



Bishop's Waltham Parish Council
A Meeting of the Halls & Grounds Committee will be held in the
Ruby Room of The Jubilee Hall, Little Shore Lane, Bishops Waltham,
SO32 1ED on Tuesday 19th March 2024 at 7:00pm

The meeting will be open to the public unless the Committee directs otherwise.
All papers/reports are available from the Council Offices (except where classified as confidential).

1. To receive and accept apologies for non-attendance
2. To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
3. To receive and accept any personal, non-pecuniary interests relating to items on this agenda
4. To approve the minutes of the Halls & Grounds Committee – 20th February 2024
5. Public Session – to last no longer than 30 minutes - *for information only*
6. Actions arising from meeting 20th February 2024 - *for information only*
7. Halls Manager's Report – *for information*
8. Senior Groundsman's Report – *for information*
9. Financial Position Year to Date - *to note current position*
10. Capital Control and Ear Marked Reserves Reports – *for information*
11. Grant Opportunities – *for information*
12. Southern Shared Pathway Update – *for information*
13. Facilities Review Project Update - *for consideration*
14. Skatepark Project Update – *for consideration*
15. Montague Road Play Area Project Update – *for information*
16. Montague Road Play Area Proposal to Improve Ground Conditions - *for consideration*
17. Memorial Tree – *for consideration*
18. Play Area Safety Inspection Report Update – Work Requiring Contractors – *for consideration*
19. Football at Hoe Road – Request from Hirer - *for consideration*
20. Open Badminton Session Proposal - *for consideration*
21. Correspondence – Proposal for Amphitheatre – *for consideration*
22. Correspondence – Proposal from Resident Relating to Albany Road Dog Walking Area – *for consideration*
23. Requests for Future Agenda Items – *for information only*
24. Date of next meeting – 16th April 2024
25. **Motion for Confidential Business**
On completion of the above business the following motion will be moved:

'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.

26. Quotations for Permanent Path from Priory Park Clubhouse to Skatepark – *for consideration*
27. Quotations for Tree Work at Oak Road - *for consideration*
28. Quotations for Tennis Court Repainting - *for consideration*
29. Albany Road Facilities – *for consideration*
30. Dynamos Licence Renewal – *for consideration*
31. Dynamos Event Licence – *for consideration*
32. Tractor Quotations – *for consideration*
33. Request from Bowls Club Regarding Sponsors' Promotional Boards and Licence Update - *for consideration*
34. Correspondence from Public Procurement Review Service regarding the Jubilee Hall Solar Panel Tender Process – *for consideration*

C Wilkinson
Clerk to the Committee
13th March 2024



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee
held at the Jubilee Hall on Tuesday 20th February 2024 at 7.00pm

Present:	Cllr J Marsh	
	Cllr B Nicholson	Chairman
	Cllr M Pavey	
	Cllr A Webb	Vice Chairman
	Cllr T Wilson	
Non-Committee Members:	Cllr P Wilson	
In Attendance:	Mr R Thorne	Project Manager
	Mr T Veck	Senior Groundsman
	Mr M Wanstall	Halls Manager
	Mrs C Wilkinson	Administration Officer
Members of the Public:	2	

- HG270/23** **To receive and accept apologies for non-attendance.**
Cllr R Latham – Family Commitment
Cllr R Stallard – Work Commitment
Resolved: To accept apologies for non-attendance and to co-opt Cllr P Wilson as a substitute member of the Committee for the evening.
Proposed: Cllr Nicholson
Seconded: Cllr Pavey
All in favour.
- HG271/23** **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.
- HG272/23** **To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.
- HG273/23** **To approve the minutes from the meeting of the Halls & Grounds Committee – 23rd January 2024**
Resolved: To approve the minutes of the Halls & Grounds Committee – 23rd January 2024
Proposed: Cllr J Marsh
Seconded: Cllr M Pavey
All in favour.
- HG274/23** **Public Session**
A meeting had been held with members of the Mens Shed. They had received the letter from the Parish Council relating to their request to lease land at Albany Road. They understood the Council's position and intended to continue to investigate the planning aspects of the proposal.

Clearance work at the Cricket Ground site was ongoing.

The Southwest Leisure Areas Working Group was requested to consider the access for the piece of land at Albany Wood as a future agenda item. **Action: Southwest Leisure Areas Working Group**

Behind the Oak Road play area, the section of laurel that had been missed during the initial hedging work had been cut back.

A request to hire tables had been received by the Halls Manager. This would be offered on a collection and return basis. The halls team would work with the Chairman to arrive at an appropriate fee as an operation decision. **Action: Halls Manager/Cllr Nicholson**
The requirement to maintain the Southern Shared Pathway had been raised by a resident at the recent Councillors' Surgery. The Senior Groundsman was aware of the ongoing maintenance requirement. The frequency of tasks such as weed killing would be determined by monitoring the condition of the sections of path.

- HG275/23** **Actions Arising from the meeting of the Halls & Grounds Committee – 29th January 2024**
Action HG160/22 would be closed as further work on the Jubilee Hall's heating would not be progressed until the solar panels had been installed.
- HG276/23** **Halls Manager's Written Report**
Noted. The criminal damage at Priory Park Clubhouse was discussed, the resulting necessary work had been completed.
Two fire doors at Priory Park Clubhouse required replacement, the cost of this work was being confirmed and would be approvable by the Committee Chairman.
- HG277/23** **Senior Groundsman's Written Report**
Noted. The new Estate Shed shutter door had been installed along with a new consumer unit.
- HG278/23** **Financial Position Year to Date**
Noted.
- HG279/23** **Capital Control and Ear Marked Reserves Reports**
Noted.
- HG280/23** **Grant Opportunities**
Noted. Grants received more than 12 months ago would be removed from the summary.
- HG281/23** **Southern Shared Pathway Update – for information**
The Project Manager was in the process of obtaining quotations for the remaining elements of the project in the Priory Park car park.
- HG282/23** **Montague Road Play Area Project Update – for consideration**
Quotations were awaited for the additional pieces of mulch surfacing.
The ground conditions on site were currently very wet and areas between surfacing had become muddy, particularly around the gate to the rear of the play area. Further surfacing to improve usability during the wetter months would be considered as a future agenda item.
- HG283/23** **Skatepark Project Update – for information**
The concrete pouring phase of the construction of the new facility had commenced. Progress would be weather dependent.
- HG284/23** **Skatepark Provider and Price Update – for consideration**
Resolved: To note the ratification by Full Council of the appointment of Gravity Skateparks to provide the new skatepark facility at Priory Park, at the price of £163,145.00 excluding VAT.
Proposed: Cllr J Marsh
Seconded: Cllr P Wilson
All in favour
- HG285/23** **Albany Road Play Area Project Update – for information**
The tender from HAGS had been formally accepted following the appointment of the contractor by Full Council. The planning for the installation of the play area would now commence.
- HG286/23** **Buildings Dementia Friendliness Audit – for consideration**
The Halls Team had found the undertaking of the audit to be very informative and had introduced a useful perspective to be considered, particularly when planning work on the Council's buildings.

Signage had been reviewed as part of the audit and improvements identified.

Resolved: To implement the short-term actionable items identified in the tabled report and to consider dementia friendliness when ongoing maintenance occurs wherever relevant.

Proposed: Cllr B Nicholson

Seconded: Cllr A Webb

All in favour

Action: Halls Manager

HG287/23

Request from Community and Environment Committee to Hold Scam Awareness Session in Parish Council Hall – for consideration

Such a session was acknowledged to be of potential interest to a wide range of residents. Time slots were suggested that might allow attendees of the lunch clubs to attend.

Resolved: To agree to host a Citizens Advice outreach talk in a Council room, free of charge.

Proposed: Cllr B Nicholson

Seconded: Cllr M Pavey

All in favour

HG288/23

Priory Park Football Pitches Licence Renewal – Appointment of Working Group – for consideration

A working group meeting would be scheduled progress the matter. **ACTION: Administration Officer**

Resolved: To appoint Councillor Marsh, Councillor Nicholson and Councillor Pavey to the Priory Park Football Pitches Licence Working Group.

Proposed: Cllr T Wilson

Seconded: Cllr A Webb

All in favour

HG289/23

Correspondence – Requestion Received from BW Guides – for consideration

The request was considered fully and consistency with other leases was discussed along with the objective of supporting the community organisation where possible.

The Halls Manager offered to talk with the people running the building to share his experience of obtaining competitive utility contracts. This offer would be relayed in the Council's response.

Resolved: To recommend to Finance, Policy and Resources Committee that a response be sent to the Bishop's Waltham Guides that the Council are not minded at this time to permit subletting of the building within the organisation's lease. However, ad hoc requests could be brought to the committee for consideration on a case-by-case basis.

Proposed: Cllr B Nicholson

Seconded: Cllr M Pavey

All in favour

ACTION: Administration Officer

HG290/23

Requests for Future Agenda Items

Montague Road play area surfacing

Access to land at Albany Wood

HG291/23

Date of next meeting – Tuesday 19th March 2024

HG292/23

Motion for Confidential Business

On completion of the above business the following motion will be moved:

'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.
At this point both members of the public left the meeting.

