



Bishopstoke Parish Council

To find out how to attend or have a statement read out
Email: clerk@bishopstokepc.org; Call: 07368 487464;
Or visit www.bishopstokepc.org

**Members of the Parish Council are summoned to attend a meeting on
Tuesday 9th May 2023 at 7.30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION

1. Election of Chair
2. Election of Vice Chair
3. Apologies for absence
4. To adopt and sign Minutes of the Parish Council meeting held on 14 March 2023
5. Declarations of Interest and Requests for Dispensations
6. To confirm there are no conflicts of interest between the Parish Council and BDO LLP
7. To note the report from the internal auditor and approve the Council's response
8. To adopt the Annual Governance Statement for the year ended 31 March 2023
9. To approve the Accounting Statements for the year ended 31 March 2023
10. To approve the statement of reserves as at 31st March 2023
11. Reports from Committees, Working Groups, Officers and Councillors
12. To consider dissolving the Planning Committee and adding a quarterly Planning Working Group, and two Full Council meetings
13. To determine membership of Committees, Working Groups and other appointments
14. To consider pre-approving Cllr absence in certain circumstances
15. To draft and approve a letter to Hampshire County Council regarding highway maintenance
16. To agree a response to Bishopstoke & Fair Oak Football Club
17. To agree rules for what is allowed on Parish Council noticeboards
18. To approve the Freedom of Information Policy and Publication Scheme
19. To consider content for the next press release
20. To agree the date, time and place for the next meetings

D L Wheal
Clerk to Bishopstoke Parish Council
2nd May 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_2324_A01

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.30pm on 14 March 2023**

Present: Councillor Ray Dean (Chair)
Councillor Ralph Candy
Councillor Andrew Daly
Councillor Anne Dean
Councillor Geoff Harris
Councillor Chris McKeone
Councillor Dermot McKeone
Councillor Gin Tidridge
Councillor Anne Winstanley

In Attendance: Mr David Wheal (Clerk to Bishopstoke Parish Council)

Public Session 0 members of the public were present.

FULL_2223_M06/

71 Apologies for Absence

71.1 Apologies were noted from Cllrs Francis, Hillier-Wheal, Kirby, Moore and Thornton. Cllr Lyon was not present.

72 To adopt and sign Minutes of the Parish Council meeting held on 10 January 2023

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

59.2 Proposed Cllr Winstanley, Seconded Cllr Candy, **RESOLVED** unanimously that the minutes of the Parish Council meeting held on 10 January 2023 be adopted as a true record.

73 Declarations of Interest and Requests for Dispensations

73.1 Cllr Tidridge declared an interest in item 7 on the agenda, the discussion of the Greening campaign.

74 Reports from Committees, Working Groups, Officers and Councillors

74.1 The resolutions from Council Committees were noted.

74.2 The Clerk's report was noted.

74.3 Cllr Tidridge reported that the Bishopstoke, Fair Oak & Horton Heath Local Area Committee had agreed a response to the Stoke Park Farm Consultation.

Initial: _____ Date: _____

75 To approve the Dignity At Work Policy

75.1 The draft Dignity at Work Policy had been included in the supporting papers for the meeting.

75.2 Proposed Cllr Winstanley, Seconded Cllr R Dean, **RESOLVED** unanimously that the Parish Council approve the Dignity At Work Policy.

76 To approve signing the Civility & Respect Pledge

76.1 Details on the Pledge and the reasons for it had been included in the supporting papers for this meeting.

76.2 Proposed Cllr Winstanley, Seconded Cllr R Dean, **RESOLVED** unanimously that Bishopstoke Parish Council sign the Civility & Respect Pledge.

Cllr Tidridge left the meeting at this point.

77 To consider joining the Greening Campaign

77.1 Cllrs had been invited to an online presentation from Terena Plowright of the Greening Campaign following the last Full Council meeting. The Clerk informed the Council that the phase one pack would be provided free to the Council and that the Borough Council have grants available to cover printing costs so the only material cost to Bishopstoke Parish Council would be that of any events held to support it. The Clerk noted that running the campaign would require some officer time but this could be reduced if a working group of Councillors could be set up to run it. Cllr Winstanley suggested the Climate Change working group would be ideal for this.

77.2 Proposed Cllr R Dean, Seconded Cllr Winstanley, **RESOLVED** unanimously that Bishopstoke Parish Council join the Greening Campaign.

Cllr Tidridge re-joined the meeting at this point.

78 To receive the interim internal audit report and approve the Parish Council's response

78.1 The audit report and proposed Council response had been included in the supporting papers for this meeting.

78.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously to note the interim audit report and approve the Parish Council's response to it.

79 To consider grant applications from various groups

79.1 Details of grant requests from Bishopstoke W.I., Challengers, Arrow District Scouts, MHA and Spotlight.

79.2 Cllrs noted that the Spotlight application included schools in Eastleigh as well as Bishopstoke, and the Arrow District Scouts cover a far larger area than just Bishopstoke. After discussion it was agreed to award the full amount requested to Bishopstoke W.I., the MHA and Challengers, and half the requested amount to Spotlight and the Scouts.

79.3 Proposed Cllr Candy, Seconded Cllr R Dean, **RESOLVED** unanimously to award grants of £500 to Spotlight; £1,000 to Arrow District Scouts; £950 to Bishopstoke W.I.; £1,830 to Challengers and £999 to MHA.

Initial: _____ Date: _____

80 To approve the Statement of Internal Control

80.1 Proposed Cllr Winstanley, Seconded Cllr C McKeone, **RESOLVED** unanimously to approve signing the Statement of Internal Control.

81 To approve amendments to, and review, Standing Orders

81.1 The Clerk noted that the only changes to Standing Orders since the last time they had been approved were the amendments being brought forward at this meeting in response to the Cllrs request for Standing Orders to cover how apologies and absences are dealt with.

81.2 Proposed R Dean, Seconded Cllr Winstanley, **RESOLVED** unanimously to approve the amendments recommended and to approve the amended standing orders.

82 To approve earmark reserve arrangements

82.1 The proposed changes to earmarked reserves had been included with the supporting papers for this meeting.

82.2 Proposed Cllr Winstanley, Seconded Cllr C McKeone, **RESOLVED** unanimously to approve the earmark reserve arrangements.

83 To approve the meeting dates for 2023-24

83.1 The proposed meeting dates for the coming year had been included with the supporting papers for this meeting.

83.2 Proposed Cllr R Dean, Seconded Cllr Candy, **RESOLVED** unanimously to approve the meeting dates for 2023-24.

84 To review changes to, and approve, terms of reference for Committees and Working Groups

84.1 Details of suggested changes to the Glebe Meadow Working Group and the Communications Working Group had been included with the supporting papers for this meeting.

84.2 The Council discussed whether to remove or raise the seven Councillor limit on the Glebe Meadow Working Group. Councillors were keen to avoid Committees and Working Groups becoming too unwieldy so it was generally agreed not to take this step. The Communications Working Group amendments would allow them to prepare news releases as needed rather than waiting for a Full Council meeting.

84.3 Proposed Cllr D McKeone, Seconded Cllr R Dean, **RESOLVED** unanimously to keep the Glebe Meadow Working Group limit of seven Councillors, to accept the suggested amendments to the Communications Working Group related to press releases, and to adopt all Committee and Working Group Terms of Reference.

85 To approve appointments to Committees and Working Groups

85.1 Proposed Cllr R Dean, Seconded Cllr Winstanley, **RESOLVED** unanimously that Cllrs Tidridge and C McKeone would step down from the Glebe Meadow Working Group with Cllr Harris being added, and that Cllr Harris would join the Assets Committee.

Initial: _____ Date: _____

86 To approve a procedure to allow interim press releases

86.1 The procedure for allowing press releases as needed had been included with the supporting papers for this meeting. Cllr D McKeone, as Lead Member of the Communications Working Group, noted that this would give the Council greater flexibility in its news releases.

86.2 Proposed Cllr D McKeone, Seconded Cllr Winstanley, **RESOLVED** unanimously to approve the procedure to allow interim press releases.

