

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 9 October 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 11 September 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 September 2018
7. To approve the Delegation Policy
8. To recommend the Parish Council's response to the Airport Consultation
<https://www.southamptonairport.com/draft-masterplan-2018/>
9. To recommend approval and adoption of the audited Annual Return 31 March 2018
10. To approve the appointment of the Council's internal auditor for 2018-19
11. To approve Burial Board fees for 2019-20
12. To approve amending the qualifying age for child interments
13. To recommend the amendment to Financial Regulations 10.1
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 13 November 2018 at 7.30pm in the Parish Office, Riverside, Bishopstoke.



D Hillier-Wheal
Clerk to Bishopstoke Parish Council
3 October 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 11 September 2018

Present: Cllrs Harris (Chair), Brown, Dean, Tidridge and Tidridge

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

Public Session 0 members of the public were present

FGP_1819_M05/

Public Session

51 Apologies for Absence

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

52 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 10 July 2018

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

52.2 Proposed Cllr Dean, Seconded Cllr Tidridge, **RESOLVED** that the Minutes of the Finance and General Purposes Meeting held on 10 July 2018 be accepted as a true record.

53 To consider Matters Arising from the above Minutes

53.1 Minute 44.1 – The Borough have indicated that if the land is not fit for purpose then the developer would be required to fix the problems.

53.2 Minute 44.3 – The Clerk indicated that the Street Pastors have been informed.

53.3 Minute 49.4 – The Clerk reported that he had spoken with PC Helen Rees and she had indicated a willingness to come to a future meeting. As the Beat Surgeries have now finished their current run, PC Rees stated that she would be continuing the practice, but probably alternating between here and Fair Oak. The dates will be published when known.

54 Declarations of Interest and Requests for Dispensation

54.1 Cllrs Toher, Brown and Harris all declared an interest in parts of Item 9, Carnival Grant Requests.

54.2 Cllr Harris declared a personal interest in Item 10, the Open Sight Grant Request.

55 To receive reports from Working Groups

55.1 Cllr Brown reported that the Cemetery Working Group had recently had a productive meeting discussing the items contained in the report to be discussed later. Additionally, discussions were held regarding the possibility of raising the age beneath which no charge is made for interment from 12 to 16. Cllr Tidridge informed the Committee that there has been more fly-tipping at the new Cemetery car park, and let the Committee know that Assistant Clerk Taylor is keeping a log of all incidents.

Initial: _____ Date: _____

55.2 Cllr Toher reported that the Neighbourhood Plan group had recently met and agreed the Vision for the Plan. They had then gone on to agree a draft version of the Aims and Objectives that will form the basis for writing policies. The Objectives are attached to these minutes. The next meeting is set for 4th October.

55.3 Cllr Harris reminded the Council that it is Carnival this weekend. There have been no major surprises or disappointments so far and the weather looks good. Cllr Brown added his thanks to all the programme deliverers and put out a request for Parade Marshalls. Cllr Tidridge reported some confusion regarding the stall holder form and insurance, and the Clerk committed to looking at that for the next Carnival

Action: Clerk

56 To receive the RFO's Report, and approve Budget Monitoring and Payments Reports for July and August 2018

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

56.2 The Clerk reported that all vired sums have now been appropriately recorded in the budget monitoring and the tree costs relating to the previous year have been removed. The next report will have the Open Space Budget properly split out across the various sites. The budgeting process is now beginning, so any Cllrs that have items they wish included in next year's budget should forward them to the Clerk by mid-October.

Action: Cllrs

56.3 Cllr Harris requested clarification on what constitutes a Community Project and the Clerk offered to regroup and retitle items as necessary.

Action: Clerk

56.4 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously that the Committee approve the RFO, Payment and Budget Monitoring reports for July and August 2018.

57 To determine whether to recommend employing a cleaner for allotment toilets and how to cover the cost

57.1 A report from Assistant Clerk Thorogood had been circulated with the supporting papers for this meeting.

57.2 Cllr Toher thanked Assistant Clerk Thorogood for her report. After discussion, the Committee agreed that the site reps should remain responsible for the cleaning of the toilets in addition to their other responsibilities.

57.3 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the Parish Council not provide a cleaner, but instead remind the site reps of their responsibilities.

58 To recommend virement of £2,000 from reserves to pay for essential remedial work at the Underwood Road allotment site

58.1 A report from Assistant Clerk Thorogood had been circulated with the supporting papers for this meeting.

58.2 Proposed Cllr Tidridge, Seconded Cllr Toher, **RECOMMENDED** unanimously that £2,000 be vired from reserves to pay for essential remedial work at the Underwood Road allotment site.

