



**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 7<sup>th</sup> November 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 3<sup>rd</sup> October 2023
6. Actions arising from the minutes of the meeting of 3<sup>rd</sup> October 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 6 – *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. Parish Council Financial Resilience – Paper from the Committee Chairman – *for consideration*
11. CIL Funding & Ear Marked Reserves Review – Prioritisation of Projects – *for consideration*
12. Draft FP&R Budget Setting 2024-25 – *for consideration*
13. Budget and Precept Funding Request – West Hoe Cemetery Management Committee – *for consideration*
14. Re-investment of Funds – *for approval*
15. Bank Mandate Amendments – *for approval*
16. Council Changing Banking Arrangements – *for approval*
17. Council Insurance 2023-24 – *for approval*
18. St Peter's Parochial Church Council Annual Request for Funding – Meeting Notes – *for consideration*
19. Recommendations from the Community and Environment Committee – Grant Awards – *for approval*
20. Requests for future agenda items - *for information only*
21. Date of next meeting – 5<sup>th</sup> December 2023



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**on Tuesday 7<sup>th</sup> November 2023 at 7pm**

22. 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.**

23. Debtors' List - for consideration

24. Health and Safety Policy – Quotation Acceptance – for approval

25. Staffing Matters

- i) Staffing Sub-Committee Meeting 23-10-23 – for consideration
- ii) Staff Remuneration 2024-25 – for approval
- iii) Training Qualification – Quotation – for consideration

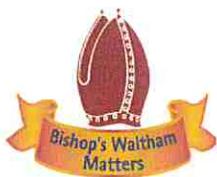
26. Facilities Review – Update – for consideration

27. Recommendations from Halls And Grounds Committee

- i) Oak Road tree works – Quotation – for approval
- ii) Southern Shared Pathway – Quotations for Section 3 – for consideration
- iii) Montague Road – Land Purchase Request – for information

28. Correspondence – Men's Shed – Request for Use of Parish Council Land – for consideration

*E McKenzie*  
Clerk to the Committee  
31<sup>st</sup> October 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 3<sup>rd</sup> October 2023 at 7pm.**

**Present:**

Cllr Iro Chairman  
Cllr Jones Vice Chairman  
Cllr Marsh  
Cllr Nicholson  
Cllr Pavey  
Cllr Stallard  
Cllr Williams

**In attendance:**

Mrs H Fisher Finance Manager  
Mrs E McKenzie Executive Officer/ Clerk to the Committee

**Members of the public:** 0

**FPR099/23 To receive and accept apologies for non-attendance.**  
All present.

**FPR100/23 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**  
None relating to the business of the meeting.

**FPR101/23 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.

**FPR102/23 Public Session**  
No members of the public were present.  
The Finance Manager informed the Committee that the Annual Governance and Accountability Return had been completed and returned by the External Auditor with only one minor matter noted. The External Auditor's report would be presented at Parish Council on 10.10.23.

**FPR103/23 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 5<sup>th</sup> September 2023**  
**Resolved:** to approve minutes of the Finance, Policy and Resources Committee – 5<sup>th</sup> September 2023  
**Proposed:** Cllr Marsh  
**Seconded:** Cllr Jones.  
All in favour.

**FPR104/23 Actions arising from the meeting of the Finance, Policy and Resources Committee – 5<sup>th</sup> September 2023**  
Updates were provided by the Executive Officer.  
A meeting to discuss Ethical Banking options had been set for 4.10.23.  
Likewise the Land Disposal Policy working group would meet on 4.10.23.  
The bond had been received for the Fireworks event on Hoe Road Recreation Ground – action to be marked as complete.

**FPR105/23 Report from Finance Manager**  
Noted.

**FPR106/23 Finance matters:**  
i) Payments Schedule  
**Resolved:** to approve the payments tabled

**Proposed: Cllr Nicholson**  
**Seconded: Cllr Jones**  
**All in favour**

**ii) Bank Account Reconciliation Month 5**

**Resolved: to note the review of the Bank Account Reconciliations Month 5 by the Chairman.**

**Proposed: Cllr Marsh**  
**Seconded: Cllr Williams**  
**All in favour**

**iii) Parish Council Balance Sheet**

A query was raised on the difference between the totals for last month and this.

**ACTION: Clarify spend between months**

**ACTION: Finance Manager**

**Resolved: to note the Parish Council Balance Sheet**

**Proposed: Cllr Marsh**  
**Seconded: Cllr Iro**  
**All in favour**

**iv) Income and Expenditure Forecast**

**Resolved: to note the Income and Expenditure Forecast**

**Proposed: Cllr Iro**  
**Seconded: Cllr Jones**  
**All in favour**

It was suggested that spend on some large projects should include a percentage 'holdback' in case of defects within the warranty period.

**v) Ear Marked Reserves**

Position noted.

**FPR107/23 Capital Control Report**

Noted.

It was suggested that the column 'month budgeted' could either have a month or a blank rather than a question mark.

**FPR108/23 Reserves Policy**

**Resolved: To adopt the updated reserves policy as tabled**

**Proposed: Cllr Iro**  
**Seconded: Cllr Jones**  
**All in favour**

**FPR109/23 St Peter's Parochial Church Council Annual Request for Funding**

A discussion followed on this matter with due diligence concerned over possible agreements of work required, quotations for work and invoicing.

**Resolved: To appoint Cllr Iro and Cllr Jones to meet with the Church Council representatives to discuss opportunities and a potential process of sharing costs for churchyard grass cutting maintenance.**

**Proposed: Cllr Pavey**  
**Seconded: Cllr Iro**  
**All in favour.**

**ACTION: Executive Officer/ Cllr Iro/Cllr Jones**

**FPR110/23 Requests for future agenda items**

Frugality agenda item (Cllr Iro, Cllr Jones)  
Ethical Banking Options (Cllr Pavey, Finance Manager)  
Staff Training – Further Qualification Opportunity

**FPR111/23 Date of next meeting – Tuesday 7<sup>th</sup> November 2023**

Noted.

- FPR112/23** **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.**
- FPR113/23** **Debtors List**  
 Noted. The Finance Manager was pursuing one debtor and a letter would now have to be sent outlining a notice period before further debt recovery action taken. It was considered that the company may need to pay in advance in future as this issue seemed to be recurring.  
**ACTION: Letter to be sent to debtor** **ACTION: Finance Manager**
- FPR114/23** **Water Testing Contract Annual Renewal – Recommendation from the Halls and Grounds Committee**  
 It was noted that the Halls Manager was due to seek further quotations for such service to ensure a comparison for next year's contract.  
**Resolved: To ratify the acceptance of the renewal quotation for the Council's water monitoring contract with Aquadition Limited at a cost of £3,265.98 + VAT.**  
**Proposed: Cllr Nicholson**  
**Seconded: Cllr Iro**  
**All in favour**
- FPR115/23** **Community Asset – Update**  
 The Executive Officer highlighted the paper tabled.  
 Discussion followed on the increase in solicitor's fees and the consideration of a fixed price fee for future projects. The overage deed was considered. Cllr Nicholson and Cllr Pavey were appointed to speak to the solicitor the next day, with the Executive Officer, to provide further instruction and agree points to progress.  
**Resolved:**  
 i) **To agree to the increase in solicitor fees to £4,000.00 plus VAT and disbursements and present to Parish Council for approval.**  
 ii) **To appoint Cllr Nicholson and Cllr Pavey to further discussions with the solicitor**  
**Proposed: Cllr Jones**  
**Seconded: Cllr Marsh**  
**All in favour** **ACTION: Executive Officer/ Cllr Nicholson/Cllr Pavey**
- FPR116/23** **Cricket Club Lease**  
 A recent meeting to progress the lease updates was noted.
- FPR117/23** **Staffing Matters**  
 i) **Priory Park Clubhouse Cleaning**  
**Resolved: To approve the Halls and Grounds Committee recommendation for additional contracted cleaning support at Priory Park Clubhouse on a trial basis.**  
**Proposed: Cllr Marsh**  
**Seconded: Cllr Jones**  
**All in favour.**  
**ACTION: To organise additional cleaning support for PP Clubhouse on a trial basis** **ACTION: Halls Manager**
- ii) **Staffing Review Quotation**  
**Resolved: to approve HALC to undertake a review of the current staffing structure at a cost of £3,000 + VAT, plus £270 per day if additional support required**  
**Proposed: Cllr Jones**  
**Seconded: Cllr Nicholson**  
**All in favour.** **ACTION: Exec Officer**
- iii) **Staff Training Courses**  
 Noted. Clerk to provide information on further qualification opportunity.

There being no further business the meeting ended at 8:16pm.

**Bishops Waltham Parish Council**  
**Finance, Policy and Resources Committee**  
**Actions Arising from the Committee Meeting 3.10.23**

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, FPR115/23	Possible Purchase of Community Asset	vii) To continue actions of working group in negotiations and contact xvi) undertake survey of possible asset	vii) Jan 23 xvi) Complete	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, FPR104/23	Environmental Action plan	i) Investigate ethical banking options	ii) May 23	ii) Cllr Pavey/Cllr Williams	
FPR248/22, FPR104/23	Fireworks Licence and Rates	To ensure signed and bond lodged	Complete	AO	
FPR256/22	Leases update	To check leases for third party claim guidance	Jul-23	EO/PM	
FPR270/22	Update Arbutinol Latham signatories	To update as necessary (FM, Chair and Vice Chair and EO)	Complete	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	ii) Sept 23 ii) Complete. New item below	FM, MP, RS	Asset Register has been updated and an effective system in place. Delay further system changes when need arises.
FPR274/22, FPR104/23	Land Disposal Policy	To set up meeting of working group	Aug-23	EO/MP/KJ	Meeting held. Awaiting paper for committee.
FPR014/23	Policies	To undertake initial review of current status of policies	Sep-23	EO/ RS	Initial meeting held 19.7.23 EO & RS. Contact made with H&S consultant 6.10.23
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-Committees 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.
FPR065/23	Deed of Access Policy	To update policy as tabled	Aug-23	EO	In progress.
FPR073/23	Staffing Matters (2)	To hold SSC meeting and consult with relevant committees	Aug-23	EO	Meeting held
FPR087/23	Asset Register	To present to PC for Information	Complete	FM/EO	To PC Oct 23
FPR088/23	Commercial Motor Insurance	To ratify the insurance renewal	Complete	FM/EO	To PC Oct 23
FPR095/23, FPR115/23	Community Asset	i) Flag concerns to vendor ii) Date with solicitor about survey iii) Check tenancy with current tenant iv) To agree increase in solicitor fees v) To appoint BN/MP to speak to solicitor	ii) Sep-23	EO	i) In progress ii) Complete - Emails Sept 23 iii) Complete - Meeting set 15.9.23 iv) Complete v) Complete
FPR096/23	Cricket Club	To recommend to PC lease extension with further updates required by working group & reps	Oct-23	EO	PC 12.9.23. - complete Meeting held 26.9.23 (JM, BN, RS with BWCC reps)
FPR106/23	Balance Sheet	To clarify balance sheet query	Complete	FM	
FPR109/23	Church Funding	To meet with representatives	Complete	EO/DI/KJ	Met with Church Reps 17-10-23. Agenda item.
FPR113/23	Debtors Action	To write letter	Complete	FM	
FPR117/23	Priory Park Clubhouse Clean	i) To organise additional clean ii) To investigate use of mats	Complete	HM	Referred both matters to Halls Manager (H&G)
FPR117/23	Staffing Review	To liaise with HALC about review	Oct-23	EO	In progress.



# Bishop's Waltham Parish Council

## Finance, Policy & Resources Committee

7.11.23

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

#### Budget Setting 2024/25

All draft committee budgets have been completed resulting in a Precept increase of 11.5% (the WCC – BW Tax Base will not be known until December 2023 and will affect the percentage increase).

All committees may need to seriously consider where they can make savings in their revenue budget.

#### Precept Comparisons Summary (£'s)

	2023-24	2024-25	Variance
<b>Revenue Expenditure</b>	£590,741	£660,973	£70,232
<b>Revenue Income</b>	£101,528	£117,626	£16,098
<b>Net Revenue Costs</b>	£489,213	£543,347	£54,134
<b>Net Capital Expenditures</b>	£730,807	£406,894	-£323,913
<b>CIL/S106 Funding &amp; Receipts</b>	£95,500	£59,297	-£36,203
<b>Net Capital Costs</b>	£635,307	£347,597	-£287,710
<b>Less EMR Movements</b>	£592,307	£297,766	-£294,541
<b>Total Net Expenditures</b>	£532,213	£593,178	£60,965 11.5%
<b>WCC - BW Tax Base</b>	£2,976.56	£2,976.56	£0.00 0.00%
<b>Council Tax (per household)</b>	£178.80	£199.28	£20.48 11.5%

#### Savings Interest

We received £1758.51 interest on reserves held with Barclays in September 23 and £4623.66 interest on reserves held with Arbuthnot Latham in October 23.

#### VAT Return

The quarterly VAT return for the period July to September is complete and will result in a net VAT reclaim of £25,835.37.

#### July to September Quarterly Transparency Information

The quarterly Transparency information has been published on the website as required.

#### Pay Award 2023/24

The National Joint Council (NJC) pay award for 2023 has not yet been agreed nationally. The NJC trade union side met on 19 September to discuss the national employers' full and final pay offer, but no decision on the pay offer was reached. The trade unions have confirmed they will reconvene after GMB's ballot closes. The GMB ballot will run from Tuesday 12 September to Tuesday 24 October 2023.



## Bishop's Waltham Parish Council

### Finance, Policy & Resources Committee

7.11.23

#### **Agenda Item – Finance Matters – for consideration**

Finance matters:

- i. Payments Schedule – to approve payments
- ii. Bank Account Reconciliations Month 6 – 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 30.10.23

i) Payments Schedule

– *to approve payments*

## Payments For Authorisation

Supplier A/c Name	Invoice Date	Due Date	Invoice Number	Net Utilite	VAT	Invoice Total	A/C	Centre Analysis Description	Posted	Approved	Paid by?	Paid	Comments
ACELIFT	12/10/2023	11/11/2023	137887	£81.90		£491.40	4274	280 Skip Exchange ES Oct 23	Yes		BT		
AQUADITION	09/11/2023	08/11/2023	34506	£528.14	£105.63	£633.77	4277	Various Water Monitoring Oct 23	Yes		BT		
AQUADITION	13/10/2023	12/11/2023	34506	£170.22	£54.04	£204.26	4277	280 Water Monitoring Oct 23	Yes		BT		
ARCO	13/10/2023	12/11/2023	946771462	£11.13	£2.23	£13.36	4309	280 Green Refuse Sacks	Yes		BT		
ARCO	16/10/2023	15/11/2023	946785666	£47.60	£9.52	£57.12	4309	Disposable gloves	Yes		BT		
B&Q TRADE	25/10/2023	30/11/2023	283899542	£5.00	£1.00	£6.00	4312	200 Flu Tube			BT		
BDO LLP	09/10/2023	13/10/2023	INV-00432452	£1365.00	£273.00	£1638.00	4095	100 External Audit to 31/03/23	Yes		BT	06.09.23	
BE-A EDUCATION	26/10/2023	13/11/2023	1329-8549	£20.00		£20.00	4008	New Skills Academy - PW			BC		
BIFFA MUNICIPAL	29/09/2023	29/10/2023	514191813	£20.44	£4.09	£24.53	4275	260 JH Waste 30/09/27/10/23	Yes		DD	30.10.23	
BIFFA MUNICIPAL	27/10/2023	26/11/2023	514C335560	£41.00	£8.20	£49.20	4275	260 JH Wheeble Delivery			DD	18.10.23	
BIFFA MUNICIPAL	27/10/2023	26/11/2023	5141919228	£20.44	£4.09	£24.53	4275	260 JH Waste 28/10/24/11/23			DD		
BIGSTUFF	04/10/2023	03/11/2023	21908	£120.00	£24.00	£144.00	4203	310 Remembrance Day A3 Printing			DD		
BOS	18/10/2023	17/11/2023	BOS005-2023	£28191.00	£558.20	£28959.20	4364	299 Footpath - Tangier to Priory	Yes		BT	EMR 373	
BRIT GAS	06/10/2023	25/10/2023	844851680	£62.62	£3.13	£65.75	4344	260 JH Gas 02/09-01/10/23	Yes		DD	25.10.23	
BUSINESS STREAM	04/10/2023	18/10/2023	2767957/3378669	£263.11	£0.00	£263.11	4345	260 JH Water 04/07-03/10/23	Yes		DD	18.10.23	
BUSINESS STREAM	18/10/2023	01/11/2023	2703708-3519103	£113.36	£0.00	£113.36	4345	250 PP Water 18/07-17/10/23			DD		
CF CORPORATE	18/10/2023	18/10/2023	SUB/0125021	£15.79		£15.79	4021	100 Mobile Phone Subscription			DD		
DIGI TOOLBOX	10/10/2023	24/10/2023	7890194	£1002.59	£201.50	£1203.10	4130	IT/Telecoms - Support/Service	Yes		DD	20.10.23	
ELLIOTS	26/09/2023	31/10/2023	518828265	£61.34	£12.27	£73.61	4312	280 Trade Wipes/Hex Screws	Yes		BT		
ELLIOTS	12/10/2023	31/10/2023	518806406	£7.81	£1.56	£9.37	4312	200 Paint Brush			BT		
ENGIE GAS LTD	10/10/2023	24/10/2023	1-01065947	£28.45	£1.42	£29.87	4344	250 PP Gas 01/09-30/09/23	Yes		DD		
FORUM	09/10/2023	20/10/2023	INV-28733	£150.00	£30.00	£180.00	4170	230 IMV Forum Advert	Yes		BT	20.10.23	
FORWARD	01/10/2023	30/10/2023	84644	£40.00	£8.00	£48.00	4332	260 JH Security Oct 23	Yes		BT	30.10.23	
FORWARD	16/10/2023	30/10/2023	84933	£73.00	£14.60	£87.60	4332	280 Various HR/EIS Security Oct 23	Yes		BT	30.10.23	
FORWARD	16/10/2023	30/10/2023	84932	£40.00	£8.00	£48.00	4332	250 PP Security Oct 23	Yes		BT	30.10.23	
FUELGENIE	02/10/2023	16/10/2023	9462911	£796.27	£159.24	£955.51	4955	Various Fuel card charges OI/09-30/09	Yes		DO	17.10.23	
HALL	25/10/2023	24/11/2023	INV-6155	£48.00	£9.60	£57.60	4006	100 E Mackenzie - Intro to Planning			BT		
HANTS CC	15/08/2023	22/11/2023	91177948	-£46.06	-£9.21	-£55.27	4025	260 Credit - Paper			BT		
HANTS CC	25/10/2023	22/11/2023	36117080006	£4,073.01	£814.61	£4,887.62	4271	105 Street lighting 01/04-30/09/23			BT		
HARRISON	20/10/2023	27/10/2023	HC1619	£750.00		£900.00	4420	299 Reinstatement Assessment			BT	EMR 351	
HEARDWJ	08/09/2023	05/10/2023	INV-70566	£634.93	£116.02	£750.95	4306	280 YG11-HKF MOT & Service	Yes		BT	20.10.23	
HEARDWJ	03/10/2023	10/10/2023	INV-70620	£251.38	£50.28	£301.66	4306	400 LS13-HZA Repairs	Yes		BT	20.10.23	
HEARDWJ	23/10/2023	30/10/2023	INV-70842	£506.03	£101.21	£607.24	4306	400 LS13 HZA EMU Light			BT		
HEARDWJ	24/10/2023	31/10/2023	INV-70877	£180.22	£36.04	£216.26	4306	400 LS13 HZA New Battery			BT		
HEARDWJ	25/10/2023	01/11/2023	INV-70897	£7.01	£7.40	£14.41	4306	400 LS13 HZA Wiper Blades			BT		
HUMPHRY	25/09/2023	25/09/2023	4100	£35.00	£7.00	£42.00	4273	100 Payroll Services - Sep 2023	Yes		SO	25.09.23	
HUMPHRY	25/10/2023	25/10/2023	4145	£35.00	£7.00	£42.00	4273	100 Payroll Services			SO	25.10.23	
INITIAL	25/10/2023	10/12/2023	34874170	£3,111.81	£622.35	£3,734.16	4285	Various Hygiene Bins 01/10-09/11/24			BT		
Inter Account Transfer	14/09/2023	14/09/2023	639566682	£100,000.00	£0.00	£100,000.00	N/A	N/A Separate Precept	Yes		IAT	14.09.23	
Inter Account Transfer	14/09/2023	14/09/2023	493788560	£100,000.00	£0.00	£100,000.00	N/A	N/A Separate Precept	Yes		IAT	14.09.23	
Inter Account Transfer	14/09/2023	14/09/2023	639566682	£166,106.50	£0.00	£166,106.50	N/A	N/A Separate Precept	Yes		IAT	14.09.23	
Inter Account Transfer	26/09/2023	04/10/2023	403788560	£-166,106.50	£0.00	£-166,106.50	N/A	N/A Separate Precept	Yes		IAT	14.09.23	
Inter Account Transfer	26/09/2023	04/10/2023	403788560	£24,000.00	£0.00	£24,000.00	N/A	N/A Payroll	Yes		IAT	26.09.23	
Inter Account Transfer	29/09/2023	29/09/2023	403788560	£24,000.00	£0.00	£24,000.00	N/A	N/A Payroll	Yes		IAT	29.09.23	
Inter Account Transfer	04/10/2023	04/10/2023	639566682	£96,888.31	£0.00	£96,888.31	N/A	N/A EMR MR Play Park	Yes		IAT	04.10.23	
Inter Account Transfer	04/10/2023	30/10/2023	806887227	£96,888.31	£0.00	£96,888.31	N/A	N/A EMR MR Play Park	Yes		IAT	04.10.23	
Inter Account Transfer	30/10/2023	01/10/2023	806867227	£24,000.00	£0.00	£24,000.00	N/A	N/A Payroll	Yes		IAT	30.10.23	
Inter Account Transfer	01/09/2023	01/10/2023	CG7603	£320.00	£0.00	£320.00	4025	100 Advantage Annual Plan			BT	06.09.23	
MOMENTIVE EUROPE	25/10/2023	30/09/2023	GB2023-70134	£150.00	£30.00	£180.00	4150	261 H/CP Card Charges Aug 23	Yes		DD	02.10.23	
NETWORK MERCHANTS	30/09/2023	30/10/2023	IN180447	£150.00	£30.00	£180.00	4150	261 H/CP Card Charges Sep 23	Yes		DD		
ONLINE PLAY	30/10/2023	20/11/2023	SIN055620	£104.00	£20.80	£124.80	4327	290 Chain Protector for Cableway			BT		
ORIGIN AMENITY SOLUT	06/10/2023	30/11/2023	OAS082557	£637.50	£127.50	£765.00	4319	230 White Line Paint	Yes		BT		
PAYROLL	31/10/2023	N/A	N/A	£18,274.54	£0.00	£18,274.54	N/A	515 Basic Salary Payments - Oct 23	Yes		BT	31.10.23	
PAYROLL	31/10/2023	N/A	N/A	£1,390.49	£0.00	£1,390.49	N/A	516 Co. NIC Payment - Oct 23	Yes		BT	31.10.24	
PAYROLL	31/10/2023	N/A	N/A	£1,246.01	£0.00	£1,246.01	N/A	517 Overtime Payments - Oct 23	Yes		BT	31.10.25	

