details given for the number of people the amount requested would benefit.

15.6 Cllr Tidridge would like to see more evidence that this project is of direct benefit to the residents of Bishopstoke.

15.7 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that this application should be deferred to the next meeting, with the Clerk to ask the organisation to provide more detailed evidence and statistics of the direct benefit to the residents of Bishopstoke.

**Action: Clerk**

**16 To recommend approval of a grant request from Bishopstoke Methodist Church**

16.1 The paperwork to support this application was not received in time for the meeting. This item was consequently deferred.

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

17.1 The Clerk's report had been included in the document pack. It is included in the minutes as Appendix B. The Committee noted the report.

17.2 Cllr Tidridge was pleased to see communication with the Underwood Road site reps has improved. She also commented that she had circulated photos via email of the completed repairs to the Church Road play area.

17.3 Cllr Tidridge would like an agenda item at the next meeting of the Full Council to discuss the fencing at Church Lane play area around the back of the electricity substation. There is funding available through the Borough BIFFOH LAC through S106 contributions. She would like all Cllrs to have a say on the project, with the Clerk to circulate the quotes and diagrams in advance of the meeting, for Cllrs to then discuss options and make a decision during the meeting itself.

**Action: Clerk**

17.4 Cllr Tidridge also feels that the fencing should be replaced around the substation; a discussion amongst Cllrs then followed. Although the substation is the responsibility of SSE, Cllr Tidridge feels that whilst installing new fencing at Church Lane play area, the Parish Council should install new fencing by the substation to ensure the play area is safe under current Health and Safety standards.

17.5 Cllr Parker-Jones felt that using social media would embarrass SSE into action to reply to the Council, and would like the Clerk to share the email trail with Cllrs so they can see how many attempts have been made to contact SSE.

**Action: Clerk**

17.6 Cllr Harris agreed with using social media, but felt that SSE would probably want their own sole access to the substation with their own key, and that the Council should instead of installing new metal fencing, only install heras fencing. Cllr Toher suggested the Council should charge rent to SSE for use of Council land. Cllr Parker-Jones commented that the Council should use both avenues - social media and charging SSE rent.

17.7 Cllr Tidridge would like the F&GP Committee to discuss at its next meeting the outstanding project regarding the cemetery gates and asked the Clerk to provide an update on the current situation.

**Action: Clerk**

17.8 Cllr Parker-Jones is aware that the money has been received by the Borough and it has been discussed by the BIFFOH LAC team. There is concern the money is time-bound. Cllr Toher suggested that as the Council still does not have access to the new cemetery, that the money could instead be spent on gates for the old cemetery. Cllr Toher suggested going back through previous notes to find the exact details.

**Action: Clerk**

## **18 Date, time, place and agenda items for next meeting**

18.1 The next meeting is scheduled to be on Tuesday 10<sup>th</sup> November 2020 at 7:30pm online. Agenda items for this meeting should be received by the Clerk no later than Monday 2<sup>nd</sup> November. Cllrs were also asked to email suggestions for any considerations for budget discussions to the Clerk and RFO.

*There being no further business, the Chair closed the meeting at 8.09pm*

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

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

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

10<sup>th</sup> November 2020  
Agenda Item: 5

**Report Subject: To receive the RFO's Report**

### **Payments Lists:**

Significant items for October included payment of water bill for UR allotment site, tree work for Glebe Meadow and St Mary's Churchyard, cutting of Brookfield hedge, and lots of play area remedial work which arose from play area inspections, along with new signage ordered for all play areas. The invoices for deep cleaning and fogging of the BMH, and securing the building after the break-in were also received and paid in October.

### **Edge Software:**

The previously reported suspense account issues are now all full resolved and the suspense account is now clear. The Q2 VAT Return was submitted and repayment received into the bank account by October month-end, and is therefore reflected in the accounts.

### **Fixed Asset Register and digital mapping software:**

Now the implementation of the Finance module of Edge software is complete, the RFO will now be working on a Fixed Asset Register (FAR) project. The Council has purchased an Asset module from Edge, and also has a subscription to Parish Online, which is digital mapping software. The RFO participated in a free training session from Parish Online last month. The aim is now to review every item on the FAR, start to take photos and build up the digital map of all Parish assets and enter them into the asset module of Edge.

Sophie Thorogood  
RFO to Bishopstoke Parish Council  
3<sup>rd</sup> November 2020

# Financial Budget Comparison

Comparison between 01/04/20 and 31/10/20 inclusive.

