



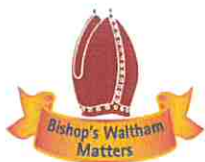
Bishop's Waltham Parish Council
A Meeting of the Finance, Policy and Resources Committee
will be held in the Ruby Room of The Jubilee Hall, Bishop's Waltham
on Tuesday 5th December 2023 at 7pm

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 7th November 2023
6. Actions arising from the minutes of the meeting of 7th November 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 7 – *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. First Interim Internal Audit Visit 2023/24 – *for consideration*
11. PWLB Fixed Rate Loans – *for consideration*
12. Grant Opportunities – *for consideration*
13. Budget Setting and Precept for 2024-25 – *for approval*
14. Ear Marked Reserves Budget Setting and Movements for 2024/25 – *for approval*
15. Recommendations from the Community and Environment Committee – Grant Awards – *for approval*
16. Policies – Update – *for consideration*
17. Requests for future agenda items - *for information only*
18. Date of next meeting – 9th January 2024



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

19. 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.

20. Debtors' List - *for consideration*

21. Staffing Matters - *for information*

22. Facilities Review – Update – *for consideration*

23. Recommendations from Halls And Grounds Committee

- Parish Lengthsman's Vehicle – *for consideration*
- Annual Hedging Works 2023 – update with change of contractor – *for consideration*
- Montague Road Ditch Maintenance Quotation – *for consideration*

E McKenzie

Clerk to the Committee
28th November 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 7th November 2023 at 7pm.

Present:

Cllr Iro	Chairman
Cllr Jones	Vice Chairman
Cllr Marsh	
Cllr Nicholson	
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

FPR118/23 To receive and accept apologies for non-attendance.

Cllr Pavey – indisposed

Resolved: To accept apologies for non-attendance

Proposed: Cllr Marsh

Seconded: Cllr Nicholson

All in favour.

FPR119/23 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda

None relating to the business of the meeting.

FPR120/23 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.

FPR121/23 Public Session

No members of the public were present.

FPR122/23 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 3rd October 2023

Resolved: to approve minutes of the Finance, Policy and Resources Committee – 3rd October 2023

Proposed: Cllr Marsh

Seconded: Cllr Stallard

All in favour.

FPR123/23 Actions arising from the meeting of the Finance, Policy and Resources Committee – 3rd October 2023

Updates were provided by the Executive Officer. Agenda items on Policies would follow in a future committee meeting.

FPR124/23 Report from Finance Manager

Points noted:-

Budget meetings held with projected increase forecast. This would be justified to the electorate. Savings Interest and VAT Return noted favourably.

Internal Auditor visit completed 7.11.23.

FPR125/23

Finance matters:

i) Payments Schedule

Resolved: to approve the payments tabled to a value of £86,921.18

Proposed: Cllr Williams

Seconded: Cllr Stallard

All in favour

ii) Bank Account Reconciliation Month 6

Resolved: to note the review of the Bank Account Reconciliations Month 6 by the Chairman.

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour

iii) Parish Council Balance Sheet

Resolved: to note the Parish Council Balance Sheet

Proposed: Cllr Iro

Seconded: Cllr Jones

All in favour

iv) Income and Expenditure Forecast

Resolved: to note the Income and Expenditure Forecast

Proposed: Cllr Jones

Seconded: Cllr Williams

All in favour

v) Ear Marked Reserves

Position noted.

The Finance Manager noted that the Internal Auditor had advised on streamlining reports presented to Committee to show only key reports. An additional report had been recommended to aid with such which the Finance Manager would be investigating for future adoption.

FPR126/23

Capital Control Report

Noted.

The tenders for solar panels were in the process of being gathered.

FPR127/23

Parish Council Financial Resilience

Cllr Iro presented the paper which focuses on financial control, focused spend and opportunities for growth. Cllr Nicholson confirmed that the upgrade to Priory Park Clubhouse was being progressed in the initial stages by the Halls and Grounds Committee. It was considered that many City and County Council responsibilities would be devolved to Parish Council in the coming years and so preparation for this was required.

FPR128/23

CIL Funding & Ear Marked Reserves Review – Prioritisation of Projects

The paper from the Finance Manager was noted but some updates now needed to be taken into further consideration. The Internal Auditor had provided professional advice on protecting reserves and the use of a bank loan when necessary. Careful control of CIL Funding was acknowledged. It was noted that HCC would not be readopting local bus shelters so opportunity for advertising within such could be further investigated. Quotations for the new tractor and mower were being gathered and included options for leasing. Funding allocated to projects not progressing (Bridleway) and underspend on projects (skate park) allowed movement of funding between project budgets. The Council Funding working group had met on 30-10-23 and meeting notes would be brought to the next meeting.

ACTION: To investigate option of a bank loan to facilitate the purchase of the community asset and report back to Committee

ACTION: Finance Manager

ACTION: To investigate advertising on bus shelters

ACTION: P&H Committee

- FPR129/23 Draft FP&R Budget Setting 2024-25**
It was noted that all telecoms were now contained under one budget line, all salaries, staff hire and staff related spend were listed under this committee and all dog bin servicing brought under one code as a central service.
Resolved: To approve the draft budget tabled
Proposed: Cllr Iro
Seconded: Cllr Jones
All in favour
- FPR130/23 Budget and Precept Funding Request – West Hoe Cemetery Management Committee**
Resolved: To approve the £5,000 budget request from West Hoe Cemetery Management Committee and note the committee's budget proposals for 2024/25.
Proposed: Cllr Iro
Seconded: Cllr Jones
All in favour
- FPR131/23 Re-Investment of Funds**
Resolved: To approve the reinvestment of £412,265.52 with Arbutnot Latham for 3 months at 4.8%
Proposed: Cllr Williams
Seconded: Cllr Marsh
All in favour
ACTION: Finance Manager
- FPR132/23 Bank Mandate Arrangements**
Resolved: To approve the bank mandate arrangements as tabled.
Proposed: Cllr Jones
Seconded: Cllr Stallard
All in favour
- FPR133/23 Council Changing Banking Arrangements**
Resolved: To approve the appointment of Unity Trust Bank to provide Bishop's Waltham Parish Council banking services, to transfer all funds accordingly and close Barclays Bank accounts.
Proposed: Cllr Nicholson
Seconded: Cllr Jones
All in favour
ACTION: Finance Manager
- FPR134/23 Council Insurance 2023-24**
Resolved: To approve the Asset Register updates and reconciliation
To recommend to Full Council the Zurich Council insurance policy renewal documents
To recommend to Full Council the payment of £8,289.76 for the 2023/24 annual premium.
Proposed: Cllr Jones
Seconded: Cllr Marsh
All in favour
ACTION: Executive Officer/Finance Manager
- FPR135/23 St Peter's Parochial Church Council Annual Request for Funding – Meeting Notes**
Cllr Jones presented the paper. The timing of the funding was considered and noted to be from April 2024 when the start of the services would be required. Invoices from the contractor would be required.
Resolved: To provide funding to the amount of £4,000.00 to St Peter's Parochial Church from the committee budget from 1st April 2024 for grass cutting maintenance of the churchyard for community benefit.
Proposed: Cllr Jones
Seconded: Cllr Iro
All in favour
ACTION: Letter to be written to St Peter's Parochial Church Council
ACTION: Exec Officer

FPR136/23 Recommendations from the Community & Environment Committee – Grant Awards**Resolved: I) To recommend the grants awarded as below**

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
	Total of funds recommended	£2,000	

ii) To recommend 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 Nicholson**Seconded: Cllr Williams****All in favour****ACTION: To refer to Parish Council 14.11.23****ACTION: Executive Officer****ACTION: To consider consideration of applications once or twice per year ACTION: CEC****FPR137/23 Requests for future agenda items**Budget papers
Policies update**FPR138/23 Date of next meeting – Tuesday 5th December 2023**

Noted.

FPR139/23 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.

FPR140/23 Debtors List

Noted.

FPR141/23 Health and Safety Policy – Quotation Acceptance

The two-stage quotation was approved as a necessary requirement.

The cover for the CSO would be included.
Future spend on professional services for policy updates to be budgeted for.
The services of the annual contract with the named company noted as active and useful.

Resolved: To approve the two-stage quotation spend:-

- i) £600 Health and Safety Policy update by Solent Safety Services Limited**
- ii) £660 Risk Assessment update by Solent Safety Services Limited**

Proposed: Cllr Marsh

Seconded: Cllr Nicholson

All in favour

ACTION: Executive Officer

FPR142/23

Staffing Matters

- i) Staffing Sub-Committee Meeting 23-10-23**

Meeting minutes of 23-10-23 noted. Cllr Nicholson added that he had further information on apprenticeship schemes, as did Cllr Jones, so this would be pooled for future consideration.

- ii) Staff Remuneration 2024-25**

Resolved: To approve the budgeted staff remuneration figures as tabled.

Proposed: Cllr Iro

Seconded: Cllr Nicholson

All in favour.

ACTION: Finance Manager

- iii) Training Qualification – Quotation**

The benefits of the qualification noted and provision of continued professional development for staff. Standard note on qualification obtained and staff retention for two years thereafter.

Resolved: To approve the quotation for the Community Governance training qualification and support the staff member to undertake such.

Proposed: Cllr Williams

Seconded: Cllr Jones

All in favour.

FPR143/23

Facilities Review – Update

The Executive Officer highlighted the paper tabled.

Resolved: In regard to Well House

- i) To note the acceptance of the formal notice from the tenant of Well House by the Council Chairman**
- ii) To inform the estate agent to operate a change of sale for the property (with revised sales figure as appropriate)**
- iii) To investigate and consider other options for the property if a sale at full market value not realised**

Proposed: Cllr Jones

Seconded: Cllr Marsh

All in favour

ACTION: ii) Executive Officer iii) Cllr Jones & Cllr Williams

Resolved: In regard to St John Ambulance Hall

- i) To note progress by working group**
- ii) To authorise the Finance Manager permission to transfer monies with delegated authority of the FP&R Committee as working group members**

Proposed: Cllr Jones

Seconded: Cllr Williams

All in favour.

FPR144/23

Recommendation from Halls and Grounds Committee

- i) Oak Road Tree Works – Quotation**

Resolved: To approve the appointment of MC Tree Care to undertake a reduction in the laurel hedge at Oak Road at a cost of £1,700 excluding VAT.

Proposed: Cllr Marsh

Seconded: Cllr Stallard

All in favour

ACTION: Admin Officer

ii) Southern Shared Pathway – Quotations for Section 3

Resolved: To recommend to Full Council the appointment of BQS Management Limited for two stages of the Southern Shared Pathway Project – Phase 3 Section 1 - £17,567.60 + VAT, Phase 3 Section 2 - £13,057.00 + VAT

Proposed: Cllr Marsh

Seconded: Cllr Stallard

All in favour

ACTION: Executive Officer

iii) Montague Road – Land Purchase Request

Noted.

Land Disposal Policy drafted and due at future committee meeting for consideration.

FPR145/23

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

Cllr Marsh presented the request in support of this group who provided an important service to the community. The committee noted the current usage of space and the opportunity to move this facility to other local open space or retain a smaller section at the same location. This usage of land would be further discussed at Full Council and the Halls and Grounds Committee.

Resolved: To recommend to Full Council to agree in principle to the requested use of Parish Council land at Albany Road with associated lease to be agreed.

Proposed: Cllr Marsh

Seconded: Cllr Stallard

All in favour

ACTION: Executive Officer

There being no further business the meeting ended at 9:06pm.

Bishops Waltham Parish Council
Finance, Policy and Resources Committee
Actions Arising from the Committee Meeting 7.11.23

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, FPR143/23	Possible Purchase of Community Asset	vi) To continue actions of working group in negotiations and contact xvi) undertake survey of possible asset	vi) Jan 23 xvi) Complete	EO (and working group - DL, 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	ii) Investigate ethical banking options	Complete	ii) Cllr Pavey/Cllr Williams	Agenda Item - Nov 2023
FPR256/22	Leases update	To check leases for third party claim guidance	Jul-23	EO/FM	
FPR271/22, FPR015/23, FPR042/23	Asset Register Update	i) To move small amount of data to Microsoft Office 365 Sharepoint as test ii) To confirm register procedure going forward	i) In abeyance 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. Agenda Item Dec 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-Committee meeting	i) Complete ii) Complete vi) Complete	EO	SSC Meeting held 11.7.23. Other meetings postponed until staff consulted and provided SSC with their feedback. Staff consulted. Changes confirmed until Staff Review undertaken.
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	Complete	EO	Meeting held
FPR095/23, FPR115/23	Community Asset	i) Flag concerns to vendor ii) Liaise 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	Complete	EO	i) Complete 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)
FPR117/23	Staffing Review	To liaise with HALC about review	Oct-23	EO	In progress.
FPR128/23	Bank Loan	To investigate options	Dec-23	FM	
FPR129/23	Advertising on bus shelters	To investigate options	Feb-24	P&H	Referred to P&H Committee
FPR131/23	Reinvestments of funds	To reinvest funds	Complete	FM	
FPR133/23	Banking Arrangements	To make banking changes	Complete	FM	
FPR134/23	Council Insurance	To renew and pay for policy	Complete	FM	
FPR135/23	St Peter's Churchyard Funding	To write to PPC	Nov-23	EO	PC requested a meeting with group (14.11.23)
FPR136/23	Grant Awards	To make payments and inform groups	Complete	EO	PC approved 14.11.23
FPR141/23	H&S Actions	To coordinate H&S visit	Complete	EO	Due to visit 11.12.23
FPR142/23	Staff Remuneration	To make payments	Complete	FM	PC approved 14.11.23
FPR143/23	Well House	i) To note acceptance of end of tenancy ii) To inform estate agent of changes iii) To investigate options	i) Nov 23 ii) Nov 23 iii) Dec 23	i) EO ii) KJ/JW	
FPR143/23	St John Ambulance Hall	i) To authorise Finance Manager permission to transfer monies with delegated authority to members of FP&R Committee as working group	Nov-23	FM / FP&R / EO	PC approved 14.11.23
FPR144/23	Southern Shared Pathway	To inform contractor	Complete	PM	
FPR145/23	Men's Shed	To write to group	Nov-23	EO	PC made new resolution on this matter 14.11.23



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

5.12.23

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

Budget Setting 2024/25

Winchester City Council have provided the tax base for Bishop's Waltham and so the precept request can be finalised. Below you will find the precept comparison between 23/24 and 24/25.

Precept Comparisons

Summary (£'s)

	2023-24	2024-25	Variance	
Revenue Expenditure	£590,741	£646,008	£55,267	
Revenue Income	£101,528	£110,686	£9,158	
Net Revenue Costs	£489,213	£535,322	£46,109	
Net Capital Expenditures	£730,807	£247,948	-£482,859	
CIL/S106 Funding & Receipts	£95,500	£89,650	-£5,850	
Net Capital Costs	£635,307	£158,298	-£477,009	
Less EMR Movements	£592,307	£100,798	-£491,509	
Total Net Expenditures	£532,213	£592,822	£60,609	11.4%
WCC - BW Tax Base	£2,976.56	£3,019.94	£43.38	1.46%
Council Tax (per household)	£178.80	£196.30	£17.50	9.8%

Reinvestment of funds

Our funds of £412,265.52 with Arbutnot Latham were reinvested on 10th November 2023 at the interest rate of 4.80% per annum. The fixed deposit will mature on 12th February 2024, with the interest to maturity of £5,096.28, providing a total at maturity of £417,361.80.

Pay Award

I have updated all salaries in line with the pay award and calculated the back pay due to each employee, which amounts to £11,470.14. All back pay owed was paid to employees in their November pay.

Changing Banks

I have made the initial application to Unity Trust Bank to switch the three Barclays accounts over to them. Information has been requested from them regarding signatory identification, previous bank statements and the Council's Standing Orders.

