



Bishopstoke Parish Council

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**Members of the Parish Council are summoned to attend a meeting on
Tuesday 14th March 2023 at 7.30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION

1. Apologies for absence
2. To adopt and sign Minutes of the Parish Council meetings held on 10 January 2023
3. Declarations of Interest and Requests for Dispensations
4. Reports from Committees, Working Groups, Officers and Councillors
5. To approve the Dignity At Work Policy
6. To approve signing the Civility & Respect Pledge
7. To consider joining the Greening Campaign
8. To receive the interim internal audit report and approve the Parish Council's response
9. To consider grant applications from various groups
10. To approve the Statement of Internal Control
11. To approve amendments to, and review, Standing Orders
12. To approve earmark reserve arrangements
13. To approve the meeting dates for 2023-24
14. To review changes to, and approve, terms of reference for committees and working groups
15. To approve appointments to Committees and Working Groups
16. To approve a procedure to allow interim press releases
17. To consider content for the press release
18. To agree the date, time and place for the next meeting
19. Confidential Business
20. To consider nominations for Bishopstoke Champion 2022-23
21. To consider staff salary arrangements

D L Wheal
Clerk to Bishopstoke Parish Council
8th March 2023

Members: Cllrs Dean R. (Chair), Hillier-Wheal (Vice Chair), Candy, Daly, Dean A, Francis, Harris, Kirby, Lyon, McKeone C, McKeone D, Moore, Thornton, Tidridge and Winstanley
FULL_2223_A06

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.30pm on 10 January 2023**

Present: Councillor Louise Hillier-Wheal (Vice Chair)
Councillor Ralph Candy
Councillor Andrew Daly
Councillor Dave Francis
Councillor Geoff Harris
Councillor Mark Kirby
Councillor Martin Lyon
Councillor Chris McKeone
Councillor Dermot McKeone
Councillor Mike Thornton
Councillor Gin Tidridge
Councillor Anne Winstanley

In Attendance: Mr David Wheal (Clerk to Bishopstoke Parish Council)
Mrs Sophie Thorogood (RFO to Bishopstoke Parish Council)
Mr Martin Graham (representing As One)
Mrs Sue Toher (Neighbourhood Plan Steering Group)

Public Session 0 members of the public were present.

Cllr Hillier-Wheal, chairing the meeting in the absence of Cllr R Dean, welcomed everyone to the meeting and invited the Clerk to address those present.

The Clerk informed the Council of the sad passing of a former Bishopstoke Parish and Eastleigh Borough Councillor, Angela Roling. Angie had dedicated many years of service to both the village and the borough before retiring from Council life due to her health. The Clerk offered the condolences of the Council to her family.

The Chair then invited Martin Graham of As One to make a presentation to the Council.

Martin introduced himself and the As One organisation, which is dedicated to fostering a spirit of community throughout the country by enabling local Street Associations to form. The process involves organising an event for interested people from local streets to attend and find more information about how to set up an Association and what they can do. Further support and information can then be provided later on. Street Associations are for residents of a single street and would usually cover 50-100 dwellings, so larger streets might have more than one association.

There is an event planned in the next month or so at St Mary's Church and Martin hoped that Bishopstoke Parish Council would be able to promote and support that event, and any others that are planned going forward.

The Chair thanked Martin for his time, and for his presentation.

Finally, the Chair welcomed new Councillor, Mark Kirby, attending his first Full Council meeting since his election to represent the Itchen Ward.

Martin Graham left at this point.

FULL_2223_M05/

58 Apologies for Absence

58.1 Apologies had been received from Cllrs Anne Dean, Ray Dean and Andy Moore. The apologies were noted.

59 To adopt and sign Minutes of the Parish Council meeting held on 8 November 2022

59.1 The minutes of the above meeting had been included in the document pack for this meeting.

59.2 Proposed Cllr Candy, Seconded Cllr Francis, **RESOLVED** unanimously that the minutes of the Parish Council meeting held on 8 November 2022 be adopted as a true record.

60 Declarations of Interest and Requests for Dispensations

60.1 Cllr Tidridge declared an interest in item 14 on the agenda, the discussion of the Greening campaign.

61 Reports from Committees, Working Groups, Officers and Councillors

61.1 The resolutions from Council Committees were noted.

61.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously that the Council vire a maximum of £5,000 from reserves to the Underwood Road plot clearance budget.

61.3 The Clerk's report was noted. Cllr Tidridge requested that the Parish Council website be updated with the dates of the next Carnival.

Action: Clerk

61.4 Cllr Tidridge informed the Council that the next Bishopstoke, Fair Oak & Horton Heath Local Area Committee meeting will take place on Feb 1st.

61.5 Cllr Harris gave a brief update on information provided from the Airport Consultative Committee. There will be a consultation regarding the air space across the whole of the South of England. The Clerk was asked to forward Cllr Harris' email to all Cllrs.

Action: Clerk

61.6 Cllr Lyon asked whether the Parish Council is able to help with problems regarding kerbside drainage and also mud from verges making paths and pavements dangerous and impassable. The Clerk responded that whilst there are various bodies that are responsible for those things, there is nothing stopping Parish Councils from doing some clearance work, however there is not currently a budget for such work. The creation of a "Local Issues" budget going forward would be one way of allowing this to happen. The Clerk was asked to forward details of these issues to the local Hampshire County Councillors.

Action: Clerk

Initial: _____ Date: _____

The Chair was asked whether item 9 on the agenda, the Neighbourhood Plan, could be brought forward. This was not opposed.

62 To approve sending the current draft of the Neighbourhood Plan to Eastleigh Borough Council for checking and comment

62.1 The draft Screening Document had been included in the supporting papers for the meeting.

62.2 Sue Toher, Chair of the Neighbourhood Plan Steering Group, informed the Council of the progress that had been made over the course of recent years on the Neighbourhood Plan, which had now reached the point where it is ready to be sent to the Borough Council for them to assess whether it aligns with their current strategic documents and priorities. By law this step has to be taken by the Parish Council of the area (where it exists), but Sue assured the Council that there were further amendments and other minor changes that need to take place before the final version is ready for approval.