HG293/23

Jubilee Hall Diamond Suite Lease – for consideration

The tenant had reviewed the proposed rent increases tabled to reflect the market value of the facility and no issues had been raised.

Resolved: To recommend to the Finance, Policy and Resources Committee the tabled schedule of Diamond Suite lease fee increases to reach a rate that more accurately reflects market value.

Proposed: Cllr B Nicholson

Seconded: Cllr J Marsh

All in favour

ACTION: Administration Officer

HG294/23

Quotations for Hoe Road Track Lighting Work – for consideration

Resolved: To recommend to the Finance, Policy and Resources Committee the appointment of Bishop's Waltham Electrical to undertake the repairs to the Hoe Road track lighting at a maximum cost of £1,532.94 (excluding VAT).

Proposed: Cllr J Marsh

Seconded: Cllr B Nicholson

All in favour

ACTION: Administration Officer

HG295/23

Family Fun Day Event Request from Rotary, Draft Licence and Fee – for consideration

The cost of a larger skip would be investigated with a view to the hirer covering the additional cost in return for usage for their event.

ACTION: Administration Officer

Resolved: To recommend to the Finance, Policy and Resources Committee the tabled draft licence and fee of £937.00 (including VAT) for the usage of Hoe Road Recreation Ground for Bishop's Waltham Rotary Club to hold their Family Fun Day event on Saturday 8thnd June 2024.

Proposed: Cllr B Nicholson

Seconded: Cllr A Webb

All in favour

ACTION: Administration Officer

HG296/23

Facilities Review Update – Architects' Quotations for Building Redesign – for consideration

The Committee discussed the quotations received from architects to provide designs for a redesigned building at Priory Park and the differences in the firms' offerings were considered.

Resolved: To note the project update tabled and to approve the proposed actions from the Facilities Review Working Group, to request more information from the architects about their service and provide an opportunity for the firms to present their quotations to all councillors.

Proposed: Cllr B Nicholson

Seconded: Cllr P Wilson

All in favour

ACTION: Project Manager

HG297/23

Portable Appliance Testing Quotations – for consideration

Equipment had been purchased to enable the testing to be carried out in house in the future.

Resolved: To appoint Eilfe to undertake Portable Appliance Testing at the Council's buildings at an hourly rate of £45, with an estimated cost of £315.00 (excluding VAT).

Proposed: Cllr M Pavey

Seconded: Cllr J Marsh

All in favour

ACTION: Halls Manager

HG298/23

Tractor Quotations – for consideration

The key beneficial attributes of the tractors under consideration were duly considered.

Resolved: To recommend to the Finance, Policy and Resources Committee the procurement of an Iseki TG6687 Compact Tractor (67hp) and to supply them with procurement options to include outright purchase and leasing alternatives.

Proposed: Cllr J Marsh

Seconded: Cllr P Wilson

All in favour

ACTION: Administration Officer

HG299/23

Mower Quotations – for consideration

Further quotations for the selected mower were to be gathered.

ACTION: Administration Officer

Resolved: To recommend to the Finance, Policy and Resources Committee the procurement of a Trimax Stealth S3 Roller Mower and to supply them with procurement options to include outright purchase and leasing alternatives, if available.

Proposed: Cllr J Marsh

Seconded: Cllr B Nicholson

All in favour

ACTION: Administration Officer

HG300/23

Prices for Jubilee Hall Replacement Chairs – for consideration

Ease of cleaning had been a key attribute when identifying suitable replacements.

Resolved: To approve the purchase of 10 Devonshire Vinyl Stacking Armchairs from Best Buy Office Chairs at the cost of £890.00 (excluding VAT).

Proposed: Cllr B Nicholson

Seconded: Cllr P Wilson

All in favour

ACTION: Halls Manager

There being no further business the meeting closed at 8.51pm.

Bishops Waltham Parish Council

Actions Arising for the Halls & Grounds Committee for meeting 19.03.24

Minute Number	Subject	Action	Date for completion	Action by	Notes
HG13/19, HG72/19, HG101/19, HG203/19, HG212/19, HG89/20, HG117/20, HG147/20, HG183/20, HG18/21, HG73/21	Prory Meadow Information Board	Order information Board	Order to be placed	EM	Agenda item May 21. Board approved. Awaiting final order to be placed. Preferred supplier gone into liquidation, alternative supplier being sought.
HG14/21	BWPC publicity leaflet	To draft a leaflet	Sep-21	AO/Bookings Clerk	In progress
HG057/22	Increasing CCTV coverage	To investigate possibility of covering i) Hoe Road play area ii) Prory Park football pitches	August	Clerk	i) Quotation received from current supplier
HG167/22	Playground Inspections	To replace damaged swing at Prory Park play area	December	Snr Groundsman	Swing chains awaited
HG191/22	Allotments Fencing Proposal	To gather quotations for fencing required for access to dog-walking area	On hold	Clerk	On hold until fencing along Albany Road is in place gate installed across the track to the Cricket Ground
HG199/22	Antisocial Driving	To gather quotations to upgrade the Hoe Road CCTV system to include car number plate recognition.	January	Clerk	1 quotation obtained.
HG237/22	Tree Survey Report	To gather quotations for tree works identified, including the additional pine at Prory Park, and replace felled trees with new where possible.	February	Clerk	Ongoing. Work complete at Victoria Road, Hoe Road. Quotations being gathered for Prory Park, and Oak Road.
HG267/22	Prory Park Clubhouse Wastewater Drainage	To proceed with gathering quotations for the repair to collapsed section of pipe.	March	Halls Manager	In progress. First quote received, 2 more to follow.
HG288/22	Public Session - Memorial Trees	To draft some guidelines for memorial trees	May	Cllr Pavey	English Heritage document identified to serve as first draft. Proposal planned for September H&G
HG322/22	Car parking sign	Install car parking sign on Shore Lane	May	Clerk	
HG332/22	Skatepark CCTV proposal	To gather quotations for CCTV system.	May	Project Manager	
HG332/22	Skatepark CCTV proposal	To investigate funding opportunities mentioned in the Southern Parishes minutes	May	Project Manager	
HG337/22	Jubilee Hall Car Park Report	Research alternative ticketing solutions.	May	Clerk/Cllr Pavey	
HG019/23	Correspondence Request from BW Gardening Club	Investigate parking location options for future agenda item	July	Clerk	
HG019/23	Correspondence Request from BW Gardening Club	Research permitted uses of SINC land	June	Clerk	Preliminary research undertaken by Project Manager
HG106/23	Southern Footpath	To bring final designs and production and installation costs to committee meeting	September	Projects Manager	To be considered in November committee meeting
HG134/23	Montague Road Ditch Report	Send letter to neighbouring residents informing them of the planned work and Deed of Access.	October	Clerk	
HG150/23	Public Session - Montague Road wildflower area	To bring residents suggestion to the committee as a future agenda item.	November	Clerk	
HG156/23	Budget Setting 2023-2024	To consider Jubilee Hall car park costs	November	Budgeting Working Group	
HG162/23	Montague Road Ditch Report	To consider impact of the ditch on whether Deed of Access could/should be granted to residents alongside bridleway.	November	Clerk	
HG185/23	Review of Parish Council owned vehicles	To undertake review of Parish Council owned vehicles.	November	Vehicle Review Working Group	
HG166/23	Proposal for key safe at PP for football hirers	To install key safe with risk mitigations in place.	November	Halls Manager	
HG168/23	Request for CCTV coverage of Scout Hut	To confirm whether coverage could be achieved under existing quotation.	November	Clerk	
HG168/23	Request for CCTV coverage of Scout Hut	To confirm whether financial regulations require additional quotations to be obtained.	November	Clerk	
HG187/23	Halls Manager's Written Report	To investigate condition of Jubilee Hall roof	December	Halls Manager	
HG191/23	Grant Opportunities	Consider whether perimeter track project might fit with Hampshire Active Health Programme grant opportunity	Closed	Cllr Webb/Cllr Pavey	Fund has now closed for applications.
HG191/23	Grant Opportunities	Inform community groups of the Hampshire Active Health Programme fund	Closed	Clerk	Fund has now closed for applications.
HG194/23	Southern Shared Pathway Update	To proceed with gathering quotations for phase 4 of Shared Southern Pathway.	February	Projects Manager	Two quotations requested, third contractor to be identified.

