



Bishopstoke Parish Council

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**Members of the Assets Committee are summoned to attend a meeting on
Tuesday 11th June at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION – Residents are invited to give their views and question the parish council on issues on this agenda, or raise issues for future consideration at the discretion of the chair. Members of the public may not take part in the meeting itself.

1. Election of Chair
2. Election of Vice Chair
3. Apologies for Absence
4. Declarations of Interest and Requests for Dispensations
5. To receive the Clerk's report, including all areas delegated to the Committee
6. To approve the following financial reports:
 - Budget Monitoring
 - Statements of Accounts
 - Payments Lists
 - Statement of Reserves
7. To consider grant requests from the following:
 - Friends of In Touch
 - Life Education Wessex and Thames Valley
 - Itchen Navigation Preservation Trust
8. To consider amendments to the Grant Awarding Policy
9. To review the internal audit for the year 2024 – 2025 and agree next steps
10. Date, time, place and agenda items for next meeting

D L Wheel
Clerk to Bishopstoke Parish Council
5th June 2024

Finance Committee - Clerk's report 11th June 2024

Actions from previous meetings

FIN_2324_M06/45.2 Regarding the minutes
The minutes of the meeting were published on the Council website.

FIN_2324_M06/47.2 Regarding the financial reports
The financial reports were published on the Council website.

FIN_2324_M06/48.2 Regarding grants
The grant of £1,000 was paid to Eastleigh Borough & Romsey Mencap in early June.

FIN_2324_M06/49.2 Regarding an earmarked reserve for the Cemetery
The reserve has been created.

Recommendations from previous meetings

FIN_2324_M06/49.2 Regarding an earmarked reserve for the Cemetery
The reserve was considered and approved by Full Council at its meeting on Tuesday 30th April.

Overtime Report (Financial)

The anticipated combined cost of salaries, National Insurance and pension contributions to the Council, based on the staffing structure envisaged in January 2024 (Clerk – full time, RFO 15 hours, Assets Officer 30 hours, Allotments Officer 20 hours), including an estimate of cost of living pay rise and an allowance for overtime, was £149,200.

The current expectations from the annual cost of living pay rise suggests the final salary bill for the year WITHOUT overtime would have been £139,150. This would have provided a pot of £10,050 for overtime for the year, allowing an average overtime spend of £837 per month.

The total spend on overtime so far this financial year (for April and May) has been £765 which is far below the permitted £1,674 from the budget.

Additionally it should be noted that the expected total salary spend so far would have been £24,867. However, with the Assets Officer leaving in April and the RFO leaving in May, the total spend so far has been £15,300, meaning that there is current underspend of over £9,500. This will be monitored going forward and as new staff are added, as there is a substantial risk of the Council reserves being too high at the end of the year.

Transfer of RFO role

The Clerk has now assumed the role of Responsible Finance Officer and is expected to retain this role in the new staffing structure. Due to the workload of employees in the final quarter of 2023-24, and the first quarter of 2024-25, there is more work to be done following the handover than had been anticipated, but a system of prioritisation is being implemented to ensure that tasks with legal deadlines, or that are urgent for some other reason, are being completed first, with Council meetings, Council finances and Cemetery matters receiving the most attention.

Financial Reports

Budget Monitoring:

Items of interest to follow

Statements of Accounts:

Items of interest to follow

Payments Lists:

Items of interest to follow

Statement of Reserves:

Items of interest to follow

Other updates

The Council has been informed that the Co-operative Bank is expecting to be taken over by Coventry Building Society. We have been assured that this will not cause any disruption to the banking services we receive.

The new model Financial Regulations (adapted for Bishopstoke Parish Council) will be on the agenda for the August meeting. They will be sent out as early as possible along with the existing regulations and a reporting covering the changes so that Councillors can take them in before discussing them.

