



Bishop's Waltham Parish Council
A Meeting of the Finance, Policy and Resources Committee
will be held in the Ruby Room of The Jubilee Hall, Bishop's Waltham
on Tuesday 5th September 2023 at 7pm

The meeting will be open to the public unless the Committee directs otherwise.

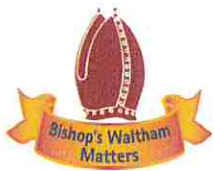
Agenda

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, pecuniary and non-pecuniary interests relating to items on this agenda.
4. Public Session - *for information only*
5. To approve the minutes of the meeting of 1st August 2023
6. Actions arising from the minutes of the meeting of 1st August 2023 - *for information only*
7. Report from Finance Manager - *for information only*
8. Finance matters:
 - i) Payments Schedule – *to approve payments.*
 - ii) Bank Account Reconciliations Month 4 – *to note the review by the Chairman*
 - iii) Parish Council Balance Sheet – *to note current position*
 - iv) Income and Expenditure Forecast - *to note current position*
 - v) Ear Marked Reserves – *to note current position*
9. Capital Control Report - *for information only*
10. Appointment of Internal Auditor for 2023/24 – *for consideration*
11. Reserves Policy – *for consideration*
12. Updated Asset Register – *for approval*
13. Commercial Motor Insurance Policy – *for ratification*
14. Parish Council Budget Setting 2024/25 - *for consideration*
15. Requests for future agenda items - *for information only*
16. Date of next meeting – 3rd October 2023
17. Motion for confidential business:

The following motion will be moved on the completion of the above business:

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.



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18. Debtors' List - *for consideration*
19. Annual Hedging Works – Recommendation from the Halls and Grounds Committee – *for approval*
20. Community Asset – Update – *for consideration*
21. Cricket Club Lease – *for consideration*
22. Bishop's Meadow Open Space Land Transfer – Update – *for consideration*
23. Staffing Matters – Update to Job Description – *for consideration*

E McKenzie
Clerk to the Committee
29th August 2023



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Finance, Policy and Resources
Committee held in the Ruby Room of the Jubilee Hall, Bishop's Waltham
on Tuesday 1st August 2023 at 7pm.

Present: Cllr J Marsh
Cllr M Pavey
Cllr J Williams

Non-Committee members: Cllr A Webb (Co-opted)

In attendance: Mrs E McKenzie Executive Officer/ Clerk to the Committee

Members of the public: 0

FPR053/23 Election to Chair of the Committee for the Meeting 1.8.23
Resolved: To elect Cllr Marsh as Chair of the Committee for the Meeting 1.8.23
Proposed: Cllr Pavey
Seconded: Cllr Williams
All in favour

FPR054/23 Co-option to the Committee for the Meeting 1.8.23
Resolved: To co-opt Cllr Webb to the Committee for the Meeting 1.8.23
Proposed: Cllr Pavey
Seconded: Cllr Williams
All in favour

FPR055/23 To receive and accept apologies for non-attendance.
Cllr D Iro – family commitments
Cllr K Jones – family commitments
Cllr B Nicholson – family commitments
Cllr R Stallard – family commitments
Resolved: To accept apologies for non-attendance
Proposed: Cllr Marsh
Seconded: Cllr Pavey
All in favour

Apologies also noted from the Finance Manager.

FPR056/23 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
None relating to the business of the meeting.

FPR057/23 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.

FPR058/23 Public Session
Cllr Marsh explained the main points arising from the meeting earlier in the day with the Cricket Club representatives. These points being the success of the current teams, the lease extension request and the conditions of the grounds and premises. A report would be included in the agenda at the Parish Council meeting next week and any actions arising referred to the relevant committee. The club had invited councillors to their end of season presentation, the date of which would be circulated.

- FPR059/23** To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 4th July 2023
 Resolved: to approve minutes of the Finance, Policy and Resources Committee – 4th July 2023
 Proposed: Cllr Marsh
 Seconded: Cllr Williams
- FPR060/23** Actions arising from the meeting of the Finance, Policy and Resources Committee – 4th July 2023
 Updates were provided by the Executive Officer.
- FPR061/23** Report from Finance Manager
 Noted.
- FPR062/23** Finance matters:
 i) Payments Schedule – to approve payments
 Resolved: to approve the payments tabled and Finance Manager to clarify energy payments and required detail for inter account transfers
 Proposed: Cllr Pavey
 Seconded: Cllr Williams
 All in favour **ACTION: Finance Manager**
- ii) Bank Account Reconciliation Month 3 – to note the review by the Chairman.
 Resolved: to note the review of the Bank Account Reconciliations Month 3 by the Chairman.
 Proposed: Cllr Williams
 Seconded: Cllr Pavey
 All in favour
- iii) Parish Council Balance Sheet – to note current position
 Resolved: to note the Parish Council Balance Sheet
 Proposed: Cllr Marsh
 Seconded: Cllr Pavey
 All in favour
- iv) Income and Expenditure Forecast – to note current position
 Resolved: to note the Income and Expenditure Forecast and use unbudgeted items from fiscal year to inform contingency for next year
 Proposed: Cllr Williams
 Seconded: Cllr Pavey
 All in favour
- v) Ear Marked Reserves – to note current position
 Resolved: to note the ear marked reserves
 Proposed: Cllr Marsh
 Seconded: Cllr Pavey
 All in favour
- FPR063/23** Capital Control Report
 Noted. Continue to remind Committee Chairman to focus on capital projects spend.
- FPR064/23** Applying for Funding – Strategy Proposal
 Resolved: to recommend proposal to Full Council
 Proposed: Cllr Marsh
 Seconded: Cllr Pavey
 All in favour **ACTION: Exec Officer**

- FPR065/23 Deed of Access Policy**
Councillors deliberated and confirmed the requirement for the charge for the deed.
Resolved:
i) To approve tabled changes for the Deed of Access Policy
ii) To approve the application submitted for a Deed of Access under the updated Policy
Proposed: Cllr Marsh
Seconded: Cllr Williams
All in favour **ACTION: Exec Officer**
- FPR066/23 Council Projects 2023-2024**
Resolved: to refer recommendation to Full Council for further consideration
Proposed: Cllr Marsh
Seconded: Cllr Pavey
All in favour **ACTION: Exec Officer**
- FPR067/23 Requests for future agenda items**
Bishop's Meadow Open Space Transfer
Internal Auditor Appointment
- FPR068/23 Date of next meeting – Tuesday 5th September 2023**
Noted.
- FPR069/23 Motion for confidential business:**
The Chairman then moved:
That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.
- FPR070/23 Debtors List**
Noted.
- FPR071/23 Community Asset - Update**
The Executive Officer and Cllr Marsh provided an update to this project. Paper as tabled noted – survey completed, solicitor searches under way and contact with vendor ongoing.
- FPR072/23 Well House – Update**
The Executive Officer and Cllr Marsh provided an update to this project. Paper as tabled noted – property on market, signage to be added, tenant support actively continuing.
ACTION: To invite Citizens Advice Manager of Well House to visit **ACTION: Exec Officer**
- FPR073/22 Recommendations from the Halls and Grounds Committee**
i) Southern Footpath Quotation for Stage 2
Resolved: To recommend to Full Council the preferred contractor, BQS, for Stage 2 of the Southern Footpath project at a cost of £28,191.00 + VAT
Proposed: Cllr Pavey
Seconded: Cllr Williams
All in favour **ACTION: Exec Officer**

ii) Dynamos' Request for Review of Licence Rate and Amendment to Licence Document
Resolved: To recommend to Full Council:-
i) To confirm the licence rate as set in April 2023 to include CPI as standard increase charge
ii) To offer one off hire of Parish Council main hall for a fundraising event
iii) To approve the tabled amendment to clause 8 of the Dynamo's Licence Agreement
Proposed: Cllr Williams
Seconded: Cllr Pavey
All in favour **ACTION: Exec Officer**

iii) Health and Safety Consultant Renewal Quotation

Resolved: To confirm the annual appointment of Solent Safety Services at a price of £475 ex VAT

Proposed: Cllr Marsh

Seconded: Cllr Williams

All in favour

iv) Priory Park Football Pitch Drainage Work – Quotations

Resolved: To approve the preferred contractor, Frouds, for Priory Park Footpath Pitch drainage works at a cost of £1,850.00 ex VAT

Proposed: Cllr Pavey

Seconded: Cllr Webb

All in favour

v) Staffing Matters

Resolved: To refer matters tabled to the Staffing Sub-Committee and to the relevant Standing Committees (Halls & Grounds, Planning & Highways and West Hoe Cemetery Management)

Proposed: Cllr Pavey

Seconded: Cllr Webb

All in favour

ACTION: Exec Officer

FPR074/22

Recommendation from the Community And Environment Committee

i) Grant Application from Bishop's Waltham Town Team

Resolved: To recommend to Full Council the grant award of £500 under LGA1972 s144 to Bishop's Waltham Society

Proposed: Cllr Pavey

Seconded: Cllr Marsh

1 in favour (plus 2 above), 1 abstention

ACTION: Exec Officer

FPR075/23

Staffing Matters

i) Staffing Review Quotation

Resolved: to approve HALC to undertake a review of current staffing structure and advise accordingly

Proposed: Cllr Webb

Seconded: Cllr Pavey

All in favour.

ACTION: Exec Officer

ii) Appraisals

Noted that the staff appraisals for Summer 2023 have been completed. Reports to be considered by the Staffing Sub-Committee later in August 2023.

There being no further business the meeting ended at 9:08pm.

Bishops Waltham Parish Council
Finance, Policy and Resources Committee
Actions Arising from the Committee Meeting 1.8.23

Minute Number	Subject	Action	Date for completion	Action by	Notes
FPR56/22, FPR240/22	Car Park Machines	To review the JH car park machines if fit for purpose/within warranty	Oct-22	HM/SAA	Refer to H&G. Action April 2023 required.
FPR87/22, FPR108/22, FPR127/22, FPR154/22, FPR180/22, FPR208/22, FPR209/22, FPR259/22, FPR260/22	Possible Purchase of Community Asset	vi) To continue actions of working group in negotiations and contact xvi) undertake survey of possible asset	vi) Jan 23 xvi) Summer 23	EO (and working group - DI, KJ, BN)	Meetings requested (Nov/Dec 2022) - Reps not yet ready for meeting. Meeting with tenant requested. Expression of Interest lodged. Financial Plan outlined. Correspondence from seller offering meeting - March 23. Agenda item June 2023 - progression points to be tabled. Point xvi) duplication of new action
FPR218/22	Standing Orders Review	To clarify process of declaring interests and dispensations	May-23	EO	Awaiting new council year to ensure clear for all.
FPR227/22	Environmental Action plan	ii) Investigate ethical banking options	ii) May 23	ii) Cllr Pavey/Cllr Williams	
FPR248/22	Fireworks Licence and Rules	To ensure signed and bond lodged	May-23	AO	In progress.
FPR256/22	Leases update	To check leases for third party claim guidance	Jul-23	EO/FM	
FPR270/22	Update Arbutnot Latham signatories	To update as necessary (FM, Chair and Vice Chair and EO)	Jun-23	EO	In progress.
FPR271/22, FPR015/23, FPR042/23	Asset Register Update	i) To move small amount of data to Microsoft Office 365 Sharepoint as test ii) To confirm register procedure going forward	i) Sept 23 ii) Complete. New item below	FM, MP, RS	
FPR273/22	Deed of Access	To refer suggested changes to H&G	Complete	EO	Refer to H&G Clerk for action. Agenda item August 2023.
FPR274/22	Land Disposal Policy	To set up meeting of working group	Aug-23	EO/MP/KJ	Meeting pending
FPR014/23	Policies	To undertake initial review of current status of policies	Sep-23	EO/RS	Initial meeting held 19.7.23 EO & RS
FPR020/23	Staffing Matters	i) Set up meeting with WHCMC rep ii) Set up meeting with P&H and H&G Chairs vi) Set Staffing Sub-Committee meeting	i) July 23 ii) July 23 vi) Complete	EO	SSC Meeting held 11.7.23. Other meetings postponed until staff consulted and provided SSC with their feedback.
FPR040/23	Financial Regulations	To update as agreed	Complete	FM/EO	Updated. Agenda item for PC August 2023.
FPR042/23	Asset Register Policy and Update	To adopt policy and make adjustments to register as required	Sep-23	FM/MP/EO	Policy adopted. Updates in progress.
FPR043/23	Cricket Club	To meet with reps	Complete	EO (BN, JM, RS)	Meeting set for 1.8.23
FPR062/23	Payments Schedule	To clarify energy payments and required detail for transfers	Complete	FM	In Finance Manager's Report - Sept 2023
FPR064/23	Funding Strategy	To recommend to PC	Complete	EO	
FPR065/23	Deed of Access Policy	To update policy as tabled	Aug-23	EO	In progress.
FPR066/23	Council Projects	To recommend to PC	Complete	EO	
FPR072/23	Citizens Advice Visit	To invite manager to visit Jubilee Hall	Complete	EO	CA considered if not necessary at this time.
FPR073/23	Southern Footpath	To recommend BQS to PC	Complete	EO	
FPR073/23	Dynamos Licence	To recommend decisions to PC	Complete	EO	
FPR073/23	Staffing Matters (2)	To hold SSC meeting and consult with relevant committees	Aug-23	EO	Meeting held
FPR074/23	Grant Award (BW Society)	To recommend award to PC	Complete	EO	
FPR075/23	Staffing Review	To approve HALC to undertake review	Complete	EO	Awaiting quotation.



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

5.9.23

Agenda Item – Report from Finance Manager - *for information only*

AGAR Queries

We received a few queries from the external auditors BDO LLP, all evidence was provided to them on 7th August 2023.

- There is a transposition error whereby per our system we have 73,994 for the prior year balance brought forward but it is 739,994 per the accounting statement – *Confirmed balance brought forward is £739,994.*
- We need to ensure the amount of reserves held are reasonable. For this we need to see the level of general reserves are less than the combined total of precepts and other income – *Breakdown of Reserves provided.*
- We can see that CIL income has increased during the year - *Evidence of receipts, confirmation of expenditure, totals remaining and timeframe for remaining expenditure provided.*

2024-25 Budget Setting

Work has begun to prepare spreadsheets for the budget setting process, I look forward to working with the committees to plan ahead for the next financial year.