59 To make recommendations regarding the Carnival street collection grant requests

59.1 The Grant requests had been circulated with the supporting papers for this meeting. There was an additional request that had come in after the papers had been sent which the Clerk provided to the Committee.

Cllr Toher left the room at this point

59.2 Cllr Dean noted that four of the applications were for £200 each and the fifth for “a share”. Cllr Tidridge asked what happens if the Street Collection does not cover the grants and the Clerk informed the Committee that the Parish Council grant fund would cover any shortfall.

59.3 Proposed Cllr Tidridge, Seconded Cllr Dean, **RECOMMENDED** that £200 be awarded to each of ARK Eastleigh, Age Concern Bishopstoke, MHA Live At Home, Wessmaps Housing Trust and the Bishopstoke Community Association.

Cllr Toher returned to the room

60 To make recommendations on the grant application from Open Sight

60.1 The documentation for the Open Sight grant had been circulated with the supporting papers for this meeting.

Cllr Harris stepped down from Chairing at this point. Cllr Toher, as Chair of the Council, took over the duties of Chairing the meeting.

60.2 It was noted that currently Open Sight helps 16 people in Bishopstoke, as well as others from around the area. After discussion it was agreed that £500 should be granted, rather than the requested £1,000, and that Open Sight should be encouraged to apply to other parishes for the remaining funds.

60.3 Proposed Cllr Toher, Seconded Cllr Tidridge, **RECOMMENDED** that Open Sight be awarded a grant of £500.

60.4 The Clerk was requested to contact Open Sight to encourage them to apply for grants from other parishes.

Action: Clerk

Cllr Harris resumed the Chair

61 To agree the Bishopstoke Parish Council response to the consultation on Local Government – 2019/20 Council Tax Referendum Principles

61.1 Proposed Cllr Harris, Seconded Cllr Toher, **RECOMMENDED** unanimously that the Parish Council support the council tax referendum principles proposed by the Government for 2019-20.

62 To approve payment for the bicycle and buggy park in Sayers Road play area

62.1 Proposed Cllr Harris, Seconded Cllr Toher, **RESOLVED** unanimously that payment for the bicycle and buggy park in Sayers Road be made.

62.2 The Clerk was requested to extend the current use of purchase orders to cover non-contracted payments of over £1,000 and bring forward draft amendments to the Financial Regulations accordingly.

Action: Clerk

63 To decide upon the actions contained in the report from the Cemetery Working Group

63.1 Cllr Toher thanked Assistant Clerk Taylor for her comprehensive report, which had been included with the papers for this meeting.

63.2 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that signage for the new car parking area outside Bishopstoke Cemetery be installed, with funding being vired from reserves.

63.3 Proposed Cllr Toher, Seconded Cllr Tidridge, **RESOLVED** unanimously that an area for memorials without interment be set aside in Bishopstoke Cemetery, with the fees matching burial grant requests (which grants the right to have a memorial) and memorial applications.

63.4 Proposed Cllr Brown, Seconded Cllr Dean, **RESOLVED** unanimously that the suggested new wording for the third recommendation contained in the report be amended such that the second sentence in the first paragraph would now read "Should this not be the case then after 14 days . . .", and the last sentence of the second paragraph would now read "If any items are placed elsewhere then the grass will not . . .".

63.5 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the Cemetery Regulations be altered as suggested in the report, as amended in Minute 63.4.

63.6 Proposed Cllr Toher, Seconded Cllr Brown, **RECOMMENDED** unanimously that the next phase of improvement works for Bishopstoke Cemetery be approved, with up to £5,000 being vired from reserves as necessary.

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

64.1 August saw 1 new burial and 1 re-opening, with 1 new ashes interment and 3 re-openings. The total for the year so far is 15, and there are two booked for September so far.

64.2 Since the last F&GP meeting work has been completed on the bank shoring, the knee rail fencing and the bin palisade, all of which we are very happy with. Work has also been ongoing on the badly needed repairs to the boundary wall of St Mary's Church. The Parish Council has a legal obligation regarding health and safety on the church grounds and after many years of no work being done is faced with a number of jobs in relatively quick succession. It is anticipated that once they are complete that should be it for a few years in terms of major work.

64.3 Two wasp nests have been treated at Glebe Meadow play area, and mole control has taken place at the Cemetery, and is about to take place at the play area on Church Road. The Clerk also reported that he had been informed that the Ant Nest in Stoke Park Woods is being removed due to health and safety reasons on 24th September.