87 To consider content for the next press release

87.1 The Council agreed that the next press release would include the grants awarded, the Civility and Respect Pledge, a defibrillator update and joining the Greening Campaign.

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

88.1 The next meeting will take place on Tuesday May 9th 2023. It will take place at 7:30pm at the Bishopstoke Methodist Church, following the Parish Assembly. The Clerk requested any agenda items and supporting papers be with him by May 2nd.

89 Motion for confidential business

89.1 Proposed Cllr R Dean, Seconded Cllr Harris, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

90 To consider nominations for Bishopstoke Champion 2022-23

90.1 Nominations for Bishopstoke Champion had been included with the confidential papers for this meeting.

90.2 Proposed Cllr Harris, Seconded Cllr C McKeone, **RESOLVED** unanimously that Nominee 1 be appointed Bishopstoke Champion 2022-23.

91 To consider staff salary arrangements

91.1 Recommendations from the People Committee had been included with the confidential papers for this meeting.

The Clerk left the room at this point.

91.2 Proposed Cllr Harris, Seconded Cllr R Dean, **RESOLVED** with 8 in favour and 1 abstention to accept the recommendations of the People Committee,

The Clerk entered the room at this point.

There being no further business, the Chair closed the meeting at 8:42pm.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	Bishopstoke Parish Council
---------------------------	----------------------------



I confirm that there are no conflicts of interest with BDO LLP.

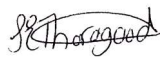


I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
9 th May 2023	

Signed (RFO)



Print Name

Sophie Thorogood

Signed (Chair)

Print Name

Do the Numbers Limited

2nd May 2023

David Wheal, Clerk
Bishopstoke Parish Council

Dear David,

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

Following my visits today and earlier in the year, 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 2023](#)

Test	Matter arising	Recommended Action
<i>A</i>	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
Payment listing	Please ensure that the list of approved payments is included as a page of the signed minutes.	The minute book with supporting papers – stored for posterity, must stand alone as a document.
Payment approval	Payments and bank reconciliations are only approved at the Finance Committee which did not meet in the last quarter of the year.	Payments should be approved in a timely manner, particularly those for capital items. Please ensure this is done.
<i>B</i>	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Financial regulations	The financial regulations were not reviewed or ratified in the year.	It is an AGAR requirement that the document is checked annually.
Audit reports	All reports from Auditors should be included within the minutes approved by councillors.	If the agenda pack is filed permanently with the minute book, this issue is resolved.
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.
<i>C</i>	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
	The records of the council comply	with this test
<i>D</i>	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
	The records of the council comply	with this test
<i>E</i>	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
	The records of the council comply	with this test
<i>F</i>	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
	Not applicable to this council	
<i>G</i>	<i>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
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.
<i>H</i>	<i>Asset and investment registers were complete and accurate and properly maintained</i>	

eleanorgreene@donthenumbers.uk

Registered in England No. 7871759

Director: Eleanor S Greene

Asset purchases	The agreed cost of al new assets should be clearly minuted.	When the quote or tender for any major expenditure is agreed, the value and supplier name should be minuted.
<i>I</i>	<i>Periodic Bank reconciliations were carried out during the year</i>	
	The records of the council comply	with this test
<i>J</i>	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
Balance sheet entries	The Balance sheet report that quantifies the difference between boxes 7 and 8 was not on file.	This report should be run periodically during the year to ensure that all control accounts are correct.
<i>K</i>	<i>Certified Exempt in prior year</i>	
	Not applicable to this council	
<i>L</i>	<i>Transparency Code</i>	
	The records of the council comply	with this test
<i>M</i>	<i>Public Rights</i>	
Members' DPI forms	The borough council still do not comply with their legal requirement to publish the DPI forms of Parish Council members	EBC have a legal obligation to carry out their duties to Parishes in their area. After the elections hopefully they will comply.
DPI information	Where a member of the council has no entry on a form, please write none.	Please could all members at the next meeting review their forms to check for completeness.
<i>N</i>	<i>Publication of prior year AGAR</i>	
	The records of the council comply	with this test
<i>O</i>	<i>Trust funds</i>	
	The records of the council comply	with this test
<i>P</i>	<i>Borrowing</i>	
	Not applicable to this council	

Please find attached my invoice for the agreed fee.

If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene

Internal Audit Response – Item 7

The final internal audit report combines some of the items noted for the interim audit along with anything noted during the final audit. For the interim items an update as to progress has been included. For items resulting from the final audit a proposed response is included. I have noted in the “Test” column whether the item was from the Interim Audit (IA) or the Final Audit (FA), and also greyed out the interim audit lines to allow for easy identification.

Test	Matter arising	Recommended Action	Proposed Response	Update
<i>A</i>	<i>Appropriate accounting records have been properly kept throughout the financial year</i>			
Payment listing	Please ensure that the list of approved payments is included as a page of the signed minutes.	The minute book with supporting papers – stored for posterity, must stand alone as a document.	Payments will be brought forward and signed before year end.	This was done.
Payment approval	Payments and bank reconciliations are only approved at the Finance Committee which did not meet in the last quarter of the year.	Payments should be approved in a timely manner, particularly those for capital items. Please ensure this is done.	Payments list to be included as a Full Council item as well to ensure they are approved on a monthly basis, and to mitigate any problems caused by meeting cancellation.	
<i>B</i>	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>			
Financial regulations	The financial regulations were not reviewed or ratified in the year.	It is an AGAR requirement that the document is checked annually.	This was due to be done at the February Finance Committee meeting which was cancelled as it would not have been quorate. It should have been added to the March Full Council instead of being deferred to April Finance Committee.	

Audit reports	All reports from Auditors should be included within the minutes approved by councillors.	If the agenda pack is filed permanently with the minute book, this issue is resolved.	All document packs will be included with filed minutes.	
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.	The relevant costs of capital equipment or significant items will be included in minutes going forward.
<i>C</i>	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>			
	The records of the council comply with this test			
<i>D</i>	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>			
	The records of the council comply with this test			
<i>E</i>	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>			
	The records of the council comply with this test			
<i>F</i>	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>			
	Not applicable to this council			
<i>G</i>	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>			
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.	No staff changes since this report.
<i>H</i>	<i>Asset and investment registers were complete and accurate and properly maintained</i>			
Asset purchases	The agreed cost of all new assets should be clearly minuted.	When the quote or tender for any major expenditure is agreed, the value and supplier name should be minuted.	This will be done.	

I	<i>Periodic Bank reconciliations were carried out during the year</i>			
	The records of the council comply with this test			
J	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>			
Balance sheet entries	The Balance sheet report that quantifies the difference between boxes 7 and 8 was not on file.	This report should be run periodically during the year to ensure that all control accounts are correct.	The report was delayed due to staff illness. The Clerk will receive training on producing this report so that future delays are avoided.	
K	<i>Certified Exempt in prior year</i>			
	Not applicable to this council			
L	<i>Transparency Code</i>			
	The records of the council comply with this test			
M	<i>Public Rights</i>			
Members' DPI forms	The borough council still do not comply with their legal requirement to publish the DPI forms of Parish Council members	EBC have a legal obligation to carry out their duties to Parishes in their area. After the elections hopefully they will comply.	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.	
DPI information	Where a member of the council has no entry on a form, please write none.	Please could all members at the next meeting review their forms to check for completeness.	Noted	Prior to the annual meeting, all members will be sent their form to check.
N	<i>Publication of prior year AGAR</i>			
	The records of the council comply with this test			
O	<i>Trust funds</i>			
	The records of the council comply with this test			
P	<i>Borrowing</i>			
	Not applicable to this Council			

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Annual Internal Audit Report 2022/23

Bishopstoke Parish Council

www.bishopstokepc.org

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

13/01/2023

02/05/2023

Name of person who carried out the internal audit

Eleanor S Greene ICPA

Signature of person who carried out the internal audit



Date

02/05/2023

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Bishopstoke Parish Council
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