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Previous Year's Net	2024/2025	Actual Net	Balance	2025/2026
INCOME						
Admin						
100	Precept	£332,919.73	£384,728.24	£0.00	-£384,728.24	£0.00
110	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00	£0.00
120	Interest Receivable	£13,140.35	£3,000.00	£0.00	-£3,000.00	£0.00
130	Grants	£0.00	£0.00	£0.00	£0.00	£0.00
140	General	£440.00	£0.00	£3.10	£3.10	£0.00
160	Insurance Claim	£0.00	£0.00	£0.00	£0.00	£0.00
Total Admin		£346,500.08	£387,728.24	£3.10	-£387,725.14	£0.00
Community						
500	Carnival and Events	£0.00	£2,000.00	£0.00	-£2,000.00	£0.00
510	Neighbourhood Plan Grants	£5,148.00	£0.00	£0.00	£0.00	£0.00
520	Greening Campaign	£350.00	£0.00	£411.00	£411.00	£0.00
Total Community		£5,498.00	£2,000.00	£411.00	-£1,589.00	£0.00
Play Area & Open Space						
700	Play Area Grants	£0.00	£0.00	£0.00	£0.00	£0.00
Total Play Area & Open Space		£0.00	£0.00	£0.00	£0.00	£0.00
Burial Ground						
800	Interment	£10,080.00	£12,500.00	£590.00	-£11,910.00	£0.00
810	Burial Grant Purchase	£7,800.00	£5,000.00	£1,040.00	-£3,960.00	£0.00
820	Grant Transfer	£280.00	£300.00	£70.00	-£230.00	£0.00
830	Memorials	£3,260.00	£2,500.00	£390.00	-£2,110.00	£0.00
840	Donations / Recovered Costs	£0.00	£0.00	£0.00	£0.00	£0.00
850	Child Funeral Fund	£0.00	£0.00	£0.00	£0.00	£0.00
860	General	£0.00	£0.00	£0.00	£0.00	£0.00
899	Burial Ground Earmarked Income	£2,121.90	£0.00	£0.00	£0.00	£0.00
Total Burial Ground		£23,541.90	£20,300.00	£2,090.00	-£18,210.00	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	Previous Year's Net	2024/2025	Actual Net	Balance	2025/2026
Allotments					
900 Rent	£6,383.84	£6,250.00	£16.67	-£6,233.33	£0.00
910 Deposits	£500.00	£0.00	£100.00	£100.00	£0.00
920 General	£0.00	£0.00	£0.00	£0.00	£0.00
999 Allotment Earmarked Income	£7,878.10	£0.00	£0.00	£0.00	£0.00
Total Allotments	£14,761.94	£6,250.00	£116.67	-£6,133.33	£0.00
Total Income	£390,301.92	£416,278.24	£2,620.77	-£413,657.47	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Previous Year's Net	2024/2025	Actual Net	Balance	2025/2026
EXPENDITURE						
Admin						
1000	Salaries	£91,301.20	£96,000.00	£12,159.98	£83,840.02	£0.00
1001	NI	£8,525.71	£9,700.00	£1,084.84	£8,615.16	£0.00
1002	Pensions	£19,538.40	£21,000.00	£1,886.56	£19,113.44	£0.00
1003	Staff Expenses	£1,670.87	£2,241.00	£289.59	£1,951.41	£0.00
1100	Staff Training	£772.68	£650.00	£110.00	£540.00	£0.00
1200	Seminars / Conferences	£0.00	£0.00	£0.00	£0.00	£0.00
1300	Recruitment	£0.00	£0.00	£0.00	£0.00	£0.00
1400	Office Consumables	£459.77	£1,000.00	£0.00	£1,000.00	£0.00
1500	Printer Ink	£522.86	£1,500.00	£30.30	£1,469.70	£0.00
1999	Suspense	£0.00	£0.00	£0.00	£0.00	£0.00
Total Admin		£122,791.49	£132,091.00	£15,561.27	£116,529.73	£0.00
Council						
2000	Audit	£1,326.40	£1,800.00	£0.00	£1,800.00	£0.00
2100	Insurance	£2,464.21	£2,850.00	£0.00	£2,850.00	£0.00
2200	Professional Memberships	£2,453.44	£2,500.00	£1,821.00	£679.00	£0.00
2201	Legal/Consultancy costs	£971.00	£500.00	£0.00	£500.00	£0.00
2300	Room Hire	£1,741.75	£2,000.00	£0.00	£2,000.00	£0.00
2301	Office conversion & storage costs	£2,495.57	£2,500.00	£445.97	£2,054.03	£0.00
2400	Reference Materials	£0.00	£200.00	£0.00	£200.00	£0.00
2500	Councillor Elections	£0.00	£0.00	£0.00	£0.00	£0.00
2501	Councillor Training	£146.00	£2,500.00	£0.00	£2,500.00	£0.00
2502	Chair's Expenses	£20.00	£150.00	£0.00	£150.00	£0.00
2503	Councillor's Expenses	£0.00	£50.00	£0.00	£50.00	£0.00
2600	IT Software / Subscriptions	£2,889.55	£3,500.00	£399.16	£3,100.84	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	Previous Year's Net	2024/2025	Actual Net	Balance	2025/2026	
Total Council	£14,507.92	£18,550.00	£2,666.13	£15,883.87	£0.00	
Buildings						
3000	Grounds Contract	£981.72	£1,020.99	£163.62	£857.37	£0.00
3100	Additional Grounds Maintenance	£1,047.60	£250.00	£0.00	£250.00	£0.00
3200	Furnishings	£0.00	£0.00	£0.00	£0.00	£0.00
3300	Cleaning	£350.00	£300.00	£70.00	£230.00	£0.00
3400	IT equipment Purchase	£725.09	£1,250.00	£0.00	£1,250.00	£0.00
3401	IT Equipment Maintenance	£0.00	£200.00	£0.00	£200.00	£0.00
3500	Maintenance	£242.50	£500.00	£0.00	£500.00	£0.00
3800	Trees	£540.00	£0.00	£0.00	£0.00	£0.00
3900	Utilities - Electricity	£727.52	£300.00	£65.31	£234.69	£0.00
Total Buildings	£4,614.43	£3,820.99	£298.93	£3,522.06	£0.00	
Communications						
4000	Email	£1,341.28	£1,400.00	£0.00	£1,400.00	£0.00
4100	Websites	£19.39	£250.00	£0.00	£250.00	£0.00
4200	Office Landline	£0.00	£0.00	£0.00	£0.00	£0.00
4300	Office Broadband	£0.00	£420.00	£0.00	£420.00	£0.00
4400	Newsletter Printing	£1,460.50	£5,000.00	£0.00	£5,000.00	£0.00
4500	Noticeboard Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