62.3 Proposed Cllr Tidridge, Seconded Cllr Thornton, **RESOLVED** unanimously that the Parish Council transmit the Neighbourhood Plan Screening Document to the Borough Council. Sue was asked to provide the Clerk with details of who to send it to at the Borough Council.

Action: Clerk

63 To consider the funding of youth provision in Bishopstoke

63.1 A summary of the current position had been included in the supporting papers for this meeting.

63.2 Councillors requested updated information on numbers of young people being helped by Youth Options in Bishopstoke as well as the current financial position of the YZone prior to being presented with a prospective new contract for youth services in the area.

Action: Clerk

63.3 Proposed Cllr Tidridge, Seconded Cllr D McKeone, **RESOLVED** unanimously to rename the YZone budget heading as Youth Provision.

64 To consider and approve the expenditure budget for 2023-24

64.1 An updated version of the budget proposals had been circulated following a lengthy online meeting the previous week. The changes suggested by that meeting were included in the financial report, as was the projection that the precept rise could be brought down from the original 30-35% to 25%.

64.2 A number of potential further amendments to the budget were discussed in an attempt to bring down the proposed precept rise even further. These amendments were reducing predicted overtime by £2,500 bringing staff costs to £137,107; reducing the newsletter budget by £500 to £4,500; reducing the Council grant pot by £500 to £5,500; and reducing the available money for plot clearances at Underwood Road allotments by £500 to £4,500. A further amendment proposing reducing the amount set aside for the Glebe Meadow project from £25,000 to £10,000 was also discussed.

64.3 The Clerk noted that any cut in the proposed budget included in the document pack would likely lead to a reduction in services provided by the Parish Council, and would also result in having to impose a higher than planned rise in the following year. The Clerk strongly recommended the Council approve the unamended budget.

64.4 Proposed Cllr Tidridge, Seconded Cllr Kirby, **RESOLVED** with 6 in favour and 5 against to include the amendments listed in Minute 64.2 in the final budget.

Initial: _____ Date: _____

64.5 Proposed Cllr Tidridge, Seconded Cllr Francis, **RESOLVED** to approve the amended expenditure budget.

65 To consider and approve funding the budget for 2023-24, including the precept request

65.1 Details on funding had been included with the supporting papers for this meeting.

65.2 Following the amending of the budget Cllrs considered the precept request. It was felt that the increase in precept request could be further limited with options of 20% and 15% being discussed.

65.3 A proposal that the precept increase be set at 15%, Proposed by Cllr Francis and Seconded by Cllr Tidridge was **REJECTED** by 5 votes to 4.

65.4 Proposed Cllr Winstanley, Seconded Cllr Lyon, **RESOLVED** with 4 in favour and 1 against that the precept rise be set at 20%.

65.5 Proposed Cllr Winstanley, Seconded Cllr Lyon, **RESOLVED** with 5 in favour and 2 against that the Council funding for 2023-24 be via a 20% increase in the Bishopstoke Council Tax precept (bringing the cost for a Band D house to be £94.06 for the year and raising £332,919.73), £3,500 from Bishopstoke Carnival, £20,300 from the Burial Grounds, £5,600 from allotment rents and £1,000 from interest.

At this point the Chair asked the Clerk to identify which remaining items were either essential or swift and which could be deferred to the following meeting.

66 To approve the bank mandate

66.1 The details of which Councillors and Officers would be on the bank mandate had been included with the supporting papers for the meeting.

66.2 Proposed Cllr Lyon, Seconded Cllr Winstanley, **RESOLVED** unanimously that the bank mandate been as recommended in the supporting papers.

67 To agree joining the local As One partnership

67.1 Following the presentation by Martin Graham earlier in the evening, Cllrs considered whether to join the As One partnership, to support their work in the local area, or to not be involved.

67.2 Proposed Cllr Tidridge, Seconded Cllr Kirby, **RESOLVED** unanimously to support the work of As One in the local area.

68 To consider joining the Greening Campaign

68.1 Cllrs felt that they needed more information before making a decision on the Greening Campaign. The Clerk noted that the Council could ask the Campaign to host an online session for Cllrs to attend.

68.2 Proposed Hillier-Wheal, Seconded Cllr Tidridge, **RESOLVED** unanimously to invite the Greening Campaign to host an online session for Cllrs to attend.

Initial: _____ Date: _____

69 To consider content for the next press release

69.1 The Council agreed that the next press release would include news on the budget and precept request for 2023-24; the As One events in the near future and the Neighbourhood Plan being sent to Eastleigh Borough Council.

70 To agree the date, time and place for the next meetings

70.1 The next meeting will take place on Tuesday March 14th 2023. It will take place at 7:30pm at the Bishopstoke Methodist Church. The Clerk requested any agenda items and supporting papers be with him by March 7th.

70.2 Cllr Francis gave his apologies for the meeting on March 14th.

The remaining items on the agenda were deferred to the following meeting and the Chair closed the meeting at 9:35pm

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Full Council – 14th March 2023 Recommendations and Resolutions

Committee Resolutions – to note

Assets

24th January – ASSETS_2223_M05

- Item 41.2 That the minutes of the Assets Committee meeting held on 22 November be adopted as a true record.
- Item 44.4 That the Council proceed with plans for a natural burial area at Stoke Common Cemetery but not join the Association of Natural Burial Grounds.

Finance

14th February – Meeting cancelled

Planning

10th January – PLAN_2223_M11

- Item 74.2 That the minutes of the Planning Committee meeting held on 13 December be adopted as a true record.
- Item 76.3 To approve the agreed upon planning application responses.
- Item 79.1 Confidential business.

24th January – PLAN_2223_M12

- Item 82.2 That the minutes of the Planning Committee meeting held on 10 January be adopted as a true record.
- Item 84.4 To approve the agreed upon planning application responses.

14th February – Meeting cancelled

28th February – Meeting cancelled

People

28th February – PPL_2223_M03

- Item 15.2 That the minutes of the Human Resources Committee meeting held on 25 October be adopted as a true record.
- Item 17.3 That the Council adopt the amended Lone Worker Policy.
- Item 18.3 That reports on overtime spend and hours be sent to the Finance and People Committees respectively, with action to limit overtime being considered if the average spend exceeds £500 per month.
- Item 20.1 Confidential business.

