

# **BISHOPSTOKE PARISH COUNCIL**

**Members of the Finance and General Purposes Committee  
are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke  
on Tuesday 9 January 2018 at 7.30pm  
This Meeting is Open to the Public**

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

## **AGENDA**

1. Apologies for Absence
2. To adopt the Minutes of the Finance & General Purposes Meeting held on 12 December 2017
3. To consider Matters Arising from the above Minutes
4. Declarations of Interest and Requests for Dispensations
5. To receive reports from Working Groups
6. To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for December 2017
7. To recommend the Parish Council support the provision of defibrillators around the Parish, seeking grants to cover the installation costs and agreeing to cover the maintenance costs
8. To make recommendations on the expenditure budget and precept for 2018-19
9. To discuss the Community Governance Review
10. To make grant recommendations on the request from Bishopstoke Memorial Hall
11. To receive the Clerk's Report, including an update on Parish Council assets
12. Date, time, place and agenda items for next meeting – Tuesday 13 February 2018 at 7.30pm in the Parish Office, Riverside, Bishopstoke



***D Hillier-Wheal  
Clerk to Bishopstoke Parish Council  
3 January 2018***

*Members: Cllrs Thornton (Chair), Winstanley (Vice Chair), Brown, Mignot, Parker-Jones, Tidridge and Toher*

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Finance and General Purposes Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 12 December 2017

**Present:** Cllrs Thornton (Chair), Brown, Mignot, Tidridge and Toher

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

**Public Session** 1 member of the public was present

**FGP\_1718\_M07/**

**Public Session**

### **85 Apologies for Absence**

85.1 Apologies had been received and accepted from Cllrs Parker-Jones and Winstanley.

### **86 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 14 November 2017**

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

86.2 Proposed Cllr Thornton, Seconded Cllr Toher, **RESOLVED** that the Minutes of the Finance and General Purposes Meeting held on 14 November 2017 be accepted as a true record.

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

87.1 Minute 72.3 – The Clerk reported that he had been unable to find mention of the Breach Lane archaeologists report in the Local Area Committee minutes.

87.2 Minute 74.4 – The Clerk reported that approximately 40% of travel token recipients are in the west of Bishopstoke, north of Stoke Park Road, 40% south of Stoke Park Road, and 20% in the east of Bishopstoke.

87.3 Minute 78.3 – The Clerk reported that the water has been turned off at the allotments. The thermometer has not yet been bought.

87.4 Minute 79.3 – The amended draft budget is on the agenda for this meeting.

87.5 Minute 82.2 – Contacting local groups regarding allotments has not yet been completed.

### **88 Declarations of Interest and Requests for Dispensation**

88.1 None declared or requested.

### **89 To receive reports from Working Groups**

89.1 Cllr Toher reported that the Neighbourhood Plan Working Group will be meeting in January. The boxes for questionnaire returns are ready and the questionnaires are ready for delivery, with a closing date of 31<sup>st</sup> January 2018. Cllr Toher noted that any help with delivery would be welcome.

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

**90 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for September 2017**

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

90.2 The Clerk reported that there has now been confirmation of the amount of money coming from the Borough Council towards play areas, and that it is specifically for Sayers Road. Cllr Thornton asked the Clerk to retrieve the quotes already received and circulate them to Cllrs. The Clerk was also requested to have a cheque drawn up for the provision of the wreath that was placed at the Armistice service.

**Action: Clerk**

90.3 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously to receive and approve the RFO, Budget Monitoring and Non-Confidential Payment reports.

**91 To recommend the Parish Council support the provision of defibrillators around the Parish, seeking grants to cover the installation costs and agreeing to cover the maintenance costs**

91.1 Following discussion, the Clerk was asked to add the discussion of defibrillators to the January F&GP agenda and request more information on costs, locations, insurance implications and security arrangements, including contacting the ambulance service for their advice on locations.