Finance Manager 22.11.23



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

5.12.23

Agenda Item – Finance Matters – *for consideration*

Finance matters:

- i. Payments Schedule – *to approve payments*
- ii. Bank Account Reconciliations Month 7 – *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 28.11.23

i) Payments Schedule

– *to approve payments*

Payments For Authorisation

Supplier/AC Name	Invoice Date	Due Date	Invoice Number	Net Value	Vat	Invoice Total	A/C	Centre	Analysis Description	Posted	Approved	Pay by?	Paid	Comments
ABBEY TYRES	12/10/2023	11/11/2023	0106058	£35.00		£7.00	4306	280	Puncture repair	Yes		BT	14.11.23	
APM	08/11/2023	15/12/2023	495639	£43.75		£8.75	4025	100	Dustbin (West Hoe)	Yes		BT		Reinvoiced to WHC
APRIL SKIES ACC	10/11/2023	28/12/2023	INV-01240	£318.66		£0.00	4090	100	Internal Audit Nov 23	Yes		BT		
AQUADITION	09/11/2023	09/12/2023	34618	£180.21		£36.04	4277	Various	Water monitoring Nov 22	Yes		BT		
ARCO	01/11/2023	01/12/2023	946897390	£163.71		£32.74	4141	100	Hay/Scourers/Safety Boot x 2	Yes		BT	01.12.23	
BAKER ROSS	30/11/2023	30/11/2023	GB1005373998	£46.80		£9.36			Xmas Market Art Supplies	Yes		BC		
BARCLAYS	05/10/2023		TFSR	£15.13		£0.00	4161	100	Commission 14Aug-12Sep	Yes		N/A	05.10.23	
BARCLAYS	06/11/2023		TFSR	£11.80		£0.00	4161	100	Commission 13Sep-12Oct	Yes		N/A	06.11.23	
BAFF MUSIC	24/11/2023	24/12/2023	514794787	£240.83		£48.17	4409	399	Mobile Speaker	Yes		BT	21.11.23	
BIT GAS	07/11/2023	24/11/2023	862437715	£25.55		£5.11	4275	260	JH Waste 25/11-29/12/23	Yes		DD		
BUSINESS STREAM	17/11/2023	04/12/2023	3004249/3744150	£370.32		£74.06	4344	260	JH Gas 02/10-01/11/23	Yes		DD	24.11.23	
BW FISHING CLUB	24/11/2023	24/11/2023	PC170/23/BWFC	£600.00		£0.00			HR Water 17/08-16/11/23	Yes		DD		
BWYT	24/11/2023	24/11/2023	PC170/23/BWYT	£700.00		£0.00	4121	310	\$19 Grant	Yes		BT	27.11.23	
CF CORPORATE	17/11/2023		SUB/0126882	£78.94		£15.79	4021	100	Mobile Phone Subscription	Yes		DD	27.11.23	
CHRIS STONE	27/11/2023	26/12/2023	27/11/2023	£40.00		£0.00	4203	310	Buglar - Remembrance Day	Yes		BT		
CVC	09/11/2023	02/12/2023	JH1123	£130.00		£0.00			Window Cleaning	Yes		BT		
DELUSSUPPLIES	29/11/2023	29/11/2023	QUOTE-392	£43.40		£8.68			Water Filter Cartridges			BT	29.11.23	
DIGI TOOLBOX	10/11/2023	24/11/2023	7890576	£1,003.00		£200.60	Various	100	IT/Telecoms - Support/Service	Yes		DD	20.11.23	
ELING STUDIOS	07/11/2023	07/12/2023	SI-1144	£520.00		£0.00	4171	310	Nov 23 Newsletter Printing	Yes		BT		
ELLIOTS	15/11/2023	30/11/2023	S19990370	£12.19		£2.44	4312	200	White Silicone	Yes		BT	30.11.23	
ELLIOTS	20/11/2023	31/12/2023	S1884036	£33.47		£6.69			Sledge Hammer	Yes		BT		
EQUESTIAN FENCING	28/11/2023	29/11/2023	30438	£34.66		£6.93			Sawn Post			BT	29.11.23	
FOBS	24/11/2023	24/11/2023	PC170/23/FOBS	£600.00		£0.00	4121	310	\$19 Grant	Yes		BT	27.11.23	
FORWARD	01/11/2023	30/11/2023	8519	£40.00		£8.00	4332	260	JH Security Nov 23	Yes		BT	30.11.23	
FORWARD	02/11/2023	30/11/2023	8535	£1,105.24		£221.05	4332	280	ES CCTV Upgrade	Yes		BT	30.11.23	
FORWARD	16/11/2023	30/11/2023	8548	£40.00		£8.00	4332	250	PP Security Nov 23	Yes		BT	30.11.23	
FUELGENIE	01/11/2023	15/11/2023	9587284	£73.00		£14.60	4332	Various	HR/ES Security Nov 23	Yes		BT	30.11.23	
HALC	01/11/2023	01/12/2023	INV-6169	£673.50		£134.68	Various	Various	Fuel card charges 01/10-31/10	Yes		DD	16.11.23	
HELEN BROWN TREESCAP	17/11/2023	24/11/2023	V2326	£520.00		£0.00	4010	105	KJ Local Council Finance	Yes		BT	01.12.23	
HSCE LTD	10/10/2023		340804	£241.00		£48.20	Various	100	Allotments Tree Assessment	Yes		BT	27.11.23	
HUMPHRY	24/11/2023	24/11/2023	4191	£35.00		£7.00			Fire Safety Training	Yes		BC	09.11.23	
Inter Account Transfer	30/10/2023		80686727	£25,835.37		£0.00	N/A	N/A	Payroll Services - Nov 2023	Yes		SO	24.11.23	
Inter Account Transfer	30/10/2023		40378860	-£25,835.37		£0.00	N/A	N/A	HMRC VAT Refund	Yes		IAT	30.10.23	
Inter Account Transfer	10/11/2023		80686727	£50,000.00		£0.00	N/A	N/A	HMRC VAT Refund	Yes		IAT	30.10.23	
Inter Account Transfer	10/11/2023		63966682	-£50,000.00		£0.00	N/A	N/A	WCL EMR Transfer	Yes		IAT	10.11.23	
Inter Account Transfer	14/11/2023		40378860	£38,000.00		£0.00	N/A	N/A	WCL EMR Transfer	Yes		IAT	10.11.23	
Inter Account Transfer	14/11/2023		80686727	-£38,000.00		£0.00	N/A	N/A	Supplier payments	Yes		IAT	14.11.23	
Inter Account Transfer	23/11/2023		40378860	£21,500.00		£0.00	N/A	N/A	Supplier payments	Yes		IAT	23.11.23	
Inter Account Transfer	23/11/2023		80686727	-£21,500.00		£0.00	N/A	N/A	Supplier payments	Yes		IAT	23.11.23	
Inter Account Transfer	24/11/2023		80686727	£12,866.60		£0.00	N/A	N/A	CL EMR Transfer	Yes		IAT	24.11.23	
Inter Account Transfer	24/11/2023		63966682	-£12,866.50		£0.00	N/A	N/A	CL EMR Transfer	Yes		IAT	24.11.23	
JEWELL L	27/10/2023	27/10/2023	N/A	£15.29		£0.00	100	0	Refund - paid twice	Yes		BT	14.11.23	
JTTS	11/01/2023	11/01/2023	INV-0644	£1,080.00		£216.00	Various	Various	Tree/Hedge Works	Yes		BT	21.11.23	EMR 315
MARMAX	01/11/2023	01/11/2023	6196	£660.00		£132.00	4432	299	Picnic Bench	Yes		BT	03.11.23	
MCKENZIE	24/11/2023	24/11/2023	EMEXPNOV23	£7.33		£1.47	4007	100	Travel Expenses	Yes		BT	27.11.23	
METRIC GROUP LTD	21/11/2023	20/12/2023	182895	£218.35		£43.67	4286	261	JHCP Machine Tickets	Yes		BT		
NETWORK MERCHANTS	31/10/2023	30/11/2023	IN82809	£150.00		£30.00	4150	261	JHCP Card Charges Oct 23	Yes		DD		
NISBETS	22/11/2023	15/11/2023	27944515	£74.95		£14.99	4316	230	Plates	Yes		BT	21.11.23	
ORIGIN AMENITY SOLUT	31/10/2023	30/11/2023	OAS10085345	£107.50		£21.50	4327	290	Wheel Park x 4	Yes		BT	30.11.23	
PAYROLL	30/11/2023		N/A	£31,190.62		£0.00	N/A	515	Basic Salary Payments - Nov 23	Yes		BT	30.11.23	
PAYROLL	30/11/2023		N/A	£3,104.72		£0.00	N/A	516	Co. NIC Payment - Nov 23	Yes		BT	30.11.23	
PAYROLL	30/11/2023		N/A	£1,706.86		£0.00	N/A	517	Co. NIC Payment - Nov 23	Yes		BT	30.11.23	
PAYROLL	30/11/2023		N/A	£6,168.68		£0.00	N/A	520	Co. Pension Payments - Nov 23	Yes		BT	30.11.23	
PETTY CASH	07/10/2023		338	£6.72		£0.63	4205	310	Refreshments - Clean up	Yes		PC	07.10.23	
PETTY CASH	17/10/2023		339	£9.17		£1.83	4209	310	Prizes for St Peters Fayre	Yes		PC	17.10.23	
PETTY CASH	18/10/2023		340	£10.75		£2.15	4321	100	Handrails (JH)	Yes		PC	18.10.23	
PETTY CASH	30/10/2023		341	£1.60		£0.00	4025	100	Milk	Yes		PC	30.10.23	

- ii) Bank Account Reconciliations Month 7
 - *to note the review by the Chairman.*

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current Bank A/c	31/10/2023	1	17,005.66
			17,005.66
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			17,005.66
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			17,005.66
		Balance per Cash Book is :-	17,005.66
		Difference is :-	0.00

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


.....
Finance Manager

24/11/23
.....
Date

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

Judy Manda
.....
Chair

24/11/23
.....
Date

Bank Reconciliation Statement as at 30/10/2023
for Cashbook 2 - Barclays Saver 63966682

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Active Saver A/c	30/10/2023	0	456,710.85
			456,710.85
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			456,710.85
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			456,710.85
		Balance per Cash Book is :-	456,710.85
		Difference is :-	0.00

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



Finance Manager

24/11/23

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

24/11/23

Date

Date: 03/11/2023

Bishop's Waltham Parish Council

Page 1

Time: 13:14

Bank Reconciliation Statement as at 31/10/2023
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	30/10/2023	1	238,941.87
			<u>238,941.87</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			238,941.87
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			238,941.87
		Balance per Cash Book is :-	238,941.87
		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

24/11/23
.....
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

24/11/23
.....
Date

Bank Reconciliation Statement as at 31/10/2023
for Cashbook 6 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/10/2023	130	77.73
			<u>77.73</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			77.73
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			77.73
		Balance per Cash Book is :-	77.73
		Difference is :-	0.00

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



Finance Manager

24/11/23

Date

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



Chair

24/11/23

Date

Bank Reconciliation Statement as at 20/10/2023
for Cashbook 9 - Barclaycard Commercial

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard Commercial	20/10/2023	1	0.00
			0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

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



Finance Manager

24/11/23

Date

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



Chair

24/11/23

Date

Bank Reconciliation Statement as at 31/10/2023
for Cashbook 10 - A&L 3m Fixed Term Deposit A/c

<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	31/10/2023	10	412,265.52
			412,265.52
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			412,265.52
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			412,265.52
		Balance per Cash Book is :-	412,265.52
		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

.....
Date

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

.....
Chair

.....
Date

Judy Mawle

24/11/23

iii) Parish Council Balance Sheet

– *to note current position.*

Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 31/10/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	1,694
105	VAT Control Account	7,230
200	Barclays Business Current Bank	17,006
205	Barclays Active Saver A/c	456,711
210	Barclays Business Premium A/c	238,942
219	A&L 3m Fixed Term Deposit A/c	412,266
250	Petty Cash	78
Total Current Assets		1,133,926
<u>Current Liabilities</u>		
500	Creditors	51,659
565	Holding Deposits	2,456
Total Current Liabilities		54,115
Net Current Assets		1,079,811
Total Assets less Current Liabilities		1,079,811

<u>Represented by :-</u>		
300	Current Year Fund	119,339
310	General Reserves	322,138
315	Montague Rd Play - S106/CIL	29,005
325	Play Area Equip Maint - CYF	744
351	Purchase of Community Asset	187,826
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	(3,488)
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
398	SDNP CIL Receipts 2023-24	1,660
Total Equity		1,079,811