Committee Recommendations – to vote upon

Assets

24th January – ASSETS_2223_M05

No recommendations

Finance

14th February – Meeting cancelled

Planning

10th January – PLAN_2223_M11

24th January – PLAN_2223_M12

14th February – Meeting cancelled

28th February – Meeting cancelled

People

28th February – PPL_2223_M03

Item 21.3 That staff salary levels be as recommended in the report (already on the agenda)

Working Group Recommendations

Communications Working Group

No recommendations

Carnival Working Group

No recommendations

Village Trail Working Group

No recommendations

Climate Change Working Group

No recommendations

Glebe Meadow Working Group

No recommendations

Full Council - Clerk's report 14th March 2023

Clerk's Report

Actions from previous meetings

FULL_2223_M01/Item 11.2 Regarding training on the audit process and financial reports
The RFO will be arranging this training.

FULL_2223_M05/Item 61.3 Regarding Carnival dates
The Carnival dates are now on the website.

FULL_2223_M05/Item 61.5 Regarding an email from Cllr Harris
This email has been forwarded to Cllrs.

FULL_2223_M05/Item 61.6 Regarding kerbside drainage and muddy paths
Details have been shared with County Cllrs.

FULL_2223_M05/Item 62.3 Regarding the Neighbourhood Plan
This was transmitted to the Borough Council.

FULL_2223_M06/Item 63.2 Regarding youth provision at the Y-Zone
Details have been requested but not yet provided by the Borough Council.

Other Items

Asset Transfers – Nothing new to report

Allotments – Badgers may have taken up residence at Jockey Lane allotments. Officers are investigating where they may be based and researching what options are available.

Office – The only current option left to the Council for storage is renting a storage unit. Officers have now been in to the Parish Office to determine what needs keeping and what can be left, with a view to determining what size unit is required.

Burial Matters – There were a further three burials (one new and two re-opening) in the first two months of the year. This brings the total for the year so far to twelve burials (six new) and twelve ashes interments (seven new). An aerial survey on two of the trees at St Mary's churchyard has now been completed and we are awaiting the results.

Play Areas – Work at Stoke Common / Church Road play area is almost complete. The new noticeboard, bench and bin are in place and problems with both gates have been fixed. The new fence is not of the correct specification and is being replaced.

Open Spaces – All tree work from last year's tree survey has been completed bar that at Glebe Meadow. The Glebe Meadow work is awaiting planning approval from the Borough Council.

Defibrillators –There is nothing new to report regarding defibrillators.

Bishopstoke Memorial Hall – We have now had confirmation that the application to register all parcels of land as one area in the name of the Memorial Hall charity has been submitted. We now await the response from the Land Registry. Additionally we have now been advised by the Borough Council planning department that a planning application is NOT required for removing the War Memorial and nor is one required for the Parish Office or the shed. The only application required will be for the Memorial Hall.



Bishopstoke Parish Council

Listening to you

BISHOPSTOKE PARISH COUNCIL

DIGNITY AT WORK POLICY

**This Dignity At Work Policy was adopted
by the Parish Council at its meeting on dd mmm yyyy**

D Wheal

Clerk to Bishopstoke Parish Council

**BISHOPSTOKE PARISH COUNCIL
DIGNITY AT WORK POLICY**

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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DRAFT

DIGNITY AT WORK POLICY

Bishopstoke Parish Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

1 Purpose

- 1.1** Bishopstoke Parish Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying.
- 1.2** We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.
- 1.3** This document:
 - 1.3.1** explains how we will respond to complaints of bullying or harassment
 - 1.3.2** ensures that we respond sensitively and promptly; and
 - 1.3.3** supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

2 Scope

- 2.1** This policy covers bullying and harassment of and by clerks and all employees engaged to work at Bishopstoke Parish Council. Should agency staff, or contractors have a complaint connected to their engagement with Bishopstoke Parish Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the Vice Chair or the People Committee.
- 2.2** Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.
- 2.3** Complaints about other employment matters will be managed under the council's grievance policy.
- 2.4** It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

3 The position on bullying and harassment

- 3.1** All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Bishopstoke Parish Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.
- 3.2** We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct and all other applicable policies and procedures set by the Council.
- 3.3** We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.
- 3.4** Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.
- 3.5** False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

4 What Type of Treatment amounts to Bullying or Harassment?

- 4.1** 'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.
- 4.2** Examples of bullying and harassment include:
- 4.2.1** Physical conduct ranging from unwelcome touching to serious assault
 - 4.2.2** Unwelcome sexual advances
 - 4.2.3** The offer of rewards for going along with sexual advances e.g. promotion, access to training
 - 4.2.4** Threats for rejecting sexual advances
 - 4.2.5** Demeaning comments about a person's appearance
 - 4.2.6** Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
 - 4.2.7** Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
 - 4.2.8** Spreading malicious rumours or insulting someone
 - 4.2.9** Lewd or suggestive comments or gestures
 - 4.2.10** Deliberate exclusion from conversations, work activities or social activities.
 - 4.2.11** Withholding information a person needs in order to do their job
 - 4.2.12** Practical jokes, initiation ceremonies or inappropriate birthday rituals
 - 4.2.13** Physical abuse such as hitting, pushing or jostling
 - 4.2.14** Rifling through, hiding or damaging personal property
 - 4.2.15** Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
 - 4.2.16** Isolation or non-cooperation at work
 - 4.2.17** Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
 - 4.2.18** The use of obscene gestures
 - 4.2.19** Abusing a position of power
- 4.3** Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

- 4.4** It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.
- 4.5** Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example).
- 4.6** All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines and should not be interpreted as anything different.