64.4 As no one has come forward to be a site rep at the Jockey Lane site the toilets will now remain locked. Underwood Road received three nominations and as there are three vacancies no elections were necessary. Work continues on the various issues that have come to light as a result of the inspection scheme that was put in place last year.

64.5 The Clerk reported that Assistant Clerk Taylor would be on holiday from Friday 14th to Friday 21st September, and that the Clerk would be on holiday from October 15th to 26th. Any queries over that period should be directed to Assistant Clerk Taylor or Thorogood.

64.6 Twynams will be using the office on Thursday 27th September. There will be the next EBC / BPC Liaison meeting here on Tuesday 2nd October, and on Thursday 4th October the office will be closing at 11am as the Clerk is attending the Community Safety Group meeting in Fair Oak. The next Neighbourhood Plan meeting is in the Parish Office that evening. Finally, the Clerk reminded those present that it is Carnival weekend and invited everyone to come and join the fun. The Clerk was asked to see whether Twynams could in future use a day other than Thursday for their meeting so it does not interfere with residents wishing to come in to the Parish Office.

Action: Clerk

65 Date, time, place and agenda items for the next meeting

65.1 The next meeting is scheduled to be on Tuesday 9 October 2018 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

65.2 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 9:10pm

DRAFT

Resolutions to be noted by the Full Parish Council

52.2 that the Minutes of the Finance and General Purposes Meeting held on 10 July 2018 be accepted as a true record.

56.4 that the Committee approve the RFO, Payment and Budget Monitoring reports for July and August 2018.

57.3 that the Parish Council not provide a cleaner, but instead remind the site reps of their responsibilities.

62.1 that payment for the bicycle and buggy park in Sayers Road be made.

63.3 that an area for memorials without interment be set aside in Bishopstoke Cemetery, with the fees matching burial grant requests (which grants the right to have a memorial) and memorial applications.

63.4 that the suggested new wording for the third recommendation contained in the report be amended such that the second sentence in the first paragraph would now read "Should this not be the case then after 14 days . . .", and the last sentence of the second paragraph would now read "If any items are placed elsewhere then the grass will not . . .".

63.5 that the Cemetery Regulations be altered as suggested in the report, as amended in Minute 63.4.

Recommendations for consideration by the Full Parish Council

58.2 that £2,000 be vired from reserves to pay for essential remedial work at the Underwood Road allotment site.

59.3 that £200 be awarded to each of ARK Eastleigh, Age Concern Bishopstoke, MHA Live At Home, Wessmaps Housing Trust and the Bishopstoke Community Association.

60.3 that Open Sight be awarded a grant of £500.

61.1 that the Parish Council support the council tax referendum principles proposed by the Government for 2019-20.

63.2 that signage for the new car parking area outside Bishopstoke Cemetery be installed, with funding being vired from reserves.

63.6 that the next phase of improvement works for Bishopstoke Cemetery be approved, with up to £5,000 being vired from reserves as necessary.

Actions arising from this meeting

55.3 The **Clerk** committed to examining the language used regarding insurance on the Carnival Stall Holder form.

56.2 **Cllrs** that have items they wish included in next year's budget should forward them to the Clerk by mid-October.

56.3 The **Clerk** offered to regroup and rename the "Community Project" budget heads more appropriately.

60.4 The **Clerk** was requested to contact Open Sight to encourage them to apply for grants from other parishes.

62.2 The **Clerk** was requested to extend the current use of purchase orders to cover non-contracted payments of over £1,000 and bring forward draft amendments to the Financial Regulations accordingly.

64.6 The **Clerk** was asked to see whether Twynams could in future use a day other than Thursday for their meeting so it does not interfere with residents wishing to come in to the Parish Office.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Bishopstoke Parish Council - Budget Monitoring - Income (September)

Finance & General Purposes Meeting - 9th October 2018

Prior to 01/10/2018	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		£ 275.00	27.50%
	200	1220	Events	£ 500.00		£ -	0.00%
	200	1230	Sponsors	£ -		£ -	
	200	1240	Stalls	£ 400.00		£ 45.00	11.25%
	200	1250	Street Collection	£ 450.00		£ -	0.00%
	200	1260	Tenders	£ 600.00		£ 125.00	20.83%
Burial Board	400	1400	General	£ -		£ 179.21	
	400	1410	Grant Transfer	£ 250.00		£ 200.00	80.00%
	400	1420	Interment	£ 8,250.00		£ 6,850.00	83.03%
	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	£193,213.02	65.65%