iii) Income and Expenditure Forecast

– *to note current position.*

2023-24

Total Parish Council

Code	Description	1 April	2 May	3 June	4 July	5 August	6 September	7 October	8 November	9 December	10 January	11 February	12 March	Actual Total Year	Budget Total Year	Variance	% Change	Material Variance Reason (over 25% or £2000)
Finance, Policy and Resources Committee																		
	Total Income	£937	£2	£3,301	£4,574	£1,776	£3,459	£5,537	£1,523	£2,503	£1,003	£5,099	£1,003	£31,717	£5,926	£25,791	435%	Staff hire moved to FP&R/100
	Total Expenditure	£37,216	£32,979	£34,243	£32,747	£26,207	£26,794	£30,477	£51,472	£28,197	£40,252	£28,312	£35,807	£404,703	£371,013	£33,690	9%	Staff costs/redundancy not budgeted
	Total Net Revenue Expenditure	£36,279	£32,977	£30,942	£28,173	£24,431	£23,335	£24,940	£49,949	£25,694	£39,249	£22,213	£34,804	£372,986	£365,087	£7,899	2%	As above
	Total Capital Income	£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	£250	£250	£0	£0	£2,580	£3,250	£3,250	£0	0%	
	Total Net Capital Expenditure	£250	£170	£0	£0	£0	£0	£0	£250	£250	£0	£0	£2,580	£3,250	£3,250	£0	0%	
	Total Net Committee Expenditure	£35,529	£33,147	£30,942	£28,173	£24,431	£23,335	£24,940	£50,199	£25,694	£39,249	£22,213	£37,384	£376,236	£368,337	£7,899	2%	As above
Halls and Grounds Committee																		
	Total Income	£14,642	£86	£5,913	£7,602	£6,730	£8,069	£9,558	£9,271	£6,213	£7,933	£8,501	£6,976	£91,594	£90,352	£1,242	1%	
	Total Expenditure	£7,997	£7,462	£15,915	£6,288	£14,354	£8,258	£12,671	£19,268	£7,303	£16,011	£4,551	£33,999	£154,077	£157,178	£3,101	2%	
	Total Net Revenue Expenditure	£6,645	£7,376	£10,002	£1,314	£7,624	£189	£3,113	£19,997	£1,090	£8,078	£4,050	£27,023	£66,483	£66,826	£4,343	6%	
	Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£50,000	£0	£390,000	£0	£70,815	£510,815	£95,000	£415,815	433%	Awarded WCC CIL Funding in financial year/Sale of Asset
	Total Capital Expenditure	£10,555	£520	£181,337	£15,066	£26,932	£82,110	£29,472	£189,006	£179,271	£32,418	£151,643	£76,678	£871,722	£862,057	£9,665	1%	Additional CIL spending/Purchase of Community Asset
	Total Net Capital Expenditure	£10,555	£520	£181,337	£15,066	£26,932	£82,110	£29,472	£139,006	£179,271	£32,418	£151,643	£76,678	£871,722	£862,057	£9,665	72%	As above
	Total Net Committee Expenditure	£3,910	£7,896	£191,339	£13,752	£34,556	£82,299	£32,585	£149,003	£180,361	£349,504	£155,693	£32,886	£223,390	£833,883	£410,493	65%	As detailed above
Community & Environment Committee																		
	Total Income	£0	£94	£42	£63	£0	£42	£0	£40	£0	£0	£0	£0	£197	£0	£197	Unbudgeted	Events income unbudgeted
	Total Expenditure	£2,398	£2,694	£5,248	£2,313	£1,167	£520	£496	£3,113	£0	£200	£2,462	£1,172	£21,783	£19,830	£1,953	10%	KingC overspent/ Box unbudgeted/Environ Grant Expenditure
	Total Net Revenue Expenditure	£2,398	£2,600	£5,206	£2,250	£1,167	£562	£496	£3,073	£0	£200	£2,462	£1,172	£21,586	£19,830	£1,756	9%	
	Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted	
	Total Capital Expenditure	£0	£0	£480	£0	£317	£0	£0	£241	£0	£0	£0	£250	£1,288	£750	£538	73%	2 x Thermal imaging camera (grant in general reserves)
	Total Net Capital Expenditure	£0	£0	£480	£0	£317	£0	£0	£241	£0	£0	£0	£250	£1,288	£750	£538	72%	As above
	Total Net Committee Expenditure	£2,398	£2,600	£5,686	£2,250	£1,484	£562	£496	£3,314	£0	£200	£2,462	£1,422	£22,874	£20,580	£2,294	11%	
Planning & Highways Committee																		
	Total Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,250	£5,250	100%	Hire Fees moved to FP&R/100
	Total Expenditure	£233	£138	£520	£1,543	£2,376	£963	£1,180	£60	£520	£70	£20	£2,500	£10,123	£8,000	£2,123	27%	
	Total Net Revenue Expenditure	£233	£138	£520	£1,543	£2,376	£963	£1,180	£60	£520	£70	£20	£2,500	£10,123	£7,750	£2,373	266%	As above
	Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£600	£0	£0	£0	£0	£600	£500	£100	20%	
	Total Capital Expenditure	£0	£0	£15,000	£0	£0	£0	£0	£0	£0	£0	£-15,000	£10,750	£10,750	£64,750	£54,000	83%	BW to Botley Bridleway/Replace Bus Shelters not expected
	Total Net Capital Expenditure	£0	£0	£15,000	£0	£0	£0	£0	£-600	£0	£0	£-15,000	£10,750	£10,150	£64,250	£54,100	84%	As above
	Total Net Committee Expenditure	£233	£138	£15,520	£1,543	£2,376	£963	£1,180	£-540	£520	£70	£-14,980	£13,250	£20,273	£67,000	£46,727	70%	As detailed above
Joint Managed Services																		
	Total Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted	
	Total Expenditure	£0	£0	£0	£0	£0	£0	£0	£5,000	£0	£0	£0	£0	£5,000	£15,000	£-10,000	67%	
	Total Net Revenue Expenditure	£0	£0	£0	£0	£0	£0	£0	£5,000	£0	£0	£0	£0	£5,000	£15,000	£-10,000	67%	
	Total Capital Income	£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	Unbudgeted	
	Total Net Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted	
	Total Net Committee Expenditure	£0	£0	£0	£0	£0	£0	£0	£5,000	£0	£0	£0	£0	£5,000	£15,000	£-10,000	67%	
CIL, Contingencies & Precept Funding																		
	Total Income	£266,768	£0	£0	£0	£0	£266,107	£1,660	£12,867	£0	£0	£0	£0	£547,401	£532,213	£15,188	3%	
	Total Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£19,720	£19,720	100%	General reserves
	Total Net Revenue Expenditure	£266,768	£0	£0	£0	£0	£-266,107	£1,660	£-12,867	£0	£0	£0	£0	£-547,401	£512,493	£-34,908	7%	
	Total Capital Income	£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	Unbudgeted	
	Total Net Capital Expenditure	£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	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
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62% Awarded WCC OIL Funding in financial year/Sale of Asset
17%
115% EMR Expenditure less than expected

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

Ear Marked Reserves
2023-2024

	Opening	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Actual Total Year	Budget Total Year	Closing Balance
315	EMR - Montague Road Play - S106/CIL	£0	£0	£0	£0	£22,437	£80,740	£525	£3,056	£0	£0	£0	£0	£106,758	£135,557	£25,949
320	EMR - Replace Pick Ups - CYF	£17,000	£0	£17,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£17,000	£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	£6,256	£4,000	£4,744
330	EMR - Replace Tractor - CYF	£33,500	£0	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,500	£0	£33,500
335	EMR - Replace Transit Van - CYF	£5,000	£0	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,000	£0	£3,500
340	EMR - Replace Topper / Mower - CYF	£33,500	£0	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,000	£0	£11,000
341	EMR - Replace IT Equipment - CYF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,500
345	EMR - Election Expenses - CYF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,580
350	EMR - Bldings Replace / Refurb - CYF	£77,000	£0	£77,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£8,000	£2,000	£65,000
351	EMR - Purchase of Community Asset	£0	£0	£0	£0	£1,424	£0	£750	£180,000	£7,826	£0	£0	£0	£0	£0	£40,000
352	EMR - Sale of Asset	£0	£0	£0	£150	£0	£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	£0
355	EMR - Resurface Tennis Courts - CYF	£14,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£145,000	£0	£145,000
360	EMR - Replace Bus Shelters - CYF	£10,000	£0	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000	£2,000	£16,000
370	EMR - CCTV (HR) - CYF	£5,000	£0	£0	£0	£0	£0	£0	£5,000	£0	£0	£0	£0	£5,000	£5,000	£10,000
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	£250	£11,870	£0	£671	£28,197	£49,050	£0	£17,958	£13,057	£25,815	£3,252	£55,000	£50,000
374	EMR - Replace Skate Park (PP) - CIL/WCIL	£147,446	£0	£520	£680	£3,046	£284	£0	£0	£167,445	£0	£0	£0	£127,308	£150,000	£40,752
375	EMR - Floor Polisher (JH) - CYF	£1,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,500	£1,500	£0
376	EMR - Solar Panels (JH) - CIL/WCIL	£59,750	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£59,750
377	EMR - Extend Parking (PP) - CIL	£55,178	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£55,178	£55,178	£0
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	£0	£0
380	EMR - Name Sign (JH) - CYF	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
385	EMR - Electric Shutter Door (ES) - CYF	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000	£2,000	£0
390	EMR - Stackable Chairs (JH) - CYF	£1,800	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,800	£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	£0	£0
393	EMR - WCC CIL Receipts 2021-22	£22,011	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,500
394	EMR - WCC CIL Receipts 2022-23	£3,062	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
395	EMR - WCC CIL Receipts 2023-24	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
396	EMR - SDNP CIL Receipts 2021-22	£481	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
397	EMR - SDNP CIL Receipts 2022-23	£1,810	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
398	EMR - SDNP CIL Receipts 2023-24	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
		£798,146	£9,595	£520	£930	£15,066	£24,145	£81,744	£126,139	£175,271	£357,432	£23,207	£45,717	£81,280	£592,307	£716,866

Notes

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

EMR Movements at end of 23/24 for Authorisation

The Replace/Refurbish EMR's budgeted for (General reserves) transfer in March 24 will be Precept transfers as follows:-

- 325 Replace Play Area Equipment - £4,000 will remain
- 330 Replace Tractor - £3,500 budgeted will not be transferred
- 335 Replace Transit Van - £3,000 budgeted will now be £6,000. To then transfer whole fund of £11,000 to 336 EV Chargers
- 340 Replace Topper/Mower - £3,500 budgeted will not be transferred
- 350 Buildings Replace/Refurb - £2,000 budgeted will increase to £8,000
- 355 Resurface Tennis Courts - £2,000 budgeted will remain
- 360 Replace Bus Shelters - £2,000 budgeted will not be transferred (EMR covers 2 x bus shelters)
- Total £20,000 (no change)

Additional Precept transfers as follows:-

- 341 Replace IT Equipment - £2,580 unspent precept 4/08/29 Office Equipment will be transferred to begin this fund.
- 379 Building Maintenance - £7,500 unspent precept, 4/338 Mice - Internal Decoration and 4/339 Mice - External Decoration, will be transferred to build this fund for use in 24/25
- Total £10,080

New EMR Codes for 24/25:-

- 336 EV Chargers
- 341 Replace IT Equipment



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

5.12.23

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

Capital Control Report 2023-2024 (Month 7).

Finance Manager
28.11.23

Bishop's Waltham Parish Council
Capital Projects Control 2023-24 Budget
Month 7

Committee	G L Code	Description	Month Budgeted	Capital Budget £'s	EMR Funding Budget £'s	Total Precept Approved £'s	Total Actual Spend £'s	Unactioned Approvals £'s	Comments
F&P Committee Income	1089	Income - Asset Disposals	October	0	0	0	0	0	
		Total Gross Committee Income		0	0	0	0	0	
	4350	Minor Assets	October	250	0	250	0	0	
	4408	Office Equipment	Apr/Sep/Jun	3,000	0	3,000	420	0	2 x New Office Phones
Committee Total Gross Committee Expenditure				3,250	0	3,250	420	0	
EMR Movements				0	0	0	0	0	
Total Net Committee Expenditures				3,250	0	3,250	420	0	
H&G Committee Income	1089	Income - Asset Disposals	January	0	0	0	0	205,000	EMR 352 Well House
	1334	WCC CIL Funding 2023-24	March	45,000	0	45,000	0	45,000	EMR 374 Replace Skate Park
	1334	WCC CIL Funding 2023-24	March	50,000	0	50,000	0	50,000	EMR 373 SFC
	1334	WCC CIL Funding 2023-24	24/25	0	0	0	0	0	EMR 376 Solar Panels £40,000
	1334	WCC CIL Funding 2023-24	January	0	0	0	0	40,000	EMR 351 Purchase of Community Asset
	1341	WCC S106 Funding 2023-24	November	0	0	0	0	25,815	EMR 373 SFC
	1400	New Capital Receipt	November	0	0	0	0	145,000	EMR 353 (Well House)
		Total Gross Committee Income		95,000	0	95,000	0	510,815	
	4350	Minor Assets	Apr/Jun/Sep	750	0	750	907	0	PAT Testing Machine/Goal Sockets/Teak Bench
	4357	Name Sign (JH)	November	0	0	0	0	5,000	EMR 380
Expenditure	4364	Southern Footpath / Cycleway	Jun-Feb	105,000	55,000	50,000	40,988	30,625	EMR 373
	4365	Replace Tractor	24/25	0	0	0	0	0	EMR 330 (£33,500)
	4368	Replace Topper/Mower	24/25	0	0	0	0	0	EMR 340 (£33,500)
	4371	Electric Shutter Door (ES)	November	0	0	0	0	2,000	EMR 385
	4381	Replacement Pick-Up Truck	Not expected	17,000	17,000	0	0	0	EMR 320
	4386	Floor Polisher (JH)	November	1,500	1,500	0	0	1,500	EMR 375
	4388	CCTV Hoe Road	October	5,000	5,000	0	0	5,000	EMR 370
	4390	Replace Skalepark	May-Mar	195,000	150,000	45,000	4,863	167,445	EMR 374 £142,915
	4393	Solar Panels On Roof (JH)	24/25	60,000	60,000	0	0	0	EMR 376
	4398	Resurfacing Play Areas	June	10,000	0	10,000	5,185	595	PP Resurfacing
	4410	Replace Play Area Equipment	April	0	0	0	10,256	0	EMR 325 CA Roundabout
	4415	Resurface Tennis Courts	February	0	0	0	0	0	
	4419	Purchase of Community Asset	October	0	0	0	0	180,000	EMR 351
	4420	Costs - Purchase of Community Asset	October	0	0	0	2,174	8,576	EMR 351
	4432	Montague rd Play Areas	September	135,557	135,557	0	103,702	3,056	EMR 315
	4450	Extend Parking (PP)	March	57,849	57,849	0	0	0	EMR 377
	4484	Stackable Chairs (JH)	November	0	0	0	0	1,800	EMR 390
	4487	Building Maintenance	24/25	11,000	11,000	0	0	0	EMR 379
	4500	Albany Road Play Park	24/25	59,401	59,401	0	0	0	EMR 378 (+ £18,797 MCC-OSF)
	4501	Resurface Gold Room Floor	October	4,000	0	4,000	0	2,355	
	4505	Costs-Sale of Community Asset	Jul-Dec	0	0	0	150	14,850	EPC Certificate/Floor Plan
	4507	Bin Store (JH)	August	0	0	0	2,787	0	
Total Gross Committee Expenditures				662,057	552,307	109,750	170,992	422,802	
EMR Movements				0	0	0	162,133	(94,019)	
Total Net Committee Expenditures				567,057	552,307	14,750	8,859	2,950	
Total Gross Committee Income				0	0	0	0	0	
C & E Committee Income	4350	Minor Assets	March	250	0	250	0	0	
	4409	PA System (Events)	November	500	0	500	0	0	
	4416	Thermal Imaging Camera	Jun/Aug	0	0	0	798	0	x 2
Total Gross Committee Expenditures				0	0	0	0	0	

		Total Gross Committee Expenditures				
P & H Committee Income	1302	EMR Movements				
		Total Net Committee Expenditures				
		750	0	750	798	0
	Grant - Stiles / Kissing Gates					
	Total Gross Committee Income					
	500					
	500					
	October					
	0					
Expenditure	4350 4363 4375 4403 4404 4407	Minor Assets				
		B W Railway Path				
		Speed Indicator Device				
		Street Furniture				
		Stiles / Kissing Gates				
		Replace Bus Shelters				
		Total Gross Committee Expenditures				
		64,750				
		60,000				
		4,750				
EMR 372 £50,000						
EMR 360 £10,000						
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Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

5.12.23

Agenda Item – 1st Interim Internal Audit 2023-24 – *for consideration*

Please see the attached report from the Internal Auditor.

Matters arising by the Internal Auditor for response by the Council: -

Payment approval report

I suggested that the RFO may wish to work with RBS to develop a payment approval report directly from the purchase ledger system to replace the excel document currently produced.

I reviewed the Montague Road project in more detail. It does not appear that the contract was advertised on the Contract Finder website.

The Council should ensure that it follows standing orders when placing all higher value contracts. I note that the Council has advertised the Albany Road playground contract on Contracts Finder, so changes to processes have already been actioned.

I note there are a number of excel spreadsheets used in producing finance reports for councillors.

I recommend that these are reviewed, and the RFO should use reports produced direct from the accounting system wherever possible. I suggest that:

- Consideration should be given to adding the purchase order module to the RBS system. This would permit commitment accounting reports to be produced.

- RFO should discuss reporting with the F&PR Committee, to agree exactly what reporting is required, and with what frequency.

The inspection period was 1 day too short, and this was picked up by external audit

The Council must mark box 4 of the Annual Governance Statement as "NO".

Proposal: To consider the Internal Auditors Report, in particular the matters arising, and provide a Council response.

Finance Manager 21.11.23

Emma McKenzie
Bishop's Waltham Parish Council

April Skies

Accounting

10 November 2023

Dear Emma

Bishop's Waltham Parish Council – 1st Interim Internal Audit 2023-24

Following the interim audit completed on 7 November, I attach my report for consideration by the Council. This was the first of two audits I intend to carry out to support my opinion on the 23-24 Annual Governance and Accountability Return (AGAR). I covered the following at this visit:

- Review of opening balances and reporting of 22-23 audit opinion
- Follow up previous recommendations
- Testing of expenditure first 6 months of financial year
- Testing of income – first 6 months of financial year
- Risk management and insurance
- Budget monitoring reports
- Arrangements for inspection of accounts
- Bank reconciliations.

I am pleased to report that overall Council has successfully maintained a robust system of financial control. Recommendations for improvement are set out at Appendix B. I have one minor point. I will not be able to sign off that the Council has complied with the following control objective

Ref	Internal Audit Control Objective	Reason I have not signed off that the Council is compliant
M	Arrangements for Inspection of Accounts	Inspection period 1 day too short in 22-23

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the Authority's approval of the annual governance statement. I am required by Section 4 of the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of testing carried out at the interim audit.

A - Appropriate books of account have been kept properly throughout the year
First Interim Audit

The Council uses the RBS Omega accounting system. This is an industry specific accounting solution well suited to this Council. Income is collected using RBS, with the integrated booking module in place for hall bookings. Payroll is processed via an external payroll bureau, Humphrey Associates, who prepare payroll for payment by the Council.