5 **Victimisation**

- 5.1** Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.
- 5.2** Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.
- 5.3** Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

6 Reporting Concerns

6.1 What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance, or with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

6.2 What you should do if you feel you are being bullied or harassed by a councillor:

If you are being bullied or harassed by a councillor, please raise this with the clerk or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

6.3 The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

6.4 What you should do if you witness an incident you believe to harassment or bullying:

If you witness such behaviour you should report the incident in confidence to the clerk or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

6.5 What you should do if you are being bullied or harassed by another member of staff:

If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

7 Informal Resolution

7.1 If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

7.2 If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the People committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

7.2.1 There has been a complaint that their behaviour is having an adverse effect on a member of the council staff

7.2.2 Such behaviour is contrary to our policy

7.2.3 For employees, the continuation of such behaviour could amount to a serious disciplinary offence.

- 7.3** It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.
- 7.4** In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.
- 7.5** If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

8 Raising a Formal Complaint

- 8.1** If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.
- 8.2** The clerk or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):
 - 8.2.1** The name of the alleged perpetrator(s),
 - 8.2.2** The nature of the harassment or bullying,
 - 8.2.3** The dates and times the harassment or bullying occurred,
 - 8.2.4** The names of any witnesses and
 - 8.2.5** Any action taken by you to resolve the matter informally.
- 8.3** The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.
- 8.4** Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.
- 8.5** Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

- 8.6** The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).
- 8.7** After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.
- 8.8** Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

9 The use of the Disciplinary Procedure

- 9.1** If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant persons stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk, and for the clerk this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee. For Bishopstoke Parish Council, the clerk is considered the line manager for all other staff, and the chair is the line manager for the clerk.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also

responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how the deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling

a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.

Civility & Respect Project

“Throughout the sector, there are growing concerns about the impact bullying, harassment, and intimidation are having on local (parish and town) councils, councillors, clerks and council staff and the resulting effectiveness of local councils.

The National Association of Local Councils (NALC), One Voice Wales, the Society of Local Council Clerks (SLCC) and county associations have responded to this by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project.

CIVILITY AND RESPECT PLEDGE

NALC, SLCC, and OVW believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation within our sector. The pledge is easy for councils to sign up for and it will enable councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct.

We invite all councils to take the Civility and Respect Pledge.

MISSION STATEMENT

Civility and respect should be at the heart of public life, and good governance is fundamental to ensuring an effective and well-functioning democracy at all levels.

The intimidation, abuse, bullying and harassment of councillors, clerks and council staff, in person or online, is unacceptable, whether by councillors, clerks, council staff, or public members.

This can prevent councils from functioning effectively, councillors from representing local people, discourage people from getting involved, including standing for election, and undermine public confidence and trust in local democracy.

NALC, county associations and OVW, as the membership organisations representing the first tier of local government in England and Wales, and the SLCC, as the professional body for clerks, are committed to working together to promote civility and respect in public life, good governance, positive debate and supporting the well-being of councillors, professional officers and staff.

To that end, the Civility and Respect Working Group will be working to deliver tangible resources, actions and interventions in four main areas: providing councils with the tools to support good

governance; lobbying to strengthen the standards regime and encouraging more people to get involved; training; and processes to intervene to provide support to struggling councils.”

The Pledge

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

Recommendation: That Bishopstoke Parish Council approve taking the Civility & Respect Project Pledge

Greening Campaign

The Greening Campaign is aimed at helping people feel part of a community all working towards reducing their impact on the environment and helping to tackle climate change. It offers people simple ways to take action and by encouraging posters to be stuck in windows helps people feel like their actions are part of something bigger that might actually make a difference.

For each phase, the Greening Campaign provide an information pack, online videos, training sessions, online access to other communities going through the same phase, email support and other specific support for that phase.

Terena Plowright led an online session for Councillors which expanded on the origins of the Greening Campaign and what is involved. At that session, Terena committed to providing the pack for Phase One to Bishopstoke Parish Council for free if the Council chooses to sign up. Other costs such as printing would be covered by a grant from the Borough Council, leaving the Parish Council only covering the cost of any in person event it chose to hold.

More information is available from <https://greening-campaign.org>

Response to Interim Internal Audit report – January 2023

Auditor Comments:

Dear David,

Subject: Review of matters arising from interim Internal Audit for 31 March 2023

Following my visit with you today, please find below the list of matters arising.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2022](#)

AGAR Control area	Issue	Recommended Action	Proposed Council Action
A – Payment listing	Please ensure that the list of approved payments is included as a page of the signed minutes.	Websites and agenda packs are not the legal record. The minute book – stored for posterity, must stand alone as a document.	Payments will be brought forward and signed before year end
B – Meeting attendance	The attendance record of councillors has not always been closely monitored and thus one member had to be time barred.	It may be worth publishing an attendance record on the website so that all members and electors can track.	Attendance at Council and Committee meetings is already published on the website. Publishing attendance of working groups is being considered. Standing Orders are being amended to ensure Councillors at risk from non-attendance are notified one month before the end of the period.

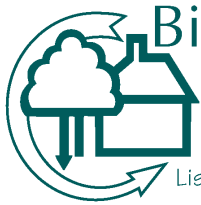
B – Minute approval	It appears that members are abstaining rather than approving minutes for meetings they did not attend.	The resolution should be whether the members believe the clerk produced a fair record. Abstaining or voting against could be deemed a cause for concern.	Councillors maintain the right to abstain if they so desire, but are regularly reminded they are voting to accept minutes are accurate rather than confirm minutes are accurate
B – capital expenditure	When purchases of capital equipment or significant items are approved, their value should be stated in the minutes, rather than just in the supporting report.	When officer reports are being approved, the minute template should be updated to include significant items.	Whilst all necessary information on spending on significant items is already published, the Clerk will investigate ways to streamline the publishing process
B – member changes	Please ensure that all resignations and departures as well as co options and elections of members are clearly recorded.	The minutes should always show changes in membership between election dates.	Noted
C – Risk assessment	The current document contains out of date information about the insurance provider.	The whole document should be reviewed and updated before the year end.	This will be updated
G – Staff changes	All staff changes should be clearly minuted, to allow payroll testing.	When new officers are appointed, their name, start date, hours and SCP should be clearly minuted	All requested information will now be minuted with the exception that public minutes will only include the scale range at which the job was offered
H – Fixed Asset Register	The asset register is currently held on a spreadsheet rather than integrated with the accounting system. <i>(also raised last year)</i>	Over the coming months, all fixed assets should be recorded on the accounting software	JPAG S. 4.20 states that “the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets.” The RFO’s position, supported by the Clerk, is that a spreadsheet is a more flexible and useful tool than the free

			assets module from AvantEDGE. Additional training on that module is being undertaken after which the decision will be reassessed.
H – Asset de minimis	As part of the asset register review, a de minimis should be applied and obsolete assets removed.	Items valued under £100 are not worthwhile separately recording.	The Council has decided to record all assets purchased, regardless of value to ensure that the Council is adequately insured. The Clerk will investigate how to publish this information more efficiently.
M – Member's DPI forms	The borough council do not comply with their legal requirement to publish the DPI forms of Parish Council members (good practice example here)	The council needs to ensure that all DPI forms, including those of recently co opted members, are complete and on the website.	Currently all Register of Interest forms are published on our own website. As usual, they have also been sent to the Borough. In the past the Borough has chosen only to link to our site.
M – DPI Information	Where a member of the council has no entry on a form, please write none.	Complete forms remove risk of misunderstanding.	Noted