HG200/23	Allotments Remedial Work and Vehicle Access Route	To consult with Winchester City Council's Planning Department to confirm whether work could proceed.	Complete	Clerk	Member of tree team has confirmed that further permission is not necessary, able to proceed. Contractor has been notified.
HG220/23	Public Session - JH bottle banks	Discuss means of resolving issue (WCC)	December	Cllr Nicholson/Clerk	
HG220/23	Public Session - Dynamos Dogs on pitches	Raise issue with Dynamos	December	Clerk	
HG229/23	Montague Road Play Area Project	Investigate cost of area of surfacing under rear gate to play area	December	Project Manager	2 quotations obtained, third being sought. See agenda item 15
HG236/23	Priory Park Overflow Car Park	Draft project specification	December	Clerk	
HG247/23	Snr Groundsman's Report - Priory Meadow path	To top up the barest sections of the path using stored materials	February	Senior Groundsman	
HG247/23	Snr Groundsman's Report - Priory Meadow path	To obtain high level costs for resurfacing and making path more durable	March	Snr Groundsman/ Cllr Webb	
HG256/23	Skatepark Project Update	Bring review of remaining elements for the project and budget as future agenda item	February	Project Manager	
HG261/23	Play Area Safety Inspections	Compile list of work that will require use of contractors	Complete	Senior Groundsman	See agenda item 18
HG267/23	Correspondence - HR Land Lease Request	Respond to correspondent that there is not space available at the Hoe Road site at this time	Complete	Clerk	
HG274/23	Land at Albany Wood	To consider access to the land at Albany Wood.	March	Southwest Leisure Areas Group	
HG274/23	Request to hire tables	To agree an appropriate charge (on collection and return basis).	March	Halls Manager/Cllr Nicholson	
HG286/23	Buildings Dementia Friendliness Audit	To implement short-term actionable items in tabled report.	April	Halls Manager	
HG289/23	Correspondence - Request received from BW Guides	To recommend to FP&R the response for BW Guides.	Complete	Clerk	FP&R Agenda item 05.03.24
HG293/23	Jubilee Hall Diamond Suite Lease	To recommend tabled schedule to FP&R.	Complete	Clerk	FP&R Agenda item 05.03.24
HG294/23	Quotations for Hoe Road Track Lighting Work	To recommend selected contractor to FP&R.	Complete	Clerk	FP&R Agenda item 05.03.24
HG295/23	Family Fun Day Event Request from Rotary	To recommend draft licence and fee contractor to FP&R.	Complete	Clerk	FP&R Agenda item 05.03.24
HG296/23	Facilities Review Update - Architects Quotations for Building Redesign	Request further information from architects and provide opportunity to present quotations to all councillors.	March	Project Manager	See agenda item 13
HG297/23	Portable Appliance Testing	To notify contractor of quotation acceptance.	Complete	Halls Manager	
HG298/23	Tractor Quotations	To recommend to FP&R the procurement of tractor and supply leasing options.	Complete	Clerk	Preliminary information and update included in March FP&R. Broker supplied lease information.
HG299/23	Mower Quotations	To recommend to FP&R the procurement of mower and supply leasing options, if available.	Complete	Clerk	Preliminary information and update included in March FP&R. Broker supplied lease information.
HG300/23	Prices for Jubilee Hall Replacement Chairs	To make purchase of stackable armchairs.	March	Halls Manager	

Key

	Agenda item
	Completed since last meeting
	Superseded, to be removed



Halls and Grounds Committee – 19th March 2024

Halls Manager's Report – *for information*

The Halls Manager has been indisposed since 5th March.

Bookings have not been disrupted. The Administration Officer would like to thank the Caretaker, Cleaner and Grounds Team would have all been flexible and helpful in covering in his absence.

A contract cleaner was used on one occasion to assist with some tasks at the Priory Park Clubhouse.

Recent Issues have included:

- Problem with central heating at the Jubilee Hall. Problem resolved the same day (replacement boiler part installed).
- Loss of hot water at the Priory Park Clubhouse, engineer visit scheduled for 14.03.24.

The Administration Assistant has provided the following updates regarding recent work undertaken/ongoing:

- Archiving bookings
- Review of dog waste bins
- Reviewing issues with Thursday Lunch Club
- Updating paperwork with new rates
- JH Car park permit reminders
- New regular hirer at Priory Park - dog training
- Halls bookings for April:
 - JH – 2 x party, 1x church event, 1x AGM/ social, 1 x Quiz, 1 x sleepover, 1 x craft event
 - PP -1 x Family party.

Administration Officer/Administration Assistant 14.03.24



Halls and Grounds Committee – 19th March 2024

Senior Groundsman's Report – *for information*

We had what seems to have been a one-off incident of an adult and child riding motorbikes on Hoe Rd field. We have CCTV images, including the registration of the van used to transport the bikes. Our CSO took the details and reported it to the police.

We have completed the play area actions we were able to do from the play area inspection. The only outstanding actions are moss treatment, and a few jobs requiring a contractor (this is covered in a separate agenda item).

We have taken delivery of the Shoots in the Roots trees and are in the process of planting them.

Two weekends of football cancelled this month. As mentioned last month, despite this and the very wet winter we have still not had an excessive number of cancellations.

Various new signs put up.

Tractors and ride on mowers have had their annual services.

The contractor has re-installed the alarm door sensor on the new tractor shed door.

Senior Groundsman 12.03.24

Detailed Income & Expenditure by Phased Budget Heading 13/03/2024

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from: EMR
<u>200 Grounds - General</u>											
4276 Contractor - Dog Bins Svcing	0	0	0	(2,648)	2,550	5,198	(3,400)		752	77.9%	
4290 Contractor - Hedge Cutting	0	0	0	(3,550)	2,250	5,800	(2,250)		(1,300)	157.8%	
4312 Materials - Ground Maintenance	(123)	125	2	(1,222)	1,375	2,597	(1,500)		278	81.5%	
4315 Materials - Dog Dispenser Bags	(171)	50	(121)	(322)	300	622	(300)		(22)	107.4%	
4319 Materials - Lining Paint	0	0	0	(1,285)	0	1,285	0		(1,285)	0.0%	
<u>210 Grounds - Hoe Road</u>											
1103 Land Lease - Guides Building	0	0	0	1	1	0	1			100.0%	
1115 Land Lease - Scouts Building	0	0	0	2	2	0	2			100.0%	
1127 Contract Hire - Tennis Courts	0	0	0	1,684	1,540	(144)	1,540			109.4%	
1211 Hire Fees - Grounds	0	0	0	891	900	9	900			99.0%	
1212 Hire Fees - Football Pitches	(10)	0	10	310	0	(310)	0			0.0%	
4270 Contractor - Aboricultural	0	0	0	(850)	400	1,250	(400)		(450)	212.5%	
4313 Materials - Signage	(59)	0	(59)	(59)	50	109	(50)		(9)	117.3%	
4326 Mtce - Tennis Courts	0	0	0	0	100	100	(100)		100	0.0%	
<u>220 Grounds - Priory Park</u>											
1106 Land Lease - Bowls Facility	0	0	0	111	104	(7)	74			150.1%	
1151 Annual Hire - Football Pitches	756	828	72	4,171	6,624	2,453	7,452			56.0%	
1212 Hire Fees - Football Pitches	(0)	100	100	1,132	1,000	(132)	1,000			113.2%	
4270 Contractor - Aboricultural	0	0	0	(350)	800	1,150	(800)		450	43.8%	
4280 Contractor - Grounds	0	0	0	(8,900)	6,500	15,400	(6,500)		(2,400)	136.9%	
4291 Contractor - Knotweed Treatment	0	0	0	0	100	100	(100)		100	0.0%	
4295 Contractor - Ditch Clearance	0	0	0	(400)	1,125	1,525	(1,125)		725	35.6%	

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4311 Materials - Locks and Keys	0	0	0	0	0	0	(50)		50	0.0%	
4312 Materials - Ground Maintenance	0	0	0	(100)	0	100	0		(100)	0.0%	
4313 Materials - Signage	0	50	50	(72)	50	122	(50)		(22)	143.3%	
4319 Materials - Lining Paint	0	0	0	(706)	0	706	(500)		(206)	141.1%	
4329 Mfct - Fencing	0	0	0	(33)	100	133	(100)		67	33.3%	
<u>225 Grounds - Albany Road Cricket</u>											
1105 Land Lease - Cricket Ground	0	0	0	1,471	1,377	(94)	972			151.3%	
4270 Contractor - Arboricultural	0	0	0	0	50	50	(50)		50	0.0%	
4274 Contractor - Waste Skip Hire	0	0	0	(410)	0	410	0		(410)	0.0%	
4329 Mfct - Fencing	0	0	0	0	50	50	(50)		50	0.0%	
<u>226 Grounds - Albany Road Allment</u>											
1102 Land Lease - Allotments	0	0	0	1	1	0	1			100.0%	
4101 Prof Fees - Tree Surveys	0	0	0	(520)	0	520	0		(520)	0.0%	
4270 Contractor - Arboricultural	0	0	0	(80)	400	480	(400)		320	20.0%	
<u>230 Halls - General</u>											
1201 Hire Fees - Skittle Alley	0	0	0	75	0	(75)	0			0.0%	
1252 Hire Fees - Caretaking Staff	0	0	0	163	0	(163)	0			0.0%	
4107 Prof Fees - Health & Safety	0	0	0	(475)	1,000	1,475	(1,000)		525	47.5%	
4110 Prof Fees - Fire Equip Service	0	0	0	(531)	750	1,281	(750)		219	70.8%	
4170 Advertising - Halls	0	0	0	(150)	250	400	(250)		100	60.0%	
4309 Materials - Cleaning	(235)	0	(235)	(929)	1,000	1,929	(1,000)		71	92.9%	
4310 Materials - Tools / Minor Items	0	0	0	(72)	100	172	(100)		28	71.9%	
4316 Materials - Kitchen Supplies	0	0	0	(17)	100	117	(100)		84	16.5%	

Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 13/03/2024

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4320 Mice - H & S Conformances	0	0	0	(82)	0	82	0		(82)	0.0%	
4350 Minor Assets	0	0	0	0	0	0	(250)		250	0.0%	
<u>240 Hoe Road Pavilion</u>											
1131 Contract Hire - Kitchen	0	0	0	473	428	(45)	428			110.5%	
1132 Contract Hire - Rooms	0	0	0	6,028	5,452	(576)	5,452			110.6%	
1133 Contract Hire - Storage	0	0	0	98	88	(10)	88			111.9%	
4102 Prof Fees - P A Testing	0	0	0	0	100	100	(100)		100	0.0%	
4277 Contractor - Water Monitoring	(60)	64	4	(866)	896	1,762	(1,000)		134	86.6%	
4307 Materials - Defib Equipment	0	0	0	(355)	0	355	(500)		145	71.0%	
4320 Mice - H & S Conformances	0	0	0	0	250	250	(250)		250	0.0%	
4332 Mice - Alarm & CCTV Systems	(51)	59	9	(724)	641	1,365	(700)		(24)	103.4%	
4336 Mice - Building Fabric	0	0	0	(220)	1,000	1,220	(2,000)		1,780	11.0%	
4337 Mice - Building Services	0	0	0	(648)	500	1,148	(1,000)		352	64.8%	
4338 Mice - Internal Decoration	0	0	0	0	1,000	1,000	(2,000)		2,000	0.0%	
4339 Mice - External Decoration	0	0	0	0	500	500	(1,000)		1,000	0.0%	
4341 Non Domestic Rates	0	0	0	(736)	720	1,456	(720)		(16)	102.2%	
4343 Electricity	(1,421)	0	(1,421)	417	4,273	3,856	(6,500)		6,917	(6.4%)	
4345 Water	(206)	100	(106)	(698)	1,001	1,699	(1,200)		502	58.2%	
4350 Minor Assets	0	0	0	0	0	0	(250)		250	0.0%	
<u>250 Priory Park Clubhouse</u>											
1158 Annual Hire - Rooms	103	177	74	715	826	111	708			100.9%	
1161 Annual Hire - Storage	46	78	32	315	364	49	312			101.1%	
1220 Hire Fees - Rooms	1,921	1,250	(671)	17,003	13,733	(3,270)	15,000			113.4%	

Bishop's Waltham Parish Council
Detailed Income & Expenditure by Phased Budget Heading 13/03/2024

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1223 Hire Fees - Storage	16	15	(1)	173	165	(8)	180			96.3%	
4102 Prof Fees - P A Testing	0	0	0	0	75	75	(75)		75	0.0%	
4142 Performing Rights - Music Fees	0	0	0	(180)	500	680	(500)		320	35.9%	
4158 Premises Licence	0	0	0	(35)	21	56	(21)		(14)	166.7%	
4275 Contractor - Trade Waste	(527)	0	(527)	(1,487)	1,200	2,687	(1,200)		(287)	123.9%	
4277 Contractor - Water Monitoring	(60)	64	4	(725)	896	1,621	(1,000)		275	72.5%	
4281 Contractor - Window Cleaning	0	49	49	(320)	541	861	(590)		270	54.2%	
4285 Contractor - Hygiene Waste	0	0	0	(1,746)	1,473	3,219	(1,040)		(706)	167.9%	
4307 Materials - Defib Equipment	0	0	0	(355)	500	855	(500)		145	71.0%	
4311 Materials - Locks and Keys	0	0	0	0	0	0	(50)		50	0.0%	
4313 Materials - Signage	0	0	0	0	0	0	(100)		100	0.0%	
4320 Mtce - H & S Conformances	0	0	0	(60)	100	160	(250)		190	24.0%	
4331 Mtce - Car Parks	0	0	0	(1,100)	500	1,600	(500)		(600)	220.0%	
4332 Mtce - Alarm & CCTV Systems	(170)	59	(111)	(570)	641	1,211	(700)		130	81.4%	
4336 Mtce - Building Fabric	(332)	0	(332)	(332)	2,000	2,332	(2,000)		1,668	16.6%	
4337 Mtce - Building Services	0	0	0	(470)	1,000	1,470	(1,000)		530	47.0%	
4338 Mtce - Internal Decoration	0	0	0	0	2,000	2,000	(2,000)		2,000	0.0%	
4339 Mtce - External Decoration	0	0	0	0	1,000	1,000	(1,000)		1,000	0.0%	
4341 Non Domestic Rates	0	0	0	(2,545)	2,495	5,040	(2,495)		(50)	102.0%	
4343 Electricity	(1,934)	525	(1,409)	(327)	1,836	2,163	(2,100)		1,773	15.6%	
4344 Gas	0	525	525	(1,208)	1,669	2,877	(2,100)		892	57.5%	
4345 Water	0	250	250	(321)	924	1,245	(1,000)		679	32.1%	
4350 Minor Assets	0	250	250	94	250	156	(250)		344	(37.7%)	

Bishop's Waltham Parish Council
Detailed Income & Expenditure by Phased Budget Heading 13/03/2024

Cost Centre Report

Month No: 11

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent to/from EMR
<u>260 The Jubilee Hall Building</u>										
1087 Income - PAT Recharge	0	0	0	0	100	100	100			0.0%
1153 Annual Hire - Diamond Suite	296	275	(21)	3,261	3,025	(236)	3,300			98.8%
1220 Hire Fees - Rooms	3,134	3,000	(134)	32,292	33,000	708	36,000			89.7%
1223 Hire Fees - Storage	0	18	18	(25)	182	207	200			(12.6%)
1225 Hire Fees - Kitchen	197	168	(29)	1,663	1,832	169	2,000			83.2%
4102 Prof Fees - P A Testing	0	0	0	0	360	360	(360)		360	0.0%
4109 Prof Fees - Safety Inspections	0	0	0	(150)	185	335	(185)		35	81.1%
4142 Performing Rights - Music Fees	0	0	0	(168)	0	168	(500)		332	33.6%
4158 Premises Licence	0	21	21	(35)	21	56	(21)		(14)	166.7%
4270 Contractor - Abonicultural	0	0	0	0	200	200	(200)		200	0.0%
4275 Contractor - Trade Waste	(1,196)	0	(1,196)	(3,616)	2,500	6,116	(2,500)		(1,116)	144.7%
4277 Contractor - Water Monitoring	(60)	64	4	(883)	896	1,779	(1,000)		117	88.3%
4281 Contractor - Window Cleaning	0	67	67	(340)	724	1,064	(791)		451	43.0%
4282 Contractor - Cleaning	0	0	0	0	750	750	(750)		750	0.0%
4285 Contractor - Hygiene Waste	0	0	0	(3,021)	2,800	5,821	(1,800)		(1,221)	167.8%
4307 Materials - Defib Equipment	0	0	0	(355)	0	355	(500)		145	71.0%
4309 Materials - Cleaning	0	0	0	0	200	200	(200)		200	0.0%
4311 Materials - Locks and Keys	0	0	0	0	50	50	(50)		50	0.0%
4313 Materials - Signage	0	0	0	0	100	100	(100)		100	0.0%
4316 Materials - Kitchen Supplies	(48)	0	(48)	(92)	40	132	(50)		(42)	183.7%
4320 Mtce - H & S Conformances	0	0	0	0	500	500	(500)		500	0.0%
4332 Mtce - Alarm & CCTV Systems	(40)	68	28	(440)	732	1,172	(800)		360	55.0%

Bishop's Waltham Parish Council
Detailed Income & Expenditure by Phased Budget Heading 13/03/2024

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent to/from EMR
4336 Mice - Building Fabric	0	0	0	0	2,000	2,000	(2,000)		2,000	0.0%
4337 Mice - Building Services	(295)	0	(295)	(2,702)	3,000	5,702	(3,000)		298	90.1%
4338 Mice - Internal Decoration	0	0	0	0	2,000	2,000	(2,000)		2,000	0.0%
4339 Mice - External Decoration	0	0	0	0	1,000	1,000	(1,000)		1,000	0.0%
4341 Non Domestic Rates	0	0	0	(6,680)	6,500	13,180	(6,500)		(180)	102.8%
4343 Electricity	(1,435)	0	(1,435)	(5,082)	5,248	10,330	(6,000)		918	84.7%
4344 Gas	(1,489)	0	(1,489)	(5,256)	7,250	12,506	(7,250)		1,994	72.5%
4345 Water	0	0	0	(755)	800	1,555	(800)		45	94.3%
4350 Minor Assets	(59)	0	(59)	(261)	0	261	(250)		(11)	104.4%
<u>261 Jubilee Hall Car Park & Ground</u>										
1088 Income - Electric Charge M/C's	0	0	0	574	1,000	426	1,000			57.4%
1089 Income - Car Parking M/C's	984	209	(775)	2,728	2,291	(437)	2,500			109.1%
1152 Annual Hire - Season Tickets	0	0	0	185	1,000	815	1,000			18.5%
1211 Hire Fees - Grounds	0	0	0	94	42	(52)	42			224.9%
4150 Ticket M/C Card Charges	(150)	209	59	(1,843)	2,291	4,134	(2,500)		657	73.7%
4270 Contractor - Aboticultural	0	0	0	(350)	400	750	(400)		50	87.5%
4281 Contractor - Window Cleaning	0	20	20	(80)	220	300	(250)		170	32.0%
4286 Contractor - Car Park Tickets	0	0	0	(218)	350	568	(350)		132	62.4%
4287 Contractor - E'tric Charge Mac	0	0	0	(200)	370	570	(500)		300	40.0%
4313 Materials - Signage	0	0	0	0	250	250	(250)		250	0.0%
4314 Materials - Parking Permits	0	0	0	0	150	150	(150)		150	0.0%
4325 Mice - Car Park Ticket M/c's	0	200	200	(591)	1,200	1,791	(1,200)		609	49.2%
4329 Mice - Fencing	0	0	0	(25)	0	25	(250)		225	9.9%