Queries for action from August FP&R Committee Meeting

FPR062/23 Finance matters

Finance Manager to clarify energy payments and required detail for inter account transfers.

- Engie Gas – the credits and invoices were due to revised readings/consumption.
- Inter Account Transfers – the Financial Regulations 5.5 c) state: - fund transfers within the Councils banking arrangements up to the sum of £35,000 provided that a list of such payments shall be submitted to the next appropriate meeting of Council / Finance, Policy and Resources Committee.

Open Space Fund

I received a telephone call from the Recreation and Projects Officer at Winchester City Council asking when we would likely spend the Open Space Fund monies held for Bishop's Waltham. I was not aware that this money existed, it had not been recorded anywhere. The Officer explained that the Open Space Fund was superseded by CIL some years ago and all parishes were urged to spend any outstanding sums with some urgency. Bishop's Waltham has £18,669.38 in the play pot and £127.22 in the sport pot. I advised the Officer that after speaking with the Executive Officer, she believed there were plans to use the fund for Montague Road play park. However, these funds were not included in the budget setting for this project and all costs have been covered by the S106 money received from the developer. After discussing with the Executive Officer, the Admin Officer and the Project Manager, I detailed the plans for the Albany Road play park and the benefit of increasing the budget using the £18,796.60 open space fund. I explained that due to commitments to other projects, the project had been delayed, but hoped that installation will happen in 2024-25 financial year. The Officer was satisfied that we had plans for the fund, and I was asked to complete a form online. The fund has been recorded on the EMR Report against Albany Road play park.



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

5.9.23

Agenda Item – Finance Matters – *for consideration*

Finance matters:

- i. Payments Schedule – *to approve payments*
- ii. Bank Account Reconciliations Month 4 – *to note the review by the Chairman*
- iii. Parish Council Balance Sheet – *to note current position*
- iv. Income and Expenditure Forecast – *to note current position*
- v. Ear Marked Reserves - *to note current position*

Finance Manager 29.8.23

i) Payments Schedule

– *to approve payments*

Payments For Authorisation

Supplier A/c Name	Invoice Date	Date Date	Invoice Number	Net Value	VAT	Invoice Total	A/c	Centre	Analysis Description	Posted	Approved	Pay By?	Paid	Comments
ACELIFT	14/07/2023	31/08/2023	128358	£455.00	£91.00	£546.00	4274	280	Skip Exchange £5 Jul 23	Yes		BT	31.08.23	
ACELIFT	18/08/2023	31/08/2023	131955	£409.50	£81.90	£491.40	4274	280	Skip Delivery ES Aug 23	Yes		BT	31.08.23	
ARGOS	27/06/2023		1551433174	£34.96	£6.99	£41.95	4209	310	3 x Plastic Storage Boxes	Yes		BC	03.08.23	
B&Q TRADE	28/06/2023	31/07/2023	1389302385	£3.33	£0.67	£4.00	4312	280	Croc Box	Yes		BT	09.08.23	
B&Q TRADE	21/07/2023	31/08/2023	1396862285	£18.54	£3.71	£22.25	Various	280	Padlocks & Blue Roll	Yes		BT	31.08.23	
BARCLAYS	04/08/2023		TFSFR	£8.80	£0.00	£8.80	4161	100	Commission 13Jun-12Jul	Yes		N/A	08.08.23	
BELLBRUSH	27/06/2023		201121	£55.50	£11.10	£66.60			Bag Hoops	Yes		BC	03.08.23	
BIFFAMUNICIPAL	30/06/2023		514717135	£20.44	£4.09	£24.53	4275	260	JH Trade Waste July 23	Yes		DD	31.07.23	
BIFFAMUNICIPAL	28/07/2023		514788511	£20.44	£4.09	£24.53	4275	260	JH Trade Waste Aug 23	Yes		DD		
BIFFAMUNICIPAL	25/08/2023		514790211	£480.22	£96.04	£576.26	4275	250	PP Waste 30/09/23-29/03/24			DD		
BIFFAMUNICIPAL	28/08/2023		514790212	£1,066.00	£213.20	£1,279.20	4275	260	JH Trade 30/09/23-29/03/24			DD		
BIFFAMUNICIPAL	25/08/2023		514790213	£25.55	£5.11	£30.66	4275	260	JH Waste 26/08-29/09/23			DD		
BRIT GAS	04/08/2023		844839504	£104.72	£5.23	£109.95	4344	260	JH Gas 02/07-01/08/22	Yes		DD	23.08.23	
BUSINESS STREAM	18/07/2023		2703708/2890397	£103.93	£0.00	£103.93	4345	250	PP Water 18/04-17/07/23	Yes		DD	01.08.23	
BUSINESS STREAM	18/08/2023		3004249/3104375	£202.77	£0.00	£202.77	4345	240	HR Water 17/05-16/08/23			DD		
BW ROTARY CLUB	08/08/2023	08/08/2023	8WPCAU823	£32.50	£0.00	£32.50	4209	310	Bunting Contribution			BT	18.08.23	
BW SOCIETY	08/08/2023	08/08/2023	8WPC144GRANT	£500.00	£0.00	£500.00	4121	310	S144 Grant	Yes		BT	15.08.23	
CF CORPORATE	18/07/2023		SUB/0118141	£78.94	£15.79	£94.73	4021	100	Mobile Phone Subscription	Yes		DD	01.08.23	
CF CORPORATE	18/08/2023		SUB/0121162	£78.94	£15.79	£94.73	4021	100	Mobile Phone Subscription	Yes		DD		
DICK RANDALL	23/08/2023	07/09/2023	11039	£3,742.00	£748.40	£4,490.40	Various	Various	JH Bin Store/PP Gate/Cableway	Yes		BT		
DIGI TOOLBOX	10/08/2023		7889423	£1,000.16	£200.03	£1,200.19	Various	100	IT/Telecoms - Support/Service	Yes		DD	21.08.23	
EDDISONS	14/08/2023	14/08/2023	602068589	£1,423.75	£284.75	£1,708.50	4420	299	Commercial Building Survey	Yes		BT	18.08.23	EMR 351
ELING STUDIOS	24/08/2023	23/09/2023	SI-1123	£520.00	£0.00	£520.00	4171	310	Newsletter Print Aug 23	Yes		BT		
ELLIOTS	25/07/2023	31/08/2023	S18763762	£26.04	£5.20	£31.24	4312	200	Line Marker Spray/Silicone	Yes		BT	31.08.23	
ELLIOTS	11/08/2023	31/08/2023	S18782921	£2.50	£0.50	£3.00	4312	280	Bolt & Nut	Yes		BT	31.08.23	
ENGIE GAS LTD	09/08/2023		1-01022182	£19.09	£0.95	£20.04	4344	250	PP Gas 01/07-31/07/23	Yes		DD		
FISHER	20/07/2023	20/07/2023	EXPHEJUL23	£5.54	£0.31	£5.85	4007	100	Travel Allowances			BT	09.08.23	
FORWARD	20/07/2023	30/07/2023	8325	£130.00	£26.00	£156.00	4332	280	JH Security Call Out	Yes		BT	09.08.23	
FORWARD	01/08/2023	30/08/2023	8352	£40.00	£8.00	£48.00	4332	260	JH Security Aug 23	Yes		BT	30.08.23	
FORWARD	03/08/2023	30/08/2023	8363	£181.00	£36.20	£217.20	4332	280	JH Security Call Out	Yes		BT	30.08.23	
FORWARD	16/08/2023	30/08/2023	8374	£73.00	£14.60	£87.60	4332	240	JH Security Aug 23	Yes		BT	30.08.23	
FORWARD	16/08/2023	30/08/2023	8373	£40.00	£8.00	£48.00	4332	250	PP Security Aug 23	Yes		BT	30.08.23	
FORWARD	21/08/2023	30/08/2023	8375	£146.00	£29.20	£175.20	4332	240	JH Security Call Out	Yes		BT	30.08.23	
FUELGENIE	01/08/2023		9210983	£548.52	£109.70	£658.22	Various	Various	Fuel card charges 01/07-31/07	Yes		DD	16.08.23	
GALLAGHER INSURANCE	03/08/2023	03/08/2023	525882859	£4,143.43	£0.00	£4,143.43	4157	Various	Commercial Motor Insurance	Yes		BT	09.08.23	
GREENHAM	28/07/2023	31/08/2023	04/433299	£42.25	£8.45	£50.70	4141	400	PW Clothing	Yes		BT	31.08.23	
GRIFFIN	19/07/2023	02/08/2023	15054	£150.00	£30.00	£180.00	4109	260	JH Fire Alarm/Lights Inspection	Yes		BT	09.08.23	
HALC	03/03/2023	31/08/2023	INV-5586	£30.00	£6.00	£36.00	4006	100	Year End/Audit - J Story	Yes		BT		
HALC	05/07/2023	31/08/2023	INV-6029	£96.00	£19.20	£115.20	4006	100	Local Plans - EM/Clir P Wilson	Yes		BT		
HANTS CC	11/08/2023	11/08/2023	58264941	£133.83	£26.77	£160.60	4309	230	Cleaning Supplies	Yes		BT	18.08.23	
HANTS CC	18/08/2023	15/09/2023	3910039750	£145.00	£0.00	£145.00	4144	290	Oak Road Rent	Yes		BT		
HEARDWI	29/07/2023	27/07/2023	INV-69807	£125.34	£25.07	£150.41	4306	280	YG11 HKF New Battery	Yes		BT	09.08.23	
HEARDWI	29/07/2023	05/08/2023	INV-69879	£405.35	£81.07	£486.42	4306	400	LS13 HZA Suspension Arm x 2	Yes		BT	09.08.23	
HEARDWI	15/08/2023	22/08/2023	INV-70061	£1,228.35	£245.67	£1,474.02	4306	400	LS13 HZA Replace Timing Chain	Yes		BT	28.08.23	
HUMPHREY	07/08/2023	21/08/2023	INV3387	£89.00	£17.80	£106.80	4337	260	JH Toilet Repairs	Yes		BT	28.08.23	
HUMPHRY	25/07/2023		4007	£35.00	£7.00	£42.00	4273	100	Payroll Services - July 2023	Yes		SO	25.07.23	
Inter Account Transfer	24/08/2023		63966682	£32,000.00	£0.00	£32,000.00	N/A	N/A	Supplier payments	Yes		BT	24.08.23	
Inter Account Transfer	24/08/2023		80686727	£32,000.00	£0.00	£32,000.00	N/A	N/A	Supplier payments	Yes		BT	24.08.23	
Inter Account Transfer	24/08/2023		63966682	£25,000.00	£0.00	£25,000.00	N/A	N/A	Payroll	Yes		BT	24.08.23	