APPLICATION FOR GRANT AID

Name of Organisation	Bishopstoke W.I.
Objectives and Member Criteria	<p>To advance the education of women and girls for the public benefit in all areas including (without limitation): local, national and international issues of political and social importance; music, drama and other cultural subjects and all branches of agriculture, crafts, home economics, science, health and social welfare</p> <p>To promote sustainable development for the public benefit by: educating people in the preservation, conservation and protection of the environment and the prudent use of natural resources and promoting sustainable means of achieving economic growth and regeneration</p> <p>To advance health for the public benefit and to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.</p>
Total Membership Proportion in BStoke	<p>24 Total 19 in Bishopstoke</p>
Total Grant	£950
Grant Purpose	<p>Bishopstoke Women's Institute has been serving the village since 1946, providing friendship, fun, education and community. As with most areas of our lives, the pandemic has had an adverse effect on our group. During 2020 and 2021 our meetings were cancelled or moved online, our membership decreased (a national trend) and our ability to attend local events to fundraise ceased. This slowly started to improve during 2022 although unfortunately our main fundraising event, a stall at Bishopstoke Carnival, was unable to take place. We therefore find ourselves in a difficult financial position. We wish to apply for grant aid to ensure we remain able to serve our community during 2023. Our main expenses are hall hire (we meet in Bishopstoke Evangelical Church, so another important community group benefits from us continuing) and paying for speakers for our meetings. It is important that we plan an interesting and engaging programme for us to regain financial stability, alongside fundraising. We are just starting to plan our June 2023 – May 2024 and the grant would enable us to feel confident when booking speakers. We always plan carefully</p>

	<p>how to get the best value for our members but it is becoming increasingly expensive, especially the speakers' travel expenses. We have made savings where we can, no longer buying the Hampshire WI magazine for members or subsidising fish and chips at our February meeting. The grant will be spent by the end of January 2024.</p> <p>We are applying for £950. This covers £450 for the hall hire and £500 for speakers and meeting expenses. Our expected income this year is slightly below our anticipated expenditure (figures on form below) and it could worsen. Our income is reliant on our membership numbers no decreasing and we fear the expenditure could grow i.e. hall hire being increased due to rising fuel costs. We also moved £150 from our savings account into our current account at the end of 2022 to make sure we can cover our expenses until the end of March 2023. This leaves £189 in our contingency savings account. The full figure of £950 will allow us to offer an excellent programme for existing members and hopefully attract some new ones. It will also mean we can significantly improve our contingency fund again after 3 lean years, and stand us in good stead for our next 77 years! However, we would be incredibly grateful for any amount of grant from the Parish Council and covering just the hall hire or speakers would still be wonderful.</p> <p>The committee are passionate about our wonderful WI and securing our future for our current and later members. The companionship and entertainment we provide every month is incredibly important for our well-being and we really hope the Parish Council decides to give us a grant.</p>
Estimated income of organisation	£1,022
Estimated expenditure of organisation	£1,089
Other funding	



APPLICATION FOR GRANT AID

Name of Organisation	Challengers
Objectives and Member Criteria	<p>Challengers objectives are:</p> <ul style="list-style-type: none"> • Providing truly inclusive, fun and safe places where all disabled children and young people aged up to 18 years can spend time with their friends. • Providing a positive impact for families and the wider community alongside service delivery across South East England. • To never exclude a child or young person and ensuring services are designed to meet the needs and desires of every child and young person that uses our services. • Delivering high quality training and employment and volunteering opportunities that are developed to enhance the wellbeing of disabled children and young people. • Educating all staff to help them understand disability and take those views into society to help shape and change perception. • Leading by example and be a champion for inclusion through the offer of participation, training, information and guidance so that others can do the same. • Providing other services that enable the charity to deliver support to young people and contribute towards achieving the vision of a world where all disabled children and young people can play together freely. <p>Challengers is dedicated to inclusivity and therefore there are no criteria to enjoy our schemes. There are no geographical limitations for families, some are local and some travel from a distance for their disabled child to enjoy a day of friendship and fun at Challengers.</p> <p>An official diagnosis is often a barrier for the family to receive support. At Challengers, we do not require the disabled child to have an official diagnosis. If a child comes to us with a need or impairment we do not have experience of, we will buy in additional training or equipment, without any cost to the family.</p>

	As part of our inclusive approach we have put in place Bursaries and Concessions scheme, to ensure all children can attend, regardless of their family's financial circumstances.
Total Membership Proportion in BStoke	In 2022, 803 disabled children and young people had fun at Challengers' schemes. 34 children used Eastleigh Play scheme on regular basis. 10 of those lived in Bishopstoke and enjoyed 288 hours of fun! Of the children resident in Bishopstoke, all but one required 1:1 assistance from Challengers highly trained Playworkers to engage with the activities. Additionally, we had 36 families on our waiting list, which demonstrates the need for our service.
Total Grant	£1,830
Grant Purpose	<p>I am applying for a grant of £1,830 to cover the cost of 10 sessions of fun and friendship for a disabled child, who might otherwise miss out.</p> <p>Eastleigh Play welcomes disabled children aged 4 to 12 to spend time together at weekends and in the school holidays in a supportive environment where everyone is encouraged to join in and have fun. A day at the scheme runs from 10 am to 4 pm, and the scheme is operated from Chandler's Ford Infant School in Eastleigh.</p> <p>While at the scheme, the emphasis is on free-play and the children choosing how they spend their leisure time. There is always a variety of activities available at the scheme including messy art, cooking and games as well as exciting visitors such as a mobile farm or a drumming and dance workshop! Activities are carefully planned after regular engagement sessions with the children to determine what they like and dislike to ensure we are delivering opportunities that the children truly want to take part in. Half of the spaces at the scheme are reserved for those who require dedicated 1:1 or 2:1 care, which is provided at no extra cost and ensures that any child can attend, no matter the complexity of their needs.</p> <p>A full cost of day of play at Challengers is £183. We ask the parents to contribute £30, which is similar to cost of activities run by mainstream providers. We cover the remainder through a mixture of fundraising activities and local authority contracts. If the parent is still unable to meet the cost, we offer Bursaries and Concessions, to ensure that family's financial position is not a barrier for their child to attend.</p> <p>The grant moneys would be spent in 2022/2023 tax year.</p>
Estimated income of organisation	On Additional Sheet
Estimated expenditure of organisation	On Additional Sheet
Other funding	To ensure we are not overly reliant on any one source of income, we fund our services in a number of ways: parental contributions; local authority contracts; rental income; voluntary