09/05/2023

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.bishopstokepc.org PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

Bishopstoke Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	219,524	270,056	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	231,399	281,271	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	111,548	40,524	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	98,723	118,415	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	193,692	244,255	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	270,056	229,182	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	274,171	233,978	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	318,266	367,004	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

02/05/2023

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

09/05/2023

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

	2021/22 Y/e	Movements during 2022/23		2022/23 Y/e	
		Increase	Decrease		
1 General/Free	£124,118.22			£122,784.38	
Earmarked Reserves:					
2 BMH	£0.00			£0.00	closed
3 Tree Survey work	£0.00			£0.00	closed
4 Defibrillators	£7,000.00		-£7,000.00	£0.00	closed
5 Covid hardship	£0.00			£0.00	closed
6 Burial Ground	£2,876.95		-£2,876.95	£0.00	closed
7 Street furniture	£6,000.00		-£1,691.23	£4,308.77	
8 Noticeboard	£1,500.00		-£1,500.00	£0.00	closed
9 Cemetery artwork	£24,422.97			£24,422.97	
10 Church Rd play equipment	£28,056.14	£3,128.77	-£20,700.00	£10,484.91	
11 Church Rd fencing	£3,000.00		-£3,000.00	£0.00	closed
12 Brookfield play	£28,699.19	£35,933.29	-£57,781.51	£6,850.97	
13 Templecombe Rd play	£12,282.93		-£12,282.93	£0.00	closed
14 Glebe Meadow Project	£25,000.00			£25,000.00	
15 Bishopstoke Cemetery works	£2,600.00		-£2,600.00	£0.00	closed
16 St Mary's tree project	£4,500.00		-£1,840.00	£2,660.00	
17 Otter Close timber trail		£6,315.94	-£6,315.94	£0.00	closed
18 Councillor elections		£1,355.62		£1,355.62	
19 Defibrillator upkeep		£2,400.00		£2,400.00	
20 Burial Grounds tree work		£3,000.00		£3,000.00	
21 Memorials work		£1,600.00		£1,600.00	
22 YZone Funding		£25,000.00		£25,000.00	
Y/e total earmarked	£145,938.18			£107,083.24	
General + Earmarked	£270,056.40			£229,867.62	

FIGURES REPORTED ON AGAR

Full Council – 9th May 2023
Recommendations and Resolutions

Committee Resolutions – to note

Assets

28th March – ASSETS_2223_M06

- Item 51.4 That the minutes of the Assets Committee meeting held on 24 January be adopted as a true record.
- Item 53.5 That the Council proceed with obtaining plans for the new skate park, play area and paths on Glebe Meadow.
- Item 54.2 That the time needed to have lived in Bishopstoke to qualify for single [interment] fees, regardless of time spent elsewhere, be lowered from 50 years to 30 years.
- Item 55.4 That Cllrs be asked to take part in the bin mapping project, that all new bins be dual waste and that the full map be used to create a priority list and develop funding requirements.

Finance

18th April – FIN_2223_M05

- Item 43.2 That the minutes of the Finance Committee meeting held on 13 December be adopted as a true record.
- Item 45.4 To approve the reports on Council Finances.
- Item 46.2 To approve the grant request from Victim Support.

Planning

14th March – PLAN_2223_M13

- Item 89.2 That the minutes of the Planning Committee meeting held on 24 January be adopted as a true record.
- Item 95.1 Confidential business.

28th March – PLAN_2223_M14

- Item 98.2 That the minutes of the Planning Committee meeting held on 14 March be adopted as a true record.
- Item 100.4 To approve the agreed upon planning application responses.
- Item 103.1 Confidential business.

11th April – PLAN_2223_M15

- Item 105.2 That Cllr Moore be elected Chair for the meeting.
- Item 107.2 That the minutes of the Planning Committee meeting held on 14 March be adopted as a true record.
- Item 109.3 To approve the agreed upon planning application responses.
- Item 112.1 Confidential business.

25th April – Meeting cancelled

People

No meetings

Committee Recommendations – to vote upon

Assets

28th March – ASSETS_2223_M06

No recommendations

Finance

18th April – FIN_2223_M05

Item 47.2 That the Council approve the updated Financial Regulations.

Item 48.2 That the Council approve the updated Hampshire Discretions Policy for the Local Government Pension Scheme.

Planning

14th March – PLAN_2223_M13

No recommendations

28th March – PLAN_2223_M14

No recommendations

11th April – PLAN_2223_M15

No recommendations

25th April – Meeting cancelled

People

No meetings

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



BISHOPSTOKE PARISH COUNCIL

FINANCIAL REGULATIONS

**These Financial Regulations were adopted
by the Parish Council at its meeting on**

9th May 2023~~14th September 2021~~

Formatted: Superscript

**D Wheal
Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL
FINANCIAL REGULATIONS**

Amendment Sheet

Amendment No.	Date Incorporated	Subject
1 (para 7.5)	Adopted 22/09/2020	Oversight of hours worked
2 (throughout)	Adopted 14/09/2021	Change name to Finance Committee
3 (para 4.7)	Adopted 14/09/2021	Authorise Committees to have control over relevant budgets
4 (para 4.8)	Adopted 14/09/2021	Authorise Officers to approve spending for Working Groups within relevant budgets
<u>5 (para 5.5)</u>	<u>Adopted 09/05/2023</u>	<u>Increase the maximum amount to be transferred from £20,000 to £40,000</u>

Formatted: Indent: Left: 8.83 cm, First line: 0.06 cm

- 5.4 To indicate agreement of the details shown on the cheque with the counterfoil and any supporting documentation, the signatories shall each also initial the cheque counterfoil.
- 5.5 The RFO may effect transfers of funds between accounts up to a maximum of £2£40,000. The Chair, or other appointed Councillor, should be notified of the transfer. Transfers above this amount require joint authorisation by the RFO and the Chair or other appointed Councillor.

6 Payment of accounts

- 6.1 All payments shall be effected by BACS, CHAPS, internet banking transfer, debit cards, cheque, direct debit or other order drawn on the Council's bankers.
- 6.2 The Council will employ safe and efficient arrangements for making payments.
- 6.3 Following authorisation under section 5 of this Appendix (above), the Council, or Finance Committee or, if so delegated, the Clerk or RFO, shall give instruction that a payment shall be made.
- 6.4 All payments shall be noted and approved by a resolution of Council or the Finance Committee.
- 6.5 If thought appropriate by the Council, payment for utility supplies (energy, telephone and water), national non-domestic rates and subscription / affiliation fees, or any other regular payment, may be made by variable Direct Debit provided that the instructions are signed by a Council Officer and authorised by Council. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.
- 6.6 If thought appropriate by the Council, payment for certain items may be made by Banker's Standing Order provided the instructions are signed or otherwise evidenced by the Clerk or RFO, are retained and any payments made are reported to Council. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the Council at least every two years.
- 6.7 If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided the instructions for each payment are signed or otherwise evidenced by the Clerk or RFO, are retained and any payments made are reported to the Council. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.8 If thought appropriate by the Council, payment for certain items may be made by internet banking transfer provided evidence showing the payment is retained and any payments made are reported to Council.
- 6.9 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and passwords and shall be handed to and retained by the Chair of Council in a sealed, dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all Councillors immediately, and formally at the next available meeting of the Council.



Bishopstoke Parish Council

Listening to you

BISHOPSTOKE PARISH COUNCIL

DISCRETIONS POLICY

for

LGPS SCHEME

**This Discretions Policy for the LGPS Scheme was adopted
by the Parish Council at its meeting on 18 April 2023~~27 May 2014~~**

~~D-Hillier~~ Wheal

Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL
DISCRETIONS POLICY
for
LGPS SCHEME

Amendment Sheet

Amendment No.	Date Incorporated	Subject
<u>1</u>	<u>18/04/2023</u>	<u>Amount changed from £6,500 to £6,675 as per the</u> <u>Updated Hampshire County Council policy</u>
		<u>01/10/2017</u>

Formatted: Indent: Left: 7.62 cm, First line: 1.27 cm

DISCRETIONS POLICY for LGPS SCHEME

This policy statement was approved by Bishopstoke Parish Council at its meeting on ~~18 April 2023~~ ~~27 May 2014~~. This statement has been distributed to all employees and to the pension fund administrators.