The books of account were up to date and in good order, and my testing demonstrated that:

- Supporting documentation could be located using referencing on RBS Omega
- All reconciliations tested are working well and are up to date
- Council is making use of the reporting available in RBS to provide financial reports to councillors direct from the ledgers.

I checked that the opening balances on RBS at 1.4.23 could be agreed back to the audited AGAR for 22-23. The closing balance in box 7 of the 22-23 audited accounts was £961,134 This agrees to the opening balance sheet value on the Omega system.

I reviewed the Council's VAT records and confirmed that the VAT return for the 3 months period to 30 September 2023, was submitted to HMRC on 16.10.23. £25, 835 was reclaimed. The refund has been paid and I checked this to the bank account, receipt dated 24 October 2023. The VAT reclaimed could be agreed to a schedule of transactions recorded on the accounting system. The balance for VAT outstanding agreed to the balance sheet at 30.9.23.

The Council discussed my last report at the 13 June 2023 meeting of Full Council. I am satisfied that the Council considers recommendations of internal audit, as required by point 7 on the annual governance statement. Audit recommendations raised at last audit have been followed up – details are at Appendix A.

B - The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

First Interim Audit

The Financial Regulations were last reviewed in Feb 2023, and an appropriate minute recorded in a meeting of Full Council (213.22). Standing Orders were reviewed at Full Council meeting in May 2023. Both documents are based on NALC templates and appear comprehensive.

The Council approves expenditure via the annual budget process. Once an order has been placed, and work completed / goods delivered, invoices are approved and loaded on to Omega by office staff. The RFO produces a schedule in excel setting out a schedule of all supplier accounts requiring payment. This report is taken to the next available meeting of The Finance Policy and Resources Committee, where transactions are authorised by Council for payment. Payments are set up at bank by RFO and authorised by the Clerk, as set out in the Council's financial regulations. I suggested that the RFO may wish to work with RBS to develop a payment approval report directly from the purchase ledger system to replace the excel document currently produced.

Expenditure Testing

I tested a sample of expenditure transactions recorded in the Council's cashbook for the first 7 months of 23-24. I tested 7 transactions, and for all transactions tested I was able to confirm:

- Expenditure per cashbook agrees to VAT invoice
- VAT correctly accounted for
- Expenditure relevant and appropriate for this Council.
- payment list signed off by councillor
- Approval to pay recorded in minutes

I reviewed the Montagu Road project in more detail. I confirmed that the council obtained 8 quotes for the playground, and the decision to select the chosen contractor was minuted at the Council meeting in July 2020. It does not appear that the contract was advertised on the Contract Finder website. This is a requirement of Standing Order 18c

A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000, inclusive of VAT, but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

The Council should ensure that it follows standing orders when placing all higher value contracts. I note that the Council has advertised the Albany Road playground contract on Contracts Finder, so changes to processes have already been actioned.

C - The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

First Interim Audit

I have confirmed that the Council has a risk management process in place which results in a formal risk assessment. I confirmed with the RFO that the risk assessment will be presented to Full Council in February 2024.

The Council is insured by Zurich Municipal, on a standard local council policy. I reviewed the insurance certificate and confirmed it is in date with an expiry date of 3 December 2023.

Building	Sum insured
Jubilee Hall	£1,650K
Pavilion Hoe Road	£550K
Estate Shed Hoe Road	£84K
Well House	£286K
Club House, Elizabeth Way	£408K

Other assets insured include general contents (£335K), Playgrounds (£342K) and Surfaces (£170K)

The RFO confirmed that the last professional assessment of rebuild cost of Council buildings occurred in 2019, and is due to be next completed in 2024. This is necessary to maintain the Council's insurance coverage.

D - The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

First Interim Audit

The Council continues to monitor its financial position effectively. F&PR meets monthly, and at each meeting the RFO presents the following reports

- Schedule of payments for approval
- Bank account reconciliations for the month
- Balance sheet and assessment of the Council finances
- Income and Expenditure report
- Earmarked reserves report
- budget monitoring

I reviewed reports produced for the 3 October meeting of F&PR, which reported on the period to the end of period 5 23-24. Reporting to members is comprehensive and timely.

I note there are a number of excel spreadsheets used in producing finance reports for councillors. I recommend that these are reviewed, and the RFO should use reports produced direct from the accounting system wherever possible. I suggest that:

- Consideration should be given to adding the purchase order module to the RBS system. This would permit commitment accounting reports to be produced
- RFO should discuss reporting with the F&PR Committee, to agree exactly what reporting is required, and with what frequency

I confirmed by review of minutes that budget setting for 2024-25 is well under way. A timetable was agreed at the F, P&R meeting on 5 September. Draft proposals have been submitted to committees, and are due to be considered by F,P&R in November 23. Full Council is due to review the budget and precept in December 23, with final approval anticipated in January 2024.

E - Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

First Interim Audit

Halls and Ground Rates for 23-24 were approved at a meeting of the Finance, Policy and Resource Committee in January 2023, this is recorded in minutes

The sales ledger balance at 31.12.23 stood at £1,694, all current debt. The sales ledger is well managed.

I selected a sample of receipts at random from the cashbook from the first 7 months of the financial year. For all items tested I was able to

- Agree receipt back to invoice raised by the Council
- Confirm fees charged could be agreed back to approved fees and charges, or lease in the case of the nursery

F - Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

First Interim Audit

A petty cash float of £100 is held. I will check this at year end. Petty cash is reconciled and signed off every month.

G- Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.

To be completed at my second interim audit

H - Asset and investments registers were complete and accurate and properly maintained.

First Interim Audit

A new asset register accounting policy has been approved by the Council since my last audit. As a consequence a number of items (typically fees and charges from architects and project managers) that were previously capitalised have been written off of the asset register. The value of this write-off is £440K. This will mean that the 22-23 fixed asset balance will need to be restated when the accounts are produced this year-end. An explanatory note will be needed for external audit.

I will audit this restatement and the rest of the asset register at my year end audit .

I – Periodic and year-end bank account reconciliations were properly carried out.

First Interim Audit

The Council has four bank accounts, 3 with Barclays Bank, and 1 account with Arbuthnot Latham. I reviewed the bank reconciliation file and there is clear evidence that reconciliations on all accounts are completed promptly each month by the RFO. Evidenced review of the bank reconciliations is provided by the reviewing councillor. I reperformed the bank reconciliations for September 2023.

	Balance sheet	Cashbook per bank reconciliation	Bank statement	Notes on bank rec
Barclays Current	16,208	16,208	16,208	Reconciliation signed by RFO and chair 20 October
Barclays Active Saver	553,599	553,599	553,599	Reconciliation signed by RFO and chair 24 October
Arbuthnot 3 month	407,641	407,641	407,641	Reconciliation signed by RFO and chair 24 October.
Total	1,210,943	1210943	1210943	

I note that at the time of my audit the Council was in the process of reviewing deposit balances, to improve returns, and is planning to take out a new deposit account with Arbuthnot and moving other cash balances to Unity Bank. There is evidence that cash balances are being effectively managed.

The Council continues to operate a sound system of bank reconciliations . All accounts are reconciled promptly, and councillor review is carried out in line with financial regulation requirements. I have confirmed by review of minutes that the councillor review of bank reconciliations is reported to the F&PR Committee on a regular basis.

L - Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and

Year end test

L: The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements

First Interim Audit

Year end test

M: Exercise of Public Rights - Inspection of Accounts

Inspection periods for 22-23 accounts were set as follows

Inspection - Key date	22-23 Actual
Accounts approved at Full Council	13 June Full Council
Date Inspection Notice Issued and how published	19 June - noticeboards and website
Inspection period begins	20 June
Inspection period ends	28 July
Correct length	29 days ??

The inspection period was 1 day too short, and this was picked up by external audit – see extract from the certificate below

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2023/24 for the exercise of public rights, since the period for the exercise of public rights was less than 30 consecutive working days in length. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2023/24 and ensure that it makes proper provision for the exercise of public rights during 2024/25.

The Council must mark box 4 of the Annual Governance Statement as "NO".

N – Compliance with Publishing Requirements 22-23 Accounts

The Council's 22-23 AGAR and the external audit certificate are published on the financial information tab of the Council website. External audit certificate is clear, bar the point raised in section M above and is dated 29 September 2023. The Conclusion of Audit certificate is also published, dated 2 October, after the statutory deadline of 30 September. This is because the external audit certificate was received so late. The Council has met reporting obligations. The audit certificate has been reported to the October meeting of Full Council. I am satisfied that the Council published the completion of audit certification as soon as possible, given the late completion of the audit by external audit. However, external audit may make further comment on this matter.

0 - Trust funds (including charitable) The council met its responsibilities as a trustee.

The Council is not a trustee – confirmed with RFO

I attach my invoice for your consideration. I will be in touch shortly to arrange my next audit. I would like to thank Hannah for her assistance.

Yours sincerely



Mike Platten CPFA

Appendix A – Follow up points from last audit

Matter Arising	Recommendation	Council Response
General reserves at year end were £162,326. This represents 32 % of precept, which is towards the lower end of recommended levels set out in the JPAG Practitioners' Guide (3 -12 months of net revenue expenditure.	A watching brief should be maintained on the level of the general reserve in 23-24 to ensure it does not reduce further.	Noted and considered in 24-25 budget setting
There is no evidence of review on the year end petty cash count.	The petty cash counts should be signed off by the person completing the count and also by a reviewing officer, when counts have been completed.	Now counted and reviewed quarterly
It is recommended that the Council considers adopting a fixed asset accounting policy in the course of 23-24.	Consideration should be given to guidance in the JPG Practitioners' Guide. should consider: - How to account for major repairs . - add to asset register or not? - Which part of asset purchase costs to add to asset register – should fees of consultants be included for example? This review may result in the existing asset register needing to be reviewed, and a restatement of the fixed asset register balance for the 23-24 accounting statements.	Actioned – see section on fixed assets above.

Appendix B – Matters Arising 22-23 interim audit

Matter Arising	Recommendation	Council Response
Payment approval report	I suggested that the RFO may wish to work with RBS to develop a payment approval report directly from the purchase ledger system to replace the excel document currently produced	
I reviewed the Montagu Road project in more detail. It does not appear that the contract was advertised on the Contract Finder website.	The Council should ensure that it follows standing orders when placing all higher value contracts. I note that the Council has advertised the Albany Road playground contract on Contracts Finder, so changes to processes have already been actioned.	
I note there are a number of excel spreadsheets used in producing finance reports for councillors.	I recommend that these are reviewed, and the RFO should use reports produced direct from the accounting system wherever possible. I suggest that: - Consideration should be given to adding the purchase order module to the RBS system. This would permit commitment accounting reports to be produced - RFO should discuss reporting with the F&PR Committee, to agree exactly what reporting is required, and with what frequency	

April Skies

Accounting

The inspection period was 1 day too short, and this was picked up by external audit	The Council must mark box 4 of the Annual Governance Statement as "NO".	
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Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

5.12.23

Agenda Item – PWLB Fixed Rate Loans – *for consideration*

ACTION: To investigate option of a bank loan to facilitate the purchase of the community asset and report back to Committee
ACTION: Finance Manager

Please see the attached PWLB Fixed Rate Loan estimated repayment costs, for an advance of £150,000.00.

For Information:

Lending to Parish, Town and Community Councils

The facility lends to town and parish councils (in England) and town and community councils (in Wales). Applicants must obtain a borrowing approval from the Department for Levelling Up, Housing & Communities (DLUHC) formerly the Ministry of Housing, Communities and Local Government (MHCLG), for which they should approach their County Association of Local Councils or, in the case of Welsh councils, the Welsh Government.

Applications should be made on form [LC1](#).

All documents must be emailed to the PWLB lending facility (pwlb@dmo.gov.uk) two weeks before the loan is required.

Current PWLB Interest Rates

PWLB interest rates are determined by HM Treasury in accordance with section 5 of the National Loans Act 1968. In practice, rates are set by the DMO on HM Treasury's behalf in accordance with agreed procedures and methodologies which are described in the latest [DMO Technical Note](#). Information regarding concessionary rates for major authorities is available on the [Concessionary Rates](#) page.

PWLB Fixed Interest Rates

Fixed interest rates are based on gilt yields and are published twice a day, at 9:30am for start of business and at 12:30pm. The DMO, on behalf of HM Treasury, reserves the right to make additional, unscheduled intra-daily rate changes as necessary.

There are currently two sets of rates in operation. The 'new loan' rates apply to fresh advances while the 'premature repayment' rates apply to loans being repaid early. Rates for new loans can be at PWLB standard rate or non-standard rates, whereas there is only one type of rate for premature repayments.

Proposal: To consider the loan rates and make recommendation

Finance Manager 21.11.23



**United Kingdom
Debt Management
Office**

**PWLB FIXED RATE LOANS
ESTIMATED REPAYMENT COSTS**

Amount of Advance: 150,000.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	5.71	40,214.23	160,856.92	5.72	41,790.00	1,072.50	160,725.00
Over 2 not over 2½	5.64	32,585.04	162,925.20	5.64	34,230.00	846.00	162,690.00
Over 2½ not over 3	5.56	27,488.06	164,928.36	5.57	29,177.50	696.25	164,621.25
Over 3 not over 3½	5.50	23,849.62	166,947.34	5.51	25,561.07	590.36	166,530.00
Over 3½ not over 4	5.43	21,112.32	168,898.56	5.44	22,830.00	510.00	168,360.00
Over 4 not over 4½	5.38	18,987.60	170,888.40	5.39	20,709.17	449.17	170,212.50
Over 4½ not over 5	5.33	17,285.26	172,852.60	5.34	19,005.00	400.50	172,027.50
Over 5 not over 5½	5.28	15,890.04	174,790.44	5.29	17,603.86	360.68	173,805.00
Over 5½ not over 6	5.23	14,725.08	176,700.96	5.25	16,437.50	328.13	175,593.75
Over 6 not over 6½	5.20	13,746.07	178,698.91	5.21	15,445.96	300.58	177,352.50
Over 6½ not over 7	5.16	12,901.68	180,623.52	5.18	14,599.29	277.50	179,137.50
Over 7 not over 7½	5.13	12,172.97	182,594.55	5.15	13,862.50	257.50	180,900.00
Over 7½ not over 8	5.10	11,534.60	184,553.60	5.12	13,215.00	240.00	182,640.00
Over 8 not over 8½	5.08	10,975.10	186,576.70	5.10	12,648.53	225.00	184,425.00
Over 8½ not over 9	5.06	10,477.56	188,596.08	5.08	12,143.33	211.67	186,195.00
Over 9 not over 9½	5.04	10,032.20	190,611.80	5.06	11,689.74	199.74	187,950.00
Over 9½ not over 10	5.03	9,635.71	192,714.20	5.05	11,287.50	189.38	189,768.75
Over 10 not over 10½	5.02	9,277.23	194,821.83	5.04	10,922.86	180.00	191,580.00
Over 10½ not over 11	5.02	8,956.17	197,035.74	5.03	10,590.68	171.48	193,383.75
Over 11 not over 11½	5.01	8,659.07	199,158.61	5.02	10,286.74	163.70	195,180.00
Over 11½ not over 12	5.02	8,396.19	201,508.56	5.02	10,015.00	156.88	197,062.50
Over 12 not over 12½	5.02	8,150.70	203,767.50	5.01	9,757.50	150.30	198,847.50
Over 12½ not over 13	5.03	7,929.36	206,163.36	5.02	9,534.23	144.81	200,827.50
Over 13 not over 13½	5.04	7,725.36	208,584.72	5.02	9,320.56	139.44	202,710.00
Over 13½ not over 14	5.05	7,536.85	211,031.80	5.03	9,129.64	134.73	204,701.25
Over 14 not over 14½	5.06	7,362.24	213,504.96	5.03	8,944.91	130.09	206,587.50
Over 14½ not over 15	5.07	7,200.13	216,003.90	5.04	8,780.00	126.00	208,590.00
Over 15 not over 15½	5.09	7,054.15	218,678.65	5.05	8,626.21	122.18	210,600.00
Over 15½ not over 16	5.11	6,918.46	221,390.72	5.06	8,482.50	118.59	212,617.50
Over 16 not over 16½	5.12	6,787.28	223,980.24	5.07	8,347.95	115.23	214,642.50
Over 16½ not over 17	5.14	6,669.50	226,763.00	5.09	8,229.26	112.28	216,806.25
Over 17 not over 17½	5.16	6,559.55	229,584.25	5.10	8,110.71	109.29	218,850.00
Over 17½ not over 18	5.18	6,456.79	232,444.44	5.11	7,999.17	106.46	220,901.25
Over 18 not over 18½	5.20	6,360.64	235,343.68	5.13	7,901.55	103.99	223,102.50
Over 18½ not over 19	5.22	6,270.59	238,282.42	5.14	7,802.37	101.45	225,172.50