Bishopstoke Parish Council - Budget Monitoring - Expenditure (September)

Finance & General Purposes Meeting - 9th October 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		£ 20,294.45		£ 26,705.55	43.18%
	100	4001	N.I.	£ 12,000.00		£ 5,930.41		£ 6,069.59	49.42%
	100	4002	Pensions	£ 12,000.00		£ 6,469.99		£ 5,530.01	53.92%
	100	4003	``	£ 648.00		£ 324.00		£ 324.00	50.00%
	100	4004	Travel / Mileage	£ 500.00		£ 249.22		£ 250.78	49.84%
	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		£ 242.50		£ 2,757.50	8.08%
	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		£ 2,225.66		-£ 325.66	117.14%
	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		£ 1,214.87		-£ 214.87	121.49%
	110	4120	IT Purchase	£ 1,500.00		£ 787.51		£ 712.49	52.50%
	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		£ 212.00		£ 188.00	53.00%
	110	4820	Phone	£ 300.00		£ 195.34		£ 104.66	65.11%
	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		£ 160.00		£ 340.00	32.00%
	152	4079	Shears Mill General	£ -		£ -		£ -	
	152	4802	Shears Mill Electricity	£ 150.00		£ 50.82		£ 99.18	33.88%
	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		£ 488.95		£ 5,511.05	8.15%
	200	4211	Car Show			£ -		£ -	
	200	4212	Duck Race			£ -		£ -	
	200	4213	Parade			£ 480.00		-£ 480.00	
	200	4214	Quizzes			£ -		£ -	
	200	4215	River Floats			£ 60.00		-£ 60.00	
	200	4216	Tea Party			£ 211.62		-£ 211.62	
	200	4230	Entertainment			£ 300.00		-£ 300.00	
	200	4240	First Aid			£ -		£ -	
	200	4250	Grants			£ -		£ -	
	200	4260	Programme			£ 1,164.00		-£ 1,164.00	
	200	4261	Publicity			£ -		£ -	
	200	4270	Court			£ 215.17		-£ 215.17	
	200	4299	General			£ 230.93		-£ 230.93	
Glebe Meadow	300	4300	Play Eqpt Maintenance	£ 1,000.00		£ 428.10		£ 571.90	42.81%
	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			£ 3,926.92		-£ 3,926.92	
	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		£ 75.00		£ 925.00	7.50%
	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			£ 1,400.40		-£ 1,400.40	
Otter Close	320	4300	Play Eqpt Maintenance	£ 1,000.00		£ 433.35		£ 566.65	43.34%
	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			£ 1,799.10		-£ 1,799.10	

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	£ 68,983.68		£ 9,084.32	88.36%
	330	4700	Trees	£ 1,000.00		£ -		£ 1,000.00	0.00%
	330	4710	Grounds			£ 1,578.60		-£ 1,578.60	
Templecombe Road	340	4300	Play Eqpt Maintenance	£ 1,000.00		£ 355.00		£ 645.00	35.50%
	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			£ 1,050.90		-£ 1,050.90	
Brookfield	350	4300	Play Eqpt Maintenance	£ 800.00		£ 123.00		£ 677.00	15.38%
	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			£ 3,726.00		-£ 3,726.00	
	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	£ 5,761.68		£ 3,738.32	60.65%
	400	4701	Trees	£ 2,500.00		£ 3,251.00	-£ 3,161.00	£ 2,410.00	3.60%
	400	4713	Grounds Maintenance	£ 4,000.00		£ 3,279.60		£ 720.40	81.99%
	400	4810	Water	£ 100.00		£ 47.07		£ 52.93	47.07%
Old St Marys	410	4499	General	£ 1,600.00		£ 558.21		£ 1,041.79	34.89%
	410	4701	Trees	£ 2,000.00		£ 1,581.00	-£ 1,386.00	£ 1,805.00	9.75%
	410	4711	Ground Maintenance	£ 1,000.00		£ 1,778.70		-£ 778.70	177.87%

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		£ 6,405.01		£ 9,094.99	41.32%
	420	4701	Trees	£ 2,000.00		£ 567.00	-£ 567.00	£ 2,000.00	0.00%
	420	4712	Ground Maintenance	£ 2,000.00		£ 1,746.60		£ 253.40	87.33%
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		£ 171.76		£ 328.24	34.35%
	510	4599	General	£ 1,500.00	£ 1,000.00	£ 1,971.78		£ 528.22	78.87%
	510	4714	Grounds Maintenance	£ 100.00		£ 126.00		-£ 26.00	126.00%
	510	4801	Electricity	£ 400.00		£ 154.69		£ 245.31	38.67%
	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		£ 189.00		£ 211.00	47.25%
	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		£ 1,285.92		£ 5,714.08	18.37%