Inter Account Transfer	24/08/2023	80686727	\$25,000.00	\$0.00	\$25,000.00	N/A	N/A	Payroll	Yes	BT	24.08.23
JENNYCHEM	09/08/2023	121149	\$29.17	\$5.83	\$35.00	4309	230	Descaler		BC	
JTIS	18/07/2023	INV-0809	\$550.00	\$110.00	\$660.00	4270	170	South Pond Fallen Tree	Yes	BT	09.08.23
JTIS	19/08/2023	INV-0844	\$750.00	\$150.00	\$900.00	4270	290	PP Play Area Remove Poplar	Yes	BT	30.08.23
LAND REGISTRY	08/08/2023	3180842	\$3.00	\$0.00	\$3.00	4364	299	Search - Southern Footpath		BC	
LAND REGISTRY	08/08/2023	3180726	\$3.00	\$0.00	\$3.00	4364	299	Search - Southern Footpath		BC	
LATHAM	26/07/2023	EXPLR1UL123	\$317.49	\$63.50	\$380.99	4230	310	FLIR Thermal Camera		BT	09.08.23
MARK HARROD	09/08/2023	63717	\$131.56	\$26.31	\$157.87	4327	290	Knotted nets	Yes	BT	
NETWORK MERCHANTS	30/08/2023	INV19658	\$150.00	\$30.00	\$180.00	4150	261	JHCP Card Charges Jul 23	Yes	DD	
OMINIA	30/06/2023	INV-1330	\$1,200.00	\$240.00	\$1,440.00	4390	299	Skate Park Noise Impact Asses	Yes	BT	09.08.23
ORIGIN AMENITY SOLUT	25/07/2023	OAS10071733	\$115.50	\$3.90	\$119.40	4312	220	R14 Grass Seed	Yes	BT	31.08.23
PAYROLL	31/08/2023	N/A	\$18,652.39	\$0.00	\$18,652.39	N/A	515	Basic Salary Payments - Aug 23		BT	31.08.23
PAYROLL	31/08/2023	N/A	\$1,349.37	\$0.00	\$1,349.37	N/A	516	Co. NIC Payment - Aug 23		BT	31.08.23
PAYROLL	31/08/2023	N/A	\$948.00	\$0.00	\$948.00	N/A	517	Overtime Payments - Aug 23		BT	31.08.23
PAYROLL	31/08/2023	N/A	\$3,708.65	\$0.00	\$3,708.65	N/A	520	Co. Pension Payments - Aug 23		BT	31.08.23
PETTY CASH	01/07/2023	327	\$4.20	\$0.00	\$4.20	4025	100	Milk	Yes	PC	01.07.23
PETTY CASH	17/07/2023	328	\$4.17	\$0.83	\$5.00	4209	310	Thank you gift - Mens Shed	Yes	PC	17.07.23
PETTY CASH	18/07/2023	329	\$1.65	\$0.00	\$1.65	4025	100	Milk	Yes	PC	18.07.23
PETTY CASH	31/07/2023	330	\$32.15	\$6.43	\$38.58	4310	400	Strimmer Head	Yes	PC	31.07.23
PWLB	31/07/2023	PWLB - 1 - JUL 23	\$5,642.49	\$0.00	\$5,642.49	4160	105	Car park loan payment	Yes	DD	09.08.23
RECORD MGMT	31/07/2023	REC003700	\$39.41	\$7.88	\$47.29	4049	100	Data Storage Jul 23	Yes	DD	31.07.23
REVCON	15/08/2023	124	\$22,436.79	\$4,487.34	\$26,924.13	4432	299	Montague Rd Drainage	Yes	BT	31.08.23
SHAWYERS	23/08/2023	INV-10270	\$60.00	\$12.00	\$72.00	4320	290	Hornets Nest Removal	Yes	BT	30.08.23
SEE ENERGY SOLUTIONS	20/07/2023	361883732/0010	\$1,072.31	\$214.46	\$1,286.77	4343	260	JH Electricity 22/04-19/07/23	Yes	DD	07.08.23
SSE ENERGY SOLUTIONS	20/07/2023	111881236/0006	\$834.90	\$166.98	\$1,001.88	4343	250	PP Electricity 22/04-19/07/23	Yes	DD	08.08.23
SSE ENERGY SOLUTIONS	24/07/2023	671881547/0010	\$356.17	\$17.80	\$373.97	4343	240	HR Electricity 15/02-21/04/22	Yes	DD	08.08.23
SSE ENERGY SOLUTIONS	24/07/2023	671881547/0011	\$392.42	\$19.62	\$412.04	4343	240	HR Electricity 15/02-21/04/22	Yes	DD	08.08.23
SSE ENERGY SOLUTIONS	24/07/2023	671881547/0009	\$2,048.86	\$409.77	\$2,458.63	4343	240	HR Electricity 22/04-19/07/22	Yes	DD	08.08.23
SSE ENERGY SOLUTIONS	24/07/2023	671881547/0012	\$862.70	\$172.54	\$1,035.24	4343	240	HR Electricity 22/04-19/07/22	Yes	DD	08.08.23
SSE ENERGY SOLUTIONS	24/07/2023	671881547/0008	\$2,115.99	\$423.19	\$2,539.18	4343	240	HR Electricity 20/07-19/10/22	Yes	DD	08.08.23
SSE ENERGY SOLUTIONS	24/07/2023	671881547/0013	\$889.79	\$177.95	\$1,067.74	4343	240	HR Electricity 20/07-19/10/22	Yes	DD	08.08.23
SSE ENERGY SOLUTIONS	24/07/2023	671881547/0007	\$2,115.99	\$423.19	\$2,539.18	4343	240	HR Electricity 20/10-19/01/23	Yes	DD	08.08.23
SSE ENERGY SOLUTIONS	24/07/2023	671881547/0014	\$890.02	\$178.00	\$1,068.02	4343	240	HR Electricity 20/10-19/01/23	Yes	DD	08.08.23
SSE ENERGY SOLUTIONS	24/07/2023	671881547/0015	\$502.51	\$25.12	\$527.63	4343	240	HR Electricity 20/01-21/04/23	Yes	DD	08.08.23
SSE ENERGY SOLUTIONS	24/07/2023	671881547/0015	\$553.80	\$27.69	\$581.49	4343	240	HR Electricity 20/01-21/04/23	Yes	DD	08.08.23
SSE ENERGY SOLUTIONS	24/07/2023	671881547/0016	\$863.60	\$172.72	\$1,036.32	4343	240	HR Electricity 22/04-29/06/23	Yes	DD	08.08.23
SSE ENERGY SOLUTIONS	26/07/2023	21880785/0010	\$843.34	\$168.66	\$1,012.00	4343	280	GS Electricity 19/04-18/07/23	Yes	DD	14.08.23
SSE ENERGY SOLUTIONS	07/08/2023	951879417/0019	\$90.28	\$4.51	\$94.79	4343	261	JHCP Electric 02/07-01/08/23	Yes	DD	24.08.23
TITCHFIELD TREE	07/08/2023	232093	\$3,100.00	\$620.00	\$3,720.00	4270	290	VR Tree Works	Yes	BT	18.08.23
VIKING DIR	07/08/2023	2839286	\$89.86	\$11.32	\$101.18	4025	100	Office supplies	Yes	BT	
VIKING DIR	09/08/2023	2852306	\$90.88	\$18.18	\$109.06	4309	230	Cleaning Supplies	Yes	BT	
WCC	27/06/2023	12252001V1	\$284.33	\$10.67	\$295.00	4390	299	SP Planning Application	Yes	BC	03.08.23
WCC	07/08/2023	PP AUG23	\$254.00	\$0.00	\$254.00	4341	250	Business Rates	Yes	SO	07.08.23
WCC	07/08/2023	JH AUG23	\$668.00	\$0.00	\$668.00	4341	260	Business Rates	Yes	SO	07.08.23
WCC	07/08/2023	JH AUG23	\$74.00	\$0.00	\$74.00	4341	240	Business Rates	Yes	SO	07.08.23
WCC	07/08/2023	JHCP AUG23	\$825.00	\$0.00	\$825.00	4341	261	Business Rates	Yes	SO	07.08.23
WINACC	17/08/2023	170823005	\$600.00	\$0.00	\$600.00	4230	310	Thermal Imaging Training	Yes	BT	27.08.23
WORLDPAY	31/07/2023	267059341	\$36.58	\$4.32	\$40.90	4150	261	JHCP Card Charges Jul 23	Yes	DD	21.08.23
WYBONE	26/07/2023	51735	\$150.97	\$30.19	\$181.16	4315	Various	Dog Waste Bags	Yes	BT	28.08.23
YPO SUPPLIES	11/08/2023	51-2752540	\$35.71	\$7.14	\$42.85	4309	230	Degreaser & Delivery		BC	
Total					\$89,056.67						

- ii) Bank Account Reconciliations Month 4
 - *to note the review by the Chairman.*

Date: 08/08/2023

Bishop's Waltham Parish Council

Page 1

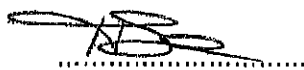
Time: 13:07

Bank Reconciliation Statement as at 31/07/2023
for Cashbook 1 - Barclays Current Bank A/c

User: HLF

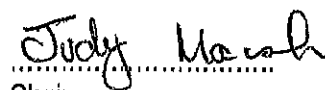
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current Bank A/c	31/07/2023	1	34,295.57
			<u>34,295.57</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			34,295.57
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			34,295.57
		Balance per Cash Book is :-	34,295.57
		Difference is :-	0.00

I confirm that the entries contained in the Council's Cash Book 1 agree with the Barclays Bank Current Account Statement held on file.


Finance Manager

10/08/23
Date

I confirm that I have reviewed this reconciliation and that it agrees with the Barclays Bank Current Account Statement held on file.

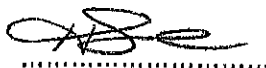

Chair

10-08-23
Date

**Bank Reconciliation Statement as at 28/07/2023
for Cashbook 2 - Barclays Active Saver A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Active Saver A/c	28/07/2023	0	621,840.65
			<u>621,840.65</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			621,840.65
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			621,840.65
		Balance per Cash Book Is :-	621,840.65
		Difference Is :-	0.00

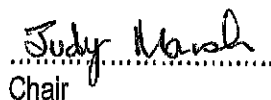
I confirm that the entries contained in the Council's Cash Book 2 agree with the Barclays Bank Active Saver Account Statement held on file.



Finance Manager

10/08/23
Date

I confirm that I have reviewed this reconciliation and that it agrees with the Barclays Bank Active Saver Account Statement held on file.



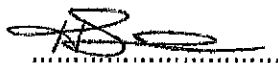
Chair

10-08-23
Date

Bank Reconciliation Statement as at 31/07/2023
for Cashbook 6 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/07/2023	126	203.61
			<u>203.61</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			203.61
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			203.61
		Balance per Cash Book is :-	203.61
		Difference is :-	0.00

I confirm that the entries contained in the Council's Cash Book 6 agree with the Petty Cash Account Statement held on file.


Finance Manager

10/08/23
Date

I confirm that I have reviewed this reconciliation and that it agrees with the Petty Cash Account Statement held on file.

Judy Marsh
Chair

10-08-23
Date

Date: 08/08/2023

Bishop's Waltham Parish Council

Page 1

Time: 15:00

Bank Reconciliation Statement as at 20/07/2023
for Cashbook 9 - Barclaycard Commercial

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard Commercial	20/07/2023	1	0.00
			0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

I confirm that the entries contained in the Council's Cash Book 9 agree with the Barclaycard Account Statement held on file.


Finance Manager

10/08/23
Date

I confirm that I have reviewed this reconciliation and that it agrees with the Barclaycard Account Statement held on file.

Judy Marshall
Chair

10-08-23
Date

Date: 08/08/2023

Bishop's Waltham Parish Council

Page 1

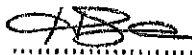
Time: 15:06

**Bank Reconciliation Statement as at 08/08/2023
for Cashbook 10 - A&L 3m Fixed Term Deposit A/c**

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
A&L 3 m fixed term deposit	17/07/2023		407,641.86
			<u>407,641.86</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			407,641.86
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			407,641.86
		Balance per Cash Book is :-	407,641.86
		Difference is :-	0.00

I confirm that the entries contained in the Council's Cash Book 10 agree with the Arbuthnot Latham 3m Fixed Term Deposit Account Statement held on file.


.....
Finance Manager

2 10/08/23
.....
Date

I confirm that I have reviewed this reconciliation and that it agrees with the Arbuthnot Latham 3m Fixed Term Deposit Account Statement held on file.


.....
Chair

10-08-23
.....
Date

iii) Parish Council Balance Sheet

– *to note current position.*

Bishop's Waltham Parish Council
Detailed Balance Sheet - Excluding Stock Movement
Month 4 Date 31/07/2023

A/c	Description	Actual
	Current Assets	
99	Balancing Account	0
100	Debtors	-1,261
105	VAT Control Account	2,687
200	Barclays Business Current Bank	34,296
205	Barclays Active Saver A/c	621,841
219	A&L 3m Fixed Term Deposit A/c	407,642
250	Petty Cash	204
	Total Current Assets	1,065,408
	Current Liabilities	
500	Creditors	21,554
565	Holding Deposits	2,669
	Total Current Liabilities	24,223
	Total Assets less Current Liabilities	1,041,185
	Represented by :-	
300	Current Year Fund	80,713
310	General Reserves	188,437
315	Montague Rd Play - S106/CIL	132,707
325	Replace Play Area Equip - CYF	744
351	Purchase of Community Asset	190,000
352	Sale of Community Asset	-150
370	CCTV Hoe Rd - CYF	5,000
372	BW to Botley Bridleway -CIL	50,000
373	South F'path C'way - CIL/WCIL/S106	25,380
374	Replace Skate Park - CIL/WCIL	143,200
375	Floor Polisher JH - CYF	1,500
376	Solar Panels on JH Roof - CIL/WCIL	59,750
377	Extend Parking PP - CIL	55,178
378	Albany Road Play Park - S106/OSF	59,401
379	Building Maintenance - CYF	11,000
380	Name Sign JH - CYF	5,000
385	Electric Shutter Door ES - CYF	2,000
390	Stackable Chairs JH - CYF	1,800
392	WCC CIL Receipts 2020-21	1,500
393	WCC CIL Receipts 2021-22	22,011
394	WCC CIL Receipts 2022-23	3,062
396	SDNP CIL Receipts 2021-22	481
397	SDNP CIL Receipts 2022-23	2,471
	Total Equity	1,041,185

Source of Funds:

CYF - Current Year Fund, CIL - Community Infrastructure Levy, WCIL - WCC Community Infrastructure |
S106 - Section 106 Agreement, OSF - Open Space Fund

iii) Income and Expenditure Forecast

– *to note current position.*

Total Parish Council

Code	Description	1 April	2 May	3 June	4 July	5 August	6 September	7 October	8 November	9 December	10 January	11 February	12 March	Actual Total Year	Budget Total Year	Variance	% Change	Material Variance Reason (over 25% or £2000)
Finance, Policy and Resources Committee																		
Total Income																		
Total Expenditure																		
Total Net Revenue Expenditure																		
Total Capital Income																		
Total Capital Expenditure																		
Total Net Capital Expenditure																		
Total Net Committee Expenditure																		
Halls and Grounds Committee																		
Total Income																		
Total Expenditure																		
Total Net Revenue Expenditure																		
Total Capital Income																		
Total Capital Expenditure																		
Total Net Capital Expenditure																		
Total Net Committee Expenditure																		
Community & Environment Committee																		
Total Income																		
Total Expenditure																		
Total Net Revenue Expenditure																		
Total Capital Income																		
Total Capital Expenditure																		
Total Net Capital Expenditure																		
Total Net Committee Expenditure																		
Planning & Highways Committee																		
Total Income																		
Total Expenditure																		
Total Net Revenue Expenditure																		
Total Capital Income																		
Total Capital Expenditure																		
Total Net Capital Expenditure																		
Total Net Committee Expenditure																		
Joint Managed Services																		
Total Income																		
Total Expenditure																		
Total Net Revenue Expenditure																		
Total Capital Income																		
Total Capital Expenditure																		
Total Net Capital Expenditure																		
Total Net Committee Expenditure																		
Confinced & Precept Funding																		

[illegible][illegible]

Total Net Committee Expenditures

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	Actual	Budget
Total Year	Total Year	Total Year
Total Income	\$642,273	\$729,241
Total Expenditure	\$870,573	\$729,241
Expenditure less income	\$228,300	\$592,307
EMR Movements	-\$50,256	-\$592,307
Under/Overspend	-\$21,956	0

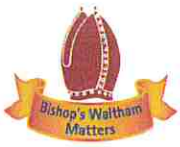
v) Ear Marked Reserves – *to note current position*