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

		Previous Year's Net	2020/2021	Actual Net	Balance	2021/2022
<b>INCOME</b>						
<b>Admin</b>						
100	Precept	£219,889.82	£230,904.24	£230,904.24	£0.00	£0.00
110	Council Tax Support Grant	£9,162.08	£4,500.00	£4,589.60	£89.60	£0.00
120	Interest Receivable	£1,066.11	£200.00	£553.59	£353.59	£0.00
130	Grants	£21,911.33	£0.00	£0.00	£0.00	£0.00
140	General	£690.00	£0.00	£0.00	£0.00	£0.00
160	Insurance Claim	£0.00	£0.00	£3,426.21	£3,426.21	£0.00
<b>Total Admin</b>		£252,719.34	£235,604.24	£239,473.64	£3,869.40	£0.00
<b>Community</b>						
500	Carnival	£3,250.00	£3,500.00	£0.00	-£3,500.00	£0.00
<b>Total Community</b>		£3,250.00	£3,500.00	£0.00	-£3,500.00	£0.00
<b>Burial Ground</b>						
800	Interment	£8,300.00	£10,000.00	£6,300.00	-£3,700.00	£0.00
810	Burial Grant Purchase	£7,100.00	£0.00	£3,600.00	£3,600.00	£0.00
820	Grant Transfer	£230.00	£0.00	£90.00	£90.00	£0.00
830	Memorials	£4,185.00	£2,000.00	£2,095.00	£95.00	£0.00
840	Donations / Recovered Costs	£210.00	£0.00	£0.00	£0.00	£0.00
850	Child Funeral Fund	£0.00	£0.00	£0.00	£0.00	£0.00
860	General	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Burial Ground</b>		£20,025.00	£12,000.00	£12,085.00	£85.00	£0.00
<b>Allotments</b>						
900	Rent	£4,905.35	£5,000.00	£138.67	-£4,861.33	£0.00
910	Deposits	£0.00	£0.00	£0.00	£0.00	£0.00
920	General	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Allotments</b>		£4,905.35	£5,000.00	£138.67	-£4,861.33	£0.00
<b>Total Income</b>		£280,899.69	£256,104.24	£251,697.31	-£4,406.93	£0.00

# Financial Budget Comparison

Comparison between 01/04/20 and 31/10/20 inclusive.

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

		Previous Year's Net	2020/2021	Actual Net	Balance	2021/2022
<b>EXPENDITURE</b>						
<b>Admin</b>						
1000	Salaries	£44,009.00	£55,000.00	£37,875.75	£17,124.25	£0.00
1001	NI	£12,538.46	£16,000.00	£2,488.77	£13,511.23	£0.00
1002	Pensions	£14,578.29	£17,500.00	£7,163.28	£10,336.72	£0.00
1003	Staff Expenses	£1,416.18	£1,948.00	£1,175.71	£772.29	£0.00
1100	Staff Training	£524.00	£1,000.00	£0.00	£1,000.00	£0.00
1200	Seminars / Conferences	£0.00	£200.00	£0.00	£200.00	£0.00
1300	Recruitment	£0.00	£0.00	£0.00	£0.00	£0.00
1400	Office Consumables	£592.84	£1,000.00	£348.14	£651.86	£0.00
1500	Printer Ink	£874.40	£1,000.00	£41.95	£958.05	£0.00
1999	Suspense	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Admin</b>		£74,533.17	£93,648.00	£49,093.60	£44,554.40	£0.00
<b>Council</b>						
2000	Audit	£1,350.00	£1,500.00	£750.00	£750.00	£0.00
2100	Insurance	£2,130.41	£2,200.00	£0.00	£2,200.00	£0.00
2200	Professional Memberships	£2,469.66	£2,500.00	£1,828.22	£671.78	£0.00
2300	Room Hire	£50.00	£200.00	£0.00	£200.00	£0.00
2400	Reference Materials	£187.49	£200.00	£0.00	£200.00	£0.00
2500	Councillor Elections	£0.00	£8,000.00	£0.00	£8,000.00	£0.00
2501	Councillor Training	£45.00	£1,500.00	£0.00	£1,500.00	£0.00
2502	Chair's Expenses	£23.14	£150.00	£0.00	£150.00	£0.00
2503	Councillor's Expenses	£0.00	£0.00	£0.00	£0.00	£0.00
2600	IT Software / Subscriptions	£2,622.90	£1,000.00	£1,916.12	-£916.12	£0.00
<b>Total Council</b>		£8,878.60	£17,250.00	£4,494.34	£12,755.66	£0.00
<b>Buildings</b>						
3000	Grounds Contract	£427.80	£430.00	£249.55	£180.45	£0.00

# Financial Budget Comparison

Comparison between 01/04/20 and 31/10/20 inclusive.