As an employer, Bishopstoke Parish Council can exercise certain discretions under the Local Government Pension Scheme (LGPS). From ~~18 April 2023~~ ~~27 May 2014~~ the Parish Council will exercise these discretionary powers as set out below, and inform you if it alters them in future:

1 Award of Additional Pension (Regulation 31)

- 1.1 *An employer can award an additional pension of not more than £6,675,500 a year (or as subsequently amended) to a member who is currently paying contributions to the scheme (less any amount of additional annual pension the employer has already contributed towards or is contributing towards under a shared cost APC). This is a total figure and will take account of any amount where the employee is purchasing additional pension. Additional pension can also be awarded within 6 months of leaving to a member whose employment was terminated on the grounds of redundancy or business efficiency.*
- 1.2 The Council will not normally exercise this discretion but may consider its use in exceptional circumstances, having regard to the business case being in the interest of the Council and the pension fund strain charge being affordable by the Council.

2 Flexible Retirement (Regulation 30(6))

- 2.1 *An employer can consent to flexible retirement following a reduction in an employee's hours or grade. The discretion can be considered where the employee is aged from 55 to less than 60 years of age.*
- 2.2 The Council will not normally exercise this discretion but may consider its use in exceptional circumstances, having regard to any pension fund strain charge being affordable by the Council. Agreement must be obtained from the Chairman of the Parish Council that use of this discretion is in the Council's interest. Waiving of the actuarial reduction will only be allowed in exceptional circumstances and if it is in the business interest of the Parish Council to do so.

3 Voluntary Funding of Additional Pension Via Shared Cost Additional Pension Contributions (Regulations 16(2e) 16(4d))

- 3.1 *An employer may voluntarily agree to meet some or all of the cost of any additional pension purchased by an active scheme member, which can be to a maximum of £6500 per annum (or as subsequently amended), and is only possible where the employee is making full contributions and not 50/50 contributions.*
- 3.2 The Council will not normally exercise this discretion but may consider its use in exceptional circumstances, having regard to the business case being in the interest of the Council and the pension fund strain charge being affordable by the Council.

4 Switching on the 85 Year Rule for Members Voluntarily Drawing Benefits On or after Age 55 and before Age 60 (subject to a minimum actuarial reduction to age 60)

4.1 *The employer can agree to apply the 85 year rule to pre 1/4/2014 accrued benefits (subject to a minimum actuarial reduction to age 60).*

4.2 The Council will not normally exercise this discretion but may consider its use in exceptional circumstances, having regard to the business case being in the interest of the Council and the pension fund strain charge being affordable by the Council.

5 Waving of Actuarial Reductions (Regulation 30(8))

5.1 *The employer can agree to waive any actuarial reduction on the pre-2014 benefits on compassionate grounds and/or wave (on any grounds) all, some or none of the reduction in post-2014 benefits. The discretion can be considered where the employee is 55 to 60 years of age.*

5.2 The Council will not normally exercise this discretion but may consider its use in exceptional circumstances, having regard to the business case being in the interest of the Council and the pension fund strain charge being affordable by the Council.

6 Transfers in of Pension Rights (Regulation 100(6))

6.1 *The employer can agree to extend the 12 month time limit for transfer requests.*

6.2 The Council will not agree to extend the 12 month time limit for transfer requests.

7 Aggregation of Previous Periods of Membership (interfund adjustments) (Regulation 22(7b, 8b))

7.1 *The employer can agree to extend the 12 month time limit for members to keep their benefits separate (interfund adjustments).*

7.2 The Council will not agree to extend the 12 month time limit for electing to combine pension rights from previous local government employment.

8 Change in Contributions Policy

8.1 The Council will review the contribution rate for all affected employees on an annual basis to apply from 1st of April each year, and whenever there is a material change in the number of expected hours worked per annum or in the level of salary being paid, such that there will be a material change to the member's expected pensionable pay in the scheme year.

ADDITIONAL DISCRETIONS THAT ONLY APPLY TO FORMER EMPLOYEES

9 Policy for Post 31st March 2008 / Pre 1st April 2014 Leavers (Regulations 30 of the LGPS (Benefits, Membership and Contributions) Regulations 2007)

- 9.1** *The employer can agree to grant applications for the early payment of deferred benefits on or after age 55 and before age 60, to grant applications for the early payment of a suspended tier 3 ill-health pension on or after age 55 and before age 60, to waive any actuarial reduction and to switch on the role of 85.*
- 9.2** The Council will not agree to award early voluntary retirement or to pay deferred benefits earlier than expected, or to waive any actuarial reduction, in any of these circumstances.

10 Policy for Pre 1st April 2008 deferred members

- 10.1** *Where a deferred member left the LGPS before 1 April 2008, the employer policy will be subject to any restrictions that applied under the previous regulations. For example, a deferred member who left before 1 April 1998 may only be allowed to draw their benefits at age 60, age 65 or their normal retirement date.*
- 10.2** The Council will not agree to award early voluntary retirement or to pay deferred benefits earlier than expected, or to waive any actuarial reduction, in any circumstances.

11 Early Payment of Pension to Deferred Members of the Scheme (Regulation 30A(3) and (5))

- 11.1** *An employer may agree to the early payment of deferred benefits to former employees on or after age 55 and before age 60. An employer may also allow early payment of pensions to former employees who were in receipt of a tier 3 ill-health pension which has since been suspended. The employer may waive, under compassionate grounds, the actuarial reduction.*
- 11.2** The Council will not exercise these discretions under any circumstances.

REVIEW

These policies will be subject to periodic review. Any subsequent change to this policy statement will be notified to both affected employees and to the pension fund administrators.

Full Council - Clerk's report 9th May 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 63.2 Regarding youth provision at the Y-Zone
Details have been requested but not yet provided by the Borough Council.

FULL_2223_M06/Item 72.2 Regarding the minutes of 10th January 2023
The minutes have been published on the Council website.

FULL_2223_M06/Item 75.2 Regarding the Dignity At Work Policy
The policy has been published on the Council website.

FULL_2223_M06/Item 76.2 Regarding the Civility & Respect Pledge
The Clerk digitally signed the pledge on behalf of the Council. Details of the pledge will be published on the Council website.

FULL_2223_M06/Item 77.2 Regarding the Greening Campaign
The Campaign have been informed that Bishopstoke Parish Council is joining and the May agenda includes a Greening Campaign working group.

FULL_2223_M06/Item 78.2 Regarding the interim internal audit report
The report has been published on the Council website and its recommendations are being actioned.

FULL_2223_M06/Item 79.3 Regarding grant requests
The various recipients have been contacted and the RFO has been informed so that grant payments can be made.

FULL_2223_M06/Item 80.1 Regarding the Statement of Internal Control
The statement has been published on the Council website.

FULL_2223_M06/Item 81.2 Regarding Standing Orders
The amended Standing Orders have been published on the Council website.

FULL_2223_M06/Item 82.2 Regarding the provisional earmark reserve arrangements
The RFO has been informed that the earmark reserve arrangements have been approved.

FULL_2223_M06/Item 83.2 Regarding meeting dates for 2023-24
The meeting dates have been published on the Council website.

FULL_2223_M06/Item 84.3 Regarding terms of reference for committees and working groups
The amended Communications Working Group Terms of Reference have been published on the Council website.

FULL_2223_M06/Item 85.1 Regarding Committee and Working Group membership
The updated list of Councillor members for Glebe Meadow Working Group and the Assets Committee has been published.

FULL_2223_M06/Item 86.2 Regarding interim news releases
The procedure has been published on the Council website.

FULL_2223_M06/Item 87.2 Regarding the news release
The agreed news release was published on the Council website.

FULL_2223_M06/Item 90.2 Regarding the Bishopstoke Champion nominations
The chosen nominee has been contacted and will be attending the Parish Assembly to accept their award.