PAYOUT	31/10/2023	WPA	£5,391.57	£0.00	£3,691.57	N/A	520 Co. Pension Payments - Oct 23	Yes		BT	31.10.26
PETTY CASH	05/09/2023	336	£1.60	£0.00	£1.60	4025	100 Milk	Yes	PC	05.09.23	
PETTY CASH	07/09/2023	337	£16.98	£3.40	£20.38	4306	400 PW Fuel (FC not working)	Yes	PC	07.09.23	
PHONIX	16/10/2023	19825	£195.00	£39.00	£234.00	4006	100 MW IOSH H&SE Learning	Yes	BT	20.10.23	
PJ & CM FROUD	02/10/2023	26111/2023/3318	£1,800.00	£360.00	£2,160.00	4280	220 PP Vert Draining		BT		
RECORD MGMT	30/09/2023	30/10/2023/RECO02758	£30.41	£7.88	£47.29	4049	100 Data Storage Sep 23	Yes	BT	30.10.23	
RECORD MGMT	23/10/2023	23/11/2023/RECO02783	£39.41	£7.88	£47.29	4049	100 Data Storage Oct 23		BT		
RESTORE	03/11/2023	1765545	£77.00	£15.40	£92.40	4025	100 Confidential Shredding	Yes	BT		
ROYAL MAIL	06/10/2023	16/10/2023/9068658305	£17.91	£3.58	£21.49	4171	310 D2D Additional	Yes	BT	20.10.23	
SAFETY/SIGNS4LESS	39/10/2023	3888160	£11.21	£2.24	£13.45	4337	280 Fire Exit Sign		BC		
SCOTT DJ	09/10/2023	23/10/2023/45796	£297.84	£59.57	£357.41	4305	280 Nylon Tank Cap/P TO Shaft	Yes	BT	23.10.23	
SCOTT DJ	09/10/2023	23/10/2023/45805	£76.89	£15.38	£92.27	4305	280 Pulley/Slider & Engine Oil	Yes	BT	23.10.23	
SCOTT DJ	09/10/2023	23/10/2023/45833	£105.31	£21.06	£126.37	4305	280 Fork Rod	Yes	BT	23.10.23	
SSE ENERGY SOLUTIONS	06/10/2023	9513879417/00021	£53.17	£2.65	£55.82	4343	261 JHCP Electric C2/09-01/10/23	Yes	DD	23.10.23	
SSE ENERGY SOLUTIONS	19/10/2023	21880785/00011	£843.34	-£158.66	£1,012.00	4343	280 GS Electricity 19/04-18/07/23		DD		
SSE ENERGY SOLUTIONS	19/10/2023	21880785/0012	£319.35	£15.97	£335.52	4343	280 GS Electricity 19/04-18/07/23		DD		
SSE ENERGY SOLUTIONS	19/10/2023	21880785/0013	£319.76	£15.98	£335.74	4343	280 GS Electricity 19/07-17/10/23		DD		
SSE ENERGY SOLUTIONS	19/10/2023	111881236/00007	£885.57	£170.71	£1,024.28	4343	250 PP Electricity 20/07-18/10/23		DD		
SSE ENERGY SOLUTIONS	19/10/2023	21880785/0011	£1,074.98	£214.99	£1,289.97	4343	260 JH Electricity 20/07-18/10/23		DD		
TC CENTRAL	06/09/2023	165562	£904.91	£180.98	£1,085.89	505	Refund overpayment of invoice	Yes	BT	06.09.23	
VIKING DIR	06/10/2023	04/11/2023/3124212	£2,555.90	£51.18	£2,607.08	Various	Various Cleaning/Monitor Tools/Office	Yes	BT		
WCC	05/10/2023	PP OCT 23	£254.00	£0.00	£224.00	4341	250 Business Rates	Yes	SO	05.10.23	
WCC	05/10/2023	IH OCT 23	£668.00	£0.00	£668.00	4341	260 Business Rates	Yes	SO	05.10.24	
WCC	05/10/2023	IHR OCT 23	£74.00	£0.00	£74.00	4341	240 Business Rates	Yes	SO	05.10.25	
WCC	05/10/2023	JHCP OCT 23	£825.00	£0.00	£825.00	4341	261 Business Rates	Yes	SO	05.10.26	
WORLDPAY	30/09/2023	19/10/2023/275585705	£34.27	£3.85	£38.12	4150	261 JHCP Charges Sep 23	Yes	DD	19.10.23	
WRONE	22/09/2023	22/10/2023/53341	£150.57	£0.19	£181.16	4315	Various Dog Waste Bags	Yes	BT	23.10.23	
<b>Total</b>					<b>£86,921.18</b>						

- ii) Bank Account Reconciliations Month 6
    - to note the review by the Chairman.

Date: 11/10/2023

Bishop's Waltham Parish Council

Page 1

Time: 11:33

Bank Reconciliation Statement as at 30/09/2023  
for Cashbook 1 - Barclays e-Payments 80688727

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	30/09/2023	1	16,208.47
			<u>16,208.47</u>
<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>		
	0.00		<u>0.00</u>
			<u>16,208.47</u>
<u>Receipts not Banked/Cleared (Plus)</u>	<u>Amount</u>		
	0.00		<u>0.00</u>
			<u>16,208.47</u>
		<b>Balance per Cash Book is :-</b>	<b>16,208.47</b>
		<b>Difference is :-</b>	<b>0.00</b>

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

20/10/23

Date

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

Judy Maral  
Chair

20th Oct 2023  
Date

Date: 11/10/2023

Bishop's Waltham Parish Council

Page 1

Time: 11:33

Bank Reconciliation Statement as at 30/09/2023  
for Cashbook 2 - Barclays Saver 63966682

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Active Saver A/c	30/09/2023	0	553,599.16
			553,599.16
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
			0.00
			0.00
			553,599.16
<u>Receipts not Banked/Cleared (Plus)</u>			0.00
			0.00
			553,599.16
			<b>Balance per Cash Book is :-</b> 553,599.16
			<b>Difference is :-</b> 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

20/10/23

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

20th Oct 2023

Date

Date: 11/10/2023

Bishop's Waltham Parish Council

Page 1

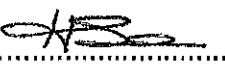
Time: 11:34

Bank Reconciliation Statement as at 30/09/2023  
for Cashbook 3 - Barclays Premium 40378860

User: HLF

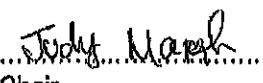
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Tracker A/c	30/09/2023	1	237,106.50
			237,106.50
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
			0.00
			0.00
			237,106.50
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			0.00
			237,106.50
		Balance per Cash Book Is :-	237,106.50
		Difference Is :-	0.00

I confirm that the entries contained in the Council's Cash Book 3 agree with the Barclays Bank Business Premium Account Statement held on file.

  
Finance Manager

26/10/23  
Date

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

  
Chair

20th Oct 2023  
Date

Date: 12/10/2023

Bishop's Waltham Parish Council

Page 1

Time: 09:15

Bank Reconciliation Statement as at 30/09/2023  
for Cashbook 6 - Petty Cash

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/09/2023	130	110.58
			<u>110.58</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			<u>110.58</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			<u>110.58</u>
		<b>Balance per Cash Book is :-</b>	<b>110.58</b>
		<b>Difference is :-</b>	<b>0.00</b>

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

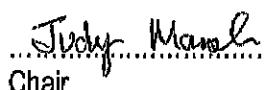


Finance Manager

26/10/23

Date

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

  
Chair

20th Oct 2023  
Date

Date: 12/10/2023

**Bishop's Waltham Parish Council**

Page 1

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard Commercial	20/09/2023	1	50.64
			<u>50.64</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			50.64
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			50.64
			<b>Balance per Cash Book Is :-</b>
			<b>50.64</b>
			<b>Difference Is :-</b>
			<b>0.00</b>

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



## Finance Manager

20/10/23

Date

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

Judy Marsh  
Chair

## Chair

20th Oct 2023

Date: 11/10/2023

Bishop's Waltham Parish Council

Page 1

Time: 12:09

Bank Reconciliation Statement as at 31/08/2023  
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	29/09/2023		407,641.86
			407,641.86
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			407,641.86
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			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

20/10/23  
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.

Judy Mansell  
Chair

20th Oct 2023  
Date

iii) Parish Council Balance Sheet  
– to note current position.

**Detailed Balance Sheet - Excluding Stock Movement**

Month 6 Date 30/09/23

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<i><u>Current Assets</u></i>		
100	Debtors	2,619
105	VAT Control Account	25,843
200	Barclays Business Current Bank	16,208
205	Barclays Active Saver A/c	553,599
210	Barclays Business Premium A/c	237,107
218	Barclaycard Commercial	51
219	A&L 3m Fixed Term Deposit A/c	407,642
250	Petty Cash	111
<b>Total Current Assets</b>		<b>1,243,180</b>
<i><u>Current Liabilities</u></i>		
500	Creditors	102,874
565	Holding Deposits	2,955
<b>Total Current Liabilities</b>		<b>105,829</b>
<b>Net Current Assets</b>		<b>1,137,351</b>
<b>Total Assets less Current Liabilities</b>		<b>1,137,351</b>
<i><u>Represented by :-</u></i>		
300	Current Year Fund	176,879
310	General Reserves	294,326
315	Montague Rd Play - S106/CIL	29,530
325	Replace Play Area Equip - CYF	744
351	Purchase of Community Asset	188,576
352	Sale of Asset	(150)
370	CCTV Hoe Rd - CYF	5,000
372	BW to Botley Bridleway -CIL	50,000
373	South F'path -CIL/WCIL/S106	24,709
374	Replace Skate Park - CIL/WCIL	142,583
375	Floor Polisher JH - CYF	1,500
376	Solar Panels JH - CIL/WCIL	59,750
377	Extend Parking PP - CIL	55,178
378	Albany Road Play - 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
<b>Total Equity</b>		<b>1,137,351</b>

iii) Income and Expenditure Forecast  
– to note current position.

Total Parish Council

Code	Description	April	May	June	July	August	September	October	November	December	January	February	March	Total Year	Budget	Variance	% Change	Material Variance Reason (over 25% or £2000)	
<u>Finance, Policy and Resources Committee</u>																			
Total Income		£937	£2	£3,301	£4,574	£1,776	£3,519	£4,300	£1,063	£2,203	£4,279	£1,003	£1,003	£27,960	£5,926	£22,034	37.2%	Staff hire moved to FP&R/100	
Total Expenditure		£32,216	£32,979	£34,243	£32,747	£26,207	£26,789	£32,602	£58,999	£28,290	£33,75	£28,455	£37,185	£408,487	£31,013	£37,474	10%	Staff costs/redundancy not budgeted	
Total Net Revenue Expenditure		£36,279	£32,977	£30,942	£28,173	£24,431	£23,270	£28,302	£57,356	£26,067	£26,856	£27,452	£36,182	£380,527	£35,087	£15,440	4%	As above	
Total Capital Income		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	0%	Unbudgeted	
Total Capital Expenditure		£250	£170	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,580	£3,250	£3,250	0%	0%	
Total Net Capital Expenditure		£250	£170	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,580	£3,250	£3,250	0%	0%	
<b>Total Net Committee Expenditure</b>		<b>£36,529</b>	<b>£33,147</b>	<b>£30,942</b>	<b>£28,173</b>	<b>£24,431</b>	<b>£23,270</b>	<b>£28,352</b>	<b>£57,356</b>	<b>£26,067</b>	<b>£28,896</b>	<b>£27,452</b>	<b>£38,762</b>	<b>£383,777</b>	<b>£368,337</b>	<b>£15,440</b>	<b>4%</b>	<b>As above</b>	
<u>Halls and Grounds Committee</u>																			
Total Income		£14,642	£86	£5,913	£7,602	£6,730	£8,069	£8,533	£8,744	£6,213	£8,183	£8,601	£6,726	£80,042	£50,352	£30,352	0%	0%	
Total Expenditure		£7,997	£7,462	£15,915	£6,298	£14,354	£8,258	£22,513	£12,528	£9,866	£10,015	£8,399	£31,517	£157,912	£57,178	£734	0%	0%	
Total Net Revenue Expenditure		£6,445	£7,376	£10,002	£1,314	£7,624	£189	£16,980	£3,784	£3,653	£1,832	£-5302	£24,791	£67,870	£66,826	£1,044	2%	0%	
Total Capital Income		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£40,000	£45,000	£550,815	£455,815	Awarded WCC CIL Funding in financial year/Sale of Asset	
Total Capital Expenditure		£10,555	£337	£15,086	£26,932	£82,110	£230,802	£14,800	£241,850	£25,000	£25,000	£71,678	£750,450	£62,057	£68,393	13%	Additional CIL spending/Purchase of Community Asset		
Total Net Capital Expenditure		£10,555	£337	£15,086	£26,932	£82,110	£204,787	£-335,200	£191,850	£-15,000	£-15,000	£26,678	£199,635	£567,057	£-367,422	65%	As above		
<b>Total Net Committee Expenditure</b>		<b>£3,910</b>	<b>£7,896</b>	<b>£16,339</b>	<b>£13,752</b>	<b>£54,556</b>	<b>£82,299</b>	<b>£22,667</b>	<b>£33,416</b>	<b>£19,503</b>	<b>£13,668</b>	<b>£15,302</b>	<b>£51,469</b>	<b>£207,505</b>	<b>£633,833</b>	<b>-2366,378</b>	<b>58%</b>	<b>As detailed above</b>	
<u>Community &amp; Environment Committee</u>																			
Total Income		£0	£94	£42	£63	£0	£-42	£0	£0	£0	£0	£0	£0	£157	£0	£157	0%	Events income unbudgeted	
Total Expenditure		£2,398	£2,694	£5,248	£22,313	£1,167	£520	£2,518	£1,350	£0	£0	£2,452	£1,072	£21,742	£19,830	£1,912	10%	KingC overspent/UT Box unbudgeted/Environs Grant Expenditure	
Total Net Revenue Expenditure		£2,398	£2,600	£5,206	£22,250	£1,167	£562	£2,518	£1,350	£0	£0	£2,452	£1,072	£21,585	£19,830	£1,755	9%	0%	
Total Capital Income		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	0%	Unbudgeted		
Total Capital Expenditure		£0	£0	£490	£0	£317	£0	£500	£0	£0	£0	£0	£0	£250	£1,547	£750	106%	2 x Thermal Imaging Camera (grant in general reserves)	
Total Net Capital Expenditure		£0	£0	£480	£0	£317	£0	£500	£0	£0	£0	£0	£0	£250	£1,547	£750	106%	As above	
<b>Total Net Committee Expenditure</b>		<b>£2,398</b>	<b>£2,600</b>	<b>£5,666</b>	<b>£22,250</b>	<b>£1,484</b>	<b>£562</b>	<b>£3,018</b>	<b>£1,350</b>	<b>£0</b>	<b>£0</b>	<b>£2,462</b>	<b>£1,322</b>	<b>£23,132</b>	<b>£20,580</b>	<b>£2,532</b>	<b>12%</b>	<b>As detailed above</b>	
<u>Planning &amp; Highways Committee</u>																			
Total Income		£0	£0	£520	£1,543	£2,376	£0	£0	£0	£0	£0	£0	£0	£0	£5,250	£5,250	£5,250	100%	Hire Fees moved to FP&R/100
Total Expenditure		£233	£138	£520	£1,543	£2,376	£963	£1,210	£60	£520	£70	£20	£1,317	£8,970	£8,970	£970	12%	0%	
Total Net Revenue Expenditure		£233	£138	£520	£1,543	£2,376	£963	£1,210	£60	£520	£70	£20	£1,317	£8,970	£8,970	£2,750	22%	As above	
Total Capital Income		£0	£0	£0	£0	£0	£0	£600	£0	£0	£0	£0	£0	£600	£500	£100	20%	0%	
Total Capital Expenditure		£0	£0	£0	£0	£0	£0	£750	£0	£0	£0	£0	£0	£11,000	£15,750	£64,750	-£49,000	76%	
Total Net Capital Expenditure		£0	£0	£0	£0	£0	£0	£750	£0	£0	£0	£0	£0	£11,000	£15,150	£64,250	-£49,100	76%	
<b>Total Net Committee Expenditure</b>		<b>£233</b>	<b>£138</b>	<b>£520</b>	<b>£1,543</b>	<b>£2,376</b>	<b>£963</b>	<b>£1,360</b>	<b>£60</b>	<b>£520</b>	<b>£70</b>	<b>£20</b>	<b>£12,317</b>	<b>£24,120</b>	<b>£67,000</b>	<b>-£42,830</b>	<b>64%</b>	<b>As detailed above</b>	
<u>Joint Managed Services</u>																			
Total Income		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,000	£15,000	£15,000	100%	Unbudgeted
Total Expenditure		£0	£0	£0	£0	£0	£0	£0	£5,000	£0	£0	£0	£0	£0	£5,000	£15,000	£15,000	100%	General reserves
Total Net Revenue Expenditure		£0	£0	£0	£0	£0	£0	£0	£5,000	£0	£0	£0	£0	£0	£5,000	£15,000	£15,000	100%	7%
Total Capital Income		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	0%	Unbudgeted	
Total Capital Expenditure		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	0%	Unbudgeted	
Total Net Capital Expenditure		£0	£0	£0	£0	£0	£0	£0	£5,000	£0	£0	£0	£0	£0	£5,000	£15,000	£15,000	100%	Unbudgeted
<b>Total Net Committee Expenditure</b>		<b>£266,766</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£266,107</b>	<b>£1,660</b>	<b>£12,867</b>	<b>£0</b>	<b>£0</b>	<b>£547,401</b>	<b>£532,213</b>	<b>£15,168</b>	<b>3%</b>	<b>General reserves</b>	
Total Income		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£19,720	£19,720	£19,720	100%	General reserves
Total Expenditure		£266,766	£0	£0	£0	£0	£0	£0	£266,107	£1,660	£12,867	£0	£0	£547,401	£512,493	£34,908	7%	0%	
Total Net Revenue Expenditure		£266,766	£0	£0	£0	£0	£0	£0	£266,107	£1,660	£12,867	£0	£0	£547,401	£512,493	£34,908	7%	0%	
Total Capital Income		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	0%	Unbudgeted	
Total Capital Expenditure		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	0%	Unbudgeted	
Total Net Capital Expenditure		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	0%	Unbudgeted	