Total	Budgeted + Virements	Spending	Funds Remaining
	£ 344,816.00	£ 158,821.72	£ 185,994.28
		Proportion Spent	
		46.06%	

Bishopstoke Parish Council

Finance & General Purposes Meeting

9th October 2018

ITEM 6

Payments (September 2018)

Direct debits

BT	Office Phone / Broadband (August 18)	£	58.30
ICO	Data Protection Registration	£	35.00
British Gas	Allotment - UR - Elec (Aug 18)	£	22.62
British Gas	Shears Mill - Elec (Aug 18)	£	7.46
Eon	Office Electricity (August 18)	£	38.00

Internet payments

Eastleigh Borough Council	Dog Waste (August 2018)	£	61.32
Sarsen Press	Carnival Programme	£	1,164.00
Jason Bruno	St Marys Wall - 1st stage complete	£	5,472.36
Green Smile	Old St Mary's - soil and seed	£	24.00
Green Smile	Brookfield Hedge	£	1,008.00
Dolphin Marching Band	Carnival procession	£	354.00
High & Low Pest Control	Cemetery Mole Control	£	288.00
Vita Play	Inv 1807, quote 1732, Brookfield Play Area mainten	£	147.60
Vita Play	Inv 1840, quote 1733, Glebe Meadow play area maint	£	513.72
Vita Play	Inv 1840 quote 1734, Otter Close play area mainten	£	520.02
Vita Play	Inv 1808 quote 1735, Church Road play area mainten	£	90.00
Vita Play	Inv 1809, quote 1736, Templcombe Play area mainter	£	426.00
Vita Play	Inv 1879, quote 1763, Sayers Road Play area	£	3,498.00
Jimmy Juggler	Carnival - Arena Act	£	275.00
Marmax	Cemetery Seat	£	365.04
Terena Plowright	Carnival Arena Act	£	213.95
Green Smile	Ground Maintenance (September 18)	£	3,979.31
Staff	Salary	£	3,476.34
Staff	Mileage + Office Allowance	£	73.35
HMRC	Tax / NI	£	1,044.99
HCC	LGPS	£	1,110.09

Cheque payments

Out Of Pocket Expenses	Clerk		
WH Smith	River Float Prizes	£	60.00
Hobbycraft	Helium	£	40.00
B & Q	Line Paint	£	56.88
Costco	Hall and Tea Party	£	229.60
Amazon	Heater	£	89.99
Amazon	Money Bags	£	8.49
		Sub total	£ 484.96
Out Of Pocket Expenses	Assistant Clerk - CT		
Post Office	Postage	£	6.50
Ink Planet	Inks	£	28.48
PC World	Printer	£	100.00
		Sub total	£ 134.98
Out Of Pocket Expenses	Assistant Clerk - ST		
Vodafone	Phone top up	£	10.00
	Stationery	£	5.00
		Sub total	£ 15.00
Total payments			£ 24,901.41



Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL
POLICY
on
DELEGATIONS

This Policy was adopted
by the Parish Council at its meeting on

D Hillier-Wheal

Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL

POLICY

on

DELEGATIONS

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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DRAFT

DELEGATIONS POLICY

1 Introduction

- 1.1 The following pages set out the manner in which Bishopstoke Parish Council has delegated its powers. Understanding of this is essential for anyone who wishes to know who is legally able to give a decision on any matter. This document is one of the major ways in which the Council regulates its affairs along with Standing Orders and Financial Regulations.
- 1.2 The basic principle used has been to delegate to Committees powers to act within their Terms of Reference. This means that on all matters not reserved for consideration by another Committee, or by the full Council, Committees can RESOLVE and thereafter action can normally be taken by officers. However certain matters, such as issuing a precept for a rate, cannot legally be delegated and others, such as deciding major policy, are reserved by the Council to itself. On such matters, committees can only RECOMMEND a course of action and, in these cases, officers cannot normally carry out the instructions of the committees until the recommendation has been approved by the Council.
- 1.3 The intention of the delegation scheme is to enable the Council to act with all reasonable speed. Decisions should be taken at the most suitable level. Officers are given power over the day to day administration of the Council; committees decide matters within their Terms of Reference and matters of major policy should be RECOMMENDED to the full Council.
- 1.4 Wherever the Clerk is referred to in this document it shall be understood that the Assistant Clerks can deputise for the Clerk both in the absence of the Clerk and to enable the efficient and effective running of the Parish Council.
- 1.5 Whilst delegation is necessary for the business-like conduct of the Council's affairs it is worth emphasising that the Council's policy has always been that members, and indeed the press and public, should have the fullest information. Thus, officers report all major decisions taken under delegated powers to the appropriate committee, the agenda of which are sent to all members.
- 1.6 Should members wish to raise any question concerning the exercise of delegated or other powers, then they should contact the appropriate committee chair or the Clerk, and if necessary the matter can be raised subsequently at committee.