FULL_2223_M06/Item 91.2 Regarding staff salaries
All members of staff have been contacted and the RFO informed.

Other Items

Asset Transfers – Nothing new to report.

Allotments – Nothing new to report.

Office – Nothing new to report.

Burial Matters – There was one ashes reopening in March 2023, bringing the total to the year to 25. April saw 1 new burial and 1 ashes reopening. The Cemetery memorial inspection has been completed with the Closed Churchyards still to be done. The Assets Officer will be contacting all those affected.

Play Areas – There has been further vandalism at both Otter Close play area and Sayers Road play area. This, along with dog walkers using the play areas and the Council's policy on ball games, will be discussed at the next Assets Committee meeting on May 23rd. The projects to install a skate park and a new play area at Glebe Meadow are in the early stages, with draft briefs for the tender document being drawn up by the Clerk prior to being presented to the Glebe Meadow Working Group.

Open Spaces – Nothing new to report.

Defibrillators – The Bishopstoke Community Fund have reported that the posts and frames for the final two defibrillators are now ready and should be installed within the next couple of weeks.

Bishopstoke Memorial Hall – Following a meeting with the Borough Council we have agreed a way forward with regard to Glebe Meadow and the Memorial Hall. Surveys are taking place in early May, arranged by the Borough Council, and the Borough is also managing the demolition of the existing buildings. The Parish will move ahead with the play area and skate park projects. Going forward, the Parish will have complete control of the project. The Borough is offering its services in regard to the tender process and with help and advice in any other area the Parish needs. The existing funds provided by the Borough can be used to pay for what is needed up to the point where approved plans for the building are available at which point the Parish can obtain estimates and quotes which will be used to establish what level of additional funding is required. At that point, loans and / or grants will be sought to cover the remaining costs.

Training – The Clerk, RFO and Assets Officer have all recently received training on the Play Area module of the AdvantEDGE software and will shortly received training on the Assets Manager module. The fixed asset register has been moved onto the software and now needs data checking. Additionally, the items making up each play area are also on the system, but again need checking to ensure everything has transferred correctly.

Potential Dissolving of Planning Committee – Item 12

The proposal is that the Planning Committee be dissolved and that instead one or two Full Council meetings be added and a Working Group be formed to meet quarterly and report on Planning issues to Full Council, and then on to the Borough.

Any planning application notification sent to the Parish Council comes with a three week deadline for a response, which is why the Committee meets twice every month. Occasionally short extensions for our response can be requested (around Christmas for example) but these are not always granted. The Planning Committee considers around 100 applications per year. Limiting responses to Full Council meetings would lead to only around 25-30% of those applications being discussed as the rest would be outside the three week limit. Even adding two extra Full Council meetings would only increase this to around 35%.

All Cllrs (not just those on a Planning Committee) would be expected to look at every planning application to determine whether it needed to be discussed by Council, and in the event that the deadline for comment on a contentious application did not fit the meeting schedule other arrangements would need to be put in place. One possible solution to this would be to make EVERY committee eligible to discuss planning applications. This would lead to much better coverage, with only around 15% of applications potentially being missed.

In terms of Cllr time, currently there are 6 members of the Planning Committee, each spending time checking each application to form their opinions. Even if all they do is look online at the paperwork then that still takes time. A conservative estimate for examining 100 applications would be at least 6 hours. This does not include time taken to visit the sites, which I know a number of Committee members do. If responsibility for planning applications switches to Full Council then that would imply that all 15 Councillors would spend at least that much time on applications – an increase in Cllr time spent on Planning applications.

In terms of meeting time, the average Planning Committee meeting in 2022-23 lasted 19 minutes. Dissolving the Planning Committee would save each Committee member just under 7 hours of meeting time per year. Two extra Full Council meetings would mean all 15 Councillors spending an extra 3hrs 25mins in meetings per year (the average Full Council meeting lasts 1hr 42.5 minutes). Overall this means more Councillor time spent in meetings.

My conclusion is that cancelling the Planning Committee whilst still intending to comment on those applications deemed necessary will actually cost Cllrs as a body MORE time, not save time – the 6 members of the Planning Committee will each save around 3 and half hours over the course of a year, whereas the 9 other members of the Full Council will need to spend an extra 6 hours or more per year looking at applications and 3 and a half hours extra in meetings. The only way to actually save Councillor time regarding planning applications would be for the Council to abandon the idea of commenting on applications at all.

I am not sure what a quarterly planning working group would look at. It would only be able to look at planning applications from the preceding three weeks and would have no power to set policy for planning.

Turning to officer time, the Clerk would still be required to prepare and send out information about planning applications for the Cllrs to consider. It would also be necessary to remind Cllrs they need to respond indicating whether they believe applications need to be discussed, as well as collating all responses. A threshold would need to be agreed to determine how many Cllrs need to request a discussion before it is added to an agenda or an extra meeting is called. There would be a small saving of time in not clerking or minuting Planning Committee meetings, but most if not all of that would be lost to clerking and minuting extra Full Council meetings and a quarterly planning working group.

The Parish Council has always had a commitment to examine every planning application in Bishopstoke. Doing so allows the Council to be aware of developments within the Parish and to make objections where they feel that it is necessary. Sometimes the Planning Authority agrees with the Parish Council and sometimes it doesn't, but the Parish Council are custodians of Bishopstoke and when the vast majority of changes that residents see in Bishopstoke come from planning applications the Clerk believes that ceasing to scrutinise applications leaves the Council open to accusations that it does not care what happens to the identity of the Parish. Once the Neighbourhood Plan is made that gives a very specific Bishopstoke focus to planning law as it is something that the Borough Council has to consider and give weight to when making decisions. The Planning Committee is the ideal way to ensure that policies contained within the Neighbourhood Plan are being followed by the Planning Authority.

The Parish Council is also the ONLY place where almost every planning application related to Bishopstoke is discussed in a public council setting. The vast majority of applications are decided by Borough Council planning officers and never reach Local Area Committees.

Finally, turning to the suggested extra Council meetings – if they are simply to consider planning applications then it makes no sense to only add two; if they are to consider progress with Glebe Meadow and the Memorial Hall as suggested then there is already a working group for that which is a much more flexible way for the Council to consider those matters; and if they are to be standard Full Council meetings then why only two, when would they meet and why would they not take place in the other months of the year? It would be possible to shift the meeting timetable so that Full Council meets every 6 weeks, but that would have a knock on impact on the other committees which may find they need to shift their timetables too. This is something that could be considered. It would imply that potentially the Planning Committee might meet every three weeks, which could still be arranged in such a way that almost all applications are considered.

Conclusion: The Clerk believes that dissolving the Planning Committee and adding a Planning Working Group plus two Full Council meetings per year will cost Cllrs time, not save it, and as such is not recommended. The Clerk also does not recommend ceasing the Parish Council's commitment to examine planning applications in Bishopstoke. The Clerk believes that shifting from the current calendar (meeting every other month) to a 6 week calendar would be possible but time would need to be spent determining if this is in the best interests of the Council and residents of Bishopstoke.

Recommendation: That the Council continues with current Committees and timetables and requests the Clerk investigate shifting to a six week calendar.

Full Council – 9th May 2023

Item 13 – Councillor Appointments

Below is a list of Committees, Working Groups and other councillor appointments, along with the number of available spaces, and how many have already volunteered. It is always better to be close to the top end of the limit for membership of a committee rather than the bottom, because people are occasionally unable to attend meetings.

To date, only 5 Cllrs have provided their preferred options.