Total Net Committee Expenditure	-£266,768	£0	£0	£0	-£266,107	-£1,660	-£1,2867	£0	£0	£0	-£547,401	-£512,493	-£34,908	7%		
<b>Total Net Committee Expenditures</b>																
Total Income	£282,346	£182	£9,256	£12,238	£8,506	£277,591	£40,908	£372,674	£58,416	£52,462	£49,604	£52,729	£1,216,912	£729,241	£487,671	
Total Expenditure	£58,649	£43,961	£52,738	£57,960	£71,287	£118,644	£302,845	£67,337	£280,326	£68,260	£64,236	£156,599	£1,373,042	£1,321,548	£51,494	
Total Net Revenue Expenditure	-£223,997	£43,779	£53,482	£45,722	£32,781	£115,947	£261,937	-£285,337	£222,110	£15,798	£14,632	£103,870	£156,130	£532,307	-£436,177	4%
Less EMR Movements	£9,555	£520	£930	£15,086	£24,145	£81,744	£211,531	-£365,306	£191,850	£57,000	-£15,000	-£18,402	£193,673	£532,307	74% EMR Expenditure less than expected	
<b>General Reserves Position</b>	<b>171,921</b>	<b>172,441</b>	<b>173,371</b>	<b>188,437</b>	<b>212,592</b>	<b>234,326</b>	<b>505,857</b>	<b>140,351</b>	<b>332,401</b>	<b>389,401</b>	<b>374,401</b>	<b>355,999</b>				
<b>Months</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>7</b>	<b>11</b>	<b>3</b>	<b>7</b>	<b>9</b>	<b>8</b>	<b>8</b>				

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	Total Year	Total Year Balance
315 EMR - Montage Road Play - S106/CIL	£132,707	£0	£0	£0	£22,437	£80,740	£0	£0	£0	£0	£0	£0	£0	£103,177	£135,557
320 EMR - Replace Pick Ups - CYF	£17,000	£0	£17,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£17,000	£17,000
325 EMR - Replace Play Area Equipment - CYF	£11,000	£10,256	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-4,000	£4,744
330 EMR - Replace Tractor - CYF	£33,500	£0	£0	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£6,256	£-33,500
335 EMR - Replace Transit Van - CYF	£5,000	£0	£0	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£67,000	£-33,500
340 EMR - Replace Topper / Mower - CYF	£33,500	£0	£0	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-11,000	£-33,500
341 EMR - Replace IT Equipment - CYF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£67,000	£-33,500
345 EMR - Election Expenses - CYF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-2,580	£2,580
350 EMR - Bidings Replace / Relurb - CYF	£77,000	£0	£0	£77,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-77,000	£0
351 EMR - Purchase of Community Asset	£0	£0	£0	£-190,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-3,000	£-20,000
352 EMR - Sale of Asset	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-40,000	£0
353 EMR - New Capital Receipt	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£40,000	£40,000
356 EMR - Resurface Tennis Courts - CYF	£14,000	£0	£0	£14,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-14,000	£0
360 EMR - Replace Bus Shelters - CYF	£10,000	£0	£0	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-10,000	£0
370 EMR - C-CTV (HR) - CYF	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,000	£0
371 EMR - Planter - HCC Grant	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
372 EMR - BW to Bolley Bridleway - CIL	£50,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
373 EMR - Southern Footpath - CIL/WCIL/S106	£37,500	£0	£0	£25,00	£11,870	£0	£671	£28,191	£-25,815	£-50,000	£25,000	£0	£0	£15,167	£55,000
374 EMR - Replace Skate Park (PP) - CIL/WCIL	£147,446	£0	£520	£680	£3,046	£284	£333	£0	£4,500	£160,000	£0	£0	£0	£-45,000	£124,363
375 EMR - Floor Polisher (JH) - CYF	£1,500	£0	£0	£0	£0	£0	£0	£0	£1,500	£0	£0	£0	£0	£1,500	£1,500
376 EMR - Solar Panels (JH) - CIL/WCIL	£59,750	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£60,000	£0
377 EMR - Extend Parking (PP) - CIL	£55,178	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£55,178	£57,849
378 EMR - Albany Road Play Park - S106/OSF	£59,401	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
379 EMR - Building Maintenance - CYF	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-7,500	£-7,500
380 EMR - Name Sign (JH) - CYF	£5,000	£0	£0	£0	£0	£0	£0	£0	£5,000	£0	£0	£0	£0	£0	£0
385 EMR - Electric Shutter Door (ES) - CYF	£22,000	£0	£0	£0	£0	£0	£0	£0	£2,000	£0	£0	£0	£0	£2,000	£0
390 EMR - Stackable Chairs (JH) - CYF	£1,800	£0	£0	£0	£0	£0	£0	£0	£1,800	£0	£0	£0	£0	£1,800	£0
391 EMR - WCC CIL Receipts 2019-20	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
392 EMR - WCC CIL Receipts 2020-21	£1,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,500	£1,500
393 EMR - WCC CIL Receipts 2021-22	£22,011	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£22,011	£0
394 EMR - WCC CIL Receipts 2022-23	£3,062	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,062
395 EMR - WCC CIL Receipts 2023-24	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-12,867	£12,867
396 EMR - SDNP CIL Receipts 2021-22	£481	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£481
397 EMR - SDNP CIL Receipts 2022-23	£1,810	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-661	£0
398 EMR - SDNP CIL Receipts 2023-24	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-1,660	£0
399 EMR - SDNP CIL Receipts 2023-24	£798,145	£9,555	£520	£930	£15,056	£24,145	£81,744	£211,531	£-365,306	£191,850	£87,000	£-15,000	£-18,402	£193,673	£592,307

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

EMR

transfer to 350 for Pre-planning costs in 24/25?

Advised further £30,022 Abbey Mill expected 24/25



## Bishop's Waltham Parish Council

### Finance, Policy & Resources Committee

7.11.23

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

Capital Control Report 2023-2024 (Month 6).

Finance Manager  
30.10.23

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

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

Committee	G L Code	Description	Month Budgeted	Capital Budget £'s	Funding Budget £'s	Total Precept £'s Approved	Total Actual Spend £'s	Unactioned £'s	Approvals £'s	Comments
F,P&R Committee										
Income	1099	Income - Asset Disposals	October	0	0	0	0	0	0	
		<b>Total Gross Committee Income</b>		0	0	0	0	0	0	
Expenditure	4350	Minor Assets	October	250	0	250	0	0	0	
	4408	Office Equipment	Apr/Sep/Jan	3,000	0	3,000	420	0	0	2 x New Office Phones
		<b>Committee Total Gross Committee Expenditure</b>		3,250	0	3,260	420	0	0	
		<b>EMR Movements</b>		0	0	0	0	0	0	
		<b>Total Net Committee Expenditures</b>		<b>3,250</b>	<b>0</b>	<b>3,260</b>	<b>420</b>	<b>0</b>	<b>0</b>	
H&G Committee										
Income	1099	Income - Asset Disposals	November	0	0	0	0	0	205,000	EMR 352 Wall House
	1334	WCC CIL Funding 2023-24	March	45,000	0	45,000	0	0	46,000	EMR 374 Replace Skate Park
	1334	WCC CIL Funding 2023-24	March	50,000	0	50,000	0	0	50,000	EMR 373 SFC/C
	1334	WCC CIL Funding 2023-24	24/25	0	0	0	0	0	40,000	EMR 376 Solar Panels £40,000
	1334	WCC CIL Funding 2023-24	January	0	0	0	0	0	40,000	EMR 351 Purchase of Community Asset
	1334	WCC S106 Funding 2023-24	November	0	0	0	0	0	25,815	EMR 373 SFC
	1341	New Capital Receipt	November	0	0	0	0	0	145,000	EMR 353 (Well House)
	1400	<b>Total Gross Committee Income</b>		<b>95,000</b>	<b>0</b>	<b>95,000</b>	<b>0</b>	<b>0</b>	<b>510,815</b>	
Expenditure	4350	Minor Assets	April/Jun/Sep	750	0	750	907	0	0	PAT Testing Machine/Goal Sockets
	4357	Name Sign (JH)	November	0	0	0	0	0	0	EMR 386 £5000
	4364	Southern Footpath / Cycleway	Jun-Feb	105,000	55,000	50,000	12,791	0	28,856	EMR 373 £25,380 (+ £50,000 WCIL + £25,815 S106)
	4365	Replace Tractor	24/25	0	0	0	0	0	0	EMR 340 £30,000
	4368	Replace Topper/Mower	24/25	0	0	0	0	0	0	EMR 340 £30,000
	4371	Electric Shutter Door (ES)	November	0	0	0	0	0	0	EMR 385 £22,000
	4381	Replacement Pick-Up Truck	Not Expected	17,000	17,000	0	0	0	0	EMR 320
	4386	Floor Polisher (JH)	November	1,500	1,500	0	0	0	0	EMR 375
	4388	CCTV Hoe Road	October	5,000	5,000	0	0	0	0	EMR 370
	4390	Replace Skatepark	May-Dec	195,000	150,000	45,000	4,883	160,000	EMR 374 £142,915 (+£45,000 WCIL)	
	4393	Solar Panels On Roof (JH)	24/25	60,000	60,000	0	0	0	0	EMR 376 £59,750 (-£40,000 WCIL)
	4398	Resurface Play Areas	June	10,000	0	10,000	0	0	0	PP Resurfacing
	4410	Replace Play Area Equipment	April	0	0	0	0	0	0	EMR 325 CA Roundabout
	4415	Resurface Tennis Courts	February	0	0	0	0	0	0	£6,000
	4419	Purchase of Community Asset	October	0	0	0	0	0	0	EMR 351 £160,000
	4420	Costs - Purchase of Community Asset	September	135,557	135,557	0	103,177	0	8,576	EMR 351 £10,000
	4432	Montague Rd Play Areas	March	57,849	57,849	0	0	0	0	EMR 315 £132,707
	4450	Extend Car Park (P/P)	November	0	0	0	0	0	0	EMR 377 £55,178
	4484	Stackable Chairs (JH)	24/25	11,000	11,000	0	0	0	0	EMR 390 £1,800
	4487	Building Maintenance	October	59,401	59,401	0	0	0	0	EMR 379
	4501	Albany Road Play Park	4/000	0	4,000	0	0	0	2,355	EMR 378 £59,401 (+ £18,797 WOSF)
	4505	Resurface Gold Room Floor	Jul-Dec	0	0	0	150	150	14,850	EPC Certificate - EMR 352 £14,850
	4507	Cost-Sale of Community Asset	August	662,057	552,307	109,750	2,787	0	0	395,232
		<b>Total Gross Committee Expenditures</b>		<b>662,057</b>	<b>552,307</b>	<b>109,750</b>	<b>141,520</b>	<b>0</b>	<b>395,232</b>	
		<b>EMR Movements</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>132,661</b>	<b>(118,533)</b>
		<b>Total Net Committee Expenditures</b>		<b>567,057</b>	<b>552,307</b>	<b>14,750</b>	<b>8,859</b>	<b>0</b>	<b>2,950</b>	
C & E Committee										
Income										
Expenditure	4350	Minor Assets	March	250	0	250	0	0	0	
	4409	PA System (Events)	November	500	0	500	0	0	0	
	4416	Thermal Imaging Camera	Jun/Aug	0	0	0	798	0	0	x 2

		<b>Total Gross Committee Expenditures</b>	750	0	750	798	0
		<b>EMR Movements</b>	0	0	0	0	0
		<b>Total Net Committee Expenditures</b>	750	0	750	798	0
<b>P &amp; H Committee Income</b>	1302	Grant - Stiles / Kissing Gates	October	500	0	500	0
		<b>Total Gross Committee Income</b>	500	0	500	0	0
<b>Expenditure</b>	4350	Mirror Assets	March	250	0	250	0
	4363	B/W Railway Path	Not expected	50,000	0	0	0
	4375	Speed Indicator Device	Not expected	2,500	0	2,500	0
	4403	Street Furniture	March	1,000	0	1,000	0
	4404	Stiles / Kissing Gates	March	1,000	0	1,000	0
	4407	Replace Bus Shelters	Not expected	10,000	0	0	0
		<b>Total Gross Committee Expenditures</b>	64,750	60,000	4,750	0	0
		<b>EMR Movements</b>	0	0	0	0	0
		<b>Total Net Committee Expenditures</b>	64,250	60,000	4,250	0	0
<b>Total Parish Council</b>		<b>Total Parish Council Income</b>	95,500	95,500	95,500	0	510,815
		<b>Total Parish Council Expenditures</b>	730,807	612,307	118,500	142,738	395,232
		<b>Total EMR Movements</b>	0	0	0	132,661	(118,533)
		<b>Total Net Parish Council Expenditures</b>	635,307	516,807	23,000	10,077	2,950



## Bishop's Waltham Parish Council

### Finance, Policy & Resources Committee

7.11.23

#### Agenda Item – Parish Council Financial Resilience – Paper from the Committee Chairman – for consideration

There is no doubt that the financial and economic climate is getting ever more challenging for organisations to operate in and thrive.

With high inflation impacting on cost of goods, services and operational expenditure, we have seen a number of organisations fail, including the private sector and closer to home, local government.

In September 2023, Birmingham city council filed bankruptcy proceedings. These were preceded by Slough in 2021, Thurrock and Croydon in 2022 and Woking in June 2023. Looming in the horizon are Southampton and Bournemouth. These show that our local government organisations are not prone to the strain on the economy.

The above captures a picture across larger district and unitary councils, and therefore we may wonder its significance to Bishop's Waltham Parish Council.

BWPC receives its largest income from Winchester District Council. In an event where Winchester District Council becomes distressed, cuts would be introduced, which may in turn impact BWPC and in turn, the services that we pride ourselves in providing for our community.

It is worth noting that Bishop's Waltham is well endowed with assets, valuing in tens of millions. We have made significant progress since last council year by successfully applying for CIL and grant funding for key projects and these collectively add a positive picture on our financial standing.

However, we need to do more in the short and medium terms:

#### Control

Finance manager will take the lead on the following, with support from all.

- Cash is king. The more reserves we hold, the more resilient we can be in a crisis.
- Frugal about spend. All Councillors, Chairs and employees, to consider and evidence value for money before proposing spend.
- Lease rather than buy outright where possible. This spreads the cost, reduces impact on reserves to allow for further investment or critical deployment where required.

#### Mid term Proposal

- All Committees to consider areas of improving revenue income across the portfolio
- Facilities review is key to the above and outcome to be accelerated to the next possible Council meeting.

The above, I hope will put the wheels in motion to further firm up BWPC financial resilience and allow us to continue funding projects and services for our community, to make it a great place to live, work and raise a family in.



## Bishop's Waltham Parish Council

### Finance, Policy & Resources Committee

7.11.23

#### **Agenda Item – CIL Funding & Ear Marked Reserves Review – Prioritisation of Projects – for consideration**

The Council need to consider how it will fund the purchase of the Community Asset should the sale of Well House not continue. I don't believe it would be prudent for the Council to consider a loan for this purpose. Funding can be made available from Ear Marked Reserves by considering projects and prioritising funding.

*In June 2023, the Council considered funding options and the following proposal was approved: -*

*The movement of £190,000 (£180,000 purchase price and estimated £10,000 costs) from the following Ear Marked Reserves to 351 EMR – Purchase of Community Asset: -*

- 320 EMR – Replace Pick Up £17,000*
- 330 EMR – Replace Tractor £33,500*
- 335 EMR – Replace Transit Van £5000*
- 340 EMR – Replace Topper Mower £33,500*
- 350 EMR – Bldings Replace/Refurb £77,000*
- 355 EMR – Resurface Tennis Courts £14,000*
- 360 EMR – Replace Bus Shelters £10,000*

*This money will be held in reserve 351 until such time it is required (estimated to be July).*

*To allow the movement of £190,000 reserves back to the projects detailed above, the Council will need to be sure that Well House will be sold. Guide price for the sale of Well House is £350,000, less estimated additional costs of £15,000, giving a total of £335,000. If Well House was not sold for any reason, the reserves budget would be at risk and this needs to be considered.*

I have considered the projects above within Ear Marked Reserves and propose the following EMR Movements to allow for the purchase of the Community Asset without the need to sell Well House: -

**320 EMR – Replace Pick Up - CYF £17,000** Project no longer required, use to fund purchase of Community Asset

**330 Replace Tractor – CYF £33,500** Confirmed to fund purchase of Community Asset (see New Code 331 for details of how this project will be funded now).

**336 Replace Transit Van – CYF £5,000** Project no longer required, use to fund purchase of Community Asset

**340 EMR – Replace Topper/Mower – CYF £33,500** Confirmed to fund purchase of Community Asset (see New Code 331 for details of how this project will be funded).