	fundraising through trusts; corporate partnerships; events and individual supporters. Your contribution would be invaluable to allow us to run the services at the highest possible capacity.
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APPLICATION FOR GRANT AID

Name of Organisation	Rock n Roll Active Support – Arrow District Scouts
Objectives and Member Criteria	We are a group of trained and qualified activity instructors providing adventurous activities to young people in the local area. We aim to provide young people with the opportunity to exceed their personal expectations and achieve beyond their goals.
Total Membership Proportion in BStoke	1300 total 148 directly scouting in Bishopstoke, although more will live in the area
Total Grant	£2,000
Grant Purpose	The grant will be used to replace our old and mostly second hand kayaks with a fleet of new boats that are more fit for purpose and can help us get more young people on the water. The funding will also help us train more adult instructors which in turn will get more young people out and active. As a team we are passionate about getting young people active and out of their comfort zone to allow them to achieve and exceed their goals. Replacement of kayaks is phase 1 of our project which we aim to complete by April. We then aim to replace our buoyancy aids and paddles in phase 2 by the end of 2023. If we are more successful with grants then we aim to accelerate the plan.
Estimated income of organisation	£1,290 (excluding income from grant funding)
Estimated expenditure of organisation	£860 (excluding expenditure on equipment we are fundraising for)
Other funding	We have also been successful in applying for a County Councillor Grant and been awarded £1,651.52. We have also received a grant for £1,500 from the employer of one of our instructors. We hope to receive some funding from Arrow District Scouts to assist with this and we are also talking to other grant funders. Total required for our project is £13,838.00



Bishopstoke Parish Council

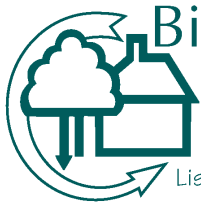
David Wheal
 CiLCA, BSc (Hons), PGCE
 Clerk to the Parish Council

Bishopstoke Parish Office
 Riverside
 Bishopstoke
 Eastleigh
 Hampshire SO50 6LQ

Tel: 02380 643428
 Mobile: 07368 487464
 email: clerk@bishopstokepc.org

APPLICATION FOR GRANT AID

Name of Organisation	MHA Communities Eastleigh & Romsey
Objectives and Member Criteria	We work with older members of the community to reduce loneliness and isolation and help them to live later life well
Total Membership Proportion in BStoke	423 members 74 in Bishopstoke
Total Grant	£999
Grant Purpose	To cover the costs of reviewing the physical and Mental health needs of all Bishopstoke based members (assuming a 1 hour phone call per member and the time / resources to put additional support in place for 25% of the members)
Estimated income of organisation	£85'000.00
Estimated expenditure of organisation	£83'500.00
Other funding	income is generated from groups and activities as well as grants and fund-raising efforts. This grant request would cover the cost of providing an additional review of all Bishopstoke members focusing on their Physical and Mental health needs during this time of potential financial difficulty for a lot of our members who have been up until this time either unaffected by financial challenges or who are now facing greater challenges.



APPLICATION FOR GRANT AID

Name of Organisation	Spotlight UK
Objectives and Member Criteria	<p>Spotlight UK was set up in 2009 to help vulnerable and disadvantaged children and young people to build confidence, self-esteem and resilience. Spotlight UK provides support through mentoring, emergency food/clothes bank, sports classes, dance classes, family treats.</p> <p>Spotlight UK started up our 'Show A Little Love' campaign in early 2020. This project was targeted to provide hope and show kindness through a tough time that everyone was experiencing. There were families who hit absolute breaking points during the COVID-19 Pandemic as I'm sure you are fully aware and cases of mental health issues rose for all ages.</p> <p>Families were struggling with not being able to afford food and hygiene products due to parents being made redundant or other such issues. We wanted to remind families that there are people that care. We provided little Pick Me Up Packs for individuals of all ages. We supported children, adults, NHS Workers, children in hospitals, people in homeless Shelters, Care Workers, adults in care homes. We received referrals from schools, social workers, GPs and other professionals allowing us to reach over 1500 people. This allowed us to spread our wings and Show A Little Love to families and those in need across as many areas in the south of England as possible.</p> <p>This project has been going on for the last 2 years now and we are launching this campaign again.</p> <p>Mental Health issues affect every aspect of our lives and is something that needs to be treated with kindness and love just as physical health would be.</p> <p>We are hoping that we can increase our support in many areas and are aiming to start with mental health care packs and then offer more support over this year including free youth activities.</p>

Total Membership Proportion in BStoke	
Total Grant	£1,000
Grant Purpose	<p>We are asking you to help support us to provide 100 care packs for people within Bishopstoke to put a smile on their faces. We will approach the ELSA team or the Family support workers at Stoke Park Junior school and Stoke Park Infant School along with Shakespeare Junior School SJS and Shakespeare Infant School to ask for nominations of individuals to receive these. This could be children, mums/dads/carers, or entire families. This is up to the school to nominate those who are really in need. We will be able to offer 25 care packs to each school with this funding.</p> <p>The care packs consist of cuddly toys, toys, colouring activities and pamper items for children and then shower gels, bath bombs, face masks, and other pamper items for adults.</p>
Estimated income of organisation	£91,000
Estimated expenditure of organisation	£91,000
Other funding	

BISHOPSTOKE PARISH COUNCIL

STATEMENT OF INTERNAL CONTROL

FOR YEAR ENDING 31 MARCH 2023

1 SCOPE OF RESPONSIBILITY

Bishopstoke Parish Council forms the first tier of local government and is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, Bishopstoke Parish Council (the Council) is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2 THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control was in place at the Council for the year ended 31 March 2023 and accords with proper practice.