Finance Committee	5 to 7 members	1 volunteer and 1 possible so far
Assets Committee	5 to 7 members	2 volunteers so far
Planning Committee	5 to 7 members	2 volunteers so far
Communications Working Group	3 to 5 members	2 volunteers so far
Glebe Meadow Working Group	3 to 7 members	2 volunteers so far
Village Trail Working Group	3 to 5 members	0 volunteers so far
Greening Campaign Working Group	3 to 5 members	1 volunteer so far
Carnival	Unlimited	1 volunteer so far
Neighbourhood Plan	Unlimited	0 volunteers so far
Airport Consultative Committee	1 space	1 volunteer so far
Bishopstoke Community Association	1 space	1 volunteer so far
Parochial Charities (Twynams)	1 space	1 volunteer so far
Passenger Transport Forum	1 space	1 volunteer so far
Eastleigh District Association Of Local Councils	2 spaces	1 volunteer so far

Pre-Approved Absences – Item 14

The Council has recently reviewed the procedure on absences to ensure that they are handled correctly and to provide Cllrs with more information & certainty on their attendance.

A Cllr has recently been summoned for jury service and in the light of that the Clerk considered whether there are any categories of absence for which an apology would be automatically accepted as being valid and qualifying to pause or reset the six-month timer on Cllr attendance.

A jury summons is a legal summons and would supersede any summons to a Parish Council meeting. Similarly, any Cllr who was called to service as a reservist (e.g. a TA member), or any civilian seconded to the military, would have an obligation to comply with those summons rather than a Parish Council agenda.

I propose that any Cllr who receives a legal summons in the aforementioned situations, or in any other situation where they can show that they have a more compelling duty to follow a particular summons instead of a local government one, should have their apologies for absence, if given, automatically approved. The Cllr would, of course, need to provide proof of the summons for this to apply.

This would, as with any other accepted apology, reset the clock on any potential disbaring from the Council for non-attendance. I have investigated but can find no precedent for anything that would pause the clock, rather than reset it.

I should stress that there is no obligation on any Cllr to use this facility, and there is nothing stopping a Cllr from attending during, for example, jury service if they feel able to, but I would not want any Cllr to be in a position where they needed to remember to give their apologies for a meeting *after* they had been deployed overseas, or had been placed on the jury for a long and harrowing case.

Recommendation: That the Council automatically accepts a demonstrable legal summons such as jury service, being called up as a reservist, or similar as a valid reason for not attending a Council meeting.

Letter to Hampshire Highways – Item 15

The Council is being asked to consider writing to Hampshire County Council / Hampshire Highways, via County Councillor Parker-Jones, regarding the state of repair of roads in and around Bishopstoke generally, and Bishopstoke Road in particular.

Draft content for discussion and amendment

Dear Councillor Parker-Jones,

I am contacting you on behalf of Bishopstoke Parish Council regarding the state of repair of the roads in and around Bishopstoke. The number of potholes and loose drains & manhole covers appears to be increasing every year, and there are a number of areas where potholes return with increasing frequency. On such example is Bishopstoke Road where cars and bicycles are regularly forced to take action to avoid dangerous holes in the road surface.

As a Parish Council, we would like to better understand the process of maintaining the roads and have a number of requests for information from the Councillors that they feel would help with that.

The Cllrs would like to know what the balance is between planned maintenance and reactive / emergency maintenance both in terms of funding and in allocated time. The Cllrs would also like to know who carries out the maintenance of the roads for the County, and what KPIs are in place for those contracts.

Additionally, the Cllrs would like to know what plans are in place for future funding of the road maintenance within Bishopstoke, especially in light of the planned development and increased traffic in the area. The Cllrs are also interested in what discussions are taking place between Eastleigh Borough Council (the planning authority) and Hampshire County Council (the highways authority) to secure sufficient infrastructure capability for the area prior to any further increase in housing and traffic.

The Council would welcome your assistance in pushing to get answer to the Councillor's questions, and in forwarding this letter on to relevant people within the County Council.

Football Club – Item 16

All Cllrs were recently contacted by representatives from Bishopstoke & Fair Oak Football Club. The content of that contact is included here.

“Dear Bishopstoke Councillors,

We're reaching out for potential support regarding a proposal for a new football club uniting both parishes, the football club would be named - Bishopstoke & Fair Oak FC.

We are aware there is no current Saturday football club within Bishopstoke and Fair Oak parishes. With a combined population over 20,000 I feel the community is in much need of a Football club.

Having spent my first 30 years living in Bishopstoke, I do remember teams from Bishopstoke and Fair Oak come and go, by uniting the parishes under one football club I believe this will create a sustainable future.

We are currently under research and planning phase, we have a Chairperson, vice-chairperson, treasurer, first team manager, assistant manager, 6x volunteers and counting! and we are currently seeking a secretary.

We are planning to apply for league status for the 2024/25 season via Hampshire FA Southampton Saturday League in January 2024.

However, we have already come across a huge barrier regarding available pitches to hire or ground to lease within both parish boundaries.

We have contacted private landowners, community enterprises and commercial properties these include - Lapstone playing fields, Wyvern College, The Hub and Private land on Chickenhall Lane (Once home of Bishopstoke FC) all with no availability.

Therefore, we are asking for help in finding a suitable grass football pitch within Bishopstoke or Fair Oak Parish boundaries with potential to accommodate permanent or temporary changing rooms

The club is not registered yet with companies house, this leaves the option open for the future structure of club.

Thank you for your time, I hope to hear from you soon.”

Councillors are invited to discuss the approach and agree a suitable response. In doing so Cllrs should be aware that the Parish Council does not own suitable land for this venture.



Parish Council Noticeboards – Item 17

There is no written rulebook for what is allowed to be displayed on a Parish Council noticeboard. In the past it has been understood that it should be limited to Council business and notices from community groups or charities.

However from time to time the Clerk receives requests from commercial entities to be allowed to advertise on the boards. This may be as simple as a club inviting people to become members but has also included local businesses wanting to advertise their products or services.

The Council is requested to determine what, if any, restrictions should be in place to determine whether a notice is allowed.

Freedom of Information – Item 18

The Council reviews its Freedom of Information Policy and Publication Scheme on a regular basis.

There are no amendments other than to the date various parts of the policy and scheme were last adopted.

Recommendation: To adopt the Freedom of Information Policy and Publication Scheme



BISHOPSTOKE PARISH COUNCIL

FREEDOM OF INFORMATION POLICY

**This Freedom of Information Policy was last adopted
by the Parish Council at its meeting on **23 February 2021****

**D Wheal
Clerk to Bishopstoke Parish Council**

BISHOPSTOKE PARISH COUNCIL
FREEDOM OF INFORMATION POLICY

Amendment Sheet

Amendment No.	Date Incorporated	Subject
1	23/02/2021	Amendment to clause 5.11 following the exit from the EU.

FREEDOM OF INFORMATION POLICY

1 Policy Statement

- 1.1 Bishopstoke Parish Council is committed to complying with the provisions of the Freedom of Information Act 2000 ('FOIA') and any related legislation which is applicable.
- 1.2 FOIA enables anyone, anywhere in the world, to request any recorded information held by, or on behalf of, the Commission. There is no need for the applicant to explain their reasons for the request, or that it is a request under FOIA. Requests for information must be made in writing, which includes emails. The request must state the name and address of the person applying for the information and the required information.
- 1.3 Information will be provided if it is held, unless one or more of the exemptions listed in the legislation applies. Information which is exempt does not have to be provided.

2 The Freedom of Information Act (2000)

- 2.1 The Freedom of information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information commissioner's Office at www.ico.gov.uk.
- 2.2 The Act requires every public authority to adopt and maintain a generic model publication scheme which should be adopted and operated by all public authorities from 1 January 2009. Bishopstoke Parish Council adopted the generic model publication scheme at their council meeting on 26 February 2019. It is intended to provide everyone interested in the Council with a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise makes available to the public.
- 2.3 It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the Information Available Guide can still be requested and it will be made available unless it can be legitimately withheld. This can be done by making a written request to the Parish Clerk who will reply within 20 working days after receipt of the request.

3 Responsibilities

- 3.1 The Clerk is responsible for ensuring that Freedom of Information requests that are received are dealt with in accordance with the FOIA and in compliance with this policy. All requests must be dealt with promptly and in line with this policy. If requests are made verbally then the applicant must be asked to put their request in writing (appropriate assistance will be provided to applicants with access requirements) to the Clerk at the address given below.
- 3.2 Bishopstoke Parish Council has overall responsibility for this policy. The Clerk is responsible for ensuring implementation and compliance with this policy.