**350 EMR – Buildings Replace/Refurb – CYF £77,000** Confirmed to fund purchase of Community Asset

This project fund will be refunded as below: -

Move £50,000 from 372 EMR – BW to Botley Bridleway – CIL

Move £22,000 from 393 EMR – WCC CIL Receipts 2021-22

Move £3,000 from 394 EMR – WCC CIL Receipts 2022-23

Move £2,000 from 315 Montague Road Play Area – S106/CIL

**355 EMR – Resurface Tennis Courts – CYF £14,000** Confirmed to fund purchase of Community Asset

Resurfacing not required until 2031 – to rebuild over next 8 years (£2,000 per year)  
However, £6,000 required 24/25 to re-line – The Executive Officer will apply for County Councillor Grant for this purpose.

**360 EMR – Replace Bus Shelters – CYF £10,000** Project no longer required (HCC re-adopting), use to fund purchase of Community Asset.

**New Code 331 EMR Replace Tractor & Topper/Mower – CIL £52,000**

This project will be funded as below: -

315 EMR – Montague Road Play Area – S106/CIL

Move £20,000 (CIL) to 331 EMR Replace Tractor & Topper/Mower – CIL (note: The Chairman considered that this could be considered a CIL funded project due to the Council taking on more land as a result of new estates and these require maintenance).

374 EMR – Replace Skate Park (PP) – CIL/WCIL

Move £20,000 (CIL) to 331 EMR Replace Tractor and Topper/Mower – CIL (note: as above)

373 EMR – Southern Footpath – CIL/WCIL/S106

Move £12,000 (CIL) to 331 EMR Replace Tractor and Topper/Mower – CIL (note: as above)

**Proposal:** Consider the options as tabled and make a recommendation for action.

**Finance Manager 30.10.23**

Ear Marked Reserves (WITHOUT SELLING WELL HOUSE)

2023-2024

	Opening Balance	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total Year	Closing Balance
315 EMR - Montague Road Play - S106/CIL	£132,707	£0	£0	£0	£22,437	£80,740	£22,000	£0	£0	£0	£0	£0	£135,177	£135,177
320 EMR - Replace Pick Ups - CYF	£17,000	£0	£17,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£17,000	£17,000
325 EMR - Replace Play Area Equipment - CYF	£11,000	£10,256	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-4,000	£-4,000
330 EMR - Replace Tractor - CYF	£33,500	£0	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£33,500	£33,500
331 EMR - Replace Tractor & Topper/Mower - CIL	£0	£0	£0	£0	£0	£0	£-52,000	£52,000	£0	£0	£0	£0	£-3,500	£0
340 EMR - Replace Transit Van - CYF	£5,000	£0	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-11,000	£-6,000
340 EMR - Replace Topper / Mower - CYF	£33,500	£0	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£23,500	£23,500
341 EMR - Replace IT Equipment - CYF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-2,580	£0
345 EMR - Election Expenses - CYF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
350 EMR - Bedding Replace / Refurb - CYF	£77,000	£0	£77,000	£0	£0	£0	£-77,000	£0	£0	£0	£0	£0	£-3,000	£-3,000
351 EMR - Purchase of Community Asset	£0	£0	£0	£-190,000	£0	£1,424	£0	£160,000	£8,576	£0	£-40,000	£0	£0	£80,000
352 EMR - Sale of Asset	£0	£0	£0	£150	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
353 EMR - New Capital Receipt	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
355 EMR - Resurface Tennis Courts - CYF	£14,000	£0	£14,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
360 EMR - Replace Bus Shelters - CYF	£10,000	£0	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
370 EMR - CCTV (HR) - CYF	£5,000	£0	£0	£0	£0	£0	£5,000	£0	£0	£0	£0	£0	£0	£0
371 EMR - Planter - HCC Grant	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
372 EMR - BW to Bally Bridgeway - CIL	£50,000	£0	£0	£0	£0	£0	£50,000	£0	£0	£0	£0	£0	£0	£0
373 EMR - Southern Footpath - CIL/WCL/S106	£37,500	£0	£250	£11,870	£0	£671	£40,191	£-50,000	£0	£0	£0	£0	£50,000	£0
374 EMR - Replace Skate Park (P/P) - CIL/WCL	£147,446	£0	£284	£333	£20,000	£4,500	£160,000	£0	£0	£0	£0	£0	£27,167	£55,000
375 EMR - Floor Polisher (JH) - CYF	£1,500	£0	£0	£0	£0	£0	£0	£1,500	£0	£0	£0	£0	£10,333	£10,333
376 EMR - Solar Panels (JH) - CIL/WCL	£59,750	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£144,363	£144,363
377 EMR - Extend Parking (P/P) - CIL	£55,178	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,800	£0
378 EMR - Albany Road Play Park - S106/OSF	£59,401	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£55,178	£55,178
379 EMR - Building Maintenance - CYF	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£7,500	£0
380 EMR - Name Sign (JH) - CYF	£5,000	£0	£0	£0	£0	£0	£0	£5,000	£0	£0	£0	£0	£0	£0
385 EMR - Electric Shutter Door (ES) - CYF	£22,000	£0	£0	£0	£0	£0	£0	£2,000	£0	£0	£0	£0	£0	£0
390 EMR - Stackable Chairs (JH) - CYF	£1,800	£0	£0	£0	£0	£0	£0	£1,800	£0	£0	£0	£0	£0	£0
391 EMR - WCC CIL Receipts 2019-20	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
392 EMR - WCC CIL Receipts 2020-21	£1,600	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,500	£0
393 EMR - WCC CIL Receipts 2021-22	£22,011	£0	£0	£0	£0	£0	£0	£22,000	£0	£0	£0	£0	£22,000	£0
394 EMR - WCC CIL Receipts 2022-23	£3,062	£0	£0	£0	£0	£0	£3,000	£0	£0	£0	£0	£0	£3,000	£0
395 EMR - WCC CIL Receipts 2023-24	£481	£0	£0	£0	£0	£0	£0	£-12,867	£0	£0	£0	£0	£-12,867	£0
396 EMR - SDNP CIL Receipts 2021-22	£1,810	£-661	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-661
397 EMR - SDNP CIL Receipts 2022-23	£798,145	£9,595	£0	£0	£0	£0	£0	£-1,660	£0	£0	£0	£0	£-1,660	£0
398 EMR - SDNP CIL Receipts 2023-24	£930	£15,096	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-44,217	£521,823

Affected EMR Codes



## Bishop's Waltham Parish Council

### Finance, Policy & Resources Committee

7.11.23

#### **Agenda Item – Draft FP&R Budget Setting for 2024-25**

**Draft recommendations from the FP&R Committee working group – for consideration**

The draft budget recommendations are tabled for consideration.

**Proposal: To consider the draft budget tabled and make recommendations as a result.**

**Finance Manager 12.10.23**

Code	Description	2024-25			2025-26			2026-27					
		Original Budget	Original Estimate	Total Year	Original Budget	Original Estimate	Total Year	Original Budget	Original Estimate	Total Year			
		1 April	2 May	3 June	4 July	5 August	6 September	7 October	8 November	9 December	10 January	11 February	12 March
<b>CC100 Office Administration</b>													
<b>Income</b>													
1081 Income - Bank Loyalty Reward	£1	£1	£1	£1	£1	£1	£1	£1	£1	£1	£1	£1	£1
1085 Income - Non PC Recharge	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
1090 Income - Bank Interest	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
1093 Income - Lease Charges Admin	£20	£20	£20	£20	£20	£20	£20	£20	£20	£20	£20	£20	£20
1100 Income - Deed of Access	£10	£10	£10	£10	£10	£10	£10	£10	£10	£10	£10	£10	£10
1255 Hire Fees Staff	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000
<b>Total Income</b>	<b>£1,031</b>	<b>£1,021</b>	<b>£3,001</b>	<b>£1,001</b>	<b>£1,141</b>	<b>£1,021</b>	<b>£1,001</b>	<b>£1,001</b>	<b>£1,001</b>	<b>£1,001</b>	<b>£1,001</b>	<b>£1,001</b>	<b>£1,001</b>
<b>Expenditure</b>													
4000 Basic Salaries	£21,194	£21,194	£21,194	£21,194	£21,194	£21,194	£21,194	£21,194	£21,194	£21,194	£21,194	£21,194	£21,194
4001 Overtime Payments	£1,353	£1,354	£1,354	£1,354	£1,354	£1,354	£1,354	£1,354	£1,354	£1,354	£1,354	£1,354	£1,354
4002 Co Pension Contributions	£4,825	£4,825	£4,825	£4,825	£4,825	£4,825	£4,825	£4,825	£4,825	£4,825	£4,825	£4,825	£4,825
4003 Co Nat'l Instnce Contributions	£1,794	£1,794	£1,794	£1,794	£1,794	£1,794	£1,794	£1,794	£1,794	£1,794	£1,794	£1,794	£1,794
4006 Staff Training Costs	£500	£0	£0	£500	£0	£0	£500	£0	£0	£500	£0	£0	£500
4007 Staff Expenses	£25	£0	£0	£25	£0	£0	£25	£0	£0	£25	£0	£0	£25
4011 Advertising - Staff Vacancies	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4025 Office Supplies	£125	£125	£125	£125	£125	£125	£125	£125	£125	£125	£125	£125	£125
4030 Photocopier Rental & Copies	£250	£0	£0	£250	£0	£0	£250	£0	£0	£250	£0	£0	£250
4035 Postage	£75	£0	£0	£75	£0	£0	£75	£0	£0	£75	£0	£0	£75
4044 IT/Telecoms Services & Support	£1,050	£1,050	£1,050	£1,050	£1,050	£1,050	£1,050	£1,050	£1,050	£1,050	£1,050	£1,050	£1,050
4045 Membership - Admin Staff	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4047 Rialitas Finance System	£1,175	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4049 Archive Storage	£39	£39	£39	£39	£39	£39	£39	£39	£39	£39	£39	£39	£39
4090 Prof Fees - Internal Audit	£320	£0	£0	£320	£0	£0	£320	£0	£0	£320	£0	£0	£320
4095 Prof Fees - External Audit	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4105 Prof Fees - Human Resources	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4141 Safety, 1st Aid & PPE	£375	£0	£0	£250	£0	£0	£375	£0	£0	£250	£0	£0	£250
4161 Bank Charges	£15	£15	£15	£15	£15	£15	£15	£15	£15	£15	£15	£15	£15
4273 Contractor - Payroll Services	£35	£35	£35	£35	£35	£35	£35	£35	£35	£35	£35	£35	£35
4321 Mtc - Admin. Office	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4338 Mtc - Internal Decoration	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4408 Office Equipment	£33,150	£30,431	£30,611	£31,456	£30,432	£33,297	£31,657	£31,067	£30,432	£31,458	£30,614	£33,504	£380,139
<b>Total Expenditure</b>		<b>£32,119</b>	<b>£29,410</b>	<b>£29,590</b>	<b>£28,455</b>	<b>£29,431</b>	<b>£32,156</b>	<b>£30,536</b>	<b>£28,056</b>	<b>£29,431</b>	<b>£30,457</b>	<b>£29,613</b>	<b>£31,503</b>
<b>Total Net Revenue Expenditure over Income</b>													
<b>CC105 General Council Administration</b>													
<b>Income</b>													
Total Income		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
<b>Expenditure</b>													
4010 Training Costs - Councillors	£200	£0	£0	£200	£0	£0	£200	£0	£0	£200	£0	£0	£200
4014 Expenses - Councillors	£25	£0	£0	£25	£0	£0	£25	£0	£0	£25	£0	£0	£25
4018 Annual Allowance - Councillors	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4019 Annual Allowance - Chairman	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4046 Membership - Parish Council	£1,645	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4073 Election Expenses	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4100 Prof Fees - Legal	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4104 Prof Fees - Land Registry	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3
4145 Lease - Vehicles	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4156 Insurance Premiums	£2,994	£0	£0	£8,984	£0	£0	£8,984	£0	£0	£8,984	£0	£0	£8,984
4160 Loan Repayment - JH Car Park	£0	£0	£0	£5,642	£0	£0	£5,642	£0	£0	£5,642	£0	£0	£5,642
4173 Leaflets - Forward Plans	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4271 Contractor - Street Lighting	£6,750	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4272 Contractor - Public Toilets	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4276 Contractor - Dog Bin Servicing	£1,050	£0	£0	£1,050	£0	£0	£1,050	£0	£0	£1,050	£0	£0	£1,050
4315 Materials - Dog Dispenser Bags	£151	£0	£0	£151	£0	£0	£151	£0	£0	£151	£0	£0	£151

Total Expenditure	£12,818	£3	£6,871	£3	£3	£10,663	£3	£3	£6,871	£3	£5,048	£42,292	£47,532	£46,532
Total Net Revenue Expenditure over Income	£12,818	£3	£6,871	£3	£3	£10,663	£3	£3	£6,871	£3	£5,048	£42,292	£47,532	£46,532
<u>CC170 South Pond &amp; Grounds Income</u>														
Total Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Expenditure														
4270 Contractor - Aboriginal Total Expenditure	£300	£0	£0	£0	£0	£0	£500	£0	£0	£0	£0	£200	£1,000	£1,000
Total Net Revenue Expenditure over Income	£300	£0	£0	£0	£0	£0	£500	£0	£0	£0	£0	£200	£1,000	£1,000
<u>CC171 Morley Drive Area Income</u>														
1104 Land Lease - Morley Drive Area Total Income	£4	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£4	£4
Expenditure														
Total Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Total Net Revenue Expenditure over Income	-£4	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	-£4	-£4
<u>CC St Peter's Church Income</u>														
Total Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Expenditure														
Contractor - Grounds Total Expenditure	£0	£4,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£4,000	£4,000
Total Net Revenue Expenditure over Income	£0	£4,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£4,000	£4,000
<u>CC199 Capital Spend - F.P &amp; R Income</u>														
Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Expenditure														
4046 Replace IT Equipment	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,000	£1,000	£1,000
4350 Minor Assets Total Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£250	£300	£300
Total Net Capital Expenditure over Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,250	£1,500	£1,500
<u>Total Committee</u>														
Total Income	£1,036	£1,021	£1,021	£3,001	£1,001	£1,141	£1,021	£3,061	£1,001	£1,001	£2001	£17,306	£17,306	
Total Expenditure	£46,268	£34,434	£30,614	£38,327	£30,435	£33,300	£42,620	£31,070	£30,435	£38,329	£30,617	£42,620	£45,986	£45,986
Total Net Revenue Expenditure	£45,233	£33,413	£29,593	£35,326	£29,434	£32,159	£41,795	£28,009	£29,434	£37,328	£29,616	£36,751	£43,680	£43,680
Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,250	£1,500	£1,500
Total Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,250	£1,500	£1,500
Total Net Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,250	£1,500	£1,500
Total Net Committee Expenditure	£45,233	£33,413	£29,593	£35,326	£29,434	£32,159	£41,795	£28,009	£29,434	£37,328	£29,616	£38,001	£409,595	£409,595
Total Net Committee Expenditure (Check)	£45,233	£33,413	£29,593	£35,326	£29,434	£32,159	£42,049	£28,009	£29,434	£37,328	£29,616	£38,001	£409,595	£409,595
Less EMR Movements	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Net Committee Expenditure	£45,233	£33,413	£29,593	£35,326	£29,434	£32,159	£42,049	£28,009	£29,434	£37,328	£29,616	£38,001	£409,595	£409,595



West Hoe Cemetery Management Committee  
Bishop's Waltham Parish Council Offices  
The Jubilee Hall  
Little Shore Lane  
Bishop's Waltham  
Hampshire  
SO32 1ED

Cllr Mrs J Marsh  
Chairman  
Bishop's Waltham Parish Council  
The Jubilee Hall  
Little Shore Lane  
Bishop's Waltham  
Hampshire  
SO32 1ED

31<sup>st</sup> October 2023

Dear Cllr Mrs Marsh

**Request for funding.**

At the Committee meeting on 26<sup>th</sup> October 2023 the Councillors considered the cash flow forecast for the next 3 months (copy attached for information).

The Committee resolved to request funding of £7,500 from the two Parish Councils, £5,000 from Bishop's Waltham and £2,500 from Swanmore (50% of the amount budgeted for 2023/24).

Please accept this letter as the request for this funding (£5,000) to be paid to the West Hoe Cemetery Management Committee (bank details below) before the 30<sup>th</sup> November 2023.

Yours sincerely

*L Edge*

Mrs Lindsay Edge  
Clerk to the Committee.

Bank details:                    West Hoe Cemetery Management Committee  
    Lloyds Bank, Bishop's Waltham  
    30-90-85  
    00283588

West Hoe Cemetery					
Cash Flow Forecast					
			Paid In	Paid Out	Balance
			£	£	£
Sep-23	Total Theoretical Bank A/C Balances (from reconciliation)				3,975.40
	All figures include VAT				
Online payments					
4.10.23	BWPC - Clerk and Grounds			937.12	
4.10.23	Ace Liftaway - waste disposal			44.04	
11.10.23	I. Edge - contemplation area plants			52.45	
Credits					
9.10.23	Steel BW - Funeral fees		720.00		
10.10.23	Blackwell - Memorial fee		150.00		
			870.00	1,033.61	3,811.79
October	BWPC - Administration Cost (estimate)			500.00	
	Waste Bin emptying			100.00	
	Grounds Mtce - Contract BWPC (estimate)			1,000.00	
	Grounds Mtce - Non Contract			0.00	
					2,211.79
November	BWPC - Administration Cost			500.00	
	Waste Bin emptying			100.00	
	Grounds Mtce - Contract BWPC (estimate)			1,000.00	
	Grounds Mtce - Non Contract (Hedge work)			1,000.00	
	Main gates cleaning etc			500.00	
					-888.21
December	BWPC - Administration Cost			500.00	
	Waste Bin emptying			100.00	
	Grounds Mtce - Contract BWPC (estimate)			1,000.00	
	Grounds Mtce - Non Contract			0.00	
					-2,488.21



West Hoe Cemetery Management Committee  
The Jubilee Hall, Little Shore Lane  
Bishop's Waltham, Hampshire. SO32 1ED

Cllr Mrs J Marsh  
Chairman  
Bishop's Waltham Parish Council  
The Jubilee Hall  
Little Shore Lane  
Bishop's Waltham  
Hampshire  
SO32 1ED

31<sup>st</sup> October 2023

Dear Cllr Mrs Marsh

**West Hoe Cemetery Management Committee Budget Proposals 2024/25.**

At the Committee meeting on 26<sup>th</sup> October 2023 the Councillors approved the budget proposals for 2024/25.

A copy is attached for your information and for inclusion in the Council's budget and precept request for 2024/25.

Yours sincerely

*L Edge*

Mrs Lindsay Edge  
Clerk to the Committee.