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	£0	£0	£0	£0	£0	£0	£0	£0	£103,167	£135,557	£29,540
320	EMR - Replace Pick Ups - CYF	£17,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£17,000	£17,000	£0
325	EMR - Replace Play Area Equipment - CYF	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£11,000	£11,000	£0
330	EMR - Replace Tractor - CYF	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£33,500	£33,500	£0
335	EMR - Replace Transit Van - CYF	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,000	£5,000	£0
340	EMR - Replace Topper / Mower - CYF	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£33,500	£33,500	£0
345	EMR - Election Expenses - CYF	£77,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£77,000	£77,000	£0
350	EMR - Bldgs Replace / Refurb - CYF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
351	EMR - Purchase of Community Asset	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
352	EMR - Sale of Community Asset	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
353	EMR - New Capital Receipt	£14,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£14,000	£14,000	£0
355	EMR - Resurface Tennis Courts - CYF	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000	£10,000	£0
360	EMR - Replace Bus Shelters - CYF	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,000	£5,000	£0
370	EMR - CCTV (HR) - CYF	£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	£50,000	£50,000	£0
372	EMR - BW to Botley Bridleway - CIL	£37,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£37,500	£37,500	£0
373	EMR - Southern Footpath - CIL/WCIL/S106	£147,446	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£147,446	£147,446	£0
374	EMR - Replace Skate Park (PP) - CIL/WCIL	£1,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,500	£1,500	£0
375	EMR - Floor Polisher (JH) - CYF	£59,750	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£59,750	£59,750	£0
376	EMR - Solar Panels (JH) - CIL/WCIL	£55,178	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£55,178	£55,178	£0
377	EMR - Extend Parking (PP) - CIL	£59,401	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£59,401	£59,401	£0
378	EMR - Albany Road Play Park - S106/OSF	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£11,000	£11,000	£0
379	EMR - Building Maintenance - CYF	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,000	£5,000	£0
380	EMR - Name Sign (JH) - CYF	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000	£2,000	£0
385	EMR - Electric Shutter Door (ES) - CYF	£1,800	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,800	£1,800	£0
390	EMR - Stackable Chairs (JH) - CYF	£1,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,500	£1,500	£0
391	EMR - WCC CIL Receipts 2019-20	£22,011	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£22,011	£22,011	£0
392	EMR - WCC CIL Receipts 2020-21	£3,062	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,062	£3,062	£0
393	EMR - WCC CIL Receipts 2021-22	£481	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£481	£481	£0
394	EMR - WCC CIL Receipts 2022-23	£2,471	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,471	£2,471	£0
395	EMR - WCC CIL Receipts 2023-24	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
396	EMR - SDNP CIL Receipts 2021-22	£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
398	EMR - SDNP CIL Receipts 2023-24	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
399	EMR - WCC S106 Funding 2023-24	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
400	EMR - WCC CIL Funding 2023-24	£798,806	£10,256	£520	£930	£15,066	£24,145	£231,838	£174,035	£95,478	£170,000	£10,000	£87,000	£115,000	£240,592	£592,307	£568,214

Notes

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



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

5.9.23

Agenda Item – Capital Control Report_– *for information only*

Capital Control Report 2023-2024 (Month 4).

Finance Manager
29.8.23

Bishop's Waltham Parish Council
Capital Projects Control 2023-24 Budget
Month 4

Committee	G L Code	Description	Month Budgeted	Capital Budget £'s	EMR Funding Budget £'s	Total Precept Approved £'s	Total Actual Spend £'s	Unactioned Approvals £'s	Comments
F&P&R Committee Income	1099	Income - Asset Disposals	October	0	0	0	0	0	
		Total Gross Committee Income		0	0	0	0	0	
	4350	Minor Assets	October	250	0	250	0	0	
	4408	Office Equipment	Apr/Sep/Jan	3,000	0	3,000	420	0	2 x New Office Phones
Committee Total Gross Committee Expenditure				3,250	0	3,250	420	0	
Total Net Committee Expenditures				3,250	0	3,250	420	0	
H&G Committee Income	1099	Income - Asset Disposals	-	0	0	0	0	0	EMR 352 Well House £205,000
	1334	WCC CIL 2023-24	Jan	45,000	0	45,000	0	0	EMR 374 Replace Skate Park - Not CC299 - CC900
	1335	WCC CIL 2023-24	Dec	50,000	0	50,000	0	0	EMR 373 SF/C - Not CC299 - CC900
	1341	WCC S106 Funding 2023-24	Jul	0	0	0	0	0	EMR 373 SF/C £25,815- Not CC299 - CC949
	1400	New Capital Receipt	Nov	0	0	0	0	0	EMR 353 £145,000
		Total Gross Committee Income		50,000	0	50,000	0	0	
		Total Net Committee Expenditures							
	4350	Minor Assets	October	750	0	750	541	0	PAT Testing Machine/Goal Sockets
	4357	Name Sign (JH)	Sep	0	0	0	0	0	EMR 380 £5000
	4364	Southern Footpath / Cycleway	Jun/Sep/Mar	105,000	55,000	50,000	12,120	28,856	EMR 373 £25,380 (£101,195)
Expenditure	4365	Replace Tractor	June	0	0	0	0	0	EMR 330 £30,000
	4368	Replace Topper/Mower	June	0	0	0	0	0	EMR 340 £30,000
	4371	Electric Shutter Door (ES)	July	0	0	0	0	0	EMR 385 £2,000
	4381	Replacement Pick-Up Truck	September	17,000	17,000	0	0	0	EMR 320
	4386	Floor Polisher (JH)	July	1,500	1,500	0	0	0	EMR 375
	4388	CCTV Hoe Road	June	5,000	5,000	0	0	0	EMR 370
	4390	Replace Skatepark	July	195,000	150,000	45,000	4,246	160,000	EMR 374 £143,200 (£188,200)
	4393	Solar Panels On Roof (JH)	July	60,000	60,000	0	0	0	EMR 376 £59,750 (£99,750)
	4396	Resurface Play Areas	October	10,000	0	10,000	5,165	595	PP Resurfacing
	4410	Replace Play Area Equipment	April	0	0	0	10,256	0	EMR 325 CA Roundabout
	4419	Purchase of Community Asset	July	0	0	0	0	180,000	EMR 351 £180,000
	4420	Costs - Purchase of Community Asset	July/August	0	0	0	0	10,000	EMR 361 £10,000
	4432	Montague rd Play Areas	September	135,557	135,557	0	0	103,167	EMR 315 £132,707
	4450	Extend Parking (PP)	July	57,849	57,849	0	0	0	EMR 377 £55,178
	4484	Stackable Chairs (JH)	July	0	0	0	0	0	EMR 390 £1,800
	4487	Building Maintenance	August	11,000	11,000	0	0	0	EMR 379
	4500	Albany Road Play Park	August	59,401	59,401	0	0	0	EMR 378 £59,401 (£78,198)
	4501	Resurface Gold Room Floor	October	4,000	0	4,000	0	0	
	4505	Costs-Sale of Community Asset	-	0	0	0	150	15,000	EPC Certificate - EMR 352 £14,850
Total Gross Committee Expenditures				562,057	552,307	109,750	32,478	497,618	
EMR Movements				0	0	0	(26,772)	0	
Total Net Committee Expenditures				562,057	552,307	109,750	5,706	497,618	
C & E Committee Income		Total Gross Committee Income		0	0	0	0	0	
	4350	Minor Assets	March	250	0	250	0	0	
	4409	P.A System (Events)	June	500	0	500	0	0	
	4416	Thermal Imaging Camera	June	0	0	0	480	0	

Total Gross Committee Expenditures		750	0	750	480	0
Total Net Committee Expenditures		750	0	750	480	0
P & H Committee Income	1302	500	0	500	0	0
Expenditure	Grant - Stiles / Kissing Gates	500	0	500	0	0
	Total Gross Committee Income	500	0	500	0	0
	Minor Assets	250	0	250	0	0
	B W Railway Path	50,000	50,000	0	0	0
	Speed Indicator Device	2,500	0	2,500	0	0
	Street Furniture	1,000	0	1,000	0	0
	Stiles / Kissing Gates	1,000	0	1,000	0	0
	Replace Bus Shelters	10,000	10,000	0	0	0
	Total Gross Committee Expenditures	64,750	60,000	4,750	0	0
	EMR Movements	0	0	0	0	0
Total Net Committee Expenditures		64,250	60,000	4,250	0	0
Total Parish Council		50,500	0	50,500	0	0
Total Gross Parish Council Income / Allocations		730,807	612,307	118,500	33,378	497,618
Total Gross Parish Council Expenditures		0	0	0	(26,772)	0
Total Gross EMR Movements						
Total Net Parish Council Expenditures		680,307	612,307	68,000	6,506	497,618

EMR 372 £50,000

EMR 360 £10,000



Bishop's Waltham Parish Council
Finance, Policy & Resources Committee

5.9.23

Agenda Item – Appointment of Internal Auditor 2023-24 – for consideration and approval

April Skies Accounting have provided a terms of engagement letter to supply Mike Platten to act as internal auditor for the 23-24 financial year.

The cost is £875 plus travel (Farnham to Bishop's Waltham x 3 @45p per mile), this covers the cost of:

2 interim audits;
The year end audit

Proposal:

To consider and approve the terms of engagement letter from April Skies Accounting, for internal audit services for the financial year 23-24.

Finance Manager
14.8.23

Emma Mckenzie

Bishops Waltham Parish Council

2 August 2023

Dear Emma

Internal Audit 2023-24 - Terms of Engagement

April Skies Accounting Ltd is able to supply Mike Platten to act as internal auditor to Bishops Waltham Parish Council. April Skies Accounting is able to carry out the internal audit for the Council for 23-24 financial year at a cost of £875 plus travel from Farnham in Surrey. This covers the cost of

- 2 interim audits;
- The year end audit, to be completed at the Council's convenience after 1 April and in time to permit the Council to approve the AGAR before 30 June.

For 23-24 April Skies Accounting will carry out an interim audit at all councils where we are engaged for internal audit services.

We are writing to confirm the terms of our appointment. This engagement letter sets out the basis on which we are engaged to act as internal auditors and our respective areas of responsibility.

I. Responsibilities of the Council

- I.1 The Council is responsible for ensuring that it maintains an adequate system of internal control, including measures designed to prevent and detect fraud and corruption. For clarity, responsibility for safeguarding the assets of the Council and for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the Council.
- I.2 The Council is also responsible for ensuring that accounting statements are prepared in accordance with the requirements of accounting regulations applicable to parish councils.
- I.3 The Council should make available to internal audit, as and when required, all accounting records and all other relevant records and related information, including minutes of all meetings. We are entitled to obtain from the Council's members and employees any information or documentation we think necessary for the performance of our duties as internal auditors.
- I.4 We, as your internal auditors cannot absolve management of responsibility for internal controls and must ensure that we are not involved in the operation of controls or making management decisions as such activities may compromise our objectivity.

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016

6 Uplands Road, Farnham GU9 8BP

2. Responsibility of Internal Audit

- 2.1 It is our duty to complete and sign off section 4 of the Annual Return for Local Councils in England. We must report on the following assertions:

Table 1 – Internal Control Objectives

Source: Annual Return for Local Councils in England

A	Appropriate books of account have been kept properly throughout the year
B	The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.
C	The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these
D	The annual precept 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 council approvals, and PAYE and NI requirements were properly applied.
H	Asset and investments registers were complete and accurate and properly maintained.
I	Periodic and year-end bank account reconciliations were properly carried out.
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, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.
K	Exemption from limited assurance review (smaller councils only)
L	Transparency Code (smaller councils compliance)
M	Inspection - Council met responsibilities to allow public inspection of the accounts
N	Publication requirements AGAR
O	Trust funds (including charitable) The council met its responsibilities as a trustee.

2.2 We will carry out any audit testing we deem necessary to complete section 4 of the Annual Return for Local Councils in England. Internal Audit has a responsibility to report any evidence of what we judge to be material non-compliance with any of the assertions set out in table 1 above via the annual report.

2.3 We will also report to you in writing any areas where we judge your systems of internal control may need to be strengthened, on completion of our audit work.

3. Scope of Audit

3.1 Our internal audit will be conducted in accordance with current practices and guidelines, specifically those set out in section 4 of "Government and Accountability for Local Councils - A Practitioners Guide."

3.2 The scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We will not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council in the course of the financial year.

3.3 In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements and management information.

4. Communication

4.1 We will contact you by email in order to confirm arrangements for the audit.

4.2 We will set out any matters arising from the audit in the following formats:

- by email, on conclusion of the audit, to enable discussion of recommendations
- a report will be issued by email, in time to enable you to complete the Annual Return

4.3 We will of course contact you regularly in the course of the financial year with regard to audit and other matters.

4.4 Our fees do not include attendance at meetings of the Council. If this is required, an additional charge will be incurred.

5. Electronic Publication

- 5.1 Where audited financial information is published digitally by the Council, it is the responsibility of the Council to ensure that any such publication properly presents the financial information and auditor's report.
- 5.2 It is your responsibility to ensure there are controls in place to prevent or detect quickly any changes to electronically published information. The maintenance and integrity of electronically published information is the Council's responsibility and we accept no responsibility for changes made to audited information after it is first posted.

6. Limitation of liability

- 6.1 The work carried out under the terms of this engagement letter is solely for the use of Bishops Waltham Parish Council. We neither owe nor accept any duty of care to any other third party.

7. Competence

- 7.1 April Skies Accounting Ltd provides the services of Mike Platten to Bishops Waltham Parish Council in respect of the above assignment. Mike Platten is a member of the Chartered Institute of Public Finance and Accountancy (CIPFA). CIPFA maintains a professional disciplinary scheme under which complaints of misconduct by CIPFA members will be investigated. The client has a right to refer to CIPFA any matters affecting professional conduct or competence.

8. Continuity and Substitution

- 8.1 April Skies Accounting Ltd may, with the prior written approval of the Client, appoint a suitably qualified and skilled substitute to perform the services instead of the individual, provided that the substitute shall be required to enter into direct undertakings with the Client, including with regard to confidentiality. If the Client accepts the substitute, the Consultant Company shall continue to invoice the Client and shall be responsible for the remuneration of the substitute.

9. Insurance

- 9.1 April Skies Accounting Limited holds professional indemnity insurance cover to a limit of £250K. The professional indemnity insurer is Xbridge Limited, 6th Floor, 99 Gresham Street London EC2V 7NG

10. Independence

- 10.1 April Skies Accounting Ltd has no relationship with staff or Councillors of Bishops Waltham Parish Council, beyond that required to carry out a professional internal audit. Furthermore, in line with NALC guidance, April Skies Accounting Ltd will not take on any form of consultancy work with the Council.