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 19 not over 19½	5.24	6,186.18	241,261.02	5.16	7,716.15	99.23	227,400.00
Over 19½ not over 20	5.26	6,106.99	244,279.60	5.17	7,627.50	96.94	229,488.75
Over 20 not over 20½	5.28	6,032.65	247,338.65	5.19	7,551.04	94.94	231,742.50
Over 20½ not over 21	5.30	5,962.81	250,438.02	5.20	7,471.43	92.86	233,850.00
Over 21 not over 21½	5.32	5,897.17	253,578.31	5.22	7,403.37	91.05	236,130.00
Over 21½ not over 22	5.34	5,835.45	256,759.80	5.24	7,339.09	89.32	238,425.00
Over 22 not over 22½	5.36	5,777.39	259,982.55	5.25	7,270.83	87.50	240,562.50
Over 22½ not over 23	5.38	5,722.76	263,246.96	5.27	7,213.37	85.92	242,883.75
Over 23 not over 23½	5.39	5,666.04	266,303.88	5.28	7,151.49	84.26	245,040.00
Over 23½ not over 24	5.41	5,617.61	269,645.28	5.30	7,100.00	82.81	247,387.50
Over 24 not over 24½	5.43	5,572.02	273,028.98	5.31	7,043.72	81.28	249,562.50
Over 24½ not over 25	5.44	5,523.71	276,185.50	5.33	6,997.50	79.95	251,936.25
Over 25 not over 25½	5.46	5,483.29	279,647.79	5.34	6,946.18	78.53	254,130.00
Over 25½ not over 26	5.47	5,439.78	282,868.56	5.36	6,904.62	77.31	256,530.00
Over 26 not over 26½	5.49	5,403.96	286,409.88	5.37	6,857.69	75.99	258,742.50
Over 26½ not over 27	5.50	5,364.74	289,695.96	5.38	6,812.78	74.72	260,962.50
Over 27 not over 27½	5.51	5,327.47	293,010.85	5.40	6,777.27	73.64	263,400.00
Over 27½ not over 28	5.52	5,292.06	296,355.36	5.41	6,736.07	72.46	265,638.75
Over 28 not over 28½	5.53	5,258.40	299,728.80	5.42	6,696.58	71.32	267,885.00
Over 28½ not over 29	5.54	5,226.41	303,131.78	5.43	6,658.71	70.22	270,138.75
Over 29 not over 29½	5.55	5,195.99	306,563.41	5.44	6,622.37	69.15	272,400.00
Over 29½ not over 30	5.56	5,167.08	310,024.80	5.45	6,587.50	68.13	274,668.75
Over 30 not over 30½	5.57	5,139.59	313,514.99	5.47	6,561.52	67.25	277,177.50
Over 30½ not over 31	5.57	5,107.71	316,678.02	5.47	6,521.85	66.17	279,228.75
Over 31 not over 31½	5.58	5,082.85	320,219.55	5.48	6,490.95	65.24	281,520.00
Over 31½ not over 32	5.58	5,053.42	323,418.88	5.49	6,461.25	64.34	283,818.75
Over 32 not over 32½	5.59	5,030.93	327,010.45	5.50	6,432.69	63.46	286,125.00
Over 32½ not over 33	5.59	5,003.73	330,246.18	5.51	6,405.23	62.61	288,438.75
Over 33 not over 33½	5.60	4,983.41	333,888.47	5.52	6,378.81	61.79	290,760.00
Over 33½ not over 34	5.60	4,958.22	337,158.96	5.53	6,353.38	60.99	293,088.75
Over 34 not over 34½	5.60	4,933.96	340,443.24	5.53	6,321.41	60.11	295,162.50
Over 34½ not over 35	5.60	4,910.58	343,740.60	5.54	6,297.86	59.36	297,502.50
Over 35 not over 35½	5.60	4,888.06	347,052.26	5.55	6,275.18	58.63	299,850.00
Over 35½ not over 36	5.61	4,872.33	350,807.76	5.55	6,245.83	57.81	301,931.25
Over 36 not over 36½	5.61	4,851.42	354,153.66	5.56	6,224.79	57.12	304,290.00
Over 36½ not over 37	5.61	4,831.24	357,511.76	5.56	6,197.03	56.35	306,375.00
Over 37 not over 37½	5.61	4,811.78	360,883.50	5.57	6,177.50	55.70	308,745.00
Over 37½ not over 38	5.61	4,793.00	364,268.00	5.57	6,151.18	54.97	310,833.75
Over 38 not over 38½	5.61	4,774.87	367,664.99	5.58	6,133.05	54.35	313,215.00
Over 38½ not over 39	5.61	4,757.36	371,074.08	5.58	6,108.08	53.65	315,307.50
Over 39 not over 39½	5.60	4,734.32	374,011.28	5.58	6,083.73	52.97	317,400.00
Over 39½ not over 40	5.60	4,717.97	377,437.60	5.59	6,067.50	52.41	319,796.25
Over 40 not over 40½	5.60	4,702.18	380,876.58	5.59	6,044.35	51.76	321,892.50
Over 40½ not over 41	5.60	4,686.91	384,326.62	5.59	6,021.77	51.13	323,988.75
Over 41 not over 41½	5.60	4,672.16	387,789.28	5.60	6,007.23	50.60	326,400.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 41½ not over 42	5.60	4,657.90	391,263.60	5.60	5,985.71	50.00	328,500.00
Over 42 not over 42½	5.59	4,637.85	394,217.25	5.60	5,964.71	49.41	330,600.00
Over 42½ not over 43	5.59	4,624.49	397,706.14	5.60	5,944.19	48.84	332,700.00
Over 43 not over 43½	5.59	4,611.57	401,206.59	5.60	5,924.14	48.28	334,800.00
Over 43½ not over 44	5.59	4,599.07	404,718.16	5.60	5,904.55	47.73	336,900.00
Over 44 not over 44½	5.58	4,580.64	407,676.96	5.60	5,885.39	47.19	339,000.00
Over 44½ not over 45	5.58	4,568.92	411,202.80	5.61	5,874.17	46.75	341,441.25
Over 45 not over 45½	5.58	4,557.57	414,738.87	5.61	5,855.85	46.24	343,545.00
Over 45½ not over 46	5.57	4,540.19	417,697.48	5.61	5,837.93	45.73	345,648.75
Over 46 not over 46½	5.57	4,529.54	421,247.22	5.61	5,820.40	45.24	347,752.50
Over 46½ not over 47	5.57	4,519.22	424,806.68	5.61	5,803.24	44.76	349,856.25
Over 47 not over 47½	5.56	4,502.78	427,764.10	5.61	5,786.45	44.29	351,960.00
Over 47½ not over 48	5.56	4,493.09	431,336.64	5.61	5,770.00	43.83	354,063.75
Over 48 not over 48½	5.56	4,483.69	434,917.93	5.61	5,753.89	43.38	356,167.50
Over 48½ not over 49	5.55	4,468.10	437,873.80	5.61	5,738.11	42.93	358,271.25
Over 49 not over 49½	5.55	4,459.26	441,466.74	5.61	5,722.65	42.50	360,375.00
Over 49½ not over 50	5.54	4,444.17	444,417.00	5.61	5,707.50	42.08	362,478.75

Note: 1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.



Bishop's Waltham Parish Council

Finance, Policy and Resources Committee

5.12.23

Agenda Item – Grant Opportunities – *for approval*

The Committee are requested to note that at the Halls and Grounds Committee meeting held on 21st November, the Committee made the following resolution in relation to available grant funding that was brought to the Committee's attention.

HG192/23 Funding Opportunities

The Committee discussed the Council's current projects and whether these would make appropriate subjects for grant applications. The decarbonisation of the Jubilee Hall was already well-documented and was felt to be an appropriate match for the fund.

One application to each fund would be permitted from the Council. All committees were to be made aware of the funds to find out if other projects should be considered.

Action: Admin Officer

Resolved:

- i) Subject to Council approval, to apply to the Rural England Prosperity Fund for the decarbonisation of the Jubilee Hall.
- ii) Subject to Council approval, to apply to the UK Shared Prosperity Fund to help fund electric vehicle chargers.

Proposed: Cllr R Latham

Seconded: Cllr T Wilson

All in favour

Action: Cllr Latham/Admin Officer

Proposal: To note the above and approve the following grant applications.

- i) To apply to the Rural England Prosperity Fund for the decarbonisation of the Jubilee Hall.
- ii) To apply to the UK Shared Prosperity Fund to help fund the installation of electric vehicle chargers, potentially at the Jubilee Hall and the Estate Shed.

Administration Officer

29.11.23



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

5.12.23

Agenda Item – Parish Council Budget Setting and Precept for 2024/25 – for approval

Recommendations from the Standing Committees for consideration.

All Committees have now considered their budgets for 2024/25 and the recommendations are tabled for consideration.

The attached spreadsheet shows the financial budgets for 2024/2027 with the key column for this exercise being 2024/25.

Summary points:-

Finance, Policy & Resources Committee:

The net Committee expenditure proposed for 2024/25 is £405,924

Halls & Grounds Committee:

The net Committee expenditure proposed for 2024/25 is £278,454

Community & Environment Committee:

The net Committee expenditure proposed for 2024/25 is £23,795

Planning & Highways Committee:

The net Committee expenditure proposed for 2024/25 is £3,800

Summary (see spreadsheets for full details):

Committee	Revenue Income £	Revenue Expenditure £	Capital Income £	Capital Expenditure £	Net Expenditure £
Finance, Policy & Resources	20,798	425,222	0	1,500	405,924
Halls & Grounds	89,788	183,091	58797	243,948	278,454
Community & Environment	100	23,395	0	500	23,795
Planning & Highways	0	2,300	500	2,000	3,800
Jointly managed services	0	12,000	0	0	12,000
CIL Funding	30,353	0	0	0	-30,353
TOTAL	141,039	646,008	59,297	247,948	693,620
Net Reserves Transfer					100,798
Precept Requirement for 2024/25					592,822

Proposal: To approve the Committee Financial Budgets as tabled and refer the precept requirement for 2024/25 of £592,822.00 to Winchester City Council

Finance Manager 23/11/23

Finance, Policies and Resources Committee

2023-24		2024-25												2026-27
Actual Budget		Original Estimate												Original Estimate
Total Year		Total Year												Total Year
Code	Description	1	2	3	4	5	6	7	8	9	10	11	12	March
CC100 Office Administration														
Income														
1081	Income - Bank Loyalty Reward	£12		£1	£1	£1	£1	£1	£1	£1	£1	£1	£12	£12
1085	Income - Non PC Recharge	£1,000		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
1090	Income - Bank Interest	£1,000		£0	£2,000	£0	£0	£0	£2,000	£0	£0	£0	£1,000	£5,000
1093	Income - Lease Charges Admin	£200		£20	£0	£0	£120	£20	£60	£0	£0	£0	£260	£260
1100	Income - Deed of Access	£10		£10	£0	£0	£20	£0	£0	£0	£0	£0	£30	£30
1255	Hire Fees Staff	£4,700	£1,291	£1,291	£1,291	£1,291	£1,291	£1,291	£1,291	£1,291	£1,291	£1,291	£15,492	£15,492
	Total Income	£5,922	£1,312	£1,312	£3,292	£1,292	£1,432	£1,312	£3,352	£1,292	£1,292	£1,292	£20,794	£20,794
Expenditure														
4000	Basic Salaries	£234,465	£21,194	£21,194	£21,194	£21,194	£21,194	£21,194	£21,194	£21,194	£21,194	£21,195	£271,681	£289,032
4001	Overtime Payments	£13,100	£1,354	£1,354	£1,354	£1,354	£1,354	£1,354	£1,354	£1,354	£1,354	£1,354	£16,247	£16,247
4002	Co Pension Contributions	£40,646	£4,825	£4,825	£4,825	£4,825	£4,825	£4,825	£4,825	£4,825	£4,825	£4,825	£61,616	£65,330
4003	Co Nat'l Ins'nce Contributions	£16,819	£1,794	£1,794	£1,794	£1,795	£1,795	£1,795	£1,795	£1,795	£1,795	£1,795	£23,787	£26,219
4006	Staff Training Costs	£2,900	£0	£0	£500	£0	£0	£500	£0	£0	£500	£0	£3,930	£3,930
4007	Staff Expenses	£400	£25	£0	£25	£0	£0	£25	£0	£0	£25	£0	£200	£200
4011	Advertising - Staff Vacancies	£500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£250	£250
4025	Office Supplies	£2,250	£125	£125	£125	£125	£125	£125	£125	£125	£125	£125	£1,500	£1,500
4030	Photocopier Rental & Copies	£1,500	£250	£0	£250	£0	£0	£250	£0	£0	£250	£0	£1,000	£1,000
4035	Postage	£150	£75	£0	£75	£0	£0	£75	£0	£0	£75	£0	£150	£150
4044	IT/Telecoms Services & Support	£8,286	£1,050	£1,050	£1,050	£1,050	£1,050	£1,050	£1,050	£1,050	£1,050	£1,050	£12,600	£12,600
4045	Membership - Admin Staff	£1,000	£0	£0	£0	£0	£0	£0	£112	£0	£0	£236	£535	£535
4047	Rialtas Finance System	£1,310	£1,368	£0	£0	£0	£0	£0	£92	£0	£0	£0	£1,480	£1,480
4049	Archive Storage	£410	£39	£39	£39	£39	£39	£39	£39	£39	£39	£39	£468	£468
4090	Prof Fees - Internal Audit	£900	£0	£0	£0	£0	£0	£0	£320	£0	£0	£0	£960	£960
4095	Prof Fees - External Audit	£1,500	£0	£0	£0	£0	£1,365	£-244	£0	£0	£0	£0	£1,121	£1,121
4103	Prof Fees - Policies	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4105	Prof Fees - Human Resources	£500	£0	£0	£0	£0	£250	£0	£0	£0	£250	£0	£500	£500
4141	Safety, 1st Aid & PPE	£1,250	£375	£0	£250	£0	£0	£375	£0	£0	£250	£0	£1,250	£1,250
4161	Bank Charges	£200	£15	£15	£15	£15	£15	£15	£15	£15	£15	£15	£180	£180
4273	Contractor - Payroll Services	£420	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£480	£480
4321	Mice - Admin Office	£500	£0	£0	£0	£0	£250	£0	£0	£0	£0	£250	£500	£500
4338	Mice - Internal Decoration	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,000	£1,000	£1,000
	Total Expenditure	£337,006	£33,368	£30,623	£31,461	£30,437	£32,302	£31,418	£30,961	£30,437	£31,463	£30,675	£401,435	£424,332
	Total Net Revenue Expenditure over Income	£325,084	£32,046	£29,311	£28,169	£29,145	£30,870	£30,106	£27,609	£29,145	£30,171	£29,383	£380,641	£404,138