Budget 2024/25      West Hoe Cemetery

	Budget 2023/24	Estimate 2023/24	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>Operating Income</b>							
Local Interments	3,990	3,000	4,000	4,000	4,000	4,000	4,000
Local Cremations	1,200	1,000	1,500	1,500	1,500	1,500	1,500
Other Interments	4,500	3,500	5,000	5,000	5,000	5,000	5,000
Other Cremations	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Memorials, Inscriptions	1,800	1,000	2,000	2,000	2,000	2,000	2,000
Donations	0	0	0	0	0	0	0
Bank Interest	40	0	40	40	40	40	40
Bench Installation Costs	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0
<b>Total Operating Income</b>	<b>13,050</b>	<b>10,000</b>	<b>14,040</b>	<b>14,040</b>	<b>14,040</b>	<b>14,040</b>	<b>14,040</b>
<b>Operating Expenditures</b>							
Lych Gate Repairs (Remove line)	1135	0	0	0	0	0	0
Vehicle Costs (Remove line)	424	0	0	0	0	0	0
Ride on Mower (Remove line)	0	0	0	0	0	0	0
General Administration	4,500	4,000	5,000	5,000	5,000	5,000	5,000
Caretaking opening/closing	1,000	1,000	0	0	0	0	0
Audit Fees	300	150	300	300	300	300	300
Subscriptions	100	100	100	100	100	100	100
Grounds Maintenance - Contract	8,800	8,000	9,000	9,000	9,000	9,000	9,000
Grounds Maintenance - Non Contract	3,000	2,500	3,000	3,000	3,000	3,000	3,000
Memorial Plaques / Trees and Seats	0	0	0	0	0	0	0
Equipment Maintenance and Repairs	500	500	700	500	500	500	500
Tree Survey	0	600	600	0	600	600	0
Tree Works	1,000	3,000	2,000	0	2,000	2,000	0
Insurance	200	200	200	200	200	200	200
Water (Metered Supply)	50	50	50	50	50	50	50
Waste disposal	500	500	500	500	500	500	500
Risk assessment	0	0	0	1,000	0	0	0
Leaflets	0	0	500	0	0	0	0
Natural Burial Site	1,000	1,000	500	500	500	500	500
Lych Gate	0	0	0	0	0	0	0
Bund works	0	0	0	0	0	0	0
Pet Cemetery	500	500	100	100	100	100	100
Second cremation site	2,000	2,000	500	500	500	500	500
Memorial Repairs	500	500	500	500	500	500	500
Flower bed	0	0	0	0	0	0	0
Section D preparation	0	0	0	1,000	0	0	0
Noticeboard	0	0	0	2,000	0	0	0
Groundman's Shed	0	0	4,000	0	0	0	0
Reserves transfer - path works	7,000	0	2,000	2,000	2,000	2,000	2,000
<b>Total Operating Expenditures</b>	<b>32,509</b>	<b>24,600</b>	<b>29,550</b>	<b>36,250</b>	<b>36,250</b>	<b>24,850</b>	<b>22,250</b>
Total Net Operating Costs	-19,479	-14,600	-15,510	-12,210	-10,810	-8,210	
Parish Council Funding	15,000	15,000	18,000	15,000	15,000	15,000	
Increase / (Decrease) in Cash / Bank Balances		-4,479	400	2,490	2,790	4,190	6,790
NB All figures exclude VAT							
SPC 5,000 BWPC 10,000				SPC 6,000 BWPC 12,000		SPC 5,000 BWPC 10,000	



## Bishop's Waltham Parish Council

### Finance, Policy & Resources Committee

7.11.23

#### **Agenda Item – Reinvestment of Funds – for approval**

The 3-month fixed deposit investment matured on 17<sup>th</sup> October 2023.

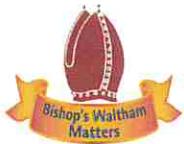
In consultation with Cllr Pavey, we would propose that the total matured funds of £412,265.52 are reinvested with Arbuthnot Latham for a further 3 months at 4.8%.

The remaining reserves will continue to be held in an instant access savings account to allow cashflow needed for projects.

#### **Proposal:**

**To approve the reinvestment of £412,265.52 with Arbuthnot Latham for 3 months at 4.8%.**

**Finance Manager  
12.10.23**



## Bishop's Waltham Parish Council

### Finance, Policy & Resources Committee

7.11.23

#### **Agenda Item – Banking Mandate Amendments – for approval**

1. Arbuthnot Latham
2. Barclays

**Proposal: To approve the bank mandate amendments as tabled**

**Finance Manager 12.10.23**



ARBUTHNOT LATHAM  
Bankers since 1833

Online Banking Authority Mandate  
(to include third party access to Online Banking)

Please complete form in capital letters

Client name:

Bishop's Waltham Parish Council

We authorise you until such time as we give notice to the contrary in writing to consider the following as fully empowered by us to have access to Online Banking on the basis detailed below:

Please select one option:

Users can have access to all accounts under main account number:

2 0 0 3 2 1 7 5

Or:

Users are only to have access to the following account numbers:

User Number	Title	Full name	View Only Access*	Transactional Access	
				Input Only*	Input & Authorise*
1	Mrs	Hannah Fisher	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2	Mrs	Emma McKenzie	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3	Mrs	Judy Marsh	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4	Mr	Donald Iro	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

N.B. Transactional Access includes transactional banking, payments and transfers, setting up payees and sending secure messages. Input Only access will allow internal account transfers (for same entity) as these are not restricted and do not require authorisation.

\*Please tick one per user as required

Authorisation Rules (Please select one as required)

Payment of funds to be authorised by one Authoriser from the table above

Payment of funds to be authorised by two Authorisers from the table above

Payment of funds to be authorised by three Authorisers from the table above

Client name:

Bishop's Waltham Parish Council

Online Users (Please complete the following table for all Users detailed on Page 1).  
Please note a separate Security Questions form must be completed by all users.

User Number	Name	Email Address	Mobile Number
1	Mrs Hannah Fisher	finance@bishopswaltham-pc.gov.uk	[REDACTED]
2	Mrs Emma McKenzie	parishclerk@bishopswaltham-pc.gov.uk	[REDACTED]
3	Mrs Judy Marsh	marsh@bishopswaltham-pc.gov.uk	[REDACTED]
4	Mr Donald Iro	iro@bishopswaltham-pc.gov.uk	[REDACTED]
5			
6			
7			
8			
9			

We authorise you until such time as we give notice to the contrary in writing to consider the following as fully empowered by us to have access to Online Banking on the basis detailed above.

For the avoidance of doubt this mandate takes precedence over any prior written instructions provided by us to the Bank for online payments and individual user powers for Online Banking.

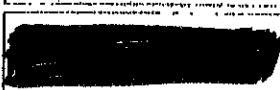
We therefore ask you to act on the above instructions.

Authorised Signatory

Name:

HANNAH FISHER

Signature:

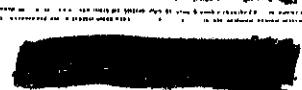


Date:

17/07/23

Authorised Signatory

EMMA MCKENZIE



17/07/23

Authorised Signatory

Name:

DONALD IRO

Signature:

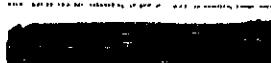


Date:

17/07/23

Authorised Signatory

JUDY MARSH



17/07/23

Registered in England and Wales No. 819519. Arbuthnot Latham & Co., Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Arbuthnot Latham & Co., Limited is on the Financial Services Register under Firm Reference Number 143336.



Business Banking  
Please return to:  
Barclays  
Mandate Change Team  
PO Box 10215  
WIGSTON  
LE18 9EY

## Mandate Change Form

Current as from 28th Sep 2023

Please ensure this detail is brought to the attention of all new and existing authorised signatories.

Please use black ink and block capitals when completing any part of the form by hand.

Please do not use correction fluid on any part of the completed form.

The Barclays Group uses and retains details you give about yourself and others to manage your account, for research or analysis and to prevent fraud. Section 10 of the Business Customer Agreement further details how we use personal information (<https://www.barclays.co.uk/business-banking/manage/terms-and-conditions/>)

### Instructions for completion

\*Please check the details are correct on your printed form and ensure the 'Authorisation of account changes' section is signed by the necessary authorisers

\*Please ensure any amendments to the form are initialled by the people signing in the 'Required authorisation'. Do not use correction fluid

\*Please ensure all signatures are inside the allocated box

\*Please continue to use your existing signing rules until you receive confirmation to advise all changes have been put in place

\*If you require any support please contact the Mandate Change team on 0333 202 7477\*\*

#### Mandates involving adding new officials:

\*Please ensure all new officials have completed a Personal details Form

\*Return the documents to your local branch. If any officials do not currently bank with Barclays they will need to provide identification and verification documents in branch. If you would like more information on what documents are acceptable, please visit [www.barclays.co.uk/validid](http://www.barclays.co.uk/validid)

#### Mandates not involving adding new officials:

\*Return the documents to the below address:

Mandate change team  
PO BOX 10215  
Wigston  
LE18 9EY

**Business details**

Business name (ie, the legal entity):

BISHOPS WALTHAM PARISH COUNCIL

Type of business:

Parish Council

**Account(s) this form is to apply to**

Would you like the changes to apply to all your accounts?

Yes

Please detail the business sort code and account number(s) within the allocated box(es)

Sort code:

20 - 97 - 01

Account number:

80686727

**Authorised person(s) to be removed**

Title:

Mr

Forename(s):

JOHN

Surname:

STORRY

Position:

Official

**Please note:** We will cancel all payment rights for these authorised signatories.

**Authorisation of account changes**

1. The Mandate given to Barclays Bank UK PLC to be changed where applicable to:
  - a. Add any individuals named in 'Add authorised person(s)' to act as an authorised person.
  - b. Remove any individuals named in 'Remove authorised person(s)' so they no longer act as an authorised person.
  - c. Change the signing rules in 'Change the signing rules'.
  - d. Change the correspondence address/contact details in 'Change Your Address/Contact Details'.
2. Apart from these changes, the Mandate will continue to have full effect.
3. These changes are authorised acting in full capacity and with authority.

**Authorised Signatory 1**

Title:	Forename(s):	Surname:
Mrs	EMMA [REDACTED]	MCKENZIE
Position:	Chairman	
Councillor	[REDACTED]	

**Authorised Signatory 2**

Title:	Forename(s):	Surname:
Mrs	JUDY	MARSH
Position:	Councillor	
[REDACTED]	[REDACTED]	

Please note: We will send you confirmation we've completed our checks and searches on you, and that your new mandate is in place. Until you receive this, your current signing arrangement will remain in place.

**HELPLINE**  
0333 202 7477\*\*

\*\* Calls may be recorded for security and training purposes. Calls to 03 numbers are charged at the same rate as calls to 01 & 02 landlines, and will count towards any inclusive minutes you may have covering calls to landline numbers. Call charges may differ, please check with your local provider.  
Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 759676). Registered in England. Registered No. 9740322. Registered Office: 1 Churchill Place, London E14 5HP.

Barclays Bank UK PLC adheres to The Standards of Lending Practice which is monitored and enforced by The Lending Standards Board. Further details can be found at [www.lendingstandardsboard.org.uk](http://www.lendingstandardsboard.org.uk).



## Bishop's Waltham Parish Council

### Finance, Policy & Resources Committee

7.11.23

#### Agenda Item – Changing Banking Arrangements – for approval

##### Barclays

Presently the Council holds three bank accounts with Barclays.

- 1) Business Current Account (for day to day transactions)  
Charges on this account are on average £15 per month.  
Business banking loyalty reward is on average £1.55 per month.  
Credit interest is 0.00%

Cash can be paid in at The Post Office or the nearest branch is Fareham.

- 2) Business Premium Account (savings account used to hold reserves for instant access)  
Credit interest is currently 1.205% AER
- 3) Business Premium Account (savings account used to hold precept which is transferred to the Business Current Account when needed)  
Credit interest is currently 1.205% AER

Interest received from accounts 2 and 3, between April and September is £3190.74

The banking arrangements used by Council are almost identical to services offered by all High Street retail banks. These are large scale, "one size fits all" services designed to meet the needs of business users and generally work well for such users. However, Parish Councils, and to some extent all other public bodies, do not function in the same way as limited companies or partnerships. Banking staff trained to deal with companies/partnerships have no knowledge of public sector finance and in any case do not have authority to vary the standard arrangements to accommodate public sector organisations.

Barclays are becoming increasingly frustrating to deal with, mandate changes are made difficult and, in some cases, not completed as requested. Charges and interest rates are poor in comparison.

##### Unity Trust Bank

Unity Trust Bank is an award-winning, independent commercial bank. For nearly 40 years they have been helping organisations to prosper and contribute to positive economic, social and environmental change.

Unity Trust Bank has become one of the leading banks for Parish Councils, and comes highly recommended. Their wealth of experience and deep understanding of Parish

Council structure and the challenges they face helps to provide a range of banking solutions tailored to meet Parish Council needs.

**Account options:-**

- 1) Business Current Account (for day to day transactions)  
Fee of £6 per month  
Credit interest is 0.00%

Cash can be paid in at The Post Office or local Natwest branch (Hedge End)

- 2) Business Savings Account (to hold reserves for instant access)  
Credit interest is currently 2.77% AER
- 3) Business Savings Account (to hold precept which is transferred to the Business Current Account when needed)  
Credit interest as above

**Proposal:**

It is recommended that the Council engage Unity Trust bank to provide Council banking services as detailed. Unity Trust will manage the changeover and the existing Barclays accounts will be closed. Unity Trust provide a switching service guaranteed to take 7 working days, it's free, and it's all taken care of by the Current Account Switch Service.

**Finance Manager**  
**5.10.23**



## Bishop's Waltham Parish Council

### Finance, Policy & Resources Committee

7.11.23

#### **Agenda Item – Council Insurance Policy Renewal 2023-24 – for approval**

The Council is due to renew its insurance policy on 04/12/2023 with Zurich, as part of the Long Term Agreement (LTA).

The renewal premium totalled £ 9,134.97 (Including IPT). This slight increase is a result of 'Index Linking', a calculation that takes into account research on the increase in reinstatement costs for the items and premises that are insured with Zurich.

However, due to the restatement of assets, a full reconciliation was required to ensure that there was relevant cover for the insurance categories. These categories needed to be reflected in the Asset Register and the Insurance Replacement column completed (see attached reconciliation and updated Asset Register).

After providing the insurance company with the updated information, we received a reduction in the premium of £845.21.

*Other items to consider:-*

*The purchase of the Community Asset - A reinstatement value for this building is being progressed. This building will need to be added to the policy once the sale is complete.*

*Priory Park Skate Park (completion expected March 2024), direct Skate Park costs are £149,050, this will need to be added to the policy once the works are complete.*

**Proposal:**

- To approve the Asset Register updates and reconciliation.**
- To consider the Zurich Council Insurance Policy Renewal documents and whether any further amendments are required.**
- To approve the payment of £8,289.76 for the 23/24 annual premium.**

Finance Manager 12.10.23



Ms Hannah Fisher  
Bishops Waltham Parish Council  
Jubilee Hall  
Little Shore Lane  
Bishops Waltham  
Southampton  
Hampshire  
SO32 1ED

## Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number YLL-2720872143

Insured Bishops Waltham Parish Council

Business Parish / Town Council

Period of Insurance

From 04<sup>th</sup> December 2023

To 03<sup>rd</sup> December 2024

and any other period for which cover has been agreed.

Adjustment Premium £ -845.21

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number 122927023

Long term agreement active until 04<sup>th</sup> December 2025

Preparation Date 18<sup>th</sup> October 2023

Prepared by Mr Paul Moore

Policy Form Reference MLAACG08

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

## Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All employees and volunteers engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

## Important information

### Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

## Lines of Cover applying

### Part A – Material Damage

#### Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

#### Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Jubilee Hall, Address, Jubilee Hall, Little Shore Lane, Bishops Waltham, Southampton, Hampshire, SO32 1ED	£1,650,000.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. The Pavilion, Address, Recreation Ground, Hoe Road, Bishops Waltham, Southampton, Hampshire, SO32 1DS	£550,000.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Estates Shed, Address, Recreation Ground, Hoe Road, Bishops Waltham, Southampton, Hampshire, SO32 1DS	£84,100.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Well House, Address, Well House, 2 Brook Street, Bishops	£286,000.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00



Waltham, Southampton, Hampshire, SO32 1AX									
5. Clubhouse, Address, 23-25 Elizabeth Way, Bishops Waltham, Southampton, Hampshire, SO32 1SQ	£408,000.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

**For Premises: 1, 2, 3, 4, 5**

**Insured Perils applicable to Material Damage: 1-16**

**Excesses Applicable to Premises 1, 2, 3, 4 & 5**

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£250
Theft	£250
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

**Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)**

**Part B – Business Interruption**

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£20,000	12	N/A		£45,000	12

**For Premises: 1, 2, 3, 4, 5****Insured Perils applicable to Business Interruption: 1-16****Operative Endorsements:**

None

**Part C – All Risks**
**Table Headings**

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

**Additional Items:**

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the territorial limits.

Item Description	Sum Insured	Excess
Office Contents	£16,759.30	£250
General Contents	£187,370.21	£250
Civic Regalia	£1,134.45	£250
Outside Equipment	£63,720.46	£250
Street Furniture	£140,350.53	£250
Gates & Fences	£104,929.17	£250
Playground Equipment	£298,326.48	£250
Mowers & Machinery	£33,581.74	£250
Sports Equipment	£106,043.98	£250
Surfaces	£267,293.83	£250

The excess stated applies to each and every loss.

**Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)**

**Part D – Money**

**Limit any one loss**

1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any <b>Member or Employee</b> or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any <b>Member or Employee</b>	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any <b>Member or Employee</b>	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£500

**Excess:** £50 each and every loss

**Personal Accident Assault Limits:** Stated in Section 3(c) of the policy wording

**Operative Endorsements:**

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

## Part E ~ Public Liability

**Limit of Indemnity:** £12,000,000

**Excess:** £100 each and every claim in respect of Section 2(d)(ii)

### Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

#### Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

#### Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

#### Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

#### Cover

With effect from 01 July 2009 or the inception of the policy if later, the insurer will indemnify the insured in respect of all sums including statutory debts that the insured is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the Insurer's liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

### **Exclusions**

The insurer shall be under no liability:

1. in respect of Clean up Costs for damage to the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the insured's care, custody or control
2. for damage connected with pre-existing contaminated property
3. for damage caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the insured's care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for damage resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for damage caused deliberately or intentionally by the insured or where they have knowingly deviated from environmental protection rulings or where the insured has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for damage caused by the ownership or operation on behalf of the insured of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for damage which is covered by a more specific insurance policy
13. for damage caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for damage caused by disease in animals belonging to or kept or sold by the insured.



#### **Part F – Hirers' Liability**

**Limit of Indemnity:** £2,000,000  
**Excess:** £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

#### **Operative Endorsements**

None

#### **Part G – Employers Liability**

**Limit of Indemnity:** £10,000,000

#### **Operative Endorsements:**

None



**Part H – Libel and Slander**

**Sum Insured** £250,000

**Excess:** 10% each and every claim or £1,000 whichever is the lower

**Operative Endorsements**

None



## **Part N – Fidelity Guarantee**

**Persons Guaranteed:** All members and employees **Sum Guaranteed** £500,000

**Excess: £100 each and every loss**

#### **Operative Endorsements:**

None

## **Part O – Personal Accident**

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

**Persons Insured:**

## Employees

Capital Sum	£100,000.00
Weekly Sum	£500.00
Cover	Sections 2 and 3 - Accident and Assault Cover

## **Directors/Councillors**

Capital Sum	£100,000.00
Weekly Sum	£500.00
Comments	Comments

Key Resources

**Key Personnel** 14 x Clerical/Finance, Groundsman & Safety Officer

Officer	
Capital Sum	£100,000.00
Weekly Sum	£500 for up to 10 weeks and £100 per week thereafter

#### **Operative Endorsements:**

1) Special Condition 4 of Section 5 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90.

### 2) Key Personnel endorsement

It is agreed that Section 2 and Section 3 will be extended to a 24hr basis for Key Personnel.