**Action: Clerk**

**92 To discuss the draft expenditure budget and identify changes**

92.1 Following discussion it was agreed to remove the following items from the budget for 2018-19: sensory garden; Jockey Lane fencing; Cemetery access ramp and extra parking bays; intra-Cemetery path; second soakaway at Underwood Road allotments; Underwood Road machine shed work; Cemetery screen and additional verge protection. All these items will be considered for future budgets. Additionally, as Sayers Road play area will be revamped in 2018-19, it was agreed to defer starting the play area fund until 2019. The Committee agreed to increase the Neighbourhood Plan and Communications budgets to £5,000 for the year 2018-19.

92.2 The Clerk was asked to prepare a budget based on the amendments in 92.1 with precept increases of 10%, 15% and 20% and a breakdown of costs for each area of Council responsibility.

**Action: Clerk**

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

93.1 The Clerk reported that there were no significant updates or changes since last month's meeting.

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

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

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

*There being no further business, the Chair closed the meeting at 8.45pm*

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

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

86.2 that the Minutes of the Finance and General Purposes Meeting held on 14 November 2017 be accepted as a true record.

90.3 to receive and approve the RFO, Budget Monitoring and Non-Confidential Payment reports.

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

There were no recommendations.

DRAFT

# BISHOPSTOKE PARISH COUNCIL

Item **6**

Month **9**

## Budget Monitoring 2017/18

At 31 December 2017

% of the year that has passed **75.0%**

	Approved Budget 2016/17	Actual Income rec'd	Reserves b/f or vired in year	Expenditure to date	Funding approved/ committed	Funds Remaining	Actual proportion accrued / spent
<b>Income</b>							
Precept	£ 157,793.20	£ 157,792.40					100.0%
Council tax support grant	£ 11,280.67	£ 11,280.67					100.0%
Interest rec'd	£ 200.00	£ -					0.0%
Misc receipts *	£ -	£ 15.90					
Burial Board income	£ 10,000.00	£ 10,200.00					102.0%
Allotment income	£ 5,000.00	£ 4,953.16					99.1%
Carnival	£ 3,500.00	£ 175.00					5.0%
<b>Total income</b>	<b>£ 187,773.87</b>	<b>£ 184,417.13</b>					<b>98.2%</b>
<b>Community services, projects and facilities</b>							
Community projects / facilities	£ 7,000.00			£ 3,194.00		£ 3,806.00	45.6%
Neighbourhood Plan	£ 2,500.00			£ 598.00			23.9%
Carnival	£ 6,000.00			£ 3,425.82		£ 2,574.18	57.1%
Travel token scheme	£ 1,200.00			£ 810.50		£ 389.50	67.5%
Bus shelter maintenance	£ 1,500.00			£ 697.73		£ 802.27	46.5%
Play equipment provision	£ 8,000.00			£ 6,617.32		£ 1,382.68	82.7%
Play equipment maintenance	£ 5,000.00			£ 9,556.00		-£ 4,556.00	191.1%
Play area/open sp grds mtce	£ 31,000.00			£ 26,694.38		£ 4,305.62	86.1%
Open spaces tree maint.	£ 6,000.00			£ 1,225.00		£ 4,775.00	20.4%
Shears Mill maint./cleaning	£ 800.00			£ 396.60		£ 403.40	49.6%
Shears Mill utilities	£ 200.00			£ 77.01		£ 122.99	38.5%
PCSO funding	£ 8,000.00			£ 7,396.24		£ 603.76	92.5%
Grant Aid	£ 6,000.00			£ 5,075.00		£ 925.00	84.6%
Street pastors	£ 500.00			£ 500.00		£ -	100.0%
Y Zone	£ 25,000.00			£ 25,000.00		£ -	100.0%
Parish Publicity	£ 2,000.00			£ 525.55		£ 1,474.45	26.3%
Parish office mtce/ furnishings	£ 500.00			£ -		£ 500.00	0.0%
Parish office utilities	£ 800.00			£ 615.47		£ 184.53	76.9%
New notice boards	£ 3,000.00			£ 1,337.98		£ 1,662.02	44.6%
General repairs and renewals	£ 1,500.00			£ 228.90		£ 1,271.10	15.3%
<b>Sub total</b>	<b>£ 116,500.00</b>		£ -	<b>£ 93,971.50</b>		<b>£ 20,626.50</b>	<b>80.7%</b>