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

		Previous Year's Net	2020/2021	Actual Net	Balance	2021/2022
3100	Additional Grounds Maintenance	£25.00	£200.00	£212.00	-£12.00	£0.00
3200	Furnishings	£174.16	£500.00	£241.46	£258.54	£0.00
3300	Cleaning	£550.00	£650.00	£235.00	£415.00	£0.00
3400	IT equipment Purchase	£3,387.82	£5,500.00	£37.91	£5,462.09	£0.00
3401	IT Equipment Maintenanane	£0.00	£200.00	£0.00	£200.00	£0.00
3500	Maintenance	£363.30	£600.00	£615.60	-£15.60	£0.00
3900	Utilities - Electricity	£750.98	£850.00	£370.57	£479.43	£0.00
<b>Total Buildings</b>		£5,679.06	£8,930.00	£1,962.09	£6,967.91	£0.00
<b>Communications</b>						
4000	Email	£0.00	£0.00	£49.43	-£49.43	£0.00
4100	Websites	£0.00	£2,500.00	£0.00	£2,500.00	£0.00
4200	Office Landline	£301.07	£350.00	£214.79	£135.21	£0.00
4300	Office Broadband	£300.00	£350.00	£114.10	£235.90	£0.00
4400	Newsletter Printing	£671.85	£3,500.00	£0.00	£3,500.00	£0.00
4500	Noticeboard Purchase	£0.00	£1,500.00	£0.00	£1,500.00	£0.00
4501	Noticeboards Installation	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Communications</b>		£1,272.92	£8,200.00	£378.32	£7,821.68	£0.00
<b>Community</b>						
5000	Grants - General (GPC)	£0.00	£6,500.00	£0.00	£6,500.00	£0.00
5001	Grants - General (S137)	£5,430.00	£0.00	£0.00	£0.00	£0.00
5002	Grants - Carnival	£600.00	£300.00	£0.00	£300.00	£0.00
5003	Grants - Community Buildings	£21,806.62	£4,000.00	£13,418.24	-£9,418.24	£0.00
5100	Climate Change Project	£0.00	£5,000.00	£0.00	£5,000.00	£0.00
5200	Safety, Security & Crime Prevention	£0.00	£15,000.00	£0.00	£15,000.00	£0.00
5300	Yzone	£25,000.00	£25,000.00	£0.00	£25,000.00	£0.00
5400	Travel Token Repayments	£2,200.00	£3,500.00	£650.00	£2,850.00	£0.00



# Financial Budget Comparison

Comparison between 01/04/20 and 31/10/20 inclusive.

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

	Previous Year's Net	2020/2021	Actual Net	Balance	2021/2022	
5401	Travel Token New	£0.00	£200.00	£0.00	£200.00	£0.00
5500	Neighbourhood Plan Consultants	£2,454.60	£0.00	£465.00	-£465.00	£0.00
5501	Neighbourhood Plan Publicity	£103.52	£0.00	£103.51	-£103.51	£0.00
5502	Neighbourhood Plan General	£77.03	£0.00	£0.00	£0.00	£0.00
5600	Carnival	£4,479.84	£5,700.00	£0.00	£5,700.00	£0.00
5700	Armistice Day	£17.00	£0.00	£0.00	£0.00	£0.00
<b>Total Community</b>		£62,168.61	£65,200.00	£14,636.75	£50,563.25	£0.00
<b>Street Furniture</b>						
6000	Bus Shelters Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6002	Bus Shelter Maintainance	£0.00	£500.00	£3,676.21	-£3,176.21	£0.00
6003	Bus Shelter Cleaning	£0.00	£1,000.00	£0.00	£1,000.00	£0.00
6100	Benches Purchase	£0.00	£4,000.00	£0.00	£4,000.00	£0.00
6200	Bins Purchase	£0.00	£2,000.00	£0.00	£2,000.00	£0.00
6203	Bins Emptying	£1,246.54	£0.00	£893.54	-£893.54	£0.00
6300	Clocks Purchase	£0.00	£500.00	£0.00	£500.00	£0.00
6302	Clocks Maintenance	£395.00	£0.00	£0.00	£0.00	£0.00
6500	Christmas Decorations Purchase	£0.00	£2,000.00	£0.00	£2,000.00	£0.00
6600	Defibrillators Purchase	£0.00	£2,000.00	£0.00	£2,000.00	£0.00
<b>Total Street Furniture</b>		£1,641.54	£12,000.00	£4,569.75	£7,430.25	£0.00
<b>Play Area &amp; Open Space</b>						
7000	Grounds Contract	£25,125.48	£25,220.00	£14,656.53	£10,563.47	£0.00
7100	Additional Grounds Maintenance	£1,140.00	£2,800.00	£1,306.00	£1,494.00	£0.00
7300	Play Equipment Purchase	£0.00	£2,500.00	£0.00	£2,500.00	£0.00
7301	Equipment Maintenance	£6,452.95	£6,700.00	£4,213.24	£2,486.76	£0.00
7302	Play Area Inspections	£1,815.60	£2,000.00	£951.60	£1,048.40	£0.00
7399	Play Area & Open Space Other	£153.73	£200.00	£6.00	£194.00	£0.00
7400	Works and Improvements	£575.00	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/20 and 31/10/20 inclusive.