CC105 General Council Administration

Income														
Total Income		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Expenditure														
4010	Training Costs - Councillors	£500		£0	£0	£0	£0	£200	£0	£0	£0	£0	£100	£500
4014	Expenses - Councillors	£250	£25	£0	£25	£0	£0	£25	£0	£0	£25	£0	£100	£100
4018	Annual Allowance - Councillors	£1,680	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,680	£1,680	£1,680
4019	Annual Allowance - Chairman	£500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£500	£500
4046	Membership - Parish Council	£1,600	£1,645	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,645	£1,645
4073	Election Expenses	£500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500	£2,500	£1,500
4100	Prof Fees - Legal	£500	£0	£0	£0	£0	£0	£250	£0	£0	£0	£250	£500	£500
4104	Prof Fees - Land Registry	£0	£3	£3	£3	£3	£3	£3	£3	£3	£3	£3	£36	£36
4145	Lease - Vehicles	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4156	Insurance Premiums	£8,984	£2,994	£0	£5,642	£0	£0	£9,584	£0	£0	£0	£0	£9,584	£9,584
4160	Loan Repayment - JH Car Park	£11,284	£0	£0	£0	£0	£0	£0	£0	£0	£5,642	£0	£11,284	£11,284
4173	Leaflets - Forward Plans		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4271	Contractor - Street Lighting	£11,200	£6,750	£0	£0	£0	£0	£0	£0	£0	£0	£0	£6,750	£6,750
4272	Contractor - Public Toilets	£3,009	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,009	£3,009
4276	Contractor - Dog Bin Servicing	£0	£1,360	£0	£0	£0	£1,360	£0	£0	£1,360	£0	£1,360	£5,440	£5,440
4315	Materials - Dog Dispenser Bags	£0	£151	£0	£151	£0	£0	£151	£0	£0	£151	£0	£604	£604

CC170 South Pond & Grounds Income	Total Expenditure		£40,007	£11,768	£3	£1,363	£5,821	£3	£1,363	£10,213	£3	£5,821	£3	£5,408	£44,132	£44,132	£43,132
	Total Net Revenue Expenditure over Income		£40,007	£11,768	£3	£1,363	£5,821	£3	£1,363	£10,213	£3	£5,821	£3	£5,408	£44,132	£44,132	£43,132
	Total Income		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	Total Net Revenue Expenditure over Income		£0	£300	£0	£0	£0	£0	£0	£500	£0	£0	£0	£200	£1,000	£1,000	£1,000
CC171 Morley Drive Area Income	Total Expenditure		£4	£4	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£4	£4	£4
	Total Net Revenue Expenditure over Income		£0	£300	£0	£0	£0	£0	£0	£500	£0	£0	£0	£200	£1,000	£1,000	£1,000
	Total Income		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	Total Net Revenue Expenditure over Income		£0	£300	£0	£0	£0	£0	£0	£500	£0	£0	£0	£200	£1,000	£1,000	£1,000
CC St Peter's Church Income	Total Expenditure		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	Total Net Revenue Expenditure over Income		-£4	-£4	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	-£4	-£4	-£4
	Total Income		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	Total Net Revenue Expenditure over Income		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
CC199 Capital Spend - F.P & R Income	Total Expenditure		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	Total Net Revenue Expenditure over Income		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	Total Income		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	Total Net Revenue Expenditure over Income		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Total Committee	Total Income		£5,926	£1,326	£1,312	£1,312	£3,292	£1,292	£1,432	£1,312	£3,352	£1,292	£1,292	£2,292	£20,798	£20,798	£20,798
	Total Expenditure		£371,013	£45,436	£34,439	£31,986	£37,282	£30,440	£33,665	£42,131	£30,964	£31,800	£37,284	£30,678	£425,222	£446,567	£469,064
	Total Net Revenue Expenditure		£365,087	£44,110	£33,127	£30,674	£33,990	£29,148	£32,233	£40,819	£27,612	£30,508	£35,992	£29,386	£404,424	£425,769	£448,266
	Total Net Capital Expenditure over Income		£3,250	£0	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£1,500	£1,500	£1,500
Total Net Committee Expenditure (Check)	Total Income		£368,337	£44,110	£33,127	£30,674	£33,990	£29,148	£32,233	£41,069	£27,612	£30,508	£35,992	£29,386	£405,924	£427,269	£449,766
	Total Expenditure		£368,337	£44,110	£33,127	£30,674	£33,990	£29,148	£32,233	£41,069	£27,612	£30,508	£35,992	£29,386	£405,924	£427,269	£449,766
	Total Net Revenue Expenditure		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	Total Net Capital Expenditure		£0	£0	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£1,500	£1,500	£1,500
Less EMR Movements	Total Income		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	Total Expenditure		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	Total Net Revenue Expenditure		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	Total Net Capital Expenditure		£0	£0	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£1,500	£1,500	£1,500

Halls and Grounds Committee

		2023-24												2024-25		2025-26		2026-27	
Code	Description	Actual Budget Total Year	1	2	3	4	5	6	7	8	9	10	11	12	Original Budget Total Year	Original Estimate Total Year	Original Estimate Total Year		
			April	May	June	July	August	September	October	November	December	January	February	March					
CC200	General Grounds																		
Income																			
Total Income		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		
Expenditure																			
4101	Prof Fees - Tree Surveys	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		
4157	Road Tax & Insurance	£3,500	£323	£323	£0	£2,200	£4,145	£0	£0	£0	£0	£0	£0	£293	£7,284	£7,284	£7,284		
4290	Contractor - Hedge Cutting	£2,250	£0	£0	£0	£0	£0	£0	£4,000	£0	£0	£0	£0	£0	£4,000	£4,500	£4,500		
4303	Fuel Charges - Tractors&Mowers	£4,800	£400	£400	£400	£400	£400	£400	£400	£400	£400	£400	£400	£400	£4,800	£4,800	£4,800		
4304	Fuel Charges - P C Vehicles	£4,800	£400	£400	£400	£400	£400	£400	£400	£400	£400	£400	£400	£400	£4,800	£4,800	£4,800		
4305	Op Costs - Tractors&Mowers	£2,200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£2,400	£2,400	£2,400		
4306	Op Costs - P C Vehicles	£6,350	£500	£500	£500	£500	£500	£500	£500	£500	£500	£500	£500	£500	£6,000	£6,000	£6,000		
4309	Materials - Cleaning	£150	£30	£0	£0	£30	£0	£0	£30	£0	£0	£30	£0	£0	£120	£120	£120		
4310	Materials - Tools / Minor Items	£2,000	£250	£0	£0	£250	£0	£0	£250	£0	£0	£250	£0	£0	£1,000	£1,000	£1,000		
4311	Materials - Locks & Keys	£100	£0	£0	£0	£0	£0	£0	£50	£0	£0	£0	£0	£50	£100	£100	£100		
4312	Materials - Ground Maintenance	£360	£825	£0	£0	£825	£0	£0	£825	£0	£0	£825	£0	£0	£2,500	£2,500	£2,500		
4313	Materials - Signage	£100	£0	£0	£0	£0	£0	£0	£75	£0	£0	£75	£0	£0	£150	£150	£150		
4319	Lining Paint	£0	£0	£0	£0	£0	£1,050	£0	£0	£0	£0	£0	£0	£0	£1,050	£1,050	£1,050		
Total Expenditure		£26,610	£2,728	£1,823	£1,500	£4,605	£5,645	£1,500	£6,455	£1,500	£1,500	£2,405	£1,500	£1,843	£33,004	£33,504	£33,504		
Total Net Expenditure over Income			£2,728	£1,823	£1,500	£4,605	£5,645	£1,500	£6,455	£1,500	£1,500	£2,405	£1,500	£1,843	£33,004	£33,504	£33,504		

CC210 Hoe Road Grounds

Income																		
1103	Land Lease - Guides Building	£1	£0	£0	£0	£0	£0	£0	£0	£1	£0	£0	£0	£0	£1	£1	£1	£1
1115	Land Lease - Scouts Building	£2	£0	£0	£0	£0	£0	£1	£0	£0	£0	£0	£0	£0	£2	£2	£2	£2
1127	Contract Hire - Tennis Courts	£1,540	£442	£0	£0	£442	£0	£0	£442	£0	£0	£442	£0	£0	£1,768	£1,768	£1,768	£1,768
1211	Hire Fees - Grounds	£900	£0	£0	£786	£0	£0	£0	£0	£149	£0	£0	£0	£0	£935	£935	£935	£935
1212	Hire Fees - Football Pitches	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Total Income		£2,443	£442	£0	£786	£442	£0	£1	£442	£150	£1	£442	£0	£0	£2,706	£2,706	£2,706	£2,706
Expenditure																		
4101	Prof Fees - Tree Surveys	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4270	Contractor - Aboricultural	£400	£0	£0	£0	£0	£0	£0	£850	£0	£0	£0	£0	£0	£850	£1,000	£1,000	£1,000
4280	Contractor - Ground Works	£0	£0	£0	£300	£0	£0	£0	£0	£0	£0	£0	£0	£0	£300	£300	£300	£300
4326	Mice - Tennis Courts	£100	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000	£2,000	£2,000
Total Expenditure		£500	£0	£0	£300	£0	£0	£0	£850	£0	£0	£0	£0	£0	£1,150	£3,300	£3,300	£3,300
Total Net Expenditure over Income		-£1,943	-£442	£0	-£486	-£442	£0	-£1	£408	-£150	-£1	-£442	£0	£0	-£1,556	£594	£594	£594

CC220 Priory Park Grounds

Income																		
1106	Land Lease - Bowls Facility	£74	£0	£0	£0	£0	£0	£85	£0	£0	£0	£0	£0	£0	£85	£81	£81	£81
1151	Annual Hire - Football Pitches	£7,452	£794	£0	£0	£0	£794	£794	£794	£794	£794	£794	£794	£794	£7,146	£6,804	£6,804	£6,804
1212	Hire Fees - Football Pitches	£1,000	£164	£0	£0	£0	£164	£164	£164	£164	£164	£164	£164	£164	£1,476	£1,404	£1,404	£1,404
Total Income		£8,526	£958	£0	£0	£0	£1,043	£958	£958	£958	£958	£958	£958	£958	£8,707	£8,289	£8,289	£8,289
Expenditure																		
4270	Contractor - Aboricultural	£800	£0	£0	£0	£0	£0	£0	£3,500	£0	£0	£0	£0	£0	£3,500	£4,000	£4,000	£4,000
4280	Contractor - Ground Works	£7,125	£0	£0	£6,800	£0	£0	£0	£1,300	£0	£0	£0	£0	£400	£8,500	£8,500	£8,500	£8,500
4295	Contractor - Ditch Clearance	£100	£0	£400	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£400	£400	£400	£400
4329	Mice - Fencing	£9,125	£0	£400	£6,800	£0	£0	£0	£4,800	£0	£0	£0	£0	£100	£100	£100	£100	£100
Total Expenditure		£17,150	-£958	£400	£13,800	£0	£0	£0	£9,600	£0	£0	£0	£0	£500	£12,500	£13,000	£13,000	£13,000
Total Net Expenditure over Income		£8,624	-£958	£400	£2,500	£0	£0	£1,043	£1,842	-£958	-£958	-£442	£0	£0	£3,793	£4,711	£4,711	£4,711

CC225 **Grounds - Albany Road (Cricket)**

Income													
1105	Land Lease - Cricket Ground												
	Total Income	£972	£0	£0	£0	£1,129	£0	£0	£0	£0	£1,129	£1,075	£1,075
Expenditure													
4270	Contractor - Aboricultural	£50	£0	£0	£0	£0	£750	£0	£0	£0	£750	£800	£800
4329	Mice - Fencing	£50	£0	£0	£0	£0	£0	£0	£0	£50	£50	£50	£50
	Total Expenditure	£100	£0	£0	£0	£0	£750	£0	£0	£0	£800	£850	£850
	Total Net Expenditure over Income	-£872	£0	£0	£0	-£1,129	£750	£0	£0	£0	-£329	-£225	-£225

CC226 **Grounds - Albany Road (Allotments)**

Income													
1102	Land Lease - Allotments												
	Total Income	£1	£0	£0	£0	£1	£0	£0	£0	£0	£1	£1	£1
Expenditure													
4270	Contractor - Aboricultural	£400	£0	£0	£0	£0	£850	£0	£0	£0	£850	£1,000	£1,000
	Total Expenditure	£400	£0	£0	£0	£0	£850	£0	£0	£0	£850	£1,000	£1,000
	Total Net Expenditure over Income	£399	£0	£0	£0	-£1	£850	£0	£0	£0	£949	£999	£999

CC230 **Halls - General**

Income													
1201	Hire Fees - Skittle Alley	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	Total Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Expenditure													
4107	Prof Fees - Health & Safety	£1,000	£0	£0	£0	£0	£1,000	£0	£0	£0	£1,000	£1,000	£1,000
4109	Prof Fees - Safety Inspections	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,500
4110	Prof Fees - Fire Risk Assmnt	£750	£0	£0	£0	£0	£0	£0	£0	£0	£0	£800	£0
4170	Advertising - Halls	£250	£0	£0	£0	£0	£500	£0	£0	£0	£500	£500	£500
4309	Materials - Cleaning	£1,000	£200	£0	£200	£0	£200	£0	£200	£0	£1,200	£1,200	£1,200
4310	Materials - Tools / Minor Items	£350	£0	£0	£0	£0	£75	£0	£0	£75	£150	£150	£150
4311	Materials - Locks and Keys	£400	£0	£0	£0	£0	£150	£0	£0	£150	£300	£300	£300
4313	Materials - Signage	£650	£0	£0	£0	£0	£150	£0	£0	£300	£300	£300	£300
4316	Materials - Kitchen Supplies	£100	£0	£0	£0	£0	£50	£0	£0	£100	£100	£100	£100
	Total Expenditure	£4,500	£200	£0	£200	£0	£2,125	£0	£200	£425	£3,550	£5,050	£5,050
	Total Net Expenditure over Income	£0	£0	£0	£0	£0	£2,125	£0	£200	£425	£3,550	£5,050	£5,050

CC240 **Hoe Road Pavilion**

Income													
1131	Contract Hire - Kitchen	£428	£124	£0	£0	£0	£124	£0	£0	£0	£496	£472	£472
1132	Contract Hire - Rooms	£5,452	£1,582	£0	£0	£0	£1,582	£0	£0	£0	£6,328	£6,028	£6,028
1133	Contract Hire - Storage	£88	£26	£0	£0	£0	£26	£0	£0	£0	£104	£100	£100
1220	Hire Fees - Rooms	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	Total Income	£5,968	£1,732	£0	£0	£0	£1,732	£0	£0	£0	£6,928	£6,600	£6,600
Expenditure													
4086	Prof Fees - Halls Assessments	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4102	Prof Fees - P A Testing	£100	£0	£0	£0	£0	£100	£0	£0	£0	£100	£100	£100
4106	Prof Fees - Hardwire Inspections	£0	£0	£0	£0	£0	£375	£0	£0	£0	£375	£0	£0
4109	Prof Fees - Safety Inspections	£0	£0	£0	£0	£0	£0	£0	£0	£0	£150	£150	£150
4277	Contractor - Water Monitoring	£1,000	£100	£100	£100	£100	£100	£100	£100	£100	£1,200	£1,200	£1,200
4307	Materials - Defib equipment	£500	£0	£0	£0	£0	£300	£0	£300	£0	£500	£500	£500
4320	Mice - H & S Conformances	£250	£0	£0	£0	£0	£125	£0	£0	£125	£250	£250	£250
4332	Mice - Alarm & CCTV Systems	£950	£100	£100	£100	£100	£100	£100	£100	£100	£1,200	£1,200	£1,200
4336	Mice - Building Fabric	£2,000	£0	£0	£0	£0	£500	£0	£0	£500	£500	£500	£500
4337	Mice - Building Services	£1,000	£0	£0	£0	£0	£1,000	£0	£0	£1,000	£1,000	£1,000	£1,000
4338	Mice - Internal Decoration	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£1,000	£1,000	£1,000

Total Net Expenditure over Income

Priory Park Clubhouse

Income

[illegible]

Expendi

[illegible]

The Jubilee Hall

Income

[illegible]