2 Legal Background

- 2.1 Local Councils may only do what legislation requires or permits them to do. With some particular exceptions, the Council may delegate functions to committees, sub committees, officers, or other authorities.
- 2.2 The power to delegate functions by local councils is set out in the Local Government Act 1972 S.101 as amended by various subsequent Acts and Statutory Instruments.

2.3 The Openness of Local Government Bodies Regulations 2014 (2014 SI No. 2095), which came into force on 6 August 2014, require a written record to be kept of certain decisions made by an officer of a parish council acting under delegated powers. The decisions are those:

2.3.1 made under a ‘specific express authorisation’, or

2.3.2 made under a general authorisation where the effect of the decision is to;

i) grant a permission or licence,

ii) affect the rights of an individual, or

iii) award a contract or incur expenditure which, in either case, significantly affects the financial position of the Parish Council.

3 Policy Scope

3.1 This Policy follows the scope of this provision as detailed in the guidance issued by the Department of Communities & Local Government ‘Plain English’ guide to the Regulations. The relevant guidance for parish councils is as follows:

‘Officers take many administrative and operational decisions on how they go about their day to day work within the council’s rules. These decisions will not need to be recorded.

Residents will not be able to inspect some recorded decisions if the whole or part of the records contain confidential information or any other information where publicity would be prejudicial to the public interest.

Examples of decisions that should be recorded could include:

- Decisions about awarding contracts above specified individual/total values (the values will vary according to the relevant parish or town council); and
- Decisions to renew a lease to an allotment association.

Where decisions are already required to be published by other legislation, they do not need to be recorded again provided the record published has the date the decision was taken and the reasons for the decision.

Decisions that do not need to be recorded might include the following examples:

- Routine administrative and organisational decisions such as the purchase of office supplies or repairs;
- A decision to sign an allotment tenancy agreement;
- Decisions to book rooms or sports grounds; and
- Decisions to approve works undertaken by a contractor.

These are a few selected examples and not an exhaustive list. It is for the council to decide what information should be recorded on the basis of the national rules.’

4 The Clerk

- 4.1** The Clerk to the Council shall be the Proper Officer of the Council and as such is specifically authorised to:
- 4.1.1** Receive declarations of acceptance of office;
 - 4.1.2** Receive and record members' register of interests;
 - 4.1.3** Receive and grant dispensations according to the Council's Code of Conduct; details of all dispensations received and granted to be reported to the Council at the next available meeting;
 - 4.1.4** Receive and retain plans and documents;
 - 4.1.5** Sign notices or other documents on behalf of the Council;
 - 4.1.6** Receive copies of byelaws made by a primary local authority;
 - 4.1.7** Certify copies of byelaws made by the Council;
 - 4.1.8** Sign summons to attend meetings of the Council;
 - 4.1.9** To institute and appear in any legal proceedings authorised by the Council.
- 4.2** In addition, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:
- 4.2.1** Day to day administration of services together with routine inspection and control;
 - 4.2.2** Day to day supervision and control of all staff employed by the Council;
 - 4.2.3** Implement national pay awards and conditions of service in line with the National Joint Council Scheme of Conditions of Service as amended by Local Agreement;
 - 4.2.4** Authorisation to call any extra-ordinary meetings of the Council or any Committee as necessary, having consulted with the Chair of the Council, and/or the Chair of the appropriate Committee;
 - 4.2.5** Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees;
 - 4.2.6** Authorisation of routine recurring expenditure within the agreed budget according to the Council's financial regulations;
 - 4.2.7** Emergency expenditure up to £2,500 outside of the agreed budget according to financial regulation 4.3;
 - 4.2.8** To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000;
 - 4.2.9** Issuing press releases and statements to the press on the Council's known policies, subject to any provisions contained in those policies or in Standing Orders;
 - 4.2.10** Updating and managing the Council's online content;
 - 4.2.11** Making arrangements for the maintenance of the office IT system;

4.2.12 Co-ordinating the production of the Council's newsletters;

4.2.13 Disposal of Council records according to legal restrictions and an agreed retention and disposal policy;

4.2.14 In the first instance, acknowledging and handling all complaints regarding the Council (except where the complaint relates to the Clerk);

4.2.15 Making arrangements for the routine maintenance of the Parish Office;

4.2.16 Purchasing necessary office equipment and supplies;

4.2.17 Any other task properly and legally delegated to the Clerk by Council, a Committee, Sub-Committee or Working Group.