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

		<b>Previous Year's Net</b>	<b>2020/2021</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2021/2022</b>
7800	Trees	£2,650.00	£9,000.00	£3,150.00	£5,850.00	£0.00
7801	Tree Surveys	£1,680.00	£1,500.00	£0.00	£1,500.00	£0.00
<b>Total Play Area &amp; Open Space</b>		<b>£39,592.76</b>	<b>£49,920.00</b>	<b>£24,283.37</b>	<b>£25,636.63</b>	<b>£0.00</b>
<b>Burial Ground</b>						
8000	Grounds Contract	£13,784.80	£13,800.00	£7,939.05	£5,860.95	£0.00
8100	Additional Grounds Maintenance	£1,892.38	£900.00	£1,337.67	-£437.67	£0.00
8200	Fences	£0.00	£0.00	£110.00	-£110.00	£0.00
8300	Replacement Benches	£0.00	£1,000.00	£0.00	£1,000.00	£0.00
8399	Burial Authority Other	£0.00	£500.00	£72.00	£428.00	£0.00
8400	Works & Improvements	£15,145.70	£25,000.00	£7,814.30	£17,185.70	£0.00
8500	Memorial Costs	£3,884.29	£2,000.00	£22.00	£1,978.00	£0.00
8800	Trees	£5,425.00	£6,500.00	£2,880.00	£3,620.00	£0.00
8901	Utilities - Water	£989.17	£250.00	£86.84	£163.16	£0.00
<b>Total Burial Ground</b>		<b>£41,121.34</b>	<b>£49,950.00</b>	<b>£20,261.86</b>	<b>£29,688.14</b>	<b>£0.00</b>
<b>Allotments</b>						
9000	Grounds Contract	£630.00	£660.00	£367.50	£292.50	£0.00
9100	Additional Grounds Maintenance	£229.57	£400.00	£0.00	£400.00	£0.00
9200	Fences	£0.00	£2,000.00	£0.00	£2,000.00	£0.00
9300	Equipment Purchase	£2,276.22	£800.00	£471.09	£328.91	£0.00
9399	Allotments Other	£0.00	£200.00	£0.00	£200.00	£0.00
9400	Works & Improvements	£477.50	£0.00	£0.00	£0.00	£0.00
9600	Plot Maintenance and Clearance	£2,666.00	£1,250.00	£458.00	£792.00	£0.00
9700	Buildings (Inc. sheds)	£431.06	£2,500.00	£0.00	£2,500.00	£0.00
9800	Trees	£0.00	£2,000.00	£650.00	£1,350.00	£0.00
9900	Utilities - Electricity	£502.74	£1,200.00	£350.69	£849.31	£0.00
9901	Utilities - Water	£852.60	£2,000.00	£1,949.15	£50.85	£0.00
<b>Total Allotments</b>		<b>£8,065.69</b>	<b>£13,010.00</b>	<b>£4,246.43</b>	<b>£8,763.57</b>	<b>£0.00</b>

# Financial Budget Comparison

Comparison between 01/04/20 and 31/10/20 inclusive.