# BISHOPSTOKE PARISH COUNCIL

Item **6**

Month **9**

## Budget Monitoring 2017/18

At 31 December 2017

% of the year that has passed **75.0%**

	Approved Budget 2016/17	Actual Income rec'd	Reserves b/f or vired in year	Expenditure to date	Funding approved/ committed	Funds Remaining	Actual proportion accrued / spent
<b>Burial Board</b>							
St Mary's Churchyard mtce	£ 5,000.00			£ 1,375.02		£ 3,624.98	27.5%
Old St Mary's Ch-yard mtce	£ 1,100.00			£ 779.97		£ 320.03	70.9%
Cemetery grounds mtce	£ 24,500.00			£ 9,684.88		£ 14,815.12	39.5%
Water charges	£ 100.00			£ 4.02		£ 95.98	4.0%
Tree removal/mtce work	£ 4,000.00			£ 2,807.50		£ 1,192.50	70.2%
General maint	£ 5,000.00			£ 1,385.00		£ 3,615.00	27.7%
<b>Sub total</b>	<b>£ 39,700.00</b>		£ -	<b>£ 16,036.39</b>	£ -	<b>£ 23,663.61</b>	<b>40.4%</b>
<b>Allotments</b>							
General/equip maintenance	£ 10,000.00			£ 4,941.16		£ 5,058.84	49.4%
Electricity charges	£ 800.00			£ 174.45		£ 625.55	21.8%
Water charges	£ 1,000.00			£ 1,054.37		-£ 54.37	105.4%
<b>Sub total</b>	<b>£ 11,800.00</b>		£ -	<b>£ 6,169.98</b>		<b>£ 5,630.02</b>	<b>52.3%</b>
<b>Administration</b>							
Staff Salaries inc NI/tax/LGPS	£ 53,000.00			£ 41,118.59		£ 11,881.41	77.6%
Election expenses	£ 2,000.00			£ 4,395.15		-£ 2,395.15	219.8%
Recruitment advertising	£ 500.00			£ -		£ 500.00	0.0%
Repairs and renewals	£ 500.00			£ -		£ 500.00	0.0%
Office and Admin Expenses	£ 4,000.00			£ 2,360.92		£ 1,639.08	59.0%
Room Hire	£ 200.00			£ -		£ 200.00	0.0%
Audit Costs	£ 1,500.00			£ 1,105.00		£ 395.00	73.7%
Subs (HALC/NALC/SLCC)	£ 1,700.00			£ 1,788.00		-£ 88.00	105.2%
Office facility	£ 440.00			£ 324.00		£ 116.00	73.6%
Staff travel & mileage	£ 500.00			£ 371.25		£ 128.75	74.3%
Insurance	£ 2,000.00			£ 2,044.35		-£ 44.35	102.2%
Chair's Expenses	£ 150.00			£ -		£ 150.00	0.0%
Seminars & training	£ 1,000.00			£ 1,001.10		-£ 1.10	100.1%
<b>Sub total</b>	<b>£ 67,490.00</b>		£ -	<b>£ 54,508.36</b>	£ -	<b>£ 12,981.64</b>	<b>80.8%</b>
<b>Total</b>	<b>£ 235,490.00</b>	£ -	£ -	<b>£ 170,686.23</b>	£ -	<b>£ 62,901.77</b>	<b>72.5%</b>

# Bishopstoke Parish Council

## Finance & General Purposes Meeting

9th January 2018

ITEM 6

### Non-Confidential Payments (December 2017)

#### Direct debits

BT	Office Phone (Nov 17)	£	29.38
British Gas	Allotments - MF - Elec (Oct & Nov 17)	£	49.28
British Gas	Shears Mill - Elec (Nov 17)	£	9.83
Eon	Parish Office - Elec (Nov 17)	£	30.00