11. Period of engagement

- 11.1 This letter is effective for accounting periods ending on or after 31-03-2024. Any matters arising in respect of prior periods will be dealt with in accordance with best practice.

12. Fees

- 12.1 We calculate our fees using a standard hourly rate plus expenses. Mileage will be charged at 45p mile. All other expenses will be charged at cost.
- 12.2 Invoices should be settled within 30 days of submission to the Council.
- 12.3 Our fee assumes a robust level of internal controls at the Council and documented procedures of a high standard. If additional work is required, this is charged at £65 per hour.

13. Agreement of terms

- 13.1 If, having considered the terms of this engagement letter, you conclude they are reasonable, and you wish to engage us on these terms, please let us have your written agreement to these arrangements by returning to us a signed copy of this engagement letter.

Yours faithfully



Mike Platten

April Skies Accounting Ltd

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016

6 Uplands Road. Farnham GU9 8BP

Bishops Waltham Parish Council agrees the appointment of April Skies Accounting Limited subject to the terms of this engagement letter.

Signed: _____

Printed Name: _____

Position: _____

Date: _____



Bishop's Waltham Parish Council
Finance, Policy & Resources Committee

5.9.23

Agenda Item – Reserves Policy – *for consideration and approval*

The purpose of the policy is to set out how the Council will determine and review the level of general and earmarked reserves.

Proposal:

To consider and approve the Reserves Policy.

Finance Manager
14.8.23



Bishop's Waltham Parish Council Reserves Policy

1. Introduction

Bishop's Waltham Parish Council is required to maintain adequate Financial Reserves to meet the needs of its operations and to ensure financial security. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) (March 2023 edition) advises:

"As with any financial entity, it is essential that authorities have sufficient reserves (General and Earmarked) to finance both its day-to-day operations and future plans.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specific minimum level of reserves which an authority should hold, and it is the responsibility of the Responsible Financial Officer (Finance Manager) to advise the Parish Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Types of Reserves

Reserves can be categorised as general or earmarked.

Earmarked reserves can be held for several reasons:

- Renewals – to enable services to plan and finance an effective programme of vehicle, equipment and infrastructure replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- Carry forward of underspend - some services commit expenditure to projects, but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.
- Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.
- Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.
- CIL monies will be held as earmarked reserves; any expenditure against these monies will be made in line with NALC briefing "A guide to the Community Infrastructure Levy (CIL) for Parish and Town Councils" 2019.

General Reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Earmarked Reserves

Earmarked reserves will be established on a "needs" basis, in line with anticipated requirements.

- Any decision to set up a reserve must be made by the Council.
- Expenditure from reserves can only be authorised by the Council.



Reserves should not be held to fund on-going expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

All Earmarked Reserves are recorded on a central schedule held by the Responsible Financial Officer (Finance Manager) which lists the various Earmarked Reserves and the purpose for which they are held.

Reviewing the Council's Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

General Reserves

The level of General Reserves is a matter of judgement and so this policy does not attempt to prescribe a blanket level. The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

Setting the level of General Reserves is one of several related decisions in the formulation of the medium-term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.

If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.

Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay one month's salaries to staff in General Reserves at all times.

The level of financial reserves held by the council will be agreed by the Parish Council during the discussions held regarding the setting of the budget for the next financial year.

The current level of general reserves to be held by the Council is three twelfths of the annual precepted figure, i.e., to fully cover three months' expenditure. The figure of three twelfths of the precept is to be held rather than three months' expenditure costs is suggested.

Additionally, any underspend from previous years will be retained as general reserves unless it has been intended for a nominated Council project, in which case it will be retained as Earmarked Reserves.

Document History		
Status	Date	Version
Originally adopted	September 2023	1.0
Review Date	September 2024	
Next Review date	September 2025	
Review Date		
Next Review date		



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

5.9.23

Agenda Item – Updated Asset Register Policy – *for approval*

Further to the approval of the Asset Register Policy in July, the 2023/24 Asset Register has been updated in line with the policy guidance.

Note: The fixed asset register balance for the 22-23 accounting statements will need to be restated when completing the 23-24 AGAR.

Proposal:

To approve the updated Asset Register.

Finance Manager
23.8.23

Bishops Waltham Parish Council
Fixed Asset Register to 31st March 2024

<u>Asset Location / Classification</u>	<u>Date Acquired</u>	<u>Asset Description</u>	<u>@ 31.03.22</u>	<u>Adjustments</u>	<u>Additions</u>	<u>Disposals</u>	<u>@ 31.03.24</u>	<u>Useful Life Estimate</u>	<u>Insurance Replacement Value</u>	<u>Notes</u>
Albany Road Site										
Land & Land Improvements	?????	Land	1.00				1.00			
Land & Land Improvements	30/04/2020	Resurface/reurbish non-turf cricket pitch	5,521.00	5,521.00			0.00			
Fences & Gates	11/10/2004	Wire Fencing around Allotments	8,642.40				8,642.40			
Fences & Gates	20/01/2023	Southern Footpath - Albany Road Deer Netting & Gate	4,500.00				4,500.00			
Fences & Gates	28/06/2013	Wooden Three Rail Fence around "Kickerburr" area	520.65				520.65			
Albany Road Play Area										
Sports, Games & Leisure Equipment	?????	Pair of football goals	672.00				672.00			
Blanchard Road Play Area										
Sports, Games & Leisure Equipment	31/03/2014	Rainbow extended top heavy bench	515.00				515.00			
Sports, Games & Leisure Equipment	13/06/2014	Spring Mobiles, Turnstile	3,493.15				3,493.15			
Sports, Games & Leisure Equipment	25/07/2013	Multi-Play equipment	7,000.00				7,000.00			
Sports, Games & Leisure Equipment	17/05/2019	Rhyno Mulch Safety Surface	5,601.00				5,601.00			
Claylands Road Site										
Land & Land Improvements	?????	Land for Play Area	1.00				1.00			
Land & Land Improvements	22/07/2019	Install drains	800.00	800.00			0.00			
Land & Land Improvements	16/11/2020	Rhyno Mulch Safety Surface	3,142.00			3,142.00	0.00		-3142.00	
Land & Land Improvements	08/01/2021	Safety surface	1,873.75			1,873.75	0.00		-1873.75	
Land & Land Improvements	18/10/2021	Resurface play areas	1,960.00			1,960.00	0.00		-1960.00	
Land & Land Improvements	08/04/2023	Resurface play areas	0.00		5,226.24		5,226.24	10 years	5226.24	
Fences & Gates	28/11/1986	Fencing around Play Area	1,104.31				1,104.31			
Claylands Road Play Area										
Sports, Games & Leisure Equipment	31/01/2008	Guard Rails	7,295.70				7,295.70			
Sports, Games & Leisure Equipment	1980's	Play Equipment	20,000.00	1,650.00			18,350.00			
Sports, Games & Leisure Equipment	19/02/2014	Orn-H Ball Game	283.80				283.80			
Sports, Games & Leisure Equipment	08/01/2021	Swing Set	1,650.00				1,650.00			
Sports, Games & Leisure Equipment	08/01/2021	Tango Swing	620.00	620.00			0.00			
Churchill Avenue Site										
Land & Land Improvements	04/10/2012	1.2m x 22m concrete pathway	1.00	1.00			0.00			
Land & Land Improvements	22/07/2019	Install drains	1,850.00	1,850.00			0.00			
Churchill Avenue Play Area										
Land & Land Improvements	?????	Land for Play Area	1.00				1.00			
Land & Land Improvements	16/11/2020	Rhyno Mulch Safety Surface	1,496.00				1,496.00			

Fences & Gates	28/09/2005	Wire Fencing around Play Area	7,598.37		7,598.37
Fences & Gates	17/10/2007	Gate to Play Area	454.00		454.00
Dog / Litter Bins	31/03/2008	1 Dog Bin	183.83		183.83
Sports, Games & Leisure Equipment	31/01/2008	Guard Rails	4,188.23		4,188.23
Sports, Games & Leisure Equipment	31/07/2012	Metal fencing to play area	1,828.00		1,828.00
Sports, Games & Leisure Equipment	08/11/1987	Play Equipment	18,622.88	3,724.58	14,898.30
Sports, Games & Leisure Equipment	12/11/2009	Swing- cradle seat x 2 + picnic bench	1,921.00		1,921.00
Sports, Games & Leisure Equipment	08/06/2023	Roundabout	0.00	12,307.20	12,307.20
					-3724.58

Hoe Road Site					
Land & Land Improvements	05/12/2005	Recreation Ground	1.00		1.00
Land & Land Improvements	05/12/2005	Signage - Traffic Control	1,403.30		1,403.30
Land & Land Improvements	31/03/2009	Car Park Extension	65,613.66		65,613.66
Land & Land Improvements	14/12/2012	Tarmac Access Track Hoe Road to Recreation Ground	1.00	1.00	0.00
Land & Land Improvements	14/12/2012	Tarmac frontage to Estates Shed	1.00	1.00	0.00
Land & Land Improvements	19/03/2020	Directional (Alligator) Ramps	3,552.50		3,552.50
Land & Land Improvements	25/09/2020	Install Directional Ramps	195.00	195.00	0.00
Dog / Litter Bins	31/03/2008	2 Dog Bins	367.67		367.67
Dog / Litter Bins	17/03/2020	Derby standard litter bin x 2	654.90		654.90
Fences & Gates	17/10/1997	Gate and Matching Panel - Tennis Courts	476.00	476.00	0.00
Fences & Gates	13/09/2001	Sight Screen Netting - Tennis Court Fences	1,275.00		1,275.00
Fences & Gates	30/07/2013	100m long barrier (Football rails)	2770.00		2,770.00
Fences & Gates	13/05/2016	Single gate entrance to Tennis Court	870.00		870.00
Fences & Gates	25/11/2016	Bow Top Fence, Access Gates in front of Pavilion	3,735.00		3,735.00
Fences & Gates	07/04/2017	Gate, Fence - step alleviation	1,478.00	1,478.00	0.00
Fences & Gates	31/10/2017	Stonor Kissing Gate c/w RH Meshed Hoops	0.00		0.00
Fences & Gates	08/12/2017	Fence - Play Area & Tennis Courts	1,145.00		1,145.00
Notice Boards	04/04/2016	Lockable Notice Board at Tennis Courts	328.95		328.95
Outdoor Furniture	27/03/2013	6 x Browap - Austrian Cycle Stands inc installation	1,316.67		1,316.67
Outdoor Furniture	24/02/2021	Picnic Bench	0.00	180.00	0.00
Sports, Games & Leisure Equipment	08/06/2010	1 pair of steel goal posts 76mm round Senior	336.25		336.25
Vehicles	17/12/2007	Ford Ranger 2500cc AK07 UUF	0.00		0.00
Vehicles	13/04/2016	Ford Ranger XL 4x4 Double Cab Reg YG11 HKF	8,000.00		8,000.00
Vehicles	11/05/2022	Isuzu D Max Reg BT65 JRX	16,000.00		16,000.00
Sports, Games & Leisure Equipment	13/05/2016	Tennis Court Surface	18,960.63		18,960.63

Hoe Road Pavilion					
Buildings & Equipment	05/12/2005	Pavilion Building	313,000.00		313,000.00
Buildings & Equipment	30/09/2007	Emergency Lighting - Pavilion	1,453.00	1,453.00	0.00
Buildings & Equipment	19/11/2012	CCTV System	3,948.00		3,948.00
Buildings & Equipment	14/08/2013	Additional works for new shower heads	2,600.00	2,600.00	0.00
Buildings & Equipment	21/09/2013	Mira showers & rails x 4	2,280.80		2,280.80
Buildings & Equipment	25/09/2015	Bow Top Fencing on Pavilion	£1,437.31		1,437.31
Buildings & Equipment	28/05/2016	CCTV System to cover the Tennis Courts	£1,495.00		1,495.00
Buildings & Equipment	01/11/2017	Heaters x 3	£826.50		826.50
Buildings & Equipment	25/08/2017	Intruder alarm in Pavilion	958.00		958.00