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

	<b>Previous Year's Net</b>	<b>2020/2021</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2021/2022</b>
<b>Total Expenditure</b>	£242,953.69	£318,108.00	£123,926.51	£194,181.49	£0.00
Total Income	£280,899.69	£256,104.24	£251,697.31	-£4,406.93	£0.00
Total Expenditure	£242,953.69	£318,108.00	£123,926.51	£194,181.49	£0.00
<b>Total Net Balance</b>	<b>£37,946.00</b>	<b>-£62,003.76</b>	<b>£127,770.80</b>		<b>£0.00</b>

## Bishopstoke Parish Council

### Finance & General Purposes Meeting

10th November 2020

#### Payments (October 2020)

##### Direct Debit payments

BT	Office - Phone & broadband (Oct 20)	£	54.60
Eon	Office - Electricity (Oct 20)	£	29.00
British Gas	Shears Mill - Electricity (Sep 20)	£	10.32
Business Stream	Allotments - UR - Water (Jul-Sep 20)	£	1,259.82
Eastleigh Borough Council	Trade Waste (Jul-Sep 20)	£	222.56

##### Staff Debit Card payments

ST - County Locksmiths	Key cutting BMH	£	20.85
DW - Wix.com	Neighbourhood Plan website renewal	£	12.46
ST - Home Bargains	UR Allotment shop cleaning supplies	£	16.90
ST - Amazon	Printer Inks	£	34.90
ST - Asda	UR Allotment shop stationery	£	7.58
ST - Granite Workwear	UR Allotment hard plastic safety visors	£	105.75
ST - Amazon	Printer Inks	£	71.85
ST - Vodafone	Mobile phone top-up	£	10.00
DW - Wix.com	Neighbourhood Plan website premium plan	£	111.75
JW - Vodafone	Mobile phone top-up	£	10.00
DW - Land Registry	Land registry charges for Church Road play area	£	6.00
CT - Arco	Hazard tape	£	9.77

##### BACS payments

Ryan O' Connor	BMH hand rail and gates re-painting	£	459.00
P Stewart	Window Cleaning (Jul/Aug 20)	£	70.00
R Elkins	UR Allotment cleaning supplies	£	8.00
Essential Cleaning	BMH Deep cleaning and covid fogging	£	248.40
Dot Home Improvement	Emergency work to secure BMH Jul 20	£	215.00
Vitaplay	Glebe Meadow Play Area maintenance	£	734.76
Vitaplay	Glebe Meadow Play Area maintenance	£	1,955.41
Vitaplay	Templecombe Road Play Area maintenance	£	480.00
Vitaplay	Church Road Play Area maintenance	£	643.72
Geosphere	Parish Online annual renewal	£	360.00
Mike Thornton	Travel Tokens repayment	£	33.00
Fosters Tree Surgeons	Tree work St Mary's Churchyard	£	696.00
Fosters Tree Surgeons	Emergency tree work Glebe Meadow	£	816.00
Green Smile	Brookfield hedge cutting	£	1,080.00
Green Smile	BMH/Parish office grass cutting (Aug-Oct 20)	£	129.60
Green Smile	Cemetery path strimming and re-soiling	£	170.40
PJ Drew	Play area and Parish Office signs	£	1,339.78

Staff	Salary		£ 4,231.78
Staff	Mileage + Office Allowance		£ 127.35
HMRC	Tax / NI		£ 979.40
HCC	LGPS		£ 1,300.17
Green Smile	Ground Maintenance (Oct 2020)		£ 3,979.31
<b>Cheque payments</b>			£ -
<b>Out Of Pocket Expenses</b>	<b>Clerk - DW</b>		
N/A		£ -	
		<b>Sub total</b>	£ -
<b>Out Of Pocket Expenses</b>	<b>Projects Officer - CT</b>		
N/A		£ -	
		<b>Sub total</b>	£ -
<b>Out Of Pocket Expenses</b>	<b>RFO - ST</b>		
N/A		£ -	
		<b>Sub total</b>	£ -
<b>Out Of Pocket Expenses</b>	<b>Cemeteries Officer - JW</b>		
N/A		£ -	
		<b>Sub total</b>	£ -
<b>Total payments</b>			<b>£ 22,051.19</b>