#### Internet payments

Ryan O'Connor	Manor Farm - 59A	£	489.69
Ryan O'Connor	Manor Farm - Warwick Shed repairs	£	58.40
Greens Clearance	Cemetery bench clearance	£	185.00
Proline	Cemetery Fencing	£	5,808.00
R & D Surfacing	St Marys Church - Path	£	1,584.00
EBC	Dog Bins Nov	£	59.22
Kestrel Pest Control	Cemetery Mole	£	288.00
Friends of Stoke Park Junior School	Grant	£	1,000.00
Stoke Park Infants Association	Grant	£	1,000.00
12th Eastleigh Scouts	Grant	£	800.00
Ryan O'Connor	Jockey Lane - path maintenance	£	354.41
HALC	INV 2122 - GDPR Training	£	48.00
Geoff Harris	Training Expenses	£	8.10
Green Smile	Inv 2855 Brookfield & Glebe	£	120.00
Green Smile	Ground Maintenance (December 17)	£	3,283.22
Green Smile	Additions (December 17)	£	320.48
Staff	Salary	£	2,763.58
Staff	Mileage	£	32.85
HMRC	Tax / NI	£	833.37
HCC	LGPS	£	860.29

#### Cheque payments

#### Out Of Pocket Expenses

#### Clerk

Sub total    £            -

#### Out Of Pocket Expenses

#### Assistant Clerk

Ink Planet	Ink	£	35.99
Ryman	Stationery	£	4.99
Sainsburys	Top Up	£	15.00
Robert Dyas	Box	£	7.99





# BISHOPSTOKE PARISH COUNCIL

## Expenditure Budget and Precept 2018/2019

	<u>Agreed</u>	<u>Projected</u>	<u>Base (draft)</u>			<u>Ongoing budget forecast</u>		
	<u>Budget</u>	<u>Spend</u>	<u>2018/19</u>		<u>Total</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
	<u>2017/18</u>	<u>2017/18</u>	<u>Ongoing</u>	<u>One off / short term</u>		<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
<b><u>Community Services, Projects and Facilities</u></b>								
Community projects and facilities	£ 7,000.00	£ 3,500.00	£ 5,500.00	£ -	£ 5,500.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
Neighbourhood plan	£ 2,500.00	£ 1,500.00	£ 5,000.00	£ -	£ 5,000.00	£ 5,000.00	£ -	£ -
Carnival	£ 6,000.00	£ 4,002.00	£ 6,000.00	£ -	£ 6,000.00	£ 6,000.00	£ 6,000.00	£ 6,000.00
Travel token scheme	£ 1,200.00	£ 1,000.00	£ 1,200.00	£ -	£ 1,200.00	£ 1,200.00	£ 1,500.00	£ 1,500.00
Bus shelter maintenance	£ 1,500.00	£ 700.00	£ 1,500.00	£ -	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
Play equipment provision	£ 8,000.00	£ 15,117.32	£ 5,000.00	£ -	£ 5,000.00	£ 32,000.00	£ 33,000.00	£ 34,000.00
Play equipment maintenance	£ 5,000.00	£ 2,550.00	£ 5,500.00	£ -	£ 5,500.00	£ 6,000.00	£ 7,000.00	£ 8,000.00
Play area/open space grounds maintenance	£ 31,000.00	£ 35,755.00	£ 44,000.00	£ -	£ 44,000.00	£ 44,000.00	£ 44,000.00	£ 44,000.00
Open space tree maintenance	£ 6,000.00	£ 15,500.00	£ 12,000.00	£ -	£ 12,000.00	£ 8,000.00	£ 8,000.00	£ 8,000.00
Shears Mill/ maintenance/cleaning	£ 800.00	£ 300.00	£ 500.00	£ -	£ 500.00	£ 500.00	£ 500.00	£ 500.00
Shears Mill utilities	£ 200.00	£ 100.00	£ 150.00	£ -	£ 150.00	£ 200.00	£ 200.00	£ 200.00
PCSO funding	£ 8,000.00	£ 7,400.00	£ 7,600.00	£ -	£ 7,600.00	£ 8,000.00	£ 8,200.00	£ 8,400.00
Grant Aid	£ 6,000.00	£ 6,000.00	£ 6,000.00	£ -	£ 6,000.00	£ 6,000.00	£ 6,000.00	£ 6,000.00
Street Pastors	£ 500.00	£ 500.00	£ 500.00	£ -	£ 500.00	£ 500.00	£ 500.00	£ 500.00
Y Zone	£ 25,000.00	£ 25,000.00	£ 25,000.00	£ -	£ 25,000.00	£ 25,000.00	£ 25,000.00	£ 25,000.00
Parish Publicity	£ 2,000.00	£ 1,000.00	£ 5,000.00	£ -	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
Parish office maintenance/furnishings	£ 500.00	£ -	£ 500.00	£ -	£ 500.00	£ 500.00	£ 500.00	£ 500.00
Parish office utilities	£ 800.00	£ 900.00	£ 1,000.00	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,100.00
New noticeboards	£ 3,000.00	£ 3,000.00	£ 1,500.00	£ -	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
General repairs/renewals	£ 1,500.00	£ 400.00	£ 1,000.00	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
<b>Sub total</b>	<b>£ 116,500.00</b>	<b>£ 124,224.32</b>	<b>£ 134,450.00</b>	<b>£ -</b>	<b>£ 134,450.00</b>	<b>£ 154,900.00</b>	<b>£ 152,400.00</b>	<b>£ 154,700.00</b>