Expenditure

[illegible]

[illegible]

[illegible]

Planning & Highways Committee

Code Description CC400 Planning and Highways		2023-24												2024-25		2025-26		2026-27	
		Actual												Original Budget	Original Estimate	Original Estimate	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	Total Year
Income		£5,250	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
Total Income																			
Expenditure																			
4143	Community Payback Scheme	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£100	£100	£100	£100	£100	£100	
4324	Mtce - Bus Shelters	£500	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£250	£500	£500	£500	£500	£500	
4330	Mtce - Town Clock	£150	£0	£0	£0	£0	£0	£150	£0	£0	£0	£0	£0	£150	£150	£150	£150	£150	
4333	Mtce - Footpaths & Cycleways	£6,700	£0	£0	£0	£0	£0	£500	£0	£0	£0	£0	£500	£1,000	£1,000	£1,000	£1,000	£1,000	
4334	Mtce - Street Furniture	£550	£0	£0	£0	£0	£0	£300	£0	£0	£0	£0	£0	£300	£300	£300	£300	£300	
4335	Mtce - S I D	£100	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£250	£250	£250	£250	£250	£250	
Total Expenditure		£8,000	£0	£0	£0	£0	£0	£1,200	£0	£0	£0	£0	£1,100	£2,300	£2,300	£2,300	£2,300	£2,300	
Total Net Expenditure over Income		£2,750	£0	£0	£0	£0	£0	£1,200	£0	£0	£0	£0	£1,100	£2,300	£2,300	£2,300	£2,300	£2,300	

CC499 Capital Spend - Planning & Highways

Income																			
1302	Grant - Stiles / Kissing Gates	£500	£0	£0	£0	£0	£0	£500	£0	£0	£0	£0	£0	£500	£500	£500	£500	£500	£500
Total Capital Income		£500	£0	£0	£0	£0	£0	£500	£0	£0	£0	£0	£0	£500	£500	£500	£500	£500	£500
Expenditure																			
4350	Minor Assets	£2,750	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£250	£500	£500	£500	£500	£500	£500
4363	B W to Botley Bridleway	£50,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4403	Street Furniture	£1,000	£0	£0	£0	£0	£0	£1,000	£0	£0	£0	£0	£0	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000
4404	Stiles / Kissing Gates	£1,000	£0	£0	£0	£0	£0	£500	£0	£0	£0	£0	£0	£500	£500	£1,000	£1,000	£1,000	£1,000
4407	Replace Bus Shelters	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Total Capital Expenditure		£64,750	£0	£0	£0	£0	£0	£1,750	£0	£0	£0	£0	£250	£2,000	£2,500	£2,500	£2,500	£2,500	£2,500
Total Net Capital Expenditure over Income		£64,250	£0	£0	£0	£0	£0	£1,250	£0	£0	£0	£0	£250	£1,500	£2,000	£2,000	£2,000	£2,000	£2,000

Total Committee																			
Total Income		£5,250	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Total Expenditure		£8,000	£0	£0	£0	£0	£0	£1,200	£0	£0	£0	£0	£1,100	£2,300	£2,300	£2,300	£2,300	£2,300	£2,300
Total Net Revenue Expenditure		£2,750	£0	£0	£0	£0	£0	£1,200	£0	£0	£0	£0	£1,100	£2,300	£2,300	£2,300	£2,300	£2,300	£2,300
Total Capital Income		£500	£0	£0	£0	£0	£0	£500	£0	£0	£0	£0	£0	£500	£500	£500	£500	£500	£500
Total Capital Expenditure		£64,750	£0	£0	£0	£0	£0	£1,750	£0	£0	£0	£0	£250	£2,000	£2,000	£2,000	£2,000	£2,000	£2,000
Total Net Capital Expenditure		£64,250	£0	£0	£0	£0	£0	£1,250	£0	£0	£0	£0	£250	£1,500	£2,000	£2,000	£2,000	£2,000	£2,000
Total Net Committee Expenditure		£67,000	£0	£0	£0	£0	£0	£2,450	£0	£0	£0	£0	£1,350	£3,800	£4,300	£4,300	£4,300	£4,300	£4,300
Total Net Committee Expenditure (Check)		£67,000	£0	£0	£0	£0	£0	£2,450	£0	£0	£0	£0	£1,350	£3,800	£4,300	£4,300	£4,300	£4,300	£4,300
Less EMR Movements		N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Committee Revenue Expenditure		£67,000	£0	£0	£0	£0	£0	£2,450	£0	£0	£0	£0	£1,350	£3,800	£4,300	£4,300	£4,300	£4,300	£4,300

Community & Environment Committee

2023-24		2024-25												2025-26		2026-27	
Code	Description	Actual Budget	1	2	3	4	5	6	7	8	9	10	11	12	Original Budget	Original Estimate	Original Estimate
		Total Year	April	May	June	July	August	September	October	November	December	January	February	March	Total Year	Total Year	Total Year
CC310 Community & Environment Committee																	
Income																	
1082	Income - Events	0	0	0	0	100	0	0	0	0	0	0	0	0	100	100	100
	Total Income	£0	£0	£0	£100	£0	£0	£0	£0	£0	£0	£0	£0	£0	£100	£100	£100
penditure																	
4041	Website Hosting & Support	£700	£3,250	£0	£0	£0	£0	£0	£0	£0	£65	£0	£300	£0	£3,615	£365	£365
4121	Grants - General	£0	£0	£8,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£8,500	£8,500	£8,500
4126	Grants - General (Section 137)	£8,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4171	Community Newsletter	£3,000	£0	£950	£0	£0	£950	£0	£0	£950	£0	£0	£1,450	£0	£4,300	£4,300	£4,300
4175	Leaflets - Guides	£1,400	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£650	£650	£650	£650
4200	Costs - Annual Parish Meeting	£1,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£600	£500	£1,200	£1,200	£1,200
4201	Costs - Party in the Park	£0	£0	£0	£3,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,000	£0	£0
4202	Costs - B W Carnival	£150	£0	£0	£100	£0	£0	£0	£0	£0	£0	£0	£0	£0	£100	£100	£100
4203	Costs - Remembrance Day Events	£600	£0	£0	£0	£0	£0	£0	£0	£600	£0	£0	£0	£0	£600	£600	£600
4205	Costs - B W Clean Up Events	£80	£0	£0	£0	£0	£0	£0	£40	£0	£0	£0	£0	£40	£80	£80	£80
4206	Costs - Volunteer Social Event	£200	£0	£0	£0	£0	£0	£0	£200	£0	£0	£0	£0	£0	£200	£200	£200
4207	Costs - VEVJ Day Events	£0	£0	£0	£200	£0	£0	£0	£0	£0	£0	£0	£0	£0	£200	£0	£0
4209	Costs - Miscellaneous Events	£3,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£250	£250	£0	£0
4230	Costs - Environmental Issues	£300	£0	£0	£0	£0	£0	£0	£150	£0	£0	£0	£0	£150	£300	£3,250	£3,250
4231	Costs - Environmental Event	£100	£0	£0	£0	£0	£0	£0	£50	£0	£0	£0	£0	£50	£100	£300	£300
4322	Mtce - Notice Boards	£200	£0	£0	£0	£0	£0	£0	£100	£0	£0	£0	£0	£100	£200	£100	£100
4323	Mtce - Telephone Box	£100	£0	£0	£0	£0	£0	£0	£50	£0	£0	£0	£0	£50	£100	£200	£200
	Total Expenditure	£19,830	£3,250	£9,450	£3,300	£0	£950	£950	£0	£590	£1,550	£65	£0	£2,350	£23,395	£19,945	£19,945
Total Net Expenditure over Income																	
		£19,830	£3,250	£9,450	£3,200	£0	£950	£950	£0	£590	£1,550	£65	£0	£2,350	£23,295	£19,845	£19,845

CC399 Capital Spend - Community & Environment

Income																			
Total Capital Income																			
Expenditure																			
4350	Minor Assets	£750	£0	£0	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£250	£500	£500	£500	£500
	Total Capital Expenditure	£750	£0	£0	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£250	£500	£500	£500	£500
	Total Net Capital Expenditure over Income	£750	£0	£0	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£250	£500	£500	£500	£500
Total Committee																			
Total Income																			
Total Expenditure																			
	Total Net Revenue Expenditure	£19,830	£3,250	£9,450	£3,300	£0	£950	£950	£0	£590	£1,550	£65	£0	£2,350	£1,890	£23,395	£19,945	£19,945	£19,945
	Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	Total Expenditure	£750	£0	£0	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£250	£500	£500	£500	£500
	Total Net Capital Expenditure	£750	£0	£0	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£250	£500	£500	£500	£500
	Total Net Committee Expenditure	£20,580	£3,250	£9,450	£3,200	£0	£950	£950	£0	£840	£1,550	£65	£0	£2,350	£2,140	£23,795	£20,345	£20,345	£20,345
	Total Net Committee Expenditure (Check)	£20,580	£3,250	£9,450	£3,200	£0	£950	£950	£0	£840	£1,550	£65	£0	£2,350	£2,140	£23,795	£20,345	£20,345	£20,345
	Less EMR Movements	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Committee Revenue Expenditure	£20,580	£3,250	£9,450	£3,200	£0	£950	£950	£0	£840	£1,550	£65	£0	£2,350	£2,140	£23,795	£20,345	£20,345	£20,345

CIL, Contingencies & Precept

[illegible]

Total Net Expenditure -£532,213 -£296,411 £0 £0 £0 £0 £0 £0 £0 £0 £0 -£592,822 -£660,533 -£626,690

GC999 Capital Spend - Financial Contingencies

Income

Total Capital Income £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0

Expenditure

Total Capital Expenditure £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0

Total Net Capital Expenditure over Income £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0

Total

Total Income £532,213 £296,411 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0
Total Expenditure £19,720 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0
Total Net Revenue Expenditure £512,493 -£296,411 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0
Total Capital Income £0 £331 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0
Total Capital Expenditure £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0
Total Net Capital Expenditure £0 -£331 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0

Total Net Committee Expenditure -£512,493 -£296,742 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0

Total Net Committee Expenditure (Check) -£512,493 -£296,742 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0 £0

Total Parish Council

2023-24		1	2	3	4	5	6	7	8	9	10	11	12	2024-25	2025-26	2026-27
Code	Description	April	May	June	July	August	September	October	November	December	January	February	March	Original Budget	Original Estimate	Original Total Year
Finance, Policy and Resources Committee																
	Total Income	£5,926	£1,326	£1,312	£3,292	£1,292	£1,432	£1,312	£3,352	£1,292	£1,292	£1,292	£2,292	£20,798	£20,798	£20,798
	Total Expenditure	£371,013	£45,436	£31,986	£37,282	£30,440	£33,665	£42,131	£30,964	£31,800	£37,284	£30,678	£39,117	£425,222	£446,567	£489,064
	Total Net Revenue Expenditure	£365,087	£44,110	£30,674	£33,990	£29,148	£32,233	£40,819	£27,612	£30,508	£35,992	£29,386	£36,825	£404,424	£425,769	£448,266
	Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	Total Capital Expenditure	£3,250	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£1,250	£1,500	£1,500	£1,500
	Total Net Capital Expenditure	£3,250	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£1,250	£1,500	£1,500	£1,500
	Total Net Committee Expenditure	£368,337	£44,110	£30,674	£33,990	£29,148	£32,233	£41,069	£27,612	£30,508	£35,992	£29,386	£38,075	£405,924	£427,269	£449,766
Halls and Grounds Committee																
	Total Income	£90,352	£9,091	£6,667	£7,976	£5,552	£7,883	£9,191	£9,817	£6,668	£9,457	£6,667	£7,033	£89,788	£85,120	£85,120
	Total Expenditure	£157,178	£13,803	£6,970	£16,109	£10,447	£8,182	£41,304	£12,027	£9,884	£16,041	£8,921	£25,956	£183,091	£190,239	£188,899
	Total Net Revenue Expenditure	£66,826	£4,712	£9,323	£5,471	£4,895	£299	£32,113	£5,210	£3,216	£6,584	£2,254	£18,923	£93,303	£105,119	£103,779
	Total Capital Income	£95,000	£0	£58,797	£0	£0	£0	£0	£0	£0	£0	£0	£0	£58,797	£0	£0
	Total Capital Expenditure	£662,057	£185,448	£0	£11,000	£0	£0	£26,000	£0	£0	£0	£0	£21,500	£243,948	£210,750	£155,750
	Total Net Capital Expenditure	£567,057	£185,448	£-58,797	£11,000	£0	£0	£26,000	£0	£0	£0	£0	£21,500	£185,151	£210,750	£155,750
	Total Net Committee Expenditure	£633,883	£190,160	£9,323	£16,471	£4,895	£299	£58,113	£5,210	£3,216	£6,584	£2,254	£40,423	£278,454	£315,869	£259,529
Community Development Committee																
	Total Income	£0	£0	£100	£0	£0	£0	£0	£0	£0	£0	£0	£0	£100	£100	£100
	Total Expenditure	£19,830	£3,250	£3,300	£0	£950	£0	£590	£1,550	£65	£0	£2,350	£1,890	£23,395	£19,945	£19,945
	Total Net Revenue Expenditure	£19,830	£3,250	£3,200	£0	£950	£0	£590	£1,550	£65	£0	£2,350	£1,890	£23,295	£19,845	£19,845
	Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	Total Capital Expenditure	£750	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£250	£500	£500	£500
	Total Net Capital Expenditure	£750	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£250	£500	£500	£500
	Total Net Committee Expenditure	£20,580	£3,250	£3,200	£0	£950	£0	£840	£1,550	£65	£0	£2,350	£2,140	£23,795	£20,345	£20,345
Planning & Highways Committee																
	Total Income	£5,250	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	Total Expenditure	£8,000	£0	£0	£0	£0	£0	£1,200	£0	£0	£0	£0	£1,100	£2,300	£2,300	£2,300
	Total Net Revenue Expenditure	£2,750	£0	£0	£0	£0	£0	£1,200	£0	£0	£0	£0	£1,100	£2,300	£2,300	£2,300
	Total Capital Income	£500	£0	£0	£0	£0	£0	£500	£0	£0	£0	£0	£0	£500	£500	£500
	Total Capital Expenditure	£64,750	£0	£0	£0	£0	£0	£1,750	£0	£0	£0	£0	£250	£2,000	£2,000	£2,000
	Total Net Capital Expenditure	£64,250	£0	£0	£0	£0	£0	£1,250	£0	£0	£0	£0	£250	£1,500	£2,500	£1,500
	Total Net Committee Expenditure	£67,000	£0	£0	£0	£0	£0	£2,450	£0	£0	£0	£0	£1,350	£3,800	£4,300	£4,300
Joint Managed Services																
	Total Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	Total Expenditure	£15,000	£0	£0	£0	£0	£0	£0	£6,000	£0	£0	£0	£6,000	£12,000	£10,000	£10,000
	Total Net Revenue Expenditure	£15,000	£0	£0	£0	£0	£0	£0	£6,000	£0	£0	£0	£6,000	£12,000	£10,000	£10,000
	Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	Total Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	Total Net Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	Total Net Committee Expenditure	£15,000	£0	£0	£0	£0	£0	£0	£6,000	£0	£0	£0	£6,000	£12,000	£10,000	£10,000