4501	Noticeboards Installation	£0.00	£0.00	£0.00	£0.00	£0.00
4502	Parish maps noticeboard project	£0.00	£0.00	£0.00	£0.00	£0.00
Total Communications	£2,821.17	£7,070.00	£0.00	£7,070.00	£0.00	
Community						
5000	Grants - General (GPC)	£5,000.00	£5,500.00	£0.00	£5,500.00	£0.00
5001	Grants - Street Pastors	£700.00	£700.00	£0.00	£700.00	£0.00
5002	Grants - Carnival	£0.00	£0.00	£0.00	£0.00	£0.00
5003	Grants - Community Buildings	£3,086.10	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Previous Year's Net	2024/2025	Actual Net	Balance	2025/2026
5100	Climate Change Project	£0.00	£0.00	£0.00	£0.00	£0.00
5200	Safety, Security & Crime Prevention	£0.00	£0.00	£0.00	£0.00	£0.00
5300	Yzone / Youth Provision	£50,000.00	£25,000.00	£0.00	£25,000.00	£0.00
5400	Travel Token Repayments	£2,172.00	£2,800.00	£0.00	£2,800.00	£0.00
5401	Travel Token New	£0.00	£200.00	£0.00	£200.00	£0.00
5500	Neighbourhood Plan Consultants	£292.50	£5,000.00	£5,148.00	-£148.00	£0.00
5501	Neighbourhood Plan Publicity	£0.00	£200.00	£0.00	£200.00	£0.00
5502	Neighbourhood Plan General	£0.00	£0.00	£0.00	£0.00	£0.00
5600	Carnival and Events	£410.22	£8,000.00	£0.00	£8,000.00	£0.00
5700	War Memorial	£1,429.33	£0.00	£0.00	£0.00	£0.00
5800	Village Trail Projecct	£0.00	£0.00	£0.00	£0.00	£0.00
Total Community		£63,090.15	£47,400.00	£5,148.00	£42,252.00	£0.00
Street Furniture						
6000	Bus Shelters Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6002	Bus Shelter Maintainance	£0.00	£3,000.00	£0.00	£3,000.00	£0.00
6003	Bus Shelter Cleaning	£821.40	£1,000.00	£0.00	£1,000.00	£0.00
6100	Benches Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6200	Bins Purchase	£0.00	£500.00	£0.00	£500.00	£0.00
6203	Bins Emptying	£2,445.45	£3,500.00	£596.40	£2,903.60	£0.00
6300	Clocks Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6302	Clocks Maintenance	£126.16	£200.00	£68.08	£131.92	£0.00
6500	Christmas Decorations Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6600	Defibrillators Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
Total Street Furniture		£3,393.01	£8,200.00	£664.48	£7,535.52	£0.00
Play Area & Open Space						
7000	Grounds Contract	£50,118.24	£52,122.97	£8,353.04	£43,769.93	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Previous Year's Net	2024/2025	Actual Net	Balance	2025/2026
7100	Additional Grounds Maintenance	£452.85	£3,000.00	£243.20	£2,756.80	£0.00
7300	Play Equipment Purchase	£2,265.40	£5,000.00	£0.00	£5,000.00	£0.00
7301	Equipment Maintenance	£17,044.31	£10,500.00	£1,715.98	£8,784.02	£0.00
7302	Play Area Inspections	£2,122.65	£2,750.00	£0.00	£2,750.00	£0.00
7399	Play Area & Open Space Other	£0.00	£0.00	£0.00	£0.00	£0.00
7400	Works and Improvements	£0.00	£0.00	-£325.00	£325.00	£0.00
7800	Trees	£3,014.76	£9,000.00	£0.00	£9,000.00	£0.00
7801	Tree Surveys	£1,500.00	£2,000.00	£0.00	£2,000.00	£0.00
Total Play Area & Open Space		£76,518.21	£84,372.97	£9,987.22	£74,385.75	£0.00
Burial Ground						
8000	Grounds Contract	£26,449.20	£27,507.17	£4,408.20	£23,098.97	£0.00
8100	Additional Grounds Maintenance	£583.83	£2,500.00	£320.00	£2,180.00	£0.00
8200	Fences	£0.00	£0.00	£0.00	£0.00	£0.00
8300	Replacement Benches	£0.00	£0.00	£0.00	£0.00	£0.00
8399	Burial Authority Other	£0.00	£0.00	£0.00	£0.00	£0.00
8400	Works & Improvements	£11,867.90	£0.00	£7,339.65	-£7,339.65	£0.00
8500	Memorial Costs	£0.00	£800.00	£0.00	£800.00	£0.00
8800	Trees	£930.00	£8,000.00	£0.00	£8,000.00	£0.00
8901	Utilities - Water	£89.13	£500.00	£28.12	£471.88	£0.00
Total Burial Ground		£39,920.06	£39,307.17	£12,095.97	£27,211.20	£0.00
Allotments						
9000	Grounds Contract	£1,455.96	£1,514.20	£242.66	£1,271.54	£0.00
9100	Additional Grounds Maintenance	£85.00	£1,000.00	£70.24	£929.76	£0.00
9200	Fences	£0.00	£0.00	£0.00	£0.00	£0.00
9300	Equipment Purchase	£978.85	£1,200.00	£31.50	£1,168.50	£0.00
9399	Allotments Other	£240.00	£200.00	£0.00	£200.00	£0.00
9400	Works & Improvements	£2,720.00	£2,000.00	£0.00	£2,000.00	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Previous Year's Net	2024/2025	Actual Net	Balance	2025/2026
9600	Plot Maintenance and Clearance	£4,760.86	£5,250.00	£0.00	£5,250.00	£0.00
9700	Buildings (Inc. sheds)	£46.00	£700.00	£0.00	£700.00	£0.00
9800	Trees	£0.00	£3,000.00	£0.00	£3,000.00	£0.00
9900	Utilities - Electricity	£247.60	£800.00	£0.00	£800.00	£0.00
9901	Utilities - Water	£1,563.43	£3,000.00	£900.87	£2,099.13	£0.00
Total Allotments		£12,097.70	£18,664.20	£1,245.27	£17,418.93	£0.00
Total Expenditure		£339,754.14	£359,476.33	£47,667.27	£311,809.06	£0.00
Total Income		£390,301.92	£416,278.24	£2,620.77	£-413,657.47	£0.00
Total Expenditure		£339,754.14	£359,476.33	£47,667.27	£311,809.06	£0.00
Total Net Balance		£50,547.78	£56,801.91	-£45,046.50		£0.00