## COUNCIL & COMMITTEE MEETING DATES 2021 – 2022

Full Council	Fourth Tuesday of every month except August and December (May meeting within 14 days of election)
	18 May; 22 June; 27 July; 28 September; 26 October; 23 November; 25 January 2022; 22 February; 22 March and 26 April
Finance & General Purposes	Second Tuesday of every month except August
	8 June; 13 July; 14 September; 12 October; 9 November; 14 December; 11 January 2022; 8 February; 8 March; 12 April and 10 May
Planning	Second and fourth Tuesday of every month except the fourth Tuesday in December
	18 May; 8 June; 22 June; 13 July; 27 July; 10 August; 24 August; 14 September; 28 September; 12 October; 26 October; 9 November; 23 November; 14 December; 11 January 2022; 25 January; 8 February; 22 February; 8 March; 22 March; 12 April; 26 April and 10 May
Buildings	First Tuesday of every month except August
	1 June; 6 July; 7 September; 5 October; 2 November; 7 December; 4 January 2022; 1 February; 1 March; 5 April and 3 May
Parish Assembly	To be arranged between 1 March and 1 June

Planning Committee meetings start at 7.00pm (doors open 6:45pm for inspection of planning applications when meeting in person). Buildings Committee meetings start at 7:00pm. F&GP and Parish Council meetings start at 7.30pm. Meetings currently take place online.

## Parish Council Insurance

Our insurance broker has completed the annual review of our insurance and informed us that our existing insurer has decided to exit the current long-term agreement following our claim for bus shelter repairs, which they are entitled to do as the value of the claim, at 93.6% of the premium, far exceeds the 40% threshold built into the contract. As a result, the Council now needs to ensure it is insured for the coming year.

We have three quotes to consider. They are:

<b>Company</b>	<b>Premium</b>	<b>Admin Fee</b>
Pen Underwriting Limited	£2,444.22	£50.00
Hiscox	£2,655.12	£50.00
Ecclesiastical	£3,453.47	£50.00

All quotes include Insurance Premium Tax as charged by HMRC.

There is a further option. Pen Underwriting Limited have offered to enter a 3-year agreement with the commitment that the premium will only change if the Council materially alters what is being insured, there is a change in the rate of Insurance Premium Tax or with the annual inflationary rise. This would mean the premium being fixed at £2,444.22 for the next three years.

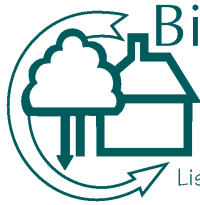
The RFO had recommended that at the next opportunity the Council consider quotes from other sources following difficulties in dealing with the current insurers. This had not been done this year due to the long-term agreement, and the information that the agreement was being prematurely ended did not arrive early enough to allow other quotes to be found.

For this reason, the Council may wish to consider not entering the 3-year agreement, to enable a broader range of quotes to be sought next year, particularly in light of the fixed asset review being undertaken, and the potential transfer of the Bow Lake Gardens allotments, the Bow Lake play area and Stoke Common Cemetery.

A comparison sheet showing what and how much would be covered by the three current quotes is included in the document pack.

Area of Cover		Sums Insured/Limits		
		Pen Underwriting Limited via Axa	Hiscox	Ecclesiastical
<b>Public Liability</b>		£10,000,000	£10,000,000	£10,000,000
Including	Hirers Liability	£5,000,000	£5,000,000	£2,000,000
	Libel & Slander	£500,000	£500,000	£250,000
	Motor No claims Excess & Bonus	£250 each	£250 each	n/a
<b>Employers' Liability</b>		£10,000,000	£10,000,000	£10,000,000
<b>Officials &amp; Trustees Liability</b>		£500,000	£500,000	£500,000
<b>Employee Dishonesty</b>		£150,000	£150,000	£150,000
<b>Legal Expenses</b>		£500,000	£100,000	£250,000
<b>Personal Accident</b>		£100,000/£500pw	£100,000/£500pw	£50,000/£250pw
<b>Property Damage</b>				
Including	Defibrillators & Cabinets	£5,000	£5,000	£5,000
<b>Business Interruption</b>				
Including	Loss of Revenue	£10,000	£10,000	£10,000
	Increased Cost of Working	£10,000	£10,000	£10,000
	Key Person Cover	£250pw up to max £2,500 pa	£250pw up to max £2,500 pa	£400pw up to 26 weeks
<b>Contents (away from premises)</b>		£5,000	£5,000	£5,000
<b>Money</b>		£2,500	£1,000	£1,000
<b>Internet &amp; Email</b>		£500,000	£50,000	n/a
<b>Crisis Management</b>		£500,000	£25,000	n/a