**BISHOPSTOKE PARISH COUNCIL**  
**Expenditure Budget and Precept 2018/2019**

	<u>Agreed</u>	<u>Projected</u>	<u>Base (draft)</u>			<u>Ongoing budget forecast</u>		
	<u>Budget</u>	<u>Spend</u>	<u>2018/19</u>			<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
	<u>2017/18</u>	<u>2017/18</u>	<u>Ongoing</u>	<u>One off / short term</u>	<u>Total</u>			
<b><u>Burial Board</u></b>								
St Mary's Churchyard maintenance	£ 5,000.00	£ 2,000.00	£ 2,000.00	£ 13,500.00	£ 15,500.00	£ 3,000.00	£ 3,000.00	£ 3,500.00
Old St Mary's Churchyard maintenance	£ 1,100.00	£ 1,650.00	£ 1,000.00	£ 600.00	£ 1,600.00	£ 1,200.00	£ 1,300.00	£ 1,400.00
Cemetery grounds maintenance	£ 24,500.00	£ 14,000.00	£ 2,000.00	£ -	£ 2,000.00	£ 2,500.00	£ 2,500.00	£ 2,500.00
Water rates	£ 100.00	£ 50.00	£ 100.00	£ -	£ 100.00	£ 100.00	£ 100.00	£ 100.00
Tree removal/mtce work	£ 4,000.00	£ 6,000.00	£ 6,500.00	£ -	£ 6,500.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
General maintenance	£ 5,000.00	£ 5,000.00	£ 1,000.00	£ 6,000.00	£ 7,000.00	£ 1,500.00	£ 1,750.00	£ 2,000.00
<b>Sub total</b>	<b>£ 39,700.00</b>	<b>£ 28,700.00</b>	<b>£ 12,600.00</b>	<b>£ 20,100.00</b>	<b>£ 32,700.00</b>	<b>£ 10,300.00</b>	<b>£ 10,650.00</b>	<b>£ 11,500.00</b>
<b><u>Allotments</u></b>								
General maintenance	£ 10,000.00	£ 10,060.00	£ 4,500.00	£ 500.00	£ 5,000.00	£ 4,500.00	£ 4,800.00	£ 5,000.00
Soakaway								
Electricity	£ 800.00	£ 220.00	£ 400.00		£ 400.00	£ 600.00	£ 700.00	£ 800.00
Water rates	£ 1,000.00	£ 1,200.00	£ 1,300.00		£ 1,300.00	£ 1,300.00	£ 1,400.00	£ 1,500.00
<b>Sub total</b>	<b>£ 11,800.00</b>	<b>£ 11,480.00</b>	<b>£ 6,200.00</b>	<b>£ 500.00</b>	<b>£ 6,700.00</b>	<b>£ 6,400.00</b>	<b>£ 6,900.00</b>	<b>£ 7,300.00</b>