FINANCE COMMITTEE MEETING ON 11 JUNE 2024
MONTHLY STATEMENT OF ACCOUNT April 2024

Start **01/04/2024**
End **30/04/2024**

Fund Movements						
Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 123,094.21	£ 7,983.59	£ -	£ 32,323.20		£ 98,754.60
EBC	£ 153,020.90					£ 153,020.90
Total	£ 276,115.11	£ 7,983.59	£ -	£ 32,323.20	£ -	£ 251,775.50

Receipts in detail	
Burial Board	
Allotments	£ 129.17
Carnival	
VAT refund	£ 7,854.42
Grants	
Misc.	
Total	£ 7,983.59

VAT	
Previously Claimed	
Claimed in April	£ 7,854.42
Unclaimed	

EBC Loan Account Summary						
		Money In			Money Out	
	1 April 2024 Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to April 24	£ 153,020.90					£ 153,020.90
April 24						£ 153,020.90

Notes	

FINANCE COMMITTEE MEETING ON 11 JUNE 2024
MONTHLY STATEMENT OF ACCOUNT May 2024

Start **01/05/2024**
End **31/05/2024**

Fund Movements						
Bank Accounts		Money In		Money Out		
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	Closing Balance
Co-op	£ 98,754.60	£ 2,570.77	£ 40,000.00	£ 22,465.64		£ 118,859.73
EBC	£ 153,020.90				£ 40,000.00	£ 113,020.90
Total	£ 251,775.50	£ 2,570.77	£ 40,000.00	£ 22,465.64	£ 40,000.00	£ 231,880.63

Receipts in detail	
Burial Board	£ 2,090.00
Allotments	£ 66.67
Carnival	
VAT refund	
Grants	£ 411.00
Misc.	£ 3.10
Total	£ 2,570.77