4.3 Delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

5 Responsible Finance Officer (RFO)

5.1 The Responsible Financial Officer (RFO) to the Council is responsible for the Parish Council's accounting procedures and financial records and is accountable for the proper administration of its finances, in line with the current Account and Audit Regulations and the Council's adopted Financial Regulations.

6 The Council

6.1 Certain functions cannot be delegated and are therefore reserved to the full Council, although an appropriate committee may make recommendations thereon for the Council's consideration:

6.1.1 Setting the precept and approval of the Council's budget;

6.1.2 Approval of the Annual Accounts;

6.1.3 Completion of the Annual Return including the Governance Statement;

6.1.4 Consideration of an Auditor's report made in the public interest (within one month of receipt);

6.1.5 The making, amending or revoking of Standing Orders, Financial Regulations and this Scheme of Delegation;

6.1.6 Adoption or revision of the Council's Code of Conduct;

6.1.7 Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence;

6.1.8 Determination and review of the Bank Mandate;

6.1.9 Matters of principle or policy;

6.1.10 Nomination or appointment of representatives of the Council to outside bodies (except approved conferences or meetings);

- 6.1.11** Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee;
- 6.1.12** The making, amending or revoking of byelaws
- 6.1.13** Agreement to write off bad debts;
- 6.1.14** Approval by resolution, before payment, of any grant or single commitment in excess of £5,000;
- 6.1.15** Authorisation as to the terms and purpose for any application for Borrowing Approval and subsequent arrangements for the loan;
- 6.1.16** Approval of any financial arrangement which does not require formal borrowing approval from the Secretary of State (e.g. hire purchase or leasing of tangible assets);
- 6.1.17** Approval of purchase, acquisition by other means, sale, lease or disposal of tangible moveable property over £1,000;
- 6.1.18** Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land);
- 6.1.19** Approval of the virement of unspent and available amounts to other budget headings or reserves;
- 6.1.20** Approval of changes in earmarked reserves as part of the budgetary process;
- 6.1.21** The dismissal of Officers;
- 6.1.22** The overall review of rents and charges;
- 6.1.23** To order, regulate and generally supervise the Council's finances within the general financial policy of the Council which shall be expressed in the annual budget.

7 Committees

- 7.1** All Committees are authorised to:
 - 7.1.1** Elect a chair from within the membership of that Committee;
 - 7.1.2** Approve the Minutes of the last meeting of the Committee;
 - 7.1.3** Spend money from budget headings under that Committee's remit up to the limit of the budget and/or named reserve;
 - 7.1.4** Make recommendations on the budget requirement for the Committee for the coming Financial Year;
 - 7.1.5** Delegate any of their functions to a Sub Committee or officer of the Council.
- 7.2** Additionally, all Committees are authorised to carry out any duties or actions legally and properly delegated to them in their approved Terms of Reference subject to:
 - 7.2.1** The provisions of any Standing Order or Financial Regulation for the time being in force, except where such Order or Regulation has been specifically waived by resolution of the Council;

- 7.2.2** Prior Council approval of annual capita and revenue estimates;
- 7.2.3** Any scheme requiring application for consent to borrow having first been approved by Council, and loan sanction secured;
- 7.2.4** Where matters of policy are involved, the existence of a policy approved by the Council. In the absence of such policy, Committees, Sub-Committees and Working Groups may consider the matter and make recommendations to the Council;
- 7.2.5** Prior Council approval to recommendations for the allocation of duties, powers and guidelines to committees.
- 7.3** The exercise by committees of the above powers shall be without derogation to the powers of the Council to call for a report on any committee decision.
- 7.4** Every committee shall have power to authorise an officer, after consultation with the Chair of the Committee, to take decisions on specific, urgent matters falling within its own Terms of Reference as it sees fit.
- 7.5** Notwithstanding the powers delegated to Committees, the Council retains the right to exercise such powers when necessary.