Section 4 - Exclusions is amended to read:



## Section 4 - Exclusions

The Insurer will not be liable to pay compensation in respect of death or disablement or provide indemnity for damage caused directly or indirectly by:

- a) intoxication of, or the illegal use of drugs by any Person Insured, or through sexually transmitted disease
  - b) deliberate exposure to unnecessary danger (except in an attempt to save human life)
  - c) racing of any kind other than on foot
  - d) air travel other than as a passenger in a licensed passenger carrying aircraft
  - e) with effect from the 2004 renewal date the insurer will not be liable for any actual loss directly or indirectly arising out of, contributed to by, or resulting from actual, threatened, feared or perceived use of biological, chemical, radioactive or nuclear agent, material, device or weapon.
  - f) motor cycling, winter sports other than skiing or snowboarding in the United Kingdom or on a dry ski slope or within a snow dome, skating or curling, aerial pursuits including but not limited to ballooning, bungee jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending, Jet skiing or white water rafting, mountaineering or rock climbing using guides or ropes, hiking, trekking or mountaineering above 3,000 metres, caving, and diving using external breathing apparatus

**Part P – Legal Expenses**
**Section:**

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative

**Limit of Indemnity:** £200,000

**Operative Endorsements**

The following is also operative: Debt Recovery

**Insured Incident**

The Insurer will negotiate for the Insured's legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the Insurer has the right to select the method of enforcement, or to forego enforcing judgment if the Insurer is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

**Exceptions**

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
  - i) any settlement payable under an insurance policy
  - ii) any lease, licence or tenancy of land or buildings
  - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

## General Notes

### 1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

### 2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing [Customers.team@uk.zurich.com](mailto:Customers.team@uk.zurich.com). Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

### 3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

## Claims contact information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Type of Claim	Claims team	Claims contact details	
Buildings, contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336
Business interruption		Email:	<a href="mailto:farnboroughpropertyclaims@uk.zurich.com">farnboroughpropertyclaims@uk.zurich.com</a>
Money		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Works in progress			
Public liability	Liability Claims	Tel:	0800 876 6984
Employers liability		Email:	<a href="mailto:fnlc@uk.zurich.com">fnlc@uk.zurich.com</a> (new claims)
Personal assault under Money			<a href="mailto:zmflc@uk.zurich.com">zmflc@uk.zurich.com</a> (subsequent correspondence)
Personal accident			
Financial and administrative liability			
Professional negligence			
Hirers liability			
Fidelity guarantee			
Libel and slander			
Engineering insurance			
Engineering – Deterioration of stock	Motor Claims		
Business travel			
Motor			
Legal Expenses	DAS Legal Claims	Tel:	0117 934 2116 (Switchboard)

## General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

**DAS Head and Registered Office:**

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH  
Registered in England and Wales | Company Number 103274 Website: [www.das.co.uk](http://www.das.co.uk)  
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority  
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

**DAS Law Limited Head and Registered Office:**

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL  
Registered in England and Wales | Company Number 5417859 Website: [www.daslaw.co.uk](http://www.daslaw.co.uk)  
DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113).

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Reconciliation – Fixed Asset Register/Insurance/AGAR

	2022/23	2022/23	2022/23	2023	2023	2023
	Asset	Insurance	Restated Asset	Additions	Disposals	Insurance
<b>Buildings</b>	<b>£2,155,000.00</b>	<b>£2,978,100.00</b>	<b>£2,155,000.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£2,978,100.00</b>
<b>Office Contents</b>	<b>£21,735.35</b>	<b>£22,252.02</b>	<b>£14,864.75</b>	<b>£1,894.55</b>	<b>£0.00</b>	<b>£16,759.30</b>
<b>General Contents</b>	<b>£378,917.83</b>	<b>£369,508.27</b>	<b>£185,863.53</b>	<b>£1,506.68</b>	<b>£0.00</b>	<b>£187,370.21</b>
<b>Civic Regalia</b>	<b>£1,134.45</b>	<b>£615.40</b>	<b>£1,134.45</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,134.45</b>
<b>Outside Equipment</b>	<b>£88,300.46</b>	<b>£22,913.87</b>	<b>£60,933.46</b>	<b>£2,787.00</b>	<b>£0.00</b>	<b>£63,720.46</b>
<b>Street Furniture</b>	<b>£140,295.69</b>	<b>£170,263.27</b>	<b>£138,169.53</b>	<b>£2,181.00</b>	<b>£0.00</b>	<b>£140,350.53</b>
<b>Gates &amp; Fences</b>	<b>£104,917.80</b>	<b>£143,421.00</b>	<b>£97,362.17</b>	<b>£7,567.00</b>	<b>£0.00</b>	<b>£104,929.17</b>
<b>Playground Equipment</b>	<b>£274,060.46</b>	<b>£376,895.23</b>	<b>£254,826.48</b>	<b>£43,500.00</b>	<b>£0.00</b>	<b>£298,326.48</b>
<b>Mowers &amp; Machinery</b>	<b>£31,650.94</b>	<b>£40,691.45</b>	<b>£33,581.74</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£33,581.74</b>
<b>Sports Equipment</b>	<b>£106,256.30</b>	<b>£10,851.40</b>	<b>£105,595.30</b>	<b>£448.68</b>	<b>£0.00</b>	<b>£106,043.98</b>
<b>Surfaces</b>	<b>£427,210.53</b>	<b>£187,200.85</b>	<b>£211,075.59</b>	<b>£56,218.24</b>	<b>£0.00</b>	<b>£267,293.83</b>
	<b>£3,729,479.81</b>	<b>£4,322,712.76</b>	<b>£3,258,407.00</b>	<b>£116,103.15</b>	<b>£0.00</b>	<b>£4,197,610.15</b>
<i>Vehicles (Insured Separately)</i>	<i>£67,632.00</i>	<i>£79,742.00</i>	<i>£67,632.00</i>	<i>£0.00</i>	<i>£0.00</i>	<i>£79,742.00</i>
<b>TOTAL</b>	<b>£3,797,111.81</b>	<b>£4,402,454.76</b>	<b>£3,326,039.00</b>	<b>£116,103.15</b>	<b>£0.00</b>	<b>£4,277,352.15</b>
<b>AGAR Check</b>	<b>£3,797,111.81</b>		<b>£3,326,039.00</b>			

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

Asset Location / Classification	Date Acquired	Asset Description	@ 31/03/24	Adjustments	@ 31/03/23	Additions	Disposed	@ 31/03/24	Useful Life Estimate	Insurance Replacement Value	Notes
Buildings		Heath Row Pavilion Building	373,920.00		315,000.00			313,000.00		350,000.00	
Buildings	777777	Hes Point Estates Storage Building	48,000.00		46,000.00			49,000.00		34,150.00	
Buildings	777777	"The Justice Inn" Building	1,150,000.00		1,150,000.00			1,150,000.00		1,650,000.00	
Buildings	Hsw-23	St. John's Ambulance Building	0		0.00			0.00		0.00	In process of purchasing
Buildings	C000031956	Priory Park Clubhouse Building	458,000.00		458,000.00			458,000.00		408,000.00	
Buildings	15/12/2003	Walt House - 2 Brock Street, Bampfylde Waltham	186,000.00		186,000.00			186,000.00		265,000.00	
			1,968,000.00	-	1,969,000.00	-		1,969,000.00		2,692,198.56	

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

Asset Location / Classification	Date Acquired	Asset Description	Value at 31/03/23	Adjustments	Revised Value at 31/03/23	Allocation	Reserve	Useful Life Estimate	Insurance Replacement Value	Notes
Office Contents	25/07/2017	ASUS S500L Laptop - LAPTOP-1B02ABWPC-PC06	460.00	460.00	460.00	0.00	0.00	25/10/	460.00	-
Office Contents	19/11/2014	Dreyler Viger 2850N Wireless Router + access point	0.00	0.00	0.00	0.00	0.00	-	-	-
Office Contents	26/07/2021	Dreyler Viger 26S2 24 port Wireless Router	0.00	0.00	0.00	0.00	0.00	-	-	-
Office Contents	30/03/2021	4 Flinge Cabinets	385.16	385.16	385.16	0.00	0.00	-	385.16	345.16
Office Contents	25/06/2013	QMEGA accounts/Booking/planning software	4,155.00	4,155.00	4,155.00	0.00	0.00	-	-	-
Office Contents	21/11/2013	PT-1 Asper ProG saw license	0.00	0.00	0.00	0.00	0.00	-	-	-
Office Contents	03/07/2013	HP Pro 3400 System Units + software	2,715.00	2,715.00	2,715.00	0.00	0.00	-	-	-
Office Contents	07/03/2015	QPK 6000 Digital Video Recorder	525.00	525.00	525.00	0.00	0.00	-	525.00	525.00
Office Contents	14/06/2016	BT Yealink T47P Handset	380.00	380.00	380.00	0.00	0.00	-	380.00	380.00
Office Contents	24/07/2015	Desktop computer -ADMIN-PCBMP-PC02	1,112.50	1,112.50	1,112.50	0.00	0.00	-	1,112.50	1,112.50
Office Contents	19/03/2016	Laptop - C50 - CRAFT/KER-BEHRWPC-PC07	757.50	757.50	757.50	0.00	0.00	-	757.50	757.50
Office Contents	01/11/2017	Lenovo ThinkBook -DESKTOP-BK90NTUBWPC-PC14	624.00	624.00	624.00	0.00	0.00	-	624.00	624.00
Office Contents	23/07/2018	HP EliteDesk 600 Assistant-PCBMP-PC05	794.50	794.50	794.50	0.00	0.00	-	794.50	794.50
Office Contents	28/07/2019	HP 380 G1 - DESKTOP-D3MJDABHPC-PC09	559.84	559.84	559.84	0.00	0.00	-	559.84	559.84
Office Contents	04/11/2019	HP Pre Deck 400 G6 - DCLEEFFR-PCBMP-PC09	615.55	615.55	615.55	0.00	0.00	-	615.55	615.55
Office Contents	23/02/2020	Lenovo Think Book Laptop -DESKTOP-UEVSTRNBWPC-PC11	741.90	741.90	741.90	0.00	0.00	-	741.90	741.90
Office Contents	20/10/2020	HP ProBook 440 G7 Laptop -DESKTOP-SG3ITC5BMWPC-PC13	712.26	712.26	712.26	0.00	0.00	-	712.26	712.26
Office Contents	16/03/2021	Lenovo ThinkPad Laptop -WESTRADE-PCBMP-PC09 (S10)	795.43	795.43	795.43	0.00	0.00	-	795.43	795.43
Office Contents	07/09/2022	HP ProBook 455 Laptop -DESKTOP-QDHH0JSUWPC-PC010	675.48	675.48	675.48	0.00	0.00	-	675.48	675.48
Office Contents	18/10/2022	Dell Venue 3710 -DESKTOP-SG3ITGCRBMP-PC12	408.60	408.60	408.60	0.00	0.00	-	408.60	408.60
Office Contents	18/01/2023	Windows Mail Server - CLERK-PCBMP-PC03	1,453.00	1,453.00	1,453.00	0.00	0.00	-	1,453.00	1,453.00
Office Contents	31/07/2018	APC Smart-UPS TWA 740 Watt/Eight Outlets Switch	894.24	894.24	894.24	0.00	0.00	-	894.24	894.24
Office Contents	16/01/2023	Craigie Router	311.00	311.00	311.00	0.00	0.00	-	311.00	311.00
Office Contents	01/04/2022	Samsung Galaxy Mobile Phone - Halls Manager	0.00	0.00	0.00	0.00	0.00	-	270.65	270.65
Office Contents	02/04/2022	Samsung Galaxy Mobile Phone - Guards 1	0.00	0.00	0.00	0.00	0.00	-	270.65	270.65
Office Contents	03/04/2022	Samsung Galaxy Mobile Phone - Guards 2	0.00	0.00	0.00	0.00	0.00	-	270.65	270.65
Office Contents	04/04/2022	Samsung Galaxy Mobile Phone - Guards 3	0.00	0.00	0.00	0.00	0.00	-	270.65	270.65
Office Contents	05/04/2022	Samsung Galaxy Mobile Phone - Longfistman	0.00	0.00	0.00	0.00	0.00	-	270.65	270.65
Office Contents	06/04/2022	Samsung Galaxy Mobile Phone - Caretaker	0.00	0.00	0.00	0.00	0.00	-	270.65	270.65
Office Contents	07/04/2022	Samsung Galaxy Mobile Phone - CSC	0.00	0.00	0.00	0.00	0.00	-	270.65	270.65
Office Contents	07/05/2022	Samsung Galaxy Mobile Phone - Projects	222.31	222.31	222.31	0.00	0.00	-	222.31	222.31
Office Contents	09/06/2022	Black Egg Office Chairs x 4	956.00	956.00	956.00	0.00	0.00	-	956.00	956.00
Office Contents	21/03/2008	1 HP 6715s Notebook laptop inc software	850.00	850.00	850.00	0.00	0.00	-	850.00	850.00
Office Contents	09/09/2019	Register of Books and Register of Memorials	578.40	578.40	578.40	0.00	0.00	-	578.40	578.40
			21,205.05	6,407.05	13,435.05	1,834.05	1,834.05	-	15,390.00	15,390.00

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

Fixed Asset Register to 31st March 2024

24/02/2012	Radar guards	11,182.00	0.00
30/02/2012	Diamond Suite - Architects Fees & Consultation	34,357.16	34,357.16
24/10/2012	Diamond Suite - Blinds	274.49	274.49
24/10/2012	Diamond Suite - Bedframe Suite wall holder	782.58	782.58
24/10/2012	Diamond Suite - Kitchen unit/drawers	2,821.84	2,821.84
24/10/2012	Enhance External Screens - New Front Doors	3,817.84	3,817.84
07/02/2013	HP Comtacts - Fire presentation tests	3,425.00	0.00
30/02/2014	CCTV cameras	0.00	0.00
13/03/2015	LED Lighting - main hall	9,422.00	0.00
27/01/2016	JCC Lighting upgrade	8,337.97	0.00
31/03/2016	sa law Case Binder	4,701.00	4,701.00
23/03/2016	Kitchen bespoke corner unit	1,176.00	1,176.00
08/07/2016	Patterson, ceiling adjustment	1,988.00	0.00
23/07/2016	New blinds to Rally Room	2,654.00	0.00
13/08/2016	New Office/Safe Kitchen	3,891.85	3,891.85
27/08/2016	Laser screed & fl tiling - central lobby	1,683.00	1,683.00
27/08/2016	Laser screed & tiling - entrance lobby	589.00	589.00
20/09/2016	Vinyl safety flooring - carpetboard grid room	478.00	0.00
05/10/2016	Staging Boxes Main Entrances	6,953.50	0.00
25/10/2016	Staircase Dance Main Entrance	6,953.50	0.00
12/01/2017	Replace first floor windows - 25% deposit	7,988.45	0.00
03/03/2017	CCTV System	3,894.00	3,894.00
15/03/2017	Kitchen Shutter	2,465.00	2,465.00
31/03/2017	Gold Room Window Blinds	959.00	959.00
18/11/2017	Ruby Room Window Blinds	440.00	440.00
08/05/2018	Ruby Room Interior Loop Radio Microphone	1,723.00	0.00
18/12/2018	2-Fold Tables [Gold Room]	449.75	449.75
01/01/2019	Harmaphia Sound - Portable Sound System	2,357.00	2,357.00
05/03/2019	Microwave/Vetch Mastichita [Car Range (Kitchen)]	1,786.00	1,786.00
15/03/2019	Chalmers' Honour Board [Ruby Room]	834.75	834.75
25/11/2019	Stage Curtains E Ball Venue int Blue [Food Room]	1,054.00	1,054.00
28/05/2020	Veter Stag E Floor scrubber cleaner	1,351.00	1,351.00
31/03/2021	Stable Alley	1,251.00	1,251.00
20/05/2021	Under counter dishwasher [Kitchen]	0.00	0.00
10/05/2021	Spiral 300 Floor cleaner	891.80	891.80
18/05/2021	Auto Visual Equipment	7,574.00	7,574.00
25/05/2021	Linear Water Seller [Kitchen]	0.00	0.00
04/08/2021	FQ-500 Fridge Unit/line	2,320.00	2,320.00
05/09/2021	New Office chairs	589.00	589.00
17/09/2021	New Office desks	639.51	0.00
10/03/2022	Modular display board system	321.00	321.00
14/06/2022	Storage Cubboard units - Stage Store Room	580.00	580.00
04/08/2022	FQ-500 Fridge Unit/line	2,320.00	2,320.00
07/09/2022	Bedroom nets and posts	589.25	589.25
16/09/2022	CS5/NSCD dishwashers + installation	2,045.00	2,045.00
25/07/2023	Linear Water Seller [Kitchen]	475.65	475.65
15/02/2019	Events Roles Speed Sign	1,986.98	1,986.98
28/09/2019	Wheelercare - Cleaned Jumbo Sweet Party [Silver Room]	386.00	386.00
25/02/2023	BMS Calibration [Dorset] Waterco unit	0.00	361.00
22/04/2023	Optoma EP734H XGA Digital projector	723.05	723.05
19/12/2016	300 Standing Chairs [Gold Room]	13,410.00	13,410.00
18/02/2016	40 Large Tables [Gold Room]	975.00	975.00

General Contents		450.00		
General Contents	10 Small Tables (Gold Room)	450.00		
General Contents	20 large Easeltt folding tables (Gold Room)	2,073.75		
General Contents	Bentwood arm chairs x 10 (Blue material)	429.00		
General Contents	12x12x21.14 Contract Plus Folding Table 90x90x1.14	429.00		
General Contents	Contract Plus Folding Table 90x90x1.14	1,000.20		
General Contents	Bentwood Armchair blue material 10 no. - Dark Beach	558.40		
General Contents	Contract Plus Folding Table x 8 - Atlas Grey	558.40		
General Contents	Contract Plus Folding Table x 5 - Atlas Grey	1,130.34		
General Contents	Contract Plus Folding Table x 5 - Atlas Grey	1,130.34		
General Contents	5 x WAT375 Easeltt Folding Tables	762.56		
General Contents	18x12x21.17 Taken Giant 2 Biplane	505.50		
General Contents	Emergency Lighting	505.50		
General Contents	30x30x20.07 CCTV System	586.00		
General Contents	08x04x20.09 Central Heating	668.00		
General Contents	16x10x20.12 Intulite Alarm	1,072.00		
General Contents	19x12x21.14 Drywall Vtger 250N Wireless Router + red lead	1,072.00		
General Contents	04x08x21.14 Verisure Roll-up Blinds	1,072.00		
General Contents	3x11x20.14 CCTV System	0.00		
General Contents	2x10x20.17 Kitchens	0.00		
General Contents	17x10x20.19 Take A Chair	4,225.00		
General Contents	10x10x21.19 Kitchen Units	1,658.00		
General Contents	2x8x10.00 Dehumidifier	1,658.00		
General Contents	25x10x20.21 Electric water tank c/w 7.5kW Immersion	1,289.00		
General Contents	08x08x20.22 CCTV System	2770.00		
General Contents	12x11x20.22 Windscreen Blinds	2,048.00		
General Contents	24x8x20.02 Video Floor Cleaner	498.00		
General Contents	18x8x20.15 Taurus Barqueing Chair x 50	891.00		
General Contents	11x10x20.16 49 x Classic Prose Chairs	1,498.50		
General Contents	11x10x20.18 10 x Folding Table 1850 x 750 mm	815.00		
General Contents	01x11x20.21 Karcher 35.30% Sanitiser, dye + CRA brush	349.50		
General Contents	18x11x20.22 Microwave	821.65		
General Contents	16x11x20.22 Fridge Freezer	259.00		
General Contents	16x11x20.23 12 x WAT375 Easeltt Folding Tables & WATTS Trunk	2,048.20		
General Contents	16x12x20.15 Floor Master ZBrush stabilizer	2,456.20		
General Contents	05x07x20.10 A1 Map Board (Giantess)	265.25		
General Contents	22x11x20.18 Upgrade Charging Racks + Drawings	553.00		
General Contents	18x15x20.21 Loughman Equipment 250 WNSC202E maitained & charged	0.00		
General Contents	2x3x20.20 Low Level INC	627.00		
General Contents	04x05x20.23 PAT Feeding Matrine & Adapter	0.00		
General Contents	01x15x20.23 FLIR Thermal Imaging Camera	0.00		
General Contents	05x03x22.23 FLIR TG227 Thermal Imaging Camera	317.49		
		378,957.25	152,804.50	105,201.53
				105,201.53