Buildings & Equipment	06/08/2018	Heater		337.88	337.88
Buildings & Equipment	28/08/2019	Defibrillator		1,269.00	1,269.00
Buildings & Equipment	05/12/2019	Install defibrillator		208.00	208.00
Buildings & Equipment	14/03/2020	Consumer unit, 4 x double sockets		975.00	975.00
Hoe Road Estates Building					
Buildings & Equipment	??????	Estates Storage Building		48,000.00	48,000.00
Buildings & Equipment	??????	Shutter Doors		1,450.00	1,450.00
Buildings & Equipment	30/11/2007	Warning Cupboard - Peko		622.00	622.00
Buildings & Equipment	01/02/2011	Toilet & Washroom facility		8,265.00	8,265.00
Buildings & Equipment	??????	Intruder alarm in Estates Building		295.00	295.00
Buildings & Equipment	15/02/2018	Hand Wash Basin		255.00	255.00
Buildings & Equipment	27/06/2022	10L Water Heater		295.00	295.00
Estates Machinery	08/07/1996	Roller Grays - C804629		0.00	0.00
Estates Machinery	21/08/1996	Chain Harrow Wessex - 987201		0.00	0.00
Estates Machinery	21/08/1996	Rotary Topper Timax - STK12934023P		0.00	0.00
Estates Machinery	07/09/1999	Trailer Indespension - SDHG1380407/G000364		490.00	490.00
Estates Machinery	01/04/2003	Trip Trailer Kubota - K-TR98307		1,200.00	1,200.00
Estates Machinery	17/02/2004	Silber Sisls - 605		2,380.86	2,380.86
Estates Machinery	31/01/2007	Husqvarna Rider 13 AWD		0.00	0.00
Estates Machinery	30/06/2007	Impact Glider Pitch Marking M/C (with £1300 of paint)		0.00	0.00
Estates Machinery	31/03/2009	Yanmar EF235 Tractor		14,602.00	14,602.00
Estates Machinery	22/03/2010	Sihl FS130 Strimmer 281341437		520.00	520.00
Estates Machinery	22/03/2010	Sihl FS130 Strimmer 281341474		520.00	520.00
Estates Machinery	22/03/2010	Sihl Long reach Hedge trimmer 42280112912		555.00	555.00
Estates Machinery	22/03/2010	Husqvarna Chainsaw S44284601-E		278.00	278.00
Estates Machinery	19/04/2010	Kierzle KT151TST Washer		598.53	598.53
Estates Machinery	19/04/2010	3.1kVA Generator		412.00	412.00
Estates Machinery	06/12/2010	Wessex Country Z70 litre spreader		460.00	460.00
Estates Machinery	17/10/2012	Kombi pitchmarker		0.00	0.00
Estates Machinery	15/12/2012	Invidea - Charneshouse Rapidoora 1600 Aerator		1,700.00	1,700.00
Estates Machinery	08/03/2013	M&S - 32 x F34842 Tines		314.40	314.40
Estates Machinery	10/05/2013	Iseki 45HP tractor		20,300.00	20,300.00
Estates Machinery	07/07/2014	Trimax Procut 210 Roller Mower - New		0.00	0.00
Estates Machinery	29/07/2014	Sihl BR600 Blower		403.00	403.00
Estates Machinery	13/05/2015	Husqvarna Rider 216 AWD		3,295.00	3,295.00
Estates Machinery	19/06/2016	Ifor Williams P7e Trailer		861.00	861.00
Estates Machinery	30/05/2017	C25HD Professional Salt Spreader		380.00	380.00
Estates Machinery	12/07/2017	Igo Advance Line Marker		682.25	682.25
Estates Machinery	07/08/2017	Igo Advance Line Marker		0.00	0.00
Estates Machinery	09/08/2017	Hayler Harrier Hand Mower		530.00	530.00
Estates Machinery	01/11/2017	Timax Procut 210 Roller Mower - Back up		500.00	500.00
Estates Machinery	09/08/2017	Cordless Stimmers x 2		678.00	678.00
Estates Machinery	06/04/2018	F80DCRT Spreader (RT38CP)		282.00	282.00
Estates Machinery	01/10/2018	Igo Advance (Tank 9MCO12D) Line Marker		675.00	675.00
Estates Machinery	21/02/2019	Bowser Tampast Pressure Washer		1,094.80	1,094.80
Estates Machinery	09/11/2020	Roller Mower		2,000.00	2,000.00

Estates Machinery	13/05/2021	Container Ramps (810x300x3000kg)	320.00	320.00
Estates Machinery	18/05/2021	EGO M-HSC202E battery multi-tool & charger (Estates)	627.00	627.00
Estates Machinery	08/12/2021	Husqvarna R028 & SD014 ride on mower	9,550.00	9,550.00
Estates Machinery	16/12/2022	Drill Press	191.66	191.66
Estates Machinery	16/01/2023	Water Bowser	2,442.00	2,442.00
Office Equipment	25/07/2017	ASUS X540L Laptop - LAPTOP-18029MBWPC-PC06	460.00	460.00
Miscellaneous Items	31/03/2009	Street Cleaning Handcart	300.00	300.00
Miscellaneous Items	18/01/2015	Gazabos	430.84	430.84
Miscellaneous Items	17/05/2017	One Way Shipping Container	2,000.00	2,000.00
Miscellaneous Items	22/03/2018	Max Bike Store for Emergency Generator	520.83	520.83
Miscellaneous Items	07/01/2019	20' Container - Blue	1,675.00	1,675.00
Miscellaneous Items	24/01/2023	Boundary Fencing - Rear of Estates Shed	428.00	428.00
Miscellaneous Items	12/11/2019	VWZ stren	300.00	300.00

Hoe Road Play Area

Sports, Games & Leisure Equipment	01/06/2007	Fencing & Play Equipment	67,347.20	67,347.20
Sports, Games & Leisure Equipment	30/01/2012	Hover See-Saw	1,983.00	1,983.00
Sports, Games & Leisure Equipment	31/03/2017	Rota Rock Spinner/Rope Swing	1,569.32	1,569.32
Sports, Games & Leisure Equipment	31/03/2017	Viking Basket Seat Swing	2,847.53	2,847.53
Sports, Games & Leisure Equipment	15/05/2018	Rhyno Mutch Safety Surfacing	12,337.15	12,337.15

Jubilee Hall Site

Land & Land Improvements	??????	Land off Little Shore Lane	1.00	1.00
Land & Land Improvements	31/01/2008	Pathway between Jubilee Hall & St John Hall	1.00	1.00
Land & Land Improvements	08/08/2014	2no. Kingfisher Innovation LED 58 watt lamp post heads	1,796.40	1,796.40
Land & Land Improvements		Car Park Extn (JH) - Prof Fees	14,400.00	14,400.00
Land & Land Improvements		Car Park Extn (JH) - Civil Eng	6,370.00	6,370.00
Land & Land Improvements		Car Park Extn (JH) - Electrics	2,344.33	2,344.33
Land & Land Improvements		Car Park Extn (JH) - Landscape	566.33	566.33
Land & Land Improvements		Car Park Extn (JH) - Archaeology	9,307.50	9,307.50
Land & Land Improvements		Car Park Extn (JH) - Legal Fees	232.90	232.90
Land & Land Improvements		Car Park Extn (JH) - Road Works	2,000.00	2,000.00
Land & Land Improvements		Car Park Extn (JH) - Clear Site	5,015.13	5,015.13
Land & Land Improvements		Car Park Extn (JH) - Drainage	48,800.12	48,800.12
Land & Land Improvements		Car Park Extn (JH) - Earthworks	57,199.62	57,199.62
Land & Land Improvements		Car Park Extn (JH) - Surfacing	38,316.00	38,316.00
Land & Land Improvements		Car Park Extn (JH) - Site Keros	7,800.13	7,800.13
Land & Land Improvements		Car Park Extn (JH) - Signal/Lines	3,500.00	3,500.00
Land & Land Improvements		Car Park Extn (JH) - Landscaping	17,985.01	17,985.01
Land & Land Improvements		Car Park Extn (JH) - Lighting	28,400.00	28,400.00
Land & Land Improvements		Car Park Extn (JH) - Parking Meters	10,625.00	10,625.00
Land & Land Improvements		Car Park Extn (JH) - Charging Station	11,250.00	11,250.00
Land & Land Improvements		Car Park Extn (JH) - Principle D	1,995.00	1,995.00
Land & Land Improvements	15/06/2020	Extra Archaeology Costs	5,421.00	5,421.00
Land & Land Improvements	18/01/2021	Archaeology reporting	5,118.00	5,118.00
Land & Land Improvements	28/08/2020	Legal Services - Contracts & Procurement	245.00	245.00

Land & Land Improvements	28/08/2020	Legal Services - Property & Environment	665.00	665.00	0.00
Land & Land Improvements	09/10/2020	Legal fees - S278 Minor Works Agreement	1,505.00	1,505.00	0.00
Land & Land Improvements	14/10/2020	Cash deposit - S278 Minor Works Agreement	5,000.00	5,000.00	0.00
Land & Land Improvements	29/07/2020	Have You Paid & Displayed Sign	376.44	376.44	376.44
Land & Land Improvements	25/09/2020	Install signs	245.00	245.00	0.00
Land & Land Improvements	07/04/2020	Sprite Parking Terminal x 2	7,760.00	7,760.00	7,760.00
Land & Land Improvements	17/09/2020	Installation Sprite Parking Terminal x 2	953.00	953.00	0.00
Land & Land Improvements	05/10/2020	Evbox Electrical Vehicle Charger	3,340.00	3,340.00	3,340.00
Land & Land Improvements	11/05/2021	Landscaping	6,296.27	6,296.27	0.00
Land & Land Improvements	19/05/2021	Prof. fees - discharge conditions	59.00	59.00	0.00
Land & Land Improvements	22/11/2021	Landscaping	500.00	500.00	0.00
Dog / Litter Bins	31/08/2006	1100 litre Bin	256.46	256.46	256.46
Dog / Litter Bins	31/03/2008	1 Dog Bin	183.83	183.83	183.83
Outdoor Furniture	23/01/2014	Circular Tree Bench	0	0	0.00
Outdoor Furniture	25/08/2014	Circular Tree Bench Platform	0.00	0.00	0.00
Outdoor Furniture	10/08/2022	Jubilee Bench	855.00	855.00	855.00
Vehicles	16/04/2017	Vauxhall Vivaro 2900SWB Van FE17 URN	0.00	0.00	0.00
Vehicles	05/08/2021	Ford Transit125T280 LS13 HZA	8,730.00	8,730.00	8,730.00
Sports, Games & Leisure Equipment	07/03/2018	Spectator YS109 Youth Shelter	10,947.50	10,947.50	10,947.50
The Jubilee Hall Building					
Buildings & Equipment	??????	"The Jubilee Hall" Building	1,150,000.00	1,150,000.00	1,150,000.00
Buildings & Equipment	19/03/2001	Fitted stainless steel kitchen	14,400.38	14,400.38	13,000.00
Buildings & Equipment	18/06/2002	Velux Windows	911.00	911.00	0.00
Buildings & Equipment	31/03/2004	Stannat Skylift	7,365.00	7,365.00	7,365.00
Buildings & Equipment	23/11/2006	12 Roller blinds	0.00	0.00	0.00
Buildings & Equipment	30/06/2007	Boiler & Heating System	20,750.00	4,700.00	16,050.00
Buildings & Equipment	30/06/2007	Emergency Lighting	435.00	435.00	0.00
Buildings & Equipment	30/06/2007	Emergency Lighting - External	545.00	545.00	0.00
Buildings & Equipment	31/10/2007	Building Alterations - Office	19,360.00	19,360.00	19,360.00
Buildings & Equipment	31/10/2007	2 Air Conditioning Units - Office	5,900.00	5,900.00	0.00
Buildings & Equipment	31/10/2007	Radiator - Office	250.00	250.00	0.00
Buildings & Equipment	31/10/2007	Mini Kitchen - Office	1,830.00	1,830.00	0.00
Buildings & Equipment	31/10/2007	Extractor Fan - Mini Kitchen	340.00	340.00	0.00
Buildings & Equipment	31/10/2007	Shelving & Doors to Understair Cupboard - "Gold" Room	525.00	525.00	0.00
Buildings & Equipment	10/01/2008	CCTV System	0.00	0.00	0.00
Buildings & Equipment	10/01/2008	Intruder Alarm System	2,463.00	2,463.00	2,463.00
Buildings & Equipment	29/02/2008	Cupboards & Shelves - Kitchen	495.00	495.00	0.00
Buildings & Equipment	24/03/2008	Stainless Steel Canopy Extract System - Kitchen	4,646.00	4,646.00	4,646.00
Buildings & Equipment	02/11/2009	Replacement ceiling and lights internal	23,695.50	23,695.50	0.00
Buildings & Equipment	27/05/2010	Emergency exit ramps	6,381.00	6,381.00	0.00
Buildings & Equipment	20/12/2010	Boiler, Flue fan CS3211 PCB	2,896.00	2,896.00	0.00
Buildings & Equipment	01/03/2011	AP18 amplifier & accessories	1,822.10	1,822.10	0.00
Buildings & Equipment	09/03/2011	CCTV Extension	0.00	0.00	0.00
Buildings & Equipment	06/06/2011	Hand driers	741.00	741.00	741.00
Buildings & Equipment	13/06/2012	Toilet refurbishment	25,485.35	25,485.35	25,485.35
Buildings & Equipment	29/06/2012	Radiator guards	11,150.00	11,150.00	0.00