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Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

BISHOPSTOKE PARISH COUNCIL (CHAMPSHIRE)

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

FULL 1819-M02 / 28-2

dated

22/05/18

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Susan M. Toher

Clerk

Michelle Wheat

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.bishopstokepc.org

Section 2 – Accounting Statements 2017/18 for

BISHOPSTOKE PARISH COUNCIL CHAMPSHIRE

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	166,194	173,575	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	141,520	157,793	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	36,736	33,477	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	47,110	58,293	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	123,764	161,868	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	173,575	144,685	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	169,320	139,093	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	225,232	231,849	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Dh [Signature] - Wheat

Date

08/05/2018

I confirm that these Accounting Statements were approved by this authority on this date:

22/05/18

and recorded as minute reference:

FULL 1819 - M02 / 29.3

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Susan M. Toher

Section 3 – External Auditor Report and Certificate 2017/18

In respect of **Bishopstoke Parish Council (HA0027)**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the completion of the Annual Internal Audit Report, and their detailed report(s), the internal auditor has drawn attention to weaknesses in relation to minuting the action plans arising from matters raised through external and internal audit. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

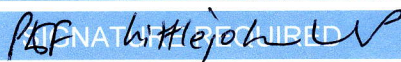
3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

24/09/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

BURIAL AUTHORITY FOR THE PARISH OF BISHOPSTOKE
RECOMMENDED CEMETERY FEES AND CHARGES FOR THE YEAR 2019-2020

The current level of fees has been in place since 1st April 2017 – prior to this, a fee increase took place on 1st April 2014, following the original fee decision when Bishopstoke Parish Council took over the Cemetery on 1st April 2010. The following changes to the fees, and the fee structure, are recommended by the Cemetery Working Group to the Finance and General Purposes Committee:

To increase the age where the interment is free, from a child up to 12 years of age, to a child up to 18 years of age.

To retain the current fees for headstones, but to introduce a new fee of £30 for any changes to a memorial following installation of the original memorial. This would result in a charge of £30 for additional inscriptions, for replacing an existing memorial with a new memorial, or for adding items such as vases, additional memorials, or kerb sets.

To increase the fee for the transfer of exclusive right of burial to £30 (which has remained at £25 since 1/4/2010).

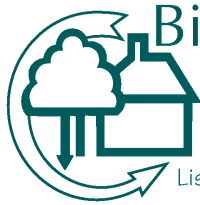
The fee changes are indicated in red alongside the fees for 2018/19. The Cemetery Working Group would also like to advise the Committee that it is not intended that there be a further change in fees for the following financial year of 2020/2021.

INTERMENTS	(Interment form required)	£	£
A child up to 18 years	of age	Free	Free
A person 18 years and over	– single depth	300	325
	– double depth	350	375
Ashes burial within grave		150	175
Scattering of ashes where grave turf is removed		75	100
Scattering of ashes around perimeter of Cemetery		Free	Free

EXCLUSIVE RIGHTS OF BURIAL	£	£	£	£
	(for 30 years)		(for 60 years)	
Adult plot	375	400	750	800
Child plot	375	400	750	800
Ashes plot	275	300	550	600
Transfer of Exclusive Right of Burial	£25	£30		

HEADSTONES, MONUMENTS, TABLETS AND MEMORIAL INSCRIPTIONS	(application form required)		£	£
Headstone (new)			175	175
Vase/ flat tablets (new)			125	125
Additional inscriptions/replacement memorials /any other changes			Free	30

Notes: these charges are doubled in all cases where the person interred was not, at the time of death, a resident within the Parish of Bishopstoke. Persons residing outside the Parish at the time of death, in sheltered, care or nursing homes and hospitals are accepted, if immediately prior to their removal thereto, they were residents within the Parish of Bishopstoke. The above fees exclude all charges for labour, grave digging and the Minister's fee.



Finance & General Purposes October 2018

Changes to Financial Regulations

10 Orders for works, goods and services

- 10.1** An official order by letter or e-mail shall be issued for all work, goods and services unless a formal contract is to be prepared. **In cases where the value of the order is greater than £1,000 exclusive of VAT, and is for work, goods or services not specified in the budget, then a formal purchase order must be issued before any work is undertaken or goods and services are provided.**

The proposal is that the text in red be added to regulation 10.1. This is following discussions at a previous meeting wherein the Committee requested the use of purchase orders for expenditure over £1,000.

I have stated that it is for work not specified in the budget in order to avoid for example having to produce a purchase order every month for Green Smile.