Bishop's Waltham Parish Council
Detailed Income & Expenditure by Phased Budget Heading 13/03/2024

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4331 Mice - Car Parks	0	0	0	0	125	125	(250)		250	0.0%	
4341 Non Domestic Rates	0	0	0	(8,252)	8,000	16,252	(8,000)		(252)	103.2%	
4343 Electricity	(190)	67	(123)	(745)	733	1,478	(800)		55	93.2%	
4350 Minor Assets	0	0	0	0	0	0	(250)		250	0.0%	
<u>270 Well House</u>											
1085 Income - Non PC Recharge	0	0	0	2,000	0	(2,000)	0			0.0%	
1126 Contract Hire - Well House	0	2,525	2,525	9,051	10,926	1,875	10,100			89.6%	
4096 Prof Fees - Building Assessment	0	0	0	(150)	0	150	0		(150)	0.0%	
4102 Prof Fees - P A Testing	0	0	0	0	100	100	(100)		100	0.0%	
4320 Mice - H & S Conformances	0	0	0	0	250	250	(500)		500	0.0%	
4337 Mice - Building Services	0	0	0	(969)	250	1,219	(500)		(469)	193.7%	
4338 Mice - Internal Decoration	0	0	0	(545)	0	545	0		(545)	0.0%	
<u>280 Groundsman Building</u>											
4102 Prof Fees - P A Testing	0	0	0	0	150	150	(150)		150	0.0%	
4157 Road Tax & Insurance	0	0	0	(4,254)	2,971	7,225	(2,200)		(2,054)	193.4%	
4274 Contractor - Waste Skip Hire	0	418	418	(3,367)	2,500	5,867	(2,500)		(867)	134.7%	
4305 Op Costs - Tractors&Mowers	(1,113)	584	(529)	(6,313)	6,416	12,729	(7,000)		687	90.2%	
4306 Op Costs - P C Vehicles	(131)	500	369	(2,794)	5,500	8,294	(6,000)		3,206	46.6%	
4309 Materials - Cleaning	0	0	0	(107)	100	207	(150)		43	71.4%	
4310 Materials -Tools /Minor Items	(36)	167	131	(171)	1,833	2,004	(2,000)		1,829	8.6%	
4311 Materials - Locks and Keys	0	0	0	(12)	25	37	(50)		38	24.6%	
4312 Materials - Ground Maintenance	0	30	30	(163)	330	493	(360)		197	45.3%	
4332 Mice - Alarm & CCTV Systems	(23)	25	3	(1,806)	275	2,081	(300)		(1,506)	602.1%	

**Bishop's Waltham Parish Council
Detailed Income & Expenditure by Phased Budget Heading 13/03/2024**

Cost Centre Report

Month No: 11

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4336 Mtce - Building Fabric	(290)	0	(290)	(290)	0	290	0	0	(290)	0.0%	
4337 Mtce - Building Services	(956)	0	(956)	(1,448)	1,000	2,448	(1,000)	(448)	(448)	144.8%	
4343 Electricity	(757)	0	(757)	(1,411)	4,611	6,022	(5,000)	3,589	3,589	28.2%	
4350 Minor Assets	0	0	0	0	0	0	(250)	250	250	0.0%	
<u>290 Playgrounds & Leisure Areas</u>											
4109 Prof Fees - Safety Inspections	0	0	0	(608)	750	1,358	(750)	143	143	81.0%	
4144 Lease - Oak Road Play Area	0	0	0	(205)	229	434	(145)	(60)	(60)	141.7%	
4270 Contractor - Arboricultural	0	0	0	(6,560)	3,000	9,560	(3,000)	(3,560)	(3,560)	218.7%	
4280 Contractor - Grounds	0	0	0	(245)	3,200	3,445	(3,200)	2,955	2,955	7.7%	
4283 Contractor - Weed Killing	0	0	0	0	650	650	(650)	650	650	0.0%	
4313 Materials - Signage	(19)	0	(19)	(262)	250	512	(500)	238	238	52.4%	
4320 Mtce - H & S Conformances	(777)	0	(777)	(1,438)	2,000	3,438	(2,000)	562	562	71.9%	
4327 Mtce - Play & Leisure Equipmnt	0	0	0	(1,853)	4,500	6,353	(4,500)	2,647	2,647	41.2%	
4329 Mtce - Fencing	0	0	0	(595)	1,000	1,595	(1,000)	405	405	59.5%	
4350 Minor Assets	0	0	0	0	0	0	(250)	250	250	0.0%	
<u>299 Capital - Halls & Grounds</u>											
1099 Income - Asset Disposals	0	0	0	303	0	(303)	0	0	0	0.0%	
1334 WCC CIL Funding 2023-24	0	0	0	95,000	95,000	0	95,000	95,000	95,000	100.0%	
4350 Minor Assets	0	0	0	(1,011)	750	1,761	(750)	(261)	(261)	134.8%	
4364 Southern Footpath Cycleway	0	0	0	(74,063)	105,000	179,063	(105,000)	30,937	30,937	70.5%	74,063
4371 Electric Shutter Door (ES)	(2,000)	0	(2,000)	(2,000)	0	2,000	0	(2,000)	(2,000)	0.0%	2,000
4381 Replace Pick Up Truck	0	0	0	0	17,000	17,000	(17,000)	17,000	17,000	0.0%	
4386 Floor Polisher JH	0	0	0	0	1,500	1,500	(1,500)	1,500	1,500	0.0%	

Bishop's Waltham Parish Council
Detailed Income & Expenditure by Phased Budget Heading 13/03/2024

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4388 CCTV Hoe Road	0	0	0	0	5,000	5,000	(5,000)		5,000	0.0%	
4390 Replace Skate Park	(67,000)	0	(67,000)	(124,863)	195,000	319,863	(195,000)		70,137	64.0%	124,863
4393 Solar Panels on JH Roof	0	0	0	0	60,000	60,000	(60,000)		60,000	0.0%	
4398 Resurface Play Areas	0	0	0	(5,165)	10,000	15,165	(10,000)		4,835	51.6%	
4410 Replace Play Area Equipment	0	0	0	(10,256)	0	10,256	0		(10,256)	0.0%	10,256
4420 Costs-Purchase of Community	0	0	0	(6,089)	0	6,089	0		(6,089)	0.0%	6,089
4432 Montague rd Play Areas	0	0	0	(107,159)	135,557	242,716	(135,557)		28,398	79.1%	107,159
4450 Extend Parking PP	0	0	0	(500)	57,849	58,349	(57,849)		57,349	0.9%	500
4487 Building Maintenance	0	0	0	0	11,000	11,000	(11,000)		11,000	0.0%	
4500 Albany Road Play Park	0	0	0	0	59,401	59,401	(59,401)		59,401	0.0%	
4501 Resurface Gold Room Floor	0	0	0	(1,955)	4,000	5,955	(4,000)		2,045	48.9%	
4507 Bin Store (JH)	0	0	0	(2,787)	0	2,787	0		(2,787)	0.0%	
Grand Totals:-	7,443	8,643	1,200	181,943	181,003	(940)	185,352			98.2%	
Expenditure	83,411	4,610	(78,801)	452,832	805,794	352,962	819,235	0	366,403	55.3%	
Net income over Expenditure	(75,968)	4,033	80,001	(270,888)	(624,791)	(353,903)	(633,883)				
plus Transfer from EMR	69,000			324,930							
less Transfer to EMR	0			95,000							
Movement to/(from) Gen Reserve	(6,968)			(40,958)							

Bishop's Waltham Parish Council
Halls and Grounds Committee
Capital Projects Control 2023-24 Budget
Month 11