Joint Managed Services

Code	Description	2023-25												2024-25		2025-26		2026-27	
		Actual	Budget	1	2	3	4	5	6	7	8	9	10	11	12	Original	Original	Original	Original
		Total Year	April	May	June	July	August	September	October	November	December	January	February	March	Total Year	Budget	Estimate	Estimate	Total Year
<u>CC800 Cemetery Management</u>																			
Income																			
Total Income		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
<u>Expenditure</u>																			
4140	Op Costs - W H Cemetery	£15,000	£0	£0	£0	£0	£0	£0	£0	£6,000	£0	£0	£0	£6,000	£12,000	£10,000	£10,000	£10,000	£10,000
Total Expenditure		£15,000	£0	£0	£0	£0	£0	£0	£0	£6,000	£0	£0	£0	£6,000	£12,000	£10,000	£10,000	£10,000	£10,000
<u>Total</u>																			
Total Income		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Total Expenditure		£15,000	£0	£0	£0	£0	£0	£0	£0	£6,000	£0	£0	£0	£6,000	£12,000	£10,000	£10,000	£10,000	£10,000
Total Net Revenue Expenditure		£15,000	£0	£0	£0	£0	£0	£0	£0	£6,000	£0	£0	£0	£6,000	£12,000	£10,000	£10,000	£10,000	£10,000
Total Capital Income		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Total Capital Expenditure		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Total Net Capital Expenditure		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Total Net Committee Expenditure		£15,000	£0	£0	£0	£0	£0	£0	£0	£6,000	£0	£0	£0	£6,000	£12,000	£10,000	£10,000	£10,000	£10,000
Total Net Committee Expenditure (Check)		£15,000	£0	£0	£0	£0	£0	£0	£0	£6,000	£0	£0	£0	£6,000	£12,000	£10,000	£10,000	£10,000	£10,000

CIL Contingencies & Precept Funding

[illegible]Total Net Committee Expenditures

Total Income	\$633,741	\$306,828	\$7,979	\$8,198	\$11,268	\$6,844	\$305,726	\$10,503	\$10,169	\$7,960	\$10,749	\$7,959	\$5,325	\$703,508	\$766,551	\$732,708
Total Expenditure	\$590,741	\$52,489	\$50,859	\$51,395	\$50,729	\$41,837	\$41,847	\$85,225	\$50,541	\$41,749	\$53,325	\$41,949	\$74,063	\$646,008	\$669,051	\$690,208
Total Net Revenue Expenditure	-\$43,001	-\$244,339	\$42,880	\$43,197	\$39,461	\$34,993	-\$263,879	\$74,722	\$40,372	\$33,789	\$42,576	\$33,990	\$64,738	-\$57,500	-\$97,500	-\$42,500
Total Capital Income	\$95,500	\$331	\$58,797	\$0	\$0	\$0	\$0	\$500	\$30,022	\$0	\$0	\$0	\$0	\$89,650	\$500	\$500
Total Capital Expenditure	\$730,807	\$185,448	\$0	\$0	\$11,000	\$0	\$0	\$28,250	\$0	\$0	\$0	\$0	\$23,250	\$247,948	\$214,750	\$159,750
Total Net Capital Expenditure	\$635,307	\$185,117	-\$58,797	\$0	\$11,000	\$0	\$0	\$27,750	-\$30,022	\$0	\$0	\$0	\$23,250	\$158,298	\$214,250	\$159,250
Total Net Committee Expenditures	\$592,307	-\$59,222	-\$15,917	\$43,197	\$50,461	\$34,993	-\$263,879	\$102,472	\$10,350	\$33,789	\$42,576	\$33,990	\$87,988	\$100,798	\$116,750	\$116,750

2023-24

Transfers to / from Earmarked Reserves

		Total Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total Year	Total Year
315	EMR - Montague Road Play Areas - S106/CIL	-£135,557		£0	£0	£0	£0	£0		£0	£0	£0	£0	£0	£0	£0
320	EMR - Replace Pick Up - CYF	-£17,000		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
325	EMR - Replace Play Area Equipment - CYF	£4,000		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	-£4,000	£0	£0
330	EMR - Replace Tractors - CYF	£3,500		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	-£4,000
335	EMR - Replace Transit Van - CYF	£3,500		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
336	EMR - EV Chargers - CIL	£0		£0	£0		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
340	EMR - Replace Topper / Mower - CYF	£3,500		£0	£0	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£11,000	£0
341	EMR - Replace IT Equipment - CYF	£0		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	-£1,000	£0	£0
345	EMR - Election Expenses	£0		£0	£0	£0	£0	£0	£0	£0	£0	£0	-£2,500	-£2,500	£0	-£1,000
350	EMR - Bldings Replace / Refurb - CYF	£2,000	£1,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	-£2,500	-£2,500	-£2,500
351	EMR - Purchase of Community Asset	£0		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	-£5,000	-£3,500	£136,750
352	EMR - Sale of Community Asset	£0		£0	£0	£0	£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	£2,000	£6,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	-£2,000	£4,000	-£2,000
356	EMR - Resurface Car Parks ?	£0		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	-£2,500	-£2,500	-£2,500
357	EMR - Resurface Play Areas ?	£0		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	-£2,000	-£2,000	-£2,000
360	EMR - Replace Bus Shelters - CYF	-£8,000		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
370	EMR - CCTV (IHR) - CYF	-£5,000		£0	£0	£0	£0	£0	£0	£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 Botley Bridleway - CIL	-£50,000		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
373	EMR - Southern Footpath/Cycleway - CIL/WCIL/S106	-£55,000		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
374	EMR - Replace Skate Park (PP) - CIL/WCIL	-£150,000		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
375	EMR - Floor Polisher (JH)-CYF	-£1,500		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
376	EMR - Solar Panels on Roof (JH) - CIL	-£60,000	£99,750	-£40,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£59,750	£0
377	EMR - Extend Parking (PP) - CIL	-£57,849		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
378	EMR - Albany Road Play Park - S106	-£59,401	£78,198	-£18,797	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£59,401	£0
379	EMR - Building Maintenance - CYF	-£11,000		£0	£0	£0	£0	£0	£18,500	£0	£0	£0	£0	-£6,000	£12,500	-£6,000
380	EMR - Name Sign (JH) - CYF	£0		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
385	EMR - Electric Shutter Door (ES) - CYF	£0		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
390	EMR - Stackable Chairs (JH) - CYF	£0		£0	£0	£0	£0	£0	£0	£0	£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
392	EMR - WCC CIL Receipts 2020-21	£0		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
393	EMR - WCC CIL Receipts 2021-22	£0		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
394	EMR - WCC CIL Receipts 2022-23	£0		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0

[illegible]



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

5.12.23

Agenda Item – Ear Marked Reserves Budget Setting and Movements for 2024/25 – for approval

The attached spreadsheet shows the Ear Marked Reserves financial budget for 24/25 for approval.

Ear Marked Reserve movements for approval: -

The Replace/Refurbish EMR's budgeted for (General reserves) transfer in March 24 will now be Precept transfers as follows: -

325 Replace Play Area Equipment - **£4,000** will remain

330 Replace Tractor - £3,500 budgeted will not be transferred

335 Replace Transit Van - £3,000 budgeted will now be **£6,000**. To then transfer whole fund of £11,000 to 336 EV Chargers

340 Replace Topper/Mower - £3,500 budgeted will not be transferred

350 Buildings Replace/Refurb – £2,000 budgeted will increase to **£8,000**

355 Resurface Tennis Courts - **£2,000** budgeted will remain

360 Replace Bus Shelters - £2,000 budgeted will not be transferred (EMR already covers 2 x bus shelters)

Total £20,000 (no change)

Additional Precept transfers as follows: -

341 Replace IT Equipment – £2,580 unspent precept (4408/299 Office Equipment) will be transferred to begin this EMR fund.

379 Building Maintenance - £7,500 unspent precept (4338 Mtce – Internal Decoration and 4339 Mtce – External Decoration), will be transferred to build this EMR fund for use in 24/25

Total £10,080

New EMR Codes for 24/25:-

336 EV Chargers

341 Replace IT Equipment

345 Election Expenses

356 Resurface Car Parks

357 Resurface Play Areas

399 Winchester CIL Receipts 24/25

400 SDNP CIL Receipts 24/25

The following Replace/Refurbish EMR's are budgeted for Precept transfer in March 25:-

325 Replace Play Area Equipment - £4,000

341 Replace IT Equipment - £1,000

345 Election Expenses - £2,500

350 Bldngs Replace/Refurb - £5,000

355 Resurface Tennis Courts - £2,000

356 Resurface Car Parks - £2,500

357 Resurface Play Areas - £2,000

379 Building Maintenance - £6,000

Total £25,000

Proposal: To approve both the Ear Marked Reserve Budget for 24/25 and the movements detailed.

Finance Manager 23/11/23

Budget Setting 2024/25

Ear Marked Reserves

		Opening Balance	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total Year	Original Budget	2024-25 Closing Balance
315	EMR - Montague Road Play Areas - S106/CIL	£25,949	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£25,949
320	EMR - Replace Pick Up - CYF	£17,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£17,000
325	EMR - Replace Play Area Equipment - CYF	£4,744	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£8,744
330	EMR - Replace Tractors - CYF	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£33,500
335	EMR - Replace Transit Van - CYF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
336	EMR - EV Chargers - CIL	£11,000	£0	£0	£0	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
340	EMR - Replace Topper / Mower - CYF	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£33,500
341	EMR - Replace IT Equipment - CYF	£2,580	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,580
345	EMR - Election Expenses	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500
350	EMR - Bldings Replace / Refurb - CYF	£85,000	£1,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500
351	EMR - Purchase of Community Asset	£40,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£88,500
352	EMR - Sale of Community Asset	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£40,000
353	EMR - New Capital Receipt	£145,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£145,000
355	EMR - Resurface Tennis Courts - CYF	£16,000	£6,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£12,000
356	EMR - Resurface Car Parks ?	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500
357	EMR - Resurface Play Areas ?	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500
360	EMR - Replace Bus Shelters - CYF	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000
370	EMR - CCTV (HR) - CYF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000
371	EMR - Planter - HCC Grant	£50,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
372	EMR - BW to Botley Bridleway - CIL	£50,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
373	EMR - Southern Footpath/Cycleway - CIL/WCIL/S106	£40,752	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£50,000
374	EMR - Replace Skate Park (PP) - CIL/WCIL	£20,138	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£40,752
375	EMR - Floor Polisher (JH) - CYF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£20,138
376	EMR - Solar Panels on Roof (JH) - CIL	£59,750	£99,750	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
377	EMR - Extend Parking (PP) - CIL	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
378	EMR - Albany Road Play Park - S106	£59,401	£78,198	£0	£0	£0	£0	£0	£18,500	£0	£0	£0	£0	£0	£0	£0	£0
379	EMR - Building Maintenance - CYF	£18,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
380	EMR - Name Sign (JH) - CYF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
385	EMR - Electric Shutter Door (ES) - CYF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
390	EMR - Stackable Chairs (JH) - CYF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£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	£0	£0
392	EMR - WCC CIL Receipts 2020-21	£1,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,500
393	EMR - WCC CIL Receipts 2021-22	£22,011	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£22,011
394	EMR - WCC CIL Receipts 2022-23	£3,062	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,062
395	EMR - WCC CIL Receipts 2023-24	£12,867	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£12,867
396	EMR - SDNP CIL Receipts 2021-22	£481	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£481
397	EMR - SDNP CIL Receipts 2022-23	£2,471	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,471
398	EMR - SDNP CIL Receipts 2023-24	£1,660	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,660
399	EMR - WCC CIL Receipts 2024-25	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
400	EMR - SDNP CIL Receipts 2024-25	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
		£716,866	£185,117	£58,797	£0	£11,000	£0	£0	£18,500	£30,022	£0	£0	£0	£0	£0	£0	£616,068

Will need to be spent by March 2026



Bishop's Waltham Parish Council

Finance, Policy and Resources Committee

5.12.23

Agenda Item – Grant Applications – for approval

The Community and Environment Committee have the responsibility of considering grant applications made to the Parish Council and recommending spend. The total amount of funds budgeted for the current financial year (£8,500) has already been awarded. Two grant applications were received by the Council after the published application deadline of 30th October.

At the Community and Environment Committee meeting on 5th December, the Committee made the following resolution:

CE146/23

Grant Applications – for consideration

The two grant applications that had been received after the application deadline of 30th September 2023 were reviewed.

The budgeted funds for community grants for the current financial year were noted as fully awarded.

Alternative means of support were considered, for example the promotion of the Community Volunteer database in the next edition of the Bishop's Waltham Matters newsletter.

The projects were noted as valuable and worthy causes and that future applications from the organisations involved would be welcomed.

Resolved: To recommend to the Finance, Policy and Resources Committee, that the following grant application received, not be granted in light of the grant budget being fully allocated.

GROUP	FOCUS	AMOUNT REQUESTED	FOR
Bishop's Waltham Town Team	Ensure that the town continues to be a vibrant social and community hub	£315	Phase 2 of communications programme for BW Community Volunteers
Folk Association of South Hants	Promoting and supporting folk activities of all kinds in South Hampshire	Contribution towards total costs of £839.20	Facilitating and running of the annual Schools Ceilidh run as part of Bishop's Waltham Festival
Total Request Received		£1,154.20	

Proposed: Cllr E Jelf

Seconded: Cllr J Marsh

All in favour.

ACTION: Clerk

Proposal: To note the resolution of the Community and Environment Committee, that the grant applications recently received after the deadline for the second round of applications, will not be granted in light of the grant budget being fully allocated.

Administration Officer

29.11.23



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

5.12.23

Policies - Update – *for consideration*

Cllr Stallard has reviewed all the current policies and confirmed those current and relevant. Some require reviewing and some have suggestions for updating. See chart attached for detail.

Proposal

To note the policies listed as confirmed for 2024.

To note recommendations for policy reviews and updates and appoint a working group to action such.

Executive Officer
30.11.23



Bishop's Waltham Parish Council

List of Policies as of December 2023

Policies confirmed as current and relevant:-

1	Accident Reporting	Confirmation proposed
4	Budget Over/Underspend	Confirmation proposed
7	Communications with the Press and Public	Confirmation proposed
10	COSHH	Confirmation proposed
11	Councillors' Expenses	Confirmation proposed
12	Dealing with Unreasonable Behaviour	Confirmation proposed
13	Deed of Access (updated Aug 2023)	Confirmation proposed
14	Dignity at work/Bullying & Harassment	Confirmation proposed
17	Environment & Climate Change	Confirmation proposed
22	Freedom of Information	Confirmation proposed
23	Grants	Confirmation proposed
24	Grievance	Confirmation proposed
29	Manual Handling	Confirmation proposed
30	Noise	Confirmation proposed
31	Overtime and TOIL	Confirmation proposed
32	Participatory Budgeting	Confirmation proposed
33	Pension	Confirmation proposed
39	Safe Use of Equipment	Confirmation proposed
40	Sickness Absence	Confirmation proposed
44	Staff Recruitment	Confirmation proposed
45	Street Naming	Confirmation proposed
46	Stress at Work	Confirmation proposed
47	Training	Confirmation proposed
48	Transport	Confirmation proposed

Detail of Update/Review consideration

3	Asset Register	Could there be wording on removal of assets from register?
6	CCTV	Reference to GDPR? Configuration
21	Flag Flying	Changes from Her Majesty to His Majesty
28	Lone Worker	Method statement/Risk asst/ RAMS
34	Protocol for Reporting at Meetings	Include live streaming?
35	Project Procurement	Value updating?
42	Social Media	Press officer role? Soften wording? Refer to code of conduct?

2	Appraisals	Tidy of appendices needed
5	Business Continuity	Include social media? IT contract? Coding system?
8	Community Engagement	Update to include social media, VLOG, video conference?
9	Control of Contractors	Method statement/ RAMS needed
15	Disciplinary	Include Personal Improvement Plans?
16	DSE	Update to include new technologies
18	Equality	Update to include clothing
19	Fire Safety	Update/Review
20	First Aid at Work	Update and include with an Events Policy
25	H&S Management	Update/Review
26	H&S Policies & Procedures/Arrangements	Update and include with an Events Policy
27	Investment Strategy	Could include explicit green investments?
36	Privacy Policy and Notice (inc GDPR)	Missing from list but do have such. <i>(now added in)</i> Review?
37	Risk Assessment and Procurement	Very wordy. Included in other policies?
38	Risk Assessment and Procedure	Very wordy. Included in other policies?
41	Special Events	Why only two days allowed?
43	Staff Hire Charges	Query over need for policy.
49	Working From Home	Query over possible contribution for utility usage whilst WFH.