Buildings & Equipment	30/06/2012	Diamond Suite - Architects Fees & Construction	34,437.16	34,437.16	0.00
Buildings & Equipment	24/10/2012	Diamond Suite - Blinds	274.49	274.49	0.00
Buildings & Equipment	24/10/2012	Diamond Suite - Heatnae Sadia water heater	762.58	762.58	762.58
Buildings & Equipment	24/10/2012	Diamond Suite - Kitchen units/dishwasher	2,621.64	2,621.64	2,621.64
Buildings & Equipment	24/10/2012	Diamond Suite - Ramp ballustrade	997.21	997.21	997.21
Buildings & Equipment	24/10/2012	Entrance External Screen - New Front Doors	3,817.64	3,817.64	3,817.64
Buildings & Equipment	07/02/2013	HP Contracts - Fire precaution works	3,426.00	3,426.00	0.00
Buildings & Equipment	19/12/2014	Draytek Vigor 2860N Wireless Router + access point	0.00	0.00	0.00
Buildings & Equipment	28/07/2021	Draytek Vigor 2862 24 port Wireless Router	0.00	0.00	0.00
Buildings & Equipment	30/06/2014	CCTV camera	0.00	0.00	0.00
Buildings & Equipment	13/03/2015	LED Lighting - main hall	9,423.00	9,423.00	0.00
Buildings & Equipment	27/01/2016	JCC Lighting upgrade	8,337.97	8,337.97	0.00
Buildings & Equipment	14/02/2017	Emergency Plan - Generator + Connection	3,383.32	3,383.32	0.00
Buildings & Equipment	31/03/2017	60 kw Gas Boiler	4,700.00	4,700.00	4,700.00
Buildings & Equipment	23/06/2018	Kitchen bespoke corner unit	1,175.00	1,175.00	0.00
Buildings & Equipment	06/07/2018	Partition, carpet adjustment	1,365.00	1,365.00	0.00
Buildings & Equipment	23/02/2019	New linoleum to Ruby Room	2,804.00	2,804.00	0.00
Buildings & Equipment	13/03/2019	New Office/Staff Kitchen	3,831.66	3,831.66	0.00
Buildings & Equipment	27/04/2019	Latex screed & fit linoleum - central lobby	1,668.00	1,668.00	3,831.66
Buildings & Equipment	27/04/2019	Latex screed & fit matting - entrance lobby	895.00	895.00	0.00
Buildings & Equipment	18/07/2019	Defibrillator	1,265.00	1,265.00	0.00
Buildings & Equipment	05/12/2019	Install defibrillator	208.00	208.00	1,265.00
Buildings & Equipment	02/03/2020	Vinyl safety flooring - cupboard gold room	478.00	478.00	0.00
Buildings & Equipment	05/10/2020	Sliding Doors Main Entrance	6,853.60	6,853.60	0.00
Buildings & Equipment	25/01/2021	Sliding Doors Main Entrance	6,853.60	6,853.60	0.00
Buildings & Equipment	12/01/2022	Replace first floor windows - 35% deposit	7,989.45	7,989.45	0.00
Buildings & Equipment	03/03/2022	CCTV System	3,894.00	3,894.00	0.00
Buildings & Equipment	15/08/2022	Kitchen Shutter	2,465.00	2,465.00	3,894.00
Buildings & Equipment	31/08/2022	Gold Room Window Blinds	959.00	959.00	2,465.00
Buildings & Equipment	19/11/2022	Ruby Room Window Blinds	440.00	440.00	0.00
Buildings & Equipment	06/05/2024	Ruby Room Induction Loop/Radio Microphone	1,723.00	1,723.00	0.00
Halls Equipment	18/12/2006	2 Table Trolleys (Gold Room)	446.79	446.79	0.00
Halls Equipment	01/01/2007	Hampshire Sound - Portable Sound System	2,357.00	2,357.00	446.79
Halls Equipment	05/03/2008	Moonwood Vulcan Masterchef Gas Range (Kitchen)	1,769.00	1,769.00	2,357.00
Halls Equipment	31/03/2009	Chairman's Honours Board (Ruby Room)	834.75	834.75	1,769.00
Halls Equipment	25/11/2009	Stage Curtains E Bell Venus Ink Blue (Gold Room)	1,054.00	1,054.00	834.75
Halls Equipment	26/05/2009	Victor SD40 Floor scrubber drier	1,351.00	1,351.00	1,054.00
Halls Equipment	31/03/2014	Sidde Alley	1,215.00	1,215.00	1,351.00
Halls Equipment	20/06/2014	Under counter dishwasher (Kitchen)	0.00	0.00	1,215.00
Halls Equipment	10/05/2017	Sprite 300 Floor cleaner	581.60	581.60	0.00
Halls Equipment	18/05/2017	Audio Visual Equipment	7,574.00	7,574.00	581.60
Halls Equipment	20/10/2017	Linat Water Boiler (Kitchen)	0.00	0.00	7,574.00
Halls Equipment	06/03/2018	New Office electrics	2,620.00	2,620.00	0.00
Halls Equipment	17/09/2018	New Office electrics	639.51	639.51	2,620.00
Halls Equipment	09/03/2020	Modular display board system	321.00	321.00	639.51
Halls Equipment	14/03/2020	Storage Cupboard Units - Stage Store Room	960.00	960.00	321.00
Halls Equipment	04/03/2020	FO-500 Fogging Machine	896.00	896.00	960.00

Halls Equipment	07/02/2022	Badminton nets and posts	593.26			593.26
Halls Equipment	16/08/2021	CS15MSD dishwasher + installation	2,045.00			2,045.00
Halls Equipment	25/01/2023	Linat Water Boiler (Kitchen)	478.66			478.66
Miscellaneous Items	23/04/2009	Chairman's Badge (Office safe)	575.00			575.00
Miscellaneous Items	19/02/2019	Exolls Radar Speed Sign	1,966.99			1,966.99
Miscellaneous Items	26/04/2019	Chairman Pendant (Office safe)	559.45			559.45
Miscellaneous Items	28/09/2012	Watercolour - Diamond Jubilee Street Party (Silver Room)	360.00			360.00
Miscellaneous Items	23/08/2023	BW Celebrates (Coronation) Watercolour		350.00		350.00
Office Equipment	30/03/2001	4 Filing Cabinets	0.00			0.00
Office Equipment	22/04/2006	Optima EP789H XGA digital projector	349.16			349.16
Office Equipment	28/06/2013	OMEGA accountbook/planning software	723.05			723.05
Office Equipment	21/11/2013	PT-Mapper ProG sw licence	4,155.60			4,155.60
Office Equipment	03/12/2013	HP Pro 350 System Units + software	2,715.00			2,715.00
Office Equipment	07/03/2015	DPM 6500 Digital Voice Recorder	525.68			525.68
Office Equipment	14/09/2016	BT Yealink T41P Handset	380.00			380.00
Office Equipment	24/07/2016	Desktop computer - ADMIN-PC/BWPC-PC02	1,112.50			1,112.50
Office Equipment	19/01/2016	Laptop - CSO - CARETAKER-PC/BWPC-PC07	757.50			757.50
Office Equipment	01/11/2017	Lenovo Thinkbook - DESKTOP-UKONTUBWPC-PC14	624.00			624.00
Office Equipment	25/07/2018	HP EliteDesk 800 Assistant-PC/BWPC-PC05	794.50			794.50
Office Equipment	29/07/2019	HP ProBook 440 G1 - DESKTOP-LD3MJBDWPC-PC09	559.84			559.84
Office Equipment	04/12/2019	HP ProDesk 400 G6 - DCLERK-PC/BWPC-PC01	615.55			615.55
Office Equipment	23/03/2020	Lenovo Think Book Laptop - DESKTOP-UEJXVTRNBWPC-PC11	741.90			741.90
Office Equipment	20/10/2020	HP ProBook 440 G7 Laptop - DESKTOP-SQ3TTGCBWPC-PC13	712.26			712.26
Office Equipment	16/03/2021	Lenovo ThinkPad Laptop - WESTHOE-PC/BWPC-PC08 (SID)	795.43			795.43
Office Equipment	07/09/2022	HP Probook 455 Laptop - DESKTOP-DH1Q60BWPC-PC10	675.48			675.48
Office Equipment	18/10/2022	Dell Vostro 3710 - DESKTOP SQ3TTGCBWPC-PC12	488.99			488.99
Office Equipment	18/01/2023	Windows Micro Server - CLERK-PC/BWPC-PC03	1,453.00			1,453.00
Office Equipment	31/07/2018	APC SmartUPS 1kVA, 24 Port Gigabit PoE Data Switch	881.25			881.25
Office Equipment	18/01/2023	Draytek Router	311.00			311.00
Office Equipment	01/04/2022	Samsung Galaxy Mobile Phone - Halls Manager		324.78		324.78
Office Equipment	02/04/2022	Samsung Galaxy Mobile Phone - Grounds 1		324.78		324.78
Office Equipment	03/04/2022	Samsung Galaxy Mobile Phone - Grounds 2		324.78		324.78
Office Equipment	04/04/2022	Samsung Galaxy Mobile Phone - Grounds 3		324.78		324.78
Office Equipment	05/04/2022	Samsung Galaxy Mobile Phone - Lengthsman		324.78		324.78
Office Equipment	06/04/2022	Samsung Galaxy Mobile Phone - Caretaker		324.78		324.78
Office Equipment	07/04/2022	Samsung Galaxy Mobile Phone - CSO		324.78		324.78
Office Equipment	07/09/2022	Samsung Galaxy Mobile Phone - Projects		324.78		324.78
Office Equipment	05/08/2022	Black Ego Office Chairs x 4	232.31			232.31
Tables & Chairs	18/12/2006	300 Stacking Chairs (Gold Room)	956.00			956.00
Tables & Chairs	18/12/2006	40 Large Tables (Gold Room)	13,410.00			13,410.00
Tables & Chairs	18/12/2006	20 Small Tables (Gold Room)	975.00			975.00
Tables & Chairs	14/12/2010	20 large Easyfit folding tables (Gold Room)	450.00			450.00
Tables & Chairs	18/07/2013	Bentwood arm chairs x 10 (Blue material)	2,073.75			2,073.75
Tables & Chairs	12/09/2014	Contour Plus Folding Table 965300 x 11	429.01		429.01	429.01
Tables & Chairs	24/06/2014	Bentwood Armchair blue material 10 no. + Desk Bench	1,000.30			1,000.30
Tables & Chairs	10/12/2014	Contour Plus Folding Table x 8 - Allis Grey	539.40			539.40
Tables & Chairs	21/09/2015	Contour Plus Folding Table x 5 - Allis Grey	1,130.34			1,130.34
			782.56			782.56

Tables & Chairs	16/01/2023	5 x WAT-1876 Eastlit Folding Tables	905.50	905.50		905.50
Vehicles	19/06/2017	Talan Giant 2 Bicycle	668.66	668.66		668.66
Jubilee Hall Play Area						
Land & Land Improvements	18/10/2021	Resurface play areas	1,275.00	1,275.00		1,275.00
Fences & Gates	19/05/2011	Fence around Play Area	4,027.00	4,027.00		4,027.00
Sports, Games & Leisure Equipment	15/11/2011	2 Rainbow benches	963.00	963.00		963.00
Sports, Games & Leisure Equipment	25/11/2013	Rainbow heavy duty picnic bench	407.00	407.00		407.00
Sports, Games & Leisure Equipment	19/05/2011	Diela Swing	1,765.00	1,765.00		1,765.00
Sports, Games & Leisure Equipment	19/05/2011	Brevo Tower	2,995.00	2,995.00		2,995.00
Sports, Games & Leisure Equipment	19/05/2011	Zingo Roko	755.00	755.00		755.00
Sports, Games & Leisure Equipment	20/01/2012	Zingo Spinner	613.00	613.00		613.00
Sports, Games & Leisure Equipment	19/05/2011	Grass matting	1,483.50	1,483.50		0.00
Sports, Games & Leisure Equipment	01/03/2019	Rhyno Mulch safety surface	3,688.59	3,688.59	1,275.00	2,613.59
Sports, Games & Leisure Equipment	24/07/2020	Re-position panels, enlarge path	1,955.00	1,955.00	1,955.00	0.00
Oak Road Site						
Fences & Gates	30/09/2007	Fencing & Groundworks	18,575.00	18,575.00		18,575.00
Fences & Gates	28/01/2021	1.2m high bow top Easy Gate x 2	2,311.00	2,311.00		2,311.00
Fences & Gates	28/01/2021	1.0m high flat top Easy Gate x 5	5,401.00	5,401.00		5,401.00
Oak Road Play Area						
Dog / Litter Bins	31/03/2008	1 Dog Bin	183.83	183.83		183.83
Sports, Games & Leisure Equipment	31/08/2001	Play Equipment	40,225.00	2,454.20		37,770.80
Sports, Games & Leisure Equipment	18/09/2006	Cocktail 2 way bounce about	1,157.00	1,157.00		1,157.00
Sports, Games & Leisure Equipment	18/09/2016	Slide Spring Mobile - Cool Cat	1,297.20	1,297.20		1,297.20
Sports, Games & Leisure Equipment	10/01/2017	Rhyno Mulch Safety Surfacing	8,372.57	8,372.57	1,350.00	7,022.57
Land & Land Improvements	18/10/2021	Resurface play areas	1,350.00	1,350.00		1,350.00
Priority Park Site						
Land & Land Improvements	7/7/7/7/7	Priority Park Sports Ground	1.00	1.00		1.00
Land & Land Improvements	01/11/2007	Access Ramp - Priority Park upper level to lower level	1.00	1.00	1.00	0.00
Land & Land Improvements	31/01/2009	Additional 6.13 acres of Land (Priority Meadow)	1.00	1.00		1.00
Land & Land Improvements	01/09/2007	Drainage Works - Sports Grounds both levels	1.00	1.00	1.00	0.00
Land & Land Improvements	31/03/2009	Landscaping - Around Skatepark	1.00	1.00	1.00	0.00
Land & Land Improvements	18/05/2010	Drainage work around Skatepark	1.00	1.00	1.00	0.00
Land & Land Improvements	25/05/2010	French drain - Football pitches	1.00	1.00	1.00	0.00
Land & Land Improvements	13/10/2011	Overflow Car Park	1.00	1.00		1.00
Land & Land Improvements	22/03/2012	Concrete bases - BWD Storage Container	1.00	1.00		1.00
Land & Land Improvements	31/10/2012	Carway - Access from Priority Park to Priority Meadow	1.00	1.00		1.00
Land & Land Improvements	09/07/2013	Extend access from Priority Park to Priority Meadow	1.00	1.00		1.00
Land & Land Improvements	27/07/2015	LED 20W Front Facing flood Lights in car park	285.50	285.50		285.50
Land & Land Improvements	21/06/2018	Install 240m footpath	3,850.00	3,850.00		3,850.00
Land & Land Improvements	22/07/2019	Extend footpath	4,250.00	4,250.00		4,250.00

Buildings & Equipment	10/01/2019	Kitchen Units	1,380.00	1,380.00	0.00
Buildings & Equipment	28/06/2019	Defibrillator	1,289.00		1,289.00
Buildings & Equipment	05/12/2019	Install defibrillator	208.00	208.00	0.00
Buildings & Equipment	25/02/2021	Electric water tank c/w 7.5kW immersion	2,770.00		2,770.00
Buildings & Equipment	03/03/2022	CCTV System	2,048.00		2,048.00
Buildings & Equipment	12/11/2022	Window Blinds	498.00	498.00	0.00
Halls Equipment	24/06/2022	Victor Floor Cleaner	891.00		891.00
Halls Equipment	19/08/2015	Taurus Banqueting Chair x 50	1,499.50		1,499.50
Halls Equipment	11/10/2018	40 x Classic Plus Chairs	605.00		605.00
Halls Equipment	11/10/2018	10 x Folding Table, 1800 x 760 mm	349.50		349.50
Halls Equipment	01/10/2021	Karcher BR 30/4 C scrubber dryer + CRA brush	820.66		820.66
Halls Equipment	18/11/2022	Microwave	258.00		258.00
Halls Equipment	18/11/2022	Fridge Freezer	200.00		200.00
Halls Equipment	16/01/2023	12 x WAT1875 Easyfit Folding Tables & WATT-S Trolley	2,496.20		2,496.20
Halls Equipment	19/04/2013	Floor Master 2 brush polisher	286.25		286.25
Miscellaneous Items	05/07/2010	A1 Map Board (Clubhouse)	533.00		533.00
Miscellaneous Items	22/11/2018	Upgraded Charging Rooms - Drawings	330.00	330.00	0.00
Sports, Games & Leisure Equipment	12/08/2015	Cornilleau Table Tennis Table	437.42		437.42
Sports, Games & Leisure Equipment	08/03/2014	Cornilleau Table Tennis Table	463.17		463.17
Sports, Games & Leisure Equipment	08/03/2014	Cornilleau Table Tennis Table	463.17		463.17
Miscellaneous Items	17/03/2020	Lengthsman Equipment 6.5HP chip shredder	882.50		882.50
Miscellaneous Items	21/08/1995	Lengthsman Equipment Roller Twose - 673387 96597	880.00		880.00
Miscellaneous Items	13/05/2021	Lengthsman Equipment EGO MHSC2002E multi-tool & charger	627.00		627.00