VAT	
Previously Claimed	£ 7,854.42
Claimed in May	
Unclaimed	

EBC Loan Account Summary						
		Money In			Money Out	
	1 April 2024 Balance	Precept	Support Grant	Interest	Transfer to BPC	Current Balance
Prior to May 24	£ 153,020.90				£ 40,000.00	£ 113,020.90
May 24						£ 113,020.90

Notes

Bishopstoke Parish Council

Finance Committee - 11th June 2024

Payments (April 2024)

Direct Debit payments

Invoice Date	Payee	Description	Net	VAT	Gross
04/04/2024	Ready Steady Store	Rental unit K014 04.04.24	£ 145.99	£ 23.40	£ 169.39
12/04/2024	EE	Staff phones	£ 46.82		£ 46.82
15/04/2024	E.On	Parish Office electricity 01.01.24-	£ 46.26	£ 4.74	£ 51.00
25/04/2024	Business Stream	Water Jockey Lane allotment site 10	£ 154.64	£ -	£ 154.64

Staff Debit Card payments

Invoice Date	Payee	Description	Net	VAT	Gross
02/04/2024	ST Poundland Limited	Blank SIM card	£ 1.00	£ -	£ 1.00
02/04/2024	ST EBC	Parking ST 28/03/2024	£ 1.33	£ 0.27	£ 1.60
03/04/2024	ST EBC	Parking ST 02/04/2024	£ 3.25	£ 0.65	£ 3.90
03/04/2024	DW EBC	Parking DW 02/04/2024	£ 2.33	£ 0.47	£ 2.80
03/04/2024	DW B&Q	Chains & locks for exhumations	£ 89.65	£ 17.93	£ 107.58
03/04/2024	DW Survey Monkey	Annual Licence Apr 24-Apr 25	£ 320.00	£ 64.00	£ 384.00
22/04/2024	DW Norton	Antivirus software	£ 79.16	£ 15.83	£ 94.99
24/04/2024	DW Amazon EU Sarl	Printer inks	£ 30.30	£ 6.06	£ 36.36
26/04/2024	ST Sky	Mobile Apr 24 - Cemetery phone numb	£ 8.00	£ -	£ 8.00

BACS payments

Invoice Date	Payee	Description	Net	VAT	Gross
02/04/2024	Fosters Tree Surgeon	Cemetery tree work. Invoice date 28	£ 180.00	£ 36.00	£ 216.00
02/04/2024	Prince2.Com	6 month extension for PRINCE2 Pract	£ 400.00	£ 80.00	£ 480.00
02/04/2024	Shawyers	Work to Underwood Road allotment site	£ 2,040.00	£ 408.00	£ 2,448.00
18/04/2024	Hampshire Association of Loca	Annual Conference 20th March 2024 D	£ 75.00	£ 15.00	£ 90.00
18/04/2024	SLCC	Cemetery Matters training AL Aug 20	£ 35.00	£ 7.00	£ 42.00
18/04/2024	PW Stewart	Window cleaning	£ 35.00		£ 35.00
19/04/2024	C&P Curran Limited	Gravedigger costs	£ 4,800.00	£ -	£ 4,800.00
19/04/2024	AH Freemantle Ltd	Funeral director costs	£ 2,450.00		£ 2,450.00
19/04/2024	Mark Gregory	Change times on parish clocks	£ 68.08		£ 68.08
19/04/2024	Infinity Playgrounds Ltd	2 replacement slats burnt bench Say	£ 258.40	£ 51.68	£ 310.08
19/04/2024	Infinity Playgrounds Ltd	Jet washing Otter Close play area	£ 549.41	£ 109.88	£ 659.29
30/04/2024	ICCM	ICCM membership 2024/25	£ 100.00	£ -	£ 100.00
30/04/2024	Infinity Playgrounds Ltd	Jet washing Sayers Road play area	£ 908.17	£ 181.63	£ 1,089.80
30/04/2024	ALW Plumbing and Heating	Repairs to tap UR plot 56A	£ 70.24	£ 14.05	£ 84.29
30/04/2024	Hampshire Association of Loca	Annual HALC/NALC Affiliation Levy	£ 1,721.00	£ -	£ 1,721.00
30/04/2024	Green Smile	Additional ashes plots & filling in holes	£ 563.20	£ 112.64	£ 675.84
29/04/2024	Staff	Salary	£ 4,702.70	£ -	£ 4,702.70
29/04/2024	Staff	Mileage + Office Allowance	£ 86.19	£ -	£ 86.19
29/04/2024	HMRC	Tax / NI	£ 1,604.77	£ -	£ 1,604.77
29/04/2024	HCC	LGPS	£ 1,697.57	£ -	£ 1,697.57
05/04/2024	Green Smile	Ground Maintenance (Apr 2023)	£ 6,583.76	£ 1,316.75	£ 7,900.51