# Bishopstoke Parish Council

Listening to you

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

Bishopstoke Parish Office  
Riverside  
Bishopstoke  
Eastleigh  
Hampshire SO50 6LQ

Tel: 02380 643428  
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## **APPLICATION FOR GRANT AID**

1.	Name of Organisation	MHA Communities Eastleigh
7.	Objectives and Member Criteria	See attached sheet
8.	Total Membership Proportion in BStoke	See attached sheet
9.	Total Grant	£800
10.	Grant Purpose	See attached sheet
11.	Estimated income of organisation	£52,000
12.	Estimated expenditure of organisation	£51,000
13.	Other funding	A £500 grant from Far Oak and Horton Heath Parish Council has been requested.

Additional information to support application

**What are the objectives of your organisation and do membership criteria apply**

The MHA Communities Eastleigh scheme works to reduce loneliness and isolation amongst older people in the Eastleigh borough and empower them to remain an active part of their community thus reducing their need to access services provided by the local council, NHS and Doctors surgeries. Normally we would do this through groups, outings, activities, befriending visits / phone calls and sign posting. At the moment our focus is on supporting our members and other local groups through the current pandemic. We are part of the larger MHA charity which nationwide supports over 18000 older people to live the life that they want to live.

Membership is open to anyone who lives in the Eastleigh borough or has strong links to the Eastleigh Borough over the age of 60.

**What is your total membership and how many live in Bishopstoke**

Nationally the MHA works with over 18000 older people , in the Eastleigh Borough we have 142 members of which 24 live with in Bishopstoke.

**What will the grant be used for and when will it be spent by ?**

*A History of the three villages*

**I would like to use this money (along with funding from Fairoak/Horton Heath parish council) to fund a 6 month long weekly group for our members in which we would research the history of the three villages (Bishopstoke, Fair oak and Horton heath) and interview our members and other significant members of the community to make sure their stories where not lost to time. We would then create a website which could be used as a resource to promote the three villages and to keep their history alive.**

**The villages have changed so much in the last 80 years and as a former History teacher I would love to be able to help keep the history of these wonderful places alive , not just the overarching story but the small tales of individuals who have lived here their entire lives and have seen all of the changes. This is why I think it is important that part of the grant is used to pay to host a website where the information can be made available to everyone who is interested in the history of their local area and of the people who lived there. My vision is that the site would deliver a combination of photograph's, written stories and audio interviews. ( and may even have the facility for people to upload their own photos and stories )**

**Ideally we would like to make this project fully intergenerational and would look to involve local schools to help deliver the project, this would help build relationships between generations and make history "real" to the younger members of the community, helping to keep the concept of community alive in the three villages. (Once we have confirmed that the project can go ahead I will reach out to a school in each of the three villages to find a partner in each area)**

I would also like to work with local history groups and religious groups of all denominations to make sure that the influence and scope of the project is as wide as possible.

Cost breakdown

**Staff time £12 x 2 ( hours a week direct contact with members) x 24 ( weeks )  
£576**

(Depending upon Covid restrictions direct contact will either be via group phone calls / zoom calls or in person and may involve visiting specific places of interest in the 3 villages )

**Staff time £12 x 1.5 ( Correlating data, carrying out interviews , adding information to website ect ) x24 (weeks) £ 432**

**2 years webhosting for project ( average cost £10 per month) £240**

**Expenses and printing costs £52**

**Total cost for the project = £1300**

<b>What are your total project costs?</b>	<b>£ 1300</b>
<b>Contribution from other sources?</b>	<b>£ 500</b>
<b>Total requested from Parish Council</b>	<b>£ 800</b>
<b>Project start date</b>	<b>March 2021</b>
<b>Project completion date</b>	<b>August 2021</b>



# MHA Eastleigh Live at Home

Enabling Older People to Live Later Life Well

## Impact Statement 2020



During 2019 and into 2020 we have offered a range of weekly activities in order to better support local older people to live independently in their own homes whilst staying connected to their communities, tackling isolation and loneliness along the way.

Due to Covid-19 we have rapidly adapted how we operate in order to protect our staff, volunteers and members, changing our focus from provision of social activities and at home befriending to services more suited to the current situation.

We continue to be supported by MHA and Hampshire County Council. A significant proportion of our income comes from Charitable Trusts and the amazing fundraising carried out by our teams and supporters. This along with private donations and member contributions have helped us provide services that improve the health and wellbeing of some of the most vulnerable in our community.