105,201.53

105,201.53

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

Asset Location / Classification	Date Acquired	Asset Description
Civic Regalia	22/04/2009	Chairman's Badge (Officer side)
Civic Regalia	28/04/2018	Chairman Pendant (Officer side)

	Bal 31/03/23	Additions	Decreases	Bal 31/03/24	Useful Life Estimate	Insurance Replacement Value	Notes
	£75.00	393.00	59.45	£75.00			£75.00
		59.45		59.45			59.45
		1,134.45		1,134.45			1,134.45

shops Waitrose Parish Council  
Assisted Asset Register to 31st March 2024

Workshops Waltham Parish Council

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

Asset Location / Classification	Date Acquired	Asset Description	2023/24	Adjustments	2024/25	Depreciation	2023/24	Depreciation	2024/25	Residual Value	Notes
Street Furniture	04/04/2016	Lenticular Notice Board at Ternis Courts	328.05		328.05		328.05		328.05	328.05	
Street Furniture	27/03/2013	5 x Broom - Austrian Cycle Stands Inc Installation	1,315.97		1,315.97		1,315.97		1,315.97	1,315.97	
Street Furniture	24/02/2021	Patio Bench	0.00		0.00		0.00		0.00	181.00	181.00
Street Furniture	26/07/2020	Have You Paid A Display/for Sign	376.44		376.44		376.44		376.44	376.44	
Street Furniture	26/09/2020	Inset Signs	245.00		245.00		245.00		0.00	0.00	-
Street Furniture	01/08/2018	1100 Blue Bin	268.48		268.48		268.48		268.48	268.48	
Street Furniture	01/08/2018	1 Dog Bin	183.88		183.88		183.88		183.88	183.88	
Street Furniture	15/11/2011	2 Rainbow benches	593.00		593.00		593.00		593.00	593.00	
Street Furniture	25/11/2013	Rainbow heavy duty picnic bench	407.00		407.00		407.00		407.00	407.00	
Street Furniture	19/09/2023	Amber Bench	0		0		0		0	0.00	0.00
Street Furniture	19/06/2023	Amber Bench	0		0		0		0	0.00	0.00
Street Furniture	18/06/2023	3 x Litter Bins	0		0		0		0	0.00	0.00
Street Furniture	31/03/2008	1 Dog Bin	183.88		183.88		183.88		183.88	183.88	
Street Furniture	27/03/2013	3 x Broom - Austrian Cycle Stands Inc Installation	693.33		693.33		693.33		693.33	693.33	
Street Furniture	31/03/2008	5 Dog Bins	816.18		816.18		816.18		816.18	816.18	
Street Furniture	15/05/2015	Darby E (20) litter bins x 6 inc. installation	1,792.70		1,792.70		1,792.70		1,792.70	1,792.70	
Street Furniture	08/02/2020	Defy Standard Ultra Bin	320.00		320.00		320.00		320.00	320.00	
Street Furniture	24/02/2014	Fitness warning Sign & Post for outdoor Gymnasium	275.00		275.00		275.00		275.00	275.00	
Street Furniture	08/05/2021	Breast Rail Reurned External Gate A1	445.00		445.00		445.00		445.00	445.00	
Street Furniture	18/11/2012	1 Weathered "SCD" post for seat	302.00		302.00		302.00		302.00	302.00	
Street Furniture	24/02/2021	Picnic Bench - Piccy Meadow	0.00		0.00		0.00		0.00	0.00	-
Street Furniture	31/03/2014	Rainbow extended top heavy' Bench	515.00		515.00		515.00		515.00	515.00	
Street Furniture	31/03/2008	1 Dog Bin	183.88		183.88		183.88		183.88	183.88	
Street Furniture	24/02/2021	Picnic Bench	0.00		0.00		0.00		0.00	0.00	-
Street Furniture	77/77/77	Bus Shelter (St Georges Square)	0.00		0.00		0.00		0.00	0.00	-
Street Furniture	77/77/77	Quesnbury Bus Shelter (Winchester Road / Chichester Road)	8,500.00		8,500.00		8,500.00		8,500.00	8,500.00	
Street Furniture	77/77/77	Bus Shelter (Winchester Road / Chichester)	1,030.00		1,030.00		1,030.00		1,030.00	1,030.00	
Street Furniture	16/05/1999	Bus shelter road? (Lower Lane)	3,870.00		3,870.00		3,870.00		3,870.00	3,870.00	
Street Furniture	12/07/1998	Quesnbury Bus Shelter (Winchester Road / Chichester Avenue)	4,400.00		4,400.00		4,400.00		4,400.00	4,400.00	
Street Furniture	24/05/2020	Quesnbury Bus Shelter (Winchester Road / Chichester Road)	3,582.00		3,582.00		3,582.00		3,582.00	3,582.00	
Street Furniture	24/02/2017	Chestnut/Ann Baa Shelter (Fox Road)	7,288.00		7,288.00		7,288.00		7,288.00	7,288.00	
Street Furniture	22/01/2016	Quesnbury Ann Bus Shelter (Lower Lane)	7,917.00		7,917.00		7,917.00		7,917.00	7,917.00	
Street Furniture	31/03/2019	Baa Shelter (Fox Road)	2,647.42		2,647.42		2,647.42		2,647.42	2,647.42	
Street Furniture	27/04/2010	Bus shelter (Winchester Road)	3,388.00		3,388.00		3,388.00		3,388.00	3,388.00	
Street Furniture	17/13/2011	Baa shelter (Winchester Road)	3,690.10		3,690.10		3,690.10		3,690.10	3,690.10	
Street Furniture	09/02/2011	Bus shelter, handstanding Winchester Road	3,335.00		3,335.00		3,335.00		3,335.00	3,335.00	
Street Furniture	31/03/2013	Quesnbury Bus Shelter (Fox Court)	4,478.00		4,478.00		4,478.00		4,478.00	4,478.00	
Street Furniture	07/11/2014	3 Roundabout signs (Old Station Roundabout)	594.50		594.50		594.50		594.50	594.50	
Street Furniture	31/03/2019	3 Street Lights (St George's Square)	2,653.11		2,653.11		2,653.11		2,653.11	2,653.11	
Street Furniture	27/03/2011	Tower 4 1/2 - BR Walmley Mounds (Park Street)	899.00		899.00		899.00		899.00	899.00	
Street Furniture	26/03/2012	Town Centre sign (St George's Square)	1,425.00		1,425.00		1,425.00		1,425.00	1,425.00	



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

Asset Location / Classification	Date Acquired	Asset Description	Estimated	Actual	Depreciation	Estimated U.K. Estimate	Insurance Replacement Value	Notes
			\$ 31,052.33	\$ 31,052.33	Adjustments	\$ 31,052.33	\$ 31,052.33	
Gates & Fences	11/12/2004	Wire Fencing around Alcove Area	5,942.49	5,942.49		5,942.49	5,942.49	5,942.49
Gates & Fences	20/01/2023	Southern Fropicath: Already Fenced Ditch Netting & Gates	4,500.00	4,500.00		4,500.00	4,500.00	4,500.00
Gates & Fences	28/05/2013	Wooden Three Rail Fence around 'Kingsbarn' area.	520.95	520.95		520.95	520.95	520.95
Gates & Fences	28/11/1995	Fencing around Play Area	1,043.31	1,043.31		1,043.31	1,043.31	1,043.31
Gates & Fences	28/05/2005	Wire Fencing around Play Area	7,598.37	7,598.37		7,598.37	7,598.37	7,598.37
Gates & Fences	7/7/2007	Gates to Play Area	454.00	454.00		454.00	454.00	454.00
Gates & Fences	31/07/2012	Wood fencing to play area	1,523.00	1,523.00		1,523.00	1,523.00	1,523.00
Gates & Fences	17/10/1997	Gate and Matching Panel - Tennis Courts	476.00	476.00	0.00	0.00	0.00	-
Gates & Fences	13/05/2011	Right Section Hinging - Tennis Court Fence	1,275.00	1,275.00		1,275.00	1,275.00	1,275.00
Gates & Fences	30/11/2013	100m long barrier (Football Ball)	277.00	277.00		277.00	277.00	277.00
Gates & Fences	13/05/2016	Single gate entrance to Tennis Court	871.00	871.00		871.00	871.00	871.00
Gates & Fences	25/11/2016	Box Top Fence, Access Gates in front of Pavillion	3,755.00	3,755.00		3,755.00	3,755.00	3,755.00
Gates & Fences	07/04/2017	Gates, Fences - step Meditation	1,473.00	1,473.00	0.00	0.00	0.00	-
Gates & Fences	31/02/2017	Sliding Kissing Gate off PFA Matched Hoops	0.00	0.00		0.00	0.00	-
Gates & Fences	08/12/2017	Fence - Play Area & Tennis Courts	1,145.00	1,145.00		1,145.00	1,145.00	1,145.00
Gates & Fences	25/09/2015	Box Top Fencing on Pavilion	51,457.51	51,457.51		51,457.51	51,457.51	51,457.51
Gates & Fences	24/05/2023	Boundary Fencing - Rear of Elevation Shed	428.00	428.00		428.00	428.00	428.00
Gates & Fences	19/05/2011	Fence around Play Area	4,027.00	4,027.00		4,027.00	4,027.00	4,027.00
Gates & Fences	18/05/2023	Easy Gate in high Fencing at Kissing Gate (Yellow)	0	0	0.04	228.00	228.00	228.00
Gates & Fences	30/02/2023	Playgate - Fencing	0	0	0.00	338.00	338.00	338.00
Gates & Fences	20/02/2023	Fencing & Groundworks	18,575.00	18,575.00		18,575.00	18,575.00	18,575.00
Gates & Fences	28/01/2021	12m high low top Easy Gate x 2	2311.00	2311.00		2311.00	2311.00	2311.00
Gates & Fences	22/05/2005	1.0m high flat top Easy Gate x 5	5,010.00	5,010.00		5,010.00	5,010.00	5,010.00
Gates & Fences	21/03/2012	Fencing around Play Area	2,250.00	2,250.00		2,250.00	2,250.00	2,250.00
Gates & Fences	24/05/2012	Palisade gate, Pathway	1110.00	1110.00		1110.00	1110.00	1110.00
Gates & Fences	15/02/2013	Fencing, gates, plants around Football Pitches	12,718.00	595.00	C4,220.00	595.00	-12,718.00	12,718.00
Gates & Fences	02/05/2014	1.2m high stock wire fencing + 2 gates	2854.97	2854.97		2,386.07	2,386.07	2,386.07
Gates & Fences	25/05/2015	Medium Mobility Gate	520.00	520.00		0.00	0.00	-
Gates & Fences	28/05/2017	Gates post + 10' Field Gate (Meadow Car Park)	680.00	680.00		680.00	680.00	680.00
Gates & Fences	23/05/2018	Installed 2.1 x 7mm Fencing Posts	1,525.00	1,525.00	0.00	0.00	0.00	-
Gates & Fences	10/12/2018	Barrier railings at bridge in Primary Meadow	560.00	560.00		560.00	560.00	560.00
Gates & Fences	21/05/2023	PP Car Park Fencing	950.00	950.00	0.00	0.00	0.00	-
Gates & Fences	30/05/2010	PP Car Park Fencing	0.00	0.00	144.00	144.00	144.00	144.00
Gates & Fences	18/05/2013	Play area fencing + gates	5,345.00	5,345.00		5,345.00	5,345.00	5,345.00
Gates & Fences	19/11/2015	Kissing Gate (Dundridge Lane)	454.40	454.40		454.40	454.40	454.40
Gates & Fences	08/07/2015	1200mm x 900mm Kissing Gate (Dundridge Lane)	320.65	320.65		320.65	320.65	320.65
Gates & Fences	22/11/2020	Install gates and attach to fence (Shireham Lane)	330.65	330.65		330.65	330.65	330.65
Gates & Fences	15/05/2022	Storage self closing meshed gate ??	645.00	645.00		645.00	645.00	645.00
Gates & Fences	20/05/2022	Inset Strutted self closing meshed gate	552.00	552.00		552.00	552.00	552.00
Gates & Fences	07/05/2023	Freight PR4 - Kissing Gate	99.00	99.00		99.00	99.00	99.00
Gates & Fences	01/10/2021	Royal Tailorman 12' x 8ft split arch gate	565.00	565.00		565.00	565.00	565.00
Gates & Fences	01/10/2021	4' Talliser 3'6" gap gate	124.00	124.00		124.00	124.00	124.00
Gates & Fences	21/05/2025	Somerset gate 12'x6' with two posts	294.48	294.48		294.48	294.48	294.48
Gates & Fences	07/05/2018	19m 12' round top plastic fencing & gates (Part completed)	788.00	788.00		788.00	788.00	788.00

74,692.51      67,955.83      56,745.25      7,567.00      75,315.28  
75,315.28

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

Asset/Location / Characteristics	Date Acquired	Asset Description	@ 31/03/23	Adjustments	@ 31/03/23	Depreciation	@ 31/03/24	Useful Life Estimate	Impairment	Estimated Replacement Value	Notes
Playground Equipment	7/7/2022	Pair of football goals	672.00		672.00		672.00	672.00		672.00	
Playground Equipment	3/10/2014	Rainbow extended top heavy bench	675.00		515.00	515.00	515.00	515.00		515.00	
Playground Equipment	13/05/2014	Spring bobbles, Tumtum	3,635.15		3,483.15	3,483.15	3,483.15	3,483.15		3,483.15	
Playground Equipment	25/07/2013	Multi-Play equipment	7,000.00		7,000.00	7,000.00	7,000.00	7,000.00		7,000.00	
Playground Equipment	31/01/2008	Guard Rail	7,285.70		7,285.70	7,285.70	7,285.70	7,285.70		7,285.70	
Playground Equipment	15/07/2014	Play Equipment	20,000.00	1,360.00	18,320.00	18,320.00	18,320.00	18,320.00		18,320.00	
Playground Equipment	19/02/2014	On & Off Game	223.80		223.80	223.80	223.80	223.80		223.80	
Playground Equipment	08/01/2021	Swing Set	1,650.00		1,650.00	1,650.00	1,650.00	1,650.00		1,650.00	
Playground Equipment	08/01/2021	Tango Swing	620.00		620.00	620.00	620.00	620.00		620.00	
Playground Equipment	3/01/2008	Guard rails	4,198.25		4,198.25	4,198.25	4,198.25	4,198.25		4,198.25	
Playground Equipment	03/11/1987	Play Equipment	18,522.88	3,724.38	14,858.50	14,858.50	14,858.50	14,858.50		14,858.50	
Playground Equipment	12/11/2019	Swings - roundie seat x 2 + picnic bench	1,921.00		1,921.00	1,921.00	1,921.00	1,921.00		1,921.00	
Playground Equipment	08/02/2023	Roundabout	0.00		0.00	10,256.00	10,256.00	10,256.00		10,256.00	
Playground Equipment	01/05/2007	Fencing & Play Equipment	67,347.20		67,347.20	67,347.20	67,347.20	67,347.20		67,347.20	
Playground Equipment	30/01/2012	Hover See-Saw	1,983.00		1,983.00	1,983.00	1,983.00	1,983.00		1,983.00	
Playground Equipment	3/08/2017	Rail Rock Spinner/Rope Swing	1,589.32		1,589.32	1,589.32	1,589.32	1,589.32		1,589.32	
Playground Equipment	31/03/2017	Vibes Bascist/Sand Shaking	2,847.68		2,847.68	2,847.68	2,847.68	2,847.68		2,847.68	
Playground Equipment	07/03/2018	Spectator Y5/10 Youth Shelter	10,947.50		10,947.50	10,947.50	10,947.50	10,947.50		10,947.50	
Playground Equipment	18/05/2011	Data Sling	1,765.00		1,765.00	1,765.00	1,765.00	1,765.00		1,765.00	
Playground Equipment	18/05/2011	Phone Tower	2,985.00		2,985.00	2,985.00	2,985.00	2,985.00		2,985.00	
Playground Equipment	18/05/2011	Zingo Roko	753.00		753.00	753.00	753.00	753.00		753.00	
Playground Equipment	2/01/2012	Tango Spinner	632.00		632.00	632.00	632.00	632.00		632.00	
Playground Equipment	19/07/2013	Wavy Swing & Tango Seat (Green)	0		0.00	325.00	325.00	325.00		325.00	
Playground Equipment	19/02/2013	Skate Roundabout	0		0.00	725.00	725.00	725.00		725.00	
Playground Equipment	19/02/2013	The Cruiser (Dark Green)	0		0.00	810.00	810.00	810.00		810.00	
Playground Equipment	19/02/2013	Spin & Bounce (Light Green/Yellow/Green)	0		0.00	325.00	325.00	325.00		325.00	
Playground Equipment	19/02/2013	Barco (Light Green/Yellow/Green)	0		0.00	685.00	685.00	685.00		685.00	
Playground Equipment	19/02/2013	Half Log Walk	0		0.00	538.00	538.00	538.00		538.00	
Playground Equipment	19/02/2013	Balance Beam	0		0.00	353.00	353.00	353.00		353.00	
Playground Equipment	19/02/2013	Balance Weaver	0		0.00	655.00	655.00	655.00		655.00	
Playground Equipment	19/02/2013	Flying Bats Dog Spinning	0		0.00	195.00	195.00	195.00		195.00	
Playground Equipment	19/02/2013	Spooky Pairs Game	0		0.00	864.00	864.00	864.00		864.00	
Playground Equipment	5/08/2021	Play Equipment	49,225.00	2,454.20	47,771.80	47,771.80	47,771.80	47,771.80		47,771.80	
Playground Equipment	18/05/2016	Covered 2 way bounce about	1,157.00		1,157.00	1,157.00	1,157.00	1,157.00		1,157.00	
Playground Equipment	15/02/2018	Slith Sling Mobile - Cool Cat	1,287.20		1,287.20	1,287.20	1,287.20	1,287.20		1,287.20	
Playground Equipment	28/02/2016	Aerial Railway Extension	520.00		520.00	520.00	520.00	520.00		520.00	
Playground Equipment	30/04/2010	Play equipment (Original Construction)	47,863.75		47,863.75	47,863.75	47,863.75	47,863.75		47,863.75	
Playground Equipment	23/11/2011	Delta Swing	1,564.00		1,564.00	1,564.00	1,564.00	1,564.00		1,564.00	
Playground Equipment	24/02/2012	Basket swing	1,350.00		1,350.00	1,350.00	1,350.00	1,350.00		1,350.00	
Playground Equipment	25/02/2012	Play Panel - Marble Race	783.00		783.00	783.00	783.00	783.00		783.00	
Playground Equipment	28/02/2012	Play Panel - Magic Ball Popper	0.00		0.00	0.00	0.00	0.00		0.00	
Playground Equipment	28/02/2012	Train Dash Swing?	2,955.00		2,955.00	2,955.00	2,955.00	2,955.00		2,955.00	
Playground Equipment	24/02/2012	Hoverboard	1,955.00		1,955.00	1,955.00	1,955.00	1,955.00		1,955.00	
Playground Equipment	31/07/2013	Warrior Artificial Climber	8,411.00		8,411.00	8,411.00	8,411.00	8,411.00		8,411.00	
Playground Equipment	31/07/2017	25m All Steel Catwalkway & Ramp	10,785.20	0.00	10,785.20	10,785.20	10,785.20	10,785.20		10,785.20	
	157,073.50	2,454.20	194,527.70	32,244.00	-	227,383.50	-	-	-	227,383.50	