Total payments

£ 29,857.22 £ 2,465.98 £ 32,323.20

Bishopstoke Parish Council

Finance Committee - 11th June 2024

Payments (May 2024)

Direct Debit payments

Invoice Date	Payee	Description	Net	VAT	Gross
01/04/2024	Eastleigh Borough Council	Trade Waste (Apr - Jun 24)	£ 546.00		£ 546.00
04/04/2024	Eon	Office - Electricity (1st qtr 24)	£ 19.05	£ 0.95	£ 20.00
17/04/2024	Business Stream	Allotments - UR - Water (Jan 24-Apr 24)	£ 746.23	£ 106.27	£ 852.50
22/04/2024	Ready Steady Store	Rental Unit K14 (2 May - 30 May 24)	£ 145.99	£ 23.40	£ 169.39
26/04/2024	Business Stream	Burial Grounds - BC - Water (Jan - Apr 24)	£ 28.12	£ -	£ 28.12
12/05/2024	EE	Staff mobiles	£ 36.65	£ 7.34	£ 43.99
20/05/2024	Ready Steady Store	Rental Unit K14 (30 May - 26 Jun 24)	£ 153.99	£ 25.00	£ 178.99

Staff Debit Card payments

Invoice Date	Payee	Description	Net	VAT	Gross
29/05/2024	ST Sky Mobile	Cemetery mobile		8 £ -	£ 8.00

BACS payments

Invoice Date	Payee	Description	Net	VAT	Gross
31/03/2024	Mulberry & Co	Internal end of year audit	£ 178.75	£ 35.75	£ 214.50
29/04/2024	Eastleigh Borough Council	Dog Waste (Apr 24)	£ 50.40	£ 10.08	£ 60.48
29/04/2024	PW Stewart	Window Cleaning Apr	£ 35.00	£ -	£ 35.00
07/05/2024	Groundwork UK	Reimburse Neighbourhood Plan grant	£ 5,148.00		£ 5,148.00
08/05/2024	Fox	Mower repair for UR allotments	£ 31.50	£ 6.30	£ 37.80
30/05/2023	Staff	Salary	£ 4,026.44	£ -	£ 4,026.44
30/05/2023	Staff	Mileage + Office Allowance	£ 96.02	£ -	£ 96.02
30/05/2023	HMRC	Tax / NI	£ 1,581.16	£ -	£ 1,581.16
30/05/2023	HCC	LGPS	£ 1,518.74	£ -	£ 1,518.74
05/05/2023	Green Smile	Ground Maintenance (May 2023)	£ 6,583.76	£ 1,316.75	£ 7,900.51

Total payments

£ 20,933.80 £ 1,531.84 £ 22,465.64

APPLICATION FOR GRANT AID

Name of Organisation	Friends of In Touch
Objectives and Member Criteria	To educate the public in and to relieve the needs of those with Autistic Spectrum Conditions and the associated behaviours associated with them in the Borough of Eastleigh.
Total Membership Proportion in BStoke	46 young people attend our groups and 4 of them live in Bishopstoke. We also provide support to their families / carers.
Total Grant	£2,000
Grant Purpose	This will be used to provide sports equipment and coaching during our weekly sessions and for healthy snacks. The members of the group have also produced a wish list of equipment they would like to have at the club, such as: snooker cues, nets, balls and racquets. They have also requested a trip to the local go-kart centre. Any funds received will be spent by the end of 2024.
Estimated income of organisation	£53,000
Estimated expenditure of organisation	£36,000
Other funding	

APPLICATION FOR GRANT AID

Name of Organisation	Life Education Wessex and Thames Valley
Objectives and Member Criteria	Helping Children Make Healthy Choices (please see our application letter) No
Total Membership Proportion in BStoke	N/A
Total Grant	Up to £430
Grant Purpose	Provision of 1 Educator and Resources to visit Stoke Park Junior School 3&4 June seeing approx. 367 children
Estimated income of organisation	Year ending 31/3/23 £498,178
Estimated expenditure of organisation	Year ending 31/3/23 £401,658
Other funding	Total cost (2 days) £1060 School to pay £630