Priority Park Play Area

Sports, Games & Leisure Equipment	31/03/2014	Rainbow extended top heavy bench	515.00		515.00
Sports, Games & Leisure Equipment	30/04/2010	Play area fencing & gates	5,305.00		5,305.00
Sports, Games & Leisure Equipment	28/10/2005	Aerial Runway Extension	950.00		950.00
Sports, Games & Leisure Equipment	30/04/2010	Play equipment (Original Construction)	47,683.75		47,683.75
Sports, Games & Leisure Equipment	28/11/2011	Delta Swing	1,844.00		1,844.00
Sports, Games & Leisure Equipment	29/02/2012	Basket swing	1,350.00		1,350.00
Sports, Games & Leisure Equipment	29/02/2012	Play Panel - Marble Race	783.00		783.00
Sports, Games & Leisure Equipment	29/02/2012	Play Panel - Magic Ball Popper	0.00		0.00
Sports, Games & Leisure Equipment	29/02/2012	Titan Dual Swing?	2,995.00		2,995.00
Sports, Games & Leisure Equipment	29/02/2012	Hover see-saw	1,695.00		1,695.00
Sports, Games & Leisure Equipment	31/07/2013	Warrior Anthill Climber	6,411.00		6,411.00
Sports, Games & Leisure Equipment	03/11/2015	Muga Area	40,000.00		40,000.00
Sports, Games & Leisure Equipment	31/03/2017	25m All Steel Cableway c/w Ramp	10,785.20		10,785.20
Sports, Games & Leisure Equipment	28/11/2011	Grass matting	511.36		511.36
Sports, Games & Leisure Equipment	28/02/2012	Grass matting	2,592.00		2,592.00
Sports, Games & Leisure Equipment	31/07/2013	Grass matting	1,584.00		1,584.00
Sports, Games & Leisure Equipment	17/05/2016	Rhyno Mulch Safety Surface	5,814.11		5,814.11

Victoria Road Site

Land & Land Improvements	??????	Land	1.00		1.00
Dog / Litter Bins	31/03/2008	1 Dog Bin	183.83		183.83

Outdoor Furniture	24/02/2021	Plastic Bench	0.00	180.00	180.00
Outdoor Furniture	??????	Bench Seat	0.00		0.00

West Hoe Site

Land & Land Improvements

Land	??????	Land	1.00		1.00
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Well House Building

Buildings & Equipment

Buildings & Equipment

Building - 2 Brook Street, Bishop's Waltham	15/12/2003		186,000.00		186,000.00
Low Level WC	29/09/2020		250.00	250.00	0.00

All Parish

Bus Shelters	??????	Bus Shelter (St Georges Square)	8,500.00		8,500.00
Bus Shelters	??????	Queensbury Bus Shelter (Winchester Road / Albany Road)	1,030.00		1,030.00
Bus Shelters	??????	Bus Shelter (Winchester Road / Ashton Corner)	1,030.00		1,030.00
Bus Shelters	05/05/1989	Bus shelter metal? (Lower Lane)	3,562.00		3,562.00
Bus Shelters	12/07/1989	Queensbury Bus Shelter (Winchester Road / Churchill Avenue)	4,400.00		4,400.00
Bus Shelters	24/05/2000	Queensbury Bus Shelter (Winchester Road / Claylands Road)	3,562.00		3,562.00
Bus Shelters	28/01/2009	Queensbury Arun Bus Shelter (Hoe Road)	7,289.00		7,289.00
Bus Shelters	22/01/2010	Queensbury Arun Bus Shelter (Lower Lane)	7,017.00		7,017.00
Bus Shelters	31/03/2008	Bus shelter (Hoe Road)	2,647.42		2,647.42
Bus Shelters	27/04/2010	Bus shelter (Winchester Road)	3,338.00		3,338.00
Bus Shelters	17/03/2011	Bus shelter (Winchester Road)	3,660.10		3,660.10
Bus Shelters	09/12/2011	Bus shelter, handstanding (Winchester Road)	3,335.00		3,335.00
Bus Shelters	31/03/2013	Queensbury Bus Shelter (Priory Court)	4,478.00		4,478.00
Bus Shelters	17/07/2013	Queenly seat, panel for Lower Lane bus shelter (Priory Ct)	383.96	383.96	0.00
Bus Shelters	28/09/2016	Bus Shelter Panel (Winchester Road)	792.20	792.20	0.00
Dog / Litter Bins	03/03/2008	1 Dog Bin (Pondside)	183.83		183.83
Fences & Gates	18/03/2013	W&E - 5 Bar Hunting Gate (Shipgate Lane / Primrose Terr)	459.40		459.40
Fences & Gates	18/11/2015	Kissing Gate (Dundridge Lane)	330.85		330.85
Fences & Gates	06/07/2016	1200mm x 900mm Kissing Gate (Dundridge Lane)	330.85		330.85
Fences & Gates	02/11/2020	Install gates and attach to fences (Stakes Lane)	645.00		645.00
Fences & Gates	15/03/2022	Stratford self closing meshed gate ??	552.00		552.00
Fences & Gates	20/03/2022	Install Stratford self closing meshed gate	660.00	660.00	0.00
Fences & Gates	07/03/2023	Footpath FP43 - Kissing Gate	996.00		996.00
Outdoor Furniture	09/05/2002	Jubilee Clock (St. George's Square)	10,970.00		10,970.00
Outdoor Furniture	13/02/2002	Jubilee Clock Granite Plaque (St. George's Square)	383.70		383.70
Outdoor Furniture	07/12/2004	3 Roundabout signs (Old Station Roundabout)	594.50		594.50
Outdoor Furniture	31/03/2009	3 Street Lights (St. George's Square)	2,658.11		2,658.11
Outdoor Furniture	27/07/2011	Tower 4 Tier - Bill Wormsley Memorial (Bank Street)	899.00		899.00
Outdoor Furniture	25/01/2012	Town Centre sign (St. George's Square)	1,425.00		1,425.00
Outdoor Furniture	21/05/2012	Map of town centre (St. George's Square)	900.00		900.00
Outdoor Furniture	17/03/2016	Flower Tower 3 Tier Black x 1 (Red Lion Street)	365.55		365.55
Outdoor Furniture	11/02/2008	Oak Noticeboard (The Avenue)	1,473.33		1,473.33
Outdoor Furniture	11/02/2008	Oak Noticeboards (Cross Street)	1,473.33		1,473.33

[illegible]

West Hoa Cemetery				
Outdoor Furniture	??????	Lynch Gate	25,550.00	25,550.00
Outdoor Furniture	???????	2 signs	230.00	230.00
Outdoor Furniture	23/10/1998	2 Warwick 4' Seats	442.00	442.00
Outdoor Furniture	19/07/2000	1 Warwick 4' Seat	221.00	221.00
Outdoor Furniture	22/09/2000	1 Warwick 4' Seat	221.00	221.00
Outdoor Furniture	06/10/2000	1 Warwick 4' Seat	221.00	221.00
Outdoor Furniture	21/09/2001	3 Warwick 4' Seats	720.00	720.00
Fences & Gates	01/10/2001	Royal Tallman 12' gap split arch gate	596.00	596.00
Outdoor Furniture	01/10/2001	4' Tallman 3'6" gap gate	124.00	124.00
Fences & Gates	21/01/2003	Somerset gate 12' slash with fixing posts	204.46	204.46
Outdoor Furniture	24/11/2003	1 Warwick 4' Seat	235.00	235.00
Outdoor Furniture	28/02/2004	Yardmaster Deluxe Metal Garden Shed	280.84	280.84
Outdoor Furniture	09/08/2004	6 A4 2Bay Noticeboard Oak & Ebony	663.00	663.00
Outdoor Furniture	14/02/2006	2 Warwick 5' Seats	524.00	524.00
Outdoor Furniture	04/01/2008	1 Falcon Nameplate Plaque on stake	130.00	130.00
Office Equipment	31/03/2008	1 HP 8715b Notebook laptop incl software	850.00	850.00



Bishop's Waltham Parish Council
Finance, Policy & Resources Committee

5.9.23

Agenda Item – Commercial Motor Insurance Policy – for approval

On the 4th of August 2023 the Commercial Motor Insurance Policy was automatically renewed with Gallagher Insurance Brokers with the Insurer MS Amlin.

Proposal:

To approve the insurance policy renewal.

Finance Manager
14.8.23



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Private & Confidential

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SO32 1ED

Blenheim House
1-2 Bridge Street
Guildford
Surrey
GU1 4RY

Tel: 01483 462 860

www.ajg.com/uk

3rd August 2023

Dear Emma,

Insurance Policy: Non-Fleet Rated Commercial Motor
Client Name: Bishops Waltham Parish Council
Client Reference Number: 1756585
Policy Reference:
Effective Date: 04/08/2023

Further to our recent renewal letter and any subsequent discussions, we are delighted that you have chosen to renew your business through Gallagher.

In accordance with your instructions, or where we advised you that we have automatically renewed, we have placed your insurances with the insurers shown below.

Policy	Insurer	Premium	Insurance Premium Tax	Administration Fee(s)	Total Due
Non-Fleet Rated Commercial Motor	MS Amlin	£3,654.85	£438.58	£50.00	£4,143.43
Total		£3,654.85	£438.58	£50.00	£4,143.43

Significant Terms, Conditions, Warranties, Exclusions and Subjectivities

Your policy documents will record what is insured and against what Insured Perils (risks) apply, along with details of any Warranties which sets out those things which you must make sure happen or have in place at all times. Your cover may be subject to Exclusions and Endorsements, which set out additional Policy Terms which are particularly important. Please also consider any Conditions with which you have to comply in order for your cover to be valid and for you to make a claim.

It is important that you read and make sure that you understand the full extent of the cover that is provided by your insurance policy. The policy wording should be read in conjunction with your policy schedule. Please read these carefully as they may have an impact on the validity of your cover and/or your ability to make recovery for any claims made.

If there are any areas of the policy which you are concerned about or do not understand, or where you are unable to comply, then please contact us to discuss in further detail. It may be possible, albeit at higher cost, to obtain wider or less restrictive cover.



Gallagher

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The attached Insurer schedule details the following endorsements applicable to your policy.

We must remind you that cover is subject to the following:-

Policy Documents

It is important that you check through your policy documentation thoroughly to ensure that you are happy with the cover stated. Please read all documents carefully, paying particular attention to the limits, endorsements and exclusions. If any information is incorrect, please contact us immediately.

Making a Claim

If you need to make a claim, please notify us as soon as possible after an incident either by telephone on 01483 462860 or by email to <mailto:communityclaims@ajg.com>. Alternatively out of hours in an emergency, you may also contact your insurer direct. Please refer to your insurer documentation for contact details for your insurer's claims department.

You will need to have as much information about the claim as possible, including but not limited to:

- Policy type and policy number
- Date loss occurred
- Location and description of loss
- Name and address of injured party if applicable

Claims must be notified to us immediately. Any delay in notification could prejudice your own or your insurer's position. Our full information regarding on what to do in the event of a claim was provided in our renewal invitation letter.

Payment Options

Our standard payment terms are payment on or before your policy inception or renewal date. This ensures we receive your funds in time to settle our insurer accounts where there are strict requirements.

You can pay by the following options:-

- Cheque payable to Arthur J Gallagher Insurance Brokers Ltd - Please add your client reference number onto the back of the cheque.
- Direct Debit with Insurers (if available)
- Bank Transfer (BACS) - Gallagher will provide our bank details upon instruction to proceed

Any Questions?

Thank you for renewing your policy with us and if you have any questions relating to your insurance arrangements, please do not hesitate to contact us.

Yours sincerely,

The Community Team

Tel: 01483 462860

Email: community@ajg.com



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Enclosures	Action Required by You
Statement of Fact(s)	Information you have provided to us and on which your policy is based. Please review and advise us of any changes required.
Policy Schedule(s)	Please review and advise us immediately if there are any terms you are unable to comply with or do not understand.
Policy Summary(s)) Notice to Policyholder/Summary of Changes	An overview of the proposed cover including limits. Please read in conjunction with your policy and advise us immediately if there are any terms you are unable to comply with or do not understand.
Our Invoice	Please note payment terms.
Important Information	Please read and retain.
Our Terms of Business	Please read and retain.



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TALK TO US ABOUT:

- Motor
- Engineering
- Cyber
- Professional Indemnity
- Associated Charities
- Village Hall Policies
- Anglican Church Policies
- Risk Management Solutions
- Event Coverage
- Terrorism





Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

5.9.23

Parish Council Budget Setting 2024/25

Timeline:

September 2023	Committees to set up working groups and arrange meetings.
October 2023	Draft proposals to Committees for consideration
November 2023	Committee proposals to F, P & R
December 2023	F, P & R final recommendations to Full PC if ready
January 2024	To Full PC for budget and precept agreement.

Proposals:

1. To advise the Committees of the timeline for budget setting.
2. To advise the Committees that no inflation allowance is to be applied unless a specific reason for any other rate is justified and noted. A contingency for inflation is set aside, which is a percentage of the overall precept.
3. All Salaries and their associated costs will be recommended to the F,P&R Committee by the Staffing Sub-Committee.
4. Budgets to be considered on a 3-year basis, with no allowance for inflation in years 2 & 3.
NB: Capital budgets to reflect the Council's Forward Plan.
5. To agree the working group for this Committee and to arrange date for the first meeting.