Committee	GL Code	Description	Month Budgeted	Capital Budget £'s	EMR Funding Budget £'s	Total Precept Approved £'s	Total Actual Spend £'s	Unactioned Approvals £'s	Comments
Income	1099	Income - Asset Disposals	Not expected	0	0	0	303	0	EMR 352 Well House
	1334	WCC CIL Funding 2023-24	March	45,000	0	45,000	45,000	0	EMR 374 Replace Skate Park
	1334	WCC CIL Funding 2023-24	March	50,000	0	50,000	50,000	0	EMR 373 SFC
	1334	WCC CIL Funding 2023-24	24/25	0	0	0	0	0	EMR 376 Solar Panels £40,000
	1334	WCC CIL Funding 2023-24	March	0	0	0	0	40,000	EMR 351 Purchase of Community Asset
	1341	WCC S106 Funding 2023-24	March	0	0	0	0	25,815	EMR 373 SFC £25,815
	1400	New Capital Receipt	Not expected	0	0	0	0	0	EMR 353 (Well House) £335,000
		Total Committee Income		95,000	0	95,000	95,303	65,815	
Expenditure	4350	Minor Assets	Apr/Jun/Sep	750	0	750	1,011	0	PAT Testing Machine/Goal Sockets/Teak Bench/Plaque
	4357	Name Sign (JH)	February	0	0	0	0	0	EMR 380
	4364	Southern Footpath / Cycleway	Jun-Mar	105,000	55,000	50,000	74,063	0	EMR 373
	4365	Replace Tractor	24/25	0	0	0	0	0	EMR 330 (£33,500)
	4368	Replace Topper/Mower	24/25	0	0	0	0	0	EMR 340 (£33,500)
	4371	Electric Shutter Door (ES)	February	0	0	0	2,000	0	EMR 385
	4381	Replacement Pick-Up Truck	Not expected	17,000	17,000	0	0	0	EMR 320
	4386	Floor Polisher (JH)	February	1,500	1,500	0	0	0	EMR 375
	4388	CCTV Hoer Road	February	5,000	5,000	0	0	0	EMR 370
	4390	Replace Skatepark	May-Mar	195,000	150,000	45,000	124,863	43,145	EMR 374
	4393	Solar Panels On Roof (JH)	24/25	60,000	60,000	0	0	0	EMR 376
	4398	Resurface Play Areas	June	10,000	0	10,000	5,165	0	PP Resurfacing
	4410	Replace Play Area Equipment	April	0	0	0	10,266	0	EMR 325 CA Roundabout
	4415	Resurface Tennis Courts	24/25	0	0	0	0	0	
	4419	Purchase of Community Asset	February	0	0	0	0	180,000	EMR 351
	4420	Costs - Purchase of Community Asset	Oct-Mar	0	0	0	6,089	3,911	EMR 351
	4432	Montague rd Play Areas	Sep-Jan	135,557	135,557	0	107,159	0	EMR 315
	4450	Extend Parking (PP)	24/25	57,849	57,849	0	500	0	EMR 377
	4484	Stackable Chairs (JH)	February	0	0	0	0	1,800	EMR 390
	4487	Building Maintenance	24/25	11,000	11,000	0	0	0	EMR 379
	4500	Albany Road Play Park	24/25	59,401	59,401	0	0	0	EMR 378 (+£18,797 WCC-OSF)
	4501	Resurface Gold Room Floor	January	4,000	0	4,000	1,955	0	£15,000
	4505	Costs - Sale of Community Asset	Not expected	0	0	0	0	0	
	4507	Bin Store (JH)	August	0	0	0	2,787	0	
		Total Committee Expenditures		662,057	552,307	109,750	335,848	228,856	
		EMR Movements		0	0	0	229,930	163,041	
		Total Net Committee Expenditures		567,057	552,307	14,750	10,615	0	

Ear. Marked Reserves
2023-2024

	Opening Balance	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Actual Total Year	Budget Total Year	Closing Balance		
315 EMR - Montague Road Play - S106/CIL	£132,707	£0	£0	£0	£0	£22,437	£80,740	£525	£2,396	£25,660	£401	£0	£0	£132,159	£135,557	£548		
316 EMR - Albany Road SINC Maint - S106	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		
320 EMR - Replace Pick Ups - CYF	£17,000	£0	£0	£17,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£17,000	£17,000	£0		
325 EMR - Replace Play Area Equipment - CYF	£11,000	£10,256	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£17,000	£17,000	£4,744		
330 EMR - Replace Tractor - CYF	£33,500	£0	£0	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£17,000	£17,000	£4,744		
335 EMR - Replace Transit Van - CYF	£5,000	£0	£0	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£17,000	£17,000	£4,744		
340 EMR - Replace Topper / Mower - CYF	£33,500	£0	£0	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£17,000	£17,000	£4,744		
341 EMR - Replace IT Equipment - CYF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£17,000	£17,000	£4,744		
345 EMR - Election Expenses - CYF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£17,000	£17,000	£4,744		
350 EMR - Bldgs Replace / Refurb - CYF	£77,000	£0	£0	£77,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£17,000	£17,000	£4,744		
351 EMR - Purchase of Community Asset	£0	£0	£0	£190,000	£0	£1,424	£0	£750	£40,000	£77,000	£3,916	£0	£143,910	£2,000	£85,000	£0		
352 EMR - Sale of Asset	£0	£0	£0	£0	£150	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
353 EMR - New Capital Receipt	£0	£0	£0	£0	£150	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
355 EMR - Resurface Tennis Courts - CYF	£14,000	£0	£0	£14,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
360 EMR - Replace Bus Shelters - CYF	£10,000	£0	£0	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
370 EMR - CCTV (HR) - CYF	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
371 EMR - Planter - HCC Grant	£50,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
372 EMR - BW to Bolley Bridleway - CIL	£50,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
373 EMR - Southern Footpath - CL/WCIL/S106	£37,500	£0	£0	£250	£11,870	£0	£671	£28,197	£49,050	£22,500	£32,125	£0	£25,815	£20,748	£55,000	£16,752	Nov £50,000 WCIL / Mar 25,815 S106	
374 EMR - Replace Skate Park (PP) - CL/WCIL	£147,446	£520	£0	£680	£3,046	£284	£333	£0	£0	£25,000	£0	£67,000	£43,145	£140,008	£150,000	£7,438	Jan £45,000 WCIL	
375 EMR - Floor Polisher - CYF	£1,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,500	£1,500	£0	
376 EMR - Solar Panels (JH) - CL/WCIL	£59,750	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
377 EMR - Extend Parking (PP) - CIL	£55,178	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
378 EMR - Albany Road Play Park - S106/OSF	£59,401	£0	£0	£0	£0	£0	£0	£0	£0	£0	£500	£0	£500	£57,849	£60,000	£59,750	Add £40,000 WCIL 24/25	
379 EMR - Building Maintenance - CYF	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
380 EMR - Name Sign (JH) - CYF	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
385 EMR - Electric Shutter Door (ES) - CYF	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
390 EMR - Stackable Chairs (JH) - CYF	£1,800	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
391 EMR - WCC CIL Receipts 2019-20	£1,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
392 EMR - WCC CIL Receipts 2020-21	£22,011	£0	£0	£0	£0	£0	£0	£0	£0	£1,500	£0	£0	£0	£1,500	£0	£0	£0	
393 EMR - WCC CIL Receipts 2021-22	£3,062	£0	£0	£0	£0	£0	£0	£0	£0	£17,000	£0	£0	£0	£17,000	£0	£0	£0	
394 EMR - WCC CIL Receipts 2022-23	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
395 EMR - WCC CIL Receipts 2023-24	£481	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
396 EMR - SDNP CIL Receipts 2021-22	£2,471	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
397 EMR - SDNP CIL Receipts 2022-23	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
398 EMR - SDNP CIL Receipts 2023-24	£788,807	£9,594	£520	£930	£15,066	£24,145	£81,744	£27,812	£59,521	£8,660	£36,792	£69,000	£133,462	£348,204	£592,307	£450,603	£12,867	£30,022 Abbey Mill expected 24/25

Notes

Replace EMR's £20k - have historically come from general reserves - from 24/25 these will be budgeted for in the precept



Halls and Grounds Committee – 19th March 2024

Grant Opportunities – *for information*

Grants applications submitted by Committees (updates in **bold**):

Grant Scheme	Purpose – Committee	Status
Cost of Living Fund (WCC)	Thermal Imaging Cameras – CEC	Granted
District Small Grants Scheme	Coronation event – CEC	Granted
WCC Community Infrastructure Levy (CIL)	Solar Panels – H&G	£40k Granted
WCC Community Infrastructure Levy (CIL)	Purchase of building	£40k Granted
Rural England Prosperity Fund (WCC)	Priory Park Overflow Car Park Extension and improvement	Submitted. Awaiting result.
Go Greener Faster – (WCC)	Electric vehicle charging point for Hoe Road and the Jubilee Hall.	Declined (scheme opening again later this year).
District Small Grants Scheme (WCC)	Skate Jam - CEC	Submitted. Awaiting result.

Grants being investigated/in progress:

Grant Scheme	Purpose - Committee	Status
HCC Parish and Town Council Investment Fund	Solar Panels – H&G	Invitation to Tender document being worked on by Halls Manager as it includes much of the same material required for the grant application for this fund.

The Rural England Prosperity Fund has reopened for applications up to £40,000. The deadline for applications is 17th May.

Proposal: To note the above and to consider potential projects for submission under the next round of Rural England Prosperity Fund.