4 Dealing with Requests

- 4.1** The FOIA provides public access to information held by public authorities as:
- 4.1.1** Public authorities are obliged to publish certain information about their activities, and
 - 4.1.2** Members of the public are entitled to request information from public authorities.
- 4.2** Recorded information held by the Parish Council is subject to the requirements of the FOIA. The type of information which may be requested can be paper or electronic and may include draft documents, agendas, minutes, emails, diaries and even rough handwritten notes.
- 4.3** Where a valid request is received, there is a duty on the Parish Council to confirm or deny whether it holds the information and if it does hold it, to provide the information so long as an exemption does not apply. If information has been requested but is not held, the Parish Council will inform the applicant of this. In exceptional cases the Parish Council may not be able to either confirm or deny if the information requested is held.
- 4.4** If a request is unclear, the Parish Council will ask for clarification as soon as possible to enable us to proceed with considering the request. The Parish Council will provide advice and assistance to help people make requests under the FOIA. We will aim to acknowledge requests for information within five working days of receipt. The Parish Council aims to respond to all requests promptly and in any event within 20 working days following receipt of a valid request. The applicant will be informed if it is not possible to comply with this timescale and given an indication of when the response is likely to be provided.

5 Exemptions

- 5.1** The FOIA does not entitle applicants to be given all information held by the Parish Council. The FOIA sets out exemptions from the right of access to information. In broad terms, there are two kinds of exemptions:
- 5.1.1** Absolute exemptions – the right to information is completely over-ridden by the exemption;
 - 5.1.2** Qualified exemptions – where an exemption may be applied, but the Parish Council must weigh up competing interests to decide whether it serves the interests of the public better to withhold or disclose the information. This is known as the public interest test.
- 5.2** Although there might be occasions when it is appropriate to rely on an exemption, provision of information is an integral part of the Parish Council's work. Therefore, we aim to disclose as much information as possible and rely on exemptions only in limited circumstances.
- 5.3** Where a request is refused a refusal notice must be issued setting out the section of FOIA being relied upon and in most instances explain the reasons for its decision, including the details of any public interest and prejudice tests. The refusal notice will also outline the complaints procedure with relevant details and inform the requester of their right to complain to the Information Commissioner.
- 5.4 Data Protection Act 2018**

The Parish Council is under a legal duty to protect personal data as required by the Data Protection Act 2018 (DPA) and other privacy legislation. The Parish Council will carefully

consider its responsibilities under the DPA before disclosing any personal data about living individuals. If responding to a request under the FOIA would breach the DPA, it may be exempt from disclosure. In deciding whether to refuse a request on this basis, we will consider whether it would be unfair to the individual concerned to disclose their personal data. Any request made by an individual for their own personal data will be treated as a subject access request under the Data Protection Act 2018.

5.5 Vexatious Requests

While we are committed to providing information, we sometimes receive requests which can be deemed 'vexatious'. Some of these requests can be costly for public bodies such as the Parish Council to handle and responding to them may be an inappropriate use of staff time. In determining whether a request may be vexatious we will consider whether it is likely to cause a disproportionate or unjustifiable level of distress, disruption or irritation. Where we believe the request to be vexatious, we will issue a refusal notice unless we have already done so in response to an earlier vexatious or repeated request from the same individual, and it would be unreasonable to issue another one.

5.6 Repeated Requests

The Parish Council can refuse requests if they are repeated, whether or not they are also vexatious.

5.7 Confidentiality

If we receive information from someone else and complying with a request for that information would be a breach of confidence that is actionable, the information may be exempt from disclosure.

5.8 Legal Privilege

If complying with a request would reveal information that is subject to 'legal professional privilege' then it may be exempt from disclosure. These long-established rules exist to ensure people are confident they can be completely frank and candid with their legal adviser when obtaining legal advice, without fear of disclosure.

5.9 Cost Limit

The Parish Council reserves the right to refuse requests where the cost of providing the information would exceed the statutory cost limit. This limit is currently £450, which equates to 18 hours' work at a statutory rate of £25 per hour. We are only allowed to take into account staff costs spent on the following activities:

5.9.1 Determining whether we hold the information requested;

5.9.2 Locating the information or documents containing the information;

5.9.3 Retrieving such information or documents;

5.9.4 Extracting the information from the document containing it (including editing or redacting it).

We are not allowed to include the estimated cost of staff time taken in deciding whether any exemptions apply to the disclosure of information requested.

5.10 There are also other exemptions that the Parish Council might apply and these include:

5.10.1 Information already reasonably accessible;

5.10.2 Information intended for future publication;

5.10.3 Research information;

5.10.4 Security bodies and national security

5.10.5 Court records;

5.10.6 Parliamentary privilege;

5.10.7 Communications with the Royal family;

5.10.8 Endangering health and safety;

5.10.9 If complying with the request would prejudice or would be likely to prejudice investigations, law enforcement, audit functions, the effective conduct of public affairs, defence, the effectiveness of the armed forces, international relations, relations between the UK Government, the Scottish Executive, the Welsh Assembly and the Northern Ireland Executive, the economy or the financial interests of the UK, Scottish, Welsh or Northern Irish administrations, and/or • trade secrets and prejudice to commercial interests.

5.11 We will also not disclose information if complying with a request for information:

5.11.1 Is not allowed under law;

5.11.2 Would be contrary to a retained EU obligation or

5.11.3 Would constitute contempt of court.

6 Charges

6.1 We will follow Information Commissioner's Office (ICO) guidance on what we can and cannot charge for. The maximum disbursement we can charge in these cases is limited to the specified costs of postage, printing and photocopying disbursements outlined below.

6.2

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying at 10p per sheet (black and white)	Actual Cost
	Colour copying not available	
	Postage	Cost of 2 nd class stamp
Statutory fee	None applicable	
Other	None applicable	

- 6.3** If we estimate the cost of dealing with the request to be ‘significant’, i.e. over £10, we will issue a ‘Fee Notice’ informing the applicant of the required fee before processing the request for information and as soon as possible within the 20 working day deadline following receipt of the request. Once we issue a Fee Notice, the 20 working day time limit for responding stops and will start again only when we receive payment.

7 Publication Scheme

- 7.1** The Parish Council has adopted the Information Commissioner’s Model Publication Scheme. The Scheme sets out what information the Parish Council will make available, classified by type of information, and how this information can be accessed. The Scheme is available as a separate document from the Parish Council or on the Parish Council website.
- 7.2** All Freedom of Information requests and their responses will be published on the Council’s website.

8 Complaints

- 8.1** The Council would normally expect a named officer to understand what information you have asked for and to be able to tell you where you can find it. If the information you receive is not what you asked for or need, you should first contact the named officer. If the information you have asked for is not available, the named officer will tell you why.
- 8.2** If you believe that the Council has not dealt with the request fairly and cannot deal with it satisfactorily on an informal basis, you should follow our complaints procedure. You can get details from, Bishopstoke Parish Council, Parish Office, Riverside, Bishopstoke, Eastleigh, SO50 6LQ. Telephone **07368 487464** or email clerk@bishopstokepc.org.
- 8.3** If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner to ask them to investigate the matter.