# BISHOPSTOKE PARISH COUNCIL

## Expenditure Budget and Precept 2018/2019

	<u>Agreed</u>	<u>Projected</u>	<u>Base (draft)</u>			<u>Ongoing budget forecast</u>		
	<u>Budget</u>	<u>Spend</u>	<u>2018/19</u>			<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
	<u>2017/18</u>	<u>2017/18</u>	<u>Ongoing</u>	<u>One off / short term</u>	<u>Total</u>			
<b><u>Administration</u></b>								
Staff Salaries incl NI & LGPS	£ 53,000.00	£ 54,000.00	£ 71,000.00	£ -	£ 71,000.00	£ 72,000.00	£ 74,000.00	£ 76,000.00
Election Expenses	£ 2,000.00	£ 4,500.00	£ 2,000.00	£ -	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
Recruitment Advertising	£ 500.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Repairs & Renewals	£ 500.00	£ 100.00	£ 1,500.00	£ -	£ 1,500.00	£ 600.00	£ 700.00	£ 800.00
Office and Admin Expenses	£ 4,000.00	£ 3,000.00	£ 4,000.00	£ -	£ 4,000.00	£ 4,000.00	£ 4,200.00	£ 4,500.00
Room Hire	£ 200.00	£ 100.00	£ 200.00	£ -	£ 200.00	£ 200.00	£ 200.00	£ 200.00
Audit Costs	£ 1,500.00	£ 1,100.00	£ 1,200.00	£ -	£ 1,200.00	£ 1,200.00	£ 1,500.00	£ 1,500.00
Subs (HAPTC/NALC/SLCC)	£ 1,700.00	£ 1,800.00	£ 1,900.00	£ -	£ 1,900.00	£ 2,000.00	£ 2,100.00	£ 2,200.00
Clerk/asst clerk home facilities	£ 440.00	£ 432.00	£ 648.00	£ -	£ 648.00	£ 650.00	£ 650.00	£ 650.00
Staff travel & mileage	£ 500.00	£ 450.00	£ 500.00	£ -	£ 500.00	£ 500.00	£ 550.00	£ 600.00
Insurance	£ 2,000.00	£ 2,050.00	£ 2,100.00	£ -	£ 2,100.00	£ 2,200.00	£ 2,300.00	£ 2,400.00
Chair's Expenses	£ 150.00	£ 150.00	£ 150.00	£ -	£ 150.00	£ 150.00	£ 150.00	£ 150.00
Seminars & training	£ 1,000.00	£ 1,330.00	£ 1,500.00	£ -	£ 1,500.00	£ 2,000.00	£ 3,000.00	£ 1,000.00
Cemetery and allotment software	£ -	£ 100.00	£ 200.00	£ -	£ 200.00	£ -	£ -	£ -
<b>Sub total</b>	<b>£ 67,490.00</b>	<b>£ 69,112.00</b>	<b>£ 86,898.00</b>	<b>£ -</b>	<b>£ 86,898.00</b>	<b>£ 87,500.00</b>	<b>£ 91,350.00</b>	<b>£ 92,000.00</b>
<b>Total</b>	<b>£ 235,490.00</b>	<b>£ 233,516.32</b>	<b>£ 240,148.00</b>	<b>£ 20,600.00</b>	<b>£ 260,748.00</b>	<b>£ 259,100.00</b>	<b>£ 261,300.00</b>	<b>£ 265,500.00</b>