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

Fixed Asset Register to 31st March 2024

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

Asset Location / Classification	Date Acquired	Asset Description	Restated	Adjustments	\$2,31,453.25	\$2,31,453.25	Depreciation	\$2,31,024.34	Useful Life Estimate	Impairment Reserve/contingent Value	Note
Sports Equipment	?	2 x Football Goals	0.00	0.00	356.25	356.25	0.00	356.25	356.25	-	356.25
Sports Equipment	CE05/2010	1 pair of steel goal posts 75mm round Senior	356.25	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Sports Equipment	S105/2009	2 pairs of Football Goals and Nets	356.25	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Sports Equipment	08/08/2010	Steel goal post net supports	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Sports Equipment	16/07/2012	Goals, nets	916.00	0.00	255.00	255.00	0.00	255.00	255.00	Net's remaining	255.00
Sports Equipment	24/07/2013	4m wide duplex/Pickett goals x 2	3480.00	0.00	3,480.00	3,480.00	0.00	3,480.00	3,480.00	-	3,480.00
Sports Equipment	07/08/2013	Soccketts S3ron	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-
Sports Equipment	10/03/2013	Youth 50cm Steel Soccketted Goals [Not about Area]	545.00	0.00	545.00	545.00	0.00	545.00	545.00	-	545.00
Sports Equipment	28/07/2016	4mm White Knotted Nets	255.00	0.00	255.00	255.00	0.00	255.00	255.00	-	255.00
Sports Equipment	07/09/2016	Fut Size 75mm Steel Goals	400.00	0.00	400.00	400.00	0.00	400.00	400.00	-	400.00
Sports Equipment	05/05/2023	Gona Stanchions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	0.00
Sports Equipment	05/05/2023	Goal Net [Mark Hanco]	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	0.00
Sports Equipment	26/06/2013	Fitness Equipment for over 13's	13,960.25	0.00	13,960.25	13,960.25	0.00	13,960.25	13,960.25	-	13,960.25
Sports Equipment	01/09/2007	Skatepark Equipment & Fencing Etc	45,000.00	0.00	45,000.00	45,000.00	0.00	45,000.00	45,000.00	-	45,000.00
Sports Equipment	01/12/2023	Skatepark	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	0.00
Sports Equipment	12/08/2015	Comilleau Table Tennis Table	437.42	0.00	437.42	437.42	0.00	437.42	437.42	-	437.42
Sports Equipment	05/03/2014	Comilleau Table Tennis Table	463.17	0.00	463.17	463.17	0.00	463.17	463.17	-	463.17
Sports Equipment	05/03/2014	Comilleau Table Tennis Table	463.17	0.00	463.17	463.17	0.00	463.17	463.17	-	463.17
Sports Equipment	03/11/2015	Muga Area	40,000.00	0.00	40,000.00	40,000.00	0.00	40,000.00	40,000.00	-	40,000.00
			115,286.30	661.00	105,595.30	446.82	-	105,445.98	-	-	105,445.98

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

Asset Location / Classification	Date Acquired	Asset Description	Rotated	@ 31.03.23	Adjustments	@ 31.03.23	Depreciation	@ 31.03.23	Useful Life Estimate	Residual Value	Notes
Surfaces	7/7/777	Land	1.00	1.00	0.00	0.00	0.00	1.00	1.00	1.00	-
Surfaces	30/04/2020	Resurfaced pitch, non-turf cricket pitch	5,621.00	5,621.00	0.00	0.00	0.00	5,621.00	5,621.00	5,621.00	-
Surfaces	17/05/2019	Rhino Match Safety Surface	5,801.00	5,801.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00
Surfaces	22/07/2019	Land for Play Area	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Surfaces	15/11/2020	Internal drains	800.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Surfaces	08/01/2021	Rhino Match Safety Surface	3,142.00	3,142.00	0.00	0.00	0.00	3,142.00	3,142.00	3,142.00	-
Surfaces	18/01/2021	Safety surface	1,873.75	1,873.75	0.00	0.00	0.00	1,873.75	1,873.75	1,873.75	-
Surfaces	05/04/2023	Resurfacing play areas	1,950.00	1,950.00	0.00	0.00	0.00	1,950.00	1,950.00	1,950.00	-
Surfaces	04/10/2012	Steeped surface	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,226.24
Surfaces	22/07/2019	1.2m x 22m concrete pathway	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Surfaces	17/07/2019	Internal drains	1,850.00	1,850.00	0.00	0.00	0.00	1,850.00	1,850.00	1,850.00	-
Surfaces	Land for Play Area	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Surfaces	16/11/2020	Rhino Match Safety Surface	1,480.00	1,480.00	0.00	0.00	0.00	1,480.00	1,480.00	1,480.00	-
Surfaces	7/7/777	Recreation Ground	1.00	1.00	0.00	0.00	0.00	1.00	1.00	1.00	1,480.00
Surfaces	31/03/2019	Car Park Extension	65,613.56	65,613.56	0.00	0.00	0.00	65,613.56	65,613.56	65,613.56	-
Surfaces	14/12/2012	Tarmac Access Track from Recreation Ground	1.00	1.00	0.00	0.00	0.00	1.00	1.00	1.00	-
Surfaces	14/12/2012	Tarmac tarmac to Estate Shed	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Surfaces	13/05/2016	Tennis Court Surface	18,980.53	18,980.53	0.00	0.00	0.00	18,980.53	18,980.53	18,980.53	-
Surfaces	15/05/2018	Rhino Match Safety Surfacing	12,387.15	12,387.15	0.00	0.00	0.00	12,387.15	12,387.15	12,387.15	-
Surfaces	7/7/777	Land off Little Street Lane	1.00	1.00	0.00	0.00	0.00	1.00	1.00	1.00	-
Surfaces	30/01/2018	Pavement between Jubilee Hall & St John Hall	1.00	1.00	0.00	0.00	0.00	1.00	1.00	1.00	-
Surfaces	14/11/2018	Car Park Edin (H) - Prof Fees	14,400.00	14,400.00	0.00	0.00	0.00	14,400.00	14,400.00	14,400.00	-
Surfaces	15/05/2018	Car Park Edin (H) - Civil Eng	6,370.00	6,370.00	0.00	0.00	0.00	6,370.00	6,370.00	6,370.00	-
Surfaces	14/11/2018	Car Park Edin (H) - Electricals	2,345.50	2,344.33	0.00	0.00	0.00	2,344.33	2,344.33	2,344.33	-
Surfaces	15/05/2018	Car Park Edin (H) - Landscaping	555.55	555.55	0.00	0.00	0.00	555.55	555.55	555.55	-
Surfaces	14/11/2018	Car Park Edin (H) - Archaeology	9,307.30	9,307.30	0.00	0.00	0.00	9,307.30	9,307.30	9,307.30	-
Surfaces	15/05/2018	Car Park Edin (H) - Legal Fees	222.90	222.90	0.00	0.00	0.00	222.90	222.90	222.90	-
Surfaces	15/05/2018	Car Park Edin (H) - Civil Eng	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00	-
Surfaces	14/11/2018	Car Park Edin (H) - Clear Site	5,015.13	5,015.13	0.00	0.00	0.00	5,015.13	5,015.13	5,015.13	-
Surfaces	15/05/2018	Car Park Edin (H) - Drainage	45,801.12	45,801.12	0.00	0.00	0.00	45,801.12	45,801.12	45,801.12	-
Surfaces	14/11/2018	Car Park Edin (H) - Earthworks	57,198.62	57,198.62	0.00	0.00	0.00	57,198.62	57,198.62	57,198.62	-
Surfaces	15/05/2018	Car Park Edin (H) - Surveying	35,750.00	35,750.00	0.00	0.00	0.00	35,750.00	35,750.00	35,750.00	-
Surfaces	14/11/2018	Car Park Edin (H) - Site Works	7,301.13	7,301.13	0.00	0.00	0.00	7,301.13	7,301.13	7,301.13	-
Surfaces	15/05/2018	Car Park Edin (H) - Sign Posts	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	3,500.00	3,500.00	-
Surfaces	14/11/2018	Car Park Edin (H) - Landscaping	17,935.01	17,935.01	0.00	0.00	0.00	17,935.01	17,935.01	17,935.01	-
Surfaces	15/05/2018	Car Park Edin (H) - Planning	1,985.00	1,985.00	0.00	0.00	0.00	1,985.00	1,985.00	1,985.00	-
Surfaces	14/11/2018	Extra Attenuation Costs	5,421.00	5,421.00	0.00	0.00	0.00	5,421.00	5,421.00	5,421.00	-
Surfaces	15/05/2018	Archaeology reporting	5,115.00	5,115.00	0.00	0.00	0.00	5,115.00	5,115.00	5,115.00	-
Surfaces	28/05/2020	Legal Services - Contracts & Procurement	2,455.00	2,455.00	0.00	0.00	0.00	2,455.00	2,455.00	2,455.00	-
Surfaces	28/05/2020	Legal Services - Property & Environment	685.00	685.00	0.00	0.00	0.00	685.00	685.00	685.00	-
Surfaces	09/10/2020	Legal fees - S278 Major Works Agreement	1,655.00	1,655.00	0.00	0.00	0.00	1,655.00	1,655.00	1,655.00	-
Surfaces	16/10/2020	Cash deposit - £278 Major Works Agreement	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	5,000.00	5,000.00	-
Surfaces	11/05/2021	Landscape	6,265.27	6,265.27	0.00	0.00	0.00	6,265.27	6,265.27	6,265.27	-
Surfaces	18/05/2021	Prof fees - discharge conditions	50.00	50.00	0.00	0.00	0.00	50.00	50.00	50.00	-
Surfaces	22/05/2021	Landscape	50.00	50.00	0.00	0.00	0.00	50.00	50.00	50.00	-
Surfaces	27/05/2021	Emergency earth ramps	6,031.00	6,031.00	0.00	0.00	0.00	6,031.00	6,031.00	6,031.00	-
Surfaces	18/10/2021	Recreational play areas	1,275.00	1,275.00	0.00	0.00	0.00	1,275.00	1,275.00	1,275.00	-

Surfaces	Grass matting	1,483.50	1,483.50	0.00	0.00
Surfaces	Ryline Hatch safety surface	3,888.50	3,888.50	2,613.50	2,613.50
Surfaces	Re-position fence, change path	1,985.00	1,985.00	0.00	0.00
Surfaces	Eco-Tumble Surfacing	0	0	15913.00	15913.00 15 years
Surfaces	Tumble Pathway	0	0.00	11355.00	11355.00 15 years
Surfaces	Forest Green Ecolaminate Surface	0	0.00	825.50	9,387.50 15 years
Surfaces	Wildbase Safety Grass	0	0.00	2,447.50	2,447.50 15 years
Surfaces	Ryline Hatch Safety Surfacing	8,397.50	8,397.50	8,372.50	8,372.50
Surfaces	Surface play grass	1,380.00	1,380.00	1,380.00	1,380.00
Surfaces	Pony Park Sports Ground	1.00	1.00	1.00	1.00
Surfaces	Access Ramp - Pony Park, upper level to lower level	1.00	1.00	0.00	0.00
Surfaces	Additional 1.5' x 3' areas of Land (Pony Meadow)	1.00	1.00	1.00	1.00
Surfaces	Drainage Works - Sports Grounds - soft, level	1.00	1.00	0.00	0.00
Surfaces	Landscaping - Around Stabpark	1.00	1.00	0.00	0.00
Surfaces	Drainage work around Stabpark	1.00	1.00	0.00	0.00
Surfaces	French drain - Football pitches	1.00	1.00	0.00	0.00
Surfaces	Overflow Car Park	1.00	1.00	1.00	1.00
Surfaces	Concrete base - BYTD Storage Container	1.00	1.00	1.00	1.00
Surfaces	Carriageway - Access from Pony Park to Pony Meadow	1.00	1.00	1.00	1.00
Surfaces	External access from Pony Park to Pony Meadow	1.00	1.00	1.00	1.00
Surfaces	Install 240m Ecopath	3,888.00	3,888.00	3,888.00	3,888.00
Surfaces	External Ecopath	4,250.00	4,250.00	4,250.00	4,250.00
Surfaces	Ryline Hatch Safety Surface	4,072.00	4,072.00	4,072.00	4,072.00
Surfaces	Surface play area	5,885.00	5,885.00	5,885.00	5,885.00
Surfaces	Professional fees - car park extension	11,149.50	1,149.50	0.00	0.00
Surfaces	Grass matting	511.36	511.36	0.00	0.00
Surfaces	Grass matting	2,692.00	2,692.00	0.00	0.00
Surfaces	Grass matting	1,884.00	1,884.00	0.00	0.00
Surfaces	Ryline Hatch Safety Surface	5,314.11	5,314.11	5,314.11	5,314.11
Surfaces	Land	1.00	1.00	1.00	1.00
Surfaces	Land	1.00	1.00	1.00	1.00
Surfaces	Southern Footpath/Pedway - Altimont Section	13,000.00	13,000.00	13,000.00	13,000.00
Surfaces	04/07/2023	0	0.00	11,670.00	11,670.00 15 years
	304,459.31	203,257.83	173,153.73	38,250.00	217,296.73



## Bishop's Waltham Parish Council

### Finance, Policy & Resources Committee

7.11.23

#### **Agenda Item – St Peter’s Parochial Church Council Annual Request for Funding – Meeting Notes – for consideration**

Meeting notes attached for information.

#### **Notes on Local Government Act 1972: 215 on Parish Council support of churchyard maintenance**

##### **Local Government Act 1972: 215 Maintenance of a closed churchyard.**

(1) Subject to subsection (2) below...where a churchyard has been closed by an Order in Council, the parochial church council shall maintain it by keeping it in decent order and its walls and fences in good repair.

(2) A parochial church council which is liable under subsection (1) above to maintain a closed churchyard may—

(a) if the churchyard is in a parish or community having a separate parish or community council, serve a written request on that council to take over the maintenance of the churchyard;

and, subject to subsection (3) below, the maintenance of the churchyard shall be taken over by the authority on whom the request is served or the parish meeting, as the case may be, three months after service of the request.

(3) If, pursuant to subsection (2) above, a request is served on a parish or community council or the chairman of a parish meeting and, if that council or meeting so resolve and, before the expiration of the said three months, give written notice of the resolution to the council of the [F2district, Welsh county or (as the case may be) county borough] and to the parochial church council maintaining the churchyard, the [F3local authority to whom the notice is given], and not the parish or community council or parish meeting, shall take over the maintenance of the churchyard at the expiration of the said three months.

#### **Proposal**

**To consider the ongoing provision of the amount of £4,000 to be allocated from the FP&R Budget, from 2024 council year onwards, to support the Churchyard Maintenance of St Peter’s Church for community benefit.**

Cllr Iro and Cllr Jones  
30.10.23

## Meeting regarding Annual Funding Request for Churchyard Maintenance (17.10.23)

In attendance: Cllr Iro – Council Vice Chairman / FPP&R Chairman  
Cllr Jones – FP&R Vice Chairman  
Mrs McKenzie – Executive Officer/ Clerk to P&H Committee  
Mr P Emmerson – St Peter's PCC representative (PCC Chair)  
Mr N Barnfield – St Peter's PCC representative (Treasurer)

### **Discussion Points:-**

Thanks for meeting and following up on previous gathering in June 2023.

The main discussion point being that annual grant requests from St Peter's were taking a high percentage from the total grant pot available for all community groups. The request for support could be considered outside of the grant route and more of an operational support request.

The Church reps explained that they had an agreed contractor for the churchyard grass cutting and maintenance who was very reliable, flexible and local.

Lots of small areas to cut, lots of careful strimming areas, some larger grass areas, bramble clearance. All quite labour intensive, and weather dependent, variable seasonally.

Churchyard divided into sections with most work undertaken March- Oct/Nov.

Some tree works necessary but surveyed regularly.

Headstones are the responsibility of the family.

Church has own mulcher and fuel and this is maintained with due care.

Considered comparison of quotes for services – to be discussed at November 2023 meeting. Regular contractor felt to be very fair in pricing.

Invoice always shows hours worked and areas covered so good to keep record thereof.

Noted as a closed churchyard but which families with current plots on site can add to. Garden of Remembrance well used as a reflective area.

Church wish to retain management of maintenance of the site and value the PC support for the upkeep of this community asset.

The move from an annual grant to an annual operational cost spend was requested.

The annual costs recorded were in the region of £8,500 – a share of which would be requested from the PC.

The PC Cllrs explained that a share of the cost would be considered to support St Peter's PCC but the PC could only offer grass cutting maintenance and any works would need to be invoiced directly to the PC from the contractor.

This request/proposal would be taken to Council in November and a response provided by the end of the month.

### **Actions:-**

**St Peter's PCC to consider gaining comparison of quotes for churchyard maintenance.**

**BWPC to take proposal to provide operational cost support to St Peter's churchyard for benefit of whole community.**

Exec Officer

27.10.23



## Bishop's Waltham Parish Council

### Finance, Policy and Resources Committee

7.11.23

#### Agenda Item – Grant Applications - for consideration

At the Community and Environment Committee meeting on 23<sup>rd</sup> October the Committee made the following recommendations in relation to the grant applications received.

##### CE124/23      Grant Applications – for consideration

The large number of applications were carefully considered in the context of the remaining £2,000 of the budgeted grant funding, to produce a list of recommendations for the Finance, Policy and Resources Committee. Strong consideration was given to the benefit to Bishop's Waltham community of the applications.

An additional application had been received by the office and the Committee requested that this be brought to the committee for consideration at their November meeting.

Where possible applicants would be directed to other sources of funding that the Council were aware of.

Applicants who were to be given a smaller grant than requested would be advised of the Committee's reasoning.

##### Resolved:

###### i) To recommend the following grant awards to the Finance, Policy and Resources Committee:

GROUP	PROJECT	AWARD	DEPARTMENT
Bishop's Waltham Fishing Club	Second phase of increasing paths and swims to alleviate flooding in the winter months	£600 (Applied for £800)	Local Government Act 1976 s.19
Bishop's Waltham Youth Trust	Replacement pool table (£700) running costs (£1,300)	£700 (Applied for £2,000)	Local Government Act 1976 s.19
Friends of Bishop's Waltham Junior School	Contribution towards the new play trail	£600 (Applied for £2,000)	Local Government Act 1976 s.19
Victim Support	Purchase of security items such as door alarms, personal alarms and window alarms	£100 (Applied for £100)	Local Government and Rating Act 3.31
<b>Total of funds recommended</b>		<b>£2,000</b>	

###### ii) To recommend to the Finance, Policy and Resources Committee that the following applications not be granted:

GROUP	PROJECT	Notes
Bishop's Waltham In Bloom	Van costs (£1,500), Watering (£2,000)	Funds awarded earlier in 2023
Citizens Advice Winchester District	Winchester District outreach (£3,000)	Grant application limit exceeded
Roynon Creatives CIC	New Instruments and ICT to update and fit our school and community teaching. (£3,000)	Grant application limit exceeded

Proposed: Cllr E Jelf

Seconded: Cllr T Wilson

All in favour.

**Proposal: To consider the recommendations from the Community and Environment Committee and approve the grant awards as tabled.**

Administration Officer 02.11.23