Every penny we receive is carefully managed within our budget to ensure that we provide value for money for the people we serve whilst still being financially sustainable for the future.

*'I don't know what I would of done without the Monday club'*

Derek, Live at Home member

## Our services in 2020

Virtual exercise classes, social groups and telephone conferencing chat groups to keep our members connected and maintaining fitness and well-being

We have partnered with local churches to provide support to the most isolated members of their congregations

19 members have formed a telephone support tree to contact each other during the pandemic this is led by a volunteer

We have set up a book and DVD lending library for our members

85 members are receiving regular telephone befriending

Our team have delivered over 100 care bags to members and vulnerable members of the community made up of "shopping essentials" to save them going out during the pandemic.

# Our 2019 Impact in Numbers

Our members range in age from 58 to 94.  
All are living independently within the  
Eastleigh borough

Our volunteers are from part of our local  
community and come from all walks of life,

Live at Home members

**142**

Live at Home volunteers

**27**

Members taking part in  
weekly exercise  
classes

**33-39**

Members benefitting  
from at home and  
telephone befriending

**12**

% of Members who  
attend at least one  
group a month

**62%**

Volunteer hours per  
month

**84**

Members participating  
in weekly singing for  
wellbeing sessions

**12-20**

Members participating  
in weekly social groups.

**24-35**



## Cemetery gates

The development at The Chase included a sum of money for the provision of public art in the form of Cemetery gates. There was no specification as to whether this would apply to the original Bishopstoke Cemetery, the new Stoke Common Cemetery, or both, so there appears to be some flexibility in how the money can be used.

The delays in completion of Stoke Common Cemetery have led to concerns that the time limit on use of the money would expire before any gates for Stoke Common Cemetery could be considered and so the focus has centred on Bishopstoke Cemetery.

The last note on the subject that has been located is in the Cemetery Working Group minutes and Action Log. At the CWG meeting on 29<sup>th</sup> October 2019 Cllr Toher was requested to raise the project at the next Borough Liaison meeting. This was subsequently discussed on 4<sup>th</sup> November 2019 with the Liaison Group, at which point the Borough representative indicated that the funding for the project could be requested by the Parish Council at any time. This was communicated back to the CWG and the Action Log was then updated to show "CWG needs to consider requesting EBC handover funding to progress this project". It is the Clerk's understanding that the project has been within the control of the Cemetery Working Group since then.



## **Finance & General Purposes Clerk's report 10 November 2020**

### **Clerk's Report**

#### **Matters Arising:**

**FGP\_2020\_M02/14.2** Regarding Surrey Hills legal costs and Shears Mill painting. The Clerk is in contact with the Borough over claiming the legal costs back as they do relate to Brookfield. The Shears Mill invoice is for annual maintenance. It is usually in the region of £200 but has been as high as £400, depending on the work required. This year the work included the removal of weeds from the top of the old lime Mill rear wall and repointing where necessary with a conservation lime mortar mix to obtain a like for like repair with the existing mortar. Additionally, the roof has been cleaned off and the drainpipe rodded clean to allow rain waters to run free.

**FGP\_2020\_M02/15.7** Regarding the Morelands Camping grant application. The Clerk has requested further information, but this has not yet been provided. When it is the application will be brought back before the committee.

**FGP\_2020\_M02/17.3** Regarding Church Road play area. This item was discussed at Full Council as requested.

**FGP\_2020\_M02/17.5** Regarding the substation at Church Road play area. As indicated at Full Council, all contact to date has been over the phone, so there is no email trail to share.

**FGP\_2020\_M02/17.7/8** Regarding the Cemetery Gates. This item is on the agenda for this meeting as requested and an update has been provided.

#### **Parish Assets:**

**Allotments** There is nothing new to report on Allotments.

**Burial Matters** As at November 3rd there have been 19 interments since April 1st. We still await news of when the cemetery extension will begin the twelve-month maintenance period.

**Parish Office** There is nothing new to report on the Parish Office.

**Play Areas** Outstanding repair work and cleaning has been completed. We are awaiting the next set of inspections to identify any new work required and there will be an amount included in the budget for next year to cover extensive wet pour repair works across all play area sites. Durable COVID signage has been purchased and will shortly be installed at all play area sites.

**Trees** There is nothing new to report on Trees.

#### **Other Matters:**

At the time of writing this report, there were no other matters to report upon.