APPLICATION FOR GRANT AID

Name of Organisation	Itchen Navigation Preservation Trust
Objectives and Member Criteria	<p>The Objects of our Charity are:</p> <ol style="list-style-type: none"> 1. to promote for the benefit of the public the conservation protection and improvement of the physical and natural environment of the Itchen Navigation in particular but not exclusively by <ol style="list-style-type: none"> a. collaborating with individuals, groups, companies, governmental agencies or public bodies, statutory bodies, other charities and other interested parties, provided that in each case where the Trust undertakes work in relation to property which it does not own or hold in trust, any private benefit to the owner of the property is merely incidental, and b. enabling and encouraging volunteer participation, and c. improving the public access to The Itchen Navigation, and d. creating a means of communication, sharing of information and the provision of an archive of relevant information accessible to all. 2. to advance the education of the public in the conservation, protection and improvement of the physical and natural environment of the Itchen Navigation.
Total Membership Proportion in BStoke	We currently have a total of 2600 members on our facebook group and 1,218 of those are from Bishopstoke and Eastleigh. We are officially opening up membership to our new charity in the next few months which will be free of charge.
Total Grant	<p>£1221.67</p> <p>This will pay for all the materials for the fence which is 200m x 1m heavy duty netting, 60 x 1.5m posts, 650m high tensile wire, 1 kg galvanised staples, cable ties.</p>

Grant Purpose	200m of low dog proof fencing to create and protect a conservation area in reedbeds alongside the public footpath and river Itchen. Since the beginning of Covid we have lost approx 40% of the reedbed due to erosion by dogs and people. The fence protection will encourage a healthy margin of vegetation that will protect the riverbank and footpath. This will encourage and protect water voles, dragonflies, kingfishers and Atlantic salmon for us all to enjoy and reduce the maintenance costs of the footpath by reducing erosion, it will also improve water quality throughout Bishopstoke. The work will be completed by local volunteers in Sept/Oct 2024, and there will be a PR campaign alongside the work and signage along the fence explaining its purpose and benefit.
Estimated income of organisation	£5,010
Estimated expenditure of organisation	£3,985
Other funding	The landowners will be funding the necessary Environment Agency flood risk permits and providing access and machinery for the delivery of materials to the work site. Signage and PR for the project will be provided by the Itchen Navigation Preservation Trust

Finance Committee – Item 8

Changes to the Grant Awarding Policy

Previously, Bishopstoke Parish Council has discussed including asking those who receive grants to come to a Council meeting to let members know what the money was spent on and how it has helped Bishopstoke residents. At the Parish Assembly in April this year we heard directly from several of the groups who received grants and watched a presentation from another group. All those present agreed that it had been a very useful and moving experience which really helped Councillors see the effect the grants can have on the local community.

It is recommended that changes be made to the grant awarding policy to ensure that this practice continues in future years.

The following changes are recommended:

Paragraph 3.5 – update to reflect change from Finance & General Purposes to Finance Committee, and that the Committee decides grants autonomously.

Paragraph 3.7 & 3.8 – remove both paragraphs and replace with a new paragraph 3.7

Bishopstoke Parish Council wishes to ensure that its grant funds are well spent for the residents of Bishopstoke, and also wishes to better understand the work that grant recipients do with and for the people of Bishopstoke. Those who receive grants are therefore required to either attend or provide a report for the Bishopstoke Parish Assembly in the April following their grant money being used. Details will be provided by the Clerk along with notification of a successful grant application.

Both of these changes are shown in the attached policy with text to be removed written in red ink, and struck through, and text to be added written in green ink.

Finally, although it does not happen frequently, occasionally at the end of the financial year there is sometimes money left in the grant pot. Councillors are invited to discuss adopting a policy of donating any remaining funds to a specific charity. This might be something the Council already supports such as the Street Pastors, or the Bishopstoke Memorial Hall charity, or it could be an opportunity to have a “Chair’s Charity” which could also be the focus of donations at events throughout the year.



BISHOPSTOKE PARISH COUNCIL

GRANT AWARDING POLICY

**This Grant Awarding Policy was adopted
by the Parish Council at its meeting on 28th January 2020**

**D Wheal
Clerk to Bishopstoke Parish Council**

BISHOPSTOKE PARISH COUNCIL
GRANT AWARDING POLICY

Amendment Sheet

Amendment No.	Date Incorporated	Subject
1 (para 3.5)	11 th June 2024	Updating committee name and decision maker
2 (para 3.7 – 3.8)	11 th June 2024	Adding requirement of attendance at Parish Assembly to give details of how grant money is used

GRANT AWARDING POLICY

1 Introduction to Policy

- 1.1 A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:
 - 1.1.1 Providing a service;
 - 1.1.2 Enhancing the quality of life;
 - 1.1.3 Improving the environment;
 - 1.1.4 Promoting the Parish of Bishopstoke in a positive way.
- 1.2 Grants can be awarded for any purpose the Council deems of benefit to the residents of Bishopstoke, subject to the conditions laid out in this document. This includes, but is not limited to:
 - 1.2.1 The purchase of materials;
 - 1.2.2 The purchase of specific or general items of equipment;
 - 1.2.3 The funding of specific one-off projects;
 - 1.2.4 Running costs;
 - 1.2.5 The development of the organisation, including setting up new premises or facilities.