Administration Officer 15.03.24



Halls and Grounds Committee – 19th March 2024

Southern Footpath Update – *for information*

Phase 4

- Signage and route maps are now being investigated for the paths.
- Quotes have been sought for Phase 4 Priory Park car park entrance modifications, – two quotes have been received so far.

Proposed Layout for Priory Park Car Park Entrance.



Project Manager 13.03.24



Halls and Grounds Committee – 19th March 2024

Facilities Review Project Update - *for consideration*

Background

At the committee meeting held on the 19th September, the Committee resolved to approach architects to provide quotations for providing building designs based on the agreed initial requirements.

Current Status

- A meeting of the working group was held on Wednesday 14th February. The three quotations received were considered. It was agreed that the service being offered by one architect involved far more of the project process than the other quotations received.
- Further to the full council meeting held on 12/03/24, a representative from each architectural business will be invited to attend a meeting to discuss their ideas and processes. All councillors will be invited to attend.

Proposal: To note the above.

Project Manager/Administration Assistant 13.03.24

Halls and Grounds Committee – 19th March 2024

Skatepark Project Update – *for consideration*

Current Status:

Gravity started construction of the new skatepark at Priory Park on 20th November 2023 – the image below shows the progress so far.



Image taken 06.03.24.

- The completion date for the skatepark was mid – March, however the timing is still somewhat fluid due to the poor weather conditions – however, in discussion with Gravity, some process changes have been implemented to assist in trying to maintain the timing in the last stages of the build.
- The completion phase for the skatepark is also now being investigated and is to include positions for seating, waste bins and an electrical feed down to the area. The committee are asked to consider how they would like to progress with regard to adding fencing/ hedging to the perimeter of the facility.
- Costing is being investigated into utilising the haul road as a permanent pathway down to the skatepark. Three quotes have now been received and are included in the confidential section.

Proposal: To note the above and to consider whether the Committee wish to proceed with the matter of fencing for the facility.



Halls and Grounds Committee – 19th March 2024

Montague Road Play Area Project Update – *for information*

Current Status:-

- Quotes are being sought to rubber mulch the grass pathway to the gate area at the rear of the play park – 2 quotes have been received to date.
- Quotes are also being sought to mulch the goal mouth area – 2 quotes have been received to date.

Project Manager
14.03.24



Halls and Grounds Committee – 19th March 2024

Montague Road Play Area – Proposal to Improve Ground Conditions - *for consideration*

This paper is a result of my observations whilst enjoying an hour spent at the Montague Road Play Park with my grandchild. I was concerned with the rubber mulch surfacing that appears to be standing proud of its surrounding areas. In particular the rubber mulch is more noticeable at the edges of the climbing frame apparatus where only one small step back from the spinning apparatus the level drops considerably lower. The difference in levels are potentially a trip hazard, or what could only be described as an 'ankle breaker'.

I was informed at the Hall and Grounds Committee meeting last month that the soil areas within the park that surrounds the rubber mulch would eventually rise and would then lie level with the rubber mulch.

The facilities in the play park have some interesting play equipment and the small sized area offers uniqueness to the playground. With that said the small patches of remaining grass within the playground are too insignificant to add any contrast to the rubber mulch.

The grassed sections butting up against the railings are, I assume, time consuming to trim to keep short, and in the meantime waiting for the levels to meet are potentially accident prone.

The middle section of the play park has also been left to grass which on a damp rainy day turns into a muddy patch, in turn the mud is then transferred to the play park equipment. This small area calls out for a rubber mulch 'numbered hopscotch' game or similar.

I also observed walkers entering and exiting through the gates of the playpark and walking in a straight line through this grassed area, only to churn it up further.

On the left-hand side of the railing, outside the park, I believe that some sort of scrub hedging was removed, thus allowing a small corridor for walkers. This has now become a very muddy, boggy path because of walkers taking a shortcut through. I believe that wet weather and continued walking along this section will never fully recover to allow grass to grow. It may be more practical to plant evergreen hedging tolerant to wet ground conditions, not only to soak up water, but also to allow some shade for all users to enjoy the park during sunny periods.

Proposal:

- i) To enhance the outside of the park to the left with evergreen plants, such as Ligustrum ovalifolium (Privet), Thja occidentalis, a dense conical - shaped conifer or similar. Also Hornbeam hedge plants.**
- ii) To obtain quotations for removing the grassed areas, and replace with rubber mulch surfacing.**



Halls and Grounds Committee – 19th March 2024

Memorial Tree - *for consideration*

In 2017 the Council gave permission for a memorial tree to be planted in Priory Meadow. A list of approved trees was supplied for the family to choose from.

The family have contacted the office to confirm that they would like to proceed with the tree planting and have selected a rowan tree from the approved list. The family would like to install a simple memory plaque on or close to the tree itself.

Proposal: To note the update above and to consider whether to authorise the Administration Officer and Grounds Team to coordinate the planting of the tree with the family.

Administration Officer 13.03.24



Halls and Grounds Committee – 19th March 2024

Play Area Safety Inspection Report Update – Work Requiring Contractors - *for consideration*

The Grounds Team have now completed all the actions contained within the Play Area Safety Inspection Report that they are able to complete.

The only outstanding actions are moss treatment (which will be undertaken when weather conditions allow), and a few jobs requiring a contractor input. Overleaf is the list of these tasks that has been provided by the Senior Groundsman.

Proposal: To consider the tabled proposal and to agree a response.

Administration Officer 13.03.24

Play Areas – Works identified as requiring contractors.

Claylands Road

Wet area - Install a trench with perforated pipe and stone, directed from identified natural spring to existing ditch. I have contacted a contractor to have an initial look at this and advise.

Main entrance gate – very old and rusty, needs replacing with a modern gate.

Churchill Avenue

Main entrance – the existing gate is very badly designed. It is not fit for purpose for either pushchairs, or wheelchairs in order to access the new wheelchair friendly roundabout. Also difficult for grounds equipment access.

Play area gate – The original closing mechanism has not worked for years. An external closer was installed a few years ago, but this has ceased to work properly due to excessive wear on the gate hinges. A second repair has been attempted this year with only partial success. Also due to the lack of remaining adjustability on the closer, the gate shuts far too quickly. This gate needs replacement.

Slide – cracks and damage to the wet pour. Needs replacement with Rhino mulch.

Jubilee

Base required for youth shelter. I would suggest concrete for durability. Possibly extended to cover the worn area outside to the front of the shelter.

Painting

There are numerous items in all play areas that were highlighted in the play area inspection for either partial, or complete re-painting, to some degree or another. It has been my experience that once the original surface of metal on play area items has deteriorated, re-painting only has a relatively short-term effect, especially in high wear areas.

If despite this we are to consider re-painting, my suggestion which I think may be more cost effective, would be to tackle one play area at a time, possibly for a full re-paint where required, starting with the worst play area first.

In the meantime, the groundstaff can tackle the obviously rusty areas in need of immediate attention.

Priory Park Multi Use Games Area (MUGA)

A contractor is required to re paint the games lines on the tarmac surface, and also to repair the cracks in places in the tarmac. This work will need to be done after the area has been cleared of moss.



Halls and Grounds Committee – 19th March 2024

Football at Hoe Road – Request from Hirer – *for consideration*

The request overleaf has been received from a football team that hires the Hoe Road football pitches, relating to their requirements for next season.

Proposal: To consider the request received, to agree a response, and any actions required.

Administration Officer 13.03.24



FAO The Halls and Grounds Committee,

Firstly, as a club, (AFC Whiteley Youth) we'd like to pass on our thanks to the Parish Council for reinstating the Hoe Road football pitches. Despite some pretty awful weather, this has enabled us to host several league games on the pitches and many people have commented on what a lovely facility it is.

Next season (from Sept) we're excited to be creating some new teams, including an U14 girls team who will need to play on an 11v11 pitch. Our current U10 girls will also move up to a 9v9 pitch. So we'd like the committee to consider the option of marking up an 11v11 pitch and a 9v9 pitch alongside the current 7v7 and 5v5 pitches.

We'd absolutely love to have a 5v5, 7v7, 9,9 and 11v11 because that then means all of our youth aged teams can play at Hoe Road as a home ground. (For example, our girls teams now range from U8s playing 5v5, U9s playing 7v7 and for next season, U12s playing 9v9 and U14s playing 11v11).

The need from our perspective is not about having the ability to use all pitches at any one time, rather it's all about having access to the right sized pitch for each age group.

We completely understand the issue of not wanting to lose green space for the community. As has been the case to date, even with more pitches, we would never run more than two games at the same time, so there will never be a time when there isn't any green space available for dog walkers and general use.

We set the KO times for home games, and on the unlikely occasion that more than two teams were allocated as home games on the same day, we'd just make sure that we spaced the KO times accordingly. This would effectively mean no change to what happens now - we won't ever play more than two teams and we've never encountered any issues with parking, volume of traffic / people and from our experience, the dog walkers & locals we've met have been really supportive of seeing children playing football there.