9 Contact Details

- 9.1** Freedom of information requests and requests for hard copies should be directed to the Clerk:

Clerk to Bishopstoke Parish Council
Parish Office
Riverside
Bishopstoke
Hampshire
SO50 6LQ

email: clerk@bishopstokepc.org
phone: **07368 487464**



BISHOPSTOKE PARISH COUNCIL

FREEDOM OF INFORMATION POLICY MODEL PUBLICATION SCHEME

**This Freedom of Information Policy Model Publication Scheme was adopted
by the Parish Council at its meeting on **26 February 2019****

D Wheal

Clerk to Bishopstoke Parish Council

**BISHOPSTOKE PARISH COUNCIL
FREEDOM OF INFORMATION POLICY
MODEL PUBLICATION SCHEME**

Amendment Sheet

Amendment No.	Date Incorporated	Subject
----------------------	--------------------------	----------------

FREEDOM OF INFORMATION POLICY

MODEL PUBLICATION SCHEME

1 General

- 1.1** This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.
- 1.2** This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.
- 1.3** The scheme commits an authority:
- 1.3.1** To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below;
 - 1.3.2** To specify the information which is held by the authority and falls within the classifications below;
 - 1.3.3** To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
 - 1.3.4** To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public;
 - 1.3.5** To review and update on a regular basis the information the authority makes available under this scheme;
 - 1.3.6** To produce a schedule of any fees charged for access to information which is made proactively available;
 - 1.3.7** To make this publication scheme available to the public;
 - 1.3.8** To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
- 1.4** The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act. The term ‘relevant copyright work’ is defined in section 19(8) of that Act.

2 Classes of Information

2.1 Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

- 2.2 What we spend and how we spend it**
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- 2.3 What our priorities are and how we are doing**
Strategy and performance information, plans, assessments, inspections and reviews.
- 2.4 How we make decisions**
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- 2.5 Our policies and procedures**
Current written protocols for delivering our functions and responsibilities.
- 2.6 Lists and registers**
Information held in registers required by law and other lists and registers relating to the functions of the authority.
- 2.7 The services we offer**
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.
- 2.8 The classes of information will not generally include:**
 - 2.8.1** Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
 - 2.8.2** Information in draft form.
 - 2.8.3** Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

3 The method by which information published under this scheme will be made available

- 3.1** The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- 3.2** Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.
- 3.3** In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
- 3.4** Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.
- 3.5** Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4 Charges which may be made for information published under this scheme

- 4.1** The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.
- 4.2** Material which is published and accessed on a website will be provided free of charge.
- 4.3** Charges may be made for information subject to a charging regime specified by Parliament.
- 4.4** Charges may be made for actual disbursements incurred such as:
 - 4.4.1** Photocopying;
 - 4.4.2** Postage and packing;
 - 4.4.3** The costs directly incurred as a result of viewing information.
- 4.5** Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.
- 4.6** Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.
- 4.7** If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

5 Written Requests

- 5.1** Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.



BISHOPSTOKE PARISH COUNCIL

FREEDOM OF INFORMATION POLICY

MODEL PUBLICATION SCHEME

(INFORMATION AVAILABLE)

**This Freedom of Information Policy Model Publication Scheme
(Information Available) was adopted**

by the Parish Council at its meeting on 26 February 2019

D Wheal

Clerk to Bishopstoke Parish Council

**BISHOPSTOKE PARISH COUNCIL
FREEDOM OF INFORMATION POLICY
MODEL PUBLICATION SCHEME
(INFORMATION AVAILABLE)**

Amendment Sheet

Amendment No.	Date Incorporated	Subject
----------------------	--------------------------	----------------

FREEDOM OF INFORMATION POLICY

MODEL PUBLICATION SCHEME (INFORMATION AVAILABLE)

1 Class 1 – Who we are and what we do

INFORMATION TO BE PUBLISHED	HOW IT CAN BE OBTAINED	COST
Organisational information, structures, locations and contacts (This will be current information only)	Website or hard copy	Free 10p per A4 sheet
Who's who on the Council and its Committees	Website/hard copy	As above
Contact details for Parish Clerk and council members	Website/hard copy	As above
Location of main Council office and accessibility details	Website/hard copy	As above
Staffing structure	Hard copy	10p per A4 sheet

2 Class 2 – What we spend and how we spend it

INFORMATION TO BE PUBLISHED	HOW IT CAN BE OBTAINED	COST
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. (Current and previous financial year as a minimum)	Hard copy	10p per A4 sheet
Annual return form and report by auditor	Hard copy	Free/
Finalised budget	Hard copy + Annual Report	10p per A4 sheet
Precept	Annual Report	Free
Borrowing approval letter	Website/hard copy	Free
Financial Standing Orders and Regulations	Hard copy (if applicable)	10p per A4 sheet
Grants given and received	Hard copy	10p per A4 sheet
List of current contracts awarded and value of contract	Annual Accounts hard copy	Free and/or 10p per A4 sheet
Members' allowances and expenses	Hard copy	10p per A4 sheet

3 Class 3 – What our priorities are and how we are doing

INFORMATION TO BE PUBLISHED	HOW IT CAN BE OBTAINED	COST
Strategies and plans, performance indicators, audits, inspections and reviews	Hard copy or Website	10p per A4 sheet
Parish Plan	Not applicable	Free
Annual Report to Parish meeting (current and previous year as a minimum)	Website/hard copy	Free
Quality status	Hard copy	10p per A4 sheet
Local charters drawn up in accordance with DCLG guidelines with Hampshire County Council	Hard copy	10p per A4 sheet

4 Class 4 – How we make decisions

INFORMATION TO BE PUBLISHED	HOW IT CAN BE OBTAINED	COST
Decision making processes and records of decisions (current and previous council year as a minimum)	Hard copy for current and previous year Website current year only	10p per A4 sheet free
Timetable of meetings (Council, any committee sub-committee meetings and Annual Parish meeting)	Website/hard copy	As above
Agendas of meetings (as above)	Website/hard copy	As above
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting	Website/hard copy	As above
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting	Hard copy	10p per A4 sheet
Responses to consultation papers	Hard copy	10p per A4 sheet
Responses to planning applications	Website/hard copy	Free/10p per A4 sheet
Bye-laws	Hard copy	10p per A4 sheet

5 Class 5 – Our policies and procedures

INFORMATION TO BE PUBLISHED	HOW IT CAN BE OBTAINED	COST
Current written protocols, policies and procedures for delivering our services and responsibilities (current information only)	Website/hard copy	Free/10p per A4 sheet
Policies and procedures for the conduct of council business:		
Procedural standing orders	Hard copy	10p per A4 sheet
Committee and sub-committee terms of reference	Hard copy	10p per A4 sheet
Delegated authority in respect of officers	Hard copy	10p per A4 sheet
Code of Conduct	Hard copy	10p per A4 sheet
Policy statements	Hard copy	10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard copy	10p per A4 sheet
Equality and diversity policy	Hard copy	10p per A4 sheet
Health and safety policy	Hard copy	10p per A4 sheet
Recruitment policies (including current vacancies)	Hard copy	10p per A4 sheet
Policies and procedures for handling requests for information	Hard copy	10p per A4 sheet
Complaints procedures (including those covering requests for information and opening the publication scheme)	Hard copy	10p per A4 sheet
Information security policy	Hard copy	10p per A4 sheet
Records management policies (records retention, destruction and archive)	Hard copy	10p per A4 sheet
Data protection policies	Hard copy	10p per A4 sheet
Schedule of charges for the publication of information	Website/hard copy	Free/10p per A4 sheet

6 Class 6 – Lists and Registers

INFORMATION TO BE PUBLISHED	HOW IT CAN BE OBTAINED	COST
Currently maintained lists and registers only	Hard copy or website; some information may only be available by inspection	
Any publicly available register or list (eg persons buried in cemetery)	Hard copy	10p per A4 sheet
Assets Register	Hard copy	10p per A4 sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy	10p per A4 sheet
Register of members' interests	Hard copy	10p per A4 sheet
Register of gifts and hospitality	Hard copy	10p per A4 sheet

7 Class 7– The services we offer

INFORMATION TO BE PUBLISHED	HOW IT CAN BE OBTAINED	COST
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (current information only)	Hard copy or website; some information may only be available by inspection	Free
Allotments – plans, standard tenancy agreements	Hard copy	10p per A4 sheet
Burial ground and closed churchyard	Hard copy	10p per A4 sheet
Community centres	Not applicable	
Parks, playing fields and recreational facilities	Hard copy	10p per A4 sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per A4 sheet
Bus shelters	Hard copy	10p per A4 sheet
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Hard copy	10p per A4 sheet
Parish Newsletter	Hard copy	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g burial fees)	Website/hard copy	Free