## BISHOPSTOKE PARISH COUNCIL

### Expenditure Budget and Precept 2018/2019

	<u>Agreed</u> <u>Budget</u>	<u>Projected</u> <u>Spend</u>
	<u>2017/18</u>	<u>2017/18</u>
<b>Funded by: -</b>		
	10% Band D Rise	
Precept	£ 157,793.20	£ 157,793.20
Council tax support grant	£ 11,280.67	£ 11,280.67
Interest receivable	£ 200.00	£ 200.00
KSPC shared costs	£ -	
Other receipts	£ -	
Burial Board income	£ 10,000.00	£ 13,000.00
Allotment income	£ 5,000.00	£ 5,000.00
Carnival income	£ 3,500.00	£ 3,000.00
<b>Sub total</b>	<b>£ 187,773.87</b>	<b>£ 190,273.87</b>
Income and expenditure surplus/deficit	-£ 47,716.13	-£ 43,242.45
<b>Total expenditure</b>	<b>£ 235,490.00</b>	<b>£ 233,516.32</b>
<b>Movement in Reserves: -</b>		
General reserves at start of year	£ 173,331.75	£ 173,331.75
Transfers to/(from) reserves	-£ 47,716.13	-£ 43,242.45
Other adjustments eg creditors/Vat		
<b>General reserves at end of year</b>	<b>£ 125,615.62</b>	<b>£ 130,089.30</b>
Capital contribution Brookfield - earmarked reserve	£ 17,767.00	£ 17,768.00
<b>Total All Reserves at end of year</b>	<b>£ 143,382.62</b>	<b>£ 147,857.30</b>

<u>Base (draft)</u>			<u>Ongoing budget forecast</u>		
<u>2018/19</u>			<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
<u>Ongoing</u>	<u>One off / short term</u>	<u>Total</u>			

Base budget for 2018-19 now includes a second assistant clerk

Costs for Neighbourhood plan and takeover of Memorial Hall should end after 1 or 2 years

Expected cost of tree work to decrease

	<b>10% rise annually</b>	<b>15% rise annually</b>	<b>20% rise annually</b>
	<b>1.10</b>	<b>1.15</b>	<b>1.20</b>
<i>2018/19</i> Reserves at March 31st 2018	£ 130,089.30	£ 130,089.30	£ 130,089.30
Council Tax	£ 52.76	£ 55.15	£ 57.55
Precept	£ 176,456.16	£ 184,476.89	£ 192,497.63
Top up	£ 12,757.46	£ 13,337.34	£ 13,917.22
Other income	£ 18,700.00	£ 18,700.00	£ 18,700.00
Ongoing costs on 2018-19	£ 240,148.00	£ 240,148.00	£ 240,148.00
One off costs in 2018-19	£ 20,600.00	£ 20,600.00	£ 20,600.00
Reserves at March 31st 2019	£ 77,254.91	£ 85,855.53	£ 94,456.15
Reserves as % of ongoing costs	32.2%	35.8%	39.3%
	<b>1.10</b>	<b>1.15</b>	<b>1.20</b>
<i>2019/20</i> Council Tax	£ 58.03	£ 63.43	£ 69.06
Precept	£ 194,101.77	£ 212,148.43	£ 230,997.15
Top up	£ 14,033.20	£ 15,337.94	£ 16,700.67
Other income	£ 19,000.00	£ 19,000.00	£ 19,000.00
Ongoing costs on 2019-20	£ 259,000.00	£ 259,000.00	£ 259,000.00
One off costs in 2019-20	£ 10,000.00	£ 10,000.00	£ 10,000.00
Reserves at March 31st 2020	£ 35,389.89	£ 63,341.90	£ 92,153.97
Reserves as % of ongoing costs	13.7%	24.5%	35.6%
	<b>1.10</b>	<b>1.15</b>	<b>1.20</b>
<i>2020/21</i> Council Tax	£ 63.83	£ 72.94	£ 82.87
Precept	£ 213,511.95	£ 243,970.69	£ 277,196.58
Top up	£ 15,436.52	£ 17,638.63	£ 20,040.80
Other income	£ 19,500.00	£ 19,500.00	£ 19,500.00
Ongoing costs on 2020-21	£ 261,000.00	£ 261,000.00	£ 261,000.00
One off costs in 2020-21	£ 15,000.00	£ 15,000.00	£ 15,000.00
Reserves at March 31st 2021	£ 7,838.36	£ 68,451.23	£ 132,891.36
Reserves as % of ongoing costs	3.0%	26.2%	50.9%
	<b>1.10</b>	<b>1.15</b>	<b>1.20</b>
<i>2021/22</i> Council Tax	£ 70.22	£ 83.88	£ 99.45
Precept	£ 234,863.15	£ 280,566.29	£ 332,635.90
Top up	£ 16,980.17	£ 20,284.43	£ 24,048.96
Other income	£ 20,000.00	£ 20,000.00	£ 20,000.00
Ongoing costs on 2021-22	£ 265,000.00	£ 265,000.00	£ 265,000.00
One off costs in 2021-22	£ 10,000.00	£ 10,000.00	£ 10,000.00
Reserves at March 31st 2022	£ 4,681.68	£ 114,301.95	£ 234,576.23
Reserves as % of ongoing costs	1.8%	43.1%	88.5%