For the 11v11 pitch, we would need goals, but there are grants available for purchasing goalposts which we'd be able to apply for in partnership with yourselves, if that was something you'd be open to looking at?

In the worst-case scenario, if for some reason the committee won't support the 4 pitches, then our preference would have to be to have the 11v11 over the 9v9. It would mean we'd have to find a 9v9 pitch somewhere else, so we'd obviously be really keen for this not to happen, but if pushed, our need for the 11v11 is greater.

We really appreciate the work of the council teams in supporting us in hiring the Hoe Road pitches, we'd love to build on this going forward, and hope you will support our request for the new pitch marking.

Many thanks,





Halls and Grounds Committee – 19th March 2024

Open Badminton Session Proposal - *for consideration*

The Jubilee Hall currently has several groups that hire the Gold Room to play badminton using the two courts that are marked out. However, if a small number of people would like to use the badminton courts, as things stand, they would have to book the Gold Room in its entirety for the length of their desired session.

The Halls Manager and Administration Officer have discussed the potential to widen the Gold Room's usage to for this purpose by allowing residents to book a single court for an hour. An example of a time when this suggestion could be trialled is during office hours on Tuesdays. Currently the badminton nets are already in place for a regular booking that takes place in the evening. During the day there are no other bookings for this room and by making individual courts bookable we could potentially generate a small amount of additional income and provide an additional sporting facility for residents.

By restricting these sessions to within office hours, minimal additional staffing costs would be incurred. A small amount of work would be generated, in terms of the management of the bookings. The suggested charge for a session would be half the current charge for the whole room.

Proposal: To consider the proposal to trial a session when individual badminton courts are bookable via the Parish Council.

Administration Officer/ Halls Manager 14.03.24



Halls and Grounds Committee – 19th March 2024

Correspondence – Proposal for Amphitheatre - *for consideration*

The proposal overleaf has been received from a resident of Bishop's Waltham.

Councillor Stallard accompanied the proposer on a site visit, in his capacity as a member of the Southwest Leisure Areas Working Group working group.

Proposal: To consider the tabled proposal and to agree a response.

Administration Officer 13.03.24

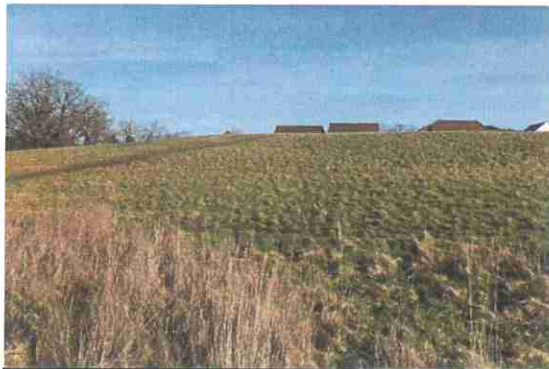
The Oracles of BW

Amphitheatre Project Feasibility

Possible Location

Bishop's Meadow, to the SW of the Albany Farm Estate.

The meadow is to be given to the Parish Council by the owning developer, but with a clause that it can be returned to the developer in the future subject to a nominal payment and certain conditions.



View looking NE from the 'stage' area



View looking SW from audience area

Access

Pedestrian access would be excellent. Although there would be adequate parking for many cars on the SE edge of the meadow, access would be very restricted. Landowner agreement would be required, with little opposition from residents, and rigorous traffic management in place.

Potential Plan

- Hold a family-friendly concert/picnic on unprepared site to gauge feasibility for progress.
- Following surveys and consultation, undertake minimal groundworks to terrace the slope and lay a ground grid for the stage area.
- After a few years of experience, consider erecting more permanent structures.

Action

The Parish Council has already established a working group to propose projects for Bishop's Meadow. The Oracles of BW could:

- Leave it to the Parish Council to progress the project within their portfolio of options
- Seek to join the Working Group as advisors
- Join the Parish Council to work on this project (and many others)
- Offer to take over the project from the Parish Council



Bishop's Waltham Parish Council

Halls and Grounds Committee – 19th March 2024

Correspondence – Proposal from Resident Relating to Albany Road Dog Walking Area - *for consideration*

The proposal overleaf has been received from a resident of Bishop's Waltham.

Proposal: To consider the tabled proposal and to agree a response.

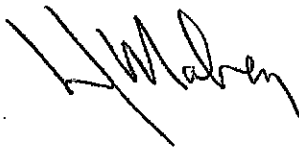
Administration Officer 14.03.24

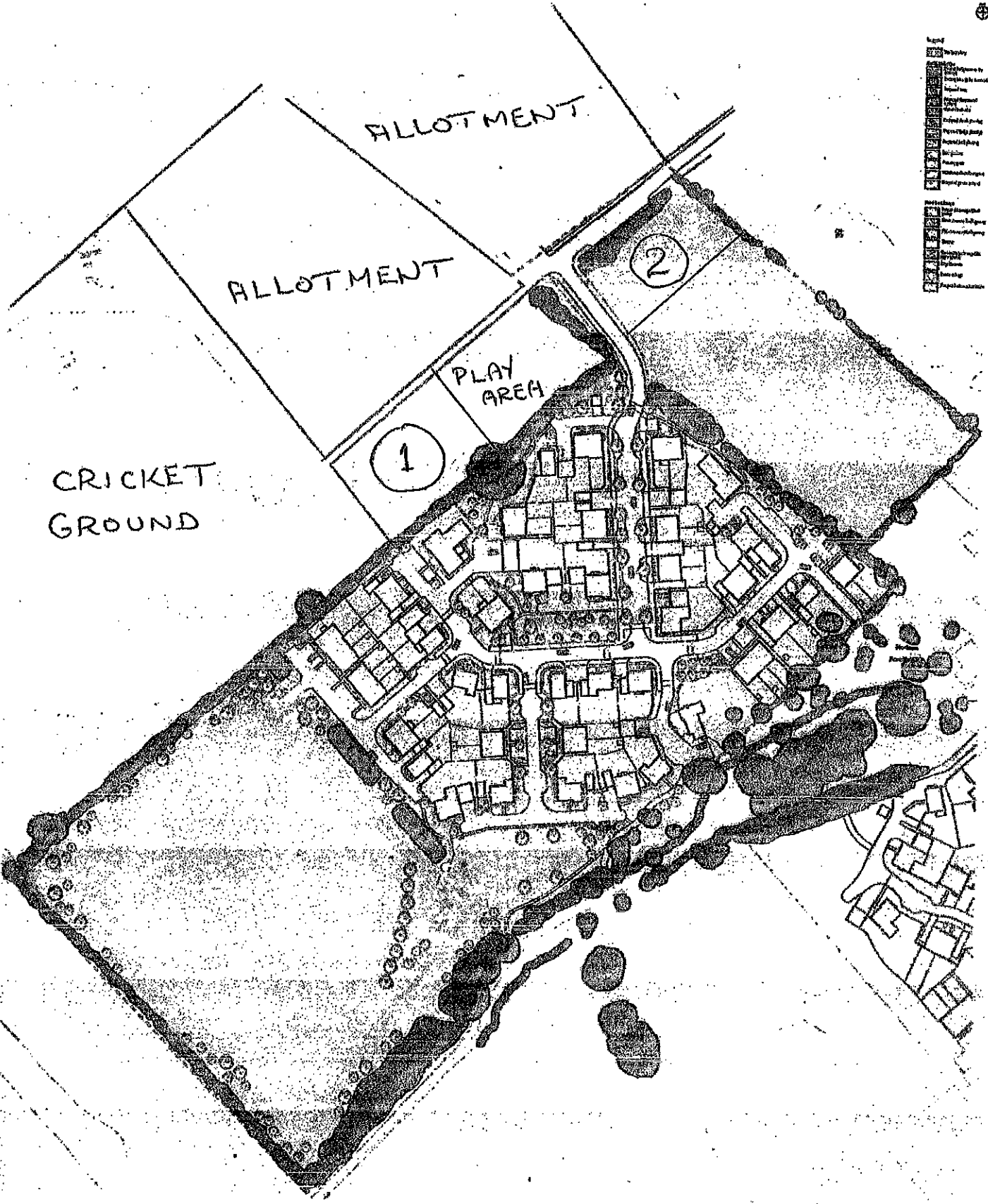
Proposal to re-site the dog walking area in to the SINC

It has been noticed that the dog walking area by the cricket ground is very heavily used. If it was re-sited to the area of the SINC that Clancy disturbed whilst constructing the sewer system, there would be a number of advantages:

- Safety for dog walkers. At present access is via a track without street lighting. It is very isolated and especially in winter it is very daunting to use. The area by the SINC is easily accessible and well lit.
- Fencing off an area of the SINC that has already been damaged would not compromise the rest of the SINC and would only need occasional mowing.
- It would be a natural environment in keeping with the SINC
- The existing dog walking area could then be used for a new site for the Men's Shed. They have recently received a community award and are desperate for a new site as they have outgrown their existing premises at the Cricket Ground.
- This car park could also be used as an overflow for the Cricket and the Allotments.

L J Mabey





- ① PROPOSED MENT'S SHED (existing dog area)
- ② PROPOSED DOG WALKING AREA