3 THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council has appointed a Chair who is responsible for the smooth running of meetings.

The Council reviews its obligations and objectives and drafts expenditure budgets for the following year at its October and December Finance meetings, and also in the November Full Council meeting. The Full Council meeting in January approves both the expenditure budget and the level of precept for the following financial year.

The Council appoints a Finance Committee of five to seven Members who meet six times a year. Members of the committee monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The minutes of the meetings of the Finance Committee are reported to the Full Council with recommendations for decision and resolutions to note.

The Full Council meets six times each year. It monitors progress by receiving relevant reports from the Finance Committee, the Parish Clerk and RFO.

The Council carries out periodic reviews of its internal controls, systems and procedures.

Staff responsibilities:

The Council has appointed a Clerk to the Council who acts as the Council's legal advisor and administrator. The Council has also appointed a Responsible Finance Officer with responsibility for administering the Council's finances. The Clerk is responsible for advising on the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to. The RFO is responsible for ensuring that the Council remains compliant with all relevant financial legislation.

Payments:

All payments are reported to the Council for approval. Two authorised signatories, one of whom is to be a Councillor, are required to authorise each cheque to limit the risk of fraud. Other payments are made by internet banking and are subject to approval and independent check. The Council utilises Debit cards for staff expenses which are monitored by the RFO and reported each month to the Finance Committee.

Risk Assessments/Risk Management:

The Council carries out periodic risk assessments in respect of actions and regularly reviews its system controls.

Internal Audit:

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk Management
- Reviews

The effectiveness of the internal audit is reported to and reviewed annually by the Council.

4 REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the Full Council;
- the Finance Committee;
- the Clerk to the Council / Responsible Finance Officer who have responsibility for the development and maintenance of the internal control environment and managing risks;
- the independent Internal Auditor who reviews the Council's system of internal control;
- the Council's external auditors who make the final check using the Annual Return and issue an annual audit report;
- the number of significant issues raised during the year.

5 SIGNIFICANT INTERNAL CONTROL ISSUES

No issues of significant concern were raised during the financial year 2022/23.

Ray Dean

David Wheal

(Chair)

(Clerk)

14th March 2023

14th March 2023

BISHOPSTOKE PARISH COUNCIL

STANDING ORDERS

Amendment Sheet

Amendment No.	Date Incorporated	Subject
3.20	14 th March 2023	Attendance records
33	14 th March 2023	Apologies

3.2.20 Keep records of attendance at meetings (Council, Committee, Working Groups) and at outside bodies as an appointed representative of the Council, and notify any Councillor that has not attended for a period of 5 months.

33 Apologies

33.1 Councillors who are unable to attend meetings should make every effort to inform the Clerk in advance of the meeting to allow arrangements to be made if the meeting would not be quorate.

33.2 Councillors who do not attend meetings for a period of six months are automatically disqualified from being Councillors. This period can be reset if the Council votes to accept a Councillor's reason for non-attendance. The vote must take place within the six month period. Qualifying meetings include Council, Committee, Sub-Committee and Working Group meetings, as well as any meeting of an outside body where the Councillor is attending as an appointed representative of the Parish Council.

33.3 Councillors are able to request their absence be approved before it occurs if they become aware that they will be unable to attend meetings.

Full Standing Orders can be found at www.bishopstokepc.org/policies



Bishopstoke Parish Council

REPORT TO BISHOPSTOKE PARISH COUNCIL (Full Council)

14th March 2023

Item 12

Report Subject: Earmark Reserves position for financial year end 2022/23

In advance of year end, please find below a list of the earmarked reserves and their predicted position by the year end. A final report will be prepared and presented with the year end accounts during May's Full Council meeting. Although it was the intention that nearly all existing reserves would be used during the financial year, for a variety of reasons this was not possible.

7 – Street Furniture: New noticeboard ordered for Underwood Road allotment site to be received by year end. Eastleigh Borough Council agreed to re-imburse the Council for cost of new benches around the Brookfield open space so the street furniture earmark balance is available towards other items of street furniture in future years.

8 – Cemetery artwork: With the change in staffing this year, the Clerk has progressed project to install the new gates for the Cemetery but they will not be installed before year end. This earmark will be used in 2023-24.

9 - Church Road play equipment: the play area frontage upgrade is not fully complete and the Council's Consultant is following up the outstanding issues. It is hoped that this will be resolved for year end, or in early April, so this earmark will be used in 2023-24.

12 – Brookfield play equipment: the Council's Consultant will send a final invoice for his services once Church Road play area frontage is complete. Any unspent earmark will be used for other Brookfield play area upgrades needed in 2023-24.

14 – Glebe Meadow Project: This will be carried over and added to as previously resolved by Full Council.

15 – Bishopstoke Cemetery works: some of this earmark reserve has been transferred back to free reserves. One final invoice is awaited for installation of new verge protection posts and it is hoped it will be completed in March/early April. This earmark will be closed for 2023-24.

16 – St Mary’s tree project: again due to staffing changes, the tree project was not completed in 2022-23. The Resistograph is being undertaken on 9th March and planning applications and permissions from the Diocese can be progressed after this. This earmark will be closed by end of 2023-24.

RFO RECOMMENDATION:

Alongside the expected position of existing earmark reserves, the Full Council is requested to approve the creation of 4 new earmark reserves for this financial year end to be carried forward:

18 – Councillor elections: to earmark the unused Councillor elections budget towards covering the cost of elections once the current elected Councillors term of office ends.

19 – Defibrillator upkeep: to earmark some of the unspent Grant budget towards ongoing maintenance costs of the defibrillators in the village, this being replacement pads and batteries.

20 – Burial Grounds tree work: outstanding work needed to trees within the Cemetery and St Mary’s. Planning applications will take time to be granted and this will not be completed by the year end. The start of the nesting season may also delay the work.