# BISHOPSTOKE MEMORIAL HALL MANAGEMENT COMMITTEE

Charity No: 301744

**Please reply to:** Chris Shehan  
Treasurer  
59, Angelica Gardens,  
Horton Heath  
Eastleigh  
SO50 7PA

6<sup>th</sup> December, 2017

Dear Mr Hillier-Wheal,

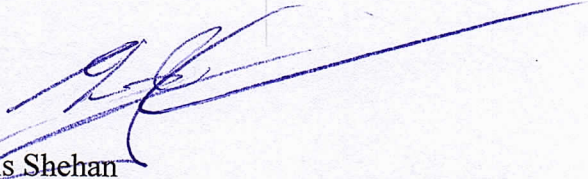
## **Bid for grant towards replacement water supply following underground leakage**

Find attached a grant application towards unexpected repair work. Other maintenance costs associated with the fire security have hit the reserves held by the Memorial Hall. As a result they are at a lower level than considered advisable and this grant would put them in a more stable situation.

I know that the parish council has been generous in the past and would request assistance again. A grant of £1,500 would assist greatly.

Thank you

Yours faithfully



Chris Shehan  
Treasurer.



# Bishopstoke Parish Council

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

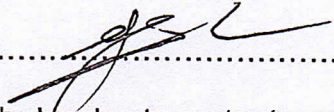
Bishopstoke Parish Office  
Riverside  
Bishopstoke  
Eastleigh  
Hampshire SO50 6LQ

Tel: 02380 643428  
email:bishopstoke.pc@btconnect.com

## APPLICATION FOR GRANT AID

1.	Name of Organisation	BISHOPSTOKE MEMORIAL HALL
2.	Address (if applicable)	RIVERSIDE BISHOPSTOKE SO50 6LQ
3.	Name and address of the person making this application on behalf of the Organisation	CHRISTOPHER SHEHAN 59. ANGELICA Gdns Horton Heath, Eastleigh, SO50 7PA
4.	Your position in the Organisation	TREASURER
5.	Address to be used for communication (2 or 3 above?)	(3)
6.	Telephone number and e-mail address	023 8069 3032 CHRIS.SHEHAN@BTINTERNET.CO.UK
7.	If a Registered Charity, please give Charity Number	301744
8.	What are the objectives of the Organisation, and do any "Membership" criteria apply?	Provision and maintenance of a village hall for the use of inhabitants of Bishopstoke and the surrounding area
9.	What is your total "Membership", and what proportion or number are resident in Bishopstoke?	N/A
10.	What total amount of Grant Aid is sought?	£1,500
11.	For what purpose is the Grant required?	Replacement of water supply to the hall following underground leakage.

12.	Please provide a financial breakdown of how any Grant will be spent  and when it will be spent by  and bank account number and sort code	Quote from GHP Services to supply replacement water supply pipes to front and rear of the hall. £1,635. Already spent but has significantly reduced account balances ACCOUNT No 00028818  SORT CODE 30-92-94
13.	Please state your Organisation's estimated income for the current year	£11,000
14.	Please state your Organisation's estimated expenditure for the current year	£13,000
15.	Please give details of any other applications for funding that you have made in the past year or are planning to make, with details of the funding source and of the outcome of the application. Highlight any application that relates to the subject matter of this Form.	£1,200 bid from parish council.

Signature.....  ..... Date..... 6/12/17 .....

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

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