2 Who Can Apply?

- 2.1 The grant application process is open to community groups, voluntary sector organisations and charities that provide a service of benefit to Bishopstoke residents.
- 2.2 Grants may only be awarded to individuals when the Council has resolved that it meets the criteria for the General Power of Competence.

3 Grant Application Process

- 3.1 Application forms, and guidance notes, are available on the Parish website. They can also be obtained by contacting the Clerk.
- 3.2 Completed application forms, with all necessary documentation, should be submitted to the Clerk. Please note that incomplete forms or missing documentation will result in delays to the process.
- 3.3 In addition to the general documents listed in Section 4, applicants will be required to show:
 - 3.3.1 That the grant will be of benefit to the local community within the Parish;
 - 3.3.2 That there is a clear need for the funding;
 - 3.3.3 The proportion or number of people in Bishopstoke that will benefit;
 - 3.3.4 If the grant is not for the whole cost needed, how the remainder will be funded.
- 3.4 Grants can be applied for at any time of year.

- 3.5 Grants will usually be considered at the next Finance & ~~General Purposes~~ Committee meeting. ~~at which, if successful, they will be recommended to the next Council meeting.~~ Exceptionally, they may be considered directly by the Council.
- 3.6 Applicants will be notified of the outcome as soon as is practical after the Council meeting at which their application was considered. Applicants will then be required to provide bank details for the payment of the grant.
- ~~3.7 Applicants are requested to provide the Council with an account of the use the grant money was put to.~~
- ~~3.8 Applicants may be requested to make a presentation to the Council on the work their group does within Bishopstoke and how the grant helped them achieve this.~~
- 3.7 Bishopstoke Parish Council wishes to ensure that its grant funds are well spent for the residents of Bishopstoke, and also wishes to better understand the work that grant recipients do with and for the people of Bishopstoke. Those who receive grants are therefore required to either attend or provide a report for the Bishopstoke Parish Assembly in the April following their grant money being used. Details will be provided by the Clerk along with notification of a successful grant application.

4 Conditions of Funding

- 4.1 Any group applying for funding must be run on a non-profit basis.
- 4.2 Any group applying must have a constitution or set of rules defining its aims, objectives and procedures.
- 4.3 Any group applying that works with young people should have a written policy dealing with child protection and safety and have available records of the qualifications and / or experience of adults who supervise young people.
- 4.4 Any group applying must have a bank or building society account in the name of the group and must be able to provide its most recent audited accounts, and bank statements covering the period from the date to which those accounts were prepared.
- 4.5 Copies of the documents listed in 4.2 to 4.4 will be required in support of the Grant Aid Application Form.
- 4.6 The maximum grant available on any application is £2,000. There is no minimum amount.
- 4.7 Where the grant is to cover money already spent a receipt will be required. Where it is for future spending a quote, estimate or projection will be required.
- 4.8 Grants will not be awarded to any group connected to a political party.
- 4.9 Grants will only be made to religious organisations where the grant will benefit the wider community and will not be made to cover the cost of worship or conversion.
- 4.10 Any grant must only be used for the purpose for which it was awarded, unless the written permission of the Council has been given for a change in use.
- 4.11 Any unspent portion of the grant must be returned to the Council.
- 4.12 The Council reserves the right to refuse any grant application.

4.13 Any grant must be spent within 12 months of the award unless written permission is obtained from the Council.

Finance Committee – Item 9

Internal Audit Review

Having used Do The Numbers for audit services for a number of years, this year was the first time the Council has used Mulberry & Co. The initial agreement was for one year only to allow both parties to review things before committing to a longer term contract.

Both myself as Clerk, and the RFO at the time (Mrs Sophie Thorogood), agreed that the service we received from Mulberry was good. The checks on our accounts and systems were thorough and, as is often the case, focussed on different specifics than previous auditors. We felt that it is good to cast new eyes on the work of the Council as that is a good way to find new areas where the Council can improve.

As Clerk and RFO, I am happy to recommend engaging Mulberry & Co for a longer period.

I recommend that the best option for the Council would be a contract covering 2024-25, 2025-26, 2026-27 and 2027-28. During the 2027-28 year a full review of audit services would take place and quotes would be obtained for the following year. At that point it would be possible to either appoint Mulberry & Co again for a further four years, or appoint someone new on a one year basis with an option to engage them for a further three years should the first year prove satisfactory.

Working in four year sections rather than the standard three year contract ensures that a new Council should not have to suddenly make a decision on an auditor, and also means that if an engagement does not work out then the Council still has time to find a replacement auditor without that process being interrupted by an election.

Recommendation: That the Committee seek to enter a four year contract with Mulberry & Co and schedule a full internal auditor review for the year 2027-28.