21 – Memorials: work has been placed with Alcrest to memorials within the Cemetery and St Mary’s churchyard which will not be completed by the year end.

Sophie Thorogood

RFO to Bishopstoke Parish Council, 7th March 2023

	2021/22 Y/e	Movements during 2022/23		2022/23 Y/e	Year end position	
		Increase	Decrease			
Earmarked Reserves #:						
2	BMH	£0.00		£0.00	Closed	
3	Tree Survey work	£0.00		£0.00	Closed	
5	Covid hardship	£0.00		£0.00	Closed	
4	Defibrillators	£7,000.00	-£7,000.00	£0.00	Closed	
6	Burial Ground	£2,876.95	-£2,876.95	£0.00	Closed	
8	Noticeboard	£1,500.00	-£1,500.00	£0.00	Closed	
11	Church Rd fencing	£3,000.00	-£3,000.00	£0.00	Closed	
13	Templecombe Rd play	£12,282.93	-£12,282.93	£0.00	Closed	
17	Otter Close timber trail		£6,315.94	-£6,315.94	£0.00	Closed
7	Street furniture	£6,000.00		-£1,691.23	£4,308.77	New UR noticeboard, balance will remain
9	Cemetery artwork	£24,422.97			£24,422.97	Remain to carry over to new financial year
10	Church Rd play equipment	£28,056.14	£3,128.77	-£20,700.00	£10,484.91	Remain - awaiting final invoice for work
12	Brookfield play	£28,699.19	£35,933.29	-£57,781.51	£6,850.97	Remain - awaiting final invoice for work
14	Glebe Meadow Project	£25,000.00			£25,000.00	Remain to carry over to new financial year
15	Bishopstoke Cemetery works	£2,600.00		-£2,354.95	£245.05	£2,100 transferred back to free reserves. 1 outstanding invoice awaited - to be closed
16	St Mary's tree project	£4,500.00		-£1,190.00	£3,310.00	Resistograph ordered, balance to remain for y.e
18	Councillor Elections		£1,355.62		£1,355.62	New for approval
19	Defibrillator upkeep		£2,400.00		£2,400.00	New for approval
20	Burial Grounds tree work		£3,000.00		£3,000.00	New for approval
21	Memorial works (Cemetery & St Mary's)		£1,600.00		£1,600.00	New for approval
Reported & approved by Internal/ External Auditors for financial year 2021/22		£145,938.18				
Predicted year end earmark reserves figure for 2022/23		£53,733.62	-£116,693.51	£82,978.29		



COUNCIL & COMMITTEE MEETING DATES 2023 – 2024

Full Council	Second Tuesday of every other month, beginning in May. 9 May; 11 July; 12 September; 14 November 9 January 2024 and 12 March
Finance	Second Tuesday of every other month beginning in June 13 June; 8 August; 10 October; 12 December; 13 February 2023 and 9 April
Assets	Fourth Tuesday of every other month beginning in May 23 May; 25 July; 26 September; 28 November; 23 January 2023 and 26 March
People	27 June; 24 October and 27 February 2023
Planning	Second and fourth Tuesday of every month except the second Tuesday in May and the fourth Tuesday in December. 23 May; 13 June; 27 June; 11 July; 25 July; 8 August; 22 August 12 September; 26 September; 10 October; 24 October; 14 November 28 November; 12 December; 9 January 2023; 23 January 13 February; 27 February; 12 March; 26 March; 9 April and 23 April
Parish Assembly	Second Tuesday in May, except in election years.

Planning Committee meetings start at 7.00pm (doors open 6:45pm for inspection of planning applications when meeting in person). All other meetings start at 7:30pm.

These details are subject to change.

Changes to Terms of Reference

Assets Committee No Change

Finance Committee No Change

People Committee No Change

Planning Committee No Change

Glebe Meadow WG To remove the limit on Cllr membership

Communications WG To add the ability for the Comms group to write press releases as needed and have them released once approved by the Clerk & Chair

Carnival WG No Change

Recommendation: That the Council approve all Terms of Reference listed, including suggested amendments.

Changes to Committees and Working Groups

Cllr Harris has requested to serve on the Assets Committee and the Glebe Meadow Working Group.

The Assets Committee currently has 6 members with a maximum of 7, so this appointment would cause no issues.

Glebe Meadow currently has 8 members, which actually exceeds the limit of 7 included in the Terms of Reference. Adding Cllr Harris would bring this to 9. If the Council has previously approved the amendment to the Terms of Reference then this presents no problem. If the amendment was not approved then at least one member of the Working Group needs to withdraw from the group in the first place, and a second withdrawal is required if the Council wishes to add Cllr Harris.

Nominating Cllrs to Committees is something that can be done by Full Council without the need for a motion written in advance, so should any other Cllr wish to join a Committee or Working Group they would be entitled to do so at this point.

For reference:

Assets Committee: Currently 6 members, 7 with Cllr Harris, maximum of 7

Finance Committee: Currently 5 members, maximum of 7

Planning Committee: Currently 6 members, maximum of 7

Communications WG: Currently 3 Cllr members, maximum of 5

Glebe Meadow WG: See above

Carnival WG: Currently 3 Cllr members, no maximum

Interim Press Releases

Now that the Full Council only meets once every two months, press releases are also only written once every two months. This may well be sufficient for long periods of time but there will be occasions when the Council either wishes or needs to provide information to the media in between Council meetings.

The current procedure with press releases is that the contents are agreed at a Full Council meeting, the Clerk writes the basic draft which is then adapted by the Communications working group Chair before being published.

The suggestion is that in addition to that, there would be a procedure for a “news release” whenever it is required.

- 1 Any Committee, Working Group or Cllr could request a news release be prepared by emailing the Chair, the Lead Member of the Communications Working Group and the Clerk. Provided at least two of the three are in agreement then a news release will be prepared.
- 2 If more information is required for the news release then the person making the original request will be asked for more detail.
- 3 The Clerk will draft the release, with the Communications Working Group modifying and approving it via email.
- 4 Provided the Chair, the Lead Member of the Communications Working Group and the Clerk are happy with the draft, it will be sent back to the requester to ensure that they are happy with it, or whether they would prefer any amendments.
- 5 Once finally agreed, the Clerk will send out the news release to the usual list.